



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 for the New Haven Schools Foundation. On the left, a sidebar contains four links: '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' links are highlighted with a red box. The main area features a 'Sign In' form with 'Email' and 'Password' input fields, a 'Forgot password' link, and a yellow 'Sign In' button. Below the form is a 'Don't have an account?' section with a yellow 'Register' button. A dark banner at the top of the main area reads 'Students: Click "Register" to start.' The background is a forest path with the foundation's logo and tagline 'Pathways to Success Lighting the way for tomorrow's leaders.' At the bottom, logos for sponsors D.R. HORTON, REPUBLIC SERVICES, and PARADISE BALLROOMS are displayed.

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.

[Scholarships](#)

[Sign In](#)

[Register](#)

Search Scholarships by Name or Description

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

Use these controls to see additional pages.

Viewing 1 - 25 of 59 Page 1 of 3

Click into a scholarship to see additional information.

[Scholarships](#)

[Sign In](#)

[Register](#)

Scholarships - Erica-Lepe Memorial Scholarship - CCHS

[Sign In](#) or [Register](#) to apply.

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](#)



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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-1225626256897?fref=ts>

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.



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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.

The screenshot shows the New Haven Schools Foundation dashboard. On the left is a sidebar with navigation links: Dashboard, Scholarships, Donors, and Application. The main content area is titled 'Application' and shows a progress bar at 0% COMPLETE. A yellow button labeled 'Start Application' is highlighted with a red callout bubble that says 'Start here:'. Below the progress bar, there are two boxes: a yellow one stating '1 Item requiring completion' and a grey one stating 'Scholarships closing in 24 days'. The top right corner shows the user's email address, tester@nhsfoundation.org.


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

The screenshot shows the New Haven Schools Foundation application form. The 'Application' section is highlighted with a red box. It contains several tabs: General Information, Academic Information, Financial Information, Application Letter, and Letters of Recommendation. The 'General Information' tab is selected, showing fields for: What is your student ID number?, Home Phone Number, Mobile phone number, Address 1, Address 2 (Optional), and City of residence (with radio buttons for Union City and My city is not listed). The top right corner shows the user's email address, tester@nhsfoundation.org.

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FUNDATION

tester@nhfsfoundation.org

Dashboard

Scholarships

Donors

Application

Application

General Information

Completed

Academic Information

Completed

Financial Information

Completed

Application Letter

282 word(s) left

Lettters of Recommendation

Quick Qualify: 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)

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

This question is optional, but some scholarships do require it.

Previous Step

Next Step


Submit Application





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

kennedy@nhsfou

 Dashboard

 Scholarships

 Donors

 **Application**

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                  

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.**

NEW HAVEN SCHOOLS
FOUNDATION

Dashboard

Scholarships

Donors

Application

Application

General Information

Academic Information

Financial Information

Application Essay

Recommendation Letters

Quick Qualify

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.

Send Request


Quick Qualify


- Select all of the criteria that apply to you.





NEW HAVEN SCHOOLS
FOUNDATION

kennedy@nhsfounda

 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

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

If you answer yes, additional questions may

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.

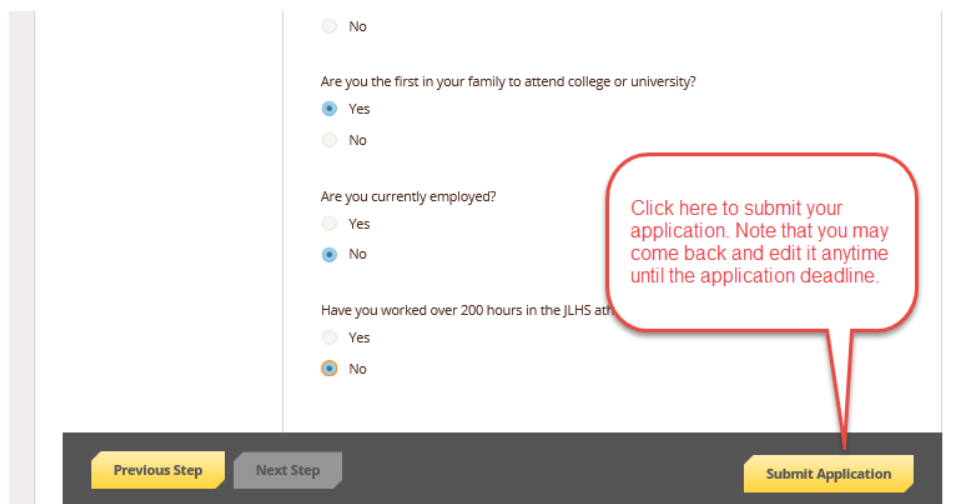
Activities: Select all that apply.

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.



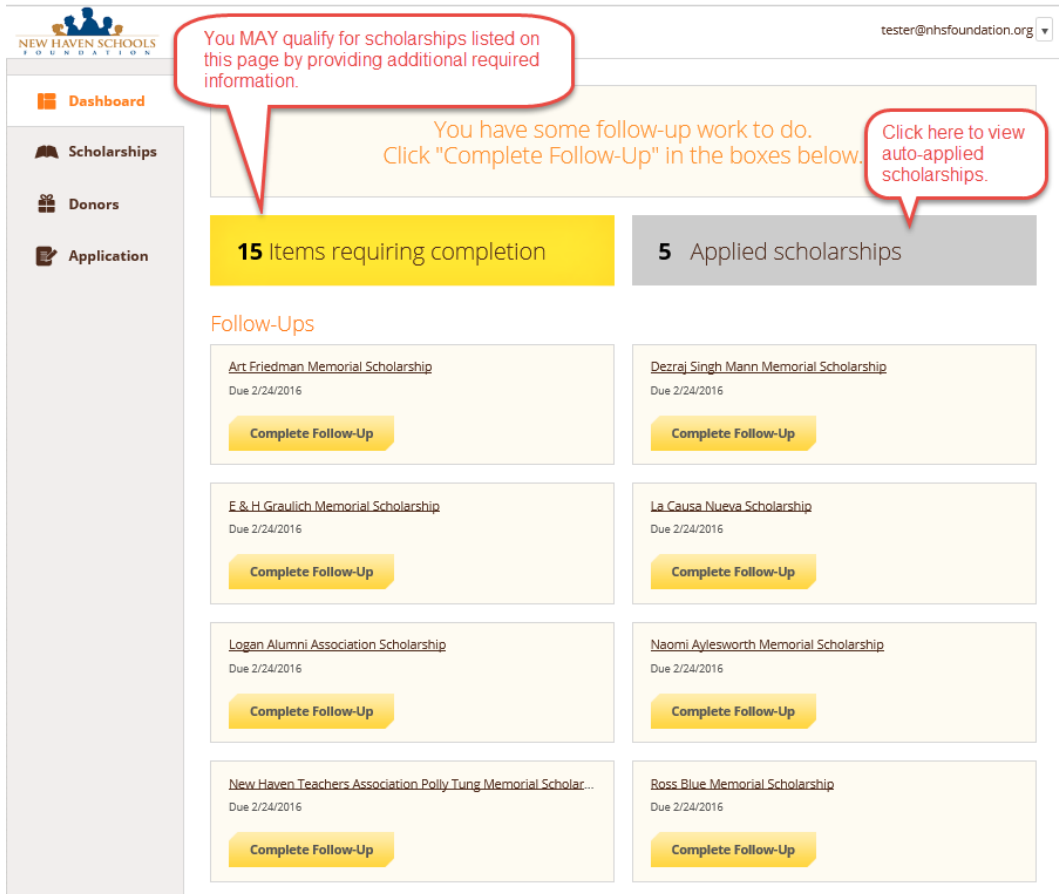
The screenshot shows a portion of the application form with three questions, each with radio button options:

- 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 athletic program?
☐ Yes
☒ No

A red speech bubble points to the 'Submit Application' button, containing the text: "Click here to submit your application. Note that you may come back and edit it anytime until the application deadline."

At the bottom of the form, there are three buttons: "Previous Step" (yellow), "Next Step" (grey), and "Submit Application" (yellow).

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.



tester@nhsfoundation.org

Dashboard

Scholarships

Donors

Application

You MAY qualify for scholarships listed on this page by providing additional required information.

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

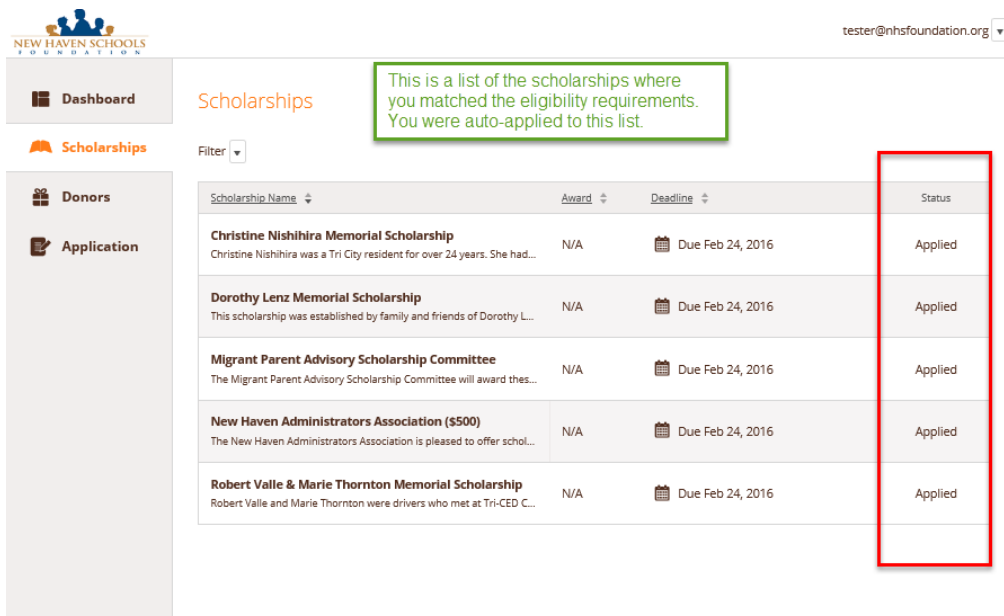
Click here to view auto-applied scholarships.

15 Items requiring completion

5 Applied scholarships

Follow-Ups

<p><u>Art Friedman Memorial Scholarship</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>	<p><u>Dezraj Singh Mann Memorial Scholarship</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>
<p><u>F. & H. Graulich Memorial Scholarship</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>	<p><u>La Causa Nueva Scholarship</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>
<p><u>Logan Alumni Association Scholarship</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>	<p><u>Naomi Aylesworth Memorial Scholarship</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>
<p><u>New Haven Teachers Association Polly Tung Memorial Scholar...</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>	<p><u>Ross Blue Memorial Scholarship</u></p> <p>Due 2/24/2016</p> <p>Complete Follow-Up</p>



tester@nhsfoundation.org

Scholarships

Filter

This is a list of the scholarships where you matched the eligibility requirements. You were auto-applied to this list.

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-CED C...	N/A	Due Feb 24, 2016	Applied



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

Dashboard

Scholarships

Donors

Application

Filter

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

Art Portfolio Scholarship
Due 12/30/2015
Complete Follow-Up

Community Service Scholarship
Due 12/30/2015
Complete Follow-Up



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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

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.