

Follow-Up Email Guidelines

Advisors, you will want to send a follow up email to all of the students on the Roll Call Log.

We recommend you send the email by the end of the week after your Interest Meeting.

Recommended date: No later than September 1, 2018.

What to include in your Follow-Up Email:

1. Thank students for their interest in HOSA.
2. Summarize what was talked about in the interest meeting.
3. Explain the New Member Registration Forms
 - a. Chapter Fees (*Once members are entered into the Online Affiliation System, they cannot be taken off and are responsible for their dues.*)
 - b. Parents must sign the Dues Agreement Form
 - c. Deadline
4. Invite them to the next meeting. (include date & time)