



**Oncology Nursing
Society**

Donation Toolkit

Supporting the Oncology Nursing Foundation

Table of Contents

Success Metric: Making a Donation.....3

What is the Oncology Nursing Foundation?3

What are Circle Levels?3

Determining Chapter Size.....4

Making Donations.....4

How Donations are Used.....4

Chapter Donation Guidelines.....5

Metric Completion Checklist6

Links to Additional Resources

- [Oncology Nursing Foundation Website](#)
- [Online Donation Form](#)
- [Paper Donation Form](#)



Success Metric: Making a Donation

This toolkit provides information on the *Foundation Donation* success metric. To complete this success metric, your chapter must donate enough to meet the Oncology Nursing Foundation's (ONF's) Circle Level for your chapter size.

What Is the Oncology Nursing Foundation?

ONF is the charitable partner organization of ONS. The mission of ONF is to support cancer nursing excellence. ONF is a national public, nonprofit, tax-exempt, charitable organization headquartered in Pittsburgh, PA, and dedicated to oncology nurses from around the world.

Since 1981, ONF has provided more than \$33 million in funding to support oncology nursing education, research, and leadership development. This funding has translated to career development awards, academic scholarships, research grants, and a myriad of specialized educational initiatives, as well as nurse resiliency support. The Foundation's activities have played a critical role in improving patient care and advancing the oncology nursing profession.

What Are Circle Levels?

Circle Level donation amounts range based on chapter size. For this year, the Circle Levels are as follows:

| Chapter Size | Amount of Members | Circle Donation Amount |
|--------------|-------------------|------------------------|
| Small | < 50 | \$250 |
| Medium | 51–99 | \$500 |
| Large | 100–199 | \$1,000 |
| Extra Large | 200–399 | \$2,000 |
| Mega | > 400 | \$2,500 |

Determining Chapter Size

Chapter sizes are determined annually based on your chapter's membership total as of January 1. The size category remains for the entire year, even if your chapter fluctuates between categories. You can estimate your chapter's size using the directory page on your chapter website; however, if you'd like to confirm your chapter's formal size category, please reach out to chapters@ons.org.

Making Donations

Online Donation Form

The quickest and easiest way to make your donation is using ONF's online donation form, which can be found below. Please ensure that you check the box titled 'This gift is on behalf of an ONS Chapter or organization,' and enter your full chapter name (no abbreviations) in order to receive credit for your donation.

[Online Donation Form](#)

Mailing Your Donation

To mail your donation by check, please download the paper form below. Please be sure to include your full chapter name (no abbreviations) in order to receive credit for your donation.

[Paper Donation Form](#)

How Donations Are Used

ONF supports three pillars of oncology nursing: education, leadership, and research. Chapter donations go directly toward supporting your oncology nursing peers in pursuit of their academic and career goals.



ONF funds academic scholarships, leadership awards, career development awards, research grants, and conference scholarships. To learn more about ONF's offerings, please visit www.onfgivesback.org.

If the chapter or individual members are interested in applying for funding from ONF, [view open funding opportunities here](#).

Chapter Donation Guidelines

As a reminder, chapters are categorized by the Internal Revenue Service (IRS) as 501(c)(6) nonprofit organizations. As such, chapters must abide by all IRS policies, including acceptable spending of chapter funds. Per IRS, chapters are only able to spend funds on mission-related activities, such as hosting member events, supporting scholarships, and other activities that directly promote oncology nursing as a career.

Because ONF's sole purpose is supporting oncology nursing, this donation qualifies as an acceptable expenditure. **Please note that per IRS policies, donations to other nonprofits that are not related directly to oncology nursing are not permissible**, including donations to disaster relief or patient support. Chapters are permitted to donate their time, raise funds, or collect resources on behalf of other organizations. Chapter funds should never be donated to these outside causes; doing so can jeopardize your chapter's nonprofit status.

If you have any questions about acceptable use of funds or how to help outside organizations, please contact chapters@ons.org.

Metric Completion Checklist

To consider this metric completed, your chapter must have donated your chapter's circle amount to ONF during the calendar year. To confirm completion of this metric please complete the following checklist.

- ☐ Determine your chapter's size for the year to establish your circle donation amount.
- ☐ Donate your circle amount (or more) at any point prior to December 31.
- ☐ Report the date and amount of your donation and confirm completion of this metric on your next [Quarterly Report](#).