



Advisor Guide

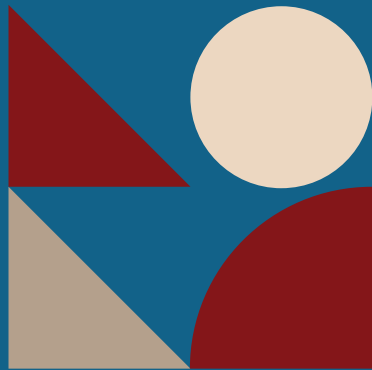
Learn - Lead - Serve - Innovate



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Welcome to Michigan HOSA!

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, postsecondary, and middle school students interested in healthcare.

Serving future healthcare professionals since 1976, HOSA was created to provide students with opportunities to develop as leaders and future employees. With over 300,000 members internationally, 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 8,000+ 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 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

The HOSA Way

Mark Burley, Director, and Samantha Pohl, Assistant Director, lead Michigan HOSA and are dedicated to supporting you and your chapter every step of the way. Whether you're a new advisor just getting started or a veteran looking for fresh ideas, Mark and Sam are here to answer questions, provide guidance, and connect you with resources.



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



Samantha Pohl
Assistant Director
517-347-3332
samantha.pohl@mhc.org

About Us

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

Let's Talk About HOSA

Your local HOSA chapter is part of an international, student-led network that prepares emerging leaders and professionals in healthcare. At the local level, you can 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 HOSA's Competitive Events Program, your students can compete in teams or as individuals in over 80 different events covering all aspects of the healthcare industry.

Key Resources

MI HOSA Website:

www.michiganhosa.org

MI HOSA YouTube Channel:

www.youtube.com/MichiganHOSA

MI HOSA Advisors Page:

www.michiganhosa.org/teachers



National HOSA Website:

www.hosa.org

What is HOSA?:

www.hosa.org/what-is-hosa

Advisor Development Series:

www.hosa.org/adp/

Advisor Roles & Responsibilities

HOSA Advisors are vital to the success of any HOSA chapter because they serve as the liaison, or “coach”, between the students and HOSA. While HOSA is a student-led organization, advisors are required to serve as the school-sanctioned adults for the members at all HOSA conferences. Put simply, chapters are student-run, advisor-assisted.

Advisor Responsibilities

1. Be **knowledgeable** about HOSA, including: goals, mission, structure, conferences, deadlines, bylaws, and policies.
2. Uphold 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.
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.
4. Be **aware** of your students’ activities and whereabouts at all times at HOSA-sponsored activities and conferences.
5. Be immediately **available** in the event of an emergency and report any accidents, injuries, or significant illnesses to the conference staff. You are responsible for resolving all damages incurred by your students.
6. **Review** any pertinent information in the guidelines and conference schedule with your students.

Advisor Roles

1. Advisors who attend Regional, State, and International Leadership Conferences are **required to work** a competitive event.
2. Carefully **read all emails and information** from the Michigan and National HOSA offices.
3. Closely follow all Michigan and National HOSA **deadlines and directions**. Set your chapter deadlines early to allow time for changes and corrections.
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 offers. Oversee the keeping of records and finances for all activities.
5. Keep your school board, administration, and parents **informed** of chapter activities.
6. Be of **assistance to students** and make sure all conference registrations are accurate.
7. **Establish basic ground rules** and high expectations that help students lead themselves.
8. **Enjoy** your role of advisor. Show enthusiasm for chapter activities. You provide opportunities for students to develop positive self-images and become productive citizens.



My HOSA Chapter Information Checklist

Chapter/charter number: _____

HOSA Chapter Management System (CMS) apps.hosa.org

Username: _____

Password: _____

My region: _____

Subscribe for important updates

- Synapse newsletter: www.michiganhosa.org/newsletter
- Michigan HOSA YouTube channel: www.youtube.com/user/MichiganHOSA

Familiarize yourself with the HOSA website & guidelines:

- Home page: www.michiganhosa.org
- Event guidelines: www.hosa.org/guidelines
- Event modifications:
www.michiganhosa.org/mihosaguidelines

Mark your calendars!

Regional date & location: _____

SLC date & location: _____

ILC date & location: _____

Other: _____

Costs

- Yearly Affiliation Dues: \$20 per person
- RLC Registration: \$35 per student, *free for advisors*
- SLC Registration: \$80 per person
- ILC Registration: \$120 per person

Starting a Chapter

New to HOSA? Let's get started!



1. Assign an Advisor

Your school must have a school-sanctioned adult secured as the HOSA advisor before moving forward.

2. Contact MI HOSA



Email Mark Burley (hosa@mhc.org), expressing your interest in starting a HOSA chapter at your school. We are happy to set up a time to meet with you to answer any questions.

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



3. Recruit, Recruit, Recruit!

Once you are established as a chapter, recruit members and build your chapter. The key thing to remember is that students cannot experience the benefits of HOSA membership unless they first join. Posters, videos from MI HOSA's YouTube channel, and visits from State Officers all play a huge role in assisting you with the recruitment process.

Sample Recruitment Materials:

MI HOSA YouTube channel: bit.ly/mihosayt

National HOSA video library: bit.ly/hosavids

Sample Member Application: bit.ly/hosasapp

Sample Letter to Parents: bit.ly/hosaltr



4. Fine Tune & Collect Dues

It is time to start fine-tuning your chapter details to ensure a successful year. Examples include electing your chapter's student leaders, planning fundraisers and community service projects, selecting competitive events, etc. Check out the "Events" tab on the Michigan HOSA website for event dates and information.

Our Tip: 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 CMS, 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.

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 affiliation and registration are available on our YouTube channel.



6. Final Touches

Now, it's time to get to work! Some final touches include: subscribing 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, preparing for, and attending conferences! Always feel free to reach out to Mark and Sam with any questions.



HOSA Advisor Checklist

- New chapters contact MI HOSA staff
- Elect officers/student leaders/e-board & review their assigned duties
- Look over the 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 Dr, 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 Dr, Suite 150, Okemos, MI 48864
- Arrange travel plans for RLC
- Communicate any RLC updates, deadlines, and important information in preparation for the conference
- If applicable, repeat the steps for SLC and ILC. Hotel reservations must also be made for these two conferences

Middle School Division

Middle school chapters are a great way to spark interest in healthcare careers early. They help members build confidence, teamwork, and professional skills that will carry them into high school and beyond. They're also a great tool for preparing students for future participation and leadership in high school chapters.



Key Differences

Competitive Events

The middle school division has its own set of competitive events designed for younger students. Some events overlap with the high school division, but always check the official guidelines to confirm eligibility for each event.

Conferences & Competition Levels

Middle school chapters do not compete at Regionals. However, they do participate in the Michigan HOSA State Leadership Conference (SLC). Students who qualify at the SLC may then advance to the HOSA International Leadership Conference (ILC).

Rules & Expectations

The same rules and procedures apply to middle school students as they do for secondary and postsecondary divisions (dress code, event guidelines, professionalism, etc.). Advisors should review event guidelines carefully each year to make sure their students are competing in the correct division and following current eligibility requirements.

Competitive Events Program

Members are encouraged to take advantage of the HOSA Competitive Events Program, a constantly expanding and improving series of health-related events. Competition within Michigan 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 80+ 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 competitions. Competitors may participate in as many Recognition Category Events as they wish at the state and international level.

Competitive Events

National HOSA Event Guidelines

Guidelines are very important!
They are essential to understanding how the events will be run, evaluated, and the rules of the events.
www.hosa.org/guidelines

General Rules & Regulations

Competitors need to know the general rules and regulations regarding HOSA competition. Please read it for more information.
www.hosa.org/grr

MI HOSA Event Modifications

RLCs and the SLC follow National HOSA guidelines, but have Michigan-specific modifications. Check this page for more!
www.michiganhosa.org/mihosaguidelines

Regional Conference Info. Page

MI HOSA's website has a page dedicated to regional leadership conferences. Everything you need to know can be found there.
www.michiganhosa.org/regionals

International Leadership Conference (ILC) Page

www.hosa.org/ilc

State Leadership Conference (SLC) Page

www.michiganhosa.org/slc



Competition Resources

Competitive Event Useful Tools:

www.hosa.org/ceusefultools/

Competitive Event FAQs: www.hosa.org/faq/

Managing Competitive Events:

www.hosa.org/managing-competitive-events/

Gaining Support

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



Within the School

Administration

Build a strong relationship with your administration—principals, counselors, superintendents, and school boards—so they see HOSA as essential to achieving school and academic goals.

Faculty and Staff

Gain faculty and staff support by showing how HOSA enhances curriculum and academics. This helps prevent conflicts with class time or school events.

Beyond the School

Parents

Parents are powerful advocates. When they understand HOSA's value, they encourage their children to join and often become active supporters of your chapter.

Community Connections

Engage local businesses, health providers, and advisory boards. They can serve as guest speakers, mentors, judges, and partners in competitions, internships, and work-based learning.

Using Social Media



Social media is one of the best tools to showcase your chapter's achievements, build excitement, and connect with your community. With a team of motivated members, your chapter can use these platforms to highlight events, celebrate successes, and spread the word about HOSA.

1

Form a Social Media Team

Select one member or a small team to manage your chapter's accounts and keep posts consistent.

2

Set Up Social Accounts

Create an official Facebook Page (not a personal profile) and consider platforms like Instagram, TikTok, or X, depending on where your audience is most active.

3

Know Your Audience

Identify which platforms your students, parents, and community use the most, and focus your efforts there.

4

Post Regularly

Aim for at least 4 posts per week to keep your followers engaged. Share photos, event updates, behind-the-scenes moments, and student highlights.

5

Promote Your Pages

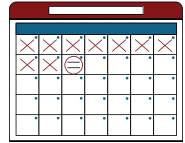
Let your audience know how to find you—include your social media handles on flyers, newsletters, announcements, and at events.

6

Stay Connected

Follow Michigan HOSA and National HOSA on all platforms to stay updated and get fresh content ideas.

Monthly Activities



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



- Build your chapter, calendar, and budget.
- Add activities/conferences to school calendar and request permissions.
- Review HOSA programs and integrate into instruction.
- Subscribe to HOSA Synapse and review MI HOSA communications.

August / September

- New chapters: contact Michigan HOSA to start affiliation.
- Introduce HOSA to school, recruit members, and share videos/campaigns.
- Begin work on competitive events (use updated guidelines).
- Plan fundraising, service projects, and leadership activities.
- Collect dues, complete CMS affiliation, and register for fall conferences.

October / November



- Finalize event selections and register for Regional Leadership Conference (RLC).
- Celebrate HOSA Week (November).

December / January

- Attend RLC.
- Confirm State Leadership Conference (SLC) advancement process with Michigan HOSA.

February / March

- Prepare for SLC.
- Track all SLC registration and event deadlines.

April



- Attend SLC and confirm International Leadership Conference (ILC) advancement process.
- Thank sponsors, mentors, and supporters.

May / June



- Register eligible students for ILC and track deadlines.
- Celebrate chapter achievements and recognize members.
- Set up next year's leadership team and hold transition/training.
- Encourage graduates to join HOSA Alumni (free).
- Attend ILC (June).
- Ensure all invoices are paid before year-end.

Advisor FAQs

Q: Do advisors need to be affiliated in the system?

Yes, advisors need to be affiliated with the HOSA Conference Management System and pay \$20 in affiliation dues.

Q: What does it cost to be a HOSA Advisor?

Advisors must pay the \$20 affiliation fee. They are free for regional conferences but must pay the registration fees for state and international conferences.

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 to judge your competitive event. MI HOSA staff will help orient you and give you everything you need to know to be successful. We appreciate your 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 additional support staff must attend conferences for every 20 people registered. This does not include chaperones—you may follow your school policy for that.

Q: How does Michigan HOSA communicate with advisors?

Our primary way of communicating is through the HOSA Synapse, an emailed newsletter containing all the 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.

Advisor FAQs

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 POINT 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 paid their fees, you can add them later, but they must 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 competitor(s) is allowed in the room during competitions. Parents and spectators are welcome to register for the conference and 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.

Advisor FAQs

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 levels.

Q: How many people can compete on a team?

A team must compete with the number of people listed in the competitive event's guidelines. Most teamwork events have a range of people, for example, three to five people. In this case, you must have at least three people, but no more than five. If the event calls for two, then you must have two. No exceptions.

Q: What if my teammate(s) cannot compete on 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 unfortunate, **YOU STILL MUST COMPETE WITH THE NUMBER OF COMPETITORS LISTED IN YOUR EVENT GUIDELINES.** Please remember this when deciding who your teammate(s) is/are or before choosing a team event. If this happens on the day of the competition, there are two options:

1. The competitor can choose to do a different event. Have they been studying medical terminology in class? Then they could 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 unable to compete. This replacement competitor **MUST** decide to compete in one event, though, because they can only compete in one event (even if they 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.

Tips for Success



1. **Elect Student Leaders** – HOSA is student-led. Choose motivated officers to take responsibility and ease your advisor role.
2. **Choose Events Early** – Encourage members to pick competitive events as soon as possible for better preparation and success.
3. **Use Event Guidelines** – 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. **Collect Payments Upfront** – Gather dues/fees before affiliating or registering members. HOSA has a strict no-refund policy.
5. **Stay Informed** – Read HOSA Synapse emails and watch *The HOSA Way* YouTube videos for key updates and reminders.
6. **Recruit Volunteers** – Engage community leaders and peers to serve as judges and volunteers. HOSA thrives on volunteer support!
7. **Connect with Advisors** – Learn from veteran advisors. Contact Michigan HOSA to be paired with a mentor.

Glossary

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 (apps.hosa.org). 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 log in to the HOSA Conference Management System (CMS) 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

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: HOSA has three main divisions: the Middle School Division (for middle school students), the Secondary Division (for high school students), and the Postsecondary Division (for college students/after high school).

HOSA Synapse: MI HOSA's e-newsletter. This is our main way of communicating with advisors and leaders. Subscribe now!

www.michiganhosa.org/newsletter

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: Michigan HOSA has nine regions and regional conferences.

Please refer to the HOSA region list at www.michiganhosa.org/regionals or contact us.



Contact Information

For more information:

2121 University Park Dr.
STE 110
Okemos, MI 48864

hosa@mhc.org

www.michiganhosa.org