

Cor Jesu Academy Chapter of the National Honor Society Student Documentation Form

DUE on or before: Friday – February 1, 2008 at 3:30pm
TO: NHS mailbox in the main office

► WHO SHOULD SEEK MEMBERSHIP ◀

Any student, with a cumulative scholastic average of 3.500 or better, who is willing to commit themselves to an active leadership and service role in our school and community through the activities of our chapter of NHS, including attendance at all meetings and participation in 10 hours of Society sponsored service per semester.

PURPOSE OF THIS DOCUMENTATION FORM:

To document your qualifications for membership in the National Honor Society.
Members of NHS demonstrate consistent commitment to four qualities:
Scholarship, Leadership, Service and Character.

DIRECTIONS: Please complete all sections.
Type or print neatly all information.
Be as detailed as possible in your explanations.
Detail each year's participation on a separate line if necessary for clarity.
You may use additional paper to document what does not fit in the space provided.

Every bit of information is used by the Faculty Council to assist with the selection process.
We are looking for student members of the National Honor Society who demonstrate leadership over the last three years through involvement in the school and community, gave an average of 15 hours service over the last three years and exhibit impeccable character (meaning they have behaved admirably and/or accepted responsibility for mistakes they have made.)
Invitations for membership and the Inductions Ceremony on April 11th will be made public on April 4th, 2007.
They will be posted outside the faculty workroom and posted online on the NHS GroupFusion website.

**** Completion of this form does not guarantee selection. ****

I. ADMINISTRATIVE INFORMATION

Student Name

Homeroom

Current Grade in School

II. Co-CURRICULAR/SCHOOL SPONSORED ACTIVITIES - List all activities in which you have participated during high school. Include clubs, committees, teams, musical groups, crews, etc. and list major accomplishments in each.

Activity	Total overall hours spent	Years Involved so far			Accomplishments/Favorite Activities
		9	10	11	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

III. LEADERSHIP POSITIONS ~ List all elected or appointed leadership positions held in school, community, or work activities. Include only those positions in which you were directly responsible for directing, monitoring or motivating others should be included. For example: elected student body, class or club officer; committee chairperson; team captain; newspaper editor; work area manager; youth group or community leader. Do not include babysitting here, but rather under work experience.

Position/"Club"	Total overall hours spent	Years Involved so far			Responsibilities/Accomplishments
		9	10	11	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

IV. SERVICE ACTIVITIES - List all service activities in which you have participated. These can be service projects done with a group or as individual projects in or outside of school. Generally speaking, service activities are those which are done for or on behalf of others (not including immediate family members) for which no compensation has been given. Please give the name and phone number of an adult supervisor (someone other than your parent) who will verify your participation in each activity.

Briefly describe what the service entails.

Service Site/Organization	Total overall hours spent	Years active			What did you do while serving	Supervisor/phone#
		9	10	11		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

V. OTHER COMMUNITY ACTIVITIES ~ List other community activities in which you have participated and note any major accomplishments. These should be any activities outside of school in which you participated for the betterment of your community. For example: youth groups, clubs sponsored outside the school like JA, scouts or community art endeavors. Please do not repeat participation already listed above! Supply name and phone number of adult supervisor.

Community Activity	Total Hours Spent	Year			What did you do?/Accomplishments-Honors	Supervisor
		9	10	11		
1						
2						
3						
4						
5						

VI. WORK EXPERIENCE, RECOGNITION AND AWARDS ~ List any job experience, honors or recognition you have received which supports your selection for membership in NHS by highlighting the excellence of your contributions. Work experience may be paid or volunteer.

Job, Recognition or Award	Years			What were your responsibilities/Management and/or why were you recognized	# hrs spent
	9	10	11		
1					
2					
3					
4					
5					

NHS Membership Selection Student Documentation Essays

ESSAY ONE: LEADERSHIP

The National Honor Society Handbook cites the following behaviors as actions of leadership:

- 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
- Contributes ideas that improve the civic life of the school
- Able to delegate responsibilities
- Exemplifies positive attitudes
- 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
- Leads in the classroom, at work, and in other school or community activities
- Thoroughly dependable in any responsibility accepted
- Willing to uphold scholarship and maintain loyal school attitude

To document your leadership skills, behaviors and experience, attach to this form a two page essay about each leadership role the Faculty Council should consider when reviewing your candidacy. Include in your essay the dates of the leadership, title you held, role you played in the organization or committee, and a discussion of how you demonstrated several of the actions of a leader.

ESSAY TWO: SERVICE

The NHS Handbook cites the following criteria for consideration of the student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school: Girl Scouts, church groups, volunteer services for the elderly, poor and disadvantaged
- Shows courtesy by assisting visitors, teachers and fellow students

To demonstrate your willingness to serve the school and community, attach a two page essay describing your service to both, including the dates and hours of service and a discussion of why you choose to serve whom and how you do.

NHS Membership Selection Recommendations

In addition, you will submit two (2) letters of recommendations from two different adults who can attest, one, to your leadership and, another, to your service.

Use the following letters as instructions, when making your personal request of these individuals.

Be sure to give them ample time to complete the letter. We recommend at least four weeks notice.

Do not fail to thank them!

To whom it may concern,

As part of the Cor Jesu Chapter of the National Honor Society's process for selection of new members, you are being asked today to compose a letter of recommendation to attest to this student's Leadership.

Students are documenting their worthiness for membership in our chapter of NHS by detailing their grade point average as a measure of their commitment to academic excellence, their hours spent in service as a measure of their desire to change the world through their own contributions of time and effort, their opportunities to lead others in their communities as a measure of their willingness to do the hard work necessary to organize the efforts of others in pursuit of a worthy goal, and finally their outstanding character as a measure of the person they are striving to become. Academic excellence, Service, Leadership and Character are the four pillars of the National Honor Society.

Keeping in mind the following components of Leadership as defined by the National Honor Society, please tell our faculty committee about this student's worthiness for selection to our chapter.

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THANK YOU for your time and careful commendation of this student. –NHS Moderators and Officers

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