

**Petoskey High School  
National Honor Society**

**Selection Process Requirements**

To be considered for induction into the PHS Chapter of the National Honor Society, the following requirements must be met and all forms completed thoroughly. Failure to return all forms with the appropriate documentation and/or the essay will be interpreted as disinterest in being inducted into the NHS.

National Honor Society membership is based on four areas of student accomplishment: leadership, service, character, and academics (GPA of 3.6 or higher). Candidates selected should excel in each of these areas. Requirements for application:

1. Please fill out the **NHS Information Sheet**. This form must be returned to Ms. VandenHeuvel-Coon (room 160) by **Friday, March 20, 2020 by 3:00**. (Follow all directions carefully.)
2. **ACADEMICS:** The candidate must have a grade point average of **3.6 or higher to apply to NHS and maintain this GPA each semester throughout high school**.
3. **SERVICE:** The candidate must have a minimum of 10 hours of community service, outside of school. In addition, the candidate needs to demonstrate a commitment to PHS through participation in a minimum of 10 hours in school activities that indicate involvement in the school community, such as plays, marching band parades, clubs, debate, sports activities, etc. **Complete the Log Sheet with signatures by the leadership of your activity verifying your service. Return to Ms. VandenHeuvel-Coon NO LATER THAN Friday, March 20, 2020 by 3:00.**
4. **LEADERSHIP:** Included on the NHS Information Sheet, the candidate is to **provide the name, address, and telephone number of TWO (2) people in the school or community** who can attest to this individual's demonstrated leadership. These people must be at least 21 years old and not related to the candidate.
5. **CHARACTER:** The candidate must provide **TWO (2)** recommendation forms completed by **PHS personnel** and **TWO (2)** recommendation forms completed by **community members** (neighbors, employers, church members, etc). *Please be sure to choose individuals who know you well.* **Forms need to be returned to Ms. VandenHeuvel-Coon NO LATER THAN Friday, March 20, 2020 by 3:00.**
  - **Note:** Community member recommendations must be individuals who are **not affiliated** with PHS, who are **not** a family member, and who were **not** used as references for the Leadership section. These forms must be mailed to Ms. VandenHeuvel-Coon or hand delivered by the person completing the form to Ms. VandenHeuvel-Coon or the main office. As a candidate, you **CANNOT** bring it to Ms. VandenHeuvel-Coon. Again, these forms need to be returned to Ms. VandenHeuvel-Coon NO LATER THAN Friday, March 20, 2020 by 3:00.
  - *ANY evidence of cheating, copying assignments, suspensions, discipline referrals, or altercations with the police or a teacher will automatically disqualify a candidate.*
6. **ESSAY:** In addition, candidates will need to type a **one page (approximately) essay (DUE Friday, March 20, 2020 by 3:00)** addressing the following points:
  1. Why do you want to be a member of NHS? How would you contribute?
  2. Why should you be selected? Include each aspect of NHS commitment (academics, service, leadership, and character) in your essay and explain how you would meet these challenges.

Follow up with the individuals you asked to fill out forms and remind them of the due date. Stop by Ms. VandenHeuvel-Coon's room (160) to check on the status of your file before or after school or during her prep (1<sup>st</sup> hour). **Friday, March 20, 2020 by 3:00 is the ABSOLUTE DEADLINE to submit ALL PARTS OF THE REQUIRED PACKET. NO EXCEPTIONS WILL BE MADE TO THIS. (Serious candidates should have their information turned in before the due date.)**

Any questions about this packet or process should be addressed to Ms. VandenHeuvel-Coon, NHS Adviser – 348-2134 or [vandenheuvel.ej.t@petoskeyschools.org](mailto:vandenheuvel.ej.t@petoskeyschools.org).

## **NHS Induction Checklist**

Use the following checklist to help you keep track of all your NHS paperwork. Your information sheet, hour log, and essay must all be turned in together. This form does not need to be submitted; it is for your benefit only.

1. \_\_\_\_\_ **NHS Information Sheet** (\_\_\_\_\_ Due Date)
  - a. \_\_\_\_\_ Completed
  - b. \_\_\_\_\_ Given to NHS Adviser (with hour log and essay)
  
2. \_\_\_\_\_ **Hour Log** (\_\_\_\_\_ Due Date)
  - a. \_\_\_\_\_ 10 PHS Hours with signatures
  - b. \_\_\_\_\_ 10 Community Hours with signatures
  - c. \_\_\_\_\_ Given to NHS Adviser (with information sheet and essay)
  
3. \_\_\_\_\_ **Community Member Recommendations** (\_\_\_\_\_ Due Date)
  - a. \_\_\_\_\_ Give forms to community members with addressed and stamped envelope
  - b. \_\_\_\_\_ Make sure forms have been received by the NHS Adviser
  
4. \_\_\_\_\_ **PHS Personnel Recommendations** (\_\_\_\_\_ Due Date)
  - a. \_\_\_\_\_ Give forms to PHS staff members
  - b. \_\_\_\_\_ Make sure forms have been received by the NHS Adviser
  
5. \_\_\_\_\_ **Essay** (\_\_\_\_\_ Due Date)
  - a. \_\_\_\_\_ Proofread
  - b. \_\_\_\_\_ Type
  - c. \_\_\_\_\_ Proofread
  - d. \_\_\_\_\_ Give to NHS Adviser (with information sheet and essay)
  
6. \_\_\_\_\_ **Make sure all forms are received by NHS Adviser by** \_\_\_\_\_
  - a. \_\_\_\_\_ Checked with the NHS Adviser to make sure all forms are received
    - i. \_\_\_\_\_ If not received, check on forms or complete
    - ii. \_\_\_\_\_ Check again to see if forms have been received
  
7. \_\_\_\_\_ **Relax!**
  - a. \_\_\_\_\_ All my forms are in

**NHS Information Form – Due: Friday, March 20, 2020 by 3:00**

Please fill out this form completely and legibly (please print and use black or blue ink) as failure to do so will be interpreted as a disinterest in being inducted into NHS.

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Current Grade Level – (Circle one)    Sophomore                      Junior

1. List classes currently enrolled in:

1st hr \_\_\_\_\_ 4th hr \_\_\_\_\_

2nd hr \_\_\_\_\_ 5th hr \_\_\_\_\_

3rd hr \_\_\_\_\_ 6th hr \_\_\_\_\_

0 hr \_\_\_\_\_

Any college classes currently enrolled in, please list \_\_\_\_\_

2. List all honors/AP classes you have taken and plan to take next year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List all activities in which you have participated during high school. Include teams, clubs, musicals, groups, etc. and major accomplishments in each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List your work experiences and leisure activities:

\_\_\_\_\_  
\_\_\_\_\_

5. List anything specific about you (not included in your essay) that will help us to know you better:

\_\_\_\_\_  
\_\_\_\_\_

6. Provide the name, address, and telephone number of TWO (2) people in the school or community who can attest to your demonstrated leadership. (Must be different from the recommendation form writers.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that this information is, to the best of my knowledge, accurate.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I verify this information is accurate, contains all relevant information, and has been completed by my student

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**NHS Application Hour Log – Due: Friday, March 20, 2020 by 3:00**

Name: \_\_\_\_\_

Date	PHS Activity	Signature

Date	Community Service	Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

NHS Student Candidate Name: \_\_\_\_\_

National Honor Society Recommendation  
**Petoskey High School Employee**

Note to Reference Person:

The above named student has chosen to be a candidate for induction into Petoskey High School's Chapter of the National Honor Society. Please be as candid and honest as possible when filling out information below. This recommendation will remain *strictly confidential* and will be reviewed only by the NHS adviser and the selecting faculty committee.

PLEASE submit this form to Erin VandenHeuvel-Coon by **Friday, March 20, 2020 by 3:00.**

**\*\*DO NOT RETURN RECOMMENDATION TO STUDENT CANDIDATE.**

1. How well do you know the candidate? (Circle one)

very well                      well                      so-so                      not well

2. What is your relationship to the candidate? \_\_\_\_\_

Classroom                      Off Campus                      Co-Curricular Activity                      Athletics  
(student/teacher)                      (friend/friend)                      (adviser/member)                      (coach/athlete)

Other? \_\_\_\_\_

3. Rate this student regarding the following: (check)

	Not Applicable	Superior	Outstanding	Good	Fair	Poor
Character/integrity	_____	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____	_____
Willingness to Help others	_____	_____	_____	_____	_____	_____
Classroom Performance	_____	_____	_____	_____	_____	_____

4. Your overall recommendation of this candidate to NHS: (circle one)

my highest                      highly                      recommend                      \*recommend with                      \*do not  
recommend                      recommend                                           reservation                      recommend

\* Please explain: \_\_\_\_\_

Has this student ever been caught cheating or copying in your class? Yes                      No  
If yes, was the parent notified? Yes                      No

\_\_\_\_\_  
Name of the person filling out above information                      Signature  
(please print)

NHS Student Candidate Name: \_\_\_\_\_

National Honor Society Recommendation

**Petoskey High School Employee**

Note to Reference Person:

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1. How well do you know the candidate? (Circle one)

very well                      well                      so-so                      not well

2. What is your relationship to the candidate? \_\_\_\_\_

Classroom                      Off Campus                      Co-Curricular Activity                      Athletics  
(student/teacher)                      (friend/friend)                      (adviser/member)                      (coach/athlete)  
Other? \_\_\_\_\_

3. Rate this student regarding the following: (check)

	Not Applicable	Superior	Outstanding	Good	Fair	Poor
Character/integrity	_____	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____	_____
Willingness to Help others	_____	_____	_____	_____	_____	_____
Classroom Performance	_____	_____	_____	_____	_____	_____

4. Your overall recommendation of this candidate to NHS: (circle one)

my highest                      highly                      recommend                      \*recommend with                      \*do not  
recommend                      recommend                                           reservation                      recommend

\* Please explain: \_\_\_\_\_

Has this student ever been caught cheating or copying in your class? Yes                      No  
If yes, was the parent notified? Yes                      No

\_\_\_\_\_  
Name of the person filling out above information                      Signature  
(please print)

NHS Student Candidate Name \_\_\_\_\_

National Honor Society Recommendation

**Community Member**

Note to Reference Person:

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This form must be **RECEIVED** by Erin VandenHeuvel-Coon, 1500 Hill St., Petoskey MI 49770 by **Friday, March 20, 2020 by 3:00.**

**\*\*DO NOT RETURN RECOMMENDATION TO STUDENT CANDIDATE.**

1. How well do you know the candidate? (Circle one)

very well          well          so-so          not well

2. What is your relationship with the candidate?

\_\_\_\_\_

3. Rate this student regarding the following:          (check one)

	Not applicable	Superior	Outstanding	Good	Fair	Poor
Character/Integrity	_____	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____	_____
Willingness to help others	_____	_____	_____	_____	_____	_____
Reliable/Dependable	_____	_____	_____	_____	_____	_____

4. National Honor Society inductees are selected by a faculty council on the basis of CHARACTER, LEADERSHIP, SERVICE, and SCHOLARSHIP. With this in mind, how strongly can you recommend this student as a candidate? (Circle one)

my highest recommendation          highly recommended          recommend          recommend with reservation          do not recommend

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of person filling out above information  
(please print)

\_\_\_\_\_  
Signature

NHS Student Candidate Name: \_\_\_\_\_

National Honor Society Recommendation

**Community Member**

Note to Reference Person:

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**\*\*DO NOT RETURN RECOMMENDATION TO STUDENT CANDIDATE.**

1. How well do you know the candidate? (Circle one)

very well          well          so-so          not well

2. What is your relationship with the candidate?

\_\_\_\_\_

3. Rate this student regarding the following:          (check one)

	Not applicable	Superior	Outstanding	Good	Fair	Poor
Character/integrity	_____	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____	_____
Willingness to help others	_____	_____	_____	_____	_____	_____
Reliable/Dependable	_____	_____	_____	_____	_____	_____

4. National Honor Society inductees are selected by a faculty council on the basis of CHARACTER, LEADERSHIP, SERVICE, and SCHOLARSHIP. With this in mind, how strongly can you recommend this student as a candidate? (Circle one)

my highest recommendation          highly recommended          recommend          recommend with reservation          do not recommend

Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of person filling out above information  
(please print)

\_\_\_\_\_  
Signature