

FOR OHS WEBSITE

National Honor Society

Selection Procedure



SCHOLARSHIP – LEADERSHIP – SERVICE – CHARACTER

Selection Procedure: NHS

Oxford High School

The following is an overview of the selection procedure that appears in a more substantial version in the national handbooks for NHS. The recommendations that appear below best represent the policies and guidelines found in the national constitutions and handbooks of National Honor Societies. Additionally, in that **local chapters are given some flexibility when creating their own local selection process, these are the guidelines established by the OHS NHS Faculty Council.**

The current *NHS Handbook* provides both the policies for selection and the recommended selection procedure for all chapters. As a quick review, here are some of the most significant points to keep in mind:

1. The selection procedure is determined by the Faculty Council: A five member selection committee facilitated by the chapter adviser who sits as the sixth, non-voting member of the group. It is approved by the principal, and is available for review by students, faculty, and parents.
2. As the first *step* in the process, students' academic records are reviewed to determine those persons who are **scholastically eligible** for membership, *i.e.*, those persons who meet the required cumulative GPA standard. The GPA used at Oxford High School is as follows:
 - 95%+ weighted GPA, over two academic years.
3. Students who are eligible scholastically (*i.e.*, "candidates") are **notified and informed** of the process for further consideration for selection to the chapter.
 - Candidates complete the **Candidate Form and other materials used at the local level.**
 - Students sign these forms upon submission, indicating that they understand the process and will abide by the decision of the OHS NHS Faculty Council.

4. The Faculty Council reviews the profile materials of all candidates prior to the deliberation/voting meeting and makes an initial selection based on teacher recommendations and essay scores.
5. Point totals or averages of the teacher recommendations are not considered 'votes', but are reported to the Faculty Council and used as a determinant in deciding if the candidate will move to the next level.
6. Deliberation/Voting Meeting: The Faculty Council evaluates and scores each student profile in terms of the four pillars of the NHS:
 - o Scholarship
 - o Leadership
 - o Service
 - o Character
7. The Candidate Form then is reviewed by the Faculty Council, along with all other components of the application (essay; volunteer report).

The leadership, service, and character of *all* candidates are reviewed carefully. Faculty council members deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review.

8. **After this second level of selection, additional faculty input** is solicited: all faculty members are invited to confirm selected candidates.
9. Actual selection of new members is made by a vote of the five appointed members of the Faculty Council.
With the vote on each candidate, those candidates receiving a **majority vote of the faculty council** are invited for induction into the chapter.
10. Prior to notification of any candidates, the chapter advisor reports to the **principal** the results of the Faculty Council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection are incorporated into this report. This assures the support of the administration prior to any notification.
11. Chapters formally notify all selected candidates and their parents to inform them in writing about selection or non-selection to the NHS.

Additional discussion of the selection process can be found in the *NHS Handbook*. The process noted above has undergone significant review by school administrations and the courts and contains the best recommendations to date for procedures for all chapters. Questions can be answered or clarification provided by contacting the national office:

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