

# **El Dorado High School Chapter NATIONAL HONOR SOCIETY**

## **BY-LAWS**

### **ARTICLE I: NAME AND PURPOSE**

Section 1. The name of this chapter shall be the El Dorado High School Chapter of the National Honor Society.

Section 2. The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of El Dorado High School.

Section 3. The Four Pillars of National Honor Society are: Scholarship, Leadership, Character, and Service.

### **ARTICLE II: MEMBERSHIP**

Section 1. Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members upon graduation from El Dorado High School. Graduate and honorary members have no vote in chapter affairs.

Section 2. Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the sophomore or junior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at El Dorado High School.
- c. Candidates eligible for selection to the chapter shall have a minimum cumulative grade point average of 3.5 (out of 4.0; unweighted grade point average). This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to *candidacy* for selection to membership.
- d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their service, leadership, and character.

### **ARTICLE III: SELECTION OF MEMBERS**

Section 1. The selection of members to this chapter shall be made by a majority vote of the Faculty Council consisting of five faculty members appointed by the Faculty Advisor with the approval of the Principal. The Faculty Advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council. Prior to notification of any candidates, the Faculty Advisor shall review with the Principal the results of the Faculty Council's deliberations.

Section 2. The Faculty Council shall remain anonymous.

Section 3. Prior to selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the Candidate Application Form, Applicant Essay and Letter(s) of Recommendation for further consideration for selection.
- c. The candidates' teachers, coaches, and sponsors shall be requested to evaluate candidates determined to be scholastically eligible on the basis of the Four Pillars of National Honor Society using an official evaluation form provided by the chapter advisor.
- d. The Faculty Council shall review the Candidate Application Form, Applicant Essay, Letters of Recommendation, disciplinary records and faculty evaluations in order to determine membership.

Section 4. The selection of new, active members shall be held once a year during the second semester of the school year.

Section 5. Candidates become members when inducted at a special ceremony.

Section 6. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the Principal or Advisor.

Section 7. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

#### **ARTICLE IV: DISCIPLINE and DISMISSAL**

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be dismissed from the El Dorado High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing, uphold high standards for character and behavior, and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected he/she will be given a written warning and a probationary period of one semester for improvement. If the cumulative grade point average remains below standard at the end of the probationary period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 3. If a member accumulates two unexcused absences at meetings of this chapter or at chapter activities he/she will be given a written warning. Upon a third unexcused absence the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter. (See Article VII, Section 4 of the By-Laws regarding unexcused absence).

Section 4. If a member fails to meet the requirements to retain membership; including dues, extracurricular activity participation, community service hours, and/or participation in mandatory National Honor Society activities he/she will be given a written warning and a probationary period of one semester for improvement. If improvement is not met at the end of the probationary period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 5. Violation of the law or school regulations can result in disciplinary action by the Faculty Council that may include dismissal from the chapter. These violations include, but are not limited to, DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs, tobacco and related products, or alcohol at school or school-related activities.

Section 6. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning. If the member is involved in another violation of the school conduct code, the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.

Section 7. In all cases of pending dismissal:

- a. The member will receive written notification indicating the reason for possible dismissal from the Faculty Advisor. The member and Faculty Advisor will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b. The member will be given the opportunity to respond to the charge against him/her at a hearing with the Faculty Advisor and the Athletic/Activities Director prior to the vote by the Faculty Council on dismissal. A hearing may be requested by either party (Faculty Council or student/parent). The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the Principal, and then if confirmed, expressed in a letter sent to the student, parents, and Principal. Dismissed members must surrender any membership emblems to the Faculty Advisor.
- d. The Faculty Council's decision may be appealed to the building Principal. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in the National Honor Society.

Section 8. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Section 9. Members who are dismissed from National Honor Society shall not be given the opportunity to reapply.

Section 10. Special cases involving seniors:

- a. Probationary periods are not available during the second semester of a member's senior year. If a member fails to meet the standards and/or requirements for membership in National Honor Society during the first semester of the senior year, he/she will receive written notification indicating the reason for dismissal from the Faculty Advisor (See Article IV, Section 7 of the By-Laws regarding pending dismissal).
- b. Students who have been dismissed from National Honor Society shall not be allowed to reference membership in scholarship applications.
- c. Students who have been dismissed from National Honor Society shall not be allowed to walk with NHS cords during Commencement. (This does not apply to other academic honors or extracurricular activity cords, etc.)

## **ARTICLE V: EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the Faculty Advisor, the chapter officers, and other members as determined by the Faculty Advisor.

Section 2. The Executive Board shall have general charge of the meetings and the business of the chapter, but any action by the Executive Board is subject to the review of the chapter members.

## **ARTICLE VI: EXECUTIVE OFFICERS**

Section 1. The officers of the chapter shall be president, vice president, secretary, treasurer and historian (media coordinator).

Section 2. Student officers shall be selected in the second semester of each school year.

Section 3. Eligibility

- a. All returning active members in good standing are eligible for Executive Board officer positions. Members who earn a letter the prior year may be given priority over other members. If no returning active members accept a particular position, then it shall be open to all active members.

Section 4. The Faculty Advisor maintains the responsibility and authority to select Executive Board officers.

- a. Chapter members shall nominate candidates for a potential position on the Executive Board. Members may nominate themselves.
- b. Nomination shall be made using the Nomination Form (See Appendix D).
- c. Nominations shall remain anonymous.
- d. The Faculty Advisor will select the members to fill each officer position from among the nominated candidates. The Faculty Advisor may seek input from graduating members of the chapter and the Faculty Council.
- e. The Faculty Advisor may select additional chapter members to serve on the Executive Board.
- f. There shall be no appeals to the selection process.

Section 5. Duties of Office

- a. It shall be the duty of the president to schedule, plan, and preside at the meetings for this chapter. Meeting agendas must be created at least one week prior to scheduled meetings. The president shall also oversee and be actively involved in chapter service projects and fundraising. The president shall be responsible for organizing team building activities for the organization membership. The president shall assist each officer in the execution of their duties.
- b. The vice-president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service. The vice-president shall assist the president in the execution of their duties.
- c. The secretary shall keep the minutes of meetings and be responsible for all official chapter correspondence. The secretary will provide meeting minutes to all members within two days of each Chapter or Executive Board Meeting.
- d. The treasurer shall keep the record of chapter expenses, dues, and all other financial transactions of the chapter. The treasurer will provide a financial report to the chapter at each scheduled meeting. The treasurer will be responsible for providing a budget for each chapter activity.
- e. The historian shall maintain accurate records of chapter membership, actively maintain and contribute to chapter social media, and be responsible for correspondence with graduate and honorary members.

Section 6. Should a chapter officer be dismissed for disciplinary reasons or should leave office voluntarily, the Faculty Advisor will determine a replacement.

## **ARTICLE VII: MEETINGS**

Section 1. Meetings of this chapter shall be scheduled to occur regularly.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. All chapter members are expected to attend all regularly scheduled chapter meetings.

Section 4. Upon any absence from a scheduled meeting of this chapter or a chapter activity the member must submit a completed Missed Meeting Form (See Appendix G) to the Faculty Advisor within one week from the date of the absence.

Section 5. An absence shall be excused only in the case of excused absence from school, conflict with another school-related activity or conflict with job requirements. An absence for any reason will be unexcused if a Missed Meeting Form is not submitted as stated in Section 4 of this Article.

## **ARTICLE VIII: ACTIVITIES and FUNDRAISING**

### **Section 1. Chapter service projects**

- a. The chapter shall determine two or more service projects for each year.
- b. These service projects shall be mandatory for all members..
- c. These projects shall have the following characteristics: fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible, and be well planned, organized, and executed.

### **Section 2. Individual service requirement**

- a. Each member shall have the responsibility for choosing and participating in individual service projects that reflect his or her particular talents and interests and as approved by the chapter advisor. Each member must document 20 hours of service to maintain standing as an active member. No more than 10 hours of school-related service may be used to fulfill this requirement.
- b. Service must be documented using the Volunteer Report (see Appendix H) within three weeks of completion of the service project. Documentation submitted later than three weeks after completion of the service project will not be accepted. Service completed during the summer or winter break may be submitted no later than three weeks after the start of the following semester.
- c. The Volunteer Report is designed to provide members with an opportunity to reflect on their impact on others, their personal growth or character development, and the value of service or leadership. Additionally, the Volunteer Report reflection serves as a draft for scholarship essays. The Faculty Advisor may refuse to accept documentation of service projects that is deemed incomplete or inadequate.
- d. Service may not be documented to fulfill a member's requirement as described in Section 2 of this Article if participation in the service activity is made mandatory by another organization, if it is for a grade, or if the member receives some tangible benefit from the activity.

### **Section 3. Extracurricular involvement**

- a. All Chapter members will maintain active involvement in at least two extracurricular activities sponsored by El Dorado High School.
- b. At least one extracurricular activity needs to be a student-led leadership and/or service organization. Examples include, but are not limited to; Kansas Association for Youth (KAY), Student Council, Safety Council.
- c. Active extracurricular involvement will be monitored by the Faculty Advisor.

### **Section 4. Fundraising**

- a. All members shall participate in fundraising activities organized by the chapter.
- b. These fundraising activities shall be mandatory for all members and shall not be documented to meet the service requirement as outlined in Section 2 of this article.

Section 8. Chapter members shall publicize its projects in a positive manner.

## **ARTICLE IX: EMBLEMS and LETTERING REQUIREMENTS**

Section 1. Each member of this chapter who is in good standing with regard to the membership standards and member requirements shall have the privilege of wearing the emblem adopted by the National Honor Society.

Section 2. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

Section 3. Chapter members who are seniors in good standing shall be granted the privilege of wearing the National Honor Society cords at graduation. Honor cords shall remain the property of the chapter unless and until purchased by the member.

Section 4. Chapter members who meet the specified requirements may receive an academic letter award.

- a. Eligible students will letter in the El Dorado High School Chapter of the National Honor Society and receive a certificate and academic pin at the National Honor Society Induction Ceremony. Upon receipt of an academic letter, the student may purchase the patch from a vendor at his or her own expense.
- b. The requirements for the academic letter award are as follows
  1. Must be a member in good standing at the end of the first semester-AND
  2. Must have served as an Executive Board officer OR as a lead on at least one service project AND
  3. Must have documented at least 20 service hours by the end of the first semester AND
  4. Must have completed a minimum of 50 service hours no later than two weeks prior to the induction ceremony.

## **ARTICLE X: DUES**

Section 1. Annual dues for this chapter shall be \$20.00

Section 2. Dues will be payable to the chapter treasurer by the end of the first six-week grading period of the year.

## **ARTICLE XI: POWERS**

Section 1. The Faculty Advisor is given the authority to supervise the administration of chapter activities, as delegated by the school Principal.

Section 2. The Principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3: These by-laws are designed to amplify provisions of the National Constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the National Constitution in all activities it undertakes.

## **ARTICLE XII: AMENDMENTS**

Section 1. These by-laws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles II, III and IV (selection and discipline), which are developed by the Faculty Advisor; with consent from the Faculty Council and the approval of the Principal.

Section 2. By-laws and amendments must be consistent with the Constitution of the National Honor Society.

**Date:** March 8, 2023

**Signatures:**

\_\_\_\_\_  
Chapter President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Principal

Statement of non-discrimination: The Chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

# El Dorado High School

401 McCollum Road • El Dorado, KS 67042

Phone: (316) 322-4810 • Fax: (316) 322-4811

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March 10<sup>th</sup>, 2023

Dear Wildcat,

Congratulations! You have been selected as a potential candidate for the El Dorado High School Chapter of National Honor Society. You were chosen initially based on your cumulative grade point average (minimum 3.5). *In order to finalize the induction process, you must first complete the application requirements listed below.* Before you join the organization, you might be wondering exactly what NHS is.

We are an honor society whose members pride themselves on performing at a high level academically, serving others in the school and community, and exhibiting strong leadership skills. These are the cornerstones of our society. We participate in extracurricular activities and student-led leadership/service organizations. We participate in mandatory chapter fundraising, organize a fall Red Cross blood drive, volunteer with Habitat for Humanity, and offer Peer Assistance (tutoring) to students. We volunteer for individual volunteer service (i.e. Salvation Army bell ringing, volunteering time at a nursing home, working in a soup kitchen, etc.). We each volunteer for a minimum of 30 hours per school year. We exhibit character and encourage others to do the same. National Honor Society members must maintain their level of academic achievement and continue to develop their leadership qualities. Please note that if you choose to apply to NHS, you must be willing to hold yourself to these required standards.

You may find additional information about National Honor Society and the benefits of being a member at the parent organization website. The following link may be a good place to begin...

<https://www.nhs.us/students/membership>

If you are interested in being a part of a great organization and being a representative for your school and community, please complete the items below.

- Write an essay (300-500 words) explaining why being actively involved is important to you and how you exhibit the Four Pillars of National Honor Society: Character, Service, Leadership, and Scholarship.
- Complete the National Honor Society application form included with this letter. The application can also be downloaded from Mr. Miller's NHS Google Site page. You will need to print this form to turn in.
- Obtain at least one letter of recommendation from a community member (excluding relatives) attesting to your character, leadership and service. \*Please have this person include their first and last name and contact information. This letter should be in a signed and sealed envelope with their signature across the seal.
- Complete list of all current semester teachers and current year coaches/sponsors.
- Submit the completed packet to Mr. Miller by April 13<sup>th</sup>, 2023.

-- Please be mindful of this due date. ***No late applications will be accepted.***

*...continued on reverse side.*

After your application has been received, the NHS Faculty Advisor (Mr. Miller) will send confidential surveys to each applicant's teachers, coaches, sponsors and references to rate leadership, character, scholarship and service. Finally, a Faculty Advisory Committee will carefully evaluate all applications, recommendations, and surveys to determine new inductees for the next school year. The faculty committee shall remain anonymous. *Be advised that the completion of the process stated above does not automatically seal your status as an NHS member.* If you have any questions about the application process, please feel free to contact Mr. Miller.

You will be notified, by letter, on April 21<sup>st</sup>, 2020 regarding your acceptance into the El Dorado High School chapter of National Honor Society. If you are accepted, you will be inducted at a ceremony in the high school auditorium on Sunday, April 30<sup>th</sup> at 3:00 PM.

If inducted, you must meet the following requirements to retain your membership during the upcoming school year.

1. Maintain a cumulative GPA of 3.5 or higher.
2. Actively participate in at least two additional extracurricular activities sponsored by EHS. At least one must be a student-led leadership or service organization that has an outside governing body. Examples of organizations are KAY, STUCO, DECA, FCCLA, SADD, etc.
3. Complete individual volunteer service totaling 30 hours during the year. No more than ten hours of school-related service may be used to fulfill this requirement.
4. Participate in mandatory NHS activities; including fundraising, support of fall Red Cross Blood Drive, Habitat for Humanity, and peer tutoring throughout the year.
5. Pay membership dues in the amount of \$20.00 per year. Dues are used to support NHS service activities and to partially cover costs of induction.
6. Maintain good academic and disciplinary standing with the school.

I look forward to receiving your application!

Sincerely,



Mr. Miller  
NHS Faculty Advisor



**Parents:** Please note that membership dues and NHS t-shirt payments are collected each year. The approximate annual cost of membership is \$35.00. This money is used to help offset the costs associated with the NHS induction ceremony and NHS cords for graduation. (Scholarships may be available. Contact Mr. Miller for more information.)

# El Dorado High School Chapter NATIONAL HONOR SOCIETY

## Candidate Application Form

**Directions:** Please complete all sections. Type or print all information and submit it by the published deadline. You may add additional rows to each table or attach additional pages, if needed. **Do not be modest, do not assume** that the Faculty Council knows you or what you are involved in. All information will be used by the faculty council to assist with the fair consideration of your candidacy during the selection process. If it is not in the packet, service and honors will not be considered.  
Completion of this form does not guarantee selection.

Should you have questions about this form, please contact Mr. Miller.

### I. Administrative/Demographic Information

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

Grade level: \_\_\_\_\_ Seminar Teacher: \_\_\_\_\_

### II. Leadership Positions

List all elected or appointed leadership positions held in school, community, or work activities. Only those positions in which you were responsible for directing or motivating others should be included. Examples: elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; work area manager; or other community leader. Please include the name of the adult responsible for supervising your leadership in each position.

Activity	Year				Accomplishments
	9	10	11	12	

### III. Service Activities

List service activities in which you have participated. These can be individual or group service projects done either in or out of school. Generally speaking, service activities are those that are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given. Please ask an adult supervisor who can verify your participation in each activity to sign on the appropriate line, and also list the estimated number of hours you invested while performing this service.

Activity	Year				Adult Sponsor
	9	10	11	12	



#### IV. Other Student Activities

List all other school-based activities (*not* noted above) in which you have participated in school. Include clubs, teams, musical groups, etc., and any significant accomplishments in each.

Activity	Year				Adult Sponsor
	9	10	11	12	

#### V. Other Community Activities

List other community activities in which you have participated and note any major accomplishment in each. These should be any activities outside of school in which you participated for the betterment of your community. For example: religious groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavors, etc. Do not repeat participation already listed above. Please include the name of the Adult supervisor of each activity.

Activity	Year				Adult Sponsor
	9	10	11	12	

#### VI. Work Experience, Recognition, and Awards

Though not a specific criterion for membership, please list below any job experiences, honors, or recognition that you have received that support your candidacy for membership in the Honor Society. Work experience may be paid or volunteer.

Description	Year				Adult Sponsor
	9	10	11	12	

#### VII. Signatures

I understand that completing this form does not guarantee selection to the Honor Society. I attest that the information presented here is complete and accurate. If selected, I agree to abide by the standards and guidelines of the chapter and to fulfill all of my membership obligations to the best of my ability.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the information provided by my son/daughter on this form and can verify that it is true, accurate, and complete.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form along with other information to Mr. Miller by April 14<sup>th</sup>, 2023.**  
**NO LATE PACKETS WILL BE ACCEPTED.**

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Applicant's Name

### VIII. Current Teachers and Coaches/Sponsors

Complete the tables below. In the first table, list the classes you are enrolled in during this (Spring 2019) semester and the teacher of each class. In the second table, list all activities (athletics, organizations or clubs) you participated in this year and the coach or sponsor. List only school activities on this page.

Current Semester Classes	Teacher

Current Year's Activities (Athletics, Clubs, Organizations, etc.)	Coach/Sponsor
Example: Band	Example: Munoz
Example: Girls' Basketball	Example: Crawford

### IX. References

Provide at least one letter of recommendation from a community member attesting to your character, leadership, and service.  
References may not be relatives or teachers.

\*Please have this person include their first and last name and contact information in their letter.

\*\*This letter should be in a signed and sealed envelope with their signature across the seal.

Who is providing your letter of recommendation?

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

Relationship to Applicant: \_\_\_\_\_

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

Relationship to Applicant: \_\_\_\_\_

Date:

To:

From: Mr. Miller, NHS Faculty Advisor

RE: NHS Membership Warning

To: NHS Member:

Induction into the National Honor Society is based on outstanding scholarship, character, leadership and service. Once selected, members must continue to demonstrate these qualities by maintaining at least a 3.5 GPA, performing volunteer service, attending scheduled NHS meetings and participating in Chapter service projects and fundraising activities.

Based on your records, your membership in NHS is threatened due to the following deficiencies:

- ☐ GPA has dropped below the requirements set forth by NHS (Scholarship)
- ☐ Insufficient volunteer service (Service)
- ☐ Poor participation in NHS projects and/or fundraising (Leadership)
- ☐ Gross or repeated violation of law or school policy/regulations (Character)
- ☐ Poor attendance at NHS meetings
- ☐ Failure to pay annual dues

Therefore, in accordance with Section 1 of Article IV of the El Dorado High School Chapter by-laws, effective immediately, your membership in NHS has been placed on probation until \_\_\_\_\_. This will provide you enough time to address the deficiencies marked above.

At the end of the probation period, if you have not satisfactorily addressed the issue with the Faculty Advisor, the Faculty Council will be asked to make a recommendation regarding your continued membership in the National Honor Society. In case of dismissal, you will have the right to a hearing before the Principal.

It is necessary that you return the Warning Letter Verification to the NHS Advisor as part of your probation. If you have questions or concerns, please contact me.

Regards,

Mr. Miller, NHS Advisor

CC: Faculty Council

CC: Mrs. Nichols, Principal

**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY**

**Warning Letter Verification**

I, \_\_\_\_\_, do hereby affirm that I have received and read the El Dorado High School Chapter of the National Honor Society warning letter outlining my probation in the Chapter. I understand that I have until \_\_\_\_\_ to correct deficiencies outlined in the letter.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY  
Executive Board Nomination Form**

Today's Date: \_\_\_\_\_

Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

What evidence do you have that this person would be an effective National Honor Society officer?

What officer positions do you think this nominee would be most effective in? (Circle all that apply.)

President

Vice-president

Treasurer

Secretary

Historian

-----  
**To be completed by nominee:**

Accept Nomination? (Circle One)    YES    NO

Today's Date: \_\_\_\_\_

Why is being a member of National Honor Society important to you?

What goals do you have for our chapter of National Honor Society?

What are your strengths as a leader? Weaknesses?

**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY  
Executive Board Nomination Form**

**To be completed by Faculty Advisor:**

Name: \_\_\_\_\_ Position appointed: \_\_\_\_\_

Conference with nominee? (Circle One)      YES      NO      Today's Date: \_\_\_\_\_

Leadership Goal: \_\_\_\_\_

\_\_\_\_\_  
Chapter Member

\_\_\_\_\_  
Faculty Advisor

**Leadership Goal Reflection**

At the end of each six weeks, reflect on progress towards your leadership goal. What have you done to reach your goal? What do you still need to work on? What help or resources do you need to help you reach your goal?

Date	Reflection



**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY  
Meeting Agenda Template**



**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY  
Meeting Minutes Template**

**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY**

**Missed Meeting Form**

Please fill out this form in its entirety.

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Meeting missed: National Honor Society Meeting Date of meeting: \_\_\_\_\_

(Circle One) NHS Activity Time of meeting: \_\_\_\_\_

Name of activity \_\_\_\_\_

Reason missed:

Were you also absent from school? YES NO Date(s) absent: \_\_\_\_\_

If the reason is school-related, please have your coach/sponsor sign here: \_\_\_\_\_

If the reason is illness or family related, have your parent/guardian sign here: \_\_\_\_\_

-----  
This Section for Advisor Use Only

Excused

Unexcused  
-----

**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY**

**Missed Meeting Form**

Please fill out this form in its entirety.

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Meeting missed: National Honor Society Meeting Date of meeting: \_\_\_\_\_

(Circle One) NHS Activity Time of meeting: \_\_\_\_\_

Name of activity \_\_\_\_\_

Reason missed:

Were you also absent from school? YES NO Date(s) absent: \_\_\_\_\_

If the reason is school-related, please have your coach/sponsor sign here: \_\_\_\_\_

If the reason is illness or family related, have your parent/guardian sign here: \_\_\_\_\_

-----  
This Section for Advisor Use Only

Excused

Unexcused

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**El Dorado High School Chapter  
NATIONAL HONOR SOCIETY  
Volunteer Report**

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

**Date submitted:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Description of Volunteer Service:**

Include the goal of the organization you participated in, your role and the impact the activity had on others.

**Time Log:**

<u>Date</u>	<u>Time</u>	<u>Activity</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Hours Volunteered:** \_\_\_\_\_

Community \_\_\_\_\_ School \_\_\_\_\_  
(Check most applicable)

**Supervisor:** \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(E-Mail/Phone Number)

**Student Signature:** \_\_\_\_\_

**NHS Advisor Initials** \_\_\_\_\_