

The Bromfield Chapter of the National Honor Society Selection Process

Step 1: Sophomores, juniors, and seniors who are academically eligible (GPA of 3.30 or higher) as of the end of the previous school year will be permitted to apply and asked to provide additional information for consideration in regard to the pillars of leadership, service, and character.

Step 2: Students attend an information session to guide them through the selection process and inform them of NHS member responsibilities (also below). This year's session will be **Tuesday, October 15 at 7:15 A.M. in Cronin Auditorium**. If inducted, members shall, at the minimum:

- Maintain a 3.30 GPA (scholarship pillar)
- Complete 4 hours of community service per term (starting 3rd term of induction year—service pillar)
- Complete a 6-hour Leadership Project in the year following induction (leadership pillar)
- Complete 4 hours of tutoring at Bromfield per year (all three pillars)
- Uphold the chapter's standard of character
- Attends NHS general membership meetings (fall and spring and as needed)
- Attends annual Induction Ceremony

Step 3: Applicants complete the Candidate Form and provide two letters of recommendation. The letters of recommendation must include first-hand accounts of the candidate's strengths in the areas of leadership, service, and character. Refer to the descriptors in the rubric below. One letter must be written by an employee of The Bromfield School (in any capacity) and the other must be written by a person outside of The Bromfield School. Additionally, no family members can write a recommendation.

Step 4: Complete applications including forms, recommendations, and signatures must be **handed to Mr. Murphy** in Room 195 **on or before Tuesday, November 5, 2019 at 12:00 NOON**. All recommendations being mailed from outside of The Bromfield School must be postmarked no later than November 5.

Step 5: Candidate names will be shared with all faculty members for input regarding scholarship, leadership, service, and character. While every faculty member has the opportunity to recommend or not recommend a student for membership, the Faculty Council uses the recommendations at its discretion.

Step 6: The Faculty Council, consisting of five teachers across grade levels and disciplines, will review the forms, recommendations, and faculty input. They will use the selection rubric outlined below to guide them through the selection process.

Step 7: Letters will be sent home notifying applicants of selection or non-selection via U.S. Mail on or before **January 20, 2020**. At this time, additional information will be provided regarding the induction ceremony and member responsibilities. The induction ceremony for all accepted members is scheduled for **February 5, 2020** at 7:00 P.M. in the Cronin Auditorium.

Appeal: If a student is not selected, they may appeal in writing to the NHS adviser within one week of receiving notification. The adviser will review the candidate's information and Faculty Council notes to ensure the proper process was followed and all relevant information was included. From there, the adviser will either reconvene the Faculty Council to reconsider or meet with the student to share the reason for non-selection.

National Honor Society Selection Rubric

This selection rubric is used to assess candidates' strengths in the Standards of Leadership, Service, and Character. However, this selection rubric only serves as a guide, as all decisions concerning selection have a certain subjective element. The Faculty Council, not the rubric, makes the final determination of membership.

The following is a list of descriptors for each of the three Standards that will be assessed from the Candidate Form, two letters of recommendation (highlighting how the applicant exhibits one or more of the descriptors below), and faculty comments.

Leadership

- Serves in a position/capacity of leadership on a team, club, department, committee, etc.
- Takes initiative to go "above and beyond" what is expected or what one is asked to do
- Inspires positive behaviors in others
- Delegates responsibilities and encourages active, meaningful contribution from all group/team members
- Is resourceful in proposing new problems, applying principles, and making suggestions
- Promotes a positive spirit/culture in all social relations, and upholds the ideals of The Bromfield School

Service+

- Participates in some activity outside of school such as Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged
- Volunteers altruistically for the intrinsic value of the service not in expectation of compensation
- Enthusiastically assists in the day-to-day operations of the school (i.e. assists teachers, other students, maintenance and/or kitchen staff)
- Mentors persons in the community or students at other schools
- Works well with others and willingly takes on difficult or inconspicuous responsibilities
- Complete assigned tasks with a mature and eager disposition

Character*

- Consistently exemplifies positive and desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Cooperates by complying with all school policies and regulations and codes of student conduct
- Takes criticism willingly and accepts recommendations graciously
- Develops the highest standards of honesty, academic integrity, and reliability
- Regularly exhibits courtesy, concern, and respect for others
- Complies with instructions and rules, and displays personal responsibility

+With regard to service, the Faculty Council will look to distinguish commitment over the high school career as opposed to services for which students may only complete an activity once. For example, donating blood one time over the course of your high school career may show service, but it may not constitute the type of commitment over time that would designate a member of the Honor Society.

* In addition to the submitted selection materials, character will also be determined by any school records (disciplinary and attendance) and on timeliness of submission of selection materials.

National Honor Society Selection Rubric

Candidates earn points depending on how many descriptors are met as determined by the Faculty Council.

<i>Number of Descriptors Met on</i>	<i>Number of Points Earned</i>
5 or 6	3
3 or 4	2
2	1
0 or 1	0

Guide to Selection

<i>Total Points Earned</i>	<i>Consideration</i>
8 to 9	Selection
6 to 7	Discussion
0 to 5	Non-Selection