

## 1. PROMOTE THE OPPORTUNITY!

Tell school staff and students about the opportunity and ask faculty and staff to talk about HOBY with 10th-grade students. Make copies of the promotional poster in this Nomination Kit and post around your school! Encourage sophomores to learn more by following @hoby on social media or visiting [hoby.org](http://hoby.org).

## 2. ENCOURAGE SOPHOMORES TO APPLY

Refer all interested candidates to one school contact and create a selection process. Some suggestions include:

1. In-person speeches or interviews
2. Essay contest
3. Selection committee
4. Nominations from school staff

## 3. SELECT YOUR STUDENT(S)

At HOBY, we believe leadership is a skillset to be learned and not a position to be held. We also know that leadership abilities are not defined by gender, race, or socioeconomic status, and we encourage you to consider all sophomores in your nomination. While young leaders often have excellent academic records, nominees should not be based exclusively on GPA. Please consider leadership potential, as taken on in all areas of life, when making your nomination.

HOBY is a great fit for students who:

- are passionate about their communities.
- have leadership potential.
- understand and relate to the experiences of others.
- are curious and eager to learn.
- are interested in service.
- are adaptable and self-reflective.
- like to collaborate and work with others.
- demonstrate good character.
- have a strong sense of integrity.
- are excited to connect with peers across the state.

## 4. NOMINATE YOUR STUDENTS

Use your HOBY school ID to log into our secure online nomination portal. You will only need the student's contact information and the contact information for their parent(s)/guardian(s). Each seminar has a limit to the number of students each school may nominate. The nomination should be completed by a school representative and login information should not be given to parents/guardians or students.

## 5. HAVE STUDENTS FILL OUT THE FORM

The nomination requires limited contact information for your chosen student(s) and their parent(s)/guardian(s). The goal of this is to make the process easier and quicker for school professionals and students alike. The registration form in this kit only needs to be completed by the student if you, the school contact, will be submitting their registration.

## 6. STUDENT COMPLETES REGISTRATION

After you submit the nomination, you will be copied on an email sent to the student and their parent(s)/guardian(s) notifying them of the nomination and including instructions for completing the registration. The student can complete the registration with their parent(s)/guardian(s), or, if you are completing the registration for them, simply click on the link provided and enter the information on the completed registration form.

## 7. PAY THE REGISTRATION FEE

Registration is finalized when payment is received. Cost varies by location, and is indicated in the email you received from HOBY.

- Pay online, via ACH - our preferred method.
  - [Click here](#) to pay via ACH.
  - Write student name and school name in 'What is this payment for?' field
- Pay online with a credit card via the link provided in the registration confirmation email
- Pay by check. Make payable to:  
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