

## Section F: HOSA

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*HOSA is an effective instructional strategy for helping students achieve the goals of the Health Occupations Education program.*



*It is the responsibility of every Health Occupations Education teacher to provide students with the opportunity to participate in HOSA, and the responsibility of every student member to see that the goals of the organization are achieved.*

### What is HOSA?

HOSA is a national Career and Technical Student Organization (CTSO) endorsed by the U.S. Department of Education and the Health Science Technology Education (HSTE) Division of the ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations education instructors and students to join and be actively involved in the HSTE-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!

Since its inception in 1976, HOSA has grown steadily reaching nearly 90,000 students through forty-four (44) chartered HOSA State Associations and approximately 2,600 secondary and post-secondary/collegiate chapters in 2007 - 08.

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 Health Occupations/Health Science Education curriculum and classroom. The instructors are committed to the development of the total person. Those who join the HSTE-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

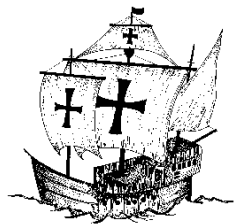
needs dedicated workers who, in addition to their technical skills, are people-oriented and capable of playing a leadership role as a member of a health care team.

HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry. It is essential that the Health Occupations/Health Science Education - HOSA Partnership maintain its momentum and encourages all instructors to integrate HOSA into their curriculum and classrooms.

## **HOSA -- A Student-Led Association of Future Health Professionals™**

### **"What Makes HOSA Special?"**

*Written by Dr. Jim Koeniger, Executive Director, National HOSA*



In 1976, the founders of HOSA met in Arlington, Texas, to build a foundation which has resulted in a very special vocational student organization. For those not familiar with other vocational student organizations, it is important to emphasize the mission, beliefs, values and best practices of HOSA.

The mission of HOSA is:

"To enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health occupations students, therefore, helping the students to meet the needs of the health care community."

Given its mission, HOSA is special because:

1. HOSA is totally focused on the needs of the health care community. While some organizations may attempt to be "all things to many industries," HOSA is 100% health care oriented. Health care community representatives serve on the HOSA, Inc. Board of Directors and provide valuable input at the policy and governance level of the organization. In addition, HOSA is currently establishing a Health Care Advisory Council which will be comprised of health care leaders in each HOSA affiliated state to guarantee that HOSA is meeting the needs of the health care community.
2. HOSA is committed to providing health occupations students with opportunities to attain the knowledge, skills, and leadership capacity necessary to satisfy the entry level job requirements and career advancement opportunities of the health



care community. HOSA is special because it is integrated into the health occupations classroom rather than being a separate set of activities in which a few students are involved. HOSA encourages each health occupations instructor to use HOSA as an instructional tool rather a separate organization. HOSA does not believe that an "all school" club will achieve its mission to help all students meet the needs of the health care community.

3. HOSA is a student-led organization. It would be difficult for HOSA to achieve its goals if students were not placed in leadership roles (at local, state and national levels) and allowed to develop, practice and refine their leadership skills. To ensure student leadership at the national level, one-third of the membership of the HOSA, Inc. Board of Directors is elected student representatives. The HOSA, Inc. Board of Directors has seldom passed any motion that was not endorsed by the student representatives. When national officers speak, HOSA board members listen! Two members of the six-member Executive Committee are elected HOSA national officers. The student organization, HOSA, is governed by the Delegate Assembly which meets annually at the National Leadership Conference.
4. HOSA members are encouraged to take full advantage of the National HOSA Competitive Events Program, a constantly expanding and improving series of health care related competitive events. HOSA offers nearly 55 competitive events. These events are offered at two levels: secondary and postsecondary/collegiate. Four events are offered only for students classified under the provision of Public Law 102/119 entitled "Individuals with Disabilities Education Act of 1992." All HOSA competitive events are focused on the needs of the health care community and health occupations students who are preparing for a future in health care.
5. HOSA competitive events can be totally integrated into the health occupations classrooms as tools for measuring their proficiency in crucial procedures.
6. HOSA events are designed to accommodate all learning styles. For example, several events require a skills demonstration as well as a knowledge test.
7. HOSA recognizes the need for members to apply knowledge and complex reasoning rather than just low-level information. HOSA competitive events are designed to encourage members to use their higher order thinking skills as they problem-solve and apply knowledge in the development of their technical and leadership skills. Thinking skills are developed when a student reacts to a hypothetical emergency situation in an event like CPR/First Aid. The scenarios in HOSA events often present the students with more to think about and react to than just the skill itself. For example, the student may be presented with the following scenario: "You and your partner have come upon a car accident. The car has crashed into a telephone pole and there are two lines/wires from the top of the pole lying across the car. The driver is lying beside the car and is

unconscious. A passenger who was thrown from the car is alert and sitting up, complaining of severe pain in the right thigh, and shouting that his friend was electrocuted when he got out of the car."

8. HOSA believes that it should be "fun" to participate in a competitive event. While maintaining the high standards demanded in the health care community, HOSA has reduced the stress that has accompanied competitions in the past by:
  - not allowing students to be disqualified from competition
  - eliminating penalty points rather offering bonus points
  - accommodating the unique needs of student competitors
  - training competitive event personnel to respond positively in situations
  - providing full information to all competitors at orientation sessions
9. HOSA conducts its annual conference in different cities to provide students and advisors with opportunities to travel to different locations during their membership in HOSA. The city of Nashville, Tennessee will host the 2009 NLC. While organizations like FFA and Skills USA-VICA are conducting their annual conferences in Kansas City, HOSA members rejected the practice of conducting the NLC in the same city more than two consecutive years.
10. HOSA offers its national delegates an Educational Symposium. While students are not involved in competitions, they may take advantage of the many workshops and tours available at the National Leadership Conference. Delegates -- students and advisors -- may also participate in the Leadership Academy which focuses on chapter management and leadership skills for advisors and members.
11. HOSA offers a National Recognition Program in which members have the opportunity to complete activities for leadership development. Participating students are recognized at the National Leadership Conference.
12. HOSA's national service project has been Autism Speaks for the past two years. At the 2008 NLC, HOSA members voted for a new national service project.
13. HOSA provides a number of scholarships to HOSA members.
14. HOSA provides its members with opportunities to purchase blazers, pins, and other membership items from the HOSA Supply Service which can be contacted easily at 1-800-950-3553.
15. HOSA totally supports its eight-member National Executive Council (national student officers) to participate in national officer training, attend state association conferences, attend the ACTE Convention, and the Annual National Leadership Conference. State associations are willing to split expenses for national officers to attend their conferences.



16. HOSA offers a computerized affiliation system which allows direct affiliation with the national organization using a modem. HOSA also offers a Web site on the Internet ([www.hosa.org](http://www.hosa.org)) to its members and offers a variety of services.
17. National HOSA is special because it has experienced membership growth in recent years and the national membership for 2007-08 is nearly 90,000. Membership at the state level for North Carolina is 7,845 for 2007-08.
19. HOSA's beliefs and values include:
  - Respect for individuals -- HOSA members and advisors
  - Service to the health care community
  - Strive for excellence in everything done
20. HOSA will remain strictly focused on serving the needs of the health care community and students who are pursuing careers in the health professions.

The founders in 1976 sought to build a foundation on which a very special vocational student organization would be built. Now, in 2008, we celebrate the 32nd Anniversary of a very special student organization – **HOSA!**



## The HOSA Top Ten List

#10

HOSA members should visit the HOSA web site or read the HOSA Handbook to identify the many opportunities that are available for learning, being of service to others, applying classroom learning to HOSA projects, and developing a network of health care providers that eventually will be the very persons that will offer employment opportunities to many of the chapter members.

#9

Conduct a launch meeting at the beginning of next year and set some ambitious goals that all chapter members will support. How many community service projects will be sponsored by the chapter? How many chapter meetings will be held? How many members will enter competitions at the area conference? How many members will qualify for state competitions? How many members will qualify for national competitions?

#8

Identify fundraising projects that will get everyone involved and have some fun! The goals are much easier to accomplish with money in the treasury. Don't forget to approach health care providers to sponsor members/chapter in the career development opportunities like community service projects and competitions.

#7

Raise the visibility of the chapter in the school and throughout the community. Members will be proud to associate with such an active, relevant, career-oriented and fun-filled student organization, like HOSA.

#6

When members are not taking part in chapter activities, then, meet with them and determine what can be done to get them more involved. The greater the involvement, the more dynamic the chapter.

#5

Work closely with your chapter advisor and design a program of work for the year that is well-planned and strategic -- helps everyone accomplish their personal and chapter goals.

#4

Encourage representatives of the health care community to get involved with classroom and chapter projects. The greater the involvement, the more dynamic the chapter.

#3

Plan chapter meetings. Chapter meetings should be well planned, well executed, and results oriented. Before holding a meeting, the officers should consult with members to determine what business should be transacted, objectives to be accomplished, what information would be helpful to all chapter members, and encourage all members to take part (verbally) in the meeting in some way.

#2

Make certain that all members have a job to do as a HOSA chapter member -- serve as an officer, committee chair, committee member, volunteer for various projects, fund raiser, etc. Give "ownership" to "all" the members and your chapter will be a huge success for everyone -- personally, organizationally, and professionally. The HOSA chapter must belong to the members. And, you are very fortunate for the HOE instructor to be the HOSA Advisor. That assures the students and the health care community that the HOSA activities are truly integrated into the overall HOE program at the school.

#1

Stay focused on HOSA's mission and help each member achieve their personal and career goals. HOSA should be an enhancement of the HOE classroom in preparing HOE students/HOSA members for a rewarding and successful career in health care.

And, remember that members will be much more committed to their HOSA chapter if they "own" it. Find ways to give the ownership to "all" the members and you'll be amazed at the enthusiasm and level of involvement. And, of course, make it relevant to their career development as well as "fun!"

- By Dr. Jim Koeninger, Executive Director, National HOSA

## Establishing a HOSA Chapter

For the “new” **Health Occupations Education teacher**, the management of a HOSA chapter may seem overwhelming. Taking one step at a time and empowering students to be a part of those steps will help the teacher become an effective **HOSA Advisor**.

Please review the entire chapter affiliation process before you continue. (It comes via U.S. Mail in an "Affiliation Packet" from HOSA Headquarters.) If you have questions about any aspect of the process, please contact the NC-HOSA office at 919-807-3900 or National HOSA Headquarters at its toll-free number: (800) 321-HOSA.

- Step #1**      Secure a copy of the following materials to affiliate your Health Occupations/Health Science program with HOSA:
- A.      **Chapter Affiliation Application** - contact HOSA Headquarters to request a charter number and password for online affiliation. Request any written material available.
  - B.      **HOSA HANDBOOK** - available online (national handbook) at [www.hosa.org/natorg/pub.html](http://www.hosa.org/natorg/pub.html). The **National HOSA Handbook** is divided into three sections: Section A is “National HOSA – The Organization”, Section B includes the Competitive Event Guidelines, and Section C is the “Guide to Organizing and Managing a HOSA Chapter”.  
The NC-HOSA “Advisor Guide” and “Chapter Officer Guide” are on the NC-HOSA website, [www.nchosa.org](http://www.nchosa.org) and the DPI website, [www.ncpublicschools.org/cte/vso/hosa.html](http://www.ncpublicschools.org/cte/vso/hosa.html).
  - C.      **HOSA Website** – a wealth of chapter information is available on both the National HOSA’s website at [www.hosa.org](http://www.hosa.org) and NC-HOSA website, [www.nchosa.org](http://www.nchosa.org).
- Step #2**      Contact the **NC-HOSA State Advisor**, and indicate your interest in affiliating your school/college and students with the state association and national organization. The state advisor is an excellent source of information regarding state and national activities, projects, meetings and services available to chapter advisors and members. Phone: 919 807-3900.
- Step #3**      Decide which method you will use to organize your HOSA chapter(s). Most schools in North Carolina use the one chapter per school. Please review and find the best one for you.
- A.      **Classroom-based chapter**. A HOSA chapter is formed for each HOE class of five (5) or more students. This is a preferred method

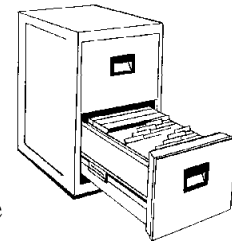
in institutions where students are unable to meet together regularly. For example, a career & technical center might offer an HOE program in the morning, afternoon and evening. The instructor can organize multiple chapters that will conduct their business meetings and activities independent of each other: HOSA Chapter #1 (a.m.); HOSA Chapter #2 (afternoon); and HOSA Chapter #3 (evening-adult). Each chapter elects an officer team and develops its program of work. For large projects, chapters can collaborate.

**B. Instructor-based chapter.** A chapter is formed by one HOE instructor for all students enrolled in his/her classes. While chapter meetings with all students may be difficult to schedule, individual classes can form 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.

**C. School-based chapter.** A single chapter is formed for all students in all classes regardless of the number of teachers. This is probably the least effective method due to large numbers and the difficulty in integrating HOSA totally into the curriculum. 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 the HOE-HOSA Partnership are not fully realized. If this method is adopted, every effort must be made to get 100% active involvement by all students and HOE instructors.

**Step #4**

Contact local school/college officials (e.g. Principals, activity directors, Dean of Student Activities) and make certain all information/forms is/are properly submitted and on file. (A sample constitution for a HOSA chapter is available in the National HOSA HANDBOOK.)



**Step #5**

Review the instructions for completing the Chapter Affiliation Application on the website. **Please give special attention to the following guidelines.**

- a. Affiliation fees (\$15.00) per member for all fall semester students must be received by HOSA on or before January 1 of the membership year.
- b. Affiliation fees for students who enroll after January 1 must be

- received by HOSA on or before March 1 of that same year.
- c. Students who do not affiliate by the appropriate date shall be ineligible to participate in the HOSA Competitive Events program or seek national office.
  - d. National competitors must be affiliated with the national organization **prior to their state conference** to be eligible for participation at the National Leadership Conference.
  - e. All state members are to be affiliated with National HOSA.
  - f. Do not mix divisions on one application. If you serve more than one division (secondary and postsecondary/collegiate), set up additional chapters.
  - g. Each chapter must have at least one dues-paying advisor. List the chapter advisor as a professional member.
  - h. Chapters may pay their total fees by check or purchase order. HOSA will bill the school or chapter. Payment must be received within 30 days of the stated deadlines (January 1 and March 1) to remain in good standing.
  - i. Affiliation fees for postsecondary/collegiate students who enroll in a program after January 1 must be received by National HOSA on or before March 1. These students are members until December 31 of that year.
  - j. If your chapter was previously affiliated, please indicate your correct national charter number. If you are unsure that your school has been affiliated in the past, please contact the state advisor.

**Step #6** Solicit membership fees from all interested students or hold a fund-raising project to pay the affiliation fees for all members and advisors. Chapters who affiliate all students in all of the Health Occupations Education classes are considered 100%. **Special recognition is given to 100% chapters in the HOSA E-MAGAZINE.** If you are a 100% chapter, you will receive a recognition certificate along with your membership cards.

**Step #7** Submit the initial application promptly to avoid deadline conflicts. Be among the first one hundred chapters to affiliate with HOSA and you'll receive a certificate as a **HOSA-100 Club Chapter.** HOSA-100 Club Chapters are also recognized in the spring issue of the HOSA E-MAGAZINE.

**Step #8** Members can be added at any time. Be sure to make the **March 1<sup>st</sup>** deadline if the student plans to attend the state and/or national conference. **Please be aware that substitutions are not allowed. Membership cards cannot be transferred to other students once they are issued.**

- Step #9** Get students actively involved in local, state and national activities through attendance at:
- a. Local chapter meetings.
  - b. Local committee meetings.
  - c. Regional leadership and competition meetings.
  - d. State Leadership Conference (review the competitive events and workshops in which members can participate).
  - e. National Leadership Conference (held in June each year).
- Step #10** Develop a meaningful program/plan of work that includes the following types of activities:
- a. Leadership development.
  - b. Community service.
  - c. Social and recreational activities.
  - d. Professional development.
- Step #11** Adopt a budget and identify fund-raising projects that can generate sufficient revenue to support the student-developed program of work.
- Step #12** Receive the information from National and State HOSA Headquarters that includes:
- a. Current membership cards.
  - b. 100% Affiliation Certificate (if qualified).
  - c. HOSA-100 Club Certificate (if qualified).
  - d. Newsletters
  - e. Assorted other materials and other mailings.
- Step #13** Prepare students to participate in the HOSA Competitive Events Program. Refer to your HOSA Board representative, contact state advisor at 919-807-3900, or visit the [nchosa.org](http://nchosa.org) website for dates for regional, state and national competition.
- Step #14** Hold fund-raising projects to sponsor all students who qualify to attend the State and National Leadership Conferences. Funds permitting, at least one student should apply to attend the **NLC Leadership Academy**, held in conjunction with the NLC Competitive Events Program. The Leadership Academy will be an excellent training program for students

who will return and be chapter leaders in the next school year.

- Step #15** Develop, practice and refine leadership skills in the HOSA chapter.
- Step #16** Hold chapter meetings in the summer for next year's members and alumni to maintain momentum and enthusiasm for the next year.
- Step #17** Receive the initial chapter affiliation information in early September and begin the process of leadership development again with your HOE students. Contact HOSA Headquarters if you do not receive the Chapter Affiliation Information by mid-September.
- Step #18** Please review the NC-HOSA “Advisor Guide” and the “Chapter Officer Guide” found on the [www.nchosa.org](http://www.nchosa.org) website. The National HOSA Handbook and competitive events guidelines are found on the National HOSA website, [www.hosa.org](http://www.hosa.org).

## North Carolina HOSA Contact Information

State Advisor: Faye Cress  
[fcress@dpi.state.nc.us](mailto:fcress@dpi.state.nc.us)  
919-807-3900

North Carolina HOSA  
Department of Public Instruction  
6358 Mail Service Center  
Raleigh, NC 27699-6358

301 N. Wilmington Street, Raleigh, NC 27601

Fax: (919) 807-3899

Visit North Carolina HOSA website: [www.nchosa.org](http://www.nchosa.org)  
and National HOSA on the Internet at [www.hosa.org](http://www.hosa.org).



# Membership

## MEMBERSHIP RULES

*Membership is a sign of professionalism. It offers an opportunity to be a part of a state and national organization, the right to use the HOSA name, and the excitement of participation in the HOSA competitive events program.*

- ❖ Dues are \$15 (\$10 national and \$5 state).
- ❖ In order to compete at the Regional Leadership Conference, students must be members of State and National HOSA by the date of the Regional Leadership Conference, and the chapter must have paid their regional \$25 chapter dues.
- ❖ In order to compete at the State and National Leadership Conference, students must be members of State and National HOSA before the state registration deadline. The initial chapter application must be sent to National HOSA by December 31, additional members can be added at any time before March 1, without paying a late fee.
- ❖ Chapters are strongly encouraged to affiliate second semester students and student members who did not initially plan to join HOSA, but now want to be involved. Also add additional professional and alumni members. Existing chapters are to affiliate using the internet at [www.hosa.org](http://www.hosa.org).

### ❖ MEMBERSHIP CLARIFICATION

**Secondary Members** are... students who (1) are or were enrolled in health occupations education classes and/or (2) are interested, planning to pursue, or pursuing a career in the health professions.

Secondary members are regular HOSA members and may compete in any event.

These could be:

1. Students in your class now
2. Students enrolled or planning to enroll in your class in the future.
3. Students who were previously enrolled in a health occupations education course.
4. Students who can not take a HOE course due to their schedule but are interested, planning to pursue, or pursuing a career in the health professions.

- ❖ **Members-at-Large** are HOE students where HOSA chapters are not established. These could be:
  1. Students enrolled in a school nearby that DOES NOT have an active HOSA chapter.
  2. College students in a Health Science major who join the state “at-large” chapter.
  
- ❖ **Postsecondary/Collegiate Members** are... (1) students enrolled in a health science career major and/or (2) are interested, planning to pursue, or pursuing a career in the health professions at a postsecondary educational institution where a HOSA chapter is established. These could be:
  1. Your former HOSA members attending a community, technical, or 4-year college with an established HOSA chapter.
  2. Your former HOSA chapter members attending a postsecondary or collegiate institution without an established HOSA chapter, which start a chapter during the school year.
  
- ❖ If you have Postsecondary/Collegiate students who do not have a chapter at their school they have two options to be an active HOSA member:
  1. Join their high school chapter as an alumni member or
  2. Join the at-large chapter through NC-HOSA
  
- ❖ If the student wishes to compete in an event they **MUST** join as a Postsecondary/Collegiate member. Once a member joins in a particular category it can not be changed
  
- ❖ Advisors **MUST** join as a professional member. Other Professional members can be persons associated with, participating in or supporting health science in a professional capacity. Examples are local nurses, doctors, other health care professionals, or educators.

If you have any questions about membership categories, contact the state advisor, at 919-807-3900.

In order to affiliate on-line you must have a charter number and password.

Existing chapters may contact NC-HOSA at 919-807-3900 or e-mail at [Fcress@dpi.state.nc.us](mailto:Fcress@dpi.state.nc.us) to find out their charter number and password.

New chapters should call National HOSA at 1-800-321-HOSA, identify themselves as a new chapter, and request a charter number and password.

## **STRATEGIES FOR 100% AFFILIATION**

100% affiliation is when all students enrolled in a Health Occupations Education program are dues-paying members of HOSA at the local, state and national levels.

Why 100% affiliation? Because every student enrolled in Health Occupations Education deserves the value-added education that HOSA offers, and the excitement of being a part of a national health care - scholastic student organization. Here are some ideas that local and state advisors have found successful in encouraging 100% affiliation.


### **Local Strategies for Achieving 100% Affiliation**

Local chapters may consider a variety of strategies in promoting 100% affiliation. For example:


- ! Teachers may require HOSA membership with class enrollment. Some schools then use chapter funds to pay for those members with financial limitations.
- ! Some chapters hold a fundraising activity to raise money for HOSA dues. For example, one chapter has a class carnival. Prizes are donated by local businesses, and proceeds from carnival games pays for dues.
- ! Some HOSA advisors allow a payment plan - such as \$1 per month - until all dues are paid. All members are listed on the initial affiliation form and chapter funds are used to cover the cost. In time, the money paid is returned to the chapter treasury.
- ! Some chapters are sponsored by local businesses or the health care community and their dues are paid that way.

*The need to belong to a positive peer group is particularly important in the development of young adults. 100% affiliation assures that no student feels "left out" when the action starts in a HOSA chapter. Help your students experience the benefits of HOSA membership and feel a part of the HOSA team by encouraging 100% affiliation.*


## INCREASING INVOLVEMENT OF SPECIAL POPULATIONS STUDENTS IN HOSA

-  Require all students enrolled in a Health Occupations Education class to become members of HOSA. (100% affiliation)


*Special populations' students often decline joining organizations because of a lack of resources, fear, or not feeling a sense of belonging. Requiring students to join relieves the pressure of deciding to do something that has traditionally been viewed as a threat.*

-  Secure resources to pay HOSA dues for economically disadvantaged students.

*Private organizations and members of the health care community are sensitive to the needs of the economically disadvantaged child. The small donation needed to pay the HOSA dues of those individuals is generally easy to obtain. Most HOSA advisors feel that a student should NOT be prevented membership in HOSA for financial reasons.*

-  Encourage, support and instruct students with an IEP to compete in HOSA's special needs events: Rescue Breathing, Interviewing Skills and Personal Care.


*These events are designed for students classified under the provisions of Public Law 102/119 entitled "Individuals with Disabilities Education Act of 1992" so that they may choose to compete against students with similar disabilities. All other HOSA events are open to ALL HOSA members regardless of race, gender, or handicapping condition. HOSA has adopted a reasonable accommodation policy in support of all members with special needs.*

-  Use special populations HOSA members on brochures or HOSA related publicity.

*HOSA should represent the entire membership. Those members include students who are poor, handicapped, disabled, single parents, foster children, males, and those with limited English speaking skills.*

-  Award certificates or ribbons for participation in local and state HOSA activities.

*There are times when students should be rewarded for participating, and not only for winning. Most HOSA advisors agree that recognition for achievement is easily accomplished and goes a long way in making students feel good about what they have accomplished.*

-  Involve a teacher of Exceptional Children in HOSA by making him/her a professional member of the HOSA chapter.

*Including a teacher of Exceptional Children allows that person to act in an advisory capacity and assures a positive communication link between the HOSA advisor and the specialist, thereby enhancing the opportunities for special populations HOSA members.*

-  Assign special HOSA projects to members with special needs.

*Special populations' members can be productive members of the student organization when given the opportunity. HOSA strongly encourages the inclusion of these students in local, state and national HOSA activities.*

# HOSA CREATIVE RECRUITMENT

*Try these recruitment strategies and ideas to "get the word out" about HOSA!*

- Appoint a membership committee! The membership committee should meet regularly to plan recruitment efforts. Some of the best ideas come from current members themselves who know why they decided to get involved with HOSA.
- Set membership goals! Make your goals realistic, and then plan how to achieve them.
- Follow your plan! Put details in writing, and evaluate your progress on a regular basis.



## **Benefits Brainstorm**

Ask a group of HOSA members "What are the benefits of HOSA membership?" List all the benefits of membership that your members can identify. This list can be used in developing a presentation about HOSA, or any kind of visual display.

## **"Top Ten List" Poster**

This Letterman take-off is easy to recognize and a real attention getter. Take the top ten reasons to join HOSA and design a recruitment poster; put them on the morning announcements, etc.

## **Student Art Poster**

Is there someone in your HOSA chapter who draws? Ask that person to draw a black and white (pen and ink?) picture of HOSA members winning awards at a conference, working with the health care community, or just having fun. Have the picture enlarged to poster size to hang up around school as a recruitment tool. Original drawings are creative and a real attention getter!

## **EZ Membership**

Make joining HOSA quick and easy. Don't require lots of paperwork to fill out and a rigid member obligation structure. Let the quality of your HOSA chapter speak for itself! Rather than force involvement, make your chapter activities so worthwhile and fun that everyone will want to be a part. While every member pays dues, there are ways to make it easier. Could your chapter allow members in need to pay on an installment plan? Would someone in your local Healthcare community pay the dues of members with financial need?

## **New Member Services**

Do something special for new HOSA members - an initiation, a certificate, or a dinner? Make them feel appreciated?

## **Membership Table**

Set up a HOSA Information table at sporting events, Open House, or in the lobby of your school. If you have brochure or other printed HOSA materials, share them.

## **Medical Attention**

Whether you're visiting a classroom of potential members or sitting at an information table, get medical attention! No, not because you're sick, but because you have tools to attract attention.

For example, ask permission to bring your classroom's skeleton to your membership table. That can get attention - and that's just the beginning. You can travel by stretcher, dress up in first aid moulage, or wrap someone up from head to toe in bandages ("Get Wrapped up in HOSA!") Use your career focus to get attention!

## **Incentives**

One of the best ways to recruit new members is through existing and alumni members. Come up with an incentive plan for recruitment, and let everyone in your chapter work at getting the word out about HOSA. Incentives could include a give-away t-shirt, HOSA pens or pencils, etc.

## **School Newspaper**

Plan to be a part of the first issue of your school newspaper. Write an article about participation in the past summer's National Leadership Conference, or on plans for the coming year. If possible, put in an advertisement with eye-catching graphics.

## **Sponsor an Event**

Sponsor some fun activity and invite anyone interested in a health career to participate. The activity could be:

- \* A party or dance.
- \* Going to a movie, seminar or workshop.
- \* A concession stand at a school event.

## **Wear HOSA!**

That's right! Get everyone in your chapter to wear their local or NLC HOSA T-shirt to school on the same day. When lots of students dress alike, they get attention - And when everyone asks about your T-shirt, tell them the benefits of belonging to HOSA!

P.S. HOSA Advisors - you can wear HOSA too!

## **Promotional Videos**

HOSA has a series of recruitment and informational videos that can be shown when visiting classrooms or civic organizations that illustrate the benefits and importance of membership in HOSA.

*Get the idea? Now, get creative!  
HOSA Creative recruitment is everybody's business!*

## **ALUMNI AND PROFESSIONAL MEMBERSHIPS**

Former HOSA members and health care professionals realize how important the benefits of HOSA membership are. They know that HOSA provides Health Occupations Students with opportunities to develop leadership skills, character, good citizenship, and knowledge of health care careers.

Many alumni are willing to contribute to their former HOSA chapters in a variety of ways. Many professional members want invest in their future employees.

### **Alumni and professional members can:**

- 1) Attest to the benefits of HOSA to their legislators
- 2) Chaperon local chapter field trips
- 3) Serve as guest speakers
- 4) Offer leadership workshops
- 5) Support chapter activities at the local, state and national levels
- 6) Serve on local and state advisory boards
- 7) Seek election to the National HOSA Inc. Board of Directors
- 8) Help with raising funds for scholarships
- 9) Involve HOSA members in health care community activities
- 10) Set an example as a role model for chapter members

# MARKETING HOSA IN SCHOOL AND COMMUNITY

1. Form a partnership with the local health care community and jointly market HOSA. Remember, health care facilities usually have a marketing person or a Director of Human Resources.
2. Conduct a state contest to design a partnership logo.
3. Develop and distribute brochures of the Health Occupations program and HOSA - jointly developed by the partnership.
4. Use posters and brochures to promote HOSA in malls, banks, and the health care community.
5. Develop and share a presentation about HOSA at a Parent-Teacher Organization meeting or to other community groups.
6. Keep your HOSA chapter visible in school activities and keep the HOSA name out there!
7. Recognize a different student or teacher at the high school or community college each month and cite something important he/she has done for the community.
8. Share competitive event presentations such as Community Awareness, Prepared Speaking, etc. with the local Board of Education.
9. Adopt an eighth or ninth grade class for the year. Promote wellness, HOSA and health careers to them.
10. Participate in community activities such as the Relay for Life, Make-A-Wish Foundation, Children's Miracle Network, or any other health care-related activity that students would want to get involved in.



*TELL THE WORLD about the good things your HOSA chapter is doing!*

## Guidelines for HOSA in Relation to Program Approval

Because HOSA is a part of Health Occupations Education, there are times when schools are asked to show evidence that HOSA supports the attainment of instructional competencies as part of the HOE program, particularly those competencies that relate to leadership development.

### Student Leadership Competencies

Leadership competencies can be defined as those that include the development of:

- |   |                      |   |                 |
|---|----------------------|---|-----------------|
| ⑩ | Leadership           | ⑩ | Citizenship     |
| ⑩ | Organization         | ⑩ | Initiative      |
| ⑩ | Personal development | ⑩ | Responsibility. |

Common elements of leadership competencies include:

- Business and Industry Partnerships
- Community Service
- Decision Making and Critical Thinking Skills
- Leadership Skills
- Job Search Skills
- Parliamentary Procedure
- Public Speaking
- Team Building

Suggested examples of activities which demonstrate leadership competencies:

- Attend civic, professional or trade meetings
- Elect chapter officers
- Emphasize professional dress and grooming
- Establish committees
- Interview and work with business and industry leaders
- Participate in team and individual competitive events
- Participate in job interview simulations
- Plan and conduct field trips
- Prepare a newsletter
- Prepare a talk for a community group
- Prepare an extemporaneous and prepared speech
- Review professional goals and beliefs
- Demonstrate parliamentary procedure skills
- Foster leadership through participation in school and social activities

## CHAPTER FUNDRAISING IDEAS

The most popular form of fundraising in HOSA is SELLING! What sells? Candy is #1. Chapters have also been successful with:

- \$ Donut Sales – Work with a local bakery. Have students take orders for dozens of doughnuts and deliver them on a chosen weekend. Additionally, doughnuts could be sold during the week to friends, family, local businesses, fellow students, faculty and staff.
- \$ Car Washes – Have students take pledges before the car wash with people stating they will pay so much for each car washed. On the day of the car wash you can advertise “Free Car Wash” due to the pledges already promised. Many people give a donation too!
- \$ Bake Sales – Work with a local business and get their permission for you to set up a table on Saturday to sell item donated by students and family.
- \$ Raffles – Ask local businesses to donate a few items and then print tickets and sell the tickets to raffle off the prizes.
- \$ Christmas Item Sales – Use an established company and do a brochure sale right before Christmas.
- \$ Candy-grams – Use suckers in the shape of lips or a heart for Valentine’s Day and have the students write a personalized note to be attached to the sucker and deliver them at the end of the day. The note should have the student’s name and what class they have last in the day so they can be delivered.
- \$ Fruit Sales – Work with a company that will deliver fruit as it is ordered by presales by the students.
- \$ Tom Watt Showcase Sales
- \$ Candle Sales

**Some other ideas include:**

- Blood Pressures      Set up a HOSA display and take blood pressures for donations. Other health screening can be done also such as height and weight, vision screening, etc.
- Glamour Shots      Arrange for a photography studio to set up on campus to do make-overs and photographs.
- Yard Sale              This one is especially popular with postsecondary chapters! Have HOSA members bring items from home that they are willing to part with and have a yard sale in the school parking lot, somewhere downtown, etc.
- Talent Show          Sponsor a talent show at your school's auditorium or gymnasium where students of all ages can show off their talent. Invite local celebrities or dignitaries to serve as judges. Solicit sponsorships for the event and charge admission.
- Take Pictures          Have an instant/digital camera and take advantage of special days at school, i.e. Spirit Week, Valentine's Day, etc. and charge to take pictures of students in costume, in front of a backdrop, etc.

## **HOSA Booster Club**

Chapters who are limited with fundraising by school rules may want to consider establishing a HOSA Booster Club. Club members include parents of HOSA members and health care professionals. They plan and sponsor fundraising events with the help of chapter members. Since the Booster Club is the sponsor and not the chapter itself, this method of fundraising can be less time-consuming for the HOSA advisor and not in violation of school fundraising policies.

There are other suggestions for fundraisers on the National HOSA web site, [www.hosa.org](http://www.hosa.org). Use the search feature and type in “fundraisers” and you will get a list of sites both on and off the HOSA web site.

**NOTE: All money received from students must be receipted. Money received for dues must be used to pay dues by the deadlines stated. Students are not members of HOSA until dues are paid.**

**Please check with your school and county for additional policies/procedures regarding fund raising and money collections and receipts. Teachers MUST follow local policies/procedures.**

**Chapters must be affiliated with National HOSA before using the HOSA emblem. The HOSA emblem can not be used on items sold to make money unless approved by National HOSA.**

**Do not put student monies in your personal account and write a personal check. Please use the school system or a booster account.**



## **HOSA/National Career and Technical Education Week: Put the Spotlight on Your Chapter**

**National HOSA week is the first full week in November.  
CTSO week is in February.**

### **Classroom:**

- Provide for HOSA members to participate in civic club activities. Give a talk or conduct the HOSA opening and closing ceremonies.
- Hold or host a school-wide assembly program that is conducted by your chapter.
- Sponsor a Career Day program or an Open House.
- Plan a special social event for chapter members.
- Hold a banquet or luncheon to honor parents, school officials and employers of Health Occupations Education students.

### **School:**

- Take responsibility for signing and announcing a HOSA Week Proclamation.
- Make announcements about HOSA and Career and Technical Education Week activities on the school public address system.
- Conduct a service project (i.e., vision screening, BP screening, health physical, etc.) in your school.
- Create a bulletin board or poster displays around school.
- Hold a classroom open house for faculty and students.

### **Community:**

- Take responsibility for signing and announcing the HOSA/Career and Technical Education Week Proclamation.
- Submit articles and/or advertisements to local newspapers, radio, or television.
- Seek announcements and request display space in stores, businesses, etc.
- Conduct a service project in a mall.
- Make a presentation of a HOSA decal or appreciation citation to local health care providers.
- Present an honorary life membership in your chapter to local supporters.

**NOTE:** Refer to the “National HOSA Week” competitive events guidelines in Section B of the National HOSA Handbook. Additional information is given for National HOSA week. Complete the application and send to National HOSA by May 15<sup>th</sup> to be entered for this award.

# Career and Technical Education Student Organizations And Educational Reform

## 1. How can CTSO's (HOSA) become a tool for integrating curriculum?

*Commitment and support from administration and staff + Time = Success  
Link HOSA Competitive Events with academic teachers*

## 2. How can CTSO's (HOSA) support articulation between high schools and community colleges?

*HOSA is the mortar  
Community colleges can be big buddies with high school HOSA members  
College counselor - great guest speaker at HOSA meeting  
Increase communication with state board - HOSA as a lobby  
Serving, elevate credibility, sharing, elevate knowledge, mutual support, and lobby*

## 3. How do CTSO's (HOSA) support School-to-Work initiatives?

*Established criteria - market-driven and customer focused*

- |  |                         |
|--|-------------------------|
| 1) Skills, ethics, professional behavior | 2) on-site clinical     |
| 3) CE at sites - real world evaluation   | 4) Communication skills |
| 5) Teamwork                              | 6) Sportsmanship        |
| 7) Exposure to health care professionals | 8) Realities of work    |

## 4. How do CTSO's (HOSA) support the recommendations of the Standards and Accountability Commission?

- |                            |   |
|----------------------------|---|
| 1) Communications -        | Job Seeking Skills, team events, Extemporaneous Speaking, Extemporaneous Writing, Gold Star Chapter |
| 2) Using Numbers/Data -    | Medical Math  |
| 3) Problem Solving -       | Creative Problem Solving  |
| 4) Processing Information- | All events  |
| 5) Teamwork -              | Team events, CPR/First Aid, EMT   |
| 6) Using Technology -      | Internet could be used for research and preparation for events                                      |

## 5. How could CTSO's (HOSA) strengthen parental involvement in education?

- 1) Health Care Careers Open House - Panel of former HOE students (or parents of HOSA members) who have become health care professionals to speak. Have guidance counselors available. Have food. Advertise and market.
- 2) Parents invited to attend (judge) local chapter competitive events.
- 3) Survey at beginning of year via letter to parents - how do they want to be approached, when can they be called, where?
- 4) HOSA Booster Club
- 5) Parent volunteers for HOSA and in the classroom
- 6) Invite parents to HOSA meetings
- 7) Involve parents in student assignments.

## **HOSA Facts**

*HOSA is one of ten national career and technical education student organizations (CTSO) operating in secondary and postsecondary institutions. HOSA is endorsed by the U.S. Department of Education as an integral part of the Health Science Technology Curriculum.*

- 90,000 members in pursuit of a career in the health professions.
- 2,600 secondary and postsecondary chapters sponsored by local health occupations education instructors who serve as HOSA Chapter Advisors.
- 44 state associations, plus Puerto Rico, led by HOSA State Advisors.

## **Health Occupations Education Classroom and HOSA Activities are Transparent**

In North Carolina the Health Occupations Education (HOE) Instructor serves as the HOSA Chapter Advisor, therefore, the relationship between HOE and HOSA is transparent. HOSA plays a unique role, however, in preparing the students for entry level certification (CNA, EMT, etc.)

The classroom provides career-oriented students with the skills required to enter or advance in, their chosen career specialization.

- HOSA creates an environment that well-trained instructors/chapter advisors use to reinforce classroom learning, develop leadership skills, and encourage and recognize high performing members and teams.
- HOSA provides the classroom instructor with “tools” to attract qualified students to the Health Occupations Education Program.
- HOSA is a student-led organization of future health care professionals providing opportunities for students to develop, practice, and refine their leadership skills.
- HOSA membership enhances classroom learning and instills pride and commitment to the health care profession.

**HOSA Mission:** To enhance the delivery of compassionate, quality health care.

*18% of Americans recognize that there is a health care shortage with 65% believing the shortage is either a “major problem” or a crisis.*

*HOSA's mission is especially critical when considering the acute shortage of qualified workers for the health care industry. It is essential that the HOE-HOSA Partnership maintain its momentum and encourage all HOE instructors to integrate HOSA into their curriculum and classrooms.*

**HOSA is Part of the Solution!**

**HOSA is 100% Health Care!**

**HOSA and Health Occupations Education:**

- Are well-positioned in educational institutions to draw positive attention to the health professions among elementary, middle and high school students.
- Are capable of recruiting qualified students to the health occupations programs in secondary and postsecondary institutions.
- Are prepared to deliver high quality classroom instruction and dynamic chapter activities to enhance preparation for the health care professions.
- Can provide opportunities for students/members to interface with the health care community and network with those in their specialization of choice.
- Are committed to increasing the number of students that enroll in Health Occupations Education programs.
- Are committed to building a “pipeline” of qualified students interested in pursuit of a career in the health professions.
- Are willing to partner with health care providers to be a solution to recruiting and preparing health care workers for the future.

**HOSA is committed to building a team of health care providers that are prepared to provide for the health care needs of everyone.**



***"HOSA: Where One Person's Passion Becomes Another Person's Hero"***

*Submitted by Pennsylvania HOSA*