



### *NHS Student Information Binder Guidelines*

The National Honor Society chapter of Wall High School is a duly chartered and affiliated chapter of this prestigious national organization.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall. The chapter advisor serves as a non-voting member of the Faculty Council and is only present to assure selection procedures are accurately followed.

The students who meet the scholarship criterion are invited to complete a Student Information Binder that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school and community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character.

These forms and the Student Information Binder are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members.

Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, participation in one of the chapter service projects, and one of the chapter fundraising projects. In addition, at the end of each month, students are required to submit evidence of the completion of six hours of service activities.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor, Mrs. Amanda Glynn, in Room C-15 or by email at [aglynn@wall.k12.nj.us](mailto:aglynn@wall.k12.nj.us).

## STUDENT INFORMATION BINDER GUIDELINES:

### BINDER GUIDELINES:

- One-inch hardcover binder, with a pocket on the inside cover
- Cover should be clean with your name prominently displayed
- Sections must be in order and separated with labeled, tabbed dividers
- Every page in the binder must be inside a page protector
- Do not include original certificates, awards, or other documentation; make copies
- Include a paper copy of both essays and also submit to turnitin.com

Advisor's notes:

- ✓ *Follow these guidelines exactly. Your attention to detail will show the Faculty Council you care about becoming a member of NHS and will help make the process more efficient.*

## **PART I- LEADERSHIP**

Description: The student who exercises leadership:

- Demonstrates respect, responsibility, initiative, and self-motivation
- Demonstrates attitudes and behaviors that are supportive of others' goals and needs in the classroom or community
- Contributes ideas and looks for innovative ways to improve civic life
- Exhibits managerial qualities such as delegating tasks, running effective meetings, and empowering others

NOTE: Leadership qualification is not restricted solely to those holding elected offices.

### Evidence required:

All of the following:

- One completed referral form included in binder (Attachment A)
- One completed leadership form from a supervising adult from an in-school organization (Attachment B)
- One completed leadership form from a supervising adult from a community organization (Attachment B)
- One completed leadership form from another supervising adult of your choice (Attachment B)

Advisor's Note:

- ✓ *The community organization recommendation must be through an organization not tied to Wall High School (i.e. Wall's Walk for Wishes is associated through DECA)*
- ✓ *Provide pre-addressed envelopes for the people you ask for recommendations.*
- ✓ *In-school recommendations should be returned in a sealed envelope with "NHS Leadership Recommendation for <Your Name>" and "Attn: NHS Advisor" written on the outside of the envelope. They should be placed in Mrs. Glynn's mailbox one week prior to the date your binder is due.*
- ✓ *Out-of-school recommendations should be mailed at least one week before your binder is due to the following address: Wall High School NHS, Leadership Recommendation for <Your Name>, 1630 18<sup>th</sup> Ave., Wall, NJ 07719, Attn: NHS Advisor*
- ✓ *Recommendation forms CANNOT be filled out by a family member and must include contact information for the supervising adult.*
- ✓ *The Faculty Council reserves the right to verify these recommendations by contacting the supervising adult.*

## PART II- CHARACTER

Description: A person of character:

- Promptly meets individual pledges and responsibilities both inside and outside the classroom
- Upholds the highest standards of honesty, respect, reliability, fairness, and tolerance
- Adheres to school rules and regulations, including but not limited to attendance, tardiness, academic honesty, conduct, etc.
- Takes criticism willingly and accepts recommendations graciously

Evidence Required:

All of the following:

- One completed referral form included in binder (Attachment C)
- Five completed character recommendations from faculty members (Attachment D)
- A typed, double-spaced, 500 word personal statement:
  - Please describe yourself beyond this informational binder. What does the information you provided fail to project about you? Why will you be an ideal member of our organization? What other talents and strengths do you possess? How do you feel that experiences you have had in your high school life have shaped you to be a representative of leadership? This is your chance to go beyond the lists and statistics to explain whatever you feel needs explaining.
  - You can support this personal response with any awards that attest to your character.
- Any documentation supporting accomplishments mentioned in your personal statement

*Advisor's note:*

- ✓ *Provide pre-addressed envelopes for the people you ask for recommendations.*
- ✓ *In-school recommendations should be returned in a sealed envelope with "NHS Character Recommendation for <Your Name>" and "Attn: NHS Advisor" written on the outside of the envelope. They should be placed in Mrs. Glynn's mailbox one week prior to the date your binder is due.*
- ✓ *The Faculty Council drops the highest and lowest ratings in each category and then averages the remaining scores.*
- ✓ *You can ask a faculty member to fill out a form for you; however, they reserve the right to refuse your request.*
- ✓ *The Faculty Council also considers your high school discipline record in this category.*

## PART III- SERVICE

Description: Any action undertaken by the student which is done with or on behalf of others, besides family members, without any direct financial or material compensation.

- A candidate is expected to provide service to the school and to the community.
  - School service is considered involvement in school club or sports activities.
  - Community service is considered any volunteerism that serves the community at large. This service should not be directly related to in-school clubs, activities or athletics.
- Service is not based on classroom or community work/project/activities for which grades or pay are given.
- Each candidate's minimum service requirement per school year should fall into one of these categories\*:
  - Category 1: 3 in-school clubs or activities and 10 hours of community service
  - Category 2: 2 in-school clubs or activities, 1 in-school sport, 10 hours of community service
  - Category 3: 2 in-school clubs or activities, 20 hours of community service
  - Category 4: 1 in-school club or activity, 2 in-school sports, 10 hours of community service
  - Category 5: 1 in-school club or activity, 1 in-school sport, 20 hours of community service
  - Category 6: 2 in-school sports, 20 hours of community service
  - Category 7: 3 in-school sports, 10 hours of community service
  - Category 8 (Applicable for freshman year only): 1 school club/sport/activity, 30 hours of community service
  - Category 9 (Applicable for the class of 2014 only): 40 hours of community service, no school activities

\*For the class of 2014 and the class of 2015, the total community service hours must be completed by the time of binder submission. For example, if an applicant meets the requirements in category 1 freshman year, and category 5 sophomore year, they must also provide documentation that they have completed 30 total hours of community service by the time they submit their binder in the fall of junior year.

\* For the class of 2016 and beyond, applicants must complete the community service during the year in which they meet the category requirement. For example, if an applicant meets the requirement in category 1 freshman year, they must also provide evidence that they completed 10 hours of community service during their freshman year. If the applicant then meets the requirements for category 5 sophomore year, they must provide documentation of that they completed 20 hours of community service during their sophomore year.

### Evidence Required:

All of the following:

- One completed service form for each year of school, including signatures from supervising adults for supporting activities (Attachment E)
- A typed, double-spaced, 500 word essay:
  - Address a problem within our school or community and design a service project for the Wall NHS chapter to complete to eliminate or reduce this problem.

Advisor's Note:

- ✓ A school year is considered September 1st to August 30th. This means that summer community service hours must be completed the summer AFTER the school year to fit into a category.
- ✓ The community service hours must be through an organization not tied to Wall High School (i.e. Wall's Walk for Wishes is associated through DECA)
- ✓ "Activities" are school-related activities you voluntarily participate in and must be above and beyond the requirements associated with a graded course.
- ✓ Family members are NOT allowed to provide a signature as evidence of community service.
- ✓ All community service must be documented by a letter or certificate that includes a supervising adult's name and contact information. If this information is not available, the hours will be considered invalid.
- ✓ The Faculty Council reserves the right to verify these recommendations by contacting the supervising adult.



Student Name \_\_\_\_\_

You are required to ask three adults for leadership referrals; one from an in-school organization, one from a community organization, and one of your choice.

Recommendation forms CANNOT be filled out by a family member and must include contact information for the supervising adult.

The Faculty Council reserves the right to verify these recommendations by contacting the supervising adult.

In-school Supervising Adult:

Name \_\_\_\_\_ Date requested \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number or Email: \_\_\_\_\_

Leadership Role(s) of Student: \_\_\_\_\_

Out-of-school Supervising Adult:

Name \_\_\_\_\_ Date requested \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number or Email: \_\_\_\_\_

Leadership Role(s) of Student: \_\_\_\_\_

Other Supervising Adult:

Name \_\_\_\_\_ Date requested \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number or Email: \_\_\_\_\_

Leadership Role(s) of Student: \_\_\_\_\_



NHS Candidate Leadership Recommendation

*Attachment B*

Student Name \_\_\_\_\_

Leadership Role(s): \_\_\_\_\_

A leadership position is defined as an official or unofficial position held in which your responsibilities include directly managing or motivating others. Positions must be held while you are in 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade.

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known this student? \_\_\_\_\_

In what context have you known this student? \_\_\_\_\_

*Compared to his or her peers, how do you rate this student in terms of...*

	Below Average	Average	Excellent (Top 20%)	Outstanding (Top 5%)
Demonstrates respect, responsibility, initiative, and self-motivation				
Demonstrates attitudes and behaviors that are supportive of others' goals and needs in the classroom or community				
Exhibits managerial qualities such as delegating tasks, running effective meetings, and empowering others				
Overall leadership qualities of this student				

*Please write whatever you think is important about this student, including a description of specific examples in which they exhibited leadership skills. We welcome information that will help us differentiate this student from others.*

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*Please continue on the back...*



NHS Student Character Referral List

Attachment C

Student Name \_\_\_\_\_

You are required to ask five teachers or coaches for character referrals. You will not see the actual recommendations, however, please fill out the table below to include in your binder.



The highest and lowest scores will be dropped, and the remaining ratings will be averaged, so one teacher's ratings will not prevent you from becoming an NHS member. However, choose your character referrals wisely, each form is carefully read and considered by the Faculty Council.

	Teacher or Coach Name	Date Requested	Teacher or Coach Signature
1			
2			
3			
4			
5			





