

**Two Rivers High School Chapter
of the
National Honor Society
Application Checklist**

1. Obtain an application
 - a. Pick up at Student Services
 - b. Download from Two Rivers High School Website

2. Complete the application
 - a. Certification form
 - b. Resume from Career Cruising
 - i. Be sure to include:
 1. Personal information
 2. Activities (give as much detail as possible and **do not** forget to get signatures)
 - a. Extra-curricular
 - b. Athletics
 - c. Volunteer/Community Service (must include number of hours)
 - d. Leadership
 3. Accomplishments
 4. Work Experience
 - c. Essay
 - i. One page, double spaced
 - ii. Why should you be selected for induction into National Honor Society?

3. Ask two adults who know you well to complete the endorsement form, indicating why they feel you are qualified to be a member of National Honor Society.
 - a. One letter must be from a teacher and the other should be from someone who knows you outside of the classroom setting. Be sure to tell these adults that selection is based on scholarship, leadership, character, and service.
 - b. Please refer to the attached recommendation sheet so that you follow the rules of etiquette when requesting the endorsement/recommendation from them.
 - c. Please give them at least two weeks to write the recommendation.

4. Submit your application to Mrs. Novitski or Mr. Litersky by 3:21pm on Friday, November 3, 2017. **Late applications will not be accepted.** The Faculty Committee will be given a copy of your application and endorsement forms. Please type them and be thorough as this is what they will use to make a decision on whether or not you are selected for National Honor Society. Do not staple applications as we need to make copies.

Please contact Mrs. Novitski or Mr. Litersky if you have any questions.

****Do not include this sheet with your application***