

**National Honor Society** **Hours Requirements Information Form 2019-2020**

Mr. Ray/Ms. Abdalla - Advisers

**GENERAL REGULATIONS:**

* **ATTENTION CURRENT MEMBERS:** All Broad Run High School National Honor Society senior members inducted in December of the previous year must complete forty-five (45) hours over the course of the school season, August 2019-June 2020 Thanks for your leadership and excellence to make our organization great!
* **ATTENTION NEW INDUCTEES for NOVEMBER 2019:** All Broad Run High School National Honor Society junior members and senior members inducted in November of the current year must complete twenty (20) hours over the course of the school season, December 2019-May 2020. Welcome! We are excited to have you!
* **VERIFICATION OF HOURS:** Hours are verified officially at each semester point, meaning that twenty (20) hours must be completed by the end of each semester. Be **positive** and think of these as great leadership opportunities about which you can write for college!
	+ **MIDPOINT CHECK IN:** Twice a year, we will check to see that members have a minimum of 2 verified tutoring hours. These are announced at the first general meeting.
* **SEMESTER RECORDING:** A student cannot complete additional hours during the first semester and qualify them for the second semester record unless he/she is a new inductee. In the latter case, a new inductee may begin recording hours in December 2019 for the May 2020 submission. *Each semester must represent at least twenty (20) hours minimum of service.*
* **BREAKDOWN OF HOURS:** The twenty (20) service hours per semester must be comprised of at least:
* **TEN DESIGNATED HOURS: Five (5)** tutoring hours and **five (5)** in-club service hours.
* **TEN MIXED CHOICE HOURS:** The other **ten (10) hours** may be designated as additional tutoring hours, in-club service hours, or out-of-club service hours. These are freely chosen by the student. A student completing an out-of-club service hour opportunity must present his or her plan of action to Ms. Abdalla and Mr. Ray.
* **ONE GROUP SERVICE PROJECT:** Students must also complete one major service project during the year in their associated committees. Students must participate and attend for the entire duration of each event in which they receive a group point.

***NOTE: There are no excuses for missing the group service project planning meetings and actual event unless there is a doctor’s note or other school-sponsored event that is documented.***

* **COMMUNICATION OF HOURS:** Students are required to keep their hard copy log of their hours on the form found in this document with the necessary information fully complete. We highly recommend tracking hours in a digital form as well. This is for safety purposes in case the original log is lost. It is advisable that students make copies of their logs with signatures just to ensure the veracity of hours completed.

**WHAT ARE THE NHS TUTORING RULES and REQUIREMENTS?**

* NHS members are required to complete **5 hours minimum** of tutoring service per semester.
* You mayonly tutor a student/students under the supervision of a Loudoun County Public Schools faculty or instructional staff member on LCPS school grounds.
* In order to receive verification for an hour it must have both the **names of the tutor and the student tutored**, **the** **time**, **the date,** **the location**, and finally **the signature of the LCPS supervising faculty/instructional staff member**. Fill these out in the appropriate boxes listed on the tutoring log. Tutoring may be done before and after school, as well as during study hall.

**1.** **BEFORE SCHOOL TUTORING (8:00am-9:05am) or AFTER SCHOOL TUTORING (4:05pm-5:15pm)**

    A. Before school tutoring may take place any morning during the school week (between 8:00am-9:05am).

 B. After school tutoring may take place any afternoon (between 4:05pm-5:15pm) during the school week.

 C. Before and after school tutoring must take place in one of the following two potential locations:

1. Room 186

    D. NHS members and their tutees are responsible for getting to class on time in the morning. There will be no passes written excusing tardiness because of morning tutoring sessions.

 E. **SPECIAL CIRCUMSTANCES:** If you have a special request or circumstances regarding tutoring hours, please see Mr. Ray or Ms. Abdalla in person with any concerns/requests/questions. Otherwise, your hours may not be approved at the semester check point(s).

**2.** **LIBRARY:**

 A. Study hall tutoring may only take place through assigned or arranged tutoring requests via:

 1. The request form on the website completed by a parent/student requesting a tutoring session during study hall.

**HOW DO I EARN TUTORING HOURS?:**

A. **BE PROACTIVE AND SEEK A STUDENT!:** Work regularly with a student assigned by a Broad Run HS faculty member. Seek tutoring requests! Ask your teachers…they are always looking to find help for certain students.

B. **ACCEPT TUTORING REQUESTS WHEN NHS IS LOOKING FOR HELP!:** We know this is competitive, but you can also accept a tutoring request made online when it is sent out via email by NHS VPs.

***Remember again that is the quality of time you spend helping others rather than the quantity of time required that counts the most. This can be an exciting leadership opportunity for you where you can mentor a student to his or her own success. Write about it on your college and job applications.***

**WHAT ARE THE NHS IN-CLUB SERVICE HOUR REQUIREMENTS?**

* Service hours are earned via any/all service opportunities e-mailed to NHS members via the NHS officers.
* Service opportunities that are **NOT** sent out via e-mail request from an NHS officer will **NOT** be accepted for this category, but may be accepted in the mixed choice hours section.
* Inability to take part in an NHS club service hour project once the initial interest and proclamation of participation takes place will require that student notify both Mr. Ray, Ms. Abdalla, and the supervisor of the service event prior to the event.
* Students who attend and participate at a club service event must have signed verification of attendance on the service log **OR** a copy of the sign-in/sign-out register from the supervisor of the event.

**WHAT ABOUT THE TEN ADDITIONAL HOURS? HOW CAN I COMPLETE THEM?**

* Members may choose to complete the remaining ten (10) service hours through tutoring, in-club service, as well as out of club service. Once again, all required signatures on the service log below **OR** a copy of the sign-in/out register from the supervisor of the event is required for verification of the mixed hours.

**WHAT ARE GROUP SERVICE PROJECTS ALL ABOUT?**

* Students must participate in full attendance and performance at a group service project once during the school year via committee membership.
* Signatures from Mr. Ray, Ms. Abdalla or the Committee Supervisor are required to verify participation in group service projects. Students are expected to attend and participate from the beginning of the event through the end of the event with no exceptions.

**PENALTIES**

* Failure to meet hours will result in a warning letter mailed home explaining the deficiency, the penalty and due date for when the penalty must be complete.
* The penalty for failing to complete hours within a semester leads to the missing hours being doubled.
* Seniors who fail to meet hours requirements in the last semester will not be eligible for an NHS stole at graduation.
* Any NHS member who does not complete a group service project will be referred to the Faculty Council.