



III. **Service:** Indicate your service during high school only; list a minimum of three examples WITH SIGNATURES and HOURS SERVED. **THREE (3)** examples TOTALING **SIX (6)** HOURS is the minimum; the more VERIFIED examples you have, the better.

- a. List high school service projects in which you have participated. You may include dance marathons, blood drives, fundraising activities, tutoring, etc. *Describe fully and be specific.*

Example(s) of Service	Dates	Hours Served	Supervisor Signature	Printed name of supervisor	Role/Relationship

- b. List community service projects in which you have participated. You may include church activities, walkathons, volunteer work, etc. If you are a member of scouts, church youth groups or other service organizations, please explain in detail the type of service projects in which you were involved. Be sure to note any major accomplishments.

Example(s) of Service	Dates	Hours Served	Supervisor Signature	Printed name of supervisor	Role/Relationship

Choose one of the above examples of service and attach a “Letter of Recommendation.”

IV. **Leadership:** Indicate your leadership during high school *only*; list a minimum of two examples **WITH SIGNATURES**. Two examples is the minimum; the more **VERIFIED** examples you have, the better.

a. List all elected offices (president, vice president, secretary, treasurer, etc.) held in high school or within community activities.

Position	Dates	Supervisor Signature	Printed name of supervisor	Role/Relationship
Description:				
Description:				

b. List all appointed positions (captain, manager, chairperson, etc.) held on sports teams or within other organizations.

Position	Dates	Supervisor Signature	Printed name of supervisor	Role/Relationship
Description:				
Description:				

c. List all other positions of responsibility. You may include yearbook editor, section leader of band, leader in the classroom, etc. Only those positions in which you were directly responsible for directing or motivating others should be included.

Position	Dates	Supervisor Signature	Printed name of supervisor	Role/Relationship
Description:				
Description:				

Choose one of the above examples of leadership and attach a “Letter of Recommendation.” **If you list that you are a leader in the classroom, you need a letter of Recommendation from the teacher of that classroom detailing specific examples of your leadership role in that classroom in order for that leadership to be counted.** \*\*In order to be considered a leader in the classroom, you must go **beyond** the normal expectations of classroom behavior. While being a “model student” is commendable, it does not necessarily denote leadership.

V. **Honors and Awards:** List any honors or awards that you have not already mentioned below.

VI. On a separate sheet of paper, write an essay indicating why you wish to become a member of the Brockport Chapter of the National Honor Society and why you believe you are qualified in each of the four areas used as criteria: scholarship, character, service, and leadership. You do not need to repeat everything you've just put in your activity form, however. *Do not be bashful about indicating your qualifications.* Your essay must be typed. **Be sure you have checked it for spelling, grammar, punctuation, etc.** This essay gives the Faculty Council an indication of just who you are.

Requirements:

- Typed
- Double spaced
- Recommended NO MORE THAN 2 pages
- You do not need to repeat everything in your activity form
- Add ADDITIONAL information that the Faculty Council needs to know about you and your involvement with the four pillars so that they can then make an informed decision about qualifications for joining the National Honor Society

**Important! Please note:**

- The Faculty Council **will not accept any additional materials** for consideration at any point after you have submitted your application.
- The Faculty Council reserves the right to **withdraw your invitation** to the National Honor Society at any point before the Induction Ceremony as a result of any Code of Conduct violations or similar discipline issues, or any situation which compromises your ability to represent the four pillars of the NHS.

# Brockport High School Chapter

Scholarship  
Character



Leadership  
Service

## NATIONAL HONOR SOCIETY

Brockport, NY 14420

### *Letter of Recommendation: Service*

Candidate's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

.....  
In working to provide information concerning the four pillars that found the National Honor Society, each candidate must demonstrate examples of his or her scholarship, leadership, service, and character. In addition to maintaining the scholarship requirements of a cumulative average of 89.5% or higher and completing forms and obtaining letters verifying leadership and character, candidates must also attain a minimum of one letter and one completed Service Evaluation Form, from an adult other than a family member, which speaks to the candidate's level of *service*. This letter should verify a specific instance of service as recorded by the candidate in his or her Student Activity Information Form and the Service Evaluation Form rates the candidate on their overall level of service. *The person who writes the Service letter is also the person who fills out the Service Evaluation Form.*

The following properties of service are those provided by the National organization. A student does not have to exhibit every single property; these are strictly guidelines to be used when considering the service of each of the NHS applicants.

- ❖ Volunteers and provides 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 inter-class and inter-scholastic competition
- ❖ Does committee and staff work without complaint
- ❖ Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- ❖ Mentors persons in the community or students at other schools
- ❖ Shows courtesy by assisting visitors, teachers, and students

If you have been asked and have agreed to write a letter verifying service for a current NHS candidate, as you write the letter, please speak to the items above as specifically as possible as they apply or do not apply to the candidate in question. Please identify the organization or activity in which you are involved with the candidate and where they exhibit service.

Please be reminded:

- ✓ Your letter will be confidential and the candidate will not see your letter unless you yourself share it with him or her.
- ✓ Please place the letter AND the completed Service Evaluation Form in a sealed envelope and sign your name across the seal.
- ✓ You may then return the sealed envelope to the candidate for him or her to turn in with the rest of the required materials.
- ✓ Please sign, date, and return this document to the candidate. Be sure to include a phone number for verification purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

# Brockport High School Chapter

Scholarship  
Character



Leadership  
Service

## NATIONAL HONOR SOCIETY

Brockport, NY 14420

### *Service Evaluation*

Candidate's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

.....  
Please rate the candidate above on the following six criteria of Service (as set forth by the National Honor Society) by circling the score that best exemplifies the level to which the candidate possesses and practices these elements on a regular basis. This evaluation is completely confidential. The candidate must obtain this Service Evaluation Form from the **same person** who is also writing a Letter of Recommendation for Service.

	Below 50% of students	Top 50% of students	Top 25% of students	Top 10% of students	Top 1% of students
Dependability	1	2	3	4	5
Courteousness	1	2	3	4	5
Enthusiasm about service	1	2	3	4	5
Willing to take on difficult or inconspicuous activities	1	2	3	4	5
Service role model	1	2	3	4	5
Consistently volunteers time	1	2	3	4	5

Please explain any scores below 3 providing specific information or examples if possible if they have not been included in your Letter of Recommendation for Service (attach a separate sheet or use the back of this sheet if necessary):

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Please return this evaluation along with the Letter of Recommendation for Service to the candidate **in a sealed envelope which you have signed across the seal**. The envelope must be submitted with the candidate's information form by a specified date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

# Brockport High School Chapter

Scholarship  
Character



Leadership  
Service

## NATIONAL HONOR SOCIETY

Brockport, NY 14420

### *Letter of Recommendation: Leadership*

Candidate's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

.....  
In working to provide information concerning the four pillars that found the National Honor Society, each candidate must demonstrate examples of his or her scholarship, leadership, service, and character. In addition to maintaining the scholarship requirements of a cumulative average of 89.5% or higher and completing forms and obtaining letters verifying service and character, candidates must also attain a minimum of one letter and one completed Leadership Evaluation Form, from an adult other than a family member, which speaks to the candidate's level of *leadership*. This letter should verify a specific instance of leadership as recorded by the candidate in his or her Student Activity Information Form and the Leadership Evaluation Form rates the candidate on their overall level of leadership. *The person who writes the Leadership letter is also the person who fills out the Leadership Evaluation Form.*

The following properties of leadership are those provided by the National organization. A student does not have to exhibit every single property; these are strictly guidelines to be used when considering the service of each of the NHS applicants.

- ❖ Is resourceful in proposing new problems, applying principles, and making suggestions
- ❖ Demonstrates initiative in promoting school activities
- ❖ Exercises positive influence upon peers in upholding school ideals
- ❖ Contributes ideas that improve the civic life of the school
- ❖ Is able to delegate responsibilities
- ❖ Inspires positive behaviors in others; exemplifies a positive attitude
- ❖ Demonstrates academic initiative
- ❖ Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- ❖ Is a leader in the classroom, at work, and in other school or community activities
- ❖ Is thoroughly dependable in any responsibility accepted
- ❖ Is willing to uphold scholarship and maintain a loyal school attitude

If you have been asked and have agreed to write a letter of leadership for a current NHS candidate, as you write the letter, please speak to the items above as specifically as possible as they apply or do not apply to the candidate in question. Please identify the organization or activity in which you are involved with the candidate and where they exhibit leadership.

Please be reminded:

- ✓ Your letter will be confidential and the candidate will not see your letter unless you yourself share it with him or her.
- ✓ Please place the letter AND the completed Leadership Evaluation Form in a sealed envelope and sign your name across the seal.
- ✓ You may then return the sealed envelope to the candidate for him or her to turn in with the rest of the required materials.
- ✓ Please sign, date, and return this document to the candidate. Be sure to include a phone number for verification purposes

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

# Brockport High School Chapter

Scholarship  
Character



Leadership  
Service

## NATIONAL HONOR SOCIETY

Brockport, NY 14420

### *Leadership Evaluation*

Candidate's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

.....  
Please rate the candidate above on the following six criteria of Leadership (as set forth by the National Honor Society) by circling the score that best exemplifies the level to which the candidate possesses and practices these elements on a regular basis. **This evaluation is completely confidential.** The candidate must obtain this Leadership Evaluation Form from the **same person** who is also writing a Letter of Recommendation for Leadership.

	Below 50% of students	Top 50% of students	Top 25% of students	Top 10% of students	Top 1% of students
Reliability	1	2	3	4	5
Problem solving abilities	1	2	3	4	5
Positive influence on peers	1	2	3	4	5
Takes initiative	1	2	3	4	5
Consistent leadership performance	1	2	3	4	5
Supportive to peers	1	2	3	4	5

Please explain any scores below 3 providing specific information or examples if possible if they have not been included in your Letter of Recommendation for Leadership (attach a separate sheet or use the back of this sheet if necessary):

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Please return this evaluation along with the Letter of Recommendation for Leadership to the candidate **in a sealed envelope which you have signed across the seal.** The envelope must be submitted with the candidate's information form by a specified date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number



# Brockport High School Chapter

Scholarship  
Character



Leadership  
Service

## NATIONAL HONOR SOCIETY

Brockport, NY 14420

### *Letter of Recommendation: Character*

Candidate's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

.....  
In working to provide information concerning the four pillars that found the National Honor Society, each candidate must demonstrate examples of his or her scholarship, leadership, service, and character. In addition to maintaining the scholarship requirements of a cumulative average of 89.5% or higher and completing forms that denote leadership and service activities, candidates must also attain a minimum of one letter and one completed Character Evaluation Form, from an adult other than a family member which speaks to the candidate's level of character. *The person who writes the Character letter is also the person who fills out the Character Evaluation Form.*

The following properties of character are those provided by the National organization. A student does not have to exhibit every single property; these are strictly guidelines to be used when considering the character of each of the NHS applicants.

- ❖ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- ❖ Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- ❖ Takes criticism willingly and accepts recommendations graciously
- ❖ 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
- ❖ Regularly shows courtesy, concern, and respect for others
- ❖ Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom
- ❖ Has powers of concentration, self-discipline, and sustained attentions as shown by perseverance and application to studies

If you have been asked and have agreed to write a letter of character for a current NHS candidate, as you write the letter, please speak to the items above as specifically as possible as they apply or do not apply to the candidate in question and that you have personally observed.

Please be reminded:

- ✓ Your letter will be confidential and the candidate will not see your letter unless you yourself share it with him or her.
- ✓ Please place the letter AND the completed Character Evaluation Form in a sealed envelope and sign your name across the seal.
- ✓ You may then return the sealed envelope to the candidate for him or her to turn in with the rest of the required materials.
- ✓ Please sign, date, and return this document to the candidate. Be sure to include a phone number for verification purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

# Brockport High School Chapter

Scholarship  
Character



Leadership  
Service

## NATIONAL HONOR SOCIETY

Brockport, NY 14420

### Character Evaluation

Candidate's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_ Relationship to Candidate: \_\_\_\_\_

.....  
Please rate the candidate above on the following six criteria of Character (as set forth by the National Honor Society) by circling the score that best exemplifies the level to which the candidate possesses and practices these elements on a regular basis. **This evaluation is completely confidential.** The candidate must obtain this Character Evaluation Form from the **same person** who is also writing the Letter of Recommendation for Character.

	Below 50% of students	Top 50% of students	Top 25% of students	Top 10% of students	Top 1% of students
Trustworthiness	1	2	3	4	5
Respect	1	2	3	4	5
Responsibility	1	2	3	4	5
Fairness	1	2	3	4	5
Caring	1	2	3	4	5
Citizenship	1	2	3	4	5

Please explain any scores below 3 providing specific information or examples if possible if they have not been included in your Letter of Recommendation for Character (attach a separate sheet or use the back of this sheet if necessary):

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Please return this evaluation along with the Letter of Recommendation for Character to the candidate **in a sealed envelope which you have signed across the seal.** The envelope must be submitted with the candidate's information form by a specified date.

Signature

Date

Phone Number



# Academic Honesty Statement

## Academic Honesty:

Academic honesty is a fundamental principle for all educational institutions. Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property. Academic honesty means that you assume responsibility for your own work at all times and for your individual contribution to group work as assigned by your teacher. Academic dishonesty is a serious violation of trust.

The work you hand in represents you to your teachers and classmates, it is the result of your thought, time and effort. You have the satisfaction of knowing that you have earned the credit you receive. It is important for you to act in an ethically responsible manner. You should have pride in your own work.

## Academic Dishonesty and Plagiarism:

Any action intended to obtain or assist in obtaining credit for work that is not one's own is considered academic dishonesty. Plagiarism is one of the most common forms of academic dishonesty. Plagiarism is defined by *Encarta World English Dictionary* as, "Stealing someone's work or idea. Copying what somebody else has written or taking somebody else's idea and trying to pass it off as original." See the BHS Style Manual for the common types of plagiarism and how to avoid plagiarizing. Examples of academic dishonesty include, but are not limited to the following:

- a. Submitting another person's work as one's own work
- b. Obtaining or accepting a copy of any assessments, tests, or scoring devices
- c. Giving test questions or answers to a member of any class, or receiving test questions or answers from a member of any class
- d. Copying from another student's tests or allowing another student to copy during a test
- e. Using materials which are not permitted during a test
- f. Plagiarizing
- g. Copying or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test
- h. Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test
- i. In foreign language, using an on-line translator in writing assignments and projects and to prepare for oral presentations. Use of an on-line dictionary to look up isolated words is permitted (no more than 10%)
- j. Assisting another student in any of the above actions
- k. Misusing handheld electronic devices to obtain or transmit any student assessment, tests or scoring devices.

\*\*Collaboration on studying or homework is not considered academic dishonesty unless it is prohibited or limited by procedures established by the teacher.

My signature indicates that I have reviewed and understand the expectations regarding the Academic Policy detailed above. Consequences for disregarding these are detailed in my student agenda book (see Table of Contents). I understand that a violation of this policy could result in my dismissal from the National Honor Society.

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

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

# Brockport High School Chapter

Scholarship  
Character



Leadership  
Service

## NATIONAL HONOR SOCIETY

Brockport, NY 14420

### Student/Parent Signature Form

DEAR POTENTIAL NATIONAL HONOR SOCIETY MEMBER:

Please submit this form with your NHS Student Activity Information packet.

Name: \_\_\_\_\_ Advise ment: \_\_\_\_\_  
(please print) (Teacher & Room #)

I understand the following:

- Completion of this packet does not guarantee membership, but only indicates that I am being considered for membership in the National Honor Society. I will accept the decision of the Faculty Council as final.
- The Faculty Council **will not accept any additional materials** for consideration at any point after I have submitted my Student Activity Information packet.
- The Faculty Council reserves the right to **withdraw my invitation** to the National Honor Society, should I receive one, at any point before the Induction Ceremony as a result of any Code of Conduct violations or similar discipline issues, or any situation which compromises my ability to represent the four pillars of the NHS.

Student signature: \_\_\_\_\_

DEAR PARENT/GUARDIAN:

I understand the following:

- The considerations to which my son or daughter has agreed to above.
- If my son or daughter becomes a member of the National Honor Society, he or she will be expected to continue to live up to the character, leadership, and service ideals of the NHS.
- He or she is required to maintain a minimum scholastic average of 89.5 %. Failure to do so is considered reason for dismissal.
- Once dismissed, a member is never again eligible for NHS membership or its benefits.
- Members are expected to actively participate in NHS functions, including meetings and service activities.

Parent/Guardian signature: \_\_\_\_\_

## CHECKLIST FOR NHS APPLICATION MATERIALS



\_\_\_\_\_ Pages 1-3 filled out

\_\_\_\_\_ At least THREE service examples are VERIFIED with signatures

\_\_\_\_\_ At least TWO leadership examples are VERIFIED with signatures

\_\_\_\_\_ \*If\* you claimed “leader in the classroom” your leadership letter must be from that teacher

\_\_\_\_\_ Typed, double spaced, 2 page essay

\_\_\_\_\_ Service Letter (in sealed, signed envelope)

\_\_\_\_\_ Service Evaluation Form filled out by person writing your letter (in sealed, signed envelope)

\_\_\_\_\_ Leadership Letter (in sealed, signed envelope)

\_\_\_\_\_ Leadership Evaluation Form filled out by person writing your letter (in sealed, signed envelope)

\_\_\_\_\_ Character Letter (in sealed, signed envelope)

\_\_\_\_\_ Character Evaluation Form filled out by person writing your letter (in sealed, signed envelope)

\_\_\_\_\_ Academic Honesty Statement is signed

\_\_\_\_\_ Student and parent signature form is signed

Please consider the following:

- Service:
  - Things that would be NOT considered service:
    - Anything for which you are paid or earn a grade
    - Anything that directly benefits a group or club in which you participate
    - For example: A car wash to benefit your sports team, participation in a concert, or a fundraiser for a school project would not be considered service.
  - Please make sure you describe any service examples you are listing, particularly the role you played and your responsibilities as you performed the community service. You may do this on the sign off sheet or in your personal statement.
- Leadership:
  - Please make sure you describe any leadership examples you are listing, particularly the role you played and your responsibilities as a leader. You may do this on the sign off sheet and/or in your personal statement.

If you have a question regarding whether or not something will be accepted as leadership or service, please see Mrs. Arnold (151 or 106) or Mrs. Barrett (117) as soon as possible. **Do not wait until the last minute.**