

Establishing a HOSA Chapter



Charter Number & 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 Login/Username for HOSA's Conference Management System (CMS) is the chapter's Charter Number.
- 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).



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.

**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.*

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

- [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 so the advisor and competitor may know how the event is managed, the dress code, how to study/practice/rehearse/ research, and the areas in which the judges will rate the competitors.
- 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 2025-26 Version](#)
 - [Secondary and Postsecondary/Collegiate 2025-26 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.