



# THE INCREDIBLE BEYOND

'22 HOSA & FECLA  
FALL LEADERSHIP CAMP

# FCCLA / HOSA Fall Leadership Camp 2022

## Conference Guide

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## General Conference Information

Tennessee FCCLA and Tennessee HOSA are joining forces to provide a fantastic opportunity for our members to delve into leadership and team building at our Fall Leadership Camp.

### WHO

- Tennessee FCCLA members and advisers
- Tennessee HOSA members and advisers

### WHAT

- General sessions
- Leadership development workshops
- Camp activities

### WHERE

- Joe C. Davis YMCA Camp (Widjiwagan)  
3088 Smith Springs Rd.  
Antioch, TN 37013

### WHEN

- Oct. 21-23, 2022

## Important Dates and Deadlines

**Please note that these dates and deadlines below are tentative and subject to change.**

If changes are made, they will be **highlighted** and announced to Chapter Advisors.

Date	Item
Monday, Sept. 19, 2022	Registration Opens
Friday, Sept. 23, 2022	Registration Deadline
Friday, Oct. 7, 2022	Payment Deadline
Friday, Oct. 21, 2022	Evening Arrival
Sunday, Oct. 23, 2022	Noon Departure

## Conference Checklist

Please confer with your administrators for any school district or school-specific procedures.

- Register/affiliate your chapter for the 2022-2023 school year
- Advertise the training to your chapter
- Submit school district field trip paperwork
- Determine the cost to attend with your chapter including registration, lodging, meals, etc.
- Set up money collection with your school's bookkeeper
- Set chapter deadlines for registration and payment
- Put together permission slips with conference information including cost and required forms
- Register all chapter members, advisors, and support staff by the **Sept. 23** registration deadline
- Print the emailed invoice and check, double-check, and triple-check for accuracy
- Collect member payment before the registration deadline
- Submit invoice to your school's bookkeeper for payment
- Mail check payment to Tennessee HOSA by the **Oct. 7** payment deadline
- Review the tentative agenda with attending members
- Host a chapter meeting with parents to discuss expectations and responsibilities
- Ensure each attendee has signed release/liability forms and they are kept with the chapter advisor
- Have all members follow and like Tennessee FCCLA and Tennessee HOSA on social media

## Best Practices from Veteran Advisors

Please confer with your administrators before putting any of these into practice, to ensure compliance with school district and school policies:

- Hold a parent meeting prior to the conference to lay out expectations and consequences
- Create a behavioral contract for members and parents to sign
- Collect parent phone numbers and emergency contacts just in case
- Collect a deposit from those who commit to attend, especially if members are still fundraising
- Help students determine their own individual schedules so they feel prepared
- Determine your schedule as an advisor and communicate the schedule to attendees
- Have a group chat (e.g. GroupMe or Remind) set up with all attendees to communicate quickly
- Set clear behavioral expectations ahead of time
- Make sure the students can access an advisor at all times

# Registration

**LINK** - The registration link will be posted here on Monday, Sept. 19.

## ELIGIBILITY

- This training is open to Tennessee FCCLA and Tennessee HOSA members
  - Each chapter should register no more than **10 attendees**

• ***Availability is first come, first serve as we only have ~150 spots available***

## REQUIREMENTS

- All attendees including members, advisors, chaperones, and accessibility support staff attending the training are required to register
- All chapters are required to have a school-approved adult chaperone on-site for the duration of the conference; we require 1 chaperone for every 10 students
- Chaperones are typically advisors, however, if an advisor is unable to attend, then please refer to your district/school policy as to who is eligible to chaperone your students in place of the advisor
- Accessibility support staff must attend with a registered advisor/chaperone

## COST

Attendee Type	Cost
Chapter Members, Chapter Advisors, Chaperones	\$175

## DEADLINE

- Registration opens on **Monday, Sept. 19, 2022**
- Registration closes on **Friday, Sept. 23, 2022**
- Registrations will be confirmed by COB the following business day
- Late registrations requested after the deadline are not guaranteed

## INCLUDES

- Lodging (Friday and Saturday nights)
- Meals (Friday dinner, Saturday breakfast, lunch, and dinner & Sunday breakfast)
- Programming, workshops, and camp activities
- Camp t-shirt

## **INFORMATION NEEDED TO REGISTER**

- Advisor name, contact info, t-shirt size, and gender for room assignments
- Attendee name, t-shirt size, and gender for room assignments
- Special accommodations (dietary restrictions, wheelchair accessibility, etc.)

# Payment

## DEADLINE

All payments must be **received** by **Friday, Oct. 7, 2022**.

## PAYING BY CHECK

Please make checks out to **Tennessee HOSA**, include a copy of the invoice, and mail to:

Tennessee HOSA  
ATTN: Jeremy Sutton  
Andrew Johnson Tower, 9th Floor  
710 James Robertson Pkwy  
Nashville, TN 37243

## PAYING BY CREDIT CARD

If you would like to pay by credit card, please contact [CTSO.Accounting@tn.gov](mailto:CTSO.Accounting@tn.gov). Credit card fees will be added to your invoice prior to payment.

## POLICIES

**No registration refunds will be granted after the registration deadline for those who do not attend; if you do not attend, you will still be financially responsible for all attendees you have registered. Only paid registrants may participate in the event. By registering for this training, you agree to these policies.**

# Required Forms

**TIP:** Download and open the below forms in Adobe Acrobat to view the fillable form fields.

- [Multiple Release Form](#)
  - Must be completed by ALL attendees
  - Copies to be kept with the Chapter Advisor at all times



## Lodging

**PLEASE NOTE:** For safety, security, liability, and cost reasons, attendees **MUST** stay on-site.

For those of you who have been to Camp Widjiwagan in the past, here is what to expect. Each barrack-style building will be all-male or all-female. Within each building, there are multiple twin-sized beds/bunkbeds along with a shared bathroom. Bathrooms include privacy showers, toilets, and sinks. Advisors will be staying in the same cabins as their chapters to help with chaperoning. Cabins will be assigned based on numbers, gender, and availability.

## Food

Meal	Included with Registration	On Your Own
Friday Supper	X	
Saturday Breakfast	X	
Saturday Lunch	X	
Saturday Supper	X	
Sunday Breakfast	X	
Sunday Lunch		X

### DIETARY RESTRICTIONS

Please input dietary restrictions upon registration, so Camp Widjiwagan staff can plan menus and food accommodations for all campers accordingly.

## Packing List

General Items	Cabin Items	Clothing Items
<ul style="list-style-type: none"><li><input type="checkbox"/> Chargers</li><li><input type="checkbox"/> Medications</li><li><input type="checkbox"/> Flashlight</li><li><input type="checkbox"/> Bug spray</li><li><input type="checkbox"/> Sunscreen</li><li><input type="checkbox"/> Water bottle</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Twin bed sheets/blanket or sleeping bag</li><li><input type="checkbox"/> Pillow</li><li><input type="checkbox"/> Toiletries</li><li><input type="checkbox"/> Shower shoes</li><li><input type="checkbox"/> Towels and washcloths</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> School-appropriate casual attire (chapter/school spirit t-shirts are encouraged)</li><li><input type="checkbox"/> Athletic outfit and tennis shoes (for the ropes course)</li><li><input type="checkbox"/> Sweatshirt or jacket</li><li><input type="checkbox"/> Rain gear</li><li><input type="checkbox"/> Pajamas</li></ul>

**PLEASE NOTE:** Do not bring large sums of money, valuable jewelry, or expensive electronics. Camp staff and Tennessee CTSO staff are not responsible for any lost or damaged property.

## Schedule At-A-Glance

Below is a generic outline of sessions and activities. A more detailed schedule will be provided upon arrival at Camp Clements. Please note the schedule is tentative and subject to change.

### FRIDAY, OCT. 21, 2022

3:00 p.m. - 5:00 p.m. Arrival  
6:00 p.m. Dinner  
7:00 p.m. Opening Session  
8:00 p.m. Breakout Sessions  
9:15 p.m. CTSO Time  
11:00 p.m. Curfew  
11:30 p.m. Lights Out

### SATURDAY, OCT. 22, 2022\*

7:30 a.m. Breakfast  
8:30 a.m. Session 1  
9:30 a.m. Session 2  
  
10:30 a.m. Session 3  
11:30 a.m. Session 4  
12:30 p.m. Lunch  
1:30 p.m. Camp Photo  
2-6 p.m. Camp Activities  
6:00 p.m. Dinner  
7:00 p.m. Chapter Time  
8:00 p.m. Fun Night  
11:00 p.m. Curfew  
11:30 p.m. Lights Out

### SUNDAY, OCT. 9, 2022

7:30 a.m. Cabin Clean Out /  
Pack Up  
8:00 a.m. Breakfast  
9:00 a.m. CTSO Debrief  
10:00 a.m. Closing Session  
11:00 a.m. Departure

### CHAPTER ADVISOR PROGRAMMING

Programming specific to chapter advisors will be determined after registration closes, so we can tailor programming to our audience.

Topics may include CTSO updates, roundtable discussions, and/or collaborative work time.

## Frequently Asked Questions

This list will be updated regularly with FAQs regarding Fall Leadership Camp 2022.

### Q: Who can I contact with questions?

<b>General Questions</b>	<a href="mailto:jeremy.sutton@tn.gov">jeremy.sutton@tn.gov</a>
<b>Payment</b>	<a href="mailto:CTSO.Accounting@tn.gov">CTSO.Accounting@tn.gov</a>

### Q: Are my students able to attend this event without an advisor?

A chaperone must accompany students. We require 1 chaperone for every 10 students. Chaperones are typically advisors, however, if an advisor is unable to attend, please refer to your district/school policy as to who is eligible to chaperone your students in place of the advisor.