

Dear Candidate:

Each candidate must turn in three recommendation letters in the areas of service, character and leadership. **You need 1 letter discussing your community service, 1 letter discussing your leadership skills and 1 character recommendation form filled out.** Please read this entire detailed explanation about the recommendations. If here are any questions or concerns, please contact Miss Winfield at awinfield@ycsd.york.va.us

The National Honor Society defines each of the following qualities as follows:

- 4.1.3.2 Leadership: NHS considers the “leadership criterion highly important for membership selection” (p.41). Leadership includes but is not limited to “the number of offices a student has held in school, in the community organizations; however, it is important to recognize leadership as it exist outside of elected positions including leadership roles within the classroom, effective participation in positions of responsibility in activities offered on campus such as athletic team captions, section leaders, committee chairs” (p.41). Examples of non-elected positions include: leading Sunday school lessons, organizing a community service event, leader of a Scott Troupe. Candidates should have at least two leadership positions as well as at least 3.5 average on the teacher evaluation form which is given to ALL teachers at Bruton High School.
- 4.1.3.3 Service: “Service is generally considered to be those actions undertaken by the student which are done with or on the behalf of others without any direct or material compensation” (p.41). Candidates should have at least 15 hours of community service in total from their freshmen year to their junior year. This does not mean 15 hours per year but in total as well as 3.5 average on the teacher evaluation form which is given to ALL teachers at Bruton High School.
- 4.1.3.4 Character: “Character is by all accounts a difficult criterion to define. The Faculty Council should consider positive as well as negative aspects of each candidate’s character. All judgements should be free of speculation, rumor and hearsay” (p.42). The faculty defines character by the positive attributes the candidates have and how they are in and outside of the classroom. For character there will one be a character recommendation letter and 3.5 average on the teacher evaluation form which is given to ALL teachers at Bruton High School in order to be considered for membership.

Recommendation Letter Criterion

NHS Applications Must Submit 3 Recommendation Letters (Character, Service and Leadership Letters). The recommendation letters should come from a Current/Former Teacher at Bruton High, Adult Sponsor from one of the candidates Community Groups they volunteered with and Adult Sponsor who as seen the candidate’s leadership, character and service attributes. For the leadership recommendation letter it can be a current/former teacher, community leader, sports coach, Troupe Leader, Clergy Leader, etc. **It CANNOT come from a family member or family friend.** Family friend’s recommendation letters **may** have some exceptions such holding one of the positions required for the recommendation letter. If this is the case, please see Miss Winfield if this is a concern. Your service letter should come from someone you have volunteered with and has witnessed you volunteering for their organization.

The Leadership and Service Recommendation letters must be **at least ¾ a page typed** and **signed by the adult sponsor with their contact information**. Please make sure the letters include detailed information about your community service involvement and leadership skills with examples. Unlike college recommendation letters, information about GPA and extracurricular activities is not needed. Letters **must focus** on either leadership skills or service hours that the candidate has had. All letters must be addressed to the NHS Faculty Committee. There should be one letter for leadership and a second letter for service. The character recommendation letter form is provided in the packet. If a candidate would like to provide more than one recommendation letter/form for each category to help illustrate their leadership, service and character, it is highly encouraged. This will help the faculty committee in their selection process. However, it **is only required that one recommendation letter or form** for each category (3 in total) is provided for leadership, service and character. Please make sure the proper forms and letters are completed or the application will be considered incomplete. **To be clear, you must have 3 recommendation letters. The character recommendation letter is form that must be filled out. The other two areas for leadership and service must be 3/4th a page typed by someone who has witnessed your leadership skills or has seen you participate in community service projects/activities.**

During any time during the application process before the deadline on April 19th 2019 2:05PM if there are any questions or concerns, please contact Miss Winfield immediately at awinfield@ycsd.york.va.us.

Thank you,

Ashley Winfield

Bruton High NHS Sponsor