

# HOSA 101: The Basics of HOSA

Information and activities that describe the purpose of HOSA and provides information on the basics of forming a HOSA chapter and running the meetings. Integrating HOSA into the classroom environment and using HOSA as an integral part of soft skill education, along with the various opportunities available through HOSA.

This workshop has two facets: one for the student members and one for the advisor.

## **I. Introductions and Icebreakers**

- a. Choose your own icebreaker
- b. Brief autobiography of the speaker and other state officers

## **II. Basic HOSA information**

- a. Purpose/Mission
- b. Motto
- c. Colors
- d. Dues
- e. HOSA website

## **III. Leadership opportunities**

- a. State Leadership Conference
- b. International Leadership Conference- Emphasize that they must have an I.D.

## **IV. Chapter Basics**

- a. HOSA Meetings
  - i. How to conduct meetings
    1. Establish a time
  - ii. Agenda
  - iii. Program of work
  - iv. Chapter communication
  - v. Local officer positions
    1. Chapter/State/National officer
- b. Membership Opportunities
  - i. Community Service
    1. Discuss early initiative program/ "be the change" project: high school chapters go to elementary schools to do healthcare activities
    2. National Service Project
    3. Middle School Activities
  - ii. SLC
    1. Discuss recognition event: "HOSA Spotlight"
  - iii. JLDC
  - iv. ILC
  - v. Scholarships (state and national)
  - vi. Encourage chapter to bring in speakers and visit healthcare facilities

- vii. Alumni membership

#### **V. Social media**

- a. Alabama HOSA Social Media links
- b. Alabama HOSA website

#### **VI. Discuss Planning Meetings**

Have the students conduct a mock meeting

#### **VII. Closing**

- a. Question and Answer Session
- b. Photo op

## **HOSA 101: The Basics of HOSA for the Advisor**

Advisor Outline

To be done in conjunction with or after the state officer workshop.

- I. HOSA Basics
  - a. Chapter numbers and passwords
  - b. Affiliation
    - i. Dues collection and deadlines
    - ii. Demonstration through the website
  - c. Organizing the Meetings
    - i. Advisor role
    - ii. Officer roles
    - iii. HOSA Advisor Handbook (HOSA Website)
    - iv. Fundraisers
    - v. Managing Community Service projects
  - d. Leadership Conferences
    - i. Information of SLC and ILC
      - 1. When, why, where
      - 2. Costs
      - 3. How to organize the “field trip”
      - 4. Which kids to take?
      - 5. State Offered Competitive Events
      - 6. Room reservations
  - e. Community Service
    - i. How to allow members to vote
    - ii. How to find opportunities
    - iii. National Service Project
    - iv. Activity Tracker (provide demo through the website as possible)
  - f. Integrating HOSA into the classroom
    - i. Using competitive event guidelines
    - ii. Project based activities
    - iii. Alabama HOSA Social Media links
    - iv. Alabama HOSA website
  - g. Making the chapter a true STUDENT led organization.