**HOSA PACKET UPLOAD CHECKLIST**

**CHAPTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[ ]  **Copy of Online Registration Invoice**[ ]  **Copy of Hotel Registration Confirmations**[ ]  **Medical Release Forms for ALL (Students, Officers, Advisors, Guests etc)**[ ]  **Front/Back of Insurance Card (or Letter) for ALL (Students, Officers, Advisors, Guests etc)**[ ]  **Code of Conduct for ALL (Students, Officers, Advisors, Guests etc)**[ ]  **Full Payment by School or Advisor Check – Registration Fee is $70 per person
 (This can be paid on Wufoo OR mailed into the office)**

**\*\*\*Remember to sort your paperwork. It must have the medical release, code and insurance card for each student put together, and then those are to be put in alphabetical order to match your registration summary invoice.**

**\*\*\*You will need to have a paper copy of all your forms when you come to conference.**

 **NOTES:**