

## National Junior Honor Society Candidacy Packet

Based on your academic performance and behavior since the beginning of fifth grade, you are invited to be a candidate for membership in the Northfield Community Middle School Chapter of National Junior Honor Society. Membership in NJHS is one of the highest honors that can be awarded to a student. Our chapter strives to give practical meaning to the Society's criteria of scholarship, leadership, service, citizenship, and character.

These five criteria will be considered as the basis for your selection as well as a fundamental part of our chapter activities. The National Junior Honor Society strives to recognize the total student—one who excels in these areas. No student is inducted simply because of a high academic average. Please note that though you are invited to apply, you have not been accepted into the organization yet. Applications must be reviewed by the NJHS Faculty Council to determine acceptance of new members.

If you are chosen to be inducted as a member of the Northfield Community Middle School Chapter of the National Junior Honor Society, you must maintain the standards utilized for your selection. Please be aware that you:

- **Must maintain a cumulative, overall middle school average of 95.001% and have no failing final grades in any courses.**
- Must have been enrolled for at least a semester.
- Must abide by the Chapter's By-Laws.
- Demonstrate sound and effective leadership, admirable citizenship, and trustworthy character at Northfield Community Middle School and in the community.
- Must earn at least 15 NJHS points for in school activities to earn your cord for graduation.
- Must participate in outside service projects of your own choosing throughout the year.

### **Dismissal Procedures:**

A student in NJHS:

- May be dismissed from the chapter for failing to complete and to provide documentation of community service and school service *each marking period*.
- May be placed on probation for receiving Unsatisfactory comment in conduct or a disciplinary referral
- May be dismissed from the chapter by having any documented incident of cheating and/or plagiarism
- May be dismissed from the chapter by having any incident of computer violations
- May be dismissed from the chapter by having any incident of dishonesty, vandalism, unethical and/or immoral behavior

If you have any questions about the obligations of being an NJHS member or about the application process, please see the NJHS advisor or your principal.

Sincerely,  
Lisa Harvey  
NJHS Advisor



## National Junior Honor Society Northfield Community Middle School

Welcome! We would like to congratulate you on your outstanding academic performance. This is the first step in your selection process to be inducted as a member of the National Junior Honor Society. To be considered for membership, you must complete the following. Pay careful attention to instructions and deadlines. We have included a Candidate Selection Rubric on how you will be evaluated.

**Student Activity Information Form.** This form is three pages long. This must be printed neatly in blue or black ink. We recommend you make a copy of this form before you begin; you might make a mistake on the first try. It will be on the NCS Middle School webpage for downloading.

**Letter of Recommendation.** This must be a **one-page (250 words maximum)** letter from an adult in the community who knows you well. The letter must include the person's phone number and must be signed. This letter cannot be written by a Northfield Community Middle School staff member or one of your relatives. When requesting your letter, we recommend you ask the person to evaluate you on the five criteria of NJHS: character, scholarship, leadership, service, and citizenship. **This must be placed in a sealed envelope with the letter writer's signature along the sealed seam of the envelope.**

**Essay.** This must be typed by the student in business format. This is an essay (**250 minimum to 300 words maximum**) in which you answer the questions outlined in the "Application Essay" instructions. It should be in Arial 14 font, double spaced. **Do not put your name or any other identifying information on it – just your NJHS ID number on the top**

**Teacher Evaluations/Teacher Signature Form.** You must have four core subject seventh grade teachers complete a teacher evaluation form. Please allow your teachers time to complete this evaluation by giving it to them as soon as possible. The last day to give evaluation forms to your teachers is \_\_\_\_\_. **Don't procrastinate!!! Fill in any blanks on the forms before handing them out.** As you give each teacher your evaluation, ask him or her to sign and date the appropriate box on the Teacher Signature Form verifying that they received it. Teachers will submit the recommendation forms directly to the advisor, so you will **not** include them in the packet you turn in to us; however, you will turn in the Teacher Signature Form to the NJHS Adviser by the morning after the above due date. An average of the four evaluation scores will determine your points earned for this category.

Keep all completed application materials in the folder you received from Mrs. Harvey. You will turn in all your paperwork together. Your complete file is due to Mrs. Harvey (room 965) on or before \_\_\_\_\_ **at 8:10 am.** You will be given only one packet. If you lose any of the pages, you may find them on the NJHS webpage.

Make sure you follow all directions exactly and pay close attention to deadlines. If you do not turn in all pieces by these dates, then you will not be considered for membership. Good luck. We wish you success in this and all your endeavors.

Lisa Harvey  
NJHS Advisor for Northfield Community Middle School



National Junior Honor Society  
Northfield Community Middle School

**Candidate Selection Rubric**

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

<b>SERVICE/LEADERSHIP - STUDENT ACTIVITY SHEETS</b>	
5 or more school activities combined 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> grade	10 points
3 - 4 school activities combined 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> grade	5 points
5 or more community activities combined 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> grade	10 points
3 - 4 community activities combined 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> grade	5 points
5 or more service activities combined 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> grade	10 points
3 - 4 service activity combined 5 <sup>th</sup> , 6 <sup>th</sup> , and 7 <sup>th</sup> grade	5 points
<b>Total Points Possible</b>	<b>30 points</b> _____
<b>ESSAY</b>	
Directions followed ex. ( 250-300 words, 14 pt. Arial font)	5 points
Essay addresses three questions asked (numbers 1-3 in ESSAY INSTRUCTIONS)	15 points
Mechanics of writing (punctuation, capitalization, etc.)	5 points
<b>Total Points Possible</b>	<b>25 points</b> _____
<b>CHARACTER - LETTER OF RECOMMENDATION</b>	<b>5 points</b> _____
<b>TEACHER EVALUATIONS</b>	
<b>Total Points Possible (the 4 evaluations are averaged and confidential)</b>	<b>25 points</b> _____
<b>SCHOLARSHIP</b>	
GPA 97.01- 100.0	10 points
GPA 95.0 – 97.0	5 points
<b>Total Points Possible</b>	<b>10 points</b> _____
<b>CITIZENSHIP</b>	
No referrals	5 points
<b>Total Points Possible</b>	<b>5 points</b> _____

\*You must score at least 85 out of 100 points and be approved by the Faculty Council to be selected for initiation into NJHS.

**Total Points Attained:** \_\_\_\_\_/100\_\_\_\_\_ **Inducted: YES NO**



# National Junior Honor Society Northfield Community Middle School

## STUDENT ACTIVITY INFORMATION FORM

**Directions:** Please complete all sections. Do not be modest. This is your time to shine. Every bit of information can be used to assist with the selection process. **COMPLETION OF THIS FORM DOES NOT GUARANTEE SELECTION.** Be sure to include this in your completed packet with the required signatures.

Print Neatly

Student ID: \_\_\_\_\_ (NJHS Advisor will assign)

### I. School Activities:

- A. List all activities in which you have participated in school. Include:
  - (1) school clubs such as Student Council, Band, Choir, Builders Club, etc.
  - (2) school sports' teams such as track, basketball, volleyball, etc.
  - (3) school activities such as drama club, PTO event volunteer
- B. If you held an elected or appointed leadership position in these activities, tell which position you held (secretary, team captain, etc).
- C. Mark the grade you were in when you took part in these activities. These can include 5<sup>th</sup>, 6<sup>th</sup>, and/or 7<sup>th</sup> grade.

School Activity	Leadership Position (If any)	5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade

II. Community Activities:

- A. List any activities in which you participate outside of school. You may include church groups, clubs such as Boys or Girls Club, Scouts, volunteer activities such as collecting money for charity, piano, gymnastics, dance, music groups, tutoring, etc.
- B. Mark the grade you were in when you took part in these activities. These can include 5<sup>th</sup>, 6<sup>th</sup>, and/or 7<sup>th</sup> grade.
- C. List any leadership roles you assumed, such as organizing a food drive, cookie sale, etc.

<b>Community Activity</b>	<b>Leadership Position (If any)</b>	<b>5<sup>th</sup> Grade</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>

III Service Activities:

- A. List all service activities in which you have participated. Include:  
(1) Post Crashers, Community Clean Up Day, etc.  
(2) volunteer with your family at animal shelter, food bank, etc
- B. If you had a leadership role in these activities, explain what you did to lead.
- C. Mark the grade you were in when you took part in these activities. These can include 5<sup>th</sup>, 6<sup>th</sup>, and/or 7<sup>th</sup> grade.

<b>Service Activity</b>	<b>Leadership Position (If any)</b>	<b>5<sup>th</sup> Grade</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>

Student name: \_\_\_\_\_

Parent email: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Student ID: (filled in by NJHS Advisor): \_\_\_\_\_

By my signature, I am representing that the information presented here is complete and accurate. I understand that completing this form does not guarantee selection to NJHS.

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Student Signature

Date

I have read the information provided by my child on this form and can verify that it is true, accurate, and complete in its presentation.

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Parent Signature

Date



**National Junior Honor Society**  
**Northfield Community Middle School**

**Dear NJHS Candidate:** As you give each teacher your evaluation form, ask him or her to sign and date the appropriate boxes. This will verify they received your evaluation on time. Circle the name of your teacher before asking your teacher to sign and date.

**Prospective Student Member's Name:** \_\_\_\_\_

**TEACHER SIGNATURE FORM**

**Name**

**Signature**

**Date**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Social Studies - Mrs. Russo</b>		
<b>Science - Mrs. Bernisky</b>		
<b>ELA - Mr. DeSalle or Mrs. Terista</b>		
<b>Math - Mrs. Miller or Mrs. Schroeder</b>		





National Junior Honor Society  
Northfield Community Middle School

**TEACHER EVALUATION**

Teacher: \_\_\_\_\_ Period: \_\_\_\_\_

\_\_\_\_\_ has been invited to join the Northfield Community Middle School chapter of the National Junior Honor Society. As membership is based on more than scholarship alone, we are asking that you take a few moments and rate this student in each of the following five categories. The behaviors listed below each criteria are merely guidelines to help you determine if the student meets the criteria for each one. Please use your best professional judgment. Thank you for your time.

- |                           |                   |
|---------------------------|-------------------|
| 1 – Poor                  | 4 – Above Average |
| 2 – Fair, Below Average   | 5--Excellent      |
| 3 – Satisfactory, Average |                   |

<b>CHARACTER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays an understanding of right/wrong					
Makes appropriate choices					
Treats others with respect					

<b>SCHOLARSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays academic effort					
Appreciates value of education					
Maintains high expectations of self					
Assignments are completed and on time					

<b>LEADERSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays actions of role model					
Leads by example					
Promotes school activities					

<b>SERVICE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays willingness to help others					
Assists those around them					
Understands value of serving others					

<b>CITIZENSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Upholds school rules					
Displays appropriate behavior					
Appreciates spirit of community					

**Comments:**

\_\_\_\_\_  
Teacher's Signature

**Please return to Lisa Harvey by \_\_\_\_\_.**

Northfield Community School District  
National Junior Honor Society Chapter



National Junior Honor Society  
Northfield Community Middle School

<b>TEACHER EVALUATION</b>
---------------------------

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<b>CHARACTER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays an understanding of right/wrong					
Makes appropriate choices					
Treats others with respect					

<b>SCHOLARSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays academic effort					
Appreciates value of education					
Maintains high expectations of self					
Assignments are completed and on time					

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Leads by example					
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<b>SERVICE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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Assists those around them					
Understands value of serving others					

<b>CITIZENSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Upholds school rules					
Displays appropriate behavior					
Appreciates spirit of community					

Comments:

\_\_\_\_\_  
Teacher's Signature

Please return to Lisa Harvey by \_\_\_\_\_



# National Junior Honor Society Northfield Community Middle School

## TEACHER EVALUATION

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	1	2	3	4	5
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Displays willingness to help others					
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Understands value of serving others					
<b>CITIZENSHIP</b>					
Upholds school rules					
Displays appropriate behavior					
Appreciates spirit of community					

**Comments:**

\_\_\_\_\_  
**Teacher's Signature**

**Please return to Lisa Harvey by \_\_\_\_\_.**



# National Junior Honor Society Northfield Community Middle School

## TEACHER EVALUATION

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<b>CITIZENSHIP</b>					
Upholds school rules					
Displays appropriate behavior					
Appreciates spirit of community					

**Comments:**

\_\_\_\_\_  
**Teacher's Signature**

**Please return to Lisa Harvey by** \_\_\_\_\_

Northfield Community School District  
National Junior Honor Society Chapter