



Area 5 Spring Leadership Conference January 17-18, 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 [1/17/25](#). 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
12/20/24	Registration Deadline	Must be completed via the Online Registration System apps.hosa.org by 11:59 PM (central time)
12/20/24	Digital Upload Deadline	apps.hosa.org
12/20/24	Student to Advisor/Chaperone ration: 10:1 Be sure your students are adequately chaperoned	<p style="color: red;">One (1) registered adult for every ten (10) students is required for supervision.</p> <ul style="list-style-type: none"> • Advisors and chaperones must be in attendance throughout the entire conference. • Advisors and chaperones must stay at the chapter's conference hotel. <p>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>
1/15/25	Meals	Meals are not provided for students. The school will have concessions with Chips, candy and drinks available Friday evening.



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1/15/25	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 for school	<ul style="list-style-type: none"> ● Parking: bus parking lot and overflow ● See School Map link
1/17/25	Conference Site	<ul style="list-style-type: none"> ● Ben Barber Innovation Academy 1120 W Debbie Ln. Mansfield, TX 76063 ● Parking- West Parking Lot ● Entrance- Front Door Main Entrance
1/17/25	Conference check-in	<ul style="list-style-type: none"> ● Advisors Only ● Location: First Methodist of Mansfield 777 N Walnut Creek Dr. Mansfield, TX 76063 ● 12:45-1:45 PM ● Have verification form ready.
1/17/25	Opening and Business Session Site:	<ul style="list-style-type: none"> ● Location: First Methodist Church ● Parking: Map Link for Church ● Time: 1:45-3:30 PM (Doors open at 1:30 PM)
1/18/25	Grand Award Closing Session Site	<ul style="list-style-type: none"> ● Location: First Methodist Church ● Parking: Map Link for Church ● Time: 1:30 PM (Doors open at 1:15 PM)
	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



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1/17/25	Officer Candidate Interviews (all candidates must have taken online test during the online testing window)	<ul style="list-style-type: none"> ● Fairfield Inn & Suites 1480 US 287 Frontage Rd Mansfield, TX 76063 ● 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
1/17/25	Social and Theme	<ul style="list-style-type: none"> ● Theme: “Ignite Innovation” ● “Ignite The Night”- Group Dancing and “Play and Go Play Dough” ● Commons ● 7:00-9:00 PM
1/17/25	Service Project	<ul style="list-style-type: none"> ● National Marrow Donor Program ● Selling “Glo Sticks” ● Commons ● 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 -

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We are excited to welcome you to the 2024 Area 5 Spring Leadership Conference where we encourage you to "Ignite Innovation!" Along with your much-anticipated competitions, we've planned a day full of thrilling activities to make this conference truly unforgettable.

To continue our efforts in supporting the National Marrow Donor Program (NMDP), your Area 5 officers will be selling planet-themed stress balls for \$2 each. By participating, you'll be contributing to our national service project while also engaging in important conversations about mental health. Plus, your stress ball can serve as a helpful tool during the conference and beyond.

During the conference, your Area 5 officers will also host an innovative social event: ****Play and Go with Playdough****. We'll have a slideshow running with images that local HOSA chapters can use as inspiration to collaborate and compete in creating the best playdough model. Light refreshments will be provided, and yes, you can take home your playdough creation as a keepsake of your collaborative effort at SLC.

We can't wait to see you

there! Best regards,

Area 5 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, January 17, 2025

8:00 am	Area Officer Interviews	Fairfield Inn & Suites
12:45-1:45 pm	Conference Check-In	First Methodist Church
1:30 pm	Doors open for Opening Session	First Methodist Church
1:45 pm	Opening Session	First Methodist Church
3:00 pm	Business Session	First Methodist Church
4:30 pm	Competitive Events Headquarters opens	Library
	Judge Hospitality Opens	B224 and B222
	Advisor Hospitality Opens	B228
	Ambassadors Headquarters Opens	B226

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		



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	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, January 18, 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	
	Medical Innovation Rd 2	By Appointment	
	Public Health Rd 2	By Appointment	
	Prepared Speaking	By Appointment	



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	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:	Annette Gonzales	annettegonzales@misdmail.org
	Crista Parr	cristaparr@misdmail.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