**Candidate Instructions/ Check-list for the 2017-2018 NHS Application**

1) Pick up the NHS Application from the National Honor Society Advisor (Mrs. Lodes for 2017-18)

2) Complete application

 Make sure your name is written on the application

Fill out completely and honestly on your own

Obtain signatures/phone numbers/e-mails of sponsors for verification

Make sure the application is turned in on time

As with all of the materials you submit, please make sure the document looks professional and is legible.

3) Complete video submission and submit to National Honor Society Advisor electronically to nhsadvisor@springfieldplatteview.org

 Video submission is due **NO LATER THAN 4:00pm on March 7, 2018**

4) Attend one of the Timed Writing Sessions on Service.

 (Choose only one)

 Wednesday, February 28 - 7:30am

 Wednesday, February 28 - 3:30pm

 Wednesday, March 7 - 7:30am

 Wednesday, March 7 - 3:30pm

 Description: The candidate will be asked to complete a 20-minute essay on the topic of Service. Essays will be judged by the Language Arts staff on the rubric included in this packet.

5) Submit your application to the National Honor Society Advisor **NO LATER THAN 4:00pm on** **Wednesday, March 7, 2018.**

 You may submit your application before school or after school in the office to the attention of Mrs. Lodes.

Legibly write your name on the application.

 Staple everything together and hand the application to the main office staff who will time stamp your application.

6) You will not need teacher recommendations as each staff member will individually rate each applicant as a part of the process.

**7) Make sure that you document everything you would like the Faculty Council to consider. The Faculty Council can only judge what is written on the application. Leaving areas or an area blank will convey insufficient qualifications in an area. Whereas, listing everything you would like to consider would increase your opportunity to meet the criteria.**

**CONGRATULATIONS you have completed the application process for National Honor Society!**