



AHS National Honor Society
Officer Application 2018 - 2019

ALL ENTRIES MUST BE TYPED

- Must be dedicated and committed to NHS, have concrete ideas for improving NHS, and demonstrate the ability to meet and exceed the time commitments to implement the ideas.
- Attach the typed entries to the application and send it to mburkett@abileneschools.org . Please include your first choice position and your name in the email subject. For example: Subject: Treasurer – John Smith

Duties of National Honor Society Officers:

President (Senior only)

- 1.) Preside over all meetings.
- 2.) Meet with administrator to update them on chapter activities and goals.
- 3.) Assume leadership role in organizing fundraisers and service projects.
- 4.) Organize Induction Ceremony.
- 5.) Research possible service projects and activities for chapter.
- 6.) Read and become familiar with the NHS handbook and constitution and be able to inform members of its contents.

Vice President

- 1.) Preside over all meetings in absence of President.
- 2.) Determine all meeting dates to be approved by advisor and administrator.
- 3.) Write up releases to web site and yearbook about upcoming events.
- 4.) Assume leadership role in organizing fundraisers and service projects.
- 5.) Develop possible new yearly activities.

Secretary

- 1.) Take minutes at all meetings-copy and give to advisor.
- 2.) Read back minutes from previous meetings.
- 3.) Keep accurate attendance-contact members who have missed meeting without notifying advisor.
- 4.) Make copies of autobiographies/applications and put together binders for interview panel of new inductees.
- 5.) Write announcements and have them approved by advisor.
- 6.) Distribute all information and materials for fundraisers and service projects.
- 7.) Assume leadership role in organizing fundraisers and service projects.
- 8.) Keep the induction ceremony signature notebook current.

Treasurer

- 1.) Get current copy of NHS account balance and transactions from Mrs. Gentry.
- 2.) Keep ledger/updated record of all transactions.
- 3.) Complete all purchase orders and submit to Mrs. Gentry.
- 4.) Collect all money made or raised by chapter, and fill out deposit slips when necessary.
- 5.) Take accurate inventory of all needed supplies and make order.
- 6.) Fill our budget at the end of the year.
- 7.) Fill our NHS chapter information for the following year.

Service Project Coordinator

- 1.) Make up check-sheet and alphabetized notebook for all current members and new members.
- 2.) Explain individual service projects to members each spring and fall.
- 3.) Distribute and collect service project requirements and proposals to all members.
- 4.) Review service project proposals and adjust, then contact members as needed.
- 5.) Distribute and collect completed service project final assessments and file in notebook.
- 6.) Assume leadership role in organizing fundraisers and service projects.
- 7.) Organize members to generate flyers/poster and press opportunities for service projects.

NOTE:

All officers are also responsible for coordinating and leading community service projects and participating in NHS-sponsored activities, including fundraisers, recruiting events, and NHS-led community service projects.

AHS National Honor Society

Student Activity Information Form

PLEASE TYPE OR PRINT NEATLY

PERSONAL DATA:

NAME: _____
 LAST FIRST MIDDLE

PRESENT GRADE LEVEL: _____ TELEPHONE #: _____

INTERESTED POSITION(s): 1. _____ 2. _____ 3. _____

Please specify positions in order of preference, if more than one.

Why are you interested in the position(s)?

What qualifications (experience, skills, interests, contacts, etc.) make you a good candidate for the position(s)?

Is there anything else you would like us to know about you or your interests?

Please list any and all other after school activities that you are apart of, and if you are in any officer positions for those activities.

Please name 2 academic teachers at Abilene High School whom we can contact if we would like more information about you. Include all contact information (room number and email is sufficient) of the teachers. Please let the teachers know that we may contact them for an endorsement for your officer application.

1. **SUBJECT :**
 TEACHER :

2. **SUBJECT:**
 TEACHER:

To the best of my knowledge, all information on this application is true and correct.

STUDENT SIGNATURE: _____

DATE: _____

DUE NO LATER THAN
September 14, 2018