

# Community Awareness

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## ***New for 2017 - 2018***

*Editorial updates and clarifications have been made to guidelines. Judge questions have been removed and event timeframe updated. The ratings sheet has been updated. Title page requirements have been updated.*

- Purpose** The purpose of the Community Awareness project is to provide HOSA members with the opportunity to:
1. Develop a project to promote community awareness using health and/or safety issues that may be of local, state, and/or national interest.
  2. Assist communities to become more aware of the pros and cons of the health and/or safety issue selected.
  3. Promote goodwill and public relations for local HOSA chapters.
  4. Evaluate the effectiveness and impact of the project on the community.
  5. Go beyond lessons in a classroom to spread awareness on a larger scale.
- Description** Community Awareness is a service project designed to raise community awareness of a health and/or safety related issue of local, state and/or national interest. The project, selected by the HOSA chapter, should be one that addresses one specific health and/or safety issue, need or concern and makes a worthwhile contribution to the community. The project should have a direct relationship to the organization's purposes and to Health Science or Biomedical Science Education. Activities are then planned to make the community aware of the health and/or safety issue. The chapter documents each activity as it is planned, conducted and evaluated. When the project is completed, the chapter develops a portfolio that documents and explains the project and activities. A team of 2-4 competitors presents the chapter's project to a panel of judges, using the portfolio as documentation of their accomplishments.
- Dress Code** Competitors must be in official HOSA uniform or in proper business attire. Bonus points will be awarded for [proper dress](#). All team members must be properly dressed to receive bonus points.
- Rules and Procedures**
1. Competitors in this event must be active members of HOSA in good standing in the membership division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
  2. Competitors must be familiar with and adhere to the ["General Rules and Regulations of the HOSA Competitive Events Program \(GRR\)."](#)
  3. The project should demonstrate the HOSA chapter members' ability to work cooperatively with other school groups, community groups and/or volunteers to achieve the goals of the project.
  4. The project should demonstrate success in increasing public awareness of the health and/or safety related issue, the HOSA organization and the Health Science or Biomedical Science Education program.
  5. Health and/or Safety Area Selected - The area selected is one that would have the most significant impact upon the community and one for which a community

awareness campaign can be conducted by the HOSA chapter. Written verification of how the project is selected is to be included in the written summary.

6. Time Line for Project - The Chapter's project activities must be researched, prepped, and conducted within a one-year span. To qualify, the documented project covers only activities conducted from the last day of the International Leadership Conference until the May 15<sup>th</sup> HOSA-Future Health Professionals deadline. The project must be conducted within this one-year time frame, but the actual activity does not need to be an entire year in duration – one week or even one day activities are acceptable.

## The Portfolio

7. The portfolio to be used by the team during judging will be contained in an **official HOSA notebook or portfolio from [Awards Unlimited](#)** (NBK150, NBK 250, or PBK2002). For the 2017-2018 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted. The portfolio is limited to a maximum of eight (8) numbered single-sided pages and will contain the following parts:
  - A. **Page 1:** Title page must include the event name, title of the project, HOSA chapter (name, number, and division), team member names, school name and state (Maximum of one page).
  - B. **Page 2:** A summary reflecting the selection of the project issue, goals and objectives of the project and accomplishments, effectiveness and impact of the project. The summary should be typed or word processed, double spaced with 12 pt. Arial font and have 1 inch margins (Maximum of 1 page).
  - C. **Pages 3 – 7:** The following items must be included as a part of the portfolio documentation (Maximum of 5 pages):
    1. Documentation of the activities conducted as a part of the community awareness project.
    2. Publicity regarding the community awareness project activities and the local HOSA chapter and Health Science or Biomedical Science program, which may include newspaper articles, flyers, website announcements, etc...
    3. Programs, pictures or other verification of students presenting or participating in the project should be included and dated.
    4. The team may include items they developed to support their project such as pamphlets or brochures. If these are included, they must be placed in a binder pocket. This pocket (containing no more than 3 items of the team's choosing) counts as one page. Binder pockets are more durable than sheet protectors and may be found at office supply stores. An example from *Staples* is found at this link-  
[https://www.staples.com/Staples-Binder-Pockets/product\\_SS949677](https://www.staples.com/Staples-Binder-Pockets/product_SS949677)
  - D. **Page 8:** A References page must be prepared according to the HOSA Style sheet, included in these guidelines (Maximum of one page).
  - E. Portfolio pages will be evaluated up to and including the maximum pages per rule C 1-4. Pages above the maximum allowance will not be evaluated and no points will be given for information in excess pages.
  - F. Sheet protectors, lamination and page dividers may NOT be used.

- G. Portfolio must be in English for judging.
8. In addition to the official portfolio described above, teams must bring two (2) copies of the portfolio pages printed on 8 ½ x 11 white paper, stapled at the top left corner, to turn in immediately prior to competing. The judges will use the official portfolio and copies for judging. Official portfolio will then be returned to the competitor, but the copies will become the property of HOSA.

### The Competitive Process

9. **Presentation with Judges** – Team members will report to the event site at their appointed time with their official portfolio and two (2) additional plain paper copies.
- A. The presentation is to be no more than five (5) minutes. The timekeeper will announce the time when there is one (1) minute remaining in the presentation. The timekeeper will stop the presentation after five (5) total minutes and the team will be excused.
  - B. **The purpose of the presentation is to communicate information about the project to the judges. The presentation MUST include:**
    - 1. the purpose for the selection and development of the project;
    - 2. the activities used to promote the project;
    - 3. the accomplishment of goals and objectives of the project;
    - 4. the impact of the project;
    - 5. the evaluation of the success or failures of the project; and
    - 6. the promotion of goodwill and public relations for local HOSA chapters.
  - C. Teams should explain to the judges, with the documentation in their portfolio, how successful they were in achieving numbers 1-6 in rule 9B.
  - D. Teams will refer to their portfolio during the presentation. They may use paper or electronic notecards (on a tablet, smart phone, laptop, etc.), but may not show these to the judges. No other materials, props, posters or presentation tools are permitted.
10. Immediately following the presentation, the official portfolio and the 2 copies will be left with the judges, and the competitors will be directed to wait in the holding room. The judges will have four (4) minutes to evaluate the portfolio and complete the rating sheets. After the judges are finished with the original portfolio, it will be returned to the competitors at which time they are free to leave.
11. In the event of a tie, a tie breaker will be determined by the areas on the rating sheet section(s) with the highest point value in descending order.
12. By entering this event, the competitors grant permission for their portfolio contents to be used in HOSA publications and on the HOSA website.

#### Competitors must provide

- Event guidelines – one per team (orientation)
- Official HOSA notebook or portfolio from [Awards Unlimited](#) (NBK150, NBK 250, or PBK2002) to be used during the presentation
- Two (2) plain paper copies of the portfolio to turn in immediately prior to the presentation
- Notes on index cards or in electronic format for use during the presentation (optional)
- Watch with second hand (optional)

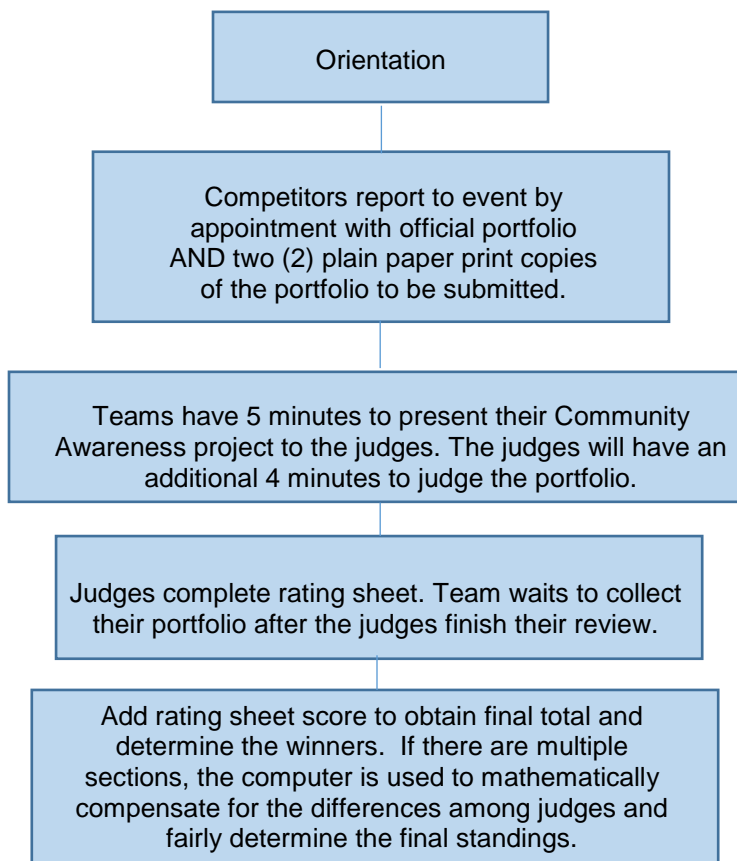
## Required Personnel

- One Event manager (per event)
- One QA to provide quality assurance for the event by ensuring that the guidelines are followed and all event documents are complete.
- One Section Leader per section
- Two to three judges per section
- One timekeeper per section for presentations
- One-two event assistants per section

## Facilities, Equipment & Materials (Per Section)

- One room, with a table and chairs for judges.
- Note pads and pencils for judges
- Competitor list by team/school for EM, QA, Section Leader & Timekeeper
- Stopwatch
- Flash card for 1 minute remaining
- Rating sheets – one per judge per team
- Evaluation Forms – competitor, judge, and personnel
- #2 lead pencils with eraser to complete evaluations
- Box for collecting portfolio copies

## Event Flow Chart



## **HOSA Style Sheet, Adapted from APA style**

### **EVERY REQUIREMENT MUST BE FOLLOWED TO RECEIVE CREDIT**

This style sheet is designed to make it easier for HOSA members in events that require APA formatting and references. Since the American Psychological Association (APA) is the most commonly used resource in the health sciences, this information is modified from the APA style. More information may be found at <https://owl.english.purdue.edu/owl/resource/560/01/>.

#### **Written Paper Guidelines**

1. Type your paper on 8.5 x 11 inch white paper, stapled in the upper left corner, double spaced, with 1" margins on all sides.
2. Do NOT use bold face anywhere on the paper, EXCEPT on the title on the cover page, and be sure your paper is in Arial, 12 pt. font.
3. For events that require it, create a cover page with the event name, title of the paper/project, competitor name, chapter name, division, school and state in the center of the page.
4. Create a running head with the title of the paper/project on the upper left-hand corner, ½ inch from the top and flush with the left margin. This running head must also number all pages consecutively on the upper right-hand corner, flush with the right margin.
5. Abstracts are NOT necessary in HOSA competitive events.
6. Place the parenthetical reference at the end of the sentence but before the final period, using author's last name and year of publication. For example, "...in the hospital" (Belkin, 2003). For anonymous authors, the shortened version of the title replaces the author's last name in the text citation. For example, "...in a rainy day" (Meteorologist, 2012). For personal interviews or emails, cite in-text only (S. Smith, personal communication, August 15, 2014), not on your references page.

#### **Reference Guidelines**

Your ONE PAGE 'References' title should be centered and sources alphabetized by the author's last name, first initial from the left margin. References should be single spaced and hanging indents should be used for sources requiring multiple lines. Alphabetize anonymous authors according to the first main word in the title. See examples below:

#### **Book by Two or More Authors**

Wischnitzer, S., & Wischnitzer, E. (2005). *Top 100 health care careers: Your complete guidebook to training and jobs in allied health, nursing, medicine, and more (2<sup>nd</sup> ed.)*. Indianapolis, IN: Jist Publishing.

#### **Format of On-Line Entries\***

Author or editor last name, first initial. (year, month date posted). Article or web page title. *Book, journal or website title*. Printed version information or volume (issue number), pages if applicable. Retrieved from <DOI or http information>.

#### **Example: Web Site (Professional)**

ESPN.com. (1999, Nov 10). *ESPN Internet Ventures*. Retrieved from <http://espn.go.com>.

#### **Example: Article from a Professional Journal Online**

Sitzler, B. (2015). Taking helmets off: To decrease risk. *NATA News*, 27(10), 12-14. Retrieved from <http://digital.ipcprintservices.com/publication/?i=&p=&l=&m=14775&l=1&ver=&pp>.

**\*Note:** If you do not have a section of information for an Internet reference, move up the URL or to the home page to find it. If it is not there, just skip it and move to the next piece of information. If there is no date listed, use (n.d.). Be sure you gather as much information possible for the above format.

# COMMUNITY AWARENESS JUDGES' RATING SHEET

Section # \_\_\_\_\_  
Team # \_\_\_\_\_

Division: \_\_\_MS\_\_\_SS\_\_\_PS/Collegiate  
Judge's Signature \_\_\_\_\_

Items Evaluated	Points Possible Superior -----Poor	Points Awarded
<b>No partial points are given in Section A. All eight items <u>must</u> be completed to receive 30 points. If any portion is missing, Section A is scored a 0.</b>		
<p><b>A. Points for following guidelines:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Official HOSA portfolio used.</li> <li><input type="checkbox"/> Two (2) plain paper copies of portfolio submitted.</li> <li><input type="checkbox"/> Title page includes event name, title of project, HOSA chapter name, number, division, team member names, school name, and state (Max one page).</li> <li><input type="checkbox"/> Portfolio contains NO more than (8) pages max (Binder pockets containing no more than 3 items - count as 1 page).</li> <li><input type="checkbox"/> There are NO sheet protectors, page dividers or lamination used.</li> <li><input type="checkbox"/> Nothing except portfolio shown to judges</li> <li><input type="checkbox"/> <b>APA formatting is used</b> (typed, double-spaced, 12 pt. Arial font, 1" margins).</li> <li><input type="checkbox"/> Reference page is included.</li> </ul>	30	0
<p><b>B. Presentation of Project and Process:</b></p> <ol style="list-style-type: none"> <li>1. Purpose for selection/development of project</li> <li>2. Objectives/accomplishments of project</li> <li>3. Promotion of project</li> <li>4. Strength of project impact</li> <li>5. Evaluation of success/failure of project</li> <li>6. Responses to judge questions</li> <li>7. Presentation delivery (poise, tempo, quality)</li> </ol>	5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0	
<p><b>C. Quality evidence (portfolio):</b></p> <ol style="list-style-type: none"> <li>1. Summary- reflects selection of project issue, goals &amp; objectives of project and accomplishments, effectiveness &amp; impact of project (one page only)</li> <li>2. Publicity regarding community awareness &amp; local HOSA chapter or Health Science/Biomedical Science program, (newspaper articles, flyers, etc...)</li> <li>3. Dated programs, pictures or other verification of students presenting the project</li> <li>4. Items developed to support project (pamphlets, brochures, etc...)</li> <li>5. Understanding of the specific health and/or safety issue.</li> <li>6. Cooperative work with other groups to reach goals.</li> <li>7. Spelling, grammar, punctuation, neatness</li> </ol>	5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0 5 4 3 2 1 0	
<b>TOTAL POINTS</b>	<b>100 ----- 0</b>	