

DEPARTMENT ROLE GUIDELINES:

RESEARCH:

Research Papers for Medical Conditions (**REQUIRED FORMAT**)

- **Heading/Title** should be in **size 16**
- **Subheading** should be in **size 14**
- **Normal text** should be in **size 12** and be double-spaced
- **A minimum of 5 pages.** Include an abstract, introduction, main body (symptoms, diagnosis, treatment, current research, patient experience, and demographics), statement of the problem, scope and delimitation, conclusion, and **sources cited (APA Format)**
- **Hours** will be filled out and signed in a **Volunteer Hour Log Sheet** sent to you shortly after submission.
 - **Specifications:**
 1. The **title** should be clear and concise—explaining what can be expected to be read in your paper.
 2. The **abstract** is a 150-250 word summary of your papers purpose and key findings. Place it before the Introduction and after the Title.
 3. The **introduction** should give the reader context for your topic—specifically a clear overview that explains a research question alongside the significance or the reason that motivated you to pick this study.
 4. The **main body** should include/explain everything related to the medical condition (i.e symptoms, diagnosis, treatment, current research, patient experience, and demographic)
 5. The **statement of the problem** should explain the gap in the research paper. Example: regarding a rare disease—the explanation should clarify by providing an explanation for advocacy and acknowledging underrepresentation in the medical field.
 6. **Scope** should explain what your research covers (i.e compiled findings on previously published papers, and **delimitation** should explain what your research DOES NOT include (i.e experimentation in a laboratory).
 7. The **conclusion** should summarize the main findings and data gathered that can support or circle back to the abstract and discuss possible directions for future research.

Article Writing for Flexible Topics (**REQUIRED FORMAT**)

- **Topic is dependent on announced monthly focus**
- Should answer the **5W's and 1H**. (Why, Who, What, When, Where, How)
 - Example: Why should we care, Who is affected, What are the impacts, Where does this happen, When did it start, How do we help
- Simple layout of **Introduction, Main Body, and Conclusion**
 - **Title** should be in **size 14**
 - **Subheading** should be **size 13**
 - **Main text** should be **size 11**
- **Volunteer Hours: 1 hour per every 500 words.**

Translation

- Essentially acting as an **editor to translate languages** (whether it may be originally written in English converted to another language, or translating an international language to English)
- Ensure you are **proficient and grammatically correct in translating the conveyed initial message** as it will go through the executives and founders before being approved.
- Any additional input that differs or misinterprets the initial message will be **disregarded** and possible volunteering hours will be dismissed.
Please ensure your submitted work can be accessible and downloaded.

WRITING: (REQUIRED FORMAT)

NOTICE:

We do not condone the inclusion of hate, discrimination, negative comments, religious themes, or pushing political ideals. Keep your message kind, friendly, and encouraging.

Letters

- The **ENTIRE** message should fill **one A4 sheet of paper. A minimum of 100 words.**
- The text should be **readable and simple** with no unnecessary jargon or over-complex words.
- The message should be applicable to **BOTH** healthcare professionals and hospitalized patients.
- It is **optional** to decorate but is greatly appreciated if done.
- It is **optional** to include your name at the end for those who want to remain anonymous or make themselves known to the receiver.
- **Volunteer hours: 1 hour = 1 letter**

Cards

- **Digital cards** should be the size of **600x400 px**
- It is **REQUIRED to decorate and organize**
- The text should be **readable and simple** with no unnecessary jargon or over-complex words.
- The message should be applicable to **BOTH** healthcare professionals and hospitalized patients.
- It is **optional** to include your name at the end for those who want to remain anonymous or make themselves known to the receiver.
- **Volunteer hours: 1 hour = 1 card**

Please ensure your work is accessible and can be downloaded.

GRAPHIC DESIGN:

Instagram Post

- Similar to the article department, this field is **dependent on rolling monthly focuses**
- **Ensure format size is 1080 x 1440 px or a 4:5 ratio**
- **The color scheme should follow the given color palette**, other chosen colors will **disregard** your post submission.

- Theme, background, icons, and elements chosen to decorate are expected to **relate to the monthly topic**.
- Ensure that the **layout is clean and concise**.
- The title should be **easy to read and relay the main topic**.
- The text should be **readable and simple** with no unnecessary jargon or over-complex words.
- Excellent examples will be posted on our official Instagram page @offtheclock._initiative
- Please clarify whether or not you want your name to be known as the creator of the post (please send instagram handle or First and Last Name)
- **Volunteer hours: 1 hour per slide**

Posters

- Dependent on rolling monthly focuses
- Ensure that the **size should exactly fit a standard A4 sheet of paper**.
- It is **REQUIRED to decorate** with a theme, icon, elements, and background **related to the monthly topic**
- **The color scheme should follow the given color palette**, other chosen colors will **disregard** your post submission.
- The title should be **clean and concise**
- The text should be **readable and simple** with no unnecessary jargon or over-complex words.
- The information should be a **summarized medical topic or monthly focus approved by the executives and founders**.
- Ensure that the **layout is clean and concise**.
- Please clarify whether or not you want your name to be known as the creator of the post (please send instagram handle or First and Last Name)
- Submitted posters will be **distributed to gatherings, organizations, meetings, and featured on presentations by the Outreach and Advocacy Team**.
- **Volunteer hours: 2 hours per poster**

Flyers

- **Dependent on rolling monthly focus**
- Flyer format size should be **210x297 mm**
- It is **REQUIRED to decorate and organize**
- **The color scheme should follow the given color palette**, other chosen colors will **disregard** your post submission.
- Theme, background, icons, and elements chosen to decorate are expected to **relate to the monthly topic**.
- Ensure that the **layout is clean and concise**.
- The title should be **easy to read and properly relay the main topic**.
- The text should be **readable and simple** with no unnecessary jargon or over-complex words.
- Submitted posters will be **distributed to gatherings, organizations, meetings, and featured on presentations by the Outreach and Advocacy Team**.
- **Volunteer hours: 2 hours per flyer**

OUTREACH

Chapter Leaders:

- At the very least, start a OffTheClock Chapter in your area with a **minimum of two students** (including yourself) willing to advocate OTC's vision, mission, and ambition.
- It is **REQUIRED** to **distribute or promote** posts, posters, and flyers to individuals in your area.
- It is **optional** to distribute care packages to local hospitals and collaborate with other organizations.
- **IF** wishing to potentially collaborate with other organizations or companies, please check in with either the Outreach Executive or one of the Founders to **be given approval** to proceed.
- Please **provide proof** of distribution of posts, flyers, posters, and/or care packages to verify volunteer hours through **photos that include both you and the receiver**. A requirement of **atleast 5 photos**.
- Please **update** the Outreach Executive or Founder on milestones achieved **WEEKLY** (i.e estimated number of people aided, number of supplies donated, and the area span of reach)
- **Volunteer hours: 1 hour per 10 people distributed supplies to.**

ADVOCACY

Advocaters:

- It is **REQUIRED** to **distribute or promote** posts, posters, and flyers to individuals in your area.
- It is **optional** to distribute care packages to local hospitals and collaborate with other organizations.
- **IF** wishing to potentially collaborate with other organizations or companies, please check in with either the Outreach Executive or one of the Founders to **be given approval** to proceed.
- Please **provide proof** of distribution of posts, flyers, posters, and/or care packages to verify volunteer hours through **photos that include both you and the receiver**. A requirement of **atleast 5 photos**.
- **IF** you have a **potential advocacy** related idea or proposal, please fill out the attached **google excel sheet** that can be found in our linktree located at our instagram bio **BEFORE** submission to ensure no conflict in topics with other members. (@offtheclock._initiative)
- **(Repition in topic is only acceptable if it's a post regarding inviting others to join OTC)**

ALL MEMBERS OF EVERY DEPARTMENT ARE REQUIRED TO GET APPROVAL BY EITHER EXECUTIVES OR FOUNDERS REGARDING SUBMITTED WORK.

NO TO AI.

