

Before you begin to apply for the Scholar Team award, please print this checklist to assist you.

CHECKLIST BEFORE SUBMITTING AN ONLINE APPLICATION

- 1. [Click here](#) for official rules to make sure you are **eligible** to apply
- 2. Have the cumulative GPA information and grade available for each Athlete on your Varsity team
You **MUST** include ALL Varsity level athletes on your application.
- 3. Enter the application on-line and pay any fees required **via** PayPal. **If you must pay fees via check, please contact aamerican@niscaonline.org** or the treasurer at Treasurer@niscaonline.org
- 4. Save the application in a jpeg or PDF and print the application page at **Step #6** before exiting the online application

CHECKLIST BEFORE MAILING

- 1. Complete the above steps.
- 2. Have application signed by 3 of the following 5: Registrar, counselor, principal, athletic director, coach.
- 3. Scan the signed application and upload the document to:
be.niscaonline.org/teams/documentUpload.aspx

Note: Scholar Team has two deadlines: A submission deadline and a completion deadline.

The submission deadline is met by entering the application in the online portal at www.niscaonline.org under the Awards Program and Scholar Team. The portal opens on January 1 and closes on June 15 at 11:59 PM eastern time. The fall/winter season deadline for submission and completion of an application is March 31. If either the submission or completion occurs after this deadline there will be a late fee of \$30 to have an application considered. The spring season and late fall/winter season deadline is June 15. The spring season does not incur a late fee, but both the submission and completion of the application must meet the deadline to be considered.

- 4. If a check must be used to pay the fees, contact the treasurer at treasurer@niscaonline.org for
Mail checks to: Timothy J. Sirois
NISCA Treasurer
673 Hill Street
Highland Park, IL 60035-1218

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