

Franklin High School
National Honor Society
Procedures for Membership

Membership in the National Honor Society is by invitation of the school faculty. Sophomores, juniors, and seniors who have maintained a cumulative grade point average of 3.30 are eligible for admission. If interested in membership, they are required to complete and submit data sheets attesting to their involvement in school and community activities and solicit teacher, advisor, or coach input.

Part 1: Service

To qualify in the service category, students must attain points that are distributed in a minimum of six service categories listed below. At each grade level, the requisite number of points is as follows:

- Grade 10: 2 Points from 2 categories (below); 1 must be in FHS setting
- Grade 11: 3 Points from 3 categories (below); 2 must be in FHS setting
- Grade 12: 5 Points from 3 categories (below); 2 must be in FHS setting

Please be aware that membership in a club or religious group does not in itself constitute service. If you perform a service activity with the club or religious group, the service hours are for the activity only, not for general meetings or trips. **Activities conducted for self-improvement, monetary payment, or school credit (i.e. Journalism, Music Classes) will not be awarded service points.** Students earn points for hours of service performed as stated:

- **½ service point for short-term activities (5-10 hours)**
- **1 service point for long-term activities (10 or more hours)**

Remember that your service points must be distributed based on the requirements above for your grade level.

- Clubs/Class Organizations/Student Government
- Drama/Music/Art (involvement **beyond** the classroom)
- Publications (involvement **beyond** the classroom)
- Service Within the Community (charities, activities assisting others)
- Service Within the School (teacher aides, peer tutoring, office aides)
- Sports (school and community)

Part 2: Leadership

Leadership is defined as the outstanding demonstration of resourcefulness, initiative, reliability, and dependability both in the classroom and within the school and the community. Students must influence others in a positive manner. In order to qualify in this category, it is not essential that you hold an elective office. Those who have not been elected to leadership positions must be identified as leaders by at least four Franklin High School teachers. It is also possible to fulfill the leadership requirement by holding two elected positions or holding one elected position and two Franklin High School teacher recommendations. Examples of leadership include elected representative, officers, chairpersons, captains, editors, managers, and leadership in the classroom.

Part 3: Character

Character is defined as the maintenance of ethical and moral standards that have been established by society. These include such characteristics as honesty, reliability, courtesy and respect for others. For example, no student may be inducted into the National Honor Society that has plagiarized.

Students must include **two recommendations** in the membership packet. One must be a form completed by a teacher at Franklin High School and a written letter from someone outside of school. The recommendations must attest to the student's character and integrity.

Recommendation letters must be from adults who are not the student's parent, guardian, or other relative. Place the recommendation form or letter in a sealed envelope and put the envelope in the large envelope containing your membership forms.

The Final Step: Membership Procedure

All of the membership materials are to be placed in a large, sealed envelope with the student's name and homeroom teacher printed neatly in the upper right hand corner. Be sure to include the membership forms and recommendations in the large envelope. Incomplete packets will not be considered. The packet is to be turned into Mr. Sommer personally in room 111. Do NOT place the packet in a mailbox.

All membership application packets are due by XXXXX.

There are no time extensions for any reason.

**Franklin High School
National Honor Society
Membership Form**

Directions: Applicants are required to complete each section except for the sponsor's signature and phone number. Applicants must get the sponsor to complete the sponsor section. All information must be in **ink**, legible, and accurate or it will be regarded as incomplete and therefore void. No parent, family members, or student signatures are allowed on any of the forms. If a sponsor is unavailable to sign, they may send an email that verifies and that can be included in place of a signature. Everything must be submitted together in a large envelope.

Name: _____

Graduation Year: _____

Grade: _____

Homeroom Teacher (1A): _____

Date of Completion: _____

I understand that completing and submitting 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 Signature

Date

Student Membership Checklist

____ Part I: Service Category Form with Signatures

____ Completed in Blue or Black Ink

____ Part 2: Leadership Form with Signatures

____ Completed in Blue or Black Ink

____ Part 3: Character (Two Letters)

a) Franklin High School Teacher: _____

b) Outside Recommendation: _____

_____ Part 4: Large Envelope with Name, Homeroom Teacher (1A) Name

SAMPLE

Part I: Service Category

Total Points Required (by Grade):				Total Points:	
<p>Directions: For Service, write the number of hours you need to possess for your grade level in the space above. Refer to the front page for information about the distribution of categories for your grade level. For each service category you complete: 1) state the organization and activity & 2) complete the chart. Finally, write the total points earned for all categories in the space above. (Remember: 5-9 hours = ½ credit; 10 or more hours = 1 credit) Note: You do not need to complete all the categories, but you do need to complete the ones required in and out of FHS, according to the front page of the application.</p>					
Service #1: Clubs/Class Organizations/Student Government					
<i>Completed By NHS Student</i>				<i>Completed by Sponsor</i>	
Activity (Describe)	Hours	Points	Sponsors Name	Sponsors Signature	Sponsors Phone
Service #2: Drama/ Music/ Art (involvement beyond the classroom)					
<i>Completed By NHS Student</i>				<i>Completed by Sponsor</i>	
Activity (Describe)	Hours	Points	Sponsors Name	Sponsors Signature	Sponsors Phone
Service #3: Publications (involvement beyond the classroom)					
<i>Completed By NHS Student</i>				<i>Completed by Sponsor</i>	
Activity (Describe)	Hours	Points	Sponsors Name	Sponsors Signature	Sponsors Phone

Service #4: Service within the Community (charities, assisting others)					
<i>Completed By NHS Student</i>				<i>Completed by Sponsor</i>	
Activity (Describe)	Hours	Points	Sponsors Name	Sponsors Signature	Sponsors Phone
Service #5: Service within the School (teacher aide, tutor, office aid)					
<i>Completed By NHS Student</i>				<i>Completed by Sponsor</i>	
Activity (Describe)	Hours	Points	Sponsors Name	Sponsors Signature	Sponsors Phone
Service #6: Sports (school or community; specify year)					
<i>Completed By NHS Student</i>				<i>Completed by Sponsor</i>	
Activity (Describe)	Hours	Points	Sponsors Name	Sponsors Signature	Sponsors Phone

All signatures must be verifiable

Not For Your Use:

Part 2: Leadership

Directions: In order to qualify in this category, it is not essential that you hold an elective office. There are three methods to obtain leadership credit. 1) Those who have not been elected to leadership positions must be identified as leaders by at least four Franklin High School teachers. 2) It is also possible to fulfill the leadership requirement by holding two elected positions or 3) holding one elected position and two Franklin High School teacher recommendations. You must only complete one of three options, outlined above. That means that 2 of the 3 options may be left blank.

___ Method One: Leadership in the Classroom (Four)

<i>Completed By NHS Student</i>		<i>Completed by Sponsor</i>	
Class	Teachers Name	Teachers Signature	Sponsors Phone

-or-

___ Method Two: Elected Positions (Two)

<i>Completed By NHS Student</i>		<i>Completed by Sponsor</i>	
Activity/Elected Role	Sponsors Name	Sponsors Signature	Sponsors Phone

-or-

___ Method Three: Elected Leadership (1) and Classroom Leadership (2)

a) In the Classroom

<i>Completed By NHS Student</i>		<i>Completed by Sponsor</i>	
Class	Teachers Name	Teachers Signature	Sponsors Phone

a) Elected Position

<i>Completed By NHS Student</i>		<i>Completed by Sponsor</i>	
Class	Teachers Name	Teachers Signature	Sponsors Phone

**Franklin High School
National Honor Society
Teacher Recommendation Form**

Dear NHS Faculty Council:

_____ is a student in my _____ class. The qualities marked below are reasons why I believe that he/she should be chosen for membership in the National Honor Society.

- _____ Integrity
- _____ Classroom Leadership Qualities
- _____ Good Work Habits:
 - _____ Class Participation
 - _____ Homework Preparation
 - _____ Initiative
 - _____ Other _____
- _____ Positive Attitude
- _____ Intellectual Curiosity
- _____ Sensitivity Towards Others
- _____ Other _____

I highly recommend this student.

Teacher Name (print): _____

Teacher Signature (sign): _____

(Please return this form in a sealed envelope with your signature across the seal to the student to be included in the membership packet.)

**Franklin High School
National Honor Society
Cover Letter for the Recommendation Form**

Name of Applicant: _____

Name of Person Recommending: _____

Phone Number: _____

Address: _____

Signature of Person Recommending: _____

Relationship to Applicant _____

To the Person Recommending:

The National Honor Society at Franklin High School requires a letter of recommendation from a source outside the school that can comment on the honesty and integrity of the applicant. You may write on this paper, including the back, or you may submit a separate letter with the above applicant information. Please seal the recommendation in an envelope with your signature across the seal and give it back to the applicant to include in the membership packet the applicant will turn in. The deadline is _____. Thank you in advance for your help.

****Please attach this cover letter to your recommendation****