



NHS

INFORMATION PACKET

2024-2025



Kirtland High School National Honor Society Information Request Booklet

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Membership Information Form

The Kirtland Chapter of the National Honor Society will soon welcome new members during its annual induction ceremony. Membership in the National Honor Society is based upon excellence in these areas:

Scholarship - Students must have a cumulative GPA of 3.75 or higher.

Leadership - Students must have experience or prospect of, guiding and organizing others within the school or community.

Service - Students must provide evidence of their commitment and involvement within the school and community.

Character - Student character is based upon personal interaction among students, staff, and community members and observation of the Student Code of Conduct. Honesty, self-esteem, charity, and sacrifice are a few measures of character.

Each category will be viewed by the Kirtland High School Faculty Council as equally important. Please understand that membership in an honorary society like NHS, is a privilege and is not guaranteed to anyone.

If you wish to be considered for membership in the National Honor Society you must complete this information packet in FULL, in PEN, and return it by the deadline below. Failure to do so will automatically eliminate you from the selection process.

All forms must be completed and returned to Mrs. Duncan or Miss Poulson by no later than 2:45 P.M. on Wednesday, October 2nd.

Please Note: Eligible student and Parent/Guardian must sign on the designated lines to confirm that you both have read, understood, and accept the above information.

Student Signature

Parent/Guardian Signature

Qualities of a National Honor Society Member

Each student who is academically eligible for National Honor Society is provided with this introductory packet. Students are encouraged to provide the information requested of them. The following qualities are considered by the Kirtland High School Faculty Council when selections for the National Honor Society are made. Students should keep these qualities in mind when completing the student information forms.

LEADERSHIP

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contribute 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 efficiently and effectively, and without prodding, demonstrates reliability and dependability
- Is thoroughly dependable in and responsibility accepted

SERVICE

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participate in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged; poor, or disadvantaged; family duties
- 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 inter-class, and inter-scholastic competition
- Shows courtesy by assisting visitors, teachers, and students

CHARACTER

The student of 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, main 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 of 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 in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

NHS member requirements

If you are selected as a member of NHS, you will be expected to maintain and display the qualities listed above for service, leadership, and character as well as maintain a 3.75 weighted GPA through graduation. You will also be expected to do the following...

- Attend monthly meetings
- Complete 10 tutor hours during your first year and 20 tutor hours during your second year.
- Complete 12 service hours during your first year and 16 service hours during your second year. (These hours will be separate from those required for graduation.)
- Participate in events that promote and support NHS, such as flower sales, Kids Night Out, 50/50 ticket sales at basketball games, etc.

Kirtland High School National Honor Society

Student Information Request Form 1

Please type or clearly print

Directions: Please complete all sections of this packet. Do not be modest. During the selection process, the Faculty Council will consider every bit of information provided. Completion of this packet does **not** guarantee your selection.

Name: _____

Home Address: _____

Telephone: _____

Parent/Guardian: _____

Grade: _____

First Semester Schedule (include room numbers)
(LAKELAND/CCP students: please attach your schedule to this packet)

1st period _____

2nd period _____

3rd period _____

4th period _____

5th period _____

6th period _____

7th period _____

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Information Request Form 2:

School-related Activities

Please type or clearly print

Directions: List all activities in which you have participated during **high school**. Include clubs, teams, musical groups, etc., and describe major accomplishments and participation in each group. Each activity and year must be listed on a separate line. Name at least two for consideration. Signatures of adult sponsors are required.

Activity	Year	Accomplishment(s)	Signature of Adult Sponsor

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Information Request Form 3:

School and Community Service Activities

Please type or clearly print

Directions: List all service activities in which you have participated during **high school**. These can be service projects completed with a group either in school or in the community or done as individual projects performing service. 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***. Candidates who demonstrate a variety of service in the spirit of true altruism and in diverse settings set themselves apart from others. ***Remember that not all volunteer work is service!*** Consider who is benefiting from your work and how before listing it on this form. Please list the name and phone number of an adult sponsor who can verify your participation in each service activity if requested. Signatures are not required. You must have **at least forty (40) hours** since the start of freshman year to be considered for NHS. These hours **cannot** be counted toward the graduation service hour requirement. Please attach another paper if needed.

Service Activity	Year	Hours	Major accomplishment(s)	Supervisor name & phone number

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Information Request Form 4:

Leadership Positions

Please type or clearly print

Directions: List all elected or appointed leadership positions held **in high school**, community, or work activities. ONLY those positions in which you were directly responsible for directing or motivating others should be included. For example, elected student body, class, or club officers; committee chairperson; classroom leader; team captain; yearbook editor; work area manager; or community leader. Name **at least two** for consideration. **Signatures of adult sponsors are required.**

Activity/Club	Year	Leadership Position(s)	Signature of Adult Sponsor

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Student Attendance Form 5

Directions: Mark the number of days that you were absent and tardy during the last completed high school semester (Spring 2024). Check your report card from last year.

_____ **Absences last semester**

_____ **Tardies last semester**

Important Note:

Combined, student absences and/or tardies should not total more than 9 days. If student absences and/or tardies total more than 9 days, and if the student wishes to proceed with the selection process, the student **must** appeal the absences and/or tardies claiming medical exception by writing a letter of appeal to the National Honor Society selection committee. This letter must accompany the completed information packet.

Kirtland High School National Honor Society Essay

A member of the National Honor Society exemplifies scholarship, leadership, service, and character. Write a letter to an adult mentor who you feel has had a meaningful impact on your development. This could be a teacher, coach, boss, religious leader, club advisor, scout leader, etc. Include specific examples that illustrate how they have helped you develop good character and leadership skills. This letter should be **no more than one typed double-spaced page**. Please attach your letter to this application packet.

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Character References

The National Honor Society supports and recommends the use of a multi-faceted definition of character known as the “Six Pillars of Character.” A person of character demonstrates the qualities of respect, responsibility, trustworthiness, fairness, caring, and citizenship.

Character Reference Letters

- ❖ Each candidate will submit two (2) letters of recommendation that focus on character. These letters should include **specific examples** of how the candidate demonstrates the good character expected of National Honor Society members.
- ❖ These letters may come from any adult member of the community. (NO high school staff members, current students or relatives)
- ❖ Letters must be submitted by the required deadline date in one of the following ways...
 - ❖ In a sealed envelope with the student
 - ❖ By mail to the attention of Mrs. Duncan or Miss Poulson
 - ❖ By email to either meriah.duncan@kirtlandschools.org or to sarah.poulson@kirtlandschools.org Please include a phone number in the space provided on the next page in case we need to call for verification of unsigned letters.

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Information Request

-Checklist-

❖ An information packet **incomplete** in any manner **will NOT** be considered.

_____ Signed Membership Form (p. 3)

_____ Information Request Form 1 (p. 6)

_____ Information Request Form 2 (p. 7)

_____ Information Request Form 3 (p. 8)

_____ Information Request Form 4 (p. 9)

_____ Attendance Form 5 and Letter of Appeal (if necessary p.10)

_____ Essay (attached) (p. 11)

_____ Character Reference Letters (p. 12)

Name and phone number of persons writing character
reference letters

1. _____

2. _____