



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



NHS is a program of NASSP

# NHS Scholarship 2019–20 Student Application Guide

## How to Apply

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.



- Note:** NHS members will be prompted to sign in with their account credentials to access it. Students with unverified accounts will not be able to access the application.

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.

- Note:** To change or update account information in the application, applicants will need to return to the NHS website.

5

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



6

Each application requires **one** adviser certification and **two** recommendations.



- Complete the Adviser Information and Recommenders' Information sections to allow these three individuals adequate time before the deadline on **December 10**.
- The two recommendations can be submitted by teachers, coaches, community leaders, or adults **other than the NHS adviser** who can speak to the applicant's service and leadership work in high school. Recommendations from parents/guardians or other family members are not permitted.

## Adviser Certification and Recommendations

Your application is not complete until the adviser certification and two recommendations have been received. You can change your recommenders or correct information prior to the student application deadline, December 6, 2019. It is strongly recommended that you confirm that both recommenders will supply a recommendation for you before the student deadline. After this time, you will not be able to make additional edits.

**Note:** On the homepage, the Recommenders' 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 each incomplete recommendation and adviser certification will show as "pending" until the recommenders have completed their recommendation. Once submitted, the status will show as "recommendation completed."

## The Application

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

### Sign In/Sign Up Instructions

**For New Users:**  
You will need an NHS Student Account to access the NHS Scholarship application. Visit <https://www.nhs.us/create-an-account/> to get started.

**For Returning Users:**  
Sign into the portal using your NHS Student account email address and password. If you have forgotten your password, click go to this page to reset your password: <https://nassp.personifycloud.com/SSO/ForgotPassword.aspx?site=nhs>

### Sign In

Log in with your NHS Student account

To get started, click on the blue button to log in with your NHS Student Account username and password. This will take you to the homepage:

### 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	<span>🔔 Action Required</span>	<span>👁 View</span>	<span>✎ Edit</span>
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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:

**School Active \***  
No

**Adviser Approved \***  
No

**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.**

**Applicant does not meet requirements (Admin use only) \***

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

**School Active \***  
Yes

**Adviser Approved \***  
Yes

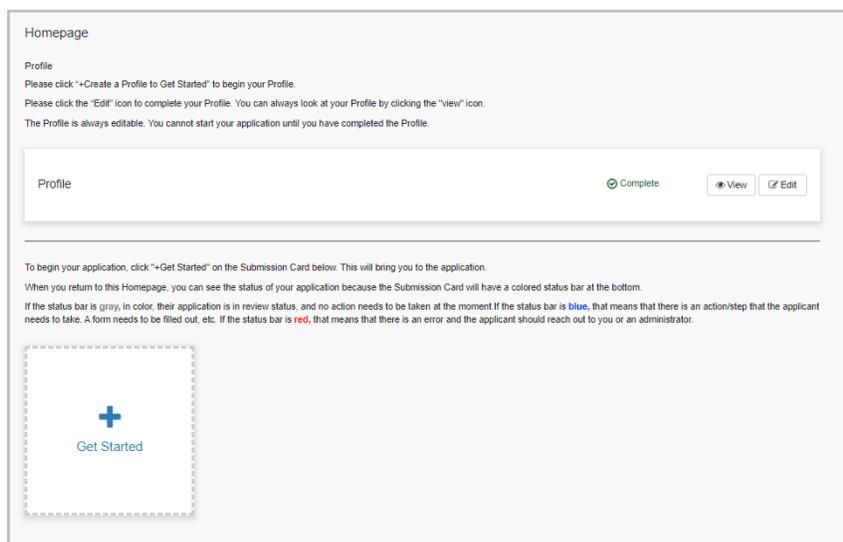
Once you save your profile, you will see the following pop-up box:

**Success!**

Your profile is now complete.  
**Your next step is to start your entry.**

OK

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



## Scholarship and Coursework Summary

**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 which 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 all of your requests for recommendations (2) and your adviser certification.

Click “Submit”.

You should receive an email confirmation of your submission. **Important!** Your two (2) recommendations and adviser certification must also be submitted by the deadline (December 10, 2019) in order for your NHS Scholarship Application to be considered complete. It is your responsibility to ensure that the recommendations and adviser certifications are submitted by the deadline.

### 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.