



**Oncology Nursing
Society**

Screening Event Toolkit

Providing Cancer Screening and Education

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Links to Additional Toolkit Resources

- [Chapter Flyer Template](#)
- [Chapter Community Website Handbook](#)
- [Certificate of Insurance](#)

Success Metric: Screening Event

This toolkit provides information on the *Screening Event* success metric. To complete this metric, your chapter must host or participate in a local cancer screening or education event.

What Is a Screening Event?

A local cancer screening event is a community-based initiative aimed at early detection and prevention of cancer. These events typically involve organized screenings for various types of cancer using evidence-based tools and methods. They can also provide education about risk factors, prevention strategies, and follow-up care to empower individuals to take charge of their health. Screening events serve as a critical platform to enhance awareness and improve access to essential health services within the community.

Partner Screening Events

Collaborating with other local organizations can significantly amplify the impact of a cancer screening or educational event. Begin by identifying potential partners whose missions align with the goals of early detection, public health education, and community empowerment. Local hospitals, clinics, and medical practices often have the resources, expertise, and personnel necessary to support screenings and provide follow-up care. Universities and research institutions are also potential options, as well as local chapters of other oncology organizations. Many of these organizations may already host formal health fairs, which your chapter may be able to participate in on a volunteer basis:

- Local hospitals
- Community clinics
- Medical oncology practices
- Universities and research institutions
- Local health departments
- Nonprofit organizations focused on cancer awareness
- Corporate wellness programs
- Health insurance providers
- Local chapters of oncology organizations (American Cancer Society, Susan G. Komen, etc.)
- Pharmacies offering health screenings
- Fitness centers promoting wellness and health education
- Community centers hosting public health initiatives
- Schools or educational institutions with health-related programs
- Mobile screening units or organizations offering mobile healthcare services

Hosting Screening and Educational Events

If desired, chapters are welcome to host screening and educational events independently from other organizations. The following are the considerations for putting together a standalone event.

Venue

The first requirement is identifying an appropriate venue, such as a community center, school auditorium, or local healthcare facility, with ample space for educational presentations and private screenings. The chapter should also consider the availability of parking and accessibility. Due to the nature of the event, some venues may be willing to donate space. Chapters can rent a space, if necessary. If needed, the chapter can utilize ONS's [Certificate of Insurance](#) for the event.

Educational Materials

If providing educational information, the chapter should prepare informative presentations or handouts about risk factors, prevention, and resources available for individuals diagnosed with cancer. Partnering with health organizations can provide access to brochures, posters, and other materials that attendees can take home.

Your employer may have materials available, or additional printable resources can be found at major health organizations' websites:

- [American Cancer Society](#)
- [Centers for Disease Control and Prevention](#)
- [National Cancer Institute](#)

Chapters are permitted to use chapter funds to have these resources printed locally or to purchase brochures and educational flyers.

Marketing and Communications

Marketing and outreach are critical to ensuring the event reaches the intended audience. Utilizing social media platforms, distributing flyers, and engaging with local news outlets can help spread the word. You can use the [Chapter Flyer Template](#) or create your own promotional materials.

Consider promoting via the following channels:

- Social media platforms to reach diverse audiences
- Fitness centers to target health-conscious individuals
- Community organizations, such as clubs and associations

- Healthcare facilities to connect with patients and staff
- Local news outlets, such as newspapers and radio stations for broader exposure
- Libraries to reach community members using public resources
- Event boards at supermarkets or cafes for neighborhood visibility

Event Checklist

- ☐ Hold initial organizing meeting (identify planning team, discuss venue options, identify possible dates, etc.).
- ☐ Schedule regular meetings of the planning team (at least two to three months prior to event).
- ☐ Design the overall event plan and budget, which can include:
 - Any venue costs
 - Handouts, fliers, folders, etc.
 - Signage
- ☐ Select and confirm venue.
- ☐ Share a save-the-date message or invitation with your chapter members and the community.
- ☐ Open volunteer registration using the event function on your chapter site. See the [Chapter Website Handbook](#) for more information.
- ☐ Share event information and the volunteer link on your chapter site and any chapter social media pages.
- ☐ Distribute flyers and other promotional materials in the community.
- ☐ Send reminders to chapter members and neighboring chapters to solicit participation.
- ☐ Appoint a photographer, if applicable (this can be a chapter member or volunteer).
- ☐ Assemble educational materials for attendees (if applicable).
- ☐ Confirm logistics with venue.

Suggested Volunteer Roles

Registration volunteers: Ensure all attendees are registered promptly by collecting necessary details such as name, contact information, and any required consent forms. Provide attendees with event materials like agendas or educational brochures.

Screening support volunteers: Assist medical staff by guiding attendees to the appropriate screening stations. Ensure a steady flow of participants and address simple logistical questions.

Educational session facilitators: Prepare educational spaces by organizing materials, directing participants to seating, and assisting presenters as needed.

General event support: Serve as floating helpers, addressing attendee needs, replenishing supplies, and ensuring the event runs smoothly.

Sample Agenda

- **8:00 AM – 8:30 AM: Registration**
Volunteers will welcome attendees, collect registration details, and prepare event materials like agendas and brochures.
- **8:30 AM – 9:45 AM: Cancer screenings**
Medical staff will conduct screenings while volunteers provide guidance and logistical assistance.
- **9:45 AM – 10:00 AM: Break**
Light refreshments will be provided, offering attendees a chance to relax and network.
- **10:00 AM – 11:15 AM: Educational sessions or additional screenings**
Facilitators will assist presenters, organize materials, and guide participants to their seats for informative talks on cancer prevention and treatment. Alternatively, offer a second round of screening timeslots.

Metric Completion Checklist

To consider this metric completed, your chapter must have hosted or participated in a cancer screening event. To confirm completion of this metric please complete the following checklist.

- ☐ Plan or request to participate in a local screening event.
- ☐ Host a local screening event in the chapter's community.
- ☐ Report the date, location, and estimated attendance of the screening event to confirm completion of this metric on your next [Quarterly Report](#).