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