

Constitution of the Leicester High School Horace Mann National Honor Society Chapter

Local Chapter ByLaws

1/6/2015

Approved by the 2014-2015 Faculty Council: Cavanaugh, Cleveland, Gahagan, Reynolds & Southwick; and Principal Hippert

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CHAPTER BYLAWS of the Leicester High School
Horace Mann Chapter of the National Honor Society

Adopted: January 6, 2015



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CHAPTER BYLAWS of the Leicester High School
Horace Mann Chapter of the National Honor Society

Adopted: January 6, 2015

PREAMBLE: NAME AND PURPOSE

- Section 1.** The name of this chapter shall be the Horace Mann Chapter of the National Honor Society of Leicester High School, located at 174 Paxton Street, Leicester, Massachusetts 01524.
- Section 2.** 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 Leicester High School.

Leicester High School Core Values and Beliefs

The Leicester High School Community values personal growth and lifelong learning in a safe, healthy, positive, and diverse environment

We prepare students for the future by:

- Challenging all students with a rigorous curriculum.
- Teaching higher-order thinking skills.
- Requiring self-assessment and reflection.
- Employing meaningful assessments.
- Providing varied learning opportunities
- Promoting good character.

9/17/2014

21st Century Learning Expectations

Leicester High School Students will:

- Communicate effectively
 - Problem- solve effectively
 - Create meaningful products
 - Use technology effectively
 - Collaborate effectively
- Exercise responsible citizenship

ARTICLE I: 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. 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, Massachusetts Secondary Schools Administrators' Association (MSSAA) NHS Committee, by paying annual dues and participating in state functions when possible.
- Section 3.** The chapter Advisor 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 and the Faculty Council, consisting of 5 members of the school faculty appointed annually by the school Principal.
- Section 5.** Non-discrimination. 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, sex (gender), sexual orientation, disability or homelessness. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE II: 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.
[See Appendix A]
- Section 2.** Membership in this chapter shall be known as active, honorary, and graduate. Active members become graduate members at graduation. Graduate and honorary members have no voice or vote in chapter affairs.
- Section 3.** Eligibility:
- Candidates eligible for selection to this chapter must be members of the junior or senior class.
 - To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Leicester High School.
 - Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 89.5 on a 100 scale.
 - Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.
- Section 4.** Candidates become members when inducted at a special ceremony.
- 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 to be given to their new chapter.
- Members who transfer out to Mass. Academy and then return for graduation will not be granted stoles and tassels due to the transfer out of the school and therefore the Horace Mann Chapter of Leicester High School.
- Section 6.** An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter with an official letter indicating the status of his/her membership in his/her previous chapter. However, 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 III: SELECTION OF MEMBERS **[See Appendix B]**

- Section 1.** Students will receive an invitation to seek membership during the first semester. A copy of the membership process and Student Activity Information Sheet will be included with the invitation. The NHS constitution and bylaws will be available on the school website. Candidates must complete the Student Activity Information Sheet and return it to the NHS Advisor by the date specified on the invitation.
- Section 2.** Prior to the final selection, the following shall occur:
- Students' academic records shall be reviewed to determine scholastic eligibility.
 - Candidates seeking membership must complete a Student Activity Information Sheet and return it to the NHS Advisor by the date specified on notification (typically 1 full weekend ~week)
 - Faculty and staff are invited to voice their opinion via email/written document regarding the candidates' character and leadership.

- d. These materials will be reviewed by the NHS Faculty Council. The Faculty Council, alone, will be responsible for the selection of new members. The Faculty Council may review the candidate's form, attendance record, discipline record, and academic record, as well as weigh the input from fellow faculty.
- e. Candidates are selected to become a member by a majority vote of the Faculty Council.
- f. Prior to notification of any candidates, the chapter Advisor shall review with the Principal the results of the Faculty Council's deliberations.

Section 3. Students will be notified with a letter indicating acceptance or non-acceptance into NHS.

- a. If a student wishes to appeal the decision of the Faculty Council, a student must contact the Advisor in writing promoting their eligibility and requesting the Faculty Council for reconsideration.
- b. This letter shall be submitted within one week of notification.
- c. The Faculty Council shall reconvene to reconsider appeals.
- d. A majority vote by the Faculty Council will decide the student's acceptance or non-acceptance.
- e. The final decisions are presented to the Principal.
- f. Notification letters will again be sent home.
- g. If a student wishes to appeal an appeal, he/she will go directly to the Principal.

Section 4. Candidates become members when inducted at a special ceremony usually held in October.

- a. If a student is unable to attend the Induction Ceremony, a special ceremony will be held to induct said member at the Advisor's discretion (e.g. during a full membership meeting, or an agreed-upon future date with family). Candidates are encouraged to make every effort to attend the scheduled ceremony.

Section 5. If a student shall no longer meet the criteria prior to the induction ceremony, they cannot be inducted.

ARTICLE IV: PRIVILEGES AND OBLIGATIONS OF MEMBERS

Section 1. Dues are paid by the school annually.

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 gold honor tassels and stoles at graduation.

Section 5. Chapter members are required to maintain the high ideals of the NHS: scholarship, leadership, service and character. **[See Appendix A]**

Section 6. Chapter members are required to attend and participate in the induction and investiture ceremonies.

- Section 7.** Chapter members are required to attend and participate in monthly chapter meetings.
- All members are allowed to miss up to 3 meetings.
 - Excused absences include administrative meetings, sports games, official absences, and are subject to change.
 - If a member misses a meeting, he/she shall meet with the Advisor for missing materials and information.
 - A senior who is planning to participate in internships, dual enrollment or any other engagement that will take him/her away from NHS obligations must notify the Advisor in advance – especially if this will conflict with meetings and activities.
- Section 8.** Chapter members are required to assist with and support all NHS activities whenever possible with a minimum of 3 activities per year.
- Section 9.** Each member shall have the responsibility for choosing and participating in an individual service project (ISP) that reflects his or her particular talents and interests. This is in addition to the chapter projects to which all members contribute.
- Each member must complete at least 10 hours of individual service per year
 - Each member must submit an ISP Proposal to the Advisor prior to starting the ISP for approval (preferably before the second semester) **[See Appendix C]**
- Each member must submit a project log and an ISP Official Record with a Supervisor's/Sponsor's signature within 2 weeks of completing the project. **[See Appendices D and E]**
- 1) The completion deadline for senior members is the last school day in April
 - 2) The completion deadline for junior members is the last school day in May
 - 3) In a situation where the summer is needed to complete an ISP, the student will need special approval by the Advisor, and the student will agree to frequently communicate with the Advisor and to establish an end date as it draws near. This form shall be mailed to, or dropped off at, the main office of Leicester High School, to the attention of the Advisor.

ARTICLE V: OFFICERS AND OBLIGATIONS

- Section 1.** The officers of the Leicester chapter shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Historian.
- Section 2.** It shall be the duty of the President to help members achieve chapter Honor Society goals by serving on the Executive Committee, by presiding at meetings, and by helping conduct the induction ceremony and election of officers for the following school year. The President is also the official representative of the chapter at school and community functions.
- Section 3.** The Vice President serves on the Executive Committee, presides at meetings when the President is absent, and assists the President as needed. The Vice President assists the Advisor in reviewing service hours and ISP reports and can also act as the chairperson for special chapter projects.
- Section 4.** The Recording Secretary serves on the Executive Committee and shall keep the minutes and attendance records for meetings and activities/projects. The Recording Secretary maintains a record of the chapter minutes and copies of minutes and reports submitted by committee chairs.

- Section 5.** The Corresponding Secretary serves on the Executive Committee, is responsible for all official correspondence and may assist the Recording Secretary when necessary.
- Section 6.** The Treasurer serves on the Executive Committee and handles the chapter's money, including payments for membership pins and cards, all money donated to the chapter, all money raised by chapter activities, and keeps track of receipts and payments. The treasurer reviews these records with the chapter Advisor through the year to make sure the accounts are in order.
- Section 7.** The Parliamentarian serves on the Executive Committee and shall work closely with the President during meetings to keep order and due process and uphold these Leicester chapter bylaws.
- Section 8.** The Historian serves on the Executive Committee and shall be responsible for recording all activities planned with records and visuals (photographs, videos, etc.) and keep past records of former (graduated) members.
- Section 9.** Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the Executive Committee.
- When an officer fails to perform and uphold his/her duties the Executive Committee with bring forth the issue for discussion.
 - The Executive Committee will vote by secret ballot to impeach the officer in question. A majority vote will decide the outcome.
 - If an officer is removed from office, a special election to replace the position will be held at a time designated by the Advisor.

ARTICLE VI: ELECTIONS

- Section 1.** Elections shall be held at the penultimate meeting before graduation.
- Section 2.** At least 51% of full membership must be present.
- If the quorum is not met, an emergency meeting will be called.
- Section 3.** The candidates for offices are selected during said meeting by nomination and chosen by a secret ballot vote.
- Section 4.** Only juniors shall be nominated.
- A member shall be nominated (not by him/herself). All nominations must be seconded.
 - The Parliamentarian (assisted by other officers) shall tally the votes for each office separately. Nominations for a consecutive office may not begin until the winner of the previous office has been announced.
 - The winner is decided by a majority vote by secret ballot.
 - The elected officers shall assume their positions at the next full membership meeting before graduation with an installation ceremony led by the outgoing President and officers.

ARTICLE VII. EXECUTIVE COMMITTEE

- Section 1.** The Executive Committee shall consist of the officers of the chapter and the chapter Advisor.
- Section 2.** The Executive Committee shall meet at least once a month in order to plan for chapter meetings.
- Section 3.** The Executive Committee shall have general supervision of the affairs of the chapter between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws. All actions and recommendations of the executive committee shall be subject to the review of the chapter membership. The Executive Committee shall have the responsibility for ensuring that chapter activities and procedures follow school policy and regulations.

ARTICLE VIII. MEETINGS

- Section 1.** Full membership meetings shall occur at least once a month to conduct the business of the chapter, including the evaluation of past projects and the planning of future projects.
- Section 2.** The President and/or Advisor shall call full membership meetings.
- Section 3.** All members must attend. (See ARTICLE IV, Section 7 for absences)
a. The meeting will be conducted according to Robert's Rules of Order. The President and/or Advisor shall make modifications to these rules to suit the chapter.
b. The agenda of meeting shall consist of a (1) a roll call or attendance sign-in, (2) call to order, (3) a Secretary's report, (4) a Treasurer's report, (5) discussion of new business, (5) reports from current committees and current project coordinators, (6) discussion of new business from the floor, and (7) discussion of old business. The President is at liberty to rearrange agenda items as long as there is no objection from the membership.
- Section 4.** Executive Committee meetings require the attendance of the President and/or Vice President and a minimum of 51% attendance of the remaining officers.
- Section 5.** As necessary, an emergency meeting may be called by the President and/or Executive Committee or the Advisor.

ARTICLE IX. ACTIVITIES AND PROJECTS

- Section 1.** One induction and one investiture of officers will be held annually.
- Section 2.** Activities are determined by the committees and chapter members. In addition, the chapter shall designate a year-long project, such as raising money or helping Special Olympics. The committees may also do quarterly projects. The standing committees will also organize activities, such as fundraising or special events.
- Section 3.** All members shall participate in at least 3 of chapter service activities.
- Section 4.** The activities 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;
- Be well planned, organized, and executed.

Section 5. Each member shall have the responsibility for choosing and participating in an individual service project (ISP) which reflects his or her particular talents and interests and as approved by the chapter advisor. This is in addition to the chapter projects to which all members contribute. **[See Appendices C,D,E]**

Section 6. The chapter shall publicize and promote its projects in a positive manner.

a. Some traditional service activities of the Leicester chapter (as of May 2014) include the following:

- Thanksgiving and Christmas help at the Leicester Food Pantry
- American Red Cross Blood Drive in March
- Why Me? Sherry's House Easter Baskets delivery for the holiday
- Tutoring

Section 7. Non-members may participate to promote school spirit in service at the discretion of the chapter President, Advisor and Principal.

ARTICLE X. DISCIPLINE AND DISMISSAL OF MEMBERS

Section 1. Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Horace Mann 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 (89.5), he /she will be given a written warning and a reasonable time period for 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 or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to OUI, 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.

Section 4. Offenders of the school conduct code will receive written warning notification from the Advisor. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. In all cases of pending dismissal:

a. The member will receive written notification from the Advisor/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. 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 Advisor.
- d. The Faculty Council's decision may be appealed to the building Principal.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 6. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: 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 XII: AMENDMENTS

These by-laws may be amended by a two-thirds 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 III and X (Selection and Discipline), which are developed by the Faculty Council with the approval of the Principal.

Approved on January 6, 2015: (Indicate date of last approved revisions)

Chapter President
Maddie Brennan

Maddie Brennan

Chapter Vice President
Mary Brown

Mary Brown

Chapter Recording Secretary
Shannon Hass

Shannon Hass

Chapter Corresponding Secretary
Kayla DiPilato

Kayla DiPilato

Chapter Treasurer:
Brittany Flynn

Brittany Flynn

Chapter Historian
Jessica Coyle

Jessica Coyle

Chapter Parliamentarian
Timothy Peltier

Timothy Peltier

Chapter Member
Kailiyah Martínez

Kailiyah Martinez

Chapter Advisor
Michelle E.S. Duprey

Michelle E.S. Duprey

School Principal
Tracey M. Hippert

Tracey Hippert

[Note: It is recommended that the Ratification and Amendment articles be the final articles. Should the chapter wish to insert additional articles, it is permissible.]

Changing the Bylaws

Once the bylaws have been accepted by a vote of the chapter and approved by the Faculty Council and the administration, they become the 'law' or guiding principles of the organization. If this principle is adhered to, it will be necessary to change the bylaws only occasionally, due in large part to their specificity and detail.

Occasionally, the bylaws may have to be revised or completely rewritten. The revision is usually drafted by a specially-appointed Bylaws Revision Committee.

After a change has been proposed and a draft has been prepared, the members of the chapter should be informed and given copies so that they can review and discuss the issues before they come to a final vote. Proposed amendments or revisions most commonly require a two-thirds vote of the chapter for adoption.

NOTE: Sections dealing with revisions to the procedures for selection, disciplining, and dismissal of members can be changed only by the Faculty Council, though input from the chapter is allowed and encouraged.

Some chapters are criticized for spending too much time amending their bylaws instead of dealing with other chapter concerns. However, there are times when an outdated set of bylaws is a real hindrance to the chapter.

Some good reasons for amending bylaws are:

- statements no longer suit the chapter or school situation
- bylaws are arranged so poorly that essential information is hard to find (this situation sometimes occurs when an old document has been added to and amended over a period of years).
- bylaws contain elements that have caused long-standing disagreement
- bylaws violate individual rights or local/state policies
- bylaws prevent the chapter from adapting to change.

It is important that each time the bylaws are reviewed or changed, that the date of approval be updated and included on the new document. Old, now outdated copies should be destroyed except for those kept on file for historical purposes.

Copies of chapter bylaws, in addition to being available for use by chapter members, should be readily available for use by the principal. Some schools systems require that these organizational guidelines be approved by the local school board or be on file with central office. This is another reason for careful review and preparation of the text as a representative document of the chapter.

APPENDIX A: The Four Qualities

Scholarship

Students are academically eligible for membership if they maintain a GPA of 90 or above. Students who do not maintain this GPA are given one semester to return their GPA to the required minimum.

Leadership

The student who exercises leadership:

- Demonstrates initiative in promoting school activities
- Is resourceful in proposing new problems, applying principles, and making suggestions
- Exercises positive influence on peers in upholding school ideals and spirit
- Is able to delegate responsibilities
- Successfully holds or has sought school offices or positions of responsibility
- Conducts business effectively and efficiently
- Demonstrates reliability and dependability
- Is a leader in the classroom, at work, or in other school or community activities
- Is dependable in any responsibility accepted
- Mentors persons in the community or students at other schools

Service

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Participates consistently in various community service projects, programs, and/or events either in or out of school (e.g., Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged)
- Shows courtesy by assisting visitors, teachers, and students.

Character

A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship. The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (e.g., cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing an unwillingness to profit by the mistakes of others

APPENDIX B: Selection Process



Selection Process Leicester High School Horace Mann National Honor Society Chapter

Updated April 2014

First and most importantly, we would like to congratulate you on your academic eligibility for selection to NHS. This is an accomplishment in and of itself. Following is the criteria and process by which selection is made.

1. Students' academic records are reviewed to determine scholastic eligibility. Only students with a GPA of 90 or above are considered eligible.
2. Students who are eligible scholastically are notified and told that for further consideration for selection to the NHS Chapter they must complete a student activity information sheet.
3. All faculty members are invited to make comments on the candidates. However, the five members of the Faculty Council, appointed by the principal, make the actual selections.
4. The student information sheets are reviewed by the Faculty Council, along with any verifiable information about each candidate and his or her activities, which define the candidate's leadership, service, and character.
5. Candidates receiving a majority vote of the Faculty Council are inducted into the chapter.
6. Students who are selected, and their parents, are notified of their selection and given information regarding the upcoming induction ceremony. Notification of selection or non-selection will be made by mail to your home address.

What you must do:

1. Retrieve the Student Activity Information Sheet

A template for the 20__-20__ Student Activity Information Sheet can be found on the Leicester High School website.

- Click on the link to "School Activities" in the left margin.
- Click on "Clubs and Activities" on the right.
- Scroll down and click on "National Honor Society"
- The template can be found at the bottom of the page ("Student Activity Information Sheet"). Please save it to a flash drive or your home computer.

2. Complete the information sheet – All sheets **must be typed**.

Submit a printed copy to Advisor (Room __) by 2:00 on Day, October __, 20__.

Due: day, OCTOBER __, 20__ ...END OF SCHOOL DAY (2:00)
ABSOLUTELY NO EXCEPTIONS TO THIS DEADLINE!

Community Activities – List service activities in which you have participated. These can be service projects done with a group or individually either in or out of school. Generally speaking, service activities are those which are done for, or on behalf of, others (not including immediate family members) for which no compensation (monetary or otherwise) has been given.

Activity	Year				Description of Duties	Adult Supervisor
	9	10	11	12		

Work Experience, Recognition, and Awards – List below any job experience, honors, or recognition that you have received that support your bid to be selected for membership in the National Honor Society. Work experience may be paid or volunteer.

Work Experience	Year				Number of Months	Hours per Week	Description of Duties
	9	10	11	12			

Recognition, Award Title	Year				Description / Group
	9	10	11	12	

It is extremely important to include both of the following signatures and dates. Be sure to return the forms to ADVISOR before the due date. Any late submissions will not be considered.

I understand that completing this form does not guarantee selection to NHS, and that the information presented here is complete and accurate.

Student Signature Date

I have read the information provided by my son/daughter on this form and can verify that it is true, accurate, and complete in its presentation.

Parent/Guardian Signature Date

APPENDIX D: ISP Proposal

LEICESTER HIGH SCHOOL HORACE MANN NATIONAL HONOR SOCIETY CHAPTER INDIVIDUAL SERVICE PROJECT PROPOSAL



Updated April 2014

In addition to chapter service projects, it is the responsibility of each member to engage in a service project developed from his or her own particular interests and talents. A service project is something for which you can receive no compensation; it is done on behalf of others. **Your project must be a minimum of 10 hours!** The project may be done over the summer. However, you must be in constant contact with ADVISOR. (Supervisor/sponsor signature below **required** for summer ISP's).

Please fill out this sheet and return it to ADVISOR to verify your ISP **before** you start it.

This proposal is due by GIVE DATE OF JANUARY OR MARCH!

Student Member Name _____ Date: _____

You may have more than one proposal. It may be a back-up project, or you may wish to do both. However, if you decide to change your mind, please let ADVISOR know.

Brief description of project(s):

(*Summer ISP's must have supervisor/sponsor signature with this proposal):

Supervisor/sponsor signature: _____ Date: _____

If you are unable to have your sponsor sign this proposal beforehand, please have him/her send an email to ADVISOR at ADVISOR'S EMAIL.

The project must be completed and the Official ISP Record Form must be submitted to the Advisor according to the following deadlines:

Seniors: by the last class day in April

Juniors: by the last class day in May

APPENDIX E: ISP Official Record

**LEICESTER HIGH SCHOOL HORACE MANN
NATIONAL HONOR SOCIETY CHAPTER
INDIVIDUAL SERVICE PROJECT
OFFICIAL RECORD**



Updated April 2014

In addition to chapter service projects, it is the responsibility of each member to engage in a service project developed from his or her own particular interests and talents. A service project is something for which you can receive *no* compensation; it is done on behalf of others. The project may be done over the summer. **Your project must be a minimum of 10 hours! The project must be completed and this signed form must be submitted to the Advisor according to the following deadlines:**

Seniors: by the last class day in April

Juniors: by the last class day in May

STUDENT MEMBER NAME: _____

Briefly explain your ISP: _____

What steps did you take in order to fulfill your project? _____

Were there any supplies you needed to buy and/or anything that needed to be made to facilitate your project (advertisements, questionnaires, worksheets, games, etc.)?

Did you need help from others (friends, adults, etc.)? _____

In hindsight, is there anything that you would have done differently? _____

Please write about anything that you would like to share (a feel-good moment, an anecdote, attach pictures, handouts, etc.) ... (optional)

Upon completion of your ISP, please sign and date the following:

Student's name: _____

Student's signature: _____ Date: _____

-----Below this line to be completed by the Supervisor/Sponsor ONLY-----

Supervisor's comments (optional, but preferred): _____

Supervisors: Please do not sign this form until it has been completed by the student. However, if the situation presents itself to be difficult and you may not see the student again, please write the number of hours that were completed by the student before signing. If you have any questions or concerns, please contact me at Advisoremail@ or at (508) 892-7030 x____.

Thank you- Name, NHS Advisor

Number of hours completed: _____

Supervisor's name: _____

Supervisor's signature: _____ Date: _____

Email or phone number (optional): _____

APPENDIX F: Log Sheet

**LEICESTER HIGH SCHOOL HORACE MANN
National Honor Society Chapter Individual Service Project Log**



Student's name: _____

Please keep track of your hours and tasks on this log. It may come in handy.

DATE	Brief description of TASK(S)	HOURS

TOTAL # HOURS: _____