



# 2018-2019 PSHS NHS Officer Packet



*Thanks for your interest in being a member of the PSHS NHS executive board. National Honor Society is a student run organization where the executive officers are responsible for the coordination and execution of ALL membership logistics (general meetings, necessary member communication, membership records, community service opportunities) and annual club activities (multi-grade tutoring program, school wide talent show and district 5K run). This select group of dedicated students will determine the success of NHS during the year. Ideally the officers are all highly motivated individuals possessing the energy and enthusiasm that will be required of this extremely important position. Applicants should demonstrate exceptional leadership, scholarship, service, and character. Realize that Senior Officers are charged with responsibilities that can be **VERY time-consuming**. You will be expected to meet with sponsors and other officers on a regular basis as well as fulfill the duties associated with your respective position often after school hours during your personal time. **PSHS NHS MUST BE A PRIORITY**. The success of this 400+ member organization rests solely on the commitment, dedication, and hard work of the selected student leaders.*

Please carefully read over the following requirements and steps for the process, and if you agree to accept the challenge, turn in the application packet and supporting documents outside of Room B216 NO LATER than MONDAY, JANUARY 29<sup>th</sup>.

## **REQUIREMENTS**

- ⊙ Currently a junior in good standing (NO record of GPA, project or miscellaneous probation)
- ⊙ Eligible for a "free" 7<sup>th</sup> period due to "senior release" or enrollment in zero hour for the 2018-2019 school year (will use 7<sup>th</sup> period 3-4 times a week to fulfill duties associated with officer position) NO EXCEPTIONS will be made to this requirement. IF you will have an obligation 7<sup>th</sup> period, DO NOT APPLY!!!
- ⊙ Commitment to maintaining the excellence of PSHS NHS by being a leader of the largest organization on campus
- ⊙ Understanding that you are running for a general executive board position and not a specific role
- ⊙ Completion of Applicant Questionnaire including parent signature
- ⊙ Completed Teacher Signature Page
- ⊙ Compiled Campaign Blurb
- ⊙ Applicant Questionnaire and Teacher Signature Page turned in outside of Room B216 NO LATER than MONDAY, JANUARY 29<sup>th</sup> and Campaign Blurb to Michelle Luan at [michelle.luan.nhs@gmail.com](mailto:michelle.luan.nhs@gmail.com) NO LATER than MONDAY, JANUARY 29<sup>th</sup>.

## **APPLICATION PROCEDURE**

- ⊙ All forms (Applicant Questionnaire, Digital picture & Campaign Blurb, and Teacher Signature Page) turned in and received NO LATER than MONDAY, JANUARY 29<sup>th</sup>.
- ⊙ Current officers/sponsors will review applications and nominate applicants for candidacy based on review of application materials and current PSHS NHS membership file.
- ⊙ **An official notice inviting the applicant to continue with the process will be sent out.**
- ⊙ The selected applicants will record a "campaign speech" AFTER SCHOOL Thursday, February 1<sup>st</sup> or Friday, February 2<sup>nd</sup> to be shown during the election.
- ⊙ After viewing the "campaign speeches" at the election meeting (4A/4B & after school) on Wednesday, February 7<sup>th</sup> and Thursday, February 8<sup>th</sup>, the votes from the junior members will be taken into account for selecting officers.
- ⊙ **The following will be taken into account when selecting officers:**
  - Teacher feedback
  - Level of commitment to other organizations
  - Election votes



# The PSHS NHS Leadership Team

2018-2019 NHS Officer Descriptions



## **The Nuts & Bolts of the organization... maybe just the NUTS!!!**

**Presidents:** plan member/officer meetings, oversee implementation of policies and activities (commitment form and point sheet pick-up), liaison between officers, members, parents, and sponsors, organizes NHS obligation to Homecoming Week festivities, Plano's Got Talent, PISD NHS 5K and plans the NHS Officer Inductions ... among a number of other things.

**Membership Coordinators:** coordinates registration of incoming members and maintains individual membership files, oversees direct communication with members regarding membership status ... at the very least.

**Member Relations (Communication) Coordinator:** produces all official NHS correspondence (student memos, newsletters, fliers, etc.), establishes and maintains e-mail distribution for all PSHS NHS members, pursues other avenues of communication (Facebook, announcements, Closerware, Twitter, and NHS board), helps oversee all initiative service opportunities, promotes NHS socials and activities and keeps all meeting minutes (secretary).

**Service Coordinators:** ... Including, but not limited to... sponsoring and overseeing service opportunities from beginning to end (corresponding with the event representatives through email and phone contact, posting the service opportunity on Closerware, recruiting the volunteers and following up with the sponsors of the schools/agencies to make sure the members fulfilled their commitment), communicating with other officers, Ms. Leonard and Mr. Hassen for appropriate support and promoting NHS availability with school and community. There will be a specific service coordinator appointed to the following programs: Plano ISD (2-3), athletics and community outreach/donations (treasurer).



# Do YOU Have What It Takes??

2018-2019 NHS Officer Applicant Questionnaire



Name: \_\_\_\_\_ ID: \_\_\_\_\_ T-shirt size: \_\_\_\_\_  
Home phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ 9<sup>th</sup>/10<sup>th</sup> High School: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Please attach your typed responses to the following:

- ⦿ List any activities, positions, and/or awards of which you are proud of
- ⦿ List other clubs/organizations you belong to this year; if officer, list and include officer position
- ⦿ List the clubs/organizations you plan on being an active part of next year; list possible officer opportunities in these clubs/organizations
- ⦿ Describe a previous leadership experience and its impact
- ⦿ Explain why you want to be a National Honor Society Officer
- ⦿ Describe what makes you the best person for the job
- ⦿ Identify a current NHS policy or procedure that you would try to change for next year and briefly explain why
- ⦿ After carefully reading the officer descriptions, list your officer position preferences (top 2) and briefly explain why
- ⦿ After carefully reading the officer descriptions (yes, read them again!) list the position you would prefer not to have and explain why
- ⦿ Describe one of your worst habits/qualities

## Why You?

2018-2019 NHS Officer Applicant Profile

- ⦿ Submit a campaign “blurb” with a digital photograph on a word document to Michelle Luan at [michelle.luan.nhs@gmail.com](mailto:michelle.luan.nhs@gmail.com) NO LATER than MONDAY, JANUARY 29<sup>th</sup>. The “blurbs” of all candidates will be included in a packet created for distribution to the electorate on Election Day. The “blurbs” and the pre-recorded campaign speeches will be the only way the candidate’s message/qualifications will be communicated to the voters.
- ⦿ The block of text MUST BE less than 150 words, and the digital picture must be in portrait format.



# You Can Count on Me Because...

2018-2019 PSHS NHS Officer Applicant Teacher Signature Page



**Applicant:** Please have your teachers read and sign this page to endorse your candidacy for an NHS executive board position.

**Teacher:** The NHS officer applicant, \_\_\_\_\_, is expressing a desire to run for an officer position in the National Honor Society. The officers need to be all highly motivated individuals possessing the energy and enthusiasm that will be required of this extremely important position. Applicants should demonstrate **EXCEPTIONAL** leadership, scholarship, service, and character. The success of this 400+ member organization rests solely on the commitment, dedication, and hard work of the selected student leaders.

In the space below, please indicate that you support this student's interest. If you would rather not recommend a student you may either:

☉ Write "NO RECOMMENDATION" next to your name **OR**

☉ Sign your name and e-mail any concerns to [shanique.leonard@psd.edu](mailto:shanique.leonard@psd.edu) or [hisham.hassen@psd.edu](mailto:hisham.hassen@psd.edu)

Period	Teacher Signature	Teacher Name (print)
0	X _____	_____
1	X _____	_____
2	X _____	_____
3	X _____	_____
4	X _____	_____
5	X _____	_____
6	X _____	_____
7	X _____	_____