



National Technical Honor Society

Advisor Checklist

Here's a simple checklist with what you need for building a strong chapter. Most resources are available on our website or can be ordered at no charge. If you have any questions, just call us at 800-801-7090!

- Log in with your username and password to www.nths.org. You'll land on the Welcome page.
 - View the PowerPoint
 - Watch the Advisor Training Video
 - Order Free Promotional Items
- Click on the [Resource Library](#) to read recommended standards, suggested guidelines, NTHS bylaws, sample ceremony scripts and tips.
- Establish your chapter's eligibility requirements and draft your bylaws. NTHS requires an overall, unweighted GPA of 3.0 or higher, and enrollment in a career/technical program or major. You may include other desired criteria such as CTSO membership, attendance, community service project participation, etc.
- Click [Forms, Brochures & Info](#) to view sample invitations and print applications and occupational codes.
- Customize the [PowerPoint presentation](#) to show at your informational meeting.
- [Invite](#) eligible students to join NTHS and hold a brief informational meeting.
- Distribute NTHS brochures and membership applications; show your PowerPoint.
- Introduce the [Jon H. Poteat Scholarship](#), which is open from September 1 – April 20 annually (click [Scholarships](#) under Member tab on home page). Announce CTSO scholarships listed on our site. NTHS members who have **not graduated** may apply.
- Students must fill out applications completely; **valid email addresses are required**.
- Set a deadline for applications and payments to be returned.
- Click [Register Student Members](#) and submit your order online. Keep paper copies for your records.

We are here to help you every step of the way. Just call us at 800-801-7090. Thank you for all you do to recognize your outstanding career and technical students!