



Deadline for turning in packets is  
Friday, April 9, 2021 by  
11:59 P.M.

Late or incomplete packets will not be accepted!

Note: Students must turn their packets **via email** to Mr. Guerrero (aguerrel@episd.org). Please courtesy copy Principal Marsh (ramarsh@episd.org).

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Last Name

First Name

Middle Initial

Student ID #

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Cell Phone#

E-Mail

Year Graduating



***Captain John L. Chapin and the Men of Company E  
Memorial Chapter of the National Honor Society***

**Information Packet Check-off List**

**(This form must be attached to your resume. It is not optional)**

- \_\_\_\_\_ The completed entire information resume. (Section I, II, III, IV)
- ✓ Administrative Information
  - ✓ In-School activities and leadership positions
  - ✓ Out-of-School activities and leadership positions
  - ✓ School services activities (performed without pay or for a grade)
  - ✓ Out-of-School community service (30 hours minimum-since June 1<sup>st</sup> of the preceding year performed without pay or for a grade)
  - ✓ Work experience, recognitions and awards-attach copies of awards or certificates for verification purposes.
- \_\_\_\_\_ A typed *Goals and Aspirations* essay (Section V)
- \_\_\_\_\_ Two typed letters of recommendation (Section VI)
- \_\_\_\_\_ A typed schedule of your current classes (Section VII)
- \_\_\_\_\_ This form with the original signatures and dates

I hereby certify by my signature below that all the information and statements in the NHS information packet are true and accurate. I further understand that completing this form is not a guarantee of selection to NHS.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## *Captain John L. Chapin and the Men of Company E Memorial Chapter of the National Honor Society*

### Student Activity Information Packet

*Directions:* Please complete the following sections (Sections I, II, III, IV) in a resume-type format. This must be printed out. If not applicable in certain sections, please write N/A. Do not be modest. Any applicable information you can provide will be useful to the Faculty Council to assist with the selection process. A *Goals and Aspirations Essay* and Letters of Recommendation should also be attached (Section V and VI). Please provide a typed class schedule (Section VII). Completion of this packet **DOES NOT** guarantee selection. **This is not an application form.**

**Membership into the National Honor Society is a privilege, not a right.**

\*Example resume upon request

\*\*In order for service hours and letters of Recommendation to qualify, signatures are required from the supervisor of your service, and from the author of your letter! NO EXCEPTIONS!!\*\*

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**Administrative Information-** The header of the resume should have:

- ✓ First and Last Name
- ✓ Student ID
- ✓ Address
- ✓ Cell Phone #
- ✓ E-Mail

Please list the name of an adult supervisor who can verify your participation in each activity. You may also attach letters of verification from these sponsors. Feel free to elaborate on any items listed in I-IV.

- I. **School Service Activities-** Identify what you do that makes you an active and contributing member in the Chapin High School Community. List any school related service activities in which you have or are participating. These can be service projects done with a school group or done individually. Generally speaking, service activities are those which are done for, or on behalf of others, (not including immediate family members) for which **no compensation** (monetary or other) has been given.
  - ✓ School Service Activity- Identify the organization
  - ✓ List the years in which you were involved- 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>
  - ✓ Name and describe the activity
  - ✓ Name of Adult Sponsor and contact information

- II. **Out-of-School Community Services-** 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. For example, church groups, clubs sponsored outside of school, Boy or Girl Scouts, or other community endeavors. **DO NOT** repeat information from Section I. **30 hours minimum required in order to be considered further.**
- \*Gift to the River/Mountain is not considered community service. These hours will not be counted toward your 30 hour minimum requirement for community service.
- \*Pet sitting, babysitting and house sitting **do not count** as community service **unless** the activity is being sponsored by a non-profit organization. This organization must verify the hours and that no payment or other in-kind benefit was given for this activity.
- \*Working in an office-type business, filing papers, answering phone calls, or completing business-type duties are considered **WORK EXPERIENCE** and **WILL NOT** be counted toward your 30 hour minimum requirement for community service.
- \*Community service must not precede June 1<sup>st</sup> of the prior year for induction.**
- ✓ Community Activity
  - ✓ List the years in which you were involved- 10<sup>th</sup>, 11<sup>th</sup>
  - ✓ Total number of hours
  - ✓ Major duties and responsibilities
  - ✓ Name of adult sponsor and contact information
- III. **Work Experience, Recognitions and Awards-** List any job experiences, honors, or recognition that you have received that support your bid to be selected for membership in the National Honor Society. You may include work experience that was volunteer-based or that you were paid for.
- ✓ Employment Recognition and Awards –attach copies of certificates and awards
  - ✓ List the years in which you worked or received any honors/recognition
  - ✓ Paid- Yes or No
  - ✓ Number of hours per week/ month
  - ✓ Adult sponsor and contact information
- IV. **Leadership Positions-** List all activities in which you have participated in and out of high school. Include clubs, teams, musical groups, youth leadership, etc., and major accomplishments in each. List all elected or appointed leadership positions held during the activity; only those positions in which you were directly responsible for directing or motivating others should be included, for example, elected club officer, committee chairperson, team captain, newspaper editor, work area manager, or community leader. **(Please elaborate more fully on what your leadership position entailed and how you motivated others).**
- ✓ Activity- Identify the organization
  - ✓ List the years in which you were involved- 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>
  - ✓ In-School or Out-of-School
  - ✓ Leadership position held and describe your duties and responsibilities
  - ✓ Adult sponsor and contact information

- V. **Goals and Aspirations Essay**- Attach a typed essay of interest that will assist the Faculty Council in the selection process for the National Honor Society. There are no right or wrong answers to the questions; however, you need to be sure to address each point listed below. Failure to address each point will result in your application being declared incomplete. What is desired is a true and honest reflection from you regarding the four character traits that the Nation Honor Society considers invaluable.

**Essay**

The National Honor Society is an organization that seeks to cultivate and enrich four traits for future leaders. The four traits are: **Scholarship, Service, Leadership, and Character.**

1. Define, in your own words, the meaning of each of the traits listed above and include a personal example of how you meet the definition. (Please write about all four traits)
  2. Of the four traits listed above, which do you feel is your greatest strength? Why? How do you hope to be able to use that trait to better yourself, Chapin High School, and the Community?
  3. Which one of the above traits do you hope to develop further? (Do not use the trait from item 2 listed above.) How do you think that being involved in the National Honor Society would help you to improve that trait?
- VI. **Letters of Recommendation**- Attach **two** letters of recommendation from individuals who are **not related** to you. **One** letter must be from someone employed on the Chapin High School campus, and **not** a current teacher. **One** letter must be from someone in the community who has supervised some aspect of your community service. Be sure that they provide their contact information and have them address the four traits identified above in the essay section. **All Recommendation letters must have the recommender's email, phone, and signature!**
- VII. Provide a current class schedule with full means of your present teachers and the courses you are enrolled in. **\*Note:** All of your present teachers will be receiving evaluation forms to assist Faculty Council in determining eligibility for selection.

I understand that completing this form does not guarantee selection to NHS and affirm that the information presented here is accurate and correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the information provided by my son/daughter on this form and can verify that it is true, accurate, and complete in its presentation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date