



2013-2014

Checklist for HOSA Chapter Registration

1. _____ New Chapter Advisors
Contact AzHOSA State Advisor
azhosa@aol.com or jane.shovlin@azed.gov
2. _____ Go to AzHOSA web site www.azhosa.org
3. _____ Click on Membership
4. _____ Print out checklist and all documents under Register Your HOSA Chapter
5. _____ Complete the following documents
 - i. Chapter Registration Form
 - ii. Advisor Code of Conduct
 - iii. 2013-2014 Statement of Assurance
 - iv. Email Chapter Bylaws – New or updated
 - v. Email Chapter Program of Work
 - vi. Email List of Chapter Officers and their email addresses
6. _____ Email Bylaws, Program of Works and Chapter Officer Information to jane.shovlin@azed.gov

7. _____ Fax all other documentation to 602-542-5832
or mail to:

AzHOSA #42

Arizona Department OF Education

1535 W. Jefferson St.

Phoenix, AZ 85007

8. _____ Choose a type of membership.

- i. Regular HOSA membership – minimum of 12 members and an advisor - \$16.00 per member
- ii. State Discount Membership Program – all students in your sequence of courses in your program courses becomes members at a discounted rate. This must be approved by your principal and a contract signed.
- iii. Complete 2013-2014 State Discount Membership Program contract and send to AzHOSA office.

9. _____ If you need your Chapter number and password, email the State Advisor and you will receive your a chapter number and password with instructions to sign your students up for membership