



**Glenridge Middle School**  
*Adrian E. Stockard Chapter*  
**National Junior Honor Society**

Dear \_\_\_\_\_,

We are excited to invite you to apply for membership in Adrian E. Stockard Chapter of the National Junior Honor Society! Upon examination of your academic records, you have met the preliminary requirements for entrance, which is a cumulative GPA 3.75 or higher to be considered for membership, you must complete the following application. Pay careful attention to instructions and deadlines.

**In this packet you will find:**

1. **NJHS Resume.** This must be printed neatly in blue or black ink. We recommend you make a copy of this form before you begin. We have included a rubric on how you will be evaluated.
2. **Subjective Letter.** The letter must be typed and printed and should follow a business letter format. This is a one-page letter in which you display how you currently represent the characteristics of NJHS and how you can use these qualities to contribute to the overall success of the organization. Refer to the rubric for criteria.
3. **Teacher Evaluations** You must request two (2) current Glenridge Middle School faculty members to complete a Teacher Evaluation. A minimum of one (1) form must come from a current core content teacher. **Please be mindful of your teachers' schedule and allow sufficient time for them to complete the Teacher Evaluation Form.** The last day to give evaluation forms to teachers is **Tuesday, April 3, 2018.** Teachers will return completed evaluations directly to Mr. Black.
4. **Teacher Signature Form.** As you give each teacher your evaluation, ask him or her to **initial and date** the Teacher Signature Form verifying that they received it.
6. **Important Dates.** NJHS members are required to attend the monthly meeting held on the 2<sup>nd</sup> Tuesday of each month in 8<sup>th</sup> grade. In addition to our monthly meetings, we will have practice meetings for our induction ceremony, at 8:40 a.m. May 6, and then again immediately after school May 6. The induction ceremony is 6:30 to 8 p.m., Wednesday, May 6 as well. Please mark your calendars now!

Keep this letter and all completed application materials in order. You will turn in all your paperwork together. **Your complete file is due to Mr. Black before 4:15 p.m. on Wednesday, April 10.** You will be given only one packet but can download packets online. The packet materials can be found on the Clubs & Organizations link of the Glenridge Middle School website. Selection notification letters will be handed out during the middle of April. Make sure you follow all directions exactly and pay close attention to deadlines. **Late applications will not be considered.** Please direct questions to Mr. Black ([Kenneth.Black@ocps.net](mailto:Kenneth.Black@ocps.net)).

We wish you success in this and all your endeavors!

***I certify that the information contained in this application is true. If any of this information is found to be untrue or misleading, I understand that the Faculty Council will reject my application.***

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



Glenridge Middle School  
*Adrian E. Stockard Chapter*  
National Junior Honor Society

**STUDENT RESUME**

Name: \_\_\_\_\_ First Period Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

**Leadership:** Please list leadership experiences that you have had, either in or out of school. You may include elected leadership positions as well as appointed positions. Please include the name of a contact person for verification purposes.

Leadership -- Role/Description	Contact Person	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Service:** Please list strong examples of service experience that you have had, either in or out of school. You should not have been compensated for this service. Please include the name of a contact person to verify your service.

Service -- Role/Description	Contact Person	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

## STUDENT RESUME

**Activities:** Please list extracurricular activities you have been involved in, as well as the dates of your involvement. You may also include any awards you have received.

Activity -- Description	Dates	Contact Person	Phone Number
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

**Discipline Record:** To the best of your knowledge, please list the number of disciplinary infractions that you have received during the 2017-2018 school year. You may use the space below the infraction, if you wish to explain the circumstances (optional). *Please note: ARTICLE VI, Section 2. Students cannot have excessive absences, excessive tardies, any suspensions, excessive detentions or adverse input from faculty review.*

_____ Lunch Detention	_____ Office Referral
_____ In School Suspension	_____ Out of School Suspension

### TEACHER SIGNATURE FORM

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dear NJHS Candidate:** As you give each teacher your evaluation form, ask him or her to sign and date the appropriate box. This will verify they received your evaluation on time.

Class & Teacher	Date Received	Teacher Signature
	Deadline to request recommendations is April 5	

## STUDENT EVALUATION RUBRIC

### **Student Resume:**

Minimum of three leadership roles, contacts	7 points
Minimum of three community service activities	7 points
Minimum of three extracurricular activity/club	7 points
Additional activity listed in any of the three areas	9 points
<b>Total Points: 30 points</b>	

### **Subjective Letter:**

Correct business letter format is used	5 points
Explain how you currently represent the characteristics of NJHS	5 points
(1 point for each characteristic)	
Explain how you can use your qualities to contribute to NJHS	5 points
Grammar, style and quality of writing	5 points
<b>Total Points: 20 points</b>	

## IMPORTANT DATES

**Friday, April 5** – The last date to request Teacher Evaluations

**Wednesday, April 10** – Application Deadline

**Week of April 15** – Selection notification letters will be handed out during First Period.

**Monday, May 6, 8:45 – 9:15 a.m.** – Practice for NJHS Induction Ceremony (MPR)

**Monday, May 6, 4 p.m.** – Practice for NJHS Induction Ceremony (MPR)

**Monday, May 6, 6:30 – 8:00 p.m.** -- NJHS Induction Ceremony (MPR)

**Tuesday May 7, 8:40 a.m.** – Organizational meeting for new members in Room 673

**Monday, May 20, 8:40 a.m.** – Officer election/meeting in Media Center

# Follow a proper business letter format

Your Street Address  
Your City, State Zip

Heading

Date

Mr. Black  
NJHS Adviser  
Glenridge Middle School

Inside Address

Dear Mr. Black:

Salutation

Do not indent the paragraph when you are using a format that is known as “flush left.” This is the best format to use when you are writing a subjective letter. When writing a subjective letter, you will base your ideas on your feelings and opinions. While you will be writing about personal experiences, you also must include facts about the subject, so visit the NJHS website for research. Use your first paragraph to introduce yourself and the topic and give a quick overview about how you will contribute to NJHS. Remember your audience (a teacher/adviser) and keep your writing formal.

In a subjective letter, you must sound professional. Explain what you know the five pillars, or characteristics, of NJHS and give evidence from your personal experiences, as well as NJHS sources. Back up your opinions with evidence and give sources where needed. Make certain that the facts are relevant to your subject.

In your closing paragraph, remind Mr. Black of why you want to join NJHS. Explain how your evidence supports your application to become a member of NJHS. Check the rubric to ensure you have not forgotten anything. Most important -- remember that your letter must be original.

Sincerely yours,

Closing

A. Student

Signature

## TEACHER EVALUATION

Name of Candidate: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

The student listed above meets the academic requirements for membership in the National Junior Honor Society. In addition to completing the student application, **students must request two teacher recommendations, one of which must be from a current core content teacher.** Selection for membership is determined by the Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Please take a few moments and rate this student in each of the following five categories. The behaviors listed below each trait are merely guidelines to help you determine if the student meets the criteria for each one. Please use your own best judgment. Thank you for your time.

**PRIVACY NOTE:** Your input will be treated as confidential information by the Glenridge NJHS Faculty Council. Students and/or parents will not have access to the information you provide.

**Please return to Mr. Black's mailbox by  
Monday, April 8, 2018. Forms are not to be returned to students.**

Traits of NJHS members	Always	Frequently	Sometimes	Rarely
<p><b><u>Character</u></b> This student behaves responsibly and respectfully in interactions with peers and adults, and he/she shows integrity in his/her daily behavior.</p>				
<p><b><u>Scholarship</u></b> This student demonstrates intrinsic motivation with regard to school work; he/she values learning and routinely performs at a high level of accomplishment.</p>				
<p><b><u>Leadership</u></b> This student demonstrates useful leadership skills in the classroom environment, e.g., the ability to listen to multiple points of view, the ability to disagree respectfully, the ability to defuse potential conflicts, a willingness to take the initiative in planning.</p>				
<p><b><u>Service</u></b> This student displays a willingness to help out without expecting a tangible reward.</p>				
<p><b><u>Citizenship</u></b> This student has good attendance records, participates willingly in group activities, and offers a good example of appropriate student behavior for others.</p>				
<p><b><u>OVERALL</u></b> This student demonstrates the traits of a good NJHS member.</p>				

**Comments:**

Teacher's signature \_\_\_\_\_ Date \_\_\_\_\_

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