



National Service Project (HOSA Service Project)

National Alliance on Mental Illness

Purpose To encourage HOSA members to provide community service through the adoption of goals and implementation of strategies related to the support of a health organization.

Description The HOSA Service Project involves the sponsorship of a health organization by local HOSA chapters. Local chapters plan service projects to support the selected organization. Chapters document their involvement and submit documentation via the online HOSA Activity Tracking System by the state deadline to be eligible for state recognition and by May 15th to be eligible for national recognition. (If a chartered association does not have the selected health organization in their country, the leadership of CE will work with the chartered association to find a comparable organization to serve as the recognized organization for the term.)

2016-2018 Service Organization: National Alliance on Mental Illness <https://www.nami.org/>

Rules and Procedures

1. Competitors must be familiar with and adhere to the "[General Rules and Regulations of the National HOSA Competitive Events Program \(GRR\)](#)."
2. A plan with goals and strategies should be developed to guide the HOSA chapter's involvement with the selected organization.
3. Members and chapter advisors should submit hours and money raised by their chapter via the online HOSA Activity Tracking System. (See [Member Instructions](#) and [Chapter Advisor Instructions](#) for detailed directions on using the online system.) Members should record their volunteer hours individually. **Donations should be noted on just ONE chapter member's account.**

For example, if a chapter raised \$150 in five hours of volunteer time, each member who participated should record five hours in the online HOSA Activity Tracking System. But only ONE member of the chapter should enter the \$150 donation total. If all five members entered \$150, this would inflate the actual amount of money raised.

4. The HOSA Activity Tracking System direct link is: <http://apps.hosa.org/hosaconf/member-activity/action/MemberActivity.action>
5. For national recognition, this event may include activities from June 1, 2017 through May 15, 2018. Activities must be entered and **APPROVED** by chapter advisors in the online HOSA Activity Tracking System by midnight on May 15, 2018. The list of activities in the system is what will be used to identify recognition levels at the National Leadership Conference.

6. For state recognition, this event may include activities from June 1, 2017 to the state published deadline. State Advisors will communicate state-level deadlines. Activities must be entered and **APPROVED** by chapter advisors in the online HOSA Activity Tracking System by midnight on the state published deadline. The list of activities in the system is what will be used to identify recognition levels at the State Leadership Conference.
7. At the national level, Certificates of Recognition will be awarded to all chapters who contribute a minimum of \$100 and/or 100 hours of community service in partnership with the organization.
8. At the national level, Certificates of Merit will be awarded to all chapters who contribute a minimum of \$500 and/or 500 hours of community service in partnership with the organization.
9. **Process for donations to National Alliance on Mental Illness:**
 - All donations should be in check form or money order and made out to the Local or State Affiliate of National Alliance on Mental Illness with whom the chapter is working.
 - To find the NAMI Affiliate closest to you, visit nami.org. Click the "Find your Local NAMI" button midway down the page to search by state. Results will display both the State NAMI Organization and the NAMI Affiliates listed by geographical service area.
 - Please make sure to indicate in the check memo that the money being sent is from HOSA. Funds raised should be sent at one time, at the end of the project period.
 - The Local or State affiliate will send your chapter a thank you note confirmation for your donation. Chapters should keep a file of these confirmations as backup documentation in case it is requested by your state or National HOSA.
 - NAMI is an accredited 501(c)(3) nonprofit agency; all donations are tax deductible. The State or local affiliate you are working with will be able to provide their tax ID number to your chapter.
10. Other outstanding service awards may be presented by the selected organization in recognition for outstanding contributions by individual chapters. State outstanding service awards, if available, will be announced by the respective state advisor.
11. Certificate of Recognition and Merit chapters will be recognized with a certificate for the chapter. The certificate will be distributed to the State Advisor during the designated registration time at the International Leadership Conference. Those chapters attending International Leadership Conference and earning recognition will select a chapter representative to walk across the stage during the National Recognition Session to receive a pin. Gold, silver and bronze medals are not awarded for this and other recognition events at the national level.
12. Chapter names may be posted on the National HOSA website. In order to be listed online, the chapter **MUST** have at least 100 hours/\$100 or 500 hours/\$500 **APPROVED** in the HOSA Activity Tracking System by the deadline.
13. Information submitted to HOSA – Future Health Professionals via the online HOSA Activity Tracking System will become the property of HOSA. Permission is given to HOSA to share project ideas with health organizations and in HOSA publications.

14. **HOSA Service Project selection process:** The HOSA Executive Council will nominate three organizations during the business session of the International Leadership Conference for the voting delegates to select the one organization they would like HOSA – Future Health Professionals to sponsor. An organization is selected for two years with a maximum of a two-term limit providing four consecutive years maximum. If the service project is done for a two-term limit, it can be reconsidered after another service project has been done by the organization.

Required Personnel

1. Local chapter advisors to approve/deny student hours as entered in the online HOSA Activity Tracking System.

Facilities, Equipment and Materials

1. Certificates of Recognition and Merit

Event Flow Chart

