**NJHS**

**Sample Selection Procedure Description**

**Remove/edit items in blue.**

The National Junior Honor Society chapter of (insert school name) is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each (insert month/months).

Students in grades (include eligible grades) are eligible for membership. [Note: Eligibility can be based on your local guidelines, thus limiting the year or years of eligibility. See the chapter on “selection” under “grade level” in the *NJHS Handbook* for clarification.]For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale. [The cumulative GPA is also at the discretion of the local chapter as long as it does not go below 3.0.] Each (fall or spring, or identify a semester) those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate’s leadership and service.

[Note: Schools with specific minimal requirements for leadership or service, e.g., “participation in at least two student activity organizations each year” or “10 hours of documented community service,” should include such specific requirements in the published description.]

[The following is a suggested description about character evaluation, which can be revised to match your process locally.] To evaluate a candidate’s character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, and leadership. [Note: These evaluations from the faculty are not required and are options for chapters at the local level.]

Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or nonselection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

[Note: If available at time of publication, include all schedules, deadlines, and date of induction ceremony in this description.]