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**NHS Sample Selection Procedure Description**

Before publishing, remove the highlighted sections and notes.

**Introduction:** The national constitution (Article IX, Section 4) requires that, **“A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school.”** This requirement is widely known and can be the cause of unwanted attention if your chapter is not adhering to this policy. The following model is offered for your consideration:

The **National Honor Society** chapter of **(***insert school name***)** is a duly chartered and affiliated chapter of the National Honor Society.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected for membership by majority vote of a 5-member Faculty Council, appointed annually by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year (*ALT:**replace “year” and insert month/months.*) The chapter adviser, (*insert adviser name*), is also appointed by the principal and facilitates all selection procedures and chapter activities during the year.

Students in (*insert eligible grades*) are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale *(note: this standard may be raised at the local level, see “Changing the GPA” in the national handbook*). Those students who meet this criterion are invited to complete a **Candidate Form** that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is also required.

*[Note: Schools with specific minimal requirements for leadership or service, e.g., “participation in at least two student activity organizations each year” or “10 hours of documented school or community service,” should include such specific requirements based on the rubric/guidelines used by the selection committee in reaching their decisions.]*

To evaluate a candidate’s character, the Faculty Council obtains additional professional input. First, official school disciplinary records are reviewed. Second, members of the faculty are requested to provide their professional reflections on a candidate’s service activities, character, citizenship, and leadership. [*Note: These evaluations from the faculty are not required and are options for chapters at the local level.* *Chapter may substitute teacher/adult recommendations in lieu of a total-staff evaluation system*.] These forms and the Candidate Forms are carefully reviewed by the Faculty Council to determine whether each candidate meets the criteria for membership. A majority vote of the Council is necessary for selection. Following a review of the results of the Faculty Council voting by the principal, candidates are notified regarding selection or non-selection according to a predetermined schedule.

Once the notification process is completed, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all criteria that led to their selection. This obligation includes regular attendance at chapter meetings held (*insert duration, e.g., “monthly”)* during the school year, and participation in the chapter service projects(s). [*Insert additional member obligations here if they exist for your chapter*. ALT: *A full list of member obligations is provided to all candidates and is available from the chapter adviser upon request*.] Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, (*insert adviser name here*), in room **(***insert room number***)** or by phone at (*insert school phone number*).