

Candidate Profile Packet

National Honor Society
Jackson Chapter

2019-2020

Jackson Memorial High School
Jackson, New Jersey

National Honor Society Jackson Chapter

National Honor Society Selection Procedures

The National Honor Society is sponsored by the National Association of Secondary School Principals and, as recognized chapter, it is required to adopt and follow the national constitution. Our chapter has also adopted its own constitution which further outlines the procedures of selection.

1. In August, juniors (based on four semesters) who have a grade point average of 4.0 or better and seniors (based on six semesters) who have a grade point average of 4.0 or better, are invited to an orientation session on the National Honor Society. This orientation introduces students to the purpose of the National Honor Society, requirements and selection process.
2. In September, each eligible student must submit completed profiles, essay, and recommendations by the date listed on the application. The Faculty Council, composed of five teachers and the National Honor Society advisor, will meet.
3. In early October, a list of eligible students is distributed to staff members for additional input to the Faculty Council. This input must be written and is given to the National Honor Society advisor, who sits ex-officio on the council.
4. In October, the Faculty Council meets to review the candidates. This review involves consideration of each student's leadership, service, and character based on the information available to the Faculty Council, including the profile, recommendations, discipline reports, attendance records, essay, and faculty input. A majority vote of the Council is required for selection.
5. Selected students are advised by the National Honor Society advisor in a letter in October. The Induction ceremony is held in October/November.
6. Acceptance is an honor and not a right of a student and therefore the decision of the Faculty Council is final.

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Outline of Procedures in Completing Candidate Profile

Membership in the National Honor Society is based upon the demonstrated characteristics of **Scholarship, Service, Leadership, and Character.**

Scholarship

To be eligible for membership, a student must attain a fixed and specific grade point average.

Academic ranking will be used for the purposes of making the determination on grade point average. Ineligible students may request that their GPA be reviewed to insure its accuracy. In order to qualify for membership status, one must earn a 4.0 GPA or higher.

Attaining the grade point average brings students to the *first level of candidacy*. Verifying the academic records allows a student to proceed to the next level. At any point in the selection process, a student may withdraw his / her candidacy. Students who do not withdraw thereby give their permission and consent to have their candidacy reviewed in accordance with the established procedures.

Service

To complement their academic accomplishment, candidates must demonstrate and document sustained interest, effort, and achievement in extracurricular activities and volunteer work.

Candidates must complete and submit a **list of school and / or community activities** in which they have participated during high school. Students must request each advisor / coach complete verification paperwork for the activities. The activities must be varied. Students must request verifications to be submitted from three different advisors / coaches. **The activities must include at least ONE service or volunteer activity from either outside or inside of school with documentation of 30 hours or more.** One of the activities must be a school activity.

The definition that follows clarifies voluntary service:

Volunteer Service Definition

Voluntary work intended to be for the common good, usually done as part of an organization without the expectation of personal gain. Voluntary service must be in school, town, and / or county. Fundraising for your team or club for the benefit of the

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club not the community is not considered community service. The volunteer hours do not have to be from the same activity.

Leadership

Candidates will also be asked to submit recommendations from three (3) teachers attesting to their service, leadership, and character. The selected teachers cannot be one of the advisors or coaches completing an activity recommendation for the candidate.

Character

A candidate of good character is one who helps others, is a person who is supportive, kind, reliable, and good natured. A person of sound character is a person who understands the importance of hard work, diligence, and honesty.

Helpful Hints

Do

1. Complete all information on the forms neatly and legibly in blue or black ink or neatly type all information on forms.
2. Submit your application personally and on time. **Failure to submit the completed application by the deadline will constitute automatic disqualification.**
3. List a variety of activities i.e. one or two sports, Key Club, FBLA, Drama Club, volunteer with American Cancer Society.
4. List activities in which membership has been for at least **one full year**. New activities will not count; nor will activities prior to freshman year.
5. Complete the top portion of all forms, Teacher Recommendation and Advisor Verification, before providing them to teacher, coach, advisor.
6. Provide community advisors with a stamped envelope addressed to Ms. Bunce at Jackson Memorial High School.
7. Use the appropriate recommendation forms provided.
8. Type the essay in Times New Roman, size 12, double spaced and include your name in the upper right hand corner.
9. Submit the essay to the provided Turnitin.com account by the deadline provided.

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10. Submit the essay as a hard copy with the rest of the candidate profile packet.

Pitfalls

1. Paid activities, such as babysitting, part time jobs, should not be listed as one of your three (3) required activities.
2. DO NOT list an activity that you have not participated in for a year. Activities that are joined during the spring of the previous year and the fall of the current year do not count.
3. Volunteer work for an individual or private enterprise are not admissible.
4. Activities that are new in the spring of the previous year or the fall of the current year do not count toward this application process. Do not include them.
5. Asking a friend or a parent to submit the completed application is unacceptable. Such submissions will not be considered for admittance to National Honor Society.
6. Do not list new activities from the end of the previous year or the beginning of the new year as these do not count.
7. Do not miss the deadline.

The following is a list of activities that will not be considered as one of the three required voluntary service activities for National Honor Society.

1. Any club or activity which is not academic or service oriented. Examples include chess club, intramurals, ski club.
2. Lessons outside of school, such as dance and piano, unless involved in competition.
3. Religious classes, such as CCD and Hebrew school unless a leadership position is held.
4. Classes, such as band and ROTC, unless your involvement goes beyond class requirements.

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Activity Information

Acceptable activities include varied sports such as basketball and soccer. However, Winter and Spring track do not count as two separate activities since both are track. JMHS basketball and recreational basketball or traveling basketball do not count as two separate activities because they are the same sport. Additionally, marching band, stage band do not count as both are band related.

Acceptable In-School Activities:

Key Club
Interact Club
Eco-Action Club
Art Honor Society
DECA
Dance Team
Drill Team
Challenger
Color Guard
Consumer Bowl
Chorus
Cheerleading
Drama Club
Future Business Leaders of America
Future Educators of America Honor Society
Jaguar Journal
Jackson Business Honor Society
Literary Magazine
Math League
Mock Trial
Science Honor Society
Spanish National Honor Society
Stage Crew
Student Council
Marching Band / Stage Band / Jazz Band
ROTC- Kitty Hawk

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National Honor Society Selection Process Essay

Membership in the National Honor Society is awarded to those students who have become involved and made positive contributions in many different types of situations. The essay is a significant and reliable source of information about you, the applicant. The essay is an opportunity to show the Faculty Council a little bit about yourself, your insights, and your writing ability.

Consider this original essay to be a vital component of your application. Your submission should be your best original work and may not have been submitted in any other avenue, whether as coursework, scholarship application, etc. The Faculty Council will be adhering to the Student Handbook definition of plagiarism in its deliberations. All essays must be submitted to Turnitin.com and submitted as a hard copy with the application packet.

Applications will not be considered unless the essay is uploaded to Turnitin.com and as a hard copy with the application.

Respond in a well organized and well written essay to the prompt provided. All aspects of the prompt must be addressed in a typed, double-sided response in Times New Roman size 12. Name only will be included in the upper right hand corner. The written response will include a properly developed thesis as well as correct spelling, usage, grammar, and mechanics.

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Essay

“...any man's death diminishes me, because I am involved in mankind, and therefore never send to know for whom the bells tolls; it tolls for thee.”

--- John Donne (1572-1631), *Devotions Upon Emergent Occasions, Meditation XVII*

John Donne was a man of great thought who understood the importance of man and man's impact upon man. Consider Donne's words and compose an essay explaining how Donne's thoughts are relevant to our world today. Provide one personal event, one national event, and one international event as examples in the original written response illustrating how Donne's words continue impacting society today. There will be three examples within the response and only one per category provided. The three specific events included in the response must have occurred between June 2019 to September 2019.

* Keep in mind that personal events may not seem important to others, but they can impact the perspective of an individual.

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National Honor Society Gown Information Form

Please submit ASAP.

**Completion of this information does not guarantee acceptance into
National Honor Society.**

Name: _____ **Homeroom:** _____ **Grade:** _____

Height in Feet/Inches: (5'02" for 5 feet 2 inches) _____ **Weight:** _____

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Candidate Checklist**

Before submitting your candidate profile, check that the following requirements have been met:

_____ Candidate Data Form completed, signed, and dated.

_____ Candidate gown information completed.

_____ Student Activity Report completed in full.

_____ Recommendations requested of three (3) teachers.

_____ Advisor verifications requested of three (3) advisors / coaches with signature provided.

_____ Voluntary community service hours completed and accurately documented.

_____ Essay completed according to guidelines.

_____ All packet information completed and submitted according to required timelines - final deadline is Wednesday September 25, 2019.

_____ Student / Parent Acknowledgment signed and dated.

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Student Activity / Validation Directions

Candidate's Name _____

Candidate's Grade _____

Instructions to Candidates:

1. List the activities, both school and community, in which you have participated during your high school career within the School Activities Form provided. Do not list activities you have intentions of joining during the current school year, including the fall. In addition, list any awards and honors which have been earned during high school; honor roll awards **DO NOT COUNT**, please do not include these. Remember, any falsification of data will be considered an adverse reflection on your character.
2. Provide copies of the Advisor Evaluation Forms included in this packet to three (3) teachers. It is the responsibility of the applicant to ask the advisor / coach to submit completed forms directly to Ms. Bunce either by placing the completed form in her mailbox at Jackson Memorial High School or by mailing a completed form to Ms. Bunce. Mailed forms will be sent to the following address: Ms. Kathleen Bunce, National Honor Society Advisor, Jackson Memorial High School, 101 Don Connor Boulevard, Jackson, New Jersey 08527, or fax the completed form to (732) 833-4629 no later than Wednesday September 25, 2019.

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Thirty Hour Service Validation Form

Complete a Form for EACH Activity Separately

Name of Candidate _____ Grade _____

Name of Group / Activity _____

Position Held (if any) _____

Advisor's Name _____

Advisor's Daytime Phone Number(s) if not a member of JMHS _____

Name of Contact Person _____

Date of Service _____ # of Hours Completed _____

Detailed explanation of the voluntary community service performed

Date of Service _____ # of Hours Completed _____

Detailed explanation of the voluntary community service performed

Date of Service _____ # of Hours Completed _____

Detailed explanation of the voluntary community service performed

I, _____, attest that the applicant listed above has completed the voluntary service as described.

Signature of Contact Person _____ Date _____

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Student / Parent Acknowledgment

I understand that completing this form does not guarantee selection to the National Honor Society, and that the information presented herein is accurate.

Student Signature

Date

I have read the information provided by my son / daughter on this application and can verify that it is true, accurate, and complete in its presentation.

Parent / Guardian Signature

Date

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Teacher Recommendation Form

Name of Candidate _____ Grade _____

Name of Teacher _____

Title and Level of Course _____

Please score the candidate using a 5 point scale. A five (5) is the top score possible. Please choose the number that best fits the student candidate. Please do not complete or sign the recommendation unless the student has completed the top of this form.

Academic Motivation	
Respectful	
Academic Self-Discipline	
Leadership	
Concern for Others	
Responsible / Accountable	
Maturity	
Personal Initiative	
Reaction to Setback	
Honesty / Integrity	
Total Points Earned - Please take the Time to Add the Numbers	

Please feel free to provide additional insight about the student candidate. The Faculty Council welcomes information that will help differentiate this student from others who seek entrance into the National Honor Society.

Do you recommend membership? _____

Signature _____ Date _____

Please return to Ms. Bunce's mailbox before Wednesday September 25, 2019

**National Honor Society
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Teacher Recommendation Form**

Name of Candidate _____ Grade _____

Name of Teacher _____

Title and Level of Course _____

Please score the candidate using a 5 point scale. A five (5) is the top score possible. Please choose the number that best fits the student candidate. Please do not complete or sign the recommendation unless the student has completed the top of this form.

Academic Motivation	
Respectful	
Academic Self-Discipline	
Leadership	
Concern for Others	
Responsible / Accountable	
Maturity	
Personal Initiative	
Reaction to Setback	
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Do you recommend membership? _____

Signature _____ Date _____

Please return to Ms. Bunce's mailbox before Wednesday September 25, 2019

**National Honor Society
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Teacher Recommendation Form**

Name of Candidate _____ Grade _____

Name of Teacher _____

Title and Level of Course _____

Please score the candidate using a 5 point scale. A five (5) is the top score possible. Please choose the number that best fits the student candidate. Please do not complete or sign the recommendation unless the student has completed the top of this form.

Academic Motivation	
Respectful	
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Do you recommend membership? _____

Signature _____ Date _____

Please return to Ms. Bunce's mailbox before Wednesday September 25, 2019

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Advisor Recommendation

September 1, 2019

Dear Advisor,

The student's name on the attached sheet has indicated that you were a coach / activity advisor for a school or community activity at some point during his / her high school years. This student is a candidate for admission into the National Honor Society, and your verification of participation in the listed activity is essential to the selection process. Students selected for admission must have demonstrated **superior scholarship. To complement their academic accomplishments, students must demonstrate sustained interest, effort, and achievement in extracurricular activities or volunteer work.** Please verify this student's participation and contribution to your activity.

If you are a member of staff here at Jackson Memorial High School, please return the information to my mailbox by Wednesday September 25, 2019. If you are a member of the community, kindly fax to 732-833-4629 or mail to:

Ms. Kathleen Bunce
National Honor Society Advisor
Jackson Memorial High School
101 Don Connor Boulevard
Jackson, NJ 08527

Thank you for your cooperation.

Sincerely,

Kathleen A. Bunce

National Honor Society Advisor

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Name of Candidate _____ Grade _____

Name of Advisor Writing Recommendation _____

Name of Activity (be specific) _____

Date(s) of Participation in activity _____

Please score the candidate from five (5), highest, to one (1), lowest, in the categories provided.

SERVICE	
Attended at least 75% of meetings or classes	
Willingly helped out beyond minimal requirements	
Fulfilled obligations	
LEADERSHIP	
Took initiative	
Exhibited growth in self confidence	
Led a committee or activity	
Held positions of responsibility	
Promoted the group's activities	
Was a positive influence	
Worked well with others	
Followed through on tasks	
CHARACTER	
Reliable	
Responsible	
Honest	
Sincere and Courteous	
Total Points Earned - Provide a Tally -----	

Do you recommend membership? _____

Signature _____ Date _____

* Daytime Phone _____ * Evening Phone _____

** Phone Numbers are required for Community Advisors Only*

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Advisor Recommendation**

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Do you recommend membership? _____

Signature _____ Date _____

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Advisor Recommendation**

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National Honor Society Advisor

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Honest	
Sincere and Courteous	
Total Points Earned - Provide a Tally -----	

Do you recommend membership? _____

Signature _____ Date _____

* Daytime Phone _____ * Evening Phone _____

** Phone Numbers are required for Community Advisors Only*

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Student Activity Report

Candidate's name: _____ Grade: _____

Instructions to candidates:

1. Please list below the activities, both school and community, in which you have participated during your school career. **Do not list activities you have intentions of joining this fall.** In addition, list any honors or awards which you have earned during high school and any summer and/or part-time jobs you held. **Remember, any falsification will be considered an adverse reflection on your character.**

2. Please have three (3) teachers/advisors complete the Advisor Evaluation Checklist forms included in this packet. Please have your coach, advisor, or teacher submit the evaluation directly to Ms. Bunce, or mail it to Ms. Bunce, Jackson Memorial High School, 101 Don Connor Boulevard, Jackson, New Jersey 08527, or fax to (732) 833-4629 no later than **September 25, 2019.**

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III. Honors/Awards (Honor Roll, athletic awards, etc.)

HONOR/AWARD	DATE RECEIVED
<i>Example: Principal's Honor Roll</i>	11/30/03, 3/5/04

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IV. Community Activities (Scouts, religious organizations, hospital volunteers etc.)
Must be a recognized organization.*

ACTIVITY	DATE OF PARTICIPATION	POSITION	TIME	ADVISOR'S NAME & DAYTIME PHONE #	SIGNATURE OF ADVISOR

*** private volunteer work does not count**