



NORTHEASTERN
STATE UNIVERSITY

President's Leadership Class Application Instructions

Please read these instructions in their entirety BEFORE beginning your application.

Your future self will thank you!

1. **A Gmail email address is required to complete this form.** If you do not have a Gmail account, your NSU student email address is a Gmail account. If you have already been admitted to NSU, you can set up your student email account **now!** To begin, go to [Password Manager](#) on the NSU website. You will need your Banner ID number (also known as your N# or student ID number). You will find your N# at the top of your acceptance letter. After completing the process of setting up your account (be sure to **write down your user ID** during the process), your email account will be active, and you can [check your email here](#). **If you have not been admitted to NSU yet, and do not have a pre-existing Gmail account, please [create a Gmail email account here](#).**
2. You must complete this PLC Scholarship Application in one session. You will not have the ability to save the form and come back to it later. By reading these directions, you will know all the information you will need to complete in the application. You may also [view the application](#) at any time to familiarize yourself with the information needed. You may submit only one application; please be sure your application is correct and complete before submitting. **You are advised to create a rough draft** of all of your answers and copy and paste into the application form to ensure you do not lose your information, or have to redo it should a loss of information occur.
3. You **must** be admitted to NSU by February 1, 2023, in order for your PLC Scholarship Application to be reviewed. If you have not yet applied, please [complete an application for admission here](#).
4. An on-campus interview is required for students selected as finalists in the selection process. **The interviews will be held on the Tahlequah campus on February 20 & 21, 2023.** Please mark these dates on your calendar now!
5. The selection committee would like to know about your leadership and involvement in organizations while in high school (at your school and/or in your community). Please give brief, yet specific information about your involvement in **up to five** organizations/events/volunteer services/etc.

Example 1

Name of Activity/Organization: Muskogee High School Air Force Junior ROTC

Years Involved: Freshman, Junior, Senior

Leadership Position Held: Color Guard Commander, Personnel NCO, Drill Team Commander, Public Affairs Officer, Operations Squadron Commander, Squadron Executive Officer, Group Chief

Accomplishments: I worked with other cadet leadership and school administration over my years in high school in order to establish our unit as an Exceeds Standards Unit. This means that we are one of the Top 5% of the AFJROTC units in the entire world.

President's Leadership Class Application Instructions Continued

Example 2

Name of Activity/Organization: Strother High School Fellowship of Christian Athletes (FCA)

Years Involved: Sophomore, Junior, Senior

Leadership Position Held: Sophomore Year: VP of Community Service. Junior Year: President. Senior: VP of Membership

Accomplishments: After contacting our state FCA rep. and my principal, I was able to create our school's first ever FCA. I created a leadership team, found willing teachers to sponsor, and now lead in organizing each meeting.

6. The committee also wants to know about your awards, honors, and recognitions! You may list **up to three** of these items. Examples of the types of things the committee would be interested in are:

Name of award and description: FCCLA District Gold Medalist in the event of Job Interview

Year(s) award was received: Junior, Senior

Name of award and description: President's Honor Roll

Year(s) award was received: Freshman, Sophomore, Junior, Senior

7. Three recommendation forms are required to complete your application. You will need to **provide the names and email addresses on a separate form from your application.** One *must* be your high school counselor. The remaining two can be completed by individuals who are familiar with your leadership accomplishments. They will be emailed a form to complete on your behalf. [Complete the recommender request form here.](#)
8. After submitting your application and recommender information form, you will receive an emailed copy of your application and answers in your Gmail account. Please be sure you receive the email and carefully review your answers to be sure your application is complete and accurate. If you notice any errors (incomplete answers, bad email address for a recommender, or you do not receive the email at all) please **immediately email the Scholarship Office at scholarships@nsuok.edu** so we can update your information or check to see if we have the application on file.
9. **It is your responsibility** to make sure your three recommendations have been completed on your behalf. Please follow up with your recommenders to make sure they received their emailed form and that they complete the form by the February 1, 2023 deadline. If you need to replace one of the individuals with someone else, please email that information to the Scholarship Office as soon as possible.

Deadline: February 1, 2023 – Late applications will not be considered.

If you have questions, concerns, or technical difficulties while completing the application, please contact the Scholarship Office at: scholarships@nsuok.edu or 918-444-3471.