



Advisor Guide

Welcome to Wyoming HOSA!

Dear HOSA Chapter Advisor,

Imagine a student organization that can be integrated into classroom instruction, applies learning, promotes competition, and connects to healthcare.

Welcome to HOSA-Future Health Professionals! This organization exists to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill, and leadership development of high school, postsecondary, and middle school students interested in healthcare.

Serving future healthcare professionals since 1976, HOSA was created to provide students with opportunities to develop as leaders and future employees. With over 300,000 members internationally, it is safe to say that HOSA continues to meet our mission! Above all, HOSA is a vital tool to the success of students, teachers, and healthcare professionals. HOSA is 100% healthcare and connects all hubs of the healthcare field. One experience ignites another, creating a chain reaction between those who teach, learn, and do.

Wyoming HOSA's membership would not experience the level of success without advisors like yourself. Wyoming HOSA is developing an abundant and more qualified healthcare workforce because of our incredible teachers who serve as HOSA advisors. We simply could not do this without YOU!

On behalf of the HOSA staff, we are here to support you in getting the most out of HOSA for yourself and your students. We look forward to working with you!

The HOSA Way,



About Us

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience.

Wyoming HOSA-Future Health Professionals

The establishment of the Wyoming HOSA-Future Health Professionals grew from a recognized need to engage and support students interested in pursuing careers in the health professions. The Wyoming Center for Nursing identified an opportunity to cultivate the next generation of healthcare professionals by encouraging students not only to enter the field, but also to remain and work within the state of Wyoming. In its earliest stages, HOSA-Future Health Professionals in Wyoming began with three unaffiliated chapters operating independently across the state and several schools having health career tracts. These initial chapters demonstrated both student interest and the potential impact of a unified, statewide organization.

The formal journey toward state recognition began in April 2026, when Kara Beech initiated conversations with the Wyoming Department of Education. Her efforts focused on securing recognition for HOSA-Future Healthcare Professionals as a state-sanctioned Career and Technical Student Organization (CTSO). At the same time, she began working directly with the national HOSA-Future Healthcare Professionals organization to initiate the affiliation process.

These coordinated efforts will lead to a major milestone: in August 2026, Wyoming officially established a state HOSA-Future Healthcare Professionals organization, transitioning from independent chapters to a unified, affiliated body. This marked the formal creation of the Wyoming HOSA-Future Healthcare Professionals Association, providing structure, leadership opportunities, and competitive events for students statewide.

The founding of the Wyoming HOSA-Future Healthcare Professionals Association represents a significant step in strengthening the healthcare workforce pipeline in Wyoming, ensuring that students are supported, inspired, and connected as they pursue careers in health professions.



Let's Talk About HOSA

Your local HOSA chapter is part of an international, student-led network that prepares emerging leaders and professionals in healthcare. At the local level, you can choose from an array of learning opportunities supported by your chartered association (Wyoming HOSA) and integrate them into your classroom instruction to make learning vibrant and relevant. Through HOSA's Competitive Events Program, your students can compete in teams or as individuals in over 80 different events covering all aspects of the healthcare industry.

State Team

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State Advisor

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Key Resources

Wyoming HOSA Website: www.wyominghosa.org

National HOSA Website: www.hosa.org

Advisor Roles & Responsibilities

HOSA Advisors are vital to the success of any HOSA chapter because they serve as the liaison, or “coach”, between the students and HOSA. While HOSA is a student-led organization, advisors are required to serve as the school-sanctioned adults for the members at all HOSA conferences. Put simply, chapters are student-run, advisor-assisted.

Advisor Responsibilities

1. Be knowledgeable about HOSA, including: goals, mission, structure, conferences, deadlines, bylaws, and policies.
2. Uphold the standards and follow the policies of your school and local Board of Education at all times.
3. Promote the goals and objectives of HOSA as a positive student experience; therefore, act as a positive role model for students in dress, voice, attitude, actions, and demeanor.
4. Be aware of your students' activities and whereabouts at all times at HOSA-sponsored activities and conferences.
5. Be immediately available in the event of an emergency and report any accidents, injuries, or significant illnesses to the conference staff. You are responsible for resolving all damages incurred by your students.
6. Review any pertinent information in the guidelines and conference schedule with your students.

Advisor Roles

1. Advisors who attend Regional, State, and International Leadership Conferences are required to work a competitive event.
2. Carefully read all emails and information from the Wyoming and National HOSA offices.
3. Closely follow all Wyoming and National HOSA deadlines and directions. Set your chapter deadlines early to allow time for changes and corrections.
4. Collect membership dues and forms promptly at the beginning of the year to ensure members will be able to take advantage of all the opportunities HOSA offers. Oversee the keeping of records and finances for all activities.
5. Keep your school board, administration, and parents informed of chapter activities.
6. Be of assistance to students and make sure all conference registrations are accurate.
7. Establish basic ground rules and high expectations that help students lead themselves.
8. Enjoy your role of advisor. Show enthusiasm for chapter activities. You provide opportunities for students to develop positive self-images and become productive citizens.

My HOSA Chapter Information Checklist

- Chapter/Charter number: _____
- HOSA Chapter Management System (CMS) apps.hosa.org
 - Username: _____
 - Password: _____
 - My region: _____
- Familiarize yourself with the HOSA website & guidelines:
 - Wyoming HOSA Home page: wyominghosa.org
 - National HOSA Home page: www.hosa.org
- Mark your calendars:
- Costs:
 - Yearly State Affiliation Dues: \$15.00 per person
 - Chapter Dues: \$10.00 per person

Starting a Chapter

New to HOSA? Let's get started!



1. Assign an Advisor

Your school must have a school-sanctioned adult secured as the HOSA advisor before moving forward.



2. Contact Wyoming HOSA

Fill out the Chapter Affiliation Interest form at <https://www.surveymonkey.com/r/WyHOSANewChapter> or email Tammy Macy at advisor@wyominghosa.org, expressing your interest in starting a HOSA chapter at your school. We are happy to set up a time to meet with you to answer any questions. Once we receive your request and advisor's contact information, we will send you your charter number and password along with your region number.



3. Recruit, Recruit, Recruit!

Once you are established as a chapter, recruit members and build your chapter. The key thing to remember is that students cannot experience the benefits of HOSA membership unless they first join.



4. Fine Tune & Collect Dues

It is time to start fine-tuning your chapter details to ensure a successful year. Examples include electing your chapter's student leaders, planning fundraisers and community service projects, selecting competitive events, etc. Check out the "events" tab on the Wyoming HOSA website for event dates and information.



5. Chapter Login & Affiliation

Your chapter ID and password are the two pieces of information you will need to access the HOSA Chapter Management System (CMS) (aaps.hosa.org). The online system is used to affiliate members (become an official HOSA member for the year), view your account balance, print your membership directory, and register for conferences.



6. Final Touches

Now, it's time to get to work! Some final touches include: subscribing to the HOSA Synapse-a monthly-newsletter and Wyoming's main form of communicating with HOSA leaders to assist advisors as they work on competitive events, preparing for, and attending conferences! Always feel free to reach out to Tammy with any questions.



HOSA Advisor Checklist

- New chapters contact Wyoming State Advisor
- Elect officers/student leaders/e-board & review their assigned duties
- Look over the calendar of events, be aware of conference dates & deadlines
- Recruit members
- Collect dues
- Affiliate students in CMS
- Send dues to National HOSA in Texas 548 Silicon Dr, Suite 101, Southlake, TX 76092

Competitive Events Program

Members are encouraged to take advantage of the HOSA Competitive Events Program, a constantly expanding and improving series of health-related events. Competition within Wyoming is held to identify members eligible for competition at the HOSA International Leadership Conference. Competitive events are designed to provide a system for recognizing competencies developed by members through classroom instruction, related job training, and HOSA related activities. Professionals from the health community, appropriate to each event, evaluate individual members and teams according to a set of performance standards.

There are 80+ competitive events in six categories: Health Science, Health Professions, Emergency Preparedness, Leadership, Teamwork, and Recognition. HOSA members may enter only one competitive event in regional, state, and international competitions.

Competitors may participate in as many Recognition Category Events as they wish at the state and international level.

Competitive Events

National HOSA Event Guidelines

Guidelines are very important! They are essential to understanding how the events will be run, evaluated, and the rules of the events.

www.hosa.org/guidelines



General Rules & Regulations

Competitors need to know the general rules and regulations regarding HOSA competition. Please read it for more information.

www.hosa.org/grr



International Leadership Conference (ILC)

Summer 2027

More information coming soon

State Leadership Conference (SLC)

Spring 2027

More information coming soon

Fall Leadership Conference (FLC)

September 29, 2027

More information coming soon



Competition Resources

Competitive Event Useful Tools:

www.hosa.org/ceusefultools



Competitive Event FAQ's:

www.hosa.org/faq



Managing Competitive Events:

www.hosa.org/managing-competitive-events



Gaining Support

Savvy HOSA advisors understand that having the support of people outside their chapter in the school and the local community can make their jobs easier and take their chapter to a higher level. While you are taking steps to build your chapter, don't forget to cultivate support within and outside your school.



Within the School

Administration

Build a strong relationship with your administration—principals, counselors, superintendents, and school boards—so they see HOSA as essential to achieving school and academic goals.

Faculty and Staff

Gain faculty and staff support by showing how HOSA enhances curriculum and academics. This helps prevent conflicts with class time or school events.

Beyond the School

Parents

Parents are powerful advocates. When they understand HOSA's value, they encourage their children to join and often become active supporters of your chapter.

Community Connections

Engage local businesses, health providers, and advisory boards. They can serve as guest speakers, mentors, judges, and partners in competitions, internships, and work-based learning.

Using Social Media



Social media is one of the best tools to showcase your chapter's achievements, build excitement, and connect with your community. With a team of motivated members, your chapter can use these platforms to highlight events, celebrate successes, and spread the word about HOSA.

1

Form a Social Media Team

Select one member or a small team to manage your chapter's accounts and keep posts consistent.

2

Set Up Social Accounts

Create an official Facebook Page (not a personal profile) and consider platforms like Instagram, TikTok, or X, depending on where your audience is most active.

3

Know Your Audience

Identify which platforms your students, parents, and community use the most, and focus your efforts there.

4

Post Regularly

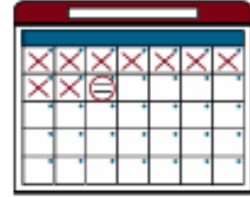
Aim for at least 4 posts per week to keep your followers engaged. Share photos, event updates, behind-the-scenes moments, and student highlights.

5

Promote Your Pages

Let your audience know how to find you—include your social media handles on flyers, newsletters, announcements, and at events.

Monthly Activities



The following calendar serves as a guideline of suggested activities for each month. Feel free to make changes and add any dates and deadlines listed on the Wyoming HOSA calendar that require action on your part.

July



- Review HOSA programs and integrate into instruction
- Review Wyoming HOSA website

December/January

- Follow-up on competitive events
- Written Competitive Events

August/September

- Build your chapter, calendar, and budget
- Start Affiliation
- Recruit members
- Add activities/conferences to school calendar and request permissions
- Review Wyoming HOSA website
- Begin work on competitive events
- Plan fundraising, service projects, and leadership activities
- Collect dues, complete CMS affiliation
- Register for Fall conference

February/March

- Prepare for State Leadership Conference
- Track all SLC registration and event deadlines

April

- Attend SLC and confirm International Leadership Conference (ILC) advancement process
- Thank sponsors, mentors, and supporters

October/November

- Prepare for competitive practice tests
- Celebrate HOSA week (November)

May/June

- Register eligible students for ILC, track deadlines
- Celebrate
- Encourage graduates to join HOSA alumni
- Attend ILC

Advisor FAQs

Q: Do advisors need to be affiliated in the system?

A: Yes, advisors need to be affiliated with the HOSA Conference Management System (CMS) and pay the \$25.00 in affiliation dues.

Q: What does it cost to be a HOSA Advisor?

A: Advisors must pay the \$25.00 affiliation fee. They are free for fall conferences but must pay the registration fees for state and international conferences.

Q: Are advisors required to attend HOSA conferences with students?

A: Yes, advisors and support staff will be asked to help run or judge an event at conferences. This is the BEST way to see how events work. You do NOT need to be an expert to judge your competitive event. Wyoming HOSA staff will help orient you and give you everything you need to know to be successful. We appreciate your help!

Q: Do I need to have a medical background or teach a health occupations class to be an advisor?

A: Nope! All are welcome here! Any school-sanctioned adult is allowed to be a HOSA advisor.

Q: How many advisors are required for each chapter?

A: One primary advisor is required, but additional support staff must attend conferences for every 20 people registered. This does not include chaperones-you may follow your school policy for that.

Q: How does Wyoming HOSA communicate with advisors?

A: Our primary way of communicating is through the Wyoming HOSA newsletter, and emailed newsletter containing all the updates, highlights, and reminders chapter leaders need to know. Please subscribe through the Wyoming HOSA website. Otherwise, HOSA staff will send emails, or call/text if there is specific information you/we need.

Q: Can an advisor or student cancel their HOSA membership at any time?

A: No. Once you submit your affiliation application online, you are responsible for paying the \$25.00 affiliation fee. National HOSA has a strict NO REFUND POLICY. You will remain a HOSA member for one year. Every Fall, students/advisors are required to affiliate again. The membership does not renew automatically.

Please note that you can affiliate members in the CMS at any point during the HOSA season; it does not need to be done all at once. Therefore, if you have a student who has not yet committed or paid their fees, you can add them later, but they must be affiliated before you can register them for a conference.

Q: Are teachers, parents, or other students allowed to watch competitions?

A: No one besides HOSA event personnel, judge(s), and competitor(s) is allowed in the room during competitions. Parents and spectators are welcome to register for the conference and attend the awards ceremony at the end.

Q: If a current HOSA member moves to a different school mid-year, can their membership be transferred to the new school?

A: Yes. If the school they are transferring to has a HOSA chapter, they can transfer membership. Contact Tammy Macy at the Wyoming State Office, and she can assist in the process.

Q: Can a student compete in multiple events?

A: Yes, as long as they register for the event and pay associated fees.

Q: How many people can compete on a team?

A: A team must compete with the number of people listed in the competitive event's guidelines. Most teamwork events have a range of people, for example, three to five people. In this case, you must have at least three people, but no more than five. If the event calls for two, then you must have two. No exceptions.



Q: What if my teammate(s) cannot compete on the day of the competition?

A: This is not uncommon because we all know people can get sick, miss the bus, or simply quit prior to competition. While it is unfortunate, **YOU STILL MUST COMPETE WITH THE NUMBER OF COMPETITORS LISTED IN YOUR EVENT GUIDELINES.** Please remember this when deciding who your teammate(s) is/are or before choosing a team event. If this happens on the day of the competition, there are two options:

1. The competitor can choose to do a different event. Have they been studying medical terminology in class? Then they could take the Medical Terminology Test. It enables the competitor to at least compete in something, even if it's not the event they prepared for.
2. If another competitor decides to drop their original event, they may replace the teammates who was unable to compete.

Tips for Success



1. **Elect Student Leaders** – HOSA is student-led. Choose motivated officers to take responsibility and ease your advisor role.
2. **Choose Events Early** – Encourage members to pick competitive events as soon as possible for better preparation and success.
3. **Use Event Guidelines** – The competitive event guidelines are the #1 resource for students to know what is expected of them, which means THEY are fully responsible for knowing what to do for their event, not YOU.
4. **Collect Payments Upfront** – Gather dues/fees before affiliating or registering members. HOSA has a strict no-refund policy.
5. **Stay Informed** – Read HOSA Synapse emails and watch *The HOSA Way* YouTube videos for key updates and reminders.
6. **Recruit Volunteers** – Engage community leaders and peers to serve as judges and volunteers. HOSA thrives on volunteer support!
7. **Connect with Advisors** – Learn from veteran advisors.



Contact Information

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