

2018-2020 HOSA National Service Project

National Pediatric Cancer Foundation (NPCF)

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

According to the National HOSA guidelines for HOSA Service Project, the process for donations to National Pediatric Cancer Foundation:

There are two ways of making donations---online and check/money order.

Online Process

1. 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.
2. 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/>

By check or money order

1. 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
2. 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. In order to be recognized for the OK Star Chapter and/or HOSA Service Project at SLC in April, all donations need to be documented on HOSA Activity Tracking System by March 13, 2019.

•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

Documentation of your donations

Members 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.

Please send donations to:

**NPCF
5550 West Executive Blvd. Suite 300
Tampa, Florida
33609**

Please include "OK HOSA Chapter # _____" in the memo section of the check.

In order to receive a donation confirmation, make sure and include your school return address and advisor name.

Sandi Lake-Primary Contact
HOSA Team Coordinator
slake@nationalpcf.org
hosa@nationalpcf.org

Carleigh DeLuca-Secondary Contact
Community Engagement Coordinator
cdeluca@nationalpcf.org

Dawn Zachman
Director of Development
dzachman@nationalpcf.org

NPCF HOSA contact information
www.NationalPCF.org/HOSA
813-269-0955

NPCF HOSA webinar
<http://www.youtube.com/watch?v=5M2dbWPL13c>