

General Guidelines and Information For Submission of National Honor Society Membership Materials

You are responsible to read and to follow this entire sheet carefully. The preparation of your membership materials is an important part of the process.

- As the faculty advisors, Mr. Mina and Mrs. Sarno do not have a vote in the selection process. A council of five faculty members makes those decisions.
- All submissions are due by **Tuesday, November 13th at 3:00 PM**. Late submissions *will not* be considered. Turn in your completed student activity information sheets and the community service documentation to either Mr. Mina in the Science Office adjacent to Room 336 or Mrs. Sarno in the Science Office in Room 308. Please enclosed all paperwork in the manila envelope that you received. You should keep this sheet, my letter, and our National Honor Society policy along with a photocopy of everything that you submit. **DO NOT PLACE ANY MATERIALS IN OUR MAILBOXES.**
- ***Do not write your name anywhere on your materials.*** Your assigned code number will identify you.
- All materials that you submit will be photocopied for use by the faculty council. Therefore,
 - please type all materials;
 - print paper one sided only; and
 - do not use any staples or permanent fasteners.
- You may add additional pages if necessary.
- Your submission may include information about your accomplishments starting in September of your freshman year through this October. Do not include any information from prior to high school.

STUDENT ACTIVITY INFORMATION SHEETS

- Please read and follow all directions in each section.
- The details that you provide regarding your school activities, leadership positions, and community service are very important to the faculty councils review process. Include all of your activities, even minor ones. Diversity of involvement is a plus.
- Indicate any recognitions or awards that you received while participating in your activities.
- If you were unable to continue an activity due to circumstances beyond your control, please explain. Ex: injury stopped athletic participation.
- Be sure to allow plenty of time to obtain your coachs or advisers signature. Signatures must be written in pen.

COMMUNITY SERVICE INFORMATION

- When measuring the time spent on a community service activity that may have involved travel, please specify the time spent on the task, not the entire length of the trip. For example, if you

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participated in a service project to Mississippi, count the time that you spent repairing a home, but not the time that you spent on the bus or the time that was spent socializing.

- When measuring the time spent hosting an exchange student, only include the time spent with your exchange student.

LETTERS OF RECOMMENDATION

- Please provide **three letters of recommendation** from three different people and different activities. Be sure to discuss with your recommenders the purpose of their letter is to describe your involvement with the activity they supervised and their impression of your performance. **These people should not be related to you, i.e.** parents, grandparents, aunts, uncles, etc. One of these letters must be from a supervisor of a community service activity.
- Provide your recommenders a copy of the cover letter to include with their recommendation.
- Be sure that your name does not appear in any of your letters/forms. You may use white out or black marker to remove it. You may also request that the letters be written without reference to your name at all. You could include your code (e.g., J19 or S7).
- Please place a check next to the entries on your student activity sheet which are accompanied by these letters/forms.
- No more than one letter may be from a member of the High Point faculty. The exceptions to this rule is when a faculty member was involved with students through work with an outside agency or church. See Mr. Mina or Mrs. Sarno with specific questions.

EVALUATION CRITERIA

The four National Honor society criteria are evaluated as follows:

- Scholarship is based solely on your GPA. The mandate from national NHS is that scholarship is used to determine initial eligibility. **If approved for membership, you GPA cannot fall below 4.0.**
- Character is assessed through a survey of the entire faculty. Teachers are asked to rate the eligible students with whom they are familiar based on the NHS standards of character. Character will also be the topic of an essay that you will write.
- Leadership is reviewed by the faculty committee based on the information provided on the data sheets.
- Service is also reviewed by the faculty committee based on the information provided on the data sheets and the community service documentation forms..
- Leadership and service will also be assessed through your letters of recommendation.

Once again, please see either Mr. Mina or Mrs. Sarno with questions.

GOOD LUCK!

Student Activity Information Form

Candidate ID: _____

Part I: Co-curricular Activities

You should print the advisor or coach's name, and then obtain their signature **after** you print the form.

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Co-curricular Activities Explanations (optional) In order to help the faculty committee the following space in this application is to explain any gaps in participation such as a sports injury etc.

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Part II: Leadership Positions

List all elected or appointed leadership positions held in high school, community, or work activities. Only those positions in which you were directly responsible for directing or motivating others should be included. **Please complete all fields for each activity you list. Any activities listed with blank spaces will not be considered.**

| Organization and Leadership Position | 9 | 10 | 11 | 12 | What were your duties in this leadership role? | Advisor or coach's printed name and signature |
|--------------------------------------|---|----|----|----|---|---|
| NHS: Vice President | | | X | | Replace president in absence, help with meetings and service events, take attendance at meeting | Rebecca Sarno Rebecca Sarno |
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Part III: Community Service

List all community service activities in which you have participated and note the hours for each. **Please complete all fields for each activity you list. Any activities listed with blank spaces will not be considered.**

You are required to have a minimum of 50 hours of community service. Hours should be submitted to your guidance counselor to enter into Genesis.

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Part IV: Additional Information

List below any honors, recognitions, or work experiences that will support your bid to be selected for membership in the National Honor Society. Work experience may be paid or volunteer. **Please complete all fields for each activity you list. Any activities listed with blank spaces will not be considered.**

| Honor, Recognition, or Work | 9 | 10 | 11 | 12 | Additional information |
|--------------------------------|---|----|----|----|--|
| Ex: Governors School | | | X | | I spent three weeks at Drew University this July studying environmental science. |
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Part V: Character Essay

Character is one of the four pillars of NHS. Please type a one-page essay below that explains what character means to you and how you have shown the character necessary to be in NHS.

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Statement of Integrity

All of the information that I provided is accurate. In addition, this submission is the work on my own hand and not that of anyone else.

Name _____

Signature _____ Date _____

Parents Na me _____

Signature _____ Date _____

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**N.H.S. Recommendation Letter
Cover Sheet**

N.H.S. Candidate Code: _____

Person Completing Form: _____

Name of Organization: _____

Address of Organization: _____

Phone Number: _____

This student is applying to the HPRHS chapter of National Honor Society. They are required to obtain three letters of recommendation from different people. No recommendations should be a family relation to the applicant. The letter should not include the student's name or any identifying pronouns including he/she. Instead, please use "this applicant."

In your letter, please reference how you know the student. If they participated in an activity or community service, please mention traits that show their character and/or leadership skills.

Each recommendation letter should be accompanied with a copy of this cover letter.