## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and Welcome</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>4</td>
</tr>
<tr>
<td>Application Appeal Process</td>
<td>4</td>
</tr>
<tr>
<td>National Honor Society Membership Pledge</td>
<td>5</td>
</tr>
<tr>
<td>Ethics &amp; Honor Code</td>
<td>5</td>
</tr>
<tr>
<td>Attendance at Required Meetings</td>
<td>5</td>
</tr>
<tr>
<td>Calendar (Timelines &amp; Deadlines)</td>
<td>6 &amp; 7</td>
</tr>
<tr>
<td>Dismissal from Society</td>
<td>7</td>
</tr>
<tr>
<td>Harrison High School NHS Officers’ Responsibilities</td>
<td>8</td>
</tr>
<tr>
<td>Blank Page for your Notes</td>
<td>8</td>
</tr>
<tr>
<td>Monthly Community Service Log Sheets</td>
<td>10 - 14</td>
</tr>
</tbody>
</table>
Introduction & Welcome

The Faculty Advisory Committee of the Harrison High School Chapter of the National Honor Society congratulates you for being considered as a candidate for membership into the National Honor Society. The National Honor Society’s purpose is to promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service.

Membership and induction into the National Honor Society is a special honor, and as such, induction into the Honor Society is only possible after a successful review and subsequent invitation from the Harrison High School Faculty Advisory Committee (HHS FAC). While completion of the prerequisites described in this handbook is mandatory, their completion does not guarantee induction into the Harrison High School Chapter. Upon your completion of all the prerequisites and the candidacy period, HHS FAC will convene to review and evaluate each candidate’s qualification for membership. The HHS FAC will consider evidence of each candidate’s prior offerings as well as his/her potential for continued contributions in the areas of leadership, character, service, and scholarship. A formal invitation of induction will be issued to the successful candidates immediately following the HHS FAC candidate review meeting.

It is expected that inductees will remain in good standing, adhering to and surpassing the requisites for membership, throughout their remaining time at Harrison High School.

This handbook provides the candidate, as well as inducted members, a reference concerning expectations for HHS NHS candidates and members. In addition, the handbook also provides important deadline information and contains log sheets that will be vital for candidates and members for partial fulfillment of membership requisites.

For those new HHS NHS candidates, congratulations again on your candidacy – we look forward to learning more about you and your contributions to your classes, your peers, Harrison High School, and the greater Harrison community. For those inducted members of the society, we look forward to your continued excellence.

Sincerely, Members of The Faculty Advisory Committee,

Mrs. Carolyn Chieco
Ms. Jennifer DeFalco
Ms. Kira DiFalco
Ms. Cristina Distasio
Mr. Jon Veenis
Ms. Monica Manno
Prerequisites

Below are listed the prerequisites of candidacy for, induction into, and maintenance of good standing in the Harrison High School Chapter of the National Honor Society.

1. Entry into the HHS Chapter of the NHS is limited to Juniors and Seniors. However, Freshmen and Sophomores wishing to apply in the future should begin planning to meet the prerequisites for admission during their Junior/Senior years.

2. Candidates and members must possess at all times an overall, cumulative, weighted GPA of at least 90%.

3. Candidates and members must have, and be able to show, evidence for on-going involvement in charitable, voluntary service. Any service project must be pre-approved by candidate’s/member’s NHS faculty mentor. Any service project is expected to be part of candidate’s/member’s ongoing dedication to charitable service. Monthly service project log sheets are to be completed by both the supervisor of the charitable service and the candidate and submitted to the candidate’s/member’s faculty mentor each month. (Please see service logs and My Big Campus.)

4. Candidates must fully complete and submit, prior to the associated deadlines, part one and part two of the application. Application materials and instructions can be found in the Application Booklet.

5. In addition to his/her individual service project, each candidate shall be required to effectively participate in one or more HHS NHS chapter service projects each academic year. These projects shall fulfill a need within the school or community, have the support of the administration and the faculty, be appropriate and educationally defensible and be well planned, organized, and executed.

Application Appeal Process

A candidate that is denied admission to the HHS Chapter of the NHS for admission during his/her junior year may re-apply for admission during his/her senior year. In addition, applicants denied admission to the HHS Chapter in any academic year may petition the Faculty Advisory Committee for a conference to review their applications. At such conference the candidate will be provided with an opportunity to provide the Faculty Advisory Committee with additional evidence that may warrant a review of the candidate’s application. During such conference, at the Faculty Advisory Committee’s discretion, the committee will provide the candidate with guidance as to how the candidate may strengthen areas within his/her application so as to improve his/her chances for future admission into the chapter.
**National Honor Society Membership Pledge**

*It is important that all candidates realize the amount of effort and due diligence that is required of the application process.* As candidates prepare for application to the society, they are establishing evidence and edifying their abilities to meet the ideals inherent in the NHS pledge provided below. *Successful applicants will be constantly challenged to meet the ideals inherent in this pledge* and they will ultimately promise to do so when they are inducted into the society.

Inducted members of the society must also realize that once they have made this pledge, great expectations will be placed on them to continuously uphold the promises embodied in the pledge.

“I pledge myself to uphold the highest purposes of the National Honor Society, to which I have been elected; I will be true to the principles for which it stands, and will maintain and encourage high standards of scholarship, service, leadership and character.”

**Ethics & Honor Code**

* Noblesse Oblige * - the moral obligation of those blessed with abilities to act with honor and benevolence - is the motto of the National Honor Society. *All candidates and inducted members of the society are expected to be leaders amongst their peers.* Furthermore, such individuals are expected to display and model the high ideas of scholarship, academic integrity, and honesty. With such expectations, it follows that all candidates and members of the honor society shall be required to attend to, to uphold, and to model the codes of academic and personal conduct set forth in the Harrison High School Student Handbook.

**Attendance at Required Meetings**

*It is expected that all candidates and members attend all required HHS NHS meetings.* Attendance will be taken at all HHS NHS meetings, it is each member’s responsibility to sign in.

Dates for HHS NHS meetings will be provided in advance so that individuals can make the necessary accommodations in order to attend these meetings. The scheduling of meetings will be made with the consideration of other school-based events in attempts to limit conflicts that candidates and members may have. *It is expected that all candidates engaged in sport-related practices or after school clubs will attend HHS NHS meetings and then proceed to their practices or club activities.* Exceptions to attendance will be given if candidates or members have interscholastic games/meets coincidentally scheduled with HHS NHS meetings. Candidates/members being excused for interscholastic games/meets must notify their mentors prior to the required NHS meeting they will be missing.

Absences will be followed with written warning to the candidate. Any on-going pattern of absences will precipitate a review for the nullification of the candidate’s application and/or a dismissal of the member from the HHS NHS chapter.
Calendar (Timelines & Deadlines)

Calendar for Candidates Applying to NHS for the First Time:

September
- Administrative notification of NHS application process during class meetings, home mailings, and HHS website (early September)
- Students receive cumulative GPA, transcript and current class schedule
- Application - Part One is due to Counseling Office by the last school day in September

October
- Candidates assigned faculty mentor (early October)
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month
- Candidates provide mentors with any updated contact information/community service information

November
- Candidates meet with faculty mentors to discuss progress with application
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

December
- Candidates meet with faculty mentors to discuss expectations of Application - Part Two
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

January
- Application - Part Two (only for Juniors and newly-applying seniors) is due to candidate’s faculty mentor by the first Friday of January
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

February
- Candidates notified of successful acceptance to NHS membership
- Members meet with faculty mentors
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

March
- Members attend dress rehearsal for Induction Ceremony
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

April through June
- NHS Induction Ceremony at High School
- Members meet with faculty mentors
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

July & August
- Members continue to complete Community Service logs
- Members notify faculty members by email concerning any changes relevant to sustained membership in NHS (e.g. contact information changes, service project changes, academic issues, etc.)
Calendar for Inducted Members of the HHS NHS:

September
- Members speak with new candidate’s to explain roles and responsibilities of NHS members
- July & August Community Service logs due by end of first week of school
- Community Service monthly log for September due to mentor or posted to My Big Campus by last school day of month

October
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

November
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

December
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

January
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

February
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

March
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month

April through June
- Attend NHS Induction Ceremony at High School
- Members meet with faculty mentors
- Community Service monthly log due to mentor or posted to My Big Campus by last school day of month
- Attend HHS Graduation with NHS recognition

Dismissal from Society

When the HHS FAC finds that one of its members has either fallen below the standards by which the member was selected, violated school rules or the law, or has failed to meet one or more of the established obligations of membership, it may be necessary to pursue disciplining the member. The HHS FAC, in compliance with the rules and regulations of the National Honor Society, is the initial arbiter of member dismissal. Members who fall below the selection standards shall be promptly warned in writing by the HHS FAC and provided with a reasonable amount of time to correct the deficiency. However, a member does not have to be warned if s/he commits a flagrant violation of school rules or the law. The HHS FAC shall determine when an individual has exceeded a reasonable number of warnings – an occurrence which will result in dismissal from the society.

In all cases of a pending dismissal, a member shall have a right to a hearing before the HHS FAC. For purposes of dismissal, a majority vote of the HHS FAC is required. A dismissed individual may appeal the decision of the HHS FAC to the high school principal. Subsequent to the principal’s decision, a dismissed individual may pursue an appeal process that follows the school district protocols ascribed for disciplinary appeals.
Harrison High School NHS Officers’ Responsibilities

NHS is a club that values teamwork and collaboration. Officers will be elected and share responsibilities among themselves, they will work together to keep the organization up and running.

These responsibilities include, but are not limited to:
- Public Relations – acting as the face of NHS
- Assist with monthly meetings
- “Point Person” for advisors: take care of little jobs that come up (ex: making phone calls for the Group Project)
- Organize and run chapter level community service projects (blood drives/charity events, etc.)
- Work with advisors of NHS FAC (organize, track attendance, etc.)
- Take meeting notes, type-up and e-mail to webmaster within 48 hours of meeting
- Track meeting attendance
- Keep a picture history of HHS NHS activities, especially HHS NHS projects & volunteer work
- Organize pictures with captions and story; send to webmaster for posting
- Determine and organize fundraising events
- Track fundraising attendance

Candidates interested in being an officer will be asked to submit a statement of interest to Ms. Manno in the Spring.

Meeting Notes:
MONTHLY COMMUNITY SERVICE LOG SHEET

AUGUST

Date Submitted to Mentor: ______________________
Student Name: ________________________________  Student Signature: __________________

Name of Service Project Advisor: ________________________________
Name of Organization Associated with Service Project: ________________________________
Service Project Advisor’s Telephone Number: ________________________________
Service Project Address: ________________________________
Hours Served This Calendar Month: ____________________ hours

Brief Description of Activities Completed During This Calendar Month’s Service: ________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

X (cut here) –––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––––

MONTHLY COMMUNITY SERVICE LOG SHEET

JULY

Date Submitted to Mentor: ______________________
Student Name: ________________________________  Student Signature: __________________

Name of Service Project Advisor: ________________________________
Name of Organization Associated with Service Project: ________________________________
Service Project Advisor’s Telephone Number: ________________________________
Service Project Address: ________________________________
Hours Served This Calendar Month: ____________________ hours

Brief Description of Activities Completed During This Calendar Month’s Service: ________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
**MONTHLY COMMUNITY SERVICE LOG SHEET**

**JUNE**

Date Submitted to Mentor: ________________  
Student Name: ____________________________  
Student Signature: ________________________

Name of Service Project Advisor: ____________________________

Name of Organization Associated with Service Project: ____________________________

Service Project Advisor’s Telephone Number: ____________________________

Service Project Address: ____________________________

Hours Served This Calendar Month: ________________ hours

Brief Description of Activities Completed During This Calendar Month’s Service:  
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

--- (cut here) ---
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**MONTHLY COMMUNITY SERVICE LOG SHEET**

**MAY**

Date Submitted to Mentor: ________________  
Student Name: ____________________________  
Student Signature: ________________________

Name of Service Project Advisor: ____________________________

Name of Organization Associated with Service Project: ____________________________

Service Project Advisor’s Telephone Number: ____________________________

Service Project Address: ____________________________

Hours Served This Calendar Month: ________________ hours

Brief Description of Activities Completed During This Calendar Month’s Service:  
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

--- (cut here) ---
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
### MONTHLY COMMUNITY SERVICE LOG SHEET

**APRIL**

Date Submitted to Mentor: ____________________

Student Name: _______________________________  Student Signature:____________________________________

<table>
<thead>
<tr>
<th>Name of Service Project Advisor:</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization Associated with Service Project:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Service Project Advisor’s Telephone Number:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Service Project Address:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Hours Served This Calendar Month:</td>
<td>____________________________ hours</td>
</tr>
<tr>
<td>Brief Description of Activities Completed During This Calendar Month’s Service:</td>
<td>__________________________________________</td>
</tr>
</tbody>
</table>

--- (cut here) -------------------------------------------------  

--- (cut here) -------------------------------------------------  

### MONTHLY COMMUNITY SERVICE LOG SHEET

**MARCH**

Date Submitted to Mentor: ____________________

Student Name: _______________________________  Student Signature:____________________________________

<table>
<thead>
<tr>
<th>Name of Service Project Advisor:</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization Associated with Service Project:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Service Project Advisor’s Telephone Number:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Service Project Address:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Hours Served This Calendar Month:</td>
<td>____________________________ hours</td>
</tr>
<tr>
<td>Brief Description of Activities Completed During This Calendar Month’s Service:</td>
<td>__________________________________________</td>
</tr>
</tbody>
</table>

--- (cut here) -------------------------------------------------  

--- (cut here) -------------------------------------------------  

--- (cut here) -------------------------------------------------
### MONTHLY COMMUNITY SERVICE LOG SHEET

**FEBRUARY**

Date Submitted to Mentor: ____________________________

Student Name: ____________________________ Student Signature: ____________________________

Name of Service Project Advisor: ____________________________

Name of Organization Associated with Service Project: ____________________________

Service Project Advisor’s Telephone Number: ____________________________

Service Project Address: ____________________________

Hours Served This Calendar Month: ____________________________ hours

Brief Description of Activities Completed During This Calendar Month’s Service:

```
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
```

--- (cut here) ---

### MONTHLY COMMUNITY SERVICE LOG SHEET

**JANUARY**

Date Submitted to Mentor: ____________________________

Student Name: ____________________________ Student Signature: ____________________________

Name of Service Project Advisor: ____________________________

Name of Organization Associated with Service Project: ____________________________

Service Project Advisor’s Telephone Number: ____________________________

Service Project Address: ____________________________

Hours Served This Calendar Month: ____________________________ hours

Brief Description of Activities Completed During This Calendar Month’s Service:

```
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
```
### December

**Date Submitted to Mentor:**

**Student Name:** ____________________________  **Student Signature:** ____________________________

**Name of Service Project Advisor:** ____________________________

**Name of Organization Associated with Service Project:** ____________________________

**Service Project Advisor’s Telephone Number:** ____________________________

**Service Project Address:** ____________________________

**Hours Served This Calendar Month:** ________________ hours

**Brief Description of Activities Completed During This Calendar Month’s Service:**

- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________

---

--- (cut here) ---

### November

**Date Submitted to Mentor:**

**Student Name:** ____________________________  **Student Signature:** ____________________________

**Name of Service Project Advisor:** ____________________________

**Name of Organization Associated with Service Project:** ____________________________

**Service Project Advisor’s Telephone Number:** ____________________________

**Service Project Address:** ____________________________

**Hours Served This Calendar Month:** ________________ hours

**Brief Description of Activities Completed During This Calendar Month’s Service:**

- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________
- ___________________________________________________________________________________________________
MONTHLY COMMUNITY SERVICE LOG SHEET

OCTOBER

Date Submitted to Mentor: ______________________
Student Name: _______________________________  Student Signature: ________________________

Name of Service Project Advisor: ________________________________
Name of Organization Associated with Service Project: ________________________________
Service Project Advisor’s Telephone Number: ________________________________
Service Project Address: ______________________________________________________
Hours Served This Calendar Month: _________________________ hours
Brief Description of Activities Completed During This Calendar Month’s Service: ________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

X  --- (cut here) -----------------------------------------------------------------------------------

MONTHLY COMMUNITY SERVICE LOG SHEET

SEPTEMBER

Date Submitted to Mentor: ______________________
Student Name: _______________________________  Student Signature: ________________________

Name of Service Project Advisor: ________________________________
Name of Organization Associated with Service Project: ________________________________
Service Project Advisor’s Telephone Number: ________________________________
Service Project Address: ______________________________________________________
Hours Served This Calendar Month: _________________________ hours
Brief Description of Activities Completed During This Calendar Month’s Service: ________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________