

Instructions for completing this application:

- This application is for students who have received a letter inviting them to apply. If you believe you should have received an invitation to apply, but didn't, please see Mrs. Miller.
- To be considered, the applicant must meet all deadlines, complete all requirements, and follow all directions. If you have questions, ask Mrs. Miller for help.
- All gray boxes **must be typed**. It is easier to complete this form on a computer versus an iPad.
 - Download or Save the application first (do not try to fill it in from your browser). Open the document from your download or from the location where you saved it. You should then have the option to "fill & sign" on the right side of your computer screen. If the document doesn't open automatically in Adobe Acrobat Reader, right click and choose "open with" and then "Adobe Acrobat Reader."
 - If you have the newest version of Adobe Reader, follow these directions: after opening the PDF file in your browser, download/save it to your computer. Open the document from its saved location, use the third tool from the left "sign, add text or send a document for signature" to type directly on the form. Next, choose "Add Text" over on the right.
 - If neither of the above options work for you, open the application with your iPad and use Notability to type. Then email the form to yourself, open on a computer, fix the formatting (Notability tends to change the font, margins, etc. Put the pages back together like the original) and print.
- Neatness and professionalism are important components of this application.
- Please keep in mind that not all recommendations come back favorable. Be sure to ask people who you know will give you a good recommendation to aid you in this process.
- The leadership and service verification forms **SHOULD NOT** come from the student to Mrs. Miller. In order to guarantee a fair and honest assessment of the student, the forms must come directly from the sponsor to Mrs. Miller. If you need to have an exception to this requirement, see Mrs. Miller for permission first.
- Mrs. Miller will **not** accept verification forms directly from students.
- If you have any questions about the application process, please ask Mrs. Miller.

(Do **not** turn this instruction page in with your application)

Application for National Honor Society

Membership in Honor Society is an honor and privilege bestowed upon deserving students by the faculty of Northwestern High School and shall be based on the criteria of Scholarship, Service, Leadership, and Character. Membership is a privilege and not a right.

Applicant's Name and Year of Graduation

It is the applicant's responsibility to staple the following forms to this cover sheet and turn in by the deadline:

- Service & Leadership Claim Form
- If you have any referrals in your discipline file at the high school, you will need to write and attach a letter explaining your discipline referrals (If you are unsure if you have any violations in your discipline file, see Mrs. Moore).

Mrs. Miller will attach the following to the student's application:

- Faculty's opinion on character
- Leadership Verification Form(s)
(which she should receive directly from the sponsors)
- Service Verification Form(s)
(which she should receive directly from the sponsors)

The deadline for the application is 3:00 P.M., Mon., February 24, 2020. The completed student portion of the application should be hand-delivered to Mrs. A. Miller in room S-28. (If for any reason school is not in session on the 24th, applications will be accepted on the first day back.)

Parents, please sign that you have reviewed this application, are satisfied with the way that your son/daughter has completed it, and understand that there is no right to membership.

Parent's signature: _____ Date _____

Service & Leadership Claim Form

This form is to be completed by the student and attached to the cover page.

Fill out this page for **all** activities you are claiming as service and as leadership. (Mrs. Miller will use this as a checklist to make sure she has received all verification forms from your sponsors.)

Applicant's Name: _____

Grade: _____

Check 1 of the following: I have participated in at least 4 different volunteer activities: _____

OR

I have dedicated at least 15 hours to one volunteer activity: _____

1. Name of Service Organization: _____
2. Name of Service Organization: _____
3. Name of Service Organization: _____
4. Name of Service Organization: _____
5. Name of Service Organization: _____
6. Name of Service Organization: _____
7. Name of Service Organization: _____
8. Name of Service Organization: _____
9. Name of Service Organization: _____

Check 1 of the following: I currently hold a leadership position: _____

OR

I have held at least 3 leadership positions since freshman year: _____

10. Name of Organization where you serve(d) as a leader: _____
11. Name of Organization where you served as a leader: _____
12. Name of Organization where you served as a leader: _____

Instructions for completing the Service Verification Form
Do Not turn this instruction page in with the final application

What is service? Service is considered volunteerism by the applicant which is done on behalf of others (not including family) without any direct or indirect benefit to the applicant. Your service activities must meet the criteria below:

- Individual or group service projects completed either in or out of school.
- **The volunteer experience must be connected to and verified by a reputable, nonprofit institution** (church, non-profit organization, school, etc.) The signature must not be of an immediate family member (see Mrs. Miller for exceptions).
- Each applicant must have participated in at least **four different volunteer activities while in high school OR accumulated a minimum of 15 volunteer hours in one service activity**. Be sure to explain the activity well! If the activity is questionable as to whether it is an actual “community service,” the Faculty Council will look to your explanation, so make sure to explain how the activity is a noteworthy service to the community (you may attach an additional page if necessary). It is better to over-explain than not give enough information.
- The hours that you list for your service must be the actual hours that you spent working on a service project. Do not count hours that you spent attending meetings, etc.
- **Note: Being a student assistant for a teacher and fundraising activities for a club/team do not qualify as volunteer activities.** Fundraising for a club or team that you belong to does not count as service because the applicant indirectly benefits. Exception: If the fundraising supports a non-profit institution such as the Humane Society, Open Arms, Rescue Mission, etc., you may count it as a service.
 - Working concession stands for Northwestern Boosters:
 - If the applicant is required by his/her team to work a concession stand, then the service does not count.
 - If the applicant volunteers his/her time when a volunteer is needed and not because his/her sport is required to work that shift and if his sport does NOT receive funds for his volunteerism and if he/she is not benefited in any way, then yes, working the concession stand will count as service.
 - Working sport camps:
 - If the applicant is required by his/her coach to work a sports camp, then the service does not count.
 - If the students attending the camp have to pay a fee and that fee goes to the coach as a supplement to his/her salary, the service does not count.
 - If the applicant volunteers his/her time without pay and if his/her team or coach does not receive profit from the camp, then the student’s volunteerism counts as service.
- It is always better to be over-qualified.
- If the service is connected with Northwestern High School, fill out the top part of the **Service Verification Form** and ask the adult sponsor who is in charge to return it to Mrs. Miller. He/she should not give the form back to you. You’re finished; ignore the next step.
- If the service occurred outside of Northwestern High School, fill out the top part of the **Service Verification Form** and ask an adult who is connected with the nonprofit institution to verify your service by completing the bottom portion. The applicant should provide the sponsor with a stamped, addressed envelope, and the sponsor should complete the form and mail it directly to Mrs. A. Miller, Northwestern High School, 3431 N. Co. Rd. 400 W., Kokomo, IN 46901.

SERVICE Verification Form

Applicant: You should not be present while the adult sponsor completes his/her part of the form. Provide the sponsor with an addressed, stamped envelope.

Name of Student Volunteer: _____ Name of Organization: _____

Which year in high school did you perform this act of service? (fresh, soph, junior, senior): _____

Write a brief paragraph explaining 1) the number of hours you spent volunteering and 2) exactly what you did (you may attach an additional page if necessary):

of hours spent volunteering: _____

Attention Sponsors: On behalf of National Honor Society, we thank you for your time in completing this form. Please do not return this form to the student. He/she should provide you with a stamped envelope in which to mail it. **Please return the form to Mrs. Amy Miller by Mon., Feb. 24, 2020.** It is important to Honor Society that the teen actually did the service project that he/she claims to have done and spent the hours that he/she claims to have spent. If you have any questions or if you have any reservations about signing this form and would like to discuss the applicant's volunteerism in your organization, please call the National Honor Society advisor Amy Miller at 765-457-8101 ex. 2328 or email her at amy.j.miller@nwsc.k12.in.us

Printed Name: _____ Signature: _____

Contact phone number: _____ Title: _____

- Do you agree with the student's description of his/her service as written above? _____
- Other than the satisfaction of helping others, did the student benefit directly or indirectly from this service? (for example, did his/her team receive a donation, or did the student receive a grade, extra credit, etc.)? If so, please explain the benefit: _____
- Was the service a requirement for a class, club, or team? _____
- Do you agree with the number of hours the student claims to have volunteered? _____
- Were you satisfied with the teen's performance? _____
- Would you recommend this student for admission into National Honor Society? _____

Sponsor's Comments (use back of page if necessary): _____

Instructions for completing the Leadership Verification Form
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- Each applicant **must currently hold** at least **one** major leadership position at Northwestern High School or in an outside group such as church youth group, 4H, Boy or Girl Scouts, etc.
- If the applicant does not currently hold a leadership position, he/she may still meet this criterion if he/she can list three leadership roles held previously at school or in the community since the ninth grade. If this is the case, have three copies of the **Leadership** Verification Form completed.
- Examples of leadership include but are not limited to
 - class officer,
 - club officer,
 - society officer,
 - editor of yearbook,
 - varsity athlete or cheerleader,
 - band drum major,
 - band captains,
 - band/choir section leader, and
 - member of vocal jazz, or Group 1 Choir Contest
- If you feel you hold a leadership position that is not listed above, add an additional page to your application which explains your leadership role to the Selection Committee. The burden of proving your leadership abilities is on you, the applicant.
- Only ask sponsors to verify your leadership if you are sure they will give you a good recommendation. If a sponsor does not give you a good recommendation, your chances of being accepted will be greatly lessened.
- Please do not confuse mentoring with leadership; the Faculty Council does not consider them to be the same thing. The Council sees mentoring as more of a “service” than an example of “leadership.”
- The **Leadership** Verification form may be used for leadership positions both within and outside of Northwestern High School.
- If the leadership is connected with Northwestern High School, fill out the top part of the **Leadership Verification Form** and ask the adult sponsor who is in charge to return it to Mrs. Miller. He/she should not give the form back to you.
- For an outside organization, a completed form should be given to the adult responsible along with a stamped, addressed envelope. The responsible adult for the activity must sign this form and mail it back to Mrs. Amy Miller, Northwestern High School, 3431 N. Co. Rd. 400 W., Kokomo, IN 46901. It is the applicant’s responsibility to supply the adult sponsor with an addressed, stamped envelope.

Leadership Verification Form

Applicant: Complete the top portion of the form before you leave it with the adult sponsor. The adult sponsor should return it to Mrs. Amy Miller. You should not be present while the adult sponsor completes his/her part of the form.

Name of Applicant: _____

Name of Organization: _____

Which year in high school were you a leader in this organization (fresh, soph, junior, senior): _____

Write a brief paragraph explaining the leadership role you held in this organization and how you demonstrated leadership skills:

Attention Sponsors: On behalf of National Honor Society, we thank you for your time in completing this form. Please do not return this form to the student. He/she should provide you with a stamped envelope in which to mail it. Please return the form to Mrs. Amy Miller by Mon., Feb. 24, 2020. It is important that only worthy leaders be accepted into the National Honor Society. If you have any questions or if you have any reservations about signing this form and would like to discuss the applicant's leadership role in your organization, please call the National Honor Society advisor Amy Miller at 765-457-8101 ex. 2328 or email her at amy.j.miller@nwsc.k12.in.us .

Adult sponsor for the organization who can verify applicant's leadership role in the organization:

Printed Name: _____ Signature: _____

Title: _____ Contact phone number: _____

Do you agree with the student's description of his/her leadership as written above? _____

Sponsor's Comments (use back of page if necessary): _____

Would you recommend this student for admission into National Honor Society? _____