**NATIONAL HONOR SOCIETY**

**HAMMOND HIGH SCHOOL CHAPTER**

PROSPECTIVE MEMBER PACKET







# CHECKLIST

I have submitted \_\_\_\_\_ Student Information Form

\_\_\_\_\_ Membership Agreement Form

 \_\_\_\_\_ Community Service Form

\_\_\_\_\_ (Optional) Supplemental Data (See Instructions for details)

\_\_\_\_\_ (Optional) One-page essay

 \_\_\_\_\_ 2 Leadership recommendations given to teachers/sponsors

 \_\_\_\_\_ 7 Character recommendations given to last year’s teachers

 \_\_\_\_\_ 2 Service recommendations given to teacher or community

leaders

\_\_\_\_\_ Self-addressed, stamped envelope

 \_\_\_\_\_ Entire packet, placed inside a file folder with my name

#### Revised September, 2006

**THE ENTIRE APPLICATION IS DUE TO**

**MRS. DICKIE NO LATER THAN**

**THURSDAY, OCTOBER 3, 2019**

Congratulations on your academic eligibility for the Hammond High School Chapter of the National Honor Society! Please read this entire packet and carefully follow all guidelines and deadlines. Ask the NHS sponsor, Mrs. Dickie, any questions you may have. Good Luck!

**On what basis are students considered for NHS?**

In the fall, juniors and seniors with a 3.40 and above **weighted cumulative GPA** are **academically eligible** for membership in NHS. Once academically eligible, students will be considered for NHS based on **character, leadership, and service.** This packet is the students’ opportunity to present examples of these categories to the faculty. Neither quotas nor number limitations exist. However, membership is neither automatic based on GPA nor a student’s right. It is an honor and a privilege to be recognized by the faculty as outstanding in character, service, and leadership.

**How do I know the criteria for membership?**

Please read carefully the **GUIDELINES FOR DEFINING CRITERIA FOR MEMBERSHIP SELECTION,** which clearly distinguishes the four defining criteria for membership. To enhance eligibility, students may also provide examples of service and leadership outside of the school. Immediately contact coaches, sponsors, and advisors to request letters of recommendation addressing the “defining criteria.” The more examples students can provide, the more evidence to be considered. Please remember this is an Honor Society; therefore, students found to be falsifying any part of this document will immediately be disqualified.

**What if I am not selected?**

The National Honor Society is a wonderful asset to your academic record. It is recognized throughout our nation as an accomplishment in academics, character, leadership, and service. However, it is **not** the only way to be recognized, and students not invited to membership are advised to keep this in perspective. Academic success, service, and leadership are solid achievements – whether or not a student is elected to the National Honor Society.

**Who decides whether or not I am selected?**

The National Honor Society Faculty Council, consisting of five voting members, is appointed by the Principal to review the packets of each eligible student. Representatives from many departments give students multiple chances to be recognized. A minimum of three members must vote in the affirmative for selection, with the NHS sponsor present as a non-voting member. The NHS Faculty Council not only considers the credentials packet but also asks the entire faculty for input and the administration for input on attendance and discipline. The council deliberates for several afternoons before publishing the list of selected students.

**How will I be notified if I am selected or not?**

Each student who submitted credentials must **include a self-addressed envelope**, which will be used to notify individuals of his/her acceptance status. **Induction will then take place on Wednesday, November 13 at 7 PM.**

**Can I be inducted into NHS if I have the GPA but have not followed all school policies in the past?**

Students inducted into NHS should be the students who embody the principles of Hammond High School. To check this, the NHS Faculty Council will ask the Administration for input on disciplinary records, recognize community violation, which affect the school, and ask the entire staff for input on “character.” Students desiring membership must:

* Uphold principles of morality and ethics
* Comply with school regulations
* Demonstrate highest standards of honesty and reliability
* Exercise positive influence on peers

However, each case is individually discussed. Students who have violated school policies (academic dishonesty, substance abuse, etc.) and/or been suspended should submit an explanation as stated on the form requiring both parent and student signatures. The committee will sincerely deliberate over extenuating circumstances.

**This sounds like I am not going to be voted in. Should I bother to apply?**

This packet is not meant to discourage or eliminate students. All students who feel they qualify should submit their credentials. Because each case is individually considered, some students who are weak in community service but strong in all other categories may still be invited to join. Hammond High School would like to induct all students who are outstanding in the four criteria for NHS.

**NHS Faculty Advisory Committee 2019-2020**

**Sponsor:** Mrs. Andrea Dickie Math Instructor

**Committee Members:**

Mrs. Kathi Livas Math Instructor

Ms. Stacey Carter-Lane Foreign Language Instructor

Ms. Laurie Lovaas Social Studies Instructor

Ms. Tracey Lerer English Instructor

Ms. Aida Jones Math Instructor

 Ms. Terry Newsome Business Technology Instructor

 Ms. Kathleen Scott Social Studies Instructor

 Ms. Irene Tsavaris Science Instructor

 Mr. Michael Petran Computer Science Instructor

**The five voting members of the 2019-2020 NHS Faculty Council come from this committee**

BEST OF LUCK TO ALL PROSPECTIVE CANDIDATES!

# NATIONAL HONOR SOCIETY: HAMMOND HIGH SCHOOL CHAPTER

## Guidelines for Defining Criteria for Membership Selection

*NHS Handbook, Fifteenth Edition, 1997*

Prospective members must meet all criteria in all categories:

### SCHOLARSHIP which demonstrates

* A *cumulative* average of 3.4 or above at the end of the junior or sophomore year
* Credited classes for six of seven courses

### LEADERSHIP which demonstrates

* Resourcefulness in proposing new problems and suggestions, applying principles
* Initiative in promoting school activities
* Positive influence on peers in upholding school ideals
* Contributions of ideas that improve the civic life of the school
* Delegation of responsibilities
* Positive attitudes
* Academic initiative
* Positions of responsibility or school offices; conducting of business effectively and efficiently; reliability and dependability
* Leadership in the classroom, at work, and in other school or community activities
* Dependability in any responsibility accepted
* Loyal school attitude and upholding scholarship

### SERVICE which demonstrates

* Volunteering and providing dependable and well-organized assistance, positive availability, and willingness to sacrifice to offer assistance
* Working will with others and willing to take on difficult or inconspicuous responsibilities
* Cheerful and enthusiastic rendering of any requested service to the school
* Willingness to represent the class or school in inter-class and inter-scholastic competition
* Performs committee and staff work without complaint
* Participation in some activity outside of school (such as scouts, religious groups, volunteering for elderly, disadvantaged, or poor persons)
* Mentoring persons in the community or students at other schools
* Courtesy by assisting visitors, teachers, and students

### CHARACTER which demonstrates

* Acceptance of criticism and recommendations graciously and willingly
* Desirable qualities of behavior consistently
* Upholding principles of morality and ethics
* Compliance with school regulations concerning property, programs, office, halls, etc.
* Highest standards of honesty and reliability
* Courtesy, concern, and respect for others
* Observance of instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
* Powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
* Manifestation of truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by mistakes of others
* Active help in ridding the school of bad influences or environments

#### Revised September, 2004

\*\*All of the Hammond High School National Honor Society Chapter By-Laws can be found on pages 18 - 19 in the student agenda book, as well as on the Hammond NHS Canvas Page.

# PROSPECTIVE MEMBER PACKET INSTRUCTIONS

1. **Complete the STUDENT INFOMRATION FORM.**
	1. **Contact Information**
	2. **Character References for Courses**

All of your last year’s teachers will complete a recommendation form, which states the criteria for NHS membership. Each teacher will state if they have or have not seen evidence of the criteria in the candidate and will have the option of writing comments. Additionally, the list of *Prospective Candidates* will be published for the entire faculty, and every member will have the opportunity to express their professional opinion regarding the candidates. Please list your last year’s teachers and courses, and distribute a recommendation form to each teacher. Be certain you have filled out the top of the sheet before distribution. (If a teacher is no longer at Hammond, substitute a teacher from the previous year.)

* 1. **Leadership and Service Recommendations**

Please list the people to whom you have submitted leadership and service recommendation forms:

* 1. **School Activities**

Complete the table providing as much information as possible about your extra-curricular activities at school. Do NOT be modest. Your purpose is to demonstrate your outstanding accomplishments with school activities, which are *not* part of a credited class. Examples include clubs, teams, class councils, committees, and musical groups. Include honors received such as Student of the Month, certificates, awards, and titles of responsibility. Print or type; **neatness counts.**

* 1. **Leadership Experience**

Please list all areas/activities in which you have demonstrated leadership. Examples include elected or appointed leadership positions not only in school but also in the community or jobs such as SGA, class/club officer committee chairperson, team captain, newspaper/yearbook editor, work manager, and community project leader.

The NHS Faculty Council also recognizes leadership, which may not fit into a category but rather is exhibited in behaviors, such as consistently demonstrating responsibility, initiative, reliability, dependability, and resourcefulness in the classroom. Therefore, applicants may have two faculty members complete forms who can certify a high degree of leadership using the criteria guidelines below:

### LEADERSHIP which demonstrates

* + - Resourcefulness in proposing new problems and suggestions, applying principles
		- Initiative in promoting school activities
		- Positive influence on peers in upholding school ideals
		- Contributions of ideas that improve the civic life of the school
		- Delegation of responsibilities
		- Positive attitudes
		- Academic initiative
		- Positions of responsibility or school offices; conducting of business effectively and efficiently; reliability and dependability
		- Leadership in the classroom, at work, and in other school or community activities
		- Dependability in any responsibility accepted
		- Loyal school attitude and upholding scholarship
1. **Complete COMMUNITY SERVICE FORM**

Community service demonstrates your participating in activities, which contribute to someone outside of yourself and for no gain (money, credits, recognition). Paid babysitting is not community service, but Scout projects, volunteering, religious activities, social action, senior citizen interactions, Habitat for Humanity are. Juniors should have accumulated a minimum of 20 hours, seniors a minimum of 30 thus far. Be very *specific* about your hours in each column. **SPONSORS MUST SIGN FOR EACH ACTIVITY, OR THE APPLICATION MAY BE DISQUALIFIED. Do not turn in a form with missing signatures; parents may not sign.** This is an “honor” society; please present valid signatures. Having less than the amount of hours listed above is not automatic cause for denial.

1. **Distribute CHARACTER, LEADERSHIP, AND SERVICE RECOMMENDATION FORMS**

Students will distribute the *confidential* recommendation forms as soon as possible to their evaluators. Recommendations should be returned, by the evaluator, directly to Mrs. Dickie no later than **Thursday, October 3, 2019**. Students should distribute the following:

* + 7 Character recommendations to all of last year’s teachers.
	+ 2 Leadership recommendations. Students may choose one sponsor from a community activity but at least one recommendation must be from a Hammond High staff member.
	+ 2 Service recommendations. Students should choose two sponsors from either a community or Hammond activity who have witnessed your acts of service.
1. **(Optional) Character references from Non-Hammond staff**

Supporting recommendations from community, religious, volunteer coordinators, or other character/leadership/service situations may also be submitted as supplemental data. There is *no form* for these recommendations. This will be considered *supplemental data* and should be submitted in a formal, typed letter no later than **Thursday, October 3, 2019**. Copies of original documents are also acceptable. Submit all supplemental data in your completed folder. PARENTS SHOULD NEITHER WRITE LETTERS OF RECOMMENDATIONS NOR SIGN SERVICE FORMS. These will be considered invalid and count against the student as a missing piece of data.

1. **(Optional) Write an Essay**

With your packet submit a one-page typed essay discussing

* What would you like the NHS Faculty Council to know about yourself, that has not already been stated elsewhere in this packet, before they consider you for NHS induction?
1. **Complete MEMBERSHIP AGREEMENT FORM**

Read and sign the form. Have a parent read and sign the form, too.

1. **Provide a self-addressed stamped envelope.**

This envelope will be used to mail you the Faculty Council’s decision.

1. **Complete all papers in the packet and return to Mrs. Dickie in one file.**

The deadline for submissions is **Thursday, October 3, 2019**. Packets must be turned in to Mrs. Dickie in room 601, or Mrs. Dickie’s mailbox in the front office by 2:10 **Thursday, October 3, 2019**. Late packets, while still considered, will be brought to the attention of the NHS Faculty Council.

1. The National Honor Society allows each chapter to accept or deny students. This society exists to acknowledge *outstanding* students in all categories, not just students with 3.40 and above scholarship. *Not every academically successful student belongs in the NHS.* Once all paperwork is collected, the NHS Faculty Advisory Council will deliberate on each student, carefully considering packet credentials, faculty recommendations, and supplemental data. The committee then votes and decides who is to be admitted for recognition of scholarship, leadership, service, and character. Letters of acceptance and denial will be mailed to all candidates. A formal Induction Ceremony will be held for accepted students in November.
2. Once accepted, students must maintain a cumulative 3.40 GPA. Students unable to maintain the cumulative 3.40 must appear before the NHS Faculty Advisory to explain. The Council will decide on each case individually, with dismissal from NHS being an option.
3. Students who are juniors and not admitted into NHS are encouraged to address the area in which they were lacking and resubmit credentials as seniors. Unfortunately, seniors who are not admitted during the September recruiting period have no second chance for admission. Anyone who wants to discuss denials is encouraged to see Mrs. Dickie in room 601.