HOSA Chapter Advisor Resource Outline

Listed below is an outline of the online Chapter Advisor Resource. Each step would be a live link, allowing HOSA advisors to click on the step on which they need assistance. These sub-bullets would include resources that would be available via Word document (for easy local adaptation), PDF, video, webinar and/or live link formats.

* Welcome – Video & Written Introduction
	+ How to Use the Resource
* *STEP ONE:* Get to Know HOSA
	+ HOSA Definition List (Perkins, CTE, CTSO, HOSA, NLC, etc)
		- What is CTE?
		- Definitions List
	+ Websites (National and State)
		- National
		- State Associations
	+ HOSA in a Nutshell
	+ Why HOSA? Membership Benefits
	+ Organizing Action for HOSA Chapters
	+ HOSA Chapter Timeline
	+ Quick Guide of HOSA Publications
	+ Postsecondary/Collegiate Handbook
	+ HOSA Introduction Lesson Plan
	+ FAQ Document
	+ HOSA Membership Hotline
* *STEP TWO:* Get Connected (to your State Advisor)
	+ List of State Advisors
* *STEP THREE:* Recruit Students
	+ HOSA NLC ThinkBack
	+ HOSA Promotional Videos
	+ Website Scavenger Hunt for Students
	+ Sample HOSA Member Application
	+ Sample Letter to Parents of Prospective Members
	+ Sample Photo Release Form
* *STEP FOUR:* Affiliate
	+ Affiliation Instructions
	+ State Affiliation Information
	+ Affiliation Link
	+ 2014-2015 Online Affiliation Information
* *STEP FIVE:* Develop Bylaws
	+ Introduction to Bylaws
	+ National HOSA Bylaws for the student organization
	+ HOSA, Inc. Bylaws for the corporate body
	+ Sample Local Bylaws
* *STEP SIX:* Role of the HOSA Advisor
	+ Commitment and the All-Important Local HOSA Advisor
	+ Rules for HOSA Advisors
	+ Chapter Advisors Support Student Leadership
	+ The HOSA Chapter Advisor
	+ Chapter Management: Tips for Problem Solving
* *STEP SEVEN:* Elect Officers
	+ Officer Information
	+ Sample Officer Duties
	+ Sample Chapter Officer Applications
	+ Sample Parent Letter
	+ Sample Officer Contract
	+ Chapter Officer Support
	+ HOSA Installation Ceremony
	+ Sign up for Team HOSA Updates
* *STEP EIGHT:* Hold Chapter Meetings
	+ Agendas & Minutes Information
	+ Parliamentary Procedure Basics
	+ Sample Agenda
	+ Sample Agenda
	+ Sample Meeting Minutes
	+ HOSA Treasurer’s Report
	+ HOSA Committee Information
	+ HOSA Committee Report
	+ HOSA Meeting Evaluation Form
* *STEP NINE:* Plan Activities
	+ Activities Information
	+ Sample Activities
	+ Sample Program of Work
	+ Blank Program of Work
	+ Activities Planning Sheet
	+ HOSA Chapter Goal Planning Sheet
	+ Sample News Release
	+ Sample Participation Point Plan
	+ Financial Leadership Activities
		- Fundraising Handbook
		- Fundraiser Agreement
		- Financial Record Sheet
		- Sample Chapter Budget
		- Grant Writing Guide
		- Sample Partnership Letter
* *STEP TEN:* HOSA in the Classroom through Competitive Events
	+ Competition Through HOSA: A Positive Viewpoint
	+ Competitive Events Information and Guidelines
	+ Competitive Event Summary
	+ 2014-15 Competitive Event Topics
	+ 2014-15 Competitive Events Update
	+ 2014-15 Medical Reading Books
	+ Event Characteristics Profile
	+ Selecting the Right Competitive Event
	+ Competitive Event Examples
	+ HOSA Week Ideas
	+ Incorporating HOSA into the Classroom
		- Lesson Plans
	+ HOSA and National Healthcare Foundation Standards Competency Matrix
	+ HOSA and National Healthcare Foundation Accountability Criteria Matrix
	+ HOSA Competitive Events and Career Technical Core Crosswalk
	+ HOSA Competitive Events and the Common Core Crosswalk
	+ HOSA Competitive Events and Project Lead The Way Biomedical Science Crosswalk
* *STEP ELEVEN:* Attend Conferences
	+ Washington Leadership Academy Information
	+ State Leadership Conferences
	+ National Leadership Conference Guide
	+ National Leadership Conference Information
	+ National Leadership Conference Deadline Checklist
	+ Dress for Success PowerPoint
	+ Tips for Traveling with Students
* Other
	+ Marketing HOSA
		- HOSA Posters
		- HOSA Brand and Logos
		- Awards Unlimited
	+ Senior Graduation Stole/Cord Information
	+ Social Media Links
		- Facebook
		- Twitter
		- Instagram