

**Florida HOSA**  
**FALL LEADERSHIP DEVELOPMENT ACADEMY (FLDA 2019)**

November 15 - 17, 2019 at Camp Kulaqua, High Springs, FL  
**ON-LINE REGISTRATION INSTRUCTIONS**

- o **DEADLINE** to register on-line and remit to the State Office your Registration Summary (*not Current Invoice – that is for the school bookkeeper's use*), forms, and check/money order (no cash or personal checks, please) is **October 18, 2019**. **All Registration Fees should be included in one payment. All names in the Registration System after it automatically closes on October 18<sup>th</sup> must be paid for – no exceptions. When a name is entered into the system, a commitment is being made for that person to attend the conference and final decisions regarding supplies, materials, breakout rooms, contractual agreements, etc. are made based on the conference registration as of the deadline.** Please see Cancellation Policy below.
- o **If payment, Registration Summary, and all forms are not received by October 25<sup>th</sup>, the school's registration will be cancelled and a Past Due Invoice for the school's Registration Fees will be sent.**
- o Each school (not chapter) may register current members based on up to 10% of their total HOSA membership from last year (2018-19), plus an advisor/chaperone; Regional Officers or candidates should be included in that 10%. **The maximum number of members that may be registered per school is 10** (again, this includes Regional Officers/candidates). For brand new schools joining HOSA this year, or if a school had less than 30 members last year, up to 3 members may be registered for the FLDA.
- o **NO Registration Fee Refund Requests will be accepted after November 1<sup>st</sup>.** Requests for refunds because of cancellations must be ***made in writing*** on or before this date. A \$50.00 processing fee will be assessed whether or not your initial payment has been received by the State Office for all names registered in the system on the deadline date. **In short, schools are responsible for payment of all Registration Fees even if they cancel after the deadline date of November 1<sup>st</sup>.**
- o ALL schools, **including postsecondary**, MUST be accompanied by a registered advisor/chaperone.

This conference is an opportunity for growth. Leadership workshops are the focus of the conference, but participants also get the experience of connecting with people from different backgrounds, lifestyles, and cultures. Please encourage your students to step outside of their "ring of friends" from their school and spend time with HOSA members from other parts of Florida. Remind them to show respect and be sensitive to others. Most importantly, have fun!

There are three types of housing - chalets, mini-lodges, and Woodland Lodge rooms. Students will be expected to share rooms. An advisor may need to share a room with another advisor as well; however, if it is possible, an advisor might have their own room. Please understand that the Florida HOSA State Office will do our very best to accommodate everyone by housing the members of a school together. However, there may be instances due to a finite number of rooms/space that schools will have to be separated. Please contact the State Office with any special needs.

- This is a camp; please dress casually. Nice jeans and shorts are permitted; however, shorts must be no shorter than two inches above the knee. Please keep in mind that the facility is caffeine-free, but you may bring your own coffee, if you wish.

Items to bring with you:

- It can get cold during FLDA! Please be sure to bring your jacket and warm clothing.
- Alarm clock
- Comfortable walking shoes
- Flashlight
- Insect repellent
- Sunscreen
- Umbrella
- Linens will be provided, but students may want to bring an extra blanket or sleeping bag.
- A few extra dollars for the Foundation Scholarship fundraisers, HOSA Boutique, etc.

The Florida HOSA State Office is a resource and support organization that does not select, control, or supervise local chapter or individual member activities except as expressly provided in the Florida HOSA Bylaws.

**Conference Registration Fee:** \$150.00 per person

**Options:** FLDA Long Sleeve T-shirt - \$15.00 (**Preorder policy - Once a t-shirt has been ordered it must be paid for, even if that person cancels his/her registration. Unclaimed t-shirts may be resold.**)

Send Registration Summary, forms,  
and payment to:

Fax: (386) 518-6875

E-mail: SRezac@flhosa.org

**Florida HOSA**  
13570 NW 101<sup>st</sup> Drive  
Suite 200  
Alachua, FL 32615

**Please make checks payable to Florida HOSA**  
and verify that your school's bookkeeper enters  
the correct address if utilizing previously saved  
records or when generating a purchase order.

## On-line Registration Instructions

To register on-line, you will need your chapter's Charter Number and password. Through the Global/National HOSA website, [www.hosa.org](http://www.hosa.org), in the upper right corner above the search field, click on "LOGIN." On the next page, scroll down and select "Access Chapter Advisor Services" on the right side of the screen under "Local Chapter Advisors." Then on the next page, enter your Charter Number and password in the appropriate fields under "Local Chapter Advisors." The direct link to that log-in page is: <http://www.hosa.org/hosaconf/login.jsp>.

Once you are logged-in, from the bottom of the Main Menu, select "Conference Registration." On the next page, you will need to again enter your Charter Number in the "Login" field and your password. On the following page, you will see "cards/tiles" with names of specific conferences/ HOSA functions; you are looking to click on the card entitled "FL HOSA FLDA 2019". Once you have selected the card, the next screen will show a "Registration Summary" field and a "Registrations" field (please disregard the "Payments" field). In the "Registrations" field, on the right side of the screen, there is a red "+" sign (or you can select the "Register Members" button in the bottom right of the screen); when selected, a list of your affiliated members will be displayed.

If you do not see your members' names, they may have been typed into the Affiliation side of the system (the top half of the Main Menu after logging into the system), but the final "Done" button may not have been selected to send the names to Global/National HOSA. Just go back to the Main Menu by clicking on "Affiliation" in the upper left corner of the screen and select "Complete the Affiliation Application" bullet, then advance all the way to the last page and hit "Done" (after reading the agreement) to submit the names.

When your chapter members' names appear, click on the word "Register" next to the name of the person you would like to register. On the next page, verify the "Registration Type" in the upper left for the conference, the correct spelling of the name under "Contact Information" (nametags will be printed from the registration system), and select any additional opportunities by clicking the "Add Options/Activities" button on the right side of the screen (this is where t-shirt pre-ordering will occur). Once the information is entered and verified, hit the "Save" button in the bottom right corner of the screen to save. If a parent, or someone else who is not affiliated, will be attending and acting as a chaperone, simply click on "Register Family/Guest/Other" on the right side of the screen and complete the information.

**Options:** - Long Sleeved T-Shirt (Small - 3XL) - \$15 If ordering, please select size while registering each member.

**Pre-order Policy - Once a t-shirt has been ordered it must be paid for, even if that person cancels his/her registration. If possible, we will try to accommodate a change in t-shirt size for a substitute. Unclaimed t-shirts may be resold.**

- Regional Officer Workshop (no charge) - For elected Regional Officers only

In the bottom left corner of the Conference Registration Page, click on the "Reports" tab and generate a Registration Summary for the Florida HOSA State Office and a Current Invoice for your school's bookkeeper (please do not send the Current Invoice to the State Office).

Please remit a copy of the Registration Summary, your school's payment (check/money order - no cash or personal checks, please), and a Code of Conduct and Medical Liability Form for each person attending (including advisors and chaperones). Advisors and chaperones - please be sure to include your cell phone number on the Advisor's Code of Ethics form. Send payment and all paperwork on or before October 18<sup>th</sup> to:

Florida HOSA  
13570 NW 101<sup>st</sup> Dr.  
Suite 200  
Alachua, FL 32615

**Please make checks payable to Florida HOSA  
and verify that your school's bookkeeper enters  
the correct address if utilizing previously saved  
records or when generating a purchase order.**

Thanks; we hope to see you there!

**Camp Kulaqua  
23400 NW 212 Ave.  
High Springs, FL 32643  
(386) 454-1351**

For directions, please go to Camp Kulaqua's website:

<http://www.campkulaqua.com/camp-kulaqua/contact-us/directions-and-maps/>