Marcos De Niza National Honor Society Fall 2024

# **Instructions for Completing the Student Information Packet**

The Student Information Packet is an essential part of your consideration for membership in our Marcos De Niza National Honor Society Chapter. The Faculty Council will use this packet to aid them in determining your qualification for membership – the more complete your packet is, the better your chances of favorable consideration. Remember, to be successfully considered, you must have strong evidence of performance in [**ALL FOUR** NHS characteristics: Scholarship, Character, Leadership, and Service](https://www.nationalhonorsociety.org/about/everyday-pillars-of-nhs/). You have already met the standards of Scholarship. You must now demonstrate that you meet the standards expected for the remaining three characteristics. The instructions below will help you to complete your packet – pay close attention to them. Failure to complete your packet according to these instructions may prevent you from being considered for membership this year.

If you have a specific question about any part of this packet, contact me by e-mail at ***rguzman@tuhsd.k12.az.us***

***– be sure “NHS Question” is in the subject line.*** I am not a voting member of the Faculty Council – I act as their Moderator, forwarding your packet and other pertinent information to them for consideration. I will screen your packet for completeness at the time it is turned in, but ultimately it is the Faculty Council who will determine your qualification for membership.

**General Instructions for Completion of your Packet**:

* **Carefully read through the Characteristics of a Member found on the NHS home page.** Before you begin to complete your packet, consider what each characteristic means and how it applies to your life in high school. The Faculty Council will be looking to see how well you understand the expectations we have of you as a member of NHS.
* **Special Comments Writing Guidance**. This section gives you the opportunity to add additional information that you think is important for the Faculty Council to know about your involvement with clubs, experiences as a leader, and time devoted to community service. To help protect your anonymity with the Faculty Council, do not include your name in any of the special comments sections.
* **Complete all sections of your packet thoroughly.** If you miss a section or fail to provide all of the information requested, your packet will be incomplete and may result in not being considered by the Faculty Council.
* **Type your Packet.** Although you may have neat handwriting, we require that you type your information for two reasons: it is easier for the Faculty Council to read your packet, and it eliminates any possibility of a Faculty Council member recognizing your handwriting. **Submit your application on canvas no later than Friday, August 20, 2024.**
* **Choose References for your Packet Wisely.** Since you have a specific deadline to complete your packet, make sure that you choose references that will be available to sign off on your packet. If you have tried to reach a verifier and are unable to get signatures, please make sure your reference information is correct. If possible, do not use a family member as verification for an activity; if you have questions about this rule, contact me individually.
* **Review your Packet Carefully.** Your packet is a reflection of the quality of work you produce. If you do not take the time to edit, proofread, and check your packet, it will reflect unfavorably on you with the Faculty Council.
* **Get your Packet in on Time! Your packet is due, completed, and submitted to Canvas by 3:30 pm on Friday, August 30, 2024**. This due date and time is non-negotiable.
* **Lastly... Honesty and integrity are traits of NHS Members and Prospective Members**! I expect that all information you present in your packet is true and factual – your word and your signature is your bond! If the Faculty Council or I should find misleading or false information in your packet, your packet will immediately be removed from consideration and you will not be invited for membership this year. Additionally, if we find out after induction that you provided false or misleading information in your packet, that is grounds for removal from the chapter.
* You will notice that there is a space for Packet Number on the top of the first page. **DO NOT PUT YOUR STUDENT NUMBER THERE!** Your packet will be assigned a random number so that the Faculty Council will not know who you are – they do not see your cover page!
* Carefully read the verification statement. Once you and your parent sign, you have committed yourself to the accuracy of the information in the packet. By electronically typing your names, it will be the equivalent of a physical signature.
* **Character:** Complete this section whether or not you have ever received a disciplinary or attendance referral while in high school. I recommend that you check with Ms. Ximena to check your school record before you complete this section. I will confirm your discipline record after you have turned in your packet. The Faculty Council will be given specific instructions about which types of referrals are significant for consideration and which should be ignored in evaluating your packet. If you have a specific concern, please contact me for advice. While the Faculty Council will take into account the seriousness of any referrals you may have, it will not look favorably on referrals you have received, but have not discussed in this section. If you have not received any referral of any kind while in high school, you only need to write, **“I have not received any referrals during high school.”** If you have received a referral of any kind, please explain the circumstances surrounding the referral, focusing on the character building value of the experience. Do not exceed the space provided for your statement.
* **Leadership:** List all positions you have held where you have been given or assumed leadership responsibilities either school or non-school related. Prioritize the leadership activities you list – pick those that are the most important to you. That is why we limit you to the top five activities you have participated in throughout high school; be careful how you choose these five activities. Just belonging to a club, team, or organization or participating in an activity is NOT considered leadership, even if you actively participated in many events. If you have questions about whether to list something as a leadership activity, ask yourself this question, ***“Was I personally responsible for leading other people in the execution of a task?”*** If your answer is yes, you were probably a leader; if the answer is no, put the activity under Service as appropriate. Your sponsor, coach, or supervisor should be able to help you decide if your position qualifies as leadership. Be careful of acronyms – not everyone knows a group by its initials so spell out the complete title in the box provided. You are required to have a verification signature for each item listed – failure to provide required signatures may stop your packet from being forwarded to the Faculty Council for consideration if you did not attempt to contact a verifier. If need be, you may have out of state or city sponsors send you an email that verifies your participation. Bring a copy of said email, and I will include it with your application. If possible, do not use a family member or student as verification for leadership; if you have questions about this rule, contact me individually.
* **Service:** Service is action taken for another’s behalf without intent of reward – something you committed to selflessly. **List here only those activities for which you helped others WITHOUT receiving financial reward, grades, recognition, or award as incentive for what you accomplished**. Prioritize the service activities you list – pick those that are the most important to you. That is why we limit you to the top five activities you have participated in throughout high school; be careful how you choose these five activities. Volunteer work, school or non-school related service projects, or other community related service is appropriate to list here. Just belonging to a club, team, or organization that performs service work does NOT qualify you for service – you must have actively participated in service related activities yourself. Be careful of acronyms – not everyone knows a group by its initials (spell out the complete title in the box provided). You are required to have a verification signature for each item listed – failure to provide required signatures may stop your packet from being forwarded to the Faculty Council for consideration if you did not attempt to contact a verifier. If need be, you may have out of state or city verifiers send you an email that verifies your participation. Bring a copy of said email, and I will include it with your application. If possible, do not use a family member or student as verification for leadership; if you have questions about this rule, contact me individually.
* **Work Experience, Recognition, and Awards:** List any job experiences, recognition, or awards that you have received during your high school career. You have three examples for each. It will not count against you if you have not held a job or received an award during high school. These examples will work in your favor – especially if you do not have a lot of leadership experiences. You do not need to include the name of your verifier, email, phone number, nor signature in this section. However, you do need to include a brief description of your job placement as well as brief descriptions for the reasons for receiving recognitions or awards.
* **Essay:** This is your opportunity to show the Faculty Council who you are. Your GPA/Rank Points have already distinguished you as a student who excels in the area of scholarship. Because you have simply listed your involvement with character, leadership, service, work experience, recognition, and awards without including total hours of participation, your essay will give us a sense of the depth of your commitment and dedication to the four pillars of NHS. Additionally, your essay will also provide us a better understanding of why you might not have as strong a record of involvement as other candidates. Remember to thoroughly and thoughtfully address the prompt in a well-organized essay that exhibits proper use of the English language. Your essay will be the final page of your application and should be double spaced, in Times Roman 12 font.