

# Instructions for completing the NHS application

1. Please fill out the appropriate activity form(s) for your grade for the 2025-26 academic year.
2. Fill out one sheet per activity. Please complete sheets for your strongest in-school and non-school activities first. Complete sheets for your other activities after. Each sheet has a section for *service* activities. Please do not skip those activities or put them on another sheet.
3. If you are in doubt whether an Inside HHS or Outside HHS activity counts, put it in. The Selection Team will make the ultimate decision.
4. All application pages must be dated and signed **after** June 16, 2025, to be considered.
5. If you have questions or concerns over the summer, please email Mrs. Wilkosz at [wilkoszm@calvertnet.k12.md.us](mailto:wilkoszm@calvertnet.k12.md.us)
6. Start the application as soon as possible.
7. Applications are **due Friday, Sept. 26** by 3 p.m. For every day the application is late, five points will be deducted. Early completed applications will be accepted.
8. **IMPORTANT:** The activity/project sheets are links that must be shared with you. Please snip/take a picture of your completed forms so you can submit them with your essay and demographic form. You can also print them. **Helpful Hint:** Office Lens app takes the picture and converts it to a pdf and/or word.
9. The date for the induction ceremony is Tuesday, Nov. 4, 2025, at 7 p.m. in the auditorium. Stay tuned for more information in the Fall.

## HELPFUL HINTS:

- National Honor Society is a **service** organization. Having service activities in your application is necessary.
- Leadership does not mean you had to be a leader for the entire season or project. It asks if you had a leadership role at any time throughout that activity – big or small.
- **On the application, write only the number you are given. NO NAMES! – EXCEPT on the demographic sheet with parent signature**

## WHAT COUNTS:

- Clubs, sports, Marching Band, EOTSP, Class Council, Robotics, etc. pretty much any activity done at HHS that is not directly part of a class
- Parks and Rec sports, Boy Scouts, Girl Scouts, club sports, activities through your church, camp (if you were a counselor), anything service oriented, etc.
- If you are in doubt, put it in the application. We will determine whether it counts.
- **USE YOUR NUMBER ON THESE PAPERS! NO NAMES!**

## WHAT NOT TO PUT:

- Jobs – or anything you did for which you received payment.
- Anything you did in middle school
- No double-dipping – each activity only counts once.
- If you cannot get a signature for an activity because the sponsor does not live around here, or he/she was part of a Summer program, you must get an email confirming this.
- Orchestra, Band, and Chorus do not count, **UNLESS** you are participating in something outside of class time and regularly scheduled concert times.

## **ESSAY**

- The essay must be written using Microsoft Word.
- Adhere to the guidelines provided about writing the essay. Do not rewrite all of the activities, like a laundry list.
- Show how participating in those activities has made you into the person you are today.
- Be sure to write HOW you embody the characteristics of a member of National Honor Society
- NO NAME ON THE PAPER! ONLY YOUR APPLICATION NUMBER!
- Do NOT submit the essay as a PDF. Submit as a Word document.

## **SUBMISSION OF THE APPLICATION**

- Submission is electronic. Please submit all activity sheets, the essay, and the demographics form together.
- Submit the application through EMAIL – to Mrs. Wilkosz.  
[wilkoszm@calvertnet.k12.md.us](mailto:wilkoszm@calvertnet.k12.md.us)

If you do not have the time to complete three projects per quarter, along with everything else you do, please reconsider applying.

We can help you with time management. Three projects is not a lot.