Scholarship and Awards Nomination

The following screen shots and steps will walk you through the process to submit a nomination for a NHSA scholarship or award.

1. Go to [http://my.nhsa.org](http://my.nhsa.org). Login with your username (email address) and password. If you have forgotten your password, click retrieve password. If your username is not found, you may contact NHSA Membership to verify your organization membership status. NHSAMembership@nhsa.org.

2. Click the Scholarship and Award banner when you log in, or choose the Scholarships and Awards menu item in the left menu.

3. Create an Account-by creating an account you are able to save your work between steps and return to the nomination later. You will need to complete one nomination before starting another.
   a. Select Click here to register a new account (or login).
4. Create a new account by completing filling out the form and clicking submit at the bottom. If you already created an account, click Log in to access your nomination(s).

5. Once your account has been created, click Step 2; Your Info to continue.
6. Complete the fields on the screen. Enter the NHSA Member Number of your organization. If you have questions on your membership number, please see the FAQ below.

7. Once you have submitted your information, click Step 3: Local Head Start Info to continue.
8. Complete the information on your head start program.

9. If your head start program is a delegate, please include your head start grantee information.
10. Please complete the information on the Head Start Director of the program. Click Next when complete.

11. Click Step 4: Nomination Info to continue.
12. Complete the Nominee information. At the bottom, select Next.

13. Complete all the fields for the nomination. The information on this screen is dependent upon the Award field chosen on the previous screen.
14. Upload the required documents. Documents must be in PDF, DOC/DOCX or txt format. The limit is 2 MB.
   a. To upload, first click Browse to locate the file on your computer.
   b. Once you have selected the file and the name shows to the right of the browse button, click Upload. This will upload the document to the server. **Please note, once you upload the first document, the screen will jump to the top. Scroll down to the letter of reference area to submit the second letter.**
   c. **If you do not click upload, the documents will not be uploaded to the server for the committee to review.**

15. After reviewing the rules and regulations, click Next at the bottom to prepare the nomination for submission. (Please note the submit button below is being changed to Next)

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**NHSA general rules and regulations**

*Please read before submitting.*

- All scholarship and award applications must reflect services contributed during the program year from August 2013 through June 2014.
- Applicant must be associated with a program that is a current member of NHSA. States and Regional Associations participating in scholarships and awards review and recommendation must hold a NHSA Affiliate Membership. Membership status will be verified by NHSA, non-member applications will not be considered.
- An individual may not be nominated for more than one scholarship or award per year.
- Local member programs may not nominate more than one person per program per category.
- Applications must be submitted on-line. All criteria for an award or scholarship must be met. Incomplete applications will not be considered.
- Individuals selected for awards or scholarships must be able to provide a Social Security number and other required information to redeem cash awards.
- Applicant must be willing to allow NHSA to publicize their nomination through a variety of media channels including annual publications and websites.
- Scholarship and award winners are invited to attend the awards ceremony which will be held during NHSA’s 42nd Annual Head Start Conference, April 16-21, 2015. NHSA is not responsible for housing, transportation, or other expenses associated with attending the awards ceremony. Programs or regions are responsible for all travel and accommodations.
- Nominees, their program directors, and their regional presidents will be contacted primarily by e-mail.
- NHSA Scholarship and Award winners serve as models and ambassadors for the Head Start Community. During their year, winners will be encouraged to share successful strategies with others during NHSA conferences, institutes and gatherings.
- NHSA board members, staff, and family members are ineligible.
16. You may now click submit application, or click Add New Nominee to enter a new nomination. When the application(s) are complete, click Submit Application to finalize the submission to NHSA. Once Submit Application is clicked, the nomination may not be edited. If the Submit Application(s) button is not clicked, the nomination(s) will not be submitted for review.

17. You will receive an email confirmation that the nomination has been submitted.
Frequently Asked Questions:

Q. Can I leave the nomination and return to finish it later?

A. You may leave the application at the end of each step, and return to complete the following steps later. Complete the required fields in any given step and then click Next at the bottom to save your work. You may then close the browser and return later and resume the nomination by clicking edit next to the nomination.

Q. Can I delete a nomination?

A. Before clicking Submit Application(s), you may delete a nomination. In the left menu bar, click Nomination Info/New Nomination. On this screen find the nomination you wish to remove and click delete.

Q. Can I edit a nomination?

A. Before clicking Submit Application(s) button on Step 4, you can click the edit link to the left of a nomination and edit the content. Once you click Submit Application(s), you will not be able to edit the nomination.

Q. Can I submit more than one nomination?

A. You may submit one person for each award or scholarship type. You may not submit more than one person for a single award or scholarship. To submit a new nomination, click Step 4: Add Nomination(s) to submit new nominee information.

Q. How can I find my NHSA Membership Number?

A. Log into My NHSA and click on the My Account link in the left menu. Choose the Profile tab. This tab lists both your Organization Number and Individual Number. The Organization Number is the NHSA Membership Number.