



# Texas HOSA Handbook: Chapter Handbook

## **This section contains:**

- Middle School
- Secondary
- Post-Secondary Chapters

Activities and procedures within HOSA-Future Health Professionals, Texas Association are governed by the philosophy of simple fairness to all. Therefore, the policy of HOSA-Future Health Professionals, Texas Association is that all operations will be performed without regard to race, religion, sex, national origin, and other characteristics illegal as well as reasonable accommodations with disabilities and accessibility requirements on public accommodations.

# MEMBERSHIP BENEFITS & OPPORTUNITIES HOSA SUPPORTS MEMBERS TO:

- Develop** effective leadership qualities and skills
- Build** self-confidence, motivation and enthusiasm
- Strengthen** their academic and technical skills
- Create** friendships and social networks
- Participate** in community and school service activities
- Set** realistic career and educational goals
- Expand** communication and teamwork skills
- Develop** workplace readiness skills
- Understand** current healthcare issues

**HOSA members have opportunities to:**

- Celebrate** competitive events program accomplishments
- Apply** for HOSA scholarships and recognitions
- Travel** to area/regional, state, and international conferences
- Serve** as local, area/regional, state, and international officers
- Build** their resume
- Collaborate** with health professionals and future employers

## WHAT IS HOSA?

HOSA- Future Health Professionals is a career and technology student organization recognized by the United States Department of Education. HOSA provides a unique program of leadership development, motivation and recognition to attract career-minded, qualified students to health care professions. HOSA, TA (Texas Association) is a state charter of National HOSA, consisting of local chapters and members who are currently enrolled in or associated with Health Science Technology Education Programs as conducted by or in secondary and post-secondary/collegiate schools of Texas, or interested in pursuing a career in a medical profession. HOSA students develop essential knowledge and skills that prepare them to explore and pursue a career in health care.

## PURPOSE

The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science or Biomedical Science Education instructional program.

# MISSION STATEMENT

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

## GOALS

**The goals that HOSA believes are vital to each member are:**

- To promote physical, mental, and social well-being
- To develop effective leadership qualities and skills
- To develop the ability to communicate more effectively with people
- To develop character
- To develop responsible citizenship traits
- To understand the importance of self-awareness as well as being of service to others
- To build self-confidence and pride in one's work
- To make realistic career choices and seek successful employment in the health care field
- To develop an understanding of the importance in interacting and cooperating with other students and organizations
- To encourage individual and group achievement
- To develop an understanding of current health care issues, environmental concerns, and survival needs of the community, the nation and the world
- To encourage involvement in local, state, national, and international health care and education projects
- To support Health Science or Biomedical Science Education instructional objectives
- To promote career opportunities in Health Care

## THE HOSA CREED:

The HOSA creed was revised at the 2017 HOSA Inc. Board of Directors' meeting as submitted by Committee for Distinctive Symbols and Terminology. It reads as follows:

- I recognize the universal need for quality, compassionate healthcare.
- I understand the importance of academic excellence, skills training, and leadership development in my career pathway.
- I believe through service to my community and to the world, I will make the best use of my knowledge and talents.
- I accept the responsibility of a health professional and seek to find my place on a team equally committed to the well-being of others.
- Therefore, I will dedicate myself to promoting health and advancing healthcare as a student, a leader, an educator, and a member of HOSA-Future Health Professionals.

# HOW DOES HOSA HELP YOU?

HOSA activities that are an integral part of the curriculum provide students with the ability to:

1. adapt to inevitable career changes and make realistic career goals.
2. participate in community service activities;
3. manage basic survival skills;
4. build self-esteem;
5. develop enthusiasm for learning and maintain motivation;
6. communicate more effectively;
7. interact with health care and community professionals; and
8. develop workplace readiness skills.

HOSA is not a club or extracurricular activity. Instead, it is a critical component of the Health Science Education Program. It is a learning laboratory that helps students develop the knowledge and skills to successfully pursue a career in health care. Through HOSA experiences students have opportunities to become the best they can be!

- To support Health Science or Biomedical Science Education instructional objectives.
- To promote career opportunities in Health Care.

## HISTORY OF HOSA

At the 1971 American Vocational Association Convention (AVA) in Oregon, a task force was appointed to study student organizations, how they might serve health occupations students and to examine whether a new organization was needed.

On November 4 - 7, 1975, through the leadership of the State Department of Education and Division of Vocational Education in New Jersey, 18 representatives of Alabama, New Jersey, New Mexico, North Carolina, Oklahoma and Texas voted to form the American Health Occupations Education Student Organization - AHOESO.

A Constitutional Convention for AHOESO was convened in Arlington, Texas on November 10-13, 1976.

The delegates and advisors:

1. adopted bylaws which changed the name of the organization to Health Occupations Students of America (HOSA);
2. elected national officers;
3. selected national colors and a motto;
4. made plans for HOSA emblem competition; and
5. set the first national leadership conference for spring 1978 in Oklahoma.

# HISTORY OF HOSA, TA

Along with New Jersey, North Carolina and Oklahoma, Texas established its own state association for health occupation education students, TAHOS (Texas Association of Health Occupations Students), in April 1972.

At the third annual conference of the TAHOS in San Antonio, Texas, on March 14, 1975, AVA Vice President Wilma Gillespie presented the keynote address entitled "And There Will Be Others." This message was a challenge to set in motion the activities necessary to seek a national charter.

The state officers of TAHOS met with other officers from five other state health occupations student organizations to plan a national leadership organization; thus, AHOESO was created on November 7, 1975.

At the Constitutional Convention of AHOESO in Arlington, Texas on November 10-13, 1976, the official National Health Occupations Student of America was established with Texas as one of the six founding states.

## PAST NATIONAL HOSA PRESIDENTS FROM TEXAS

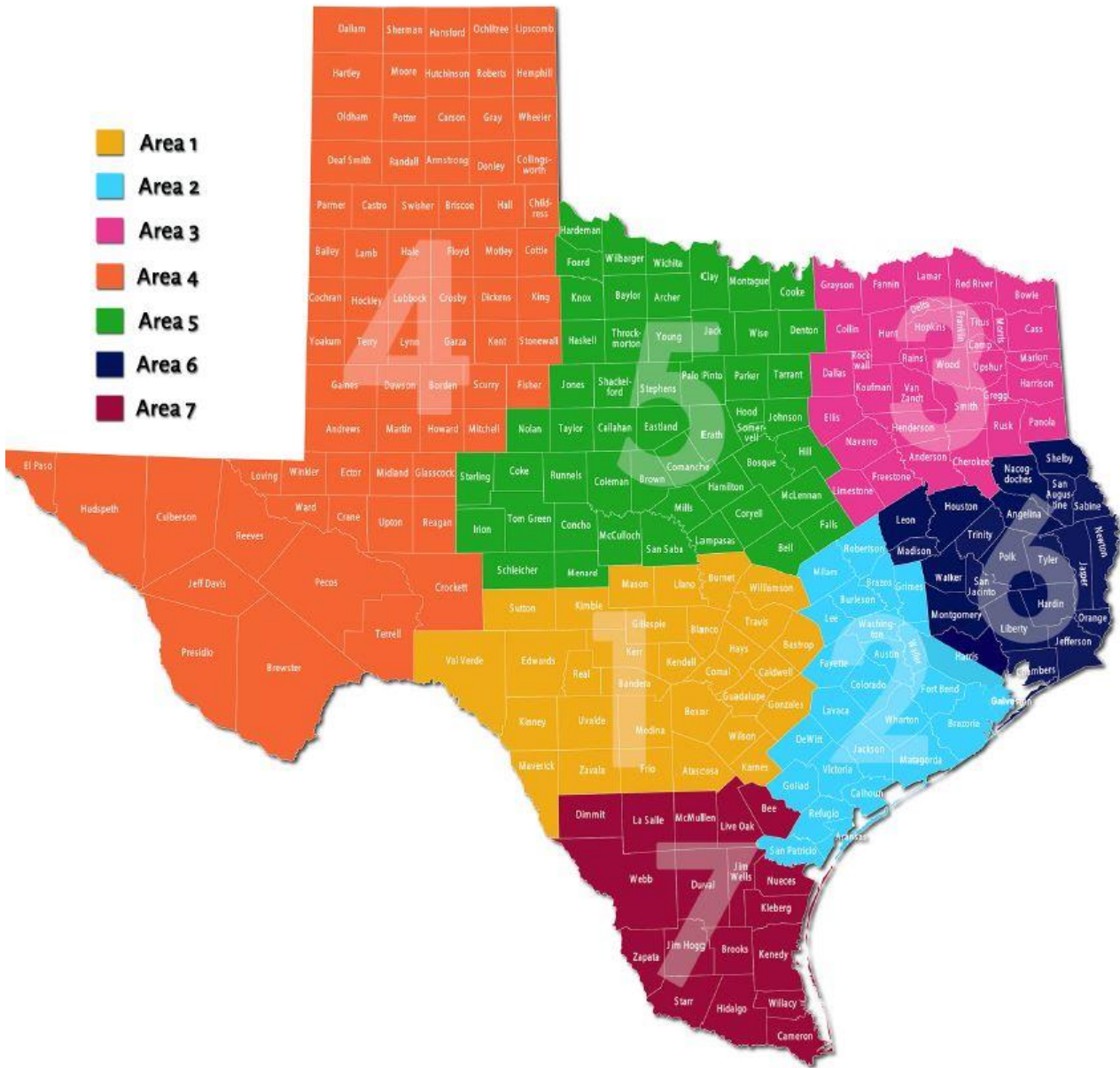
1979 – 1980	MICHAEL HARRIS
1981 – 1982	DONALD CORK
1995 – 1996	GWYNNE JURRIES
1998 – 1999	LOWELL DORINGO
2008 - 2009	LUIS BAEZ
2014- 2015	HUGO QUESADA

## NATIONAL BOARD CHAIRMEN from TEXAS

1981 - 1982	DR. JAMES KEETON
1985 – 1986	CHRISTYNE THIELE
1989 – 1990	DR. GERALD HOLMAN
1994 – 1995	MIKE GARCIA
1999 – 2000	KAREN BATCHELOR
2002 – 2003	BELINDA MAHONE
2019 - 2020	JANET VILLARREAL

# THE AREAS OF TEXAS HOSA

TEXAS HOSA is divided into **SEVEN** Geographic Areas!  
Fall and Spring Leadership Conferences are conducted by Areas.



# THE HOSA EMBLEM



The official HOSA emblem was approved by the HOSA, Inc. Board of Director at the 2016 HOSA, Inc. Board of Directors meeting.

## HOSA Brand:

HOSA: Future Health Professionals brand was adopted by the HOSA, Inc. Board of Directors, to serve as the marketing face of HOSA. It will be used exclusively on the HOSA website, marketing material and publications.

**HOSA COLORS:** Navy Blue, Maroon, Medical White

Navy Blue:	Loyalty to the Healthcare Profession
Medical White:	Purity of Purpose
Maroon:	Compassion of HOSA Members

## HOSA Patch:





# TEXAS HOSA DRESS POLICY

Texas HOSA's dress code policy has different areas of emphasis: general session dress; competitive events dress; and official function dress (social activities).

## **General Session Dress (REQUIRED):**

### ***HOSA's Official Uniform Policy***

- Tailored navy blazer with emblem affixed over the heart.
  - Matching navy slacks or navy knee length skirt
  - White, closed - neck, tailored dress shirt suitable for tie or scarf
  - Accents: maroon HOSA scarf or maroon or navy long tie
  - Closed - toe blue or black (hose optional for women)
  - Belt (blue or black)
  - Head covers that are required for religious purposes or to honor cultural tradition are allowed.
- OR,

- Black or navy-blue suit
- White, closed-neck, tailored dress shirt with tie (maroon or navy long tie)
- White blouse (can be member's choice) - Accent: maroon HOSA scarf
- Members may choose to wear knee-length skirt or slacks
- Closed-toe blue or black shoes (hose optional for women)
- Belt (blue or black)
- Head covers that are required for religious purposes or to honor cultural tradition are allowed.

### ***Competitive Events Dress:***

Delegates must adhere to the policy as specified in the individual competitive event guidelines for the orientation and event in which they are competing.

If the competitive event guidelines identify business attire is appropriate, competitors can either wear the official HOSA uniform or any of the following dress is acceptable (color is not specified for clothing or shoes for competition):

- Suit
- Shirts
- Sports Jackets
- Skirts
- Pants
- Dresses
- Jackets
- Shoes (closed-toe; open-toe; heeled sandals are permitted)



Or Official HOSA Uniform

If the competitive event guidelines identify clinical uniform or attire appropriate to the occupational area for skill events, the following dress is acceptable (scrubs can be of any color/design, with or without a HOSA emblem):

Scrubs

Clinical shoes or tennis shoes

Khaki Pants with Polo Top

Note: Shorts and flip-flops are not acceptable HOSA clinical attire.

### ***Process for Awarding Competitive Event Dress Bonus Points:***

For all competitive events, five (5) bonus points will be added once per competitor and/or team to the tally sheet for appropriate dress. In team events, all team members must be properly dressed to receive the bonus points.

Exceptions are as noted in the event guidelines.

Dress bonus points are awarded unless a dress violation is agreed upon by the Event Manager and an event assistant. When dress points are not awarded, this must be indicated on the Texas HOSA Event Section Summary form.

Judges are NOT responsible for the awarding of dress bonus points; this is handled by competitive event personnel.

### ***Competitive Events Dress Tips:***

No policy can possibly cover all contingencies so HOSA members must use a certain amount of judgment in their choice of clothing to wear for HOSA competition. HOSA members who experience uncertainty about acceptable HOSA attire should ask his/her HOSA local advisor. Unacceptable clothing for competition (but not limited to):

- Casual tank, crop or tube tops
- Denim clothing or canvas shoes
- Torn, dirty, or frayed clothing
- T-shirts
- Denim pants in colors other than blue
- Clothing that has obscene or suggestive printing or pictures that may be offensive.
- Sweatpants/shirts
- Blue jean skirts and dresses
- Flip-flops and Thong sandals: shoes that are flat, backless, made of rubber or leather, plain or embellished with beads, etc., consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot.
- Sweatpants/shirts
- Blue jean skirts and dresses
- Flip-flops and Thong sandals: shoes that are flat, backless, made of rubber or leather, plain or embellished with beads, etc., consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot.

- Tennis shoes
- Beach wear; athletic clothing, swimwear, sheer or mesh clothing and sports clothes
- “Shorts”, “capri pants” and other short pants (Dress pants are acceptable.)
- Revealing clothing i.e. excessive cleavage, back, chest, stomach, under garments, etc. Note about HOSA’s Dress Code Policy:
- Head covers that are required for religious purposes or to honor cultural tradition are allowed.

A competitor should dress appropriately, based on the dress standards outlined for the gender to which they identify. Official Function Dress (Workshops, HOSA Expo and Social Activities):

Appropriate business attire is required for official functions including the HOSA Expo and workshops in conjunction with the ILC. Social activities dress code will include everything EXCEPT: athletic clothing, swimwear, sheer or mesh clothing, tank tops, muscle shirts, crop tops and clothing with obscene or suggestive printing. Shirt straps must be two inches wide and the length of shorts and skirts must be at minimum to the fingertip.

# MEMBERSHIP

Active HOSA members shall be secondary or postsecondary/collegiate and middle school students, who have an interest in health science technology education and/or planning to pursue or pursuing a career in the health professions. Active members may serve as voting delegates, run for office, and participate in competitive events. Other types of membership include professional, alumni, and honorary life.

## Secondary Division

The Secondary Division shall be composed of secondary students who are or have been enrolled in a Health Science or an organized health career awareness program or are interested in, planning to pursue, or pursuing a career in the health professions.

The official definition for secondary members of HOSA for the purposes of Competitive Events is: A secondary student is one who, a) is enrolled in a state-approved Health Science program or is planning to pursue a career in the health professions; b) has not received a high-school diploma (or its equivalent) prior to the state's annual conference; or c) has been within the continuous, sequential educational system for two or more years prior to the current year's HOSA National Leadership Conference.

## Middle School Division

The Middle School Division shall be composed of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health professions.

The official definition for middle school members of HOSA for the purposes of Competitive Events is:

A middle school student is one who: a) is enrolled in a state-approved health science program or is planning to pursue a career in the health professions; and b) has not been promoted to a secondary institution (grades 9-12) prior to the state's annual conference.

## Postsecondary/Collegiate Division

The Postsecondary/Collegiate Division shall be composed of students enrolled in Health Science programs at the postsecondary/collegiate level as specified in Article III, Section 4 in the HOSA Bylaws.

The official definition for postsecondary members of HOSA for the purposes of Competitive Events is: A postsecondary student is one who (a) is enrolled in a state-approved post-secondary program or college level program; (b) has received a high-school diploma (or its equivalent) and/or has been out of the continuous, sequential educational system prior to the current Health Science enrollment for two or more years prior to the current year's HOSA National Leadership Conference.

Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA National Leadership Conference. When students satisfy one or more of the criteria of being postsecondary/collegiate students, they are to be classified as members of the postsecondary/collegiate division of HOSA.

The official definition for collegiate member of HOSA for the purposes of Competitive Events is: A collegiate student is one who is seeking a baccalaureate degree.

## **Professional**

**Advisor** - The person(s) responsible for advising students on health science activities that relate to HOSA. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.

**Professional** - (Other than HOSA Chapter Advisor) - These shall be health professionals and other adult members of the community who wish to assist and support the HOSA program of activities. They shall pay affiliation fees, but may not vote, hold office or compete for HOSA member awards.

**Alumni** - The Alumni Division shall be composed of persons who have been enrolled in Health Science programs and were members of HOSA, or former members of a HOSA chapter who no longer meet the requirements of regular chapter membership. Alumni members shall pay no affiliation fees, and may not vote, make motions, hold office, or compete in events.

## **Honorary Members**

Honorary members shall be persons who have made significant contributions to the development of HOSA and/or have rendered outstanding service to the organization. Honorary membership may be conferred for life by a three-fourths vote of the Board of Directors of HOSA, Inc. Honorary members shall have none of the obligations and all of the privileges of membership except voting, making motions, holding office and competing in events.

## **Lifetime Members**

Lifetime membership shall be available for persons who are or have been active members and who are or have participated in HOSA in a professional capacity. Lifetime membership affiliation fees shall be \$150. Lifetime members may not vote, make motions, or hold office by virtue of this membership alone. Lifetime members will have all privileges accorded if serving in other roles in HOSA; e.g. Delegate Assembly, HOSA, Inc. of Board of Directors.

# HOSA AFFILIATION PROCESS

HOSA Affiliation Site: <http://www.hosa.org/LocalAdvisor>

## **Before you begin your affiliation process, you will need:**

A list of all member names to include gender, race, class, phone #, email

Your five-digit National HOSA charter number & password

If you need assistance call the Executive Director at 1-877-728-0150

Complete the affiliation process following the directions. Click on link [Affiliation Help video](#)

When asking for your CHARTER NUMBER, they are asking for the five-digit number.

EXAMPLE: Charter Number: 60408

Send ONE CHECK made out to HOSA for the national and state affiliation fees:

(State fee \$15.00 + national fee \$10.00 = \$25.00 per Texas member and advisor)

Send payments to:

## **HOSA Headquarters**

548 Silicon Drive, Suite 101 Southlake, TX 76092

Affiliation for **Secondary Members** must be completed by **November 15**. All members who wish to compete in online testing and area conference **MUST** be members of National and State HOSA by this date.

You may submit supplemental applications for new members or new spring semester members after the deadline.

Affiliation fees are due 30 days after you have affiliated your members. Please review your invoice for the due date. Affiliation fees must be received by HOSA on the due date stated on invoice, for student to be eligible to compete.

While preparing your National Affiliation, please keep in mind that competitive event team members must be a member of the SAME chapter. No switching of members from one chapter to another will be allowed after submission of the chapter affiliation to HOSA.

Affiliation for **postsecondary/collegiate Members and Middle School Members** must be completed by **February 1st**. Affiliation fees must be received must be received by HOSA on or before March 1. These students are eligible to compete at the state conference and are members until August 31 of the same year.

# CHAPTER MANAGEMENT PROCESS

In March of 1999, the Texas HOSA Board of Directors approved the following rules regarding chapter membership (secondary or postsecondary/collegiate). Since voting delegate representation and competitive event participation is based on the chapter process, the Board felt the process would promote fairness and more equal representation throughout the state. In July of 2018 the Board of Directors revised as below.

1. For **secondary chapters** the school must offer a Health Science program in order to have a HOSA chapter. The HOSA advisor must be a Health Science teacher, teaching a health science course.
2. For **postsecondary chapters** the advisor must be faculty or employee of state-approved post-secondary program or college level program.
3. For **Middle school chapters** If there is no health science or biomedical science program, a science, health teacher, guidance counselor, etc. may serve as the chapter advisor.
4. A HOSA chapter can be formed with five (5) or more students; however, the more members, the more dynamic and robust the chapter plan of work.
5. Each secondary, middle school and post-secondary advisor may only have 1 chapter per campus.
6. Students and Advisor must be affiliated with the same school and chapter.
7. For students to be eligible to participate in HOSA activities the advisor must be active in chapter activities and must be present at all conferences in which their students attend.  
**Advisors are expected to participate in conference activities and events as scheduled.**

# FEE SCHEDULE FOR TEXAS HOSA

<p><b>Affiliation Fees</b></p>	<p>\$25.00 per member ((\$15 Texas Fee &amp; \$10 National Fee))</p>	<p>Payment is mailed to HOSA Headquarters 548 Silicon Drive, Suite 101 Southlake, TX 76092</p>
<p><b>Fall Leadership Conference</b></p>	<p>\$20.00 per attendee</p>	<p>Payment is mailed to Texas HOSA P.O. Box 640 Monahans, Texas 79756 OR Pay by Credit Card</p>
<p><b>Online Testing</b></p>	<p>\$5.00 per test</p>	<p>Payment is mailed to Texas HOSA P.O. Box 640 Monahans, Texas 79756 OR Pay by Credit Card</p>
<p><b>Spring Leadership Conference</b></p>	<p>\$35.00 per student \$35.00 per advisor \$35.00 per chaperone</p>	<p>Payment is mailed to Texas HOSA P.O. Box 640 Monahans, Texas 79756 OR Pay by Credit Card</p>
<p><b>State Leadership Conference</b></p>	<p>\$70.00 per student \$70.00 per advisor \$70.00 per chaperone</p>	<p>Payment is mailed to Texas HOSA P.O. Box 640 Monahans, Texas 79756 OR Pay by Credit Card</p>
<p><b>International Leadership Conference</b></p>	<p>\$100.00 per student \$100.00 per advisor \$100.00 per guest</p>	<p>Payment is mailed to Texas HOSA P.O. Box 640 Monahans, Texas 79756 OR Pay by Credit Card</p>



# HOSA IN A NUTSHELL

- **Getting started.** Get to know the HOSA website at [www.hosa.org](http://www.hosa.org). or Texas HOSA at [www.texashosa.org](http://www.texashosa.org)
- **Know your State Advisor.** Texas State advisor contact information Janet Villarreal [janet.villarreal@texashosa.org](mailto:janet.villarreal@texashosa.org)
- 
- Visit your HOSA state website for a calendar of events for the school year.
- **Establishing a local chapter**
  - Each school has a specific charter number and advisor log in password for [hosa.org](http://hosa.org)
  - If your school had a chapter in the past, a number has already been issued.
  - If you cannot locate the charter number or if you need a number and password, contact Texas HOSA at 1-877-728-0150
  - Elect/select chapter officers. Many chapters have students write a brief essay “Why I would like to be a HOSA officer?” Check transcripts and slate the officers, meaning to place the students where their strengths can be best utilized. Use an advisory committee or school administrators to sit on a team to help interview and slate the officers. Elections by the students can become a popularity contest. You want the team who will work for your chapter. That’s why you are the advisor.
  - Recruit members through your classes and schools. Use open houses, orientations, approved social media, posters, and current members at the middle school and high school (if available) to promote your HOSA chapter. Alumni and professional members are also welcomed. Encourage your chapter officers to assist with promotional and recruitment activities.
  - Dues or Affiliation Fees: HOSA \$10, Texas HOSA dues are \$15. Additional amount may be added to cover district or local dues; the advisor generally determines any extra amount. Anyone participating in conferences, competitive events, applying for scholarships or internships must be affiliated. There is a membership category for advisors who must also join.
  - Follow local fundraising guidelines when trying to offset the cost for your students.

## **Fall Leadership Conference (FLC)**

Be aware of announcements or check with [www.texashosa.org](http://www.texashosa.org) fall leadership opportunities. This is one day event filled with workshops on leadership development, health topics and professional development activities for students and teachers.

## **Area Spring Leadership Conference (SLC)**

Be aware of announcement or check with [www.texashosa.org](http://www.texashosa.org) for your area conference date and location.

### **State Leadership Conference (SLC)**

Be aware of announcement or check with [www.texashosa.org](http://www.texashosa.org) state's State Leadership Conference (SLC) dates and location.

### **International Leadership Conference (ILC)**

The top 3 winners from each competitive event at the State Leadership Conference (SLC) are invited to attend the International Leadership Conference and represent their school and the chartered association.

Information about the International Leadership Conference can be found online at <http://nlc.hosa.org/>.

### **Recognition Events**

Chapters and individual chapter members are involved in many activities and projects for which HOSA likes to recognize. Have students take pictures, keep records of events, dates, members involved and compile it for submission for the appropriate events in this category.

### **Helpful Hints**

- Do not do all the work. This is a student-led organization. You are there for guidance and direction.
- Ask questions. Someone knows the answer.
- Experienced HOSA advisors have a reputation for encouraging and supporting new HOSA advisors.

# EXAMPLE HOSA CHAPTER TIMELINE

## August/September

- Invite State Advisor to visit you and your students
- Introduce HOSA to students as their first professional organization
- Show membership video
- Do HOSA Hunt
- “Like” HOSA Facebook, “Follow” HOSA Twitter and Instagram
- Organize 1st HOSA meeting
- Collect membership dues
- Affiliate students (and yourself) as HOSA members
- Elect and install local officers
- Start developing your Local Chapter Program of Work
- Introduce competitive events

## October

- Conduct 2nd HOSA meeting
- Student HOSA Hunt
- Finalize Program of Work
- Register for State/District Fall Leadership Conference (FLC)
- Pay FLC registration fees
- Make FLC travel arrangements-bus, hotel, etc.

## November

- Conduct 3rd HOSA meeting
- Plan HOSA Week Activities
- Have State/District Fall Leadership Conference discussions
- Introduce community service

## December

- Conduct 4th HOSA meeting
- Competitive event sign ups in the classroom
- Show competitive event examples
- Stay current with emails from State Advisor

## **January**

- Conduct 5th HOSA meeting
- Affiliate new students as HOSA members
- Review emails from State Advisor
- Encourage practice/study for competitive events
- Begin confirming State Leadership Conference (SLC) attendees and competitive events

## **February**

- Conduct 6th HOSA meeting
- Register for SLC (follow on your state conference deadlines and policies)
- Make SLC travel arrangements-bus, hotel, food, etc. (depends on state conference deadlines)
- Hold parent meeting about SLC details (depends on state conference deadlines)
- Verify Code of Conduct and Medical Liability Release forms for ALL conference attendees including yourself, parents, bus drivers, etc. (depends on state conference deadlines)
- More practice/study for competitive events

## **March/April**

- Conduct 7th and 8th HOSA meeting
- PRACTICE, PRACTICE, PRACTICE; it's SLC Time!!
- Publicize results from SLC on school intercom, website and local media outlets and social media
- Begin International Leadership Conference (ILC) discussions and getting confirmations

## **May/June**

- Conduct 9th HOSA meeting
- Assist in organization ILC Financial Leadership Activities
- Meet ILC registration deadline
- Pay ILC fees
- ILC Time!

# HOSA HUNT

**NAME:**

**DIRECTIONS:** Visit HOSA Website ([www.hosa.org](http://www.hosa.org)) to answer the following questions.

- What is the HOSA theme for this school year?
- What year was HOSA founded?
- What is the mission of HOSA?
- What is the current HOSA Service Project?
- Who is your state's HOSA State Advisor?
- Where is the HOSA International Leadership Conference (the current summer)?
- Who is the Eastern Region Vice President?
- Find the HOSA E-Magazine current issue. What career is spotlighted?
- Name the six categories of the HOSA Competitive Events Program.
- What is the Prepared Speaking event topic?
- Questions from the Medical Reading event will come from what medical reading books?
- When is the annual Washington Leadership Academy?
- Name five partners of HOSA-Future Health Professionals.
- When will your HOSA State Leadership Conference be held?  
**BONUS:** Follow HOSA on Facebook, Twitter, and Instagram!

# LETTER TO PARENTS OF PROSPECTIVE MEMBERS



Dear Parent:

By attending the first **HOSA-Future Health Professionals** meeting, your son/daughter has embarked on a new way of life because of the many extraordinary advantages are available through this program.

HOSA membership is available to students interested in health professions. This professional organization is designed to give students that something “extra” which will help him/her to take his/her place more effectively in work and society.

HOSA is the place for students to expand upon the learning opportunities offered in the classroom. HOSA is not a club – it is an organization that promotes career opportunities in health and supports young people who plan to become the next generation of health professionals.

In our HOSA Chapter, we stress leadership through the election of student officers. We emphasize participation through social activities, leadership development sessions, business meetings and friendly competition by means of skill and academic contests on the local, district, state and international level. (as appropriate for your chapter)

Costs to the student for affiliation at the state and international level are being kept to a minimum. Dues include local dues: \$\_\_\_\_\_, state dues \$ \_\_\_\_\_ and international dues of \$10, for a total of \$ \_\_\_\_\_. The due date for membership dues is \_\_\_\_\_. Opportunities are available to work with your son/daughter to either raise funds for their dues or place them on a monthly dues schedule.

HOSA provides an opportunity for your son/daughter to shine. He/she will join over 180,000 other HOSA members across the United States and beyond. I look forward to sharing his/her successes with you this year.

Sincerely,

Chapter Advisor (include contact information)  
HOSA-Future Health Professionals

# BYLAWS

According to the Merriam-Webster dictionary, bylaw is a noun that is defined as a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs.

## **Student Involvement Technique:**

- Challenge each student to bring in a set of bylaws from an organization for extra credit.
- Facilitate a class discussion on the importance of rules (bylaws) in a classroom, work place or an organization.
- Break the classroom into groups of students. Have each group write a set of rules (bylaws) for the classroom.
- Add your own ideas.

## **TIPS:**

- Bylaws should be reviewed every year for relevancy and updated as needed.
- Each class could have their own set of bylaws, but generally bylaws are for a local chapter. Chartered associations and the international organization have bylaws to provide governance and guiding principles.
- Bylaws are often posted on organizations official websites.
- Classes could have policies and procedures to support the bylaws. Policies and procedures do not require a chapter vote to change and update as bylaws require according to Robert's Rules of Order, the official reference of parliamentary procedure.
- Use the Sample Local Chapter Bylaws (see appendix D) as a beginning point for your chapter bylaws.



# CHAPTER ADVISOR JOB DESCRIPTION

This list includes tasks and responsibilities often performed by HOSA chapter advisors.

- Help the students to establish a Program of Work, which is a list of activities, projects, and events for the year.
- Acquaint students and parents with HOSA and identify the individual rewards gained through its instructional activities.
- Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and always expedite the practice of good parliamentary procedure.
- Oversee the ceremonial functions, such as installation of local Chapter officers.
- Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
- Encourage students to attend functions open to them and supervise them during attendance.
- Encourage fund-raising activities and supervise the financial aspect.
- Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- Encourage capable members to seek local, state, and international offices.
- Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- Encourage Chapter participation in district, state, regional, and international conference
- Identify contacts with members of the professional community relative to the student organization.
- Suggest resources--people, places, and materials to finance and implement the Program of Work.
- Inform the school administration, faculty, students, parents, career and technical educational advisory council, and the community, as well as state and international offices, of the Chapter's achievements.

# RULES FOR HOSA ADVISORS

Never forget that your role is ADVISOR. The best chapter advisors encourage and guide students to do the work of the chapter.

- HOSA is a “student-led” organization. Make sure the chapter is student-led.
- If you find yourself working too hard, step back and look at what you are doing. Delegate tasks to HOSA members. You will be surprised at what they can do when given a chance.
- Point out connections. It is your responsibility to help students connect their HOSA learning and activities with their future health career.
- Do not get discouraged. When members do not do what is expected, remember it is not personal.
- HOSA is designed to be fun. Look around. Make sure all HOSA members get involved.
- Encourage – do not pressure. Celebrate the good and use the challenges to improve. But, most of all, sit back and watch HOSA members achieve and succeed – the real reward for being a HOSA chapter advisor.

# OFFICERS

Each chapter needs current, elected officers. There are some offices that are “traditional”, such as president, vice-president, and secretary and in some cases treasurer.

## **Student Involvement Technique:**

- Facilitate a teamwork activity
- Lead discussion on leadership and teamwork. Who emerged as natural leaders? Why is it important to have leaders?
- Assign a leadership essay and/or presentation. Students should define leadership and tell about a leader they admire.
- Have students define leadership, then make a list of all the ways they have been a leader. (It can be serving as the president of their class to helping their younger siblings with homework. Leadership has many faces, and everyone has shown leadership in at least one-way in their life.)
- Have students brainstorm a list of offices and their duties. Have students nominate or self-nominate for leadership positions. Give the students a day to campaign and give a short speech to the class on why they would make the best candidate. Hold officer elections by ballot.
- Add your own ideas:

## **TIPS:**

- To elevate the prestige of being an officer, hold an installation ceremony. Have the students plan the ceremony (maybe even at night so parents can attend?), including food. Have the officers raise their hand and pledge to fulfill the duties of their office.
- To expand the ceremony and increase participation, advisors may write a simple HOSA member pledge and install students as HOSA members
- Remember to update the bylaws to reflect the officer titles.
- Encourage students to think of “non-traditional” offices:
  - Vice President of Facebook – duty is to update the class Facebook page every other day
  - Vice President of Attendance – duty is to take attendance at every class period
  - Vice President of Jokes – duty is to tell a joke at the beginning of the class
  - Vice President of Chocolate or Desserts – duty is to make sure chocolate is brought to the class every week

# EXAMPLE DUTIES OF HOSA OFFICERS

## **President:**

- Prepare agendas for meetings
- Conduct meetings according to chapter bylaws
- Take the leadership role when working with officers and members
- Develop HOSA Program of Work and coordinate activities with chapter advisor
- Keep chapter meetings and activities on task
- Appoint committees and serve as an ex-officio member

## **Vice President:**

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of the president should the office be vacated
- Coordinate all committee work

## **Secretary:**

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

## **Treasurer:**

- Maintain efficient management and documentation of chapter funds
- Keep financial records neat and accurate

## **Historian:**

- Maintain a history of local chapter activities throughout the year
- Serve as the chair of the Outstanding HOSA Chapter committee
- Take pictures at chapter activities

## **Reporter:**

- Submit articles to local newspapers, state HOSA Newsletter, International HOSA E-magazine
- Coordinate publicity for chapter activities

# RESPONSIBILITIES OF GROUP MEMBERS

## BEFORE EACH MEETING

- Reread the minutes of the previous meeting to see if you have completed all tasks assigned or requested.
- Plan so you get to the meeting ahead of time.
- Be prepared with any discussion items. Be sure to submit your items for the agenda.
- Clearly state your ideas in writing.
- If you must be absent, inform and prepare a proxy.

## DURING THE MEETING

- When you have an opinion or feeling, state it honestly. Grumbling after the meeting is not constructive.
- Stay on the agenda item being discussed and help others stay on task.
- When you do not understand something, ask for clarification.
- Participate actively. When you have something to say, say it!
- Listen attentively to others. Encourage feedback from silent members.
- Avoid communications that disrupt the group (sarcasm, jokes, digs).
- Keep notes on the meeting topics and the projects you agree to do.

## AFTER THE MEETING

- Carry out your assignments and commitments in a timely manner.
- Communicate with those who have selected you for the leadership role.
- They have the right to know decisions, projects, etc. decided in the meeting.
- Keep confidential anything said or done that violates the right to privacy.
- Refrain from complaining about a decision that the group agreed upon.
- When the group vote is affirmative then everyone must accept and become an activist for that decision.
- The group is a powerful tool for accomplishing tasks...if everyone assumes their share of the responsibility. DO YOUR PART!

# AGENDAS & MINUTES

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. Adhering to an agenda helps to accomplish goals. A sample agenda is provided below. Chapters should tailor this format to meet their own needs.

When planning the agenda, first determine the overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics. Follow a set order of business in determining the placement of each item upon the agenda.

For informal meetings such as committee meetings, it is helpful to have a statement of the objective and a review of the agenda as the first item of business. If members know what they are to accomplish and the way it is to be handled, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

## **Student Involvement Technique:**

- Introduce students to parliamentary procedure. Explain motions, seconding the motion and voting. Have students pair up and practice making motions and seconding motions.
- Explain the purpose of an agenda and show an example agenda. Have students write their own agendas for a meeting.
- Show meeting minutes examples. During a meeting (perhaps that you, as the teacher leads), have all students take minutes.
- Add your own ideas:

## **TIPS:**

- Meetings should take place at a regular time. For example, set aside the last Friday of the month for a HOSA meeting, with the second Friday of the month set aside for committee meetings. Or, have the students vote on when to hold the HOSA meetings.
- Elected presidents and secretaries should be given a laptop (or tablet or computer – just for the meeting) to keep agendas and take minutes. Save agendas and meetings in a HOSA file, after printing. (This prevents you from having to chase down the files later.)
- Agendas can be distributed for meetings in different ways: social media, school messaging/blackboard services, e-mail, paper copies, written on the board or projected as a PowerPoint slide.

# SAMPLE AGENDA



## **HOSA Meeting Agenda**

**Location**

**Date**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
- IV. Financial Report**
- V. Officer Reports**
  - 1. Vice President**
  - 2. Secretary**
  - 3. Historian**
- VI. Committee Reports**
  - 1. HOSA Service Project**
  - 2. Outstanding HOSA Chapter**
  - 3. Financial Leadership Activity**
- VII. Unfinished Business**
- VIII. New Business**
- IX. Announcements**
- X. Adjournment**



# SAMPLE MEETING MINUTES

## HOSA Meeting Minutes

### *Call to Order*

President Miranda Stefan called the meeting to order at 9:03 a.m. The ABC Middle School HOSA meeting was held on October 12<sup>th</sup>, 2015 during 2<sup>nd</sup> period in Room 231.

### *Roll Call*

A sign-up sheet was sent around the room for attendance and is attached to these minutes.

### *Minutes*

Damaris Simental presented the minutes from the September 12<sup>th</sup> meeting by handing out copies to all students. There were no changes to the minutes. Lissie Bloom moved to accept the minutes as presented, Jocy Moreno seconded. The motion to accept the minutes passed.

### *Financial Report*

Kellen Levi, Vice President of Finance, presented the financial report. We have \$20 in the HOSA account. If we want to order cookies at the next meeting, we will need people to either bring money in to purchase the cookies or bring the cookies in themselves.

### *Officer Reports*

President Miranda said she's been working with the school committee to have a HOSA face-painting booth at the basketball game. We will need volunteers to paint faces. A sign-up sheet was passed around.

Secretary Damaris has written two thank you notes for the class to sign. The thank you notes were for the guest speakers during class last week.

### *Committee Reports*

Social Activity Committee – the committee has proposed for the class to go to Jimmy John's before the basketball football game next week. After discussion, the class voted on the motion and the motion failed.

Community Service – the committee wants the whole school to bring in canned food items before Halloween to give to the local homeless shelter. The class voted on the motion to have a Canned Food Drive. The motion passed. Aileen Jimenez, committee chair, will give an update to the class before October 16<sup>th</sup> on what needs to happen.

Conference – the committee showed the video from the 2016 HOSA State Leadership Conference. There are several competitive events and workshops at this conference. The committee talked about the competitive events and said there would be a sign-up for these events at the November meeting. The cost of the conference is \$75 per person.

### *Unfinished Business*

None.

*New Business*

None.

*Announcements*

Remember the guest speaker we have next Monday on interviewing. Dress in your best business interview styles.

Remember to complete Chapter 12 Review questions to turn in to Mrs. Jones on Tuesday. Remember to sign-up to volunteer at the Face Painting booth at the basketball game.

Minutes Submitted by:

Damaris

ABC Middle School HOSA Secretary

# PROGRAM OF WORK

*HOSA Chapter* \_\_\_\_\_ *Month/Year* \_\_\_\_\_

**WHAT?** The Program of Work is a plan of activities an organization wants to accomplish during the year. Most chapters will have a planning meeting at the beginning of the school year to plan out their chapter events for the year.

**WHY?** The Program of work should relate to the mission and goals of HOSA and meet the educational objectives of the Health Science clusters. A well-balanced Program of Work involves members in a variety of experiences designed to meet their needs, as well as the needs of the organization, local chapters, and the community.

**HOW?** As the program of work is initiated by members, it is important to have buy-in from the start of your members. Remember things may be added and removed as the year goes on, but a program of work gives your group an outline of the things they would like to accomplish.

Goals:

# **ACTIVITIES AND TENTATIVE DATES**

**Leadership**

**Professional**

**Community Service**

**Social**

**Fundraising**

**Competitive Events**

# BRAINSTORMED PROGRAM OF WORK ACTIVITIES



## Social Activities

- Communication Workshop
- Bowling Social (collect toiletries or first aid items to donate to local charities)
- Leadership Workshops
- Christmas shop at nursing home
- New members party
- Mardi Gras parade for nursing home residents
- Weekend officer meetings
- State Fall Leadership Conference
- State Leadership Conference
- Ice cream & Cupcake social as a school year kickoff
- HOSA Month – HOSA Tea
- Wrap-up Party – wrap gifts for needy children
- Dance, sing, play instrument in a senior facility
- Lunch social
- Walks
- Seasonal Treats at meetings (ex: in December, cookie decorate & eat)
- Root Beer Floats
- HOSA Breakfast
- Fun night @ a game sports complex
- Night out at a professional sporting event
- Dance
- Movies/Movie Night with popcorn, soft drinks
- Skiing
- Picnic
- Pool/Swimming Party
- Fall Hayrides
- Haunted Houses
- Teacher Appreciation
- CTE Week-Partner Appreciation
- Pizza Party
- Day at a theme park
- Corn maze
- Networking receptions at state conference
- Boat tours
- Historical tours
- Team building
- Summer Camp out
- Hypnotist Show
- Holiday Party
- Exercise Party (Aerobics, Yoga, Zumba, etc.)
- Meet & Greet
- Bingo Nights
- Cultural feast
- Obstacle Courses
- Dinner with a HOSA chapter from another school
- Visit nursing home – do residents nails
- Get together with other CTSOs
- Game Day Activities
- Lip Syncing Competition
- Talent Show
- Field Day
- Board Game Night
- Lock-ins
- Participation in local parades
- Thanksgiving Feast
- Party for orphanage
- Beginning of the Year BBQ
- School Board Dinner
- Night at the ballpark
- Decorate holiday/Christmas trees
- Cultural potlucks

- Birthday celebrations
- Human BINGO
- Murder Mystery Party
- Ropes Course

- Class study groups
- HOSA Olympics (wheelchair races, related health competitions)

### **Financial Leadership Activities (Fundraising)**

- Carry Groceries at local grocery store
- Blood pressure clinics
- Grants
- Pizza sales
- Candle sales
- Beg ☺
- Spaghetti supper
- Buffalo Wild Wings
- HOSA Service Project fundraising
- Industry sponsors
- Cookie sales
- Popcorn sales
- Healthy snack sales
- Spirit Nights at Restaurants (Chipotle, Chili's, Canes)
- Lollipop sales
- Brochure sales
- T-shirt/Spirit item sales
- Water bottle sales
- Brisket dinner
- Krispy Kreme sales
- Students sponsors
- Collectable items
- Silent Auction Items
- Bake sales
- Meal delivery
- Tree sales
- Pictures with Santa
- Carnation sales
- Fruit sales
- Movie day at school
- Hat day at school (charge \$1 or \$5 for students to wear hats)
- Mixed Bag Design Sales
- 31 sales
- Bouquet of the Month
- Alumni outreach/giving program
- Partnerships with local restaurants
- First aid kit sales
- Community help for families (families make donation)
- Legislative support
- Car wash
- HOSA Bingo
- Cutlery sales
- Park cars for local festival
- Pick up trash for county (can get paid to do this)
- "Drive for your school"
- Cookie Dough Sales
- See's Candy sales
- Jump rope for Health
- Flower Bulb Sales
- Country Meat Sales
- Parents Night Out
- Dances
- Basket Raffles
- Rada Knives
- Concession Stands
- Hot Dog Sales
- BBQ Dinner Fundraiser
- Newspaper
- Recycling Drives
- Yard Sales
- Booth at the Fair
- Jewelry sale
- Carnival @ Elementary Schools
- Christmas Wreaths
- Cookouts
- 5K Run
- Donation Letter to medical facilities
- Penny Wars

- Jambalaya Sale
- Operation Game/Tournament at school sporting events
- Candy Sales
- Spring fling carnival
- Cookbook sales (developed by students)
- Flower sales
- Technology Recycle Drive (cell phones, printers, ink cartridges)
- Program sales at sporting events
- Change jar in the classroom
- Snack cart
- Help-a-thon (Fall and Spring)
- Silent Auction
- Virtual 5K Run
- Couch Potato 5K
- Chocolate Wonderland
- Face painting booth at fairs/homecoming
- World's Finest Chocolate
- Country Meats
- Evil Elf Invasion
- Best Seat in the House (at basketball/football games)
- T-shirt sponsors
- Restaurant nights
- Fun Runs
- Kroger/King Soopers/Target/Smart cow percentages
- Butter Braids
- Garage sale
- First Aid kits
- Pizza Pales cards
- Encourage competition between classes for raising funds
- Workshop to learn Quicken/QuickBooks
- Guest speakers from financial institutions
- Participate in stock market games
- NEFE curriculum as supplemental resource
- Junior Achievement teaching variety of financial topics
- Chili Cook Off
- Tooth Whitening

### **Conference Attendance**

- Fall Leadership Conference
- Spring Area Competition
- State Leadership Conference
- International Leadership Conference
- Washington Leadership Activity
- CTE Day at the Capitol
- Conference Calls
- State Health Science Professional Development Conference
- Incentive Program for conference attendance
- Online Testing
- State ACTE conference – session facilitators, presenters, note takers
- National Health Science Consortium Curriculum Conference
- School Board Meetings
- Nurse Association Convention

### **Service Projects**

- Cystic Fibrosis Foundation
- JDRF – Juvenile Diabetes Research Foundation
- Arthritis Foundation
- Alzheimer's Association
- Leukemia/Lymphoma
- Blood Drives
- Local CERT Training
- Autism Speaks
- Local Clothes Closet
- Strides Against Breast Cancer



- Special Olympics
- Blanket Drive/Walk
- Tyler's Hope
- Make-A-Wish
- Humane Society
- St. Jude's
- Blood Pressure Clinics
- Type II Diabetes
- Cancer Center
- Komen Race for the Cure
- Nursing homes
- Big Brothers/Big Sisters
- Walk for sight
- Adopt a Grandparent
- Project Joy & Hope
- Community Health Fair
- MRC – Medical Reserve Corp
- 5K run & walk
- Teaching hand washing to 1st graders
- Relay for Life
- Pennies for Patients
- Trash Pick-up
- Food Bank
- Christmas Adopt-a-Family
- Canned Food drive
- Homeless shelter donations
- Penny Wars
- Talent Show with Pass the hat
- Halloween trick-or-treating for donations
- Friends for Health in Haiti
- Heart walk
- Blizzard Bags for Red Cross
- Bone Marrow match drive
- City of Hope
- Ronald McDonald
- Unite to Read
- Volunteer for child services
- Toy Drive (local foster care programs)
- Angel tree (child and senior)
- "Shop with a Cop"
- School based drive (tissues, hand sanitizer, etc.)
- Barbara James Service Award
- Awareness Months – Breast Cancer, Heart
- Linus Project
- Blood pressure screening at football games
- Hands only CPR classes
- Public Service Announcements
- Organize Fall Festival Carnival for elementary schools in the district
- Book drive for elementary schools
- Crohn's & Colitis Foundation of America
- International Dyslexia Association
- Goodwill/Salvation Army Drives
- Health care packages (hygiene, tooth brushes, toothpaste)
- Coat drive
- Pennies for Pasta – Leukemia
- Packages for Military members abroad
- Flu Shot Service
- Clothing drive for mental facility
- Save tabs for hospital
- Casual for a Cause – teachers pay \$5 to wear jeans – donations to CFF
- Used glasses for Lion's Club
- Adopt-a-Family at Thanksgiving and Christmas
- Help-a-thon
- Water Stations at graduation ceremonies
- Vision & hearing screening for elementary and middle school students
- Teen Advisor Group through County Health Department
- Volunteer at adult day care
- Academic support in local elementary classrooms

- Providing translators for parent-teacher conferences
- Hygiene Drive
- Do book exchange for school kids
- World Vision

## **Public Relations**

- Twitter
- Facebook
- Instagram
- Pinterest
- YouTube
- Brochure
- Corporate Sponsors
- Sky alerts – calls by school to parents
- Video of program on school website
- Activities in community health fairs
- Speaking to other middle schools about HOSA
- Local news
- School electronic billboards
- Virtual newsletters for the chapter, area
- Pep Rallies
- Press Releases
- Legislative Day
- Write articles for HOSA & Department of Education newsletters, school district newsletters
- Traditional
- TV
- Radio
- Billboards

## **Employment**

- Internships
- Partnerships
- Certifications
- Job Shadow
- Co-ops

- Rescue Mission
- Senior Support Services
- National Rare Disease Day
- Dental Kits
- Blanket Drive
- Health Fair in the Schools
- Bulletin Boards
- Posters in School
- School TV
- Advisory Committees
- Website
- Eighth grade tours
- Speaking events
- Chamber of Commerce
- School Boards
- Hospital Association
- Community Foundations
- Lion's Club
- Kiwanis
- Flyers
- Post-Cards/Mailers
- Word of Mouth
- Invite legislators to classroom/events
- HOSA Week!!
- Advisory Committees
- Posters for Community projects
- Booth at local festivals
- Blood Drives
- School College Day involvement
- Presentation to PTA
- Open House
- Tables at local elementary schools that feed into the middle school
- T-shirts
- Local hospital/healthcare facility ambassador program
- Collaboration with local community colleges and universities
- Job Interviewing Skills
- Volunteering
- Soft Skill Development
- Resumes
- Mock interviews

- Industry Tours
- Connecting with community health organizations
- Portfolios
- Reference Letters
- College Application help
- Career Research paper
- College Fairs
- Career Fairs
- Competitions
- Job Board on website
- Utilizing alumni as speakers and mentors
- Guest Speakers
- Hospital/Healthcare Human Relations guest speaker

### **Professional Development**

- Guest Speakers
- Seminars
- Webinars
- Chapter Officer Training
- Team Building Activities
- Resumes
- Etiquette
- Professional Dress Days
- College Days – have former students come back for a panel discussion
- Leadership Training with other CTSO Officers

- Educational Symposium Attendance
- Train
- College Visits
- Healthcare Trainings – i.e. Nutrition
- CPR/First Aid Training
- Weekly business meetings in classroom
- First impressions training (greeting, handshake, cell phone etiquette)
- Dress for Success
- Elevator Speeches
- Social Network Etiquette
- E-mail Etiquette
- Personal Statement Workshop
- Conflict resolution workshop
- Student presentation on careers (Health Career Display)
- Cadaver Lab visits
- Career panels
- Job Shadows
- Healthy Lifestyles presentation/portfolio project
- FISH training
- APA writing workshops
- Wellness initiatives
- Attending Body Worlds exhibit
- Connecting with Natural History Museum, Medical History Museum

<b>Sample Program of Work</b> <b>ABC School HOSA</b>	
<u>August</u> Ice Cream Social (Social Activity)	<u>February</u> Valentine's Day Flower Sale (Financial Leadership Activity)
<u>September</u> Set up Class Facebook page (Public Relations)	<u>March</u> HOSA State Leadership Conference HOSA Blood Drive (Community Service Activity)
<u>October</u> Career Guest Speaker (Professional Development Activity)	<u>April</u> Career Portfolios due (Employment Activity) Health Fair (Professional Development Activity, Community Service Activity)
<u>November</u> Canned Food Drive (Community Service Activity) HOSA Fall Leadership Conference HOSA Week	<u>May</u> Presentation to the School Board (Public Relations Activity, Professional Development Activity)
<u>December</u> Cookie Dough Sales (Financial Leadership Activity) Holiday Party (Social Activity)	<u>June</u> Graduation Open House for Graduates (Public Relations Activity, Social Activity) HOSA International Leadership Conference
<u>January</u> Mock Interviews (Employment Activity) Area/Regional Competitions	<u>July</u> Chapter Officer Retreat

<b>Program of Work</b>	
August	February
September	March
October	April
November	May
December	June
January	July

# CHAPTER ACTIVITIES

## **LEADERSHIP DEVELOPMENT:** opportunities for developing leadership skills

- Chapter officer positions
- Committee membership
- Fall Leadership Conferences
- Communication skills
- Teaming skills

## **PROFESSIONAL ACTIVITIES:** opportunities for career exploration and networking.

- Field trips
- Guest speakers
- Career fairs
- Employer/Mentor/Alumni functions

## **COMMUNITY SERVICE ACTIVITIES:** serving others, giving back to the community

- Blood drives
- HOSA National Service Project
- Adopt-a-Grandparent
- Food baskets for needy
- Supplies for homeless shelters
- Hospital or clinic volunteer

## **SOCIAL ACTIVITIES:** getting to know other members and develop social skills

- Get acquainted picnic
- Officer installation reception
- Monthly birthday celebrations
- Chapter t-shirts
- Graduation reception

## **FUNDRAISING:** generating income to carry out the goals/objectives of HOSA

- Community/Industry sponsorships
- Sales projects (candy, trinkets, fruit, first aid kits)
- Car washes/ garage sales
- Dinners
- Walk-a-thon

## **COMPETITIVE EVENTS:** developing essential knowledge and skills to be successful

# FUNDRAISING

## Purpose

- Support team building skills
- Develop leadership skills including: goal setting, problem solving, decision making
- Enhance interpersonal skills
- Support community involvement

## Strategy

- Establish purpose for HOSA and need for fundraising activities
- Determine appropriate projects and timelines
- Concentrate on a few large projects rather than several small projects
- Write a script, rehearse and practice selling
- Establish a clear process for handling money (eliminate theft opportunities)
- Define due dates
- Keep good records and complete a financial report for each project
- Involve partners: school, family, booster clubs, community, business/industry
- Avoid problems by research and planning
- Obtain permission from administrators as necessary

## Ideas

- Dinner shows, breakfast at school
  - Classroom snacks (cookies, candy, popcorn, suckers), snack bar
- Foods (pasta, fruit)
- Accessories (candles, Tupperware, Pampered Chef)
- Health care related items (first aid kits, CPR masks)
- Seasonal (Christmas wreaths, Valentine cards/candy/balloons/flowers, pumpkins, haunted house)
- T-shirts, jackets, etc
- Environmental “items,” recyclable collections, clean up community sites
- Movie night
- Las Vegas casino night, talent show
- Book fairs, cook books
- Gift baskets, craft fairs
- Raffles, penny drive, yard sales
- Bowling/skating events
- Store inventory

# SAMPLE FUNDRAISING CHECKLIST

<b>Task</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Person Responsible</b>
1. Organize a committee			
2. Brainstorm projects			
3. Make final decision			
4. List possible dates			
5. Develop a plan			
6. Get project approval			
7. Check on facility availability			
8. Finalize dates			
9. Make final arrangements			
10. Set up plan of action			
11. Recruit and assign personnel			
12. List needed supplies			
13. Place orders for materials			
14. Evaluate progress/reorganize			
15. Make necessary charts & signs			
16. Hold training session			
17. Perform final checks			
18. Conduct project			
19. Clean up and return supplies			
20. Written report			
21. Thank you notes			



# UNDERSTANDING THE COMPETITIVE EVENTS PROGRAM

## **HOSA's origins are in the curriculum**

When HOSA was created as an integral part of the curriculum it was designed to support and reinforce classroom learning outcomes — not the other way around.

## **HOSA's purpose is learning**

What HOSA does is motivate students to learn. HOSA conferences, events and partnerships all motivate health occupations students to do more than would be reasonable within the classroom walls.

## **HOSA's learning value reaches program content and beyond**

HOSA members learn health science education competencies and they learn them well. They also learn about leadership, responsibility, teamwork, communication and other “real world” skills.

## **Guiding Thoughts**

- The priority is to offer the best learning experience possible through health science education. HOSA is a part of that process.
- The value of competitive events happens before the competition. It is the learning that takes place in the days, weeks, and months before the competition.
- The competitive events program is designed to be comprehensive, challenging and efficient with minimal duplication of effort.

## **Misguided Thoughts**

- But that's the way we've always done it...
- Since I'm right and you disagree with me you must be wrong!
- We should reward everyone!

***The medals are NOT the goal—  
they are the tools we use to  
motivate students to achieve their  
goals.***

# COMPETITION THROUGH HOSA: A POSITIVE VIEWPOINT

Competition is inherent in society. HOSA members throughout their future lives will be involved in many forms of organized or incidental competition for jobs, advancement, leadership roles, and numerous other forms of recognition.



The HOSA Competitive Events Program is designed to foster a positive attitude toward competition. Each event is competency based. Each event focuses on one's own ability to perform. Achievement is measured against standardized criteria.

It is important for advisors to understand and stress the positive benefits of student participation in the HOSA Competitive Events Program. This provides an opportunity for students to strengthen knowledge, improve skills, and develop leadership ability. Self-confidence and courage are benefits of healthy competition. The ability to strengthen interpersonal relationships and to accept with grace both success and defeat are characteristics of the leaders of tomorrow.

HOSA members should be encouraged to analyze their own ability in the process of deciding where their interest and talents lie and in choosing to enter competition. HOSA members, with the assistance of their advisor, should plan for competition within their chapter. Involvement of the health science education advisory committee members and other professionals in the community fosters public relations, improves skills, maintains standards, and helps the Chapter members to decide who should represent them at the state and international levels.



Preparation for participation in any of the HOSA Competitive Events should evolve as part of the natural, planned flow of the instructional process. HOSA Competitive Event Guidelines are instructional tasks and they should be used as any other teaching resource. They are especially useful as checklists or skills profiles to introduce, reinforce, and assess achievement of competency criteria in student performance of scheduled tasks (i.e. selected job skills, such as in the Dental Science Competitive Event, or for class and/or community presentations, as in the Prepared Speaking Competitive Event). Perhaps it is most important to recognize that competitive events do not govern instruction but are supportive tasks to enhance instruction.

# COMPETITIVE EVENTS PROGRAM

HOSA members are encouraged to take full advantage of the International and Texas HOSA Competitive Events Program, a constantly expanding and improving series of healthcare-related competitive events. To participate in a competitive event, a student must be a secondary, post-secondary/collegiate or middle school active HOSA member. The top 3 competitors in each event at the Area Spring Leadership Conference will advance to competition at the State Leadership Conference and the top 3 competitors in each event at the State Leadership Conference will have the opportunity to compete at the International Leadership Conference. **HOSA members may enter only one competitive event.** In addition, competitors may participate in as many Recognition Events as they wish.

## Secondary and Post-Secondary Events

Guidelines can be found at [www.hosa.org](http://www.hosa.org) and [www.texashosa.org](http://www.texashosa.org) Advisor Tab

### Health Science Events

- Behavioral Health
- Cultural Diversity & Disparities in Healthcare
- Dental Terminology
- Health Informatics
- Human Growth & Development
- Medical Law & Ethics
- Medical Math
- Medical Reading
- Medical Spelling
- Medical Terminology
- Nutrition
- Pharmacology
- Pathophysiology

### Emergency Preparedness Events

- CERT Skills
- CPR/First Aid
- Emergency Medical Technician
- Epidemiology
- Life Support Skills\*
- Mental Health Promotion (NEW)
- MRC Partnership
- Public Health

### Teamwork Events

- Biomedical Debate
- Community Awareness
- Creative Problem Solving
- Forensic Science
- Health Career Display
- Health Education
- HOSA Bowl
- Medical Innovation
- Parliamentary Procedure
- Public Service Announcement

### Health Professions Events

- Biotechnology (NEW)
- Clinical Laboratory Science (NEW)
- Clinical Nursing
- Clinical Specialty
- Dental Science
- Family Medicine Physician
- Home Health Aide
- Medical Assisting
- Nursing Assisting
- Personal Care\*
- Pharmacy Science
- Physical Therapy
- Sports Medicine
- Veterinary Science

### Leadership Events

- Extemporaneous Writing
- Health Career Photography
- Healthy Lifestyle
- Interviewing Skills\*
- Job Seeking Skills
- Organizational Leadership (State only)
- Prepared Speaking
- Researched Persuasive Writing & Speaking
- Research Poster
- Speaking Skills\*

### Recognition Events

- Barbara James Service Award
- Healthcare Issues Exam
- HOSA Happenings
- HOSA Service Project
- Outstanding HOSA Achievement

- Outstanding HOSA Leader
- Outstanding HOSA Alumni (NEW)

## **Texas Events**

- Medical Art Poster
- Blood Drive

## **Middle School Events**

Guidelines can be found at [www.hosa.org](http://www.hosa.org)

## **Health Science Events**

- Foundations of Medical Terminology
- Health Career Exploration
- Math for Health Careers
- Foundations of Medical Reading
- Foundations of Nutrition

## **Emergency Preparedness Events**

- Life Threatening Situations
- Public Health

## **Leadership Events**

- Extemporaneous Health Poster
- Health Career Preparation
- Healthy Lifestyle
- Prepared Speaking
- Speaking Skills

## **Teamwork Events**

- Dynamic Decisions
- Exploring Medical Innovation
- Health Career Display
- Health Education
- HOSA Bowl

## **Recognition Events**

- Barbara James Service Award
- HOSA Happenings
- HOSA Service Project

## **Texas Events**

- Medical Art Poster

# GENERAL RULES AND GUIDELINES

1. Competitors must be a member of STATE and INTERNATIONAL HOSA to compete in any event.
2. CURRENT Competitive Event Guidelines will be followed for all area and state competitive events.

Each SECONDARY CHAPTER may enter the following number of competitors for AREA conference: POST SECONDARY/COLLEGIATE and MIDDLE SCHOOL CHAPTERS do not compete at the area level.

Health Science Events	Four students per event
Health Professions Events	Two students per event
Emergency Preparedness Events	Two students for individual events Two teams per team event
Leadership Events	Two students per event
Teamwork Events	Two teams per event
Recognition Events	Unlimited entries
Texas only Events	Medical Art Poster: Four posters per chapter Blood Drive: One entry per chapter
Officer Candidates	Four candidates per chapter

All chapters may enter unlimited numbers in special needs events at the area level.

# TEXAS HOSA LEADERSHIP CONFERENCE CHAPTER SAFETY CHECKLIST

HOSA chapter advisors are asked to review conference safety standards with their students and registered guests as soon as possible after checking in for the leadership conference. Conference delegates should know what actions to take to avoid danger, or in the unlikely event a crisis occurs.

## General Information

- For safety and liability reasons, all delegates must stay in approved conference hotel
- Chapter advisors should have a copy of the Medical Liability form for each person in their delegation. If you did not keep a copy, be sure to write down emergency contact information (parent) for each student. You should also have the name and home phone number of the school administrator to be notified in case of an emergency.
- Program – review the conference program with your chapter members. Make sure they know where they should always be, and where you will be. Have them write it down in their program. If for any reason your students need you at any time of the day, they should know where to find you.
- Cell phones – Advisors should always carry a list of their students' cell phone numbers

## Hotel

- Review the safety features in the room (sprinkler system, phone number for security, chain and door lock, etc.) Make sure students know not to hang anything on the water sprinkler. Use all auxiliary locking devices on doors and windows.
- Remind students to not leave their doors propped open, especially if no one is in the room.
- Find the nearest emergency exit. Instruct students to use the stairs in the event of an emergency. Discuss the procedure to be used if a fire alarm is sounded.
- Select a place to meet with your students in the event there is an alert of any kind at any time of day.
- Use the door viewer to identify anyone requesting entry. Open the door only if you are certain the person has a legitimate reason to enter your room. If in doubt, call the front desk.
- Report any lost or stolen items to your advisor, hotel management and to the police.

- Never leave money, checks, credit cards, jewelry or other valuables, extra room keys or car keys in the room. Take valuables with you or leave them in the hotel safety deposit box.
- Report to your advisor and hotel management any suspicious activities in the corridors or rooms. Remember – the only way to stop crime is to get involved in crime prevention.

### **Leisure Time**

- Ask students NOT to wear their conference name badges when leaving the hotel – and ALWAYS wear the name badges when participating in any HOSA function.
- Always travel in groups – preferably of three or more.
- Always notify the advisor of your whereabouts. If you have a cell phone, make sure it is turned on during the day (except as prohibited during conference activities) and re-charged at night.
- Carry only the cash you need in small denominations and never discuss your plans or the amount of money you are carrying.
- Carry your purse close to your body and your wallet in your front pocket.
- Ask for directions at the hotel desk to those attractions you want to visit. Looking lost may make you look like an easy target for crime. If you get lost, find an open business and ask for directions.
- Be wary of strangers who seem overly anxious to help you.
- Visitors are major targets for pickpockets in many cities throughout the world. Stay alert to what’s going on around you.
- Walk “smart” when you leave the hotel area; know your destination and the best way to reach it. Travel along sidewalks, and NEVER walk alone.
- Establish a “buddy” system with another delegate from your chapter, share schedules and check up on each other periodically.
- Jackets with pockets provide a convenient alternative for females to reduce the chance for lost or stolen handbags.
- Lap top computers are attractive, easy targets for thieves. Be sure your lap top is in a secure place.
- Every major city in the world has a homeless population. This social problem is common to urban areas. Most homeless people are harmless; however, some transients are chronic law violators who often infringe upon the rights of others. We suggest using a combination of caution and respect around panhandlers and other strangers.
- Have a current bus or public transportation schedule. This info can usually be obtained from the hotel concierge or front desk. Know when the last scheduled pick-up at major attractions will occur.
- Always make sure the taxi driver starts the meter, never pay more than the meter amount. Gratuities are acceptable. Have exact fare (cash) for public transportation.

# APPENDIX A:

## HOSA IN A MINUTE SPEECH

(Memorize it, but practice delivering it in a way that sounds natural and dynamic)

HOSA “Future Health Professionals” is a international student-led organization run by and for students interested in pursuing careers in the health professions. Founded in 1976, HOSA now has over 4,500 Middle School, Secondary, and Postsecondary/Collegiate chapters in 54 state associations in the United States, Canada, Mexico, Italy, Germany, and American Samoa, and serves over 225,000 active members. HOSA is an exclusively health-careers oriented organization, we can devote one-hundred percent of our resources to helping students become effective, compassionate, health professionals and leaders in their chosen field of work. The unique benefits of HOSA include volunteer service opportunities, over \$500,000 in scholarships across the state associations and HOSA Headquarters, educational symposiums led by leaders in the healthcare professions, fifty-six different health related competitive and recognition events at the state/country and international conferences, networking opportunities with HOSA’s official business and healthcare industry partners, as well as leadership opportunities at the local, state/country, and international levels. All health science schools highly prefer applicants who demonstrate both an interest in, and actual hands-on experience with, healthcare-related community service, leadership, and academic achievement. HOSA membership provides you with all of these key opportunities.



# APPENDIX B:

## HOSA MEMBERSHIP REGISTRATION AND DUES PAYMENT AGREEMENT

I, (Enter Member's Full Name), fully understand that by signing this document I agree to be registered as a member of (Enter the name of your school) HOSA Chapter.

I fully understand that once I am registered as a HOSA member, HOSA does not allow my name to be removed from the list under any circumstances, and that each registered member is required to pay the membership dues set by HOSA.

Therefore, upon signing this document, I agree to pay my dues, even if I become unable (for any reason) to participate as an active member of HOSA.

I further understand that my payment for my membership dues must be received within one month after the date I am registered as a HOSA member on the Online Chapter Affiliation Application.

The total amount I am required to pay is: (Enter the total membership dues set by National HOSA and your state association)

---

Signature of Member & Date

# APPENDIX C:

## HOSA INSTALLATION CEREMONY

General Instructions: This Installation Ceremony may be used at a banquet, in an auditorium or adapted to a classroom or other situations. The HOSA banner should be hung as a back drop. There may be a center table or podium with one white lighted candle and five other candles unlighted (total of six white candles). Each officer is to light a candle to pass on to the new officer. The President passes the sixth (lighted) white candle.

The outgoing officers stand in a circle and the newly elected officers stand to the right and left of the circle.

"We are gathered here to announce and install the officers for the ensuing year and to pledge anew our individual allegiance to the organization. In order that this organization may render the greatest service to its businesslike manner, each officer and member should understand the purpose of the organization. Each should keep constantly before him/her the high aims of the organization to advance, promote and protect the business, social education and civic interest of the community."

\*(Light candle)

"This single white candle before us represents purity of purpose. The lighting of each of the candles by the newly elected officers is symbolic of the loyalty, commitment and the potential of the health field."

PARLIAMENTARIAN \_\_\_\_\_:  
(name)

"Your \_\_\_\_\_ Parliamentarian Elect is \_\_\_\_\_."  
(year) (name)

"Mr./Ms. Parliamentarian Elect, it is your duty to serve as a consultant to the President on procedural matters. An authority on parliamentary procedures is frequently needed and the

Parliamentarian is the source of such information. You are responsible for order at all chapter/state meetings; for courtesies to guests and such new duties that are assigned to you; for regular attendance at meetings and for cooperation with the President. Are you willing to assume this obligation for the ensuing year?"

***(Pause for officer reply.)***

"Please light your candle."

**(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle.)**

Parliamentarian \_\_\_\_\_,  
(name)

"As you light your candle, may I remind you that the large circle, a vital part of your Emblem, represents unity. The symbol of your office, the circle, represents unity and service to all health professions.

Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Parliamentarian to the best of my ability."

"I now declare you duly obligated and installed as Parliamentarian of,

\_\_\_\_\_  
(chapter/school)

HOSA-Future Health Professionals."

**(Shakes hands with old Parliamentarian and takes his/her place at table. Old Parliamentarian stands in line or is seated.)**

HISTORIAN \_\_\_\_\_  
(name)

"Your \_\_\_\_\_ Historian Elect is \_\_\_\_\_."  
(year) (name)

"Mr./Ms. Historian Elect, it is your duty to strive to inform the people of your activities. It is your obligation as Historian to compile the reports of all the activities of \_\_\_\_\_ and release them to the press, radio and televisions. You oversee all public relations carried on in HOSA in our chapter/school. Are you willing to assume this obligation for the ensuing year?"

**(Pause for officer reply.)**

"Please light your candle."

**(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle:)**

HISTORIAN \_\_\_\_\_(name)

"As you light your candle, may I remind you that the symbol of your office is the base of the triangle, symbolic of the progress from mysticism to modern medicine which denotes individuals working together."

Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Historian to the best of my ability."

"I now declare you duly obligated and installed as Historian of \_\_\_\_\_ HOSA-Future Health Professionals for (Chapter/School). \_\_\_\_\_ (year)

***(The new Historian takes place at table and shakes hands with old Historian and takes his/her place at table. Old Historian stands in line or is seated.)***

TREASURER \_\_\_\_\_:  
(name)

"Your \_\_\_\_\_ Treasure Elect is \_\_\_\_\_."  
(year) (name)

"Mr./Ms. Treasurer Elect, your office is one of trust, demanding honesty and accuracy. Your records and books must be kept in such a manner that they may be open for audit at any time. Are you willing to assume this obligation for the ensuing year?"

***(Pause for officer reply.)***

"Please light your candle."

***(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle.)***

Treasurer \_\_\_\_\_,  
(name)

"As you light your candle, may I remind you that the two sides of the triangle, completing and connecting with the base, are symbols of your office, reflecting the beginning of knowledge which dispels the darkness of ignorance. With this in view, progress will be made toward vocational goals of the individual.

Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Treasurer to the best of my ability."

"I now declare you duly obligated and installed as Treasurer of \_\_\_\_\_ HOSA-Future Health Professionals for \_\_\_\_\_.  
(Chapter/School) (year)

***The new Treasurer walks to the table, shakes hands with old Treasurer and takes his/her place at the table. Old Treasurer stands in line or is seated.)***

SECRETARY \_\_\_\_\_:

"Your \_\_\_\_\_ Secretary is \_\_\_\_\_."  
(year) (name)

"Mr. Ms. Secretary Elect, you have been honored by your fellow members with the responsibility of keeping accurate records of all meetings. You have custody of the constitution and bylaws and will have them available at each meeting to be used for reference. You will check and type correspondence and communications. You should provide the President with an agenda for the coming meeting. Are you willing to assume this obligation for the ensuing year?"

***(Pause for Officer's reply.)***

"You may light the candle."

***(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle.)***

Secretary \_\_\_\_\_,  
(name)

"As you light this candle, may I remind you that the symbol of your office, the figure in the center of the triangle, represents the challenge of change and the development of dignity and self-worth for your entire life."

Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Secretary to the best of my ability."

I now declare you duly obligated and installed as Secretary of \_\_\_\_\_  
(Chapter/School)  
HOSA-Future Health Professionals for \_\_\_\_\_  
(year)

***(The new Secretary walks to the table, shakes hands with old Secretary and takes his/her place at table. Old Secretary stands in line or is seated.)***

VICE PRESIDENT \_\_\_\_\_:  
"Your \_\_\_\_\_ Vice-President Elect is \_\_\_\_\_."  
(year) (name)

"Mr./Ms. Vice-President Elect, you are expected to preside over all meetings in the absence of the president. If, for any reason, the President is unable to complete his/her term, you will be expected to take his/her place and assume his/her responsibility. You must provide the spark and enthusiasm to keep HOSA running smoothly. Are you willing to assume this obligation for the ensuing year?"

***(Pause for Officer's reply.)***

"You may light the candle."

***(Hands small candle to the new officer and will say as the new officer lights the candle from the large candle.)***

Vice-President \_\_\_\_\_,  
(name)

"As you light your candle, may I remind you that the symbol of your office is the protective hands. This represents the caring and active

\_\_\_\_\_  
(Chapter/School)

HOSA members desiring to be of service in the field of health. In this process, we will develop dignity and self-worth."

Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the duties of my office as Vice President to the best of my ability."

"I declare you duly obligated and installed as Vice President of \_\_\_\_\_  
Chapter/School)

HOSA-Future Health Professionals for \_\_\_\_\_.  
(year)

***(The new Vice-President walks to the table, shakes hands with old Vice-President and takes his/her place at table. Old Vice-President stand in line or is seated.)***

PRESIDENT \_\_\_\_\_:

"Your \_\_\_\_\_ President Elect is \_\_\_\_\_."  
(year) (name)

"As you light your candle, may I remind you that the symbols of your office are the HOSA letters. Each of these letters alone means very little, but together they represent the strength of our organization. In the same respect, each of your officers alone can do little, but together they can work to carry out the activities and duties of the

\_\_\_\_\_ HOSA organization.

(Chapter/School)

I urge you to lead your officers in working together in and for the strength of HOSA-Future Health Professionals.

Please repeat after me: "I, \_\_\_\_\_, promise to fulfill the (name)

duties of my office as president to the best of my ability."

***(PRESIDENT will say as he/she gives the gavel to the new President):***

"I now present you with the gavel of your office and declare you duly obligated and installed as President of \_\_\_\_\_ Association of HOSA-Future

(Chapter/School)

Health Professionals for \_\_\_\_\_.

(year)

***(The old officer returns to his/her seat. The new officer remains standing at the podium and continues the program or adjourns the meeting.)***

# APPENDIX D: SAMPLE BYLAWS OF YOUR HOSA CHAPTER

## ARTICLE I

### NAME

The official name of this organization shall be **The Name of your School HOSA**. The acronym **The acronym for your school (if necessary) HOSA** may be used to designate the organization.

## ARTICLE II

### AFFILIATIONS

#### Section 1

- a. **The Name of your School HOSA** is a local association of **(enter name of the state/country affiliation)** HOSA and **name of your state/country affiliation** is a state/country association of the HOSA organization, by and for students who are or were enrolled in middle school, secondary or postsecondary/collegiate health science education programs and/or are interested, planning to pursue, or pursuing a career in the health professions.
- b. Members shall be students who are or have been enrolled in health science classes, and/or are interested, planning to pursue, or pursuing a career in the health professions, and persons associated with, participating in or supporting health science in a professional capacity.

#### Section 2

- a. **The Name of your School HOSA** is a local member of **your state/country HOSA affiliate**; therefore, it shall be chartered by HOSA Headquarters.

## ARTICLE III

### PURPOSE AND OBJECTIVES

The primary purpose of **The Name of your School HOSA** is to serve the needs of its members and strengthen the interest and knowledge of health and healthcare among students and the community:

- a. Foster programs and activities which will develop:
  1. Physical, mental, and social well-being of the individual



2. Leadership, character, and citizenship
  3. Ethical practices and respect for the dignity of work.
- b. Foster self-actualization of each member which contributes to meeting the individual's psychological, social, and economic needs.
  - c. Build the confidence of students in themselves and their work by providing opportunities to assume responsibilities and by developing personal and occupational competencies and social skills that lead to realistic choices of careers and successful employment in the health care field.
  - d. Promote inter-organizational relationships with professional groups, businesses, industries and other organizations.
  - e. Recognize individual achievement in scholarship, occupational skills or services rendered, by providing recognition and awards.
  - f. Promote involvement in current health care issues, environmental concerns and survival needs of the community, the nation, and the world.

## **ARTICLE IV**

### **MEMBERSHIP & PARTICIPATION**

#### **Section 1**

- a. The Name of your School HOSA is open to students, without regard to race, color, religion, national origin, disability, age, veteran's status, sexual orientation, political affiliation, or gender.
- b. Affiliation fees for fall must be received by HOSA Headquarters on or before January 1 of the membership year. Affiliation fees for students who enroll after January 1 must be received by HOSA Headquarters on or before March 1 of that same year.

## **ARTICLE V**

### **ADVISOR**

- a. Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.
- b. Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times.
- c. Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.

- d. Encourage students to attend functions open to them
- e. Encourage fund-raising activities
- f. Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- g. Encourage capable members to seek local, state, and national offices.
- h. Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- i. Encourage Chapter participation in all conferences.

## **ARTICLE VI**

### **MEETINGS**

#### **Section 1**

- a. General meetings for [The Name of your School HOSA](#) chapter shall be held on a regular basis.

#### **Section 2**

- a. Special meetings shall be called as necessary by the President or Executive Council.

#### **Section 3**

- a. A majority of the membership present shall constitute a quorum.
- b. Two-thirds of the Executive shall constitute a quorum.

## **ARTICLE VII**

### **EXECUTIVE BOARD**

#### **Section 1**

- a. President
  - 1. Works closely with the chapter advisor
  - 2. Develops meeting agenda with assistance of Executive Council.
  - 3. Presides over and conducts meetings according to accepted parliamentary procedure.
  - 4. Represents the chapter and organization at special functions.
  - 5. Keeps organization work moving in a satisfactory manner
  - 6. Displays enthusiasm and a good attitude and projects a good image.
- b. Vice-President

1. Assists the President
  2. Oversees all committees
  3. Presides at meetings in the absence of the President
  4. Is prepared to assume duties and responsibilities of the President, in case of an emergency
- c. Secretary
1. Is recording officer of the chapter
  2. Keeps minutes of meetings.
  3. Keeps and responds to all official chapter correspondence
  4. Sends and posts meeting notices
  5. Counts and records rising votes
  6. Keeps permanent records
  7. Cooperates with the treasurer in keeping an accurate membership roll and issues membership cards to current members
  8. Presides at meetings in the absence of presiding officers
- d. Treasurer
1. Assist with deposits and disbursements of the chapter funds.
  2. Collects dues
  3. Assists with the financial records.
  4. Devises appropriate ways and means of financing activities.
  5. Cooperates with the secretary in keeping accurate membership roll.
  6. Assists in the preparation of financial statements and reports.
  7. Reports financial information at meetings.
- e. Reporter/Historian
1. Prepares news articles for publication and/or broadcast
  2. Contacts local newspapers regarding chapter events.
  3. Files clippings and pictures of activities and keep a scrapbook.
  4. Assists in maintaining a chapter HOSA bulletin board.
  5. Assists with planning and arranging exhibits
  6. Arranges for chapter participation in local radio and/or television programs
- f. Parliamentarian
1. Assist in the capacity of arbitrator in matters of parliamentary procedure during meetings.

2. Assists the presiding officer in answering any request for ruling on procedures
3. Keeps parliamentary procedure resources available

## **Section 2**

- a. Members will be notified when vacancies are available within the Executive Board.

## **ARTICLE VIII**

### **ELECTIONS**

#### **Section 1**

- a. The officers of the chapter shall be President, Vice-President, Secretary, Treasurer, Reporter/Historian, and Parliamentarian.

#### **Section 2**

- a. Election of officers shall be held annually or as described by governing officer(s).

#### **Section 3**

- a. During a special annual meeting, qualified candidates may present their nomination.
- b. Elections shall be cast by ballot and by a majority vote of members.

## **ARTICLE IX**

### **FUNDS**

#### **Section 1**

- a. [The Name of your School HOSA](#) Treasurer will be responsible for all [The Name of your School HOSA](#) revenues and making the information public to committee members.
- b. A budget of expenditures will be developed by the Treasurer and approved through Executive Committee consensus. The approved budget will be made public to the committee.
- c. [The Name of your School HOSA](#) may receive funds from Student Congress, other organizations, fundraising activities, and voluntary donations.
- d. At the end of the academic year, all funds will roll over to the next academic year.

## **ARTICLE X**

## **RATIFICATION**

The constitution will be ratified by a majority election through the HOSA email list. Any modifications to the constitutions will be considered during a one-week review period.

## **ARTICLE XI**

### **AMENDMENTS**

Amendments of these Bylaws shall be submitted in writing at a general meeting and shall be voted on at the following general meeting. A two-thirds vote of the members present shall be required for adoption

## **ARTICLE XII**

### **BY-LAWS**

Amendments and By-Laws shall be adopted by the majority of the members present.

## **ARTICLE XIII**

### **EMBLEM, COLORS AND MOTTO**

#### **Section 1**

- a. The official chapter emblem shall be the emblem of the HOSA organization.
- b. The emblem and design are described in the HOSA Handbook

#### **Section 2**

- a. The official colors of HOSA are navy blue, maroon, and white.

#### **Section 3**

- a. The official HOSA theme is “Innovate – Inspire - Ignite”.

## **ARTICLE XIV**

### **PARLIAMENTARY PROCEDURES**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws or corporate charter of HOSA, Inc. And any special rules the organization may adopt.

# APPENDIX E: MOTIVATION SECRETS

HOSA: Future Health Professionals, a 100 percent health care student organization, is committed to helping its members become the best they can be. And given the current acute shortage of qualified health care workers, HOSA has an even more critical mission: to attract career-minded, qualified students to the health care professions.

The group's mission statement sums up HOSA's mandate: "to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health occupations education students, therefore, helping the students to meet the needs of the health care industry."

Career-minded health-care students have been attracted to HOSA and its mission since 1976, experiencing HOSA's unique program of leadership development, motivation and recognition. HOSA offers opportunities beyond the secondary (high school) division. Students who have completed high school may continue their involvement in postsecondary chapters and through alumni division activities.

HOSA members are proud to belong to one of the many national career and technical student organizations recognized by the U.S. Department of Education. We are proud of the many endorsements received from state and national organizations that work closely with HOSA members.

Membership in HOSA is open to secondary or postsecondary/collegiate and middle school students who are (1) enrolled in a health science technology education program and/or (2) interested in planning to pursue, or are pursuing a career in the health professions. Health science education instructors serve as HOSA chapter advisors. Indeed, it should be hard to tell the difference between traditional classroom activities and HOSA-related activities. HOSA is not just a club or extracurricular activity, HOSA is a learning laboratory that helps members develop, practice and refine the skills that will prepare them for careers in health care. Just as laboratories in science classes allow students to put theory into practice, the HOSA laboratory lets members test their personal and leadership skills in real life.

Research studies have shown clearly that leadership experiences in high school and college predict later leadership in adult business and social activities. Leadership experiences in organizations such as HOSA relate more closely to adult success than does academic achievement.

Through those leadership experiences, HOSA provides students with opportunities to become the best they can be as they pursue rewarding and challenging careers in all vital health care professions!

# APPENDIX F: LEADERSHIP TRAITS

## THE ESSENTIALS FOR SURVIVAL

1. CREDIBILITY      Personal credibility is the single most important element of leadership and followers must be able to trust the leader.
2. VISION            Vision is the ability to imagine and communicate a different and improved future and then motivate others to get there.
3. ENDURANCE        Endurance is essential for leaders, so they have the stamina to move faster than others and anticipate change.
4. MAVERICKS        Mavericks think “outside the box” and try new and different ways of accomplishing goals.
5. VALUES           Leaders must protect cultural elements such as ethics, integrity, character, quality, honesty.
6. COMPASSION       Leaders demonstrate human sensitivity and truly care about their followers.
7. BALANCE           Leaders know that teamwork and empowerment are critical for progress and success to occur.
8. DELEGATION       Leaders must give followers goals, accountability, responsibility, authority and results.
9. COMPETENCE      Leaders must have a true mastery of the task or project at hand.
10. TACT              Leaders do and say the most appropriate thing at the most appropriate time.

Listed below are descriptions of five different leadership “styles.” A leader is not locked into any one style all the time.

#### STYLE #1

You make the decision without discussing the situation with anyone and rely entirely on personal knowledge or information available in written documents. In this style, the leader TELLS the decision.

#### STYLE #2

You seek additional information from one or more group members to arrive at a decision. You solicit information only, not solutions or suggestions. In this case, the leader SELLS the decision.

#### STYLE #3

You share the problem with selected individuals. You gather additional information and seek their advice about possible solutions to the problem. Still, you make the decision. In this style, the leader TALKS the decision.

#### STYLE #4

You meet with team members and discuss the possible alternatives, essentially using them as consultants. You use their opinions as additional input, but you retain the final decision power. In this style, the leader CONSULTS regarding the decision.

#### STYLE #5

Here you give the group full participation in the decision-making process. You may define the problem, provide relevant information, and participate in the discussion as any other member, but you do not use your position as leader to influence the team. The team is the decision maker, and you accept not only their decision, but also the responsibility for it. Your description to others will be, “We decided to...” In this style, the leader JOINS the decision.

Remember, no single leadership style is always the appropriate style to use. As the situation changes and as the task or goals change, the style may change. Leaders should be aware of these various styles and seek to use the appropriate style in the proper situation.

Motivating HOSA members to be more productive can be challenging. But motivation is simply a matter of investing time and energy into connecting with each student. The following five secrets will help any HOSA chapter achieve its goals.



Secret 1: Create and share your vision. First, create and communicate a clear vision of where you intend to lead your HOSA chapter over the next 12 months. By sharing this vision, you provide each student with a sense of purpose, clarity, meaning and security - critical to maximizing involvement. It strengthens each student's ability to work through difficult times with a "hero's mindset." As you create your vision of the future, you need to get creative and innovative to catch your student's attention.

One year a chapter gave each member a folder entitled "The 2014 HOSA Journey" with 12 tabs clearly marking each month of the year. The folder included a letter describing the chapter's vision and the commitment to achieving it by year-end. The letter also explained that they would receive a new chapter each month to help them implement the needed steps to achieve their goals. This simple idea created an awesome sense of unity. Every student felt part of the journey. They knew exactly where they were going and what they needed to do to get there; each member anxiously awaited the next chapter of their journey!

Secret 2: Speak to your students in their language, not yours. If you speak to students and talk about their personal goals, you will increase their involvement. Take the time to understand what motivates them and what communication and feedback impacts them. Students do things for their reasons, not yours. Discover why your students are participating. Ask them: What do you want to achieve in your personal life? What are your career goals? Help them see that their participation and involvement in HOSA is the vehicle to achieving their dreams.

Secret 3: Teach your students how to fish. The best advisors develop their students into self-sufficient, high-achieving professionals. By taking them to their next level of potential and by teaching them new skill sets, you release an internal source of pride and confidence. This instills a high level of productivity and efficiency because you have invested the time to teaching them how to do things right.

Secret 4: Tell your students what you expect. Knowing what is expected gives them the motivation to start in right away to accomplish the desired end result. Once you give clear direction, set benchmarks for them to report progress. This allows you time to give them praise and further direction if needed. When problems arise, critique them positively and then help them use critical-thinking skills to solve the problems.

Secret 5: Create a culture of no fear. To create a culture of "no fear," students need to feel that they can freely express themselves. A "no fear" culture combats two big problems: lack of communication and time management issues. It encourages students to communicate their ideas and ask needed questions. When students can be themselves, when their ideas, recommendations and solutions are heard you release potential. This environment creates synergy, creativity and higher productivity!

## INTRODUCTION

Leaders are made, not born and made more by themselves than by any external means. They have a common guiding purpose, a vision. Along with this vision is the compelling desire to implement the vision.

## II. MASTERING THE CONTEXT

Leaders serve as symbols of the moral unity of society, express the values that hold society together and conceive and articulate goals that lift people out, carry them above and unite them in pursuit of objectives worthy of their best efforts.

There are four basic reasons why leaders are important: they are responsible for the effectiveness of organizations, they provide the guiding purpose, they provide and maintain momentum, and finally they provide integrity.

Too many Americans believe that the bottom line isn't everything, it's the only thing and America is strangling on that lack of vision. The societal disease of our time is short-term thinking and the demand for instant gratification.

It's not enough for a leader to do things right, he/she must do the right thing.

## III. UNDERSTANDING THE BASICS

The first basic ingredient of leadership is a guiding VISION. The leader has a clear idea of what he/she wants to do professionally and personally and the strength to persist in the face of setbacks, even failures.

The second ingredient is PASSION for the promises of life combined with a very particular passion for a career. The leader loves what he/she does and loves doing it.

The third ingredient is INTEGRITY. Leaders truly know their strengths and weaknesses, know what they want to do and why they want to do it. There must be honesty in thought and action and a steadfast devotion to principles.

Leaders are curious and daring. They wonder about everything, want to learn as much as possible and are willing to take risks, experiment and try new things.

#### IV. KNOWING YOURSELF

Leaders think of what they want, examine the possibilities and figure out a way to accomplish it. There are four lessons of self-knowledge:

1. Assume responsibility for yourself, you are your own best teacher.
2. Accept responsibility for your actions. Learn from every situation.
3. See the world as it is, understand what you see and act on that understanding.
4. Reflect on your experiences and gain true understanding from the experience.

#### V. KNOWING THE WORLD

Leaders are made as much by their experiences and their understanding and application of their experiences as by any knowledge and skills. Leaders develop a love of learning by:

1. Being active, imaginative and curious
2. Listening to and understanding others, developing friendships that are strong
3. Participating and shaping events
4. Traveling, developing rich personal lives
5. Playing music, sports and developing hobbies
6. Taking risks; seizing opportunities to do and try things not commonly done

#### VI. OPERATING ON INSTINCTS: STRIKE HARD, TRY EVERYTHING

Taking time to reflect on past experiences helps you learn from the past and keep things in perspective.

1. Know what you want, know your abilities and capacities, and recognize the difference between the two
2. Know what drives you and what gives you satisfaction
3. Know your values and priorities, the values, and priorities of your organizations

## VII. MOVING THROUGH CHAOS

Leaders learn by doing. "The world can only be grasped by action, not by contemplation ... leaders love to do what they do well and having done it well, they love to do it better.

There are risks in being at the head of the pack. You can get shot in the back. People try to trip you. People want you to fail. And at some point, or another, every leader falls off the pedestal. They are either pulled down, shot down or they get off balance and just fall off.

To be an effective leader, you not only have to get the group of followers on the right path, but you must be able to convince them that whatever obstacle stands in the way, you're going to get them around it.

## VIII. GETTING PEOPLE ON YOUR SIDE

You can't force people to do very much. They must want to, and most times it has to do with spirit and team atmosphere. If they respect the leader, they will follow. There are four ingredients leaders have that generate and sustain trust:

1. **CONSTANCY:** no surprises for the group
2. **CONGRUITY:** no gap between what the leader says and does
3. **RELIABILITY:** leaders must be there
4. **INTEGRITY:** leaders honor their commitments and promises

# REASONABLE ACCOMMODATION STATEMENT

HOSA members with disabilities will be reasonably accommodated in area, state and national competitive events through event modification as a means of providing them an equal competitive opportunity. Such members may be allowed to provide and utilize special equipment that HOSA may not be able to provide. Requests for reasonable accommodation must be indicated on the HOSA Conference Registration Form and submitted by the deadline's dates.