

March 14, 2016

Dear perspective NHS member,

On the basis of your GPA of 90% or better, you are eligible to further your candidacy in the Ferdinand E. Smith Chapter of the National Honor Society at Cortland High.

You should be commended for maintaining a high scholastic average, but please understand that **membership is not guaranteed**. Membership in this society is based not only on scholarship, but also **equally** on **leadership, service, and character** within the Cortland City School District and the Cortland community.

If you wish to further your candidacy, please complete the following tasks:

1. **NHS Trait Description Guide:** Carefully review these traits that are the criteria used in determining candidacy. You should reflect on whether or not you have consistently upheld ALL these traits at CJSHS. Faculty members will be evaluating you based on this list of traits.
2. **Faculty Endorsements (5):** Select 5 past or present faculty members (classroom teachers) who have the ability to endorse you as a viable candidate who adheres to the traits of NHS. Each faculty member should be provided with an endorsement form, asked to fill out and sign the form, place the letter in the provided envelope, and then seal and sign (over the seal) the envelope. The candidates name should be written on the front of the envelope. Candidates should pick up all sealed envelopes from faculty and the five letters will be submitted along with your Candidate Portfolio.
3. **Letters of recommendation (2):** Secure two letters from non-related and non-CHS faculty community members who can comment on you as a person. Approach recommenders ASAP in order to provide them adequate time. It is your job to retrieve letters from these kind professionals that can write about you in an non-student/academic manner.
4. **Candidate Portfolio:** In pen or online, complete all portions of the portfolio in a truthful manner. Be sure student and parent signatures are provided. This portfolio is available online and can be typed and printed out before submission.
5. **Essay:** Type an essay on your belief of National Honor Society's purpose, and how your admission would benefit the society, our school, and our community.
6. **Completed Candidate Packet:** A bundled packet of completed items should be turned into Mr. Milligan (room 113) no later than Thursday, April 14th. The packet order includes: Candidate Portfolio, 2 letters or recommendation from community members, the essay, and 5 sealed and signed faculty endorsement envelopes.

The completed Candidate Packet, along with administration and faculty input, will be used as the basis for a Faculty Council to determine candidacy for Honor Society. Candidates will be notified by late April regarding decisions. Pending acceptance, an Induction Ceremony will be on Saturday, May 21 at 9:00 am at the Ramada Inn.

I encourage you to complete your Candidate Packet using the assistance of parents/guardians at home. Take your time and be thorough. **The Candidate Packet deadline is firm.**

If you have questions, contact Mr. Milligan at jmilligan@cortlandschools.org or at 758-4100.

Cordially,

Jeremy Milligan

Honor Society Adviser