

**Northern Guilford High School National Honor Society**  
**Candidate Information Form Instructions**  
**(Please retain Overview pages for reference)**

**Overview:**

**Qualification for Membership:**

The following information should be used as a guideline for completing the Candidate Information Form for NGHS NHS. A minimum cumulative grade point average of 3.5 (unweighted) or 4.0 (weighted) is required, but students are encouraged to have higher averages. ***Meeting the minimum GPA requirement does not guarantee membership.*** Membership is based on a student's overall achievements in ***scholarship, service, leadership, and character.*** A student must attend Northern Guilford High School for at least one semester to be considered eligible.

**Completing the Candidate Information Form:**

*Please use the following information as a guideline. Consult a NGHS NHS Adviser if you have additional questions. Completion and submission of this form does not guarantee selection.*

***Directions:*** *Please complete all sections. Do not be modest. Every bit of information will be used by the faculty council to assist with the fair consideration during the selection process.*

1. Candidate Information Forms must be **completed neatly in ink or typed.** Candidate Information Forms must be completed by the student.
2. **Late Candidate Information Forms will not be considered.** Any information submitted after the deadline will not be considered.
3. A School/Club/Community/Leadership supervising adult **must sign** to verify a student's participation in each activity. **The supervisor must include their phone number or email.** **A parent's signature may not substitute for supervisor's signature.**
4. The NGHS NHS Faculty Council may not be familiar with some of the community-related activities included on the Candidate Information Form. It is therefore **the responsibility of the candidate** to include the necessary supporting information. It must be clear how the submitted evidence supports the requirements. If a candidate is in doubt, he/she should consult with a NGHS NHS adviser prior to submitting the form. If there is not room on the form to sufficiently describe your activity/leadership role, please attach descriptions on a separate page.
5. A student is not eligible for NHS if they have been:
  - \* **suspended from high school**
  - \* **disciplined for cheating (including plagiarism) during high school**
6. If you wish to have a copy of your submission, make one prior to submission. **No copies will be released after submission.** All submissions are retained until the appeal process is completed.

**Induction:**

A formal induction ceremony will be held in the fall, normally in early October, for newly selected candidates. Selected candidates must be inducted to become members.

### **How the submission is scored:**

Candidate Information Forms submitted by the deadline will be reviewed and scored by the Faculty Council. The chapter adviser, a non-voting member of the Faculty Council, reviews scholarship eligibility. Academic scholarship is not revisited, once a student is invited to submit the Candidate Information Form. Therefore, scoring of the submission comes from the remaining three qualities that characterize a member of National Honor Society: **Service, Leadership, and Character.**

#### **Service: (maximum of 5 points)**

List all service-related activities that you have participated in during your high school years. **Candidates receive ½ point for each qualifying activity.** Service is generally considered actions taken by student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. Do not list anything you have been paid for.

#### **Leadership: (maximum of 5 points)**

List all elected or appointed leadership positions held in school, community, or work activities during your high school years. **Candidates receive 1 point for each qualifying leadership activity. *You should only include positions in which you were directly responsible for directing or motivating others.*** Examples include elected student body, class or club officer; team captain; newspaper editor; gold/silver awards in Girl Scouts; Eagle Scout award in Boy Scouts; or community leader. Be sure to include an explanation of the duties involved in the leadership activity. Leadership activities can be found in many areas. Do not be modest. Give a detailed list of all activities in which you think that you have displayed a leadership role. For activities outside of school, a good detailed accounting of the leadership role that you played will help the Faculty Council to make an enlightened decision.

#### **Character: (maximum of 5 points)**

Candidates receive 1 point for each NO answer to questions on the information form in the section labeled "Character". Additional points (up to 3) are earned based on an evaluation of each candidate's character from the staff, conducted after Candidate Information Forms are submitted by the chapter adviser. The Faculty Council will conduct a further review of all candidates who:

- a) Receive negative character comments on the evaluation form
- b) Do not receive an overall rating of 3 on the evaluation form.

**Selection:** After carefully reviewing each submission, the Faculty Council will submit a list of students for acceptance to the Principal. All candidates will be notified of their selection status via letter.

### **Membership Obligations:**

Dues for this chapter are \$25, which includes the cost of membership card, emblem, and graduation cords for seniors. Dues will be payable to the chapter within 30 days of induction. Members not financially able to pay dues should personally contact the NGHS NHS Adviser.

Chapter members are expected to maintain academic standards, attend meetings, and participate in both individual and chapter service projects, approved by the NGHS NHS adviser, including 9 service hours per semester of an academic school year to maintain their membership in good standing.

Submission due to NGHS NHS Adviser no later than 4:30 pm on Tuesday, 12 September 2023.

## Northern Guilford High School National Honor Society Candidate Information Form

Candidate Name \_\_\_\_\_

Current Grade Level \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Service:** (½ point for each qualifying activity listed; list all service-related activities but a maximum of 5 points can be earned from service) List service activities in which you have participated. These can be individual, or group service projects done either in or out of school. Generally, service activities are those that are done for or on behalf of others (not including immediate family members) for which **no compensation (monetary or otherwise)** has been given.

School Activities:	High School Grade Level(s)	Outstanding contributions:	Supervising Adult name, signature, and legible phone number or email
Community Activities:	High School Grade Level(s)	Outstanding contributions:	Supervising Adult name, signature, and legible phone number or email
Volunteer or Unpaid Intern Experience:	High School Grade Level(s)	Outstanding contributions:	Supervising Adult name, signature, and legible phone number or email

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**Leadership:** (1 point for each qualifying leadership activity listed.) List all elected or appointed leadership positions or other positions of responsibility held in school, community, or work activities. Only those positions in which you were responsible for directing or motivating others should be included (e.g., elected officer for the student body, class, or club; committee chairperson; team captain; newspaper editor; or other community leader). Please include the printed name, signature and contact information of the adult responsible for supervising your leadership in each position. **Do not list anything that you received any form of compensation.**

Activity/organization	High School Grade Level(s)	Leadership Role	Supervising Adult name, signature, and legible phone number or email

**Character:** (1 point for each NO answer; remaining point(s) come from faculty member evaluation form; a maximum of 5 points can be earned from character)

Have you ever been assigned to ISS or OSS?\* (For any reason, including tardiness) \_\_\_\_\_

Have you ever been assigned detention for a teacher during high school?\* \_\_\_\_\_

\* Please attach a letter explaining any YES answers.

**Signatures:**

I understand that completing this form does not guarantee selection to the National 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/we have reviewed the full candidate information form overview. In addition, I/we have read the information submitted on this form and can verify that it is true, accurate, and complete.

**Parent/Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Preferred method of contact (check one and fill in the blank):

- Parent phone number(s): \_\_\_\_\_
- Parent email: \_\_\_\_\_

This information is requested to allow contact concerning any important details from this form.

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