

Adviser Guide



What are the application dates and deadlines for the 2022 application process?

APPLICATION PROCESS OPENS:

Wednesday, January 12, 2022,
9:00 a.m. (ET)

APPLICATION PROCESS CLOSES:

Wednesday, March 16, 2022,
5:00 p.m. (ET)

NOTIFICATION:

Late April/early May 2022

How to Apply

NJHS Student Verification

NJHS members must create an NJHS Student Account at the NJHS website at www.njhs.us/studentaccount/. NJHS membership is verified by the NJHS adviser on record for a local chapter. Advisers can see their roster when they log in to their account at www.njhs.us/account. Advisers will receive a daily email at 10:00 p.m. (ET) containing a list of accounts to verify.

Note: Advisers do not have to wait for that email to verify accounts if they know a student has created an account.

NJHS student members who have been verified will then be able to use their online account credentials to access the application. The application link will be posted during the application period at www.njhs.us/oa.

Easy step-by-step instructions for students creating accounts and advisers verifying accounts is available here at www.njhs.us/studentaccount.

Important Students should NOT use a school-issued email address for this process. Many school districts block student email addresses from receiving external emails. Students using a school-issued email address may miss important emails, including reminders and award notification.

Eligibility for NJHS OAA

Applicants must meet the following criteria:

- A member of NJHS in good standing, enrolled in grades 6–8 or ninth grade if the ninth grade is part of a combination middle level/high school.
- Attends a school with an active chapter of NJHS.
- Past winners are not eligible to apply.
- Members of NHS (grades 10-12) are not eligible to apply.

Adviser Certification Request

In the OAA application, the student will be prompted to enter their NJHS adviser's name and email to request certification.

As an NJHS adviser, you will receive an automated certification request email only when the student has completed this step. Along with a parent consent form and one recommendation, this certification is needed to complete the student's application. The application deadline is 5 p.m. (ET) on Tuesday, March 16, 2022. Please work with the student to ensure that you submit your form in time for the student to click the Submit button. They cannot submit the application until all forms are on file. **Please make sure your students have your correct email address to complete this step.** If your school system blocks external emails, consider providing applicants with an alternate email address to use.



To complete your certification, you must complete two sections:

1. Confirm good standing: Is the applicant a member in good standing with your chapter? If the answer is yes, the member's completed application will be accepted for evaluation. If the answer is no, the member is not eligible to apply for this scholarship. Please advise the student that they are not eligible.
2. Answer questions about the five pillars:
 - Please rate the applicant's commitment to and demonstration of character. This may include your professional observations of the applicant's interactions with their peers and faculty and their conduct in fulfilling membership obligations.
 - Rate the applicant's concern for and personal commitment to the school community.
 - Share two to three examples of how this applicant has demonstrated their commitment to the pillars of NJHS: scholarship, service, leadership, character, and citizenship.
 - Once you have completed this certification, click "submit." The applicant will be able to see that the certification is complete but will not see the contents.

What is the Difference Between *Verification* and *Certification*?

Verification of a student online account is when the adviser on record verifies that the student is a member of National Junior Honor Society at the school/local chapter. This should be done for ALL members of your chapter at www.njhs.us/account, even if they aren't applying for this award.

Certification is the form required by an adviser for the NJHS OAA application. Certification asks more detailed questions (see above) about the applicant's commitment to the pillars of NJHS. This request is prompted by the student in their application. No action is required on your part until you receive that email.

Supporting Your NJHS Members During the Application Process

The completed application must be completed by 5:00 p.m. (ET) on Wednesday, March 16, 2022. Recommendations, parent consent forms, and the adviser's certification must be submitted in time in order for the student to submit the completed application. The application cannot be submitted if it is incomplete. **With these deadlines in mind, please support your members in reminding them of the deadlines and completing requested certifications for individual applicants. Also, share the provided checklist to help them track their progress.**

Should you have any questions about this process, please email OAA@njhs.us. In your email, include the name of the applicant and the school where they are presently enrolled.