

HOSA Happenings

New for 2019-20

Chapters may now use any form of communication they wish (print newsletter, electronic newsletter, website, blog, social media platform, etc.). Scholarship information has been added to the guidelines.

- Purpose** This is a multimedia chapter communication event. The goal is to communicate information about the HOSA chapter in a manner that celebrates the chapter members and their achievements, as well as shares health related information with readers.
- Description** Chapters will tell the story of their chapter of HOSA-Future Health Professionals throughout the year using whatever form of communication they choose (i.e.: print newsletter, electronic newsletter, website, blog, social media platform). For this recognition event chapters will select ONE (1) communication tool. All submissions that reach a pre-determined standard will be awarded a Certificate of Excellence.
- Rules and Procedures**
1. Chapters in this event must be affiliated with HOSA-Future Health Professionals and in good standing.
 2. Chapters must be familiar with and adhere to the "[General Rules and Regulations of the HOSA Competitive Events Program \(GRR\).](#)"
 3. This is a chapter recognition event that is coordinated by the chapter Historian (or other appointed chapter member) and includes contributions from other chapter members.
 4. Because this is a communications event, points on the rating sheet address both what is presented, and how it is presented. The use of photos, illustrations, graphics and infographics are often effective tools in conveying a message.
 5. For this event, a chapter is defined as either an affiliated chapter, or a natural combination of affiliated chapters at the same location/district. For example, two programs at the same school /district might have separate charter numbers, but could logically share the same communication tools and want to share in the submission together. For conference registration purposes in this case, one charter number must still be used - one chapter name will be listed in recognition materials.
 6. HOSA chapters **MUST** follow applicable SCHOOL DISTRICT POLICIES regarding the use of photos and personally identifiable information in any communications media format. If the school/district/state requires parental permission, then it is the responsibility of the local chapter to secure, complete, and maintain the appropriate forms.
 7. Submissions for this event **MUST** comply with copyright laws. Copyright infringement is a violation of federal law and subject to severe civil penalties and sanctions. Under federal copyright law, copyrighted works may not be copied, published, disseminated, or displayed without the permission of the copyright holder, unless such use is deemed to be "fair use" under the law.

8. Chapters will select one communication tool to highlight the chapter's activities. Examples could include print newsletter, electronic newsletter, website, blog, social media platform, etc. Four (4) to eight (8) pages (8.5 x 11 inches) of the selected communication tool may be submitted. When submitting, each side counts as one page, but front and back copies are acceptable.
9. **STATE SUBMISSION PROCESS:** There are two options for submitting material for this event. Please check with your State Advisor to determine if you should follow Option A or Option B below for submitting material for this event.

Option A: Print Submission

- The print submission must include one print copy of the selected four (4) to eight (8) 8.5 x 11 inches pages of content.
- AND the cover page found on page 7 of these guidelines, and
- **MUST BE RECEIVED** by the state HOSA office by the state publicized deadline.
- Print submissions should be on 8 ½ x 11" white paper, stapled at the top left corner, WITHOUT binding, sheet protectors, or contained in any type of folder or notebook.

Option B: Electronic Submission via Tallo

- The electronic submission must include one pdf copy of the selected four (4) to eight (8) 8.5 x 11 inches pages of content.
- AND the cover page found on page 7 of these guidelines and
- **MUST BE UPLOADED** to Tallo by the state publicized deadline following the instructions in item #10.

10. HOSA offers numerous scholarships every year to its members interested in pursuing a variety of health careers. As you consider participating in this competitive event, please keep in mind there may be a HOSA Scholarship offered that fits your interests! For more information on the HOSA Scholarship program, please visit <http://www.hosa.org/scholarships>.
11. This event will be judged at the state level using the event rating sheet. Submissions that earn 80 points or higher will be recognized at the state level, with the manner of recognition to be determined by the state.
12. This event is not judged at the international level. All submissions earning a score of 80 points or higher at the state level will be eligible for recognition at the HOSA International Leadership Conference. The names of those chapters who earn 80 points or higher will be submitted to HOSA-Future Health Professionals by the State Advisor.
 - ILC Delegates: Chapters attending the ILC should register for this event as part of the online registration process. (The registration can be attached to any single delegate from the chapter as part of the online registration, preferably the delegate who will present the chapter's HOSA Happenings submission during the Project Display time. For recognition purposes, it is the chapter and not the individual who will be recognized.)
13. All award recipients in attendance at the International Leadership Conference will be recognized with a certificate for the chapter. The certificate will be distributed to the State Advisor during the designated registration time. Those chapters attending International Leadership Conference and receiving the Certificate of Excellence will select a chapter representative to walk across the stage during the Recognition Session to receive a pin.
14. Gold, silver, and bronze medals are not awarded for this and other recognition events at

the international level.

15. Chapter names may be posted on the HOSA – Future Health Professionals website. In order to be listed online, the chapter names that have earned 80 points or higher must be submitted to HOSA – Future Health Professionals through the State Advisor by the publicized deadline.
16. All award recipients in this event will be invited to participate in a Project Display for this event at the ILC. For the Project Display, one member of the chapter **MUST BRING** with them whatever they wish to display, either in print format or on a computer or tablet using battery power.

Uploading to Tallo

***If your state is following option B in rule # 9, use the following steps for uploading:**

Each competitor must create a profile on Tallo, an online platform that showcases talent and skills and brings students, colleges, companies, and possibilities together. Competitors will create their online profile by visiting – <https://hello.tallo.com/hosa>.

Uploading your materials to Tallo is a requirement for most states and for ILC. Failing to upload the required materials will result in significant point loss at competition. Check the event rating sheet for details on how points are awarded.

- a) The main purpose for the partnership with Tallo is two-fold: (1) to provide the HOSA member with a permanent, professional online portfolio to share with universities and future employers and (2) to obtain valuable analytical membership data for HOSA, including demographic, academic, and career interest information. Entities, outside of Tallo, **CANNOT** access this information without explicit member permission.
- b) The chapter Historian (or other appointed chapter member) must create a profile and upload a .pdf of the cover page and communication to the **HOSA Happenings** competitive event opportunity on Tallo. **Detailed instructions** for doing this are in “step g” below and also available at <http://www.hosa.org/tallo> as both a .pdf handout and web tutorial video.
- c) The size limit for any files uploaded to Tallo is 2.5 MB. To avoid an upload error, please be sure to save your .pdf as a compressed file or reduce the size of your embedded images. For instructions on how to do this, please visit: <http://www.hosa.org/filesize>.
- d) Regional and State Process:
 1. Competitors should check with their state advisor to see if Tallo is being used at the state level. If so, competitors should find out the deadlines for any regional or state conferences. State Advisor Contact information can be found here - <http://hosa.org/associations>
 2. The .pdf of the cover page and communication must be uploaded prior to the state published deadlines.
 3. States will verify the material has been uploaded prior to any regional or state conferences.
- e) ILC Process:
 1. For those who advance to the ILC, the .pdf of the cover page and communication must be uploaded to Tallo by midnight PST May 15, 2020.
 2. HOSA-Future Health Professionals will verify the material has been uploaded prior to the International Leadership Conference.
- f) Changing Content:
 1. If a competitor uploads the .pdf of the cover page and communication for the regional and/or state level, it does not need to be resubmitted for ILC. Uploading the .pdf of the cover page and communication **ONCE** is sufficient for all three levels of competition (regional, state, ILC).
 2. **However**, competitors **ARE** allowed to change the content of their cover page and communication between conferences. IF such content changes are made,

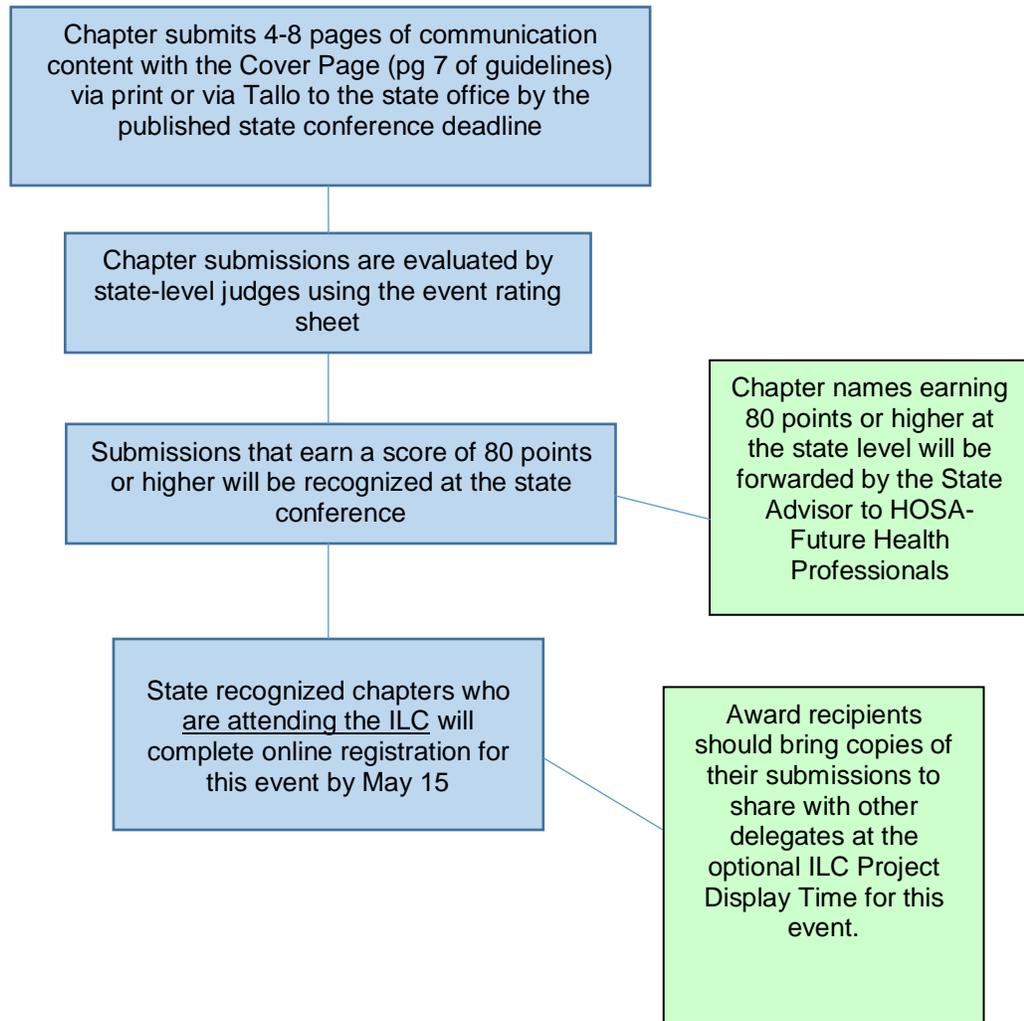
competitors should replace their original upload on Tallo with the most current version.

3. The .pdf of the cover page and communication that is in Tallo on May 15, 2020 is considered final and may be used for judging at ILC 2020.

g) Tallo Instructions

1. Join Tallo-
 - a. Go to <http://www.hosa.org/tallo>.
 - b. Click the "Create Your Profile" button and create your account.
 - c. Add HOSA to your profile-
 - i. Click the blue "Profile" tab at the top left of the screen.
 - ii. Click the blue "Edit Profile" button at the top right of the screen (underneath the account dropdown menu).
 - iii. Select "Associations" from the bar on the left side of the screen.
 - iv. Type in "HOSA-Future Health Professionals" and select from the dropdown menu.
2. Search for HOSA Competitive Event-
 - a. Select "Opportunities" at the top of your screen when logged in.
 - b. In the "Organization Name" search box type in "HOSA"; wait for the list of pre-populated organizations to appear, and then select your state association from the drop-down box (Example: HOSA-Future Health Professionals | California). Click the blue "Search" box.
 - c. Select your competitive event from the list that appears to the right (Make sure that you have selected the proper state!).
3. Submit Materials and Apply for Competitive Event-
 - a. Follow the steps and provide required information for your event.
 - b. Click "Apply Now" when ready to submit.
 - c. You have until the state deadline (contact state advisor) or ILC deadline (May 15, 2020) to change any content and re-upload your submissions. The material in Tallo as of May 15, 2020 is considered final for ILC.
 - d. To edit your submission-
 - i. Click the dropdown menu on the top right of your screen in Tallo.
 - ii. Click "My Opportunities" and select your event.
 - iii. Follow the instructions for editing your submission.

Event Flow Chart



HOSA HAPPENINGS RATING SHEET

Chapter Number _____

Judge's Signature _____

Areas Evaluated		Points Possible						Points Awarded	
		Superior.....					Poor		
General Appearance (20 pts)	Layout and spacing-neat and appealing	5	4	3	2	1	0		
	Font (size and appearance) makes content readable	5	4	3	2	1	0		
	Use of color-neat and attractive but not distracting	5	4	3	2	1	0		
	Graphics, infographics, illustrations and pictures are clear and well-cropped, and support the articles or pages they accompany	5	4	3	2	1	0		
Content – Quality (45 pts)	Local chapter news	15							
	Health information article(s)	15	4	3	2	1	0		
	Celebration of chapter members and their achievements	15							
Organization (15 pts)	Easy to find information quickly. Clear headings. Sections or articles are clearly distinguishable (index, clear headings)	15	5	4	3	2	1	0	
Mechanics (10 pts)	Correct spelling and grammar	5	4	3	2	1	0		
	Punctuation used appropriately	5	4	3	2	1	0		
Required (10 pts)	Four to eight (4-8) pages in length (each side counts as one page, front and back copies acceptable.)	10						0	
TOTAL POINTS		100.....						0	



HOSA HAPPENINGS: Multimedia Chapter Communications Event

COVER PAGE

Select and print the best chapter communication pages (maximum of 8 pages) and submit as directed by the State Advisor, with this cover page.

How was this communication shared with chapter members?

- Printed newsletter
- Electronic newsletter
- Chapter website URL _____
- Blog URL _____
- Social Media Platform _____
- Other _____

Please complete the information below and print neatly:

School _____

State _____

Historian (chapter designee) _____

Historian's (chapter designee's) E-mail Address _____

HOSA Chapter Charter Number _____

PHOTO PERMISSION AND COPYRIGHT

This event entry does not violate any copyright laws. All necessary permission forms for the use of photos and personally identifiable information have been secured and are on file at the local level. Permission is granted for a chapter member to share event materials with others during the HOSA Project Display time, and for HOSA-Future Health Professionals to share event materials or links at www.hosa.org.

Advisor's Signature _____

Please complete the information below and print neatly:

Advisor's Name _____

E-mail Address _____

Must be submitted at the State Leadership Conference OR received in the state HOSA office by

Date