



2018

New Advisor Handbook

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Guiding Principles

First things first. You don't need to know it all to be a good HOSA advisor. You do need to understand the purpose of HOSA:

The purpose of HOSA is to promote career opportunities in health and to prepare students to successfully pursue a health career.

With that in mind, here are some words of wisdom for you to consider.

1. HOSA is a student-led organization. HOSA members should do the leading and you should do the “advising.”
2. The BEST HOSA activities support the purpose. No two HOSA chapters will look alike, so don't compare your chapter activities with what others are doing. Measure your success by the growth and achievements of your chapter members.
3. Don't keep it a secret. Be proud of what your HOSA members are doing and use every opportunity at your disposal to herald their achievements.
4. Make sure your chapter members are doing the work. If you are working harder than your students consider the purpose of HOSA and make the needed changes.
5. You don't need to do it ALL, but you need to do something. Start off sponsoring a HOSA chapter from day one and let your chapter members set the pace.
6. Be patient with yourself. There is a lot to learn about managing a student organization. Some of what you need to know is in this handbook. Some things you will learn from colleagues. The rest, you will figure out yourself with time.
7. Don't get discouraged. Youth do not always do what we expect them to do. When they mess up, it isn't personal.
8. HOSA is supposed to be fun! Look around. Make sure all HOSA members have a reason to feel good about HOSA. Encourage – don't pressure. Celebrate the good and use the bad to improve. But most of all, sit back and watch HOSA members achieve and succeed – the real reward for sponsoring a HOSA chapter

How HOSA Benefits Students

HOSA is a 100% health and biomedical science student organization giving students an opportunity to meet and socialize with other students who have a shared interest.

Nearly 225,000 career-minded health science students have been attracted to HOSA and its mission since 1976, experiencing HOSA's unique program of leadership development, motivation and recognition. There are over 5,000 HOSA chapters, and students who have completed high school may continue their involvement in postsecondary chapters and through alumni division activities.

HOSA members are proud to belong to one of the ten (10) career and technical student organizations recognized by the U.S. Department of Education and the only career and technical student organization endorsed by the Health Science Education Division of the Association for Career and Technical Education.

Just as laboratories in science classes allow students to put theory into practice, the HOSA lab lets members test their personal and leadership skills in real life. HOSA members have the opportunity to participate and/or compete in area, state and international leadership conferences. Motivated students polish their skills and receive a sense of self accomplishment as well as recognition.

Research studies have shown clearly that leadership experiences in high school and college predict later leadership in adult business and social activities. And leadership experiences in organizations such as HOSA relate more closely to adult success than does academic achievement. Through those leadership experiences, HOSA provides students with opportunities to become the best they can be as they pursue rewarding and challenging careers in the vital health professions.

HOSA provides opportunities for the student to make a well-informed career choice among the many health occupations, which in turn aides the students in making a more realistic career goal. Students who are exposed to the health field in high school also tend to understand the need to be flexible for inevitable career changes.

HOSA provides leadership development by developing character and promoting responsible citizenship. Students develop an understanding of current health care issues and an awareness of environmental concerns through competition and classroom academics.

HOSA members are eligible for additional scholarship opportunities.

HOSA members have an opportunity to meet outstanding leaders in the health professions and attend educational seminars specific for HOSA members.

HOSA helps students learn basic survival skills such as time management and working with a group or team.

HOSA activities are geared to help students build self-esteem.

HOSA activities give students opportunity to improve communication skills.

Steps for Starting a HOSA Chapter

Now that you've decided to sponsor a HOSA chapter, there are a few necessary steps you need to take to get started.

1

If this is a new chapter, contact your HOSA State Advisor and indicate your interest in affiliating a HOSA chapter. The state advisor can guide you through the correct process. If this is a new chapter at a school or college, be sure you have the proper authorization from administration to have a HOSA chapter.

2

The membership application form should be completed with the names of those students that have indicated that they want to join the HOSA chapter. You will need their name and e-mail when you register them for HOSA online. It is highly advised that all students become members of HOSA as it is important to integrate HOSA into the classroom so all students can take advantage. It is important to give students a deadline for paying their dues and affiliate those members who paid. You can submit a supplemental application to submit those members paying after the deadline.

3

Call Texas HOSA at 1-877- 728-0150 or email janet.villarreal@texashosa.org for more affiliation information.

It's as easy as 1, 2, 3 and you have a Texas HOSA chapter. If you came to a program that already has a HOSA chapter, your next steps will involve learning about the HOSA chapter from last year's members. Most existing chapters have chapter officers, which is an excellent place to start. They should share with you the history of the HOSA chapter and their expectations for the coming year.

If you are starting a new HOSA chapter, you should review the information on the following pages.

Organizing a *NEW* HOSA Chapter

If you are starting a new HOSA chapter, you have a wonderful opportunity to create an exceptional student organization.

The good news is...you can lead the chapter in a direction that clearly supports the purpose of Texas HOSA.

FIRST – GET APPROVAL. Make sure you follow the rules of your institution and get the support of your administrators.

SECOND – DEVELOP INTEREST. Tell your students about the purpose of HOSA, and refer them to the HOSA and Texas HOSA website for more information. Give them an assignment to surf the websites and then suggest ideas for their HOSA chapter. Begin explaining the importance of a 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

FOURTH – EMPOWER THE STUDENTS TO LEAD. Students need encouragement, guidance, and responsibility. If you let them know what they need to do, they will get it done. Your job is to give them a helping hand to get them started and guide them along the way.

FIFTH – AFFILIATE. Collect dues and complete your online chapter affiliation. Your students are not HOSA members unless they pay their dues and are properly affiliated.

FINALLY – GIVE THEM THE RULE BOOK. The best resource for organizing a HOSA chapter is the Texas HOSA chapter handbook, which can be found on the Texas HOSA website at www.texashosa.org. This is an excellent resource for everything HOSA members need to know to lead a HOSA chapter.

Chapter Advisor Job Description

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

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