



**NJHS Outstanding Achievement Award**  
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NJHS is a program of NASSP

# 2020 NJHS Outstanding Achievement Award Student/Parent Application Guide

## How to Apply

1

NJHS members must first create an online student account at [www.njhs.us/studentaccount](http://www.njhs.us/studentaccount)



2

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



3

On **January 8**, NJHS members in good standing should visit [www.njhs.us/oa](http://www.njhs.us/oa) to access the application.



- a. **Note:** NJHS 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 and should not log in to the scholarship portal.

4

The student'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:** To change or update profile information, (i.e. spelling of your name, email address, etc.) email [OAA@njhs.us](mailto:OAA@njhs.us). Student members do not need to contact the national office to change school data (i.e. school id, phone number or school type.)

5

To begin an application, click "**Get Started.**" This brings students to the student application.



Use the provided **checklist** to track your progress in the application process.



**Important note:** Each time the student logs into the application, the Profile will refresh and update (including verification/school details should they have changed). Applicants must confirm Profile details and save the profile before continuing on with their application, even if nothing has changed.

**Before starting your application**, complete the requests for parent consent, adviser certification, and a recommender. This will allow these three individuals adequate time to complete their steps for your application. For each of these individuals, the student must enter their full name and email address. An automatic request with a unique link connected to the student's application account will be sent to the email addresses provided. Be sure to confirm their email addresses before sending. Applications are not complete without these requests, so they should be sent well ahead of the **March 11** deadline.

## Requests for Supporting Forms: Adviser, Parent, and Recommender

Each application requires one adviser certification, one parent consent form, and one recommendation.

**Adviser Certification Form:** The NJHS adviser on record must certify that the member is in good standing and will speak to the member's commitment to the pillars of NJHS.

**Parent Consent Form:** One parent/guardian must complete a simple consent form to acknowledge that the student is applying to a national scholarship.

**Recommendation Form:** The recommendation can be submitted by a faculty member, counselor, coach, or adult in the community who can speak to the student's character and leadership. This form is NOT to be completed by the NJHS adviser or parent.

**Note for students who are partially home-schooled:** Students applying to the NJHS OAA with their parent/guardian as instructor should seek a nonfamily member to complete the recommendation form.

**Important!** On the application homepage, the status next to each section will show as complete once students have entered the recommendation requests. This does not mean your certification and recommendations have been submitted by those individuals. You must open each section to check the status of each request next to their names.

**Status:** The status of each incomplete recommendation, parent consent, and adviser certification will show as "pending" until they are completed. Once submitted, the status will show as "completed." You can generate reminders or delete the request and select another recommender as needed.

Your application is not complete until the student portion, adviser certification, parent consent, and recommendation have been submitted. Be sure to speak with your adviser, parent, and recommender about their deadlines and check the status of the full application prior to the deadlines.

## The Student Application

Complete all information in the Personal Information section.

### Scholarship and Coursework Summary

If your cumulative GPA is not based on the 4.0 scale, click the Conversion Tool to convert your GPA to an unweighted, cumulative GPA.

### 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 and 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 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 NJHS 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. 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 NJHS chapter, please list that position and an explanation of your duties. Do not list your current NJHS membership as a leadership position.

You can list five additional leadership positions held within your school community besides your NJHS 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

The essay prompt for students to respond to is as follows:

*What does good citizenship mean to you? Why is citizenship important as a pillar of NJHS? Elaborate using examples from your personal life and/or school experiences. This is where we want to hear a personal journey from 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 500-word, or approximately 3,000-character, limit.

It is recommended that students type their essay response in Google Docs or Microsoft Word and save. When ready, the student can copy/paste their completed essay into the provided text field.

After completing the student sections of the application, including all of your requests, click the green "submit" button at the bottom of your homepage. You can click this even if the adults haven't complete their portion/s.

The screenshot shows two application sections, each with a 'Complete' status and a 'View' button. The 'Junior Application' section includes instructions on how to edit or view the section. The 'Letter of Recommendation' section includes instructions on how to open or edit the section.

**Junior Application** Complete View Edit

If you have not started this section, please click the "Edit" button to the right.

If you have already started this section, please click the "Edit" icon to the right to continue.

If you have completed the section and would like to view, please click the "View" icon to the right.

Once this step has been completed, it can only be opened in a read-only state.

**Letter of Recommendation** Complete Open >

If you have not started this section, please click the "Open" button to the right.

If you have already started this section, please click the "Edit" icon to the right to continue.

If you have completed the section and would like to view, please click the "View" icon to the right.

Once this step has been completed, it can only be opened in a read-only state.

### Adviser Certification Request

🟢 Complete

Open >

If you have not started this section, please click the "Open" button to the right.

If you have already started this section, please click the "Edit" icon to the right to continue.

If you have completed the section and would like to view, please click the "View" icon to the right.

Once this step has been completed, it can only be opened in a read-only state.

### Parent Request

🟢 Complete

Open >

If you have not started this section, please click the "Open" button to the right.

If you have already started this section, please click the "Edit" icon to the right to continue.

If you have completed the section and would like to view, please click the "View" icon to the right.

Once this step has been completed, it can only be opened in a read-only state.

### Application Stage Submission

There are 57 days remaining to submit this.

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

## Check Adviser Certification, Parent Consent, and Recommendation

After clicking "submit" on your homepage, you can still check the status of these forms. As stated above, your application is not complete until the adviser certification, parent consent and recommendation have been received. These are also due by the deadline, **5 p.m. (PT) on Wednesday, March 11**. Be sure to check with them to make sure they complete their portion to support your application.