



# HOBLY

YOUTH LEADERSHIP

## 2025 SCHOOL NOMINATION KIT





## **We are now accepting nominations for the 2025 HOBY State Leadership Seminars!**

Change a student's life today—nominate them for HOBY! These multi-day programs leave a lasting impression as students gain a deeper sense of self, connections across the state, and the inspiration and tools to give back to their communities through leadership and service.

Inside this kit you will find:

- How To: Student Selection, Nomination, & Registration
- Frequently Asked Questions
- Promotional poster
  - In both color and black and white for printing ease
- Registration worksheet
  - This worksheet only needs to be completed if you, the school contact, are completing the registration for the student.
    - School contacts are only required to gather minimal information to nominate a student. After the nomination is submitted, the school contact will be cc'd on an email to the student and their parent(s)/guardian(s) that includes a link to complete the full registration. The goal of this is to make the process easier for all involved, but it still allows school personnel to complete the registration if needed.

In the email you received from HOBY, you will find the following:

- Seminar date and location (unless TBD)
- Registration cost
- Contact information for your local HOBY volunteer team

Visit [hobyregistration.hoby.org](https://hobyregistration.hoby.org) to nominate a student today!

Thank you for your partnership!  
We look forward to welcoming your student(s) to the HOBY family!

## 1. PROMOTE THE OPPORTUNITY!

- Inform your colleagues and students about HOBY.
- Ask faculty and staff to talk about HOBY with sophomores.
- Make copies of the promotional poster in this kit and post around your school!
- Encourage sophomores to learn more by following @hoby on social media or visiting [hoby.org](http://hoby.org).

## 2. ENCOURAGE SOPHOMORES TO APPLY

Refer all interested candidates to one school contact and create a selection process. Some suggestions include:

- In-person speeches or interviews
- Essay contest
- Form a selection committee
- Collect nominations from school staff

## 3. SELECT YOUR STUDENT(S)

At HOBY, we believe leadership is a skillset to be learned and not a position to be held. We also know that leadership abilities are not defined by gender, race, or socioeconomic status, and we encourage you to consider all sophomores in your nomination and selection processes. While young leaders often have excellent academic records, nominees should not be based exclusively on GPA. Please consider leadership potential, as taken on in all areas of life, when making your nomination.

HOBY is a great fit for students who:

- are passionate about their communities.
- have leadership potential.
- understand and relate to the experiences of others.
- are curious and eager to learn.
- are interested in community service.
- are adaptable and self-reflective.
- like to collaborate and work with others.
- demonstrate good character.
- have a strong sense of integrity.
- are excited to connect with peers across the state.
- are critical, detail-oriented thinkers.
- want to make a positive impact in the world.
- value hard work and cross-cultural connection.

## 4. NOMINATE YOUR STUDENTS

Use your HOBY school ID to log into our secure online nomination portal. (If you do not have your HOBY ID, please reach out to us at [hoby@hoby.org](mailto:hoby@hoby.org).) You will only need the student's contact information and the contact information for their parent(s)/guardian(s) to complete the nomination. Nominations should be completed by a school representative and the HOBY ID should not be given to parents/guardians or students.

*The majority of seminars welcome at least 2 student nominations per school. If you are interested in nominating more than 2 students, please reach out to us to confirm.*

## 6. STUDENT COMPLETES REGISTRATION

After you submit the nomination, you will be copied on an email sent to the student and their parent(s)/guardian(s) notifying them of the nomination and including instructions for completing the student's registration. The student can complete the registration form online with their parent(s)/guardian(s), or, if you are completing the registration for them, simply click on the link provided.

Please note: The nomination form requires limited contact information for your chosen student(s) and their parent(s)/guardian(s). The goal of this is to make the process easier and quicker for school professionals and students alike. The registration form in this kit only needs to be completed by the student if you, the school contact, will be submitting their registration.

## 7. PAY THE REGISTRATION FEE

Registration is finalized when payment is received. Cost varies by location, and is indicated in the email you received from HOBY.

- Pay online, via ACH - our preferred method.
  - [Click here](#) to pay via ACH.
  - Write student name and school name in 'What is this payment for?' field
- Pay online with a credit card via the link provided in the registration confirmation email
- Pay by check. Make payable to:  
Hugh O'Brian Youth Leadership  
P.O. Box 8478  
Pasadena, CA 91109-8478

### HOW DOES THE PROCESS WORK?

Please check out our “How To” guide for details, best practices, and more. Sending your student(s) to HOBY is a four-step process.

1. Select your student(s).
2. Nominate your student(s) via the [HOBY system](#).
  - a. You will receive an email confirmation.
  - b. You will also be cc'd on an email to the student and their parent(s)/guardian(s) that confirms their nomination and includes a link for them to complete the student's full registration.
3. Ensure the student's registration is complete.
  - a. If the student's registration is not completed, payment can not be processed and their spot at the seminar is not secured.
  - b. The majority of students complete their registration forms with their parent(s)/guardian(s), but this can be completed by or by you, if preferred.
4. Submit payment.

### WHERE & WHEN ARE HOBY SEMINARS?

Each year, seminars take place across the United States between April and June. Please visit <https://hoby.org/programs/state-leadership-seminars/seminar-schedule/> for confirmed dates and locations.

### WHEN DO NOMINATIONS CLOSE?

We encourage you to nominate students as soon as possible. Space is limited, so we highly recommend submitting your nomination(s) by our **guaranteed acceptance date and early bird rate deadline of Friday, December 13, 2024**.

Nominating your student by this date will ensure they have a spot in the upcoming seminar. Your student's registration is finalized when payment is received. After December 13, 2024, nominations will be accepted as space is available and as timing allows.

### WHAT IF I FORGET MY HOBY ID?

We're here to help! Your HOBY ID does not change year to year. First, check the initial email you received from HOBY with details about the seminar and nomination process. If you are unable to find the HOBY ID, please email us at [hoby@hoby.org](mailto:hoby@hoby.org). Include "HOBY ID Request" in the subject and the following information:

- High School name
- City and state
- School contact name

This ID should be accessible to school contacts and administrators only. Please note, you no longer need a password to enter the system.

### CAN I NOMINATE MORE THAN ONE STUDENT?

Yes! The majority of our seminars welcome at least 2 student nominations per school. If you are interested in sending more than 2 students and are unsure of your seminar's availability, please reach out to us! When you are working on your student's nomination, you will fully complete the form and submit it, and then complete and submit additional forms in full for each student.

### CAN I NOMINATE AN ALTERNATE?

Yes! After entering the information for your nominated student, you will be asked if you'd like to nominate an alternate. The alternate student can either take the place of your other student(s) should they be unable to attend, or if space allows, they will be offered the opportunity to attend the seminar as an additional representative.

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

We encourage you to nominate alternate students in addition to your initial student selections for exactly this reason. We can easily switch your alternate student with your initial student and transfer any payment. Please reach out to us at [hoby@hoby.org](mailto:hoby@hoby.org) to initiate this process.

### **CAN I LOG IN TO THE SYSTEM LATER TO SEE WHO I HAVE REGISTERED?**

No need! You will receive nomination and registration confirmation emails for each student you enter in the system. Should you have any questions, please reach out to us at [hoby@hoby.org](mailto:hoby@hoby.org).

### **CAN I EDIT THE STUDENT'S REGISTRATION INFORMATION AFTER IT'S SUBMITTED?**

Yes! Simply click on the registration link in the confirmation email to edit the student's information, and then hit 'Submit' to save the update.

### **WHAT IS THE DIFFERENCE BETWEEN A NOMINATION & A REGISTRATION?**

A nomination is what you, our outstanding school partners, do! You nominate your student and then you will be cc'd on an email to the student and their parent(s)/guardian(s) with a link to complete their registration. The goal of this is to make the process easier for all involved, but it still allows you to complete the registration if needed.

### **WHO PAYS THE REGISTRATION FEE?**

The registration fee can be paid by the school, community organizations, PTOs, sponsors, or parents/guardians. If needed, the fee can be split between two or more entities. Payment can also be made in installments.

### **CAN I USE A PURCHASE ORDER?**

Purchase orders are not accepted as payment but may be submitted if required by a school's finance/ accounting department. If you need a purchase order signed, or your purchase order number added to an invoice, please email us at [hoby@hoby.org](mailto:hoby@hoby.org).

### **DO I HAVE TO PAY THE FEE AT THE TIME OF NOMINATION?**

Payment is due 30 days after the completed registration is submitted. During the nomination process you will enter the email address for the designated payor. The designated payor will then receive an email with an invoice and payment options, including a link to pay online. Please note, a student's registration is not finalized until the payment is received and processed.

- Pay online, via ACH - our preferred method.
  - [Click here](#) to pay via ACH.
  - Write student name and school name in 'What is this payment for?' field
- Pay online with a credit card via the link provided in the invoice email
- Pay by check. Make payable to:  
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### **WHAT IS THE REFUND POLICY?**

HOBY does not issue refunds for registration fees. Should your student be unable to attend, we will happily work with you to apply paid fees to a new student's registration.


### **WHAT HAPPENS AFTER A STUDENT IS NOMINATED & REGISTERED?**

The last step in finalizing your student's registration is submitting payment. At that point you, your student, and their parent(s)/guardian(s) will receive an email confirmation stating their registration is finalized. Students and parents/guardians will receive periodic updates from HOBY. Four to six weeks prior to the seminar, students will be emailed additional forms to complete as well as detailed information about the seminar.



STATE  
LEADERSHIP  
SEMINARS


# SOPHOMORE OPPORTUNITY



BUILD  
LASTING  
FRIENDSHIPS



UNLOCK YOUR  
LEADERSHIP  
POTENTIAL



CONNECT  
WITH PEERS  
IN YOUR STATE



MAKE A  
POSITIVE  
IMPACT



Date: \_\_\_\_\_

Location: \_\_\_\_\_

Reach out to \_\_\_\_\_ for more info!



[hoby.org](https://hoby.org)



# HOBY

YOUTH LEADERSHIP

## STATE LEADERSHIP SEMINARS

### SOPHOMORE OPPORTUNITY



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Date: \_\_\_\_\_

Location: \_\_\_\_\_

Reach out to \_\_\_\_\_ for more info!



[hoby.org](https://hoby.org)

Please note, this form only needs to be completed if the school nominator is completing the registration.

## STUDENT INFORMATION

Full Name: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone (C): \_\_\_\_\_ Phone (H): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email (personal; not school, not family): \_\_\_\_\_

Gender:  Female  Male  Non-binary  Transgender  Prefer not to disclose  
 Prefer to Self-Identify \_\_\_\_\_

Race/Ethnicity:  Asian  Black/African American  Hispanic or Latino  Middle Eastern or North African  
 Native American  Native Hawaiian or Pacific Islander  Prefer not to disclose  
 Prefer to self describe \_\_\_\_\_  White

T-shirt size:  S  M  L  XL  XXL  XXXL

## SCHOOL INFORMATION

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION

Parent/Guardian 1 Full Name: \_\_\_\_\_

Phone (C): \_\_\_\_\_ Phone (H): \_\_\_\_\_

Email: \_\_\_\_\_

Job Title/Employer (optional): \_\_\_\_\_

HOBY Affiliation (optional-alum, volunteer, etc.): \_\_\_\_\_

Parent/Guardian 2 Full Name: \_\_\_\_\_

Phone (C): \_\_\_\_\_ Phone (H): \_\_\_\_\_

Email: \_\_\_\_\_

Job Title/Employer (optional): \_\_\_\_\_

HOBY Affiliation (optional-alum, volunteer, etc.): \_\_\_\_\_

## ACKNOWLEDGEMENTS

I understand I (the student) will need to attend the seminar for the entire weekend, including overnight.

HOBY has affiliations with other organizations, such as Colleges and Universities, Corporations, and other student-focused organizations that may provide beneficial opportunities to HOBY Participants. You have the option below to decide if you would like the Participant's information shared with such organizations. The information shared will be limited to their name and contact information (address, email, and phone number).

**\*Agreement to include my student's information in offers from HOBY approved partners and affiliates.**

OPT-IN (Yes, please include my student's information.)

OPT-OUT (No, please exclude my student's information.)