

# ILC CHECKLIST

- ☐ Verify your students' ILC attendance on the ILC Qualifiers Google Spread Sheet
- ☐ Set chapter deadlines for registration and payment
- ☐ Determine student cost to attend with your chapter, including registration fees, meals, travel, etc.
- ☐ Send a letter to parents with event details
- ☐ Discuss dress code requirements with students
- ☐ Collect student payment before the registration deadline
- ☐ Register all students, advisors, chaperones for the conference by the deadline
- ☐ Print automatically generated invoice and check, double-check, triple-check for accuracy
- ☐ Submit invoice to bookkeeper for payment
- ☐ Mail conference payment to Colorado HOSA (If paying with a check)
- ☐ If paying by card, please request a QuickBooks Invoice from Cynthia Hoepfner, [cynthia.hoepfner@cccs.edu](mailto:cynthia.hoepfner@cccs.edu)
- ☐ Review tentative agenda with attending members
- ☐ Have all students who are attending ILC with your chapter read and fill out the Medical Liability and Conduct Forms
- ☐ Make sure that all advisors who are attending ILC with your chapter read and fill out the Advisor Code of Conduct.
- ☐ If you have a student competing in any special needs competitive event, fill out the first page of the Student Eligibility and Accommodation Request Form. (Can be found on the Event Guidelines)
- ☐ Know a student, advisor or a friend of HOSA who has gone above and beyond for the organization? Nominate them for a special award!