



## SC HOSA Chapter Chartering Steps Quick Guide

- \_\_\_\_\_ Prospective local chapter advisor contacts the state advisor to be put on the contact list. (Info below)
- \_\_\_\_\_ Local advisor obtains approval to establish a SC HOSA chapter at their school/agency from their administrator/supervisor. School/agency policies must be followed for all activities and financial transactions. All membership is affiliated online at [www.hosa.org](http://www.hosa.org) using chapter charter number and local advisor password.
- \_\_\_\_\_ State advisor requests affiliation packet, chapter charter number and local advisor password from National HOSA. All affiliation fees are collected through National HOSA.
- \_\_\_\_\_ Local advisor and lead students meet and review materials in the membership affiliation packet.
- \_\_\_\_\_ To start a chapter; the recommendation is at least 1 advisor and 5 student members.
- \_\_\_\_\_ Hold a membership and recruitment drive. Orientation meeting provided for targeted students.
- \_\_\_\_\_ Additional support and resources are available on the state and national web sites: ([www.schosa.org](http://www.schosa.org) & [www.hosa.org](http://www.hosa.org)).
- \_\_\_\_\_ Review the [HOSA New Local Advisor Handbook](#)
- \_\_\_\_\_ Chapter guidelines are established for a local officer election and chapter officers are elected or appointed.
- \_\_\_\_\_ A method for collecting funds and paying bills is established according to the school/district policy.
- \_\_\_\_\_ Yearly student dues are \$20 (state - \$10 and national - \$10). All SC HOSA members must affiliate with both the state and national organization. In addition, a chapter may elect to collect local chapter dues.
- \_\_\_\_\_ Yearly advisor/professional dues are \$20 (state - \$10 and national - \$10). All SC HOSA advisors must be a member of both the state and national organization.
- \_\_\_\_\_ Go to [www.hosa.org](http://www.hosa.org) and click on Advisor at the top of the home page. On the next page, scroll down and click on "local advisor". Follow the directions to enter the chapter membership. You will also notice there are resources available to you, as a local advisor, under this link as well.
- \_\_\_\_\_ Dues are collected and deposited into the proper account established at the educational/industry agency. All state and national dues funds are sent directly to National HOSA.
- \_\_\_\_\_ SC HOSA bylaws are available at [www.schosa.org](http://www.schosa.org)
- \_\_\_\_\_ A program of work to set goals and plans for the year is developed by the membership. ([www.hosa.org](http://www.hosa.org) Goals forms available under HOSA 101)

All new health science teachers will be introduced to HOSA through DIRECT: Developing Instructional Readiness for Educators of Career and Technology (new teacher training required for teacher certification). New local advisors are encouraged to study information in HOSA 101 for guidance and support: <http://www.hosa.org/hosa101/index1.htm>

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