

## **Welcome Back Rally (WBR) Checklist**

Registration is not complete without registering online and receipt of **all** forms: **WBR Checklist, Registration Summary Report (*not invoice*), Code of Conduct/Ethics, and Medical Liability Release** – in addition to **full payment**. **All registration material for a chapter must be sent together in a complete and accurate manner. If you have any questions about properly submitting your school's registration, contact Mandy Memolo at [mmemolo@flhosa.org](mailto:mmemolo@flhosa.org).** Please use this checklist to assist with completing your school's registration accurately and bring the complete registration packet to registration check-in at the Welcome Back Rally (WBR) on September 30<sup>th</sup>.

School \_\_\_\_\_ School Phone Number \_\_\_\_\_

Advisor Name \_\_\_\_\_ Advisor Cell Phone Number \_\_\_\_\_

Advisor E-mail Address \_\_\_\_\_

**If Advisor is *NOT* Attending, Please Provide the Following:**

Lead Chaperone Name \_\_\_\_\_ Lead Chaperone Cell Phone Number \_\_\_\_\_

<b>Complete Prior to WBR:</b>	<b>Registration Packet:</b> <i>(Bring <u>copies</u> of the documents below to WBR; retain originals for your records)</i>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Online registration completed by deadline (September 15<sup>th</sup> at 11:59pm EST)</li> <li><input type="checkbox"/> Reviewed WBR Registration Summary individually with <b><u>all</u></b> registered members to verify proper registration to include any options/activities (vegetarian meal preference) <b>before the online registration deadline of September 15<sup>th</sup></b>; and all errors/omissions have been corrected prior to the deadline closing</li> <li><input type="checkbox"/> By signing here _____ you, the local chapter advisor, certify that you have collected fully completed and signed conference participation forms (Code of Conduct/Ethics and Medical Liability Release Form) from all students and chaperones (if applicable) that are attending this conference. You also certify that you have submitted a copy of these forms to the Florida HOSA State Office as part of your school's registration packet. You also understand that you are <b><u>responsible and required</u></b> to bring all original forms with you to the conference in case of an emergency or event that would require their use, or, if you are not attending, you certify that you have given the forms to the designated Lead Chaperone(s) or Point of Contact(s) listed above to bring to the conference.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This completed WBR Checklist</li> <li><input type="checkbox"/> Registration Summary Report (<b><i>not invoice</i></b>) – download from the WBR Conference Registration tile in the Global/National HOSA system <u>after</u> you register</li> <li><input type="checkbox"/> Signed Florida HOSA Code of Conduct <b><u>AND</u></b> Medical Liability Release Form for each student member</li> <li><input type="checkbox"/> Signed Florida HOSA Code of Ethics <b><u>AND</u></b> Medical Liability Release Form for advisors/chaperones</li> <li><input type="checkbox"/> Payment (<b><u>check one</u></b>)  <div style="color: red; font-size: small;">(WE DO NOT ACCEPT CASH OR PERSONAL CHECKS. DO NOT BRING MULTIPLE PAYMENTS; ONLY ONE FORM OF PAYMENT IS PERMITTED PER CHAPTER.)</div> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>School</u> Check</li> <li><input type="checkbox"/> Money Order</li> <li><input type="checkbox"/> Bank/Cashier's Check</li> <li><input type="checkbox"/> PO/Check Request (# _____)  <div style="color: red; font-size: small;">(If submitting a purchase order/check request, payment must still be brought to the WBR on September 30<sup>th</sup>.)</div> </li> </ul> </li> </ul> <div style="text-align: center; color: red; font-weight: bold; margin-top: 20px;"> <b><u>Bring (DO NOT MAIL) Completed Registration Packet to WBR Registration Check-in on September 30<sup>th</sup>!</u></b> </div>

**For Office Use Only**

CL \_\_\_\_\_ RS \_\_\_\_\_ CC \_\_\_\_\_ ML \_\_\_\_\_ P \_\_\_\_\_