

## **Candidate Instructions/ Check-list for the 2023-2024 NHS Application**

- 1) Download the application from [here](https://pfs.spcsne.org/National-Honor-Society). (https://pfs.spcsne.org/National-Honor-Society)  
On the right side of the page, you will see Additional Resources where this information can be found. You need to open the Candidate Instructions link to find a digital copy of this page which will include the links.
- 2) [nhsadvisor@spcsne.org](mailto:nhsadvisor@spcsne.org) has created a folder that will be shared with you after this meeting. This is where you will store all materials to be included with your application submission.
- 3) Complete application -
  - Make sure your name is included on the application
  - Fill out the application completely and honestly on your own
  - Make a **copy** of the Google Form to send to the adult sponsors for Adult Sponsor Verification with your name as part of the title of the Google Form OR get signatures on the application
  - Obtain Adult Sponsor Verification signatures for verification on the copied Google form.(if necessary)
  - Make sure the Google Sheet (where the responses are stored) is stored in the folder that is shared with [nhsadvisor@spcsne.org](mailto:nhsadvisor@spcsne.org) **NO LATER THAN 4:00 pm on February 23, 2024**. If you need help sharing the google sheet, please ask Mrs. Lodes(if you aren't getting signatures on the application
- 4) Complete your video submission and put it in the folder shared with [nhsadvisor@spcsne.org](mailto:nhsadvisor@spcsne.org)
  - Video submission is due NO LATER THAN 4:00pm on February 23, 2024
- 5) Attend one of the Timed Writing Sessions on Service in Room 112:
  - Wednesday, February 14 - 7:30 am
  - Wednesday, February 14 - 3:30 pm
  - Wednesday, February 21 - 7:30 am
  - Wednesday, February 21 - 3:30 pm

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

- 6) Submit your application to your shared folder **NO LATER THAN 4:00 pm on Friday, February 23**.
- 7) You will not need teacher recommendations as each staff member will individually rate each applicant as a part of the process.
- 8) **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!**