

2026 Chapter Updates

Information For Chapter Leaders



Background:

- ONS conducted research in 2024 focused on improving chapters, the experience & ensuring alignment with the ONS mission
- Research was conducted among chapter leaders, chapter members & non-chapter ONS members
- Results focused on the implementation of three main updates to chapters, which was approved by the ONS Board of Directors in November of 2024.

2026 Updates:

1. Implementation of measurable **Success Metrics** to better align chapters with the ONS mission.
2. The “**Templatization**” of resources and the role of chapter leader to minimize administrative burdens and support more seamless transitions between chapter roles.
3. Introduction of **Quarterly Reporting** to ease the end-of-year burden and allow for more opportunities for chapters to request assistance.

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Update #1

Success Metrics



Success Metrics:

The goal is to provide focus and intent to chapter activities while also continuing to give chapters flexibility in their offerings.

Chapters will be presented with a “menu” of success metrics at the beginning of each year – you will select **four** metrics to work towards in total, each from a different category.

For 2026 there are two mandatory categories. Chapters will complete metrics from each of these categories, and two other metrics from the categories of their choice.

Success Metrics:

The ONS board identified the following success categories for 2026:

- Member Recruitment*
- Giving Back to ONF*
- Community Outreach
- Educational Opportunities
- Volunteerism
- ONCC Certification Connection

* Mandatory categories.

Member Recruitment:

- ☐ **Membership Growth** (achieve a 5% growth in membership during the calendar year).
- ☐ **New Member Acquisition** (recruit at least 10 new members to the chapter).
- ☐ **Recruitment Event** (host at least one dedicated recruitment event, i.e. networking mixer, open house, etc.)
- ☐ **Student Recruitment Event** (host at least one dedicated student recruitment event, i.e. networking mixer, open house, etc.)

Giving Back to ONF:

- ☐ **Foundation Donation** (donate the suggested chapter circle amount - based on your chapter size– to the Oncology Nursing Foundation).
- ☐ **Foundation Fundraiser** (host a fundraiser for the Oncology Nursing Foundation).

Community Outreach:

- ☐ **Career/Education Fair** (participate in or host a local career/education fair).
- ☐ **Screening Event** (participate in or host one cancer screening/educational event for the community).
- ☐ **Advocacy Event** (participate in or host an advocacy event at the state or local level).

Educational Opportunities:

- ☐ **Continuing Education** (offer at least eight hours of NCPD during the calendar year).
- ☐ **Conference/Symposia** (host one half or full day conference/symposia).
- ☐ **Congress Scholarships** (provide at least two partial or full Congress scholarships).
- ☐ **Educational Scholarships** (provide at least two scholarships towards education or research).

Volunteerism:

- ❑ **Local Volunteering** (host or participate in a local volunteer opportunity as a chapter, i.e. Relay for Life, food bank, women's shelter, etc. - note: not financial donations)
- ❑ **National Volunteering** (host an educational event on ONS volunteer opportunities).

ONCC Certification Connection:

- ☐ **Certification Review Course** (host a live or virtual ONCC certification review course, i.e. OCN, BMTCN, etc.).
- ☐ **Certification Scholarships** (provide at least two partial or full ONCC certification scholarships).
- ☐ **Certification Percentage** (at least 10% of the chapter membership holds ONCC certification).
- ☐ **Certification Presentation** (host a recorded/premade presentation on the benefits of ONCC certification).

Example Metric Selections:

- ☐ **Recruitment Event** (host at least one dedicated recruitment event, i.e. networking mixer, open house, etc.)
- ☐ **Foundation Donation** (donate the suggested chapter circle amount - based on your chapter size- to the Oncology Nursing Foundation).
- ☐ **Advocacy Event** (participate in or host an advocacy event at the state or local level).
- ☐ **Certification Scholarships** (provide at least two partial or full ONCC certification scholarships).

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Update #2

“Templatization”



Ready Made Resources:

Each success metric will have a specific, resource and/or toolkit associated with it. For example:

- For the **Congress Scholarships** success metric, the chapter will be provided with templates and instructions for scholarship applications, recommendations for timeframes and award amounts, and sample emails to the membership.
- For the **Certification Presentation** success metric, the chapter will be provided with a premade presentation and talking points, as well as sample emails and important links to share.

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Sample Event Budget

Revenues	Number	Fee	Amount
Estimated Number of Vendors	20	\$750.00	\$15,000
Estimated Number of Members	48	\$10.00	\$480
Estimated Number of Nonmembers	18	\$15.00	\$270
Total Revenues			\$15,750

Expenses	Number	Price per Item	Amount
Honoraria	1	\$500.00	(\$500)
Venue Rental	1	\$1,100.00	(\$1,100)
Catering	1	\$900.00	(\$900)
Postcards	100	\$0.60	(\$60)
Postage	100	\$0.50	(\$50)
Flyers	50	\$0.30	(\$15)
Door Prizes	3	\$75.00	(\$225)
Misc. Supplies	1	\$50.00	(\$50)
Total Expenses			(\$2,900)

Profit	Amount
Revenues	\$15,750
Expenses	(\$2,900)
Profit	\$12,850

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Hosting an Advocacy Event

Pre-Event Checklist

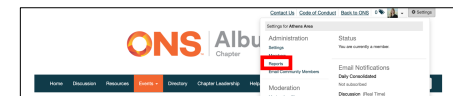
- ☐ Hold initial organizing meeting (identify planning team, check congressional or state legislature's calendar, identify possible dates, etc.).
- ☐ Schedule regular meetings of the planning team (at least 2-3 months prior to event).
- ☐ Design the overall event plan and budget, which can include:
 - Any venue costs
 - Food/catering costs (if applicable)
 - Handouts, fliers, folders, etc.
 - Signage
 - Chapter merchandise (embroidered shirts, etc.)
- ☐ Notify ONS about your event and your asks. If you would like an advocacy representative, either virtually or in person, [submit this form](#). Note, if a speaker does attend the event in-person, the sponsoring chapter(s) are responsible for any travel expense incurred.
- ☐ Select and confirm venue. **Ensure your venue has no restrictions on political activity/lobbying.**
- ☐ Share a "Save the Date/Event Invitation" with your Chapter members.
- ☐ Open member registration and collect the home addresses of attendees to help determine meeting requests with elected officials.
- ☐ Identify key legislators and contact schedulers to determine availability (approximately 4 weeks prior).
- ☐ Schedule 15–30-minute meetings with legislators and/or their staff.
- ☐ Post event information and registration link on your chapter site and any chapter social media pages.
- ☐ Determine your specific asks using the [ONS Health Policy Priorities and Agenda](#).
- ☐ Develop the event agenda.
- ☐ Invite speakers (if applicable).
- ☐ Send reminders to chapter members and neighboring chapters to solicit participation.
- ☐ Appoint a photographer (this can be a chapter member or volunteer).
- ☐ Assemble folders/packets for legislators and attendees.

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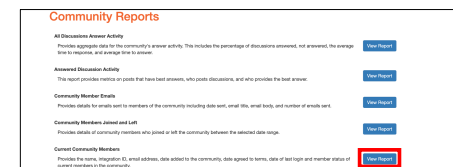
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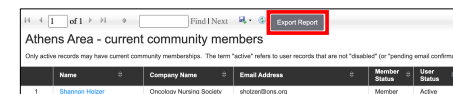
- Click on **Reports** on the dropdown menu that appears.



- This will bring up a listing of available reports - the two most commonly used are **Current Community Members** (a listing of your current/recently expired members), and **Community Members Joined and Left** (allows you to enter a date range and see who has joined or left your chapter during that timeframe). Click **View Report** next to the report you'd like to access.



- To export your report, click on the **Export Report** button and select your preferred format (Word, Excel, etc.)



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Update #3

Quarterly Reporting



More Manageable Reporting:

Currently, chapter leaders submit one Annual Report on January 31st of each year.

Feedback has indicated that it is difficult to gather all the required information and is time intensive. Additionally, this system makes it difficult for ONS staff to identify potential issues at the local level in a timely fashion, and delays onboarding of new board members while we wait for the submission of election results.

Quarterly Reporting will be implemented to alleviate these issues. Chapter leaders will have more frequent, but more manageable, portions of information to provide. Staff will also be able to use these reports as check-ins and will be able to offer additional assistance, when needed.

More Timely Treasury Information:

In addition to the annual report, chapters will also be required to submit quarterly treasurer reports.

- Will assist our finance team in submitting relevant financial information to the IRS in a timely fashion
- Should help chapters identify and rectify financial issues more quickly.
- Chapter Treasurers will continue to use a familiar Excel format and will keep their Treasurer Report updated as a running document throughout the year.

Quarterly Report Deadlines:

- **April 30th** – First Quarterly Reports due, as well as annual rechartering fee.
- **July 31st** – Second Quarterly Reports due.
- **October 31st** – Third Quarterly Reports due, along with election results.
- **January 31st** – Fourth Quarterly Reports due, along with success metric selections for the coming year.

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What's Next?

Educational and Transitional Period




Office Hours:

Dedicated hours for chapter leaders to drop in and ask questions or talk through metric selections.

- August 4, 2025 at 10:00 AM EST
- August 19, 2025 at 11:00 AM EST
- September 3, 2025 at 12:00 PM EST
- September 18, 2025 at 1:00 PM EST
- October 3, 2025 at 2:00 PM EST


New Chapter Leaders Site:



Chapter Leader Resources


[Home](#) [Toolkits](#) [Templates](#) [Webinars](#) [Chapter Reports](#) [Speakers Bureau](#)

Updates and Announcements



Chapter Updates Webinar

Join us for this informational webinar on Chapter Updates.




Chapter Updates Office Hours

Have questions on the chapter updates? Join us for office hours to have your questions answered!

2026 Deadlines

- January 31: [Annual Report](#) due.
- January 31: [Treasurer's Report](#) due.
- February 28: [President's Course](#) completion.
- February 28: [Treasurer's Course](#) completion.
- April 30: [Quarter 1 Reports](#) due.
- April 30: [Charter Renewal Fee](#) due.
- July 31: [Quarter 2 Reports](#) due.
- October 31: [Quarter 3 Reports](#) due.

Toolkit Feedback:



Which toolkit do you have a suggestion for?*

Foundation Fundraiser

What information can we add to improve the toolkit? (ex: template, checklist, printable resource)*

Recap Webinar:

Focusing on recapping updates, as well as walking chapters through the process of selecting their success metrics for 2026.

- **December 4, 2025**

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Questions?

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