



Dear HERMANITAS® Coordinators:

It is with great excitement that we announce the 2009 HERMANITAS® Leadership Institute (HLI)! This year the HLI will take place July 23 – July 26 at the Coronado Springs Resort in Orlando, Florida. We are taking the HLI to Walt Disney World for a second year in a row! The 2009 HLI will provide our young Latinas with information that will greatly assist in their development as leaders. Sessions will address topics such as self confidence; leadership skills; and science, technology, engineering and math components, among others.

Based on our past program successes, as well as participant feedback; we have developed an informative, interactive and enjoyable agenda. In this packet you will find:

- ◆ Registration Forms
- ◆ Resort information
- ◆ Permission slips (in English and Spanish)
- ◆ Dress Code
- ◆ Check list for suggested items to pack

Please go over each item with your HERMANITA®, parents and chaperones thoroughly. At least one chaperone from your Chapter or Affiliate must be assigned to each five HERMANITAS who will be participating from your organization. We are also pleased to announce that families will also be able to take advantage of the special room rates that have been negotiated for our stay at the Coronado Springs Resort. More information regarding family rates will be shared in the coming weeks on our special Disney/MANA WEB SITE.

Registration for the HLI is \$400 per hermanita and \$450 per adult. **Please submit all HLI participant registration forms, Chaperone forms, and payment to the MANA National Office by June 15, 2009.** There will be no on-site registration. Only the HERMANITAS registered by June 15th will have the opportunity to participate in the 2009 HLI. We are expecting this Institute to fill-up quickly, so it is very important that you register early. Registration for the HLI includes:

- Resort Lodging - 4 HERMANITAS® From each Chapter per room(4 days / 3 nights)
- Resort Lodging- 2 Coordinators from each Chapter per room (4 days / 3 nights)
- Credit Card or Cash Deposit will be required to cover your incidentals
- Thursday - Dinner
- Friday - Breakfast, Lunch, & Dinner
- Saturday - Breakfast, Lunch, & Graduation Gala Dinner
- Sunday - Continental Breakfast
- Interactive workshops, special activities, speakers, and materials
- Special Disney leadership program
- Use of Disney Resort Laguna pool

Chaperones and HERMANITAS® are responsible for making their own airline reservations and transportation arrangements as soon as possible. If there are any special circumstances that the MANA National Office needs to be aware of, please let us know immediately so we can make the appropriate arrangements. One of the added benefits of staying at a Walt Disney World Resort is that transportation from the Orlando International Airport will be taken care of by the Disney Magical Express Service. You will be taken from the airport to the resort check-in and your luggage will be delivered to your room. Disney Magical Express Service will also take participants back to the airport at the end of our stay.

Thank you for your continuous support and significant participation in making MANA, A National Latina Organization, and the HERMANITAS® Program a tremendous success. If you should have any questions please do not hesitate to contact Amy Hinojosa at (202) 833-0060 or via e-mail ahinojosa@hermana.org

We look forward to seeing you!

2009 HERMANITAS[®] Leadership Institute
HERMANITA Registration Form/Forma de Inscripción

July 23-26, 2009

Coronado Springs Resort, Orlando, Florida

(Please Print/Por favor use letra de molde)

Name/Nombre: _____ Age/Edad: _____

Address/Dirección: _____

City/Ciudad: _____ State/Estado: _____ Zip/Código Postal: _____

Telephone/Teléfono: _____ E-mail/Correo Electrónico: _____

Allergies or Special Needs (Please Explain)/Alergias o Necesidades Especiales (Favor de Explicar): _____

Parent/Guardian's Name/Nombre de Padre/Guardian: _____

Address/Dirección: _____

City/Ciudad: _____ State/Estado: _____ Zip/Código Postal: _____

Telephone/Teléfono: _____ E-mail/Correo Electrónico: _____

Name of MANA Chapter or Affiliate/Nombre de Capítulo o Afiliación con MANA: _____

HERMANITAS Coordinator's Name/Nombre de Coordinadora de Hermanitas: _____

Emergency Contact/Contacto en Caso de Emergencia: _____

Telephone/Teléfono: _____ Cell Phone/Celular: _____

*Please make check/money order payable to: **MANA, A National Latina Organization.**

*Favor de hacer el cheque/giro postal a nombre de: **MANA, A National Latina Organization.**

Mail or fax registration form/Favor de enviar la inscripción por correo o por facímil.



**2008 HERMANITAS® Leadership Institute
 Permission Slip/Forma de Permiso
 July 23-26, 2009
 Coronado Springs Resort, Orlando, Florida**

I _____, Mother/Father/Legal Guardian of _____, (*Hermanita*) hereby allow her to travel, and participate in all activities and functions scheduled for the 2009 HERMANITAS® Leadership Institute July 23 – July 26, 2009 in Orlando, FL. I am aware there may be some workshops about abstention and prevention of teen sex, drugs, alcohol and substance abuse. I am also aware that casual photographs will be taken of participants during the activities and I give my permission for them to be used to advertise and promote the HERMANITAS® Leadership Institute.

In case of an emergency, MANA, A National Latina Organization and/or _____ (Coordinator) can present the following information:

Insurance Carrier: _____ **Insurance Number:** _____

I understand that by allowing _____ (*Hermanita*) to travel, and participate at the HLI, I am not holding MANA, A National Latina Organization, and/or _____ (Coordinator) responsible or liable in case of an accident.

_____, Mother/Guardian Date: _____

_____, Father/Guardian Date: _____

 Yo _____, Madre/Padre/Tutor(a) legal de _____, (*Hermanita*) autorizo su participación en el Instituto de Liderazgo HERMANITAS® del 23 de julio al 26 de julio del 2009 en Orlando, FL. Entiendo que algunos de los temas a cubrir durante el instituto pueden ser acerca de sexo, drogas, alcohol y abuso de sustancias. Tambien entiendo que fotos de las participantes serán tomadas durante las actividades y concedo mi autorización para el uso de fotos en que las niñas estén presente para anunciar y promover el Instituto de Liderazgo HERMANITAS®.

En caso de emergencia MANA, A National Latina Organization y/o _____ (Coordinadora) están autorizados a presentar la siguiente información:

Compañía de Seguros: _____ **Número de Póliza de Seguro:** _____

Yo entiendo que al autorizar a _____ (*Hermanita*) a participar en este evento, libero de toda responsabilidad a MANA, A National Latina Organization, y/o _____ (Coordinadora) en caso de un accidente.

_____, **Firma de la Madre/Encargado** **Fecha:** _____

_____, **Firma del Padre/Encargado** **Fecha:** _____

2009 HERMANITAS[®] Leadership Institute
Chaperone Registration Form/Forma de Inscripción

July 23-26, 2009

Coronado Springs Resort, Orlando, Florida

(Please Print/Por favor use letra de molde)

I am an/Yo soy una (please choose one/marque una de las siguientes):

- | | |
|---|---|
| <input type="checkbox"/> HERMANITAS[®] Coordinator/Coordinadora | <input type="checkbox"/> HERMANITAS[®] Parent/Padre o Tutor |
| <input type="checkbox"/> HERMANITAS[®] Mentor/ | <input type="checkbox"/> Other/Otro _____ |
| <input type="checkbox"/> MANA Member/Miembro | |

Name/Nombre: _____

Address/Dirección: _____

City/Ciudad: _____ **State/Estado:** _____ **Zip/Código Postal:** _____

Telephone/Teléfono: _____ **E-mail/Correo Electrónico:** _____

Allergies or Special Needs (Please Explain)/Alergias o Necesidades Especiales (Favor de Explicar): _____

Name of MANA Chapter or Affiliate/Nombre de Capítulo o Afiliación con MANA: _____

HERMANITAS Coordinator's Name/Nombre de Coordinadora de Hermanitas: _____

Emergency Contact/Contacto en Caso de Emergencia: _____

Telephone/Teléfono: _____ **Cell Phone/Número de Celular:** _____

*Please make check/money order payable to: **MANA, A National Latina Organization.**
*Favor de hacer el cheque/giro postal a nombre de: **MANA, A National Latina Organization.**
Mail or fax registration form/Favor de enviar la inscripción por correo o por facímil.

2009 HERMANITAS® Leadership Institute
July 23 - 26, 2009
Coronado Springs Resort, Orlando, Florida

1. Resort Information:

Coronado Springs Resort
1001 W. Buena Vista Drive
Lake Buena Vista, FL 32830
407-939-1000

<http://disneyworld.disney.go.com/wdw/resorts/resortLanding?id=CoronadoSpringsResortLandingPage>

2. Documents each Coordinator will need to bring two sets of:

- Roster of all Hermanitas and Chaperones participating in HLI
- Copies of Registration and Permission Forms for all participants
- Emergency phone numbers
- Identification Documents (ID) – Photo ID/ Passport

3. HERMANITAS Business Cards:

Have the HERMANITAS create their own Business Cards to exchange throughout the HLI. It should have her name, address, telephone number, e-mail and a brief description of her hobbies, goals and special interests. It may also have her personal quote. Encourage your HERMANITAS to be creative and unique in the use of materials, colors, and styles and do as much as possible. This will be her networking tool with everyone she meets during the HLI weekend. There is no limit in quantity.

4. HERMANITAS Youth Board Member Elections:

Each year, one HERMANITA is selected by her peers nationwide to serve as the HERMANITAS® representative on the MANA National Board of Directors. In this role, she has the opportunity to be the national voice of HERMANITAS among the policy makers of our organization. Every girl who attends the HLI has the opportunity to give a campaign speech before her fellow participants. In this packet, you will find the application for girls interested in becoming the 2009 HERMANITAS® Youth Board Member.

Before a participant applies, she should be aware that there are going to be approximately 4 times during the year that she will be asked to attend events as the HERMANITAS® Youth Board Member. Travel and accommodations are arranged by the National Office, so neither she nor the designated chaperone (must be over 21 years of age), nor the Chapter will be asked to pay for airline travel/hotel/meal costs. Also, while we try to keep most of the meetings/events on the weekends, there will be times when it will be necessary for the HERMANITAS® Youth Board Member to miss school. The MANA National Office can send a letter to the school in advance of the meeting to let them know why she will be out. We can also talk to the principal or counselor at the school at any time if there are questions or concerns.

This is an incredible opportunity for any HERMANITA, but comes with a significant amount of responsibility. Please feel free to contact Amy Hinojosa if you, the student, or her family has any questions regarding the elected position.

2009 HERMANITAS® Leadership Institute
July 23 - 26, 2009
Coronado Springs Resort, Orlando, Florida
Packing Checklist

- | | |
|--|--|
| <input type="checkbox"/> Photo ID for airline travel | <input type="checkbox"/> 1 Formal Attire/Dress Shoes |
| <input type="checkbox"/> Telephone card to call home | <input type="checkbox"/> Tops/Shirts/Blouses (one white)for 4 days |
| <input type="checkbox"/> Toothbrush & toothpaste | <input type="checkbox"/> Pants (one pair Khakis)/Jeans or Skirts
(not mini)for 4 days |
| <input type="checkbox"/> Personal First Aid Kit | <input type="checkbox"/> Sun-block/Sunscreen SPF 30 |
| <input type="checkbox"/> Brush/Comb | <input type="checkbox"/> Comfortable Walking Shoes |
| <input type="checkbox"/> Styling Gel/Hairspray | <input type="checkbox"/> Camera/batteries/film (optional) |
| <input type="checkbox"/> Deodorant | <input type="checkbox"/> Hat/Cap/Visor |
| <input type="checkbox"/> Make up/Accessories | <input type="checkbox"/> Personal Business Cards |
| <input type="checkbox"/> Towel | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Bathing Suit | <input type="checkbox"/> Contact Emergency #'s |
| <input type="checkbox"/> Socks/Underwear for 4 days | |
| <input type="checkbox"/> Work out Attire | |
| <input type="checkbox"/> Pajamas | |

Note: All medications should be handled by the coordinator and should be given to her with a written medical authorization.

HERMANITAS and Chaperone Attire Dress Code

Thursday, July 23, 2009 - Arrival

- Comfortable/Casual/Travel Attire – HLI Opening Dinner

Friday, July 24, 2009

- Experiential Day - HERMANITAS® T-Shirt and khaki shorts/pants, white socks and walking shoes (sneakers). Please note that flip flops are not acceptable as we will be getting on and off rides in the park as part of our program and want to be as safe as possible while doing so.
- Casual Attire for Dinner

Saturday, July 25, 2009

- Business Casual- all day workshops (professional, but comfortable)
- ***Recommended Dress for Dinner Banquet and Closing Ceremony:***
Dresses, long skirts, blouses, dress shirts, dress shoes (semi-formal)

Sunday, July 26, 2009

- Comfortable/Casual/Travel Attire

NOT ACCEPTABLE AT ANY TIME DURING THE HLI
Mini-skirts; Low-cut Blouses/Shirts/Dresses; Shorts above Mid-thigh;
Ripped or Torn Jeans; Flip-Flops

Please use good judgment; we are trying to portray a professional, serious image
No tight or revealing clothing

CELL PHONES

You will not be allowed to have your cell phones on during the conference. We want to maintain respect for our speakers, hosts and distinguished guests at all times. Cell phone use will be allowed in the evenings during free time or in case of an emergency.



**2009 HERMANITAS® Leadership Institute
Travel Form
July 23 - 26, 2009
Coronado Springs Resort, Orlando, Florida**

Coordinators: Please fill out this form and submit to the MANA National Office by June 15, 2009
All luggage tags for the group will be sent to the address designated below:

Name of Chapter: _____

Coordinator: _____

Mailing Address: _____

City/State/Zip: _____

Contact Number (cell number, preferably): _____

Number of HLI Participants: _____

Number of Chaperones: _____

Arrival:

Date: _____

Flight #: _____ Airline: _____

Arrival Time: _____ AM/PM

Will you need additional hotel nights*? YES/NO

If so, please indicate number of nights: _____

Departure:

Date: _____

Flight #: _____ Airline: _____

Departure Time: _____ AM/PM

Will you need additional hotel nights*? YES/NO

If so, please indicate number of nights: _____

Please note that Chapter will be responsible for any additional nights, should the group choose to arrive early or stay later than the conference dates.



**National HERMANITAS® Program
MANA National Board of Directors
2010 Youth Representative Nomination Form**

Coordinators: Please fill out this form and submit it, along with the Nominee's essay and a recent photo, to the MANA National Office by June 30, 2009

Name of Nominee: _____ Age: _____

School: _____ Grade: _____

Number of Years in HERMANITAS® Program: _____

Chapter: _____

Coordinator: _____

To be completed by Coordinator

Please list any qualifications and/or character traits which would make the nominee a value to the board. Include extracurricular activities, leadership experience, awards, etc: **Must also include a signed statement from parent/custodian giving permission to serve if elected.**

To be completed by Nominee

Please submit one essay, no longer than 500 words double-spaced, explaining why you would like to be on the MANA National Board of Directors, what it means to represent HERMANITAS® nationwide, and what assets you feel you would bring to the National Board. Return this essay to your Coordinator, with a recent photo of yourself (a school picture or similar) to be submitted with this form. This photo will be used on all official ballot materials to be sent nationwide.

**All Hermanitas are eligible for nomination to the National Board of Directors.
Please submit this form to Amy Hinojosa in the MANA National Office.**



2009 HERMANITAS® Leadership Institute
Call for Presentations/Workshops
July 23 - 26, 2009
Coronado Springs Resort, Orlando, Florida

The MANA National Office is accepting proposals for workshops to be conducted at the 2009 HERMANITAS® Leadership Institute. In the past, HERMANITAS® from different chapters have presented workshops on subjects ranging from Choosing a College to Self-Esteem. Presentations may include topics from fundraising, to community service, to educational/informational workshops. Should you have any questions, please feel free to contact Amy Hinojosa in the MANA National Office at ahinojosa@hermana.org or 202-833-0060.

Submissions are due by June 15, 2009
Accepted Presenters will be notified by June 30, 2009

Workshop Name: _____

Chapter: _____

HERMANITAS® Coordinator: _____

Contact Phone Number: _____ Email address: _____

Participating Presenters: _____

Materials Needed at the Institute (i.e. projector/laptop for Powerpoint presentation):

Please describe the scope and outcomes for the workshop (attach separate sheet if necessary):



**2009 HERMANITAS® Leadership Institute
Scholarship Application
 July 23 - 26, 2009
 Coronado Springs Resort, Orlando, Florida**

Each year, thanks to generous support from our partners and sponsors, MANA is able to provide a limited number of scholarships to the HERMANITAS® Leadership Institute. In order to apply for a scholarship to attend the HLI, students must submit a 1-page essay. The scholarship covers the registration fee to the HLI for the student. The Chapter/Hermanita would still be responsible for travel to and from the conference.

Coordinators: Please fill out this form and submit it, along with the Applicant's essay, to the MANA National Office by June 15, 2009

Name of Nominee: _____ Age: _____

School: _____ Grade: _____

Number of Years in HERMANITAS® Program: _____

Chapter: _____

Coordinator: _____

To be completed by Applicant

Please submit one essay, no longer than 500 words double-spaced, indicating what you have learned in your Hermanitas program in the last year, why you would like to attend the 2009 HLI and what you hope to learn from the experience in Orlando. Return this essay to your Coordinator to be submitted with this form.