

Dear HOSA Advisors,

Shawnie and I worked hard to arrange the schedule of events last Friday and Saturday, while also working with CTSO officers planning the whole conference. We are waiting on some info from Mr. Cook to finalize, but should be out soon. That schedule will help your students decide which Tours they can sign up for. Mr. Cook will be sending that information out the first week of February. There are some great tours lined up, so encourage participation. However, I need to clarify that All competitors need to check-in for event orientation at the start time of every event they are registered for, all members of the team, for one thing, to find out their appointment time, if it is not a group start.

Other important issues:

1. Payment is due 30 days after Registration for the CTSO/HOSA State Leadership Conference. Mr. Cook is trying to change the Invoice address (that has Shawnie's address), but payment should be sent to him, the conference coordinator, with check made out to:
Black Spruce Design
9731 St. Lawrence Circle
Eagle River, AK 99755-8661
2. Advisors need to submit to both Shawnie and myself the name of your chapter's **Most Outstanding Member**, by March 6th.
3. All Chapters need to designate their voting delegates to vote on Saturday morning of the Leadership Conference. Each Chapter gets at least one vote, additional votes are one more vote per 20 members. (often a voting delegate is a chapter officer, but I don't think that is required)
4. Please send your Chapter Officer email addresses to Shawnie, so she can have the State officers make contact with your officers.
5. Please download a QR-Code reader app to your smart phones before coming to conference, and have All your students do it too. That is how Evaluations for the conference, and individually, the workshops will be done this year.
6. Remember all the documents that are due March 6th:
 - a. Event Documents uploaded to STEM Premier:
 - i. Job Seeking Skills-Resume & Cover Letter
 - ii. *Health Career Photography - Three photos
 - iii. Medical Innovation – Link to 90 second video
 - b. AK-HOSA Officer Application Packet
 - c. AK-HOSA Scholarship Application Packet (AK HOSA handbook to study from is coming soon)
7. *Official HOSA notebook from Awards unlimited is only required for ILC for Health Career Photography.
8. As in past years, AK HOSA will provide the required items for Skills Events.
9. Students must bring their own art supplies for Ext Health Poster, AK HOSA provides the Poster.
10. Students must have their own computer and have Microsoft Word loaded onto their computer for Ext Writing. AK HOSA will provide the "jump drive" to save the essay onto.