

**Buccaneer Chapter of the National Honor Society
Swansboro High School
161 Queens Creek Road
Swansboro, NC 28584**

Incomplete forms or late forms WILL NOT be reviewed for selection.

This process is designed to be as objective as possible, for this to happen **ALL INSTRUCTIONS** should be followed. **Failure to follow ALL INSTRUCTIONS will result in forms that cannot be reviewed for selection.**

Directions:

You are **NOT** to use your name, address, student number or any other identifying information on any documentation. If you obtain any documents to support service or leadership that show your name use a black permanent marker to mark over your name **AND** white out over the permanent marker once it is dry.

Use this form as a guideline to plan your resume. **Do not turn in this packet; this is a guide to assist you!** Do not be modest. This is the time to showcase your great achievements and your hard work. Every bit of information will be used by the Faculty Council to assist with the fair consideration of your candidacy during the selection process. **You must submit the signature page of this document with your cover letter and resume.** **The signature page is the last page of this form. DO NOT STAPLE THE SIGNATURE PAGE TO YOUR COVER LETTER AND RESUME.**

Completion and submission of your cover letter and resume do not guarantee selection. Should you have any questions about this form, please contact Mrs. Griffin, Mrs. Rains, or Mr. Low.

-NHS Chapter Advisers

COVER LETTER-

- In the header right hand corner include the following: Form # and Date (This package has an example of what it should look like at the right-hand corner)
- Address to National Honor Society Faculty Council
- In the Cover Letter you are to address each pillar of NHS (scholarship, service, leadership, character) and how you embody qualities of each one.
- **DO NOT INCLUDE YOUR NAME, ADDRESS, PHONE NUMBER or any other identifying items**

RESUME-

- Your resume will consist of documentation of Scholarship, Service and Leadership in that order. **THESE SECTIONS ARE REQUIRED.**
- It will also allow you to showcase participation in school and community activities that are important to take into consideration but may not fall in the other categories.

I. Scholarship (Required)

List all Honors and AP courses you have taken since being in high school. Along with the teacher, overall grade to include both the letter grade and number grade you received in that order. Ex: A-93.

Year	Course	Teacher	Grade Received
9			
10			
11			
12			

II. Service (Required)

List service activities in which you have participated. These can be individual, or group service projects done either in or out of school. Generally, service activities are those that are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or otherwise) has been given. **We at SBHS NHS acknowledge that some additional creativity must be employed in order to achieve this pillar as many business, churches, and other community centers are currently closed due to COVID-19 restrictions. Conversely, there are many new opportunities to make a positive impact on surrounding communities. As a resolution, we will honor hours served remotely or safely such as community outreach (e.g., writing letters/ serving as pen pal to the elderly and/or isolated in nursing homes or other care facilities during COVID-19 restrictions). Other community outreach examples include the crafting of locally requested products in response to current healthcare needs such as masks, sanitizing solutions, etc. In addition, other community outreach centers such as the local Hem of His Garment are now open and operating (as of July 2020). If you have any questions about the validity of your community outreach, contact Mrs. Griffin, Mrs. Rains, or Mr. Low BEFORE you begin the project or service.** Please include the name and phone number or email of the adult responsible for supervising your service during the activity, to sign on the appropriate line, and list the estimated number of hours you invested while performing this service. **YOU MUST HAVE 20 HOURS OF SERVICE DOCUMENTED.** This should be an official document from the organization describing your service during the activity. ONLY documents from official organizations will be accepted. Please attach your documented services while following guidelines mentioned previously regarding personal information excluded.

Year	Activity	Hours of Service	Supervising Adult Contact Info	Supervising Adult-Signature
9				
10				
11				
12				

III. Leadership (Required)

List all elected or appointed leadership positions or other positions of responsibility held in school, community, or work activities. Only those positions in which you were responsible for directing or motivating others should be included. Please include the name and phone number or email of the adult responsible for supervising your leadership in each position.

Year	Leadership Position	Activity / Organization	Supervising Adult Contact Info
9			
10			
11			
12			

IV. Student Activities

List all other school-based activities (not included above) in which you have participated in school in a non-leadership role where accomplishments were made. Include clubs, teams, musical groups, etc., and any significant accomplishments in each.

Year	Activity	Accomplishments
9		
10		
11		
12		

V. Community Activities

List other community activities in which you have participated and note any major accomplishments in each. These should be any activities outside of school in which you participated for the betterment of your community (e.g., religious groups, clubs sponsored outside the school, Boy or Girl Scouts, community art endeavors, etc.) **Do not repeat participation already listed above.** Please include the name and phone number or email of the adult responsible for supervising your involvement in each position

Year	Community Activity	Hours	Accomplishments	Supervising Adult Contact Info
9				
10				
11				
12				

VI. Work Experience, Recognitions and Awards

Though not a specific criterion for membership, please list below any job experiences, honors, or recognitions that you have received that support your candidacy for membership in the Honor Society. **Do not repeat any mentioned above.** Work experience may be paid or volunteer. Work experience should include location, job title, duties and required skills to perform the job. Any volunteer hours should include documentation from the organization/adult where it occurred. Please include the name and phone number or email of the adult responsible for supervising your involvement in each position.

Year	Job, Recognition, or Award	Group or Activity	Hours (if applicable)	Supervising Adult Contact Info
9				
10				
11				
12				

VII. Character will not be addressed in the resume. Character will be documented using two references.

Character References:

Using the link below email your two references: **1 must be a teacher reference** and the other can be personal (nonrelative) or another teacher. The references have until Wednesday, **August 17th at 2:30 PM** to submit using the link. It would be good for **the candidate** to follow up with BOTH references to ensure they submit the reference in the allotted time frame. If BOTH references are not received this will result in the inability of your form to be reviewed for membership. **NOTE: It is the candidate's responsibility to send the link to the references and to ensure the references have been submitted by following up with the reference.**

Link: <https://forms.office.com/r/9RvKRJkyzL>

Failure to provide accurate information of any kind will result in the inability of your form to be reviewed for membership this school year.

Providing false information, misleading information, or any information with the intent to deceive the Faculty Board Council will also result in the inability of your form to be reviewed for membership this school year.

Failure to follow ALL INSTRUCTIONS will result in the inability of your form to be reviewed for membership this school year.

Signature Page-Turn in with completed form but DO NOT STAPLE

I understand that completing and submitting the cover letter and resume do not guarantee selection to the Honor Society. I attest that the information presented here is complete and accurate. If selected, I agree to abide by the standards and guidelines of the chapter and to fulfill all my membership obligations to the best of my ability.

Student Name	Student Signature	Date
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I have read the information provided by my son/daughter on this form and verify that it is true, accurate, and complete. I understand the guidelines and instructions as it is stated in the package and ensured my son/daughter followed all of them.

Parent Name	Parent Signature	Date
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Return completed form to Mrs. Griffin or Mrs. Rains in the front office.

Date Due: Wednesday, August 17th no later than 2:30 p.m. No late applications will be accepted. You may turn applications in earlier to the front office.

Jennifer Griffin
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Swansboro High School
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Matt Low
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