

# **Riverhawk Chapter of the National Honor Society**



## **Member Handbook**

## **Riverhawk Chapter of National Honor Society Handbook Table of Contents**

You will find the following items in this handbook. These items can also all be found on the school webpage in our Chapter Folder, located under "Documents."

- 1- Welcome Letter
- 2- Current Roster of Members and Contact Information
- 3- Year at a Glance Calendar
- 4- Riverhawk Chapter ByLaws
- 5- Chapter Points Form
- 6- Volunteer Work Beyond Graduation Requirements Form
- 7- Selection Process for Riverhawk Chapter
- 8- Service Project Proposal Form (also referred to as ISP Form)
- 9- Signature Sheet (to be removed, signed, & returned)

2021-2022 School Year

Congratulations & Welcome to the Riverhawk Chapter of the National Honor Society!

*"The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly."~Jim Rohn*

Our chapter does a lot for our school and communities, and we're excited to have you be a part of the great things we have going on. Being a member of the National Honor Society is a great honor, as well as a privilege, so we want you to continue your high school career exemplifying the pillars of Character, Leadership, Scholarship, & Service. Beginning in 2021-2022, the chapter cumulative GPA requirement is 3.5/4.0. As a member, you are expected to maintain this GPA in order to remain "in good standing."

To help you better understand your responsibilities as a National Honor Society member, this handbook has been created so that you have access to the most important physical documents in our chapter. A shared Drive folder has also been created where digital versions of these documents, as well as the minutes from our monthly meetings and you have been granted access to this drive upon your induction into our chapter.

We will set some group goals and individual goals for this school year at our first meeting. Our goal is for this chapter to function fully student-led, with the adviser truly just there to support you and be the connection to administration and faculty. This puts big responsibility on those of us serving in our officer roles but we know that with your support, we can do it!

We can't wait for us to kick off the school year and see where it takes us. Let's have a great year!

Your Chapter Officers/Executive Council Members,

| Seniors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Juniors |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <ul style="list-style-type: none"> <li>- Renee Hartung, <i>President</i></li> <li>- Rissa Yaddof, <i>Vice President</i></li> <li>- Dana Carlson, <i>Secretary</i></li> <li>- Aleah Johnson, <i>Reporter</i></li> <br/> <li>Landon Bauer</li> <li>Emma Bormann</li> <li>Ethan Farrell</li> <li>Aidan Gruver</li> <li>Conor Gruver</li> <li>Abigail Jacobs</li> <li>Hunter Knutsen</li> <li>Kaitlyn Kuhl</li> <li>Mikayla Mitchell</li> <li>Haley Papke</li> <li>Samantha Petersen</li> <li>Kylee Ready</li> <li>Lindsey Reuter</li> <li>Luke Reuter</li> <li>Jaysie Wood</li> </ul> |         |



# August

| Sunday | Monday                              | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------------------------|---------|-----------|----------|--------|----------|
| 1      | 2                                   | 3       | 4         | 5        | 6      | 7        |
| 8      | 9                                   | 10      | 11        | 12       | 13     | 14       |
| 15     | 16                                  | 17      | 18        | 19       | 20     | 21       |
| 22     | 23<br>1 <sup>st</sup> Day of School | 24      | 25        | 26       | 27     | 28       |
| 29     | 30                                  | 31      |           |          |        |          |

# September

| Sunday                | Monday         | Tuesday                                                    | Wednesday                                                      | Thursday | Friday                                       | Saturday |
|-----------------------|----------------|------------------------------------------------------------|----------------------------------------------------------------|----------|----------------------------------------------|----------|
|                       |                |                                                            | 1<br>Determine design<br>and sales pattern<br>(Gabe Graphical) | 2        | 3                                            | 41       |
| 5                     | 6<br>NO SCHOOL | 7<br>Hoco shirt have<br>w/ drum + put on<br>school website | 8                                                              | 9        | 10                                           | 11       |
| 12                    | 13             | 14                                                         | 15<br>Hoco shirt<br>sales due today                            | 16       | 17                                           | 18       |
| Homecoming 19<br>Week | 20             | 21                                                         | 22                                                             | 23       | Homecoming 24<br>Punt pass + Kick<br>3:15 pm | 25       |
| 26                    | 27             | 28                                                         | 29                                                             | 30       |                                              |          |

# November

| Sunday                             | Monday                                 | Tuesday | Wednesday       | Thursday        | Friday          | Saturday |
|------------------------------------|----------------------------------------|---------|-----------------|-----------------|-----------------|----------|
|                                    | 1<br>Pie Sales<br>Pick-up              | 2       | 3               | 4               | 5               | 6        |
| 7                                  | 8                                      | 9       | 10              | 11              | 12              | 13       |
| 14                                 | 15                                     | 16      | 17              | 18              | 19              | 20       |
| 21<br>Pie Baking<br>(Creation Day) | 22<br>12:30 Dismissal, PIT conferences | 23      | 24<br>NO SCHOOL | 25<br>NO SCHOOL | 26<br>NO SCHOOL | 27       |
| 28                                 | 29                                     | 30      |                 |                 |                 |          |

Pie Pick-up: Can happen Sunday afternoon/evening or during PIT conferences  
 Maybe even bake a few extras to sell during PIT conferences.

# October

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday             | Saturday |
|--------|--------|---------|-----------|----------|--------------------|----------|
|        |        |         |           |          | 1                  | 2        |
| 3      | 4      | 5       | 6         | 7        | 8                  | 9        |
| 10     | 11     | 12      | 13        | 14       | 15<br>NO<br>SCHOOL | 16       |
| 17     | 18     | 19      | 20        | 21       | 22                 | 23       |
| 24     | 25     | 26      | 27        | 28       | 29                 | 30       |
| 31     |        |         |           |          |                    |          |

# December

| Sunday | Monday | Tuesday             | Wednesday                                         | Thursday                                                       | Friday | Saturday |
|--------|--------|---------------------|---------------------------------------------------|----------------------------------------------------------------|--------|----------|
|        |        |                     | 1<br>Begin card-<br>reinder +<br>congrats<br>card | 2                                                              | 3      | 4        |
| 5      | 6      | 7                   | 8                                                 | 9                                                              | 10     | 11       |
| 12     | 13     | 14                  | 15                                                | 16<br>Reinder + Hot<br>Delivery to<br>Cocoa Cone<br>Elementary | 17     | 18       |
| 19     | 20     | 21<br>H O L I D A Y | 22<br>I O A                                       | 23<br>B R E A K                                                | 24     | 25       |
| 26     | 27     | 28                  | 29                                                | 30                                                             | 31     |          |

# January

| Sunday                                          | Monday          | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------------------------------|-----------------|---------|-----------|----------|--------|----------|
|                                                 |                 |         |           |          |        | 1        |
| 2<br>Induction<br>Materials go<br>out this week | 3<br>No School  | 4       | 5         | 6        | 7      | 8        |
| 9                                               | 10              | 11      | 12        | 13       | 14     | 15       |
| 16                                              | 17<br>No School | 18      | 19        | 20       | 21     | 22       |
| 23                                              | 24              | 25      | 26        | 27       | 28     | 29       |
| 30                                              | 31              |         |           |          |        |          |

# March

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday          | Saturday |
|--------|--------|---------|-----------|----------|-----------------|----------|
|        |        | 1       | 2         | 3        | 4               | 5        |
| 6      | 7      | 8       | 9         | 10       | 11              | 12       |
| 13     | 14     | 15      | 16        | 17       | 18<br>No School | 19       |
| 20     | 21     | 22      | 23        | 24       | 25              | 26       |
| 27     | 28     | 29      | 30        | 31       |                 |          |



# February

| Sunday | Monday          | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------|---------|-----------|----------|--------|----------|
|        |                 | 1       | 2         | 3        | 4      | 5        |
| 6      | 7               | 8       | 9         | 10       | 11     | 12       |
| 13     | 14              | 15      | 16        | 17       | 18     | 19       |
| 20     | 21<br>No school | 22      | 23        | 24       | 25     | 26       |
| 27     | 28              |         |           |          |        |          |



# April

| Sunday | Monday          | Tuesday | Wednesday | Thursday | Friday          | Saturday |
|--------|-----------------|---------|-----------|----------|-----------------|----------|
|        |                 |         |           |          | 1               | 2        |
| 3      | 4               | 5       | 6         | 7        | 8               | 9        |
| 10     | 11              | 12      | 13        | 14       | 15<br>No School | 16       |
| 17     | 18<br>No School | 19      | 20        | 21       | 22              | 23       |
| 24     | 25              | 26      | 27        | 28       | 29              | 30       |

May

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 1      | 2      | 3       | 4         | 5        | 6      | 7        |
| 8      | 9      | 10      | 11        | 12       | 13     | 14       |
| 15     | 16     | 17      | 18        | 19       | 20     | 21       |
| 22     | 23     | 24      | 25        | 26       | 27     | 28       |
| 29     | 30     | 31      |           |          |        |          |



Chapter Bylaws  
of the  
Riverhawk Chapter  
of the  
National Honor Society  
Adopted: May 25, 2020

**ARTICLE I: NAME**

The name of this chapter shall be the Riverhawk Chapter of the National Honor Society of Easton Valley.

**ARTICLE II: PURPOSE**

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Easton Valley.

**ARTICLE III: POWERS**

**Section 1.** This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See [www.nhs.us/constitutions](http://www.nhs.us/constitutions). In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

**Section 2.** This chapter will remain an active member of the state association, Riverhawk Chapter, by paying annual dues and participating in state functions when possible.

**Section 3.** The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

**Section 4.** Final authority on all activities and decisions of the chapter resides with the school principal.



**Section 5. Nondiscrimination.** The Easton Valley Community School District provides equal opportunity in programs provided to all students regardless of race, color, national origin, gender (sex), sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

#### **ARTICLE IV: MEMBERSHIP**

**Section 1.** Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

**Section 2.** Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

**Section 3. Eligibility:**

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Easton Valley.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.5 (on a 4.0 scale.)
- d. All students who are eligible scholastically must complete and submit the Petition to Join materials for further consideration by the deadline given to them in the eligibility email/letter.
- e. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character as detailed in their Invitation and Petition to Join materials.

**Section 4.** Members of the Faculty Council shall support the school leader in creating and sustaining a school environment in which each student is known, accepted and valued, trusted and respected, cared for and encouraged to be an active and responsible member of the school community.



**Section 5.** Members who are seniors in good standing are eligible to apply and compete in the National Honor Society Scholarship program.

**Section 6.** Members who are seniors in good standing are eligible to apply for the Riverhawk Chapter's scholarship opportunity.

**Section 7.** An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter.

**Section 8.** Members who resign or are dismissed are never again eligible for membership or its benefits.

## **ARTICLE V: SELECTION OF MEMBERS**

**Section 1.** The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

**Section 2.** The selection of active members shall be held once a year during the second semester of the school year.

**Section 3.** Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically shall be notified in a meeting and written letter and must complete the Petition to Join materials explained in the Invitation to Join letter by the deadline given to them in the letter.
- c. Each candidate should seek an evaluation of their character and leadership from four different individuals, including a teacher, a coach/activity sponsor, a community member, and a fourth person of their choice. This evaluation is to be done in the company of the student being evaluated so that both a written evaluation and conversational evaluation takes place. The evaluator cannot be a relative of the student being evaluated.
- d. The faculty council shall review each candidate's Petition to Join materials, disciplinary record, and other relevant information to determine who fully meets the selection criteria for membership.



**Section 4.** Candidates become members when inducted at a special ceremony to be held during the school day in which students, teachers, and members of the public are invited to attend.

**Section 5.** An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

**Section 6.** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

#### **ARTICLE VI: OBLIGATIONS OF MEMBERS**

**Section 1.** Annual dues for this chapter shall be \$5. Dues will be payable to the chapter within 30 days of the start of the school year or within 30 days of induction.

**Section 2.** Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

**Section 3.** Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

**Section 4.** Chapter members who are seniors in good standing shall be granted the **privilege** of wearing the satin stole adorned with the NHS emblem at graduation.

#### **ARTICLE VII: OFFICERS**

**Section 1.** The officers of the chapter shall be president, vice president, secretary, and reporter.

**Section 2.** Student officers shall be elected during the school year, no later than mid-September. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.



**Section 3.** Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote may be taken of the two candidates receiving the highest number of votes. Two people may also serve as co-officers of a position if both agree to the decision.

**Section 4.** New officers shall be installed at a special ceremony held during a luncheon.

**Section 5.** It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

**Section 6.** The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

**Section 7.** The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

**Section 8.** The reporter shall keep record of the chapter's events and be responsible for sharing chapter information with the district and community through the local newspaper, social media, and chapter website.

**Section 9.** Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

## **ARTICLE VIII: EXECUTIVE COUNCIL**

**Section 1.** The executive committee shall have general supervision of the affairs of the chapter between its business meetings and make recommendations to the chapter. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership.

**Section 2.** The executive committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.





## **ARTICLE IX: MEETINGS**

**Section 1.** Regular meetings of this chapter shall be monthly. Special meetings can be called by the president with approval of the adviser.

**Section 2.** Members are expected to attend all chapter meetings unless they have notified a member of the executive council in advance of their absence.

**Section 3.** Any member missing a second or subsequent meeting for an unexcused reason must meet with the executive council.

**Section 4.** Any member with multiple absences will be promptly warned by the chapter adviser and given a reasonable amount of time to correct this deficiency.

## **ARTICLE X: ACTIVITIES**

**Section 1.** The chapter shall determine a first semester and second semester service project each year.

**Section 2.** All members shall regularly participate in these projects.

**Section 3.** These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

**Section 4.** Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

a. Each member should provide the executive council with a service project proposal within one month of the school year starting OR within one month of induction.

b. At the culmination of the individual service project, each member will present to an audience (which may include administration, student body, school board, and/or community members) about the impact of this project.





**Section 5.** The chapter shall publicize and promote its projects in a positive manner.

#### **ARTICLE XI: CHAPTER SCHOLARSHIP**

**Section 1.** Each year, the Riverhawk Chapter of the National Honor Society will award one or more scholarships.

**Section 2.** Each member of this chapter will determine by majority vote the number of chapter scholarships to be awarded and the monetary value each scholarship will award.

**Section 3.** Each member will assist in raising the funds necessary to fulfill the number of scholarships and monetary amount determined.

**Section 4.** Any senior member in good standing will be eligible to apply for the chapter scholarship(s). To be eligible for the scholarship, a senior member must

- a. Present their individual service project to the members of the Riverhawk Chapter of the National Honor Society in May.
- b. Submit their Individual Service Project (ISP) to the national student project database and receive approval of the submission by the deadline stated.
- c. Submit the completed Individual Service Project (ISP) form (Parts 2 & 3 completed) to the chapter adviser by the deadline stated.

**Section 5.** If required, all members not applying for the chapter scholarship will cast a vote by secret ballot and a majority vote will be used to determine which member(s) will receive a scholarship.

#### **ARTICLE XII: DISCIPLINE and DISMISSAL of MEMBERS**

**Section 1.** Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Riverhawk chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

**Section 2.** If a member's cumulative grade point average falls below the standard in effect when he/she was selected (3.25), he /she will receive a written warning and be given until the next grading period to make improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be



subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

**Section 3.** Violations of the law will result in immediate consideration of the dismissal of a member (see Section 6 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community. Any student considered for dismissal will receive a written warning and serve a 4-week (28 day) probation period, in which they must be present at all meetings but cannot represent the Riverhawk Chapter of the National Honor Society in any way, including the display of the NHS emblem or stole. If another violation occurs while a member is on probation, they will immediately be brought to the faculty council for dismissal from the chapter.

**Section 4.** Offenders of the school good conduct policy (such as failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

**Section 5.** Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

**Section 6.** In all cases of pending dismissal:

- a. The member and guardians/parents will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The **member** has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The **member** has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Guardians/Parents may attend a dismissal hearing in support of their student member but will not have the opportunity to respond to the Faculty Council. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed by the **dismissed member** to the building principal and afterwards according to provisions of the school district discipline policies (for Easton Valley, this appeal would then be taken to the superintendent).



e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

**Section 7.** NASSP shall hear no appeals in dismissal cases. (Note: Refer to Article VIII, Section 7 regarding the permanent consequences for members when dismissed.)

**Section 8.** In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

### **ARTICLE XIII: RATIFICATION, APPROVAL, and REVIEW.**

**Section 1.** These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

**Section 2.** These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

### **ARTICLE XIV: AMENDMENTS**

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.



Approved on May 25, 2021: 2018: 1996

**Signatures**/Names of the Chapter President, Secretary, Adviser, and Principal.

Renee Hartung, Chapter President

Signature: Renee Hartung

Rissa Yaddof, Chapter Vice President

Signature: Rissa Yaddof

Dana Carlson, Chapter Secretary

Signature: Dana R Carlson

Aleah Johnson, Chapter Reporter

Signature: Aleah Johnson

Gabrielle Recker, Chapter Adviser

Signature: Gabrielle D Recker

Tony Johnson, Chapter Principal

Signature: Tony Johnson

IF YOU LOSE THIS PAPER, YOU LOSE YOUR POINTS  
**EVNHS RIVERHAWK CHAPTER POINTS FORM**  
 2021/2022 School Year

Name: \_\_\_\_\_

NHS members must earn a minimum number of points by the end of the year to keep their active status. Only active members meeting these requirements are allowed to wear the NHS stole at graduation as a member of the National Honor Society. Points may be earned in many ways.

**Mandatory** points must be earned in those specific categories; however, you may earn *suggested* points in any category as long as the final point calculation totals equal or exceed minimum requirements.

**Total Points for Year**

★ Returning Members: 40 points

★ New Members: 30 points

Point values for each activity are listed below:

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Membership Meetings                                 | 1 point per meeting (monthly meetings are mandatory)                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Individual Service Project                          | 3 points for submitting Part 1 of the ISP on time (1 point awarded when submitted late)<br>1 point for indicating progress on quarterly progress form<br>3 points for submitting Part 2 of the ISP on time (1 point awarded when submitted late)<br>2 points for submitting Part 3 of the ISP before the last day of school<br>Failure to complete an ISP will result in your "Member in Good Standing" status to be removed, loss of chapter scholarship eligibility, and possible dismissal from the chapter. |
| Chapter Service Project ( <i>one per semester</i> ) | 3 points for being a committee chairperson, <i>suggested</i><br>1 point per "shift" worked<br><i>This will be determined each semester by the chapter members.</i>                                                                                                                                                                                                                                                                                                                                              |
| Induction                                           | 5 points for attending the event (mandatory) <b>Please see the chapter adviser if you have another obligation. This must be approved prior to induction.</b><br>3 points for composing and delivering an inductee bio, <i>suggested</i><br>3 points for being a committee chairperson, <i>suggested</i><br>2 points for being an active committee member, <i>suggested</i>                                                                                                                                      |
| Activities & Events                                 | 1 point per "shift" worked<br>1 point per fundraiser benchmark met<br>3 points per fundraiser goal exceeded                                                                                                                                                                                                                                                                                                                                                                                                     |
| Service Hours Beyond Graduation Requirement         | 1 point per hour completed beyond graduation requirement. You cannot count hours that are completed as part of another organization's duties (i.e. 4H ditch cleanup; church youth group's fundraiser meal). Also, hours earned must be noted on the chapter document "Volunteer Work Completed BEYOND Graduation Requirement" and submitted within two weeks of the service being completed. No more than 30% of the points earned for your active member status may come from this category.                   |

**IF YOU LOSE THIS PAPER, YOU LOSE YOUR POINTS**

**Membership Meetings:** 11 points **mandatory**; use the empty shaded boxes to note additionally scheduled meetings

|                                    |          |           |
|------------------------------------|----------|-----------|
| KickOff Meeting                    | August   | September |
|                                    |          |           |
| October                            | November | December  |
|                                    |          |           |
| January                            | February | March     |
|                                    |          |           |
| April                              | May      |           |
|                                    |          |           |
|                                    |          |           |
|                                    |          |           |
| Total Points: /11 points mandatory |          |           |

**Individual Service Project**

Failure to complete an ISP will result in your "Member in Good Standing" status to be removed, loss of chapter scholarship eligibility, and possible dismissal from the chapter.

|                      |                      |                      |                              |               |
|----------------------|----------------------|----------------------|------------------------------|---------------|
| Part 1<br>submission | Part 2<br>submission | Part 3<br>submission | Quarterly<br>Progress Checks | Total Points  |
| /3                   | /3                   | /2                   | /4                           | /12 mandatory |

**Induction**

Attendance is mandatory. Please see the chapter adviser if you have another obligation. This must be approved prior to induction.

|            |                                   |                                               |                                          |              |
|------------|-----------------------------------|-----------------------------------------------|------------------------------------------|--------------|
| Attendance | Inductee Bio,<br><i>suggested</i> | Committee<br>Chairperson,<br><i>suggested</i> | Committee<br>Member,<br><i>suggested</i> | Total Points |
| /5         | /3                                | /3                                            | /2                                       | /5 mandatory |

## IF YOU LOSE THIS PAPER, YOU LOSE YOUR POINTS

### Activities & Events

Each member must regularly participate in chapter activities and assist in raising the funds necessary to fulfill our scholarship amounts. For the 2021/2022 year, executive council members and the chapter adviser will determine the minimum mandated "points" for each activity and event and communicate this to chapter members.

|                                                                                                                                              |                                           |                                |                                |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------|--------------------------------|
| <b>**1 point per "shift" worked**</b><br><b>**1 point per fundraiser benchmark met**</b><br><b>**3 points per fundraiser goal exceeded**</b> |                                           |                                |                                |
| <b>Semester 1 Chapter Service Project</b>                                                                                                    | <b>Semester 2 Chapter Service Project</b> | <b>Fundraising Activities</b>  | <b>Other Points</b>            |
| ____ mandatory points                                                                                                                        | ____ mandatory points                     | ____ mandatory points          |                                |
| List your contributions below.                                                                                                               | List your contributions below.            | List your contributions below. | List your contributions below. |
|                                                                                                                                              |                                           |                                |                                |
| Total Points: _____                                                                                                                          |                                           |                                |                                |

### Service Hours Beyond Graduation Requirement

1 point per hour completed beyond graduation requirement. You cannot count hours that are completed as part of another organization's duties (i.e. 4H ditch cleanup; church youth group's fundraiser meal). Also, hours earned must be noted on the chapter document "Volunteer Work Completed BEYOND Graduation Requirement" and submitted within two weeks of the service being completed. No more than 30% of the points earned for your active member status may come from this category.

(Be sure to attach your "Volunteer Work Completed Beyond Graduation Requirements" document)    Total Points: \_\_\_\_\_





## Appendix 1 (Part 2)

**Directions:** Please complete all sections. Type (*preferred*) or complete all information neatly and submit by the published deadline. Do not be modest. Every bit of information will be used to assist with the fair consideration of your candidacy during the selection process. Only include information from your high school career. Please feel free to add additional rows to the tables in each category if necessary. If you are unable to attain a necessary signature please contact the chapter adviser prior to the submission deadline.

**Volunteer Work Completed BEYOND Graduation Requirement** (Please complete each box):

| Dates of Work  | Organization/Party Benefiting | Explanation of Volunteer Work Done | Contact Person's Name and Information |
|----------------|-------------------------------|------------------------------------|---------------------------------------|
| Freshman Year  |                               |                                    |                                       |
|                |                               |                                    |                                       |
|                |                               |                                    |                                       |
| Sophomore Year |                               |                                    |                                       |
|                |                               |                                    |                                       |
|                |                               |                                    |                                       |
| Junior Year    |                               |                                    |                                       |
|                |                               |                                    |                                       |
|                |                               |                                    |                                       |
| Senior Year    |                               |                                    |                                       |
|                |                               |                                    |                                       |
|                |                               |                                    |                                       |





## Easton Valley High School



The Easton Valley National Honor Society Riverhawk Chapter is composed of Easton Valley students who consistently demonstrate the pillars of academics, character, leadership, and service. Juniors and Seniors earning a 3.5/4.0 cumulative GPA are invited to join the chapter the second semester of the school year.

Students interested in being a member of the Easton Valley National Honor Society Riverhawk Chapter are asked to complete the following Petition to Join materials and submit these (electronically, preferred) to the chapter adviser by the published deadline. Details of each item are described below and/or within the four areas of evaluation outlined in this document:

- A cover letter written by the student, addressed to the chapter adviser and Faculty Council members, that describes how the student demonstrates the four pillars of NHS (academics, character, leadership, & service)
- A completed Student Activity Record which details their involvement in school and community activities during their high school career, including work experience. (See [Appendix 3](#))
- Collaboratively completed evaluations of the student's character and leadership from four different individuals, including a teacher, a coach/activity sponsor, a community member, and a fourth person of their choice. This evaluation is to be done in the company of the student being evaluated so that both a written evaluation and a conversational evaluation take place. The evaluator cannot be a relative of the student being evaluated. (See [Appendix 4](#) for an example evaluation) Official evaluation sheets are available from the adviser once the student has registered the names and contact information of their four evaluators, which must be done within one week of receiving the invitation to join. Registration sheet can be found in [Appendix 7](#).
- A completed record of the service learning they have completed for the graduation requirement, as outlined in the student handbook, as well as a record of service learning they have completed beyond these requirements. (See [Appendix 1](#))
- A list of leadership positions (elected or appointed) held during their high school years
- A completed Individual Service Project (ISP) proposal form. (See [Appendix 2](#))
- A completed Signature Form (See [Appendix 6](#))

NO LATE SUBMISSIONS WILL BE ACCEPTED.

The submitted Petition to Join materials will be reviewed by the Faculty Council, which consists of five faculty members appointed by the principal. Students and their parents/guardians will be notified by mail if they have OR have not been selected to be a member of the Easton Valley National Honor Society Riverhawk Chapter. If you are not selected, the reason will be stated in your notification letter. Information on the appeal process will also be provided in this email and can be found on the school website.

There are four areas that will be reviewed to evaluate a student's selection into the Riverhawk NHS Chapter. They include:

- Academics
- Character
- Leadership
- Service

### **Academics**

Students earning a cumulative GPA of 3.5 or higher at the end of the first semester of their junior and/or senior year are invited to petition to join the chapter during each Spring semester. The office will generate a list of these students and the chapter adviser will notify the students of their opportunity to join the Riverhawk NHS Chapter. Eligible students wanting to join the chapter are then asked to complete the Petition to Join materials by the published deadline in order to be considered for candidacy.

### **Character**

A student that shows admirable character is one who adheres to high standards of honesty, fairness, tolerance, integrity, reliability, and punctuality.

There are two parts to the EVNHS character review:

1. The disciplinary record of each student petitioning for membership will be reviewed. Any suspensions and/or Good Conduct Violations will be included in the materials for the Faculty Council to review; however, having either of these on your disciplinary record does not immediately dismiss you from consideration.
2. Each student petitioning for membership will need to seek out evaluations of their character and leadership from four different people: a teacher, a coach/activity sponsor, a community member, and a fourth person of their choice. These evaluations are to be done collaboratively between student and evaluator and must be submitted with the Petition to Join materials for the Faculty Council to review. *Please note, the evaluator cannot be a relative of the student being evaluated.*
  - a. The names of the four persons who have agreed to evaluate the student must be registered with the chapter adviser no later than one week after the invitation to join was presented. Once registered, the chapter adviser will provide four official copies of the evaluation form to be completed and returned with the student's Petition to Join materials.

The scoring rubric that will be used by the administratively appointed 5-person Faculty Council to evaluate candidates can be found on the school website in the NHS Folder under "Documents." Candidates are strongly encouraged to use this rubric to self-evaluate their Petition to Join materials.

## Leadership

"Leadership is the challenge to be something more than average." -Jim Rohn

There are three parts to the EVNHS leadership review:

1. Each student petitioning for membership is asked to list all elected or appointed leadership positions and responsibilities. (See Appendix 5)
2. Each student petitioning for membership is asked to complete a student activity record that details their involvement in their school, including work experience. (See Appendix 1)
3. Each student petitioning for membership will need to seek out evaluations of their leadership and character from four different people: a teacher, a coach/activity sponsor, a community member, and a fourth person of their choice. These evaluations are to be done collaboratively between student and evaluator and must be submitted with the Petition to Join materials for the Faculty Council to review. *Please note, the evaluator cannot be a relative of the student being evaluated.*
  - a. The names of the four persons who have agreed to evaluate the student must be registered with the chapter adviser no later than one week after the invitation to join was presented. Once registered, the chapter adviser will provide four official copies of the evaluation form to be completed and returned with the student's Petition to Join materials.

## Service

EVNHS seeks out individuals who have a dedication to serving others and their community. EVNHS particularly seeks out individuals who go above and beyond to meet the needs of their community. There are many ways that you can do this in our Easton Valley community.

There are two parts to the EVNHS service review:

1. In the Petition to Join Materials, students are asked to list the service learning they have completed for the graduation requirement, as outlined in the student handbook, as well as service learning they have completed beyond these requirements. Please see Appendix 1 for the document to detail your service learning.
2. Members of the Riverhawk Chapter are also required to propose and complete an individual service project (ISP) each year of their membership. This service project should fulfill a need within the school or community that is separate from the service learning graduation requirement and reflect his or her particular talents and interests. These projects must have the support of the administration, be appropriate and educationally defensible, and be well planned, organized, and executed. As part of your Petition to Join materials, please fill out the "Petition to Join ISP Proposal" found in Appendix 2.



Part One

NHS Member Submitting this Proposal: \_\_\_\_\_

Date of Proposal Submission: \_\_\_\_\_

Submission Status: Approved/Not Approved

Executive Council Member Initials: \_\_\_\_\_

Type of Project: Fundraiser/Awareness/Benefit/Other: \_\_\_\_\_

Name of Receiving Person(s)/Organization: \_\_\_\_\_

Contact Person for whom this will Benefit: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Partnering/Collaborating Organizations/Businesses (if there are any):

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

In the space provided, describe your project/event (*Be descriptive and detailed!*):

What is the goal of this project/event?

Identify the timeline of events for your project (Be specific!):

What materials will be needed and how do you propose getting them?

Project Budget: \_\_\_\_\_

Additional # of Student Workers Needed?: \_\_\_\_\_ Chaperones? \_\_\_\_\_

Do you want the Chapter Reporter to provide publicity for your event? \_\_\_\_\_

If so, where do you want your event publicized? Starting when? Until when?

What avenues of publicity do you want it shared on?

**Part 1:** To be completed & submitted to the Executive Council (EC) for approval.

**Parts 2 & 3:** To be completed after the event is held; must be submitted in order to be a member in good standing.

## Part Two

Every great project needs to be reflected on to evaluate what was intended and what actually happened. The only time a project truly fails is when we don't take the time to reflect on what happened and determine what we can do differently next time. In order to reflect, please answer the following questions. If you would like, feel free to also include any other information you feel is relevant.

**Participation** (fill out what applies to your project)

# of people who supported the event: \_\_\_\_\_

Was this higher or lower than you expected and why do you think this was?

Amount of money raised: \$\_\_\_\_\_

Was this higher or lower than you expected and why do you think this was?

# of items collected & estimated value of items: \_\_\_\_\_

Was this higher or lower than you expected and why do you think this was?

**Organization**

What equipment/supplies were all used for this event?

How much money was spent in contrast to what you budgeted for this event?

Did you charge for this event? \_\_\_\_\_ If so, how much per person? \_\_\_\_\_

An itemized/detailed expenses report, including receipts for purchases made, must be submitted with Part Two.

**Evaluation**

Do you consider this event a success? How do you know?

What problems, if any, emerged throughout the planning and/or event itself?

What would you do differently next time?

Did you achieve your goal for this event?

Should this event become a chapter fundraiser/service project? Why/Why not?

**Part 1:** To be completed & submitted to the Executive Council (EC) for approval.

**Parts 2 & 3:** To be completed after the event is held; must be submitted in order to be a member in good standing.



### Appreciation

Has everyone who was involved received a note of gratitude? \_\_\_\_\_  
Please include a list of people receiving thanks.

### Part Three

Each individual service project you complete must be submitted to the National Student Project Database once it is completed. To do this, go to [www.nhs.us](http://www.nhs.us) and click on the Service Planning tab under "STUDENTS."

Project Title: \_\_\_\_\_

Project Category: \_\_\_\_\_

Total Number of Volunteer Hours Spent on this Project: \_\_\_\_\_

**Part 1:** To be completed & submitted to the Executive Council (EC) for approval.

**Parts 2 & 3:** To be completed after the event is held; must be submitted in order to be a member in good standing.



To be a member of the Riverhawk Chapter of the National Honor Society is considered both an honor and a privilege. You have been selected because your teachers felt you best exemplified the pillars on which the National Honor Society represents itself: Scholarship, Leadership, Service, & Character. By joining our chapter, you are making a commitment to not only continue to promote yourself, but also those around you, especially those in your school and community. Please continue to uphold the values of Scholarship, Leadership, Service, and Character throughout your time here at Easton Valley and beyond.

Once you have had a chance to go over the Riverhawk NHS Chapter Handbook with your parents/guardians, please sign this sheet and ask your parents/guardians to sign, as well, and return this to Mrs. Recker no later than Friday, May 28, 2021.

Thank you!

Member Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

