



# Texas HOSA Handbook:

## Section A: Organization of Texas HOSA

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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.

# HOSA, TEXAS ASSOCIATION

A powerful curricular program of student led activities designed to develop future leaders for the health care system. HOSA participation provides opportunities for students to:

- develop effective leadership qualities and skills.
- enhance communication skills.
- develop critical thinking and problem-solving skills.
- build self-esteem through individual and group achievement;
- participate in community service activities;
- develop character and responsible citizenship traits;
- set goals for lifelong learning and make realistic career choices;
- network with health care professionals and peers who have similar goals;
- and access student scholarship opportunities.

## HOSA, TA HISTORY

The Texas Association of Health Occupations Students of America began in 1972 as a state organization of students enrolled in Texas Health Occupations Education programs. Groundwork for the formation of the Texas Association of Health Occupations Students began with a survey of interested students in 1970-71. This survey polled all the students enrolled in secondary Health Occupations training programs in Texas. The students, most of them members of the Vocational Industrial Clubs of America, Texas Association, were asked to give their opinions on the formation of a new organization limited in membership to students enrolled in Health Occupations Education. The majority of students were in favor of forming the new organization.

The results of this survey were read to coordinators of Health Occupations programs in an annual in-service workshop in San Antonio during July 1971. A steering committee was appointed to investigate, make recommendations, and develop a framework for the new organization. This committee was directed to report to Health Occupations students in the spring of 1972, and develop a mechanism for the new organization to be initiated in the 1972-73 school year. Using recommendations from students, educational administrators, and advisory committee members, the committee developed a proposed set of bylaws. They were presented to Health Occupations students attending the VICA state meeting in Dallas, on April 22, 1972. Bylaws were adopted by the students and a name for the organization was selected. Plans were also announced for a leadership conference to be held in May 1972. Elbert Marcom,

Director of Health Occupations Education, Texas Education Agency, appointed Catherine Junge to serve as State Advisor for the new organization.

The leadership conference was held at Bastrop, Texas, May 19-20, 1972. Two junior students and their coordinator from each of the 53 Health Occupations programs in Texas were invited to attend. The purpose of the conference was to develop guidelines for the new organization and to elect state officers to serve for 1972-73. As an indication of the enthusiasm generated by the "Bastrop Happening", 42 out of the 74 students attending the conference were interested in running for office. These delegates also helped organize and conduct area leadership conferences for local chapter officers in October and November of 1972.

An Executive Council Meeting was held in August 1972 at Burnet, Texas, to consider ideas regarding the scope and direction of the organization. This meeting was attended by seven elected state officers, two alternates, Catherine Junge, Elbert Marcom, two health occupations consultants, Texas Education Agency representatives, four local chapter advisors, and a Texas Association for Careers in Health representative. The name, Texas Association of Health Occupations Students, was chosen by a majority of the members. The acronym TAHOS was pronounced Tejas, for the Tejas Indians from which Texas derived its name.

Statewide membership as of December 1972 totaled 68 chapters with 1,870 members. The first state meeting was held in April 1973 in Austin. This meeting included competitive activities, election of state officers for 1973-74, the organization of four area divisions and election of area officers for 1973-74, and an awards banquet.

In November 1975, representatives from TAHOS met with persons from five other states having a health occupations student organization. These states were Alabama, New Jersey, New Mexico, North Carolina, and Oklahoma. They took the first steps toward forming the national student organization. A Constitutional convention was scheduled for November in the bicentennial year of 1976. Delegates, advisors, and observers met in Arlington, Texas November 10-13, 1976, for the Constitutional Convention. The delegates adopted Bylaws to form Health Occupations Students of America (HOSA) and elect the first National HOSA Officers.

In May 1978, the first National HOSA Convention was held in Oklahoma City, Oklahoma. The organization had grown to include representatives from 17 states. Highlights of the convention included the election of new National officers, initiation of several leadership competitive events, and an awards banquet.

In March 1979, at the TAHOS State Convention in Austin, Texas, the delegates voted to amend their bylaws to comply with the national organization's name. Therefore, the name of the organization was officially changed to Health Occupations Students of America, Texas Association (HOSA, TA).

## **PAST HOSA Executive Council 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

HOSA information and resources can be found on the HOSA, TA web site or HOSA.

<http://www.texashosa.org>  
[www.hosa.org](http://www.hosa.org)

# MEMBERSHIP

Active HOSA members shall be secondary, middle or postsecondary/collegiate 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 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 Leadership Conference.

Even though adult students may be enrolled in a secondary program, they may not compete in secondary competition at the HOSA 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.

**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 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.

# **LEVELS IN HOSA**

## **Level I - Local Chapters**

The local HOSA chapter is composed of secondary, and/or postsecondary/collegiate students pursuing a health career.

The health science or biomedical science instructor serves as the HOSA chapter advisor.

When the chapter is not part of Health Science or Biomedical Science Education, a faculty member may serve as chapter advisor.

Chapter HOSA members elect local officers.

Chapter members participate in community/school, district/regional/area, and state/international association activities, and HOSA programs as eligibility and schedules permit.

## **Level II – Chartered Associations**

Chartered Associations should be supported by the appropriate state education agency or a HOSA, Inc. Board approved sponsoring agency/institution.

Local chapters must affiliate with the state/international association as well as HOSA at the International level.

State/Country and district/regional/area officers are elected by local chapter voting delegates.

One person serves the chartered association as the HOSA Advisor representing the Department of Education and/or sponsoring agency/institution.

A Board of Directors/Trustees and/or Executive Committee provides/advises/governs the chartered association.

Outstanding local chapter members represent their chapter at district, regional, state and country activities and chapter voting delegates conduct business of the chartered association.

Chartered associations elect/select voting delegates.

### **Level III - HOSA Organization**

HOSA-Future Health Professionals is recognized by the United States Department of Education.

Chartered Associations affiliate with HOSA and are classified as inactive or active chartered associations.

Members must affiliate with HOSA at the International as well as the local and state levels.

A representative from each chartered association is a member of HOSA, Inc., the corporate body.

The HOSA, Inc. corporate body elects non-student members to the Board of Directors.

The HOSA, Inc. Board of Directors is the governing body for HOSA.

HOSA Headquarters staff receives direction from the Board of Directors.

The Executive Council Advisor is a member of the HOSA Management Team.

The Executive Council (composed of the elected officers) presides and conducts the business of the organization through the annual meeting of the Delegate Assembly.

Chartered association voting delegates in the Delegate Assembly consider business of HOSA, elect executive council members at the International Conference, amend bylaws, make crucial decisions and approve action.

HOSA, Inc. Standing and Ad-hoc Committees plan and conduct programs/activities.



# PURPOSE, MISSION STATEMENT AND GOALS OF TEXAS HOSA

## ***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

# 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 Professional

# 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 SUPPLY SERVICE

The official supplier of HOSA emblematic materials is Awards Unlimited, Inc. A current catalogue may be obtained by contacting:

Awards Unlimited, Inc.  
360 SW 27th St  
Lincoln, NE 68522  
Phone: 402-474-0815  
Fax: 402-474-3782  
Email: [info@awardsunlimited](mailto:info@awardsunlimited)

# HOSA LOGOS

## Brands and Logos

Below you will find the HOSA: Future Health Professionals Brand, HOSA Emblem and in multiple formats.



## 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:***

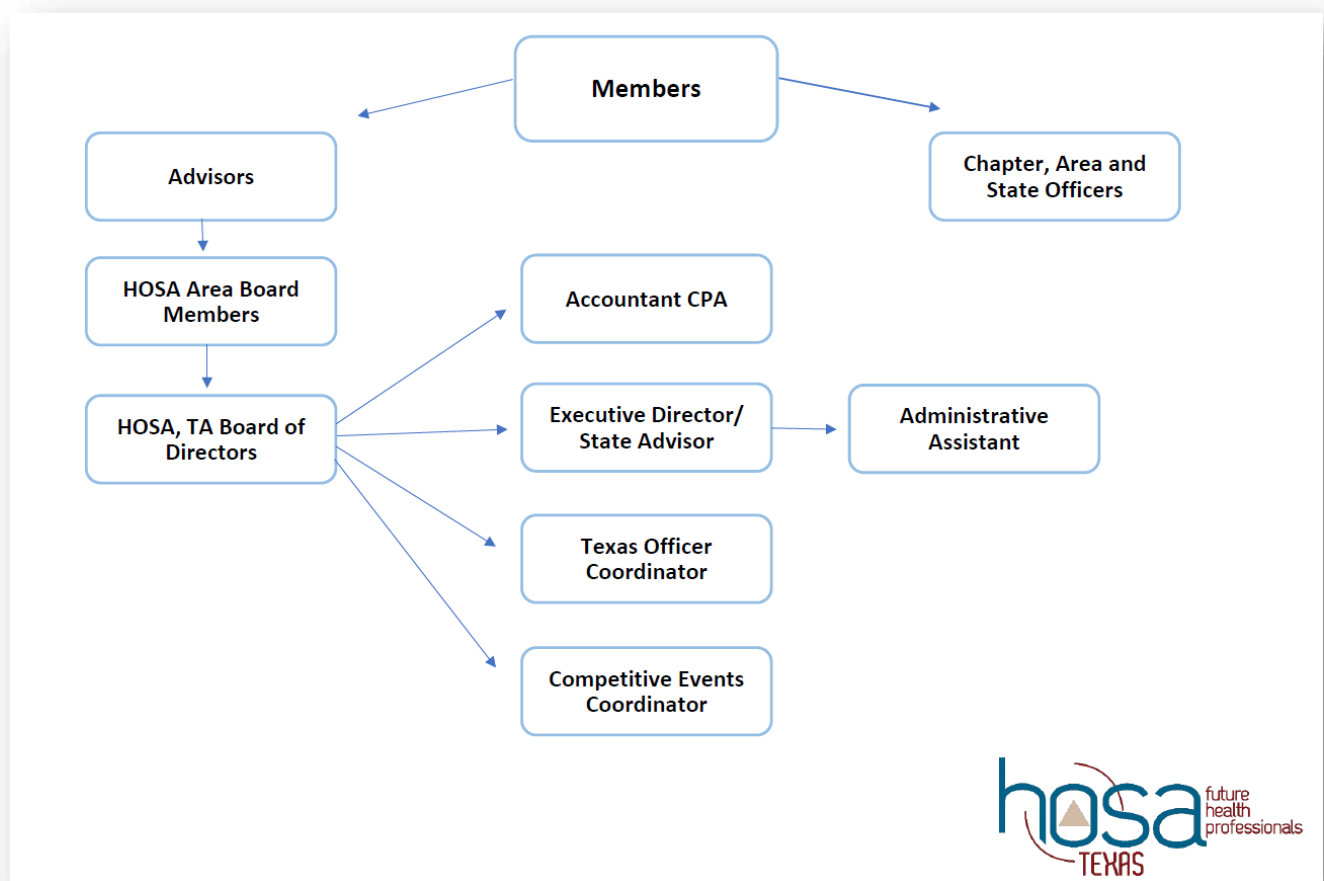
No policy can possibly cover all contingencies so HOSA members must use a certain amount of judgment in their choice of clothing to wear for HOSA competition. HOSA members who experience uncertainty about acceptable HOSA attire should ask his/her HOSA local advisor. Unacceptable clothing for competition (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.
- 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.

# HOSA, TA AND TEXAS EDUCATION AGENCY ORGANIZATIONAL CHART





# 2024 - 2025 ROSTER

AREA	MEMBER	TERM
President	Marcus Mason	8/24 – 8/25
President-Elect	Caren Wonders	8/20 – 8/26
Past - President	Linda Guerra	8/24-8/25
Secretary	Deborah Hunt	8/23 - 8/26
Area 1	Tracey Scott	8/23 - 8/26
Area 1	Sharon Massey	8/23 - 8/26
Area 2	Deborah Hunt	8/23 - 8/26
Area 2	Caren Wonders	8/20-7/26
Area 3	Shannon Kramer	8/25-8/28
Area 3	TJ Starling	8/23 – 8/26
Area 4	Maria Pajarito	8/25-8/28
Area 4	Lindsey Leija	8/22 – 7/25
Area 5	Leah Behymer	8/23 - 8/26
Area 5	Morgan Gamese	8/22 – 8/25
Area 6	Kelly Tingle	8/22 – 7/25
Area 6	Jennifer Hasson	8/23- 7/26
Area 7	Hanani Vasquez	8/25-8/28



# Areas by County

## Area 1

Atascosa  
 Bandera  
 Bastrop  
 Bexar  
 Blanco  
 Burnet  
 Caldwell  
 Comal  
 Edwards  
 Frio  
 Gillespie  
 Gonzales  
 Guadalupe  
 Hays  
 Karnes  
 Kendall  
 Kerr  
 Kimble  
 Kinney  
 Llano  
 Mason  
 Maverick  
 Medina  
 Real  
 Sutton  
 Travis  
 Uvalde  
 Val Verde  
 Williamson  
 Wilson  
 Zavala

## Area 2

Aransas  
 Austin  
 Brazoria  
 Brazos  
 Burleson  
 Calhoun  
 Colorado  
 DeWitt  
 Fayette  
 Fort Bend  
 Harris  
 Galveston  
 Goliad  
 Grimes  
 Jackson  
 Lavaca  
 Lee  
 Matagorda  
 Milam  
 Refugio  
 Robertson  
 San Patricio  
 Victoria  
 Waller  
 Washington  
 Wharton

## Area 3

Anderson  
 Bowie  
 Camp  
 Cass  
 Cherokee  
 Collin  
 Dallas  
 Delta  
 Ellis  
 Fannin  
 Franklin  
 Freestone  
 Grayson  
 Gregg  
 Harrison  
 Henderson  
 Hopkins  
 Hunt  
 Kaufman  
 Lamar  
 Limestone  
 Marion  
 Morris  
 Navarro  
 Panola  
 Rains  
 Red River  
 Rockwall  
 Rusk  
 Smith  
 Titus  
 Upshur  
 Van Zandt  
 Wood

## Area 4

Andrews  
 Armstrong  
 Bailey  
 Borden  
 Brewster  
 Briscoe  
 Carson  
 Castro  
 Childress  
 Cochran  
 Collingsworth  
 Cottle  
 Crane  
 Crockett  
 Crosby  
 Culberson  
 Dallam  
 Dawson  
 Deaf Smith  
 Dickens  
 Donley  
 Ector  
 El Paso  
 Fisher  
 Floyd  
 Gaines  
 Garza  
 Glasscock  
 Gray  
 Hale  
 Hall  
 Hansford  
 Hartley  
 Hemphill  
 Hockley  
 Howard  
 Hutchinson  
 Jeff Davis  
 Kent  
 King  
 Knox  
 Lamb  
 Lipscomb  
 Loving  
 Lubbock  
 Lynn  
 Martin  
 Midland  
 Mitchell  
 Moore  
 Motley  
 Ochiltree  
 Oldham  
 Parmer  
 Pecos  
 Potter  
 Presidio  
 Randall  
 Reagan  
 Reeves  
 Roberts  
 Scurry  
 Sherman  
 Stonewall  
 Swisher  
 Terrell  
 Terry  
 Upton  
 Ward  
 Wheeler  
 Winkler  
 Yoakum

## Area 5

Archer  
 Baylor  
 Bell  
 Bosque  
 Brown  
 Callahan  
 Clay  
 Coke  
 Coleman  
 Comanche  
 Concho  
 Cooke  
 Coryell  
 Denton  
 Eastland  
 Erath  
 Falls  
 Foard  
 Hamilton  
 Hardeman  
 Haskell  
 Hill  
 Hood  
 Irion  
 Jack  
 Johnson  
 Jones  
 Lampasas  
 McCulloch  
 McLennan  
 Menard  
 Mills  
 Montague  
 Nolan  
 Palo Pinto  
 Parker  
 Runnels  
 San Saba  
 Schleicher  
 Shackelford  
 Somervell  
 Stephens  
 Sterling  
 Tarrant  
 Taylor  
 Throckmorton  
 Tom Green  
 Wichita  
 Wilbarger  
 Wise  
 Young

**Area 6**

Angelina	Nacogdoches
Chambers	Newton
Hardin	Orange
Harris	Polk
Houston	Sabine
Jasper	San Augustine
Jefferson	San Jacinto
Leon	Shelby
Liberty	Trinity
Madison	Tyler
Montgomery	Walker

**Area 7**

Bee	Kleberg
Brooks	La Salle
Cameron	Live Oak
Dimmit	McMullen
Duval	Nueces
Hidalgo	Starr
Jim Hogg	Webb
Jim Wells	Willacy
Kennedy	Zapata

# HOSA AFFILIATION PROCESS

1. HOSA Affiliation Site: <https://apps.hosa.org>
2. **Before you begin your affiliation process, you will need:**
  - a. A list of all member names to include gender, race, class, phone #, email
  - b. Your five-digit National HOSA charter number & password
  - c. If you need assistance call the Executive Director at 1-877-728-0150
3. Complete the affiliation process following the directions. Click on link [Affiliation Help video](#)
4. When asking for your CHARTER NUMBER, they are asking for the five-digit number.  
EXAMPLE: Charter Number: 60408
5. 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

6. 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.
7. 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.
8. 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.
9. Affiliation for **postsecondary/collegiate Members and Middle School Members** must be completed by **February 1st**. Affiliation fees 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.
10. **Chapter Affiliation Agreement-** Each advisor will have to agree to the Chapter Affiliation Agreement upon Clicking Submit Application. It states the following:

*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!

# CHAPTER MANAGEMENT PROCESS

Texas HOSA Board of Directors approved the following rules regarding chapter membership (secondary, middle school or postsecondary/collegiate).

1. **Secondary chapters** are comprised of secondary students. 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) 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. **Postsecondary chapters** are comprised of postsecondary students. 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. The advisor must be faculty or employee of state-approved post-secondary program or college level program.
3. **Middle school chapters** are comprised of middle school students who are in grades 6-8 and are interested in or planning to pursue a career in the health If there is no health science or biomedical science program, a science, health teacher, guidance counselor, etc. may serve as the chapter advisor.
4. If a chapter does not meet the criteria named above, a formal letter must be sent to Board of Directors President for chapter approval.
5. Chapters must be either all secondary students or all postsecondary students or all middle school students.
6. 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.
7. Each secondary, middle school and post-secondary advisor may only have 1 chapter per campus.
8. Students and Advisor must be affiliated with the same school and chapter.
9. 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

<b>Affiliation Fees</b>	\$25.00 per member (\$15 Texas Fee & \$10 National Fee)	Payment is mailed to HOSA Headquarters 548 Silicon Drive, Suite 101 Southlake, TX 76092
<b>Fall Leadership Conference</b>	\$20.00 per attendee <b>No Late Registrations</b>	Payment is mailed to Texas HOSA P.O. Box 1710 Monahans, Texas 79756 or paid by Credit Card by the set deadlines.
<b>Online Testing</b>	\$10.00 per test <b>No Late Registrations</b>	Payment is mailed to Texas HOSA P.O. Box 1710 Monahans, Texas 79756 or paid by Credit Card by the set deadlines.
<b>Spring Leadership Conference</b>	\$35.00 per student \$35.00 per advisor \$35.00 per chaperone <b>No Late Registrations</b>	Payment is mailed to Texas HOSA P.O. Box 1710 Monahans, Texas 79756 or paid by Credit Card by the set deadlines.
<b>State Leadership Conference</b>	\$80.00 per student \$45.00 per advisor \$45.00 per chaperone <b>No Late Registrations</b>	Payment is mailed to Texas HOSA P.O. Box 1710 Monahans, Texas 79756 or paid by Credit Card by the set deadlines.
<b>International Leadership Conference</b>	\$135.00 per student \$135.00 per advisor \$135.00 per guest	Payment is mailed to Texas HOSA P.O. Box 1710 Monahans, Texas 79756 or paid by Credit Card by the set deadlines.