

Student/Parent Application Guide



How to Apply

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NJHS members must first create an online student account 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.

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Advisers will be notified when NJHS members create accounts. Advisers must log into their NJHS adviser account www.njhs.us/account to verify members of the chapter.

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On **January 12, 2022**, NJHS members in good standing should visit www.njhs.us/oa to access the application.

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 application portal.**

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The member's account information will automatically populate the Profile Input section of the application. If correct, click the blue create profile button to be returned to the homepage.

Note: To change or update profile information, (i.e. spelling of your name, email address, etc.) email OAA@njhs.us.

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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 unique link connected to the student's application account will be sent to the email addresses provided. Be sure to confirm their email addresses. The recommendation, parent consent and adviser certification are all required in order to submit a completed application. The 'Submit' button will turn green when all components are complete.

Eligibility

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.



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 your character and leadership. **This form is NOT to be completed by the NJHS adviser or parent.**

Important! The status next to each request section will show as complete once each form has been submitted by those individuals. If these forms are not submitted, the application is incomplete and cannot be submitted.

Status: The status of each incomplete recommendation, parent consent, and adviser certification will show as "sent" 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. Remember to speak with your adviser, parent, and recommender about their deadlines and check the status of the full application prior to the deadlines. **Be sure to click the green submit button in order for your application to be accepted.**

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 one 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.)

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 1,000 word 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 the page. You can click this even if the adults haven't complete their portion/s.



Further Instructions

Is the NJHS chapter active? *

Yes

Your school's NJHS chapter must have active affiliation with the NJHS national office. If this is marked 'No,' please logout and contact your NJHS adviser.

Has the NJHS Adviser verified this student's account? *

Yes

Your NJHS student account must be verified by your NJHS adviser in order to proceed to the application.

Eligibility: The NJHS Outstanding Achievement Award is a one-time award for NJHS members who are currently enrolled at a school with an active NJHS chapter. If you have previously won this award, you are not eligible to apply again. If you are not enrolled at a school with an active NJHS chapter, you are not eligible to apply. If you are eligible to apply, answer 'yes' to proceed.

Yes, I am eligible to apply.

No, I am not eligible to apply. I have previously won this award.

Both of these sections must be marked "yes" in order to proceed to the application. If you know that your adviser recently verified your student account, follow the refresh instructions to refresh your data. If your adviser has not verified your student account and/or your school's NJHS chapter has not renewed their affiliation for this academic year, please contact your adviser. .