

# **Cold Spring Harbor High School**

## *Three Harbor Chapter of the National Honor Society*

**Application Packet  
Fall 2017**

**Advisors: Jaak Raudsepp and Maria Segura**

**Cold Spring Harbor High School  
82 Turkey Lane  
Cold Spring Harbor, NY 11724  
631-367-6900**

Dear Applicant:

Congratulations! You have received this packet because you have already achieved one of the requirements for induction into the Three Harbor Chapter of the National Honor Society; you have a weighted GPA of 3.66 or above which shows good **scholarship**, one of the four pillars of the National Honor Society. The three other pillars on which the National Honor Society is built are **leadership**, **character**, and **service**. In order to demonstrate your eligibility in these three areas, you must complete the following application.

In order to be considered for selection, you must attend a **mandatory meeting on Tuesday, October 3, 2017 at 2:30 pm in room S-11** to walk through the selection process and packet completion. Please carefully complete all sections according to the directions listed. All forms must be completed in pen. Completed applications are to be submitted to Jaak Raudsepp or Maria Segura by **2:30 p.m. on Thursday, October 12, 2017**. This application is posted on the district web site if you need an extra copy. Please do not email the completed form.

Late or incomplete applications will not be accepted. Please submit the entire application after reviewing the NHS Application Packet Completion Checklist and place your entire application in the 9" x 12" manila envelope. Any misrepresentation on the application will result in automatic disqualification of your application.

If you are accepted, you and your family will be notified. As a member you will be expected to uphold the pillars of the National Honor Society. Thank you for your interest.

Sincerely,  
Jaak Raudsepp and Maria Segura  
National Honor Society Advisors

# The Four Pillars of the National Honor Society

## SCHOLARSHIP

*Scholarship is a commitment to learning, studying, and understanding the lasting benefits of a cultivated mind.*

**Requirement:** A weighted cumulative grade point average of **3.66** as of the end of the student's junior year.

## LEADERSHIP / MEMBERSHIP

*Student leader / members are those who are resourceful individuals, good problem solvers, promoters of school activities, contributors of ideas, dependable club or team members, and people who exemplify positive attitudes about life. Leadership experiences must be drawn from school-related activities.*

**Requirement:** A sustained commitment in a minimum of two school-related activities each year (grades 9-12) and a rating of satisfactory or better from all advisors and coaches.

### The student who leads...

- is resourceful in proposing new problems, applying principles and making suggestions to improve the school environment.
- demonstrates leadership in promoting school activities.
- exercises influence on peers in upholding school ideals.
- exemplifies positive behavior.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- demonstrates initiative.
- successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without adult supervision.
- demonstrates leadership in the classroom and in school activities.

## SERVICE

*This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.*

**Requirement: 60 hours of verifiable, unpaid community service as follows:**

- **20 hours for Freshman year (June/July - June/July)**
- **20 hours for Sophomore year (June/July – June/July) and**
- **20 hours for Junior Year (June/July – September 1 for Fall applicants)**

Service must be in a minimum of two (2) school or non-profit community organizations. Twenty (20) hours between at least *two* different organizations/groups are required. Sports activities *cannot* be included for community service. All out-of-school community service must be verified by a letter on the organization's official letterhead. Parent signatures must be accompanied by that of another adult involved in the community service. Any hours accumulated through a family-related organization must be approved by the advisor prior to submission of the log. Separate letters (on organization's official letterhead) are required for each of the community service activities that you participate in. The number of hours, specific dates, phone numbers, signatures, contact information and the actual duties that you performed must be discussed in the letter. If you have any questions as to whether or not your activity qualifies for community service, please speak to Jaak Raudsepp or Maria Segura. **Incomplete letters/forms will not be accepted. Missing letters/forms can affect your acceptance into the National Honor Society.**

**The student who serves...**

- puts others before his/her own self-interest.
- participates in activities beyond classroom work, projects, paid employment, or activities in which grades may be involved.
- understands the importance of civic involvement.
- demonstrates mature participation and responsibility.

## CHARACTER

*Character is the force within each person which distinguishes each National Honor Society applicant from the next, through individuality. The student of character shows courtesy, concern, and respect for others while demonstrating the highest standards of trust, honesty, and integrity.*

**Requirement:** Satisfactory evaluations from faculty members

**The student of character consistently...**

- displays honesty and loyalty.
- is cooperative.
- shows a sincere interest in learning.
- shows concern, courtesy, and respect for others.
- brings out the best in himself/herself and others.
- is moral and ethical.
- arrives to class on time.
- has excellent attendance.
- observes teacher instructions and rules.
- complies with school regulations.

## How to Complete the Application Packet

*Please fill out all forms neatly and completely.*

1. **Personal Information Sheet and Agreement:** Fill out all the information requested on the Personal Information Sheet. *When you have completed all of the other parts of the application*, please fill in and sign the agreement and have your parent or legal guardian do the same.
2. **Complete the School-Related Activity Summary:** Include **only** school-related activities. Be sure to indicate any leadership positions you have held. Since leadership is one of the four pillars of the National Honor Society, the Faculty Council will be looking for evidence of your leadership qualities.
3. **Distribute a School-Related Activity Verification Form to each advisor or coach:** Because the Faculty Council must verify your involvement in each activity, make a copy of the School Activity Verification Form for each activity in which you participate. Fill out the top portion completely and then **hand-deliver** it to the appropriate advisor or coach to complete. The advisor or coach will then forward it to the National Honor Society advisor for review by the Council. Be sure to confirm that your advisor(s)/coach(es) have submitted the completed forms. **You must be involved in a minimum of two school-related activities each year (grades 9-12) and receive a rating of satisfactory or better from all advisors and coaches.**
4. **Generate an Additional Activities Sheet (optional):** You may submit a **typed** list of outside activities and jobs on a separate sheet of paper. Any out-of-school activities must be verified by a letter on the organization's or business' official letterhead.
5. **Complete the Community Service Log:** Community service is a very important element of the National Honor Society. **You are required to have sixty (60) hours of verifiable, unpaid community service (20 hours for each year) for a minimum of two (2) school or non-profit community organizations. Please see page 4 of this application for more detailed information.** Complete this form carefully and make sure you get the appropriate signatures, phone numbers, specific dates and type of service performed so the Faculty Council can verify your involvement and time commitment in each activity. All out-of-school community service must be verified by a letter on the organization's official letterhead. Parent signatures must be accompanied by that of another adult involved in the community service. Any hours accumulated through a family-related organization must be approved by the advisor **prior** to submission of the log. **Separate letters (on organization's official letterhead) are required for each of the community service activities that you participate in. The number of hours, specific dates, phone numbers, signatures, contact information and the actual duties that you performed must be discussed in the letter. If you have any questions as to whether or not your activity qualifies for community service, please speak to the National Honor Society advisor. Incomplete letters/forms will not be accepted. Missing letters/forms can affect your acceptance into the National Honor Society.**
6. Make sure you go back after completing the application and **sign** (and have your parent or legal guardian sign) the **Agreement** at the bottom of the Personal Information Sheet.
7. **Review the "Completion Checklist"** to make sure you've included all necessary materials in your packet.
8. **Submit all materials** (see checklist on the following page) in a 9" x 12" manila envelope with your name neatly printed on it. Please give this envelope to Jaak Raudsepp or Maria Segura by the date and time indicated in the letter on page 2.

**Teacher Evaluations:** The Faculty Council will request information from all teachers regarding your character. Students are not responsible for the character portion of the application.

**Cold Spring Harbor High School**  
**Three Harbor Chapter of the National Honor Society**

**Personal Information Sheet**

*Directions: Please fill out all information requested.*

Name: \_\_\_\_\_

1<sup>st</sup> Period Teacher: \_\_\_\_\_ 1<sup>st</sup> Period Room # \_\_\_\_\_

*Please check one:* Junior \_\_\_\_\_ Senior \_\_\_\_\_

Guidance Counselor \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Have you ever received a suspension? \_\_\_\_\_ (Indicate yes or no.)

If yes, please check one: in-school suspension \_\_\_\_\_ out-of-school suspension \_\_\_\_\_

**If at any point you have been suspended, please attach explanation, including the year and length of suspension.**

**Agreement**

*Please fill out and sign this agreement only after all forms have been completed.*

We, \_\_\_\_\_ (*student's name*) and \_\_\_\_\_ (*parent or legal guardian's name*), hereby affirm that we have read and understood the rules/regulations in the Induction Packet and rules/regulations governing membership in the Three Harbor Chapter of the National Honor Society, which are found in the National Honor Society Constitution on the official district website. All information provided in this application is truthful. We understand that any misrepresentation on the application will result in automatic disqualification of the application.

\_\_\_\_\_  
Student's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian's Signature

Date \_\_\_\_\_

**Cold Spring Harbor High School Three Harbor Chapter of the National Honor Society**  
**Pillar: LEADERSHIP / MEMBERSHIP**  
**School-Related Activity Summary**

Name \_\_\_\_\_

**Directions:** Please fill out neatly and completely. *If you leave these forms blank, the Honor Society Faculty Council will assume you have not participated in, or received awards/recognition for, any leadership roles.* Please list all *school-related activities in which you have participated during high school.* Include any leadership position(s) you have held and/or special recognition you have received. In addition to this form, please remember to **hand deliver** a School-Related Activity Verification Form (found at the end of this application) to each advisor or coach. You will need to make copies of the verification form. **These activities reflect your leadership contributions to Cold Spring Harbor High School (not outside groups). You must be involved in a minimum of two school-related activities each year (grades 9-12) and receive a rating of satisfactory or better from all advisors and coaches.**

<b>Freshman Year (2014-2015)</b>			
School-Related Activity	Leadership Position	Awards, Distinctions or Special Recognitions	Name of Advisor/Coach to Whom School Activity Verification Form was Submitted
<b>Sophomore Year (2015-2016)</b>			
School-Related Activity	Leadership Position	Awards, Distinctions or Special Recognitions	Name of Advisor/Coach to Whom School Activity Verification Form was Submitted
<b>Junior Year (2016-2017)</b>			
School-Related Activity	Leadership Position	Awards, Distinctions or Special Recognitions	Name of Advisor/Coach to Whom School Activity Verification Form was Submitted



**Cold Spring Harbor High School Three Harbor Chapter of the National Honor Society  
Pillar: SERVICE Community Service Log**

**Name** \_\_\_\_\_

**Directions:** Please fill this form out neatly and completely. If necessary you may use an additional form and staple it to this one. *In order to be considered for induction, you must have completed a minimum of sixty (60) hours of verifiable, unpaid community service as indicated on page 4 of this application (20 hours in your freshman year, 20 hours in your sophomore year and 20 hours in your junior year).* **Do not include any paid experience or work required for classes (including Public Affairs and Leadership).** Any hours accumulated through a family-related organization must be approved by the advisor prior to submission of the log. *Any out-of-school service must be verified by a letter on the organization's official letterhead. See page 4 for more detailed information regarding letter requirements. In-school service needs to be filled out and signed below.* Incomplete letters/forms will not be accepted. Missing letters/forms can affect your acceptance into the National Honor Society. \* Outside CSH requires an official letterhead as stated above. Attach official letters behind this CSH list.

<b>Freshman Year June/July 2014- June/July 2015) - TOTAL FOR FRESHMAN YEAR:</b>				
Activity/Experience	Number of Hours	*Advisor/Sponsor- CSH only	Advisor Signature	Advisor Phone
<b>Sophomore Year (June/July 2015- June/July 2016) - TOTAL FOR SOPHOMORE YEAR:</b>				
Activity/Experience	Number of Hours	*Advisor/Sponsor- CSH only	Advisor Signature	Advisor Phone
<b>*Junior Year: (June/July 2016 – September 1, 2017) - TOTAL FOR JUNIOR YEAR:</b>				
Activity/Experience	Number of Hours	*Advisor/Sponsor- CSH only	Advisor Signature	Advisor Phone

## National Honor Society Application Packet Completion Checklist

### Are these items included in your National Honor Society Application Packet?

\_\_\_\_\_ Completed *Personal Information Sheet* with *Agreement* signed by you and your parent/legal guardian

\_\_\_\_\_ Completed *School-Related Activity Summary*

\_\_\_\_\_ Completed *Community Service Log/Letters* (see page 4 and 9 for detailed requirements)

\_\_\_\_\_ Optional: Additional Activities Sheet

### In addition...

\_\_\_\_\_ Have you **hand-delivered** a *School-Related Activity Verification Form* to each advisor or coach?

**Three Harbor Chapter of the National Honor Society  
LEADERSHIP/MEMBERSHIP  
School-Related Activity Verification Form  
To The Applicant**

This form is used to verify your involvement in and commitment to school activities **throughout your high school career.** After completing the section below, **hand-deliver** ONE copy of this form to **EACH** club advisor or coach. Make additional copies as needed. In addition, please give the club advisor or coach a stamped, addressed envelope if s/he is not a full-time employee at Cold Spring Harbor High School. Address envelopes to Jaak Raudsepp or Maria Segura, using the high school address listed in the lower portion of this page. Completed forms will be submitted directly to Jaak Raudsepp or Maria Segura by the club advisor or coach.

Student (Please print/type): \_\_\_\_\_

Club, Activity or Sport: \_\_\_\_\_

Years of involvement and Position held (if any):

Freshman (2014-2015)	
Sophomore (2015-2016)	
Junior (2016-2017)	
Senior (2017-2018)	

Special Recognition Received (if applicable): \_\_\_\_\_

Advisor or Coach: \_\_\_\_\_

**To the Club Advisor or Coach**

Please complete the form and return to Jaak Raudsepp's or Maria Segura's mailbox by **Thursday, March 2<sup>nd</sup>, 2017.** This information will remain confidential. **Do NOT return completed form to the student.** If you are not a full-time employee at Cold Spring Harbor High School, please mail this form to Jaak Raudsepp or Maria Segura, Cold Spring Harbor High School, 82 Turkey Lane, Cold Spring Harbor, NY 11724. Using the following scale and comparing the above-named student to other students involved in this club, activity or sport, indicate your rating

Score	1	2	3	4	5
<b><i>Displays:</i></b>	<b><i>Insufficient</i></b>	<b><i>Poor</i></b>	<b><i>Satisfactory</i></b>	<b><i>Very Good</i></b>	<b><i>Outstanding</i></b>
Leadership					
Responsibility					
Initiative					
Dedication					
Effort					
Attendance					

of this student in terms of:

Optional Comments: \_\_\_\_\_

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

**Phone number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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