

Steps to a Great NHS Application

1. Pay attention to deadlines.

- Your complete application must be scanned and emailed to nhs@sfponline.org by 11:59PM, Wednesday, December 16th, 2015.

2. Make sure your application is complete.

- Remember to type as much of your application as you can!
- Then, print it out, get signatures on pages 4, 6, and 8 and scan the entire application at once. It's easiest for us if you send one file with all of the pages.
- There are lots of free scanner apps for smartphones and tablets - search through the app store for something that will scan your documents and enhance them so they're easy to read. In a pinch, you could also just use your Camera app.
- We like Cam Scanner or Genius Scan for iPhone apps
- If you are having trouble with this or if you don't have a scanner or smartphone, please see Mr. Sullivan or Mrs. Rafferty for help

3. Read directions carefully.

- It can be difficult to decide whether to list something as an activity or as service, so always ask if you're unsure. It's important that these are listed correctly for your totals!

4. Take your time and work slowly.

- Make sure you aren't making typos, grammatical errors, or other small mistakes.

5. Write a great essay.

- Your narrative should be thought out, well-written, and really show the qualities of service and leadership NHS members are expected to have.
- Remember that the Adobe form does not do spell check! Consider writing your essay in Microsoft Word or another word processor, spell checking, and then copying and pasting the narrative into your application.
- Your narrative should be as carefully written and proofread as a school assignment. A sloppy, careless narrative might mean you aren't accepted.

6. Make sure your service is counted.

- You need to demonstrate an on-going commitment to one organization, which means at least 25 hours of service. Then, you need 10 other hours, which can be to any organization(s).
- You should have a total of at least 35 hours of service.
- SFP counts as one organization, so your in-school service from a variety of different events can total 20 hours or more, fulfilling your on-going service requirement.
- Required service hours (i.e. for Christian Service) *do not* count. However, any hours above and beyond the requirements *do* count. So, an extra hour a week at your CS site counts.
- Some service activities that are done through the school but that take place in the community can count as in-school *or* outside service. Use the hours wherever you need them most!
- Remember that in-school service will be verified with a signature from your moderator on page 6 of the application. Outside service hours require a verification letter on letterhead.

Example #1

Student volunteers at Ozanam Hall for 25 hours during 11th grade + 10 hours of school service by volunteering at Presentation Soup Kitchen (2 hours) and Open House (8 hours).

Example #2

Student served parish as an altar server for a total of 10 hours during their 9th and 10th grades + 25 hours of service to SFP by assisting with an Open House (8 hours), Peer Tutoring (10 hours), and singing in the Liturgical Ensemble (7 hours).