

# **Community Awareness**









# New for 2016 - 2017

For the 2016-2017 membership year portfolios and notebooks with the old or new HOSA logo will both be accepted. A Works Cited page is now required, according to the updated HOSA Style Sheet included in these guidelines. The maximum page limit has been updated to account for the Works Cited page. Editorial updates and clarifications have been made to guidelines.

### Purpose:

The purpose of the Community Awareness project is to provide HOSA members with the opportunity to:

- Develop a project to promote community awareness using health and/or safety issues that may be of local, state, and/or national interest.
- 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.

# 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 in an interview, 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 <u>proper dress.</u> All team members must be properly dressed to receive bonus points.

# Rules and Procedures

- Competitors in this event must be active members of HOSA in good standing in the division in which they are registered to compete (Secondary or Postsecondary/Collegiate).
- 2. Competitors must be familiar with and adhere to the <u>"General Rules and Regulations of the National HOSA Competitive Events Program (GRR)."</u>
- 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. Timeline for Project - The Chapter's project activities must be 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 National HOSA deadline. The project must be conducted within this one-year time frame, but does not need to be an entire year in duration – one week or even one day projects 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 2016-2017 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:
  - A. Page 1: Title page must include the name of the project, chapter, division, team member names, school address 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 one page)
  - C. Pages 3 7: The following items must be included as a part of the portfolio documentation section: (Maximum of 5 pages)
    - Documentation of the activities conducted as a part of the community awareness project.
    - 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...
    - Programs, pictures or other verification of students presenting the project should be included and dated.
    - 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 teams choosing) counts as one page.
  - D. Page 8: A Works Cited 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 section. 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.
- 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 white paper copies will be HOSA's copies of the portfolio and will NOT be returned to the competitors. The judges will

use the official portfolio and copies for judging. The official portfolio will be returned to competitors after the presentation, as determined by the Event Manager.

#### THE COMPETITIVE PROCESS

- Interview with Judges Team members will report to the event site at their appointed time with their official portfolio, two (2) additional plain paper portfolio copies, and, if needed, presentation notes written on index cards or in electronic format.
  - A. The interview with the judges is to be no more than six (6) minutes five (5) minutes for a planned presentation, and one (1) minute to respond to questions from the judges. The timekeeper will announce the time when there is one (1) minute remaining in the interview presentation. The timekeeper will stop the interview after six (6) total minutes and the team will be excused.
  - B. The purpose of the interview is to communicate information about the project to the judges. The interview presentation MUST include:
    - the purpose for the selection and development of the project;
    - the activities used to promote the project;
    - the accomplishment of goals and objectives of the project;
    - the impact of the project;
    - the evaluation of the success or failures of the project; and
    - the promotion of goodwill and public relations for local HOSA chapters.
  - C. Teams should plan their time (speaking parts) during the interview presentation to explain and to show the judges, with the documentation in their portfolio, how successful they were in achieving the bullet points in the above section.
  - D. Teams will refer to their portfolio during the interview. 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 interview, competitors will leave their official portfolio with the judges, and will be excused. The judges will have four (4) minutes to evaluate the portfolio and complete the rating sheet.
- 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.

Competitors must provide:	
□ Event guidelines – one per team (orientation)	
☐ Original portfolio for use during the interview with the judges in an official HOSA notebook or portfolio from <a href="Awards Unlimited">Awards Unlimited</a> (NBK150, NBK 250, or PBK2002)	
☐ Two (2) plain paper copies of the portfolio to turn in immediately prior to the judge interview	
<ul> <li>□ Notes on index cards or in electronic format for use during the judge interview (optional)</li> <li>□ Watch with second hand (optional)</li> </ul>	

# **Required Personnel (Per Section)**

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

# Facilities, Equipment & Materials Checklist (Per Section):

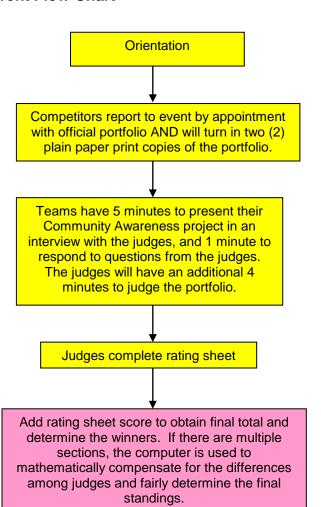
Note pads and pencils for judges
Competitor list by team/school for EM, QA, Section Leader & Timekeeper
Stopwatch
Flash card for 1 minute remaining
Rating sheets – one per judge per team
Evaluation Forms – competitor, judge, and personnel

#2 lead pencils with eraser to complete evaluations

Box for collecting portfolio copies (optional)

☐ Copy of guidelines for judges

# **Event Flow Chart**



# Icon Key

	Official notebook or portfolio required.
24	Team event – Minimum and maximum (if greater than 2) number of team members.
	A computer is used at the ILC to provide a statistically fair method for balancing scores when multiple sections are scheduled.
<b>6</b>	Two paper copies of the event product must be submitted.



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

This style sheet is designed to make it easier for the HOSA member 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/.

Your references should be double-spaced. This page is single spaced to save space.

#### **Parenthetical Reference**

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. 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 <a href="http://digital.ipcprintservices.com/publication/?i=&p=&l=&m=14775&l=1&ver=&pp">http://digital.ipcprintservices.com/publication/?i=&p=&l=&m=14775&l=1&ver=&pp</a>.

\*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

Team #:	Division:	SS	PS/Collegiate
Section	Judge's Signatu	re:	

Itawa Fughiatad	Points Possible Superior			Door	Points Awarded		
Items Evaluated	Super	ior				- Poor	Awarueu
Scope and intensity of project.     Development and implementation.	10	8	6	4	2	0	
Understanding of the specific health and/or safety issue.	10	8	6	4	2	0	
Cooperative work with other groups to reach goals of project	10	8	6	4	2	0	
Impact on groups & individuals within the community. (Increased public awareness of the health and/or safety related issue.)	10	8	6	4	2	0	
Imagination and creativity of the project.	10	8	6	4	2	0	
6. Interview Presentation	_	4	2	2	4	0	
Organization/teamwork	5	4	3	2	1	0	
Delivery (poise, speaking skills)	10	8	6	4	2	0	
7. Responses to judge questions	5	4	3	2	1	0	
8. Portfolio							
Written summary	5	4	3	2	1	0	
Project documentation	10	8	6	4	2	0	
Neatness, design, appearance	10	8	6	4	2	0	
TOTAL JUDGE POINTS	95					0	
POINTS GIVEN BY EVENT PERSONNEL: Correctly followed guidelines for portfolio content and presentation  Official HOSA portfolio or notebook  Not exceeding max number of pages (8)  Turned in 2 plain paper copies of portfolio  Includes Works Cited page	5					0	
TOTAL POINTS 100 0							