



Area 3

Spring Leadership Conference

February 21-22, 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 [2/11/25](#). 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
2/3/25	Registration Deadline	Must be completed via the Online Registration System apps.hosa.org by 11:59 PM (central time)
2/3/25	Digital Upload Deadline	apps.hosa.org
2/3/25	Student to Advisor/Chaperone ratio: 10:1 Be sure your students are adequately chaperoned	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. 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
2/21/25	Meals	Meals are not provided for students. Food Trucks Friday evening.



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2/19/25	Fees Due	Plan 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.
	Parking	<ul style="list-style-type: none"> ● Parking: bus parking lot and overflow ● Map Link ●
2/21/25	Conference Site	<ul style="list-style-type: none"> ● Tyler Legacy High School 4500 Red Raider Dr. Tyler, TX 75701 ● Parking- Southwest or Northwest side of campus ● Entrance- Front Door Main Entrance
2/21/25	Conference check-in	<ul style="list-style-type: none"> ● Advisors Only ● Location: Caldwell Auditorium 300 S. College Ave Tyler, TX 75702 ● 12:45-1:45 PM ● Have verification form ready.
2/21/25	Opening and Business Session Site:	<ul style="list-style-type: none"> ● Location: Caldwell Auditorium 300 S. College Ave Tyler, TX 75702 ● Parking: Cars in Lot adjacent to Auditorium There is BUS parking at Marvin Methodist Church. Look for signs in designated areas. This is a block away but buses may drop students off at the Auditorium if you would like. Cars and Vans may park at the site. There is parking in front and to the side of the Auditorium. ● Time: 1:45-3:30 PM (Doors open at 1:30 PM)
2/22/25	Closing Session Site	<ul style="list-style-type: none"> ● Location: Caldwell Auditorium ● Parking: Cars in Lot adjacent to Auditorium There is parking at Marvin Methodist Church. Look for signs in designated areas. This is a block away but buses may drop students off at the Auditorium if you would like. Cars and Vans may park at the site. There is parking in front and to the side of the Auditorium. ● Time: 1:30 PM (Doors open at 1:15 PM)



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	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
	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.
	Voting Delegates	New rule this year! 2 voting delegates per school not per chapter
2/21/25	Officer Candidate Interviews (all candidates must have taken online test during the online testing window)	<ul style="list-style-type: none"> • Fairfield Inn 1945 WSW Loop 323 Tyler, TX 75701 • 8:00 AM • Link for application
	IEP Events	IEP Verification and Accommodation Form https://hosa.org/accommodations/
	Substitutions for Team Events	Substitution/No show form link
2/21/25	Theme and Social	<ul style="list-style-type: none"> • "Ignite Your Flame" • Olympics theme games and movies. • Tyler Legacy Courtyard • 7:00-9:00 PM
2/21/25	Service Project	<ul style="list-style-type: none"> • National Marrow Donor Program • \$5.00 Spirit Grab Bags • Cafeteria • 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 -

Hey Area 3!

Get ready to Ignite Your Flame at our Spring Leadership Conference! We've planned an evening full of Olympic-themed excitement that you won't want to miss.

Step into the spotlight and test your skills in a series of fun lawn game trials for a chance to win a coveted gold medal and be celebrated on stage at the closing awards ceremony. Not up for the competition? No problem! Enjoy an Olympic-themed movie night with fellow attendees, complete with refreshments to keep the energy high and the vibes positive.

Showcase your spirit by purchasing our exclusive Spirit Grab Bags for just \$5 each. These vibrant, hibiscus/orange-colored items will help you stand out at both the Closing Ceremony and the State Leadership Conference. The school with the most grab bags purchased will win the prestigious Olympic Torch Spirit Stick and be honored on stage at the Closing Ceremony. Bring these spirit items to the State Leadership Conference to proudly represent our area and compete for the Spirit Award. Plus, all proceeds will support our service project partner, the National Marrow Donor Program (NMDP).

Join us for an evening where you can shine like a true champion, whether you're competing for gold or cheering from the sidelines. Don't miss this opportunity to support a great cause and represent Area 3 with pride!

See you there!

Area 3 Officer 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, February 21, 2025

8:00 am	Area Officer Interviews	Fairfield Inn
12:45-1:45 pm	Conference Check-In	Caldwell Auditorium Foyer
1:30 pm	Doors open for Opening Session	Caldwell Auditorium
1:45 pm	Opening Session	Caldwell Auditorium
3:00 pm	Business Session	Caldwell Auditorium
4:30 pm	Competitive Events Headquarters opens	Library
	Judge Hospitality Opens	2 East Workroom
	Advisor Hospitality Opens	2 West Workroom
	Ambassadors Headquarters Opens	?????

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		



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		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	

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		
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, February 22, 2025

7:15 am	Competitive Events Headquarters opens		
7:30 am	Judge Hospitality Opens		
	Advisor Hospitality Opens		
	Ambassador Headquarters Opens		

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	



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	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	
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		
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	
1:30 pm	Grand Awards Session		

Contact Information:

Conference Chairs:	Debbie Germany	Debbie.germany@tylerisd.org
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