



Area 2

Spring Leadership Conference

January 24 - 25, 2025

MEMO

Checklist to prepare for the Spring Leadership Conference:

- Set chapter deadlines for registration and payment
- Promote Event
- Determine student cost to attend with your chapter, including registration fees, meals, travel, etc.
- Send a letter to parents with event details
- Provide students with necessary conference information, including cost
- Discuss dress code requirements with attendees
- Submit IEP information before the Area Conference Deadline
- Advisors sign up to assist in running a competitive event
- Collect student payment before registration deadline
- Print copy of chapter's registration and triple check for accuracy before deadline
- Submit registration and print invoice copy from the HOSA system
- Submit registration information to bookkeeper for payment
- Submit payment to Texas HOSA
- Confirm students fill out [Medical Liability, Code of Conduct, Photo Release & Dress Code Policy](#) forms. Print out a copy to keep with you while you are traveling.
- Confirm advisors and/or chaperones fill out [Code of Ethics and Photo Release](#) forms.
- Confirm that each participant has read the [Texas HOSA guidelines](#) for their event found on the Texas HOSA web page under [Texas HOSA Competition](#) tab.
- Ensure you have [verification form](#) printed and sign before check-in site.
- Complete and print out [substitution form](#) for team events and turn in at onsite check-in.
- Check the Texas HOSA website for events that are virtually judged for Round One to determine if competitors have progressed to Round Two in person.

Please check the "TOP 10 "Round Two appointment times after online testing and virtual judging results on [1/14/25](#) . Notify students and adjust busing and hotel list.



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GENERAL INFORMATION

Fees: The registration fee for all students, advisors, guests, and chaperones is \$35. Make all registration fees checks payable to HOSA, TA and no PO's will be accepted. You are required to pay a registration fee for every student, advisor, and chaperone that you have registered online. No deletions or refunds will be made after the conference registration deadline. All fees will be mailed to the address below.

Texas HOSA
P.O. Box 1710
Monahans, TX 79756

To pay with a card, Apple Pay, or bank transfer, to request a QuickBooks invoice.
email delvin.thurman@texashosa.org

There is a 3.5% fee to help cover the processing charge. **Payments will not be accepted at the conference site.**

| Date | Item | Notes |
|----------|--|--|
| 12/13/24 | Registration Opens | Students must be affiliated members to attend. Attendee information needed to register: <ul style="list-style-type: none"> • Name • Email (required for all attendees) • Registration link apps.hosa.org |
| 01/6/25 | Registration Deadline | Must be completed via the Online Registration System apps.hosa.org by 11:59 PM (central time) |
| 01/6/25 | Digital Upload Deadline | apps.hosa.org |
| 1/6/25 | Student to Advisor/Chaperone ratio: 10:1 Be sure your students are adequately chaperoned | <p>One (1) registered adult for every ten (10) students is required for supervision. • Advisors and chaperones must be in attendance throughout the entire conference. • Advisors and chaperones must stay at the chapter's conference hotel. This ratio will be strictly enforced by Texas HOSA Inc.</p> <p>Each advisor ensures chaperones assisting students will be 21 or older, follow the conference Code of Conduct and Dress Code, and act responsibly and interact appropriately with students</p> |
| | Meals | Meals are not provided for students however Clear Brook HS will have both concessions and food trucks available for students to purchase food |



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|----------|---|---|
| 1/22/25 | Fees Due | Plan ahead to ensure your bookkeeper can meet this deadline. No refunds or exceptions will be made for those who are registered but do not attend the event. |
| 01/24/25 | Conference Site & Parking | <ul style="list-style-type: none"> ● Clear Brook High School 4607 FM 2351 Friendswood, Texas 77546 ● Parking- Front and Back Parking Lot ● See Map diagrams ● Entrance- Front Door Main Entrance- Students will not be allowed to go in until 4:30 pm on Friday |
| 01/24/25 | Conference check-in | <ul style="list-style-type: none"> ● Location: South Main Baptist Church 4300 East Sam Houston Pkwy S Pasadena, TX 77505 ● Advisors only for check in. ● Time: 12:45-1:45 pm ● Have a verification form ready. |
| 01/24/25 | Opening and Business Session Site: | <ul style="list-style-type: none"> ● South Main Baptist Church 4300 East Sam Houston Pkwy S Pasadena, TX 77505 ● Students will enter through the front doors at 1:30 pm ● Doors Open at 1:30 pm |
| 01/25/25 | Closing Session Site 1:30 PM (Doors open at 1:15 PM) | <ul style="list-style-type: none"> ● South Main Baptist Church 4300 East Sam Houston Pkwy S Pasadena, TX 77505 |
| | Dress Code For more details see Chapter Handbook page 8-10 | <ul style="list-style-type: none"> ● Opening: Business attire ● Competitive event: check Texas HOSA Guidelines for your event ● Closing: Business attire |
| 1/6/25 | Advisor Assignment | Texas HOSA's Competitive Event needs every advisor to assist in running events. Click Here to sign up for your advisor assignment |
| | Courtesy Corp | Chapters can still register 2 students to act as Courtesy Corp, those students will be assigned to the same event as their advisor. |



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| | Voting Delegates | New rule this year! 2 voting delegates per school not per chapter |
| 1/24/25 | Officer Candidate Interviews (all candidates must have taken online test during the online testing window) | <ul style="list-style-type: none"> • Holiday Inn Express Houston Space Center 900 Rogers Ct, Webster, TX 77598 • 8:00 am • Link for application |
| 1/6/25 | IEP Events | IEP Verification and Accommodation Form https://hosa.org/accommodations/ |
| | Substitutions for Team Events | Substitution form link |
| 1/24/25 | Area 2 Theme: "Ignite your Dreams" | <ul style="list-style-type: none"> • Social "Lemonade and Cookies" • Location- "The Commons" • Time- 7:00-9:00 pm |
| 1/24/25 | Service Project National Marrow Donor Program (NMDP) | <ul style="list-style-type: none"> • "Walk of Fame Stars" Decorate and Personalize a Star for \$2.00 and Photo Booth • Location- "The Commons" • Time- 7:00-9:00 pm |
| | Hotels | <ul style="list-style-type: none"> • Click Here for a list of nearby hotels • HOSA chapter Advisors are responsible for reserving hotel accommodation at the hotel of their choice |



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OFFICER CORNER

Hello, Area 2!

*At the Spring Leadership Conference, themed ***Ignite Your Dreams***, we're excited to offer several activities that will help you make lasting memories while supporting a great cause!*

*Don't forget to support HOSA's Service Project in collaboration with the National Marrow Donor Program (NMDP), formerly known as **Be the Match**, by participating in our ****Walk of Fame Stars**** activity. For a small fee of \$2, you'll receive a Walk of Fame star to decorate and personalize however you like! Once you've crafted your star, take photos with it at our designated photo booth or around the conference to capture the moment.*

The fun doesn't stop there! Join us at the Hot Cocoa and Cookies Social, where you can enjoy self-serve hot chocolate and cookies while mingling with new friends and reconnecting with familiar faces. It's the perfect way to warm up and unwind after a day full of activities.

We can't wait to see you there!

Warm regards,

The Area 2 Team



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Tentative Agenda

A final conference agenda will be given to advisors at on-site check-in with room numbers.

Friday, January 24, 2025

| | | | |
|---------------|---|---------------------------|---------------------------------|
| 8:00 am | Area Officer Interviews | Holiday Inn Express | |
| 12:45-1:45 pm | Conference Check-In | South Main Baptist Church | |
| 1:30 pm | Doors open for Opening Session | South Main Baptist Church | |
| 1:45 pm | Opening Session | South Main Baptist Church | |
| 3:00 pm | Business Session | South Main Baptist Church | |
| 4:30 pm | Competitive Events Headquarters opens | Library | |
| | Judge Hospitality Opens | Multipurpose Room (MPR) | |
| | Advisor Hospitality Opens | Teacher's Lounge | |
| | Ambassadors Headquarters Opens | RM 512 | |
| 5:15 pm | Event Manager and Assistants Orientation and materials pick-up for 6:15 pm events | | |
| 5:45 pm | Event Manager orients judges: Event team prepares room | | |
| 6:00 pm | Competitors without appointment times arrive for check-in All others arrive 15 minutes prior to appointment time to check-in | | |
| 6:15 pm | Events begin | | |
| | | Holding Room | Event Room |
| 6:15 pm | Biomedical Debate Rd 2 | | |
| | Biotechnology Rd 2 | | |
| | Clinical Specialty | By Appointment | Bring 2 paper copies for judges |
| | Community Awareness | By Appointment | Bring 2 paper copies for judges |
| | CPR/FA Rd 2 | | |
| | Life Support Skills | | |
| | Creative Problem Solving Rd 2 | | |
| | EMT Rd 2 | | |
| | Forensic Science Rd 2 | N/A | |
| | Research Poster Rd 2 | By Appointment | |
| | Researched Persuasive Writing & Speaking | By Appointment | Bring 2 paper copies for judges |
| 5:45 pm | Event Manager and Assistants Orientation and materials pick-up for 6:45 pm events | | |
| 6:15 pm | Event Manager orients judges: Event team prepares room | | |
| 6:30 pm | Competitors arrive for check-in Researched Persuasive Writing & Speaking check-in 15 minutes prior to appointment time | | |
| 6:45 pm | Events begin | | |
| | | Holding Room | Event Room |
| 6:45 pm | CERT Skills Rd 2 | | |
| | Clinical Nursing Rd 2 | | |
| | Dental Science Rd 2 | | |
| | Extemporaneous Writing | | |
| | HOSA Bowl Rd 2 | | |
| | Mental Health Promotion Rd 2 | By Appointment | |
| | Nursing Assisting Rd 2 | | |
| | Parliamentary Procedure Rd 2 | | |
| | Personal Care | | |
| | Pharmacy Science Rd 2 | | |
| | Public Service Announcement Rd 2 | By Appointment | |

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| 6:15 pm | Event Manager and Assistants Orientation and materials pick-up for 7:15 pm events | | |
| 6:45 pm | Event Manager orients Judges. Event Team prepares room | | |



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|---------|---|--------------|------------|
| 7:00 pm | Competitors arrive for check-in | | |
| 7:15 pm | Events begin | | |
| | | Holding Room | Event Room |
| 7:15 pm | Clinical Laboratory Science Rd 2 | | |
| | Home Health Aide Rd 2 | | |
| | Medical Assisting Rd 2 | | |
| | Medical Art Poster Collection & Judging | N/A | |
| | Patient Care Tech Rd 2 | | |
| | Phlebotomy Rd 2 | | |
| | Physical Therapy Rd 2 | | |
| | Sports Medicine Rd 2 | | |
| | Veterinary Science Rd 2 | | |

Saturday, January 25, 2025

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| 7:15 am | Competitive Events Headquarters opens | Library |
| 7:30 am | Judge Hospitality Opens | Multipurpose Room (MPR) |
| | Advisor Hospitality Opens | Teacher's Lounge |
| | Ambassador Headquarters Opens | RM 512 |

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|---------|---|----------------|---------------------------------|
| 7:15 am | Event Manager & Assistants Orientation and materials pick-up for 8:30 am events | | |
| 7:45 am | Event Manager orients judges. Event team prepares room | | |
| 8:15 am | Competitors arrive 15 minutes prior to appointment time for check-in. | | |
| 8:30 am | Events begin | | |
| | | Holding Room | Event Room |
| 8:30 am | Extemporaneous Writing Judging | N/A | |
| | Family Medicine Physician | By Appointment | Bring 2 paper copies for judges |
| | Health Career Display Rd 2 | By Appointment | |
| | Health Career Photography Rd 2 | By Appointment | |
| | Health Education Rd 2 | By Appointment | |
| | Healthy Living Rd 2 | By Appointment | |
| | Medical Innovation Rd 2 | By Appointment | |
| | Public Health Rd 2 | By Appointment | |
| | Prepared Speaking | By Appointment | |
| | Speaking Skills | By Appointment | |
| | MRC Partnership Rd 2 | By Appointment | |

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|---------|--|----------------|------------|
| 7:45 am | Event Manager & Assistants Orientation and materials pick-up for 9:00 am events | | |
| 8:15 am | Event Manager orients Judges. Event Team prepares room | | |
| 8:45 am | Medical Spelling competitors arrive for check-in Medical Art Posters are dropped off for judging. | | |
| 9:00 am | Events begin | | |
| | | Holding Room | Event Room |
| 9:00 am | Interviewing Skills Rd 2 | By Appointment | |
| | Job Seeking Skills Rd 2 | By Appointment | |
| | Medical Spelling Rd 2 | N/A | |

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| 1:30 pm | Grand Awards Session | | |
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Contact Information:

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| Conference Chair: | Zenia Ridley | zridley@ccisd.net |
| Executive Director: | Janet Villarreal | janet.villarreal@texashosa.org |
| Texas Officer Coordinator: | Kelly Cowan | kelly.cowan@texashosa.org |
| Competitive Event Manager: | Linda Stanhope | linda.stanhope@texashosa.org |
| Competitive Event Supervisor | Wanda Herfarth | wanda.herfarth@texashosa.org |