

HOWARD HIGH SCHOOL NATIONAL HONOR SOCIETY



CANDIDATE PACKET INSTRUCTIONS

Dear Candidate:

The National Honor Society is an organization for exceptional juniors and seniors. You have been invited to become a member of the NHS, and in order to do so you must complete a candidate packet during the time you are a candidate.

Attached is your packet to be completed as instructed and returned to the NHS advisors, Mr. Sleichter (N104) and Ms. Parsons (A122), by 2:15 PM Friday, September 13, 2019.

Late or incomplete submissions will negatively affect the candidate's score at 2 points per day.

This packet will be evaluated by the NHS Faculty Council using criteria based on the goals of the organization. The completed packet must include the following items:

1. Candidate Packet Instructions (this page, signed by student and parent)
2. Formal Application Form
 - I. Admin. Info.
 - II. Disciplinary Experience (paragraph attached if applicable)
 - III. L.S.S.&C. Activities Rubric
 - IV. Leadership Activities
 - V. Service Activities
 - VI. Student School Based Activities
 - VII. Community Activities
 - VIII. Responsibilities and Signatures (Student and Parent)
3. a. Leadership Essay
b. Rubric
4. Candidate Application Packet Scoring Rubric
5. Teacher Recommendation Forms (5 total)

Candidates must collect ALL candidate materials and ensure the packet is complete. Place ALL material in a sealed manila envelope and submit to the advisor on or before Friday, September 13, 2019.

I have read and understood the conditions for the candidacy period for the Howard High School chapter of the National Honor Society and have reviewed the Howard High

School National Honor Society Bylaws (on Howard's website). My signature below indicates my willingness to become a candidate for this organization. I understand that if I fail to meet any of the requirements, I will eliminate myself as a candidate during this school year. I understand that I must submit a candidate packet during the candidacy period that will be evaluated by the NHS Faculty Council. If approved by the Council, I will receive an invitation to join the National Honor Society.

(MUST BE SIGNED BELOW)

Student Signature _____ **Date:** _____

Parent Signature _____ **Date:** _____

Packets that are not approved due to missing or incomplete components will NOT be eligible to appeal the final decision.

HOWARD HIGH SCHOOL NATIONAL HONOR SOCIETY



CANDIDATE PACKET INSTRUCTIONS

Directions and notes: Please complete all sections. Type or print all information and submit it to the person listed below by the date listed below. Do not be modest. Every bit of information will be used by the Faculty Council to assist with the fair consideration of your candidacy during the selection process.

You should not give repetitive answers. For example, if you write about a community service project you did with your church in service, it will not get you any points if you also write about it in “extra activities”.

If a teacher or another staff member in the building is in charge of an activity or club you are a part of, you must get their signature. If they are outside of the building, and you are unable to get their signature, you must report their phone number and email address for us to contact them.

Completion and submission of this form does not guarantee selection.

If you have questions about the form, contact Mr. D. Sleichter or Ms. L. Parsons

I. Administrative Information

Name: _____

Current Grade: _____

Email Address: _____

II. Disciplinary Experience—If you have received any disciplinary referrals in high school or have received any disciplinary action, *write* a paragraph explaining the situation(s) and explaining why you feel the situation(s) should not affect your selection for membership in the National Honor Society. *Attach* your paragraph to this form.

This will be cross-referenced with the disciplinary records, and a failure to divulge information, *may* lead to a denial in acceptance.

MUST CHECK ONE: _____NONE _____Paragraph Attached

III. Leadership, Service, School, & Community Activities Rubric

Student Name: _____

	3	2	1	0
Leadership <hr/>	Students have 3 or more <i>different</i> leadership positions that are explained and have all required information and have been in that position before junior year OR 2 leadership positions with all required information completed and have been in either position for more than two years.	Students have 2 <i>different</i> leadership positions that are explained and have all required information and have been in that position before junior year OR 1 leadership positions with all required information completed and have been in either position for more than two years.	Students have 1 leadership position that is explained and has all required information and have been in that position before junior year.	Students have not completed this section OR Written position is not leadership.
Service <hr/>	Students have at least 10 hours of service from at least 2 different organizations OR at least 8 hours of service from 3 or more different organizations.	Students have less than 8 hours of service, but have at least 2 different organizations.	Students have less than 8 hours of service from 1 organization OR Students have more than 8 hours of service, but the organizations are the same (or similar).	Students have not completed any service OR What is written is not service.
Other Student Activities <hr/>	Students have 3 or more activities that <u>are not listed previously</u> . **Activities are not counted if they just joined in the current school year.	Students have 2 activities that <u>are not listed previously</u> . **Activities are not counted if they just joined in the current school year.	Student has 1 activity that <u>is not listed previously</u> . **Activities are not counted if they just joined in the current school year.	Student does not list any activities OR Activities listed are already mentioned in another section. **Activities are not counted if they just joined in the current school year.
Other Community Activities <hr/>	Students have 3 or more community activities that <u>are not listed previously</u> . **Activities are not counted if they are paid or school related.	Students have 2 community activities that <u>are not listed previously</u> . **Activities are not counted if they are paid or school related.	Student has 1 community activity that <u>is not listed previously</u> . **Activities are not counted if they are paid or school related.	Student does not list any activities OR Activities listed are already mentioned in another section. **Activities are not counted if they are paid or school related.

IV. Leadership—List all elected or appointed leadership positions or other positions of responsibility held in high school, community, or work. Only those positions in which you were *responsible for directing or motivating others* should be included (eg: elected officer, committee chairperson, team captain, newspaper editor, work area manager, group leader). Please include the name of the adult responsible for supervising your leadership in each position and either their phone number or signature for verification purposes.

Grade (circle all that apply): 9 10 11 12

Leadership Position: _____ Activity/Organization: _____

Adult Name: _____ Phone/Signature: _____

Description of Responsibilities

Grade (circle all that apply): 9 10 11 12

Leadership Position: _____ Activity/Organization: _____

Adult Name: _____ Phone/Signature: _____

Description of Responsibilities

Grade (circle all that apply): 9 10 11 12

Leadership Position: _____ Activity/Organization: _____

Adult Name: _____ Phone/Signature: _____

Description of Responsibilities

V. Service —List service activities in which you have participated. These can be individual or group service projects done either in or out of school. Generally, service activities are those that are done for or on behalf of others (not including family members) for which no compensation (monetary or otherwise) has been given. Please include the name of the adult responsible for supervising your leadership in each position and either their phone number or signature for verification purposes.

Grade (circle all that apply): 9 10 11 12

Leadership Position: _____ **Activity/Organization:** _____

Adult Name: _____ **Phone/Signature:** _____

Description of Responsibilities

Grade (circle all that apply): 9 10 11 12

Leadership Position: _____ **Activity/Organization:** _____

Adult Name: _____ **Phone/Signature:** _____

Description of Responsibilities

Grade (circle all that apply): 9 10 11 12

Leadership Position: _____ **Activity/Organization:** _____

Adult Name: _____ **Phone/Signature:** _____

Description of Responsibilities

VI. Student/School Based Activities —List all school-based activities (not already previously mentioned) in which you have participated in Grades 9-12 including clubs, teams, musical groups, etc., and any significant accomplishments in each. Please include the name of the adult in charge.

Grade (circle all that apply): 9 10 11 12 **Activity/Organization:** _____

Accomplishments **Adult Name:** _____

Grade (circle all that apply): 9 10 11 12 **Activity/Organization:** _____

Accomplishments **Adult Name:** _____

Grade (circle all that apply): 9 10 11 12 **Activity/Organization:** _____

Accomplishments **Adult Name:** _____

Grade (circle all that apply): 9 10 11 12 **Activity/Organization:** _____

Accomplishments **Adult Name:** _____

VII. Community Activities—List other community activities (not already previously mentioned) in which you have participated such as religious groups, clubs outside of school, Boy or Girl Scouts, community art endeavors, etc. and note any major accomplishments in each. *(These should be any activities outside of school in which you participated for the betterment of your community)* Please include the name of the adult in charge.

Grade (circle all that apply): 9 10 11 12 Activity/Organization: _____

Accomplishments Adult Name: _____

Grade (circle all that apply): 9 10 11 12 Activity/Organization: _____

Accomplishments Adult Name: _____

Grade (circle all that apply): 9 10 11 12 Activity/Organization: _____

Accomplishments Adult Name: _____

Grade (circle all that apply): 9 10 11 12 Activity/Organization: _____

Accomplishments Adult Name: _____

VIII. Responsibilities and Signatures

Chapter Standards and Guidelines—To maintain membership, NHS members must:

- Maintain a 3.4 weighted cumulative GPA
- Participate in chapter service projects and individual service activities
(*a minimum of 8 hours a quarter*)
- Accept leadership responsibilities
- Model high standards of character expected of NHS members
- Pay dues established by the chapter (\$20)
- Attend membership meetings held on the third (3rd) Thursday of each month.

I understand that completing and submitting this form does not guarantee selection to the National Honor Society. I attest that the information presented here is complete and accurate. If selected, I agree to abide by the chapter standards and guidelines listed above and addressed in the Bylaws and to fulfill all of my membership obligations to the best of my ability.

Student Signature _____ **Date** _____

I have read the information provided by my son/daughter on this form and verify that it is true, accurate, and complete. I understand that if my student is selected for NHS membership he/she must abide by the chapter standards and guidelines listed above to maintain membership.

Parent/Guardian Signature _____

Phone _____ **Date** _____

The Howard County Public School System does not discriminate in selection of National Honor Society members on the basis of race, color, religion, sex, national origin, or disability. Address questions and return forms to Mr. Sleichter (N104) or Ms. Parsons (A122) by Friday, September 13, 2019.

3a. NHS Leadership Essay (15 points)

Each candidate for membership in National Honor Society is required to compose a *500-word essay that demonstrates his or her leadership skills*. **Essays will be included in the candidate application packet**, and will be evaluated by a panel of teachers for content, completion, and adherence to the requirements listed below.

The essay should describe a specific project or task for which the candidate served as the person in charge, and explain what the candidate learned from participating in the activities described, or how the candidate has grown as an individual as a result of his or her participation. The essay should be typed in ***twelve-point font and double-spaced***.

See attached rubric for more details.

NHS Essay Scoring Rubric

Student Name: _____

	5	4	3	2	1	0
Expression of Character _____	-The essay shows how the student uses traits such as courtesy, concern, respect, honesty and reliability <i>both in and out of the classroom</i>	-The essay shows how the student uses traits such as courtesy, concern, respect, honesty and reliability <i>in or out of the classroom, not both</i>	-The essay summarizes some positive character traits (<i>at least 3</i>), but <i>does not include implementation in and out of the classroom</i>	-The essay summarizes <i>only 1-2 positive character traits</i> -The essay does not include implementation in and out of the classroom	-The essay <i>only loosely addresses positive character traits</i> or the traits addressed are not positive	-The essay <i>does not address character traits</i>
Expression of Leadership _____	-The essay details <i>strong leadership roles that go above and beyond expectations</i> and expresses the effect leadership skills acquisition (including resourcefulness, problem solving, and idea contributing) has had on the student	-The essay details <i>strong leadership roles</i> and expresses the effect leadership skills acquisition has had on the student -The essay may address resourcefulness, problem solving, or idea contributions, but not all three	-The essay summarizes <i>leadership roles</i> -The essay only hints at the effect of the skills acquisition	-The essay summarizes <i>minimal leadership role(s)</i> and only summarizes perceived skills acquisition	-The essay <i>only loosely addresses leadership roles</i> or the leadership roles do not require leadership skills	-The essay <i>does not address leadership involvement</i> s or the leadership role did not foster any leadership skills
Writing _____	-The essay is error free mechanically -A strong , unique writing voice emerges -The writing is organized and all <i>thoughts flow effortlessly</i> -The essay opens with a strong, relevant hook	-The essay is error free mechanically -A writing voice emerges, but may be more mechanical -The writing is organized, but <i>may have a couple issues with pacing or flow</i> -The essay opens with a relevant hook	-The essay contains <i>minor mechanical errors (1-3)</i> -A writing voice is <i>difficult to detect</i> -The writing has <i>lapses in organization</i> , but can still be understood -The essay opens with a hook, but <i>it may not be engaging</i>	-The essay contains <i>regular mechanical errors (at least 4-6)</i> -A writing voice is <i>absent</i> -The organization <i>hinders the reader from understanding</i> meaning more often than not -The essay <i>lacks a hook</i>	-The essay <i>does not appear to be proofread</i>	-The essay does not appear to be proofread -Errors <i>actually hinder the reader's ability to understand the message</i>

Total Score: _____ /15

Howard High School - National Honor Society 2019-2020

Application Scoring Rubric

Student Name: _____

Formal Application

Criteria	Possible Points	Evaluator #1	Evaluator #2	Evaluator #3 (if needed)
I. Admin Info	1			
II. Disciplinary Experience	1			
III. LSSC Activities Rubric	2			
IV. Leadership Activities	3			
V. Service Activities	3			
VI. Student School-Based Activities	3			
VII. Community Activities	3			
VIII. Responsibilities & Signatures	1			
Total	17			

Leadership Essay

Criteria	Possible Points	Evaluator #1	Evaluator #2	Evaluator #3 (if needed)
Essay	15			

Teacher Recommendations

(3 points = 24+, 2 points = 18-23, 1 point = 10-17, and 0 points = less than 10.)

Criteria	Possible Points	Evaluator #1	Evaluator #2	Evaluator #3 (if needed)
Teacher #1 _____	3			
Teacher #2 _____	3			
Teacher #3 _____	3			
Teacher #4 _____	3			
Teacher #5 _____	3			

Total	15			
--------------	-----------	--	--	--

**HOWARD HIGH SCHOOL
NATIONAL HONOR SOCIETY**

Teacher Recommendation Form (Confidential)

Teachers: The student named below is applying for the National Honor Society. Please complete this form, put it in an envelope provided by the student and return it to the student before **Wednesday, September 11, 2019**. Thank you for your cooperation.

This information is confidential and is not to be shared with the student.
Thank you in advance for your cooperation.

Candidate: _____ **Subject/Year Taught:** _____

Teacher: _____ **Teacher Signature** _____

<i>Please rate the Candidate in the following categories:</i>	Always 4	Frequently 3	Sometime ^s 2	Seldom 1	Never 0
---	--------------------	------------------------	--------------------------------------	--------------------	-------------------

Character					
Exemplifies honesty & integrity in the classroom					
Follows school rules and has a positive attitude					

Service					
Assists classmates and faculty willingly					
Takes on responsibilities when asked					

Leadership					
Takes initiative					
Follows through on responsibilities					
Works well with others					
Column totals:					

TOTAL Points (28 possible): _____

**HOWARD HIGH SCHOOL
NATIONAL HONOR SOCIETY**

Teacher Recommendation Form (Confidential)

Teachers: The student named below is applying for the National Honor Society. Please complete this form, put it in an envelope provided by the student and return it to the student before **Wednesday, September 11, 2019**. Thank you for your cooperation.

This information is confidential and is not to be shared with the student.
Thank you in advance for your cooperation.

Candidate: _____ **Subject/Year Taught:** _____

Teacher: _____ **Teacher Signature** _____

<i>Please rate the Candidate in the following categories:</i>	Always 4	Frequently 3	Sometime s 2	Seldom 1	Never 0
---	---------------------	-------------------------	-----------------------------	---------------------	--------------------

Character					
Exemplifies honesty & integrity in the classroom					
Follows school rules and has a positive attitude					

Service					
Assists classmates and faculty willingly					
Takes on responsibilities when asked					

Leadership					
Takes initiative					
Follows through on responsibilities					
Works well with others					
Column totals:					

TOTAL Points (28 possible): _____

HOWARD HIGH SCHOOL NATIONAL HONOR SOCIETY

Teacher Recommendation Form (Confidential)

Teachers: The student named below is applying for the National Honor Society. Please complete this form, put it in an envelope provided by the student and return it to the student before **Wednesday, September 11, 2019**. Thank you for your cooperation.

This information is confidential and is not to be shared with the student.
Thank you in advance for your cooperation.

Candidate: _____ **Subject/Year Taught:** _____

Teacher: _____ **Teacher Signature** _____

<i>Please rate the Candidate in the following categories:</i>	Always 4	Frequently 3	Sometime ^s 2	Seldom 1	Never 0
---	--------------------	------------------------	--------------------------------------	--------------------	-------------------

Character					
Exemplifies honesty & integrity in the classroom					
Follows school rules and has a positive attitude					

Service					
Assists classmates and faculty willingly					
Takes on responsibilities when asked					

Leadership					
Takes initiative					
Follows through on responsibilities					
Works well with others					
Column totals:					

TOTAL Points (28 possible): _____

HOWARD HIGH SCHOOL NATIONAL HONOR SOCIETY

Teacher Recommendation Form (Confidential)

Teachers: The student named below is applying for the National Honor Society. Please complete this form, put it in an envelope provided by the student and return it to the student before **Wednesday, September 11, 2019**. Thank you for your cooperation.

**This information is confidential and is not to be shared with the student.
Thank you in advance for your cooperation.**

Candidate: _____ **Subject/Year Taught:** _____

Teacher: _____ **Teacher Signature** _____

<i>Please rate the Candidate in the following categories:</i>	Always 4	Frequently 3	Sometime ^s 2	Seldom 1	Never 0
---	--------------------	------------------------	--------------------------------------	--------------------	-------------------

Character					
Exemplifies honesty & integrity in the classroom					
Follows school rules and has a positive attitude					

Service					
Assists classmates and faculty willingly					
Takes on responsibilities when asked					

Leadership					
Takes initiative					
Follows through on responsibilities					
Works well with others					
Column totals:					

TOTAL Points (28 possible): _____

**HOWARD HIGH SCHOOL
NATIONAL HONOR SOCIETY**

Teacher Recommendation Form (Confidential)

Teachers: The student named below is applying for the National Honor Society. Please complete this form, put it in an envelope provided by the student and return it to the student before **Wednesday, September 11, 2019**. Thank you for your cooperation.

**This information is confidential and is not to be shared with the student.
Thank you in advance for your cooperation.**

Candidate: _____ **Subject/Year Taught:** _____

Teacher: _____ **Teacher Signature** _____

<i>Please rate the Candidate in the following categories:</i>	Always 4	Frequently 3	Sometime ^s 2	Seldom 1	Never 0
---	--------------------	------------------------	--------------------------------------	--------------------	-------------------

Character					
Exemplifies honesty & integrity in the classroom					
Follows school rules and has a positive attitude					

Service					
Assists classmates and faculty willingly					
Takes on responsibilities when asked					

Leadership					
Takes initiative					
Follows through on responsibilities					
Works well with others					
Column totals:					

TOTAL Points (28 possible): _____

Candidate Application Checklist

Candidates must submit ALL application materials on time. Incomplete or late submissions will negatively affect the candidate's score. A panel of teachers will evaluate all packets using the scoring rubric above. Candidates **MUST include** ALL rubrics with their completed application packet in order to receive a score.

_____ (1) Signed Candidate Packet Instructions page

_____ (2) Formal Application Form

___ I Admin Info

___ II Disciplinary Experience

___ III LSSC Activities Rubric

___ IV Leadership Activities

___ V Service Activities

___ VI Student/ School-based Activities

___ VII Community Activities

___ VIII Responsibilities & Signatures

_____ (3a) Leadership Essay that addresses the requirements given (typed and formatted)

_____ (3b) Leadership Essay Rubric

_____ (4) Candidate Application Scoring Rubric

_____ (5) Five signed teacher recommendations forms sealed by the teacher in the student provided envelope (*2 teachers from 2017-2018 and 3 teachers from the candidate's 2018-2019 academic classes*)

In order to be accepted for membership in the Howard High School Chapter of the National Honor Society, candidates must score a minimum of 36 out of 47 points on the above rubric and may NOT score a total of zero (0) in any of the three categories.

Packets that are not approved due to missing or incomplete components will NOT be eligible to appeal the final decision.

Candidates who have been accepted for membership will receive a letter notifying them of their acceptance and providing additional instructions.

Candidates who are not accepted for membership will also receive a letter notifying them that they did not meet the criteria for membership. The letter will include an explanation of the decision Appeal Process.