

STATE ADVISORS:

ILC Checklist for Competitive Events

**By May 1**

* Send state winners list to Bergen Morehouse (bergen.morehouse@hosa.org) or other identified member of HOSA Management
* Complete Competitive Events Management Information Form online with Event Manager and Judge Manager contact information.

**By May 15**

* Complete Special Activity Registration Online Form-
	+ Accommodation Information: For all other competitors not in the special needs events, what accommodations did you make at the state level? (e.g. Accommodations for visual impairments, wheelchair accessibility).

**By May 20**

* Validate ILC Registration-
	+ Verify students are registered for correct event.
	+ TEAM EVENTS: Verify students are grouped by team according to the awarded place at SLC (e.g. 1st place winners are Team 1, 2nd place winners are Team 2).
	+ SUBSITUTIONS: Verify students are eligible to compete. Only 75% of a team can be substituted.
	+ Click the validation link to the right of the school’s name.

**Between May 20 - ILC**

* Communicate with Event Manager and Judge Manager
	+ Assign attending advisors, chaperones, students competitive event roles.
	+ Make sure the Event Manager and Judge Manager have connected with the Lieutenant. The Lieutenant will be copying the State Advisor on initial communications with the Event Manager and Judge Manager person.
* ILC Competitive Events Changes
	+ All changes must be sent to HOSA-Future Health Professionals through the State Advisor.
	+ Please send event deletions. Even though we do not give refunds, you can help us make the on-site process easier and more accurate by sending us your deletions. NOTE: The person’s events will be deleted, but the name will remain on the registration list.

**At the ILC**

* Attend Event Personnel Orientation.
* Changes to Competitive Events-
	+ List of competitors will be given to State Advisors during ILC registration.
	+ Make any changes on the list.
	+ Sign the list and turn into Competitive Event Headquarters by 10 pm on Tuesday.
	+ Even if there are no changes, still sign and return to CE HQ.
* Do an Event Walk-by: Offer thanks, encouragement and general support to event personnel. Make them feel appreciated!