

## **National Honor Society Selection Process:<sup>1</sup>**

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities

This section outlines the essential procedures for all chapters to follow when selecting new members. Local variations can be accommodated as long as they are not contrary to the policies found in the National Constitution and this handbook.

1. **Academic eligibility.** As the first step in the process, students' academic records are reviewed to determine those individuals who are scholastically eligible for membership, i.e., those persons who meet the required cumulative GPA standard of 93 and above.
2. **Candidate notification and forms.** Students who are eligible scholastically (i.e., candidates) should be notified and informed that for further consideration for selection to the chapter, they are to complete the candidate information form. This form outlines the candidate's accomplishments in the areas of character, service, and leadership. It is further recommended that both students and parents sign these forms when submitting them, indicating that the content is both complete and accurate.
3. **Additional faculty input.** If additional faculty input would be beneficial, all faculty members can be invited to make comments on candidates, most often done on a faculty input form.
4. **Review, deliberate, and vote.** The candidate form should be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy, including whether or not candidates are officially noted as having a disability that could affect their consideration. Some Faculty Councils may wish to interview candidates personally. The leadership, service, and character of all candidates should be reviewed carefully. Faculty Council members are encouraged to deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council should be invited to be inducted into the chapter. All candidates identified and listed as "not selected" (i.e., those who do not receive the majority vote of the Faculty Council) should also be notified.
5. **Report results to the principal.** Prior to notification of any candidates, the adviser must report to the principal the results of the Faculty Council's deliberations for approval. Lists of selected and non-selected students as well as reasons for non-selection are to be incorporated into this report. This reporting will ensure the support of the administration prior to any student notification.

---

<sup>1</sup> National Honor Society Handbook, Section 4.1

6. **Notification.** Chapters should initiate formal notification of all selected candidates and their parents to inform them in writing about selection and the timing of the induction ceremony.

7. **Verification and induction.** To finalize the plans for the induction ceremony, a plan should be devised for verification of membership and acceptance of the invitation for membership as well as attendance at the induction ceremony.

**NHS Obligations:**

Students who are accepted into NHS agree to:

- ☐ Maintain the standards that are used for selection: academic, character, leadership, service
- ☐ Be role models both on and off campus
- ☐ Attend monthly meetings
- ☐ Participate in NHS sponsored events
- ☐ Complete 10 hours of community service in the fall semester and 10 hours of community service in the spring semester
- ☐ Possibility of discipline or dismissal if the member falls below the standards used for selection

## Candidate Information Form

Candidates must submit this form to Google Classroom to be considered for NHS.  
Any substitutions or other methods of presenting this information will not be permitted. Please copy this form and then fill it out.

### I. Administrative Information:

**Your Name:**

## Freeport Chapter of the National Honor Society Candidate Information Form

Candidates must submit this form to Google Classroom to be considered for NHS.  
Any substitutions or other methods of presenting this information will not be permitted.

### I. Administrative Information:

**Your Name:**

**II. Co-curricular Activities-** List all activities in which you have participated during high school. Include: clubs, teams, musical groups, etc. and major accomplishments in each.

Activity	Year				Hours/Week or total hours	Accomplishments
	9	10	11	12		

**III. Leadership Positions:** List elected or appointed leadership positions held in school, community or work, ex: team captain, officer, manager, chairperson.

Activity	Year				Hours/Week or total hours	Accomplishments
	9	10	11	12		

**IV. Service/Community Activities-** List any volunteer activities in which you participate. This includes service projects done with a group (or just yourself) either in or out of school. Generally speaking, these activities are those done for or on behalf of others (not including family members) for which no compensation (monetary or other) has been given. When calculating hours, attending meetings within school hours *does not* count.

Activity	Year				Hours/Week or total hours	Adult sponsor & their email address or phone/contact information
	9	10	11	12		


**VI. Work Experience, Recognition and Awards-** List below any job experience you may have, although it is understood that you might not have held a job at this point in your life.

Job experiences, awards/recognition	Year				Hours/Week or total hours
	9	10	11	12	

**VII. Essay-** Please attach an essay of approximately **300** words (no more) explaining why you should be considered for the National Honor Society. In addition to academics, the qualities of the NHS student include outstanding character, leadership, and service. Please focus your writing on one, or more, of these three pillars.

[INSERT ESSAY HERE]

**VII. Signatures-**

I/we have reviewed the full candidate information packet provided to us by the chapter. In addition, I/we have read the information submitted by my son/daughter on this form and can verify that it is true, accurate, and complete.

Printed Parent/Gaurdian Name: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Activity Form Rubric

	4	3	2	0
<b>Leadership:</b> (This could include any combination of, but not limited to, the following: Is resourceful in proposing new problems, applying principles, and making suggestions • Demonstrates initiative in promoting school activities • Exercises positive influence on peers in upholding school ideals and spirit • Contributes ideas that improve the civic life of the school • Is able to delegate responsibilities • Inspires positive behavior in others • Demonstrates academic initiative • Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability • Is a leader in the classroom, at work, or in other school or community activities • Is dependable in any responsibility)	Demonstrates high evidence of leadership qualities/positions	Demonstrates sufficient evidence of leadership qualities/positions	Demonstrates minimal evidence of leadership qualities/positions	Demonstrates no evidence of leadership qualities/positions
<b>Service:</b> (This could include any combination of, but not limited to, the following: Volunteers and provides dependable and well-organized assistance, and is willing to make sacrifices to offer assistance • Works well with others and is willing to take on difficult or inconspicuous responsibilities • Enthusiastically renders any requested service to the school • Is willing to represent the class or school in interclass and interscholastic competition • Does committee and staff work without complaint • Participates in some activity outside of school, for example, Girl Scouts; Boy Scouts; religious groups; volunteer services for the elderly, poor, or disadvantaged. • Mentors in the community or students at other schools • Shows courtesy by assisting visitors, teachers, and students.)	Outstanding signs of volunteering/service in/out of school; and/or interscholastic competition	Sufficient signs of volunteering/service in/out of school; and/or interscholastic competition	Minimal signs of volunteering/service in/out of school; and/or interscholastic competition	No signs of volunteering/service in/out of school; and/or interscholastic competition
<b>Character:</b> (This could include any combination of, but not limited to,	Strong demonstration of respect,	Average demonstration of respect,	Minimal demonstration of	No demonstration of respect, responsibility,

the following: Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability) • Cooperates by complying with all school policies and regulations and codes of student conduct • Takes criticism willingly and accepts recommendations graciously • Demonstrates the highest standards of honesty, academic integrity, and reliability)	responsibility, trustworthiness, fairness, caring, and citizenship	responsibility, trustworthiness, fairness, caring, and citizenship	respect, responsibility, trustworthiness, fairness, caring, and citizenship	trustworthiness, fairness, caring, and citizenship
--	--	--	---	--

12-9 points: Student *meets* criteria for NHS selection  
<9 points: Student *does not meet* criteria for NHS selection <sup>2</sup>

Reasons for immediate disqualification:

- Showing a consistent pattern of negative behavior/attitudes toward peers &/or adults. Discipline records will be checked for referrals pertaining to this.
- Incomplete application.

---

<sup>2</sup> The cutoff is not used as an absolute determinant of membership, but instead serves as a guide for the Faculty Council.