



New Haven Schools Foundation
www.nhsfoundation.org – ed@nhsfoundation.org

Technical Support:
support@awardspring.com | 888.258.5628, option 2
Support Hours | Monday-Friday: 6am-4pm

Navigating AwardSpring: A Guide for Scholarship Applicants

The purpose of this guide is to walk you through the process of applying for New Haven Schools Foundation scholarships using the AwardSpring platform.

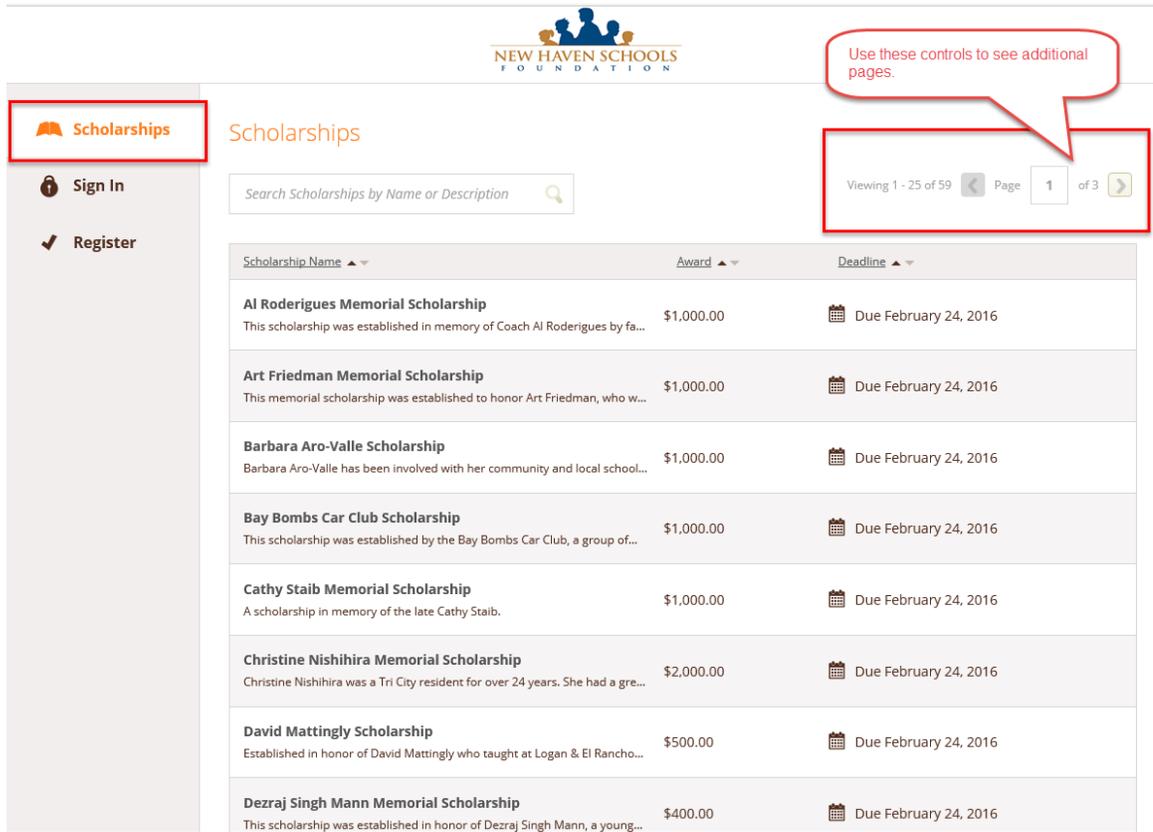
Start by navigating to <http://nhsfoundation.awardspring.com>

You will land at the login page, but first, let's take a look at the **scholarships** on offer and the **donors** who funded them.

The screenshot shows the AwardSpring login interface. On the left, a vertical menu contains four items: 'Scholarships' (with a book icon), 'Donors' (with a gift icon), 'Sign In' (with a lock icon), and 'Register' (with a checkmark icon). The 'Scholarships' and 'Donors' items are enclosed in a red rectangular box. The main content area has a dark header with the text 'Students: Click "Register" to start.' Below this is a white 'Sign In' form with 'Email' and 'Password' input fields, a 'Forgot password' link, and a yellow 'Sign In' button. Underneath the form is the text 'Don't have an account?' followed by a yellow 'Register' button. The background is a photograph of a dirt path through a forest, overlaid with the New Haven Schools Foundation logo and tagline. At the bottom, there is a 'Sponsored by:' section with logos for D.R. HORTON, REPUBLIC SERVICES, and PARADISE BALLROOMS.

In the left menu bar, both Scholarships and Donors are clickable buttons.

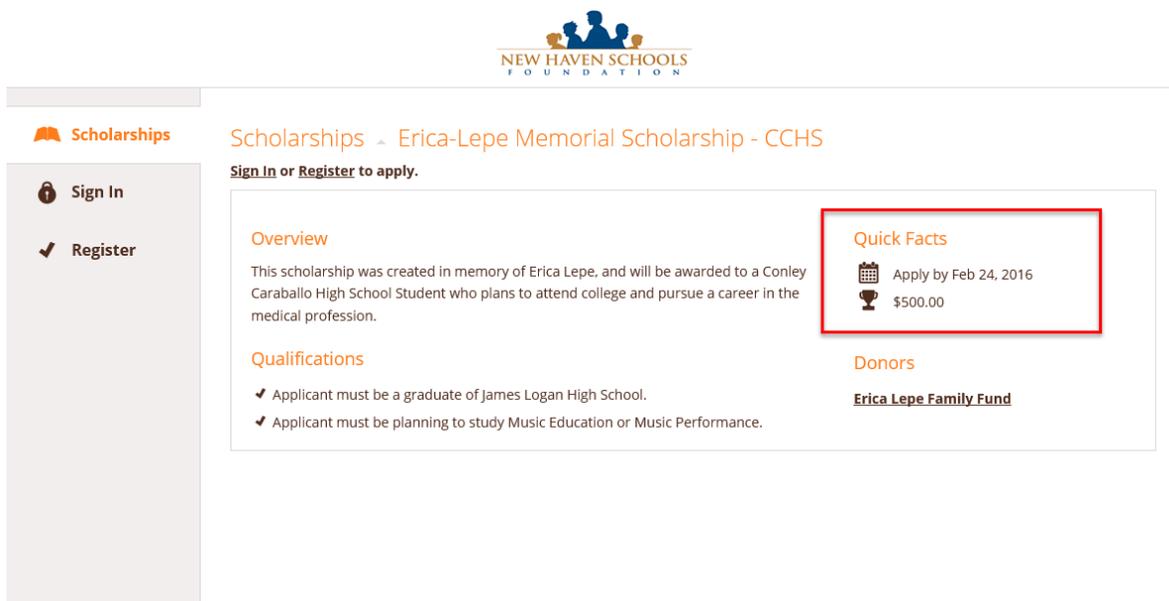
Scholarships will show you a list of all scholarships that are being offered by NHSF along with their respective award amounts and deadlines.



The screenshot shows the 'Scholarships' page on the NHSF website. A sidebar on the left contains 'Scholarships', 'Sign In', and 'Register'. The main content area features a search bar and a table of scholarships. A red box highlights the 'Scholarships' link in the sidebar. A red callout box points to the pagination controls, which show 'Viewing 1 - 25 of 59' and 'Page 1 of 3'.

Scholarship Name ▲▼	Award ▲▼	Deadline ▲▼
Al Roderigues Memorial Scholarship This scholarship was established in memory of Coach Al Roderigues by fa...	\$1,000.00	Due February 24, 2016
Art Friedman Memorial Scholarship This memorial scholarship was established to honor Art Friedman, who w...	\$1,000.00	Due February 24, 2016
Barbara Aro-Valle Scholarship Barbara Aro-Valle has been involved with her community and local school...	\$1,000.00	Due February 24, 2016
Bay Bombs Car Club Scholarship This scholarship was established by the Bay Bombs Car Club, a group of...	\$1,000.00	Due February 24, 2016
Cathy Staib Memorial Scholarship A scholarship in memory of the late Cathy Staib.	\$1,000.00	Due February 24, 2016
Christine Nishihira Memorial Scholarship Christine Nishihira was a Tri City resident for over 24 years. She had a gre...	\$2,000.00	Due February 24, 2016
David Mattingly Scholarship Established in honor of David Mattingly who taught at Logan & El Rancho...	\$500.00	Due February 24, 2016
Dezraj Singh Mann Memorial Scholarship This scholarship was established in honor of Dezraj Singh Mann, a young...	\$400.00	Due February 24, 2016

Click into a scholarship to see additional information.



The screenshot shows the detail page for the 'Erica-Lepe Memorial Scholarship - CCHS'. The sidebar on the left has 'Scholarships', 'Sign In', and 'Register'. The main content area includes an 'Overview' section with a description, a 'Quick Facts' box with a calendar icon for 'Apply by Feb 24, 2016' and a trophy icon for '\$500.00', and a 'Qualifications' section with two bullet points. A red box highlights the 'Quick Facts' box.

Overview

This scholarship was created in memory of Erica Lepe, and will be awarded to a Conley Caraballo High School Student who plans to attend college and pursue a career in the medical profession.

Qualifications

- ✓ Applicant must be a graduate of James Logan High School.
- ✓ Applicant must be planning to study Music Education or Music Performance.

Quick Facts

- Apply by Feb 24, 2016
- \$500.00

Donors

Erica Lepe Family Fund

Click **Donors** to view profiles of the donors and the scholarships they are sponsoring.



Scholarships

Donors

Sign In

Register

Donors

Sort: Alphabetically ▾



New Haven Teachers Association
New Haven Teachers Association

The New Haven Teachers Association is an organization that represents the



Knights of Columbus of St. Anne's Church
Knights of Columbus of St. Anne's Church

Knights of Columbus of St. Anne Church are Catholic men, over 18 years



Republic Services
Republic Services

At Republic Services we're guided by five essential core values – to be



Tri-CED Community Recycling
Tri-CED Community Recycling

Based in Union City, Tri-CED Community Recycling is California's



Puente Project
The Puente Project

The Puente Project is an academic preparation program that for more



Migrant PAC
Migrant Parent Advisory Committee

The Migrant Parent Advisory Committee (Migrant PAC) scholarship



Lions Club of Union City
Lions Club of Union City

Founded in 1963, the Lions in Union City, California are active, community-



Masonic Homes of California
Union City Community

The Masonic Homes of California, with its Northern California community in

Click into to a Donor page to see additional information.



Scholarships

Donors

Sign In

Register

Donors



New Haven Teachers Association
New Haven Teachers Association

The New Haven Teachers Association is an organization that represents the teachers in our school district. It is affiliated with the California Teachers' Association and the National Education Association. Its philanthropic activities include scholarships, grants, and awards to teachers and students. The Polly Tung Scholarship was created in memory of a long-time teacher at Alvarado Middle School who served as NHTA president three times, and will be given to a future public school teacher. The Joanne Stevens scholarship is in memory of another NHUSD teacher, and is awarded to a student in the Special Education program.

www.newhaventa.org

<https://www.facebook.com/new-haven-teachers-association-122562625689/?fref=ts>

Associated Scholarships

- New Haven Teachers Association Joanne Stevens Memorial Scholarship**
- New Haven Teachers Association Polly Tung Memorial Scholarship**

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Associated Scholarships

- New Haven Teachers Association Joanne Stevens Memorial Scholarship**
- New Haven Teachers Association Polly Tung Memorial Scholarship**

View scholarships offered by the donor.



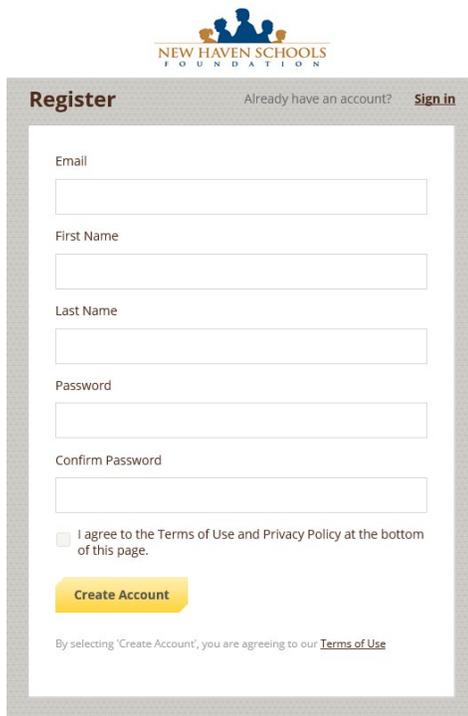
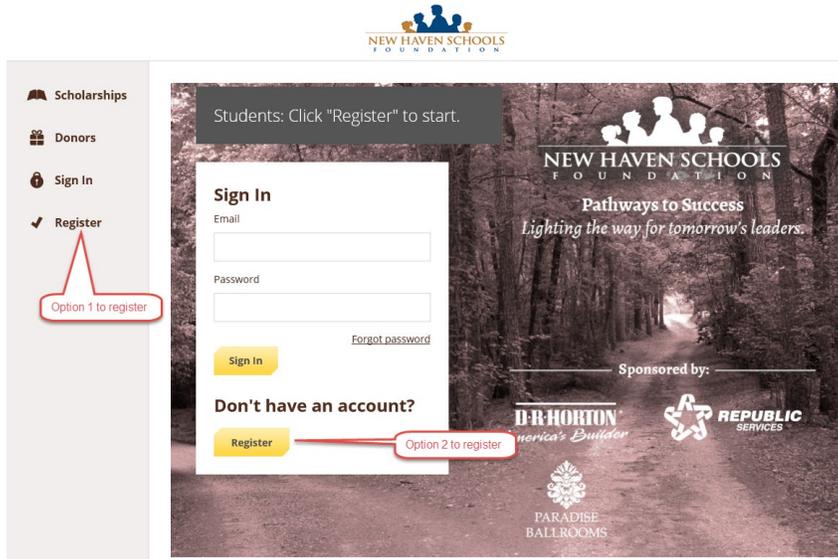
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To log in and work on your application:

Register: The first time you visit AwardSpring, you do not have an account. Click **“Register”** to begin, and complete the registration page. Enter all of the required information, click the agreement box, and click the Create Account button. You will select your own password, so be sure you remember it. If possible, we recommend using a **personal email** address, since your school address will stop working when you graduate.

Sign In: You already have an account. Simply enter your email address and password and click the Sign In button.





After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

Click the **Start Application** button to begin filling out your application.

tester@nhsfoundation.org

Start here:

Application

0% COMPLETE

Start Application

1 Item requiring completion

Scholarships closing in 24 days

There are several tabs that make up the entire application. Complete all of them in order to submit your application.

tester@nhsfoundation.org

Application

General Information

Academic Information

Financial Information

Application Letter

Letters of Recommendation

Quick Qualify: This section is used to match you to certain specific scholarships for which you may qualify.

What is your student ID number?

Home Phone Number

Mobile phone number

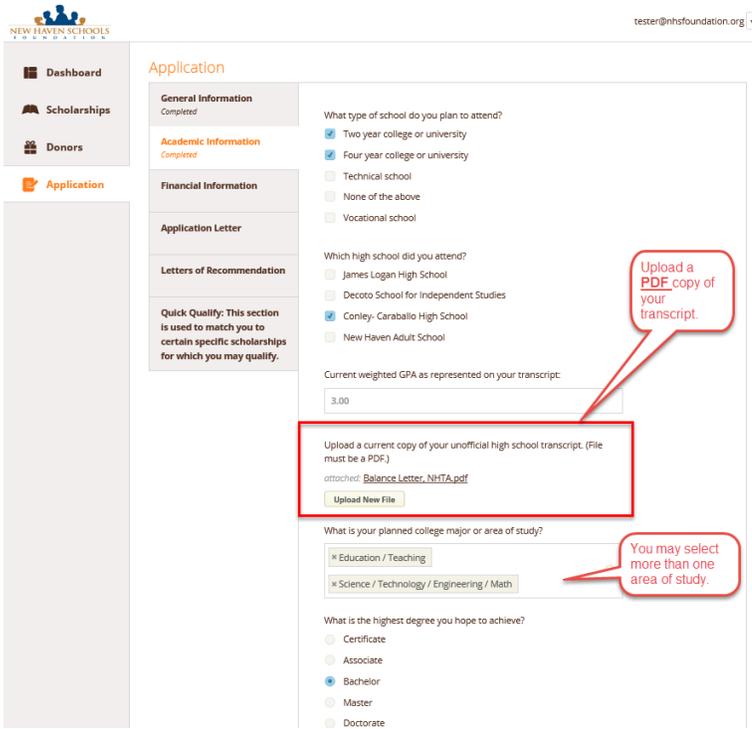
Address 1

Address 2 (Optional)

City of residence:

Union City

My city is not listed



tester@nhsfoundation.org

Application

General Information
Completed

Academic Information
Completed

Financial Information

Application Letter

Letters of Recommendation

Quick Quality: This section is used to match you to certain specific scholarships for which you may qualify.

What type of school do you plan to attend?

- Two year college or university
- Four year college or university
- Technical school
- None of the above
- Vocational school

Which high school did you attend?

- James Logan High School
- Decoto School for Independent Studies
- Conley- Caraballo High School
- New Haven Adult School

Current weighted GPA as represented on your transcript:

3.00

Upload a current copy of your unofficial high school transcript. (File must be a PDF.)
attached: [Balance Letter_NHTA.pdf](#)
[Upload New File](#)

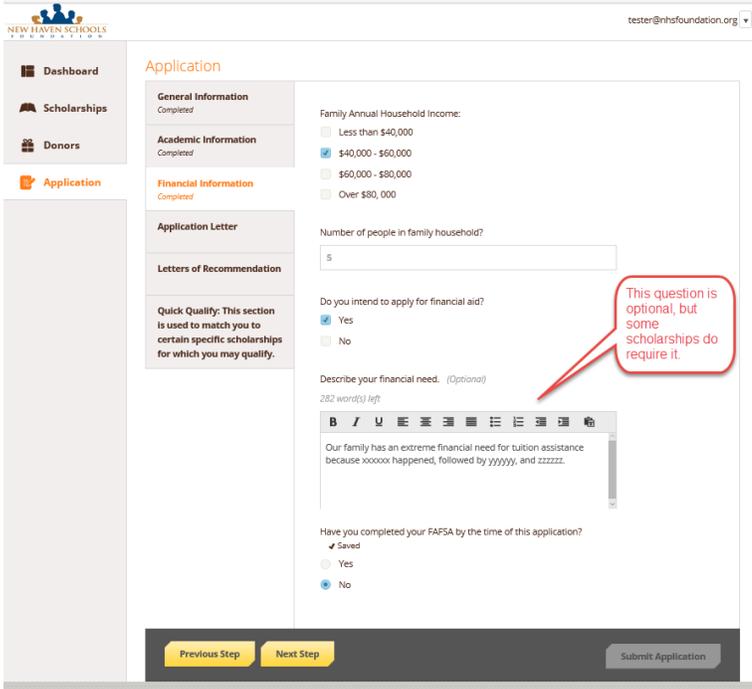
What is your planned college major or area of study?

- Education / Teaching
- Science / Technology / Engineering / Math

What is the highest degree you hope to achieve?

- Certificate
- Associate
- Bachelor
- Master
- Doctorate

Annotations:
- "Upload a PDF copy of your transcript." points to the upload button.
- "You may select more than one area of study." points to the selected checkboxes for major area of study.



tester@nhsfoundation.org

Application

General Information
Completed

Academic Information
Completed

Financial Information
Completed

Application Letter

Letters of Recommendation

Quick Quality: This section is used to match you to certain specific scholarships for which you may qualify.

Family Annual Household Income:

- Less than \$40,000
- \$40,000 - \$60,000
- \$60,000 - \$80,000
- Over \$80,000

Number of people in family household?

5

Do you intend to apply for financial aid?

- Yes
- No

Describe your financial need. (Optional)
282 word(s) left

B I U [Rich Text Editor Icons]

Our family has an extreme financial need for tuition assistance because xxxxxx happened, followed by yyyyyy, and zzzzzz.

Have you completed your FAFSA by the time of this application?

- Saved
- Yes
- No

[Previous Step](#) [Next Step](#) [Submit Application](#)

Annotation:
- "This question is optional, but some scholarships do require it." points to the "Do you intend to apply for financial aid?" question.

As you complete each section of the application, you will see the status on the left change to “completed.”



Your application essay is the **MOST IMPORTANT** way to share your story and impress the application reviewers.



kennedy@nhsfou

Application

- General Information
- Academic Information
- Financial Information
- Application Essay**
- Recommendation Letters
- Quick Qualify

In most cases, this essay is the most important element of your scholarship application. Essays must be 1500 words or less.

Write an essay that tells about yourself and your educational and career goals, and explain why you feel qualified for a scholarship. Describe things such as your community service and extra-curricular activities and discuss what is most important to you and the plans you have for your future. Include any significant accomplishments or recognition, or share special circumstances such as financial need or overcoming hardship.

Tips:

- You may find it easier to write your letter offline and paste it in here.
- Use spell check and proper grammar.
- After submitting your application, revisit your dashboard. Note the scholarships that you've qualified for, then re-read their descriptions to see if you want to add information to your essay.
- Some scholarships require a second short essay. You will see them listed on your dashboard after submitting your application.
- You may edit your essay anytime before the deadline.

Student Essay - Up to 1500 Words

1500 word(s) left

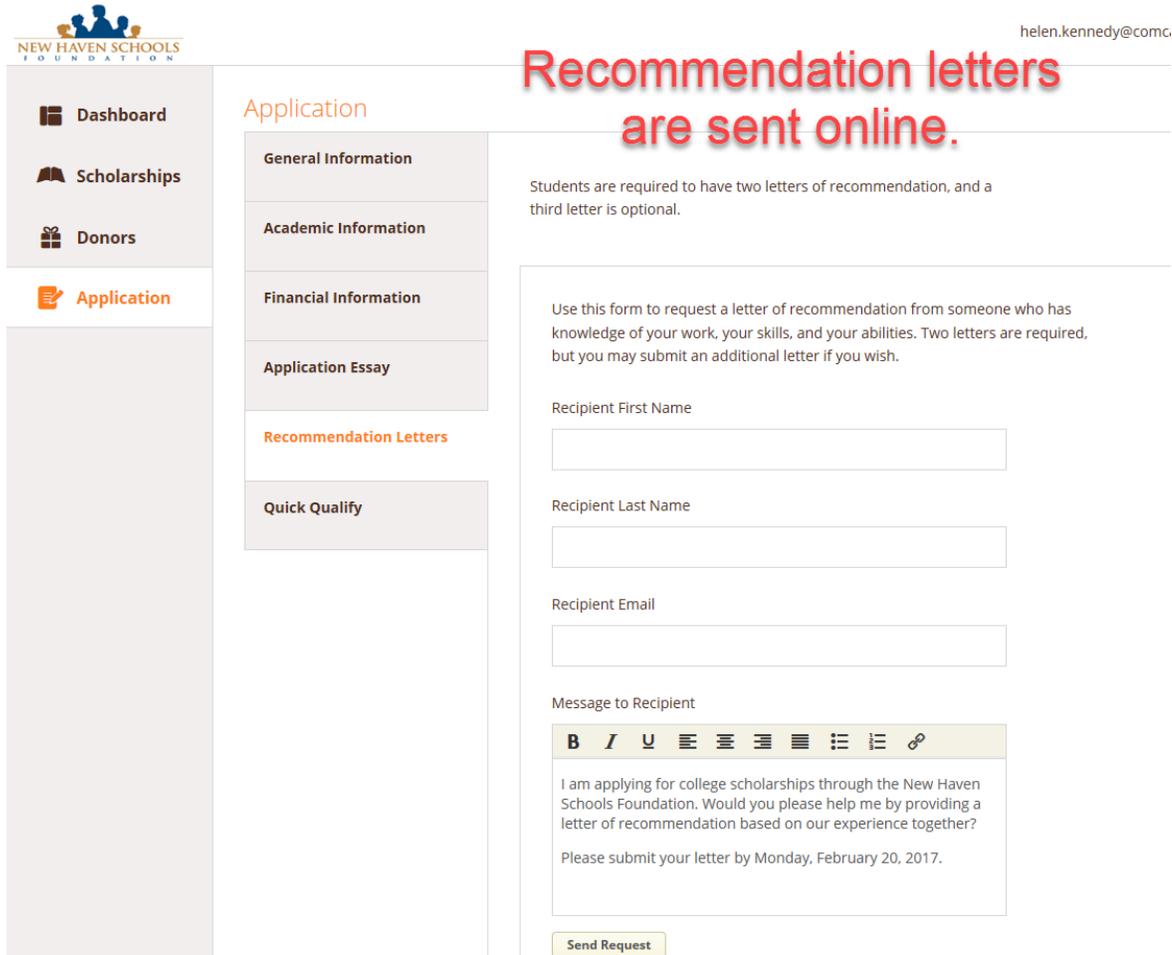
B I U [List icons] [Image icon]

Scholarship sponsors often say that the student essay is the most interesting and important part of the application form. Describe yourself and your activities in detail, and give the sponsor an opportunity to get to know you. 1500 words.

Examples of things you can discuss in your essay: Tell about your academic and extracurricular interests. Share your goals and plans for college. Tell what qualities set you apart from other students. Explain any hardship or financial need that you have overcome. Discuss your community service activities. Talk about your values and what you think is important in life, and anything else that makes you the person you are today.

Recommendation Letters

- You will need the name and email address for the people you will ask for recommendations.
- One recommendations are required, and two others are optional optional.
- Some scholarships require one letter from a community member, not at your school. Consider using this person as your third recommendation.
- Submit the request online. Each recommender will submit their letter online and it will become part of your application.
- **YOU MUST RETURN TO YOUR APPLICATION AFTER SUBMISSION TO CONFIRM THAT YOUR LETTERS HAVE BEEN PROVIDED. IT IS THE STUDENT’S RESPONSIBILITY TO FOLLOW UP WITH REFERENCES.**



helen.kennedy@comc

Recommendation letters are sent online.

Students are required to have two letters of recommendation, and a third letter is optional.

Use this form to request a letter of recommendation from someone who has knowledge of your work, your skills, and your abilities. Two letters are required, but you may submit an additional letter if you wish.

Recipient First Name

Recipient Last Name

Recipient Email

Message to Recipient

B *I* U   

I am applying for college scholarships through the New Haven Schools Foundation. Would you please help me by providing a letter of recommendation based on our experience together?

Please submit your letter by Monday, February 20, 2017.

Quick Qualify

- Select all of the criteria that apply to you.

Dashboard

Scholarships

Donors

Application

Application

General Information

Academic Information

Financial Information

Application Essay

Recommendation Letters

Quick Qualify
In Progress

This section is used to match you to certain specific scholarships for which you may qualify. Some scholarships are awarded to students who have participated in specific activities or have certain qualities or life experiences. Simply select all that apply.

Have you or a loved one faced a debilitating illness that affected your academic endeavors?

Yes
 No

Briefly describe.
20 word(s) left

If you answer yes, additional questions may

Are you the first in your family to attend college or university?

Yes
 No

Have you experienced family, academic, financial, or emotional hardship in your life?

Yes
 No

Briefly describe.
200 word(s) left

Select all that apply.

School Programs: Select all that apply.

Puente Program

Institute for Community Leaders



Characteristics: Select all that apply.

I have a parent who graduated from Logan, CCHS, or El Rancho Verde.

I have a strong record of leadership.



I took college-prep math and science courses in high school.

Activities: Select all that apply.

Select an answer



Athletics: Select all sports that apply.

Completing all tabs of your application will enable to the **Submit Application** button in the lower right corner. Click it to submit your application.

No

Are you the first in your family to attend college or university?

Yes

No

Are you currently employed?

Yes

No

Have you worked over 200 hours in the JLHS at...

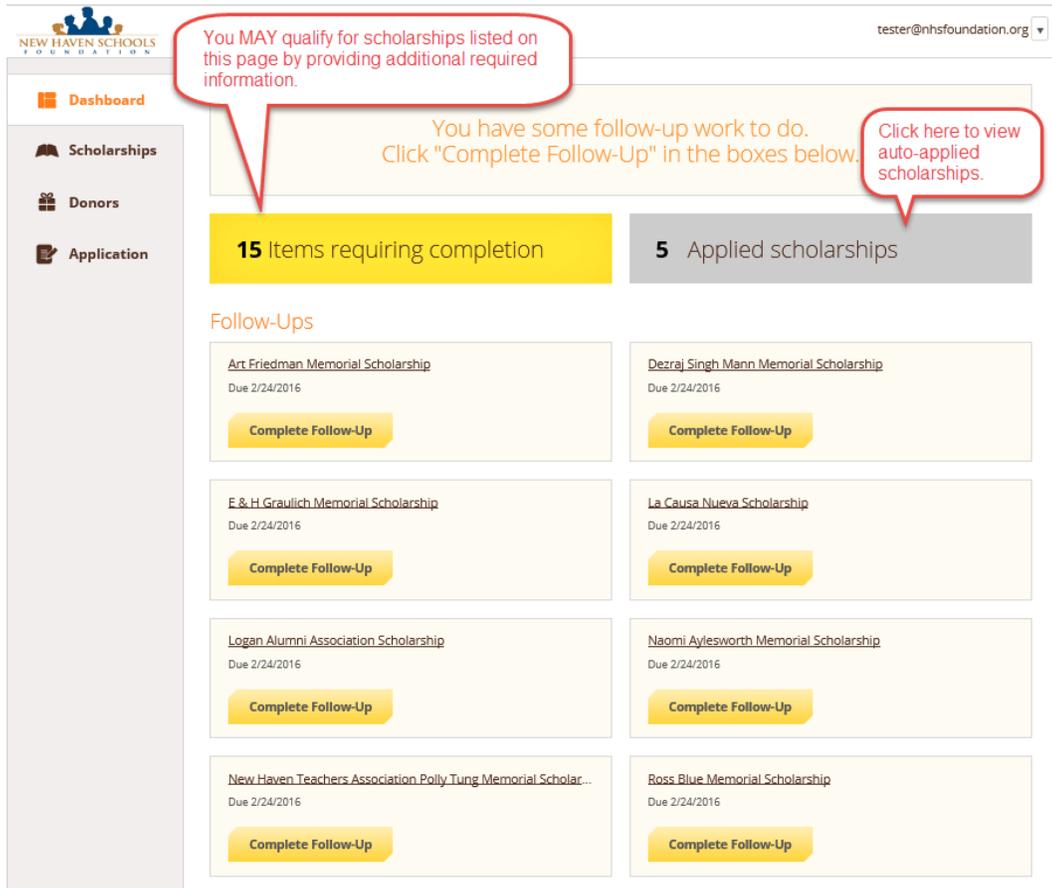
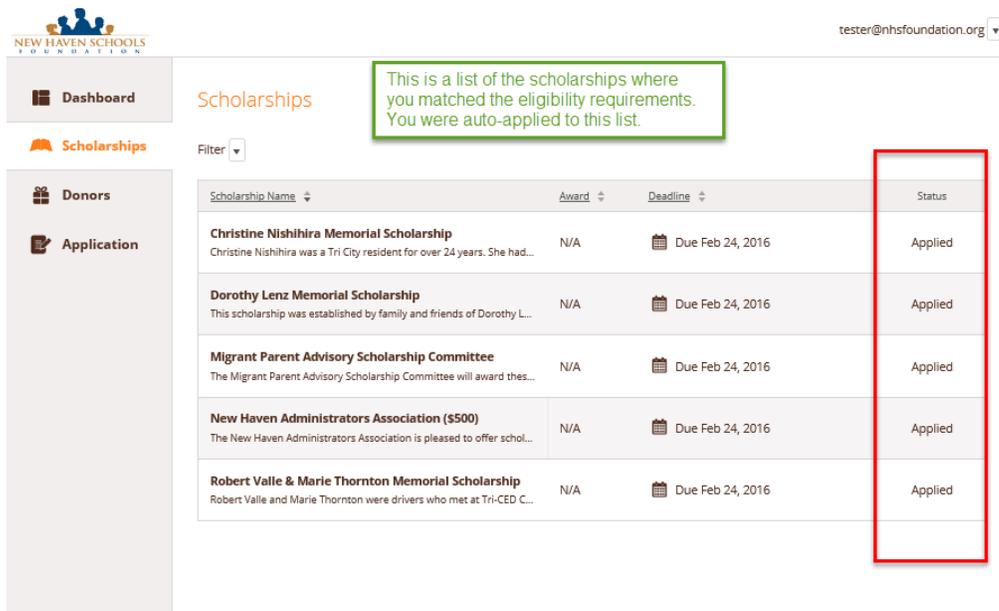
Yes

No

Click here to submit your application. Note that you may come back and edit it anytime until the application deadline.

Previous Step Next Step Submit Application

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray **Applied scholarships** box to view the full list of applied scholarships.

Scholarship Name	Award	Deadline	Status
Christine Nishihira Memorial Scholarship Christine Nishihira was a Tri-City resident for over 24 years. She had...	N/A	Due Feb 24, 2016	Applied
Dorothy Lenz Memorial Scholarship This scholarship was established by family and friends of Dorothy L...	N/A	Due Feb 24, 2016	Applied
Migrant Parent Advisory Scholarship Committee The Migrant Parent Advisory Scholarship Committee will award thes...	N/A	Due Feb 24, 2016	Applied
New Haven Administrators Association (\$500) The New Haven Administrators Association is pleased to offer schol...	N/A	Due Feb 24, 2016	Applied
Robert Valle & Marie Thornton Memorial Scholarship Robert Valle and Marie Thornton were drivers who met at Tri-CEC C...	N/A	Due Feb 24, 2016	Applied



Click **Dashboard** to return to your Dashboard to view additional information or take further action.

Scholarship Name	Award	Deadline	Status
Financial Need Scholarship For applicants demonstrating financial need.	N/A	Due Dec 30, 2015	Applied
Merit Scholarship For students with excellent academic performance.	N/A	Due Dec 30, 2015	Applied

You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Art Portfolio and Community Service scholarships, but additional follow-up information is required to apply for them. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

2 Items requiring completion **2** Applied scholarships

Follow-Ups

<u>Art Portfolio Scholarship</u> Due 12/30/2015 Complete Follow-Up	<u>Community Service Scholarship</u> Due 12/30/2015 Complete Follow-Up
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------



In this example, the applicant needs to respond to an essay questions and upload a community service document in order to be able to apply for the Community Service Scholarship.

Scholarships - Community Service Scholarship

Resubmit Application

✓ You applied for this scholarship on 12/28/2015

Overview
For students who help their community.

Quick Facts
Apply by Dec 30, 2015

Qualifications
✓ Must have at least 100 hours of community service.

Apply for this Scholarship

Tell us about your community service
490 word(s) left

B / I U [Rich text editor toolbar]

I have always wanted to volunteer with the Peace Corp.....

Upload a confirmation of your completed community service.
attached: [matrix response 1.xlsx](#)

Upload New File

✓ You applied for this scholarship on 12/28/2015

Resubmit Application

After completing all follow-up items for the scholarship, click the **Resubmit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.

You are all set! Your school guidance counselor or administrator will provide you further direction if it is needed.