

# Chesapeake Math & IT Academy National Honor Society



**FALL APPLICATION: 11th and 12th Grade Students are Invited to Apply**

**Advisor:** Natalie Gaudette (ngaudette@cmitacademy.org)

**Officers:** President – Damon Edwards II  
Vice President – Zoe Lancaster  
Treasurer – Oge Odidika  
Secretary – Monica Ojetola

**IMPORTANT INFORMATION:** ONLY THE DOCUMENTS INCLUDED IN THIS APPLICATION WILL BE CONSIDERED. ALL APPLICATION MATERIALS MUST BE SUBMITTED IN PEN OR TYPED. (NO PENCIL)

**APPLICATION DEADLINE:** Due to Ms. Gaudette by FRIDAY, OCTOBER 4<sup>TH</sup> BY 2:45PM

**\*NO LATE APPLICATIONS WILL BE ACCEPTED\***

## Application Checklist

\*The application checklist page must be signed by the student AND a parent/guardian to be considered complete\*

**Make sure you have completed each of the following before turning in your application.**

\_\_\_\_\_ Did you attach one recommendation letter from a current or past CMIT teacher who has seen you in the classroom? *(Letters must be either submitted in hard copy in a sealed envelope or sent directly to Ms. Gaudette's email address by the final deadline to ensure confidentiality. Late letters will not be accepted and incomplete applications will not be reviewed.)*

\_\_\_\_\_ Did you attach one recommendation letter from someone who can speak to your character outside of the classroom? (May be a job/internship supervisor, coach, CMIT staff member who sees you in an extracurricular activity, etc. - may not be a friend or a family member) *(Letters must be either submitted in hard copy in a sealed envelope or sent directly to Ms. Gaudette's email address to ensure confidentiality. Late letters will not be accepted and incomplete applications will not be reviewed.)*

\_\_\_\_\_ Did you submit your typed essay? Is it at least 250 words?

\_\_\_\_\_ Did you complete the community service page(s)?

\_\_\_\_\_ Did you complete the leadership page(s)?

\_\_\_\_\_ Did you complete the extracurricular activities page(s)?

\_\_\_\_\_ Did you complete the work experience, recognition, and awards page(s)?

\_\_\_\_\_ Did you submit a request form for an unofficial transcript?

\_\_\_\_\_ Are all of your materials in a folder with your name on the front in the proper place as described in the instructions?

\_\_\_\_\_ Did you make a copy of this application for your own records?  
(Applications will not be returned to students after submission.)

I, \_\_\_\_\_ (print your name), have read, understood, and completed this application and agree to the manner of the selection process. I hereby state that the information herein is true and accurate. I understand that providing any consciously false information on this application will result in my immediate and permanent removal from the CMIT North High School National Honor Society.

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

Parent Signature: \_\_\_\_\_

## **BEFORE YOU BEGIN, PLEASE READ THE FOLLOWING EXPECTATIONS:**

The National Honor Society recognizes students who achieve excellence in the areas of scholarship, character, leadership, and service. Students must be distinguished in ALL four of these areas.

### **Scholarship**

A minimum of 3.2 cumulative weighted GPA is required to apply.

### **Service**

Students who are applying to the National Honor society must have met specific Service Hours Checkpoints to be considered: 11<sup>th</sup> grade applicants must have earned at least 10 service hours to apply (and will be expected to complete 24 service hours by the last day of their junior year). 12<sup>th</sup> grade applicants must have earned at least 24 service hours to apply (and will be expected to complete 50 service hours by May 1<sup>st</sup> in order to be inducted officially into the National Honor Society and be recognized as an official member at the CMIT North Graduation).

A service/community activity is anything you have done to serve your community without receiving compensation (money, personal benefit or academic credit) for your actions. Service can include activities associated with school organizations as well as any community or religious organizations (non-profit organizations). If you use a club for your community hours, then you cannot double dip and use it towards your activities. For instance: if you are a member of the SGA and work to fulfill your duties, those hours would not count as community service as those duties are expected, not extra. Office or teacher aide positions are not considered service. Additionally, service hours must be documented (service hours forms submitted to Ms. Gaudette and officially logged on SchoolMax) prior to submitting your application to officially count on your application.

### **Leadership**

You must show that you have been involved in extracurricular activities every year of high school and that you have risen to a leadership role in at least one of your activities.

A leadership position is any position in which you oversee or managing others. Serving in a leadership position means the activity described would not have occurred or would have been greatly impacted without your participation. These can be “traditional” positions such as a team captain or club officer. They can also be somewhat less obvious roles such as organizing a service activity or chairing a school committee. On your application, it is necessary to clearly describe your position and duties, so the faculty committee can understand your role.

### **Character**

The selection committee (faculty council) will assess your character through a process involving analysis of your essay, the two recommendation letters submitted on your behalf, and forms you have compiled as part of this application.

The purpose of this application is for you to inform the selection committee of your history of leadership, character, scholarship and service. The committee is looking for consistent examples of leadership and service over an extended period of time.

**YOUR TWO LETTERS OF RECOMMENDATION MUST ADDRESS TWO TOPICS: LEADERSHIP AND CHARACTER.**

- One letter must be written by someone who can speak to your leadership and character outside of the classroom. This letter must be written by someone who is not a family member, family friend, neighbor, or a classroom teacher. This could be someone you worked with during your service hours, a manager at your place of work (if you work), a supervisor, a coach, a club adviser, a mentor, an administrator, etc.
- Your second letter must be written by a current or past CMIT teacher who can speak to your leadership and character inside of the classroom. These letters will be evaluated on the specific examples that depict your character and your leadership abilities.

**YOU MUST INCLUDE AND PUT YOUR APPLICATION IN THE FOLLOWING ORDER IN A FOLDER WITH YOUR NAME ON THE FRONT:**

**FRONT OF FOLDER**

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|-------------------|---|
| 1. Identification | Folder must be labeled with your name and grade level |
|-------------------|---|

**INSIDE LEFT POCKET**

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|---------------------------|---|
| 2. Application Checklist  | Must be checked and signed by student and parent/guardian                         |
| 3. 2 Letters of Reference | Must have 2 and be specific on character and leadership and follow all guidelines |
| 4. Typed Essay            | Must answer the prompt and follow all guidelines                                  |

**INSIDE RIGHT POCKET**

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|-------------------------------------|---|
| 5. Leadership Form(s)               | Separate form for each position with description, dates of participation, and include a signature for each activity |
| 6. Extracurricular Activity Form(s) | Separate form for each activity with description, dates of participation, and include a signature for each activity |
| 7. Work/Recognition/Awards          | Separate form for each job, recognition, or award, with description and date of receipt                             |

Your NHS advisor's role—

To enforce the national guidelines so that CMIT can keep its NHS accreditation, to guide you and to provide the evidence for your case to both faculty council and the national organization. The NHS advisor does not decide if you are accepted or denied. The Faculty Council makes that decision. Their decision is FINAL. There is not an appeals process, but students are invited to re-apply in the next evaluation period.

If you have any questions while completing this application, please contact your National Honor Society Advisor (Ms. Gaudette, [ngaudette@cmitacademy.org](mailto:ngaudette@cmitacademy.org)) as soon as possible. You may make an appointment or email them. It is your responsibility to ask any questions BEFORE submitting the application.

NHS PROSPECTIVE MEMBER



COMMUNITY SERVICE DOCUMENTATION FORM

THIS IS THE ONLY FORM ALLOWED TO BE USED FOR SERVICE. A SEPARATE FORM SHOULD BE INCLUDED FOR EACH ORGANIZATION VOLUNTEERED WITH.

\*\*\* PLEASE COMPLETE IN BLUE OR BLACK **INK** ONLY, NO PENCIL \*\*\*

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

Name of Community Organization Served: \_\_\_\_\_

Location of Service: \_\_\_\_\_

Detailed Description of Volunteer Service Activities:

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TOTAL Number of Hours: \_\_\_\_\_

Supervisor Contact Information for Verification

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Title

**Please note: The total number of hours reflected on your transcript should correspond to the forms you are submitting.**

## LEADERSHIP POSITIONS



LIST ALL ELECTED OR APPOINTED LEADERSHIP POSITIONS HELD IN SCHOOL, COMMUNITY, SPORTS OR WORK ACTIVITIES. PLEASE BE THOROUGH IN ALL LEADERSHIP AND DESCRIPTIONS.

THIS IS THE ONLY FORM ALLOWED TO BE USED FOR LEADERSHIP. A SEPARATE FORM SHOULD BE INCLUDED FOR EACH LEADERSHIP ROLE.

\*\*\* PLEASE COMPLETE IN BLUE OR BLACK **INK** ONLY, NO PENCIL \*\*\*

Leadership Position: \_\_\_\_\_

Organization/Club Served: \_\_\_\_\_

Dates Position was Held: \_\_\_\_\_

Description of Responsibilities and Accomplishments:

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Name, Title, and Contact Information for Supervisor:

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## EXTRACURRICULAR ACTIVITIES



List all activities in which you have participated in high school. Include clubs, teams, musical groups, theater productions, etc. and major accomplishments in each. PLEASE BE THOROUGH IN ALL EXTRACURRICULAR ACTIVITY DESCRIPTIONS.

THIS IS THE ONLY FORM ALLOWED TO BE USED FOR EXTRACURRICULAR ACTIVITIES. A SEPARATE FORM SHOULD BE INCLUDED FOR EACH ACTIVITY.

\*\*\* PLEASE COMPLETE IN BLUE OR BLACK **INK** ONLY, NO PENCIL \*\*\*

Name of Activity: \_\_\_\_\_

Dates of Participation: \_\_\_\_\_

Description of Activity and Accomplishments:

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Activity Advisor/Coach/Supervisor Name:

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Activity Advisor/Coach/Supervisor Signature:

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WORK EXPERIENCE/ RECOGNITION/ AWARDS



List below any job experiences, honors or awards that you received during HS that may support your selection into NHS. Work may be paid or volunteer (Anything used on service hour forms cannot be listed here do to overlapping). **MUST HAVE AT LEAST 1 RECOGNITION/AWARD LISTED. YOU CANNOT USE GPA. AWARD. HOWEVER, YOU MAY USE STUDENT OF THE MONTH, END OF THE YEAR, OR OTHER TEACHER RECOGNITION.**

THIS IS THE ONLY FORM ALLOWED TO BE USED FOR EXTRACURRICULAR ACTIVITIES. A SEPARATE FORM SHOULD BE INCLUDED FOR EACH ACTIVITY.

\*\*\* PLEASE COMPLETE IN BLUE OR BLACK **INK** ONLY, NO PENCIL \*\*\*

Name of Activity/Award: \_\_\_\_\_

Date(s) of Receipt/Participation: \_\_\_\_\_

Description of Activity/Award and Accomplishments:

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Activity Advisor/Coach/Supervisor Name:

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Activity Advisor/Coach/Supervisor Signature:

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## NHS ESSAY

### Prompt:

Selection for membership into NHS is based on Scholarship, Character, Leadership, and Service. Explain how your dedication to these four principles have helped you during high school and how you will use these principles in the future to achieve your postsecondary goals.

### Guidelines:

1. This must be typed, double-spaced and be 250-300 words.
2. You must use Size 12 Times New Roman Font with 1-inch margins.
3. Be specific. Provide examples from your personal life and connect the 4 pillars of NHS (Scholarship, Character, Leadership, and Service).

**Note: Please staple your essay to this NHS Essay Prompt Page.**