



Antioch Community High School
NATIONAL HONOR SOCIETY
CANDIDATE CHECKLIST

DEADLINE: BEFORE 3 P.M. on WEDNESDAY, MARCH 10, 2010

- _____ 1. Read the *NHS Candidate Contract* that contains the standards, selection procedure, and the maintenance of standards policy. In addition, you have received a copy of *the Bylaws of ACHS NHS*, which must be read since it contains membership rules and expectations.
- _____ 2. Have your parent or guardian read the *NHS Candidate Contract and Bylaws*.
- _____ 3. Complete the *Student Activity & Leadership Information Form, obtain leadership statements and signatures*, and write an **essay** about yourself. You must fill the form out online (except for leadership information and signatures); then print it out and include with your packet. It is available from the ACHS web page. You may complete it at home as long as you have Adobe Acrobat on your computer. Acrobat is available for free online. Alternatively, you may complete the forms at school. Be sure your **name** is typed in on **every page**. **You will not be able to save the completed form**. Therefore, be sure to print two copies after completion. If you are not able to complete the entire form all at once, you may complete sections and print to combine with your packet. **Except for signatures and leadership information, all materials included with your packet must be typed**. Completeness and timeliness are required.
- _____ 4. Make sure that you have **signatures and descriptions for your leadership activities**. If you are not able to meet with the person to complete information regarding leadership, a brief statement with a signature may be faxed to the school (attn: NHS Advisor) at 847- 395-2435. Be sure to notify an adviser and follow up to make sure the information has been received. **Parent signature is not accepted regarding leadership**.
- _____ 5. Have your parent or guardian read and sign your completed *Student Activity Information Form*.
- _____ 6. Sign the *Student Activity Information Form* indicating that you have read and agree to the terms stated in the *NHS Candidate Contract*, that the information you have provided is accurate, that the typed essay is your work, that your current GPA is 3.5 or higher, and that you have read and agree to uphold the *Bylaws of ACHS NHS* if you are selected for membership.
- _____ 7. Turn in your **one page double-spaced typed essay and completed form with signatures** to **Office #251 on or before the deadline**. **Do not staple your packet**. If you are sick that day, please have a parent drop off your form to the main office (attn: NHS Advisor). You may find it helpful to have a copy of the completed form to keep for your records. The information is useful when completing scholarship and college applications.

SUGGESTION: REVIEW YOUR PACKET WITH AN ADVISER PRIOR TO THE DEADLINE AND ALLOW ENOUGH TIME TO MAKE ANY NECESSARY REVISIONS OR OBTAIN REQUIRED SIGNATURES.

NOTE:

Candidates, who do not submit the *Student Activity & Leadership Information Form* on or before the deadline, do not include an essay, do not have signatures for leadership, do not sign and/or do not provide a parent/guardian signature will not be considered for selection.

If you do not submit the *Student Activity & Leadership Information Form*, the ACHS NHS Faculty Council will assume that you do not wish to be considered for membership in National Honor Society. Your name will be deleted from the list of candidates.