



Area 2 Fall Leadership Conference

MEMO

The Texas HOSA Fall Leadership Conference is an event for prospective and current HOSA members (middle school, high school, and college), which serves as a motivational tool to showcase all the opportunities HOSA offers. This event is a one-day event.

Checklist to prepare for the Fall 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
- 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 the NEW [W-9 to your bookkeeper](#)**
- Submit payment to Texas HOSA
- Collect [Medical Liability](#) and [Code of Conduct](#) forms from students and/or guests
- Have Chapter Officers review agenda with attending members
- Ensure you have all participation forms in a manila envelope labeled with school name and chapter number to turn in at Conference Check-In



Area 2 Fall Leadership Conference

GENERAL INFORMATION

Registration Information: The registration is for all students, advisors, guests, and chaperones. Please register all others as guests. Students do not have to be affiliated HOSA members to attend this event.

Chair Information: Robin Richard, robin.richard@cfisd.net.

Fall Conference Date: November 4, 2023

Fall Conference Site: Berry Center, 8877 Barker Cypress, Cypress, TX 77433

Fees Information: The registration fee for all students, advisors, guests, and chaperones is \$20. All fees will be mailed to the address below. Make all registration fees checks payable to HOSA, TA. 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.

**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

Officer Corner:



"Look out for the Props n' Polaroid Photo-booth where you can capture memories and customize your photos for \$2 each. Additionally, engage with the spirit face painting only for a dollar!"

Dream Boldly, Lead Fearlessly!



Area 2

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Date	Item	Notes
September 1	Registration Opens	<p>Students do not have to be affiliated members to attend. Register them as guests. Attendee information needed to register:</p> <ul style="list-style-type: none"> • Name • Email (required for all attendees)
October 23	Registration Deadline	<p>Must be completed via the Online Registration System apps.hosa.org by 5:00 PM (central time)</p>
October 23	Dietary Restrictions	<p>Any diet restrictions, please email Robin Richard @ robin.richard@cfisd.net.</p>
November 1	Fees Deadline Dues	<p>Plan ahead, to ensure your bookkeeper can meet this deadline. <u>Submit the new W-9 to the bookkeeper.</u> No refunds or exceptions will be made for those who are registered but do not attend the event. Please make sure you send the check to new address (invoice has the new address)</p> <ul style="list-style-type: none"> • Note: Boxed sandwich (ham or turkey) lunch included • Vending machines will be available • Water bottle refill stations are available
November 4	Parking	<ul style="list-style-type: none"> • Parking: All vehicles park in Lots A and B, off Barker-Cypress. • Berry Center Map Berry Center Map.pdf
November 4	Conference check-in	<ul style="list-style-type: none"> • Location: Entrance 2 • Time: 8:00 - 9:00 AM • Have all participation forms in a manila envelope labeled with school name and chapter number
November 4	Dress Code	<p>HOSA Casual- School t-shirt or HOSA t-shirt</p>



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**Tentative Agenda

8:00 AM - 9:00 AM	Registration
9:00 AM - 10:00 AM	Opening Session (Arena)
10:10 AM - 10:40 AM	Session 1
10:10 AM - 11:00 AM	Advisor Meeting
10:50 AM - 11:20 AM	Session 2
11:30 AM - 12:00 PM	Session 3
12:00 PM - 1:00 PM	Lunch (Arena)
1:10 PM - 1:40 PM	Session 4
1:50 PM - 2:20 PM	Session 5
2:30 PM - 3:15 PM	Team Building (Arena)
3:30 PM - 4:00 PM	Closing Ceremony (Arena)

We will attempt to ensure all students attend each session, however that may not be possible. Since HOSA is about Leadership and Education, the idea is to take the information presented today back to your home chapter and proceed to share the information in your HOSA meetings.

Sessions may include one or more of the following: HOSA AREA 2 Leadership Development presentations and activities, how to become a HOSA Officer, Social Media Etiquette, Meditation therapy, Community Service, Work/School/Life Balance, Importance of Communication, Health Career Options, Blood Drives – Importance of Donation, etc.