

HOSA Service Project

National Pediatric Cancer Foundation

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 international 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.)

2018-2020 Service Organization: National Pediatric Cancer Foundation

<https://nationalpcf.org/hosa/>

Rules and Procedures

1. Competitors must be familiar with and adhere to the "[General Rules and Regulations of the 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.

This is a chapter recognition event. The HOSA Activity Tracking System will add the volunteer hours submitted by all members of the chapter to reach total hours volunteered by the chapter.

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, 2018 through May 15, 2019. Activities must be entered and **APPROVED** by chapter advisors in the online HOSA Activity Tracking System by midnight on May 15, 2019. The list of activities in the system is what will be used to identify recognition

levels at the International Leadership Conference.

6. For state recognition, this event may include activities from June 1, 2018 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 international level, Certificates of Recognition will be awarded to all chapters who contribute a minimum of \$100 or 100 hours of community service in partnership with the organization. The monetary and time requirements are not to be combined to reach this minimum. Once a chapter reaches \$100 or 100 hours, they will receive the Certificate of Recognition.
8. At the international level, Certificates of Merit will be awarded to all chapters who contribute a minimum of \$500 or 500 hours of community service in partnership with the organization. The monetary and time requirements are not to be combined to reach this minimum. Once a chapter reaches \$500 or 500 hours, they will receive the Certificate of Merit.
9. 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.
10. 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 international level.
11. Chapter names may be posted on the HOSA website. In order to be listed online, the chapter **MUST** have at least 100 hours or \$100 or 500 hours or \$500 **APPROVED** in the HOSA Activity Tracking System by the deadline.
12. 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.
13. **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.
14. **Process for Donations to the National Pediatric Cancer Foundation:**
 - All information regarding the partnership with the National Pediatric Cancer Foundation can be found at <https://nationalpcf.org/hosa/>
 - One member from each participating chapter should set up a “team

fundraiser” by following the instructions found at: <https://nationalpcf.org/wp-content/uploads/2018/08/Leaders-Guide-to-Creating-Your-Chapter-Team-Fundraiser-in-QGiv.pdf>. The person who sets up the team fundraiser can be the chapter advisor, chapter officer, or other leader who takes initiative for the group.

- Once the team (chapter) fundraising page is setup online, other chapter members will be able to join the team page and help gather donations. To search for your chapter fundraising page, visit <https://secure.qgiv.com/event/hosa/search/>
 - The majority of chapter funds raised can be contributed through these NPCF online donation platforms, as described above.
 - All other/general donations should be in check form or money order and made out to the “National Pediatric Cancer Foundation” and mailed to: NPCF, 5550 West Executive Blvd, Suite 300, Tampa, FL 33609
 - Please make sure to indicate in the check memo that the money being sent is from your specific “HOSA Chapter Name and State.”
 - Funds raised may be sent at any time throughout the project year but should arrive no later than 30 days prior to the International Leadership Conference (so by May 19, 2019) in order to determine winners of annual incentives.
 - NPCF will send your chapter a confirmation for your donation. Chapters should keep a file of these confirmations as backup documentation in case it is requested by your state or HOSA Headquarters.
 - NPCF is an accredited 501(c)(3) nonprofit agency; all donations are tax deductible. The NPCF tax ID # is: 59-3097333
15. **Get Involved with the National Pediatric Cancer Foundation**
- All information regarding the partnership with the National Pediatric Cancer Foundation can be found at <https://nationalpcf.org/hosa/>
 - [Become an Ambassador](#)
 - A self-actuated program for members to educate their community about pediatric cancer. Includes downloadable power-points, videos, fact sheets, email and poster templates.
 - [Start A Fundraiser!](#)
 - Incentives are being offered to HOSA members as incentives for top participants
 - Raise money for NPCF and receive project pins, t-shirts, back bags, and \$10,000 in scholarship money!
 - Win a trip to NPCF’s Annual Research Summit
 - [More information](#)
 - [Expand Your Future Career!](#)
 - Shadow opportunities, career day visits, internships, and scholarships available to HOSA members within a network of 22 institutions.

Required Personnel

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

Facilities, Equipment and Materials

- Certificates of Recognition and Merit

Event Flow Chart

