

Organizing a **NEW** HOSA Chapter

If you are starting a new HOSA chapter, you have a wonderful opportunity to create an exceptional student organization.

The good news is....you can lead the chapter in a direction that clearly supports the purpose of HOSA.

FIRST – GET APPROVAL. Make sure you follow the rules of your institution and get the support of your administrators. This may include asking a professional colleague to serve as a co-sponsor of your HOSA chapter.

SECOND – DEVELOP INTEREST. Tell your students about the purpose of HOSA, and refer them to the HOSA website for more information. Give them an assignment to surf the HOSA website and then suggest ideas for their HOSA chapter. Begin explaining the importance of being a member of an organization such as HOSA. Most students today are very computer literate and will find this an easy assignment.

THIRD – HAVE A START-UP PLAN. One option would be to have interested students choose a planning committee to put together the pieces such as:

- Constitution and bylaws
- Plan for electing officers

FOURTH – EMPOWER THE STUDENTS TO LEAD. Students need encouragement, guidance, and responsibility. If you let them know what they need to do, they will get it done. Your job is to give them a helping hand to get them started and guide them along the way.

FIFTH – AFFILIATE. Collect dues and complete your online chapter affiliation. Your students are not HOSA members unless they pay their dues and are properly affiliated.

FINALLY – GIVE THEM THE RULE BOOK.

The best resource for organizing a HOSA chapter is the HOSA Handbook Section C, which can be found on the HOSA website at <http://www.hosa.org/natorg/SectionC.pdf> This is an excellent resource for everything HOSA members need to know to lead a HOSA chapter.

