



NJHS FAQ'S

Everything You Need to Know about Hillel Academy's Chapter of NJHS

1. What is NJHS?

- National Junior Honor Society is a nationally recognized program for Middle School students that demonstrate high academic, service, leadership, character, and citizenship skills
- Students entering 7th and 8th grade are invited to apply if they have a 3.0 GPA or higher
- Students are eligible to become a member if they have both service and leadership experiences, demonstrate strong character at school, and do not have a history of school disciplinary actions
- Students that become members are expected to maintain their academic standing, to be role models at school and to continue to provide community service and leadership
- All of the requirements and expectations are set forth by the National Junior Honor Society organization. Hillel Academy is required to follow the mandates set forth by NJHS in order to continue to be a chapter in good standing. More information can be found here: www.njhs.us/
- It is an honor to be a member!

2. Why Join NJHS?

- It feels good to be recognized for your academic success
- It feels good to be recognized for your strong leadership, service, and citizenship skills
- It feels good to know that you are a role model to other students Hillel Academy
- It is good preparation for High School in the areas of responsibility, maintaining commitments, understanding and logging community service hours, and being part of an organization at school
- If you graduate from Hillel Academy in good standing with NJHS, it will be noted on your diploma and transcript
- Some people like to include NJHS on their resumes and applications for future clubs/jobs/schools/officer positions/etc.

3. What does the application process consist of?

Becoming a member is completely voluntary. While some members find it to be a meaningful experience, some students choose not to. It is a time commitment and there are requirements and expectations that need to be followed. Whether or not a student chooses to join is up to that student. If a student chooses not to join, it will not reflect poorly on them at school. If a student chooses not to apply in 7th grade, they will have the opportunity again to apply in 8th grade as long as they meet the requirements.

Applicants must follow this process (all are located in NJHS 2019-2020 Google Classroom) and **all are due no later than 8/23/19**:

Share all of the information with your parents and have them electronically sign the forms with you

1. Read the materials under “Read First Before Applying”
2. Complete the “Candidate Information Form” and click “submit”
3. Complete the Essay by including all of the information in the directions and submit to NJHS 2019-2020 google classroom

4. Complete the checklist and click “submit”
5. Share the “Adult Attestation Form” with the adults that can attest to your leadership and service experiences (one form for each). A parent can do it from the NJHS google classroom if you do not have another adult to send it to. If you wish to have another adult complete the form, please email Ms. Lydia at: labrams@hillelacademytampa.com to request a link to the form for you to email to the adult of your choice. This form is due by the adult to Ms. Lydia by 8/30/19.

4. What happens after I submit my application forms?

1. Middle School Teachers will rate all of the applicants’ demonstration of character at school
2. The NJHS Advisor (Ms. Lydia) will compile all of the applications, essays, Adult Attestation Forms, and teachers’ reports of character to share with the NJHS Faculty Council
3. The NJHS Faculty Council consists of 5 faculty members (Mr. Gamson, Mrs. Whittcoff, Morah Idit, Mrs. Guindine, and Mrs. Patet) who vote on whether or not the applicants meet eligibility for NJHS (majority rules)
4. Ms. Lydia will notify applicants if they are selected (by 9/20/19)
5. If any applicants are not selected, they have the right to appeal in front of the Faculty Council

5. If accepted, what are NJHS members expected to do?

All members are required to:

- Attend the Induction Ceremony on 10/28/19 at 7:00 p.m.
- Pay a \$10 membership fee (to go towards community service - which will be voted on at an NJHS meeting)
- Attend all NJHS meetings
- Complete 10 hours of community service by the end of April, 2020
- Participate in the group service project (which will be voted on at an NJHS meeting)

- **Maintain High Standards of Behavior** - if any members receive a Level 1 infraction, they will receive a warning. **If any members receive a Level 2 infraction, they will be dismissed from NJHS.**

6. What do the Officer Positions entail?

- There are Four NJHS Officer Positions:
 - **President** - Duties include (but are not limited to): co-leads the Induction Ceremony, leads the member meetings, attends Officer meetings in addition to member meetings, and votes on Officer decisions
 - **Vice-President** - Duties include (but are not limited to): co-leads the Induction Ceremony, assists the President as needed, sits in for the President if not available, attends Officer meetings in addition to member meetings, and votes on Officer decisions
 - **Secretary** - Duties include (but are not limited to): takes minutes of Officer meetings and member meetings, takes attendance at member meetings, sends email notifications to members and parents, attends Officer meetings in addition to member meetings, and votes on Officer decisions
 - **Treasurer** - Duties include (but are not limited to): keeps track of membership dues, communicates with members and parents if needed regarding membership dues, meet with Advisor and Hillel Business Manager to track finances and make payments as needed, helps other officers as needed, attends Officer meetings in addition to member meetings, and votes on Officer decisions
- Information will be sent to all NJHS members prior to first NJHS meeting on how to run for an Officer position. Officers are voted at the first NJHS member meeting
- All Officers attend Officer meetings to plan for general member meetings and the Induction Ceremony. Meetings are typically once a month between 3:15-3:30, dates to be determined by the Officers and Advisor (Ms. Lydia).
- Officers are the backbone of NJHS!

7. What is the Induction Ceremony?

- The Induction Ceremony is a proud moment for NJHS members and their families that is held at Hillel Academy to honor the new members
- The Induction Ceremony is led by the Officers. It consists of: honoring new members, guest speaker(s), a candlelight ceremony, a recitation of the NJHS pledge, and more
- Members are expected to dress up for the event (in clothes that one would wear to a Saturday morning service or a friend's B'Nai Mitzvah service)
- All members are required to attend, including returning members
- It will be held on Monday, November 4, at 7:00 (please note that the date has changed). It should last about an hour.
- Members are expected to attend extra meetings prior to the Induction Ceremony to rehearse
- Members will be given a form to answer questions about themselves to be used for the ceremony
- The event will be filmed live on Hillel Academy's facebook page for family and community members who can not attend

8. What do the general NJHS member meetings entail?

- All NJHS Members are required to attend the NJHS general member meetings
- The meetings typically take place once a month - depending on the school calendar, school events and sports events
- The majority of the meetings take place after school from 3:15-3:30
- The first couple of meetings take place during lunch/recess because there is a lot to cover, including Officer elections (meeting times are subject to change depending on the needs of the chapter)

- The meeting dates are determined by the Officers and Advisor
- The meetings are led by the Officers and cover various topics such as: upcoming NJHS events, voting on issues, and consists of all members sharing experiences related to NJHS (such as their service experiences, leadership examples, etc.)
- Members and parents will be notified at least a week in advance of upcoming dates via email from the NJHS Secretary

9. What do I need to know about individual service hours?

- All NJHS Members are required to complete at least 10 hours of individual service by the end of April, 2020
- For purposes of meeting the NJHS service requirement, **“service activities are those that are done for or on behalf of others (not including family members) for which no compensation (monetary or other) has been given”**
- More than one member can participate in the same activity and it will still count as their individual service hours. Some families find it helpful to notify other members of upcoming plans so that they can coordinate together.
- Hillel Academy’s MLK Day of Service does **not** count towards individual service hours, because all students are expected to attend
- Refer to this “Service Opportunities” doc for more information:
https://docs.google.com/document/d/1u8ltU95-_dpAQJC4ojAP5qkoboDwGKIWtH-Emi9kuas/edit?usp=sharing
- All hours must be recorded on the “NJHS Service Hours Record” and members are to answer the questions on the form. It is helpful to complete the form after each activity. If a service project takes place over several days, members can log it after they finalize the project with the total number of hours.
- The NJHS Service Record form can be found here or in the NJHS 2019-2020 google classroom:

https://docs.google.com/forms/d/e/1FAIpQLSdxGNIsZZjNZNucCL2IUOy5ZGgBv8i-IDYIGQS-kErdBr6gtw/viewform?usp=sf_link

- The NJHS Advisor will send an email to each member in January of 2020 with an update of how many hours have been recorded

10. What is the NJHS group project?

- All NJHS Members are required to participate in the NJHS chapter group project
- The group project will be voted on at a general NJHS member meeting
- All of the members will be together to participate in the project (such as going as a group to Feeding Tampa Bay)
- Parent drivers/chaperones are greatly appreciated for the group project

11. Is there a fee to become a member?

- There is a \$10 membership fee to become a member of Hillel Academy's chapter of NJHS
- It is recommended that members pay with their own funds to feel a part of the process
- The fees will go towards a community service project or donation towards a cause
- The NJHS chapter will vote as a whole on what the funds will go towards (majority rules)
- The NJHS Treasurer will be in communication with Hillel Academy's Business Manager on how to manage the funds
- The fee is due by October 28, 2019 (prior to the Induction Ceremony)
- Parents can be billed via TADS or a check or cash can be given to Ms. Lydia or Mr. Baker

- The NJHS Treasurer will be in communication with members and their parents regarding any late payments

12. What are the behavior expectations for NJHS members?

- NJHS members are held to a higher standard of behavior at Hillel Academy
- NJHS members are leaders and role models are expected to act as such
- A Level 1 infraction will lead to a warning
- A Level 2 infraction will lead to dismissal from NJHS
- A member will be given a warning or notice of dismissal in writing
- If a member is given a warning or is being dismissed, they have a right to appeal in front of the Faculty Council
- If a member is dismissed from NJHS, they will not be able to reapply for NJHS. When they enter High School, they can do so with a clean slate and can still apply for NHS

13. Who are the staff members involved and what are their roles?

- There are three roles for staff involved with NJHS: NJHS Advisor, NJHS Faculty Council Members, and the Head of School
- The NJHS Advisor (Ms. Lydia) has the following roles: creating and sharing information with members/applicants/parents/school community, communicator/gatherer/sharer of forms/information for the application process, liaison between NJHS members and the Faculty Council, advocate for members, assists NJHS Officers in planning and running meetings, organize the Induction Ceremony, organize the group service project, answers questions related to NJHS

- The Faculty Council consists of 5 faculty members (Mr. Gamson, Ms. Whittcoff, Morah Idit, Mrs. Guindine, and Mrs. Patet). They have the following roles: voting on eligibility for NJHS applicants, voting on issues surrounding disciplinary actions/warnings/dismissals/changes to procedures, presence at appeal hearings (majority rules when voting)
- The Head of School (Ms. Allison) has the following roles: selecting the Faculty Council members and final approval on decisions