

# HOSA Service Project

## Be The Match

### ***New for 2020-2021***

Guidelines have been updated with Be The Match organization information.

### **Event Summary**

The HOSA Service Project involves a nationally identified partner who HOSA chapters can choose to support through volunteer service and fundraising. Local chapters plan service projects to support the selected organization. Chapters document their involvement and submit documentation via the online HOSA Activity Tracking System for the opportunity to earn recognition at the state and international levels. This event aims to encourage HOSA members to provide community service and come together collectively in support of the selected service organization.

### **2020-2022 Service Organization: Be The Match**

[BeTheMatch.org/HOSA](https://BeTheMatch.org/HOSA)

### **General Rules**

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. 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.

### **Tracking Hours and Money Raised**

4. 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.

5. The HOSA Activity Tracking System direct link is:  
<https://apps.hosa.org/#member-activity/input>

### **HOSA Recognition Levels and Process**

6. For national recognition, this event may include activities from June 1, 2020 through May 15, 2021. Activities must be entered and **APPROVED** by chapter advisors in the online HOSA Activity Tracking System by midnight on May 15, 2021. The list of activities in the system is what will be used to identify recognition levels at the International Leadership Conference.
7. For state recognition, this event may include activities from June 1, 2020 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.
8. 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.
9. 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.
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 international level.
12. 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.
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.

## HOSA Service Project Selection Process

14. 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.

## Process for Financial Donations to Be The Match

15. All information regarding the partnership with Be The Match can be found at [BeTheMatch.org/HOSA](https://BeTheMatch.org/HOSA)
16. Participating chapters should set up a “team fundraising page” for the chapter at [BeTheMatch.org/HOSAFundraising](https://BeTheMatch.org/HOSAFundraising) (The person who sets up the team page can be the chapter advisor, chapter officer, or other leader who takes initiative for the group. Remember to include your charter number.)
17. Chapter members can start personal pages at [BeTheMatch.org/HOSAFundraising](https://BeTheMatch.org/HOSAFundraising), join the team, and share their page to help gather financial donations. (Be The Match can connect personal pages to the team page at a later date, if necessary.)
18. The majority of chapter funds raised can be contributed through the Be The Match online donation platform as described above.
  - All other/general donations can be made by check or cashier’s check and sent with the [contribution form](#) to:  
Be The Match Foundation  
c/o Team Be The Match  
500 N. 5th St.  
Minneapolis, MN 55401  
Upon receipt, Be The Match will upload all offline gifts to your team fundraising page.
  - Checks should be made out to **Be The Match**, and please indicate your specific “HOSA Chapter Name and State” in the check memo.
  - 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, 2020) in order to determine winners of annual incentives.
19. The [BeTheMatch.org/HOSAFundraising](https://BeTheMatch.org/HOSAFundraising) website will track your donations for incentives and prizes from Be The Match. But please note, the tracking process described above in rule #3-#4 is what will be used to determine HOSA State and ILC recognition levels.
20. Be The Match Foundation raises funds to support The National Marrow Donor Program® (NMDP)/Be The Match®. The NMDP and Be The Match Foundation are both qualified organizations recognized under section 501(c)(3); all donations are tax deductible. The Be The Match tax ID # is: 41-1704734.

21. **Get Involved with Be The Match**

- All information regarding the partnership with Be The Match can be found at [BeTheMatch.org/HOSA](https://BeTheMatch.org/HOSA)
- [Start Fundraising!](#) - Raise money to help Be The Match grow the registry, provide grants to patient families, and fund research to make transplants safer and more available to all patients
- Start Recruiting! – Encourage more potential donors to join the Be The Match Registry so every patient has an equal chance at finding their life-saving match.
  - Each chapter that expresses interest, once recruitment information is released, will be assigned a PROMO CODE to use when registering anyone to the Registry
  - Someone may register but if they do not return their swab kit, or text “Yes” to confirm, they will not be added to the Registry
- There will be incentives to reach chapter milestones and prizes for the chapters who raise the most money and recruit the most people to the registry.