

**Canandaigua Academy Chapter
of National Honor Society
Candidate Application Instructions**



Principal: Mrs. Marissa Logue

Adviser: Mrs. Donna Klick

Junior Class Induction

Spring 2024

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National Honor Society Motto-- The motto of the National Honor Society (NHS) is *Noblesse Oblige*-- a French phrase meaning "Nobility Obligates," signifying that those of high rank have an obligation to behave honorably, generously, and responsibly. Membership in the NHS requires that individuals uphold this motto and excel in scholarship, leadership, service, and character.

Steps for Applying for Induction to the NHS

1. Students who have met the academic standard of a cumulative scholastic average of 90 or above will be invited to apply after the second quarter of their junior year.
2. A documented and verified record of the candidate's participation in at least 20 hours of community service during your 9th-11th grade years is required. The supervising adult at each work site should sign off on the application, and contact information should be provided for verification of service.
3. Proof of three leadership experiences must be described in the leadership section of the application packet. In addition, leadership characteristics must be endorsed by **TWO adults who know the candidate in a capacity outside of academic work**. Leadership endorsement forms must be signed and submitted with the final application packet. (Endorsers preferring confidentiality may enclose their recommendation in a signed, sealed envelope.)
4. A typed, proofread, and fully completed application packet must be printed for submission. Both the candidate and the candidate's parent or guardian must sign the declaration on page 3 of the application packet. All requirements must be submitted to Mrs. Fisher in the Counseling Center by 2:30 p.m., Tuesday, March 12.

Candidate Interview

Candidates who have submitted all required elements of the application on time will be contacted to schedule an interview with a staff representative. Students should come prepared to discuss their application, character statements, and personal statements, and to answer any questions posed by the teachers facilitating the conversation.

Selection of Inductees

After candidates have completed their interviews, their application packets will be forwarded to a five-person Faculty Council for review. Voting members of the council will be appointed by the principal—Mrs. Logue. The NHS adviser will facilitate the process but is a non-voting member. The Faculty Council's decisions are final, and invitations for induction will be mailed to each eligible student the week of April 15-22.

Instructions for the Candidate

The application packet and the candidate endorsements will be used for the interview and selection process. Complete ALL sections of this application for the Faculty Council. All sections of this application must be TYPED and submitted TOGETHER to Mrs. Fisher in the Counseling Center **on or before 2:30 PM on Tuesday, March 12.** It is *your* responsibility to complete the requirements in a timely manner so that all parts of your application are completed and ready for submission on the due date. If your application is incomplete or you fail to submit it by 2:30 PM on Tuesday, March 12, you will no longer be eligible for consideration for induction.

**** Note - administrators and counselors often request to review these applications for awards, recommendations, and scholarships. Please indicate whether or not you approve of such use in the signature section of this application.**

Directions for each section of the application are listed below. Candidates should refer to the instruction packet for specific information about each part of the application.

Section 1-- Leadership

Part 1-- Leadership Experience Record

One who leads, as defined by the National Honor Society Handbook: (1) demonstrates initiative in promoting school/community activities, (2) contributes ideas that improve student and community life, (3) demonstrates reliability and dependability, and (4) is dependable in an accepted responsibility.

Candidates must list **THREE** leadership roles, at school or in the community, achieved since ninth grade. Record at least **THREE** leadership experiences in the charts for section 1. More than three activities may be included, but there must be three verifiable listings. Experiences should come from a variety of activities, not just one group or sport. Each experience should demonstrate (1) initiation of and contribution of ideas and effort for an activity designed to improve student/community life, (2) organization of the activity and direction of the participants in the activity, (3) reliability in sustaining your commitment to the activity, (4) acceptance of responsibility for successfully executing the necessary steps for success. For each entry, describe the role, explain how this experience demonstrates leadership, and identify the name and phone number of the adult(s) who supervised the activity.

Only those positions in which you were responsible for directing or instructing others should be included. Examples of such positions are club officer or team captain, but leadership can also be demonstrated if you were put in an untitled position of responsibility in a school or community activity. You need not be an officer to demonstrate leadership.

Acceptable Examples of Leadership	Unacceptable Examples
<p>(In your application, describe how the activity demonstrates leadership with active verbs.)</p> <ul style="list-style-type: none">● Planning and directing a freshmen orientation event● Leading a club or a team as an officer, event director, captain etc.● Planning for, coaching/instructing youth programs (athletic, church organization, etc.)● Organizing and directing individuals involved with a community event, charitable organization, fundraiser, etc.	<ul style="list-style-type: none">● Attending a leadership conference● Any paid position including but not limited to youth sports officiating (CASL) or other part-time jobs● Being named captain of a sport (without evidence of leadership action)● Participating in any club activity (but not organizing or leading it)● Being nominated for an award (i.e. Boys/Girls State, Leadership Conference Award, BOCES student of the month, etc.)

Part 2-- Leadership Endorsement

In addition to the charts below, you must include **TWO** "Leadership Endorsement" forms completed by different supervising adults who are **NOT** your teachers or family members. Consider asking an advisor, coach, or youth group leader. You may provide a hard copy of the forms to your supervisors or email them, using [this attachment](#). If your supervisors opt to email their endorsements, the forms must include their digital signatures. **The candidate must print the emails and attached forms. Both endorsements must be included in the final packet.**

Section 2-- Service

Service, as defined by the National Honor Society Handbook, undertaking actions with or on behalf of others without any direct financial or material compensation.

The student who serves would have many of these characteristics:

- Provides dependable, well-organized assistance as a volunteer
- Works well with others and is willing to take on challenging tasks or necessary tasks
- Does committee and staff work without complaint
- Participates in activities outside of school; e.g., Scouts, church groups, services for others
- Mentors in the community or with students at other schools
- Shows courtesy by assisting visitors, teachers, and students

A minimum of 20 service hours is required. Students who have not met the minimum requirement will not advance in the selection process. Service projects must be from multiple events performed in grades 9-11. In the application, you will find individual copies of the "Service Experience" chart. You need not use all provided charts; you may also add additional charts if needed. Complete the charts, giving specific details about the nature of the service provided. The signatures of adult leaders must be recorded on the Supervising Adult List.

Possible Service Activities	Possible Activities that would NOT be Service
<p>→Participating as part of a service group (e.g. youth group, Scouts, Interact, Key Club, Bigs and Littles)</p> <p>→Volunteering for a community event (e.g. Halloween at Onanda, kids crafts at Christkindl, leaf raking at Sonnenberg)</p> <p>→Tutoring or mentoring programs</p> <p>→Assisting a non-profit group or organization (e.g. bell ringing for the Salvation Army, working at a fundraising walk or run)</p>	<p>→Any paid work</p> <p>→Any service provided for a family member or friends (e.g., helping with the family business with or without pay, babysitting, helping grandparents rake the lawn, dog sitting your neighbors pet)</p> <p>→Fundraising for a team, organization, or cause which will personally benefit you</p> <p>→Participating in a school activity (e.g., the Sound, production crew, athletics, etc.)</p>

Section 3-- Character

The National Honor Society is a member of the Character Counts! Coalition and supports and recommends the use of a multi-faceted definition of character known as the Six Pillars of Character. A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

The staff and faculty members of CA have had an opportunity to observe your character in your years as a high school student. Some students have demonstrated strong character since entering 9th grade; others may have developed character as they have matured, correcting past errors and reflecting on how they might learn from past mistakes.

Several factors will be considered in determining your selection to the NHS with regard to character, including: (1) your high school record (behavioral referrals or occurrences of negative behaviors, e.g. bullying, cheating and plagiarism, inappropriate social media use, insubordination, negative role modeling, truancy, vandalism, violence, etc.), (2) input from members of CA's administration, faculty, and staff, (3) your character statement, and (4) your faculty interview.

Part 1-- Faculty Interview

Part 2-- Character Statement

Directions: Please provide a written statement detailing the ways in which you demonstrate exemplary character in the many aspects of your life. Although you need not discuss all Six Pillars of Character, consider how you demonstrate trustworthiness, respect, responsibility, fairness, caring, and/or citizenship in your choices and behaviors. Describe at least **one specific example** of your demonstration of **at least one pillar**. (Maximum: 250 words.)

Part 3-- Reflection on Character Development and Optional Explanatory Statement

Directions: The development of character happens over a lifetime of experience. Think back to your own experiences, and describe a specific event when you may have had a lapse in character or judgment. Describe the situation, and explain how your character has developed as a result of a poor decision or action. How did this event help shape you into a person who possesses stronger character today? (Maximum: 250 words.)

Part 4-- Statement of Intent

Directions: The National Honor Society is an organization whose members spend their time developing and performing community service activities that benefit the school and wider community. Our goal in the CA Chapter is to ask the NHS members to use their leadership skills to act as advocates for all members of our CA community. In addition to traditionally sponsored activities, what ideas do you have for the NHS during your time at CA? Describe how you would contribute to our mission if you were inducted this spring. (Maximum: 250 words.)

Important Dates

Application Due to Mrs. Fisher in the Counseling Center by 2:30 on Tuesday, March 12.	Mailed Acceptance Notification sent during the week of April 15-22.
Candidate Interview with faculty members conducted between March 18-28.	Induction Ceremony held in the CA auditorium on Thursday, May 2 at 7 PM.

Application Checklist

	I have read all of the information contained in this application packet.
	I have described three leadership roles at school or in the community that can be verified by using the name and phone number of the supervising adult provided in my application.
	I have turned in TWO hard copies of the NHS Leadership Endorsement form from two adults (other than classroom teacher or family members) who can attest to my leadership. Forms for adults requesting confidentiality should be in signed/sealed envelopes.
	I have completed 20 hours of community service (grades 9-11) and have submitted a Community Service Hours form.
	I have obtained signatures from all individuals who supervised my community service activities and recorded them on the Supervising Adult List.
	I have reread all requirements in the application packet to be sure I have fulfilled all requirements. I have accurately typed, proofread, and printed all sections of my application, recognizing that the quality of what I submit to the committee will influence their decision about my candidacy.
	I have signed the student declaration attesting the accuracy and completion of my application
	My parent/guardian has read the application packet and reviewed my application for accuracy and completion before signing the parent/guardian declaration.
	I have submitted <i>all</i> elements of my application (including two leadership endorsements) to Mrs. Fisher in the Counseling Center by 2:30 on Tuesday, March 12.

Begin completing your application here.

Candidate Name	
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Section 1-- Leadership

Part 1-- Leadership Experience Record (Provide a minimum of THREE Leadership experiences.)

Part 2-- Leadership Endorsement Forms (To be completed by adult supervisor)

Leadership Experience 1 (Required)

Activity/Role (In the space provided below, describe how this activity demonstrates the principles of leadership.)	
Grade(s) when this activity was completed:	Estimated duration/frequency of this activity:
Supervisor's Name and Title:	Phone Number:

Leadership Experience 2 (Required)

Activity/Role (In the space provided below, describe how this activity demonstrates the principles of leadership.)	
Grade(s) when this activity was completed:	Estimated duration/frequency of this activity:
Supervisor's Name and Title:	Phone:

Leadership Experience 3 (Required)

Activity/Role (In the space provided below, describe how this activity demonstrates the principles of leadership.)	
Grade(s) when this activity was completed:	Estimated duration/frequency of this activity:
Supervisor's Name and Title:	Phone:

Leadership Experience 4 (Optional)

Activity/Role (In the space provided below, describe how this activity demonstrates the principles of leadership.)	
Grade(s) when this activity was completed:	Estimated duration/frequency of this activity:
Supervisor's Name and Title:	Phone:

Section 2-- Service

Directions: Complete the charts on the next eight pages with specific details about the service you provided. Obtain the signatures of your supervisors for each service activity on the Adult

Supervisor List at the end of the application packet. You need not use all provided charts; you may also add additional charts if needed.

Service Experience 1

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade
In the space provided below, fully describe the service activity you performed.				
How did your service benefit the group, organization, or community affiliated with the task?				
What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)				
Supervisor's Name and Title:			Supervisor's Signature:	

Service Experience 2

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade

In the space provided below, fully describe the service activity you performed.

How did your service benefit the group, organization, or community affiliated with the task?

What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)

Supervisor's Name and Title:

Supervisor's Signature:

Service Experience 3

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade
In the space provided below, fully describe the service activity you performed.				
How did your service benefit the group, organization, or community affiliated with the task?				
What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)				
Supervisor's Name and Title:			Supervisor's Signature:	

Service Experience 4

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade
<p>In the space provided below, fully describe the service activity you performed.</p>				
<p>How did your service benefit the group, organization, or community affiliated with the task?</p>				
<p>What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)</p>				
<p>Supervisor's Name and Title:</p>			<p>Supervisor's Signature:</p>	

Service Experience 5

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade
In the space provided below, fully describe the service activity you performed.				
How did your service benefit the group, organization, or community affiliated with the task?				
What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)				
Supervisor's Name and Title:			Supervisor's Signature:	

Service Experience 6

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade

In the space provided below, fully describe the service activity you performed.

How did your service benefit the group, organization, or community affiliated with the task?

What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)

Supervisor's Name and Title:

Supervisor's Signature:

Service Experience 7

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade
In the space provided below, fully describe the service activity you performed.				
How did your service benefit the group, organization, or community affiliated with the task?				
What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)				
Supervisor's Name and Title:			Supervisor's Signature:	

Service Experience 8

Organization Affiliated with Service Activity	Service Title	Number of Hours	Date(s) of Service	Grade

In the space provided below, fully describe the service activity you performed.

How did your service benefit the group, organization, or community affiliated with the task?

What did you learn from this experience? (Consider what you learned about the group, organization, or community. Consider what you learned about yourself. Consider what you learned about the individuals who may have benefited from your service.)

Supervisor's Name and Title:

Supervisor's Signature:

Section 3-- Character

Part 1-- Faculty Interview

Your faculty interview will be scheduled after you have submitted your application. Look for notification from the NHS advisers. Interviews will be conducted between March 18th and March 28th.

Part 2-- Character Statement

Please provide a written statement detailing the ways in which you demonstrate exemplary character in the many aspects of your life. Although you need not discuss all Six Pillars of Character, consider how you demonstrate trustworthiness, respect, responsibility, fairness, caring, and/or citizenship in your choices and behaviors. Describe at least **one specific example** of your demonstration of **at least one pillar**. (Maximum: 250 words.)

Part 3-- Reflection on Character Development

The development of character happens over a lifetime of experience. Think back to your own experiences, and describe a specific event when you may have had a lapse in character or judgment. Describe the situation, and explain how your character has developed as a result of a poor decision or action. How did this event help shape you into a person who possesses stronger character today? (Maximum: 250 words.)

Explanatory Statement (Optional)

If you feel a character issue may arise in the evaluation process, you may write an explanation reflecting what you have learned from the incident. If you are forthcoming with the information, the negative impact of this infraction on your application may have a lesser consequence. (Maximum: 250 words.)

Section 5-- Personal Statement

The National Honor Society is an organization whose members spend their time developing and performing community service activities that benefit the school and wider community. Our goal in the CA Chapter is to ask the NHS members to use their leadership skills to act as advocates for all members of our CA community. In addition to traditionally sponsored activities, like assisting parents at Open House or tutoring peers during school hours, what ideas do you have for the NHS during your time at CA? Describe how you would contribute to our mission if you were inducted this spring. (Maximum: 250 words.)

Thank you for completing your application. **Print only the pages you edited and sign the student declaration.** Ask your parent/guardian to sign the parent declaration after reviewing your materials. Submit the pages you edited to Mrs. Fisher in the counseling center by 2:30 pm on Tuesday, March 12, 2024.

Student Declaration: Please read and sign

1. I understand that the purpose of completing this packet is to provide assistance in the selection of the National Honor Society's inductees, and I declare that the information presented here is complete and accurate.

2. I understand that administrators and/or counselors may request to review my application for awards, recommendations, and/or scholarships.

I (insert an X next to one of the statements below.)

___do authorize use of this application for reasons stated in #2.

or

___do NOT authorize use of this application packet for any reason other than for my consideration for NHS membership.

Student name (Print)

Signature

____/____/____
Date

Parent/Guardian Declaration: Please read and sign

I understand that the purpose of completing this packet is to provide assistance in the selection of the National Honor Society's inductees. I have read the information provided by my child in this packet and can verify that it is true, accurate, and complete in its presentation.

Parent/Guardian name (Print)

Signature

____/____/____
Date

Leadership Endorsement Form

Please fill out the following document recommending this candidate.

Candidate's name: _____

Your first and last name: _____

Your phone number and email address: _____

Your supervisory role for the candidate you are endorsing: _____

Your relationship to the candidate (advisor, coach, youth group leader, etc.): _____

In a statement of a few paragraphs, please comment on the candidate's leadership qualities in the specific instances where you observed leadership attributes. If you appointed this candidate to a leadership role, comment on the candidate's execution of those duties. Please feel free to comment on any or all of the following bullet points as you compose your response:

Resourcefulness

- Problem solving
- Influence on peers
- Interpersonal skills
- Ability/willingness to take on responsibility
- Ability to delegate responsibilities
- General attitude
- Dependability
- Accountability

Please use the next page to hand-write or type your response. A hard copy of this form must be submitted by the candidate; however, if you want to write a confidential response, please enclose the form in a sealed envelope, signed by you. If you would rather email your response to the candidate, please include a digital signature to verify your endorsement.

Thank you for assisting us with the selection process of Canandaigua Academy's chapter of the National Honor Society.

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Signature	Date

Leadership Endorsement Form

Please fill out the following document recommending this candidate.

Candidate's name: _____

Your first and last name: _____

Your phone number and email address: _____

Your supervisory role for the candidate you are endorsing: _____

Your relationship to the candidate (advisor, coach, youth group leader, etc.): _____

In a statement of a few paragraphs, please comment on the candidate's leadership qualities in the specific instances where you observed leadership attributes. If you appointed this candidate to a leadership role, comment on the candidate's execution of those duties. Please feel free to comment on any or all of the following bullet points as you compose your response:

Resourcefulness

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- General attitude
- Dependability
- Accountability

Please use the next page to hand-write or type your response. A hard copy of this form must be submitted by the candidate; however, if you want to write a confidential response, please enclose the form in a sealed envelope, signed by you. If you would rather email your response to the candidate, please include a digital signature to verify your endorsement.

Thank you for assisting us with the selection process of Canandaigua Academy's chapter of the National Honor Society.

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Signature	Date

