

National Honor Society 101

General Information,
Application FAQ, Membership
FAQ



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The National Honor Society (NHS) is the nation's premier 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 membership in the organization since their beginnings in 1921. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service.



NHS advisors at CBE:

Mr. Erica Porreca - room C216,
einman@cbsd.org

Mrs. Sharon Payne - room C213,
spayne@cbsd.org



Where to find stuff:

CBE NHS website: [click here](#)

Follow us on Instagram @cbe_nhs

General Info



4 Pillars of NHS

NHS is more than an honor roll or service-based club. It is a national society of individuals which exemplify the 4 pillars of NHS.

- Scholarship - the highest of academic achievement
- Service - donating time to improve their school and local community
- Character - living by high standards and treating others with respect and kindness
- Leadership - modeling and leading others to achieve common goals





Becoming A Member

Invitation, application, re-evaluation and appeals



Invitation to Become a Member



In June GPAs for sophomores and juniors are pulled. Any student who is not already a member who has a 3.7 GPA will be invited via student school EMAIL to join NHS.



Invitations are sent directly to students **at their school email** as they are the prospective member. Parents can find information on the East-Side Story Newsletter.



We send **invitations in June** to ensure students have the summer to get any service hours or leadership experience needed for membership.



A reminder EMAIL will be sent to student emails prior to the start of the school year.

Do I meet the requirements?



To be a member students must fulfill all 4 pillars of NHS for admittance into NHS. This is determined by our faculty committee.

We have made a tool for you to determine if you meet the initial requirements and should apply. Please click through the next few slides to determine if you meet the minimum application requirements!

[CLICK HERE TO START](#) our "**Qualification Quiz**" or [click here to skip](#) through to the next section on application FAQ.

QUIZ: Are you a Junior or Senior?

Only students who have completed their 10th grade sophomore year can apply for membership to NHS.



If no, then you cannot apply at this time.



[If yes, click here!](#)

QUIZ: Do you participate in in-school activities?

- An activity is considered if the student was involved in the activity AFTER the completion of their 9th grade year; this means 9th grade activities are not considered, however, involvement happening in the summer between 9th and 10th grade will count.
- Participation is considered on-going involvement in a club - not attending a few meetings/events.
- Recommend involvement in at least 3 activities.



If no, then you cannot apply at this time. If you are a junior, please join more clubs to improve your application for next year.



[If yes, click here!](#)

QUIZ: Do you participate in in service?

- Service when a student volunteers time to help their community without being compensated via an organization.
- Must be more than 1 single day of volunteering.
- Donations and "helping a neighbor" do not count as service.
- Applying students need a minimum of 5 service hours.
- Please click [here](#) or [here](#) for clarification on service.



If no, then you cannot apply at this time. If you are a junior, please engage in more service activities to improve your application for next year.



[If yes, click here!](#)

QUIZ: Do you participate in in leadership?

- Leadership is when a student is leading a group to a common goal or to achieve a task.
- *This is the hardest component which normally is the reason students are not selected for membership!!!*
- Must be a position the student was appointed to, elected to, or applied for and was selected.
- The position would involve the student being given a title of some kind.
- Please click [here](#) or [here](#) for clarification on leadership.



If no, then you cannot apply at this time. If you are a junior, you can gain leadership experience to improve your application for next year.



[If yes, click here!](#)

QUIZ: Can you commit to membership?

- **If you made it to this section, then you meet the minimum requirements to apply!!!**
- **Applying does not guarantee membership only that your application is screened and then reviewed.**
- Meeting the application requirements is an accomplishment, however, only applicants willing to demonstrate and uphold the membership requirements as well as the 4 pillars of NHS should apply 😊

Applying to NHS: Application

- Application information can be found [here on our website](#). Please be sure to click through the nested pages!
- NHS Applications have many parts. **Students are responsible for ensuring all parts of the application are complete by the due date.**
- There are 3 parts to the application.
 - Part 1: Intent to apply form (paper)
 - Part 2: Student application (digital)
 - Part 3: Verification Evaluation forms (digital)

Please see the next slides for details!



Application Part 1: Intent to Apply



Intent to apply form - must be a hard copy paper signed by the student and parent/guardian turned in to C213 by the due date.

A copy of the form can be found here: [National Honor Society / NHS application materials \(cbsd.org\)](http://NationalHonorSociety.org/NHSapplicationmaterials)

Failure to complete this portion will prevent an application from moving on to the review process.

Application Part 2: Student Application



Student application - must be **completed online** and takes some time; **be sure you have time to complete** this part fully in one sitting!

Link for the online form can be found here:
[National Honor Society / NHS application materials \(cbsd.org\)](https://www.cbsd.org/national-honor-society)

Failure to complete this form fully will prevent an application from moving on to the review process.

Please continue reading for important details and tips for a successful application!

Application Part 2: Student Application



The student application requires the student to demonstrate in-school involvement, service, and leadership.

An activity is considered if the student was involved in the activity AFTER the completion of their 9th grade year; this means 9th grade activities are not considered, however, involvement happening in the summer between 9th and 10th grade will count.

An activity can only be listed in only 1 of the 3 categories (in-school, service, and leadership). Once an activity is listed under "in-school" it cannot be reused to support leadership or service. Make sure you think about where you list your activities!!!

Students are limited to listing their 4 most relevant activities for each of the 3 categories.

Any activities listed should demonstrate on-going student involvement; "one off" or single day activities will not be considered.

Activities where a student is newly involved will not be considered. Student must be established in the activity for consideration.

Application Part 3: Verifications

Verification Evaluation forms – students must request that adult supervisors complete evaluation forms to support their application.

It is the discretion of the supervising adult completing the verification what information is shared on the application.

Link for online verification form can be found here: [National Honor Society / NHS application materials \(cbsd.org\)](https://www.cbsd.org/nhs-application-materials)

There must be at least 1 verification form to support each part (in-school, service, and leadership) of the application.

It is the **student's responsibility** to formally request and follow up with their supervising adults that necessary forms are submitted on their behalf.



Applying to NHS: Clarification

In-school activities include: school sponsored clubs, sports, choir, orchestra, any school band ensemble

In-school activities do not include: non-sponsored school groups, groups formed due to enrollment in a class which is not a music class (ex: unified sports)

Service is: when a student volunteers time to help their community without being compensated; can be through a school-based group or community-based group; applying students are expected to have a minimum of 5 service hours

Service is not: helping neighbors complete tasks; while this is neighborly, it is not service.

Leadership is: when a student is leading a group to a common goal or to achieve a task; must be a position the student was appointed to, elected to, or applied for and was selected; a leadership position would involve the student having a title for their position.

Leadership is not: being on a team, having a job, being a member of a group

Remember - no double dipping! An activity can only be listed in ONE category on your application!



[Back to Qualification Quiz: Service](#)

[Back to Qualification Quiz: Leadership](#)

Applying to NHS: Clarification

Please [click this example student application](#) for guidance.

Clarifications

- Donations are not considered service.
- Having a job is not leadership; however, if the job title is one of trainer, lead, or manager this can be leadership.
- Being a captain, co-captain, section leader, or officer is leadership.
- Regardless of what is listed on the student application, all activities need to be verified by a supervising adult. More details [on this slide](#).



[Back to
Qualification Quiz:
Service](#)

[Back to Qualification
Quiz: Leadership](#)

Application Review Process

1. A Faculty Council selects all members of the National Honor Society. The NHS advisers are not voting members of the Selection Council.
2. Student applications are evaluated for the following criteria required of National Honor Society members: scholarship, leadership, service, & character.
3. To be accepted into the CBE chapter of the NHS, students are expected to have service to school, service to community, leadership, and good character. Service to school is defined as having an ongoing commitment to representing and/or serving CB West through membership in clubs, organizations, and/or sports. It is expected that students participate in school service activities on a regular and consistent basis. Service to community is defined as activities that are done for or on behalf of nonprofit organizations, (and outside of family & school) for which no compensation has been given. Students are expected to have a minimum of 5 hours. Hours are calculated from the end of 9th grade. Leadership positions should be elected or appointed and require students to be directly responsible for leading and directing others. Examples of acceptable leadership positions are class/club officer, team captain or coach, work manager, and newspaper editor, to name a few. Good character is defined as having no record of cheating or plagiarism, intentional dishonesty, violations of school rules & policies, or offenses in the community.
4. Students are required to get letters or signed evaluation forms for all activities in and out of school. To ensure privacy, letters are to be sealed and not opened by the student.
5. There is a solid deadline for completed NHS applications. Any application, letter, or form received after this date will not be accepted. In fairness to all, there are no exceptions to this rule.
6. Applications are examined by the Faculty Selection Council and all applicants will receive a letter in the mail announcing the Council's decision. Letters are usually mailed out 3-4 weeks after the applications are submitted.
7. Induction is held shortly after the letters go home, usually in early November.



Application Re-evaluation and Appeals

- An eligible student who has not been selected for membership can ask for further information and potentially request a reconsideration of the decision. The following guidelines list the procedures for students to follow.
- The approved timeframe for the reconsideration process is within ten calendar days of the date on the decision letter, but not on or after the scheduled date of the NHS Induction ceremony.
- The student must set up an appointment with an NHS adviser at which time the adviser will explain the Faculty Council's decision regarding non-selection to the NHS.
- If the student is not satisfied with the Council's decision based upon meeting with the adviser, the student may request, in writing, that the Council reconsider their decision. This written appeal must be submitted to the adviser. The request must not include new letters of reference or additional activities or service but is intended to clarify what the student already had submitted on his/her application.
- Once the letter of request is submitted, the NHS Faculty Council will re-evaluate the student's application considering the letter of appeal.
- The student will receive a letter from the NHS Faculty Council with their re-evaluation decision.
- If the student would like to pursue reconsideration beyond the NHS Faculty Council, s/he must make an appointment to meet with the building principal.



Induction

- A student who receives acceptance to NHS is now an inductee.
- All members must complete an induction to become formal members.
- Induction occurs 4-6 weeks after applications are due, typically, and occurs at CBE in the auditorium in the evening.
- To be inducted, inductees must complete their contract and turn in dues.
- We also ask inductees complete a video to help with name pronunciation for the ceremony. Students are also invited to provide a picture and a shout-out as part of their induction.
- This is a formal ceremony and inductees are to dress nicely; inductees will be walking and should wear comfortable shoes they are able to move in.
- After the ceremony, there will be a reception in the atrium.



Membership Responsibilities

Scholarship, service,
character, leadership,
meetings, etc.



Membership Responsibilities: Scholarship

- NHS members must maintain a 3.7 GPA throughout their membership until graduation.
- GPAs are pulled each marking period.
- A member who is below the requirement will have 1 MP to improve their GPA before removal from NHS.



Membership Responsibilities: Service



Members are required to log hours to maintain membership

Rules

- Each member must log 10+ service hours per semester
- Hours may come from NHS sponsored events or flex hours
- No "double dipping" on hours from other community service-based clubs in school
- Submit hours verification within 10 days of the event date

Failure to meet hours requirement will result in removal from NHS

NHS members may not have any disciplinary incidents on their record (in or out of school)

This includes incidents related to academic integrity

NHS members must be citizens in good standing regarding the law as well

Membership Responsibilities: Character



Membership Responsibilities: Leadership

Like character, leadership is a required characteristic for NHS members

Members are expected to be a model for other students in the building and serve as representatives to the community for NHS and Central Bucks East



Membership Responsibilities: Meetings

- Mandatory monthly meetings occur after school typically from 2:45pm-3:15pm
- Members must attend 6 out of 9 yearly meetings during the school year or risk probation/dismissal.
- Excused: sports practice or games, absent from school or left early, other club (only if you are an officer/leader for the club), biotech program
- Unexcused: work or other club (non-officer)



NHS advisors and officers source hours from in-building groups as well as the local community.

Generally, events have sign ups which are sent to the membership email list for members. Sign ups are first come first served! The member is responsible for awareness and signing up.

Events sent out via NHS are considered “NHS sponsored hours” and can account for all required membership hours.

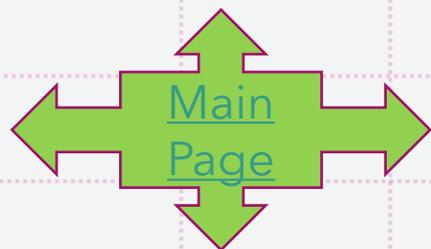
Events students attend outside of NHS sponsored hours are “flex hours”; see next slide for more information.

If a member signs up for an event and does not attend or cancels within 24 hours or less the member is penalized that number of hours; penalty hours must be logged in addition to the 10 hours per semester.

Hours: Getting Hours



Clarification on Flex Hours



Flex hours are service hours a member may gain on their own to count toward NHS service hour requirements.

Flex hours are service hours a member serves where they are not paid and are voluntarily giving their time to the community.

5 flex hours max per year per student.

Flex hours are not awarded for participation in other CBE service based clubs (no double dipping).

Flex hours are not awarded for donating items (including blood donations).



NHS advisors and officers have an hours log which will be shared with members to track their hours.



The Vice Presidents track hours; each VP is responsible for one class of members.



If you have questions about your hours, contact your appropriate VP; please do not email advisors!

Hours: Tracking Hours



Dues and Contracts



CONTRACT

- All members must turn in a paper contract with signatures prior to induction into our chapter.

DUES

- CBE NHS chapter has yearly \$20 dues.
- Dues are collected by check only made payable to Central Bucks East National Honor Society. Please include student name on memo line to ensure it is documented correctly.
- Dues cover the cost for induction of each student as well as purchasing of membership materials (certificate, membership card, pin, graduation cord, and graduation medal).

Members cannot begin earning hours until their dues are turned in!!!

- Dues for newly inducted members are to be turned in prior to induction.

Should a member be dismissed or resign from membership, dues are not refunded.

Graduation as an NHS Member

- A member of NHS graduates with regalia signifying their NHS membership including cords and a medal.
- Any member who has outstanding obligations to NHS will not receive their regalia.
- Obligations include: unpaid dues or not meeting scholarship, service, character, or leadership requirements.



Officers

Our officers, applying for
office



NHS has the following officer positions

- President
- 2 Vice Presidents
- Secretary
- Treasurer and Historian
- 2 Charity Supervisor
- Peer Tutor Coordinators

Please find information about the duties for each office from a sitting officer or on our website.

Our Officers



Applying for Office

- Officer applications typically will be accepted starting in April. Only current NHS juniors should apply for a position.
- Only complete officer applications will be selected for interviews. Interviews are conducted late April.
- New officers are installed in May/June and remain in office for 1 year.
- Positions: President, Vice President, Secretary, Treasurer and Historian, Peer Tutor Coordinator, & Charity Supervisor



Probation and Dismissal

Should a member not meet the requirements of scholarship, service, character, and leadership they may be put on probation or dismissed as a member.

Please see the [policy and procedures in this document here](#).

In general, a member will be warned and then have a dismissal hearing to determine membership. Some circumstances will not have a warning period before a dismissal hearing is held.

A member who is dismissed or resigns may never become a part of NHS in the future.

