



**NHS Scholarship Program**  
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[www.nhs.us/scholarship](http://www.nhs.us/scholarship)



NHS is a program of NASSP.

# NHS Scholarship 2020–21 Student Application Guide

## How to Apply

**Deadline: December 1, 2020**

1

NHS members must create an account at [www.nhs.us/create-an-account](http://www.nhs.us/create-an-account).



2

Advisers will be notified when NHS members create accounts. Advisers must log in and verify that the student is a member of the NHS chapter at the indicated school.



3

On **October 1**, NHS senior members in good standing should visit [www.nhs.us/scholarship](http://www.nhs.us/scholarship) to access the application.



- a. **Note:** Students with unverified accounts will not be able to access the application—and should not attempt to access the application until their NHS student account has been verified.

4

The member's account information will automatically populate the *Profile Input* section of the application. If correct,



click "save" to be returned to the homepage. The profile section should show as complete.

- a. **Note:** If information is incorrect, email [scholarship@nhs.us](mailto:scholarship@nhs.us). If you are able to save the profile, do so and proceed to the application while you await a reply from our staff.

5

To begin the application, click "**Get Started.**"



6

Each application requires **one** adviser certification and **one** recommendation.



- a. Complete the Adviser Information and Recommender Information sections first to allow these two individuals adequate time before the deadline on **December 1**.
- b. The recommendation can be submitted by a teacher, coach, community leader, or adult **other than the NHS adviser** who can speak to the applicant's service and leadership work in high school. Recommendation from a parent/guardian or other family member is not permitted.

## Adviser Certification and Recommendation

Your application is not complete until the adviser certification and recommendation have been received. You can change your recommender or correct information prior to the deadline on December 1. Please be sure to give your adviser and recommender adequate time to complete these forms. Do not send these requests at the last minute. If they are not received, your application will be incomplete and will not be considered.

**Note:** The Recommender Information and Adviser Information sections will show as complete once you have entered the recommendation requests. This does **not** mean your certification and recommendations have been submitted. You must open each section to check the status of each request.

The status of an incomplete recommendation and adviser certification will show as “sent” until the recommender and adviser have completed their forms. Once submitted, the status will show as “complete.”

### Tips and Troubleshooting

1

Your recommender **cannot** be your NHS adviser. This should be another adult, nonfamily member who can speak to your leadership, service, and character. Choose someone who knows you well, is reliable, and won't procrastinate in submitting your recommendation. Remember, applications are incomplete without the adviser certification and recommendation and will not be considered.

2

Contact your recommender **before** starting your application to confirm they will submit a recommendation for you and send them the [Recommender Scholarship Guide](#).

3

Make sure you have the correct email address and phone number for your recommender, and inform them of the deadline.

4

Confirm with your NHS adviser and recommender as each step in the process is completed. You'll also receive email notifications when they submit their forms. If you don't receive such confirmation as the deadline approaches, you can send them a reminder email from the portal and should also contact them directly.

5

Keep the deadline in mind, and set a personal deadline for completion at least a week prior to our deadline to ensure completion and to allow for any unforeseen circumstances, including inclement weather, personal emergencies, etc.

6

Don't delay in contacting the national office if technical issues arise. Waiting until the day of the deadline is **not advised**.

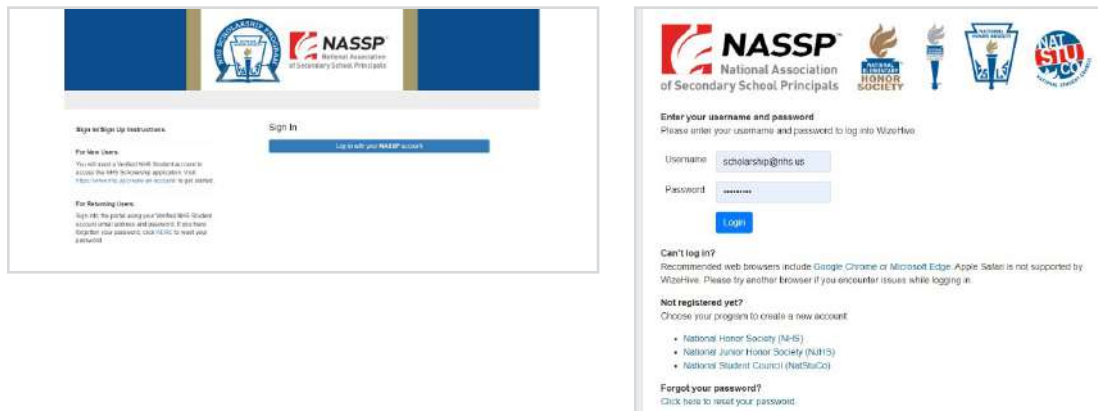
7

Email [scholarship@nhs.us](mailto:scholarship@nhs.us) for technical assistance.

Note: Staff is not available by phone after 5 p.m. (ET), so email is recommended.

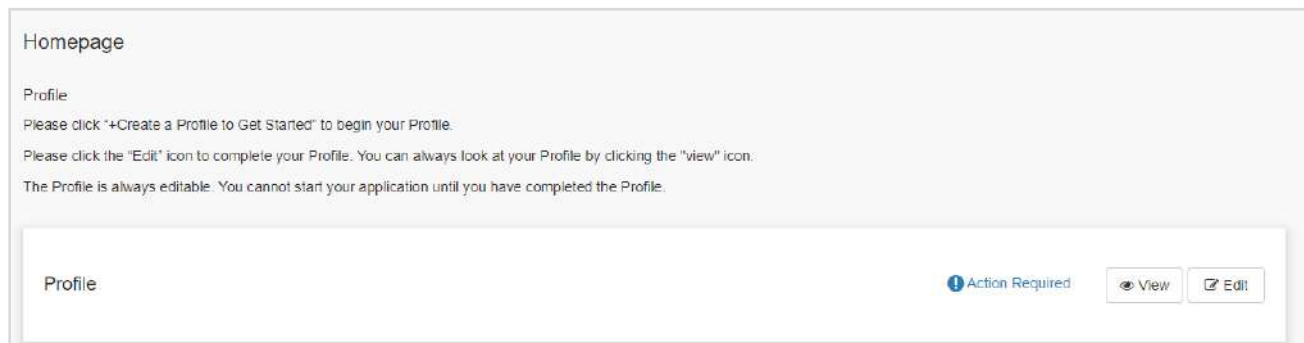
## The Application

The main login page for the NHS Scholarship will look like this:



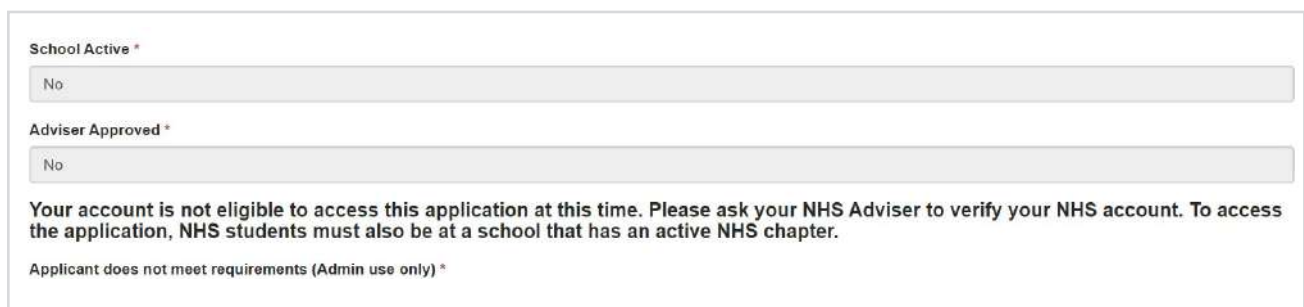
The left screenshot shows the top navigation bar with the NHS logo and the NASSP logo. Below the navigation bar, there is a 'Sign In' button and a 'Log in with your NHS account' button. The right screenshot shows the login form with fields for Username (scholarship@nhs.us) and Password, a 'Log In' button, and links for 'Can't log in?', 'Not registered yet?', and 'Forgot your password?'.

To get started, click on the blue button to log in with your NHS student account username and password. Do not attempt to log in until your account has been verified by your NHS adviser. You'll receive an email once your adviser has verified your NHS membership. This will take you to the homepage:



The screenshot shows the 'Homepage' section. Under 'Profile', there is a 'Create a Profile' button and an 'Edit' button. The 'Profile' section is highlighted with a blue border.

To start an application, you must click "edit" to view your profile and then "save" your work. If for any reason your NHS student account is not verified by your adviser, or your school is not listed as "active" with the national office, you will see the following:



The screenshot shows the 'School Active' and 'Adviser Approved' sections, both set to 'No'. A message states: "Your account is not eligible to access this application at this time. Please ask your NHS Adviser to verify your NHS account. To access the application, NHS students must also be at a school that has an active NHS chapter." Below this is a link to "Applicant does not meet requirements (Admin use only)".

Have your adviser contact the Customer Care Center (membership@nassp.org) with questions.  
If your NHS student account is verified, and your school is listed as active, you will see the following:

<b>School Active *</b>
Yes
<b>Adviser Approved *</b>
Yes

Click “Create Profile.” You now have a profile in the NHS Scholarship Application portal and can proceed to your application.

You will now see a new box called “Get Started” once you save your profile. Click this to start your application.

Homepage

Profile

Please click “+Create a Profile to Get Started” to begin your Profile.  
Please click the “Edit” icon to complete your Profile. You can always look at your Profile by clicking the “view” icon.  
The Profile is always editable. You cannot start your application until you have completed the Profile.

Profile

Complete

View

Edit

To begin your application, click “+Get Started” on the Submission Card below. This will bring you to the application.  
When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.  
If the status bar is gray, in color, their application is in review status, and no action needs to be taken at the moment. If the status bar is blue, that means that there is an action step that the applicant needs to take. A form needs to be filled out, etc. If the status bar is red, that means that there is an error and the applicant should reach out to you or an administrator.

+  
Get Started

## Scholarship and Coursework Summary

**Personal Information.** Enter all required personal/demographic information. Be sure to list your full mailing address without abbreviations.

**Chapter GPA.** Enter your chapter's cumulative GPA requirement.

**Your GPA Range.** Select the range from the drop-down list provided where your individual cumulative GPA falls.

**Honors/AP/IB/Dual Enrollment Courses.** Respond with the number of courses you have taken in high school that fall into the different categories.

## Service Activities

In this section you will be asked to detail your service involvement in four categories: Advocacy and Awareness, Fundraising or Collections, Volunteer Service/Action, and Service Programs. Please read through the descriptions of each category of service activities below.

While some activities may combine functions, we ask that you categorize your activity according to the primary function of the service. **Do not list the same activity in more than more category.**

**Advocacy and Awareness:** The primary function is spreading awareness, campaigning, and/or lobbying about an issue. This can include working on a political campaign or raising awareness for an issue such as drunk driving, a disease, environmental cause, etc.

**Fundraising or Collection Efforts:** The primary function is fundraising or collecting goods for an organization or cause. Examples include clothing, food or blood drives, Relay for Life or similar fundraising efforts, and any project for which fundraising or collection of goods was the primary purpose and service activity.

**Volunteer Service and Action:** This section is reserved for those activities in which you performed a service by primarily serving with a talent, skill, or labor-based activity. Examples include (but are not limited to) serving meals at a food kitchen or event, tutoring/teaching, playing music, or building or beautification projects (e.g., Habitat for Humanity). Activities that serve as hobbies or personal development should **NOT** be included in this section (e.g., music lessons, learning a new skill). Serving as a member of a committee, task force, or a board should be captured in the Leadership section that follows.

**Service and Education Programs:** This section is reserved for those service activities that were conducted as part of a service or education program. Examples include service-learning programs, mission trips, service-learning courses (e.g., training to be a volunteer First Responder or CPR training), and tuition-based service experiences. When detailing extended experiences that were overnight or part of an extended trip, please tally **only the hours spent on service activities** (e.g., building, teaching/instruction, and other activities that benefited the community you were serving).

### Three Significant Projects or Experiences

In this section, identify three of your most significant individual service projects or service experiences in which you led, organized, or had an active role. Use this section to highlight your commitment, active role, and participation in the project or experience as well as the impact it had on those whom you served.

Do not list NHS membership or other membership as a unique project, but instead spend time reflecting on your role in the successful completion of a service project or experience.

### Additional Experience

Use this section to respond and tell us about other aspects of your life in which you are called on to serve as a caregiver for family members as applicable. Include the nature of the commitment and duration. Included in this subsection are family and job responsibilities.

### Leadership

If you have held an elected position within your NHS chapter, please list that position and an explanation of your duties. Do not list your current NHS membership as a leadership position.

You can list an additional five leadership positions held **within** your school community besides your NHS officer position. This can include elected or appointed positions in other student organizations and boards or committees created by your school administration or school district.

Applicants can list up to five other leadership positions held **outside** of your school community/student organizations. This can include officer positions on municipal or state boards, leadership roles in local, state, national, or international organizations. These positions can be elected or appointed, or an example of a role in which you were entrusted to lead others.

### Additional Leadership Experience

Use this section to detail your role in establishing a local chapter of a national/international organization on your school campus or in your community. If you are the founder of a 501c(3) organization, provide a brief description of the organization, which can include the organization's mission, primary purpose, and significant activities. Explain why you chose to create this organization.

### Essay

Explain how the four pillars of NHS membership—scholarship, service, leadership, and character—have shaped your high school experience and postsecondary aspirations. This is where we want to hear a personal journey from you about the way NHS has impacted you. Include specific examples. You may type your essay into the application or type it in another document and paste it into the text box. This section has a 1,000 character limit.

After completing the student sections of the application, click “save.”

## Submitting Your Application

On your main homepage, you should see the “Submit” button appear once you complete your application and have submitted your recommendation and adviser certification requests. Click “Submit”.

You should receive an email confirmation of your submission. **Important!** Your recommendation and adviser certification must also be submitted by the deadline (December 1, 2020) in order for your NHS Scholarship application to be considered complete. Your application will not be considered if either or both are missing. Maintain contact with your adviser and recommender throughout this process and ask them to confirm submission with you.

### Application Stage Submission

There are 78 days remaining to submit this.

Submit

When you have completed every section of the application, the “Submit” button to the right will become green and clickable.

Your submission is not fully submitted until you click the green “Submit” button.