



# Texas HOSA Handbook: Secondary Chapter Handbook

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 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.

## 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.

# HOSA AFFILIATION PROCESS

HOSA Affiliation Site: <https://apps.hosa.org/>

## **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 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.

# 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 1710 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 1710 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 1710 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 1710 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 1710 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, workplace 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 Local Chapter Bylaws 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 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, cookbooks.
- 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

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

### 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
- 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
- Clinical Laboratory Science
- Clinical Nursing
- Clinical Specialty
- Dental Science
- Family Medicine Physician
- Home Health Aide
- Medical Assisting
- Nursing Assisting
- Phlebotomy **NEW**
- 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

### State Events

- Medical Art Poster
- Blood Drive

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# 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:

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 laptop 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.

# 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.