**Wayne Hills National Honor Society**

Wayne Hills High School

272 Berdan Avenue

Wayne, NJ 07470

http://www.waynehillsnhs.org

Phone: 973-317-2000 Fax: 973-633-2589

The time has come during which the best and brightest join the National Honor Society! As a chapter, we believe that we have the potential to be the best out there. Our accomplishments last year were outstanding, and with your participation and support, the 2014-2015 Wayne Hills NHS Chapter will be EVEN better!

This packet will provide you with the guidelines of National Honor Society for this year.

**GENERAL MEETINGS**

All meetings begin at 2:25 p.m. in the Auditorium on the first Wednesday of every month.

Please arrive around 2:20 p.m. to sign in with an officer, so that the meetings can start promptly. Members must also sign out with an officer after meetings to receive credit for attending the meeting.

If you are unable to attend, email the membership coordinator Neha Raja at membership@waynehillsnhs.org with a *valid* excuse. An unexcused absence in school is an unexcused absence for NHS meetings.

* + - This must be done at least 24 hours in advance. Please include your name and 1st or 2nd year status.

Failure to miss a meeting without an excuse, or without emailing the membership coordinator, will result in consequences.

**DUES**

Dues for this year are $15.

Dues must be paid via Community Pass by November 25.

*If you have any questions, please e-mail the Treasurer, Dan Chen*

*at* treasurer@waynehillsnhs.org

**CREDITS**

**First Year Members:**

Must obtain a minimum of **12 credits** by the end of the year (at least 6 of which must be service)

**Second Year Members:**

Must obtain a minimum of **16 credits** by the end of the year (at least 8 of which must be service)

This year there are two types of credits: donation and service.

Donation Credits:

* Credits will be issued for NHS activities that do not require community service hours. These include:
  + Selling fruit for the annual NHS Citrus Sale
  + Donating items for collection drives (Winter Warmth, Toys for Tots, Food Drives)
* Donations of items given to organizations outside of NHS sponsored events **do not** count.

Service Credits

* Credits will be issued for those who complete hours of community service.
* Credits for NHS-sponsored activities will be announced and members can sign up by emailing the appropriate officer.
* Members can also earn credits by completing community service outside of NHS. To do this, members must submit outside credit forms (found on the NHS website) for these service events. Each outside credit form will be reviewed individually and credits will be given based on the scale below.

What counts:

* Any service or donations completed through NHS
* Any service done for or with another organization of WHHS that does not benefit the organization itself (example: fundraising for a club or sport does not count as service)
  + Must fill out an Outside Credit Form with signature and contact information of the adult leader in charge of the event
* Service done outside of school
  + Must be completed through a reputable organization (recognized non-profit organization, religious institution, etc.)
  + Must fill out an Outside Credit Form with signature and contact information of the adult leader in charge of the event

What does NOT count:

* Donations of items given to organizations outside of NHS sponsored events
* Service done inside of school that financially benefits another organization (fundraisers for clubs, sports teams, etc.)

Your Service Credit officers are:

First year: Sarah Auerbach Email: *credit1@waynehillsnhs.org*

Second year: Rishi Jashnani Email: *credit2@waynehillsnhs.org*

**CREDIT DEADLINE**

**The credit deadline is June 1st, 2015. This date will NOT be changed.**

1st year members need **12** credits total (at least 6 of which must be service)

2nd year members need **16** credits total (at least 8 of which must be service)

If a junior member does not complete his / her credit requirement by the June deadline, that student will be given one credit warning and will be expected to complete their missing credits by September of the following year.

If a senior member does not complete his / her credit requirement by the June deadline, that student will be given one credit warning and will not be given an NHS chord and tassel for graduation.

A member who intends to appeal any warnings must submit a written appeal to the adviser on or before June 8 of the school year in which the appeal has its origins.

**CREDIT SCALE**

The number of credits awarded for service events is defined by the following scale:

1 credit

2 credits

3 credits

4 credits

\*\*\*In special cases, additional credits can be awarded at the discretion

of the Executive Committee for extensive service.\*\*\*

For service events that are reoccurring (for example: coaching a little league team or volunteering at an animal shelter every weekend), the sum of the hours that the member volunteered will be applied to the scale above.

The only exception to this scale is tutoring. As a chapter, we place a high priority on tutoring, so every one hour session for tutoring will earn a member one credit.

**TUTORING INFORMATION**

Because tutoring is such a high priority within National Honor Society, every NHS member is responsible for tutoring (either through subject-specific tutoring or through homework help) at least ONE time per year.

NHS offers two types of tutoring services:

1. After School Homework Help in the Media Center

Homework help is for students who need occasional assistance in general subject areas. Any NHS member can volunteer to tutor students who need help by signing up through the homework help program. The students seeking help do not need to sign up and can simply show up in the media center after school. Homework help is primarily designed for the following subjects: any level (not including AP classes) of English, science, or history, Algebra I, Geometry, and Algebra II.

Any NHS member wanting to volunteer can email the tutoring officers to be placed on the monthly schedule in advance. Homework help is available on Mondays through Thursdays from 2:20 to 3:00 PM in the WHHS Media Center. Each day, up to three NHS tutors can sign up. Members must **check out** with Mr. Poalillo in room 211 to get credit when the Media Center closes. Upon completing two sessions, the member will receive **one** service credit.

2) Subject-Specific Tutoring

For subject specific tutoring, the Tutoring Officers will keep a spreadsheet with NHS members willing to tutor and in what subject area. As students contact NHS for tutoring, the Tutoring Officers will then assign an appropriate tutor to the student needing tutoring. To get on the spreadsheet – go to the NHS website and sign up. After a match, the Tutoring Officers will then put the NHS tutor in contact with the student needing tutoring and it is then up to the two parties to set up the time and date(s). Subject-area tutoring must take place outside of school due to the fact that the media center closes at 3 PM (sessions are to last one hour).

In addition, one tutoring session must last for a minimum of an hour. For every one session of tutoring completed, the NHS member will receive **one credit**. The tutor must keep the Tutoring Officers informed of when and where the tutoring is taking place each time tutoring occurs in order to receive credit.

ALL tutoring **must be done through the NHS tutoring system**, assigned by the Tutoring Officers.

No credit will be given to students tutoring a family member.

*If you have any questions, please e-mail the Tutoring Officers, Rohit Shinde and Danielle Rafanelli at* tutoring@waynehillsnhs.org

**Membership “Cheat Sheet”**

As a first year member, we understand that all of this information can be overwhelming. To avoid any confusion, we provided this short list as a simple way to remember the requirements of members.

1) One session of tutoring (either through subject-specific or through homework help)

2) Attend general membership meetings (first Wednesday of each month)

3) Hand in the bottom of this paper signed

4) Fulfill credits requirements by the end of year deadline

5) Pay dues via Community Pass

Please keep in mind that your membership in NHS can be much more than these simple requirements.

Also, please over-communicate! We’d rather hear from you too much than not enough. If you have any questions or concerns, you can always reach out to any of us.

Hala Aqel, President pres@waynehillsnhs.org

Mr. Poalillo, Adviser apoalillo@wayneschools.com

We’re excited to have you in the Wayne Hills NHS chapter and are looking forward to serving with you!

I have read through this packet and am aware of all of the requirements for membership of the Wayne Hills Chapter of the National Honor Society. Please return this form to the NHS mailbox in the main office.

**NHS member signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**