# NJ HOSA State Community Service Project

## 2026-2027 Partner: Healing the Children New Jersey

| Eligible Divisions | Recognition | Digital Submission |
|---|---|---|
| Middle School, Secondary & Postsecondary/Collegiate | Volunteer service and fundraising in support of Healing the Children New Jersey | One PDF uploaded through JudgePro |

## Event Summary

The NJ HOSA State Community Service Project is a chapter-level recognition program that encourages New Jersey HOSA chapters to support Healing the Children New Jersey through fundraising, volunteer service, awareness activities, and other approved community-service initiatives.

Participating chapters will plan and conduct activities throughout the membership year, track volunteer service and fundraising results, remit funds to New Jersey HOSA, and submit one consolidated PDF through JudgePro by the published deadline. There is no live presentation and no traditional judging rubric for this recognition event.

**Important: Two Financial Totals Must Be Reported**

Each chapter must report both (1) the Total Amount Raised through its fundraising activities and (2) the Total Amount Remitted to New Jersey HOSA. Statewide fundraising recognition will be determined only by funds actually received and verified by New Jersey HOSA.

## Purpose

The purpose of this recognition program is to unite NJ HOSA chapters around a statewide service initiative, encourage meaningful chapter involvement in community service, and generate financial support for Healing the Children New Jersey. The program also allows New Jersey HOSA to document and celebrate the collective volunteer hours and fundraising impact of chapters across the state.

## General Rules

1. This is a New Jersey HOSA state-level recognition event only. Participation does not qualify a chapter or member for an International Leadership Conference competitive event or recognition category.
2. Participation is open to affiliated Middle School, Secondary, and Postsecondary/Collegiate chapters in good standing with New Jersey HOSA.
3. This is a chapter-level event. Each chapter may submit one State Community Service Project entry.
4. Chapters are encouraged to establish goals and strategies for fundraising, volunteer service, member engagement, and community awareness.
5. All activities must comply with applicable school and district policies, New Jersey HOSA policies, and local requirements governing fundraising, student supervision, and financial handling.
6. Chapters are responsible for maintaining accurate records for all volunteer hours and financial activity reported in the submission.
7. New Jersey HOSA may request supporting documentation or clarification to verify any reported activity, volunteer hours, or financial total.

## Project Activity Period & Deadline

Activities completed from July 1, 2026, through February 26, 2027, may be included in the 2026-2027 State Community Service Project submission.

**JudgePro Submission Deadline: February 26, 2027 at 5:00 p.m.**

To count toward State Leadership Conference recognition, funds must also be received and verified by New Jersey HOSA by the published deadline or by any separate financial receipt deadline communicated by the State Office.

## Tracking Volunteer Service

Chapters must maintain a record of volunteer or service activities completed in connection with the State Community Service Project. For each activity, chapters should document:

- Date of activity;
- Name of activity or project;
- Brief description of the activity;
- Location, when applicable;
- Number of HOSA members participating;
- Hours contributed per member; and
- Total chapter volunteer hours for the activity.

**How to Calculate Volunteer Hours**

Volunteer hours are cumulative. If 10 HOSA members each participate in a 2-hour service activity, the chapter reports 20 total volunteer hours for that activity.

Volunteer hours should represent actual service performed in connection with the project. Routine chapter meetings, travel time, social activities, or other time not directly related to service should not be included.

### Volunteer Service Log

| Date | Service Activity | # Members | Hours / Member | Total Hours |
|---|---|---|---|---|
| Example / chapter entry | Example / chapter entry | Example / chapter entry | Example / chapter entry | Example / chapter entry |

## Tracking Fundraising

Chapters must maintain a separate record for each fundraiser conducted in support of the State Community Service Project. For each fundraiser, chapters must report:

- Date of fundraiser;
- Name or type of fundraiser;
- Brief description;
- Gross amount collected;
- Fundraising expenses, when applicable;
- Net amount raised; and
- Amount remitted to New Jersey HOSA.

At the conclusion of the fundraising log, the chapter must clearly report both of the following totals:

- TOTAL AMOUNT RAISED - the combined net proceeds generated by the chapter's fundraising activities.
- TOTAL AMOUNT REMITTED TO NEW JERSEY HOSA - the amount actually submitted to New Jersey HOSA for the State Community Service Project.

**Official Fundraising Total**

For all State Leadership Conference recognition, the official chapter fundraising total is the amount actually received and verified by New Jersey HOSA. If the chapter submission and State Office financial records differ, the State Office record will control.

### Fundraising Activity Log

| Date | Fundraiser | Gross | Expenses | Net Raised | Remitted to NJ HOSA |
|---|---|---|---|---|---|
| Example / chapter entry | Example / chapter entry | Example / chapter entry | Example / chapter entry | Example / chapter entry | Example / chapter entry |

## Submission of Funds

All monies raised for the NJ HOSA State Community Service Project must be remitted to New Jersey HOSA in accordance with payment instructions issued by the State Office. Chapters should not send State Community Service Project funds directly to Healing the Children New Jersey unless specifically instructed to do so by New Jersey HOSA.

New Jersey HOSA will coordinate the statewide contribution to Healing the Children New Jersey and may announce the collective amount raised by participating chapters during the State Leadership Conference.

All fundraising and payment activity must be processed in accordance with the financial policies and procedures of the participating school or school district.

## JudgePro Digital Submission

Each participating chapter must upload one consolidated PDF through the NJ HOSA JudgePro system by the published deadline. The PDF serves as the chapter's official activity report and documentation for this recognition program.

> **No Live Presentation or Traditional Rubric**
>
> This recognition program does not include a live presentation, interview, or subjective scoring rubric. JudgePro is used to collect and verify chapter documentation. The statewide fundraising winner is determined objectively using verified funds received by New Jersey HOSA.

### Required PDF Contents

**1. Chapter Information** - School/chapter name; HOSA charter number; membership division; Chapter Advisor name and email; and student chapter officer or project chair, if applicable.

**2. Project Summary** - A brief overview of the chapter's goals, fundraising and service activities, member involvement, and overall impact.

**3. Volunteer Service Log** - A complete activity log showing the date, service activity, number of members, hours per member, and total volunteer hours. Include a final TOTAL VOLUNTEER HOURS figure.

**4. Fundraising Activity Log** - A complete fundraising log showing each fundraiser, gross amount, expenses when applicable, net amount raised, and amount remitted to NJ HOSA. Clearly state both TOTAL AMOUNT RAISED and TOTAL AMOUNT REMITTED TO NEW JERSEY HOSA.

**5. Supporting Documentation** - Materials may include photographs, fundraiser flyers, school/community communications, payment documentation, receipts, letters, screenshots of approved promotional efforts, or other evidence of chapter participation. Do not include confidential student information unless appropriate authorization has been obtained.

**6. Chapter Advisor Verification** - The final page must include the certification statement shown below, signed or electronically acknowledged by the Chapter Advisor.

### Chapter Advisor Certification

*I certify that the information included in this submission is accurate to the best of my knowledge; that the reported activities were completed by members of this HOSA chapter; and that all funds reported as remitted to New Jersey HOSA were processed in accordance with applicable school or district financial procedures.*

Chapter Advisor Name: _____

Chapter Advisor Signature / Electronic Acknowledgment: _____

Date: _____

### Recommended File Name

**ChapterNumber_SchoolName_StateCommunityService.pdf**

## State Leadership Conference Recognition

The NJ HOSA State Community Service Project is a recognition program. Traditional first-, second-, and third-place medals will not be awarded.

### Plaques

Each participating chapter that remits at least $300.00 to New Jersey HOSA in support of the State Community Service Project will receive an NJ HOSA State Community Service Project plaque at the State Leadership Conference.

### Statewide Outstanding Fundraising Chapter

The chapter with the greatest verified amount of money remitted to New Jersey HOSA for Healing the Children New Jersey will be named the 2026-2027 NJ HOSA State Community Service Project Outstanding Fundraising Chapter.

The winning chapter will receive special recognition at the State Leadership Conference. In addition, New Jersey HOSA will cover the HOSA International Leadership Conference registration fees for two (2) eligible students from the winning chapter.

#### ILC Registration Award

The award covers registration fees for two eligible students only. Transportation, lodging, meals, and other expenses associated with ILC attendance remain the responsibility of the chapter, school, students, or other sponsoring entity. The registration award has no cash value and may not be converted into a payment to the chapter or individual members.

The winning chapter will select the two students who receive the registration benefit. Selected students must satisfy all applicable NJ HOSA, school/district, and HOSA-Future Health Professionals eligibility and registration requirements for ILC attendance.

### Determining the Statewide Winner

The Statewide Outstanding Fundraising Chapter will be determined by the total amount of State Community Service Project funds received and verified by New Jersey HOSA by the established deadline.

In the event that two or more chapters have the same verified fundraising total, the chapter reporting the greatest number of verified volunteer service hours for the State Community Service Project will receive the statewide recognition. If a tie remains after consideration of volunteer hours, the New Jersey HOSA State Office will determine the appropriate recognition.

### Statewide Impact Recognition

New Jersey HOSA may recognize the collective impact of all participating chapters during the State Leadership Conference, including:

- Total funds remitted statewide;

- Total volunteer hours completed;
- Number of participating chapters; and
- Number of HOSA members engaged in service.

## Quick Submission Checklist

- ☐ One consolidated PDF uploaded through JudgePro by February 26, 2027, at 5:00 p.m.
- ☐ Chapter information and project summary included.
- ☐ Volunteer service log included with TOTAL VOLUNTEER HOURS.
- ☐ Fundraising activity log included with each fundraiser reported separately.
- ☐ TOTAL AMOUNT RAISED clearly identified.
- ☐ TOTAL AMOUNT REMITTED TO NEW JERSEY HOSA clearly identified.
- ☐ Supporting documentation included as appropriate.
- ☐ Chapter Advisor certification completed.
- ☐ Funds remitted to New Jersey HOSA in accordance with State Office instructions.

## Questions

Questions regarding the State Community Service Project, financial submission procedures, or JudgePro requirements should be directed to the New Jersey HOSA State Office.

**New Jersey HOSA State Office**
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info@njhosa.org

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**Serve. Lead. Make an Impact Across New Jersey.**