



# Local Advisor Starting Guide

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# Introduction

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After being hired as a health science teacher, the first question that we all face is: "What is HOSA?"

Quickly you discover there is a lot to learn not only about teaching the subject areas but also about sponsoring a HOSA chapter and its value to the students.

It takes time and patience to develop the balance and wisdom needed to proficiently sponsor a HOSA chapter. The good news is you don't need to know it ALL to be a good HOSA advisor. If you focus on what really matters – the students – you will be a very successful HOSA Advisor.

This Handbook is designed to provide tips and tools you will need to be a HOSA advisor – the first 90-day survival kit! This handbook is not intended to contain everything; it is an overview to HOSA and its activities. There is still a great deal of information on the HOSA website, HOSA Handbook, or in other HOSA publications. An index to HOSA resources is included in this Handbook to help you find the additional information you need, when you need it.

Have a great year of membership and let us know how we can be helpful!

**How do I  
become a  
HOSA advisor?**

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# Guiding Principles

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First things first; you don't need to know it all to be a good HOSA advisor, but 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.

# HOSA History

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HOSA-Future Health Professionals is an international career and technical student organization endorsed by the U.S. Department of Education and the Health Science Education (HSE) Division of the Association of Career and Technical Education (ACTE). HOSA's two-fold mission is to promote career opportunities in the health industry and to enhance the delivery of quality health to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health occupations education programs. HOSA is 100% health care! Membership in HOSA is not restricted to health occupations students. HOSA is for everyone, and anyone interested in pursuing a career in the field of healthcare.

Since its inception in 1976, HOSA has grown steadily reaching over 330,000 members through 54 state associations, countries and territories including Canada, Mexico, Italy, Germany, American Samoa, District of Columbia, and Puerto Rico, representing 6,200 plus chapters.

HOSA is not a club to which a few students in school join. Rather, HOSA is a powerful instructional tool that works best when it is integrated into the HSE curriculum and classroom. HSE instructors are committed to the development of the total person. Those who join the HSE-HOSA Partnership recognize the importance of providing students with training far beyond the basic technical skills needed for entry into the health care field. The rapidly changing health care system needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership or followership role as a member of a health care team.

HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry. It is essential that the HSE-HOSA Partnership maintain its momentum and encourage all HSE instructors to integrate HOSA into their curriculum and classrooms. This book can help achieve this worthy goal.

# Types of Chapters

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Before you begin, you need to know what type of HOSA chapter you will sponsor. No two HOSA chapters are exactly alike, beginning with the chapter structure. Here are a few examples of different types of HOSA chapters.

## **Comprehensive High School—Single Advisor**

Most HOSA chapters are at traditional high schools with a Health Science program. The teacher serves as the HOSA chapter advisor. All students enrolled in the health science program are chapter members. Students not enrolled in the program who plan to pursue a health career can also join the HOSA chapter.

## **Magnet School or Technical Center—Single or Multiple Advisors**

At the secondary (high school) and postsecondary/collegiate levels in magnet schools, community colleges or technical centers, there are often multiple instructors in a variety of programs. An instructor may group all students as one HOSA chapter. Sometimes, students in a specific program (for example, dental assisting students) may organize under one HOSA chapter with multiple advisors. Sometimes, an entire school may form one HOSA chapter with many different advisors.

## **Health Industry-based Chapter**

An AHEC, hospital, or community-based organization can form a HOSA chapter. The key is that students in the HOSA chapter are planning to pursue a health career. Industry-based chapters provide excellent opportunities for students at private schools or schools that do not offer health science education.

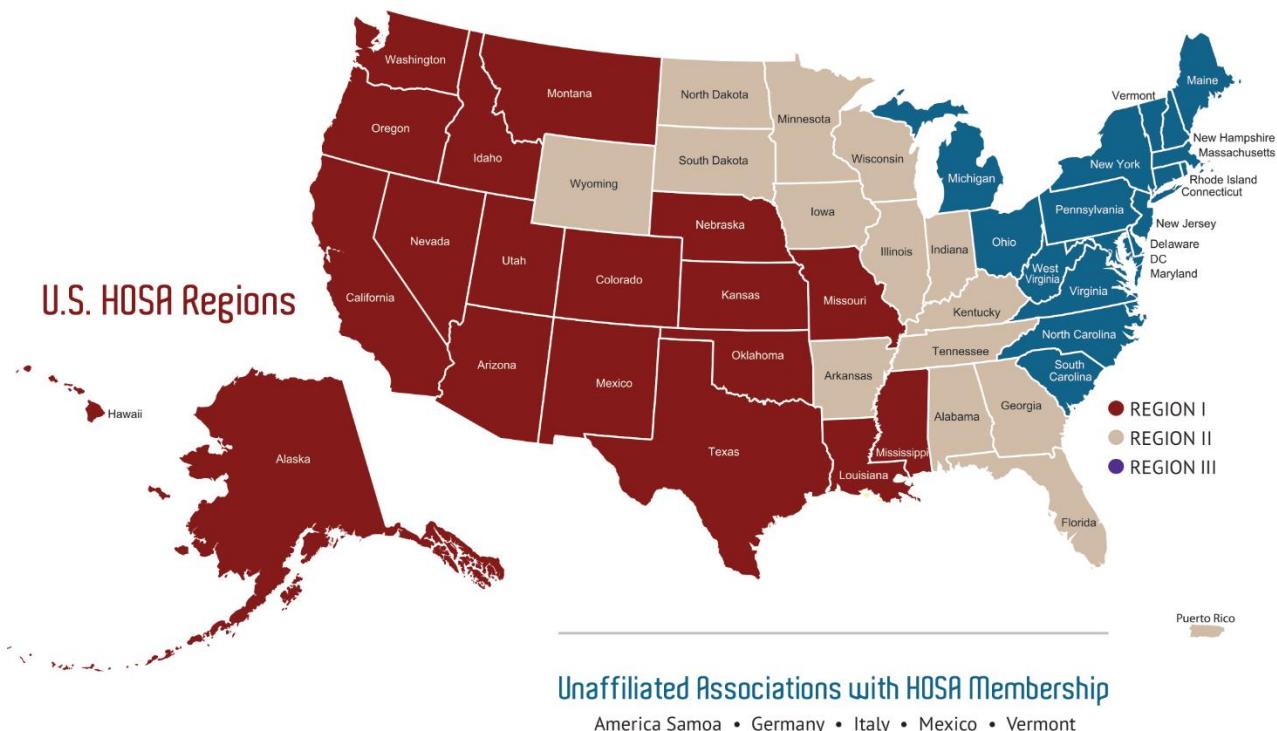
Colleges or schools without a health science program can also form a HOSA chapter. All you need is a faculty or staff member to serve as the chapter advisor and dues-paying members who plan to pursue a health career.

No matter how you organize your HOSA chapter, remember that:

- Each chapter must have a dues-paying chapter advisor and 5 dues-paying members.
- Only affiliated HOSA chapters can call themselves “HOSA” or use the online resources available to HOSA members.

# Levels of Membership

When HOSA members join a HOSA chapter, they also join their state association and HOSA-Future Health Professionals. Some states have an additional level of membership between the local chapter and state level. Membership at all levels is required. There is no HOSA membership at only one level.



HOSA members, including advisors and professional members pay affiliation fees or dues. State and HOSA affiliation fees can be found on the HOSA website under the "Join HOSA" menu at the top of the home page. Local chapters set their own chapter dues if desired.

# How HOSA Benefits Students

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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.

Over 300,000 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 5,200 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 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 aids 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 to 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

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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 add you to his/her mailing list. Your state advisor contact information can be found on HOSA's website at [hosa.org/associations](http://hosa.org/associations) or by visiting [ndhosa.org](http://ndhosa.org). 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 through the online affiliation system CMS. 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 include those members paying after the deadline.

There are guidelines for membership in Article 3, Section 9 of the HOSA Bylaws at [hosa.org/publications](http://hosa.org/publications).

3

Call HOSA, Inc. at 1-800-321-HOSA to request your affiliation number and password. Detailed instructions for online affiliation can be found at [hosa.org/join](http://hosa.org/join).

It's as easy as 1, 2, 3 and you have a 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

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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 HOSA.

**FIRST – GET APPROVAL.** Make sure you follow the rules of your institution and get the support of your administrators and/or community. This may include asking a professional colleague to serve as a co-sponsor of your HOSA chapter.

**SECOND – DEVELOP INTEREST.** Tell your students about the purpose of HOSA and refer them to the HOSA website for more information. Give them an assignment to surf the HOSA website 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

**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 HOSA Handbook Section C, which can be found on the HOSA website at [hosa.org/publications](http://hosa.org/publications). This is an excellent resource for everything HOSA members need to know to lead a HOSA chapter.

# Chapter Advisor Job Description

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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 always expedite the practice of good parliamentary procedure.
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.

# Affiliation Form – Information needed to affiliate students

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**Chapter/School:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:**      Female    Male

**Ethnicity:**      Hispanic      Non-Hispanic

**Race:**      Asian    Black    Hispanic    Native American    White    Other: \_\_\_\_\_  
(choose all that apply, but put an \* next to the highest known percentage to be used in the HOSA Affiliation system)

**Grade:**      7      8      9      10      11      12

**Student Cell Phone:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**Parent/Guardian Name(s):** \_\_\_\_\_

**Parent/Guardian Cell Phone(s):** \_\_\_\_\_

**Parent/Guardian Email(s):** \_\_\_\_\_

**Mailing Address:**

Street Address or P.O. Box

City

State

Zip Code

**Do you feel that your life is more challenging than life of your peers/friends?**      Yes      No  
(e.g. you cannot buy things others can; and/or you cannot do things others can - due to lack of money, disability, ethnic background, religion, English is not your first language; etc.).

**Membership Dues:** \$20    check     cash

**T-shirt size:** S    M    L    XL    XXL    XXXL

**For Office Use Only:**

**Dues Paid:** Yes or No

**Entered into HOSA System:** Yes or No

**\*\*Advisors, membership forms are no longer submitted to the State Advisor. Please keep these for your records when submitting affiliation applications on CMS.\*\***

# HOSA Program of Work

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**WHAT?** The Program of Work is a plan of activities an organization wants to accomplish during the year. Most chapters will have a planning meeting at the beginning of the school year to plan out their chapter events for the year.

**WHY?** The Program of work should relate to the mission and goals of HOSA and meet the educational objectives of the Health Science clusters. A well-balanced Program of Work involves members in a variety of experiences designed to meet their needs, as well as the needs of the organization, local chapters, and the community.

**HOW?** As the program of work is initiated by members, it is important to have buy-in from the start of your members. Remember things may be added and removed as the year goes on, but a program of work gives your group an outline of the things they would like to accomplish.

## A Program of Work might look something like this:

|  |   |  |
|--|---|--|
| <b>September</b> <ul style="list-style-type: none"><li>Officer installation</li><li>Develop Plan of Work to determine what activities the chapter will be involved (especially Recognition Events)</li></ul> | <b>October</b> <ul style="list-style-type: none"><li>Attend HOSA Fall Leadership Conference</li><li>Float in homecoming parade</li></ul>                            | <b>November</b> <ul style="list-style-type: none"><li>Donate food to health department food drive</li><li>T-shirt/Pin Contest</li><li>HOSA Week (1<sup>st</sup> full week in Nov.)</li></ul> |
| <b>December/January</b> <ul style="list-style-type: none"><li>Toys for Tots collection</li><li>Fundraising for HOSA National Service Project</li></ul>   | <b>February</b> <ul style="list-style-type: none"><li>Fundraiser for State Conference</li><li>Local CE practice event with local healthcare professionals</li></ul> | <b>March</b> <ul style="list-style-type: none"><li>HOSA State Conference</li></ul>   |
| <b>April</b> <ul style="list-style-type: none"><li>School board recognition of state winners</li></ul>   | <b>May</b> <ul style="list-style-type: none"><li>Election of new Officers</li></ul>   | <b>June</b> <ul style="list-style-type: none"><li>Attend the National Leadership Conference</li></ul>  |

The HOSA Handbook, Section C, goes into more detail about developing a Program of Work.

# 2025-2026 State Officer Team:

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North Dakota State Officers have been elected to uphold the highest level of responsibility and dedication to ND HOSA. State officers are elected to help guide and govern this organization with our delegated responsibilities.

**President**

**Vice-President**

**State Historian**

**Community Service Coordinator**

**State Secretary**

# Local HOSA Chapter Officers

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## DUTIES OF CHAPTER OFFICERS

### **President:**

- Conduct meetings according to chapter bylaws and standing rules
- Take the leadership role when working with officers and members
- Develop Program of Work and coordinate activities with chapter advisor
- Keep chapter meetings and activities on task
- Appoint committees and serve as an ex-officio member

### **Vice President:**

- Assist the president in all leadership functions
- Preside over chapter activities in the absence of the president
- Assume the duties of president should the office be vacated
- Coordinate all committee work

### **Secretary:**

- Prepare the minutes of meetings, chapter correspondence and reports
- Help develop meeting agendas with the president
- Record the roll at all chapter meetings
- Work with the treasurer in maintaining membership data
- Read minutes and communications at chapter meetings

### **Treasurer:**

- Maintain efficient management and documentation of chapter funds
- Help collect state and national HOSA dues
- Keep financial records neat and accurate
- Assist in preparing the chapter budget

### **Historian:**

- Maintain a history of local HOSA chapter activities throughout the year, they may want to save this in a notebook or make a slide show
- Compile the local chapter's Outstanding HOSA Chapter book
- Present the Outstanding HOSA Chapter book at Competition

### **Reporter:**

- Maintain written records of chapter successes and achievements
- Submit articles to local newspapers, state and national HOSA
- Coordinate the publication of chapter newsletters
- Submit chapter newsletter in the National HOSA Chapter Newsletter event

### **SOME CHAPTERS ALSO SELECT A:**

#### **Parliamentarian:**

- Watches over meeting and enforces the use of correct parliamentary procedure

#### **Sergeant at Arms:**

- Helps to maintain order (not that anything in a HOSA meeting is likely to get out of order)

#### **Classroom Representative** (replaces the reporter; one per classroom):

- Helps to keep members informed

# Competitive Events

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Up until this point, our focus has been primarily on the local HOSA chapter. Every person who plans to pursue a health career and joins HOSA should experience the benefits of HOSA membership at the local level. Those benefits include:

- Service learning opportunities (community service)
- Networking with area healthcare professionals
- Leadership
- Responsibility
- Positive affiliation (as the member of a peer group)

Some chapters focus most of their energies at the local level and provide a very meaningful experience for chapter members.

Some chapters participate in state and national conferences and competitions in order to further their knowledge and understanding of the health professions. For those chapters, HOSA offers the National HOSA Competitive Events Program.

The venues for the competitive events program include a series of leadership conferences. A very active HOSA chapter will have student members involved in various levels of competitive events. Students who qualify (win) can compete at their state leadership conference. Each state association is allowed to enter the top three winners in all events, except the Recognition Events, for the HOSA International Leadership Conference (ILC) that is held every June in a different city across the United States. (See [HOSA Handbook](#), Section B, Rules and Guidelines for eligibility for Recognition Events.)

## ***HOSA Competitive Events – An Overview***

- There are currently 90 different HOSA competitive events. Most events have secondary (high school) and postsecondary/collegiate divisions. There is also now a specific set of events for the Middle School Division.
- All of the events are designed to prepare students to successfully pursue a health career.
- All of the events are an extension of what is taught in the health science classroom.
- The instructions for all competitive events are found in the event guidelines which are in the HOSA Handbook, Section B, or [hosa.org/guidelines](http://hosa.org/guidelines). **Guidelines are updated on a yearly basis.**

## ***HOSA Competitive Events – In the Classroom***

A classroom teacher and HOSA advisor can use the events as instructional tools in the classroom. For example, a teacher might ask students who are learning about legal and ethical responsibilities to write an essay on the value of ethics in the health professions, and grade the essay using the Extemporaneous Writing rating sheet. (Educators call them rubrics.)

Or, a teacher whose student wants to be a veterinarian can give the student the Veterinary Science guidelines and have the student volunteer at an animal clinic, learning the skills and preparing for competition. At the same time, the student figures out if he/she really wants to be a veterinarian and prepares to succeed in pursuing a veterinary career.

Examples of how teachers use HOSA in the classroom are numerous and can be found at [hosa.org/advisorresources](https://hosa.org/advisorresources). The point is, HOSA competitive events program is first and foremost about health science learning and preparing for a health career.

### ***HOSA Competitive Events – A Motivational Tool***

The opportunity to compete against other students from rival schools and states can be motivating for many students. In order to be successful in competitive events, most students must spend hours upon hours outside of the classroom – studying, practicing and learning. And that translates into future academic and career success!

### ***HOSA Competitive Events – Levels of Competition***

All states have state leadership conferences (SLC) in the spring. Our SLC is usually in mid-March at an in-state university where winners qualify for the HOSA International Leadership Conference in June.

### ***HOSA Competitive Events – Getting Started***

For many HOSA members, the National HOSA Competitive Events program is the marquee event. In order for students to be successful in competitive events, THEY need to read the directions, follow the rules, and do their best.

As the chapter advisor, you are responsible for knowing the requirements and deadlines for conference registration and for making the appropriate travel arrangements. Your HOSA members are responsible for their success in an event, and for knowing and following the rules.

All HOSA event guidelines (the rules) are available online at [\*\*hosa.org/guidelines\*\*](https://hosa.org/guidelines). There are no secrets or tricks for success in competitive events, other than:

1. Follow the guidelines.
2. Practice, practice, practice.

As a new advisor, we encourage you to read and become very familiar with the HOSA Handbook, Section B. This Handbook contains the rules for competition, and you must know the rules so you will be able to effectively advise your students and for you to discover the wonderful learning resources you have for use in the classroom. Remember: Students who cannot travel to state and national competition can still benefit from HOSA assignments.

# Day In & Day Out

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## First 90 Days of Getting Started: Suggested Outline of Activities for HOSA Advisors

### ***Before School Starts or ASAP***

- Contact your HOSA state advisor to find out if there was an existing HOSA chapter or if this will be a new chapter. If you are going to a school where there are multiple HSE instructors, they should be able to guide you. You may even have HOSA officers that were elected last spring for this coming year, or students that were members last year that can help you with the planning.
- Talk with administration about starting a HOSA chapter. Check on the rules and guidelines that are specific for your school. Is there a specific time during the school day that can be set aside for chapter meetings? Stress how HOSA can be both integrated into the classroom as well as extended to after school with both social and civic activities and that competition can be used to strengthen your student skills. Discuss what funding and assistance you can expect from the school and from your Career and Technology Director.
- Explain the benefits you are looking for with starting a HOSA chapter.
- Look at your calendar and decide when you want to have your 1<sup>st</sup> meeting

### ***First Month of School***

- Start with day 1 by including a *handout* with date/time for the 1<sup>st</sup> student/parent meeting.
- Use one of the *HOSA icebreakers* to get to know your students, remind students of the upcoming meeting.
- Look up State and National dues at <http://www.hosa.org> . You may want to add some to that amount to start your chapter before having your first meeting, as one of the common questions will be *"how much does it cost?"*
- *Use a fun team-building exercise* with the students - emphasize how health care workers are part of a team and that part of what HOSA teaches is teamwork. *Don't forget to take lots of pictures.*
- *Decide* how your group will pay dues - will it be through fundraising or will the student pay?
- Have your *first HOSA meeting*, start off with an ice breaker so students can get to know each other/ include parents. Discuss the purpose of HOSA, outline what you would like to see, and then open the floor for students and parents to give their input. Announce the date of the second meeting. *Don't forget to take pictures.*
- *Check with your State Advisor* for date, time, place, and cost of the HOSA Fall Leadership Conference.

- Check with school secretary about *signing up for a fundraiser* and rules about fundraising.
- Begin looking up different types of fundraisers.
- Gather materials to pass out at the next HOSA meeting to inform students about *the job description for being a HOSA officer*.
- *Hold your second HOSA meeting*-Start off with a teambuilding exercise and then discuss the leadership roles in HOSA. Distribute HOSA officer information sheet. Set a deadline for students to sign up if they are interested in being an officer. (You might also consider requiring a parent signature and two teacher referrals). Let students know about Fall Leadership Conference. Announce next HOSA meeting. *Don't forget to take pictures*.
- Begin taking applications for HOSA chapter officers.
- Make phone calls to *schedule a guest speaker* for an upcoming HOSA meeting. See the suggested list of guest speakers as a springboard.
- Check with other chapter advisors about activities surrounding *Homecoming*.
- Meet with HOSA members to plan *a Program of Work* for the year. (Look at Program of Work examples and guidelines to help the members). Announce date for elections.

### ***Second Month of School***

- Begin taking money for *HOSA dues* if your students are going to be self-pay. If you are using fundraising to pay get on the school calendar to have a fundraiser. Set cut-off date for membership drive. Have students complete information sheet needed for online registration.
- Students running for office may begin *campaigning* by speaking one-on-one and putting posters up.
- Look at getting *bus/travel arrangements* for Fall Leadership Conference.
- Hold elections.
- Announce winners of the elections.
- Decide which *installation process* you want to use for the new officers. (You may want to use a fun installation from the new Advisor Handbook or the traditional installation.) Then go shopping for candles, etc. You may want to use some of the chapter funds to have snacks or ask students to bring items.
- HOSA meeting-First *install new officers*. (Don't forget to have a student take pictures for your end-of-year slide show and/or chapter notebook. Turn meeting over to students (encourage students to begin using Parliamentary Procedure). Students may want to form committees to begin looking at civic and social activities and bring back a report to the group at the next meeting. *Don't forget to take lots of pictures*.
- Remind members to get their HOSA dues in before the deadline.
- Distribute or post meeting minutes that the new secretary to let members know what happened and to remind them what occurred.
- Meet with committee members to work on brainstorming ideas and narrowing down good activities to bring before the group. *Don't forget to take lots of pictures*.
- Post and remind members to get their HOSA dues in and the date of the next meeting.
- *HOSA meeting* – make sure committee reports on the selected activities, assist group with parliamentary procedure, and announce upcoming guest speaker.
- *Get approval* for social or civic activity that group voted on at the meeting.

- Begin *purposefully integrating HOSA competitive events into your lesson plans*. Let your members know that they can take a written test for medical terminology or that if they prefer to write, speak or create, HOSA has 55 competitions from which to choose. (See the section under integrating HOSA for ideas on how you can painlessly accomplish this.)
- Attend Fall Leadership Conference. *Don't forget to take lots of pictures.*
- Allow time for officers to report to students about what they did at the Fall Leadership Conference.
- Remind students of the deadline for joining HOSA
- Attend HOSA meeting. Remind committees to have reports ready before the meeting. *Don't forget to take lots of pictures.*

### ***Third Month of School***

- Have officers put in final data for joining HOSA and print out copies.
- Request check to send to National HOSA.
- Begin signing up students for HOSA competitions.
- Set up dates when you can help students who need additional help with competitions.
- Continue to have HOSA meetings to keep students in the loop. Review your Program of Work for upcoming events.
- Example: Assist with the canned food drive or other civic project.
- Example: Assist social committee in organizing a HOSA social.
- Close competition sign up and set up travel arrangements for competition.
- Review your Program of Work for upcoming events.