



Germantown High School
National Honor Society Application
 Thomas Jefferson Chapter

DEADLINE: WEDNESDAY, SEPTEMBER 19, 2018 AT 2:30 PM – No exceptions.

Return all completed applications with student AND parent/guardian signature AND service hour verifications to the School Counseling Office.

Directions: Please complete all six sections. Do not be modest. Every bit of information will be used by the selection committee to assist with the selection process without knowing the names of the students. Completion of this form does not guarantee selection.

Selection Process: Candidates are evaluated in four different categories: scholarship, character, leadership, and service.

Scholarship	Character	Leadership	Service
The School Counseling Office prepares a list of juniors and seniors who have attended GHS at least one semester and have attained a cumulative grade point average of 3.50 or better.	The selection committee will review survey results from the GHS faculty as well as the student's application.	The selection committee will review survey results from the GHS faculty as well as the student's application.	To be eligible for membership in the Thomas Jefferson NHS Chapter, a student must have a <u>minimum of ten hours of documented</u> authentic volunteer work during their high school career prior to the application deadline.

Important Dates:

Acceptance: Applicants will be notified via mail of their acceptance status by Wednesday, October 11, 2017.
 NHS Induction: Wednesday, October 24, 2018 at 7:00 pm, new members must arrive at 6:30 pm. Induction dress code: please dress in a manner that reflects the honor that has been bestowed on you. No jeans or shorts. Induction rehearsal (mandatory): 2:30-3:15 pm in auxiliary gym on Tuesday, October 23th.

Chapter Bylaws:

Attached you will find the Chapter Bylaws of Germantown High School National Honor Society. Please carefully read these bylaws for more specific information regarding the NHS member selection process as well as member expectations.

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BY-LAWS THOMAS JEFFERSON CHAPTER

Article 1. Name and Purpose

Section 1. The name of this organization is the Thomas Jefferson Chapter of the National Honor Society of Secondary Schools.

Section 2. The primary purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Germantown High School. We also strive to honor students who demonstrate the high standards of the National Honor Society and contribute to the betterment of individuals, the school, and the community.

Article 2. The National Council

Section 1. The control of this organization shall be vested in the National Council.

Section 2. This organization conforms to the National Constitution as set forth by the National Council.

Section 3. Annual affiliation fee shall be paid yearly to the National Council.

Article 3. The Principal

Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 2. The principal shall appoint a member (or members) of the faculty as chapter adviser (or co-advisers).

Section 3. The principal shall appoint a Faculty Council composed of members of the school's faculty.

Section 4. The principal shall receive appeals in cases of discipline, dismissal, or non-selection. The principal shall be the final arbiter in all cases associated with NHS disciplinary procedures, dismissal and/or non-selection. The student has 10 calendar days to appeal the decision in writing to the GHS principal. The GHS principal then has 10 calendar days to review the decision and will send a letter by certified mail informing the student of the final decision.

Article 4. The Chapter Adviser

Section 1. The chapter adviser (or co-advisers) shall be responsible for the direct, day-to-day supervision of the chapter and to act as liaison between faculty, administration, students, and the community.

Article 5. Faculty Council

Section 1. The Faculty Council shall consist of one representative from each of the four academic departments (math, science, social studies, and English) plus an additional member selected from the other departments on a rotating basis. The chapter adviser shall be a non-voting member of the Faculty Council.

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Article 6. Chapter Officers

Section 1. Three officers will be elected annually: president, vice-president, and secretary.

Section 2. The president will preside at all chapter meetings.

Section 3. The vice-president will preside in the absence of the president and be responsible for relaying the minutes to the membership after chapter meetings.

Section 4. The secretary will take minutes at the meeting and maintain attendance records.

Article 7. Selection of Members

Section 1. To be eligible for membership in the Thomas Jefferson NHS Chapter, a student must be a member of the junior or senior class and have a cumulative grade point average of a 3.50 or higher. Meeting this minimum requirement does not guarantee admission into NHS.

Section 2. To be eligible for membership in the Thomas Jefferson NHS Chapter, a student must have a minimum of ten hours of documented authentic volunteer work during their high school career prior to induction. Documentation and verification must be submitted for each hour of community service. Verification of a minimum of 10 hours must be turned in with the student's application. Meeting the minimum requirement does not guarantee selection into NHS.

Section 3. The list of eligible students is then distributed to the faculty, who recommend for membership those students who are outstanding in character and leadership.

Section 4: The list of eligible students is also examined with respect to prior co-curricular and disciplinary violations. Because character and leadership are strong components of NHS membership, violations in either the co-curricular code or discipline issued through the high school administrative staff may make potential students ineligible for further consideration of membership in NHS.

Section 5. The results of the faculty ballots are tallied numerically and all comments compiled. All data is then presented to the Faculty Council for use in their deliberations. The names of the candidates do not appear in this data; each student has a code number, and the Faculty Council discusses each candidate without knowing the identity of the student.

Section 7. The Faculty Council, using the tallied recommendations and comments, plus the application forms prepared by the candidates (also coded, without names), discusses the available information on each student, and then votes. A majority of YES votes are required for membership. An NHS adviser chairs the committee and is responsible for protecting the confidentiality of its deliberations; the adviser does not vote. Using the final votes from the Faculty Council the NHS adviser prepares the list of students to be formally inducted into the local chapter. Letters are sent to each student's home, notifying him or her of the results of the Faculty Council. All information utilized within the selection process will remain confidential.

Section 8. Meeting the minimum requirements of the application process does not guarantee selection into NHS.

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Article 8. Members' Obligations

Section 1. Members must attend the regular chapter meetings held the second Wednesday of each month. A valid excused absence, as determined by the Germantown School District board policy and Germantown High School policies and procedures, may be excused by the National Honor Society adviser. In the event of pre-planned absences, notify the adviser of the absence as soon as possible. Members who have more than one unexcused absence per semester shall receive a letter sent home notifying them of their right to a hearing before the NHS Faculty Council. Students may have an advocate(s) present at the hearing (such as a parent or other representative). The hearing can have a variety of outcomes including but not limited to probation or dismissal from NHS. Please note: the procedures are both separate and different from the co-curricular handbook.

Section 2. Members must donate ten hours of service work each semester beginning with the second semester the first school year they are inducted. Failure to do so will result in a letter sent home notifying them of their right to a hearing before the NHS Faculty Council. Students may have an advocate(s) present at the hearing (such as a parent or other representative). The hearing can have a variety of outcomes including but not limited to probation or dismissal from NHS. Please note: the procedures are both separate and different from the co-curricular handbook.

Section 3. Members must continuously maintain and demonstrate the appropriate standards of scholarship, leadership, service, and character under which they were selected.

Article 9. Disciplinary Actions

Section 1. As in article 8, students who miss more than one NHS meeting per semester or who do not donate a minimum of ten hours of service work each semester will receive a letter sent home notifying them of their right to a hearing before the NHS Faculty Council. Students may have an advocate(s) present at the hearing (such as a parent or other representative). The hearing can have a variety of outcomes including, but not limited to probation or dismissal from NHS. Please note: the procedures are both separate and different from the co-curricular handbook.

Section 2. Members who fall below the standards, that were the basis for their selection, shall have a right to a hearing before the NHS Faculty Council. Any violation of the Germantown High School Co-curricular Code (A.O.D.A., assault, theft, vandalism, academic dishonesty, or any other unbecoming conduct) will result in a hearing in front of the NHS Faculty Council. Students may have an advocate(s) present at the hearing (such as a parent or other representative). The hearing can have a variety of outcomes including, but not limited to probation or dismissal from NHS. Please note: the procedures are both different and separate of the co-curricular handbook.

Section 3. If removed or non-selected from NHS the student has 10 calendar days to appeal the decision in writing to the GHS principal. The GHS principal then has 10 calendar days to review the decision and will send a letter by certified mail informing the student of the final decision.

Section 4. The District Administrator and School Board will not hear appeals.

Section 5. If a student is removed from any NHS chapter, for any reason, he/she is not eligible to apply or reapply.

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Article 10. Bylaws and Policies and Procedures

Section 1. The NHS bylaws shall be approved by the existing officers, adviser, Faculty Council, and principal of Germantown High School.

Section 2. The NHS members in good standing shall be given copies of the bylaws, policies and procedures, and subsequent proposed revisions to review and discuss. All issues shall be discussed at an informational meeting. All policies and procedures are subject to approval by the principal and Faculty Council.

Section 3. Policies and Procedures of the NHS may be written by the principal, Faculty Council, adviser, executive committee, or by a member committee appointed for this purpose. Revised policies and procedures must be presented for discussion at least one meeting prior to their effective date.

Article 11. Amendments

Section 1. These bylaws can be amended at any regular meeting of the National Honor Society by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting. All amendments must be approved by the Faculty Council and the principal of Germantown High School.

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National Honor Society Selection Procedures
Germantown High School

1. The School Counseling Department prepares a list of juniors and seniors who have attended GHS at least one semester and have attained a cumulative grade point average of 3.50* or better. This is the **SCHOLARSHIP** requirement of our local chapter's constitution, which is higher than the minimum of 3.00 set by the national chapter. Meeting this minimum requirement does not guarantee admission into NHS.
2. All eligible students may pick up an application from the Guidance Department to fill out, listing their extracurricular activities both in and out of school, along with the leadership positions they have held and any awards or accomplishments. They also list the courses they have taken, which help the selection committee put each candidate's grade point average in perspective.
3. The list of eligible students is then distributed to the faculty, who recommend for membership those students who are outstanding in **CHARACTER** and **LEADERSHIP** the other two qualities identified as essential in NHS members. This list is also provided to the administrative team who identifies students with co-curricular violations as well.
4. To be eligible for membership in the Thomas Jefferson NHS Chapter, a student must have a minimum of ten hours of documented authentic volunteer work prior to induction during their high school career. Verification of at least 10 hours must be handed in with the student's application. Meeting this minimum requirement does not guarantee admission into NHS. Students should write down all the volunteer work they have done (not only the 10 hours). This is the **SERVICE** requirement of NHS.
5. The results of the faculty ballots are tallied numerically and all comments compiled. All data is then presented to the Faculty Council for use in their deliberations. The names of the candidates do not appear in this data; each student has a code number, and the Faculty Council discusses each candidate without knowing the identity of the student.
6. The Principal selects the Faculty Council. Membership changes each year, but according to the local constitution there are always five members: one each representing English, Math, Science, and Social Studies, plus one other chosen on a rotating basis from among the remaining departments.
7. The Faculty Council, using the tallied recommendations and comments, plus the application forms prepared by the candidates (also coded, without names), discusses the available information on each student, and then votes. A majority of YES votes are required for membership. An NHS adviser chairs the committee and is responsible for protecting the confidentiality of its deliberations; the adviser does not vote. Using the final votes from the Faculty Council the NHS adviser prepares the list of students to be formally inducted into the local chapter. Letters are sent to each student's home, notifying him or her of the results.
8. Meeting the minimum requirement of the application process does not guarantee selection in to NHS.
9. Parents of students who are being admitted into NHS will receive a letter, advising them of their child's honor and inviting them to the induction ceremony conducted by current members of NHS.

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SECTION 1: PERSONAL INFORMATION

Name (as you would like it to appear on the induction certificate): _____

Address: _____

Email Address: _____ Phone Number: _____

1. Have you been enrolled in GHS since your freshman year? Y / N
 - a. **If not**, have you been a member of another chapter of NHS? Y / N / NA
2. Have you/are you currently subject to disciplinary procedures, including but not limited to dismissal from another NHS chapter? Y / N

The following items will also be considered with your application.

DO NOT WRITE IN THIS SPACE	
APPLICANT NUMBER:	
SIGNED APPLICATION:	
AT LEAST 10 SERVICE HOURS VERIFIED:	
CUMULATIVE GPA:	
FACULTY RANKING – CHARACTER:	
FACULTY RANKIING – LEADERSHIP:	
FACULTY COMMENTS:	

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SECTION 2: SCHOOL ACTIVITIES/COURSE SELECTION

List all activities in which you have participated during high school. Include clubs, teams, musical groups, etc., and major accomplishments in each. Include activities you know you will participate during this school year. For example, if you know you will participate in track, but the season hasn't begun, please include it.

School Activity	Year				Accomplishments/Awards	Adult Sponsor
	9	10	11	12		

List all courses you have taken/will take this year. Indicate any honors or advanced placement courses.

English	Science	Math	Social Studies	Electives (art, business, foreign language, physical or technical education)

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SECTION 3: COMMUNITY ACTIVITIES & WORK EXPERIENCE

List community activities in which you have participated and note any major accomplishments in each. These should be any organizations/activities in which you participated outside of school. For example: church groups, sports clubs outside of school, Girl/Boy Scouts, 4H, Community Theater etc. Also, list any jobs you have had. Include the number of hours per week spent at the activity and/or job **during the school year**.

Community Activity and/or Job	Year				Accomplishments/Awards	Hours per week during the school year	Adult Sponsor/Phone Number
	9	10	11	12			

SECTION 4: COMMUNITY SERVICE & VERIFICATION

All applicants must have **at least 10 hours of documented and verified community service during their high school career to be eligible**. Please list **all** community service hours (including and above and beyond the required 10 hours accomplished throughout your high school career (not just the 10 hours minimum). Generally speaking, service activities are those which are done for or on behalf of others (not including family members) for which no compensation (monetary or other) has been given. Meeting the minimum requirement of service hours does not guarantee selection into NHS.

Organization	Description of volunteer work	Total number of hours	Contact Person/Phone Number

You must include (a) verification letter(s)/form (see example below) for **at least 10** of your service hours. This letter must be signed from someone who supervised you volunteering and must include their name, phone number and the total number of hours you volunteered. Key Club logs are accepted as long as they are signed by a key club advisor.

Example Letter:

To Whom It May Concern: John Doe has volunteered 15 hours to feed the homeless in Milwaukee.
Sincerely, Jane Smith 555-555-5555

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SECTION 6: SIGNATURE PAGE

Please read and sign this portion of the application.

I have read and to the best of my knowledge have completed the attached application packet. I understand that returning this information packet puts my name in consideration for membership to National Honor Society but that it does not guarantee me an invitation to become a member.

If elected to NHS, I will donate ten hours of service work each semester and I will not miss more than one NHS meeting per semester. I understand that failure to do so may result in a letter sent home notifying me of my right to a hearing before the NHS Faculty Council. I understand that students may have an advocate present at the hearing (such as a parent or other representative). The hearing can have a variety of outcomes including, but not limited to probation or dismissal from NHS.

I also understand that any disciplinary or co-curricular violations will be processed by the NHS Faculty Council. We believe that the students who are part of this co-curricular should be held to a higher standard than our co-curricular handbook. It is for this reason, they are provided with separate bylaws for NHS. I understand that any violation of the Germantown High School Co-curricular Code (A.O.D.A., assault, theft, vandalism, academic dishonesty, or any other unbecoming conduct) will result in a hearing in front of the NHS Faculty Council. Students may have an advocate present at the hearing (such as a parent or other representative). The hearing can have a variety of outcomes including but not limited to probation or dismissal from NHS. Please note: the procedures are both different and separate of the co-curricular handbook.

If non-selected or removed from NHS I have 10 calendar days to appeal the decision in writing to the GHS principal. The GHS principal then has 10 calendar days to review the decision and will send a letter by certified mail informing the student of the final decision. As part of our by-laws, the District Administrator and School Board will not hear appeals. I am aware that if I am removed from NHS, for any reason, I cannot reapply. I agree to follow Germantown High School's Co-curricular Code and the NHS procedures outlined above.

I give my consent that any and all written records created, used or maintained by Germantown High School in connection with the process of selection of candidates to become members of the Germantown High School National Honor Society shall remain confidential from myself and my parents and I hereby waive and give up any and all rights that I may have to gain access to or copies of such records or materials.

In order to be considered for NHS membership this form must be signed by both the student and parent/guardian.

Student Name (printed)

Parent/Guardian Name (printed)

Student Signature

Parent/Guardian Signature

Date

Date