

 NHS Chapter Hollins HS

 Application & Checklist and Tips

**Return to Mr. Maronpot by application due date. No exceptions will be made for late applications. If your application is late you will have to wait until your senior year to be invited again. NO EXCEPTIONS**

These are the **ONLY** items needed in your packet. Points will be deducted if forms are not **stapled together in the order below.** **Do Not** place them in a binder or folder.

1. \_\_\_\_\_ Cover Letter
2. \_\_\_\_\_ Resume
3. \_\_\_\_\_ Recommendation Letter
4. \_\_\_\_\_ Academic Character References
5. \_\_\_\_\_ Insurance Form or proof of school insurance

**ALL documents should use standard fonts. (Do not use fancy, hard to read fonts.)**

**Cover Letter**

Your cover letter has significant weight in your application. The letter will be evaluated in how you are able to portray yourself as a valuable member to the National Honor Society Chapter at Hollins High School. Please research on the internet what a cover letter should look like.

Please indicate your strength in the following areas:

* + Name, Birthdate, and Portal ID
	+ Character as a student and as an individual
		- How do you exemplify your good character?
	+ Leadership skills and examples in how you demonstrate this skill
		- Club/society positions
		- Work experience, positions held
	+ Service experience
		- Volunteer work
	+ Scholarship
		- Academic involvement/what makes you a good student

Specific examples are recommended. Creative writing skills, proper grammar and spelling is required. Recommended length: 300 words or more. **Must be typed, handwritten letters are NOT accepted.**

**Resume**

We strongly advise you to research resume writing online and follow a format which suits your needs. Your resume should exemplify a “well rounded” student, not heavily weighted on one area of discipline. Include **ALL** of the following information when creating your resume.

* **Administrative Information**
	+ Your Full Legal Name as it appears on your government issued ID & Portal
	+ Your current home address. This address should correspond with your Portal information. If it does not, please make correction with the Pinellas County Schools. If you have multiple addresses, pick one that you will be certain to receive mail from us.
	+ Your Cell Phone Number or any phone number we can reach you.
	+ Current Cumulative Weighted GPA. You can find this information on Portal.
* **Resume Body**
	+ This section outlines your participation in the following categories: Activities, Leadership Positions, Community Activities, Work Experience, Awards and Recognitions. For each listed activity make sure to state the grade level (9,10,11,12) in which you participated as well as position you may have had. Also include special awards and recognitions you may have received. More details, the better. Diverse experiences are necessary to illustrate your well-rounded service and interests.
	+ **Activities (limited to high school experiences):**
		- List all activities in which you have participated during high school.
		- Include clubs, teams, musical groups, etc.… and major accomplishments in each.
	+ **Leadership Positions (may include middle school positions):**
		- List all elected or appointed leadership positions in which you were directly responsible for directing or motivating others. For example: elected study body, class or club officer, committee chairperson, team captain, newspaper editor, work area manager, or community leader
	+ **Community Activities (limited to high school experiences):**
		- List community activities in which you have participated and briefly explain your duties and note any major accomplishments in each. These should be any activities outside school in which you participated for the betterment of your community. For example: church groups, clubs sponsored outside the school, Boy or Girl Scouts, volunteer groups, or community art endeavors.
	+ **Work Experience, Awards and Recognition:**
		- List below any job experiences, honors or recognitions that you have received which support your bid to be selected for membership of Academic Distinction. Work experience may be paid or volunteer, please note one or the other.

**Letter of Recommendation**

* Please include a one-page letter of recommendation. The individual **MUST NOT** be a relative, family or **any teacher you have had in your high school experience.** Acceptable examples include: pastor, supervisor, neighbor, family friend) All recommendation letters **must** be typed on a letterhead

 with original signature to earn full points.

* The letter **MUST**:
	+ Be no more than a page
	+ **Have a signature** (if not original, scanned copy of their signature)
	+ On a letterhead and/or title of the individual
	+ Clearly indicate your relationship
	+ Up to date
* Inform your selected individual ASAP and ask for the letter **minimum of 7 days ahead** of the application due date. Remind them frequently as they may be busy and forget to do this for you.
* Tip: ask 2 people so one can be a backup.

**Academic Character References**

* See separate sheet on the website.

**Insurance Forms**

* Insurance proof can be attained through registering: <http://www.pcsb.org/StudentAccidentInsurance> and print a receipt

Questions?

See Mr Maronpot in Room 134

MaronpotR@pcsb.org

Applications may be dropped off before or after school, during lunch or emailed to

MaronpotR@pcsb.org

**No late application accepted. No exceptions.**