PRESENTING:

HOSA 101

JANET VILLARREAL
POINTS PRESENTING

ORGANIZING YOUR CHAPTER

AFFILIATION

BASIC HOSA FACTS

VENDORS AND NUMBERS

COMMUNICATION
Why join HOSA?

Map of Texas
Why join HOSA?
MAP OF TEXAS

HOSA

Area 1
Area 2
Area 3
Area 4
Area 5
Area 6
Area 7
Areas by County

Area 1
- Atascosa
- Bandera
- Bexar
- Blanco
- Burnet
- Caldwell
- Comal
- Edwards
- Frio
- Gillespie
- Gonzales
- Guadalupe
- Hays
- Karnes

Area 2
- Aransas
- Bandera
- Bexar
- Blanco
- Burnet
- Caldwell
- Comal
- Edwards
- Frio
- Gillespie
- Gonzales
- Guadalupe
- Hays
- Karnes
- Kenedy
- Kendall
- Kinney
- Llano
- Mason
- Maverick
- Medina
- Real
- Sutton
- Travis
- Uvalde
- Val Verde
- Wilson
- Zavala

Area 3
- Lee
- Matagorda
- Milam
- Refugio
- San Patricio
- San Saba
- Victoria
- Washington
- Wharton
- Karnes
- Kimble
- La Salle
- Lampasas
- Laredo
- Llano
- Live Oak
- Madison
- Matagorda
- Mclennan
- Mclennan
- Menard
- Midland
- Milam
- Mills
- Montague
- Montgomery

Area 4
- Andrews
- Armstrong
- Bailey
- Borden
- Brewster
- Briscoe
- Carson
- Castro
- Childress
- Cochran
- Collingsworth
- Culberson
- Dallam
- Dawson

Area 5
- Archer
- Baylor
- Bailey
- Bandera
- Bexar
- Bee
- Borden
- Brewster
- Briscoe
- Carson
- Castro
- Childress
- Cochran
- Collingsworth
- Culberson
- Dallam
- Dawson

Area 6
- Angelina
- Chambers
- Hardin
- Harris
- Houston
- Jasper
- Jefferson
- Leon
- Liberty
- Madison
- Montgomery

Area 7
- Bee
- Brooks
- Cameron
- Dimmit
- Duval
- Hidalgo
- Jim Hogg
- Jim Wells
- Kennedy

Areas by County
ORGANIZING YOUR CHAPTER

Get approved

Develop interest

Have a start-up plan
First – Get Approval

Make sure you follow the rules of your institution.

Get the support of your administrators.
Second – Develop Interest

Tell your students about the purpose of HOSA and refer them to the International HOSA and Texas HOSA websites for more information.

Give them an assignment to surf both HOSA websites and then suggest ideas for their HOSA Chapter.

Begin explaining the importance of being a member of an organization such as HOSA. Most students today are very computer literate and will find this an easy assignment.
Third – Have a start up plan

One option would be to have interested students choose a planning committee to put together the pieces such as:

- Constitution and bylaws
- Plan for electing officers
- Program of work
AFFILIATION

Where do you go
What are the steps
How to affiliate
Fill out information
Print your invoice
Where do you go?

You can access HOSA Apps login two ways:

Official website:  [https://apps.hosa.org](https://apps.hosa.org)

Another way is going to HOSA.org then click “login” it will take you directly to HOSA Apps.
Welcome to HOSA Apps

If you are Proctoring a Test or Taking a Test, please continue to HOSA’s Online Testing System.

All other users may sign in below to access HOSA’s Membership and Conference Management Services.

HOSA Apps Login

Login
Password
Forgot Password?

Judges  Alumni Registration  Member Activity Tracking  Online Testing

Login
First thing that we see when we log in

Add new members by clicking on the “+” sign.
6 steps to affiliate

1. Instructions
2. Chapter Information
3. Member Information
4. Demographics
5. Fees
6. Payment
Welcome to National HOSA's Online Chapter Affiliation Application

The following screens will guide you through submitting an Affiliation Application for your Chapter. The process works like a Shopping Cart at an online store so any Member entered will not be officially registered until you complete the Affiliation Application process. If you do not have time to complete the application in one sitting, all of your data will be retained until you return.

If you have any questions, please contact support at support@hosa.org.

Next Step
Chapter Information →

Step 1
### Step 2

This image represents the second step in a process, specifically outlining the chapter information. The interface is divided into sections for different types of information.

#### Chapter Information
- **Charter**: 100TX
- **Chapter**: Texas HOSA
- **Program Type**: Secondary
- **CIP**: Select One

#### Faculty
- **Primary Advisor**: Janet Villarreal
- **Secondary Advisor**: Secondary Advisor
Double check the billing address and shipping address, in case they are not the same.
Step 3
Step 4
Chapter Affiliation Agreement

Before you submit your Affiliation Application:

1. Double check the names on your list under the "Member Information" step. Make sure that they are correct and accurate.

2. Members cannot be reordered once they have been submitted. By submitting this application, you understand that there are no deletions and no refunds allowed once the application has been submitted. It is highly recommended to complete the application before submitting to prevent errors.

3. Please ensure that every member has a good email address. If possible, HOSA prefers personal email addresses.

4. Chapters in good standing as defined in the memos below and Procedures manual.

5. Chapters may not submit members under their list.

6. If you agree to these terms and are ready to submit your Chapter Affiliation Application, please click "Finish". You then have an option to pay with a credit card on the following screen. Please note there is a $12.70 convenience fee that is charged with credit card payments.

The application statement will be available instantly on your home page when you finish the application. The statement will be emailed to the advisor on file. The application statement will be generated every five weeks and mailed to the mailing address listed in your application. Thank you for your participation in HOSA-Future Health Professionals!

☐ I agree to be bound by HOSA-Future Health Professional's Chapter Affiliation Agreement upon clicking Submit Application below.
I agree to be bound by HOSA-Future Health Professional's Chapter Affiliation Agreement upon clicking Submit Application below.

By clicking the “Submit” button below, you are agreeing to all terms of the Chapter Affiliation Agreement as described here. If you wish to leave this application unfinished and return to it later, you may do so by clicking the triangle button on the top-left of your screen or by closing the browser. There will be a red “Finish Application” button on the home screen so that you can return to this point at any time. Before you submit your Affiliation Application:

a. Double check the names on your list under the “Member Information” step. Make sure that they are correct and accurate.

b. Members cannot be removed once they have been submitted. By submitting this application, you understand that there are no deletions and no refunds allowed once the application has been submitted. We recommend as a best practice to collect the affiliation fees prior to entering in member’s names if you are unsure if they will join. See HOSA Bylaws.

c. Please ensure that every member has a good email address. If possible, HOSA prefers a personal email over a school email that will not be turned off when the student graduates.

Chapters in good standing as defined in the HOSA Policies and Procedures Manual: a. Students must be affiliated with both state and national organizations in order to be eligible to receive any rights or privileges of a HOSA member. b. Payment is due within 30 days of submitting. c. Chapters may not substitute members on their list. If you agree to these terms and are ready to submit your Chapter Affiliation Application, please click “Finish”. You do have an option to pay with a credit card on the following screen. Please note there is a $2.70 convenience fee that is charged with credit card payments.

The Account Statement will be available instantly on your home page when you finish this application. The statement will be emailed to the advisor on file. Invoices will be generated every two weeks and mailed to the billing address listed in your application. Thank you for your participation in HOSA-Future Health Professionals!
Step 6
Get your affiliation invoice
Make sure you have the latest invoice.
REGISTER FOR A CONFERENCE
HOW TO GET YOUR CONFERENCE INVOICES

Bottom left of the page
VENDORS & NUMBERS

HOSA charter#  Texas chapter #  What is the difference?

Hint on invoice  Educate your bookkeeper
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<td>61709 - South Texas ISD Medical Professions 7182</td>
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<tr>
<td>10650 North Exp 77/83</td>
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Invoice will indicate where to send funds.
Make sure your bookkeeper has two different vendors set up in their system.
COMMUNICATION

Signature line

Students valid email
The importance of a signature line in your email.

Don’t tell, Janet, but Florida has the best advisors in the world!

And I make it a point to learn from the best – HOSA HQ, Bergen, you, Janet V., etc., etc. 😊

Make it an awesome day!

Lloyd

I was just checking that our student Brooke Stuckey is registered for international competition. Thank you for all your assistance this year as I am learning these processes.

Jennifer Hasson, BSRC, RRT
Health Science Teacher
HOSA Advisor
Tomball Memorial High School
(281)357-3230 ext 1080
jenniferhasson@tomballisd.net

Thank you,

Angela Yong, MA, BS, LVT
National Board Certified Teacher
Health Science Technology Instructor/HOSA Advisor
Texas HOSA Area 2 Board Member/Secretary

Clear Brook High School
281-284-2100
"On a Quest for the Best"
Clear Brook Website
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Briefly, when I log in to the affiliation system this is what I see.
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**STUDENTS PROPER EMAIL ADDRESS**

Make sure that student’s school emails are a valid email address.
Thank you!