



# THE COOSA NATIONAL ELEMENTARY HONOR SOCIETY CANDIDATE INVITATION

Dear Parent or Guardian:

**CONGRATULATIONS!** Based on your child’s cumulative grade point average, he/she has been given an opportunity to join one of the nation’s most prestigious organizations, the National Elementary Honor Society. Receiving this letter is an honor! To be accepted as a member of the Coosa NEHS, a student must have been enrolled in Coosa for the equivalent of the first 3 quarters the previous year and 1 quarter for newly entering students. Candidates must also be a member of grades 4 or 5 and have an approved application. A minimum standard for acceptance is a cumulative academic average in the four core subject areas of Language Arts, Math, Science, and Social Studies with at least 85 percent average.

The Coosa NEHS Faculty Council will use the information provided in this application, their personal knowledge of the student, and information from other adults in the selection process.

**\*Please see Chapter Bylaws for additional information.**

## Table of Contents

Page 1	Cover Letter & Important Dates
Page 2	Cover Letter (continued)
Page 3	Application Directions (3 Parts)
Page 4	Personal Statement Instructions (Part 1) ... <i>must provide a copy for reference</i>
Page 5-7	Service and Leadership Forms (Part 2) ...
Page 8.....	Permission Slip (Part 3) must be signed by parent/guardian & Scoring Rubric
Page 9- 12.....	Chapter Bylaws

## Important Dates

_____ , 2020	<b>Week of Letter of Application Delivered</b>
_____ , 2020	<b>Completed Application Due by</b>

**\*\*\*Double Check Page 8 for completion\*\*\*  
Completed Application **MUST** include personal statement**

_____ , 2020	<b>Last date for notification of acceptance</b>
_____ , 2020	<b>Induction Ceremony, Coosa Elementary</b>

**Please be aware that some students may not be selected for membership.** This usually means the committee did not see enough evidence of one or more of the requirements. The information below may give you an idea of what the committee is looking for:

**Scholarship** Academic achievement is the hallmark of a National Elementary Honor Society member. Students must meet a minimum of 85% in all core subject areas to qualify. Students who receive this invitation have already qualified for their academic achievement.

**Character** is the force that guides your attitude and actions. It involves demonstrating reliability, honesty, and self-control. The Council will be looking for evidence that the applicant is trustworthy and is who he/she wishes to appear to be to others.

**Service & Leadership** A potential candidate for the NEHS demonstrates the capacity for leadership and may have already served in key leadership positions as well as conducted service to their community.

Students who are not accepted for membership should evaluate themselves in terms of service, leadership, and character, and use this as a challenge to develop their abilities to a higher degree. Many times, a student who is not accepted one year is accepted the following year after they have become more involved in leadership and service activities.

To begin the process, the first step is to complete all sections of the enclosed form. Be sure to read the directions for each section and answer each honestly including all information that you think is important. **NEATNESS COUNTS!** The Coosa NEHS committee will carefully read the forms, adult recommendations, and activity reports to select the new members.

Each candidate needs to return his/her completed form to Mrs. Pamela Kinsey no later than 3:30 p.m. on \_\_\_\_\_, 2020. **NO APPLICATIONS WILL BE ACCEPTED AFTER THIS TIME! NO EXCEPTIONS!** Candidates will be notified of the committee's decision by \_\_\_\_\_ via a letter home. If your child meets the criteria, his/her NEHS induction ceremony will take place the evening of \_\_\_\_\_ 2020 (formal invitation to follow). Inductees will have a rehearsal after school prior to the ceremony.

You need to know that members of NEHS must fulfill both in-and out-of-school: [1] service projects for each school year (a minimum of four official activities will be conducted), [2] attend monthly meetings, [3] maintain an 85% grade average, [4] show leadership throughout the year. *Annual dues will be paid through donations from Coosa's business partners.* Members who fail to meet the requirements may be put on probation or removed from the organization.

**We hope you take this opportunity seriously and consider filling out this form.** Without the application completed and bearing your signature, the Faculty Council will not be able to review your child's submission of materials for consideration of membership in the Coosa chapter of the National Elementary Honor Society. If you have any questions or need an electronic copy of this form, contact [pamela.kinsey@beaufort.k12.sc.us](mailto:pamela.kinsey@beaufort.k12.sc.us).

Thank you in advance for your attention to this matter.

Sincerely,

The National Elementary Honor Society Advisors

*Ms. Lisa Sutton*  
*Ms. Meredith Norris*  
*Mrs. Nicole Bossak*

*Mrs. Pamela Kinsey*  
*Mrs. Marjorie Isley*  
*Mrs. Jennifer Lyles*

*Mrs. Lauren Plair*  
*Mrs. April Bryant*

# STUDENT ACTIVITY INFORMATION FORM FOR NATIONAL ELEMENTARY HONOR SOCIETY CANDIDATES

Candidates will need to complete all three sections of this form. (Please type or print):

1. **Personal Statement:**

Write a personal statement between 250-500 words to the Faculty Council explaining why you are a great candidate for NEHS. You may also include any information that you feel that this form does not cover but is important to your submission of data to the Coosa NEHS Faculty Council. Your personal statement may contain information on an aspect of your background, such as family hardships or school transfers that may have limited your involvement in school or community activities, or may be used to clarify further how you fulfill the NEHS criteria of Service, Character, and Leadership. The beginning of the letter must include your name, and your signature must be included at the end of the letter.

2. **Student Information Form:**

Include any experiences you have/will provide to service our community or leadership in organizations. Make sure to have all required signatures.

3. **Two Letters of Recommendation:**

What adults say about you is important and influences the Faculty Council's decision. You must secure references from at least 2 different adults beyond Coosa who have been your advisor, coach, or mentor. You should provide your reference a copy of your personal statement. They should recommend you through a written letter to be delivered by you in a sealed envelope with your completed application.

**Return the completed application form to  
Mrs. Pamela Kinsey by: 2020**

**Late forms will NOT be accepted.**

## PART 1

# The Coosa National Elementary Honor Society Personal Statement Form

### Personal Statement Instructions:

Below you will find a description of qualities that are reflective of students in the National Elementary Honor Society. **Write a personal statement on how you personally believe that you have exhibited each of the four characteristics listed below.** Each area should be covered in a complete paragraph with the appropriate heading of the topic being covered. In the fifth section, explain why you want to be a member of the Coosa National Elementary Honor Society.

Your personal statement must be typed or neatly written and double-spaced. Neatness, grammar and sentence fluency do count! The beginning of the letter must show your name and the end of the letter must again have your name and your signature. **Please be specific and provide details.** Don't be shy when explaining your accomplishments; be proud of what you have done!

### Personal Statement Details

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1. **Scholarship** (Academic Successes): Write about your work ethic, determination, and commitment to your studies.
2. **Citizenship & Character:** Citizenship is your commitment to your community, city, state, and/or nation. Character is who you are when no one is looking. How have you demonstrated courtesy, concern, and respect toward individuals, regardless of differences? Do you consistently exemplify the desirable qualities of positivity, helpfulness, friendliness, trustworthiness, and fairness?
3. **Participation & Leadership:** Include all school clubs, teams, performance groups, and extracurricular activities in which you are involved; also include any activities sponsored by community or religious groups or other youth groups. Finally, be sure to include your accomplishments and achievements while participating in each of these activities. **Emphasize your leadership experience. Remember that you do not have to oversee an activity to demonstrate leadership qualities.**
4. **Service:** Organizations and activities for which you have volunteered your time to benefit others (not including family). Tell how you have demonstrated a willingness to volunteer, to gladly take on tasks that benefit the school and/or the community, or to assist others enthusiastically whenever called upon to do so.  
\*If you have not provided service what is your plan?
5. **Why** do you want to become a member of the National Elementary Honor Society?

**\* Double check your student information sheet below to make sure you have covered all your accomplishments.**

PART 2

## The Coosa National Elementary Honor Society Student Information Form

**DIRECTIONS:** Please complete all sections on this form and submit by \_\_\_\_\_.

### I. Student Information

Student Name:

Parent/Guardian Name(s):

Phone:

Email:

Mailing Address:

Street address:

City/State/Zip:

### II. Responsibility demonstrated at home or with the family:

Please list activities and chores that you have done to demonstrate your responsibilities at home. You can include such items as regular household chores, supervision of younger brothers or sisters, care or support for relatives or neighbors, family service projects in the community, etc.

Grade Level*: 3,4,5	Home or Family Responsibilities
Example: 3 <sup>rd</sup>	Taking meals to my elderly grandmother every Saturday

***\*The activities in which you participated during third grade can also be included.***

**III. Responsibility demonstrated through service activities:**

List service activities in which you have participated. These can be individual, or group service projects done in or out of school. Service activities are those that are done for or on behalf of others (not including family) for which no compensation has been given.

Grade Level*: 3, 4, 5	Service Activity	Group or Organization	Supervising Adult
Example: 4 <sup>th</sup>	Food Drive Contributor	4th grade class	Mrs. Pender

*\*The activities in which you participated during third grade can also be included.*

**IV. Responsibility demonstrated through membership in and /or recognition from other groups at school or in the community:**

Please list all other school or community groups to which you currently belong/ have belonged that have given you recognition. Include clubs, teams, musical groups, etc., and the name of the adult in charge of the group.

Grade Level*: 3, 4, 5	Group or Organization	Supervising Adult
Example 1: 4 <sup>th</sup>	Chess Club	Mrs. Pender
Example 2: 5 <sup>th</sup>	Outstanding Safety Patrol	Mrs. Pender

*\*The activities in which you participated during third grade can also be included.*

**V. Responsibility demonstrated through leadership positions:**

Please list any elected or appointed leadership positions you have held in school or in the community. Only those positions in which you were responsible for direction or motivation others, such as peer mediator, class leader/representative, etc.

Grade Level*: 3, 4, 5	Leadership Position	Group or Organization	Supervising Adult

*\*The activities in which you participated during third grade can also be included.*

**VI. Signatures**

Please sign and date the form where requested below.

**Student *Please read.*** By signing below, I understand that completing this form does not guarantee acceptance to the National Elementary Honor Society chapter at my school. The information presented here is complete and accurate. If selected, I agree to abide by the standards and guidelines of the chapter and to fulfill all my membership obligations to the best of my ability.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent- *Please read.*** I/we have read the information provided by my son/daughter on this form and can verify that this is true, accurate, and complete.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for completing this form. Return your completed form by \_\_\_\_\_ to Mrs. Kinsey..

PART 3

**Permission Slip**

Student Name \_\_\_\_\_

**PARENT/GUARDIAN AND STUDENT STATEMENT**

If I am elected to membership, I agree to participate in National Elementary Honor Society activities and to abide by the scholarship, leadership, character, service, and citizenship standards of the National Elementary Honor Society (NEHS). My signature indicates I accept the role of active membership which includes attendance at meetings and volunteering my time for other Coosa NEHS programs and activities.

I further certify and attest by my signature below that all the information included in this packet is 100% accurate and that all the signatures from the advisors are indeed from the advisors of the listed organizations/institutions.

Printed/Typed Name of Coosa Elementary Student	Signature of Student
Printed/Typed Name of Parent/Guardian	Signature of Parent/Guardian



**Chapter Bylaws**  
**Of the**  
**Coosa National Elementary Honor Society Chapter**

**Charter #**

**Adopted: June 18, 2020**

**Article 1** Coosa's National Elementary Honor Society

**Article 2** The general purpose of the group shall be to recognize students for their outstanding academic achievement and demonstrated personal responsibility, to provide service to the school and community, and to develop leadership skills in our students.

**Article 3 POWERS**

**Section 1:** This chapter operates under the direction of and in full compliance with the National Constitution of NEHS.

**Section 2:** The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 3:** Final authority on all activities and decisions of the chapter resides with the school principal.

**Section 4:** Nondiscrimination. Our chapter of NEHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all activities and practices, including the chapter administration and the selection, discipline, and dismissal of members.

**Article 4 MEMBERSHIP**

**Section 1:** Eligibility

- a. Grade Level: To be eligible for membership, the candidate must be a member of grades 4 or 5, designated as eligible in the chapter bylaws.
- b. Enrollment: Candidates must have been enrolled at Coosa Elementary School for the equivalent of a minimum of one quarter. Students entering Coosa from another school and/or district, will be invited after the first full grading period to ensure their grades stay at the 85% induction requirement. The students' previous three quarter average from their receiving school will be used in determining eligibility.
- c. Scholarship: Candidates must meet or exceed the national minimum standard for scholarship (i.e., academic performance), which is a cumulative scholastic average in the four core subject areas of Language Arts, Math, Science, and Social Studies with at least 85 percent average over a three quarter period.
- d. Candidates who meet the three conditions above (a., b., and c.) as well as an approved application shall be evaluated by the faculty council on demonstrated aspects of their personal responsibility as outlined by the chapter.

**Section 2: MEMBER SELECTION**

The selection of active members shall be held once a year prior to the close of the first quarter of the school year or as needed for a special induction.

### **Section 3: INDUCTION**

Candidates who are selected to become members of the Coosa NEHS will be inducted at a special ceremony.

### **ARTICLE 5 OBLIGATIONS OF MEMBERS**

**Section 1:** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Elementary Honor Society.

**Section 2:** Annual dues for this chapter shall be paid through donations from Coosa's business partners.

**Section 3:** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

### **ARTICLE 6 OFFICERS**

**Section 1:** The officers of the chapter shall be president, vice president, secretary, and treasurer.

**Section 2:** Student officers shall be elected at the last meeting of each school year. All returning members are eligible to run for a position as an officer. Alternate elections will take place in the event of special circumstances.

**Section 3:** A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

**Section 4:** It shall be the duty of the president to preside at the meetings for this chapter.

**Section 5:** The vice president shall preside in the absence of the president and shall also keep a record of members' contributions in the areas of leadership and service.

**Section 6:** The secretary shall keep the minutes of meetings and be responsible for all official correspondence of the chapter.

**Section 7:** The treasurer shall keep the record of expenses and all other financial transactions of the chapter.

**Section 8:** Officers shall serve a term of one year.

**Section 9:** Officers and the faculty adviser(s) shall collectively be known as the chapter's Executive Committee. The Executive Committee shall have general charge of the meetings and the business of the chapter, but any action by the Executive Committee is subject to the review of the chapter members.

**Section 10:** In the event of a disciplinary action officers may be relieved of their duties (i.e. suspension, multiple disciplinary infractions, etc.)

### **ARTICLE 7 MEETINGS**

**Section 1:** Meetings of this chapter shall be held monthly

**Section 2:** This chapter shall strive to conduct its meetings according to Coosa's National Elementary Honor Society Bylaws.

**Article 8 ACTIVITIES:** Overview of the regular activities of the chapter including chapter service projects.

**Section 1:** The chapter will complete one service project each quarter equaling 4 service projects a year.

**Section 2:** All members of the chapter shall regularly participate in these projects.

**Section 3:** These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be undertaken in a well-planned and organized manner.

**Section 4:** The chapter shall publicize and promote its projects in a positive manner.

#### **Article 9 CHAPTER DISCIPLINARY GUIDELINES:**

**Section 1:** Any member who falls below the standards of scholarship and responsibility may be considered for disciplinary actions by the Coosa Elementary chapter of the National Elementary Honor Society. A member of the National Elementary Honor Society is expected to maintain their academic standing, be responsible in all aspects, and take an active role in service and leadership to their school community.

**Section 2:** If a member's cumulative grade point average falls below an 85 they will be given a written warning and one quarter to bring their grade back to an 85. If the cumulative grade point average remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the faculty council that can include consideration of dismissal from the chapter.

**Section 3:** Violations of the law or school rules can result in immediate consideration of the dismissal of a member (see section 5 below)

**Section 4:** Offenders who fall below the standards of scholarship and responsibility will receive a written warning. A conference may be requested by either party (Faculty council or student/parent). If the member is involved in additional violations of the school conduct code, the member may be considered for dismissal.

**Section 5:** In all cases of pending dismissal:

- a. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against them at a hearing before the faculty council. This will take place prior to any vote on dismissal (in accordance with due process identified in the NEHS National Constitution). The member has the opportunity to present their case either in person or through a written statement presented instead of the face-to-face hearing. Following the hearing, the faculty council will vote to determine the appropriate disciplinary action. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. Members who resign or are dismissed can be reconsidered for membership upon a written request to the chapter adviser.

**Section 6:** In lieu of dismissal, the faculty council may impose other appropriate disciplinary measures upon a member.

**Article 10 RATIFICATION/REVIEW/AMENDMENTS:** Method and procedure for ratification (formal approval and adoption) of the bylaws and provisions/methods for amending the bylaws. Additional local provisions as developed by the Faculty Council, chapter membership, or school administration can be inserted. It is recommended that the article pertaining to ratification and amendments appear at the end of the bylaws and be followed by two key provisions: 1) the date of approval and 2) signatures of the chapter/school leadership in the year of approval.

**Section 1:** Ratification. These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members

of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

**Section 2:** Review. These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

**Section 3:** Amendments. These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are any provisions regarding selection of members and chapter disciplinary guidelines, which are developed by the faculty council with the approval of the principal.