



OUTSTANDING HOSA CHAPTER

- Purpose:** To encourage all HOSA chapters to plan yearly activities in keeping with the goals and purpose of HOSA as described in the national handbook. To encourage the development of local chapter activities that benefit HOSA members, the school, and the community. To provide documentation of the chapter's activities at the local level and to give recognition to those chapters who fulfill these aims and purposes to the highest degree.
- Description of Event:** The Outstanding HOSA Chapter event is a scrapbook prepared by HOSA student members describing the chapter's yearly program of activities that are consistent with the purpose of HOSA. It must include such items as: verification of membership, officers, local activities participation, state participation, and community activities. **The competitor will turn in the notebook at the orientation and leave it to be judged without the competitor being present.**
- Dress Code:** Competitors must be in official HOSA uniform or in proper business attire for the orientation and event display. Five bonus points will be awarded for proper attire.
- Rules and Procedures:**
1. The scrapbook (limited to one entry per chapter) must be brought to the competitive event orientation by one student and turned in to the Event Manager. The student who turns in the scrapbook will be any eligible member from the winning chapter at the state level. **Only one student should be registered for the event.**
 2. Scrapbooks will be judged using the event rating sheet. Competitors will not be present during the judging. Competitors must be present during the Showcase where their scrapbook is on display for viewing by National Conference delegates. Competitors must take scrapbooks with them at the conclusion of the Showcase.
 3. All entries must be submitted in an official HOSA scrapbook (OC Scrapbook - SCB100) and pages from Awards Unlimited, which may include sheet-protected pages from Awards Unlimited.
 - Note: Sheet protectors must not obscure the materials to be judged.
 - Lamination may **NOT** be used.
 - Five points will be added when the official notebook and pages are used.
 - This book is limited to 100 pages or less, with only one side of the page being used.
 - **The pages must be numbered sequentially.** ONLY the first 100 pages will be judged.
 4. Each scrapbook must have a cover page with the following information:
 - Name of Chapter
 - Type of program (secondary or postsecondary/collegiate)
 - Name of School
 - City, state and zip code
 5. Activities will be judged in sequential order, which is the order listed on the judge's rating sheet. **Activities (summaries, photos, materials, etc.) must include the label number and letter from the rating sheet, and a descriptive label, for each content area on the rating sheet.** Additional activities may be presented but not judged. The label numbers and page numbers do not coincide.

6. One judge will rate the scrapbook. All scrapbooks within 10 points of the highest possible score in the event will be reviewed by a second judge. The second judge will re-judge only areas on the rating sheet where points were not awarded. The final score will be determined by the second judge.
7. Any activity or program may be claimed and judged in only one (1) category. EXCEPTION: Publicity. Publicity items may be the publicity from previously documented chapter activities.
8. All material must be the work of a chapter member or members. All content must be typed or clearly handwritten. Photocopies may be used.
9. The scrapbook will contain materials from the conclusion of the NLC until the beginning of the next NLC.
10. Content clarification – A section must meet the whole standard to earn the point. When a section lists information that **MUST** be included, all information must be provided as described or zero points will be awarded.

Example: Copy of minutes of meetings (Must include minutes from at least 3 meetings, may include more if desired.)

In the above example, a point would not be awarded if minutes from only two meetings are provided.

When a section lists information that **MAY** be included, the chapter has flexibility in how the information is to be provided.

Example: Written summary: May include date of activity, description of activity, and exact number of chapter members participating.

In the above example, the written summary is required to earn one point, but the details of what the summary includes may vary.

11. **All scrapbooks that earn 95% or higher of the total possible score will be recognized with a chapter plaque as an Outstanding HOSA Chapter.** At the National level, the maximum score possible is 63 plus 5 dress points and 5 scrapbook/pages points for a total of 73 points. Five(5) additional points will be awarded for competitors who sit with their scrapbook during the Showcase, for a total of 78 points. A 95% score is 74 out of 78 points. At the state level, Section 9 (State Leadership Conference) is not judged and a mandatory display may not be held, therefore, the standard for recognition is 64 out of a possible total 68 points (activities score plus dress points and scrapbook/pages points.)
12. All state Outstanding HOSA Chapters are eligible for national competition. Any member of the winning chapter may present the scrapbook at the NLC.
13. All scrapbooks will be on display at the National Leadership Conference as noted in the conference program to be viewed by conference delegates. A chapter member will be **required** to sit with their notebooks during the HOSA Showcase. At the conclusion of the Showcase, competitors will take their scrapbooks with them. All competitors who attend the Showcase will be awarded 5 bonus points.

14. Competitors must be familiar with and adhere to the "**General Rules and Regulations of the National HOSA Competitive Events Program.**"

Required Personnel (Per Section):

1. One Event Manager per event
2. One Section Leader
3. One-two event assistants per section
4. One judge per scrapbook
5. One floating judge per section

Facilities, Equipment & Materials:

1. National HOSA will provide a private room with tables and chairs for judging. Multiple sections will be conducted in the same meeting room.
2. ID Labels with competitor numbers for scrapbooks
3. Pens/pencils for judges
4. Calculators
5. Print copy of the event guidelines for the event orientation

SECTION LABELS

- All items in the scrapbook that are to be judged **MUST** include the label number assigned on the rating sheet.
- When more than one item is present for a specific section, the label number/letter is repeated as needed.
- The labels (number and letter) will help judges locate the content to be judged.

Written Summaries include a label number and description: For example, a written summary of a chapter's Installation of New Chapter Officers might begin:

6A Installation of New Chapter Officers: Eight new HOSA officers were installed at Jones High School on September 19, 2005, in the Health Science Classroom.....

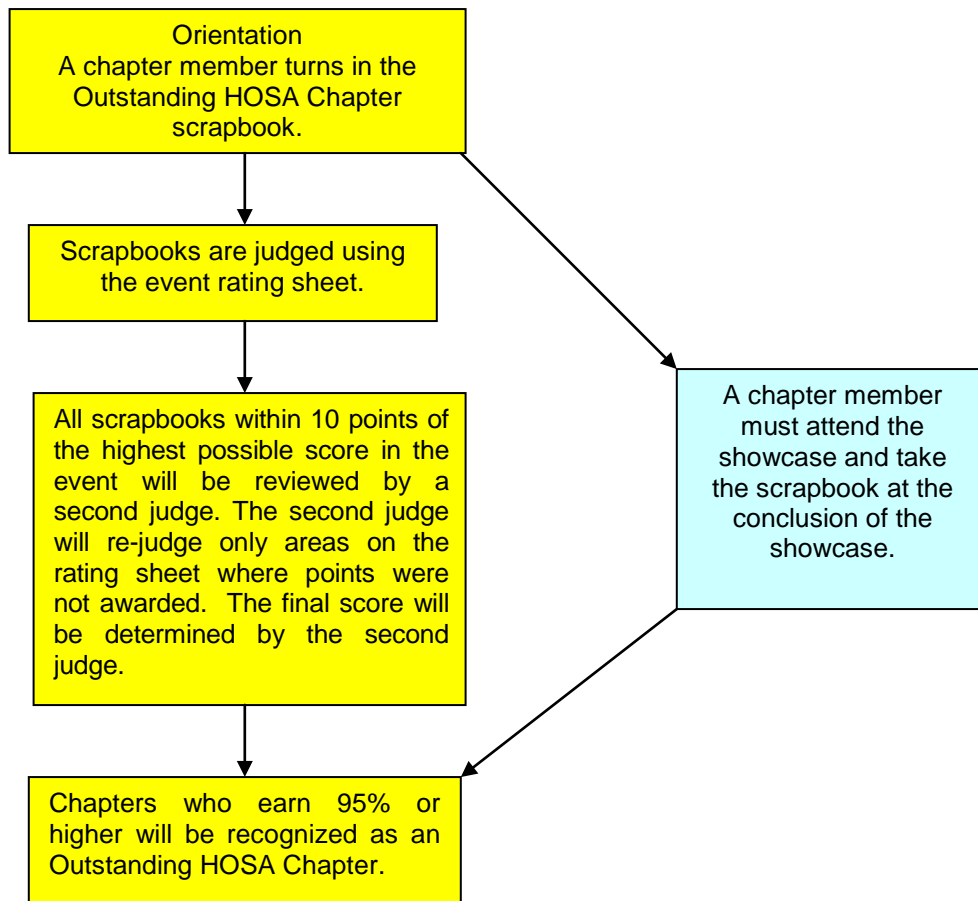
Photos and other materials **MUST HAVE A LABEL NUMBER**. You may also include a description (caption) describing the photo or material.

There is no limit to the number of pages with the same label, or the number of different labels that can be included on the same page. Labels can be sticky labels, or photos/materials can be "labeled" with writing directly on the scrapbook page.

Reminders:

- Did you include page numbers? You **MUST** number the pages of your scrapbook.
- Did you include a label number for EVERY photo and all supportive materials? Photos **MUST** include the correct label number and may include a description.
- Did you use the official notebook and pages?
- Did you place information on ONE SIDE of the page only?
- Did you include something in each section? Written Summary means that a written summary **MUST** be included, and may include one or more of the points suggested, such as date of activity, location, and number of chapter members participating. Remember, you can only earn points if you provide evidence of your chapter's achievements.

Event Flow Chart



JUDGING INSTRUCTIONS

The purpose of this event is to reward those chapters who meet the high standards established in these guidelines for local chapter activities that benefit HOSA members, the school, and the community. It is very important that chapters conduct meaningful activities and services in keeping with the mission of HOSA.

The guidelines were written to make it easier for judges to evaluate the activities conducted by a HOSA chapter. Judges should be sensitive to what the chapter has actually accomplished, and reward points when the activities are documented. When in doubt, use your best judgment to reward the chapter for what they accomplished. It is understood that both HOSA members and advisors may interpret specific rules differently, but the deciding factor should be on what you can determine from the evidence provided in the scrapbook.

MUST vs. MAY – There are some things that **MUST** be included. For example, Section 7 – Chapter Officers. Each officer must be pictured, but it could be one group photo or several individual photos.

For example, in Section 8A – They must include a written summary of their Leadership Activity, and that summary may include information such as the date, description and number of chapter members participating. As long as they have a written summary of a Leadership Activity, they should be awarded the point. The chapter determines what to include in the written summary.

OUTSTANDING HOSA CHAPTER Judge's Rating Sheet

Competitor ID # _____

Judge _____

Category	Label	Content	Points Possible	Points Awarded
Cover Page	1	Cover Page Information: Must include: <ul style="list-style-type: none"> • Name of Chapter, • Type of Program, • Name of School, City, State, Zip, • Date of first day of school 	1	
Second Page	2	Table of Contents with page numbers	1	
Essential HOSA Materials	3A	Copy of minutes of meetings (Must include minutes from at least 3 meetings, may include more if desired.)	1	
	3B	Financial report (Must include at least one document showing the chapter's fiscal activities, to include but not limited to current year's budget showing income, expenditures, and balance; or copies of treasurer's ledger sheets.)	1	
	3C	Program of Work	1	
	3D	Other chapter materials (Must include at least one essential chapter tool, including but not limited to photo of Robert's Rules of Order, photo of chapter gavel, photo of chapter banner, etc.)	1	
Membership	4A	Local advisor's copy of current year national membership roster (list of members)	1	
	4B	Copy of HOSA 100% affiliation and/or HOSA 100 Club certificate(s)	1	
	4C	In addition to the chapter advisor, a point is awarded for one or more Professional members	1	
Introduction of New Members	5A	Written summary: May include date of activity, description of activity, and exact number of chapter members participating.	1	
	5B	Two or more photographs and/or other materials of activity.	1	
Installation of New Chapter Officers	6A	Written summary: May include date of activity, description of activity, and exact number of chapter members participating.	1	
	6B	Two or more photographs and/or other materials of activity.	1	
HOSA Officers - Current Year (All levels)	7	Chapter officers at local, regional, state or national levels: Must include photo of each officer.	1	
Points Possible This Page (Page 5)			14	

Category	Label	Content	Points Possible	Points Awarded
Leadership Activity: Activity must include 2 or more schools/chapters/organizations and must involve leadership training.	8A	Written summary: May include date of activity, description of activity, and number of chapter members participating.	1	
	8B	Two or more photographs and/or other materials of activity.	1	
State Leadership Conference State conference, usually held in the spring, with competitive events, business session, etc. <i>* This section to be added AFTER the state conference.</i>	9A	Written summary: May include date of activity, location, and number of chapter members participating.	1	
	9B	Two or more photographs and/or other materials of activity.	1	
	9C	Copy of registration form.	1	
	9D	Copy of State Conference Program.	1	
	9E	Evidence of one or more voting delegates	1	
Employer/Mentor Appreciation Activity Activity must be conducted by the chapter for the school, community, and/or a health-related agency or individual(s) that sponsor or support HOSA.	10A	Written summary: May include date of activity, description of activity, and must include exact number of chapter members participating.	1	
	10B	Two or more photographs and/or other materials of activity.	1	
Professional Meetings (To promote professional growth) Professional meetings include a meeting other than a regular business meeting at which time a guest speaker, media, field trip or other special feature is presented.	11A	Meeting #1: Written summary: May include date of activity, description of activity, and number of chapter members participating.	1	
	11B	Two or more photographs and/or other materials of activity.	1	
	12A	Meeting #2: Written summary: May include date of activity, description of activity, and number of chapter members participating.	1	
	12B	Two or more photographs and/or other materials of activity.	1	
	13A	Meeting #3: Written summary: May include date of activity, description of activity, and number of chapter members participating.	1	
	13B	Two or more photographs and/or other materials of activity.	1	
	14A	Meeting #4: Written summary: May include date of activity, description of activity, and exact number of chapter members participating.	1	
	14B	Two or more photographs and/or other materials of activity.	1	
Points Possible This Page (Page 6)			17	

Category	Label	Content	Points Possible	Points Awarded
<p>Appearances Before a Group (To promote HOSA or Health Science Education)</p> <p>Appearances must be before a group. (Exception: Also allowed if appearance is before a single elected official or education or health care VIP.) Appearances must promote HOSA or Health Science Education.</p>	15A	Appearance #1: Written summary: May include date of activity, location, and number of chapter members participating, and must include number in audience	1	
	15B	Two or more photographs and/or other materials of activity.	1	
	16A	Appearance #2: Written summary: May include date of activity, location, and exact number of chapter members participating, and must include number in audience	1	
	16B	Two or more photographs and/or other materials of activity.	1	
	17A	Appearance #3: Written summary: May include date of activity, location, and exact number of chapter members participating, and must include number in audience	1	
	17B	Two or more photographs and/or other materials of activity,	1	
<p>Community Service</p> <p>Community service is defined as HOSA chapter volunteer activities that serve the citizens of a community.</p> <p>Examples of possible chapters activities include:</p> <ul style="list-style-type: none"> • Hospital/health facility activity • Rescue squad/hospice activity • Volunteers at Special Olympics • Chapter fundraising or a donation to a community charity • Chapter visiting a nursing home or senior center • Chapter activity with or for another non-profit organization • HOSA sponsored/co-sponsored bloodmobile 	18A	Activity #1: Written summary: May include date of activity, location, and number of chapter members participating.	1	
	18B	One or more photographs and/or other materials of activity.	1	
	19A	Activity #2: Written summary: May include date of activity, location, and number of chapter members participating.	1	
	19B	One or more photographs and/or other materials of activity.	1	
	20A	Activity #3: Written summary: May include date of activity, location, and number of chapter members participating.	1	
	20B	One or more photographs and/or other materials of activity.	1	
	21A	Activity #4: Written summary: May include date of activity, location, and number of chapter members participating.	1	
	21B	One or more photographs and/or other materials of activity.	1	
	22A	Activity #5: Written summary: May include date of activity, location, and number of chapter members participating.	1	
	22B	One or more photographs and/or other materials of activity.	1	
Points Possible This Page (Page 7)			16	

Category	Label	Content	Points Possible	Points Awarded
Social Activities Social activities planned by and for chapter members.	23A	Activity #1 Written summary: May include date of activity, location, and number of chapter members participating.	1	
	23B	One or more photographs and/or other materials of activity.	1	
	24A	Activity #2 Written summary: May include date of activity, location, and number of chapter members participating.	1	
	24B	One or more photographs and/or other materials of activity.	1	
Other Chapter Activities	25A	Activity #1 Written summary: May include date of activity, location, and number of chapter members participating.	1	
	25B	Two or more photographs and/or other materials of activity.	1	
	26A	Activity #2 Written summary: May include date of activity, location, and number of chapter members participating.	1	
	26B	Two or more photographs and/or other materials of activity.	1	
	27A	Activity #3 Written summary: May include date of activity, location, and number of chapter members participating.	1	
	27B	Two or more photographs and/or other materials of activity.	1	
	28A	Activity #4 Written summary: May include date of activity, location, and number of chapter members participating.	1	
	28B	Two or more photographs and/or other materials of activity.	1	
Publicity Radio, TV, Channel One, state newsletters, website or newspaper article showing some phase of health science or HOSA. (Note: May use city, town, school, or HOSA newspaper.)	29	Publicity #1: Copy of publicity and/or written description.	1	
	30	Publicity #2: Copy of publicity and/or written description.	1	
	31	Publicity #3: Copy of publicity and/or written description.	1	
	32	Publicity #4: Copy of publicity and/or written description.	1	
Points Possible This Page (Page 8)			16	

Point Summary Chart	Competitor ID #	
	SS _____	PSC _____
Points – Page 5	14	
Points – Page 6	17	
Points – Page 7	16	
Points – Page 8	16	
<i>The following points are to be determined by the Event Manager:</i>	5	
Dress Points Event orientation, HOSA uniform or proper business attire.		
Scrapbook Points Official HOSA scrapbook, official pages, official sheet protectors (if used), no lamination.	5	
TOTAL POINTS	73	
Showcase Points A chapter member presented the scrapbook during Showcase at the NLC.	5	
GRAND TOTAL	78	