

**Application
For
Memorial High School
Old Abe Chapter
Of
National Honor Society**

Please follow the attached directions for

- • Typed application letter
- • Typed resume

ABSOLUTE DEADLINE

You must deliver your letter/resume to Room 2176 on or
before Friday, February 27, 2015

3:00 pm

[Remember, you **CAN** be early!]

Questions: See Mrs. Lange in Room 2176

National Honor Society Application Spring 2015

What is the National Honor Society?

National Honor Society is an organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with National Honor Society since its beginning in 1921.

Who can apply for the membership in the Memorial Chapter of National Honor Society?

Any student who has completed at least three semesters of high school course work and has a cumulative GPA of 3.5 or higher can apply for NHS.

How do I apply for the Memorial Chapter of National Honor Society?

We are offering standard cover letter and resume samples that should also help you in the future as you apply for college and/or special programs and for scholarships. Please show your attention to detail by following these samples.

Type a one-page only letter

- • Content, usage, *and* format are important.
- • Address your letter to Mrs. Lange, National Honor Society Advisor, Memorial High School, 2225 Keith Street, Eau Claire, WI 54701
- • In paragraph 1, address your desire to apply for National Honor Society
- • In paragraph 2, explain how you exemplify the qualities of leadership, scholarship, character, and service
- • In paragraph 3, suggest what you types of community service to the school and community you would like to provide or are interested in
- • Secure the signatures of five (5) faculty members who will support your candidacy for NHS

Type a one page only resume (more detailed info. on the last page.)

- • Academic achievements: list the advanced, accelerated or enriched courses you have taken dividing them by subject area **or** academic year taken. (You may also list classes that you have taken that as specific to your future college/post-secondary education aspirations. Ex: Medical terminology-Nursing.) Indicate any other studies outside of the school year or Memorial High School.
- • Extra curricular activities: please include sports, clubs, activities you are involved with at Memorial High School-including leadership positions, awards, etc.
- • Community: please list any community organizations that you are involved with including volunteer work, clubs, etc.
- • Although employment should be included, this is **NOT** an employment resume but an achievement, contribution, personal attribute resume. Please list employment, job responsibilities, and dates of employment.
- • Content, usage, *and* format are important. Center top information top to bottom and use font, type size, bold, and bullets to enhance readability.

What must I do as a member of the MHS Chapter of National Honor Society?

A member of NHS needs to

- • **Maintain a 3.5 GPA**
- • Show leadership skills
- • **Complete 10 hours** of community service each semester (**minimum of 5 hrs must be with NHS activities** and you must participate in three major emphasis projects)
- • Attend **50%** of NHS meetings
- • Pay dues of \$20.00 (this is a one-time fee) and sign turn in the signed participation form
- • Model the core values of the Eau Claire Area School District (listed below)

<i>Honesty</i>	To consistently seek and speak the truth
<i>Respect</i>	To value self, others, property, and diversity
<i>Responsibility</i>	To be accountable for your actions towards yourself, others, and community
<i>Compassion</i>	To show care and kindness for others
<i>Courage</i>	To face difficult situations with confidence and determination
<i>Justice</i>	To consider the perspective of others and to demonstrate the courage to be consistently fair

What can National Honor Society members expect to do as a member of the Memorial Chapter?

In the past, NHS members have volunteered at Memorial High School and throughout the community for a variety of projects. Some of these projects have been

- Tutoring elementary, middle, and high school students in a variety of subjects (major emphasis project)
- Providing refreshments and working at parent-teacher conferences
- Sponsoring and working on/at an American Red Cross Blood Drive (major emphasis project-THIS IS REQUIRED BY ALL MEMBERS!!)
- Working at the Puddle Jump. (major emphasis project)
- Participating in a Special Olympics Event (major emphasis project)
- Being part of NHS's for Homeless Fund raising Event (major emphasis project)
- Working at the Turkey Trot, the Eau Claire Marathon, etc. (major emphasis project)
- Others??-New events chosen each year by the NHS officers.

Can you explain the selection process?

After you submit the cover letter with faculty signatures and the resume, the advisor will, first verify your GPA.

Since NHS is not dependent solely on GPA, the advisor will read your letter and resume, looking at leadership experience, service to the school and community, and personal attributes.

A list of qualifying students is submitted to the entire Memorial High School staff. The staff provides input as to leadership experience, service record, and character. This information is compiled and sent to a faculty council.

The anonymous faculty council votes on accepting each student. A student needs a simple majority to become a candidate. The decision of the faculty council is final and binding.

Unsuccessful students may apply again during the next selection process.

A successful candidate must read the Memorial High School member contract, sign it, and pay the \$20.00 membership dues.

Can you explain the dismissal procedure?

In accordance with Article 10, Section 2 of the National Honor Society Constitution, all members who fall below the standards constituting the basis for their selection and agreed to through the signing of the membership contract, shall be promptly warned in writing by the chapter advisor/s and/or chapter officers of their deficiencies via school email and shall be given time or options to correct them. Students are put on probation for 1 semester.

If after being warned (put on probation), the member remains in violation of the National Honor Society Constitution and/or Memorial High School Bylaws, a letter/email of impending dismissal will be sent to the student. A flagrant violation of school rules or civil laws may also be cause for sending a letter of impending dismissal. This is reviewed on a case by case basis.

Members have the right to appeal a dismissal to the faculty council, which will hear appeals explaining any mitigating circumstances of violation(s). Dismissal is not mandatory; the faculty council has the power to choose other disciplinary options. The Old Abe Chapter also respects the member's right to waive due process and resign. Failure to respond to the letter of impending dismissal within one week shall constitute resignation.

Once dismissed, the former member must return his/her membership card and other National Honor Society insignia and property to the chapter advisor/s. If the student is unwilling to do this, the retrieval of National Honor Society property is treated as a school disciplinary matter.

Sample letter format: (MUST FIT ON ONE PAGE)

Your name
Mailing Address
City, state, and zip
Telephone number(s)
Email address

Today's date

Your addressee's name
Mailing address
City, state, and zip

Dear Mr. (or Ms.) last name,

In paragraph 1, address your desire to apply for National Honor Society

In paragraph 2, explain why you want to be a member of NHS and how you exemplify the qualities of leadership, scholarship, character, and service

In paragraph 3, suggest types of community service you are currently doing or are interested in participating in. Please explain how this will benefit the school or community.

Sincerely,
Your handwritten signature

Duplicate this portion on your letter:

FACULTY SIGNATURES

I support _____ for NHS membership.

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

NHS Scholarship Resume (must fit on one page)

This is just an example of items that you may want to include: **(DO NOT include items from middle school please.)**

Academic Achievements

- • Academic achievements: list the advanced, accelerated or enriched courses you have taken- dividing them by subject area **or** academic year taken. (You may also list classes that you have taken that as specific to your future college/post-secondary education aspirations. Ex: Medical terminology-Nursing.) Indicate any courses outside of Memorial High School that you have taken.
- • Include awards, current grade point average (after first semester, 2013-2014 are submitted.)

School Involvement

- • Include membership and/or leadership roles in any school-based clubs or committees
- • Record any competitions entered and how you placed (FBLA, DECA, VICA, Math League, Band, Choir, etc.)
- • List all school/other volunteer experience—give an explanation of responsibilities

Athletic Achievements

- • Include all awards, team memberships, organizing of or helping with events, leadership roles

Achievements in the Visual and Performing Arts

- • Record involvement in drama, music, band, choir, art, etc.
- • Include all competitions entered and awards won
- • Include art shows or exhibits in which you displayed your work or with which you assisted organizing

Community Involvement

- • Include membership in community groups, church groups, etc. including any volunteer work with which you have been involved

Skills/Personal Attributes:

- • Include computer skills, languages spoken, positive personal attributes

Employment History

- • A list of your employers and job tasks while in high school