



NHS Scholarship Program
1904 Association Drive
Reston, VA 20191-1537
703.860.0200 • Fax: 703.476.5432
www.nhs.us/scholarship



NHS is a program of NASSP.

NHS Scholarship 2021–22 Student Application Guide

How to Apply

Deadline: December 1, 2021

1

NHS members must create an account at www.nhs.us/create-an-account.



Important: When creating the NHS student account, it is recommended that students not use a school-issued email address. Use an email address that can receive incoming emails and can be accessed outside of school and after graduation.

2

Advisers will be notified when NHS members create accounts. Advisers must log in to their NHS adviser account to 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 to access the application.



- **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 "Create Profile" to be returned to the homepage. The profile section should show as complete.



- a. **Note:** If information is incorrect, email 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, employer, 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 at 1:00 p.m. (ET) on Wednesday, December 1, 2021. 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, you will be unable to submit your application. Please stay in contact with your adviser and recommender to ensure that they complete these forms before the deadline.

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.

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 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 for technical assistance.

The Application

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

Sign In Log in with your NASSP account

Enter your username and password
Please enter your username and password to log into WizeHive.

Username: scholarship@nhs.us
Password: [REDACTED]
Login

Can't log in?
Recommended web browsers include Google Chrome or Microsoft Edge. Apple Safari is not supported by WizeHive. Please try another browser if you encounter issues while logging in.

Not registered yet?
Choose your program to create a new account.

- National Honor Society (NHS)
- National Junior Honor Society (NJHS)
- National Student Council (NatStuCo)

Forgot your password?
Click here to reset 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:

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 **Action Required** View Edit

Open the Profile section. Review the information (spelling of your name, your email address, school name). Confirm your grade and membership status, enter your expected graduation date, and click "Create Profile."

If for any reason your NHS student account hasn't been verified by your adviser or your school's affiliation is not active, you will not be able to proceed to the application. You should contact your NHS adviser if either field is marked "no."

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) *

If your school's NHS affiliation is inactive, 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:

Does this chapter have active NHS affiliation? *

Yes

The school must have current affiliation with the NHS national office.

NHS membership: Has the NHS Adviser verified this student's membership? *

Yes

Before continuing, please confirm the following statement: I am a current high school senior and an NHS member in good standing. *

Yes

No

Expected Graduation Date *

[Save Changes](#)

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

Once you create your profile, you will be returned to the homepage and you will see a new "Get Started" box. 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.



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 the cumulative GPA required for membership in your school's NHS chapter. If you are unsure, ask your NHS adviser.

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, 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, 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).

Significant Projects or Experiences

In this section, you have the opportunity to highlight two 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 the impact of the service project or experience on those whom you served.

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

Identify any elected positions you've held within your NHS chapter, and describe your primary responsibilities and accomplishments.

You can list three additional 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 three 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 accomplishments. Highlight the population/communities served.

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-word limit.

After completing the student sections of the application, click "Mark Complete."

Submitting Your Application

You'll be returned to the dashboard where your application will be marked complete.

If your NHS adviser and recommender have also submitted their forms, the "Submit" button will turn green and you can submit your application. You must click this button in order for your application to be accepted.

It will not turn green until all three components have been received, so remind your adviser and recommender to submit these forms in time for you to press submit. This must be done by **1:00 p.m. (ET) on Wednesday, December 1, 2021.**

You should receive an email confirmation of your submission. 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.