

Excalibur Chapter of National Honor Society

Coppell High School

February 2018

Welcome to the Application Process for membership in the National Honor Society at Coppell High School. The Excalibur Chapter welcomes students having a **4.8 GPA (without rounding) or higher** after the Fall Semester of their sophomore year at CHS. (**Weighted GPA is not used**) The National Honor Society is a service-driven organization desiring to serve our school and our community. Membership is an honor and a responsibility.

The annual selection period for **sophomores** is in the spring semester of the school year and selection is based on grades reported in the **Naviance** system. To be considered for membership, you must complete and submit the application packet by the deadline of March 5 at 4 pm. Please follow the guidelines below carefully. Be sure to complete all portions of the application. Your application packet should provide clear evidence of your scholarship, leadership, service, and character and how you would uphold the tenets of the National Honor Society.

Part I: Cover Letter/Essay

Include a cover letter or an essay that discusses why you would be a student befitting the National Honor Society. Consider that NHS members represent CHS and its community in a highly visible way. An NHS member also exemplifies the standard of academic excellence, displays strong initiative, demonstrates trustworthiness, works productively and positively, and consistently displays honesty.

Part II: Resume

In your resume, please include the following sections and items.

A. Administrative Information

1. Name, e-mail address

B. Co-Curricular Activities

1. List all activities in which you have participated in high school (clubs, teams, etc).
2. Denote the grade level year(s) of your participation (9-10-11-12).
3. Highlight major accomplishments achieved in any of the activities.

C. Community Activities

1. List community activities in which you have participated and denote any major accomplishments. These should be any activities outside of school that have made a contribution to your community (church groups, clubs, Boy or Girl Scouts, volunteer groups, etc).
2. Denote the grade level years of your participation (9-10-11-12).

D. Leadership Positions and Roles

1. List all elected or appointed positions held in school, community, or world activities.
2. Denote the grade level year(s) of your leadership position (9-10-11-12).
3. If you have not served in a specific leadership capacity then explain how you have proven yourself as a role model or a leader by example.

E. Work Experience

1. List any volunteer or paid job experiences.
2. List any honors, awards, or recognition you have received during employment.
3. Denote the grade level years of the items mentioned (9-10-11-12).

February 2018

Part III: Recommendations (2 CHS Teacher Forms & 1 Outside Letter)

You will need a total of **three** adult recommendations (These cannot be from a parent or any family member). Two current teachers **at Coppell High School** must complete the teacher recommendation form attached to this application.

Print the attached teacher recommendation forms and ask two teachers to complete the form.

(Do not ask more than two teachers to complete these forms). **THESE SHOULD BE DIRECTLY RETURNED TO MR. CASEY (B214) BY THE CHS TEACHER** before the March 5 deadline. Thus, they will not be turned in with the student's completed application packet.

The third recommendation letter must come from someone outside of CHS. Teachers from previous schools will be considered as outside recommendations only. Employers, religious leaders, and community leaders are potential sources of recommendations. The outside recommendation letter should speak of the qualities mentioned in Part II and should be in letter format. It is wholly the responsibility of the candidate to make sure that the person writing the outside recommendation understands the qualities expected in NHS students.

The application packet must be submitted in a sealed plain, manila envelope. **Your name, student ID number and your second period and fifth period teachers' name and classroom numbers must be on the outside front of the manila envelope.**

(We will use your second period or fifth period classes to contact you.)

Your Name
Your Student ID#
Your 2nd period Teacher & Room Number
Your 5th period Teacher & Room Number

Your application packet is due by **4:00 pm** on **Monday, March 5** to Kevin Casey in room B214. If your application packet is not turned in by this deadline, you will not be considered for NHS membership. No late applications will be accepted.

New members will be notified on Monday March 26 or Tuesday March 27 during second or fifth period class. There will be a meeting for new members in the Lecture Hall on either Monday April 2 or Tuesday April 3 at 4 pm. Please mark your calendar, as attendance is mandatory at this initial meeting for induction and membership.

The New Member Induction Ceremony will be on Thursday November 9 in the CHS Auditorium at 6:30 pm. Please mark your calendar, as attendance is mandatory for membership into the National Honor Society.

Again, thank you for your interest in the National Honor Society.

Sincerely,

Kevin Casey
NHS Sponsor

All completed NHS application packets are due
Room B214 Monday March 5 at 4:00 pm

Completed packets must include:

1. Cover Letter or Essay
2. Resume
3. One outside Letter of Recommendation from someone not associated with Coppell High School
4. Teacher Recommendation list
 - This is a separate page with the names and signatures of the two CHS teachers who will be submitting your recommendation letters.

Separately two CHS teacher recommendation forms to be completed and sent directly to NHS Sponsor Kevin Casey (B214) by the CHS teachers.

Remember:

Any application showing a GPA below 4.8 (without rounding) will not be considered for membership. Weighted GPA is not used.

Teacher Recommendation Letter Agreement

Student Name

Teacher #1

Name: _____

Signature _____

Teacher #2

Name: _____

Signature: _____

CHS Teacher Recommendation Form #1

Please return to Mr. Casey (B214) - Final deadline is Monday March 5 at 4 pm

Student Last Name: _____ **Student First Name:** _____ **ID:** _____

Reporting Teacher: _____ **Class Taught:** _____

Overall Comments: These are most important as they provide valuable insight. We don't necessarily need a full-scale recommendation here or even complete sentences.....just a feel for the student. Please include specific examples.

	Average or Below	Above Average	Excellent: Top 15%	Outstanding: Top 5%	One of the Top Few in my Career	No Basis for Judgment
Academic Motivation						
Academic Ethics						
Academic Self Discipline						
Academic Growth Potential						
Leadership						
Personality						
Sense of Humor						
Self-Confidence						
Concern for Others						
Emotional Maturity						
Overall Assessment						

Teacher Signature: _____

Date: _____

CHS Teacher Recommendation Form #2

Please return to Mr. Casey (B214) - Final deadline is Monday March 5 at 4 pm

Student Last Name: _____ **Student First Name:** _____ **ID:** _____

Reporting Teacher: _____ **Class Taught:** _____

Overall Comments: These are most important as they provide valuable insight. We don't necessarily need a full-scale recommendation here or even complete sentences.....just a feel for the student. Please include specific examples.

	Average or Below	Above Average	Excellent: Top 15%	Outstanding: Top 5%	One of the Top Few in my Career	No Basis for Judgment
Academic Motivation						
Academic Ethics						
Academic Self Discipline						
Academic Growth Potential						
Leadership						
Personality						
Sense of Humor						
Self-Confidence						
Concern for Others						
Emotional Maturity						
Overall Assessment						

Teacher Signature: _____

Date: _____