

## Quality Chapter Planning Checklist 2025-2026

The following standards and reporting requirements help us to meet the grant goals for the year. This list is to help you view the requirements requested of each Montana HOSA Chapter during each academic year. **The actual reporting should be done on the attached Google Slides or Powerpoint.**

### Minimum Requirements:

	Yes	No
Has a process for and installs a student officer team		
Bylaws have been reviewed and adopted		
Conducts yearly chapter officer training (FLC or other chapter hosted training)		
Utilizes committees to implement chapter activities (if applicable for chapter size)		
50-75% of members are affiliated with National HOSA by December of each academic year		
Chapter hosts regularly scheduled chapter meetings		
Chapter hosts one or more purposeful membership drive events (ideally to focus on underclassman members)		
Chapter participates in an actively engaging healthcare industry partners		
Program of Work contains a minimum of one major activity in each of the following areas of student development: <ol style="list-style-type: none"> <li>1. Personal or Employability Skills</li> <li>2. Technical Skills</li> <li>3. Leadership Development</li> </ol>		

**Distinctive Qualities** (Established chapters should strive for 5 or more distinctive qualities)

	Yes	No
Chapter officers and advisors develop a program of work and tracks membership hours in each of the following categories: job shadowing, guest speakers, direct and indirect volunteer service, educational workshops, internships/apprenticeships, and leadership development in addition to certifications earned by members each year		
Chapter conducts an activity to introduce members to 2 year career pathways		
Chapter designates a week in the fall to celebrate HOSA week hosting at least 3 activities during the week and submits photos and activities to Montana HOSA		
Chapter has a web page and/or social media presence		
Chapter attends State Leadership Conference (SLC)		
Chapter hosts an end-of-year recognition event for chapter members		
One or more chapter members submits an application for state officer		
Chapter leaders attend Washington Leadership Academy (WLA)		
Chapter hosts an event centered around the National HOSA Service Project (Be the Match)		
Chapter participates in state service project		
Chapter members attend International Leadership Conference (ILC)		
Chapter members participate in on-site healthcare workshops, job shadows, internships		
Chapter members earn industry recognized credentials and/or certifications		
Chapter members complete health science credit courses		