



Michigan HOSA Memorandum of Understanding (MOU)

Chapter Advisor and School Administration Agreement

Effective August 2026 through July 2027

Michigan HOSA

2121 University Park Drive, Suite 150
Okemos, MI 48864

This Memorandum of Understanding (MOU) establishes the expectations and responsibilities between

Michigan HOSA–Future Health Professionals ("Michigan HOSA") and the **participating school, its designated HOSA Advisor(s), and school administration** for the purpose of establishing and maintaining an active Michigan HOSA chapter.

School Information

School: _____

Primary Advisor Name: _____

Finance Director/Bookkeeper (responsible for issuing payment):

Bookkeeper Email & phone number:

By signing this agreement, the school acknowledges its commitment to supporting a successful HOSA chapter and ensuring compliance with Michigan HOSA and HOSA–Future Health Professionals policies and procedures.

School Responsibilities

The participating school agrees to:

1. Designate at *least one* faculty member to serve as the official HOSA Advisor.
2. Ensure the HOSA Advisor has adequate time and support to fulfill chapter responsibilities.
3. Support student participation in Michigan HOSA conferences, leadership events, and competitive events whenever possible.
4. **Ensure that an approved school representative is present during all HOSA conferences and events attended by students.**

Advisor Responsibilities

The designated HOSA Advisor agrees to:

Initial _____ Chapter Administration

- Establish and maintain an active Michigan HOSA chapter.
- Submit membership affiliation and conference registrations accurately and on time.
 - Student members are allowed to help with this process, but the advisor should finalize all affiliations. HOSA has a very strict no-refund/delete policy. **The advisor understands they are responsible for paying for all dues of those affiliated even if the student decides to no longer participate.**

- Maintain accurate chapter records.
- HOSA advisors are required to serve as paid members in the Conference Management System (CMS).
- Communicate regularly with Michigan HOSA regarding chapter activities and important updates.
 - All communication from local HOSA chapters to the Michigan HOSA office must come through the HOSA advisor, not student members. Student members should ask their HOSA advisor questions first and if the advisor doesn't know the answer, the HOSA advisor can reach out to Michigan HOSA staff directly.

Initial **Financial Responsibilities**

The Advisor and school administration acknowledge that **prompt payment is essential** to the operation of Michigan HOSA. The school agrees to:

- Submit membership dues within 30 days of affiliating members.
 - **HOSA does not send affiliation invoices.** Advisors are responsible for pulling their affiliation invoice from the CMS and submitting to the school for payment.
 - Dues are \$20 per person. Payment should be sent to HOSA-Future Health Professionals at 548 Silicon Drive, Suite 101, Southlake, TX, 76092.
 - There is also a credit card payment option through the HOSA CMS.
- Submit conference registration payments by published deadlines.
 - There are different registration fees for each conference. All registration fees should be paid to Michigan HOSA at 2121 University Park Drive, Suite 150, Okemos, MI, 48864.
 - Credit card payments are accepted online [HERE](#).
- Ensure purchase orders, checks, or electronic payments are processed in sufficient time to avoid late fees or cancellation of registrations.
- **Understand that unpaid balances may result in the inability to participate in Michigan HOSA activities until payment obligations are met.**

Initial **Conference Attendance**

Michigan HOSA and International HOSA conferences rely on active advisor participation. The Advisor agrees to:

- Attend all required Michigan HOSA conferences for which students are registered.

If the designated Advisor is unable to attend:

- The school must provide a **school-approved adult representative** who is authorized by the administration to supervise students and act on behalf of the chapter throughout the conference.
- The replacement representative must remain present for the duration of the conference unless otherwise approved by Michigan HOSA.
- **This requirement also applies to the International Leadership Conference (ILC) held each June.** The only exception is when a school is represented by a single student competitor. In that case, the student's parent or guardian may accompany the competitor in place of a school representative. In all other circumstances, a school employee must accompany students to the conference. Schools that do not provide appropriate school employee supervision will not be permitted to send competitors to attend the conference.

Initial _____ **Volunteer Service**

Michigan HOSA conferences are made possible through the support of advisors. Each chapter agrees that its Advisor (or approved adult representative) **will volunteer during each conference** by assisting with activities such as competitive event judging or event management.

- Michigan HOSA Regional and State Leadership Conferences; Each chapter must provide an **additional** adult volunteer to help with conference event management for every 20 students registered for the conference.
 - 1-20: 1 additional volunteer
 - 21-40: 2 additional volunteers
 - 41-60: 3 additional volunteers
 - 61-80: 4 additional volunteers
 - 81-200: 5 additional volunteers
 - 201-300: 6 additional volunteers
 - 301-400: 7 additional volunteers
 - 401-500: 8 additional volunteers

Initial _____ **Student Leadership**

Michigan HOSA encourages students to take ownership of their chapter. Students may assist with:

- Recruiting members
- Organizing meetings
- Planning service projects
- Conducting fundraisers
- Managing chapter communications
- Preparing conference registrations

However, the Advisor and school administration understand that **the adult advisor and school remain ultimately responsible** for:

- Membership affiliation
- Dues submission
- Conference registration
- Payment of fees
- Student supervision
- Compliance with Michigan HOSA policies and deadlines

Student officers may assist with these responsibilities but may not replace the advisor's oversight.

Initial _____ **Communication**

The Advisor agrees to:

- Read Michigan HOSA communications regularly.
- Share cell phone and email with the HOSA office.
- Share important information with students and administration.
- Meet published deadlines.
- Respond to requests from Michigan HOSA in a timely manner.

Conference Specific Items

- If competitors are unable to stay for conference award sessions and receive an award, the competitor/school is responsible for collecting the materials on behalf of the student before leaving the conference, or need to fill out the mailing form (posted on the Michigan HOSA website) and pay a \$10 shipping fee.
- For the International Leadership Conference (ILC):
 - Competitors/attendees **MUST** arrive at ILC by the first day of the conference in order to receive registration materials. Late registrations will no longer be accommodated.
 - Competitors **MUST** stay at the HOSA approved hotel/lodging accommodations, and this must be booked by the published deadline.
 - Advisor/school representative **MUST** work a competitive event assignment.

Parent and Family Attendance

Michigan HOSA conferences are student leadership events with established supervision, security, and facility capacity requirements. To ensure the safety of all participants and the effective operation of conference activities, parents and family members must follow the attendance policies below.

The participating school agrees to communicate these expectations to all participating students and families prior to conference registration.

- Parents, guardians, and other family members may not attend or accompany students at Michigan HOSA conferences unless they are:
 - Registered and approved by the school as an official conference chaperone;
 - Registered as an approved conference guest (when applicable); or
 - Pre-approved by Michigan HOSA to serve as an official volunteer, judge, or event personnel.
- Individuals who are not registered in one of the approved roles may be denied access to conference venues, competitive events, workshops, and other conference activities.
- Parents and family members are welcome to attend Regional Leadership Conference Awards Sessions and Middle School State Leadership Conference awards sessions as spectators, subject to venue capacity and any host-site requirements. Michigan HOSA will communicate with schools what time parents can arrive to attend these ceremonies, if applicable.
- Attendance at the State Leadership Conference (SLC) and HOSA International Leadership Conference (ILC) Awards Sessions is **limited to registered conference participants and paid guests** in accordance with Michigan HOSA and HOSA–Future Health Professionals policies. Parents and family members wishing to attend these awards ceremonies must purchase the appropriate guest registration, if offered.

These policies are intended to maintain a safe, secure, and well-managed conference environment while ensuring adequate supervision of students and compliance with venue and event capacity requirements.

Agreement Term

This agreement becomes effective upon signature and applies beginning with the **Fall 2026 affiliation cycle**. It remains in effect for each school year unless revised by Michigan HOSA or terminated by either party. Failure to comply may result in subsequent action.

Signatures

By signing below, we acknowledge that we have read, understand, and agree to fulfill the responsibilities outlined in this Memorandum of Understanding.

HOSA Advisor

Name: _____

Signature: _____

Date: _____

Email: _____

CELL Phone: _____

School Administrator (Principal or Designee)

Name: _____

Title: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

Michigan HOSA Representative

Name: Mark Burley, Michigan HOSA State Director

Signature: Mark W. Burley

Date: August 1, 2026