

Instructions and Checklist for HOSA Chapter Affiliation

In order to participate in HOSA events, students and advisors must affiliate with the National HOSA organization. Membership dues are \$20/year. All monies are sent to HOSA National HQ. Below are instructions on how to affiliate with HOSA and what documents are needed for South Dakota HOSA.

Affiliation with National HOSA

1. Go to the following HOSA link: <http://apps.hosa.org/hosaconf/login.jsp>
2. Follow the instructions to affiliate:

| ✓ | <u>Instructions</u> |
|---|---|
| | Enter Charter Number and Password (all entries are case sensitive) |
| | CLICK "Proceed to Chapter Membership and Conference Registration" |
| | CLICK "Complete Affiliation Application" |
| | READ the Affiliation Instructions and CLICK "Next" |
| | ENTER your name as Primary Advisor and CLICK "Next" |
| | Make sure billing information is correct (National HOSA will send you an invoice) CLICK "Next" |
| | ENTER demographic information (This information makes us eligible for grants) CLICK "Next" |
| | ENTER Member Information (Required: type, gender, class, first name, last name, and email) CLICK the "+" sign. |
| | *Repeat for all members...as you add members, a list will populate in the chart |
| | When the final member is added CLICK "Next" |
| | Affiliation application fees will be used as an invoice. <u>You pay all affiliation fees</u> to National HOSA. No affiliation money will be sent to SD HOSA. CLICK "Next" |
| | View the Affiliation Application Agreement. CLICK "Done" |

*You may add new members at any time until MARCH 1!!!! Every time you add a member, you will get another invoice from National HOSA.

Documents Needed for South Dakota HOSA:

Advisors, you or your local officers will have to fill out the following items and email or fax to the SD HOSA State Office: Brock.Rops@usd.edu or Fax: 605.357.1510

The '*' items should be filled out by new chapters only.

| ✓ | <u>Items to be completed</u> | <u>Date due</u> |
|---|--|-----------------------------------|
| | *SD HOSA Charter Application and Letter of Intent Form | Fall Semester of Affiliation Year |
| | SD HOSA Chapter Membership Form | March 1 |
| | Multiple Release Form | HOSA State Leadership Conf. |
| | *Chapter Bylaws | Fall Semester of Affiliation Year |
| | Completed Program of Work | Fall Semester of Affiliation Year |

In order for you to register for Fall Academy and/or State Leadership Conference, your students have to be affiliated!

If you have any questions regarding affiliation or registration, we are here to help.