



## Establishing a Michigan HOSA Chapter

**THANKS** for your interest in HOSA! If you are a teacher and would like to start a HOSA chapter at your school, the following information will be helpful in completing the process.

1. These resources are available to assist teachers in chartering a HOSA–Future Health Professionals chapter at your school:
  - **Chapter Affiliation Packet**– contact HOSA Headquarters to request a packet, a charter number and password for online affiliation. Affiliation packets are available annually in late August.
  - **HOSA HANDBOOK** – available online at <http://www.hosa.org/node/139>
  - **HOSA Website** – a wealth of information is available at [www.hosa.org](http://www.hosa.org)
  
2. Contact your HOSA State Advisor, Mark Burley, regarding affiliating your school/college and students with the state association and national organizations. The state advisor is an excellent source of information regarding state and national activities, projects, meetings and services available to chapter advisors and members.
  
3. Decide how to organize your HOSA chapter.
  - **Classroom-based chapter.** 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. A classroom-based chapter is a preferred method where students are unable to meet together regularly. For example, career or technology centers might offer a health science or biomedical science programs in the morning and afternoon. Instructors have flexibility to organize the chapter and conduct business meetings and activities independent of each other. Programs can elect an officer team and develop its plan of work for AM and PM classes. For large projects, classes can collaborate. Business meetings and programs can be held during class time; HOSA is "curricular", not "extracurricular."
  - **Instructor-based chapter.** One instructor can form a chapter for all students enrolled in his/her classes. While chapter meetings with all students may be difficult to schedule, individual classes can establish in-class committees to plan and organize projects and activities. Each class can elect a vice president (class representative) that serves on a HOSA Chapter Council, the steering committee for the chapter.

- **School-based chapter.** A single chapter is formed for students in all classes regardless of the number of teachers. A HOSA chapter is a "leadership laboratory" not a "club." Unless all students are actively involved and able to practice and refine their leadership skills through chapter activities, the benefits of HOSA are not fully realized. If this method is adopted, every effort must be made to get 100% active involvement by all students and instructors.
4. Contact local school/college officials (e.g. administrators, activity directors, dean of student activities) to be certain all information is properly submitted and on file. (Sample constitution for a HOSA chapter is available in the HOSA HANDBOOK.)
  5. Review instructions for completing the HOSA Chapter Affiliation Application online at: <http://www.hosa.org/node/20>

**Give special attention to the following guidelines.**

1. National affiliation fees and state affiliation fees are \$20.00 per member. Students' fees must be received by the close of HOSA's membership year (May 15). Please mail all affiliation fees to National HOSA.
2. Affiliation fees for students planning to attend the Regional, State and National leadership conferences must be received prior to registering for these events.
3. Students who do not affiliate by the appropriate date will not be eligible to participate in the HOSA Competitive Events Program, HOSA Scholarship Program or seek state or national office.
4. National competitors must be affiliated prior to their state conference to be eligible for participation at the national leadership conference.
5. All state members are to be affiliated with National HOSA.
6. Each chapter must have at least one dues-paying advisor.
7. Recruit professional members to join your chapter; guidance counselors, school administrators, board members and health professionals qualify for professional membership.
8. Chapters pay their fees by check or purchase order. An invoice can be printed from the online affiliation. HOSA will bill the school or chapter. Payment should be received within 30 days of the affiliation.
9. Collect membership fees from all students or hold a fundraising project to pay affiliation fees for members and advisors. Special recognition is given to 100% chapters in online publications. These chapters receive recognition certificates along with their membership cards. A 100% chapter means 100% of the health science or biomedical science students enrolled in the program are also HOSA members.

10. Submit an initial application promptly to avoid deadline conflicts. Be among the first 100 chapters that submit chapter applications to HOSA and receive a certificate as a HOSA-100 Club Chapter. HOSA-100 Club Chapters are recognized in HOSA publications and receive a certificate.
11. Submit additional members when students enroll in the program or pay their affiliation fees. (For ex: second semester enrollment)
12. Get students involved in local, state and national activities through attendance at:
  - Local chapter meetings
  - Local committee meetings
  - Fall Leadership Conference
  - [State Leadership Conference](#) (review the competitive events and workshops in which members can participate)
  - [International Leadership Conference](#) (held in June each year)
13. Develop a meaningful program of work to include activities addressing:
  - Leadership development
  - Community service
  - Social and recreational activities
  - Professional development
14. Adopt a budget and identify fundraising projects that can generate sufficient revenue to support the student-developed plan of work.
15. Prepare students to participate in the HOSA Competitive Events Program.
16. Hold fundraising projects to sponsor students who qualify to attend the HOSA International Leadership Conference in June.
17. Develop, practice and refine leadership skills in the HOSA chapter.
18. Consider holding chapter meetings in the summer for next year's members and alumni to maintain momentum and enthusiasm for the next year.
19. A Chapter Management Guide can be found online at [www.michiganhosa.org](http://www.michiganhosa.org). You will find many helpful tips, forms and information that will help you manage your HOSA chapter.



## **HOSA–Future Health Professionals**

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