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The *Middle School Handbook* is designed as an introduction to HOSA for new middle school chapter advisors.

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, Chapter Advisor Resource and in other HOSA publications.

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WHY HOSA?

Membership Benefits & Opportunities

HOSA supports members to:

- Develop** effective leadership qualities and skills
- Build** self-confidence, motivation and enthusiasm
- Strengthen** their academic and technical skills
- Create** friendships and social networks
- Participate** in community and school service activities
- Set** realistic career and educational goals
- Expand** communication and teamwork skills
- Develop** workplace readiness skills
- Understand** current healthcare issues

HOSA members have opportunities to:

- Celebrate** competitive events program accomplishments
- Apply** for HOSA scholarships and recognitions
- Travel** to regional, state, and national conferences
- Serve** as local, regional, state, and national officers
- Build** their resume
- Collaborate** with health professionals and future employers

HOSA Basic Foundations

In the early stages of organizing a HOSA chapter, the local chapter advisor and student members must become familiar with the many aspects of HOSA. The organizing and successive HOSA delegate assemblies, by contest and balloting, selected and adjusted the official HOSA motto, tagline, emblem, colors as reflected in the emblem, and creed.

Name of the Organization

In June 2004, the Delegate Assembly at the HOSA National Leadership Conference changed the name of the organization from “Health Occupations Students of America” to **HOSA**. HOSA is a career and technical student organization for students who are planning to pursue health professions.

The name change promotes the expansion of HOSA membership boundaries to include those students who are not enrolled in a health science education program, but who plan to pursue careers in health.

HOSA Motto

“The Hands of HOSA Mold the Health of Tomorrow”

A motto may be defined as a saying that expresses an organization’s aims, ideas, or guiding rule. HOSA has a state and national motto that expresses its purpose in our society.

HOSA Creed

<http://www.hosa.org/sites/default/files/Section%20C%202013%20Final.pdf> (page 12)

HOSA Tagline

HOSA– Future Health Professionals

The tagline further defines HOSA’s purpose to promote career opportunities in health.

HOSA Emblem

The circle represents continuity of healthcare; the triangle represents three aspects of humankind well-being: social, physical, and mental; and the hands signify the caring of each HOSA member.



Emblem Colors

The background of the outer circle is maroon. Letters in the circle are medical white. The triangle is navy blue, and the hands, figure, and triangle are medical white. The area around the triangle is also medical white. "Founded 1976" is navy blue.

Official Color Meanings

Navy – Loyalty to the healthcare profession

Medical White – Purity of purpose

Maroon – Compassionate HOSA members

HOSA Brand



The HOSA–Future Health Professionals brand, adopted by the HOSA, INC. Board of Directors in 2012, serves as the marketing face of HOSA. The original HOSA emblem is embedded in the brand featuring a modernized triangle inside the "O" of HOSA. The organization name is no longer Health Occupations Students of America. The brand spotlights the HOSA mission—preparing future health professionals for the health industry. The brand punctuates the organization: HOSA–Future Health Professionals! HOSA members are Future Health Professionals! Future Health Professionals should be members of HOSA!

Find the HOSA–Future Health Professionals brand style guide and downloadable brands online at <http://www.hosa.org/node/40>.

HOSA in a Nutshell

- **Getting started.** Get to know the National HOSA website at www.hosa.org. Does your state have a website, too?
- **Know your State Advisor.** State advisor contact information can be found online at <http://www.hosa.org/node/24>. Visit your HOSA state website for a calendar of events for the school year.
- **Establishing a local chapter**
 - Each school has a specific charter number and advisor log in password for hosa.org
 - If your school had a chapter in the past, a number has already been issued.
 - If you cannot locate the charter number or if you need a number and password, contact National HOSA at 1.800.321.HOSA or hosa@hosa.org.
 - Elect/select chapter officers. Many chapters have students write a brief essay “Why I would like to be a HOSA officer?” Check transcripts and slate the officers, meaning to place the students where their strengths can be best utilized. Use an advisory committee or school administrators to sit on a team to help interview and slate the officers. Elections by the students can become a popularity contest. You want the team who will work for your chapter. That’s why you are the advisor.
 - Recruit members through your classes and schools. Use open houses, orientations, approved social media, posters, and current members at the middle school and high school (if available) to promote your HOSA chapter. Alumni and professional members are also welcomed. Encourage your chapter officers to assist with promotional and recruitment activities.
 - Dues or Affiliation Fees: National HOSA \$10, State HOSA dues vary. Additional amount may be added to cover district or local dues; the advisor generally determines any extra amount. Anyone participating in conferences, competitive events, applying for scholarships or internships must be affiliated. There is a membership category for advisors who must also join.
 - Follow local fundraising guidelines when trying to offset the cost for your students.
- **Types of Chapters**
 - *Connection with High School Chapter* – Is there a HOSA chapter established in the high school your students would be attending? If so, partner with that HOSA chapter and chapter advisor to promote membership in the middle school chapter. This is a great way to begin the middle school chapter, with the high school members as mentors!
 - *Health Science Based Chapter* – If there is a health science or biomedical science program, this would be the chapter set-up. Most often, the health science teacher serves as the advisor and the health science students make up the foundation of the chapter members. Chapter activities may be completed as a part of the health science or biomedical science curriculum.

- *Outside of the Classroom Organization* – If there is no health science or biomedical science program, this may be the chapter set-up. Most often, a science or health teacher or guidance counselor serves as the chapter advisor, although any school-sanctioned adult can serve as the advisor. Many times, the chapter may need to meet before school, after school or during an activity time. Chapter activities may be completed as a part of class time, activity time, or before and/or after school.

- **Affiliation**
 - Go to www.hosa.org
 - Click on login (login is cleverly hidden in the upper right hand corner)
 - Scroll to Local Chapter Advisors and click on Access Chapter Advisor Services
 - Login to Local Advisor using charter number and password
 - Read and follow prompts to affiliate your students, yourself, and any alumni or other professional members. This is a good job for your chapter officers.
 - After all information is completed, print statement (invoice) and mail copy of statement and check to:
 - HOSA-Future Health Professionals**
 - 548 Silicon Drive, Suite 101**
 - Southlake, TX 76092**
 - The total on the invoice includes both state and national dues. National HOSA returns state dues to each state association.

- **Fall Leadership Conference (FLC) or Rally**
 - Be aware of announcements or check with your state advisor about district and/or state fall leadership opportunities. Many times, there are one or two-day event filled with workshops on leadership development, health topics and professional development activities for students and teachers.

- **Become familiar with the HOSA Competitive Events Program**
 - There are 6 categories:
 - Health Science
 - Health Professions
 - Emergency Preparedness
 - Leadership
 - Teamwork
 - Recognition
 - The Middle School Competitive Events program will gradually add events each year, starting in the 2015-2016 school year. Look on the Competitive Event guidelines cover page to determine if this event is held at the National Leadership Conference. States may have their own events, too.
 - Competitive Event updates and guidelines can be found online at <http://www.hosa.org/node/117>.
 - Competitive Event Resources can be found online at <http://www.hosa.org/node/116>.

- **State Leadership Conference (SLC)**
 - Be aware of announcement or check with your state advisor on your state's State Leadership Conference (SLC) dates and locations. Find a list of HOSA State Leadership Conference dates and locations online at <http://www.hosa.org/node/31>.

- **National Leadership Conference (NLC)**
 - The top 3 winners from each competitive event at the State Leadership Conference (SLC) are invited to attend the National Leadership Conference and represent their school and the state association.
 - Information about the National Leadership Conference can be found online at <http://nlc.hosa.org/>.

- **Recognition Events**
 - Chapters and individual chapter members are involved in many activities and projects for which National HOSA likes to recognize. Have students take pictures, keep records of events, dates, members involved and compile it for submission for the appropriate events in this category.

- **Helpful Hints**
 - Do not do all the work. This is a student-led organization. You are there for guidance and direction.
 - Ask questions. Someone knows the answer.
 - Experienced HOSA advisors have a reputation for encouraging and supporting new HOSA advisors.



Example HOSA Chapter Timeline

August/September

- Invite State Advisor to visit you and your students
- Introduce HOSA to students as their first professional organization
- Show membership video
- Do HOSA Hunt
- “Like” National HOSA Facebook, “Follow” National HOSA Twitter and Instagram
- Organize 1st HOSA meeting
- Collect membership dues
- Affiliate students (and yourself) as HOSA members
- Elect and install local officers
- Start developing your Local Chapter Program of Work
- Introduce competitive events

October

- Conduct 2nd HOSA meeting
- Student HOSA Hunt
- Finalize Program of Work
- Register for State/District Fall Leadership Conference (FLC)
- Pay FLC registration fees
- Make FLC travel arrangements-bus, hotel, etc.

November

- Conduct 3rd HOSA meeting
- Plan HOSA Week Activities
- Have State/District Fall Leadership Conference discussions
- Introduce community service

December

- Conduct 4th HOSA meeting
- Competitive event sign ups in the classroom
- Show competitive event examples
- Stay current with emails from State Advisor

January

- Conduct 5th HOSA meeting
- Affiliate new students as HOSA members
- Review emails from State Advisor
- Encourage practice/study for competitive events
- Begin confirming State Leadership Conference (SLC) attendees and competitive events

February

- Conduct 6th HOSA meeting
- Register for SLC (follow on your state conference deadlines and policies)
- Make SLC travel arrangements-bus, hotel, food, etc. (depends on state conference deadlines)
- Hold parent meeting about SLC details (depends on state conference deadlines)
- Verify Code of Conduct and Medical Liability Release forms for ALL conference attendees including yourself, parents, bus drivers, etc. (depends on state conference deadlines)
- More practice/study for competitive events

March/April

- Conduct 7th and 8th HOSA meeting
- PRACTICE, PRACTICE, PRACTICE; it's SLC Time!!
- Publicize results from SLC on school intercom, website and local media outlets and social media
- Begin National Leadership Conference (NLC) discussions and getting confirmations

May/June

- Conduct 9th HOSA meeting
- Assist in organization NLC Financial Leadership Activities
- Meet NLC registration deadline
- Pay NLC fees
- NLC Time!



HOSA HUNT

NAME:

DIRECTIONS: Visit National HOSA Website (www.hosa.org) to answer the following questions.

1. What is the HOSA national theme for this school year?
2. What year was HOSA founded?
3. What is the mission of HOSA?
4. What is the current HOSA National Service Project?
5. Who is your state's HOSA State Advisor?
6. Where is the HOSA 2016 National Leadership Conference?
7. Who is the National Region I Vice President?
8. Find the HOSA E-Magazine Spring 2014 issue. What career is spotlighted?
9. Name the six categories of the HOSA Competitive Events Program.
10. What is the Prepared Speaking event topic for 2015-2016?
11. Questions from the Medical Reading event will come from what five books?
12. When is the annual Washington Leadership Academy?
13. Name five partners of National HOSA.
14. When will your HOSA State Leadership Conference be held?

BONUS: Follow National HOSA on Facebook, Twitter and Instagram!

LETTER TO PARENTS OF PROSPECTIVE MEMBERS

Dear Parent:



By attending the first **HOSA-Future Health Professionals** meeting, your son/daughter has actually embarked on a new way of life because of the many extraordinary advantages available through this program.

HOSA membership is available to students interested in health professions. This professional organization is designed to give students that something “extra” which will help him/her to take his/her place more effectively in work and society.

HOSA is the place for students to expand upon the learning opportunities offered in the classroom. HOSA is not a club – it is an organization that promotes career opportunities in health and supports young people who plan to become the next generation of health professionals.

In our HOSA Chapter, we stress leadership through the election of student officers. We emphasize participation through social activities, leadership development sessions, business meetings and friendly competition by means of skill and academic contests on the local, district, state and national level. *(as appropriate for your chapter)*

Costs to the student for affiliation at the state and national level are being kept to a minimum. Dues include local dues: \$_____, state dues \$ _____ and national dues of \$10, for a total of \$ _____. The due date for membership dues is _____. Opportunities are available to work with your son/daughter to either raise funds for their dues, or place them on a monthly dues schedule.

HOSA provides an opportunity for your son/daughter to shine. He/she will join over 180,000 other HOSA members across the United States and beyond. I look forward to sharing his/her successes with you this year.

Sincerely,

Chapter Advisor (include contact information)
HOSA-Future Health Professionals

Bylaws

According to the Merriam-Webster dictionary, bylaw is a noun that is defined as a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs.

Student Involvement Technique:

- Challenge each student to bring in a set of bylaws from an organization for extra credit.
- Facilitate a class discussion on the importance of rules (bylaws) in a classroom, work place or an organization.
- Break the classroom into groups of students. Have each group write a set of rules (bylaws) for the classroom.
- Add your own ideas.

TIPS:

- Bylaws should be reviewed every year for relevancy and updated as needed.
- Each class could have their own set of bylaws, but generally bylaws are for a local chapter. State associations and the national organization have bylaws to provide governance and guiding principles.
- Bylaws are often posted on organizations official websites.
- Classes could have policies and procedures to support the bylaws. Policies and procedures do not require a chapter vote to change and update as bylaws require according to Robert's Rules of Order, the official reference of parliamentary procedure.
- Use the Sample Local Chapter Bylaws as a beginning point for your chapter bylaws.

SAMPLE BYLAWS FOR LOCAL CHAPTERS

ARTICLE I – NAME

The name of this organization shall be HOSA–Future Health Professionals - _____ Chapter.

ARTICLE II – PURPOSE

The purposes of this organization are:

1. To unite in a common bond without regard to race, creed or national origin students interested in pursuing careers in health.
2. To develop leadership that is competent and self-reliant.
3. To improve scholarship and develop skills that will enable young men and women to participate effectively in health science education.
4. To create more interest and understanding in the intelligent choice of health careers.
5. To engage in individual and group projects.
6. To recognize outstanding leadership.
7. To create school loyalty and help preserve the principles of democracy.
8. To develop leadership.

(Purpose statements are illustrative only – additions/deletions may be made.)

ARTICLE III – ORGANIZATION

Section 1. This chapter is open to all students in the health science program at _____ School and to all students who plan to pursue a health career.

Section 2. Membership is unified on the state and national level. Membership is established by the payment of membership dues.

ARTICLE IV – MEMBERSHIP

Any student enrolled in the health science program or is interested in pursuing a career in the health field is entitled to become an active member of the organization.

ARTICLE V – OFFICERS

- Section 1. Officers of the _____ Chapter shall consist of the following: President, Vice President, Secretary, Treasurer, Report and Historian. They shall constitute the chapter's executive committee. Other officers may be designated as desirable.
- Section 2. The program coordinator(s)/instructor(s) associated with the health science program shall be Advisor(s) to the chapter.
- Section 3. Officers of the chapter shall be nominated and elected by a majority vote at the beginning of the school year.
- Section 4. In any other circumstances, the election of officers shall follow parliamentary procedure.

ARTICLE VI – MEETINGS

- Section 1. One business meeting shall be held on the (day) of every month during the school year.
- Section 2. Additional meetings shall be called when necessary.
- Section 3. The local chapter executive committee meetings will be held at time specified by the chapter president and the local advisor.

ARTICLE VII – GOVERNING AUTHORITY

The HOSA Chapter Advisor, with school administration, has the authority to make decisions on behalf of the chapter.

ARTICLE VIII – AMENDMENTS

These Bylaws may be amended by a two-thirds vote at any monthly meeting. Proposed amendments must be submitted in writing 90 days before the vote.

Chapter Advisor Job Description

This list includes a number of tasks and responsibilities often performed by HOSA chapter advisors.

- Help the students to establish a Program of Work, which is a list of activities, projects and events for the year.
- Acquaint students and parents with HOSA and identify the individual rewards gained through its instructional activities.
- Assist officers in carrying out their responsibilities, supervise committee activities, provide time for business and program meetings in which students assume responsibility, and expedite the practice of good parliamentary procedure at all times.
- Oversee the ceremonial functions, such as installation of local Chapter officers.
- Initiate competitive events, emphasizing good sportsmanship, while assisting students to evaluate their own progress.
- Encourage students to attend functions open to them and supervise them during attendance.
- Encourage fund-raising activities and supervise the financial aspect.
- Monitor, revise, and constructively critique all reports (Secretary, Treasurer, committees, etc.).
- Encourage capable members to seek local, state, and national offices.
- Assist students in preparing for leadership activities and competitive events and coordinate other forms of student recognition.
- Encourage Chapter participation in district, state, regional, and national conference
- Identify contacts with members of the professional community relative to the student organization.
- Suggest resources--people, places, and materials to finance and implement the Program of Work.
- 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.

Rules for HOSA Advisors

Never forget that your role is ADVISOR. The best chapter advisors encourage and guide students to do the work of the chapter.

- HOSA is a “student-led” organization. Make sure the chapter is student-led.
- If you find yourself working too hard, step back and look at what you are doing. Delegate tasks to HOSA members. You will be surprised at what they can do when given a chance.
- Point out connections. It is your responsibility to help students connect their HOSA learning and activities with their future health career.
- Do not get discouraged. When members do not do what is expected, remember it is not personal.
- HOSA is designed to be fun. Look around. Make sure all HOSA members get involved.
- Encourage – don’t pressure. Celebrate the good and use the challenges to improve. But, most of all, sit back and watch HOSA members achieve and succeed – the real reward for being a HOSA chapter advisor.

Officers

Each chapter needs current, elected officers. There are some offices that are “traditional”, such as president, vice-president, and secretary and in some cases treasurer.

Student Involvement Technique:

- Facilitate a teamwork activity. Examples and ideas can be found online:
- <http://wilderdom.com/games/>
- http://www.ehow.com/info_7921343_high-school-teamwork-activities.html
- http://www.ehow.com/list_6698083_classroom-teamwork-games.html
- http://www.ehow.com/list_6615748_teamwork-activities-classroom.html
- <http://www.buzzle.com/articles/classroom-leadership-games.html>
- http://www.ehow.com/way_5229192_youth-teamwork-activities.html
- Lead discussion on leadership and teamwork. Who emerged as natural leaders? Why is it important to have leaders?
- Assign a leadership essay and/or presentation. Students should define leadership and tell about a leader they admire.
- Have students define leadership, then make a list of all the ways they have been a leader. (It can be serving as the president of their class to helping their younger siblings with homework. Leadership has many faces and everyone has shown leadership in at least one-way in their life.)
- Have students brainstorm a list of offices and their duties. Have students nominate or self-nominate for leadership positions. Give the students a day to campaign and give a short speech to the class on why they would make the best candidate. Hold officer elections by ballot.
- Add your own ideas:

TIPS:

- To elevate the prestige of being an officer, hold an installation ceremony. Have the students plan the ceremony (maybe even at night so parents can attend?), including food. Have the officers raise their hand and pledge to fulfill the duties of their office.
- To expand the ceremony and increase participation, advisors may write a simple HOSA member pledge and install students as HOSA members
- Remember to update the bylaws to reflect the officer titles.
- Encourage students to think of “non-traditional” offices:
 - Vice President of Facebook – duty is to update the class Facebook page every other day
 - Vice President of Attendance – duty is to take attendance at every class period
 - Vice President of Jokes – duty is to tell a joke at the beginning of the class
 - Vice President of Chocolate or Desserts – duty is to make sure chocolate is brought to the class every week

EXAMPLE DUTIES OF HOSA OFFICERS

President:

- Prepare agendas for meetings
- Conduct meetings according to chapter bylaws
- Take the leadership role when working with officers and members
- Develop HOSA 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 the 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
- Keep financial records neat and accurate

Historian:

- Maintain a history of local chapter activities throughout the year
- Serve as the chair of the Outstanding HOSA Chapter committee
- Take pictures at chapter activities

Reporter:

- Submit articles to local newspapers, state HOSA Newsletter, National HOSA E-magazine
- Coordinate publicity for chapter activities

Agendas & Minutes

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. Adhering to an agenda helps to accomplish goals. A sample agenda is provided below. Chapters should tailor this format to meet their own needs.

When planning the agenda, first determine the overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics. Follow a set order of business in determining the placement of each item upon the agenda.

For informal meetings such as committee meetings, it is helpful to have a statement of the objective and a review of the agenda as the first item of business. If members know what they are to accomplish and the manner in which it is to be handled, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

Student Involvement Technique:

- Introduce students to parliamentary procedure. Explain motions, seconding the motion and voting. Have students pair up and practice making motions and seconding motions.
- Explain the purpose of an agenda and show an example agenda. Have students write their own agendas for a meeting.
- Show meeting minutes examples. During a meeting (perhaps that you, as the teacher leads), have all students take minutes.
- Add your own ideas:

TIPS:

- Meetings should take place at a regular time. For example, set aside the last Friday of the month for a HOSA meeting, with the second Friday of the month set aside for committee meetings. Or, have the students vote on when to hold the HOSA meetings.
- Elected presidents and secretaries should be given a laptop (or tablet or computer – just for the meeting) to keep agendas and take minutes. Save agendas and meetings in a HOSA file, after printing. (This prevents you from having to chase down the files at a later date.)
- Agendas can be distributed for meetings in different ways: social media, school messaging/blackboard services, e-mail, paper copies, written on the board or projected as a PowerPoint slide.

SAMPLE AGENDA



ABC Middle School HOSA Meeting Agenda

Location

Date

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Financial Report
- V. Officer Reports
 1. Vice President
 2. Secretary
 3. Historian
- VI. Committee Reports
 1. National Service Project
 2. Outstanding HOSA Chapter
 3. Financial Leadership Activity
- VII. Unfinished Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

SAMPLE MEETING MINUTES

ABC Middle School HOSA Meeting Minutes

Call to Order

President Miranda Stefan called the meeting to order at 9:03 a.m. The ABC Middle School HOSA meeting was held on October 12th, 2015 during 2nd period in Room 231.

Roll Call

A sign-up sheet was sent around the room for attendance and is attached to these minutes.

Minutes

Damaris Simental presented the minutes from the September 12th meeting by handing out copies to all students. There were no changes to the minutes. Lissie Bloom moved to accept the minutes as presented, Jocy Moreno seconded. The motion to accept the minutes passed.

Financial Report

Kellen Levi, Vice President of Finance, presented the financial report. We have \$20 in the HOSA account. If we want to order cookies at the next meeting, we will need people to either bring money in to purchase the cookies or bring the cookies in themselves.

Officer Reports

President Miranda said she's been working with the school committee to have a HOSA face-painting booth at the basketball game. We will need volunteers to paint faces. A sign-up sheet was passed around.

Secretary Damaris has written two thank you notes for the class to sign. The thank you notes were for the guest speakers during class last week.

Committee Reports

Social Activity Committee – the committee has proposed for the class to go to Jimmy John's before the basketball football game next week. After discussion, the class voted on the motion and the motion failed.

Community Service – the committee wants the whole school to bring in canned food items before Halloween to give to the local homeless shelter. The class voted on the motion to have a Canned Food Drive. The motion passed. Aileen Jimenez, committee chair, will give an update to the class before October 16th on what needs to happen.

Conference – the committee showed the video from the 2015 HOSA State Leadership Conference. There are several competitive events and workshops at this conference. The committee talked

about the competitive events and said there would be a sign-up for these events at the November meeting. The cost of the conference is \$75 per person.

Unfinished Business

None.

New Business

None.

Announcements

Remember the guest speaker we have next Monday on interviewing. Dress in your best business interview styles.

Remember to complete Chapter 12 Review questions to turn in to Mrs. Jones on Tuesday.

Remember to sign-up to volunteer at the Face Painting booth at the basketball game.

Minutes Submitted by:

Damaris

ABC Middle School HOSA Secretary

Program of Work

HOSA chapters are expected to carry out a program of work by using committees to plan and carry out activities. This documentation may be as simple as a narrative describing the local chapter's involvement in their selected areas and will vary from chapter to chapter.

A Program of Work (POW) is a plan of activities for the year. A POW can look different from chapter to chapter; however, each chapter should have the following components as a part of a balanced POW:

- Professional Development
- Social Activities
- Financial Leadership Activities
- Employment
- Community Service/Service Learning
- Public Relations

Student Involvement Technique:

- Split the classroom into six groups. Assign each group one of the components listed above. Give the students 10-15 minutes to brainstorm as many activities as possible to fit in their component/category. A recorder in each group should record the ideas on easels/big Post-its®. (To make it a competition, provide a prize to the team that lists the highest number of ideas.) Have each team present their ideas to the class, then post their paper on the classroom wall. Have class members vote on their top 3 ideas in each category, either by dots or numbers or stars on the paper. Lead a discussion on the top ideas in each area. Are they feasible ideas?
- Have students develop a yearly POW from the activities listed on the walls. Students may add their own ideas.
- Add your own ideas:

TIPS:

- Use your completed POW for the chapter to develop your committees. Committee work and POW work can be accomplished during class time and/or as homework.
- The POW is not a static document. The POW can be ever changing, throughout the year. The POW can be the basis for your classroom. The POW can transform from a simple document to a more complicated document... meaning the POW can include timelines, tasks, assignments, etc.
- **Financial Responsibility Note:** *Chapters must follow district policies for collection and disbursement of all funds. Accurate financial records are a must. Check with your school district for these policies.*

Brainstormed Program of Work Activities



Social Activities

- Communication Workshop
- Bowling Social (collect toiletries or first aid items to donate to local charities)
- Leadership Workshops
- Christmas shop at nursing home
- New members party
- Mardi Gras parade for nursing home residents
- Weekend officer meetings
- State Fall Leadership Conference
- State Leadership Conference
- Ice cream & Cupcake social as a school year kickoff
- HOSA Month – HOSA Tea
- Wrap-up Party – wrap gifts for needy children
- Dance, sing, play instrument in a senior facility
- Lunch social
- Walks
- Seasonal Treats at meetings (ex: in December, cookie decorate & eat)
- Root Beer Floats
- HOSA Breakfast
- Fun night @ a game sports complex
- Night out at a professional sporting event
- Dance
- Movies/Movie Night with popcorn, soft drinks
- Skiing
- Picnic
- Pool/Swimming Party
- Fall Hayrides
- Haunted Houses
- Teacher Appreciation
- CTE Week-Partner Appreciation
- Pizza Party
- Day at a theme park
- Corn maze
- Networking receptions at state conference
- Boat tours
- Historical tours
- Team building
- Summer Camp out
- Hypnotist Show
- Holiday Party
- Exercise Party (Aerobics, Yoga, Zumba, etc)
- Meet & Greet
- Bingo Nights
- Cultural feast
- Obstacle Courses
- Dinner with a HOSA chapter from another school
- Visit nursing home – do residents nails
- Get together with other CTSOs
- Game Day Activities
- Lip Syncing Competition
- Talent Show
- Field Day
- Board Game Night
- Lock-ins
- Participation in local parades
- Thanksgiving Feast
- Party for orphanage
- Beginning of the Year BBQ
- School Board Dinner

- Night at the ballpark
- Decorate holiday/Christmas trees
- Cultural potlucks
- Birthday celebrations
- Human BINGO
- Murder Mystery Party
- Ropes Course
- Class study groups
- HOSA Olympics (wheelchair races, related health competitions)

Financial Leadership Activities (Fundraising)

- Carry Groceries at local grocery store
- Blood pressure clinics
- Grants
- Pizza sales
- Candle sales
- Beg 😊
- Spaghetti supper
- Buffalo Wild Wings
- National Service Project fundraising
- Industry sponsors
- Cookie sales
- Popcorn sales
- Healthy snack sales
- Spirit Nights at Restaurants (Chipotle, Chili's, Canes)
- Lollipop sales
- Brochure sales
- T-shirt/Spirit item sales
- Water bottle sales
- Brisket dinner
- Krispy Kreme sales
- Students sponsors
- Collectable items
- Silent Auction Items
- Bake sales
- Meal delivery
- Tree sales
- Pictures with Santa
- Carnation sales
- Fruit sales
- Movie day at school
- Hat day at school (charge \$1 or \$5 for students to wear hats)
- Mixed Bag Design Sales
- 31 sales
- Bouquet of the Month
- Alumni outreach/giving program
- Partnerships with local restaurants
- First aid kit sales
- Community help for families (families make donation)
- Legislative support
- Car wash
- HOSA Bingo
- Cutlery sales
- Park cars for local festival
- Pick up trash for county (can get paid to do this)
- "Drive for your school"
- Cookie Dough Sales
- See's Candy sales
- Jump rope for Health
- Flower Bulb Sales
- Country Meat Sales
- Parents Night Out
- Dances
- Basket Raffles
- Rada Knives
- Concession Stands
- Hot Dog Sales
- BBQ Dinner Fundraiser
- Newspaper
- Recycling Drives
- Yard Sales
- Booth at the Fair
- Jewelry sale
- Carnival @ Elementary Schools
- Christmas Wreaths
- Cookouts
- 5K Run

- Donation Letter to medical facilities
- Penny Wars
- Jambalaya Sale
- Operation Game/Tournament at school sporting events
- Candy Sales
- Spring fling carnival
- Cookbook sales (developed by students)
- Flower sales
- Technology Recycle Drive (cell phones, printers, ink cartridges)
- Program sales at sporting events
- Change jar in the classroom
- Snack cart
- Help-a-thon (Fall and Spring)
- Silent Auction
- Virtual 5K Run
- Couch Potato 5K
- Chocolate Wonderland
- Face painting booth at fairs/homecoming
- World's Finest Chocolate
- Country Meats
- Evil Elf Invasion
- Best Seat in the House (at basketball/football games)
- T-shirt sponsors
- Restaurant nights
- Fun Runs
- Kroger/King Soopers/Target/Smart cow percentages
- Butter Braids
- Garage sale
- First Aid kits
- Pizza Pales cards
- Encourage competition between classes for raising funds
- Workshop to learn Quicken/Quickbooks
- Guest speakers from financial institutions
- Participate in stock market games
- NEFE curriculum as supplemental resource
- Junior Achievement teaching variety of financial topics
- Chili Cook Off
- Tooth Whitening

Conference Attendance

- Fall Leadership Conference
- Spring Area Competition
- State Leadership Conference
- National Leadership Conference
- Washington Leadership Activity
- CTE Day at the Capitol
- Conference Calls
- State Health Science Professional Development Conference
- Incentive Program for conference attendance
- Online Testing
- State ACTE conference – session facilitators, presenters, note takers
- National Health Science Consortium Curriculum Conference
- School Board Meetings
- Nurse Association Convention

Service Projects

- Cystic Fibrosis Foundation
- JDRF – Juvenile Diabetes Research Foundation
- Arthritis Foundation
- Alzheimer’s Association
- Leukemia/Lymphoma
- Blood Drives
- Local CERT Training
- Autism Speaks
- Local Clothes Closet
- Strides Against Breast Cancer
- Special Olympics
- Blanket Drive/Walk
- Tyler’s Hope
- Make-A-Wish
- Humane Society
- St. Jude’s
- Blood Pressure Clinics
- Type II Diabetes
- Cancer Center
- Komen Race for the Cure
- Nursing homes
- Big Brothers/Big Sisters
- Walk for sight
- Adopt a Grandparent
- Project Joy & Hope
- Community Health Fair
- MRC – Medical Reserve Corp
- 5K run & walk
- Teaching hand washing to 1st graders
- Relay for Life
- Pennies for Patients
- Trash Pick-up
- Food Bank
- Christmas Adopt-a-Family
- Canned Food drive
- Homeless shelter donations
- Penny Wars
- Talent Show with Pass the hat
- Halloween trick-or-treating for donations
- Friends for Health in Haiti
- Heart walk
- Blizzard Bags for Red Cross
- Bone Marrow match drive
- City of Hope
- Ronald McDonald
- Unite to Read
- Volunteer for child services
- Toy Drive (local foster care programs)
- Angel tree (child and senior)
- “Shop with a Cop”
- School based drive (tissues, hand sanitizer, etc.)
- Barbara James Service Award
- Awareness Months – Breast Cancer, Heart
- Linus Project
- Blood pressure screening at football games
- Hands only CPR classes
- Public Service Announcements
- Organize Fall Festival Carnival for elementary schools in the district
- Book drive for elementary schools
- Crohn’s & Colitis Foundation of America
- International Dyslexia Association
- Goodwill/Salvation Army Drives
- Health care packages (hygiene, tooth brushes, toothpaste)
- Coat drive
- Pennies for Pasta – Leukemia
- Packages for Military members abroad
- Flu Shot Service
- Clothing drive for mental facility
- Save tabs for hospital
- Casual for a Cause – teachers pay \$5 to wear jeans – donations to CFF
- Used glasses for Lion’s Club
- Adopt-a-Family at Thanksgiving and Christmas

- Help-a-thon
- Water Stations at graduation ceremonies
- Vision & hearing screening for elementary and middle school students
- Teen Advisor Group through County Health Department
- Volunteer at adult day care
- Academic support in local elementary classrooms

- Providing translators for parent-teacher conferences
- Hygiene Drive
- Do book exchange for school kids
- World Vision
- Rescue Mission
- Senior Support Services
- National Rare Disease Day
- Dental Kits
- Blanket Drive
- Health Fair in the Schools

Public Relations

- Twitter
- Facebook
- Instagram
- Pinterest
- YouTube
- Brochure
- Corporate Sponsors
- Skyalerts – calls by school to parents
- Video of program on school website
- Activities in community health fairs
- Speaking to other middle schools about HOSA
- Local news
- School electronic billboards
- Virtual newsletters for the chapter, area
- Pep Rallies
- Press Releases
- Legislative Day
- Write articles for HOSA & Department of Education newsletters, school district newsletters
- Traditional
 - TV
 - Radio
 - Billboards
 - Bulletin Boards
 - Posters in School
- School TV

- Advisory Committees
- Website
- Eighth grade tours
- Speaking events
 - Chamber of Commerce
 - School Boards
 - Hospital Association
 - Community Foundations
 - Lion's Club
 - Kiwanis
- Flyers
- Post-Cards/Mailers
- Word of Mouth
- Invite legislators to classroom/events
- HOSA Week!!
- Advisory Committees
- Posters for Community projects
- Booth at local festivals
- Blood Drives
- School College Day involvement
- Presentation to PTA
- Open House
- Tables at local elementary schools that feed into the middle school
- T-shirts
- Local hospital/healthcare facility ambassador program

Employment

- Internships
- Partnerships
- Certifications
- Job Shadow
- Co-ops
- Collaboration with local community colleges and universities
- Job Interviewing Skills
- Volunteering
- Soft Skill Development
- Resumes
- Mock interviews
- Industry Tours
- Connecting with community health organizations
- Portfolios
- Reference Letters
- College Application help
- Career Research paper
- College Fairs
- Career Fairs
- Competitions
- Job Board on website
- Utilizing alumni as speakers and mentors
- Guest Speakers
- Hospital/Healthcare Human Relations guest speaker

Professional Development

- Guest Speakers
- Seminars
- Webinars
- Chapter Officer Training
- Team Building Activities
- Resumes
- Etiquette
- Professional Dress Days
- College Days – have former students come back for a panel discussion
- Leadership Training with other CTSO Officers
- Educational Symposium Attendance
- Train
- College Visits
- Healthcare Trainings – i.e. Nutrition
- CPR/First Aid Training
- Weekly business meetings in classroom
- First impressions training (greeting, handshake, cell phone etiquette)
- Dress for Success
- Elevator Speeches
- Social Network Etiquette
- E-mail Etiquette
- Personal Statement Workshop
- Conflict resolution workshop
- Student presentation on careers (Health Career Display)
- Cadaver Lab visits
- Career panels
- Job Shadows
- Healthy Lifestyles presentation/portfolio project
- FISH training
- APA writing workshops
- Wellness initiatives
- Attending Body Worlds exhibit
- Connecting with Natural History Museum, Medical History Museum

**Sample Program of Work
ABC Middle School HOSA**

<p><u>August</u> Ice Cream Social (Social Activity)</p>	<p><u>February</u> Valentine’s Day Flower Sale (Financial Leadership Activity)</p>
<p><u>September</u> Set up Class Facebook page (Public Relations)</p>	<p><u>March</u> HOSA State Leadership Conference HOSA Blood Drive (Community Service Activity)</p>
<p><u>October</u> Career Guest Speaker (Professional Development Activity)</p>	<p><u>April</u> Career Portfolios due (Employment Activity) Health Fair (Professional Development Activity, Community Service Activity)</p>
<p><u>November</u> Canned Food Drive (Community Service Activity) HOSA Fall Leadership Conference HOSA Week</p>	<p><u>May</u> Presentation to the School Board (Public Relations Activity, Professional Development Activity)</p>
<p><u>December</u> Cookie Dough Sales (Financial Leadership Activity) Holiday Party (Social Activity)</p>	<p><u>June</u> Graduation Open House for Graduates (Public Relations Activity, Social Activity) HOSA National Leadership Conference</p>
<p><u>January</u> Mock Interviews (Employment Activity) Regional Competitions</p>	<p><u>July</u> Chapter Officer Retreat</p>

Program of Work

August	February
September	March
October	April
November	May
December	June
January	July

Competition through HOSA: A Positive Viewpoint

Competition is inherent in society. HOSA members throughout their future lives will be involved in many forms of organized or incidental competition for jobs, advancement, leadership roles, and numerous other forms of recognition.



The HOSA Competitive Events Program is designed to foster a positive attitude toward competition.

Each event is competency based.

Each event focuses on one's own ability to perform. Achievement is measured against standardized criteria.

It is important for advisors to understand and stress the positive benefits of student participation in the HOSA Competitive Events Program. This provides an

opportunity for students to strengthen knowledge, improve skills, and develop leadership ability. Self-confidence and courage are benefits of healthy competition. The ability to strengthen interpersonal relationships and to accept with grace both success and defeat are characteristics of the leaders of tomorrow.

HOSA members should be encouraged to analyze their own ability in the process of deciding where their interest and talents lie and in choosing to enter competition.

HOSA members, with the assistance of their advisor, should plan for competition within their chapter. Involvement of the health science education advisory committee members and other professionals in the community fosters public relations, improves skills, maintains standards, and helps the Chapter members to decide who should represent them at the state and national levels.



Preparation for participation in any of the HOSA Competitive Events should evolve as part of the natural, planned flow of the instructional process. HOSA Competitive Event Guidelines are instructional tasks and they should be used as any other teaching resource. They are especially useful as checklists or skills profiles to introduce, reinforce, and assess achievement of competency criteria in student performance of scheduled tasks (i.e. selected job skills, such as in the Dental Science Competitive Event, or for class and/or community presentations, as in the Prepared Speaking Competitive Event). Perhaps it is most important to recognize that competitive events do not govern instruction, but are supportive tasks to enhance instruction.

HOSA Competitive Events List

All Competitive Event guidelines and General Rules and Regulations can be found online at <http://www.hosa.org/node/117>. There are 6 categories of events. The Middle School Competitive Events program will gradually add events each year, starting in the 2015-2016 school year. The events highlighted in **red** will be offered at the 2016 National Leadership Conference in Nashville, Tennessee for the Middle School Division if members qualify at the state level.

Health Science Events

Dental Terminology
Medical Spelling
Medical Terminology
Medical Math
Medical Reading
Knowledge Tests

- Behavioral Health
- Human Growth and Development
- Medical Law and Ethics
- Nutrition
- Pathophysiology
- Pharmacology
- Transcultural Health Care

Health Professions

Biomedical Laboratory Science
Clinical Nursing
Clinical Specialty
Dental Science
Home Health Aide
Medical Assisting
Nursing Assisting
Personal Care
Physical Therapy
Sports Medicine
Veterinary Science

Emergency Preparedness

CERT Skills
CPR/First Aid
Emergency Medical Technician
Epidemiology
Life Support Skills
MRC Partnership

Public Health

Leadership

Extemporaneous Health Poster
Extemporaneous Writing
Healthy Lifestyle
Interviewing Skills
Job Seeking Skills
Medical Photography
Prepared Speaking
Researched Persuasive Speaking
Speaking Skills

Teamwork Events

Biomedical Debate
Community Awareness
Creative Problem Solving
Forensic Medicine
Health Career Display
Health Education
HOSA Bowl
Medical Innovation
Parliamentary Procedure
Public Service Announcement

Recognition Events

Barbara James Service Award
MRC Volunteer Recognition
National Service Project
Healthcare Issues Exam
HOSA Happenings
HOSA Chapter Reflection (formerly Outstanding HOSA Chapter)
Outstanding State Leader
HOSA Marketing Challenge

HOSA Leadership Conference

Chapter Safety Checklist

HOSA chapter advisors are asked to review conference safety standards with their students and registered guests as soon as possible after checking in for the leadership conference. Conference delegates should know what actions to take to avoid danger, or in the unlikely event a crisis occurs.

General Information

- For safety and liability reasons, all delegates must stay in approved conference hotel
- Chapter advisors should have a copy of the Medical Liability form for each person in their delegation. If you did not keep a copy, be sure to write down emergency contact information (parent) for each student. You should also have the name and home phone number of the school administrator to be notified in case of an emergency.
- Program – review the conference program with your chapter members. Make sure they know where they should be at all times, and where you will be. Have them write it down in their program. If for any reason your students need you at any time of the day, they should know where to find you.
- Cell phones – Advisors should carry a list of their students' cell phone numbers at all times

Hotel

- Review the safety features in the room (sprinkler system, phone number for security, chain and door lock, etc.) Make sure students know not to hang anything on the water sprinkler. Use all auxiliary locking devices on doors and windows.
- Remind students to not leave their doors propped open, especially if no one is in the room.
- Find the nearest emergency exit. Instruct students to use the stairs in the event of an emergency. Discuss the procedure to be used if a fire alarm is sounded.
- Select a place to meet with your students in the event there is an alert of any kind at any time of day.
- Use the door viewer to identify anyone requesting entry. Open the door only if you are certain the person has a legitimate reason to enter your room. If in doubt, call the front desk.
- Report any lost or stolen items to your advisor, hotel management and to the police.
- Never leave money, checks, credit cards, jewelry or other valuables, extra room keys or car keys in the room. Take valuables with you or leave them in the hotel safety deposit box.

- Report to your advisor and hotel management any suspicious activities in the corridors or rooms. Remember – the only way to stop crime is to get involved in crime prevention.

Leisure Time

- Ask students NOT to wear their conference name badges when leaving the hotel – and ALWAYS wear the name badges when participating in any HOSA function.
- Always travel in groups – preferably of three or more.
- Always notify the advisor of your whereabouts at all times. If you have a cell phone, make sure it is turned on during the day (except as prohibited during conference activities) and re-charged at night.
- Carry only the cash you need in small denominations and never discuss your plans or the amount of money you are carrying.
- Carry your purse close to your body and your wallet in your front pocket.
- Ask for directions at the hotel desk to those attractions you want to visit. Looking lost may make you look like an easy target for crime. If you get lost, find an open business and ask for directions.
- Be wary of strangers who seem overly anxious to help you.
- Visitors are major targets for pickpockets in many cities throughout the world. Stay alert to what’s going on around you.
- Walk “smart” when you leave the hotel area; know your destination and the best way to reach it. Travel along sidewalks, and NEVER walk alone.
- Establish a “buddy” system with another delegate from your chapter, share schedules and check up on each other periodically.
- Jackets with pockets provide a convenient alternative for females to reduce the chance for lost or stolen handbags.
- Lap top computers are attractive, easy targets for thieves. Be sure your lap top is in a secure place.
- Every major city in the world has a homeless population. This social problem is common to urban areas. Most homeless people are harmless; however, some transients are chronic law violators who often infringe upon the rights of others. We suggest using a combination of caution and respect around panhandlers and other strangers.
- Have a current bus or public transportation schedule. This info can usually be obtained from the hotel concierge or front desk. Know when the last scheduled pick-up at major attractions will occur.
- Always make sure the taxi driver starts the meter, never pay more than the meter amount. Gratuities are acceptable.
- Have exact fare (cash) for public transportation.