



# Area 5 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 5 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:** Tiffany Shaw, [tnshaw@azleisd.net](mailto:tnshaw@azleisd.net)

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

**Fall Conference Site:** Azle High School, 1200 Boyd Road, Azle, Texas 76020

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

### Officer Corner:

Area 5's color is lake blue

At the Area 5 FLC we will be selling glow sticks for our Be the Match fundraiser! These will be purchased for a dollar a piece and two dollars for a glow stick halo throughout the conference.





# Area 5

## 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	<p>Must be completed via the Online Registration System <a href="https://apps.hosa.org">apps.hosa.org</a> by 5:00 PM (central time)</p>
October 2	Dietary Restrictions	<p>Any diet restrictions please email Tiffany Shaw @ <a href="mailto:tnshaw@azleisd.net">tnshaw@azleisd.net</a></p>
October 11	Fees Deadline	<p>Plan ahead, to ensure your bookkeeper can meet this deadline. <b><u>Submit the new W-9 to the bookkeeper.</u></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)</p>
October 14	Parking	<ul style="list-style-type: none"> <li>• Parking: next to the entrance to the football field or behind the visitor's side.</li> <li>• Please Do Not park on the upper lot</li> <li>• See Map</li> </ul>
October 14	Conference check-in	<ul style="list-style-type: none"> <li>• Location: Main Entrance</li> <li>• Time: 8:00am - 9:00am</li> <li>• Have all participation forms in a manila envelope labeled with school name and chapter number</li> <li>• Concessions/snacks will NOT be available for purchase</li> <li>• Water bottle fill stations are available bring a your own water bottle</li> </ul>
October 14	Dress Code	<p>HOSA Casual- School t-shirt or HOSA t-shirt</p>



# Area 5 Fall Leadership Conference

## Agenda

8:00 am - 9:00 am	Registration
9:00 am - 9:45 am	Opening Session (Auditorium)
9:55 am - 10:25 am	Session 1
10:30 am - 11:00 am	Session 2
11:05 am - 11:35 am	Session 3
11:40 am - 12:10 pm	Session 4
12:15 pm - 1:15 pm	Lunch (see your group assignment for Air Evac)
1:20 pm - 1:50 pm	Session 5
1:55 pm - 2:25 pm	Session 6
2:30 pm - 3:00 pm	Session 7
3:05 pm - 3:35 pm	Session 8
3:40 pm - 4:00 pm	Closing Ceremony

\* Advisor's Session tentatively @ 2:00pm in the library

**Please, have your students follow their rotation schedule!**

Your students will be placed in groups for rotations. 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 5 Leadership Development presentations and activities, how to become a HOSA Officer, Physical Therapy, Dentistry, Respiratory Therapy, EMT, Pharmacy, Home Health, Speech Language Pathology, Carter Blood Care – Importance of Donation, local college programs, etc.



Address:  
Azle High School  
1200 Boyd Road

Please do not park in the upper parking lot. You may park by the entrance to the football field and in the parking lot behind the visitor's side of the football field and the tennis courts.

We have a lot of construction around campus. You will enter through the main entrance, which may be hidden behind construction. Follow the signs.