

Date

Dear Staff Member,

Eligible students are now being considered for membership in NHS. An important part of the process is input from staff members who see the students on a daily basis. All staff members (not just teachers and administrators) are encouraged to share their experiences and opinions, even though you may only have insights on a few of the applicants.

The Faculty Selection Committee is definitely influenced by your remarks, as each applicant is considered. It is crucial that you be specific by alluding to your own experience with the students. Those comments are especially helpful when we see a pattern develop. However, your inferences do not need to be verified. "He just strikes me as the dishonest type" will not be a helpful comment. Teachers should have made contact with a student's parents through report card remarks, or better yet, by phone conversation, when inappropriate behavior or conduct warrants a "do not recommend."

Please do this right away, or hang it up in front of your desk to remind you to do it some afternoon when you might not be motivated to start some other more demanding task. In any case, return the survey to my office or mailbox no later than Thursday, September 12th. Earlier in the week is even better.

Notice that this year we are using a numerical method to hopefully provide more objectivity in the selection process. Your input is invaluable. We need all of your collective thoughts on these applicants; even if you only have an opinion on one student, we appreciate your participation.

Sincerely,

Advisor
National Honor Society

Instructions for Rating National Honor Society Candidates

You should **not** recommend on the basis of grades since this has already been done. All students with a 3.3 and above who qualify academically are included on this list. Instead, make your decision on the basis of your knowledge of the student's **character** and evidence of **leadership**.

For each candidate you have three options:

1. **You don't know the candidate well enough to recommend or not recommend.**

Leave all columns blank.

2. **You know the candidate well enough to recommend.**

In the columns II or III rate each student using the following guide:

5	Excellent
4	Above Average
3	Average
2	Below Average
1	Poor

3. **You definitely do not recommend the candidate.**

Place an "X" in column III and leave all other columns blank.

Two "do not recommends" are necessary to eliminate a candidate.

If a student receives only one "do not recommend, it will count as a "1".

Please comment on why you feel this person is not qualified.

The following would be reasons for a vote of "do not recommend" or "1":

1. Use of foul language such as four letter words or language unacceptable for a person to be a leader.
2. Cheating in class, or other demonstrations of untrustworthy behavior.
3. Behavior requiring a trip to the office for disciplinary reasons.
4. Behavior resulting from an inability to follow necessary class procedures.
5. A consistently negative attitude which affects classroom atmosphere.
6. Disrespect and intolerance of members of the student body or staff, demonstrated through language and/or behavior.

APPRAISAL SHEET

The following juniors and seniors with a 3.3 GPA (or above) have met scholastic standards of this chapter. We need your appraisal of their character and leadership qualities.

Date

TO: Honor Roll Student
FROM: NHS Faculty Advisory Council and NHS Advisor
SUBJECT: National Honor Society

You are academically eligible to be considered for membership in the High School Chapter of the National Honor Society, which is sponsored by the National Association of Secondary School Principals. Its purpose is to bring the achievements of outstanding high school students to the attention of their classmates, their parents, their communities, and the colleges they plan to attend.

Membership in the National Honor Society is based upon excellence in the areas of scholarship, leadership, service, and character. The selection committee especially looks for evidence of a student's service to the community. Failure to provide evidence of community service may be reason to exclude a student from consideration for membership.

Unless a calculation error has been made, you have fulfilled the scholarship requirements by earning a 3.3 (or above) grade point average, making you eligible for further consideration by the Faculty Advisory Council which is responsible for selecting members.

Membership requires participation and leadership in school and/or non-school activities. In order to help the Faculty Advisory Council accurately assess your extra-curricular activities, it will be necessary for you to complete the attached Student Profile. This gives you an opportunity to elaborate on the service opportunities in which you have chosen to participate from 9th grade until now, that are not part of school requirement. You are also asked to submit an essay explaining why you seek membership in National Honor Society and what contributions you expect to make to this organization; and a letter of recommendation. Your Student Profile and essay must be delivered to the NHS Advisor by September 20, 2002 and letter of recommendations postmarked no later than September 17, 2002 (hand delivered letter will not be accepted) or you will automatically be excluded from further consideration for membership. Further instructions are included in the Student Profile.

Although you are to be commended for maintaining a high scholastic average, please understand that membership is not guaranteed to anyone. The Faculty Advisory Council makes the final decision for membership. If you have any questions, please contact the NHS Advisor. Students will be notified by mail.

NATIONAL HONOR SOCIETY

Selection Process 2002

Juniors and seniors with a 3.3 or higher GPA are invited to submit a Student Profile for membership. (Candidates must have been in attendance at Michigan High School the entire previous semester before being considered for membership.)

Students who desire membership to NHS must submit a Student Profile along with his/her letter of recommendation from a community member NOT associated with Michigan Public Schools.

The Faculty Advisory Committee reviews the Student Profile along with his/her letter for recommendation and gives each student a SERVICE score between 1 and 5. (Five is the highest score.) The five scores from the Faculty Advisory Committee are then averaged, and each student is given a SERVICE score. The essay is also given a score of 1-5 and included as a score in the selection process.

Faculty members rate each eligible student on LEADERSHIP and CHARACTER based on classroom observations. These ratings are also done on a 1-5 scale. These scores are averaged and students are then given a LEADERSHIP and CHARACTER score.

The 4 average scores (SERVICE, LEADERSHIP, CHARACTER, and ESSAY) are totaled. Ideally, a score of 16 would suggest that an applicant is above average in the 3 required categories and his/her essay. However, failure to fulfill the requirements in any one of the three categories or essay is basis for non-selection by the advisory council.

The NHS Advisor must receive the Student Profile and essay no later than September 20, 2002 to be considered for membership. Letters of recommendation must be postmarked no later than September 17, 2002; hand delivered letter will not be accepted.

Students will be notified by mail of the decision by the Faculty Advisory Committee.

NATIONAL HONOR SOCIETY STUDENT PROFILE

The purpose of this profile is to provide the Faculty Advisory Council with information about your SERVICE to school and community. Please complete all sections. Do not be modest. The Faculty Council will use all information in making membership selections. The Council looks especially for evidence of community service.

For your Student Profile to be considered it must be completed in a neat and acceptable manner. (Typed or neatly written in blue or black ink. Messy or incomplete profiles will not be accepted.)

Completion of this form does not guarantee selection. The deadline for submitting this form and essay is September 20, 2002. The letter of recommendation must be postmarked no later than September 17, 2002. Hand delivered letters will not be accepted.

NAME: _____

ADDRESS: _____

PARENT/GUARDIAN: _____

PHONE NUMBER: _____ GRADE: _____

I. Extra Curricular Activities:

List all activities in which you have participated during high school (9-12). Include all clubs, teams, musical groups, etc.

<u>Activity</u>	<u>Grade</u>	<u>Recognition/Award Received</u>
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Additional information can be provided on the back of this sheet.

II. Leadership:

List all elected or appointed leadership positions held in school, community, or work activities (9-12). Only those positions which you were directly responsible for directing or motivating others should be included. For example, elected student council, class, or club officer, committee chairperson, team captain, work-area manager, or community leader.

Leadership Position **Grade** **Activity/Organization**

Additional information can be provided on the back of this sheet.

III. Community Service

List community service activities in which you have participated since 9th grade. These should be activities outside of school in which you participated for the betterment of your community on a volunteer basis. You may be asked to submit written documentation of volunteer services.

Organization **Service Date**
& Supervisor **& Hours Worked** **Duties**

Additional information can be provided on the back of this sheet.

IV. Work Experience

List any employment experiences you have had while in high school since 9th grade.

<u>Employer & Supervisor</u>	<u>Dates of Employment</u>	<u>Job Duties/Responsibilities</u>
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Additional information can be provided on the back of this sheet.

V. Essay

On an additional paper, please write an essay that describes why you desire membership in National Honor Society and what contributions you expect to make to this organization. Your essay must be limited to one page, typed, double-spaced, 12-14 pt. font with one-inch margins. Spelling and grammar will be considered as well as content.

VI. Letter of Recommendation

An adult who knows you well, other than a relative or staff member of this School system should write the letter of recommendation. Please use the attached form as a guideline when asking for this letter. It must be sent directly to High School, Attn: NHS Advisor. The letter of recommendation must be postmarked no later than September 17, 2002; hand delivered letters will not be accepted. It would be appropriate for you to supply a stamped envelope to that person.

I have reviewed the information in this profile with my son/daughter and find it accurate and complete.

Parent/Guardian (Print): _____

Parent/Guardian (Sign): _____

Date: _____

NATIONAL HONOR SOCIETY
Letter of Recommendation

You have been asked to serve as a reference for a student applying for membership in the High School National Honor Society. The faculty selection committee greatly appreciates your time and effort in helping us to know this student better.

Student's Name: _____

Reference's Name: _____

Reference's Address: _____

Home Phone: _____

Work Phone: _____

How long have you known this applicant? _____ years

In what capacity?

In addition to scholarship (academic grades), membership requirements for this organization include excellence in **service, leadership, and character**. Please cite examples the student has shown in these areas and add any other comments that would help the faculty committee with its selection. Feel free to use this form or attach a second piece of paper.

This letter must be postmarked no later than September 17, 2002. Please mail to 1234 School Street, City, MI 48000. Hand delivered recommendations will not be accepted. Failure to return this form will result in the student being ineligible for membership.

Signature: _____ Date: _____