Advisor Guide

Michigan HOSA
Future Health Professionals

Learn - Lead - Serve - Innovate

www.michiganhosa.org
Greetings!

Dear HOSA Chapter Advisor,

Imagine a student organization that can be integrated into classroom instruction, applies learning, promotes competition, and connects to healthcare.

Welcome to HOSA-Future Health Professionals! This organization exists to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill and leadership development of high school, post-secondary, and middle school students interested in healthcare.

Serving future healthcare professionals since 1976, HOSA was created with the idea of providing students opportunities to develop as leaders and future employees. With over 260,000 members across the nation, it is safe to say that HOSA continues to meet our mission! Above all, HOSA is a vital tool to the success of students, teachers, and healthcare professionals. HOSA is 100% healthcare and connects all hubs of the healthcare field. One experience ignites another, creating a chain reaction between those who teach, learn, and do.

Michigan HOSA’s membership of 5,000+ future healthcare professionals would not experience the level of success without advisors like yourself. From Monroe to Niles, up to Sault Ste. Marie and across to Ironwood, Michigan HOSA is developing an abundant and more qualified healthcare workforce because of our incredible teachers who serve as HOSA advisors. We simply could not do this without YOU!

On behalf of the HOSA Inc. staff, we are here to support you in getting the most out of HOSA for yourself and your students. We look forward to working with you!

The HOSA Way,

Mark & Sam

Mark Burley- State Director
517-347-3332
hosa@mhc.org

Samantha Pohl- Assistant Director
517-677-7480
samantha.pohl@mhc.org

www.michiganhosa.org
Let’s Talk About HOSA

Your local HOSA chapter is part of a network of local, chartered association and international chapters that prepares emerging leaders and professionals in healthcare. At the local level, you are able to choose from an array of learning opportunities supported by your chartered association (Michigan HOSA) and integrate them into your classroom instruction to make learning vibrant and relevant. Through the HOSA Competitive Events Program, your students can compete in teams or as individuals in over 65 different events related to all aspects of the healthcare industry.

HOSA Mission

The mission of HOSA is to empower HOSA Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Purpose

The purpose of the organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness, and recognition, which is an integral part of the Health Science or Biomedical Science Education instructional programs.
Advisor Role & Responsibilities

HOSA Advisors are vital to the success of any HOSA chapter because they serve as the liaison between the students and Michigan HOSA. While HOSA is a student led organization, advisors are required to serve as the school-sanctioned adult for the members at all HOSA conferences.

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<tr>
<th>Advisor Role:</th>
<th>Advisor Responsibilities:</th>
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<td>1. Advisors that attend Regional, State, and International Leadership Conferences, are required to work a competitive event.</td>
<td>1. Be knowledgeable about HOSA, including: goals, mission, structure, conferences, deadlines, bylaws, and policies.</td>
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<td>2. Carefully read all emails and information from the Michigan and National HOSA offices.</td>
<td>2. Be held to the standards of the Michigan Code of Ethics for Educators and follow the policies of your school and local Board of Education at all times.</td>
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<td>3. Closely follow all State and National HOSA deadlines and directions. Set your chapter deadlines early to allow time for changes and corrections.</td>
<td>3. Promote the goals and objectives of HOSA as a positive student experience; therefore, act as a positive role model for students in dress, voice, attitude, actions, and demeanor.</td>
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<td>4. Collect membership dues and forms promptly at the beginning of the year to ensure members will be able to take advantage of all the opportunities HOSA affords its members. Oversee the keeping of records and finances for all activities.</td>
<td>4. Be aware of your students’ activities and whereabouts at all times at HOSA conferences and other activities sponsored by HOSA.</td>
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<td>5. Keep the school board, school administration, and parents informed of chapter activities.</td>
<td>5. Be immediately available in the event of an emergency and report any accidents, injuries, or significant illnesses to the conference staff. Be responsible for the resolution of all damages incurred by your students.</td>
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<td>6. Be of assistance to students and ensure the accuracy of all conference registration.</td>
<td>6. Review all pertinent information in the Advisor Guide Book with students prior to all HOSA events.</td>
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<td>7. Establish basic ground rules and high expectations that help students lead themselves.</td>
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Chapter/charter number: _______________________________

HOSA Chapter Management System (CMS) www.apps.hosa.org
  Username:________________________________________
  Password: ________________________________________
  Your region:______________________________________

SUBSCRIBE TO THE HOSA SYNAPSE (www.michiganhosa.org, Select “Subscribe Now”)

Familiarize yourself with the MI HOSA website:
  www.michiganhosa.org

Mark your calendars!
  Your Region _____ date & location:_____________________
  SLC date & location: _________________________________
  ILC date & location: ________________________________
  Gift of Life HOSA Challenge: _________________________
  Other: ___________________________________________

HOSA Event Guidelines https://hosa.org/guidelines/

MI HOSA Event Modifications https://www.michiganhosa.org/mihosaguidelines

Costs:
  Yearly Affiliation Dues: $20 per person
  RLC Registration: $35 per student, Advisors free
  SLC Registration: $80 per person
  ILC Registration: $90 per person

Michigan HOSA YouTube Channel https://www.youtube.com/user/MichiganHOSA
New to HOSA? Let’s Get Started!

**STEP 1: Assign an Advisor**
The school must have a school-sanctioned adult secured as the HOSA advisor before moving forward.

**Contact MI HOSA : Step 2**
Email Mark Burley at hosa.org, expressing your interest in starting a HOSA chapter at your school. We would be happy to set up a time to meet with you to answer any questions.

Once we receive your request and advisor contact information, we will send you your charter number and password along with your region number.

**STEP 3: Recruit, Recruit, Recruit!**
Now that you are established as a chapter, recruit members and build your chapter. One key thing to remember is that a student cannot experience the benefits of HOSA membership unless they first join. Posters, videos from MI HOSA’s YouTube channel, visits from State Officers, all play a huge role in assisting you in the recruitment process.

**Fine Tune & Collect Dues : Step 4**
It is time to start fine-tuning your chapter details to ensure a successful year. Examples include: electing student leaders of your chapter, planning fundraisers, community service projects, selecting competitive events, etc. Check out the Calendar of Events on the MI HOSA website.

Note: It is also important to collect HOSA affiliation dues BEFORE you affiliate members in the system. It costs $20 per person to join HOSA for the year. Once a member is affiliated in the system, the school is responsible for paying the balance in full. National HOSA has a strict no-refund policy. For specific information regarding costs and how to pay, please visit the Payment Information page on our website.
STEP 5: Chapter Login & Affiliation

Your chapter ID and password are the two pieces of information you will need to access the HOSA Chapter Management System (CMS) (apps.hosa.org). The online system is used to affiliate members (become an official HOSA member for the year), view your account balance, print your membership directory, and register for conferences. Video tutorials on how to affiliate and register are available on our YouTube channel.

Final Touches: Step 6

It is time to get to work! Some final touches include: Subscribe to the HOSA Synapse— a weekly e-newsletter and MI HOSA’s main form of communicating with HOSA leaders to assist advisors as they work on competitive events, prepare, and attend conferences!

Always feel free to reach out to Mark and Sam with any questions.

Sample Recruitment Materials:
- MI HOSA YouTube Channel videos: https://www.youtube.com/user/MichiganHOSA/videos
- National HOSA video library: https://hosa.org/video-resources/
HOSA Advisor Checklist

- New chapters contact MI HOSA Staff
- Elect officers/student leaders/e-board & review their assigned duties
- Look over calendar of events, be aware of conference dates & deadlines
- Recruit members
- Collect dues
- Affiliate students in CMS
- Send dues to National HOSA in Texas (548 Silicon Drive, Suite 101, Southlake, TX 76092)
- Have students select their competitive event & turn in RLC registration fee
- Register students for RLC in CMS
- Send registration fees to Michigan HOSA (2121 University Park Drive, Suite 150, Okemos, MI 48864)
- Arrange travel plans for RLC
- Communicate any RLC updates, deadlines and important information in preparation for the conference
- Repeat steps for SLC and ILC if applicable. For these two conferences, hotel reservations must be made as well.
HOSA members are encouraged to take advantage of the HOSA National Competitive Events Program, a constantly expanding and improving series of health-related events. Competition within a state is held to identify members eligible for competition at the HOSA International Leadership Conference. Competitive events are designed to provide a system for recognizing competencies developed by members through classroom instruction, related job training, and HOSA related activities. Professionals from the health community appropriate to each event evaluate individual members and teams according to a set of performance standards. There are 60+ competitive events in six categories: Health Science, Health Professions, Emergency Preparedness, Leadership, Teamwork, and Recognition. HOSA members may enter only one competitive event in regional, state and international competition. Competitors may participate in as many Recognition Category Events as they wish at the state and international level.

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<thead>
<tr>
<th>Competitive Event Guidelines</th>
<th>General Rules &amp; Regulations</th>
<th>MI HOSA Event Modifications</th>
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<tr>
<td>Guidelines are very important! They are essential to understanding how the event will be run, evaluated, and the rules of the event. <a href="https://hosa.org/guidelines/">https://hosa.org/guidelines/</a></td>
<td>Competitors need to be aware of the general rules and regulations when it comes to HOSA competition. Please read it for more information. <a href="https://hosa.org/grr/">https://hosa.org/grr/</a></td>
<td>MI HOSA refers to guidelines when running regionals and state, but some things we are not able to accommodate for. <a href="https://www.michiganhosa.org/mihosaguidelines">https://www.michiganhosa.org/mihosaguidelines</a></td>
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<th>Regional Conference Info. Page</th>
<th>State Conference Info. Page</th>
<th>International Leadership Conference</th>
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<tr>
<td>MI HOSA has a page on our website dedicated to regional leadership conferences. Everything you need to know can be found there. <a href="https://www.michiganhosa.org/regionals">https://www.michiganhosa.org/regionals</a></td>
<td>MI HOSA has a page on our website dedicated to the state leadership conference. Everything you need to know can be found there. <a href="https://www.michiganhosa.org/slc">https://www.michiganhosa.org/slc</a></td>
<td><a href="https://hosa.org/ilc/">https://hosa.org/ilc/</a></td>
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Competitive Event Useful Tools: [https://hosa.org/ceusefultools/](https://hosa.org/ceusefultools/)

Competitive Event FAQs: [https://hosa.org/faq/](https://hosa.org/faq/)

Managing Competitive Events: [https://hosa.org/managing-competitive-events/](https://hosa.org/managing-competitive-events/)
Month-By-Month

The following calendar serves as a guideline of suggested activities for each month. Feel free to make changes and add any dates and deadlines listed on the Michigan HOSA calendar that require action on your part.

**July**
- Develop your HOSA chapter, calendar, and budget.
- Put chapter activity and conference dates on your school calendar and begin to request permission to attend.
- Review HOSA programs and determine how you can incorporate them into your classroom instruction (if applicable).
- Subscribe to the HOSA Synapse if not already. Be sure to read all communication that comes from MI HOSA, especially regarding conferences.

**August/September**
- For new chapters, make sure you have reached out to Michigan HOSA and started the new chapter process.
- Introduce HOSA to your students/school.
- Begin chapter campaigns, show videos, and start student recruitment.
- Introduce HOSA’s Competitive Events Program to your members and begin work on events. Event guidelines and yearly changes are completed by National HOSA by September 1st. Make sure you are using the most updated guidelines for the year.
- Brainstorm fundraising ideas, community service events, and other leadership development activities for your chapter.
- Collect affiliation dues and start the affiliation process in the CMS and verify that all information is correct.
- Plan for and register for HOSA fall conference(s).

**December/January**
- Participate in your region’s leadership conference.
- Touch base with Michigan HOSA to determine the process for students advancing to the state leadership conference.

**February/March**
- Prepare students who are competing at the State Leadership Conference.
- Make sure your chapter is aware of deadlines for SLC, such as registration and any deadlines related to their competitive event.

**April**
- Attend the State Leadership Conference.
- Touch base with Michigan HOSA to determine the process for students advancing to the International Leadership Conference.
- Thank any sponsors and mentors for their contributions to your members and chapter.

**May/June**
- Register students who are eligible for ILC. Make sure they are aware of any deadlines for their competitive events.
- Celebrate all chapter successes from the year.
- Establish a HOSA leadership team for next year.
- Conduct an annual evaluation of your HOSA chapter.
- Encourage graduating HOSA members to register as an alumni (it is free!).
- Recognize members’ contributions and achievements.
- Schedule a meeting with your outgoing and incoming leadership team for a training/transition session.
- Attend ILC with eligible members (June).
- Ensure all invoices are paid in full before the end of the school year.
Gaining Support

Savvy HOSA advisors understand that having the support of people outside their program in the school and the local community can make their jobs easier and take their program to a higher level. While you are taking steps to build your program internally, don’t forget to cultivate support within the school as well as beyond the school.

Within the School

There are three groups within the school whose support should be cultivated: administrators, faculty, and staff members.

Administration

One of your top priorities as a HOSA Advisor should be to develop a supportive relationship with your administration, making sure your principal, counselor, superintendent and school board understand that HOSA is integral to helping achieve academic and other school goals.

Faculty and Staff

Another key group whose support will help make your job easier is the faculty and staff. Without knowing what HOSA is all about, other teachers can become resentful when HOSA activities take members out of class or come into conflict with other events on the school calendar. As you do with administrators, take time to ensure that faculty and staff members understand the ways HOSA activities support and enhance other curriculum areas and help members achieve academically.

Beyond the School

Parents and members of the community will be supportive of your chapter when they realize that HOSA has prepared its members to be community oriented and professionally responsible. Engagement in local businesses, hospitals, community organizations, and local media will build support for your program.

Parents

Parents who are aware of HOSA and the opportunities it offers to members can be one of your best recruiting tools. They will want their children to take advantage of what your chapter offers. Once members are involved, parents become one of your main sources of support.

Community Connections

Businesses and health providers in your community, including CTE Advisory Boards, can play a crucial role in the success of your chapter. They can provide insight into current industry trends as guest speakers in your classroom, help prepare members for competition by practicing role-play scenarios, provide guidance and support as partners with members for a written event, and be resources for work-based learning, employment, internships, mentoring and much more! Also, community leaders serve as wonderful judges for local regional leadership conferences and the state conference.

Use Social Media to Spread the Word About HOSA

Social media is here to stay. Lucky for you, you have a chapter full of excited and engaged members who want to bring your chapter’s achievements and promotions to the next level using innovative communication technologies. Don’t be afraid to integrate social media into your chapter’s communication plan. Here are some ways to get started:

1. Select a member or a team of members from your chapter to manage your various social media sites.

2. Create a fan page on Facebook instead of a personal page for your chapter.

3. Determine the primary social media platform used by your target audiences.

4. Aim to post content on your social media sites at least once a day, four times a week.

5. Tell your audience how to find you!

6. Follow Michigan HOSA and National HOSA on all communication channels to stay up-to-date with activities and news.
Advisor Frequently Asked Questions

Q: Do advisors need to be affiliated in the system?
Yes, advisors need to be affiliated in the HOSA Conference Management System. This means they will also need to pay $20 in affiliation dues.

Q: What does it cost to be a HOSA Advisor?
Advisors need to pay the $20 affiliation fee along with the students they register. For regional conferences, advisors are free! At the state and international conferences, advisors will need to pay the registration fee.

Q: Are advisors required to attend HOSA conferences with students?
Yes. All advisors and support staff will be asked to help run or judge an event at conferences. This is the BEST way to see how events work. You do NOT need to be an expert in the competitive event. Michigan HOSA staff will help orientate you and give you everything you need to know to be successful. We appreciate your willingness to help!

Q: Do I need to have a medical background or teach a health occupations class to be an advisor?
Nope! All are welcome here! Any school-sanctioned adult is allowed to be a HOSA advisor.

Q: How many advisors are required for each chapter?
One primary advisor is required, but there must be additional support staff attending conferences for every 30 students attending.

Q: How does Michigan HOSA communicate with advisors?
Our primary way of communicating is through the HOSA Synapse - an emailed newsletter containing all updates, highlights, and reminders chapter leaders need to know. Please subscribe through the Michigan HOSA website. Otherwise, HOSA staff will send emails or call/text if there is specific information you/we need.

Q: Can an advisor or student cancel their HOSA membership at any time?
No. Once you submit your affiliation application online, you are responsible for paying the $20 affiliation fee. National HOSA has a strict No Refund Policy. You will remain a HOSA member for one year. Every fall, students/advisors are required to affiliate again. The membership does not renew automatically. Please note that you can affiliate members in the CMS at ANY TIME during the HOSA season. It does not need to be done all at once, therefore, if you have a student who has not yet committed or given you their fees, you can add them at a later time (they just need to be affiliated before you can register them for a conference).

Q: Are teachers, parents or other students allowed to watch competitions?
No one besides HOSA event personnel, judge(s), and the competitor(s) are allowed in the room during competitions. Parents and spectators are welcome register for the conference to attend the awards ceremony at the end.

Q: If a current HOSA member moves to a different school mid-year, can their membership be transferred to the new school?
Yes. If the school they are transferring to has a HOSA chapter, they can transfer membership. Contact Mark or Sam at the MI HOSA office and they will be happy to assist in that process.

Q: If a student or school has a scheduling conflict with the date of their regional conference, can they attend a different regional conference?
No. You can participate in your region only.
Q: Can a student compete in multiple events?
No. Our Michigan HOSA policy is that students can only compete in ONE competitive event. No exceptions. Competitors may participate in as many Recognition Category Events as they wish at the state and international level.

Q: How many people can compete on a team?
A team must compete with the number of people listed in their competitive event guidelines. For most teamwork events, it is a range of people, for example 3-5 people. Therefore, you must have at least three people, but no more than five. If you are only allowed two, then you must have two. No exceptions.

Q: What if my teammate(s) cannot compete the day of the competition?
This is not uncommon because we all know people can get sick, miss the bus, or simply quit prior to a competition. While it is an unfortunate situation, YOU STILL MUST COMPETE WITH THE NUMBER OF COMPETITORS LISTED IN YOUR EVENT GUIDELINES. Please keep this in mind when deciding who your teammate(s) is or before choosing an event with teammates. If this happens the day of competition, there are two options:

1. The competitor can choose to do a different event. Have you been studying medical terminology in class? Then perhaps take the Medical Terminology Test. It enables the competitor to at least compete in something even if it's not the event they prepared for.
2. If another competitor decides to drop their original event, they may replace the teammate who was not able to compete. This replacement competitor MUST decide to compete in one event though, because you can only compete in one event (even if you are just temporarily helping someone).

For more FAQs, please visit www.michiganhosa.org/faqs or visit the regional and state conference pages for specific FAQs regarding those conferences.

Seven Tips for Success!

1. Elect or choose student leaders/chapter officers for your HOSA chapter. This is a student led organization, therefore, having students who are responsible and motivated will only help you in the advisor role.
2. Encourage your members to choose their competitive event EARLY! The earlier they choose their event, the more familiar, comfortable and proficient he/she will be, all leading to a higher likelihood of success.
3. The competitive event guidelines are the #1 resource for students to know what is expected of them, which means THEY are fully responsible for knowing what to do for their event, not YOU.
4. If your members are responsible for paying their own affiliation dues and registration fees (the school or sponsors are not contributing), ensure the student gives you their payment BEFORE you affiliate or register them. Your chapter is responsible for paying invoices in full, so collecting money before registering will help make sure the student is fully committed to participating. National HOSA has a strict no refund policy and will not cancel member affiliations once in the system.
5. Open and read all HOSA Synapese emails and watch The HOSA Way videos. Mark and Sam’s goal is to over communicate with HOSA leaders, so please be sure to take the time to look over the highlights, updates, and reminders they provide.
6. Help recruit judges and volunteers for conferences. HOSA is an all-hands-on-deck organization which runs solely on volunteers to provide a positive experience for members. Talk to your community industry leaders, peers, and colleagues about HOSA and see if they would be interested in judging competitive events. The more diverse experts we can add to the team of judges, the better the experience for students!
7. Reach out to other advisors in your area! No need to re-invent the wheel. We have plenty of veteran advisors who are passionate about HOSA and would love to share their experience with you. Contact Michigan HOSA and we will be happy to assist you in finding an advisor mentor.
Affiliation: Terminology used to describe the online process to become an official HOSA chapter and register members. The affiliation process is completed through the Conference Management System [www.hosa.org/affiliation](http://www.hosa.org/affiliation). It costs $20 per person to join yearly.

Chapter: Any unit within a school, chartered by an association, consisting of individual HOSA members and at least one advisor.

Chapter or Charter number: This is an identification number given to every HOSA chapter. This number is used to login to the HOSA Conference Management System and some competitors may need it for their event materials. If you do not know your chapter/charter number, contact MI HOSA.

Chapter or Local Advisor: The adult charged with the responsibility of providing guidance and counsel for managing the operation of the chapter. Each chapter must have an affiliated advisor.

Chartered Association: Chartered by HOSA Inc., these organizations have the authority to operate HOSA programs and manage chapters in a geographical region—usually a state, province, or territory. Your chartered association is Michigan HOSA.

Conference Management System (CMS): [apps.hosa.org](http://apps.hosa.org)
This is HOSA’s login site that is used to complete chapter affiliation and register for events/conferences. The charter/chapter number and password are needed prior to logging into the HOSA CMS.

Division: There are three main divisions in HOSA- Middle School Division (middle school student), Secondary Division (high school student) and Post-Secondary Division (college/after high school).

HOSA Synapse: MI HOSA’s e-newsletter. This is our main way of communicating with advisors and leaders. Subscribe now! [https://michiganhosa.us5.list-manage.com/subscribe?u=e11d7190937703de1c918c8fb&id=2d691dcfe6](https://michiganhosa.us5.list-manage.com/subscribe?u=e11d7190937703de1c918c8fb&id=2d691dcfe6)

Officer: A motivated student is elected/chosen to lead and serve in a role on a leadership team. There are officers at the local, district/region (if applicable), state, and international levels.

Region: There are eight regions in Michigan HOSA. Please refer to the [HOSA REGION MAP](http://www.michiganhosa.org/region) on the Michigan HOSA website to find your region.
Regional Leadership Conference (RLC): Michigan HOSA members will compete in one of eight Regional Leadership Conferences. This is the first round of competition where students will compete against other chapters within their region. The top competitors in each region are eligible to compete at the next level of competition.

State Leadership Conference (SLC): The State Leadership Conference is an annual gathering of HOSA members throughout the state, usually held in the spring. Students who place in the top three in their event may represent Michigan at the HOSA International Leadership Conference. The SLC may include motivational general sessions, educational symposiums, state officer elections, health exposition, competitive events, leadership development, and networking activities for HOSA members.

International Leadership Conference (ILC): The HOSA International Leadership Conference is annually the largest gathering of HOSA members, partners, judges, exhibitors, and HOSA supporters, held the third week in June. The ILC includes motivational general sessions, educational symposiums, health exposition, competitive events, leadership academies, annual business and HOSA board meetings, national executive council elections, and networking activities for HOSA members. This conference is for the students that placed top three in their event at SLC and will represent Michigan. The conference gathers over 10,000 members from across the world.

Thank YOU for investing your time in future healthcare leaders!
We value Learning. We are committed to learning and becoming respected, knowledgeable and skilled health professionals. We will respect the experiences and contributions of our teachers, peers and patients and seek to learn more from them.

We value Leadership. We will serve as role models in our academic program, profession and community. We will be ethical, accountable and trustworthy. We will use our influence to empower others to strive for excellence.

We value Service. We are dedicated to serving others with compassion. We believe that individuals are important, and we will treat everyone with respect and care.

We value Innovation. We are dedicated to enriching the lives of others. We will continuously seek the knowledge and skills to address challenges and improve the health professions.