

- o **DEADLINE to register online is October 13<sup>th</sup>, 2023.** The packet containing your school's Registration Summary (*not Current Invoice - that is for the school bookkeeper's use*), FLDA Checklist, forms, and check/money order (no cash or personal checks will be accepted) **must be postmarked on or before October 16<sup>th</sup>, 2023.** All Registration Fees should be included in one payment. **All names in the Registration System after it automatically closes on October 13<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 the Cancellation Policy below.
- o **If the packet with your payment, Registration Summary, FLDA Checklist, and all forms does not have a postmark of October 16<sup>th</sup> or before, 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 the 2022-2023 school year, 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 last year or this year, or if a school had less than 30 members in 2022-2023, up to 3 members may be registered for the FLDA.
- o **NO Registration Fee Refund Requests will be accepted after Monday, October 23<sup>rd</sup>.** **Requests for refunds because of cancellations must be made in writing on or before this date.** A \$50.00 processing fee per e-mail request 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 whether they cancel after the date of October 23<sup>rd</sup> or not.**
- o ALL schools, **including postsecondary**, MUST be accompanied by a registered advisor/chaperone.

If staying overnight, **Chapter Advisors must arrange their own overnight accommodations with Camp Kulaqua or a nearby hotel** (please see insert) which is a separate process and charge from conference registration. **Florida HOSA will not be assigning, nor taking care of overnight accommodations.** Camp Kulaqua is not a hotel so overnight accommodations with Camp Kulaqua must be paid after the date of Monday, October 23<sup>rd</sup> whether the school attends or not. **If staying off-site, schools must provide their own transportation to and from Camp Kulaqua each day.**

- 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
- Cash for the Foundation Scholarship fundraisers, HOSA Boutique, etc.

Number of registrants and substitutions are limited to each individual school and cannot be transferred.

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:** \$125.00 per person

**Options:** **Pet Pumpkin Palooza** - \$4 for small pumpkin or \$6 for large pumpkin (Pumpkins are artificial and made of dense foam)

**Passport Book for FLDA 2023** - \$3

**FLDA Long Sleeve T-shirt** - \$20.00 (**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: [MMemolo@flhosa.org](mailto:MMemolo@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.

## Online Registration Instructions

To register online, 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, enter your Charter Number in the "Login" field and your password in the next field. The direct link to that log-in page is: <https://apps.hosa.org/>.

Once you are logged-in, towards the bottom of the page, you will see "cards/tiles" with names of specific conferences/HOSA functions (you may need to use the pull-down menu on the right side of the blue "Conferences" bar and select "Pending"); you are looking to click on the card labeled "FL HOSA FLDA 2023 (Regist. Ends Oct. 13th)." After you have selected the appropriate 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 part of the Main Menu after logging into the system), but the final "Submit Application" button may not have been selected to send the names to Global/National HOSA. Just go back to the Main Menu by clicking on the tan triangle in the upper left corner of the screen and select the red "Finish Application" button under the blue "Membership" bar, then advance to the last page and hit the "Submit Application" button in the bottom right corner (after reading the agreement) to submit the names and complete the Affiliation Process (**not** the Conference Registration process). **Return to the conference card you were registering for.**

When your chapter members' names appear, click on the blue "Register" button to the left of the person's name you would like to register. On the next page, please verify the following: 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 on-line registration system), **THE MEMBER'S PERSONAL E-MAIL ADDRESS** (Please double-check for accuracy), and select any additional opportunities by clicking the "Add Options/Activities" button on the right side of the screen (this is where long-sleeve t-shirt, Passport, and Pet Pumpkin Palooza pre-ordering will occur).

After 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 as a member, 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) - \$20 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.**

- Pet Pumpkin Palooza - \$4 for small pumpkin or \$6 for large pumpkin (Pumpkins are artificial and made of dense foam)
- Passport Book for FLDA 2023 - \$3
- Regional Officer Workshop (no charge) - For elected Regional Officers only

Once everyone attending the FLDA has been registered, in the bottom left corner of the Conference Registration Page on the black bar, 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, completed FLDA Checklist, your school's payment (check/money order - no cash or personal checks, please), a Code of Conduct form, and a Medical Liability Release 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 before the postmark deadline of October 16<sup>th</sup> to:

**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.

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

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/>