

Pine Richland National Honor Society

Helpful Hints for the
2023 Application Process

Candidacy

- Membership is granted only to those students selected by the Faculty Council on the condition of their having met the standards for selection based upon: ***scholarship, character, service and leadership***
- NHS is not an honor roll - meeting the GPA requirement does not automatic membership
- Membership is for students that have genuine interest and experience in service and leadership

Scholarship/Academic Eligibility

- Academic eligibility requires a minimum cumulative GPA of 3.75 (must be maintained throughout membership)
- Any student, not currently an NHS member, rising into 11th or 12th grade that meets the qualifying minimum GPA receives a candidacy packet (invitation to apply)
- Candidacy packets are mailed to the student's home address on record in early July

Candidacy Packet

- Checklist (to read)
- NHS Selection Criteria (to read)
- NHS Requirements Agreement (1-green)
- NHS Candidacy Form (online @ www.pinerichland.org/nhs - fill out and print)
- Teacher Recommendation Forms (2-blue)
- Community Member Recommendation (1-purple)
- Leadership Evaluation Form (1-yellow)



Beginning the Application Process

- Confirm that you have all required documents. If you do not, contact an adviser at slang@pinerichland.org or mswitala@pinerichland.org
- Carefully read the checklist, follow directions, and note the due date
- Read “[NHS Selection Criteria & Requirements](#)” to understand the 4 pillars as defined by NHS.
- Read & fill out [green form](#) to understand expectations/requirements of NHS (if accepted)

General Application Information

- Applications are anonymous (student ID only)
- Read by a Faculty Council (not Miss Lang or Dr. Switala)
- Application is the only information available to the Faculty Council- invest time to carefully represent yourself well in each section

Candidacy Form (online form)

- Service
 - Must have completed 20 hours of community service (at school or in the community) since the start of 9th grade
 - Need signature verification and phone number of adult supervisor of the activity under consideration
 - Email correspondence, copies of certificates, etc. may be used if signatures cannot be obtained
- Essay
 - Write about all four pillars
 - Proofread
- Other sections include work experience, extracurricular activities, and recognitions/awards.

Recommendation Forms

- Recommenders cannot be a peer or family member - choose carefully
- Give your recommenders sufficient time to complete the required form and submit it
- Provide non-high school faculty recommenders with an pre-addressed/stamped envelope - should be mailed/submitted directly by your recommenders to Miss Lang

Evaluation & Recommendation Forms

- Candidate (and parents) have waived the right to view the evaluations/recommendations
- Make sure your name does not appear on the forms—only your student ID number

Google Classroom

- Google Classroom code will be provided in candidacy packet
- Use Google Classroom to check to see if recommendations have been received
- It is each student's responsibility to log into the Google Classroom and check to see which recommendations have been received.
- Incomplete and/or late applications will not be reviewed for any reason. See Miss Lang immediately (prior to due date) if there is an issue.

Teacher Evaluation Forms

- Submit TWO teacher evaluations
- One must be a core subject teacher
- Provides evidence & observations of specific actions or behaviors that demonstrate the strong character of the candidate

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Teacher Recommendation Form

Student ID#: _____ Year you had the student in class: _____

Name of Teacher: _____ Subject: _____

Teacher Signature: _____

I have had this student in class for at least one full semester: YES NO

How well do you know this student? 1 2 3 4 5
not well well

Candidate: This form will be used by the NHS Faculty Council for the sole purpose of selecting students for the Pine-Richland Chapter of the National Honor Society and will thereafter be destroyed. You hereby waive your right to see or be advised of the content of this form.

Evaluator: Your evaluation of this candidate is given serious consideration by the Faculty Council. Your recommendation of this student should attest to their character and ability to meet the requirements of PR-NHS. *****Please provide evidence and observations of specific actions or behaviors that demonstrate the strong character of this candidate.***** Character is a foundational pillar of NHS. Therefore, evidence of strong character is required for acceptance to the organization. On the reverse side of this form, more details are provided related to the qualities desired in a student of strong character. Applications are anonymous, so please do not mention the candidate by name anywhere on this recommendation.

Evaluator Instructions: Please complete the form and return the recommendation directly to Stephanie Lang (Room 317) or to her mailbox. The final due date for applications and recommendations is September 14, 2018.

This student's character is:

Above Reproach Solid and only a little tarnished Good for PR

Questionable, even for PR

Using a scale of 1 to 5 (1=poor, 5=excellent), please rate this student in the following areas:

- Does what he/she says he/she will do and has the courage to do the right thing.
- Is open-minded, listens to others, and treats people fairly. The student does not take advantage of others or blame others carelessly.
- Treats others with respect and consideration and is tolerant and accepting of differences.
- Is kind, compassionate, forgiving, helpful, charitable, altruistic, and expresses gratitude.
- Does what he/she is supposed to do, plans ahead, is diligent, and perseveres.
- Uses self-control and is self-disciplined, thinks before he/she acts, and is accountable for his/her words, actions, and attitudes.
- Takes criticism willingly and accepts recommendations graciously while learning from his/her mistakes.
- Demands the highest standards of honesty and academic integrity.
- Does his/her share to make the school and community better, gets involved, and stays informed.
- Relies on self, not parents, to communicate with faculty, advisers, and student officers.

Community Member Recommendation Form

- Attests to character & ability to meet the requirements of PR-NHS
- From an adult who knows you from a non-academic context
- Provides evidence & observations of specific actions or behaviors that demonstrate the strong character of the candidate
- Postmark date is a week BEFORE application deadline

Pine-Richland High School National Honor Society
Community Member Recommendation

Student ID#: _____

Name of Community Member: _____ Signature: _____

Phone # _____ Address: _____

Relationship to Student: _____

How long have you known this student: _____

How well do you know this student? 1 2 3 4 5
not well well

Candidate: This form will be used by the NHS Faculty Council for the sole purpose of selecting students for the Pine-Richland Chapter of the National Honor Society and will thereafter be destroyed. You hereby waive your right to see or be advised of the content of this form.

Evaluator: Your evaluation of this candidate is given serious consideration by Pine-Richland's Faculty Council. Your recommendation of this student should attest to his/her character and ability to meet the requirements of PR-NHS. ****Please provide evidence and observations of specific actions or behaviors that demonstrate the strong character of this candidate.**** Character is a foundational pillar of NHS. Therefore, evidence of strong character is required for acceptance to the organization. On the reverse side of this form, more details are provided related to the qualities desired in a student of strong character. Applications are anonymous, so please do not mention the candidate by name anywhere on this recommendation.

Evaluator instructions: Please complete this form and mail it directly to Pine-Richland High School (Attn: Miss Stephanie Lang) in the pre-addressed, pre-stamped envelope that was given to you by the student. Forms are due by September 14.

This student's character is:
 Reproach **Good** **Questionable**

Using a scale of 1 to 5 (1=poor, 5=excellent), please rate this student in the following areas:

- Does what he/she says he/she will do and has the courage to do the right thing.
- Is open-minded, listens to others, and treats people fairly. The student does not take advantage of others or blame others carelessly.
- Treats others with respect and consideration and is tolerant and accepting of differences.
- Is kind, compassionate, forgiving, helpful, charitable, altruistic, and expresses gratitude.
- Does what he/she is supposed to do, plans ahead, is diligent, and perseveres.
- Uses self-control and is self-disciplined, thinks before he/she acts, and is accountable for his/her words, actions, and attitudes.
- Takes criticism willingly and accepts recommendations graciously while learning from his/her mistakes.
- Holds himself/herself to the highest standards of honesty.

Leadership Evaluation Form

- Submit one leadership evaluation
- Front of form:
 - Filled out by student
 - Must identify a leadership experience in which you were directly responsible for directing or motivating others
 - Describe specific actions and leadership behaviors
 - Stating a title or the responsibilities of a given positions is not sufficient

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Leadership Evaluation Form

Student ID #: _____

This form should be mailed directly from the adult evaluator to Miss Stephanie Long at PRHS in the pre-stamped, pre-addressed envelopes provided by you.

Candidate: Identify a leadership experience at school or in the community that you have had since the beginning of ninth grade. Your description should specify your duties, responsibilities, and actions while in the leadership role. A title or position is not necessarily required, but you must provide evidence of specific, observed leadership behaviors. Only those positions in which you were directly responsible for directing or motivating others should be included. Please see the "National Honor Society Selection Criteria & Requirements for the Completion of the Candidacy Application" form and the online video tutorial for a list of examples and non-examples.

This form will be used by the NHS Faculty Council for the sole purpose of selecting students for the Pine-Richland Chapter of the National Honor Society and will thereafter be destroyed. You hereby waive your right to see or be advised of the content of this form.

Leadership Role: _____
Activity/Organization: _____ Grade Level(s): 9 10 11

Planning: Describe the need/issue you identified, your solution, and how you implemented your plan.

Collaboration: Who did you involve? How did you recruit helpers? What were the roles of the people you involved?

Management: How did you manage your plan? How did you work around/through any problems? How did you delegate tasks?

If you need more space or want to provide additional details, please attach a separate sheet of paper. After completing this side, please give this form to an adult (non-family member) who witnessed this leadership experience along with a pre-stamped, pre-addressed envelope. The evaluator is to fill out the back of this form.

Leadership Evaluation Form

Planning: Describe the need/issue you identified, your solution and how you implemented your plan.

Collaboration: Who did you involve? How did you recruit helpers? What were the roles of the people you involved?

Management: How did you manage your plan? How did you work around/through any problems? How did you delegate tasks?

Non-Examples of Leadership

- A student is **NOT** exercising leadership when he or she performs the following activities:
 - Participates on a team and/or leads drills as instructed
 - Implements a plan developed by another
 - Daily responsibilities of a good student, sibling, family member
 - Attends a leadership camp, seminar or workshop (however, implementing something you learned from the camp may rise to the level of leadership)
 - Delivers a public performance (ex: sings the National Anthem or lectures at church)
 - Completes an internship
 - Supervises/monitors others (ex. being the manager at your job)
 - Collecting items to donate from friends/family/neighbors

Non-Examples of Leadership

- **Specific examples of experiences NOT qualified as leadership:**
 - Paid work responsibilities (referee, lifeguard, babysitter, hostess, etc.)
 - Tour guide
 - Bingo caller
 - Pet-sitter/house-sitter
 - Group project/lab leader or classroom leader (being an exemplary or helpful student)
 - Animal trainer
 - Creating a business in which you are the sole employee
 - Neighborhood collection drive (this is considered a service activity)

Drives

Example: Local Women's Shelter needs children's clothing and personal items

NOT Leadership:

- Planning: Your friend's mother works at the shelter and mentions one night that the shelter is in short supply of some items. You decide to gather items from your neighbors.
- Collaboration: You go door-to-door in your neighborhood, asking neighbors to donate extra clothing, shampoo, and soap.
- Management: You deliver your collected items to your friend's mother to take to the shelter.

Leadership:

- Planning: You contact and interview the director of the women's shelter, prepare social media posts for awareness (while keeping the location of the shelter confidential), create informational flyers about the most needed items, contact local businesses for their support
- Collaboration: You recruit and delegate tasks to six peers. Tasks include posting advertising, putting flyers in mailboxes, expanding your social media reach, creating and short educational videos with statistics on family violence and resources
- Management: You and your recruits collect items for the drive, deliver the items, and follow-up with the shelter. You reflect on what could have been done better.

Leadership Evaluation Form

- After completing front of form, give to an adult who witnessed leadership experience
- Back of form:
 - Filled out by adult
 - Comments on student's description of their experience
 - Attests to leadership ability & experiences
- Postmark date is a week BEFORE application deadline

Evaluator Name: _____ Position: _____
 Phone #: _____ Email: _____

Evaluator: The candidate should have completed the front page of this form. Your evaluation of this candidate is given serious consideration by the Faculty Council. Your recommendation of this student should attest to their ability as a leader. Leadership is a foundational pillar of NHS. Therefore, evidence of strong leadership is required for acceptance to the organization. Stating a title or the responsibilities of a given position is not sufficient. The council wishes to be informed of specific actions or behaviors evidenced by this candidate in the acts of leadership. For examples and non-examples of what the Faculty Council considers leadership, please consult the leadership section of the "NHS Selection Criteria & Requirements for the Completion of the Candidacy Application" form (found under "The Process for Application and Induction" tab at www.pinerichland.org/nhs).

Do you support the candidate's description of their leadership experience on the front page? Yes No
 If no, please explain (applications are anonymous, so please do not mention the candidate by name): _____

Please rate the candidate in the following areas for the described leadership experience:

Planning: please circle one of the following:

Candidate designed their OWN plan.	Candidate provided input in a group plan.	Candidate faithfully implemented a plan designed by others.
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Collaboration: please circle one of the following:

Candidate recruited and motivated others.	Candidate recruited but did not motivate others.	Candidate acted alone.
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Management: please circle one of the following:

Candidate managed others, including being resourceful and/or delegating tasks.	Candidate managed others but without much flexibility or resourcefulness.	Candidate did not effectively manage others.
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Please comment on how the candidate seems to be viewed as a leader by the people they directed in this activity (e.g., did people feel respected, were positive ideas upheld). Applications are anonymous, so please do not mention the candidate by name.

Evaluator Signature: _____

Please mail (postmarked by September 8, 2021) this form to Miss Stephanie Lang at PRHS in the pre-addressed, pre-stamped envelope provided to you by the student. This form should NOT be returned to the student.

Submission Instructions

- Print and staple Candidacy Form and place in a large, sealed envelope with Student ID # on the front
- Sign the PR Chapter Membership Requirements form (green)
- Submit both to the marked boxes in Miss Lang's room (317) during the week of September 11-15 (final deadline: 2:45 PM on 9/15/23)
- NO recommendation forms should be returned to you for any reason. They MUST be submitted by the adults filling them out. Follow up with the adults to make sure they meet the deadline.

Questions?

- Check the Google Classroom regularly for reminders and any announcements
- Please email Miss Lang (slang@pinerichland.org) or Dr. Switala (mswitala@pinerichland.org) with any questions you may have