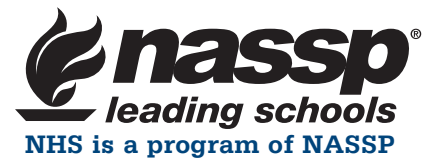




National Honor Society
1904 Association Drive
Reston, VA 20191-1537
703.860.0200 • Fax: 703.476.5432
www.nhs.us



October 2011

One of Your Students Could Win a \$13,000 Scholarship!

Dear NHS Chapter Adviser:

Nominations are now being accepted for the 2011–12 **National Honor Society Scholarship program!** Now in its 66th year, the NHS Scholarship program will award more than \$200,000 in scholarships ranging from \$1,000 to \$13,000 each.

Students from every state, including from our overseas chapters, are selected every year as finalists in this prestigious national competition. Selection is based on outstanding performance in the four criteria for NHS membership: scholarship, leadership, character, and service.

All information regarding the nomination process can be found in the Adviser Zone at www.nhs.us. In addition to the instructions and criteria, you will find the article *How to Win a Scholarship from NASSP* and samples of past scholarship winner profiles. The article *Writing Recommendations* is also available to help you and your principal prepare your chapter's nomination materials. I hope this information is useful to you in selecting your nominees.

Student nomination forms and all recommendations must be completed online. Please carefully review the attached procedures and distribute a copy to each of your nominees.

Chapters may nominate between two and five seniors from the class of 2012 according to ***graduating class size***. Small schools (1–100 seniors) may nominate two seniors; medium schools (101–250 seniors) may nominate three seniors; large schools (251–400 seniors) may nominate four seniors; and very large schools (401+ seniors) may nominate five seniors.

Please don't delay—the deadline for submitting nominations is January 20, 2012.

Sincerely,

JoAnn D. Bartoletti
NASSP Executive Director



2011–12 Nomination Procedures

The nomination process for the NHS Scholarship program is administered online. The deadline to submit online nominations is **January 20, 2012**. Advisers: Please distribute these procedures to each of your nominees.

Step 1 - Students:

- Go to: aim.applyists.net/NHS.
- Create an account using your e-mail address and a password.
- You may use your e-mail address and password to return to the site at any time to make changes until January 20, 2012.
- Complete the nomination form.
- Review the completed form for accuracy and sign it electronically.
- On the recommendations tab, enter the name and e-mail address of your adviser (or counselor) for the corresponding verification, recommendation, and electronic signature request. An automated e-mail will be sent to your adviser (or counselor) from ISTS Inc. with instructions and a code to complete the verification, recommendation, and electronic signature.
- Enter the name and e-mail address of your principal in the corresponding recommendation and electronic signature request. An automated e-mail will be sent to your principal from ISTS Inc. with instructions and a code to complete recommendation and electronic signature.

Step 2 - Advisers or Counselors:

- Once the student has filled out the recommendations tab on the nomination form, an e-mail will be sent to you from ISTS Inc. that will include instructions and a supplement code (your verification, recommendation, and signature are supplements to the student's nomination form). You must first create an account with your e-mail address and a password and then enter the supplement code in the supplement code box.
- Follow the instructions to certify that you have reviewed the student's responses and that they are correct, insofar as the official school records indicate.
- Provide your recommendation in the space provided.
- Electronically sign the student's nomination form to complete the adviser/counselor verification requirement.

Step 3 - Principals:

- Once the student has filled out the recommendations tab on their nomination form, an e-mail will be sent to you from ISTS Inc. The e-mail will include instructions and a supplement code (your recommendation is a supplement to the student's nomination form). Create an account with your e-mail address and a password. Enter the supplement code in the supplement code box.
- Provide your recommendation in the space provided.
- Review the nomination form for accuracy and confirm that it has been signed by the student and the adviser (or counselor) and electronically sign the form to complete the process.

Call Center/Help Line: If you experience any problems with the online process or have questions, please call ISTS at **615-320-3149** or **877-525-8491**.

The deadline to submit online nominations is January 20, 2012.