



# Area 6 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 6 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:** Shannon Brown, [sbrown2@newcaneyisd.org](mailto:sbrown2@newcaneyisd.org)

**Fall Conference Date:** October 21, 2023

**Fall Conference Site:** Pine Valley Middle School 22784 US-59 Porter, TX 77365

**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:

At the Area 6 Fall Leadership Conference, there will be a Sticker War! Support Be the Match by purchasing various types of stickers. 2 stickers will cost \$1.00. The top 3 HOSA Members that buy the most stickers will win HOSA Swag and be recognized at the Closing Session!





# Area 6

## 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 9   | 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 9   | Dietary Restrictions  | <p>Any diet restrictions please email Shannon Brown @ <a href="mailto:sbrown2@newcaneyisd.org">sbrown2@newcaneyisd.org</a></p>  |
| October 18  | Fees Deadline Dues    | <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 21  | Parking               | <ul style="list-style-type: none"> <li>• Parking: parking lot between PVMS and Don Ford Stadium, buses may park in the lot on the visitors side of the stadium.</li> <li>• <a href="#">See Map</a> (click link for google mapdirections or see below)</li> </ul>  |
| October 21  | Conference check-in   | <ul style="list-style-type: none"> <li>• Location: Front entrance</li> <li>• Time: 8am-8:45am</li> <li>• Have all participation forms in a manila envelope labeled with school name and chapter number</li> </ul>   |
| October 21  | Dress Code            | <p>HOSA Casual- School t-shirt or HOSA t-shirt</p>  |



# Area 6 Fall Leadership Conference

## **\*\*Tentative Agenda**

### **\*\*Morning Sessions:\*\***

- Check-in: 8:00 AM - 8:45 AM (45 minutes)
- Opening Session: 9:00 AM - 10:00 AM (60 minutes)

### **\*\*Session Rotation (for eight 25-minute sessions):\*\***

For the following sessions, there will be eight groups rotating through 26 classrooms.

- Session 1: 10:15 AM - 10:40 AM (25 minutes)
- Session 2: 10:45 AM - 11:10 AM (25 minutes)
- Session 3: 11:15 AM - 11:40 AM (25 minutes)
- Session 4: 11:45 AM - 12:10 PM (25 minutes)

### **\*\*Lunch Break:\*\* 12:10 PM - 12:40 PM (30 minutes)**

### **\*\*Afternoon Sessions (continued rotation):\*\***

- Session 5: 12:55 PM - 1:20 PM (25 minutes)
- Session 6: 1:25 PM - 1:50 PM (25 minutes)
- Session 7: 1:55 PM - 2:20 PM (25 minutes)
- Session 8: 2:25 PM - 2:50 PM (25 minutes)

### **\*\*Closing Ceremonies:\*\* 3:00 PM - 3:30 PM (30 minutes)**

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 6 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, The Blood Center – Importance of Donation, etc.





# Area 6 Fall Leadership Conference



Regular Parking



Bus Parking

HWY 59

Tentative map