HOSA Activity Tracking System

Barbara James Service Award – National Service Project (HOSA Service Project)   MRC Volunteer Recognition

Chapter Advisor Instructions

Please be sure to read the Member Instruction so you understand the process from their side.

Please Note: In order for members to create accounts and track their activities, they first must be affiliated as part of your chapter. They also must have a valid email address attached to their name in the affiliation system. This email address must match the email the student uses to create their account. If students are having problems creating an account, you should double-check that they are 1) affiliated and 2) have an email address attached to their name. If you have already affiliated your student(s) WITHOUT an email address, please send an email to hosa@hosa.org with your charter number, list of student names, and their email address and HOSA will input the emails for you.

Email Notifications

- When students submit an activity, you will receive an email from info@hosa.org.
- You will only receive one email per week from HOSA, whether you have 2 activities pending or 50. This is to avoid cluttering your inbox!
- The email will notify you that you have activity entries pending.
- You will need to follow these instructions to either approve or decline the activities.
- At any point, you can login to your account to view and approve activities. You do not need to wait for email notification.
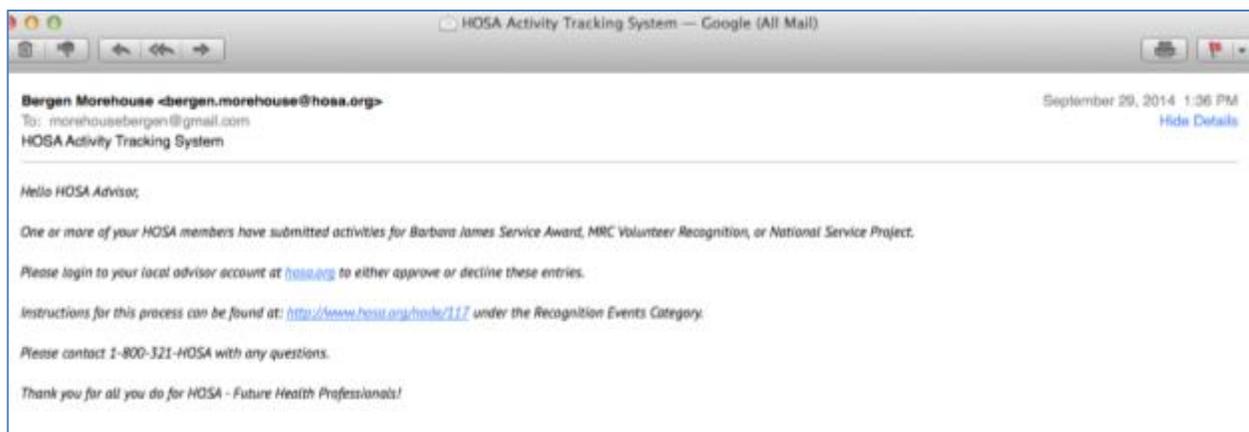
1. Visit: www.hosa.org
2. Login to your local advisor account using your Charter and Password, just like you would for affiliation and conference registration.
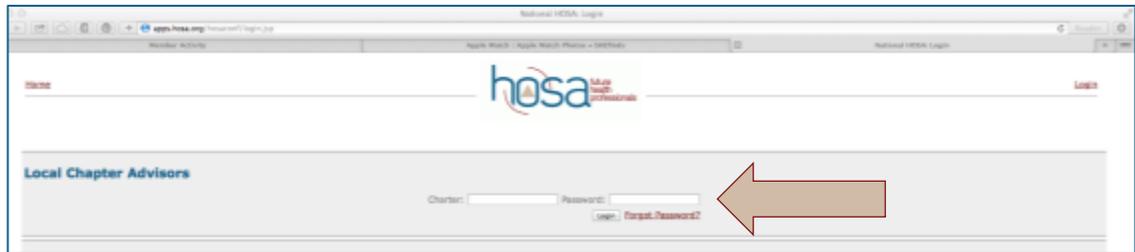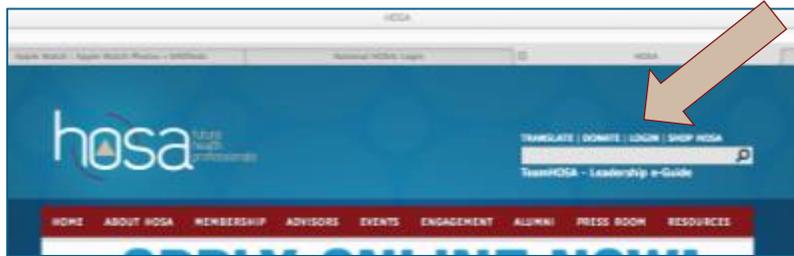

3. From the home page in your account, click on "Activity Review"
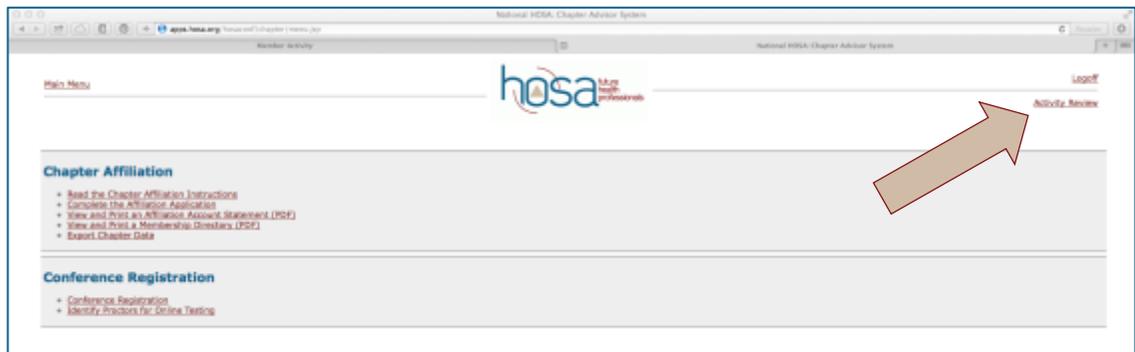

4. This is your main screen
   - You will use this screen to view and approve/decline entries from your members
   - You need to either approve or decline EVERY entry your members make
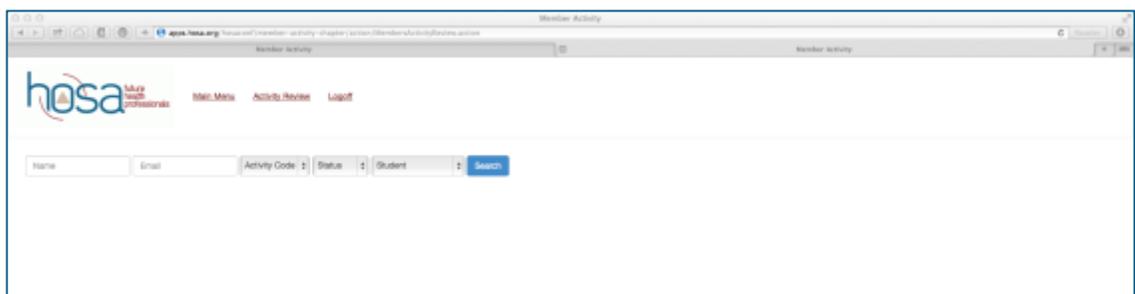
5. You can search for entries to view (approve/decline) in a number of ways:
   a. Type in the name or email address of the member whose activity you need to approve. Click "Search"
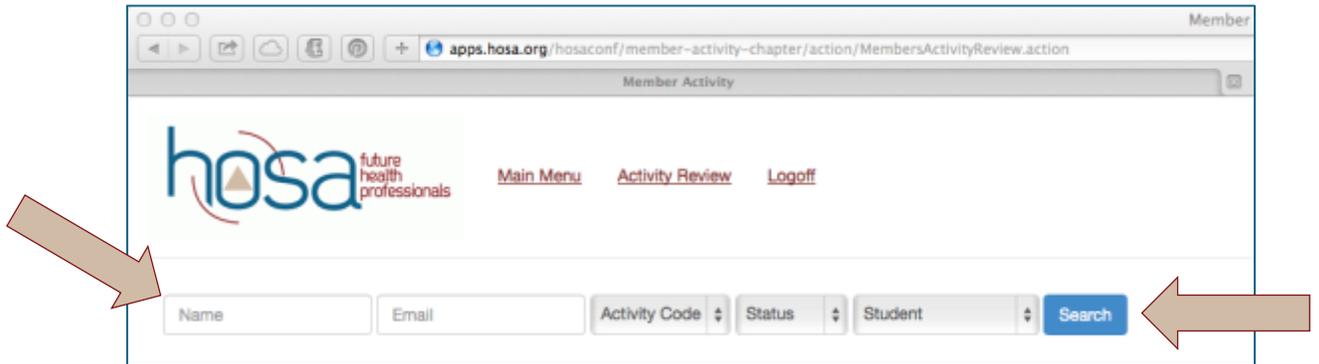
   b. If you want to review all hours from a recognition event at one time, use the Activity Code drop-down and select MV (MRC Volunteer Recognition), BJ (Barbara James Service Award), or NS (National Service Project/HOSA Service Project). Click "Search"
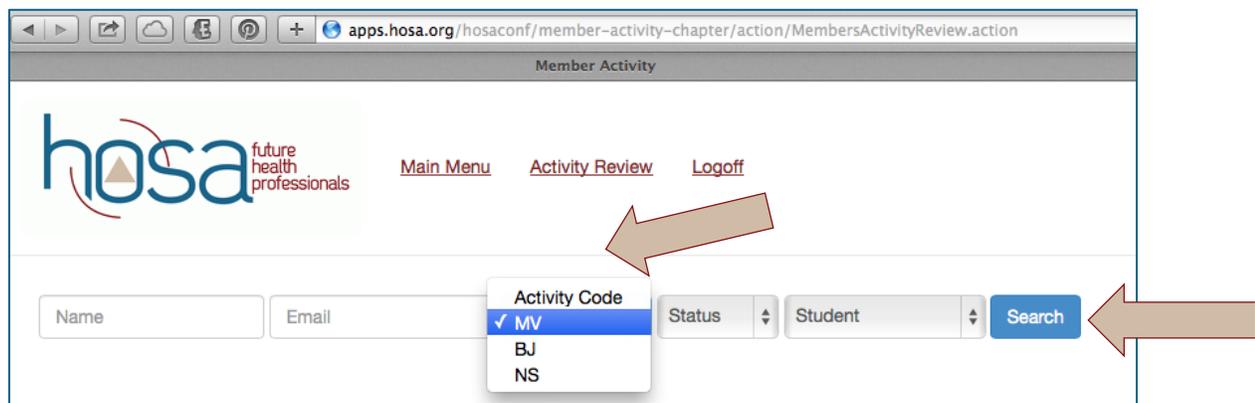
   c. If you want to review all hours that are in a certain status, use the Status drop-down menu. You can view all pending activities that are waiting for your approval, approved activities that you have already approved, or declined activities that you have declined. Click "Search"
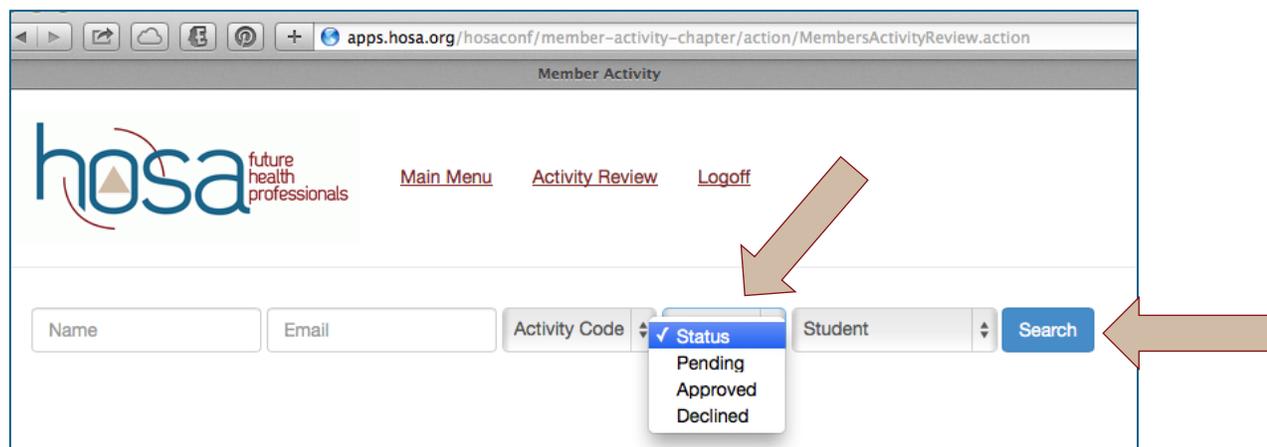
d. Finally, you can search for entries using the Student drop-down menu. This drop-down will pre-populate a list of all the members in your chapter. Click "Search"
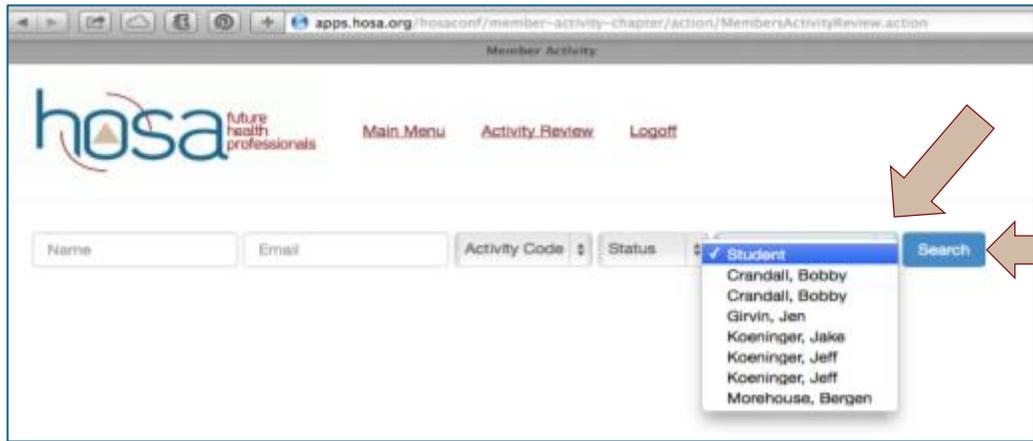
6. Whatever method you choose to search for entries (outlined in steps 5a-5d) you will have a similar screen displayed. The below screen is displayed when all "pending" activities are searched.

   ▪ You can see a running total at the bottom bar of the screen that lists the total hours for MV, BJ, NS and the total dollar amount raised for NS in this "pending" filter.

   ▪ If you want to see totals for a certain student, apply that filter as outlined in step 5a or 5d, and the bottom bar will reflect their total hours.

   ▪ If you want to see the total hours for your entire chapter, apply the "approved" status filter in 5c, and the bottom bar will reflect your chapter's totals.

   ▪ If you want to see the total hours for MRC Volunteer Recognition only, apply that filter as outlined in step 5b, and the bottom bar will reflect the MV totals.

7. Note About Applying Filters:
   - You can apply more than one filter at a time. So be sure to check all drop-down menus before searching.
   - For example, if you want to search using Activity Code ONLY, the rest of the fields need to be blank or in "status" or "student" mode.
   - If you want to apply more than one filter, simply select the applicable fields. For example, you could search for a student, "Jane Doe," in the name field, and also for Barbara James hours in the Activity Code field. This would give you all BJ hours for Jane Doe.

8. For each student entry, you need to either approve or decline it. To approve, simply click the green check box. To deny, simply click the red x box.

9. A Note about National Service Project (HOSA Service Project).
   - NS is a **CHAPTER** recognition event. Your chapter receives recognition for hitting levels of 100 and 500 volunteer hours and $100 and $500 donations to the National Alliance on Mental Illness (NAMI).
   - Volunteer hours can be tracked by individual students, as described above, for NS.
   - Monetary donations need to be tracked **AS A CHAPTER**! For example, if you do a penny drive and raise $250, this total amount can only be entered in ONE student's account, not in every student's account who helped! You can see where that would skew the data and make the total amount of money raised seem much higher than it actually was. We suggest you instruct your "team captain" or "Service Project Chairman" as titled in the guidelines, to enter the total amount of money raised by each event/activity.

10. Chapter Advisors have the ability to save a .pdf report of all the APPROVED hours in their chapter. At the top of your screen, you will see a tab called "Activity Report". When you click on this, a report is downloaded to your computer that lists each member in your chapter, and the total number of approved hours and dollars in each of the three events

hosa future health professionals   Main Menu   Activity Review   Activity Report

| Name | Email | Activity Code | Status | Student | Search |

Member Activity Report

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Chapter: Jen's High School

State Association	Student Name(s)	Charter Number	Barbara James # of Hours	MRC # of Hours	NSP # of Hours	NSP $ Dollars
National HOSA Test	Donald Trump	NT123	20.00	10.00	16.00	$11.00
National HOSA Test	TestBergen	NT123	16.00	0.00	5.00	$100.00

11. Advisors can also see when activities were entered allowing them to ensure that established deadlines have been met.

Members have the opportunity to see the totals of their activities in each of the recognition events at the bottom of the page. Members are encouraged to assume responsibility for seeing that hours are documented and verified in a timely manner.

Barbara James Total Pending	16	
Barbara James Total Declined	0	
Barbara James Total Approved	0	
MRC Volunteer Recognition Total Pending	12	
MRC Volunteer Recognition Total Declined	0	
MRC Volunteer Recognition Total Approved	0	
National Service Project Total Pending	5	$100.00
National Service Project Total Declined	0	$0.00
National Service Project Total Approved	0	$0.00

12. A note about the changes in the Barbara James Service Award (BJ)
   - Barbara James Service Award Guidelines have changed to align with the President's Volunteer Service Award, which is given at the local level only. Members must complete a minimum of 100 hours between June 1, 2017 and May 15, 2018.

Levels of Recognition:

   - Bronze Level: 100.0 – 174.9 approved hours
   - Silver Level: 175.0 – 249.9 approved hours
   - Gold Level: 250.0+ approved hours