

Registration Tables

- 2 Volunteers will sit at each of the 3 tables
- Tables will be arranged according to last name (For example A-F, G-P, Q-Z)
- Members will find their name and sign in the empty space
- After signing in, members will proceed upstairs to collect their Conference Bags.

Conference Bag

- 4 Volunteers will hand Conference Bags to Students
- High School students = Blue
- Middle School students = Green
- Instruct adults to skip this station and proceed to t-shirt pick up
- Conference Bag includes:
 - Conference Program, HOSA Pin, HOSA Pen, Highlighter, Give Away
- After they have picked up their conference bag, members proceed to the T-shirt Pick-Up Table.

T-shirt

- 2 Volunteers will hand out T-shirts
- T-shirts will be arranged by Size
- Students must sign for their t-shirts
- After they have picked up their conference bag, members proceed to Senior/Newsletter Table
- Advisors proceed to HOSA Headquarters

Newsletter

- 2 Volunteers will sit at table
- Everyone must check their email address on Newsletter Database
 - There will be four print outs with email addresses (alphabetical by last name)
 - If email is incorrect, write correct one in blank space
 - If email is correct, initial in blank space
- After they have updated their email, they proceed to Orientation Rooms for Name Tags

Senior Alumni / Newsletter

- 2 Volunteers will sit at table
- Seniors must register as Alumni
 - There will be two computers set up for seniors to register
 - Referral Name: Brittney Bradford
- Everyone must check their email address on Newsletter Database
 - There will be two print outs with email addresses (alphabetical by last name)
 - If email is incorrect, write correct one in blank space
 - If email is correct, initial in blank space
- After they have completed Alumni Registration and Newsletter Database, they proceed to Orientation Rooms for Name Tags