

THE FOUNDING CHAPTER GUIDE

HOW TO START A NEW CHAPTER OF THE NATIONAL
SOCIETY OF COLLEGIATE SCHOLARS



The National Society of Collegiate Scholars
2000 M St NW Suite 480G
Washington, DC 20036

ABOUT NSCS

The National Society of Collegiate Scholars (NSCS) is the largest honor society that recognizes and elevates high-achieving first and second year undergraduate students. NSCS supports our members and their host institutions by providing academic recognition, career and graduate school connections, scholarships, and opportunities to develop leadership skills and serve the community.

NSCS is a 501(c)(3) nonprofit organization founded in 1994 on the campus of The George Washington University in Washington, D.C. It is a member of the Association of College Honor Societies and is a recognized organization at nearly 300 campuses across the country.

We hope this guide will help you get started with creating the newest chapter of NSCS at your college or university.

OVERVIEW

There are 4 steps to start a new chapter of The National Society of Collegiate Scholars:

1. Identify a Chapter Advisor
2. Identify a Leadership Team
3. Recruit New Members
4. Complete the registration process for student organizations established at your educational institution.

Note: These steps do not necessarily need to take place in this order.

Student Benefits of Starting a New Chapter of NSCS

- Students can list “Founding Chapter Leader” on their resume and LinkedIn profile to make them stand out from other candidates for a position.
- Students will grow with experience with professional communication, networking, creating a community for students to feel a sense of belonging early in college, representing a brand with enthusiasm and knowledge, and by embracing a challenge and seeing it through to the final stages.
- Students will grow in their self-confidence as a leader and scholar.

GOAL #1:

Identify a Chapter Advisor

An NSCS Advisor is a critical part of your team. An advisor can be a faculty or staff member, preferably working full-time. Here are some action steps to take when recruiting an advisor:

1. **Identify candidates.** Make a spreadsheet of all professors or staff members that you or another officer on your team has personally worked with during your time as a student. List their name (formal title and last name) and email addresses. Prioritize candidates who are full-time employees, those who students generally love working with, and who you think would be happy to dedicate an hour of time a month to your chapter.
2. **Contact candidates** via email with information about the position. Personalize the messages and let them know why you think they would be great for the role. Here is a [sample email](#) you could use.
3. **Meet with advisor candidate** who demonstrates interest in the position via Zoom, in person, or over the phone if they want to learn more about the role. Involve your NSCS National Representative in the conversation for extra support and to help with questions. Using the NSCS Chapter Advisor Handbook could be a great way to lead discussion about the position.
4. **Communicate with your NSCS National Team** primary contact during the whole process and let them know if someone is interested, if you need help with providing more information about the role, or when someone accepts the Advisor role.

GOAL #2:

Develop a Leadership Team

1. **Get a count.** Ask your NSCS National Office Primary Contact how many members are currently students on your campus. If there are other members aside from yourself, this is a good time to reach out and get to know your members and ask them if they'd like to be on the founding leadership team with you.
2. **Get to know your fellow members.** Send out an email to your fellow members, introducing yourself and inviting them to be a part of the founding leadership team with you. [Here is the link where they can express interest in leadership roles.](#)
3. **Contact your network.** Contact your friends and colleagues and see if they would like to be on the founding officer board with you. If they're not already members, they can **self-nominate** as long as they have at least a 3.4 GPA and between 12-60 credit hours completed.



the NATIONAL SOCIETY of
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GOAL #3:

Recruit New Members

1. **Eligible Member Information.** Your advisor and/or NSCS National Office Primary Contact will work on getting Eligible Member Information (EMI) from the registrar's office, which is a list of eligible student names, emails, and mailing addresses so that they can be invited to join NSCS.
2. **Spread the Word.** You want students to recognize NSCS just like a sorority name or other popular organization on campus. Consider creating a bulletin board display, a listing in your department newsletter and campus newspaper, or an article for your campus paper on a successful chapter project.
3. **Host an Information Session.** Host an informational meeting about NSCS with instructions about how to get involved and how to join.
4. **Get support from faculty and staff.** Ask if you can announce an upcoming informational meeting before class and invite all students to attend. Connect with a few academic advisors and ask them to mention NSCS to students in their advising sessions as a good way to make connections and gain leadership skills.
5. **Network with other organizations.** Hold a joint meeting or event with a related organization and get to know those leaders. Maybe participate in a charity event with other clubs, like working together on a food drive or park clean-up.
6. **Get People Excited about NSCS.** Always speak with excitement and pride when describing your chapter. Enthusiasm is contagious!

GOAL #4

SEEK RECOGNITION AS A STUDENT ORGANIZATION

1. **Contact your Student Life or Student Organizations office** about how to register a new student organization. They likely have the process published on their website!
2. When they respond to your inquiry, they will likely ask for the following from you:
 - **A roster of all your members** - *Available by request from your NSCS National Team Primary Contact via email*
 - **A roster of all your NSCS Chapter Leaders**
 - **The NSCS Constitution**
 - **Your NSCS Advisor's name and contact information**
 - *(Possibly)* Your participation in some kind of **training** as a student organization leader at your school.
3. After submitting all requested materials, they will likely approve NSCS' status as a recognized student organization at your school. If not, they might ask for some revisions to be made. Please keep your NSCS Primary Contact in the loop and let them know if you need additional resources or support.



THANK YOU

for your interest in starting a new chapter of The
National Society of Collegiate Scholars.

If you would like to get started or learn more, please
contact our team via email at nscs@nscs.org.
