



## California HOSA Chapter Chartering Steps

\_\_\_\_\_ The prospective advisor contacts the state headquarters office to be put on the contact list.

Cal-HOSA Headquarters  
7945 Vineyard Ave. D4  
Rancho Cucamonga, CA 91730  
(909) 987-1012 x114  
[headquarters@cal-hosa.org](mailto:headquarters@cal-hosa.org)

\_\_\_\_\_ The advisor requests an affiliation packet from National HOSA at 1 (800) 321-HOSA. All Cal-HOSA membership is completed through National HOSA on-line.

\_\_\_\_\_ The advisor and lead students meet and review the material in the packet.

\_\_\_\_\_ To start a chapter there must be at least 1 advisor and 5 students.

\_\_\_\_\_ The advisor obtains approval to establish a Cal-HOSA chapter at their school from their administrator.

\_\_\_\_\_ A membership drive is held and an orientation presentation is given to the target students.

\_\_\_\_\_ Additional support and resources are available by contacting the Cal HOSA Headquarters (see above).

\_\_\_\_\_ Chapter guidelines are established for a local officer election and chapter officers are elected.

\_\_\_\_\_ A method for collecting funds and paying bills is established according to the school/district policy.

\_\_\_\_\_ Yearly student dues are \$20 (state - \$10 and national - \$10). All Cal-HOSA students must be a member of both the state and national organization. In addition, a chapter may elect to collect local chapter dues.

\_\_\_\_\_ Yearly advisor/professional dues are \$25 (state - \$15 and national - \$10). All Cal-HOSA advisors must be a member of both the state and national organization.

\_\_\_\_\_ Dues monies are collected and deposited into the proper account established at the educational/industry agency.

\_\_\_\_\_ Chapter membership (state and national) is completed directly on-line to National HOSA @ [www.hosa.org](http://www.hosa.org). Each chapter is assigned a chapter # and password. Contact National HOSA (see telephone number above) to complete this step.

\_\_\_\_\_ Local chapter by-laws are developed and voted on by the membership and a copy is submitted to Cal-HOSA Headquarters.

\_\_\_\_\_ A program of work for the year that sets goals and plans for the year is developed by the membership.

A 2-day Professional Development Institute (PDI) and on-site technical assistance is available for those wishing to have assistance in learning how to facilitate a California HOSA chapter as well as on-site technical assistance. Contact Cal-HOSA Headquarters for additional information.