



HOSA Advisors Monthly Planning

August/September

- Look at your school calendar and decide when (and how) you want to host your first meeting and what your meeting structure will be for the year (monthly, weekly, etc). There is not a requirement for monthly meetings, but we do suggest at least monthly meetings to keep students engaged.
- HOSA will likely be students' first professional organization- spend time helping them get to know HOSA and its many benefits (show recruitment videos/get them familiar with the Wyoming HOSA website)
- Begin to purposefully integrate HOSA Competitive Events (CEs) into your lesson plans
- Meet with returning members and plan a recruitment drive
- Gather materials to pass out at your first meeting to inform students about your code of conduct and expectations of membership
- Decide how your group will pay dues and travel expenses- will it be through fundraising or will students pay?
- Spend time at first meetings building community (social activities, leadership games, team building)
- Host your first meeting
- Decide on a tracking system to keep track of membership hours in the following categories: direct/indirect volunteer service, job shadowing,

leadership development, personal development, workshops and training, along with member certifications

- Have students follow Wyoming HOSA on social media (Facebook and Instagram) and bookmark the Wyoming HOSA website: www.wyominghosa.org
- Stay up to date with Wyoming HOSA updates for the year by being in touch with state director and make plans to attend monthly advisor virtual chat

October

- Collect all necessary information and dues from members to meet **Wyoming HOSA's December 4, 2026 affiliation deadline**
- Request check from your district to send affiliation payment into National HOSA after affiliating
- Plan to attend the School to Scrubs statewide event.
- Review the Wyoming HOSA website for upcoming events
- Continue to have meetings/events to keep students engaged and informed
- Set up dates and trainings to help students who need additional help prepping for their CEs
- Encourage the practice and studying of CEs and review of CE guidelines on Wyoming HOSA webpage

January

- Begin International Leadership Conference (ILC) discussions now to add these to your fundraising goals early on
- Plan events to keep all members engaged and progressing in their professional development
- Share scholarship opportunities/deadlines with members

February

- Support preparations for any state officer candidates (Applications will be due March 13, 2027)

March

- **State officer candidate applications due March 13, 2027**

April

- Send thank you notes to all of your community and industry partners this year
- Continue ILC discussions and planning

May

- Host an awards and/or end of the year banquet to share your chapter's accomplishments with your community and students' families
- Meet ILC registration deadline/pay ILC fees
- Share pictures and end of year reports with Wyoming HOSA State Advisor

June

- ILC