



# OUTSTANDING HOSA CHAPTER

## Secondary and Postsecondary / Collegiate

### ***New for 2018-2019***

For Secondary and Postsecondary/Collegiate chapters, the minimum requirement to be recognized at state will be 38 points. The minimum requirement to be recognized at ILC will be 43 points. The point minimums have been increased because Alumni Gold Chapter Recognition has been added to the rating sheet worth 4 points. Clarification has been added that the Outstanding Chapter book is the property of the HOSA Chapter.

<b>Purpose</b>	To encourage local HOSA chapters to achieve the goals of HOSA by implementing a plan of work with a focus on the development of leadership skills, career opportunities, and service learning among chapter members, and to document their achievements in the form of a chapter book. This event is designed to recognize excellence.
<b>Description of Event</b>	<p>HOSA chapter members create a book to record and preserve their chapter's achievements during a single school year. This is a chapter event. Involve as many chapter members as possible in creating the book, and your final product will provide a record of your chapter's achievements for future chapter members. Chapters earn points for properly documenting chapter activities in the book as described in the event rating sheets. Chapters who earn the required number of points are recognized with the Outstanding HOSA Chapter award.</p> <p>This event is not designed to require your chapter to submit an activity in each category. Instead, you will want to focus on planning meaningful activities and then successfully provide proof of your achievements in the book. Your focus should be on the quality of your chapter activities.</p> <p>In competition, the book is submitted by one chapter member and the contents are evaluated by two judges. At the International Leadership Conference (ILC), one or more chapter members present the book during the scheduled event project display time.</p>
<b>Dress Code</b>	Competitors must be in official HOSA uniform or in proper business attire for the drop off and project display time. One bonus point will be awarded for <a href="#">proper dress</a> .
<b>Rules and Procedures</b>	<ol style="list-style-type: none"><li>1. The HOSA Outstanding Chapter event will be conducted at the state level. All chapters recognized at the state level with a minimum of 38 points are eligible to participate in the event at the HOSA International Leadership Conference.</li><li>2. Competitors must be familiar with and adhere to the <a href="#">"General Rules and Regulations of the National HOSA Competitive Events Program (GRR)."</a></li><li>3. The book (limited to one entry per chapter) must be turned in at the designated time. The student member that turns in the book at the ILC will be any eligible member from the recognized chapter at the state level.</li><li>4. Books will be judged using the event rating sheet (rubric). Competitors are not present during the judging but are required to pick up their book at the end of judging. Competitors have the choice of sitting with their book during the project display time where their book is on display for viewing by International</li></ol>

Conference delegates. Competitors must take books with them at the conclusion of the project display time.

5. All entries must be submitted in an official Outstanding HOSA Chapter book (Items - SCB100) and pages from [Awards Unlimited](#), which may include sheet-protected pages from Awards Unlimited. For the 2017-2018 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted.
  - Sheet protectors must not obscure the materials to be judged.
  - Lamination may **NOT** be used.
  - This book is limited to 100 pages or less, with only one side of the page being used.
  - **Each page must be numbered sequentially.**
  - One bonus point will be added when the scrapbook is correctly picked up at the designated time.
6. The book should focus on those elements that earn points (content) and not fancy additions or embellishments that take up time and expense but do not add meaning to the chapter activity. The focus is on accomplishments and not the appearance of the book
7. Each book will have a cover page (page 1) with the following information:
  - Name of chapter
  - Charter Number
  - Division (secondary or postsecondary/collegiate)
  - Name of School
  - City, state and zip code
8. Page 2 is a membership page that includes the **entire** official membership roster printed from the HOSA website (if more than one page, stapled and placed in a page protector, and will count as one page).
9. Page 3 is a Chapter Summary page. This should be a one-page summary of the HOSA year: highlights, accomplishments, and anything special the chapter wants to emphasize. Someone reading this page should get a good sense of the chapter and what they focused on throughout the year.
10. Each of the remaining 97 pages or less will be used to provide evidence of the chapter's activities.
  - In order to help the judges properly evaluate each category, each page must have two important items – a page heading (at top of page) and a page number (bottom right corner). This will allow the judges to quickly find the items to be evaluated on the rating sheet.
  - The competitor(s) will also complete and submit the "Chapter Assessment" page that reflects the anticipated score for each category, based on the evidence provided in the book, and the corresponding page numbers. The Chapter Assessment page should be paper clipped to the Cover Page of the scrapbook.
  - There is no limit to the number of pages for a specific category, however, the entire book is limited to 100 pages.
11. Two judges will rate the scrapbook independently, and the judge scores will be averaged to determine a final score. If the two judge scores are more than 5 points apart, the judges may discuss their ratings and adjust their scores when deemed appropriate.

12. **An activity or program may be claimed and judged in only one (1) category.** (Many activities could accurately work for one or more categories. Competitors who are creating the book must determine the best fit for each activity. Similar programs will only be judged once – for example: a fall blood drive and spring blood drive would not be considered two activities.) Exceptions: Activities in the Publicity and State Leadership Conference categories.
13. Chapter members should create a book that is clear, concise, and easy to evaluate. Layers on pages are permitted but discouraged. They should be used for multiple page membership rosters, pamphlets or programs but not to circumvent the 100 page rule. If layers are used, sheet protectors should not be used.
14. The creation of the book must be the work of a chapter member or members. All content must be typed or clearly handwritten. Photocopies may be used.
15. The book will contain materials from July 1 through the ILC of the current school year.
16. **All BOOKS that earn 43 points at the ILC will be recognized with a chapter plaque.** At the state level, 38 points are needed to be recognized.
17. At the International Leadership Conference, each chapter should only register ONE member for the Outstanding HOSA Chapter event. Only the CHAPTER name will be announced at the National Recognition Session, if the book qualifies for recognition.
18. There is an optional project display time where books will be on display at the International Leadership Conference as noted in the conference program. This project display time is optional. One or two chapter members have the option of sitting with their books during the project display time. At the conclusion of the project display time, competitors will take their books with them. **Members are strongly encouraged to display their book.**
19. The Outstanding HOSA Chapter book is the property of the local HOSA chapter. Regardless of how many members participate in the creation of the book, the book is to remain with the local HOSA chapter as record of the chapter's achievements.

**Competitors Must Provide:**

- Event guidelines
- Completed Outstanding HOSA Chapter book

**Required Personnel:**

1. One Event Manager
2. Event assistants as needed
3. Two judges should rate each book
4. One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.

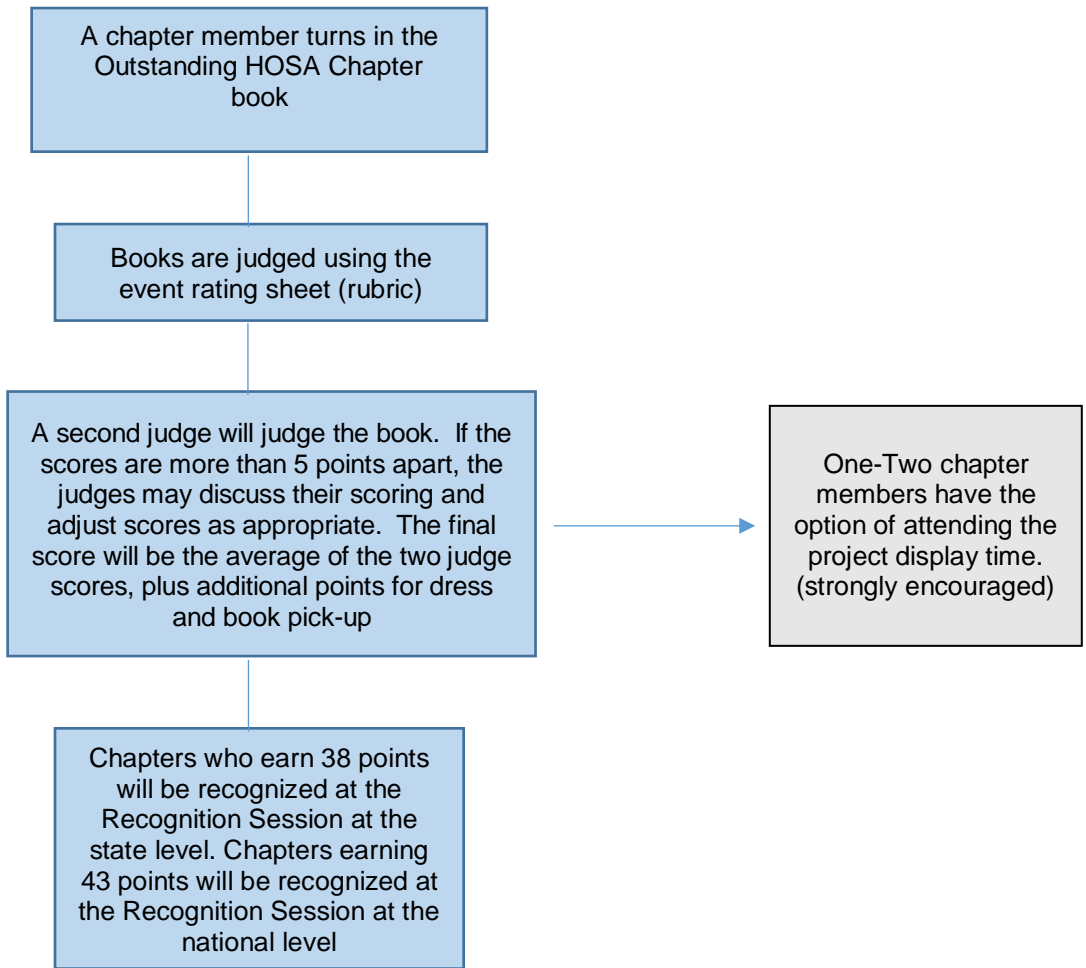
**Facilities, Equipment & Materials:**

- National HOSA will provide a private room with tables and chairs for judging.
- ID Labels with ID numbers for book
- Pens/pencils for judges
- Calculators (1 per judge)
- Rating sheets – two per book
- Evaluation Forms – judge and personnel
- Scrap paper for judges

**Reminders:**

- Did you include page numbers? You MUST sequentially number the pages of your book on bottom right corner of page.
- Did you include a page heading on each page?
- Did you use the official notebook and pages?
- Did you place information on ONE SIDE of the page only?
- Did you complete the Chapter Assessment form and paper clip to the cover page?

**Event Flow Chart**



# OUTSTANDING HOSA CHAPTER SS/PSC Point Summary Chart

ID # \_\_\_\_\_

SS \_\_\_ PSC \_\_\_

	Total Points Possible	Points Awarded
<b>Judge #1 – Total Points</b>	54	
<b>Judge #2 – Total Points</b>	54	
<b>Final Judge Score (Total of Both Judges)</b>	108	
<b>Average of Judge Scores (above total divided by 2)</b>	54	
<i>The following points are to be determined by the Event Manager:</i>	1	
<b>Dress Points</b> HOSA uniform or proper business attire.		
<b>Book Points</b> Official HOSA book, official pages, official sheet protectors (if used), no lamination, sequential page numbers used, Chapter Assessment included.	1	
<b>Project Pick-Up Points</b> A chapter member picks up the book at the listed time and place on the ILC agenda.	1	
<b>GRAND TOTAL (Average plus extra points)</b>	<b>57</b>	

# OUTSTANDING HOSA CHAPTER

## Chapter Assessment

ID # \_\_\_\_\_

MS \_\_\_ SS \_\_\_ PSC \_\_\_

This page is to be completed by the chapter member(s) submitting the book for judging. It must include the corresponding page numbers for each category to assist the judges in evaluating the chapter's activities. It must also include a projected score by the competitor(s), based on how successfully evidence of each activity was presented in the book.

This assessment provides a form of communication with the judges. Paperclip the Chapter Assessment to the Cover Page of the Outstanding HOSA Chapter Book. Complete the Chapter Assessment form as honestly as possible. This will help you evaluate your work and anticipate the score you should expect from the judges.

Category		Page Number(s)	Chapter Score
1	Cover Page	1	
2	Membership Page	2	
3	Chapter Summary	3	
4	Chapter Description		
5	Chapter Officers		
6	Program of Work		
7	Membership		
8	Career Awareness		
9	Community Service		
10	School Service		
11	Publicity		
12	HOSA Happenings		
13	National Service Project		
14	HOSA Week		
15	Alumni Gold Chapter		
16	Individual Recognition Events		
17	Health Partnerships		
18	Leadership Development		
19	Presentations		
20	Other Chapter Activities		
21	State Leadership Conference		
22	Quality of Work (overall quality of book)	NA	
Anticipated Judge Score			

## OUTSTANDING HOSA CHAPTER Judge's Rating Sheet

**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 align with the **goals and purpose of HOSA**, and benefit HOSA members, the school, and the community. As the judge, you are not awarding points based on the impression of the category, you are awarding points based on the number of activities represented in the rating sheet.

Reminder: an event or activity may only be used once. (Ex: cannot be used in Community Service & Publicity, or HOSA Week & School Service, etc.)

ID # \_\_\_\_\_

Judge \_\_\_\_\_

Page Heading	4 points	3 points	2 points	1 point	Page Number(s)	Points Possible	Judge Score
<b>Cover Page</b> <i>Required Information: Name of Chapter, Type of Program (Middle, Secondary or Postsecondary), Name of School, City, State, Zip</i>				Includes ALL required information.	1	1	
<b>Membership Page</b> <i>Current Membership Roster</i>				Includes required information.	2	1	

Page Heading	4 points	3 points	2 points	1 point	Page Number(s)	Points Possible	Judge Score
<b>Chapter Summary Reflection</b> <i>A one-page summary of the HOSA year: highlights, accomplishments, and anything special the chapter wants to emphasize. Someone reading this page should get a good sense of the chapter and what they focused on throughout the year.</i>				A one-page summary of the HOSA year exists	3	1	
<b>Chapter Description</b> <i>Include a short description of the HOSA chapter (setting, advisor(s), type of school, demographics, etc.) and documents that prove the chapter's achievements.</i>				Description included. Might include: <ul style="list-style-type: none"> <li>• 100% affiliation</li> <li>• HOSA 100 club</li> </ul>		1	
<b>Chapter Officers</b>				Photos, names, and duties of officers		1	
<b>Program of Work</b> <i>The Program of Work runs from July 1 to June 30 of the membership year and serves as a calendar or written plan of chapter activities for the year.</i>				Program of work that includes month and activities.		1	
<b>Membership</b> <i>Activities that encourage membership in the HOSA chapter.</i>	Four or more activities that promoted membership in the HOSA chapter.	Three activities that promoted membership in the HOSA chapter.	Two activities that promoted membership in the HOSA chapter.	One activity that promoted membership in the HOSA chapter.		4	



<b>Page Heading</b>	<b>4 points</b>	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>	<b>Page Number(s)</b>	<b>Points Possible</b>	<b>Judge Score</b>
<b>Career Awareness</b> <i>Career awareness activities are specifically designed to promote learning about the health professions. Examples may include but are not limited to, a guest speaker, attending a health career fair, touring a medical school, etc.</i>	Four or more activities that expose HOSA members to one or more health professions.	Three activities that expose HOSA members to one or more health professions.	Two activities that expose HOSA members to one or more health professions.	One activity that exposes HOSA members to one or more health professions.		4	
<b>Community Service</b> <i>Community service is a donated service or activity by HOSA chapter members that benefits the public in the local community. Service learning integrates meaningful community service with instruction to enrich the experience.</i>	Four or more activities that provide a service to members of the community.	Three activities that provide a service to members of the community.	Two activities that provide a service to members of the community.	One activity that provides a service to members of the community.		4	
<b>School Service</b> <i>School service provides a benefit or service to the students or faculty at a school.</i>	Four or more activities that provide a service to members of the school.	Three activities that provide a service to members of the school.	Two activities that provide a service to members of the school.	One activity that provides a service to members of the school.		4	
<b>Publicity</b> <i>Publicity by the HOSA chapter through a website, newsletter, local newspaper, TV, or other form of media which is not part of their school, to the general public.</i>	Four or more examples of publicity that communicates the HOSA chapter's goals, purpose and/or activities.	Three examples of publicity that communicates the HOSA chapter's goals, purpose and/or activities.	Two examples of publicity that communicates the HOSA chapter's goals, purpose and/or activities.	One example of publicity that communicates the HOSA chapter's goals, purpose and/or activities.		4	

Page Heading	4 points	3 points	2 points	1 point	Page Number(s)	Points Possible	Judge Score
<b>HOSA Happenings</b> <i>Guidelines found in Section B of the HOSA Handbook</i>				Chapter participates in HOSA Happenings. Documentation provided.		1	
<b>National Service Project</b> <i>Guidelines found in Section B of the HOSA Handbook</i>				Chapter participates in National Service Project. Documentation provided.		1	
<b>HOSA Week</b> <i>The HOSA Week proclamation and suggestions are on the HOSA website. Chapters can select any week to be HOSA Week for their school.</i>				Chapter participates in HOSA Week. Documentation provided.		1	
<b>Alumni Gold Chapter</b> <i>The chapter is recognized as an Alumni Gold Chapter when 100% of their graduating seniors are recruited as alumni members.</i>	Chapter is recognized as an Alumni Gold Chapter. Documentation provided.					4	
<b>Individual Recognition Events</b> <i>The chapter advisor will print reports as documentation for these individual recognition opportunities. See the event guidelines for more information.</i>			Five or more chapter members logged hours for either: <ul style="list-style-type: none"> <li>• MRC Volunteer Recognition</li> <li>• Barbara James Service Award</li> </ul>	One - Four chapter members logged hours for either <ul style="list-style-type: none"> <li>• MRC Volunteer Recognition</li> <li>• Barbara James Service Award</li> </ul>		2	
<b>Health Partnerships</b> <i>Partnerships with community health professionals or organizations. These may include but are not limited to involvement with the local MRC or CERT, job shadowing or internships.</i>	Evidence of four or more partnerships that supports the goals of HOSA and/or the partnering organization.	Evidence of three partnerships that supports the goals of HOSA and/or the partnering organization.	Evidence of two partnerships that supports the goals of HOSA and/or the partnering organization.	Evidence of one partnership that supports the goals of HOSA and/or the partnering organization.		4	

Page Heading	4 points	3 points	2 points	1 point	Page Number(s)	Points Possible	Judge Score
<b>Leadership Development</b> <i>An organized leadership training event for chapter members. This may include a HOSA Fall Leadership Workshop, leadership training with another CTSO, or a local leadership development experience for members.</i>	Chapter members participated in four or more Fall Leadership Workshops, and/or other leadership development opportunities.	Chapter members participated in three HOSA Fall Leadership Workshops, and/or other leadership development opportunities.	Chapter members participated in two HOSA Fall Leadership Workshops, and/or other leadership development opportunities.	Chapter members participated in one HOSA Fall Leadership Workshop, and/or other leadership development opportunity.		4	
<b>Presentations</b> <i>Program presented by the chapter that promotes health science education, health, or health careers – to school groups, community groups, or other stakeholders.</i>	Provides four or more presentations that promote health science education, health or health careers.	Provides three presentations that promote health science education, health or health careers.	Provides two presentations that promote health science education, health-or health careers.	Provides one presentation that promotes health science education, health or health careers.		4	
<b>Other Chapter Activities</b> <i>Any chapter activity that does not fit in another category or is an additional activity from another category.</i>	Four or more activities that clearly support the goals of HOSA.	Three activities that clearly support the goals of HOSA.	Two activities that clearly support the goals of HOSA.	One activity that clearly supports the goals of HOSA.		4	
<b>State Leadership Conference</b> <i>To be added AFTER the state leadership conference.</i>				Evidence of chapter participation in the state leadership conference.		1	
<b>Quality of Work</b> <i>Evidence of high quality of work and creativity throughout the book.</i>			Exemplary quality of work.	Meets requirements as listed within the guidelines.		2	
<b>TOTAL SCORE</b>						<b>54</b>	