

November 2018

To NJHS Candidates and Responsible Adult:

We have met with students to outline the requirements for being an NJHS member and inductee. Students will be given the attached forms to complete throughout the year. This packet will also be available on our Northstar website under activities link - National Junior Honor Society or through Canvas.

Please review these requirements with your NJHS candidate and turn in the attached permission slip by Friday, November 30th.

Below you will find the requirements and examples of service. All service forms and letter of recommendation or video recommendation must be completed by May 3rd - no late forms or letters/videos will be accepted.

#### **Requirements for NJHS**

- \* 3.75 cumulative GPA by May 3rd, 2019 (students with current 3.5 – 3.74 will be considered on probation and may work towards that 3.75 in May.)
- \* Attendance at meetings - only excused absences will be permitted; a note will be required from a teacher or caring adult explaining the absence
- \* Complete at least one activity in each section of **extracurricular**, **leadership**, and **service** to be listed and explained in application letter or video.
- \* Complete the application letter or video and receive signatures
- \* Complete a minimum **10** volunteer hours (3 or more hours must be at Northstar Middle School). Record activity and hours on given form.
- \* Follow all Northstar STAR expectations.
- \* Forms are due **Friday, May 3rd - no late forms accepted.**

## Examples of Requirements for Application

**I. Extracurricular & Community Activities** - All activities you have participated in this school year. Include clubs, teams, musical groups, etc. and major accomplishments in each. Examples are provided below.

**Sports teams at school or traveling teams:** YMCA Marlins, Volunteers, AYSO, NMS Cross Country, etc.

**Music groups at school or in community:** EC Children's Choir, Jazz Band, Cadenza, Middle School Honors

**Clubs in school or in community:** FCA, youth/religious groups, Scouts, Student Council, Maker's Club, Board Game club, ECCT/CVTG, etc.

**School activities:** Forensics, Yearbook, NMS play, Odyssey of Mind, Math Counts, etc.

**II. Leadership Positions** - All elected or appointed leadership positions held in school, community, or work activities. Only those positions in which you were demonstrating leadership should be included.

**Examples:** Student council member, captain or lead in a club/group, peer mentor, Optimist award, RCU Bank, etc.

**III. Service & Citizenship Activities** - Service & citizenship activities in which you have participated. These can be projects done individually, or with a group, either in or out of school. These activities, generally speaking, are those that are done for or on behalf of others (not including immediate family members) for which no compensation (you cannot be paid) has been given.

**Examples:** Help at sporting events at Northstar, peer tutoring, feeding the neighbor's cat (no pay), shoveling snow for an elderly neighbor (no pay), Community Table, Feed My People, etc.

## Sample letter/video format

### A. Letter requirements:

Your name  
Mailing Address  
City, state, and zip  
Telephone number(s)  
Email address

Today's date  
Northstar Middle School Staff  
2711 Abbe Hill Dr.  
Eau Claire, WI 54703

Dear Northstar Staff:

In paragraph 1, address why you participated in National Junior Honor Society activities this year.

In paragraph 2, explain how you exemplify the qualities of leadership, academics, character, and service through your various activities.

In paragraph 3, explain how your **extra curricular & community activities** benefited the school or community this year.

In paragraph 4, explain how your **leadership positions** benefited the school or community this year.

In paragraph 5, explain how your **service & citizenship activities** benefited the school or community this year.

Sincerely,

*Your handwritten signature*

### B. Video requirements – 5 minutes or less

State or show your name, phone number, & address.

In segment 1, address why you participated in National Junior Honor Society activities this year.

In segment 2, explain how you exemplify the qualities of leadership, academics, character, and service through your various activities.

In segments 3, 4, and 5 explain how your **extra curricular & community activities**, **leadership positions**, and **service & citizenship activities** benefited the school or community this year. Have video clips of your service in action.

**CARING ADULT SIGNATURES (not adults that you live with)**

Get signatures from three caring adults (not adults that you live with) stating they have watched your video or read your letter and support your NJHS membership. If videotaping, you may also video tape their agreement of support and state their name. Students choosing to write letters may create an area at the bottom of their letter for the signatures.

I have read \_\_\_\_\_ application letter of NJHS and support their choice for membership.

(1) \_\_\_\_\_

Relationship to member \_\_\_\_\_

(2) \_\_\_\_\_

Relationship to member \_\_\_\_\_

(3) \_\_\_\_\_

Relationship to member \_\_\_\_\_

Below is an example of a chart that you should be making as you go to keep track of your **10** volunteer hours. You will be required to make this on your own and turn it in along with your application.

Date	Place	Description of Activity	Hours	Adult Signature

**National Jr. Honor Society Meeting dates (subject to change)**

<b>Date</b>	<b>Time/Place</b>	<b>Agenda Items</b>
Wednesday, November 14	Resource, Commons Area	Informational-show/talk about requirements
Friday, November 30	Lunch Meeting, Room 850	Return permission slip signed by adult. Hand out paperwork. What are the service categories? Brainstorm activities and Leadership Rolls.
Friday, December 7	Lunch Meeting, Room 850	Activities and Sign up on Canvas
Wednesday, January 9	Lunch Meeting, Room 850	Share service experiences and plan.
Wednesday, February 6	Lunch Meeting, Room 850	Plan upcoming service and TBD
Wednesday, March 6	Lunch Meeting, Room 850	Plan upcoming service and TBD
Wednesday, April 3	Lunch Meeting, Room 850	Assess where you are with service hours, make plans for success, and share experiences.
Wednesday, April 10	Working Lunch, Room 850	Application workday with Mrs. Rettke and Mrs. Fromm there to help.
Wednesday, April 17	Working Lunch, Room 850	Application workday with Mrs. Rettke and Mrs. Fromm there to help.
<b>Friday, May 3</b>	<b>Room 850</b>	<b>APPLICATIONS DUE</b>
Thursday, May 16th	6:30-7:15 am, Northstar IMC	Inductee Ceremony

**Return to Mrs. Fromm or Mrs. Rettke on or before  
November 28th.**

I \_\_\_\_\_ (name of student) have read the NJHS requirements and would like to participate this year. I understand that I have to complete all of the requirements listed below in order to be inducted on May 16th, 2019. If I do not fulfill the requirements, I will forfeit the honor of being inducted. I, also, understand that no late service forms, letters, or videos will be accepted.

- 3.75 cumulative GPA up until May 3rd
- attend meetings - only excused absences will be permitted; a note will be required from a teacher or caring adult
- complete the service, leadership, and extracurricular requirements
- complete the letter or video and receive signatures
- complete a minimum 10 volunteer hours (3 or more hours must be at Northstar Middle School)
- Follow all Northstar STAR expectations.
- forms are due May 3 - no late applications will be accepted

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**Student Signature**

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**Parent Signature**

\*If you are interested in joining NJHS, please attend an informational meeting in the commons during Resource time on **Wednesday, November 14th**. After that, our meetings will be held at lunch time in room 850 (Rettke). Our first regular meeting will be held on **Friday, November 30th**.



