Community Awareness

Arizona HOSA Event Guideline Supplement

Team Event: 2–6 competitors

THIS EVENT REQUIRES AN UPLOAD FOR EACH CONFERENCE

For regionals and state, use the upload link emailed after your advisor registers your team. For nationals, follow the HOSA Digital Upload System instructions.

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	**Round 1:** Uploaded materials are pre-judged. **Round 2:** Present your campaign. Upload and presentation scores are combined. **Advancement:** Qualifying top scores advance to SLC.
Online Test	NO	N/A	**Not applicable:** Qualify through regionals, then compete at SLC to qualify for ILC.
State Leadership Conference (SLC)	YES	Close of registration	**Upload:** Submit again using the SLC link. **Scoring:** Pre-judged upload and presentation scores are combined. **Advancement:** Top 3 qualifying teams advance to ILC.
International Leadership Conference (ILC / nationals)	YES	Published HOSA ILC upload deadline	**Upload:** Submit again for ILC pre-judging. **Important:** No upload means no presentation appointment. Follow official guidelines for the ILC process.

Required Digital Upload Checklist

☐ ONE team member uploads the portfolio as ONE combined PDF for EACH conference. Check that the file and any included links open correctly.

☐ Keep the portfolio to 12 pages maximum, excluding reference pages. Include the required title page, campaign activities and timeline, publicity, dated evidence of team participation, people reached and references.

☐ Use 12-point Arial, double spacing and 1-inch margins for narrative pages. Follow the official header and page-number requirements.

You may revise your portfolio between conferences. Upload again using each conference's unique link. Earlier scores do not carry forward.

Missed the upload? At RLC and SLC, all registered teams still receive a presentation appointment, but the pre-judged portfolio earns zero. You cannot submit it for judging at the conference. At ILC, no upload means no presentation appointment.

Build your community campaign

Choose a health or safety issue and carry out a campaign that educates your local community. Complete activities within the current official HOSA campaign period. Keep evidence of what your team did and the campaign's impact.

Required Documents and Materials

Bring to regionals, state and nationals.

☐ Photo ID for each team member and two nonmechanical #2 pencils with erasers for evaluation.

☐ Optional index cards or electronic notecards. Electronic notes may not be shown to judges.

Portfolio copy: The Arizona supplement allows an optional copy. Keep it for personal review outside the presentation; current HOSA rules allow no additional materials or visual aids during the presentation.

Dress code: All team members must wear official HOSA uniform or proper business attire. Review Appendix D.

Prepare your five minute presentation

☐ Use the official rubric to explain why you selected the campaign, the research behind it, community partnerships, goals and activities, accomplishments, impact and areas to improve.

☐ Give every team member an active speaking role. Practice completing the presentation within 5 minutes. A 1-minute warning is given; stop when time is called.

What to do at regionals and state

☐ Check in with the Event Manager at the event room. At SLC, arrive at the START of the posted event time frame. Each team member must show photo ID.

☐ Receive your team's appointment time and stay at the event room; the event may run early. Staff will escort your team into the room.

☐ Present your campaign following the official guidelines and staff instructions. Use only permitted notes during the presentation.

☐ Complete the event survey and leave the competition area when dismissed.

At ILC: Follow the official HOSA guidelines and conference instructions for the presentation process.

How to advance to nationals

Minimum score: Earn a final score of at least 70% after combining the pre-judged portfolio and presentation scores and subtracting penalties.

RLC to SLC: Top-scoring teams meeting the minimum are recognized and advance. The State Advisor notifies your local advisor.

SLC to ILC: The top 5 teams meeting the minimum are recognized; the top 3 advance. Fourth and fifth place may serve as substitutes. Upload again for ILC by its published deadline.

Official guidelines and scoring rubrics

HOSA event guidelines — select Community Awareness under Teamwork Events for campaign rules, portfolio requirements and scoring rubrics.