



## Applying for inclusion on the NASSP National Advisory List of Student Contests and Activities

Applications for placement on the National Advisory List of Student Contests and Activities for the school year 2012-2013 (September 2012 - August 2013) will be considered by the Association's National Committee on Student Contests and Activities during its annual meeting in March 2012. If you wish consideration for your program(s), please complete and submit an application for each program. Applications returned to NASSP must be postmarked no later than **February 1, 2012**.

Fee Payments: An application and processing fee of **\$145.00** must be received for each program application and paid by check or credit card. (Those submitting multiple program applications may submit a single total payment.) A credit card payment form is included in the application. NASSP accepts Visa, Master Card, and American Express. The processing fee is non-refundable.

**Application Process:** The 2012-2013 application is a PDF form that features data entry fields and online submission. It also allows sponsors to save copies of their completed applications. With few exceptions, the majority of programs will be able to complete the application process electronically.

It is important that all relevant information on the application is entered prior to submission for committee review. Several fields have been pre-set as required and the submission feature will not work if any are left blank. Required fields appear with a red border.

Applications have been posted online in addition to the one attached to this email.

***To complete an application, please use the following steps:***

1. Open the attached application or go to [www.nassp.org/nationaladvisorylist](http://www.nassp.org/nationaladvisorylist) to download a form to your computer.
2. Open the form using Adobe Acrobat or Acrobat Reader (it is best to use the latest version)
3. Use your mouse or tab to navigate through the application. Simply click on check boxes to indicate your choices. Other than sample program materials, all information requested on the application must be entered in the corresponding fields. Responses of "***see attached***" are not acceptable.
4. There are two payment choices indicated. If payment by check is selected, please complete and print out the check payment page, and then mail check with payment page to the address given. Check payments must be received within 10 working days of returned program applications.
5. Signatures are not required on the 2012-2013 application. Persons submitting the applications attest that all information is correct when they enter their name and contact information on the final page.

6. Upon completing the application, press the SUBMIT FORM button and follow the directions to email it to NASSP. Some mail programs are not recognized by Adobe. In those cases, the completed form may be saved to the desktop and then attached in an email to [sherrillj@principals.org](mailto:sherrillj@principals.org). It is also advisable to print a hard copy for archival backup.

(NOTE: The 2012-2013 application is in a PDF Distributable form that will allow users to save applications with entered data on the users' computers. The Adobe program will prompt users to save their completed forms)

7. Any support materials may be emailed or mailed to NASSP, c/o Jeff Sherrill. Please do not fax materials.

\*Organizations hosting multiple programs that feature different curricula, formats, or focus must submit separate applications for each program that is to be considered for listing.

**\*IMPORTANT REMINDER:**

Incomplete applications and those received with missing information will not be reviewed by the committee. Should any missing information be identified, affected sponsors will be notified by NASSP staff. Missing information or documentation must be received by NASSP prior to the meeting of the committee.

***Questions may be emailed to Jeff Sherrill at [sherrillj@principals.org](mailto:sherrillj@principals.org).***