

# HOBY STATE LEADERSHIP SEMINAR REGISTRATION WORKSHEET

## INSTRUCTIONS FOR SCHOOL PERSONNEL TO REGISTER A STUDENT:

1. Have your selected Primary Student and Alternate Student complete their sections on this form.
2. Visit **www.HOBY.org** and click the link to register a student.
3. Enter the HOBY school ID and password to log in, and then enter all the information on this form.

Payment instructions will be provided once the registration has been submitted. A confirmation email will be sent to the counselor and student once payment has been processed. Please do not fax or mail this worksheet to HOBY as registrations are only accepted online.

### PRIMARY STUDENT INFORMATION

|   |                            |   |   |  |     |
|---|----------------------------|---|---|--|-----|
| <input type="checkbox"/> M  | <input type="checkbox"/> F | FULL NAME   |   |  |     |
| ADDRESS   |                            |   |   |  |     |
| CITY, ST, ZIP   |                            |   |   |  |     |
| HOME PHONE  |                            | ( )   | CELL PHONE  |  | ( ) |
| DATE OF BIRTH   |                            | / /   | <input type="checkbox"/> I WOULD LIKE TO <u>OPT-OUT</u> OF RECEIVING TEXT MESSAGES FROM HOBY. |  |     |
| EMAIL   |                            |   |   |  |     |
| PREFERRED NAME FOR NAME TAG   |                            |   |   |  |     |
| T-SHIRT SIZE  |                            | <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL   |   |  |     |
| ETHNICITY   |                            | <input type="checkbox"/> AFRICAN AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> CAUCASIAN<br><input type="checkbox"/> LATINO <input type="checkbox"/> MIDDLE EASTERN <input type="checkbox"/> PACIFIC ISLANDER<br><input type="checkbox"/> OTHER: |   |  |     |
| <input type="checkbox"/> <b>I UNDERSTAND I MUST BE ABLE TO ATTEND THE ASSIGNED SEMINAR FOR THE ENTIRE WEEKEND, INCLUDING OVERNIGHT.</b>                       |                            |   |   |  |     |
| <input type="checkbox"/> I WOULD LIKE TO <u>OPT-OUT</u> OF RECEIVING OUTSTANDING OFFERS FROM HOBY APPROVED SCHOLARSHIPS, AFFILIATES, PARTNERS, AND COMPANIES. |                            |   |   |  |     |
| PARENT 1 OR MOTHER'S NAME   |                            |   |   |  |     |
| HOME PHONE  |                            | ( )   | CELL PHONE  |  | ( ) |
| WORK PHONE  |                            | ( )   | EXT.  |  |     |
| EMAIL   |                            |   |   |  |     |
| JOB TITLE/ EMPLOYER   |                            |   |   |  |     |
| PARENT 2 OR FATHER'S NAME   |                            |   |   |  |     |
| HOME PHONE  |                            | ( )   | CELL PHONE  |  | ( ) |
| WORK PHONE  |                            | ( )   | EXT.  |  |     |
| EMAIL   |                            |   |   |  |     |
| JOB TITLE/ EMPLOYER   |                            |   |   |  |     |

### ALTERNATE STUDENT INFORMATION

|   |                            |   |   |  |     |
|---|----------------------------|---|---|--|-----|
| <input type="checkbox"/> M  | <input type="checkbox"/> F | FULL NAME   |   |  |     |
| ADDRESS   |                            |   |   |  |     |
| CITY, ST, ZIP   |                            |   |   |  |     |
| HOME PHONE  |                            | ( )   | CELL PHONE  |  | ( ) |
| DATE OF BIRTH   |                            | / /   | <input type="checkbox"/> I WOULD LIKE TO <u>OPT-OUT</u> OF RECEIVING TEXT MESSAGES FROM HOBY. |  |     |
| EMAIL   |                            |   |   |  |     |
| PREFERRED NAME FOR NAME TAG   |                            |   |   |  |     |
| T-SHIRT SIZE  |                            | <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL   |   |  |     |
| ETHNICITY   |                            | <input type="checkbox"/> AFRICAN AMERICAN <input type="checkbox"/> ASIAN <input type="checkbox"/> CAUCASIAN<br><input type="checkbox"/> LATINO <input type="checkbox"/> MIDDLE EASTERN <input type="checkbox"/> PACIFIC ISLANDER<br><input type="checkbox"/> OTHER: |   |  |     |
| <input type="checkbox"/> <b>I UNDERSTAND I MUST BE ABLE TO ATTEND THE ASSIGNED SEMINAR FOR THE ENTIRE WEEKEND, INCLUDING OVERNIGHT.</b>                       |                            |   |   |  |     |
| <input type="checkbox"/> I WOULD LIKE TO <u>OPT-OUT</u> OF RECEIVING OUTSTANDING OFFERS FROM HOBY APPROVED SCHOLARSHIPS, AFFILIATES, PARTNERS, AND COMPANIES. |                            |   |   |  |     |
| PARENT 1 OR MOTHER'S NAME   |                            |   |   |  |     |
| HOME PHONE  |                            | ( )   | CELL PHONE  |  | ( ) |
| WORK PHONE  |                            | ( )   | EXT.  |  |     |
| EMAIL   |                            |   |   |  |     |
| JOB TITLE/ EMPLOYER   |                            |   |   |  |     |
| PARENT 2 OR FATHER'S NAME   |                            |   |   |  |     |
| HOME PHONE  |                            | ( )   | CELL PHONE  |  | ( ) |
| WORK PHONE  |                            | ( )   | EXT.  |  |     |
| EMAIL   |                            |   |   |  |     |
| JOB TITLE/ EMPLOYER   |                            |   |   |  |     |

|  |  |              |                 |                  |  |
|--|--|--------------|-----------------|------------------|--|
| HIGH SCHOOL NAME   |  |              |                 | DISTRICT         |  |
| COMPLETE MAILING ADDRESS   |  |              |                 | COUNTY           |  |
| HIGH SCHOOL CONTACT NAME   |  |              | PRINCIPAL NAME  |                  |  |
| <input type="checkbox"/> DR. <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. |  |              | PRINCIPAL EMAIL |                  |  |
| PHONE ( )  |  | EXT.         |                 | SCHOOL PHONE ( ) |  |
| LOCAL NEWSPAPER  |  | EMAIL or WEB |                 | FAX ( )          |  |
| SCHOOL WEBSITE   |  |              |                 |                  |  |



# STATE LEADERSHIP SEMINAR – FREQUENTLY ASKED QUESTIONS

## WHEN AND WHERE ARE THE HOBY SEMINARS?

Seminars take place between April and June. Please log in to the online registration system at [www.HOBY.org](http://www.HOBY.org) with your school ID and password to find your specific seminar date, location, and local contact. Check back if your seminar information is not yet available.

## HOW MUCH IS THE REGISTRATION FEE AND HOW MANY STUDENTS CAN I REGISTER?

Please log in to the online registration system at [www.HOBY.org](http://www.HOBY.org) with your school ID and password to find the registration fees and number of students you can register.

## BY WHEN DO I NEED TO REGISTER?

As soon as possible since space is limited. After the guaranteed acceptance date of December 4, 2015, online registrations are accepted on a space-available basis.

## WHAT IF I DON'T HAVE MY HOBY SCHOOL ID AND PASSWORD?

*Only school administrators should register students online.*

Please send an email to [registration@hoby.org](mailto:registration@hoby.org) with the subject line "School ID Request" and the following information:

- High school name
- The school's complete mailing address with city, state & zip code
- The school contact's name
- The school contact's phone number and email

Your HOBY school ID and password will be emailed to you. *Please secure the confidentiality of the school ID and password.*

## WHO PAYS THE REGISTRATION FEE?

The registration fee may be paid by anyone (including the school, community organizations, PTOs, sponsors, or parents) and may be split between two or more entities. Payment can also be made in installments.

## DO I HAVE TO PAY THE REGISTRATION FEE AT THE TIME I REGISTER MY STUDENT?

No. You may pay the registration fee at a later time. When ready to pay, simply log back in with your school ID and password and complete the payment process. Please note that a student is not officially accepted into the program until the registration fee is received and processed.

## HOW DO I SUBMIT PAYMENT?

1. Credit Card: Pay through our online registration system.
2. Check: Print your invoice from the online registration system. Checks should be made out to "Hugh O'Brian Youth Leadership" and sent with the invoice to:

### HOBY Registration

31255 Cedar Valley Drive, Suite 327

Westlake Village, CA 91362

3. Purchase Order: Enter your purchase order number online, and then print and provide the invoice to your school's Accounting Dept. for payment. Please do not mail unpaid purchase orders to our office unless a signature or another form of verification is required.

## WHAT HAPPENS AFTER A STUDENT IS REGISTERED & PAID?

Once payment is processed, your student will receive an email confirmation stating he/she has been officially accepted into the program. Four to six weeks prior to the start of the seminar, your HOBY Ambassador will receive materials containing detailed information about the seminar and additional forms to complete. If materials are not received within this time frame, please log in to our online registration system for your local HOBY contact information.

## WHAT IS THE REFUND POLICY?

No refunds will be issued, so please select an alternate student in case your primary student cannot attend.

## WHAT IF THE STUDENT I SELECTED CAN NO LONGER ATTEND THE SEMINAR?

Your selected alternate student can easily replace the primary student and payment will automatically be transferred. Simply log back in to the online system and follow the instructions to replace the primary student with the alternate. If an alternate student was not initially selected and submitted online, you may enter your alternate student's information, and then replace your primary HOBY Ambassador by following the instructions online.

## WHY DO I NEED TO PROVIDE AN EMAIL ADDRESS FOR THE STUDENT AND PARENTS?

Email is HOBY's primary form of communication with students and parents. Confirmation of acceptance, confirmation of payment, and pertinent seminar information are sent via email, so those without valid email addresses would miss out.