National Honor Society- Reservoir High School Chapter

Candidate Submission Instructions

DUE September 29, 2017

Please read this entire packet and carefully follow all guidelines and deadlines.  Ask Mr. Dubicki any questions you may have about the process.  Failure to adhere to these directions may result in a non-selection decision by the Faculty Council.

1. Read the RHS NHS Bylaws: All candidates should read the RHS NHS Bylaws which can be found on http://rhs.hcpss.org/academics/honor-societies.  This document describes the structure and functions of the organization as well as the criteria to remain a member in good standing.  See Mr. Dubicki with any questions related to the Bylaws.

1. Community Member Recommendation: Students must collect a letter of recommendation from a member of the community who is neither a RHS faculty member nor family member.  Possible sources include religious leaders, volunteer coordinators, or other character/leadership/service references.  There is *no form* for these recommendations.  Recommendations must be a formal, typed letter with specific contact, title information and signature of the person writing the recommendation.  The letter must be included with the other application materials at the time of submission.
2. Student Activity, Community Service and Leadership Forms: Candidates must document and collect signatures from the appropriate sponsors for each of their qualifying activities.  Email correspondence, signed letters, copies of certificates, and other official documentation may be used in lieu of signatures on the forms that cannot be obtained from out of state or inaccessible sponsors.  Consult with Mr. Dubicki immediately if you have questions about documenting an activity.  It is expected that all school related activities are documented with a staff member’s signature - no exceptions.  PARENTS SHOULD NOT SIGN SERVICE FORMS.  These activities will be disregarded by the reviewers.  Students without specific leadership positions are encouraged to submit a narrative describing their positive impact on a school, community or work situation. Any incomplete activities will be disregarded by the reviewers.
3. Complete the Candidate Packet Checklist.  Completed packets must be placed in the provided manila envelopes and turned in to Mr. Dubicki in Room 315 by 2:15 PM on September 29, 2017.  Any packets received after 2:15 PM will be designated as late to the Faculty Council and could result in a non-selection decision.

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STUDENT ACTIVITY FORM

NATIONAL HONOR SOCIETY

Reservoir High School

Please provide as much information as possible about your activities.  It is important that you represent yourself accurately and honestly.  Type or print neatly in pen.

Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all activities in which you have participated during high school, both at Reservoir and in the community.  Some examples include clubs, teams, class boards, committees, musical groups.  Include any honors received while participating in these groups. ALL sections of each entry MUST be complete to be considered by the reviewers.

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| Organization/Accomplishments | 9 | 10 | 11 | 12 | Sponsor Signature  (Required) | Printed Name |
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COMMUNITY SERVICE FORM

NATIONAL HONOR SOCIETY

Reservoir High School

Please provide as much information as possible about your activities.  It is important that you represent yourself accurately and honestly.  Type or print neatly in pen.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all community service activities in which you have participated and note any major accomplishments in each.  These must be unpaid activities in which your participation contributed to the betterment of your community.  Mowing lawns, babysitting for neighbors, etc. are NOT considered a service to the community.  A printed email or signed letter is the only substitutes for a signature. ALL sections of each entry MUST be complete to be considered by the reviewers.

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| Activity | 9 | 10 | 11 | 12 | Hours | Duties | Sponsor Signature | Printed Name | Phone Number/  Email |
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LEADERSHIP FORM

NATIONAL HONOR SOCIETY

Reservoir High School

Please provide as much information as possible about your activities.  It is important that you represent yourself accurately and honestly.  Type or print neatly in pen.

Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List all elected or appointed leadership positions held in school, community, work activities, or projects.  You should include only those activities in which you were directly responsible for directing, organizing, or motivating others.  If you have not held a specific leadership position, please write a short explanation of how you have impacted a school, community or work situation in a positive way and attach it to the packet. A printed email correspondence or signed letter is the only substitutes for a signature. ALL sections of each entry MUST be complete to be considered by the reviewers.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position Held | 9 | 10 | 11 | 12 | Hours | Duties | Sponsor Signature | Printed Name | Phone Number  /Email |
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If necessary, attach an explanation of general leadership contributions in school, community and/or work situations to this form.

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CHECKLIST / SIGNATURE FORM

The National Honor Society is an organization for exceptional juniors and seniors.  The organization’s objectives are to create an enthusiasm for scholarship, encourage a desire to render service, enhance leadership, and develop character in the students of Reservoir High School.

To be eligible for membership in the RHS NHS Chapter, you must:

1. Be a junior or a senior at Reservoir High School.
2. Maintain the HCPSS required minimum cumulative weighted grade point average (GPA) of 3.40 on a 4.00 scale.
3. Have a positive record of conduct.
4. Show evidence of having participated in community service activities in the past.
5. Show evidence of having participated in school-related student activities.
6. Show evidence of having participated in leadership roles.
7. Complete and submit this packet in its entirety directly to Mr. Dubicki in Room 315 by 2:15 PM on September 29, 2017.

This packet will be evaluated based on the goals of the organization.  A junior who is not selected for membership based on weakness in any of the areas listed above is welcome to re-submit the candidate packet the following year with updated information.  If inducted, one must continue to meet the NHS qualifications and perform the minimum service activities required by the NHS governing body to remain a member.

Candidate Packet Checklist:

\_\_\_\_\_\_\_\_ 1. Community Member Recommendation (Please include with this packet)

\_\_\_\_\_\_\_\_ 2. Student Activity Form (page 2)

\_\_\_\_\_\_\_\_ 3. Community Service Form (page 3)

\_\_\_\_\_\_\_\_ 4. Leadership Form (page 4)

\_\_\_\_\_\_\_\_ 5. Checklist / Signature Form (this page)

Before submitting your packet, review all contents for completion and double check that all signatures have been obtained where necessary.  Return all materials in a manila envelope with your signature and your parent or guardian’s signature to Mr. Dubicki in Room 315 by 2:15 PM on September 29, 2017. Do not leave packets in a mailbox or sitting on a desk, etc.

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| I have read and understand what is required for admission to and membership in the Reservoir High School National Honor Society and I testify that these materials are accurate.  I have reviewed the entire packet and agree with the following statements:  1. I understand the requirements of the application process and have completed and submitted all parts of the application.  2. I have submitted accurate and honest credentials.  3. I have read and understand the requirements of membership in the RHS NHS Bylaws.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature Parent Signature  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Student Name                                                                 Printed Parent Name |

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