**The HOSA Program of Work**

“The Blueprint For Action”

One of the first tasks that must be accomplished in HOSA Chapter management is to plan a Program of Work (POW).

A POW, sometimes referred to as a Program of Activities, is a written outline of the activities a HOSA Chapter plans to accomplish during the year. There are many valuable activities that may be included, which provide services to students and others through involvement in leadership development, community awareness, skill training, and social/cultural events. A well-balanced and carefully planned POW involves a variety of experiences designed to include involvement of members in the selection, scheduling and financial management of their activities. A local Chapter’s POW also should reflect the program activities of the district, state, and national HOSA associations.

The POW indicates the general scope of a plan; serves as a blueprint or roadmap to give direction for a plan of action; enables activities to be conducted systematically rather than in a laissez-faire manner; presents the main objectives to be accomplished, and outlines the activities or process, cost, time resources, completion date, product, and evaluation.

The POW provides a basis for Chapter budget development and a written plan for the instructor, as well as for supervisors, directors, administrators, and students.

The chart in the Appendices presents one form Chapters may use in developing the local Program of Work. (See Appendix T.)

HOSA Chapters can best serve their schools and communities by providing a variety of activities throughout the year which will enhance the members’ knowledge, skills, and attitudes. Activities in the following areas may be considered in developing a program of work.

Career-Related Activities

Most Chapters provide professional informational meetings to enhance their members’ knowledge of various fields. Guest speakers, panel discussions and films are frequently scheduled for meetings, and many Chapters take field trips to hospitals, clinics or other health-care facilities to study specific procedures, activities or problems relating to their health science instruction.

Competitive activities and project participation also are considered professionally oriented activities. Local Chapters are usually the scene of competitive event preparation: Local, State and International Conferences provide the proving grounds for students to test their knowledge, skills and ability with those of others. Recognizing individual achievement is only one objective of HOSA competitive events and projects. Their basic purposes are to improve the knowledge and skills of students. Through practice and application, students profit from their experiences.

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

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| **Program of Work** | |
| August | February |
| September | March |
| October | April |
| November | May |
| December | June |
| January | July |



**PROGRAM OF WORK PLANNING SHEET**

*Note: Chapter leaders or committee chair may prepare one planning sheet per goal.*

|  |  |
| --- | --- |
| Goal: | |
| Objectives |  |
| Activities |  |
| Resources |  |
| Time |  |
| Cost |  |
| Beginning Date & Completion Date |  |
| Product |  |