

Welcome to Florida HOSA – Future Health Professionals

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Outline

I. Introduction to HOSA

- **Mission:** HOSA's mission is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.
- **Scale:**
 - Florida HOSA: Second largest Chartered Association globally with over 19,200 members.
 - National/International HOSA: Over 310,000 members across the U.S., Canada, Puerto Rico, American Samoa, China, South Korea, and soon Costa Rica, Germany, and the Philippines.
- **Endorsements:** Endorsed by the U.S. and Florida Department of Education. Defined in Florida DOE's Curriculum Frameworks as "the appropriate career and technical student organization for providing leadership training and reinforcing specific career and technical skills."
- **Membership Eligibility:** Open to all students regardless of age, race, sex, color, national origin, or religious beliefs. Eligible students are those in a health science program, an organized career awareness program, or those interested in, planning to pursue, or pursuing a career in health professions.

II. Establishing a HOSA Chapter

- **Charter Number and Password:**
 - Email the State Advisor (Jacquelyn Moreau, jmoreau@flhosa.org) and System Manager (Lloyd DeVault, ldevault@flhosa.org) stating your interest in starting a new chapter and which school you are with. You will receive your charter number and password from either the State Office or from a Global/National HOSA staff member.
 - The charter number and password are unique and carry over year to year.
 - Please view [this tutorial](#) on how to use the HOSA online system (HOSA CMS).
 - The password is confidential and only for the chapter advisor to log into HOSA's online system; students should never have the password and are not permitted to log into HOSA's online system.
- **Application for Charter:**
 - Fill out the [Charter Agreement](#) and return it to Lloyd DeVault (ldevault@flhosa.org).
 - Review the [Chapter Affiliation Agreement](#) before affiliating.
- **Minimum Members:** At least five (5) students plus the Chapter Advisor are needed to establish/maintain a HOSA chapter.

III. First Meeting, Chapter Officers, and Competitive Events

- **First Meeting:**
 - Typically held shortly after school begins
 - Direct prospective members to the [Global/National HOSA website](#) and [Florida HOSA website](#)
 - Review the [Florida HOSA Calendar of Events](#)
 - Discuss potential community projects (i.e. HOSA Service Project)
 - Brainstorm fundraisers (refer to [Fundraising Ideas](#) document – fundraising also enhances leadership skills!)
- **Chapter Officers:**
 - Officers can be elected at the first meeting or a subsequent meeting after candidates give short campaign speeches (1-2 minutes)
 - Some chapters elect officers at the end of the school year for the following year
- **Competitive Events Program:**
 - [A comprehensive list of events is on the Global/National HOSA website.](#)
 - Click on each event name to download specific guidelines well before the Regional CE Conference.
 - Guidelines are revised/updated each July/August and posted on September 1st with the date printed at the bottom. New events are also posted then.
 - Members may compete in only one regular competitive event, plus as many "Recognition Category" events as they like.
 - Four designated events (Personal Care, Life Support Skills, Interviewing Skills, & Speaking Skills) are specifically for secondary students classified under the Individuals with Disabilities Education Act of 1997 - Amended (IDEA).
 - Use [Florida HOSA's Ultimate Competition Toolkit](#) to select a competitive event
 - Find which competitive event is right for you:
 - [Middle School Version](#)
 - [Secondary and Postsecondary/Collegiate Version](#)
 - Verify with your Regional Advisor early (Sept./Oct.) that the chosen competitive event is offered at the Regional CE Conference and State Leadership Conference.

IV. Membership Dues

- **Membership Information and Dues Deadline:**
 - Given at the first chapter meeting.
 - If competing, members must be affiliated before the Regional CE Conference online registration closes (target: beginning of October).
 - If not competing, members should be affiliated by January 1st.
 - All memberships expire on June 30th, regardless of join date.
- **Dues (2025-2026):**
 - Total: \$30 per member (Regional Due may also apply; Regional Advisor will confirm).
 - Includes: Florida HOSA State Membership Due: \$20 per person & Global/National HOSA Membership Due: \$10 per person

V. Member Affiliation

- **Affiliation Information:** <https://hosa.org/what-is-hosa/> (scroll to bottom, click "Affiliation Packet")
- **Affiliation Process:**
 - Collect dues from members and give to the school's bookkeeper for deposit into your chapter's separate HOSA account.
 - Enter member names into the HOSA Conference Management System (CMS): <https://apps.hosa.org/> using your Charter Number ("Login" field) and password (case-sensitive).

- The HOSA CMS is accessible by going to the Florida HOSA website and clicking the “CMS Login” button in the red navigation bar.
- Use each student's *personal* email address (not yours/their school email).
- Once a name is in the system, it cannot be removed; ensure dues are paid before entering. You can log in multiple times to add names.
- Print a new invoice each time you add names and send dues to the Global/National HOSA Office in Southlake, Texas.
- Before logging out, print an invoice ("Account Statement" button on Main Menu) for the school's bookkeeper to cut one check to "HOSA-Future Health Professionals."
- The Global/National HOSA Office forwards State Dues to each State Association. Regional Dues and/or Regional Conference Registration Fees are sent wherever the Regional Advisor designates.

VI. Regional Advisor Contact Information

- **Contact:** Access the Florida HOSA Regional Map [here](#). By clicking on the county in which your school is located you will be directed to your Regional Advisor(s) information.
- **Conferences:**
 - On the Florida HOSA website, hover over "Conferences" in the red navigation bar, then click "[Regional Conferences](#)."
 - Check regularly (starting early October) for information and registration deadlines. The Regional Advisor will also send an email with information.
- **Questions:** All questions regarding regional activities and conferences should be directed to your Regional Advisor(s).

VII. Fall Leadership Conferences

- **Fall Regional Conferences**
 - Please see the [Regional Conferences Table](#) for more information.
 - **Please note that each region sets its own dues and/or regional conference fees, which may range from \$5 to \$35.*
- **Fall Leadership Academy**
 - Please see the [FLDA 2025 Page](#) for more information.
 - Registration Fee: \$125 per person
 - **Please be aware that travel costs are not included.*
- **VIII. Winter and Spring Regional Competitive Event (CE) Conferences**
 - Please see the [Regional Conferences Table](#) for more information.
 - **Please note that each region sets its own dues and/or regional conference fees, which may range from \$5 to \$35.*

VIII. Florida HOSA Competitive Events Offered for 2025 – 2026

- Please view the [Florida HOSA 2025-2026 CE List](#) for more information.
- **Please note that events not on the above list will NOT be offered at the Florida HOSA 2026 State Leadership Conference (SLC).*

IX. Winter and Spring Regional Competitive Event (CE) Conferences

- Please see the [Regional Conferences Table](#) for more information.
- **Please note that each region sets its own dues and/or regional conference fees, which may range from \$5 to \$35.*

X. State Leadership Conference (SLC)

- SLC 2026 will be held April 16th-19th at the Marriott Orlando World Center in Orlando.
- Please visit the [State Leadership Conference](#) page under the “Conferences” tab on the Florida HOSA website.
- SLC eligibility: Members must place in the top 3 of their event at their Regional CE Conference to be eligible to compete at the SLC in the same event.

- Chapter advisors and/or chaperones (non-student, 25 years or older) must accompany students to each HOSA conference and assist (i.e., manage competitive events, judge, etc.). Members and guests are required to stay at the approved conference hotel for the duration of the conference. Hotel rooms are approximately \$200 - \$250 per night for 3-4 nights depending on the conference; usually up to 4 people may be placed in a room.
- Registration Deadline: March 6th
- Registration Fee: \$100 per person
- Conference registration and hotel reservation information will be posted to the SLC Page prior to Winter Break.
- **Travel and meal costs are not included; we encourage chapters to consider fundraising to help offset these expenses.*

XI. International Leadership Conference (ILC)

- ILC 2026 will be held June 17th-21st at the Indianapolis Convention Center in Indianapolis, IN
- Please visit the International Leadership Conference page on both the Florida HOSA website [here](#) and the Global HOSA website [here](#).
- ILC eligibility: Members must place in the top 3 of their event at the State Leadership Conference, however, students who place in 4th or 5th may be eligible to attend the ILC if a top 3 competitor cannot attend.
- Chapter advisors and/or chaperones (non-student, 25 years or older) must accompany students to each HOSA conference and assist (i.e., manage competitive events, judge, etc.). Members and guests are required to stay at the approved conference hotel for the duration of the conference. Hotel rooms are approximately \$200 - \$250 per night for 3-4 nights depending on the conference; usually up to 4 people may be placed in a room.
- Registration Deadlines: Begin in May
- Registration Fee: \$125 per person
- Please find the registration dates, which are based on competition placement, on the [Florida HOSA Calendar of Events](#).
- **Travel and meal costs are not included; we encourage chapters to consider fundraising to help offset these expenses.*

XII. Conference Registration Instructions

- **Process:**
 - Using the [HOSA CMS](#), on the Main Menu, under the blue "Conferences" bar, select the appropriate conference tile/card before the deadline.
 - On the specific conference registration page, click the red "+" sign to see affiliated members.
 - Select each member individually by clicking "Register."
 - Enter applicable information (conference nametags are printed from the system).
 - Select "Add Options/Activities" for any available conference options.
 - Select the member's competitive event using the "Register for Competitive Events" button (*only one regular competitive event per competitor*).
 - Team Events:
 - For the first member of a team, do not enter anything in the "Select Team Members" box.
 - Starting with the second teammate, type the first teammate's name in the box to link them.
 - Click "Save" at the bottom of the screen when a member's registration page is complete.
 - Please view [this tutorial](#) on how to link teams together and properly check your conference registration for any errors.
- **Invoice for Conferences:**

- Once everyone is registered, click the "*Reports*" tab on the black bar in the bottom left corner of the Conference Registration Page.
- Generate a "*Registration Summary*" and a "*Current Invoice*" for your school's bookkeeper to cut a check.
- Global/National HOSA's online system only accepts credit card payments for Global/National and State affiliation, not for Regional dues or conference registrations.

XIII. Advisor Webinars

- **Welcome Back Advisor Webinar**
 - August 19th, 4:30pm – 6pm EST
- **Regional Winter/Spring Competitive Event Conference Advisor Webinar**
 - October 7th, 4:30pm – 5:30pm EST
- **State Leadership Conference Advisor Webinars**
 - January 20th, 4:30pm – 6pm EST
 - January 29th, 4:30pm – 6pm EST
- **International Leadership Conference**
 - April 22nd, 4:30pm – 6pm EST

XIV. Chapter Advisor Resources

- **Florida HOSA Website:**
 - [Florida HOSA 2025 - 2026 Calendar of Events](#)
 - [Florida HOSA Bylaws](#)
 - [Florida HOSA Policies & Procedures](#)
 - [Florida HOSA Brochure](#)
 - [Florida HOSA Newsletters](#)
 - [Dress Code Policy](#)
 - [Advisor Webinars](#) (scroll to second heading "*Advisor Webinars*")
- **Global/National HOSA Website:**
 - [New Advisors Page](#)
 - [New Advisor Handbook](#)
 - [HOSA Handbook: Section C - Guide to Organizing and Managing a HOSA Chapter](#)
 - [Local Advisor Resource Page](#)
 - [CE General Rules and Regulations](#)

XV. State Office Contact Information

- Per Florida HOSA policy, official HOSA communication is with advisors only (State Advisor, Regional Advisors, and local Chapter Advisors). For student members, all questions should be directed to the Chapter Advisor first, and if Chapter Advisors need additional information, they can contact the State Advisor for assistance.
- **Florida HOSA Headquarters:** 13570 NW 101st Drive, Suite 200, Alachua, FL 32615
- **Phone:** (386) 462-4672
- **E-mail:** info@flhosa.org
- **Fax:** (386) 518-6875
- **State Staff:**
 - Executive Director/State Advisor – Jacquelyn Moreau (jmoreau@flhosa.org)
 - System Manager – Lloyd DeVault (ldevault@flhosa.org)
 - Business and Finance Manager – Sandralyn Rezac (srezac@flhosa.org)
 - Office Manager/Executive Assistant – Mandy Memolo (mmemolo@flhosa.org)