



# **POSTSECONDARY/COLLEGIATE HOSA HANDBOOK**

## **Starting a Member-Led HOSA Chapter**

**International Headquarters  
HOSA–Future Health Professionals**

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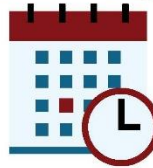
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# Quick Tips for Starting a Chapter



## Start early!

Plan as much as you possibly can before school starts (preparing applications/communications) so you can hit the ground running once school begins.



## Find a team

Find at least 1-2 trusted people who would also like to aid in starting the chapter. There is a lot of work to be done so sharing the workload and keeping each other accountable will make the process a lot more efficient and fun!

## HOSA HQ

Call HOSA Headquarters: 800-321-4672. This is the fastest way to get help and immediately get your HOSA Charter Number.



## Office hours

Don't be afraid to ask your State Officers or anyone on the International Executive Council (IEC) for help, in fact, please do so: we are here to help!

## Communication

Communicate IN PERSON as much as possible throughout the process; virtual communications like email can easily be lost and/or lead to drawn-out conversations.



## Bring the energy!

Be EXCITED! When members see YOU excited they will want to join and be engaged!

## How to Create the HOSA Logo for Your Chapter:

- Canva is a great tool!
- Consult the HOSA brand guide here: <https://hosa.org/sites/default/files/HOSA-Brand-Style-Guide.pdf>

\*Handouts available for distribution. Contact HOSA Headquarters.

# Start a Postsecondary/Collegiate (PS/C) HOSA Chapter

As the lead organizer of a new or revitalized Postsecondary & Collegiate HOSA Chapter, you have a valuable opportunity to energize an exceptional member-led organization at your institution. You can help lead the chapter in a direction that supports HOSA's vision, mission, and purpose.

**HOSA–Future Health Professionals is an organization that is 100% health;** however, it is important to recognize that health touches a multitude of health professions and careers. It is highly suggested that involvement in the PS/C HOSA Chapter serves students who may or may not be pursuing pre-health majors and fields of study. HOSA's diversity and inclusion of diverse areas of study position the chapter as unique and, therefore, will appeal to a more significant number of students! Furthermore, HOSA benefits those still considering whether to pursue a career in one of the attractive health professions.

**Involvement in HOSA and the numerous opportunities it presents to students to learn about healthcare can prove monumental in helping them make a final decision. College students change their majors often. However, regardless of their major, they can still find opportunities and success within a mission-driven organization like HOSA.**

**It is highly suggested that the initial students contacted were members of HOSA chapters in secondary schools or other PS/C institutions.** A major benefit of forming a PS/C HOSA Chapter from the institution's perspective is encouraging former HOSA members to enroll because there is a HOSA Chapter in which they can be actively involved. Other health organizations will serve pre-health majors and fields of study, but those usually begin in their second year.

**This manual serves as a guide to members starting a postsecondary or collegiate chapter at their institution.** Consult this manual and your institution's new student organization start-up tips to help ensure an efficient and successful chapter affiliation process. What are the significant benefits of starting a PS/C HOSA Chapter?

- The only pre-health organization on the postsecondary/collegiate level to offer international competition for all health sciences.
- Gain access to the exclusive HOSA Career Center, internships, leadership opportunities, and the Annual HOSA International Leadership Conference in June.
- Network with 300,000 current active members and 3 million alumni.
- Fund a portion of your education with HOSA Scholarships. \$3,127,696 was awarded by HOSA and its Partners at the 2023 ILC.



# Terminology

**Chartered Association.** This refers to the country, U.S. territory, or U.S. state that your chapter will affiliate. For example, the Chartered Association for the University of Texas is Texas, and the Chartered Association for the University of Toronto would be Canada.

**State Advisor.** The state advisor oversees the operations of the Chartered Association and is the first point of contact for new chapters. You can find your State Advisor [HERE](#).

**Affiliation.** The official process by which someone becomes an active member of HOSA through affiliation with HOSA. The affiliation process is achieved using the **HOSA Computer Membership System (CMS)**. The affiliation deadline for PS/C chapters varies by Chartered Association. Check with your HOSA State Advisor to find out the state deadline.

**Registration.** The process by which an affiliated member registers to attend conferences. Deadlines vary by each chartered association based on the conference; therefore, check your chartered association's website and [HOSA's](#) for the correct timelines. The online system is the Conference Management System (CMS).

**Postsecondary Chapter.** A HOSA chapter is established at a postsecondary institution that offers degrees at less than a baccalaureate level.

**Collegiate Chapter.** A HOSA chapter is established at a four-year institution that offers baccalaureate degrees.

**Conference Management System (CMS).** HOSA's online system for affiliating members and registering HOSA members for conferences. You can access the CMS [HERE](#). Detailed instructions for using the CMS are [HERE](#).

# Getting Started

## Two separate processes:

- Affiliate your chapter with HOSA-Future Health Professionals and your HOSA chartered association.
- Affiliate (register) your chapter through your institution's new student organization process.

## Requirements for Affiliation with International HOSA:

- At least five active/affiliated members; however, the average is 40.
- A faculty/staff advisor.
- Chapter constitution/bylaws (see [PS/C Resource Page](#) for an example).
- A completed online chapter affiliation application.
- Additional chartered association-specific affiliation requirements.

## Common Requirements to Affiliate with Your Campus:

- **First, locate your campus' procedures.**
  - This process varies by institution, so check your campus website.
  - Most colleges require the following to create a new student organization:
    - A constitution or bylaws.
    - A designated faculty/staff advisor.
    - A list of members.
    - Approval from the student government or governing body.
    - Communication with appropriate school administrators.
    - A completed application.\*
    - A scheduled interview with school administrators.\*

\*It is possible your institution may not have this requirement.

The following procedure may help you navigate a common procedure.

## How to Start a HOSA Chapter: The 7-Step Procedure

- Step 1: Contact the Chartered Association State Advisor.
- Step 2: Become officially recognized by the campus administration.
- Step 3: Engage a HOSA Chapter Advisor.
- Step 4: Recruit members.
- Step 5: Secure a charter number.
- Step 6: Host your initial meeting(s).
- Step 7: Collect Affiliation and Membership Fees.

### Step 1: Reach Out to Your State Advisor.

- Before starting a HOSA chapter, contacting your State Advisor is a good idea, as they can help throughout the process. In this step, you can determine your Chartered Association's requirements for new chapters.
- **Find State Advisor's contact information here:** <https://hosa.org/chartered-associations/>
- **It is a good idea to contact State Officers for additional assistance,** especially if a designated PS/C officer is on the team.

### Step 2: Become Officially Recognized by the Campus Administration.

- **Notify the administration that you want to start a HOSA chapter on the campus.**
- For PS/C institutions, the procedure for getting the chapter recognized by the campus **is likely more formal and may include a member group application and interview process.**

**Tip:** Your PS/C institution may allow you to start the chapter unofficially and complete certain action items before the student organization application/interview process begins/is completed. Take advantage of this opportunity by bringing students together and gathering everything required to launch a chapter (Steps 3-7).

- For the application, the school administration will most likely ask:
  - **What is its purpose?**
    - What HOSA is/offers, why is it important/unique, what can HOSA do for the school community, and what have you already done/need to do to get the chapter operational?
    - If you have never participated in HOSA before, to gain a better understanding of these questions and more:
      - Refer to the [HOSA Handbook Section A](#).
      - Email State Officers, the PS/C International Executive Council Members, or other HOSA members who can provide insight into their experiences in PS/C HOSA.
  - **For the Constitution/Bylaws**
    - If your campus has sample bylaws for student organizations, you can use elements from HOSA's and your school's sample bylaws to produce a unique set. HOSA Headquarters can provide a sample set if needed.
  - **For an interview** (reviewing similar questions as in the application).

Once the application and interview process are complete, the committee may take a few days to weeks to deliberate. As previously stated, and if possible, continue to complete the following steps to get the chapter operational.



**For a presentation to your institution's student government:**

- You may be required to make a presentation to the student government, convincing them to recognize the chapter.
- **During the presentation, you must be prepared to:**
  - Emphasize the uniqueness of HOSA.
  - Explain how HOSA will benefit members.
  - Explain how HOSA will benefit your college community.
  - Explain why this level of affiliation meets your chapter's needs.
  - Explain how the HOSA chapter will attract former HOSA members.
  - See 'Resources' for a sample presentation.

**Step 3: Recruit a HOSA Chapter Advisor.**

- **This can be a relatively easy or complicated process.**
  - Middle/high school teachers may have greater flexibility, time, and availability to be advisors, while PS/C professors or faculty members may be busier or uninterested. Explain that HOSA chapters are member-led and minimize demands on the Chapter Advisor.
- **Communicate with professors and administrators in person.**
  - Professors and/or faculty members may not respond for weeks if emails, for example, are lost in their inbox. Personal contact is recommended.

**Picking the Chapter Advisor**

- **The Advisor does not necessarily have to be in the healthcare field or be a health science professor, but HOSA is more likely to align with their interests.** Extend the search to other faculty/staff members if the initial attempt to recruit a health science-related professor is unsuccessful.
  - It is essential that you pick someone you trust and can rely upon.
- **For PS/C institutions, there may already be an assigned faculty member who must be your advisor, especially if a specific department is "endorsing/sponsoring" the creation of the chapter.**
  - Real example: At Princeton University, ODUS (Office of the Dean of Undergraduate Students) sponsored the creation of Princeton HOSA. Within ODUS, the Director of Student Leadership and Engagement was assigned as the student organization's advisor for all ODUS-affiliated organizations that needed an advisor; no other faculty member outside of ODUS could serve an official advisory role for these student organizations.
  - Make sure to contact your sponsoring department and ask if this is the case to prevent weeks of unnecessary work!
  - If a specific person is not required to be your advisor, then as previously stated, find any exciting faculty member whose interests align with HOSA and who you believe would serve best in the role.



- **Make a list of health professions or science-related faculty and staff members.**
  - Identify and narrow the list to five to seven good choices. E-mail and call these candidates.
  - Meet potential advisors in person, at office hours, or whenever they are available.
- **If you do not know who to ask, reach out to students who may have a professor in mind or faculty members (current professors/faculty members or advisors) you are in contact with who could connect you with someone they may know.**
  - Email format to contact potential advisors:
    - Greetings.
    - Introduction.
    - Explain how she/he was identified.
    - Define what HOSA is.
    - Share the requirement to have a chapter advisor.
    - Present the request.
    - Conclusion

Example: "I am (your name) and (your relationship to/how you know this professor). I have an important inquiry for you. I am a member of the (college name) Chapter of HOSA-Future Health Professionals. We are searching for a faculty/staff advisor for our chapter.

**HOSA Description and Benefits:** HOSA–Future Health Professionals is a member-led organization, by and for members interested in pursuing careers in the health professions. Founded in 1976, HOSA has over 6,500 secondary and postsecondary/collegiate chapters in 57 chartered associations with more than 300,000 members. The U.S. Department of Education officially recognizes HOSA as being 100% healthcare; therefore, HOSA focuses resources on helping students become effective, compassionate health professionals and leaders in their chosen careers. The unique benefits of HOSA include leadership opportunities at the local, state, national, and international levels, volunteer and community service opportunities, scholarships, and leadership conferences. HOSA conferences offer members the opportunity to attend educational symposiums, compete in 100 competitive and recognition events, and network with over 100 profit and non-profit corporate and health industry partners and numerous members. Health professionals prefer applicants who demonstrate leadership skills, have experience with health-related community service, and are academic achievers. HOSA membership provides members with these key opportunities to demonstrate their technical and soft skills in the classroom and at conferences for maximum recognition.

**Faculty and Staff Advisor Requirement and Time Commitment:**

The HOSA Bylaws require a HOSA chapter to have a faculty/staff advisor to affiliate with state and international associations. The time commitment is guided by how much you want to be involved in chapter activities. The chapter advisor may forward paperwork from HOSA or the chartered association, who will follow up on the correspondence and keep everyone informed. Although the chapter advisor would be encouraged to attend state and international conferences, this is not required. I understand you have many responsibilities. However, as you see the value of our chapter on our campus and realize that the time commitment is minimal, we hope you will consider lending your support as a chapter advisor.

Thank you for considering our request. Would it be possible for us to arrange a time to discuss this opportunity? I can be reached at (your phone number) or (your email address).

Sincerely,

Your Name, Your Position

- **Make it easy for the chapter advisor.**

- Confirm the chapter will absorb the advisor's affiliation fee.
- Commit that the chapter officers will complete paperwork, submit the online affiliation report, and collect and pay affiliation fees.
- Express appreciation by having the chapter purchase a HOSA-related gift or gift card.

**Chapter Advisor Involvement:**

- **For PS&C institutions, the chapter advisor will likely have little involvement in HOSA chapter activities and operations.** The chapter advisor and chapter officers understand their responsibilities and deadlines, including:
  - Collect membership affiliation fees. Membership affiliation fees are due when members are registered with HOSA-Future Health Professionals.
  - Collect conference registration fees.
  - Use HOSA's Conference Management System (CMS) to register and pay members' affiliation and conference registration fees. Collect fees before members are registered using CMS! HOSA does not delete registrations once the affiliation is submitted. If you hit the chapter's registration is officially submitted, and there are no deletions except duplications.
  - Coordinate travel to conferences.
  - Plan and conduct chapter council and general membership meetings and communications.
  - Coordinating additional on-campus activities/events.
- **Maintain Communication with your State Advisor.**



#### **Step 4: Encourage Members to Affiliate with HOSA-Future Health Professionals.**

- Develop a contact list of friends, acquaintances, and faculty who may have an interest in the establishment of a HOSA chapter on campus.
- Request friends, students who may be interested in becoming charter members of the PS&C HOSA chapter, and faculty to distribute a trifold as an initial effort to share the opportunity to be a member of the first cohort on campus to be affiliated with HOSA-Future Health Professionals.
- Use campus bulletin boards, public service announcements, student club news, career fairs, group chats, workshops, social media, and emails to inform students and faculty about the mission, vision, and purpose of the HOSA chapter in formation on campus.
- Host an information booth in the Student Union or at a campus event:
  - Develop, prepare, and print a trifold describing the HOSA chapter. Contact other PS&C chapters to take advantage of trifolds or other promotional and informational materials that have already been developed. Contact HOSA Headquarters for templates as well.
  - Play the ILC promo (YouTube video) on a loop as a unique opportunity for chapter members to participate.
  - Develop a handout with a QR code to scan to fill out an interest form to assess overall student interest in the HOSA chapter.
  - Create an email listserv to send out after the campus activities fair.

- Establish a social media account for the chapter.
- Contact potential members and welcome them to the inaugural establishment of a HOSA chapter on campus.
- **Use a targeted pitch to develop an immediate interest in belonging to the HOSA chapter:**
  - HOSA is unique - it is the pipeline for pre-professional healthcare students interested in pursuing a career in a health profession.
  - The opportunities provided by the HOSA chapter for development as a student leader interested in healthcare are genuinely remarkable. The HOSA chapter provides numerous opportunities to develop, practice, and refine personal, professional, and leadership qualities in high demand among the health professions.
  - From conferences and events to scholarships, industry connections, networking, and leadership development opportunities, there is something for every HOSA member to enjoy and learn as a member, committee member, elected officer, conference delegate, or member of the International Executive Council. Chapter membership provides opportunities, experiences, challenges, connections, and access to the international network of HOSA-Future Health Professionals and its Partners and Sponsors that support the HOSA vision, mission, and strategic goals with their engagement and financial resources.
  - Ask HOSA members to describe the feeling of being surrounded by 13,000 members and partners at the annual HOSA International Leadership Conference, and you will discover that HOSA is more than a student organization; it is a mission-driven community with considerable energy that includes 300,000 members worldwide. If you have an interest in healthcare, HOSA is the place to become a health professional.”
  - Invest in HOSA, and members gain as much as they invest and much more. Members can exclusively compete in events as their time permits and take advantage of leadership, service, networking, and professional development opportunities. HOSA promises members that they can benefit from the maximum HOSA experience if they promise to take advantage of the opportunities available.
  - Consider serving as a chapter officer. Chapter officer positions include President, Vice President, Treasurer, Public Relations Director, Volunteer Coordinator, Shadowing Director, Social Coordinator, and Competitions Director. Each chapter may develop a list of officers who work for the members.

#### **Step 5: Get Your Charter Number**

- **To be recognized as an official HOSA chapter, you will need a HOSA charter number and password to access the HOSA Conference Management System (CMS)**
  - The CMS website is used to affiliate members with HOSA, register members for conferences, and pay both affiliation and conference registration fees. (Refer to Step 7)
  - Access to CMS is found on the hosa.org website by clicking “Login” on the top right-hand corner of the computer.

- **Getting your charter number is a quick process that can be completed by contacting your Chartered Association State Advisor.** Refer to Step 1 for how to find the State Advisors' contact information.
  - Your charter number is the login ID for the CMS; it is also necessary to keep it handy for other HOSA forms that members are directed to complete, such as medical release forms. This information is very important, so write down the access information and keep it safe.
- **If you are launching a collegiate chapter, it is likely that you will be reaching out to HOSA Headquarters alone, managing the [HOSA CMS](#) for your chapter, and providing updates to your advisor (as listed above in Step 2)**

### Step 6: Host Your First Meeting

- **Generate ideas to attract members, students, and faculty to your first meeting:**
  - Send an extra email and social media messages days before, especially the meeting day, along with the agenda.
  - Post flyers around campus with the meeting time, date, and location.
  - Offer free food (i.e., pizza, chips), if the budget allows.
- **Create an agenda--** Explain to the prospective members the pipeline responsibility of HOSA-Future Health Professionals in the USA and internationally. Include the following discussion of the organization's uniqueness compared to other health-related professional organizations.
  - A brief history of the organization.
  - A discussion of HOSA's mission, vision, and strategic goals.
  - Discuss the value of competitive events from a curricular point of view.
  - Review the general program of work in a postsecondary/collegiate chapter and emphasize the chapter members will decide upon the actual program of work. Get the attendees involved—ask what activities, events, and projects they would like to see as part of the chapter's program of work.
  - Review the range of service projects with special emphasis on the national service project, NMDP.
  - Discuss the HOSA and Partner scholarships.
  - Review the Partners and Sponsors engaged in the HOSA-100 International Advisory Council and the access to internships, employment referrals, and resume-building opportunities.
  - Explain the general structure of the HOSA chapter, including membership requirements for those who choose to affiliate with HOSA-Future Health Professionals through the campus chapter.
- **Meeting Room Reservation Policies**  
Some campuses do not allow organizations on campus to reserve meeting rooms until they are affiliated with the student government. Find out if there are rooms that can be used for the initial organizational meetings that do not need to be reserved.



## Step 7: Affiliation & Membership Fees

Ensure all necessary forms and membership fees are paid **before** members are registered using [HOSA CMS](#). This is essential because once a member affiliates, you cannot remove them, and the affiliation fee cannot be removed from the invoice.

- Collect forms and fees at meetings or via a virtual application.
- Determine if app-based money transfers (Venmo, CashApp, Zelle) are allowed on your campus to collect fees.
- *Real Example:* The ODUS department at Princeton provides a link that Princeton HOSA members can click to pay affiliation or conference registration fees using a credit card.
  - The payment goes directly to the official Princeton HOSA member group account to pay HOSA later.
  - Remember that your advisor must also pay the affiliation fee.
- Grant Funding: Reference the PS&C Resource page on the HOSA website for Grant Funding throughout the year.
- **Now that you have affiliated members, CMS can be used to register members as official HOSA chapter members.** CMS will also be used to register members for conferences.
- **The PS/C Resource page on the HOSA website also provides detailed instructions on how to use the CMS to affiliate and register.**
- **Important dates:** Affiliation for PS&C chapters differ among Chartered Associations. Membership fees are due to HOSA Headquarters 30 days after registration. It is imperative to read the directions on the HOSA Chapter Affiliation Application before submission.

## Payment

- **For current year membership/affiliation fees, mail a check to HOSA or electronically pay with a credit card using CMS.**
  - There is an additional 4% fee for each credit card transaction.
  - HOSA Headquarters is located at:  
**HOSA-Future Health Professionals**  
548 Silicon Drive, Suite 101  
Southlake, TX 76092
- **All conference registration fees go through the Chartered Association office, *not* HOSA Headquarters.** Please refer to your Chartered Association's website or staff on how to pay conference registration fees.
  - Each invoice generated from the CMS shows the correct remittance address at the top of the invoice. Check the address to ensure that your payments are sent to the correct location promptly.
- **In the case of past due membership and affiliation fees:**
  - For credit card transactions, call HOSA @ (800)321-4672 to pay over the phone, as these are not accessible in the CMS. There is a 4% fee for each credit card transaction.

- For mailed checks: Send to HOSA at:  
**HOSA-Future Health Professionals**  
548 Silicon Drive, Suite 101  
Southlake, TX 76092
- For **HOSA portal and payment questions**, please contact:  
Hope Antrim  
[hope.antrim@hosa.org](mailto:hope.antrim@hosa.org)
- **Understand your campus' financial processes to determine what payment method works best.**  
Make this determination as early as possible in the first semester so the chapter can deposit funds and write checks.
- **It is highly recommended that the chapter take full advantage of on-campus financial services.**

Once you have completed these steps, you have successfully created a new HOSA-Future Health Professionals Postsecondary/Collegiate Chapter! Congratulations!





# Understanding HOSA PS&C Chapter Members

- **What are Pre-Health College Students who are HOSA Chapter Members interested in most?**
  - Some members may not be willing or able to spend time or funds to study for competitions or attend the HOSA State or International Leadership Conferences due to studies or work. Once you learn about your members' specific interests, some may be interested in the SLC (State Leadership Conference) or the ILC (International Leadership Conference). Target your in-depth discussions about conferences and competitions exclusively to those who have expressed an interest.
  - Explain the uniqueness of HOSA to chapter members. Study other campus organizations and notice what they offer or do not offer to their members.
  - Consider looking at other pre-health organizations on campus and attending their meetings. Consider what they offer to their members and what you can apply to HOSA chapter meetings.
- **What attracts new members to an organization like HOSA?**
  - **Competition:** HOSA is the only PS&C organization that offers health science competitions on an international level.
  - **Volunteer Recognition:** See the Barbara James Service Award under '[Recognition Events](#).'
  - **Service Projects:** HOSA partners with [NMDP](#), the Medical Reserve Corps, and others to provide members with opportunities to give back or pay it forward.
  - **Community-Based Opportunities:** Host local events to allow members to serve their community.
  - **Leadership Opportunities:** Encourage and foster chapter officer roles and committees. Leadership development should be a program for members in general and those in leadership roles.
  - **Scholarships:** Check out the scholarships available to your members [HERE](#).
  - **Career Center & Internships:** HOSA provides exclusive professional opportunities for members.
  - **Alumni Network:** With over 3 million alumni members, HOSA is an extraordinary vehicle for extending members' networks.



## Additional Thoughts

Encourage HOSA members to let their passion for HOSA shine brightly! The opportunities provided by HOSA members are continuously increasing. Encourage members to regularly visit the HOSA website ([www.hosa.org](http://www.hosa.org)) and ensure they know the most up-to-date benefits and opportunities available to HOSA members.

Follow HOSA on **Instagram** @hosafhp.

For additional resources, visit the [PS/C Resource Landing Page](#) and the [Chapter Advisor Resource Guide](#).

### Accessing Technical Assistance and Additional Resources:

**1<sup>st</sup> Contact:** Chapter Officers and Members should check with their Faculty Advisor.

**2<sup>nd</sup> Contact:** Chapter Officers should contact the Charter Association State Advisor.

- <https://hosa.org/chartered-associations/>

**3<sup>rd</sup> Contact:** Contact HOSA Headquarters if you have questions or need assistance; send a request to [info@hosa.org](mailto:info@hosa.org). We will do our best to respond within 24 hours.

**Please provide the following information to HOSA Headquarters:**

- Name
- Role (Faculty Advisor, President, Treasurer, Membership Chair, etc.)
- Email Address
- Telephone Number (for voice or text)

If you have not received a response within the 24-hour period, please contact:

- Jim Koeninger, Ph.D., Executive Director Emeritus (1983-2023). Let him know what would be helpful, and he will find the right person to work with you who has the information that will be helpful. Talk first with your Faculty Advisor and State Advisor to gain additional guidance before you contact HOSA Headquarters. HOSA Headquarters does not want to supersede your Faculty Advisor or State Advisor with any recommendations or responses to chapter requests.
- Email: [jim.koeninger@hosa.org](mailto:jim.koeninger@hosa.org)  
Text: 214.707.4249



# Resources

The following publications contain valuable information for state and chapter leaders.

**<https://hosa.org/publications/>**

- **HOSA Handbook**
  - Section A: HOSA History
  - Section B: Competitive Events
  - Section C: Chapter Management
- **HOSA, Inc. and HOSA Bylaws**
- **Policies and Procedures Manual: HOSA—The Organization**
- **Local Advisor Handbook**
- **HOSA E-Magazine**
- **Postsecondary/Collegiate Chapter Handbook**
- **HOSA Chapter Advisor Development Program**
- **Middle School Handbook**

**Additional publications and videos of value:**

- **Program Book**—International Leadership Conference

**Videos posted on YouTube** (go to [www.youtube.com](https://www.youtube.com), then, search for HOSA videos)

- **Dare to Create**—2024 HOSA ILC Promo (Houston ILC)
- **What is HOSA-FHP?** (Minnesota HOSA)
- **What is HOSA?** (Oklahoma HOSA)
- **HOSA-Future Health Professionals Membership** (Benefits of being a HOSA member)

**HOSA-Future Health Professionals Partner Video** (Emphasizes the vision of HOSA is supported by chapter advisors who work with members in the schools, state advisors who lead their state association and support the national and

international network of chartered associations, and the health industry partners who are committed to supporting HOSA members who are preparing themselves to be future health professionals and sponsoring various local, regional, state, and international conferences, events, and activities to keep the pipeline of future health professionals flowing so that future generations of health providers are prepared, committed and ready to serve the healthcare needs of people nationally and worldwide.)

- **HOSA-Competitive Event Tips and Five People to Help** (Contains tips for navigating Competitive Events and how you can identify five people in your life to help you prepare for competition and help you become a future health professional. Includes Section B, HOSA Handbook content: General Rules and Regulations, Appendices, Useful Tools, What Event is Right for You, Event Preparation, Key Components of Competition, Event Samples, and Coach. The transcript is also available for review.)
- **Preparing for HOSA Competitive Events—What You Should Know** (This video provides a detailed review of what HOSA competitors should know when participating in the competitive events program. It is equally helpful to HOSA members and chapter advisors.)
- **HOSA CE Orientation Video 2022** (Provides a detailed review of what HOSA competitors should know when participating in the competitive events program. Both HOSA members and chapter advisors benefited from the orientation video in 2022.)
- **What is HOSA?** (Carrie Harris shared her experience as a HOSA Chapter Advisor and described
- **Why HOSA?** (Michigan HOSA—why students should affiliate with HOSA)
- **The HOSA Way!** (Michigan HOSA—emphasis on program of work)
- **HOSA Judge Orientation Video** (Michigan HOSA—an example of how Michigan HOSA prepares volunteers to serve as judges of their competitive events. This video could be used as a template to develop a judge orientation video for your volunteers. Well-prepared judges are of significant value to a successful competitive events program.) Michigan HOSA produces other orientation videos to enhance regional and state conferences aimed at HOSA Members, Event Managers, and others.

#### **Washington Leadership Academy**

- **2024 WLA Opening Session** (Led by International President Nick Ballard)
- **HOSA WLA 2024 Thinkback** (A visual overview of the 2024 WLA)

## Webinars

- **Northeastern Bouve College of Health Sciences—PreMed or PrePA**  
Fourth-year health science students at Northeastern University and instructors who served on a panel responded to questions from HOSA members interested in Pre-Med and Medical School and the Health Professions. The Transcript is posted at [www.YouTube.com](http://www.YouTube.com) with a video.
- **Samford University—McWhorter School of Pharmacy, Virtual Open House**  
HOSA Webinar—Interested students and their families are invited to register for our upcoming virtual open house to learn more about Samford’s Doctor of Pharmacy and prepharmacy programs. Information included sessions with the school’s admission staff and opportunities to engage with faculty and students. The Transcript is posted at [www.YouTube.com](http://www.YouTube.com) with a video.
- **Navigating Your Path to a Career in Veterinary Medicine.** HOSA-AAVMC Webinar. The Transcript is posted at [www.YouTube.com](http://www.YouTube.com) with a video.
- **Transfr—Bringing Virtual Reality (VR) to the Health Science Curriculum**  
HOSA Webinar—presented by Kelly Ramsey, HOSA Alum, shared resources to deliver classroom learning. Transfr has built career pathways for current and future healthcare professionals through hands-on training using immersive technologies. The training focuses on priority health science roles, including Nurse Assistant, Paramedic, Licensed Practical Nurse, Surgical Technologist, Phlebotomist, Registered Nurse, Radiologic Technologist, Medical Assistant, Emergency Medical Technician, and Pharmacy Technician. Transfr has an in-house grant-writing team that helps partners find funding sources to access VR resources. The video is posted at [www.YouTube.com](http://www.YouTube.com).
- **AMT-HOSA Webinar—Phlebotomy Competition**  
The American Medical Technologists (AMT) hosted the AMT-HOSA Webinar. AMT is the official sponsor of the Phlebotomy competitive event held at HOSA conferences including the Annual HOSA International Leadership Conference. The agenda for the webinar included: (1) Why Phlebotomy, (2) The HOSA Competition—a discussion of helpful materials and information and how competition connects to a HOSA member’s career, and (3) time for Questions and Answers. The webinar was well-received. The video is posted at [www.YouTube.com](http://www.YouTube.com).



- NMDP-HOSA Webinar—HOSA Puts the FUN in Fundraising!**  
 NMDP is HOSA's Exclusive Service Project given the world's most diverse registry and their extensive network of transplant partners, physicians, and caregivers, and especially the expanding access to treatment so that every patient can receive life-saving cell therapy. NMDP Finds Cures and Saves Lives. That is why HOSA-Future Health Professionals wants to maintain its involvement with NMDP, as we believe that "each of our members, advisors, and partners hold the key to curing blood cancers and disorders. As a global nonprofit leader in cell therapy, NMDP creates essential connections between researchers and supporters to inspire action and accelerate innovation to find life-saving cures. The video is posted at [www.YouTube.com](http://www.YouTube.com).
- Elevating Blood Donation Education—Hosted by Body Interact and America's Blood Centers. A HOSA-Future Health Professionals' Webinar.**  
 A significant service project would be to sponsor a blood drive on campus, which promotes the PS/C HOSA Chapter as a healthcare organization and could be a unique membership promotion. The chapter can secure information from America's Blood Centers to inform donors and promote the blood center. The video is posted at [www.YouTube.com](http://www.YouTube.com).
- WLA Webinar—Public Health Panel** Featured: Admiral Paul Reed, M.D. USPHS, Deputy Assistant Secretary for Health, Director of the Office of Disease Prevention and Health Promotion; Lori Tremmel-Freeman, Director, NACHO, and Dr. Boris D. Lushniak, M.D., MPH, Dean, School of Public Health, University of Maryland. The video is posted at [www.YouTube.com](http://www.YouTube.com).



## Testimonials

- **CAPT Paul Reed, M.D., HOSA-Future Health Professionals (2:44)**  
**Rear Admiral, USPHS, Deputy Assistant Secretary for Health**  
Director of the Office of Disease Prevention and Health Promotion  
Washington DC-Baltimore Area—Website: [health.gov/\(ODPHP\)](https://health.gov/(ODPHP))  
Email: [paul.reed@hhs.gov](mailto:paul.reed@hhs.gov)  
Profile: [linkedin.com/in/paul-reed-me-rear-admira-usphs-8018a232](https://www.linkedin.com/in/paul-reed-me-rear-admira-usphs-8018a232)

Experienced physician and public health leader with a demonstrated history of working in health. Skilled in Crisis Management, Disaster Medicine and Applied Public Health, the U.S. Government Interagency, Emergency Management, Education, Strategic Development, prevention, health promotion and Health Policy. Strong strategy and operations professional with an MD focused on Pediatrics as well as over 30 years of active-duty service in the U.S. Navy and U.S. Public Health Service.

Admiral Reed has been a significant advocate of HOSA-Future Health Professionals for more than two decades. He keynoted the International Leadership Conference in Anaheim, CA, and provided an internship opportunity for one of our HOSA International Presidents in his office. Admiral Reed studied Medicine at the Boston University School of Medicine.