



Plainfield East High School

National Honor Society New Member Packet



DIRECTIONS:

- Please complete all of this form **from your high school experiences**. (No middle school)
- **Take your time, be neat, and be thorough.** (Do not be modest)

Every bit of information can be used by the Faculty Council to assist with the selection process. All forms **MUST** be handed in together in the 9"x12" envelope provided to you at the informational meeting. The forms include:

1. Information Sheet
 2. Tables (Extra-Curricular Activities, Leadership Positions, Service Performed, Recognition and Awards)
 3. Two (**sealed and signed**) Personal Recommendation Forms
 - ❖ *Not from school (no coaches, high school teachers, no immediate family)*
 4. 3 Current Teacher Recommendation Forms (will be turned in to adviser by teacher)
 5. By-Law Agreement Form (signed)
 6. Academic Honesty Pledge (signed)
 7. Essay Questions (response)
 8. Parent/Guardian Signature Form (signed)
- Be sure to deliver the Faculty Recommendation Forms to your teachers **from your current class schedule no later than Friday, March 8th**. These will be due back **directly** from your teachers to Ms. Griffin by **Friday, March 15th**. **You are responsible to remind your teachers to turn these in. There is a place to list who you gave them to on the information form in case they did not get them to me.**



All required forms and sealed personal recommendation forms must be placed in the 9" by 12" envelope and turned in to room 223 on or before 2:15 p.m. on Wednesday, March 20th, 2019. Incomplete or late packets will not be accepted.

- ❖ Completion of the forms does not guarantee membership to the National Honor Society.

NOTE: There are membership dues: \$20.00 (covers national dues, cords, certificates, certificate folders, etc.). Optional: \$10.00 NHS T-shirt
These are collected at induction rehearsal.

INFORMATION SHEET

Please type or print legibly. Retain a copy for your future reference.

I. IDENTIFYING INFORMATION:

Name _____

Student ID# _____ Class of _____ Cumulative GPA _____

Parent/Guardian Name(s) _____

Address _____

City _____ Zip Code _____

Home Telephone _____ Cell Phone _____

E-mail _____

NHS Identifying Number (filled out by NHS advisor) _____

Faculty members that should turn in a recommendation for me are:

1. _____

2. _____

3. _____



Plainfield East High School National Honor Society



Personal Recommendation Form

(Recommendations **should not** be from school personnel or immediate family members)

Candidate (print): _____ Date: _____

Person Making Recommendation: _____

Phone Number: _____ Relation: _____

Candidate Number (NHS USE ONLY) _____

Please rate the Candidate in all possible areas

A student with a recommendation average between 4 and 5 is a strong NHS candidate. A recommendation average between 3 and 3.9 is a possible NHS candidate. A recommendation average between 2.5 and 2.9 will be considered carefully as an NHS candidate. A recommendation average between 1 and 2.4 is not a strong NHS candidate.

For any rating of 1 or 2, please comment on the back of this form explaining your reason for the rating.

Please place the completed form in a sealed envelope, sign across the flap, and return to the student.



Personal Qualities Ratings

- 5 = Outstanding description of candidate – Always
- 4 = Good description of candidate – Most of the time
- 3 = Sometimes describes candidate
- 2 = Seldom describes candidate
- 1 = Does not describe candidate
- N = No basis to judge

LEADERSHIP

Organized	5	4	3	2	1	N
Follows through with commitments	5	4	3	2	1	N
Leads Activities	5	4	3	2	1	N
Works on tasks with little or no direction	5	4	3	2	1	N
Has a positive attitude about tasks	5	4	3	2	1	N
Is able to motivate others	5	4	3	2	1	N
Is a positive role model	5	4	3	2	1	N
CHARACTER						
Uses good judgment	5	4	3	2	1	N
Is friendly, easy to approach	5	4	3	2	1	N
Is self-aware of weakness and strengths	5	4	3	2	1	N
Is self confident	5	4	3	2	1	N
Receptive to constructive criticism	5	4	3	2	1	N
Respects other's opinions and values	5	4	3	2	1	N
Follows rules	5	4	3	2	1	N
SERVICE						
Participates in activities that benefit others	5	4	3	2	1	N
Often helps others	5	4	3	2	1	N
Participates in activities that are not required	5	4	3	2	1	N
Is committed to service organizations	5	4	3	2	1	N

Please add any additional comments that would help our Faculty Council decide if this student should be a part of National Honor Society at Plainfield East on a separate sheet of paper.

PLEASE DO NOT USE STUDENT'S NAME.



Plainfield East High School National Honor Society



Personal Recommendation Form

(Recommendations **should not** be from school personnel or immediate family members)

Candidate (print): _____ Date: _____

Person Making Recommendation: _____

Phone Number: _____ Relation: _____

Candidate Number (NHS USE ONLY) _____

Please rate the Candidate in all possible areas

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Leads Activities	5	4	3	2	1	N
Works on tasks with little or no direction	5	4	3	2	1	N
Has a positive attitude about tasks	5	4	3	2	1	N
Is able to motivate others	5	4	3	2	1	N
Is a positive role model	5	4	3	2	1	N
CHARACTER						
Uses good judgment	5	4	3	2	1	N
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On the back of this form, please add any additional comments that would help our Faculty Council decide if this student should be a part of National Honor Society at Plainfield East.

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Plainfield East High School National Honor Society



Teacher Recommendation Form

(Recommendations **should** be from CURRENT school year)

Candidate (print): _____ Date Received by Teacher: _____

Person Making Recommendation (print): _____ Class and Period _____

Candidate Number (NHS USE ONLY) _____

Please rate the Candidate in all possible areas

A student with a recommendation average between 4 and 5 is a strong NHS candidate. A recommendation average between 3 and 3.9 is a possible NHS candidate. A recommendation average between 2.5 and 2.9 will be considered carefully as an NHS candidate. A recommendation average between 1 and 2.4 is not a strong NHS candidate.

For any rating of 1 or 2, please comment on the back of this form explaining your reason for the rating.

Please place the completed form in Denise Griffin's mailbox by Friday, March 15. Thank you for your help.

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LEADERSHIP

Organized	5	4	3	2	1	N
Follows through with commitments	5	4	3	2	1	N
Leads Activities	5	4	3	2	1	N
Works on tasks with little or no direction	5	4	3	2	1	N
Has a positive attitude about tasks	5	4	3	2	1	N
Is able to motivate others	5	4	3	2	1	N
Is a positive role model	5	4	3	2	1	N

CHARACTER

Uses good judgment	5	4	3	2	1	N
Is friendly, easy to approach	5	4	3	2	1	N
Is self-aware of weakness and strengths	5	4	3	2	1	N
Is self confident	5	4	3	2	1	N
Receptive to constructive criticism	5	4	3	2	1	N
Respects other's opinions and values	5	4	3	2	1	N
Follows rules	5	4	3	2	1	N

SERVICE

Participates in activities that benefit others	5	4	3	2	1	N
Often helps others	5	4	3	2	1	N
Participates in activities that are not required	5	4	3	2	1	N
Is committed to service organizations	5	4	3	2	1	N

Please add any additional comments that would help our Faculty Council decide if this student should be a part of National Honor Society at Plainfield East on a separate sheet of paper.

PLEASE DO NOT USE STUDENT'S NAME.



Plainfield East High School National Honor Society



Teacher Recommendation Form

(Recommendations **should** be from CURRENT school year)

Candidate (print): _____ Date Received by Teacher: _____

Person Making Recommendation (print): _____ Class and Period _____

Candidate Number (NHS USE ONLY) _____

Please rate the Candidate in all possible areas

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Plainfield East High School National Honor Society



Teacher Recommendation Form

(Recommendations **should** be from CURRENT school year)

Candidate Name (print): _____ Date Received by Teacher _____

Person Making Recommendation (print): _____ Class and Period _____

Candidate Number (NHS USE ONLY) _____

Please rate the Candidate in all possible areas

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On the back of this form, please add any additional comments that would help our Faculty Council decide if this student should be a part of National Honor Society at Plainfield East.

PLEASE DO NOT USE STUDENT'S NAME.

PEHS NATIONAL HONOR SOCIETY BY-LAW AGREEMENT FORM

By initialing next to each article/section, I, _____, acknowledge that I have
First and Last Name
read, understand, and agree to follow the By-laws set forth by the Plainfield East High School National Honor Society.

ARTICLE I. PURPOSE _____ initial

The Plainfield East High School National Honor Society members shall strive to demonstrate in their daily lives scholarship, leadership, strong character, and being of service to both peers and the community at large.

ARTICLE II. MEMBERSHIP _____ initial

Section I. Invitation for NHS Membership Selection

To be eligible for membership consideration the candidate must be a 2nd semester Sophomore or Junior with a cumulative grade point average of 4.5 or higher on a 5-point scale. The candidate should also demonstrate outstanding performance in leadership, service and character, and be enrolled at Plainfield East High School for at least one semester.

Section II. Selection Process _____ initial

In the beginning of the second semester, eligible students will receive an invitation to attend an informational meeting regarding membership for NHS. Interested candidates will receive a packet with the necessary forms for memberships. You will need to submit:

- Information Sheet
 - Tables (Extra-Curricular Activities, Leadership Positions, Service Performed, Recognition and Awards)
 - Two (**sealed and signed**) Personal Recommendation Forms
Not from school (no coaches, high school teachers, no immediate family)
 - 3 Teacher Recommendation Forms (will be turned in to adviser by teacher)
 - By-Law Agreement Form (signed)
 - Academic Honesty Pledge (signed)
 - Essay Questions (response)
 - Parent/Guardian Signature Form (signed)
- You will need to deliver the Faculty Recommendation Forms to three of your teachers. **These will be returned directly to the Adviser by the teacher.** They will be evaluating you in the areas of character, leadership, and service.

All forms (except the "Faculty Recommendation Forms") must be handed in **together** in the envelope provided at the informational meeting. They must be complete and turned in by the designated due date for membership consideration. Once all information has been completed and collected, all forms (including faculty evaluations) will be presented to the Faculty Council. The Faculty Council will then vote on each candidate.

Section III. Notification _____ initial

Prior to notifying candidates, the adviser will confirm the results of the Faculty Council's decision with the school principal. Candidates will then be notified in writing of their selection or non-selection. Candidates who are not selected may meet with the Adviser to gain insight as to why they were not selected.

Section IV. Transfer NHS Members _____ initial

Transfer NHS students who wish to continue their membership at Plainfield East High School must submit a letter from the former principal and/or NHS sponsor indicating their membership standing. All transfer students will be required to meet the eligibility requirements of Plainfield East High School National Honor Society. Students who do not meet the requirements upon transfer will be on probation. To maintain membership, those on probation will have until the next semester's grading period to meet eligibility requirements.

Section V. Active Membership and Service _____ initial

Members become active at the Induction Ceremony, which marks his/her official membership in this NHS chapter. National Honor Society Membership is a lifetime membership. Students are considered active members until graduation, then they are considered graduate members. Active members must complete 40 total hours of service per year. The hours are divided as follows: 20 NHS Sponsored hours and 20 individual service project hours (or ISP hours). **Members need to earn at least 10 NHS Sponsored Hours and 10 ISP hours per semester.** Members are encouraged to participate in all NHS sponsored activities to earn the 20 NHS Sponsored hours. Active members may have their ISP hours approved by the Adviser BEFORE the

project to make certain that it meets NHS criteria for ISP hours. As part of the school hours, members may attend one community or school board meeting. Members are required to keep track of their NHS Sponsored and ISP hours and to turn them in monthly as they are due.

Section VI. Meetings _____ initial

All members are required to attend NHS meetings. Meetings shall be scheduled as necessary. Members will receive 15 minutes of NHS Sponsored hours for full attendance at each meeting. Tardiness is not tolerated, and members will not earn service credits for these meetings. Extenuating circumstances need to be addressed with the Adviser.

Section VII. Attendance _____ initial

Attendance at all meetings is strongly encouraged. NHS Members are responsible for maintaining their membership by completing service hours and understanding the procedures in place to do this. Meeting attendance is crucial.

Section VIII. Dues _____ initial

Active members must pay \$20 **annual** dues.

Section IX. Graduate Membership _____ initial

At graduation and upon completing all requirements, members will have a Graduate Membership status. Graduate members will no longer have a vote.

Section X. Probation, Dismissal, and Resignation _____ initial

Members who fail to maintain the minimum cumulative GPA requirement of 4.5 will be placed on probation and will be given one semester to meet the requirement. Members who fail to meet the standards of leadership, service hours, membership responsibilities, and good character may be subject to warnings, probation and or other disciplinary actions which can lead up to dismissal.

In cases of flagrant violation of school rules, academic dishonesty, or civil laws, a warning is not required for dismissal. Members will be notified in writing of a due process hearing with the Faculty Council. The hearing is required in all cases where dismissal is being considered. A majority vote of the Faculty Council is needed for dismissal.

Dismissed members must surrender any emblems of membership to the Adviser. Members who wish to resign must submit their wishes in writing dated and signed by both student and parent. A student who is dismissed or who resigns is never again eligible for NHS membership.

ARTICLE III. APPEAL PROCESS

Section I. Non-Selected Students for NHS Membership _____ initial

Non-selected students should first meet with the Adviser to receive feedback on how the decision was made and provide direction to assist in reaching goals to be considered in the future. If student or parent is not satisfied, the next level of discussion is with the Principal. If the Principal believes a technical or procedural mistake has been made, the Faculty Council may reconvene to review the situation. The student or parent must initiate the appeal process within ten days of the date on their notification letter.

Section II. Dismissal Cases _____ initial

Students who have been dismissed from membership by the Faculty Council may appeal to the school Principal.

ARTICLE IV. FACULTY COUNCIL _____ initial

The Faculty Council is composed of 5 voting faculty members appointed by the school Principal. The Chapter Adviser and Assistant Adviser are non-voting sixth and seventh members of the Faculty Council. Faculty members who have children in the classes of eligible candidates will not be eligible to serve on the council. The term is one year. Members may serve consecutive terms.

ARTICLE V. OFFICERS

Section I. Office Positions _____ initial

Officers will hold their offices for one year. The Executive Office positions will include: Senior President, Senior Vice President, Senior Secretary, Senior Treasurer, and Senior Historian. A majority vote by the chapter's members is necessary to elect senior officers to the Executive Office. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes. The Adviser has the final word on all election results.

Section II. Impeachment

The Faculty Council may impeach any officer with a 4/5 vote with the approval of the Adviser.

ARTICLE VI. REVISION AND AMENDMENTS OF BY-LAWS

Occasionally, the bylaws may have to be revised in which a committee must be formed to revise them. Only the Faculty Council may make revisions to the procedures for member selection, disciplining, and dismissal of members. (NHS Handbook page 15) Before revisions or amendments are voted upon, the entire chapter and Faculty Council shall review the proposed changes. Revisions and or amendments must pass a 2/3 vote for acceptance.

NHS Academic Honesty Pledge

As a member of the Plainfield East National Honor Society, I understand that I am an academic role model in this school. As such, I pledge to be honest in all of my academic transactions. This means that I will do my own work at all times, and I will not share my work with others who seek to benefit from my effort. I will maintain an unblemished academic character, and I will not succumb to any temptation to use answers or work that are not my own, nor will I share my answers or labor with others. I understand that making a decision that is academically dishonest will result in my dismissal from the National Honor Society.

Student Signature

Date

Printed Student Name

Parent/Guardian Signature

Date

As a member of the National Honor Society it is important to understand our bylaws. I have read the Bylaws and understand each section. Some (not all) points include that I will complete 10 NHS Sponsored Hours and 10 Individual Service hours each semester. I understand that I may attend one board meeting (PEHS School Board or other) and that this will count as an NHS Sponsored hour. I understand that if I do not complete these in a given semester I will be placed on probation. The hours will need to be made up as well as the new hours completed the next semester. Not making up the hours will result in dismissal from the National Honor Society. I have read and understand the by-laws:

Student Signature

Date

Please answer the following questions. **Your answers must be 100-150 words each and typed.** You may attach a separate sheet of paper. Please note that the quality of your answers **will be** taken into consideration.

1. The four pillars for the National Honor Society include: character, service, leadership, and scholarship. Please explain how you have exemplified these pillars during your high school career and how you propose to continue to exemplify these your final year of high school.
 2. The National Honor Society requires 40 service hours during the course of the year (20 each semester). NHS members are typically students who are active in many other activities. How do you propose to manage your time so that you are certain to reach the requirement each semester?
-

I _____ (Parent/Guardian), have reviewed _____ (my child's) information sheet and application and verify that the information is accurate. I understand the Faculty Council will review this information to assist in determining selection for the Plainfield East Chapter of National Honor Society.

Signatures: (Parent/Guardian) _____

(Student) _____

Date _____