

*Mu Kappa Delta Chapter
of the
National Honor Society*

Handbook and Application

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Introduction to the *Mu Kappa Delta* Chapter of the National Honor Society at BMC Durfee High School

The National Honor Society is a prestigious organization which honors outstanding students throughout the country on the basis of scholarship, leadership, character and service. Each local chapter must set forth guiding principles by which to operate in order to uphold the rigorous standards of the national organization. The regulations set forth in this manual have been formulated to ensure that members of the Mu Kappa Delta Chapter uphold the rigorous standards of the National Honor Society and serve as models of excellence to other students. This handbook has been approved by both the Durfee High School NHS Faculty Council and Principal. Each member of the Honor Society will receive a handbook upon acceptance into the Honor Society and should acquaint themselves with the contents of this booklet.

Sincerely,
Maria Pontes, Principal
John P. Saurette Jr. Adviser

Faculty Council

Each year the adviser solicits members for the purpose of approving members to the National Honor Society.

Application

The Faculty Council of the National Honor Society considers the application to be of utmost importance. Acceptance into the NHS depends, for the most, part, on the information conveyed in the application. Therefore, the faculty council advises that each applicant take great care when completing the application. The information presented as evidence should be able to be validated and should span your high school years..

The committee reminds the applicant that his or her application must:

- show evidence of forethought and planning
- exhibit neatness, consistency and clarity
- contain correct spelling and grammatical structure
- include a typed essay (no handwritten essays)
- include both a teacher recommendation and a personal statement
- contain all necessary signatures and contact information

Ineligible Applicants

Students may be denied acceptance into the NHS for the following reasons:

- Handing in an application after the designated deadline
- Omitting sections of the application
- Having no contact information or verifying signatures
- Missing the required recommendation
- Violating a school policy as determined by the B.M.C. Durfee High School administration

NOTE:

*You must be clear and thorough in your explanation of service and leadership in order to earn points for your work

**If you participated in an activity that you believe fulfills the service or leadership requirement, but does not cover the high school time period you may still include that activity. The faculty selection committee may give credit for work that is concentrated over a shorter period of time.

BMC Durfee High School National Honor Society Selection Criteria

The selection criteria for NHS will be based on a point system that evaluates students' performance according to the four criteria: scholarship, character, leadership, and service. In addition, points are awarded for students' extracurricular activities, paid or unpaid work and the personal statement. The NHS Faculty Council will examine students' applications and score the applications using the point system. **In order to be accepted applicants must have a GPA of at least 3.9 on the weighted scale and obtain a total of 14 points with at least 1 point in service and 1 point in leadership.** The selection committee will use the following criteria when applications are read and evaluated.

Leadership:

The student who exercises leadership...

- Is resourceful in addressing new problems, applying principles and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

Students who demonstrate defined leadership roles and/or responsibilities in a school related activity such as a sport or club, or in a community organization or a project will receive a maximum point total of:

	Points
Student demonstrates outstanding and varied leadership experience for 1 or more years	4
Student demonstrates more than one leadership experience for 1 year	3
Student demonstrates one leadership experience for one year	2
Student demonstrates leadership experience for less than one year	1
Student demonstrated no leadership experience	0

Volunteer Service:

The student who serves...

- A volunteer hour is defined as a non-required, non-obligatory, non-compensated hour in service of others.
- Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting advisors, teachers, and students

Students who demonstrate examples of substantial voluntary contributions made to the school or community without compensation will receive a maximum of:

	Points
Student has completed 20 hours or more of volunteer service per year	4
Student has completed 15-19 hours of volunteer service per year	3
Student has completed 10-14 hours of volunteer service per year	2
Student has completed 5-9 hours of volunteer service per year	1
Student has not completed volunteer service	0

Character:

The student who shows character...

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention, as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and plagiarism in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Students who demonstrate character by upholding morality, ethics and honesty, while showing courtesy and concern for others will receive the following points:

	Points
Student has no conduct infractions upon record, including excessive absences or tardies, and teacher writes a strong statement that highly recommends the student.	4
Student may have minor conduct infraction, such as tardiness, teacher writes a strong recommendation and student addresses infraction in statement; or student has no conduct infractions and the teacher recommendation is only slightly positive.	3
Student has no, or one minor, conduct infraction and teacher writes a less than convincing recommendation.	2
Student has more than one minor conduct infraction and/or teacher writes a less than convincing statement and student addresses all infractions in statement	1
No teacher recommendation and/or major conduct infraction that led to disciplinary action	0

Any student with a serious breach of academic or personal ethics that is documented in their school record that has led to disciplinary action MAY be in jeopardy of not being admitted to NHS.

Paid or Unpaid Work Experience:

Students who have a job for which they received a salary or any other form of payment, or who have performed any unpaid work for family members will receive the following points:

	Points
Students performs over 10 hours per week of paid or unpaid work at one or more jobs for more than 1 year	4
Student performs over 10 hours per week of paid or unpaid work at one or more jobs for 1 year	3
Student performs between 5-10 hours per week of paid or unpaid work at one or more jobs for less than one year or two summers.	2
Student performs either paid or unpaid work consistently during one summer	1
Student has no work experience	0

Extra Curricular Activities:

Students involved in a school extracurricular activity such as a club or sport or in a community related activity will receive the following points:

	Points
2 or more activities with excellent attendance	4
2 or more activities with moderate attendance	3
1 activity with good attendance	2
1 activity with moderate attendance	1
No extracurricular activities	0

Personal Statement:

Students who explain how scholarship, leadership, character and service relate to his or her life will receive the following points:

	Points
Student writes an excellent personal statement. Statement clearly demonstrates the importance of scholarship, leadership, character and service to the student. Essay demonstrates care and thoughtfulness and contains correct spelling and grammatical structure.	2
Student writes an adequate personal statement. The statement somewhat demonstrates the importance of scholarship, leadership, character and service to the student.	1
No personal statement included OR statement fails to address all four of the NHS core values.	

PLEASE RETAIN THE ABOVE HANDBOOK FOR YOUR REORDS

RETURN ONLY THE APPLICATION BELOW

APPLICATION TO THE NATIONAL HONOR SOCIETY

I. ADMINISTRATIVE INFORMATION (please type or print)

NAME: _____ YOG: _____

ADDRESS: _____

TELEPHONE #: _____ EMAIL: _____

I have completed _____ semesters at BMC Durfee High School

Other High Schools Attended: _____

Please read the NHS Obligations below carefully before filling out this application:

NHS is not for everyone. Many very bright students do not apply because they have obligations after school which prevents them from fulfilling the yearly obligations. If you are accepted into NHS, you are required to attend two (2) chapter meetings after school for approximately 20 minutes each per month. In addition, you are required to volunteer at at least three (3) school events, and perform a minimum of thirty (30) hours of unpaid volunteer service per year. All this is in addition to keeping a 3.9 weighted G.P.A and a perfect disciplinary record. You should only apply to NHS if feel that you will be able meet these obligations for your entire time here at B.M.C. Durfee High School.

Applications must be completed and returned by the deadline on the "Invitation to Apply" letter. NO LATE FORMS WILL BE ACCEPTED. Completion of application does not guarantee selection.

Below, you are asked to list your activities and experiences. An activity or experience can be listed in more than section. For example, if you played a sport and were the captain, please list it in both categories.

II. EXTRACURRICULAR ACTIVITIES

**If you participated in an activity that you believe fulfills the service or leadership requirement, but does not cover the period of time make sure that you still include that activity. The faculty selection committee may give credit for work that is concentrated over a shorter period of time.

List all of the activities in which you have participated **during high school**. Include clubs, sports, musical groups, and any other applicable activity. Make sure that you document your participation by having an advisor or coach provide your attendance and signature. *Attach a separate sheet if necessary.*

Activity	Years from-to	Description of Activity. Please indicate level of attendance	Advisor Signature

III. LEADERSHIP ACTIVITIES

**If you participated in an activity that you believe fulfills the service or leadership requirement, but does not cover the period of time make sure that you still include that activity. The faculty selection committee may give credit for work that is concentrated over a shorter period of time.

List all elected or appointed leadership positions held in the school or community. List only those positions in which you were responsible for directing or motivating others. For example, committee chairperson, team captain, newspaper editor, elected club or class officer, or community leader are leadership positions. Make sure that you document your participation by providing the signature of an adult advisor of the activity or organization. *Attach a separate sheet if necessary.*

Activity	Years from-to	Description of Activity	Advisor Signature

V. PAID OR UNPAID WORK EXPERIENCE

List any paid job experience for which you received a salary or any other form of payment for your work or any unpaid work for which you performed services for family members. Document your job experience by providing the signature of your employer or an adult supervisor.

Job	Years (from-to) and number of hours per/week	Duties	Employer Signature

V. COMMUNITY SERVICE ACTIVITIES

List volunteer activities in which you have participated and list any major accomplishments in each. These should be activities in which you participated for the betterment of your community.

You must be specific as to the number of hours. For example, write 10 hours per week or 10 hours per year. **The signature of an adult sponsor is required, along with a telephone number and/or email address where the person can be reached.** Failure to list hours properly, or lack of signature will not receive credit. Attach a separate sheet if necessary.

Community Activity	Years & Number of Hours	Description of Activity	Advisor Signature & Contact information

VI. AWARDS

List or attach *copies* [please, no originals] of any honors, awards or recognitions you have received which support your bid for membership in the National Honor Society.

VII: RECOMMENDATION

Select a favorite teacher, supervisor, or employer who is not related to you and ask this person to write a paragraph or two relating an event or achievement that reveals your character. This anecdote can also relate to your scholastic ability, your leadership skills, or your service contribution.

VIII. PERSONAL STATEMENT

Attach a typed essay in which you make a personal statement regarding your candidacy in the National Honor Society. Within this statement, explain how scholarship, character, leadership, and community service relate to your life. Please limit your response to 1-2 pages.

IX. Statement of Verification

I, _____ have completed this application to the best of my knowledge and ability. I certify that all of the information included is a correct representation of my achievements. I understand that by filling out this application I have made myself eligible for selection into the *Mu Kappa Delta* chapter of the National Honor Society. I have taken care to look at the rubric and requirements by which my application will be judged and am fully aware of the selection criteria. I understand that if I am selected into the NHS, I will be responsible for upholding the principles of the chapter, as well as regular participation in meetings, fundraising and chapter events.

Student Signature Date

Parent or Guardian Signature Date

DO NOT WRITE BELOW THIS LINE. FOR SCORERS USE ONLY PLEASE RETURN WITH APPLICATION

- Letter of Recommendation
- Personal Statement

- Conduct Record has been checked (Scorer, please do not check: adviser only)
- GPA meets requirement (Scorer, please do not check: adviser only)

Scoring

Leadership _____/4 ONE POINT MINIMUM REQUIRED

Community Service _____/4 ONE POINT MINIMUM REQUIRED

Character _____/4

Work Experience _____/4

Extra Curricular Activities _____/4

Personal Statement _____/2

Total: _____ 14 points needed for qualification

- Application Accepted

- Application Rejected. Reason(s)
 - Leadership
 - Service
 - Character
 - Work experience

Reviewer Name (Print) _____

Reviewer Signature: _____