

National Honor Society

Alvina S. Burk Chapter

New Bremen High School

New Member Selection Process

(updated March 2022)

Membership in the National Honor Society (NHS) is more than just academic recognition. This prestigious society has been guided by four basic tenets: “To create enthusiasm for Scholarship, to stimulate a desire to render Service, to promote Leadership, and to develop Character in the students of secondary schools.” Local chapters use these criteria in the process of selecting members.

Adviser’s Role in Selection Process:

The adviser will determine GPA eligibility (3.5 GPA) from documents provided from the school counselor. The application process will be explained to eligible students during a meeting in the spring of the school year prior to applying. Applicants can receive assistance completing their application and ask questions of the adviser. Applications will be collected and reviewed for accuracy. Leadership and character statements will be reviewed, and applications will be presented to the Faculty Selection Council. The adviser will provide a Faculty Input Form in order to obtain information about leadership and character traits in the classroom. Results will be collected and presented to the Faculty Selection Council. Applicants will be notified of their selection or non-selection. The adviser will meet with non-selected applicants, if requested by the applicant.

Faculty Selection Council:

A panel of five (5) teachers selected by the Principal will meet after the adviser reviews applications. The council will review the leadership, service, and character tenets presented in the application and take into consideration the information from the Faculty Input Form to select members.

Candidate Eligibility / Tenet #1 - SCHOLARSHIP:

The New Bremen NHS Chapter requires that members maintain a minimum cumulative grade point average of 3.5. Juniors or seniors who meet this requirement will be notified and invited to complete an application. The application requires applicants to make draft leadership and character statements and to document their activities that demonstrate the tenets. Applicants may also be expected to obtain signatures for leadership and character statements or to verify leadership positions from a non-relative adult (group supervisor/adviser/coach/etc). Application requirements can vary slightly

from year to year depending on what the Faculty Selection Council deems necessary to make informed decisions.

Please note that GPA alone does not guarantee acceptance into the organization.

The Faculty Selection Council will review the application as it relates to all four NHS tenets.

Tenet #2 - SERVICE:

The New Bremen High School NHS Chapter requires that applicants complete a minimum of **three** service activities totaling **30** hours from the spring of their sophomore year to the application due date from at least TWO different non-profit organizations. Applicants can not receive payment in any form for service work. Examples of community service include, but are not limited to, the following:

- Church-related activities (mass server, parish garage sale, teach preschool religion, etc.)
- Library (assist with summer reading program, annual book sale, etc.)
- Volunteering at a food bank or soup kitchen
- Youth Mentoring (formerly known as Big Brothers/Big Sisters)
- Boy Scouts/Girl Scouts Service Projects and experiences
- Fireman's Picnic and Pumpkinfest volunteer work.
- Service activities performed with/for a school group for the community
- Bremenfest work.

TEACHER AIDES / TUTORING: Serving a teacher or staff member as a student aide / tutor can be listed in "Service to School" **only if performed before/after school, during your lunch period, or during your only scheduled study hall.** In this case, only 10 hours of student aiding can be counted towards the 30 hours needed. Applicants can list all aiding hours in the details of the student aiding experience on the application. If you are enrolled in a Student Aide Class, you CANNOT list these hours as a service activity.

Applicants can not list services completed for an extracurricular activity such as band or a school-sponsored sport that provides service to its OWN organization on school grounds. If this group provides service off of school grounds then the service time may be counted towards application. Any service required of all team/organization members should be indicated on the application.

Applicants will be asked to provide the name of a supervising adult for each activity listed. It is recommended that applicants document all hours of any type of service

activity and names of supervising adults at the time of service instead of scrambling at the end for hours and contact information.

Applicants can also list other community activities along with work experience, recognition, and awards earned on their application. Once again, the name of the supervising adult is needed.

Tenet #3 - LEADERSHIP:

Applicants will be asked to list leadership positions and obtain signatures from non-relative adults (group supervisors) to verify that the role was considered a POSITION of leadership (and give short descriptions for insight into each position) at New Bremen High School (school groups, student council, sports captains, etc.) and outside of school (4-H, Girl Scouts/Boy Scouts, manager at job, etc.).

Applicants are required to exercise the following leadership standards in the classroom, athletics and activities, in and outside of school:

- Exercises influence on peers in upholding school ideals and spirit
- Is able to delegate responsibilities
- Demonstrates initiative in promoting school activities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently
- Demonstrates responsibility and dependability
- Is resourceful in proposing new solutions and making suggestions
- Is dependable in any responsibility accepted
- Contributes ideas that improve school culture

Tenet #4 - CHARACTER:

Applicants are required to follow school and athletic codes of conduct. They must also exercise the following character standards in the classroom, athletics and activities, in and outside of school:

- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise)
- Takes criticism willingly and accepts recommendations graciously
- Cooperates by complying with all school policies, regulations, and codes of conduct
- Demonstrates the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Displays personal responsibility

Faculty Input Form:

After applications are submitted, a Faculty Input Form is provided to New Bremen staff for the purpose of evaluating student leadership and character in the classroom or as part of their team/program. Prior to completing their evaluations, staff members are provided with the descriptions of both leadership and character as stated in this document (which are derived from the national organization). They are asked to evaluate the student holistically and given the following three response options:

- YES = Overall, I believe this applicant satisfies the leadership/character criteria as deemed by the NHS in the capacity that I interact with the applicant.
- NO = Overall, I do not believe this applicant satisfies the leadership/character criteria as deemed by the NHS in the capacity that I interact with the applicant.
- NA = I am not familiar with this applicant or do not have enough information to justify a YES or NO at this time. *These responses will not be used in the calculations mentioned below.*

Teachers and coaches will be able to provide comments to justify their evaluation of each student.

If a student obtains 90% YES responses from responding staff and no reports of egregious behavior are received, the applicant shall have met that particular tenet for selection. The Faculty Selection Council will conduct further reviews for applicants falling short of the 90% threshold for a particular tenet. This review could include, but is not limited to, contacting coaches, bosses, group leaders, supervising adults, etc. **The Faculty Selection Council, after reviewing applications and results from the input form, will make the final decision in the selection of members.**

Students who have violated the law or the New Bremen Athletic Code of Conduct, received school suspensions of any type, or who have been caught cheating at any point prior to the new member induction ceremony may be disqualified from induction on their first opportunity. In such situations, a junior applicant is encouraged to reapply for membership in their senior year. This applicant will be given full and fair consideration provided no additional incidents occurred in the interim.

Faculty Selection Process:

1. Adviser collects, reads, reviews and checks all applications for accuracy.
2. Adviser presents applicants and applications to the Faculty Selection Council.
3. Faculty Selection Council reviews findings/ratings from Faculty Input Form, reviews the completed application, and makes an all-inclusive decision for selection or non-selection.
4. Adviser notifies applicants of selection or non-selection.

Maintaining Membership:

To remain a member in good standing, students must maintain a 3.5 GPA. Members must also complete five (5) additional hours of community service during their induction year and ten (10) hours of community service their senior year to be eligible for NHS status at graduation (if inducted as a junior). Existing members who violate the law, athletic code of conduct, get caught cheating, etc. will be subject to dismissal from the NHS after review by the Faculty Selection Committee.

NHS transfer students who are in good standing with the society will be able to transfer membership to the local chapter.

Non-Selection & Appeals:

Non-selected applicants are encouraged to meet with the chapter adviser to discuss the reason(s) for their non-selection. Students not selected for membership as a junior are able to reapply as a senior if their cumulative GPA is still at or above 3.5. The Faculty Selection Council does not guarantee selection after reapplying during the senior year. Though not required by the NHS national office nor the NHS constitution, local chapter bylaws do offer an appeal process for non-selected candidates. A non-selected candidate has a period of 30 days from the induction ceremony to initiate a formal appeal of the decision of the faculty committee. To begin the process, the candidate must communicate this request in writing to the principal. Prior to making the request, junior candidates must meet with the chapter adviser to review the reasons(s) for their non-selection. An appeal can then be heard and ruled upon by the principal, with the process generally limited to procedural issues that may have occurred in the selection process.