

2019- 2020 Colorado HOSA Financial Updates

Invoicing Policy

Beginning for the 2019-2020 school year, Colorado HOSA will no longer be issuing QuickBooks invoices for all transactions. COHOSA will now be using the automatically generated invoices that are created by the HOSA Affiliation System, the HOSA Online Testing System and the HOSA Conference Management System.

Check Payments

1. Once you are finished registering students for affiliation and/ or conference attendance, double check that all listed students have either paid their affiliation/ conference dues or have fully committed themselves to HOSA.

*Note that once you have submitted your affiliation/ conference registration, your chapter is responsible for that student's payment regardless of whether they choose to remain in HOSA.

2. Download and print two copies of your automatically generated invoice from the HOSA Online System and keep one for your records.
3. Send your payment check and a copy of your invoice to:

Colorado HOSA

9101 E Lowry Blvd.

Denver, CO 80230

4. You will receive a receipt via email once your payment has been received.

For Credit Card Payments-

1. Once you are finished registering students for affiliation and/ or conference attendance, double check that all listed students have either paid their affiliation/ conference dues or have fully committed themselves to HOSA.

*Note that once you have submitted your affiliation/ conference registration, your chapter is responsible for that student's payment regardless of whether they choose to remain in HOSA.

2. Download and save your automatically generated invoice from the HOSA Online System.
3. Pay Colorado HOSA via credit card using one of the following methods:
 - a. **By Phone-** Call HOSA Program Assistant, Cynthia Hoeppner at (720) 858-2324, and she will process your payment over the phone.
 - b. **By Email-** Email HOSA Program Assistant, Cynthia Hoeppner at cynthia.hoeppner@cccs.edu, with the following information and she will follow up with an online payment link;
 - i. Your Name
 - ii. Your Chapter Name and Charter Number
 - iii. A Copy of Your Invoice
 - iv. What the Payment is For (SLC, affiliation, Etc.)

4. You will receive a receipt via email once the transaction is complete.

Rationale

In using two separate invoicing systems, there was much confusion when it came to payments. By streamlining the system and only using one type of invoice, COHOSA hopes to decrease any confusion.

State Leadership Conference Refund Policy

Beginning with the 2020 State Leadership Conference, Colorado HOSA will no longer be issuing refunds for registration fees after conference sign in is complete. From the registration deadline up until the completion of conference sign in, a 50% refund will be issued upon request to those students and advisors who cannot attend the State Leadership Conference.

*Please note that refunds will only be issued on request and will not be given to those who register for the conference and fail to attend nor for those who send in a request after the completion of conference sign in.

Rationale

In the past, Colorado HOSA dealt with refund requests on a case-by-case basis and there was no formal policy in place. With the adoption of this policy, it is the hope that those who cannot attend the conference for unforeseen reasons will not be financially punished while also ensuring that Colorado HOSA can pay for conference services that have already been ordered for said attendee.

Conference Payment Process

Beginning for the 2019- 2020 school year Colorado HOSA will be requiring all chapters in attendance at any COHOSA conference to have a zero balance in order to participate. That is, registration materials will only be given to those chapters who have a zero balance upon conference check in.

In the event that a chapter arrives to a conference with an active balance and no payment in hand, the advisor will be asked to write a check for the amount that will be held for 30 days. If, by the end of the 30 days, no additional payment has been received this check will be deposited.

In the event that a chapter owes a balance at the end of a membership year, they will be blocked from affiliating members or registering for conferences. If a chapter maintains a balance for 12 months or more, CTE, district, or school administration may be contacted to collect this balance.

Rationale

Colorado HOSA found itself in a position in which the organization was owed over \$20,000 in overdue payments from chapters. In order to ensure something like this does not happen again

and that COHOSA remains financially viable, the conference payment process has been updated to curtail overdue payments and to ensure that there is recourse for those chapters who maintain an overdue balance.