



## NATIONAL HEAD START ASSOCIATION

### **Guidance for a Successful Submission of Scholarship & Award Nominations:**

As you prepare your staff and parents to submit applications for the Scholarship and Awards competition, please read the following carefully and consider how your local process can integrate these guidelines/rules.

- In order to submit Scholarship & Award nominations, local Head Start programs must be a current NHSA member.
- Each local Head Start/Early Head Start program should determine a process that allows the Head Start Director or other designated staff to review every individual applicant before the applicant posts electronically. This will assist programs in confirming NHSA general rules about the number of applications that can be submitted.
- An individual may not be nominated for more than one scholarship or award per year. Local NHSA member programs may not nominate more than one person or program per category.
- The process for doing application review is up to the individual Head Start program. NHSA suggests that applicants write up their respective application in a Word document. Then, pending program clearance, the application can be copied and pasted into the online form available thru NHSA's website. Programs determine whether they or the applicants are responsible for the e-posting.
- Nominations are reviewed and scored by a panel of judges at the state, regional, and national levels. Much of the review is based upon content submitted that describes the nominee's special contribution to a Head Start program, their biographical information, and other written descriptions specific to that award category that tell the judges who the nominee is and why he/she should be selected. It's important for any written content to be as clear, concise, and specific as possible, highlighting why this candidate is extraordinary. Remember: judges can only score based upon what is written! Most awards require the submission of letters of reference, proof of acceptance or enrollment in an institution of higher learning, etc. Nominations submitted without the required additional documentation will not be considered.

- Programs should set a deadline for review of all applicants in order to meet the NHSA deadline. All scholarships and award nominations must be submitted to NHSA by May 31.
- NHSA encourages a clear, fair process along with wide promotion of the NHSA scholarships and awards.
- NHSA will review all applications in accordance with NHSA guidelines and deadlines. Please read and follow carefully the additionally specific guidance for every award and scholarship.

If you have questions, please contact Jane Adams at [jadams@nhsa.org](mailto:jadams@nhsa.org) or (703) 299-7517.