MRC Partnership

Arizona HOSA Event Guideline Supplement

Team Event: 2–6 competitors

REGIONAL QUALIFIER — PORTFOLIO UPLOAD REQUIRED

Use the upload link emailed after your advisor registers you.

This supplement is written exclusively for Arizona HOSA events.
Use this checklist with the official event guidelines and scoring rubrics.

Conference	Event Offered	Required Upload Deadline	Details at a Glance
Regional Leadership Conference (RLC)	YES	Close of registration	**Upload:** Portfolio as ONE PDF. **Presentation:** 5 minutes. Top 7 qualifying teams per region advance to SLC.
Online Test	NO	N/A	**Pathway:** Qualify through the regional event. No online test.
State Leadership Conference (SLC)	YES	Close of registration	**Upload:** Submit the portfolio again. **Presentation:** 5 minutes. Top 3 qualifying teams advance to ILC.
International Leadership Conference (ILC / nationals)	YES	Published HOSA ILC upload deadline	**Upload:** Submit again for pre-judging. **Presentation:** 5 minutes. No upload means no presentation appointment.

Before starting partnership activities

☐ Partner with a local/state Medical Reserve Corps (MRC) unit outside the classroom. All event activities must be planned and completed with MRC.

☐ Complete the Office of the MRC Partnership Notification Form BEFORE starting the project. Complete the Partnership Verification Form and Partnership Logistics Document with your MRC partner.

☐ Use the activity eligibility period in the CURRENT official guidelines. Track activities, volunteer hours and people reached; keep dated evidence.

☐ Have your MRC partner approve social media posts before posting. Unapproved posts may affect eligibility to compete.

Required Digital Upload Checklist

☐ ONE team member uploads the full portfolio as ONE combined PDF. Use the emailed registration link for RLC/SLC; submit again through the ILC process if advancing.

☐ Before EACH conference, have the MRC leader review the finished portfolio and sign the required conference verification. Include completed forms in the portfolio.

Missing upload: At RLC/SLC, registered teams still receive an appointment, but earn 0 for the pre-judged portfolio. At ILC, no upload means no presentation appointment. An on-site paper copy cannot replace the upload.

Portfolio Checklist

Maximum: 16 numbered, single-sided pages. Include these items in order:

☐ Centered title page: event, all team names, division, chapter number, school and Arizona.

☐ Signed Partnership Verification Form, including impact data and the MRC leader's full mailing address and review signatures.

☐ Partnership Logistics Document (maximum 2 pages): contact plan, frequency, who maintains contact and how HOSA supports MRC activity reporting. Obtain required beginning/final review signatures.

☐ Partnership description: Explain the level, quality and amount of interaction with MRC.

☐ Activity summaries: Name/description, official impact category, HOSA/MRC planning and roles, results, hours and people impacted. Include dated photos and supporting evidence.

Narrative-page format: Arial 12, double-spaced, English, 1-inch margins, letter-size pages. Put last name and event at top left and page number at top right; do not number the title page. See official guidelines for impact categories and forms.

Required materials and presentation rules

☐ Each member brings photo ID and wears official HOSA uniform or proper business attire. All members must dress properly to earn the dress bonus.

☐ Optional: Paper/electronic notecards and a printed portfolio for personal reference. Notes may not be shown to judges; the printed portfolio is not judged. No props or other visual aids.

☐ Prepare a 5-minute presentation explaining partnership activities, goals achieved, community needs addressed and measurable impact. EVERY member takes an active role.

What to do at regionals and state

☐ Check in with the Event Manager at the start of the posted event time frame. Each member shows photo ID. Receive your appointment and stay nearby in case judging runs early.

☐ Follow staff into the room when called. Present for no more than 5 minutes; a 1-minute warning is given and staff stops the presentation at 5 minutes.

☐ Leave when dismissed, complete the event survey and leave the competition area.

Scoring and advancement

Final score: Pre-judged portfolio + presentation, minus penalties. Ties use the highest-value rubric sections in descending order.

Arizona advancement: Earn at least 70% after penalties. The top 7 qualifying teams per region advance to SLC. At SLC, the top 5 eligible teams are recognized; the top 3 advance to ILC. Fourth and fifth place may serve as substitutes.

You may improve the portfolio between conferences. Scores reset each time; obtain the required review signatures and upload again by each deadline.

Official guidelines and required forms

HOSA event guidelines — select MRC Partnership under Emergency Preparedness Events for partnership resources, notification link, forms, portfolio rules and rubrics.