

# Oxford Chapter National Honor Society Directions and Candidate Checklist

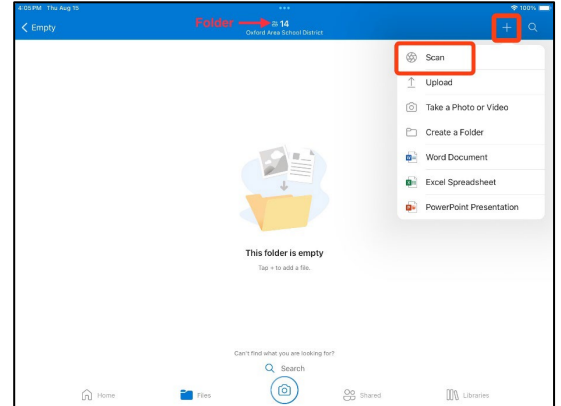
- ✓ Go to the NHS website <https://www.oxfordasd.org/Domain/423>. From the left menu bar, select **Prospective Members**.
- ✓ Carefully review the NHS requirements of membership and the steps of the application process.
- ✓ Download the application forms and carefully read each one in full before you begin. Forms may be completed electronically, on paper, or a combination of both.
- ✓ DO NOT write your name on any part of the forms. Please use the identification number you were given when you returned your candidacy acceptance form.
- ✓ Download or print and complete the **Student Information Form**, listing your school activities, community service, and leadership experience, and two short essays that explain why you would like to be considered for NHS. All pages of this form should be completed, scanned as pdf, and uploaded to your numbered candidate folder in SharePoint. (Once your Candidate Acceptance Form is submitted, a SharePoint link will be emailed to you, providing access to your folder).
- ✓ You must obtain **two references**: a **service reference**, and a **leadership reference** from two different people. Only one may be completed by a teacher. Download the service and leadership reference forms and give to the individuals recommending you, along with a blank envelope in which to place your completed recommendation. Ask him or her to seal the envelope, sign across the seal and return it to you. Write your identification number on the front of the envelope. Place both sealed, signed reference envelopes in the larger clasp envelope provided to you and return to Mrs. Liljestrand or Mrs. Warren.
- ✓ You must also obtain **two faculty character references**. Please email your teachers the link to the electronic teacher reference form, <https://forms.gle/hv2ZXXDbGx6z8cYJ7> along with your applicant identification number.
- ✓ ALL PORTIONS OF THE APPLICATION PACKET ARE DUE BY **OCTOBER 11, 3pm.**
- ✓ The NHS Faculty Council will evaluate completed packets and students selected for membership will be notified.
- ✓ The decision of the NHS Faculty Council may be appealed in writing no more than one week after receipt of decision. Reasons for denial of NHS membership will be provided upon request.
- ✓ If you have any questions about this process, please do not hesitate to contact Mrs. Liljestrand and Mrs. Warren.

# Candidate Checklist

- ☐ Minimum GPA of 3.5 (weighted)
- ☐ Attended Oxford Area High School for at least one semester

**SCAN the following documents as pdf, and submit to Sharepoint by the due date:**

- ☐ This completed *Candidate Checklist*
- ☐ Completed *Student Information Form*
  - ☐ List high school activities with verifying signatures
  - ☐ List community service activity hours with verifying signatures
  - ☐ List leadership positions with verifying signatures
  - ☐ Short essay (150-300 words) explaining why you want to be considered for NHS and how you have met qualifications of character, leadership, and service.
  - ☐ Short essay (50-150 words) explaining how a specific teacher impacted your life in character, leadership, service, or scholarship.
  - ☐ To scan documents, **open your numbered candidate folder** in the Sharepoint using the link emailed to you. Once in the folder, tap the **+**, then tap **Scan**. Scan your document, name it **NHS Application**, and tap the checkmark ✓ in the upper right corner.



**Teacher Reference Forms are submitted electronically. EMAIL your teacher the link to the form from the NHS website and your ID number.**

- ☐ Two *Teacher Recommendation* submissions. Please list the names of the teacher/coach/club advisor completing electronic form for you.

☐ Faculty Form One:

☐ Faculty Form Two:

**DELIVER both sealed, signed Service and Leadership Reference envelopes to Mrs. Warren or Mrs. Liljestrand.**

- ☐ Two *Reference Forms (Service and Leadership)*. Only one may be completed by teacher, coach, club advisor within the school district. The other must be completed by someone outside of the district. Please list the name of the person completing the recommendation form for you below.

☐ Form on Service:

☐ Form on Leadership:

Please submit all materials in the manner indicated above by **3pm on, October 11.**