CARDINAL GIBBONS HIGH SCHOOL
NATIONAL HONOR SOCIETY
INFORMATION and APPLICATION PACKET

INCLUDED IN THIS PACKET:

1. Application Timeline (see below)
2. Guidelines for Selection
3. Summary of Bylaws – The "rules" of membership.
4. 2018-2019 Dates for NHS – This page gives you an idea of the activities that you will be involved in as a member of NHS. If admitted, you will be expected to participate in service activities each semester.
5. Definition of Criteria – *You have met the scholarship requirement for membership. Use your application to demonstrate how you embody the qualities of leadership, service, and character.*
6. Application Instructions, Sample Information Page and Application Reminders

If you are willing to make the required commitments, and if you wish to be considered by the NHS Faculty Council for membership, complete the Application and submit it to Mrs. Karazin in Room 200 by March 22nd at 3:15 pm. You may either hand it to her in person, or submit it to the box in Room 200. *Do not put it in her mailbox in the office or just leave it on her desk!!*

If the application is incomplete or if you do not follow the instructions, you may be automatically disqualified.
If the application is late, you will not be considered.

If you have any questions about the application process, please see Mrs. Karazin in Room 200, or email her at ukarazin@cghsnc.org

Procedure and Timeline for Selection & Admittance into NHS

1. March 14 - Inform candidates about eligibility
2. March 21 – Stop by room 200 at 3:00 with any questions about the application process
3. March 22nd, 3:15 p.m. – Applications due to Mrs. Karazin in Room 200.
   NO LATE APPLICATIONS WILL BE CONSIDERED!!
4. Evaluation by CG Educators
5. Copies of Recommendations, Evaluations and Information Forms given to the NHS Faculty Council
6. Determination by the NHS Educator Council
7. Late May – Inform New Members of acceptance via school email address
8. Induction Ceremony Practice – September 26th at 2:20 pm in the theater, MANDATORY
9. Induction Ceremony – September 30th at 3:00 in the CG Gym, MANDATORY

CARDINAL GIBBONS HIGH SCHOOL NATIONAL HONOR SOCIETY
GUIDELINES FOR SELECTION

1. As stated in the National Honor Society Handbook, pg. 23, "Selection to National Honor Society is a privilege, not a right…Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance." The Cardinal Gibbons High School NHS Constitution states in Article II, "Membership in this chapter shall be based upon scholarship, leadership, character and service." All are of equal weight.
2. Students who have attended Cardinal Gibbons High School for one semester and have at least a 3.5 cumulative Grade Point Average are eligible to be considered for selection into the National Honor Society.
3. Several announcements are made informing students of the dates and times of the mandatory information meeting. A student who cannot attend a meeting must make arrangements with the adviser as soon as possible to discuss the information.
4. At the information meeting, forms are distributed and explained. The selection process, including the procedure and time line, is also explained.
5. All forms must be returned by the required date and time for the student to be considered. If school is closed for any reason on that date, the forms are due the first day back.
6. A list of all students who submit applications is given to all Cardinal Gibbons Educators who are asked to evaluate the students.
7. Selection is made by a five-member Faculty Council appointed by the Principal. The Faculty Council and the NHS Adviser read all applications, recommendations and evaluations, then discuss and vote. The NHS Adviser doesn't vote unless there is a tie.
8. All applicants are notified by email of their acceptance, deferral, or denial. Emails will be sent to school email addresses only.
9. The NHS Adviser may give recommended areas of improvement if requested by the non-selected student.
10. Within one week of announcing the selected students, if the Principal believes a technical or procedural mistake has been made or if there is an extenuating circumstance, the Faculty council may be asked to review the situation. Technical error might include the erroneous averaging of grades or inadvertent omission of a student's name. While it is true that decisions involved in the selection process have some subjective aspects, the decisions are derived in a fair manner and are based on sound, professional judgment.
11. All selected students are expected to comply with all rules and regulations of the school and National Honor Society.

CARDINAL GIBBONS HIGH SCHOOL NATIONAL HONOR SOCIETY
SUMMARY OF BYLAWS

1. All NHS meetings are mandatory. Written excuses from the NHS member are required if there is a valid excuse. A valid excuse would be illness or involvement in a planned school team event. In such case, the member should have the excuse written prior to the meeting or as soon as one returns to school. (Make-up testing is not a valid excuse.) Please do not schedule appointments on the day meetings are scheduled. *One unexcused meeting warrants probation, two unexcused meetings warrant consideration for dismissal.* Whether a member is excused or not, immediate attention to the missed meeting is required by seeing Mrs. Karazin or your NHS Marshal. Normal meeting times are 2:20-2:35 for Seniors and 2:35-2:50 for Juniors. *The first meeting of the school year is the exception.* (Note: For new members, attendance at the Induction Ceremony is also mandatory.)

2. Any infraction of school rules which results in either an ISS or an OSS automatically places an NHS student on probation. This is a warning. Another infraction would automatically warrant consideration for dismissal. There are some infractions, more serious, which would automatically warrant consideration for dismissal, for example, fighting, alcohol or drug use, cheating, to name a few.

3. Dues – At the October meeting, $10 dues are required from each member. This money supports all of our activities: Induction Ceremony, Christmas Toy Drive, Educator Appreciation Breakfasts in the Spring, the Spring Drive, and others. Failure to pay dues will result in dismissal.

4. Service Credits – NHS members are required to complete 20 service credits during each school year of membership. (One credit is roughly one hour of service) At least 12 of these service credits must come from an NHS-sponsored event. The remainder may come from outside service. For outside service events, one hour of service is equivalent to one service credit. Failure to complete this requirement will result in dismissal.

5. Service Log. NHS Members submit service hours using the online form. It is the responsibility of each NHS member to submit his/her hours and keep track of the total. Here's a link to the form: NHS Service Form

6. GPA. Members are required to maintain a minimum GPA of 3.5. A senior has until the end of 1st semester to meet the standard; and a junior has until the end of 1st semester of senior year to meet the standard. Failure to do so results in dismissal.

CARDINAL GIBBONS HIGH SCHOOL NATIONAL HONOR SOCIETY
DATES FOR 2018-2019

1st Semester	
August 8	*Service: Freshman Welcome Day*
*August 22	NHS Meeting, Theater - Seniors 2:20pm, Juniors 2:40pm
September 26	NHS Induction Practice, Main gym 2:20pm (*for new members only)
September 30	NHS Induction, Main gym 3:00 (*for new members only) *Service: Set up or Usher (returning seniors only)*
October 17	NHS Meeting, Theater – Juniors 2:20pm, Juniors 2:40pm Bring $10 CASH dues to this meeting!!!
November 4	*Service: Open House 12:00pm – 4:00pm*
*November 7	NHS Meeting, Theater - Juniors 2:20pm, Juniors 2:40pm
November 19	*Service: Prepare boxes for Toy Drive, Learning Commons 3:00pm*
Nov 26-Dec 3	*Service: Toy Drive (Representatives)*
December 3	*Service: Toy Drive Packing, Learning Commons 3:00pm*
December 5	*Service: Toy Drive Delivery, Aux gym 2:20pm*
2nd Semester	
January 29	*Service: Educator Appreciation Breakfast, Hub*
January 30	*Service: Honor Roll Assembly, Theater*
*February 27	NHS Meeting, Theater - Juniors 2:20pm, Juniors 2:40pm
March 13	NHS Candidates Information Meeting, Theater 2:20pm {for NHS applicants}
March 21	NHS Candidates Applications Due 3:15 pm{for NHS applicants}
*April 10	NHS Senior Meeting, Theater 2:20 pm
April 23	*Service: Seniors' Breakfast for Educators, Hub*
May 2	Acceptance letters distributed to new members
*May 8	NHS Junior Meeting, Theater 2:20pm
*May 8	NHS New Member Meeting, Theater 3:00pm
May 14	*Service: Student Recognition Ceremony, Theater*

*indicates required activities
Service activities are in italics

Meetings are mandatory. Please do not schedule appointments and make-up tests during meetings. Meetings last no more than 15 minutes.

CARDINAL GIBBONS HIGH SCHOOL NATIONAL HONOR SOCIETY
DEFINITION OF CRITERIA

LEADERSHIP – The student who exercises leadership:

- Is resourceful in solving 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 and community.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes and inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, and demonstrates reliability and dependability.
- Is a leader in the classroom, at work, and in other school or community activities.
- Is thoroughly dependable in any responsibility accepted.
- Is willing to uphold scholarship and maintain a loyal school attitude.

SERVICE – Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial compensation to the individual performed the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service, will be reviewed. 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 school and community.
- Is 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; for example, Girl Scouts, Boy Scouts, church groups, or volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools.
- Shows courtesy by assisting visitors, teachers, and students.

CHARACTER – A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Regularly shows courtesy, concern, and respect for others.
- Observes instructions and rules, is punctual, and is faithful both inside and outside the classroom.
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.

National Association of Secondary School Principals. National Honor Society Handbook. 1997

CARDINAL GIBBONS HIGH SCHOOL
NATIONAL HONOR SOCIETY
APPLICATION INSTRUCTIONS

The NHS Application consists of three parts:

1) A *signed* Application Cover Page (this is the green sheet you received at the interest meeting)
2) Three recommendations from current teachers
3) Six copies of your Information Page

Part 1: Application Cover Page

1. Read the "NHS Information Packet" (Pages 1-5 of this document)
2. Indicate that you have read through the document by *initialing* the appropriate statements on your personalized Cover Page.
3. After completing your Information Page, you and your parent/guardian should sign and date your personalized Cover Page.
4. The Cover Page should be *paper clipped* (not stapled!) to six copies of your Information Page.

Part 2: Teacher Recommendations

1. Visit www.cghsnc.org/nhs. Under "Apply to NHS," click on the "Documents for Applicants" tab.
2. Print THREE copies of the Teacher Recommendation Request.
3. Fill in your information at the top of each request.
4. ASK three of your current teachers to submit a recommendation on your behalf and give them the request.

Part 3: Information Page and Essay

1. Use the format on pages 7 and 8 of this document to create an information page that tells the NHS Educator Council why you should be accepted into the National Honor Society.
2. Type all information and do not exceed one page. You may use both sides of the page.
3. Do not use less than a 10 pt. font; 12 pt. font is recommended.
4. If an area does not apply to you, use "n/a" for "not applicable."
5. Turn in 6 copies of your Information Page *paper clipped* to your signed and initialed Cover Page.
6. Your NHS App. # can be found on the top right corner of your Cover Page.

**If you have previously applied to NHS and were not accepted, you should also submit ONE copy of the supplemental essay with your application. The supplemental essay topic can be found on the NHS website, as well.

Completed applications are due by
THURSDAY, March 22nd, 2018 at 3:15 p.m.
to Mrs. Karazin in Room 200.

Late applications will not be accepted.

NHS Application - Information Page Format

Information Page Instructions

YOUR NAME **PRESENT GRADE LEVEL** **NHS App. # ____**

1. **LEADERSHIP ACTIVITIES**:
   List the ways that you have exemplified leadership in school, community, or work activities *since the beginning of high school.* These may include elected or appointed leadership positions in an organization (i.e. elected officer, team captain, newspaper editor, work manager, or community leader) or activities or events in which you demonstrated leadership (i.e. taking charge of a project at work, coaching, implementing a project).
   List each activity on a new line. For each activity, specify the activity/organization, leadership position held (or describe how you demonstrated leadership), the years you were involved, and the time commitment of your involvement

2. **SERVICE ACTIVITIES**:
   List the most meaningful, unpaid community service experiences you have been involved in *while in high school*. These should be events that you undertook on behalf of others and/or for the betterment of the community. They can be individual or group service projects done either in or outside of school; however, only ***voluntary*** activities should be included. Service required for another club or class (i.e. your required service with Ms. Penny) should not be included.
   List each activity on a new line. For each activity, specify the activity/organization, the service rendered, the date(s) of service, and the total hours of service.

3. **OTHER ACTIVITIES AND AWARDS**:
   List any other activities (in or out of school) in which you have meaningfully participated *during high school.* Include clubs, teams, musical groups, civic groups, religious groups, Boy or Girl Scouts, job experience, etc. *You do not need to repeat any activities you have already listed in the leadership or service sections.*
   List each activity on a new line. For each activity, specify the activity/organization, any awards or recognitions earned, the years you were involved, and the time commitment of your involvement.

4. **HONORS AND/OR ADVANCED PLACEMENT COURSES**:
   List all honors and/or advanced placement courses you have taken in high school.

5. **TEACHER RECOMMENDATIONS**
   List the three teachers to whom you gave a Recommendation Request.

6. **ESSAY**
   Your GPA indicates that you excel in the area of scholarship. In the National Honor Society, we are looking for students who also exemplify the qualities of leadership and service, and who use their skills in these areas to contribute to the betterment of our school and local community.

   Choose the quality you believe is your strongest…leadership OR service. (Do not choose both.)
   Discuss the following:
   1) How have you exemplified this quality since you have been in high school? Give SPECIFIC examples and describe how YOUR involvement and contributions made a difference.
   2) What have you learned about yourself through your experiences? How will this impact your future actions?
   3) How will you use your strength of this quality to contribute to our chapter of the National Honor Society?
   Your essay should ***thoroughly and thoughtfully*** answer the questions above, be well-organized, and exhibit proper use of the English language. Essays should be 500-700 words in length.

SAMPLE INFORMATION PAGE

NHS APPLICATION – INFORMATION PAGE AND ESSAY

ALLISON MARSHALL 10th Grade NHS App. #102

1. LEADERSHIP ACTIVITIES:
   - Captain, JV Soccer Team Grades 9-10 10 hours per week
   - Captain, CASL Soccer Team Grades 9-10 10 hours per week
   - Editor, *Cardinal Gibbons Weekly* Grade 10 15 hours per month

2. SERVICE ACTIVITIES:
   - Volunteer in Special Education Classroom Grades 9-10 Once a month for 8 hours a day
   - Special Olympics volunteer June 2015 20 hours total
   - Altar Server, St. Michael's Church Grades 9-10 4 hours per month

3. OTHER ACTIVITIES AND AWARDS:
   - Work at Panera Bread Grades 9-10 8 hours per week
   - Employee of the Month at Panera April 2016
   - Scholar Athlete, JV Soccer Team May 2016

4. HONORS AND/OR ADVANCED PLACEMENT COURSES:
   - 9th – Biology Honors, English Honors
   - 10th – Chemistry Honors, English Honors, AP World History

5. TEACHER RECOMMENDATIONS:
   - Mrs. West, Mrs. Lowe, Mr. Sheehan

6. ESSAY - Your essay will be typed on this page.

Your essay goes here.

Important Reminders:

1) Everything should be on only ONE page, but you may print on the front and back.
2) Make 6 copies of your Information Page.
3) Initial, sign and date the green Cover Page, along with a parent/guardian.
4) Paper clip all 7 pages together.
5) Do NOT put your application in Mrs. Karazin's mailbox in the office. Hand it to her directly, or leave it in the box outside her door.

Completed applications are due by March 22nd, 2018 at 3:15 p.m.
to Mrs. Karazin in Room 200.
Late applications will NOT be accepted.