



## Welcome Back Rally (WBR) Checklist

Registration is not complete without registering online and receipt of **all** forms: **WBR Checklist, Registration Summary (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 mail to the State Office (address below) so that it is **RECEIVED** by **October 3<sup>rd</sup>** or before.

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

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

Lead Chaperone Name (if advisor is not attending) \_\_\_\_\_

Lead Chaperone Cell Phone Number (if advisor is not attending) \_\_\_\_\_

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

- This completed WBR Checklist
- The chapter advisor has reviewed the WBR Registration Summary with **all** registered members to verify proper entry **before the online registration deadline of September 16<sup>th</sup>, 2024**; and all errors/omissions have been corrected prior to the deadline closing
- Online registration completed before deadline of September 16<sup>th</sup>, 2024 (**no on-site registrations**)
- Copy of the **Registration Summary (not invoice)** – download from the Conference Registration Page on the Global/National HOSA system after you register
- Signed HOSA Code of Conduct for each member **AND** Code of Ethics for advisors/chaperones
- Signed HOSA Medical Liability Release Form for each member **AND** advisors/chaperones
- Payment (**check one**)
  - School Check
  - Money Order
  - Purchase Order/Check Request (# \_\_\_\_\_)  
*(if submitting a purchase order/check request, payment is still due by October 3<sup>rd</sup> to the Florida HOSA State Office.)*
- 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 responsible and required 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.

### Mail Fully Completed WBR Paperwork to:

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

For Office Use Only

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