

**TO:** SC HOSA Advisors  
**FROM:** Angel Clark, South Carolina HOSA State Advisor  
**DATE:** March 19, 2025  
**SUBJECT:** 2025 HOSA International Leadership Conference (ILC)  
June 18-21, 2025 - Nashville, TN

***This memo will define the SOUTH CAROLINA procedures for conference registration, hotel reservations, and required paperwork.***

The 2025 International Leadership Conference (ILC) Guide was posted in February on the National HOSA Website at this link, [International Leadership Conference – HOSA](#). ILC central activities are being held at the Gaylord Opryland Resort and Convention Center in Nashville, TN.

*Thank you for your contributions to our SC HOSA State Leadership Conference. We had a very successful conference. Congratulations to all the competitive events winners, scholarship and award recipients, and new state officers.*

## >WHO IS ELIGIBLE TO ATTEND THE 2024 ILC?

1. First, second, and third-place winners are eligible to advance to the national competitive events program.
  - a. Fourth and fifth-place winners would be allowed to represent SC HOSA if any of the top three winners cannot attend the ILC.
2. **If your first, second, or third place winners ARE UNABLE TO ATTEND** the ILC, you should:
  - a. Email the chapter advisor of the 4<sup>th</sup> place winner and copy Angel Clark, as soon as possible giving the 4<sup>th</sup> place winners time to get registered.
  - b. Please make your deadline to contact the next in line before you go out on spring break or **NO** later than April 15<sup>th</sup>.
  - c. If the 4<sup>th</sup> place winner is unable to attend, this advisor should contact the 5<sup>th</sup> place winner's advisor.

You can find the winners list and advisor emails posted at on the [SC HOSA International](#) and [State Leadership Conference](#) pages.

***Please follow this request promptly so the eligible competitor(s) can begin planning their travel arrangements.***

## >ILC ONLINE CONFERENCE REGISTRATION AND PAYMENT INFORMATION

1. All ILC information can be found in the [ILC Guide](#).
  - a. Registration must be completed [online](#); registration instructions are located on page 32 of the ILC guide.
  - b. Please complete registration by 11:00 PM on May 15<sup>h</sup>.
  - c. Each chapter's registration will be validated on May 16<sup>h</sup>. **There will be no refunds or changes once your chapter's registration is validated.**
2. After completing the online registration, make sure to save a registration summary for your records.
3. Please upload the following documents through this [link](#) provided on the SC HOSA ILC Page by May 15<sup>th</sup>. All forms can be found under the same link.
  - a. [Medical forms](#)
  - b. [Code of Conduct forms](#)
  - c. [Hotel confirmations](#)
  - d. [A rooming list](#)
4. All registrations must be paid by May 15<sup>th</sup>.
  - a. **After May 15<sup>th</sup>, there will be no refunds for registrations in the HOSA Conference Management System.**
5. **Your check should be made payable to SC HOSA** and mailed to SC HOSA, PO Box 866, Lexington, SC 29071. **DO NOT MAIL YOUR CHECK TO NATIONAL HOSA.**
  - a. You can also make payments with a [credit card here](#).
6. If you need an invoice for registration, you can print it directly from the HOSA registration website. If you need assistance with invoicing contact Amanda at [schosa@outlook.com](mailto:schosa@outlook.com)

## >HOTEL RESERVATION and TRAVEL INFORMATION

All hotel and travel information can be found on pages 33 in the [ILC Guide](#) or on the International Leadership page of the International HOSA website. [Travel – HOSA](#)

1. **All delegates must be housed in approved conference housing to be eligible for competition.**
2. All the information you need regarding hotel reservations can be found on page 33, please read it thoroughly. We are unable to provide assistance with this at the state level.
3. Please carefully read the credit card information and ADDITIONAL HOTEL COSTS commonly referred to as incidental charges on page. They may charge a night's stay as a deposit on your credit card when you make your reservation.
4. **Pay close attention to the cancellation rules of the hotel.**
5. **Deadline for Hotel Reservations is May 15<sup>th</sup>**

## >NEWLY ELECTED STATE OFFICERS – REGISTRATION PROCESS:

1. Your newly elected state officers **have been** registered for the ILC conference as well as HOSA 301 session, under your school's registration.
  - a. SC HOSA will credit the conference registration and HOSA 301 for newly elected state officers.

- b. The conference management system will not credit these fees. You will need to contact [Amanda Wilson](#) for an adjusted invoice.
2. **Hotel:** The officer coaches will inform officers and advisors about the state officer's hotel arrangements and what responsibilities lie with the student's home school.
3. **Travel:** Schools will be responsible for their officer transportation to the ILC. Please plan their travel to arrive on Monday, June 16<sup>th</sup>. The Officer Coaches will be in touch with a memo to you, the officer, and the parent with requirements and instructions.

## >REQUIRED CONFERENCE FORMS

1. **Medical Liability Release** and **Code of Conduct** forms are required for each student, advisor, and guest.
  - a. All forms can be accessed from the [SC HOSA ILC page](#).
  - b. The standards in the Code of Conduct are expected of all advisors, students, and guests attending the ILC.
2. All forms should be **alphabetized** and submitted as instructed by [clicking here](#). Ensure to include all advisor and chaperone forms in the same upload. **DEADLINE is May 15<sup>th</sup>** – required by National HOSA.
  - a. You will also need to bring a copy of each of the forms with you to the conference in case you have an emergency.

If you have questions please email [schosa@outlook.com](mailto:schosa@outlook.com).

## >HOSA LEADERSHIP UNIVERSITY INFORMATION

Leadership sessions are available and descriptions are in the [ILC conference guide](#) on pages 14 & 15. Session 100 – 201 are \$25 per member session. Your new state officer has been registered for HOSA 301, on Tuesday, June 17<sup>th</sup>.

- HOSA 100 – Middle School Members
- HOSA 101- Local Members
- HOSA 102- Advanced Leadership
- HOSA 201- Chapter Officers
- HOSA 301- State Officers
- HOSA 401- New Chapter Advisors
- HOSA 501- Experienced Chapter Advisors

## >DIGITAL UPLOAD INFORMATION

1. Make sure your students re-read their [guidelines](#) for specific ILC information and any updated information that may have been posted.
2. All files submitted to the Digital Upload System for SLC **MUST be re-uploaded for ILC**. The deadline for all uploads is **May 15<sup>th</sup>**, with **no exceptions**. It's advisable not to wait until the last minute to upload in case any issues occur.

## >NATIONAL SERVICE PROJECT

1. You may continue adding your donations for NMDP (formerly Be The Match) until May 15<sup>th</sup>.
  - a. If you have errors in your online entries, please correct them now.
  - b. If there are still pending amounts in HATS (HOSA Activity Tracking System) advisors should go in and approve or deny these pending amounts.
  - c. SC specific recognitions are unrelated to the recognitions at ILC and may not be recognized at ILC.
  - d. If there are any inaccuracies in your online account, you will need to rectify them as SC HOSA is unable to assist you with this. Please note that we will not reach out to you for approval or corrections. All necessary corrections and approvals must be finalized by May 15<sup>th</sup>.

## >BARBARA JAMES SERVICE AWARD

1. We do not compute any data at the state level for national acknowledgment.
  - a. National HOSA goes strictly by what your student enters and what you, as an advisor, approve online for your students.
  - b. We will NOT be checking behind you or notifying you of entries that have not been approved.
  - c. Please make any corrections if there are errors in your verifications.
    - i. Advisors, please go into the system and either approve or deny any pending hours.
    - ii. If there are inaccuracies in HATS, we are unable to make corrections at the state level. You may continue to add hours through May 15<sup>th</sup>.

## >HOSA HAPPENINGS

1. HOSA Happenings **does not** need to be resubmitted.
2. Schools who received scores of 80 or higher at state will be recognized at the ILC.
3. **Please make sure that you register for this online if you were recognized at State for HOSA Happenings and you will be attending the ILC.**
4. A printed copy of your newsletter should be brought to ILC to share during project share time. (See guidelines) You do not have to be present to be recognized.

## REFUND POLICY

1. **No refunds will be issued after May 15, 2024, for any registrations in the Conference Management System.**
2. Substitutions within teams are permitted until Monday, June 16, 2025 by 6:00 PM. \$25.00 admin fee will be charged for any substitution.
3. **Deletions** are accepted through registration on Wednesday, June 18<sup>th</sup> but please notify us sooner if you have any.
4. All substitutions/deletions should be emailed to Amanda Wilson ([schosa@outlook.com](mailto:schosa@outlook.com)) and Angel Clark ([aclark@ed.sc.gov](mailto:aclark@ed.sc.gov)). **Please copy us both on this request.**

## >REMINDERS IN PLANNING FOR THE ILC

Check the HOSA Website, [www.hosa.org](http://www.hosa.org) or [schosa.org](http://schosa.org) frequently for conference updates.

1. A **team** event **must include at least 25%** of the original team members from the winning team at the state level.
  - a. Other "qualified" student **members** may be substituted or added in remaining team positions so that the minimum number of team members will be present to compete and is consistent with the rules for that event.
2. A student may NOT compete in more than one competitive event.
3. While a student may compete in only one competitive event, they **are allowed** to compete in any of the recognition events.
4. Review **Competitive Events Topics, Updates and Reminders** in the ILC Guide
5. Review **Official HOSA Uniform Policy** and other dress requirements with your students in the conference guide and here, [24-25 Updated HOSA Appendix D Dress Code](#).  
**Dress Code is STRICTLY enforced at ILC.**
6. All competitors **must provide a photo ID when checking in for their event**. Acceptable forms can be found [here](#).
  - a. If you have questions, contact Angel Clark, [aclark@ed.sc.gov](mailto:aclark@ed.sc.gov)
7. **Please do NOT enter voting delegates in your registrations. SC HOSA will designate voting delegates from our newly elected State Officers.**

## >\*\*\*\*IMPORTANT\*\*\*\* ARRIVAL INFORMATION FOR ILC

1. **ILC packets:** Packet distribution will occur from 8:30 am–1:00 pm on Wednesday, June 18th
2. **If you plan to arrive after 1:00 on Wednesday, June 18<sup>th</sup>, contact Amanda Wilson prior to the conference to make arrangements for packet pick up.** ([schosa@outlook.com](mailto:schosa@outlook.com), 803-917-0930)
  - a. You should know your travel plans ahead of time.
  - b. All late registration packet pick-ups must be pre-arranged, and a copy of your travel itinerary may be requested. Emergencies arise and we understand. We will attempt to get you your registration packet on Wednesday, within reasonable hours if possible.
3. There will be no state meeting after the opening session.
4. SC HOSA will sponsor several competitive events.
  - a. Please plan to sign up for a competitive event as an event assistant.
    - i. We generally need anywhere from 35 to 60 people to assist with our SC-sponsored events. Sign up here: [2025 HOSA ILC Volunteer Sign Up](#)
    - ii. Also, we will need four advisors to volunteer for one of the social events that will take place on Friday or Saturday night from 10:00 PM – Midnight.
    - iii. Courtesy corps from schools may be needed for taking up tickets or for other opportunities at the ILC.



The Following should be uploaded to the form provided on the [SC HOSA ILC page](#). **DEADLINE Wednesday, MAY 15<sup>th</sup>**

1. ALL forms can be downloaded for the [SC HOSA ILC page](#). All documents should be in **PDF format**, only.
  - a. Copy of your hotel confirmation
  - b. Rooming list
  - c. Alphabetized Medical Liability Release form for each student, advisor, **chaperone/guest**.
  - d. Alphabetized, National HOSA Conduct Code form for each student.
  - e. Alphabetized, Advisors' Code of Conduct form for each advisor and **chaperone/guest**.

### **ILC FEES**

[Credit Card Payment](#) or Check for registration **payable to SC HOSA** (due no later than **May 15<sup>th</sup>**) for the total amount due. You will pay SC HOSA, and in turn, SC HOSA will cover the entire state fee.

For the most up-to-date information, deadlines, and reminders, please refer to the [HOSA ILC](#) page for specific South Carolina delegation information.