



Leonard J. Tyl Middle School Chapter
of the National Junior Honor Society

Candidate Packet

Dear: _____,

We are excited to invite you to apply for membership in the Leonard J. Tyl Middle School Chapter of the National Junior Honor Society! Upon examination of your academic and disciplinary records, you have met the preliminary requirements for entrance, which is a cumulative average of 85% and no Two Hour, Four Hour, ISS or OSS disciplinary infractions. To be considered for membership, you must complete the following application. Pay careful attention to instructions and deadlines. Your completed application candidate packet must include:

1. **NJHS Resume:** This must be typed. We recommend you make a copy of this form before you begin. We have included a rubric on how you will be evaluated.
2. **Service Hours Form:** In order to be inducted, you must have completed **20 hours** of community service by the day your Candidate Packet is due. This form may be handwritten.
3. **Essay:** The essay must be typed and should follow a subjective essay format. This is a two page essay with the following format: one inch margins, double spaced, size 12, and Times New Roman. In this essay, you must display how you currently represent the characteristics of NJHS (**SCHOLARSHIP, LEADERSHIP, SERVICE, CHARACTER, and CITIZENSHIP**) and how you can use these qualities to contribute to the overall success of the organization. Refer to the rubric for criteria.
4. **Teacher Evaluations:** You must request 2 current Leonard J. Tyl Middle School faculty members to complete a Teacher Evaluation and your Guidance Counselor to complete an evaluation. A minimum of 1 form must come from a current academic teacher. Please be mindful of your teachers' schedule and allow sufficient time for them to complete the Teacher Evaluation Form. The last day to give an evaluation form to teachers is ONE WEEK before your Candidate Packet is due. Teachers will return completed evaluations directly to Ms. Carvalho.
5. **Evaluation Rubric** (to be completed by the Faculty Council). You must earn an 85 or higher on this rubric so make sure you review it before turning everything in.
6. Please turn in **SIX COPIES of your NJHS Resume and Essay in a folder. You only need to turn ONE copy of your Service Hours Form, Teacher Evaluations, and Evaluation Rubric in.**
7. **THE DEADLINE FOR YOUR APPLICATION PACKET IS: Friday, September 25 .**

The packet materials and bylaws can be found on the NJHS page on the Tyl website. Selection/Non-selection letters will be mailed to students after the Faculty Council have evaluated all applications.

Make sure you follow all directions exactly and pay close attention to deadlines. Late applications will not be considered. Please direction questions to Ms. Carvalho (ccarvalho@montvilleschools.org).

We wish you success in this and all your endeavors!

Sincerely,

Ms. Carvalho
Chapter Advisor, Leonard J. Tyl Middle School Chapter of the National Junior Honor Society



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Student Resume

Name: _____ Grade: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Leadership: Please list leadership experiences that you have had, either in or out of school throughout middle and elementary school. You may include elected leadership positions, appointed positions, and instances in which you feel you were a strong leader. Please include the name of a contact person for verification purposes.

Leadership Role	Description	Contact Person	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Service: Please list service experience that you have had, either in or out of school. Include any service for which you have not been compensated. Please include the name of a contact person for verification purposes. This work can only have been completed FROM THE TIME YOU WERE INVITED TO JOIN TO THE DATE THE PACKETS WERE DUE.

Service Description	Contact Person	Phone Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____



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Activities: Please list extracurricular activities you have been involved in, as well as the dates of your involvement. You may also include any awards you have received. This may include activities and accolades from middle and elementary school.

Activity Description	Dates	Contact Person	Phone Number
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1. _____
2. _____
3. _____
4. _____
5. _____

Awards: Please include any awards you have received. This may include accolades from middle and elementary school.

Award Description	Dates	Contact Person	Phone Number
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1. _____
2. _____
3. _____
4. _____
5. _____



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Service Hours Form

You must have a total of 20 hours completed. Up to 15 hours may be completed in school with a teacher or a club for an event/service project. 5 hours must be completed outside of school. No more than 5 hours can be attributed to any event/service project/teacher assistance.

Student Name (print): _____ **School Name:** _____

Activity/Organization Name and Description of Volunteer work	Hours completed	Date(s) work completed	Supervising Adult Name, Phone/Email (please print)	Supervising Adult Signature
1.			_____ PH/EM:	_____ Date:
2.			_____ PH/EM:	_____ Date:
3.			_____ PH/EM:	_____ Date:
4.			_____ PH/EM:	_____ Date:
5.			_____ PH/EM:	_____ Date:
6.			_____ PH/EM:	_____ Date:
7.			_____ PH/EM:	_____ Date:
TOTAL HOURS:				

I certify that the information presented above is a complete and accurate record of my summer service activities.

Student Signature: _____ **Date:** _____

***** Keep a copy for your records.**

***If the space in the form for the description of your work is not sufficient, attach additional information to this form and reference the name/title of your activity on the form itself with an annotation to "See attached" to ensure that the full description is reviewed.



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Essay

The essay must be typed. This is a two page essay with the following format: one inch margins, double spaced, size 12, and Times New Roman. This essay should display how you currently represent the characteristics of NJHS (SCHOLARSHIP, LEADERSHIP, SERVICE, CHARACTER, and CITIZENSHIP), and how you can use these qualities to contribute to the overall success of the organization. Refer to the rubric for criteria.



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Teacher Signature Form

Name: _____ Grade: _____

Dear NJHS Candidate: As you give each teacher/guidance counselor your evaluation form, ask him or her to sign and date the appropriate box. This will verify they received your evaluation on time. Teacher/Guidance Counselor evaluation forms are due to the teacher/counselor a week before the packet deadline.

Class & Teacher	Date Received	Teacher Signature
Guidance Counselor	Date Received	Counselor Signature

I certify that the information contained in this application is true. If any of this information is found to be untrue or misleading, I understand that the Faculty Council will reject my application.

Student Signature: _____ Date: _____



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Teacher Evaluation #1 (Academic Teacher)

Name of Candidate: _____

The student listed above meets the academic requirements for membership in the National Junior Honor Society. In addition to completing the student application, students must request two teacher recommendations, one of which must be from an academic Tyl teacher. Selection for membership is determined by the Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Please take a few moments and rate this student in each of the following five categories. The behaviors listed below each trait are merely guidelines to help you determine if the student meets the criteria for each one. Please use your own best judgement. Thank you for your time. **PLEASE RETURN TO MS. CARVALHO.**

1-Never demonstrates this quality
2-Occasionally demonstrates this quality

3-Usually demonstrates this quality
4-Always demonstrates this quality

Character <ul style="list-style-type: none"> • Displays an understanding of right/wrong • Makes appropriate choices • Treats others with respect 	1	2	3	4
Scholarship <ul style="list-style-type: none"> • Displays academic effort • Appreciates value of education • Maintains high expectations of self 	1	2	3	4
Leadership <ul style="list-style-type: none"> • Displays role model behavior • Leads by example • Promotes school activities 	1	2	3	4
Service <ul style="list-style-type: none"> • Displays willingness to help others • Assists those around them • Understands value of serving others 	1	2	3	4
Citizenship <ul style="list-style-type: none"> • Upholds school rules • Displays appropriate behavior • Appreciates the spirit of the school and town 	1	2	3	4

Additional Comments: If there is anything anecdotal you would like to add, please do so here.

Name of Teacher: _____ Grade and Subject Taught: _____

Teacher Signature: _____ Date: _____



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Teacher Evaluation #2

Name of Candidate: _____

The student listed above meets the academic requirements for membership in the National Junior Honor Society. In addition to completing the student application, students must request two teacher recommendations, one of which must be from an academic Tyl teacher. Selection for membership is determined by the Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Please take a few moments and rate this student in each of the following five categories. The behaviors listed below each trait are merely guidelines to help you determine if the student meets the criteria for each one. Please use your own best judgement. Thank you for your time. **PLEASE RETURN TO MS. CARVALHO.**

- 1-Never demonstrates this quality
- 2-Occasionally demonstrates this quality

- 3-Usually demonstrates this quality
- 4-Always demonstrates this quality

Character <ul style="list-style-type: none"> • Displays an understanding of right/wrong • Makes appropriate choices • Treats others with respect 	1	2	3	4
Scholarship <ul style="list-style-type: none"> • Displays academic effort • Appreciates value of education • Maintains high expectations of self 	1	2	3	4
Leadership <ul style="list-style-type: none"> • Displays role model behavior • Leads by example • Promotes school activities 	1	2	3	4
Service <ul style="list-style-type: none"> • Displays willingness to help others • Assists those around them • Understands value of serving others 	1	2	3	4
Citizenship <ul style="list-style-type: none"> • Upholds school rules • Displays appropriate behavior • Appreciates the spirit of the school and town 	1	2	3	4

Additional Comments: If there is anything anecdotal you would like to add, please do so here.

Name of Teacher: _____ Grade and Subject Taught: _____

Teacher Signature: _____ Date: _____



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Guidance Counselor Evaluation

Name of Candidate: _____

The student listed above meets the academic requirements for membership in the National Junior Honor Society. In addition to completing the student application, students must request two teacher recommendations and a guidance counselor recommendation. Selection for membership is determined by the Faculty Council and is based on outstanding scholarship, citizenship, character, leadership, and service. Please take a few moments and rate this student in each of the following five categories. The behaviors listed below each trait are merely guidelines to help you determine if the student meets the criteria for each one. Please use your own best judgement. Thank you for your time. **PLEASE RETURN TO MS. CARVALHO.**

- 1-Never demonstrates this quality
- 2-Occasionally demonstrates this quality

- 3-Usually demonstrates this quality
- 4-Always demonstrates this quality

Character <ul style="list-style-type: none"> • Displays an understanding of right/wrong • Makes appropriate choices • Treats others with respect 	1	2	3	4
Scholarship <ul style="list-style-type: none"> • Displays academic effort • Appreciates value of education • Maintains high expectations of self 	1	2	3	4
Leadership <ul style="list-style-type: none"> • Displays role model behavior • Leads by example • Promotes school activities 	1	2	3	4
Service <ul style="list-style-type: none"> • Displays willingness to help others • Assists those around them • Understands value of serving others 	1	2	3	4
Citizenship <ul style="list-style-type: none"> • Upholds school rules • Displays appropriate behavior • Appreciates the spirit of the school and town 	1	2	3	4

Additional Comments: If there is anything anecdotal you would like to add, please do so here.

Name of Teacher: _____ Grade and Subject Taught: _____

Teacher Signature: _____ Date: _____



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EVALUATION RUBRIC (to be filled out by the Faculty Council)

<u>Student Resume:</u>	
Leadership roles which you held	_____ /5
Community service activities (Student Service Hours included here)	_____ /20
Extracurricular activity/club in which you participate	_____ /10
Awards	_____ /5
Total Points Available:	_____ /40

<u>Subjective Essay:</u>	
Correct subjective essay format is used	
➤ (two page multi-paragraph essay with the following format: one inch margins, double spaced, size 12, and Times New Roman)	_____ /5
Explain how you currently represent the characteristics of NJHS	_____ /10
➤ (2 points for each characteristic-Scholarship, Leadership, Service, Character, and Citizenship)	
Explain how you can use your qualities to contribute to NJHS	_____ /5
Overall quality of writing	_____ /5
Total Points Available:	_____ /25

<u>Teacher Evaluations:</u>	
Teacher Evaluation #1	_____ /10
Teacher Evaluation #2	_____ /10
Guidance Counselor Evaluation	_____ /10
Teacher Signature Form	_____ /5
Total Points Available:	_____ /35

<u>Final Score: (You must have an 85 or above to be accepted into NJHS)</u>	_____ /100
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