



# NJHS Candidate Information Packet 2019-2020

(please keep this sheet for important dates)

## A little about our program



### **WHAT is NJHS?**

NJHS is short for National Junior Honor Society. The Woodridge Forest Chapter is a part of a nation-wide program that encourages students with excellent academic skills to expand those skills into service to both the school and our community.

### **General Information:**

Membership in NJHS is an honor and a privilege extended by the faculty to deserving students of Woodridge Forest Middle School. You must be a seventh or eighth grader and must have been a student at WFMS for at least one semester to be considered for membership. Membership decisions are made by the NJHS Faculty Council, a group of five teachers who are chosen by the principal. Consideration of candidates is based on the five pillars of the National Junior Honor Society: scholarship, service, citizenship, leadership and character. Induction is in the fall, and election of officers occurs in the Spring.

### **What we do:**

Members of NJHS are students who are willing to serve others. Members are expected to perform school and community service with no pay. In fact, they are required to perform 20 service hours by the end of May each year. Some of the projects that we have done in the past have been toy drives and food drives. We have been of assistance with the eighth grade dance, shelving books in the library, and helping to prepare supplies for school-wide testing. Another big project we do for the school is school-wide recycling. Our members also serve outside of school at hospitals, neighborhood events, sporting events, churches, and in numerous other capacities. We are always looking for new ways to serve!

### **What you need to do to be selected:**

- complete the three forms in the application
- ask someone for a letter of recommendation
- submit the application forms and letter of recommendation by the due date
- (We will ask your teachers to evaluate your character.)

### **What will be expected of you if you are selected:**

- show up for NJHS meetings about every two weeks.
- participate in the two fundraisers per year
- pay \$20 dues annually (financial difficulties will be considered when presented to us)
- participate in some way for each 'project' that the group undertakes (toy drive, food drive)
- take an active role in a project or committee or leadership of the organization
- complete 20 hours of service each year from the period of June until May. Eight hours should be done by mid-January.

**Congratulations for making it this far! We look forward to your application!**

# NJHS Candidate Information Packet - Cover Sheet

## *Questions about filling out Candidate Information Forms in the packet?*

- Please see Mrs. McClain room C107
- Attend the help session on Thursday, September 12, 2019 at 7:45 am in the library.

In order to become a member of the National Junior Honor Society, a student must receive a majority vote by the Faculty Council. Candidates must meet minimum points in at least three (3) of 4 categories. Membership will be announced by letter the week of September 30, 2019, followed by an Induction Ceremony on October 10, 2019. NJHS dues are \$20.00 each year.

*Packets are due back no later than Monday, September 23, 2019, at 4:00 pm. Please return the form to the box in the front office. No applications will be accepted after this date and time.*

## **NJHS Important Dates**

### **September 5 to September 20, 2019 Candidate Information Packet Available**

Candidate Information Packet will be available for students wishing to become members. Students can pick up packets from Mrs McClain, Room C107, or access them online on the WFMS webpage. All Candidate Information Forms, and the letter of recommendation, are due by September 23, 2019 at 4:00 pm to the box located in the front office\*.

### **September 12, 2019 Student - Parent Help Session**

A session will be held in the library before school Thursday, September 12, 2019 from 7:45-8:20 a.m. Candidates or parents may attend to get information or clarification on the candidate information forms and NJHS.

### **September 23, 2019 4:00 pm Candidate Information Forms and Recommendation Letter Due**

4:00 pm is the deadline to turn in the Candidate Information Forms 1, 2, and 3, **along with 1 letter of recommendation.** Please allow a minimum of 7 days when requesting a recommendation letter. Signatures and phone numbers are required for all activities on the forms.

### **September 24-27, 2019 Faculty Council Review**

The advisor will review candidate information documents for completion, and the Faculty Council will meet for selection purposes.

### **Week of September 30, 2019 Notification Letter Sent**

Notification letters will be sent to all candidates who turned in the Candidate Information Forms. Not all students may meet the selection criteria or receive a majority vote by the faculty council. This may result in disappointing news. Candidates not selected may submit information for consideration the following year or in high school. **However, we wish to emphasize that all candidates were already academically successful when they were considered as a candidate for WFMS NJHS.**

### **October 4, 2019 RSVP due date**

RSVP and candidate information are due to Mrs. McClain, room C107.

### **October 10, 2019 Induction Ceremony at 6:00 pm at WFMS**

The National Junior Honor Society Induction Ceremony will be held at 6:00 pm in the WFMS Cafeteria. A reception for the inductees and their parents will follow the ceremony.

\* It is a good idea to make a copy of the Candidate Information Forms to have for high school programs, awards etc.

**NATIONAL JUNIOR HONOR SOCIETY CANDIDATE INFORMATION - FORM 1**

Name:- \_\_\_\_\_ Student ID number: \_\_\_\_\_ Grade Level (Circle one) 7 8  
Last (print) First (print) Middle (print)

Membership in NJHS is an honor and a privilege extended by the faculty to deserving students of Woodridge Forest Middle School. Membership decisions are made by the NJHS Faculty Council. Students do not earn the right to be in NJHS; it is a privilege extended to them.

The completed candidate information shall be used to assist the Faculty Council in their decision making. In addition to **scholarship**, the council considers three additional categories: **leadership, character, service and citizenship**. You must have the required points in at least three (3) of the four (4) categories. You have already earned one - scholarship!

\* **Scholarship** is defined by having a minimum cumulative average of 90 in all classes.

\* **Leadership** is exemplified by holding office in clubs, earning awards in school, or other regional, state and national awards. (Form 2)

\* **Character** is assessed using staff evaluations, your letter of recommendation, and school records. **Please submit 1 letter of recommendation from a current or previous teacher or a community leader.** The candidate will be evaluated by faculty members, principals, and counselors. School records will be reviewed for discipline issues such as assignment to Friday Night School, In/Out of School Suspension, or documented incidents of cheating.

\* **Service and Citizenship** demonstrates your involvement in school or community activities and/or service. (Form 3)

The **minimum** number of points required for Faculty Council consideration are as follows:

	<u>Seventh Grade</u>	<u>Eighth Grade</u>
Scholarship	4	4 (points awarded to all students who receive notice of eligibility)
Leadership	3	4
Character	5	5
Service/Citizenship	5	7

**Note: All the information provided on the attached Candidate Information Forms must be verified by an adult sponsor's signature.** If the parent is the sponsor of the activity, the information must also be verified by one other adult. You are responsible for completing the Candidate Information Forms 1, 2, and 3, and returning them with the letter of recommendation to the NJHS box in the front office before the deadline, which is **Monday, September 23, 2019, 4:00 PM. NO FORMS WILL BE ACCEPTED AFTER THE DEADLINE.** Completion of these forms does not guarantee selection, nor does meeting the minimum standards.

Truth and honesty are essential qualities for future NJHS members; any information which has been intentionally falsified or deliberately misrepresented will prevent the candidate from being considered for membership.

When you submit this form you agree to the National Junior Honor Society selection process that includes the following: the Faculty Council's evaluation of your candidate information forms, the confidential evaluation by your teachers, and a review of your conduct records. **You and your parents must sign this form to indicate that you agree to being evaluated and that you agree to accept the decision of the Faculty Council in determining membership selection.**

By signing below, you are indicating that you have read this form and understand the guidelines for becoming a member of Woodridge Forest Middle School's National Junior Honor Society.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

( ) \_\_\_\_\_  
Parent Phone Number

\_\_\_\_\_  
Parent Email

\_\_\_\_\_  
Address

**NATIONAL JUNIOR HONOR SOCIETY CANDIDATE INFORMATION - FORM 2**

Name \_\_\_\_\_ Grade \_\_\_\_\_

**WFMS Leadership Form - Leadership Points**

Use the information provided at the bottom of this page as a guide for the possible **LEADERSHIP activities** you would like the Faculty Council to consider when awarding service points.

<b>Name of Activity</b>	<b>Grade Level at Time of Activity</b>	<b>Sponsor's Signature and Phone Number</b> <small>*Invalid without signature for each separate activity</small>	<b>NJHS USE</b>
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		

**LEADERSHIP opportunities and the points that will be awarded:**

- WFMS Leadership Position in Club, Activity, Organization, Sport ( 1 point per year)
- WFMS Club/Committee Officer/ Leader ( 1 point per club, per year)
- WFMS Band/ Choir/ Orchestra /Theatre Officer ( 1 point per year)
- Band /Choir/ Orchestra Section Leader (1 point per year)
- Section Editor for School Publication (1 point per year)
- UIL Academic Contest 1<sup>st</sup> Place Finish (1 point for each event per year)
- District Solo & Ensemble Contest (1 point per contest per year)
- Honor Band Member and attend competition (1/2 point)
- Lead Actor, Director, Stage Manager, etc. theatre production ( ½ point per production, max 1 per year)
- Superior Rating of 1 in individual music contest or Solo & Ensemble (1 point per production, max 1 per year)
- Officer/Leadership Role in Community or Church organization (½ point per organization per year)
- Academic Honor Awards or Perfect Attendance Award (1 point per award, documentation req'd report card or certificate)
- Leadership Program Participation e.g. Boy Scout, Girl Scout (1 point per event)
- WFMS Team Captain or Co-Captain (Athletic or Non Athletic) (1 point per team if served all season or ½ point for an individual game or if multiple people held captain position, max 1 pt. if not served all season)
- Cheerleading, Dance Leader, Officer (1 point per year)
- Non-school related activity, competition or tournament when team or individual advances to Area, Region, State or National (1 point per activity & documentation required)
- **Other** (Be specific) (½ point per activity, max 4 per year) – In order to be awarded points in this area you must submit a written explanation along with a signature from the adult who sponsors the activity. This will give the Faculty Council more information about the activity in order for them to fairly approve/ deny leadership points. This letter must accompany the packet and turned in by the due date.

***\*This is not a comprehensive list. Activities above are intended to serve as examples.***

**NATIONAL JUNIOR HONOR SOCIETY CANDIDATE INFORMATION - FORM 3**

Name \_\_\_\_\_ Grade \_\_\_\_\_

**WFMS Activity Form - Service/Citizenship Activity Points**

Use the information provided at the bottom of this page as a guide for the possible **SERVICE activities** you would like Faculty Council to consider when awarding service points. **DO NOT BE MODEST. EVERY BIT OF INFORMATION CAN BE USED BY THE FACULTY COUNCIL TO ASSIST WITH THE SELECTION PROCESS**

Name of Activity	Grade Level at Time of Activity	Sponsor's Signature and Phone Number <i>*Invalid without signature for each separate activity</i>	NJHS USE
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		
	6 7 8		

**Service /Citizenship opportunities and the points that will be awarded:**

- Community & Civic Organization ex. Scouting, 4H (1 point per organization, max 3 per year)
- Service to community (½ pt per organization per year)
- Service to church (½ point per organization per year)
- WFMS Club (1 point per club per year)  
Examples: Anime, Art, Chess, 8th Grade Dance Committee, FCA, Scrabble, Ukulele
- WFMS School Organization (1 point per organization per year)  
Examples: Symphonic/Concert Band Member Cheerleader, Advanced Performance Choir, Orchestra, Dance, Theatre  
(Points will only be awarded based on participation, performances and competitions.)
- UIL Academics (1 point per event, max 3 per year)
- Athletics (1 point per sport, max 3 per year)
- **Other**, non-school related activity(Be specific) (½ point per activity, max 4 per year) – In order to be awarded points in this area you must submit a written explanation along with a signature from the adult who sponsors the activity. This will give the Faculty Council more information about the activity in order for them to fairly approve/ deny service/citizenship points. This letter must accompany the packet and turned in by the due date.

***\*This is not a comprehensive list. Activities above are intended to serve as examples. DO NOT BE MODEST. EVERY BIT OF INFORMATION CAN BE USED BY THE FACULTY COUNCIL TO ASSIST WITH THE SELECTION PROCESS.***