



# Area 3

## 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 3 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:** Sandi Bristow [Sbristow@Palestineschools.org](mailto:Sbristow@Palestineschools.org)

**Fall Conference Date:** October 14, 2023

**Fall Conference Site:** Palestine High School, 1600S Loop 256, Palestine, Texas 75801

**Fees:** 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](mailto:delvin.thurman@texashosa.org)

### Officer Corner

Area 3 Officers will be selling Stickers + Keychains All proceed will go to Be The Match





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# Fall Leadership Conference

Date	Item	Notes
September 1	Registration Opens	<p><b>Students do not have to be affiliated members to attend. Register them as guests. Attendee information needed to register:</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email (required for all attendees)</li> </ul>
October 2	Registration Deadline	Must be completed via the Online Registration System <a href="https://apps.hosa.org">apps.hosa.org</a> by 5:00 PM (central time)
October 2	Dietary Restrictions	Any diet restrictions please email <b>Sandi Bristow</b> at <a href="mailto:Sbristow@Palestineschools.org">Sbristow@Palestineschools.org</a>
October 11	Fees Deadline Dues	Plan ahead, to ensure your bookkeeper can meet this deadline. <b>Submit the new W-9 to the bookkeeper.</b> 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)
October 14	Parking	<ul style="list-style-type: none"> <li>• Parking: Buses &amp; other vehicles park by the tennis courts, off Ben Milam Rd in student parking lot</li> </ul>
October 14	Conference check-in	<ul style="list-style-type: none"> <li>• Location: Main Entrance off of Loop 256, Inside School Front Entrance</li> <li>• Time: 9:00am-9:30am</li> <li>• Have all participation forms in a manila envelope labeled with school name and chapter number</li> <li>• Advisors Only               <ul style="list-style-type: none"> <li><b>Note:</b> Subs and Dogs is included (Sub sandwich, chips, cookie &amp; water)</li> </ul> </li> <li>• Concessions will be available for purchase for small breakfast items, snacks, and drink options</li> </ul>
October 14	Dress Code	HOSA Casual- School t-shirt or HOSA t-shirt



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## \*\*Tentative Agenda

9:30am - 10:30am	Opening Session (Auditorium)
10:35am - 11:05am	Session 1
10:35am - 11:35am	Advisor Session (Auditorium)
11:10am - 11:40am	Session 2
11:45am - 12:15pm	Session 3
12:15pm - 1:00pm	Lunch
1:05pm - 1:35pm	Session 4
1:40pm - 2:10pm	Session 5
2:15pm - 2:45pm	Session 6
2:50pm - 3:30pm	Closing Ceremony

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 1 Leadership Development presentations and activities, how to become a HOSA Officer, Flight Medic, Nursing Path & Experiences, Dental Assisting & Beyond,