

HOSA Chapter Reflection



- Purpose:** 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 reflection book. This event is designed to recognize excellence.
- Description of Event**
- HOSA chapter members create a reflection 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 reflection 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 reflection book as described in the event rating sheets. Chapters who earn the required number of points are recognized with the HOSA Chapter Reflection award.
- 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 reflection book. Your focus should be on the quality of your chapter activities.
- In competition, the reflection 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 reflection book during the scheduled event project display time.
- Dress Code:** 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 proper dress.
- Rules and Procedures:**
1. The HOSA Chapter Reflection event will be conducted at the state level. All chapters recognized at the state level are eligible to participate in the event at the HOSA International Leadership Conference.
 2. Competitors must be familiar with and adhere to the "General Rules and Regulations of the National HOSA Competitive Events Program (GRR)."
 3. The reflection book (limited to one entry per chapter) must be turned in at the designated time. The student member that turns in the reflection book at the ILC will be any eligible member from the winning chapter at the state level.
 4. Reflection books will be judged using the event rating sheet (rubric). Competitors are not present during the judging. Competitors have the choice of sitting with their book during the project display time where their reflection book is on display for viewing by International Conference delegates. Competitors must take reflection books with them at the conclusion of the project display time.
 5. All entries must be submitted in an official HOSA Chapter Reflection book (Items - SCB100) and pages from Awards Unlimited, which may include sheet-protected pages from Awards Unlimited. For the 2016-2017 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.
6. The reflection 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 reflection book
 7. Each reflection book will have a cover page (page 1) with the following information:
 - Name of Chapter
 - Type of program (middle school, secondary or postsecondary/collegiate)
 - Name of School
 - City, state and zip code
 8. Page 2 is a membership page that includes the membership roster.
 9. Page 3 is a Chapter Summary Reflection 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 reflection 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 reflection 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 reflection 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 reflection 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 reflection 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 reflection book will contain materials from July 1 through the ILC of the current school year.
16. **All REFLECTION BOOKS that earn 35 points at the ILC will be recognized with a chapter plaque.** At the state level, 30 points are needed to be recognized.
17. At the International Leadership Conference, each chapter should only register ONE member for the HOSA Chapter Reflection 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 reflection books will be on display at the International Leadership Conference as noted in the conference program. This project display time is optional. 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 reflection books with them. Members are strongly encouraged to display their reflection book.

Competitors Must Provide:

- Event guidelines
- Completed HOSA Chapter Reflection book

Required Personnel (Per Section):

1. One Event Manager per event
2. 5-10 event assistants
3. Two judges per reflection 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:

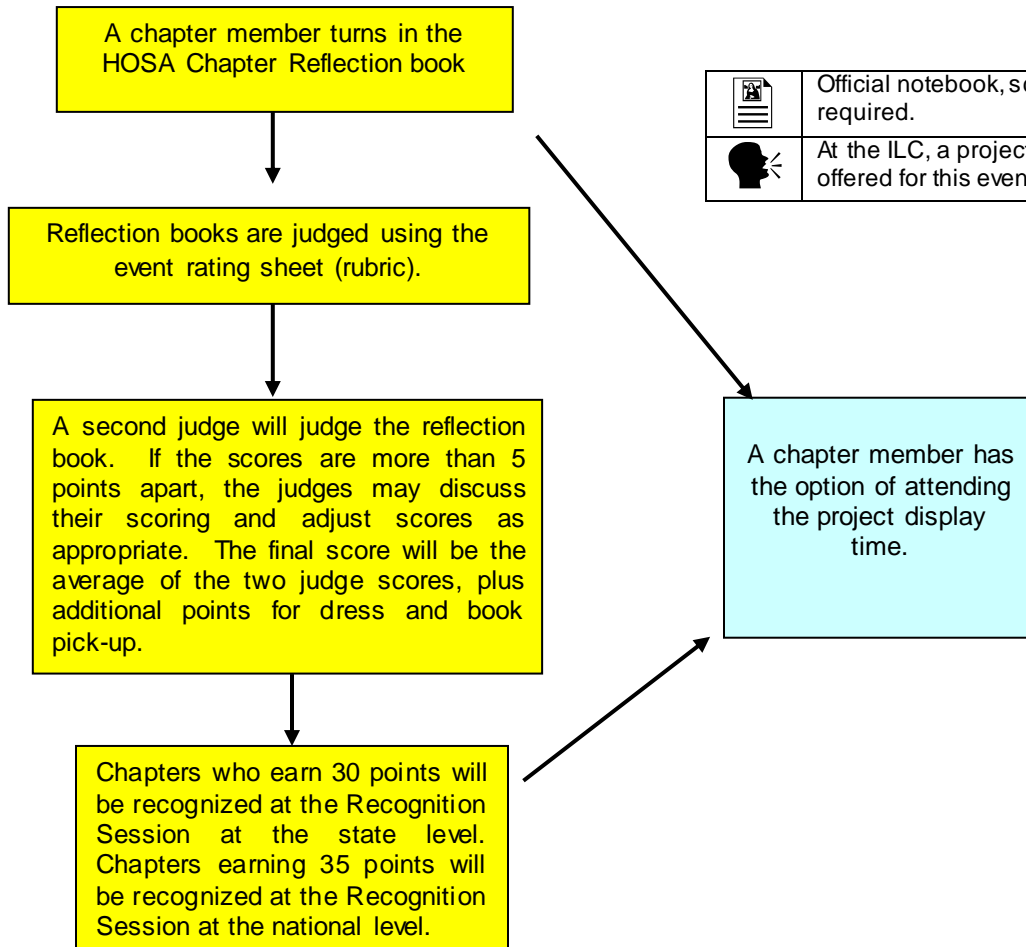
Checklist

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

Reminders:

- Did you include page numbers? You MUST sequentially number the pages of your reflection book.
- Did you include a page heading on each and every page?
- Did you use the official notebook and pages?
- Did you place information on ONE SIDE of the page only?
- Did you complete and include the Chapter Assessment form?

Event Flow Chart



Icon Key

	Official notebook, scrapbook or portfolio required.
	At the ILC, a project displaytime will be offered for this event.

HOSA CHAPTER REFLECTION Point Summary Chart

ID # _____

MS ___ SS ___ PSC ___

	Total Points Possible	Points Awarded
Judge #1 – Total Points	50	
Judge #2 – Total Points	50	
Final Judge Score (Total of Both Judges)	100	
Average of Judge Scores (above total divided by 2)	50	
<i>The following points are to be determined by the Event Manager:</i>		
Dress Points HOSA uniform or proper business attire.	1	
Reflection Book Points Official HOSA reflection book, official pages, official sheet protectors (if used), no lamination, sequential page numbers used, Chapter Assessment included.	1	
Project Pick-Up Points A chapter member picks up the reflection book at the listed time and place on the ILC agenda.	1	
GRAND TOTAL (Average plus extra points)	53	

HOSA CHAPTER REFLECTION

Chapter Assessment

ID # _____

MS ___ SS ___ PSC ___

This page is to be completed by the chapter member(s) submitting the reflection 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 reflection book.

This assessment provides a form of communication with the judges. Paperclip the Chapter Assessment to the Cover Page of the HOSA Chapter Reflection 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 Reflection	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	Individual Recognition Events		
16	Health Partnerships		
17	Leadership Development		
18	Presentations		
19	Other Chapter Activities		
20	State Leadership Conference		
21	Quality of Work (overall quality of book)	NA	
Anticipated Judge Score			

HOSA CHAPTER REFLECTION 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 off the impression of the category, you are awarding points based off 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
Cover Page <i>Required Information: Name of Chapter, Type of Program (Middle, Secondary or Postsecondary), Name of School, City, State, Zip</i>				Includes required information.	1	1	
Membership Page <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
Chapter Summary Reflection <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	
Chapter Description <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"> • 100% affiliation • HOSA 100 club 		1	
Chapter Officers				Photos, names, and duties of officers		1	
Program of Work <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	
Membership <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	
Career Awareness	Four or more	Three activities	Two activities that	One activity that		4	

Page Heading	4 points	3 points	2 points	1 point	Page Number(s)	Points Possible	Judge Score
<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>	activities that exposes HOSA members to one or more health professions.	that exposes HOSA members to one or more health professions.	exposes HOSA members to one or more health professions.	exposes HOSA members to one or more health professions.			
Community Service <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	
School Service <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	
Publicity <i>Publicity by the HOSA chapter with others through a web site, newsletter, local newspaper, TV, or other form of media 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	
HOSA Happenings <i>Guidelines found in Section B of the HOSA Handbook</i>				Chapter participates in HOSA Happenings. Documentation provided.		1	

Page Heading	4 points	3 points	2 points	1 point	Page Number(s)	Points Possible	Judge Score
National Service Project <i>Guidelines found in Section B of the HOSA Handbook</i>				Chapter participates in National Service Project. Documentation provided.		1	
HOSA Week <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	
Individual Recognition Events <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"> • MRC Volunteer Recognition • Barbara James Service Award 	One - Four chapter members logged hours for either <ul style="list-style-type: none"> • MRC Volunteer Recognition • Barbara James Service Award 		2	
Health Partnerships <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	
Leadership Development <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</i>	Chapter members participated in four or more Fall Leadership Workshops, and/or other leadership development	Chapter members participated in three HOSA Fall Leadership Workshops, and/or other leadership development	Chapter members participated in two HOSA Fall Leadership Workshops, and/or other leadership development opportunities.	At least one Chapter member participated in one HOSA Fall Leadership Workshop, and/or other leadership development opportunity.		4	

Page Heading	4 points	3 points	2 points	1 point	Page Number(s)	Points Possible	Judge Score
<i>experience for members.</i>	opportunities.	opportunities.					
Presentations <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	
Other Chapter Activities <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	
State Leadership Conference <i>To be added AFTER the state leadership conference.</i>				Evidence of chapter participation in the state leadership conference.		1	
Quality of Work <i>Evidence of high quality of work and creativity throughout the reflection book.</i>			Exemplary quality of work.	Meets requirements as listed within the guidelines.		2	
TOTAL SCORE						50	