

California

HOSA



Fun & Fundraising
*A guide in raising funds for chapters
and students*

Purpose of this Document

Participation in Cal-HOSA activities – uniforms, conference registration, equipment and supplies – can incur significant costs for a chapter and its members. This document is designed to assist Cal-HOSA chapters in the implementation of fund development activities to enhance their chapter activities and meet financial obligations.

It is important that all involved understand the purpose and goals of the fund raising activities and that participation involves all students. These activities can, and should, expand leadership skills such as organization, decision-making, planning, problem solving, and teamwork.

Acknowledgements

Ideas for “tried and true” activities were solicited from Cal-HOSA advisors. There are fundraisers that may not be appropriate for particular communities and local chapters, while others may be ideal for the community and HOSA chapter. Thanks to all who have contributed to the development of this booklet and to the success of Cal-HOSA chapters.

This document was partly developed utilizing 2010 - SB70 funds under the Governor’s Career Technical Education (CTE) Initiative, administered by the Curriculum & Instructional Branch of the High School Initiatives/Career Education Office of the California Department of Education (CDE). However, no official CDE endorsement should be inferred.

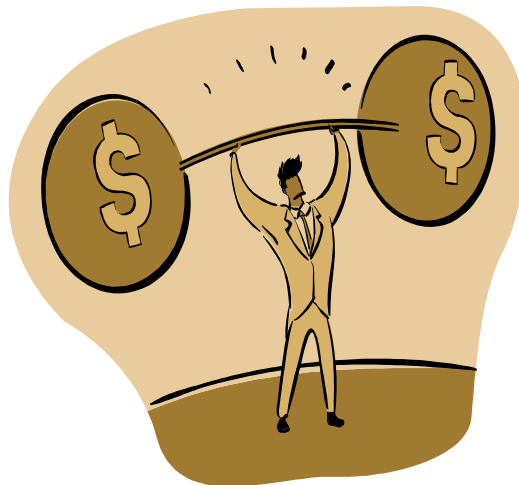
This document was a cooperative venture between and specifically for the California health Occupations Students of America (Cal-HOSA, Inc.) and Secondary, Career, and Adult Learning Division, California Department of Education.

Recognize the Symptoms...

Member activities, including state and national conference fees, transportation, lodging, and meals at conferences, as well as chapter resources, supplies, and uniforms can incur costs for a chapter. The purpose of fund development is to support Cal-HOSA member participation in activities while promoting student development.

Fund development projects should:

- Support team building
- Develop leadership skills such as organization, parliamentary procedures, problem-solving, interpersonal relations, and decision-making
- Enhance interdisciplinary curriculum projects and provide opportunities for application of learning in math, language arts, and vocational areas such as business, marketing, and public relations
- Enhance interpersonal skills
- Support community spirit



Make the Diagnosis...

Identify the Medical Team Members

As in all Cal-HOSA activities, the chapter advisor(s) oversees, assists, and guides the student members with the fund development events. The members have the responsibility to plan, implement, and follow-up.

Chapter members should:

- Establish a clear **purpose** for and amount of funds needed, such as participation at the state conference, community service activity (JDRF), chapter awards, etc. Members must be able to relate the purpose of the fundraising event to others.
- Determine appropriate **projects and timelines**. Consider “upfront” costs, including expenses (i.e. shipping), amount of time required by members and advisor, and dates of other school fund-raising projects or activities
- **Avoid fund-raising fatigue**. Concentrate on several large projects as members will “burn out” quickly with many small projects
- Understand how funds will be **spent and how the profit** will be distributed
 - Set game rules before starting and make the project **FUN**
- Keep good **records** and file a written financial report of results of the project
 - Each member should maintain his/her own financial records to be used in the final financial report
- Develop an **evaluative plan** and write a final narrative at the end of the project to provide information for fund development projects.
- Identify and promote the use of **family members** having expertise in areas such as marketing, accounting, etc. ROCP teachers in these areas may also be able to supply expertise or curriculum materials to assist in developing these skills



Avoid Complications.....

- **Avoid complications** by making sure that the chapter members research the school's rules and regulations regarding fund development activities. If using a fund-raising company, ask a lot of questions
 - Who pays for shipping?
 - When are funds due?
 - Participation in an incentive program, will the profits be lower?
 - **Watch for hidden costs.**
- Determine what relates to the chapter **before** entering into a project and **get permission** from school administrators, Associated Student Body (ASB), etc.
- Establish a clear process for the handling of money, including the establishment of an ASB Club Account or checking account if allowed
- Ensure members are clear on the fund development process including how to fill out any order forms, dates, times
- Develop a process for members to turn in money in a timely manner – and a process for those who don't
- Be sure any order forms are legible and complete. Make a photocopy of all forms.
- Establish a safe place for any products ordered
- Eliminate opportunities for stealing product or money
- Do not keep any cash in the classroom
- Consider establishing a Booster Club to assist

Prescription for Success.....

- **Communicate the Cal-HOSA Philosophy and Fund-Raising objectives before starting**
- Members must be able to **explain** the HOSA organization and have a clear understanding of **how the funds will be used**
- Members **write a script** and **practice** selling or promoting the product or service
- Provide “**consultation time**” – members should **practice** selling – using and memorizing their script with other team members
- Have a “Plan B” or alternate arrangement in case the project does not work out
- Decide whether the “treatment plan” should be short term or ongoing
 1. Short term fund raisers last 1 day to 3 weeks
 - Most members sell the first or last 4-5 days only
 - Examples are car washes, restaurant nights, or sales of candy, gift items or paper goods
 2. Long term fund development projects may go on for the entire year
 - Examples are in-classroom food or school supplies sales, recycling
 3. Remember, Cal-HOSA is a non-profit 501 (c)(3) organization so donations/sales may be tax deductible

HELP!!!

Second Opinion Needed...

CONTACT OTHER Cal-HOSA ADVISORS

- Chapter addresses and advisor names, email addresses, and phone numbers are available in the Advisor Handbook on-line.

CONTACT OTHER CLUB ADVISORS ON YOUR CAMPUS

- The ASB at the school may have ideas and materials to help with the fund development project
- Ask the ROCP retail sales teachers to teach salesmanship and give pointers to the students. They may also have teaching materials you can use.

CONSIDER ESTABLISHING A Cal-HOSA PARENT BOOSTER SUPPORT GROUP

Chapters that are limited in fund development activities by school rules may consider establishing a Cal-HOSA Booster Club.

- Booster Club members include parents of Cal-HOSA members and health care professionals
- Members plan and sponsor fund development events with the help of chapter members
- Since the Booster Club is the sponsor and not the chapter itself, this method of fund development can be less time-consuming for the Cal-HOSA advisor and not in violation of school fund development policies.
- Cal-HOSA Booster Clubs do not need to be their own 501(c) (3) organization. They are included under Cal-HOSA, Inc.'s 501(c) (3) designation.

Treatment Plan....

Various HOSA chapters have used the following plans in this document. Keep in mind that not all fundraising projects are appropriate for all communities or chapters. Fundraising projects based on knowledge and skills should be given a high priority. All projects should be "owned" by all chapter members and allow members to develop and practice a variety of leadership and teamwork skills.

Bingo

- Bingo nights can raise significant funds for a chapter
- This activity may be best operated by a chapter booster club
- Community rules for holding this type of event varies so check out local regulations

NOTES:

Box Tops for Education Labels

(Phoenix JUMP - \$1100)

- The Box Tops for Education Program is open to classes with students from kindergarten to 9th grade
- As such, it may be an appropriate activity for a HOSA JUMP chapter
- Working together, parents, students, and community supporters can earn funds from General Mills, Inc.
- It is an easy way to support the chapter
- Steps include:
 1. Enroll the school/chapter in the program
 2. Collect Box Tops – Clip and save box top logos from more than 330 participating General Mills products
 3. Turn in collected Box Tops to the chapter representatives. They will send them to General Mills.
 4. The school/chapter will get a check. Each box top is worth 10 cents and each enrolled school/chapter can earn up to \$10,000 per year.
 5. Check the website for complete details: boxtops4education.com

NOTES:

Seasonal/themed Breakfast

(fundraising-ideas.org)

Santa Breakfast:

- Hold a Breakfast with Santa fundraising event in December
- Sell tickets for \$10 in advance, \$12 at the door
- Serve pancakes, sausage, bacon, coffee, milk and juice
- Servers wear Santa/elf hats
- Santa visits each table addressing children by name (make use of nametags)
- If desired, have a decorated area for children to have their pictures taken with Santa. Photos can be at an additional cost, or included in the breakfast ticket charge (adjust pricing accordingly).
- **Other options:** Change the date and costumed character for Breakfast with the Easter Bunny, St. Patrick, Pilgrims, etc.

NOTES:

Breakfast at School

(San Bernardino County ROP HOSA - \$200)

- Arrange for use of the kitchen at school
- Advertise the breakfast
- Pre-sell tickets for \$5 each
- Purchase food and serving items
- Students prepare and serve pancakes, sausage, bacon...
- Clean up after event

NOTES:

Breakfast at Applebee's

(San Bernardino County ROP - \$500)

- Contact local Applebee's
- Schedule the breakfast to be held on a Saturday from 8am – 10 am, before the restaurant opens to the public
- Applebee's prints flyers and tickets for the event and offered an "all you can eat" breakfast
- Tickets are pre-sold at \$10 each. The chapter must guarantee a minimum of 100 tickets from Applebee's are purchased at \$5 each.
- Students waited on tables and cleared dishes. Since it is before the restaurant opened to the public, HOSA members are the only waiters. Servers have to be at least 16 years old.

NOTES:

Bunco Night

- This event is best operated by a booster group, but could raise funds while allowing students, staff, parents, and community members to become better acquainted.

NOTES:

Bus Turn-Around

- Charter a bus for a “turn-around” trip to Las Vegas (or some other location appropriate for your group)
- Some casinos provide a free bus to bring in tourists for the day if you have the minimum number of passengers required
- Best used with booster club
- The chapter sets the price per seat and sells tickets for the bus ride

NOTES:

Candy Sales

- Numerous companies have catalogs or brochures to assist chapters with candy sales
 - Keep in mind the “tips” for success noted earlier in this booklet
1. Dewar’s Candy Sales for Christmas (dewarscandy.com) – Stockdale High School HOSA - \$1200
 2. World’s Finest Chocolate Bars (worldsfinestchocolate.com) – Palmdale High School HOSA
 3. See’s Candies at various holidays (sees.com) – NOCROP HOSA; Casa Grande High School HOSA (\$300-\$500)

NOTES:

“Can You Spare a Dollar?”

(Apple Valley High School HOSA - \$900)

- This fundraiser was easy and free to run
- Google ‘can you spare a dollar fundraiser form’ and find a form that can easily be adapted to the chapter by filling in the name of the chapter and the purpose of raising money. It has clever sayings for donors as they sign up to donate a dollar.
- Duplicate as many forms as needed. Each form has room for 21 donors...adjust to add more if desired
- Each student collects \$1 from 21 donors (or more, if there are added lines)
- Suggestion: Conduct at the beginning of the year for help with membership fees

NOTES:

Car Smash

(Palm Springs High School HOSA - \$800)

- A car was donated by a local wrecking yard. The glass had been removed. An alumnus who owns a tow truck company delivered the car to school and picked it up afterwards at no cost.
- Students presold tickets at a dollar a swing and 10 swings for \$5. The day of the event, prices doubled to \$2 per swing and five swings for \$5.
- Students taped off the area around the car and put a tarp under the car. Participants wore gloves and goggles. Arrangements were made to have security nearby.
- Participants used a sledgehammer to smash the car.
- The car smash was held during lunch

NOTES:

Car Wash

(Apple Valley High School HOSA \$600 - \$700/day)
(fundraising-ideas.org has a detailed plan for organizing a car wash)

- Worked best when tickets were sold before the car wash date – put a disclaimer on the ticket such as “In case of rain, consider this a donation”, or have an alternate date
- Members brought hoses, rags, detergent, buckets, etc.
- Gas stations and some other businesses allowed the use of their facilities and water
- Checked with the city to see if permits were required. Some require permits due to the soapy runoff generated
- Scheduled the car wash at a local business on a main road on a Friday from 4pm – 7pm
- Pre-sold tickets for \$5.00. The day of the car wash, it was donations only.
- The chapter had buckets, a hose, a ladder, and a wheeled cart for wet towels (they got heavy!)

NOTES:

Clean-ups

(National HOSA; fundraising-ideas.org)

- Organizers of events and event sites such as Independence Day fireworks displays, auto races, high school football stadiums, and other sports sites will often pay an amount of money to another organization for their volunteers to do the clean-up. Check with those in your area.
- Church youth groups have had fundraising success with cleaning up fall leave in yards for a donation to the organization.
- This will require a large group of people – consider sharing with another campus club if your chapter is small – and involve parents and friends.

NOTES:

Concession Stands

(Sultana High School HOSA - \$800/4 nights)

- Check with the music and/or drama departments at the school
- They might like to have refreshments available at their events, but not want to be bothered providing them
- The HOSA chapter can host the concession stand at drama or musical events
- Consider selling bottled water, cookies, or candy
- Organizers of sports events may donate to the chapter for providing students to work in the concession stands
- Contact minor league ball teams or local sporting venues for opportunities to earn money as well as publicity for the chapter

NOTES:

Cookie Dough

(Palmdale High School HOSA)

- A cookie dough fundraiser is a pre-sell fundraising product
- Brochures, order forms, and collection envelopes are provided by the cookie dough company
- Verify all charges for shipping and handling as well as when the payment is due
- There must be plans for the frozen storage of the items or immediate pickup after delivery to preserve the item

NOTES:

Country Meats

(Apple Valley HOSA - \$1200)

- Members can sell Country Meats smoked snack sticks
- Order snack sticks. Each case contains 144 sticks (6 bags of 24) plus 10 free sticks to cover UPS shipping and handling (\$10 per case)
- Members check out a bag of sticks and sell them for \$1 each. Chapter can realize a 48% profit
- Money is collected. As students turn in money, more products can be checked out.
- The chapter has 30 days before the invoice is due
- Each case costs \$85, plus the \$10 shipping and handling
- Profits are deposited into individual student accounts. Leftover product is sold during other events.
- Visit countrymeats.com for details

NOTES:

CPR Certifications

(San Bernardino County ROP HOSA - \$400)

- Advisors who are trained to be CPR instructors may choose to donate their time to teach CPR to affiliates, teachers, or other classes
- Students are charged \$40 for the CPR training
- The cost of books (if needed) and cards is deducted from the profit

NOTES:

Donation Dots

(Cathedral City High School - \$8000)

- Each student received a scratch-off card.
- The cards had amount of money under each scratch-off dot ranging from \$.10 to \$3.00. Each card added up to \$115.
- One site to check for scratch-off cards is www.scratchandgive.com

NOTES:

Donation Drawings

(North Orange County ROP HOSA)

- Since “raffles” are a problem on school sites, donation drawings can be substituted
- Drawings can be held for a variety of items such as baskets that are filled with items related to a holiday or theme
- Students seek donations from friends, family, and community members of items for the baskets
- Monetary donations are collected giving participants the opportunity to have a ticket in the drawing

NOTES:

Drive-Thru Dinners

(Southwest High School HOSA - \$3600)

Barbeque Dinner:

- The chapter collaborates with a local catering company who is willing to work with the group
- The chapter prints tickets on card stock paper, cuts, and numbers them themselves to reduce costs
- Students sell tickets for the dinner plate that features marinated chicken, rice, beans and tortilla
- Tickets are sold for \$8 each (50% profit per ticket)
- The catering company prepares and delivers the food to the multipurpose room
- They include the food container and plastic ware
- The catering company allows the chapter to pay the date of the event
- The money has been turned in the day before the dinner
- The drive-thru begins at 3:30pm to target teachers and parents who are leaving campus
- Students assemble the plates in the multipurpose room and “wheel” them out on carts as needed to the staff parking lot
- Ticket holders drive thru the parking lot to pick up their plate from our students waiting curbside
- The convenience of pick-up is a selling point for the ticket sales. The dinner concludes at 6pm
- Two students are assigned lead positions in both the assembly of the plates and curbside service
- It is best to have a minimum of 15 people to assist with the event
- The chapter purposely sells the tickets in a two-week window that correlates to the first of the month (payday)
- The dinner is held on a Thursday with the feeling that, toward the end of the week people do not want to cook dinner
- The remaining food (plates not picked up) is bagged into “Family Packs” are sold for \$10 a pack and includes food for 2-3 people
- The next morning, an email is sent throughout the school offering the family packs, noting that chapter members will deliver to the office or classroom
- Packs have sold out within an hour, resulting in additional profit

NOTES:

Chinese Restaurant

(Washington Union High School HOSA - sold almost 500 dinners - \$1500)

- The chapter works with a local Chinese restaurant that will sell them food in bulk quantities
- Three or four entrees are selected that customers will be able to choose from
- Styrofoam take-out boxes are purchased from the school cafeteria
- An order form is developed that serves as a script when students take orders (i.e. check off entrée, whether customer wants rice, noodles, both, etc)
- Tickets are made that students pre-sell for \$8.00; all money is collected before the event
- Pick-up of the meals is scheduled beginning at 3 pm on a Friday. The day of the event, students package the ordered dinners according to customer order.

NOTES:

Entertainment Books

(Stockdale High School HOSA - \$1500)

- In the fall, sell local entertainment books (which include coupons for discounts to local restaurants and hotels)
- Pre-sale of books ensures the chapter does not have unsold books
- When the chapter sells 100 books, they received 20 free books (which they then sold for additional profit!)
- The books sell for \$25, giving the chapter a \$10 profit on each book
- Information can be found at: entertainment.com/fundraising or by calling 866-287-4652

NOTES:

First Aid Kits

(Brawley High School HOSA - \$1200
Stockdale High School HOSA - \$400)

Resale:

- Kits may be ordered from CPRsavers.com for approximately \$4 per kit and resold for a profit

Assemble your own:

- Members determine first aid kit contents, gather supplies, and assemble
- Get as many of the supplies donated as possible
- Print labels and have posters made with promotion and contents
- Almost all profit

NOTES:

Flamingo Flocking – Flamingo a House

(several variations can be found at fundraising-ideas.org)

- Purchase 10 pink plastic flamingos (lawn decorations – are available through Oriental Trading)
- Students, parents, and supporters pay \$20 to have the flamingos placed in someone's yard
- Attach cards to the flamingos' necks with a phone number along with all the pertinent information regarding the chapter
- State that for a \$10 donation, the flamingos will be removed, but for \$15 they will be moved to the lawn of their choice
- A sign can also include a contact name and phone number among the flamingos for those who drive by and would like to have the flamingos placed in a friend's yard
- Be sure to give the option of picking up the flamingos gratis, since some people just will not see the fun!

NOTES:

Food Fair Booth

(Blair High School Health Academy \$50 - \$200)

- An all-school food fair allows students from all clubs to sell an item or set of items.
- The ASB took a percentage of profits, but because of student food donation, the chapter made a profit.
- Fill out a request to have a booth
- Set up a committee to plan
- Choose menu. The chapter sold hot dogs, water, soda, and French fries for \$1. Hot dogs with cheese were \$1.50 and cheese fries were \$2. Members had leftover cheese and sold that for \$.50!!
- Arrange for donations of food, plates, and cooking materials
- Get table and cash box from ASB. Set up booth
- Count and record money

NOTES:

Garage Sale

(North Orange County ROP HOSA)

- Members bring items they are willing to part with. Have a plan for storage.
- Have the sale in the school parking lot or someone's yard – preferably a site with good visibility from the street and in a high traffic area
- Be sure to check with City Hall – most communities require a permit
- Start early in the morning...gathering at 6am for a 7am opening is not too early for garage sale customers!
- Add a barbeque and car wash at the garage sale. It helps raise extra funds. Make it something simple like hot dogs, mustard, ketchup and chips and soda. Coffee and donuts in the morning are popular. Keep it simple!
- Garage sales are a lot of work for an unpredictable outcome, but can be fun and profitable

NOTES:

Gift Wrapping

(Casa Grande High School HOSA - \$1000)

- Members provided a gift-wrapping service during the Christmas shopping season.
- Contact the manager of the mall or the director in charge of the location you want to use
- Set up the time and dates
- Purchase supplies such as gift-wrap, tape, gift boxes, ribbon and bows. Initial cost of supplies was about \$150.
- Make a schedule for members to sign up to work.
- Set up tables, posters, and samples of wrapping paper. Have students advertising the event.
- Wrap gifts and inform the public about HOSA.

NOTES:

Hollywood Tapings

- Chapter members investigate participating in the audience at a taping of a TV show at studios
- May be ½ - 3 hour shows for groups of 20 or more
- Pays \$8.00 - \$30.00 per person depending on the show
- Studio requests the number of people needed – usually 28-33
- Members, parents, and friends can carpool to the studio
- Some studios will send a bus for larger groups, but will charge the chapter if the minimum number of people is not met
- Minimum age restrictions and certain other conditions (on-time arrival, dress, etc) may apply
- tvtickets.com (Audiences Unlimited, Inc.) is one site for information

NOTES:

Taping of The Doctors TV show (North Orange County ROP HOSA)

- Make arrangements with the studio for tickets and a bus to pick up the students (thedoctorstv.com or 323-THE-DOCS (323-843-3627))
- Complete paperwork for students to attend. Tapings are during the day during the week, so permission slips, release from school forms, and any paperwork from the studio needs to be secured.
- NOCROP had the bus from the studio arrive at 6:30 am. and students returned about 2 pm. They watched two tapings and received \$500 for the 40 students who attend.

(East Bakersfield High School HOSA - \$600)

- Contact Holly at Hollywood Tickets (818-509-2991). Days and times of tapings vary, so call in advance. Taping and travel took all day, so plan a stop for lunch or dinner.
- Have students and parents complete necessary release forms. Advisor completes necessary paperwork for school.
- Arrange for transportation. School vans were used to transport students
- Chapter was paid approximately \$13 per person who attended

NOTES:

“Juice It Up” Coupon Books

- Contact your local Juice It Up! for information on fundraising opportunities
- They have coupon books to sell
- Fundraiser nights at their store
- School programs (smoothies sold before or after school on campus)

NOTES:

Lollipop Sale

(Apple Valley High School HOSA - \$1300)

- Students check out and sell bags of Ozark Delight Original or Sugar-Free Lollipops, with the chapter earning approximately 40% profit
- Fundraisers get Free Ground Shipping and schools do not have to pay up front
- See ozarkdelight.com for fundraising details

NOTES:

Movie Night

- Must have access to a large screen TV and VCR/DVD player as well as a large place to have the show – such as the school gym, cafeteria, auditorium, or classroom
- Advertise the showing of a 1st run movie (PG-13, PG, or G)
- Sell tickets for \$3.00 - \$5.00
- Sell popcorn, candy, soda
- Recruit the Graphic Arts class (ROCP or high school) to print the tickets and promotional materials

NOTES:

Nature's Vision: Fundraising for a Greener World

(Vista del Lago High School HOSA – over \$1000)

Nature's Vision (AKA Uncle Jerry's Tee's) offers a wide variety of environmentally themed products.

- Visit the website (www.naturesvisionfundraising.com) or contact them at 1-888-303-7533 to request fundraising materials
- They send samples, catalogs and order forms
- The shirts do not shrink and they have candles, beach towels and other item.
- Orders are filled promptly and already separated out by student
- It takes two weeks from when they get the orders

NOTES:

Parking for Local County Fair

(Palmdale High School HOSA - \$500/event)

- Chapter participates in events held at local fairgrounds
- Organizers at the fairgrounds hire groups to park/direct cars for events
- Large events may require 20 – 30 students, while smaller events may only require 10 students, plus chaperones for the day
- Students direct parking at event

NOTES:

Photos With Santa

(East Bakersfield HOSA \$500)

- The chapter rents a Santa suit.
- Using a Christmas background, students have their photo taken with Santa.
- Have the digital photos printed at Walgreen's
- Put the pictures in a card and charge \$5 per picture.

NOTES:

Photo Booth

(Vista Del Lago High School HOSA - \$200 each time.

Contact: Cindi Dolan at cdolan@mvusd.net)

- Chapter sets up a Green Screen photo booth to take pictures of students at the Homecoming Dance and at the school festival in the spring
- The first time the chapter borrowed everything but the camera. Gradually add materials needed
- Use natural daylight and print the photos at the photo station in the pharmacy, so there are no upfront costs
- Begin by borrowing a greenscreen that was 6'x8', then maybe purchase green material and PVC pipe and to make a large screen and frame that are about 12'x9'.
- Start by borrowing garage lights and purchase own later.

Materials needed:

- Table – to take orders on and to display backgrounds
- Easy-up shade structure (the kind used at the beach)
- 3 portable lights with at least one on a stand
- About 10 yards of green fabric cut in thirds and sewn together
- A PVC pipe frame that the fabric can be attached to. The frame looks like four squares put together. Tape/Velcro can be used for an easy-up frame. A PVC frame allows for higher and larger groups.
- Photos of exotic locations taken by family and friends for the backdrop. Suggestions: include: Hawaii waterfalls, Mayan pyramids, roman fountains, any twilight poster Background
- Laptop with free software – Paint.net with Chromokey plugin, camera software and printer software installed (getpaint.net)
- Photo printer – Use a Canon selphy that cost about \$99. The ink and paper kits cost about \$25 and do 108 photos.
- Digital camera. Quality does not seem to matter too much. Use what is available.
- Minimum of three student helpers

Procedure:

1. Make a poster showing backgrounds students can be photo shopped into and a sample-finished photo. Do on a regular color printer on regular paper.
2. Make a sign showing cost. Usual charge \$2 per 4x6 photo. It is affordable for students so they buy more! Groups of up to 20 students and been paid \$2 by each one.
3. Set up the green fabric on the frame as snugly as possible. Can be taped to cafeteria walls. The fewer wrinkles, the better.
4. Make an order form. The order form should have a space for student name and a class period in case they forget to come and pick up their photo, the number of prints they want, how many are in the photo, and a short description of student. Clothing description works best. The purpose is to know how many copies to print if the slips get out of order.
5. Set up the table with two sides. One side is for taking orders. Be sure form completely filled out. The second side of the table is the computer with Paint.net open and the printer installed. In the past, photos were saved to a USB device and printed at Rite Aid. Either way, photos are about \$.20 per copy.
6. Set up two lights, one to shine on the green screen behind the people and one to light up the students in the photo.
7. Take a picture of the students. Download immediately to the computer.
8. Open the photo in Paint.net, select the area to remove the background from, select effects/photo/chromokey, copy the area to transfer to a new background, open the background the student chose, paste into new layer, resize photo to look natural, and print. Save the final photo in case the student wants duplicates, or if needed to take it to Rite Aid.
9. There is sometimes an adjustment needed in the chromokey. It occasionally takes out yellows or turquoise colors. If someone is wearing green, have a copy a green square from paint.net or some other program and paste it into a new layer first, then put the student on top of the square to fill in the color. Do take the time to practice.
10. The advisor needs to learn how the system works and be able to show students and troubleshoot. Occasionally, usually when someone wears green, the advisor needs to get involved and do the greenscreen process, but the students quickly learn how to run things.

Professional Development Day

(Antelope Valley High School HOSA \$3,400)

- The chapter schedules a day to provide Continuing Education Units for Dental Assistants.
- This activity has a high level of difficulty and requires much organization, community support, and publicity.
- The chapter contacts and partners with a doctor/dentist in the area with a continuing education license.
- Three or four speakers are scheduled to present continuing education topics of current interest at the one-day event.
- Tickets are sold to dental assistants in the area for \$40 if purchased prior to the event or for \$50 at the door.
- The event is scheduled from 9am – 3pm and a catered lunch is included in the ticket price.
- Students, wearing their scrubs, register participants in a room that will be set up later to accommodate lunch.
- The workshops take place in a large multi-purpose room with A-V/Power Point availability.
- Students sell raffle tickets, set up the registration room for lunch, attend the workshops, and network with dental assistants.

NOTES:

Recycling

(Serrano High School HOSA - \$100/week)

- Research local recycling facilities. Determine whether they require items to be pre-sorted.
- Get large trashcans and mark them **Aluminum** or **Plastic** (or **Recycle** if no sorting is needed).
- Keep storage considerations in mind.
- Members take the items to a recycling center every 3 weeks or so
- Some centers give a better rate to non-profit groups – **ASK!**
- Look for coupons for a better price – check the newspaper and Pennysaver

NOTES:

Restaurant Nights

- Contact restaurants in the area to see if they have fundraising programs
- Some require members to bus tables and Some ring sales on a separate register, so you have a running total
- Some will not allow flyers to be distributed at the door – some will
- Make sure members understand what is required up front

NOTES:

Applebee's "Tip a Teacher"

(Apple Valley HOSA - \$1400 over 2 nights)

- Students wear their HOSA blues and are at the door to greet patrons and hand them an envelope with an explanation of HOSA, why the chapter is raising funds, and the benefits of HOSA
- Advisors, adults, and students over age 18 serve as assistant wait staff
- Each advisor is assigned to an Applebee server and fills beverages and buses dishes
- While waiting on patrons, advisors briefly expand on why they are there, what HOSA is, and the benefits for students
- Advisors need to be sure to reinforce that they appreciate any tip donation, but that patrons still need to tip the Applebee's server
- It is important to have a full team of adults to serve as wait staff. Only students over 18 can assist in this role.
- Younger students are greeters

NOTES:

Burger King

(Stockdale Nigh School HOSA - \$950 per night, chapter hosts three nights per year)

- Arrange to have a Cal-HOSA Burger King night and schedule from 5:00-8:00pm
- Chapter received 25% of the gross sales
- Fliers and posters are posted on campus, plus pocket reminders go to all students in the medical academy on the day of the event
- **Lots** of publicity to promote this and encourage students to come and eat with their family and friends
- Usually a line for the entire three hours; Burger King may schedule extra help to keep the lines moving quickly
- Burger Kings close to the campus allows HOSA to pass out information on the night of the event
- Fall nights have been very successful; an advisor posts the event on Facebook page and former students come back for the event!

NOTES:

Del Taco

(Nellie N Coffman JUMP - \$138 in three hours)

- Contact local restaurant and talk to manager regarding a fund raise
- Secure school approvals
- Set up date for activity and time
- Notify ASB of date and time
- Notify members of date and time
- Make flyer for event - obtain permission from principal for flyer
- Send out flyer for copying (make 1500 copies)
- Hand out flyers 1 week before event
- Day before, remind members of the time to be there
- Arrive 30 minutes prior to event
- Monitor members during event

NOTES:

Tahoe Joe

(Stockdale High School HOSA)

- Tahoe Joe's is a steakhouse with locations in several cities. Fundraising opportunities vary with the location
- Some donate 10% of sales generated by the chapter and will match up to \$200
- Some will create tickets that are specific to the chapter
- Chapter purchases tickets for \$9.99 and resell them for what is appropriate (suggested resale: \$16 - \$20)
- The tickets are redeemed for a complete steak meal at the restaurant
- Visit www.TahoeJoes.com – fundraisers for information and locations

NOTES:

Service Clubs

- Most adult service clubs such as Kiwanis, Elks, Rotary, Exchange Club, Lions, AAUW, etc., will help finance members to attend leadership activities, especially after the members receive recognition from state leadership conference competitive events or as a state officer
- Student members write the letter of introduction, make an appointment with the appropriate person(s), talk to the person, and persuade him/her to invite the Cal-HOSA member to a meeting
- Students give a presentation to the service club members, informing them about the HOSA organization, individual and chapter achievements, and the reason for the current request, such as attending National Leadership Conference
- Students send thank you letter or certificate to the sponsoring service club with the results of the achievements and activities and how they benefited from the experience

NOTES:

Sing-Off (HOSA Idol)

(Temescal Canyon High School HOSA)

- Students pay to be in the audience at the HOSA sing-off.

Karaoke Night:

- A variation would be to host Karaoke Night.
- Admission is \$5.00 per person and light snacks are included.
- The machine can be rented from a local DJ along with a library of 5000 songs for about \$100 per night.
- There could be friendly competition, or just a fun night of singing.

NOTES:

Spaghetti Feed/Silent Auction/Chance Drawings

(El Dorado High School HOSA - \$3500)

- Host an evening of dinner and shopping! Profits are maximized if donations of food, supplies, and gifts from parents, community organizations, and businesses are secured.
- Resources could include: hospital warming trays, grocery gift cards to purchase food items, McDonald's punch, cups, ice, and prizes for drawings
- Suggestion: students speak to the local Lions club and get an agreement to use their hall
- Students prepare information to share about HOSA and the chapter activities
- Members go to various retail and medical businesses to solicit gifts for drawing/auction
- Members sell advance tickets for the spaghetti dinner: \$8 for adults; \$4 for under 10 years old
- Students prepare decorations set up the hall, prepared food (with adult help), and stand outside waving signs for publicity
- Donation drawing tickets are sold: 50 cents each; 12 for \$5; and 25 for \$10. Most people bought \$10 worth
- Drawing items are displayed, people put tickets in the bag of the item they want to win
- Silent auction had minimum bids of about ½ the value of the item, and minimum raises
- Students serve dinner and talk to guests about HOSA. The HOSA posters are up and tables decorated with decal items from the classroom
- Most gifts go home with the winner/purchaser although a few may have to be delivered

NOTES:

Staff Luncheon

(Sultana High School HOSA - \$100 - \$500)

- The HOSA chapter offers a staff luncheon
- Flyers announcing the date and the menu are put in teacher/staff mailboxes. Emails are sent to teachers/staff announcing the event and as reminders
- Tickets are pre-sold for the lunch. Cost is \$6 per plate
- Dessert is offered at additional cost. Tickets may NOT be sold to students
- Parents donate trays of lasagna. The chapter purchases drinks, garlic bread, bags of salad, salad dressing, and paper goods
- The oven in the staff lounge is used to heat the lasagna (the chapter cannot use the cafeteria ovens). A toaster oven is used to heat the garlic bread.

NOTES:

Student Snack Bar

(North Orange County ROP HOSA – profit varies.
Approximately \$100 per week)

- The HOSA chapter has the use of a small room with a refrigerator, space for crock-pots to be connected and cupboards for storage.
- The staff kitchen is used if sinks, stoves, ovens, or a microwave is needed.
- Flyers announcing upcoming meals are made, distributed, and posted by students.
- Announcements are made over the PA system to remind students the store will be open.
- The store is opened in the morning during break time, at lunch, and at dinnertime if students have signed up to work in the store.
- The advisor develops a calendar for students to sign up to work in the store.
- Students plan and provide the food items that will be sold. Popular items have been: baked potato bar, nacho bar, spaghetti dinner, pizza slices, coffee and bagels. On warm days, coke floats, ice cream sales or an ice cream bar is fun.
- Students do the shopping or have the necessary menu items donated.
- Students use an excel spreadsheet to “keep the books”.
- Profits from sales each shift are split among the students that worked that shift and deposited in their HOSA account.

(San Bernardino County ROP HOSA)

- Not having a separate “store”, SBCROP sells healthy snacks and bottled water out of the classroom.
- Sales are during breaks and when an advisor is available before or after class.
- Water is especially popular, since it is not available anywhere else on campus.

NOTES:

Talent Show

- Sponsor a talent show – proceeds go to the chapter.
- Select a date, time, and location
- Arrange for A-V equipment: microphones, speakers
- Suggestions for acts include:
 - Singing
 - Poetry or dramatic reading
 - Juggling
 - Playing an instrument
 - Magic tricks
- Keep the acts short and lively...don't have one act go on too long
- Have jobs for those who do not want to be in the talent show:
 - Ticket selling
 - Stage props
 - Making posters and flyers
 - Helping to organize and serve refreshments
 - Cheering on fellow classmates

NOTES:

Tamale Sale

(Venture Academy - \$900 for selling 100 dozen tamales)

- Decide where to make tamales. The chapter used a church kitchen.
- Take orders for tamales. Sell tickets a month before the tamales are actually made.
- Purchase ingredients (dough, meat...)
- Use parent and student volunteers to make tamales.
- Deliver orders.

NOTES:

Teacher Torture Day

- Select as many teachers as will willingly participate – and involve the principal, too!
- Teachers and the principal draw an “appropriate” activity that each one has to do, such as: kiss a pig, color hair a wild color, dress outrageously, roller skate, etc.
- Get a large jar for each teacher and the principal. Write the name of the person and their assigned activity on their individual jars.
- Put the jars where someone can keep an eye over them – preferably in a high traffic area.
- Students, teachers, parents, and other school employees “vote” by depositing money into the jar(s).
- At the end of the fundraising event, the two (or three) people with the most money in their jars have to do their assigned activity.
- Have the “winners” perform their activity at a pep rally, regular assembly, or at a special assembly just for the fundraiser.

NOTES:

Pie Throw

(La Puente Valley ROP
Los Altos High School - \$150)

- Teachers and administrators volunteered to be the target of the pie throw
- Rain ponchos and shower caps were purchased and goggles were borrowed from the science department
- Pie tins were donated and purchased. They were padded with sponges at the bottom for safety.
- Pie tins were filled with whipped cream that was donated and purchased.
- The pie toss was scheduled during lunch
- Upfront costs were about \$75

NOTES:

-Thons

- There can be an appropriate fundraising 'thon' event for any chapter.
- While events vary widely, the basic means of raising funds is pretty much the same.
- Participants collect pledges from family and friends – either a flat fee or so much per “x” that they complete during the event.
- Additional funds can be made selling refreshments or souvenirs during the event.

Wash-a-thon:

- It is a pledge car wash where members receive a per car pledge.
- The car wash is free – members just try to get the numbers up.
- Payout is based on the number of cars washed.

Walk-a-thon:

- Students receive pledges for the number of laps they complete

Spell-a-thon:

- Sponsors offer a per-correct-word donation for students spelling medical vocabulary words

NOTES:

Valentine Card/Necklace

(Tehachapi High School HOSA - \$100 one day sale)

- Members select item from a catalog (meredy.com).
- There were no “upfront” costs – payment was due in 30 days.
- The product “sells itself”.

NOTES:

Valentine Grams

(North Orange County ROP HOSA)

- Send Valentine grams in class on Valentine's Day.
- The Valentine gram is a note with a sucker attached for \$1.00.
- Take pre-orders
- Make grams and deliver on Valentine Day

NOTES:

Other Fund-Raising Ideas

Window wash	White elephant auction
Dog wash	Print stationery, napkins, cards, etc
Dunk tank (“splash the teacher”)	HOSA sale (key chains, pins, etc.)

Ideas for Items to Sell

Bake Sale	Rice Krispy treats/popcorn balls
Tool Kit Sale	Greeting cards
Pizza Sale (delivered by students)	Holiday candles
Safety flares	Pocket calendars
Citrus fruit sale	Hot dogs, hamburgers, soda sales
Magazine sale	Plant sales
Flower sale	T-shirt sales
Jewelry sale	Used CD/book sales

Internet Resources

www.fundraising-ideas.org/DIY/ : Many ideas for do-it-yourself fundraisers

www.fundraising-ideas.org/ : Review fundraising ideas and products offered by fundraising companies

www.fundraiserinsight.org/ideas/ : Original and easy fundraising ideas