

## National Honor Society Induction Guidelines for the Milford Central School Chapter

1. Guidance Department delivers to NHS Advisor the class rankings for Juniors and Seniors. Students who have a cumulative GPA of 90.0\* or better have achieved the **scholarship** requirement for candidacy to NHS.
2. Advisor notifies students who have obtained the scholarship requirement and instructs them to write to the Faculty Council requesting they be considered for NHS based on their application which focuses on their **service**. (This application is necessary for two reasons: students need to indicate their intent to join NHS if elected; students need to write about their service since that criterion is not necessarily reflected on school records.)
3. Advisor requests comments from faculty members via an evaluation sheet outlining **leadership** and **character** criteria. Faculty are chosen based on students' courses. Those comments are returned to Advisor before the Faculty Council meets.
4. The Faculty Council meets with the Advisor to review the candidacy of each eligible candidate. Discussion includes review of report card, student application, faculty evaluations, and personal knowledge of candidates. Up or down votes are taken for each candidate. Majority determines election or deferment. The Advisor meets with students who have not been elected and explains exactly what each needs to do to meet the necessary criteria at the next selection.
5. Advisor submits list of candidates to Principal's secretary who writes letters to parents of candidates congratulating them and inviting them to the Induction Ceremony and luncheon or tea to follow. Advisor and Principal sign the letter.
6. Advisor works with members of the NHS to prepare the induction ceremony.
7. Advisor works with custodial staff and cafeteria staff to arrange sites and refreshments.

### OTHER RESPONSIBILITIES OF NHS ADVISOR:

8. Members are responsible for service activities.
9. Members are responsible for setting high standards in all they do in school and community.
10. Advisor meets with 8<sup>th</sup> grade parents at the end of the school year to explain how students become candidates for National Honor Society. Students and parents receive copies of the Leadership and Character Evaluation.

### PRINCIPAL'S ROLE:

1. Appoint Faculty Council.
2. Appoint the NHS Chapter Advisor (who may serve consecutive terms).
3. Principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

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\* 90% is not currently a weighted average. Averages will be weighted beginning with the Class of 2010.

*Submitted: 1/12/07  
Bullock*