

# 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 – Brian Ndofor  
Vice President – Zoe Lancaster  
Treasurer – Jeffrey Greer IV  
Secretary – Aidell Benyarku

**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 FRIDA, SEPTEMBER 28<sup>TH</sup> BY 3:00 P.M

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

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 and your parent/guardian read the information page?

\_\_\_\_\_ Did you attach one recommendation letter from a current or past CMIT teacher who has seen you in the classroom? \*Only original letters with a signature and will be accepted\* (No emails or copies)

\_\_\_\_\_ 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) \*Only original letters with a signature will be accepted\* (No emails or copies)

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

\_\_\_\_\_ 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 an unofficial transcript?

\_\_\_\_\_ Are all of your materials in a folder with your name on the front?

\_\_\_\_\_ 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 any violation of the pillars of the National Honor Society (scholarship, character, leadership and service) as well as providing any consciously false information on this application may result in my immediate and permanent removal from NHS.***

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **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. **A minimum of 3.0 cumulative weighted GPA is required** to apply. Students who are applying to the National Honor society must have met specific **Service Hours Checkpoints** to be considered: 11th grade applicants must have earned at least 10 hours of service by their application date; 12th grade applicants must have earned at least 24 hours of service by their application date. Additionally, you must have **been involved in at least two extra-curricular activities per year since 9th grade.**

The selection committee (faculty council) **will assess your character** through a process involving analysis of: your essay, the two formal character and leadership recommendation letters submitted by you, 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.

**A leadership position** is any position in which you are in charge of 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.

**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 also 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.

**An extracurricular activity** can be a school club, a sport, or an outside club as long as it is organized, meets at least once a month, and has an obvious purpose. You must reflect at least 2 activities per year, provide a description, and obtain a valid signature from the advisor or the person who oversees the activity. Juniors need to verify 2 activities each for freshmen and sophomore years. Seniors need to verify 2 activities for freshmen, sophomore, and junior years.

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

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

**INSIDE LEFT POCKET**

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**

5. **Leadership Form(s)** Must indicate position, description, dates of participation, and include a signature for each activity
6. **Extracurricular Activity Form(s)** Must indicate activity, description, dates of participation, and include a signature for each activity
7. **Work/Recognition/Awards** Must list job, recognition, or award, 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. Your 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 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\*\*\***

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\*\*\***

**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\*\*\***

**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\*\*\***

**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.