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.** The code number which you were randomly assigned will identify you.

- All materials that you submit will be photocopied for use by the faculty council. Therefore,
  - write clearly and neatly or type;
  - write on one side 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 the directions on each information sheet carefully and fill them out completely. The details that you provide regarding your school activities, leadership positions, and community service are very important to the faculty council's 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.
- Be sure to allow plenty of time to obtain your coach's or adviser's initials.
- Any community service activity which was completed as part of a school requirement must be indicated as such.
- 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 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.
COMMUNITY SERVICE INFORMATION

• **Three people** who supervised your community service projects must document your service. Each person may either write a letter or fill out a Community Service Documentations form. The forms are included in your packet. Be sure to discuss with the people from whom you request these letters that the purpose is to describe the nature, the dates, and the amount of community service that you performed. **These people should not be related to you.**

• No more than one letter or form 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.

• No recommendations may be from family members such as parents or grandparents. Find another person in the organization that is familiar with your work.

• Certificates are not considered to be letters of recommendations.

• It is permissible to submit more than one letter/form from a single community service activity. For example, if you assisted a coach with a youth team for the town recreation department, you could submit a letter from the coach with whom you worked and one from a parent of one of the athletes. Use your discretion with this.

• Please place a check next to the entries on your student activity sheet which are accompanied by these letters/forms.

• 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).

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.

• 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 letters.

Once again, please either Mr. Mina or Mrs. Sarno if you have any questions about any aspect of this process.

**GOOD LUCK!**
High Point Regional High School
Chapter of the National Honor Society

Student Activity Information Form

Candidate ID: _________________________

Part I: Co-curricular Activities
Please list all activities in which you participated during high school. Include clubs, teams, musical groups, etc., and your major accomplishments in each. List High Point activities before outside activities.

Only include activities in which you are currently involved. For example, basketball season has not started, so a junior should not list it under this year's activities. Likewise, a student would not list the musical slated for April 2019. An example is provided.

<table>
<thead>
<tr>
<th>Activity</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Accomplishments/Awards</th>
<th>Advisor or coach's initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Football</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Lineman award in frosh year, JV captain this year</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Leadership Position</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Activity or Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Vice President</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>HPRHS chapter of FBLA</td>
</tr>
</tbody>
</table>

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**Part III: Community Service**
List all community service activities in which you have participated and note the hours for each. Any community service activity which was completed as part of a school requirement must be indicated as such. Please indicate which entries on your student activity sheet are accompanied by a letter from your supervisor.

<table>
<thead>
<tr>
<th>Community Activity</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Number of Hours</th>
<th>Letter from supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Father John's Animal Shelter</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>20</td>
<td>Yes</td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Honor, Recognition, or Work</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Governor's School</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>I spent three weeks at Drew University this July studying environmental science.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 _________
Parent's Name _________________  Signature _______________________  Date _________
Date:

Signature of Person Completing Form:

Description of Quality of Work (detailed):

Number of Hours Served:

Phone Number:

Address of Organization:

Name of Organization:

Date(s) of Service:

Person Completing Form:

NHS Candidate Code:

Community Service Documentation – NHS