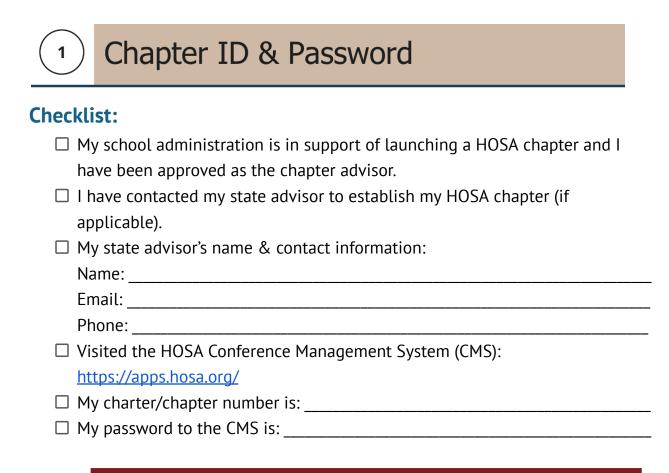# Chapter Advisor Development Program

"Top 10"- HOSA Chapter Advisors Must Know!

The **HOSA Chapter Advisor Development Program Workbook** is a tool to help advisors record important and relevant information in the ""Top 10" - HOSA Chapter Advisors Must Know!" training modules. After each module, complete the information listed in this workbook.

Contents

(1) Chapter ID & Password

Checklist:

- ☐ My school administration is in support of launching a HOSA chapter and I have been approved as the chapter advisor.
- ☐ I have contacted my state advisor to establish my HOSA chapter (if applicable).
- ☐ My state advisor's name & contact information:
  Name: _____
  Email: _____
  Phone: _____
- ☐ Visited the HOSA Conference Management System (CMS):
  https://apps.hosa.org/
- ☐ My charter/chapter number is: _____
- ☐ My password to the CMS is: _____

(2) Advisor Responsibilities

Checklist:

- ☐ I understand my responsibilities as the HOSA advisor.
  Notes:

  _____
  _____
  _____
  _____
  _____
  _____

- ☐ My three goals this year as a the HOSA advisor are:
  1. _____
  2. _____
  3. _____

③ HOSA Resources

Checklist:

- ☐ National HOSA website: https://hosa.org
  - ☐ Local Advisor page: https://hosa.org/local-advisor/
  - ☐ On-Demand Learning Opportunities:
    https://hosa.org/on-demand-learning-opportunities/
  - ☐ Competitions: https://hosa.org/competition/
  - ☐ International Leadership Conference: https://hosa.org/ilc/
  - ☐ Resources- Publications: https://hosa.org/publications/
  - ☐ Resources- Video Library: https://hosa.org/video-resources/
- ☐ My state association's website is: _____
- ☐ My state association's newsletter/main resources for communicating is: _____ & I have subscribed/been added!
- ☐ I have written down important dates and deadlines for the HOSA year in the calendar for myself and HOSA members.

Important Dates & Deadlines

September	October	November	December
January	**February**	**March**	**April**
May	**June**	**July**	**Other**

(4) Electing the Officer Team

Checklist:

- ☐ Invest time to consider how you would like to elect student leaders for your chapter. Consider the following questions:
    - ☐ What officer roles/positions would be most beneficial for the chapter?_____
    _____
    - ☐ What is the criteria for those running for office?

    _____
    _____
    - ☐ What is the election process?

    _____
    _____
    - ☐ What are the goals and expectations for the officer team?

    _____
    _____
- ☐ Suggested activities for student leaders:
    - ☐ Assist in recruiting members
    - ☐ Collect information from members for the affiliation process and help keep members informed of important HOSA information.
    - ☐ Assist in the development of the Program of Work, service projects, community involvement, etc.
    - ☐ Competitive event and conference preparation
    - ☐ Member recognition
    - ☐ Chapter evaluation and ways to improve
- ☐ HOSA Handbook Section C: Chapter Management:
    https://hosa.org/wp-content/uploads/2012/08/Section-C-2017-Final.pdf

⑤ Program of Work

Checklist:

☐ The Program of Work consists of activities a chapter wants to accomplish during the year. Chapters schedule a planning meeting at the beginning of the school year to identify their chapter activities and events.

☐ Program of Work activities to consider:

    ☐ Career-related activities (i.e., guest speakers, field trips to healthcare facilities)

    ☐ Community activities (i.e., blood drives, canned food/clothing drive)

    ☐ Benevolent activities (i.e., sponsor a family for Christmas, support a local senior citizen center)

    ☐ Social/leadership activities (i.e., team training, ice cream social)

☐ Sample of Program of Work:

September	October	November
• Officer Installation • Develop Plan of Work • Washington Leadership Academy (WLA)	• Attend HOSA Fall Leadership Workshop • Float in homecoming parade • Guest speaker at chapter meeting	• Sponsor a family at Thanksgiving • Donate food to health department food drive
December/January	**February**	**March**
• Toys for Tots collection • Visit a nursing home • Bloodmobile • Fundraising for HOSA National Service Project (NMDP)	• Regional Conference- competitive events • Guest speaker at chapter meeting	• BBQ fundraiser for State Conference • School clean-up day with other CTSO members • Local CE practice event with local healthcare professionals
April	**May**	**June**
• HOSA State Conference • Appreciation activity of health industry partners	• School board recognition of state winners • Election of new officer team	• Attend International Leadership Conference

(6) Classroom Integration

Checklist:

☐ Are there opportunities in your course curriculum where you can implement HOSA, such as through officer team elections, Program of Work, or competitive events?

_____

_____

_____

☐ Examples of HOSA integration in the classroom using competitive events:

    ☐ Simulate the **Medical Spelling** event using terminology in the current unit of instruction.

    ☐ Have each student write five fill-in-the-blank questions related to the structure of the muscles. Then, using **HOSA Bowl** guidelines, play HOSA Bowl. Note: If you do not have a buzzer system, you may use a bell.

    ☐ Use the **Biomedical Debate** guidelines and topics and have the students prepare and debate a current topic.

    ☐ Have students choose a partner and draw the name of a health profession. The students should design a career health display using **Health Career Display** guidelines. Share the projects with the class and share with the school on a career day.

☐ Check out the On-Demand Learning Opportunities for more resources!
https://hosa.org/on-demand-learning-opportunities/

⑦ Competitive Events

Checklist:

- ☐ Competitive Events website: https://hosa.org/competition/
    - ☐ Competitive Event Guidelines: https://hosa.org/guidelines/
    - ☐ Competitive Event Useful Tools: https://hosa.org/ceusefultools/
    - ☐ Competitive Event FAQs: https://hosa.org/faq/
- ☐ General Rules & Regulations: https://hosa.org/grr/
- ☐ At the international level, students can only compete in one competitive event, in addition to one or more Recognition events. In how many events are students allowed to participate at your state's conferences? Are there events that are NOT offered in your state?
- ☐ Encourage students to pick their event(s) EARLY!
- ☐ It is the STUDENTS' responsibility to know competitive event guidelines, not the chapter advisor.

⑧ HOSA CMS

Checklist:

- ☐ HOSA Conference Management System (CMS): https://apps.hosa.org
- ☐ Login and password used from Lesson #1
- ☐ HOSA Affiliation Dues
    - ☐ $10 per person for National dues
    - ☐ $_____ per person for state dues
    - ☐ Send affiliation payments to HOSA- Future Health Professionals: 548 Silicon Drive, Suite 101, Southlake, TX, 76092
- ☐ Create a sign-up sheet, Google form or spreadsheet with the following information you will need to enter into the system for each member when affiliating:
    - ☐ First & last name, class (grade level), gender & race
    - ☐ Phone number & email address

Step-by-Step Guide for Chapter Advisors to Register for a Conference Using the CMS System:

1. **Login to the Chapter Account**: Go to apps.hosa.org and log in to your chapter account.
2. **Choose a Conference:** Select the conference you are registering your students for.
3. **Register Members:** On the bottom right, click on "Register Members."
4. **Select Students and Advisors:** A list of affiliated individuals will appear. Click on each student and advisor you're registering for the conference.
5. **Complete Seven Steps:**
    a. Registration Type- required field
    b. First name (correct spelling)
    c. Last name (correct spelling)
    d. Student email- make sure each student has a unique email that won't be blocked by the school district
    e. Gender- required field
    f. Options/Activities- if applicable, click the "Options and Activities" button for more conference selections
    g. Competitive Events- to register students for events, use the dropdown menu to select event(s)
6. **Team Event Example:** For team events, select the first team member, then select the second team member. Type the first name in the blank box to generate a team member.
7. **Share Upload Links:** As a chapter advisor, you can copy and email the digital upload link to the student member to upload required fields. They will be emailed their individual link as well, but in case they lose it or did not receive it, you can share the link with them.
8. **Student Uploads:** Students will be able to click on the link in the email that was generated by the CMS or the link in the email that you as a chapter advisor emailed them. Students should follow event guidelines to upload files. Students will upload a file or add a link depending on the guidelines.
    a. Click on upload file or Add Link – check the guidelines for what is required
    b. Select the file or paste in a link
    c. Click the blue Save button
    d. Files saved will be visible in their account. Reminder Only the student who uploads files for team events can delete them.
9. **Team Uploads:** works the same as individuals. Only ONE team member needs to upload files for the team. Only the team member that uploaded the file will be able to delete the file if needed.

10. **Monitor Uploads:** Chapter advisors can monitor student uploads on the dashboard. Students with zero uploads will be indicated.
    a. You will notice that one team member will have a 0 for upload and the other team member will have a 1 for uploads. If you were to click on the 0 upload you will still be able to view the file the other team member uploaded.
    b. Chapter Advisors are responsible to ensure that ONLY one team member uploaded the required documents.
11. **View Registration:** Check your registration details. You can view Competitive Events and Unregistered Members.
12. **Generate Reports:**
    a. Registration summary. You can print the summary and have students initial their chosen events.
    b. Create an invoice. Information where to mail your payment will be provided on the invoice.
13. **Review and Confirm:** Review your registration and confirm details. Remember to follow these steps carefully and adjust as needed based on the specific conference and state procedures.

Reminders:

☐ **Individuals must be affiliated in the system before they can be registered for a conference.** Some conferences will allow guests/family members to register, but in order for students to compete in competitive events, they must be affiliated with HOSA.

☐ Competitive Event Digital Uploads resource page: https://hosa.org/competitive-event-digital-uploads/

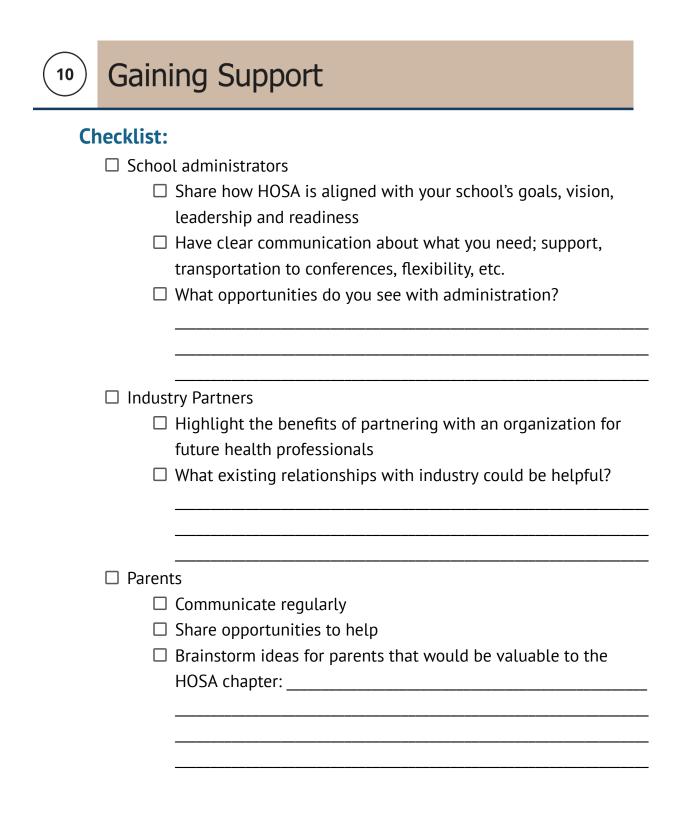☐ Member Activity Tracking Instructions: https://hosa.org/ceusefultools/

(9) Conference Expectations

Checklist:

☐ Make certain of your conference dates, deadlines and that students are registered for the correct event(s).

☐ If applicable, organize transportation and lodging for the conference.

☐ Ensure members have their conference materials, appropriate dress attire, photo ID and any medical/emergency release forms.

☐ Review Code of Conduct with members; professionalism, respect, sportsmanship and encouragement of members.

☐ Safety and supervision; set clear curfews and expectations.

☐ Post-conference activities:

    ☐ Celebrate successes

    ☐ Reflect on what went well and ways to improve

    ☐ Complete post-conference surveys or feedback forms

☐ Check with your state advisor to see if chapter advisors have specific roles at conferences, such as help with running events or test proctoring.

Regional/Area Conference (if applicable)	State Leadership Conference
Registration deadline:	Registration deadline:
Other deadlines:	Other deadlines:
Registration costs:	Registration costs:
Other conference details: _____ _____ _____ _____ _____ _____ _____	Other conference details: _____ _____ _____ _____ _____ _____ _____

HOSA Chapter Advisor Development Program 2024

⑩ Gaining Support

Checklist:

- ☐ School administrators
    - ☐ Share how HOSA is aligned with your school's goals, vision, leadership and readiness
    - ☐ Have clear communication about what you need; support, transportation to conferences, flexibility, etc.
    - ☐ What opportunities do you see with administration?

    _____

    _____

    _____

- ☐ Industry Partners
    - ☐ Highlight the benefits of partnering with an organization for future health professionals
    - ☐ What existing relationships with industry could be helpful?

    _____

    _____

    _____

- ☐ Parents
    - ☐ Communicate regularly
    - ☐ Share opportunities to help
    - ☐ Brainstorm ideas for parents that would be valuable to the HOSA chapter: _____

    _____

    _____

    _____

Thank you for your dedication to future health professionals!