



NATIONAL HONOR SOCIETY: FRANCISCAN CHAPTER  
ST. FRANCIS PREPARATORY SCHOOL

APPLICATION CHECKLIST

Application Packet

Record of Extracurricular Activities

Record of Volunteer Service to St. Francis Prep

Verification Letters for Volunteer Service to Community Outside of School

Narrative

Applications that are not typed will not be reviewed by the Council. Only Signatures of Moderators and yourself should be written; every other answer should be typed.

**DEADLINE:**  
**FRIDAY, SEPTEMBER 21<sup>st</sup>, 5:00 PM**

## Directions for completing your application:

### Directions for Notability:

- 1) Download application to Notability.
- 2) Type answers into the application. Applications that are not typed will not be reviewed by the Council.
- 3) Attain signatures where necessary (pgs 5 and 7) and sign the final page (page 9).
- 4) Scan and attach any verification letters for service outside of school.
- 5) Email the application as **a single PDF file** to [nhs@sfponline.org](mailto:nhs@sfponline.org)

### Directions for Desktop or Laptop:

- 1) Download application to a Desktop or Laptop
- 2) Type answers into the application. Applications that are not typed will not be reviewed by the Council.
- 3) Print the application and attain signatures where necessary (pgs 5 and 7) and sign the final page (page 9).
- 4) Scan your entire application along with any verification letters for service outside of school.
- 5) Email the application as **a single PDF file** to [nhs@sfponline.org](mailto:nhs@sfponline.org)

### To scan your application:

- Use a scanner or printer with an attached scanner
- Download a scanning app for your Smartphone or iPad (try Cam Scanner or Genius Scan)

If you are having trouble scanning your application,  
please see Ms. Bergin, Mrs. Rafferty, or Dr. Sullivan for help.

SCAN AND EMAIL COMPLETED PDF APPLICATIONS TO  
[NHS@SFPONLINE.ORG](mailto:NHS@SFPONLINE.ORG)

**DEADLINE:**  
**FRIDAY, SEPTEMBER 21<sup>st</sup>, 5:00 PM**



NATIONAL HONOR SOCIETY: FRANCISCAN CHAPTER  
ST. FRANCIS PREPARATORY SCHOOL

APPLICATION

DIRECTIONS: Please complete all sections very carefully. Each piece of information will be used by the Faculty Council during the selection process. Completion of this application does not guarantee admission.

ADMINISTRATIVE INFORMATION *(Please type all information)*

Name: \_\_\_\_\_ Cor: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ ID Number \_\_\_\_\_

Email Address \_\_\_\_\_

Did you apply to NHS in Grade 11? \_\_\_\_\_ If yes, before filling out your application; please speak with Ms. Bergin, Mrs. Rafferty, or Dr. Sullivan to discuss the Fast Track of the application.

Are you applying Early Acceptance or Early Decision? \_\_\_\_\_

ACADEMICS

List the honors and AP classes that you have completed or are currently enrolled in.

*9<sup>th</sup> Year*

*10<sup>th</sup> Year*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

*11<sup>th</sup> Year*

*12<sup>th</sup> Year*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CO-CURRICULAR ACTIVITIES (receiving school academic credit)**

Please indicate if you are receiving or have you received credit for:

√	ACADEMIC ACTIVITY	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade
	Science Research			
	Vocal Group			
	Instrumental Group			
	Officiating or Advanced Phys. Ed.			
	Set Design			
	Christian Service			
	Other			

**LEADERSHIP POSITIONS**

List all elected or appointed leadership positions held in school, community or work activities. Only those positions in which you were directly responsible for directing or motivating others should be included. For example: elected student body member, class or club officer, committee chairperson, team captain, manager or community leader.

ACTIVITY	LEADERSHIP POSITION	GRADE

Name: \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES**

Include clubs, sports, musical groups, etc., and *do not include activities that achieve academic credit*. Please do not list *service* activities here. For example, *if you are tutoring for service and wish to receive hours*, list this under service only; do not list it as an activity.

**ST. FRANCIS PREP** (Please type activity, grades and moderator's name. Then attain signatures.)

ACTIVITY	GRADE: 9, 10, 11, 12	MODERATOR'S NAME (Print) & SIGNATURE (Signature verifies active membership in organization)

**OUTSIDE ST. FRANCIS PREP**

ACTIVITY	GRADE: 9, 10, 11	MODERATOR'S NAME (Print)	CONTACT NUMBER

**WORK EXPERIENCE (optional)**

EMPLOYER	POSITION	ESTIMATED HOURS PER WEEK	HOW LONG HAVE YOU WORKED AT THE JOB?

**EXTENUATING CIRCUMSTANCES (optional)**

If your activity or service involvement has been limited because of a serious reason, please explain why.

Name: \_\_\_\_\_

**VOLUNTEER SERVICE**

Please type activity names and grades, then attain signatures. List all volunteer service activities in which you have participated during your high school years. You may only include hours for service activities which have *already occurred*. Please *do not* list hours that you *plan* to do.

**IN-SCHOOL SERVICE** (Please type activity, Moderators' names and hours. Then attain signatures.)

SERVICE ACTIVITY	GRADES: 9, 10, 11, 12	HOURS	MODERATOR'S NAME (please print) & SIGNATURE
<b>TOTAL IN-SCHOOL SERVICE HOURS:</b>			

**COMMUNITY SERVICE OUTSIDE SFP – VERIFICATION LETTERS**

- All outside service to non-profit organizations must be verified by submitting a letter *on official organization letterhead* with a description of the service activity and the total number of service hours.
- All verification letters must be signed, contain the contact information for the moderator who is signing them, and include the name of the student applying for NHS membership.
- Internships do not qualify as service..

*Please scan these verification letters and submit them with your application to [nhs@sfponline.org](mailto:nhs@sfponline.org). All parts of your application must be submitted by 5:00 PM on Friday, September 21<sup>st</sup>, 2018.*

**NARRATIVE**

Describe a situation in which you clearly demonstrated qualities of leadership to your school or community. In writing this essay, consider that leadership does not only mean being elected or appointed to an official position. Leadership also refers to initiating, developing and carrying out projects that will benefit others or stepping up to actively support an issue based on principle or personal conviction.

Type your submission in the space below. Your submission may not exceed the space provided. Please remember that your writing must reflect superior writing skills, effort, and careful attention to detail.



Name: \_\_\_\_\_

**ATTESTMENT**

(Please sign and date this page. It must be submitted along with the rest of your application.)

I certify that my responses are true, factual, and subject to verification by National Honor Society moderators. I understand that the information provided will be the basis for the Faculty Council's selection of membership.

I understand that completion of this form does not guarantee membership into the Franciscan Chapter of the National Honor Society. I will accept the decision of the Faculty Council charged with the responsibility of selecting members as final.

If accepted to the Franciscan Chapter, I commit to serving St. Francis Preparatory School regularly at school events (i.e., Back to School Nights, Special Programs Night, Freshmen Orientation, etc.) and setting a good example for my peers (i.e. attending school liturgies, performing well academically, participating in activities, maintaining good conduct) as representative of the chapter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_