



## The NEHS Website Is All New

### More Chapter Management Tools Are Now at Your Disposal

Recently, the NEHS website—[www.nehs.org](http://www.nehs.org)—got a facelift.

As an adviser, you may be particularly interested in its new Adviser Resource Center, designed to make your chapter management duties more effortless and turnkey.

Log in to that part of the site and you'll find options like these:

#### **New Chapters & New Advisers:**

Features sample bylaws you can tailor to your own chapter, as well as advice for organizing your chapter.

**Selecting Members:** Walks you step by step through the process of member selection, while offering sample letters to customize for student candidates and selected students, as well as students who are not selected.

**Inducting Members:** Offers materials for your induction ceremony, as well as a colorful infographic that can serve as a visual guide for some of the considerations in planning this annual pinnacle of your chapter's growth. (Turn to page 6 to see the infographic in print.)

**Project Planning:** Serves as your gateway to the National Student Project Database, housing



more than 4,000 projects, ranging from leadership development to school service and more. While the database contains mostly entries from National Junior Honor Society and National Honor Society schools, many are adaptable to elementary audiences.

**Where's Watson?:** Looking for a fun way to motivate your members?

Learn about NEHS' bear-y special mascot, Watson! Invite him to your school to help members with a service project or chapter activity.

These represent just a sampling of the chapter management essentials now available to you as an NEHS school. Visit the new [www.nehs.org](http://www.nehs.org) and surf the site now.

# ADVISER FAQs

## **Q: What should our student handbook or school website say about the NEHS selection process?**

**A:** The NEHS constitution (Article VIII, Section 4) states that, "A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the faculty council, approved by the principal, and shall be consistent with all rules and regulations of NEHS."

To help you prepare a descriptive piece for your school handbook or website, first check to see that your selection process guidelines, as developed by your faculty council with approval by the principal, conform to the national standards. Once confirmed, use these policies to prepare an informative piece for your handbook, website, or other official school publication. Sample text is available for your convenience in the "Selecting Members" section of the Adviser Resource Center at [www.nehs.org/advisers](http://www.nehs.org/advisers).

Please review your established procedures carefully and ensure that the descriptions you provide are accurate. You are encouraged to seek the review of your principal prior to submitting this description for publication. By taking the time to elaborate on your selection process and to provide a general overview of your procedures, you not only live up to the expectations of the national constitution, but also send a strong and complete message to all about the value of NEHS on your campus.

## **Q: I am a new adviser. Can you provide an outline of my duties and responsibilities?**

**A:** As the NEHS adviser, you wear many hats. Below are eight main responsibilities you can expect to fulfill.

- Supervises all functions of the Honor Society chapter on campus, including but not limited to the selection of new members to the chapter, the induction of new members, and oversight of the discipline or dismissal process for any member found to have fallen below the standards for or failed to fulfill the obligations of their membership.

## **In this issue, we answer your questions about describing the selection process and new adviser responsibilities.**

- Serves as a liaison to the faculty, administration, student body, and community regarding matters related to the Honor Society, including its guidelines and activities.
  - Maintains files for the chapter, including membership records, chapter history, chapter activities, selection procedures, membership obligation guidelines, chapter bylaws, and all financial transactions (per the existing requirements of the school's accounting procedures).
  - Completes the annual adviser survey by June 30 each year.
  - Reviews active chapter members on a regular basis for compliance with Honor Society standards and obligations.
  - Works with the chapter officers to assist them in understanding and carrying out their duties of office.
  - Serves as an ex officio, but nonvoting member of the faculty council (local selection committee), and facilitates all meetings of the council.
  - Reviews all chapter documents (selection procedures, chapter bylaws, etc.) to ensure that the policies and procedures of the chapter are in compliance with those found in the NEHS National Constitution and *NEHS Handbook*, along with updates provided by the national office throughout the year.
- To learn more about your new role, visit the "New Chapters and New Advisers" section of the Adviser Resource Center at [www.nehs.org/advisers](http://www.nehs.org/advisers). If you have any additional questions about your role, or other questions regarding chapter management, feel free to contact the national office by emailing [nehs@nehs.org](mailto:nehs@nehs.org).

## **ADVISER RESOURCE CENTER**

### **Have you visited the new online Adviser Resource Center?**

Log in on the NEHS website at [www.nehs.org/advisers](http://www.nehs.org/advisers) to check out the new features and resources! You'll find sample forms, customizable templates, documents, and much more. The Adviser Resource Center is designed for both new and experienced advisers. Visit the site now whether you're brand new or need a refresher.

# CHAPTER PROFILE

## Working Together, These NEHS Members Make a Difference

*As the National Association of Secondary School Principals, parent organization of the National Elementary Honor Society, celebrates its 100th anniversary, it is an occasion to reflect on the history of the organization and its offspring programs. This edition of NEHS News profiles one of the first NEHS chapters in order to learn about its growth and share perspectives from its advisers.*

In this age of selfies and youth who think “It’s all about me,” students at one Florida NEHS chapter are showing it’s really “all about we.”

Members of the **Skyline Elementary School** NEHS chapter in Cape Coral, FL, routinely look beyond themselves to focus on those in need, and one recent service project proves it.

Students there literally duct-taped their principal and assistant principal to the school wall recently to raise money for the family of a Skyline kindergartner. That student, Lucas, is battling a rare form of childhood cancer.

After learning that his mother quit her job to be by her son’s side during his treatment, chapter members, so concerned about the youngster’s plight, decided to hold a creative fundraiser to help his family with mounting bills.

Skyline NEHS chapter members launched their “Love for Lucas” project this school year. For just \$1, students could purchase a piece of duct tape. During one afternoon, classes assembled outside the school to affix those pieces of tape, one by one, to stick the principal and assistant principal to the wall. Chapter Co-adviser Beth Williamson described it as, “the funniest thing ever. Those men hung there for two hours. They were such good sports. We collected over \$2,000 for the family.”



It’s just one of numerous service projects this chapter has done in its eight-year history as an NEHS chapter.

Chartered in 2008 as one of the first NEHS chapters in the country, Skyline is a K–5 school on the Sunshine State’s Gulf Coast with a population of approximately 900 students. As a FranklinCovey “Leader in Me” school, Williamson explains, NEHS is especially well aligned with Skyline’s goals. The school’s mission reads: “We will inspire each other to be leaders with our awesome attitudes and exceptional behavior.” She adds, “We are developing leaders and teaching them to serve others.”

Co-adviser Jessica Chaffee explains, “There’s this stigma that elementary school teachers coddle students. When they get to middle and high school, there’s not as much parental or teacher involvement with the kids. So I feel by having these leaders here, it’s teaching students the skills they need so they are successful when they get into middle and high school.”

Chaffee cites her own child as an example of the program’s success. “My daughter is now in high school. In fourth grade, she got inducted into NEHS here at Skyline. When she went to middle school, she was one of only five sixth graders who were inducted into National Junior Honor Society out of a class of about 500 kids. She’s starting high school this year, and she’s already planning to be in the National Honor Society. She already knows what she needs to do to make that happen.”

Overall, Williamson says, she enjoys teachable moments when she and her co-adviser can say to members: “Look what happens when we synergize ... look what happens when we work together and use our voice to help somebody in need.”



PHOTOS COURTESY OF SKYLINE ELEMENTARY SCHOOL



# IDEA EXCHANGE

Get inspiration from National Honor Society chapters who completed successful projects that are also adaptable for elementary students.

**CARE PACKAGES FOR SOLDIERS.** National Honor Society (NHS) members from **Palm Harbor University High School** in Palm Harbor, FL, collected donations throughout the community for soldiers in the Middle East. Student sorted the donations, filled out customs forms, packaged the items, and shipped the care packages to at least 20 different APO addresses. Items included chips, dried fruits, protein bars, mints/hard candies, small packages of crackers or cookies, lip balm, pain relievers, adhesive bandages, cushioned insoles, baby powder, razors, baby wipes, travel sized shampoo/conditioner, toothbrushes and toothpaste, deodorant, disposable cameras, batteries, puzzles and playing cards, notepads and stationery, sunscreen, and packages of socks. Addresses were obtained from [www.anysoldier.com](http://www.anysoldier.com) and school faculty or students who had family in the military. NEHS chapters wishing to do a similar activity could poll teachers and students in their school to inquire about any family members or friends currently serving abroad.



**CARE PACKAGES**



**PROJECT PLAYTIME**

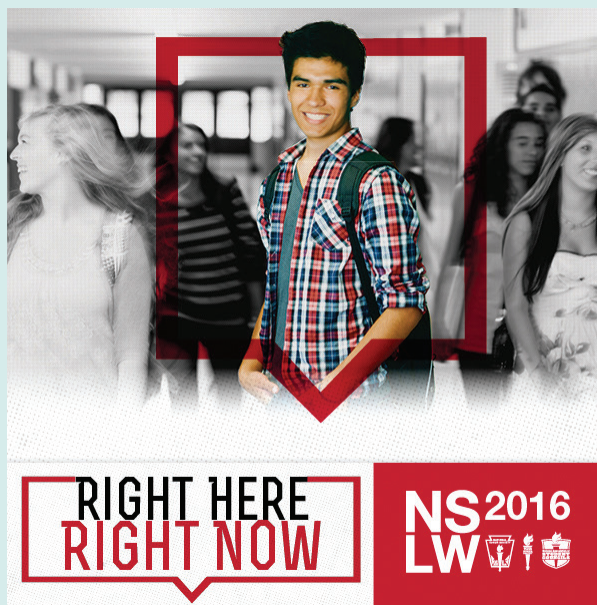
**PROJECT PLAYTIME.** NHS chapter members from **Marian Central Catholic High School** in Woodstock, IL, held two donation drives for sports equipment: one in the spring and one in the fall. The spring donation drive was conducted by some of the feeder schools in the area. Liaisons were assigned to each school in order to facilitate the drive. The second donation drive was carried out at the high school. The sports equipment was collected over the course of two weeks, and it was a competition: Whichever classroom collected the most items would be named the reigning champs! The prize? Bragging rights, as well as the knowledge that the items donated would be brightening the days of those in need.

NHS members counted the items each day to keep students up to date on their classroom's standing in the competition. The equipment they collected included a variety of items such as basketballs, baseballs, tennis rackets, football pads, roller blades, flag football gear, jump ropes, and anything else one might find on a school playground. Both drives were a huge success, but the best part of this project for the NHS members was delivering the equipment themselves to needy schools in the area. Can your NEHS chapter help local schools upgrade their playground and athletic equipment? Contact local schools to determine need. You can award the winning classrooms with a pizza party or another prize.

**SLED RACE.** A homeroom competition at **Rocori High School** in Cold Spring, MN, pits three-person teams against each other in a 100-meter sled race held during the school's annual Snow Week. Homerooms supplied their own sleds, which were pulled by two people with a third person riding the sled. Qualifying rounds with 6–8 homerooms narrowed the field for a final race. The whole school was invited to watch the event and cheer on participants. The winning class received a pizza and root beer float party. In parts of the country experiencing all that winter has to offer, NEHS chapters can easily adapt this fun competition into a fundraiser for the school or local charitable organization. Talk to your administration about the possibility of sledding for a purpose next winter.



For more ideas and to submit your own projects, visit the National Student Project Database at [www.nehs.org/projects](http://www.nehs.org/projects).



## National Student Leadership Week—Right Here, Right Now!

It's that time of year again—National Student Leadership Week (NSLW), April 17–23! This is a time to highlight, recognize, and promote good works through the example of your student leaders. This year's theme, "Right Here, Right Now," emphasizes the small and big things that students and others can do right now to make an immediate difference inside and outside of their communities. The theme not only focuses on the individual's capability to take action and make a difference, but also emphasizes the potential to make a positive impact on their surroundings right now.

The National Association of Secondary School Principals, which administers the National Honor Societies and National Association of Student Councils student programs, has sponsored NSLW since 1972. Over the years, students, advisers, and other school leaders have organized innovative and thoughtful events to support NSLW in its promotion of student leadership and good will. Some past projects ranged from collecting spare change for leukemia and lymphoma patients and blood for the American Red Cross, to student-voted character and leadership recognition awards, creating handmade appreciation cards, and school beautification projects.

Advisers looking for project ideas can visit [www.njhs.us/nslw](http://www.njhs.us/nslw) for a list of suggested student activities. And, as in past years, schools are strongly encouraged to announce and share their NSLW activities by posting to social media using #NSLW16.

While NSLW is primarily geared toward middle level and high school students, we urge NEHS students to join in the celebration. NSLW is a special time for student leaders to show and share their excitement about how their leadership can impact their school and community, and this is a concept that extends to elementary school students, too.

We hope your NEHS chapter members will add their voices and actions to National Student Leadership Week this April! We look forward to seeing what you do to make a difference right here, right now.



# THE ADVISER'S GUIDE TO INDUCTING MEMBERS

Based on a candlelighting service



## CONSIDER THE DATE

- Look at the school calendar. Avoid any conflicts with other activities. Plays? Athletic events? Holidays?
- Will your ceremony be held during the school day or outside of school hours?

## INVITE YOUR CANDIDATES AND THEIR FAMILIES

- See a **sample invitation** in the Adviser Resource Center at [www.nehs.org](http://www.nehs.org).



## PLAN YOUR CEREMONY

### OPTIONS TO CONSIDER



#### Appoint a planning committee



#### Invite special guest speakers

Superintendent? Local school board member? A local Honor Society alum?



#### Have a theme

Examples: Past, Present, and Future; the History of Education or the History of Leadership; Community or school-specific theme; the long-standing tradition of your chapter.



#### Print a program



#### Have music or a performance by your school's performing arts students

Check out "Melodies of Achievement," a CD from the NEHS Store at [store.nehs.org](http://store.nehs.org).



#### Give a token of membership

Consider an Honor Society membership card, pin, or patch. Shop the NEHS Store for all the options.



#### Use a registry to record your new members

The signing of the registry is usually part of the induction ceremony.



#### Have a post-ceremony reception

Students and their families love to celebrate. A local grocer or restaurant might even donate!

### SOME "MUSTS"



#### Pick a location

Consider size, seating, schedules based on facility availability. Is the room you want available when you need it?



#### Secure the location using your school's protocol

Coordinate with your custodian/facility manager on logistics: seating, AV equipment, staging, etc. Decorations? Flowers?



#### Prepare a script

See a sample, based on the pillars of NEHS or find one in the Adviser Resource Center.



#### Rehearse

Select an emcee—Maybe the chapter president? Can he or she think quickly, be respectful, handle mistakes?



#### Check your school's policies & buy your candles

Find out if you CAN use real candles. Practice using the candles with your officers. Make sure you're complying with local fire codes. The NEHS Adviser Resource Guide offers flameless candles.



#### Stage the ceremony



## FOLLOW UP

- Review the ceremony with your officers and members.
- Thank special guests in writing.

Do NOT call this an "initiation" ceremony. Initiation, blackballing, and hazing are expressly prohibited as part of the selection and induction process.

An entire chapter devoted to the selection and induction of members is available in your **NEHS Handbook**.



# SHOP THE NEHS STORE AND SAVE!

Planning a spring induction ceremony? Need items for your graduating students? Through March 31, 2016, get 15% off your order from the NEHS online store at <http://store.nehs.org>. When you check out, use promo code 16IND on as many orders as you wish. Offer valid for online orders only.



## Adviser Tip: Prepare for Spring Officer Elections

While many chapters don't hold elections until the end of the academic year, it's not too early to begin planning. First, review your chapter bylaws to ensure they contain updated and member-approved election procedures, officer descriptions, and duties. Work with your current officers to draft updates and present them to the chapter for approval. If your bylaws are missing this important section, see the sample bylaws provided in the Adviser Resource Center at [www.nehs.org/advisers](http://www.nehs.org/advisers). Second, prepare documents to share with members about your chapter's election schedule and any qualifications needed to run for and hold office. Third, current officers should begin preparing their files to share with successors. And finally, plan for the transition. Schedule a meeting or retreat for outgoing officers to orient new officers to their duties and the general concepts of chapter management.

## NEHS in the News

Has your chapter been featured in your local media? We'd love to hear about it!

Send us a link and a photo (with photo credits) to [nehs@nehs.org](mailto:nehs@nehs.org), subject: NEHS in the News.



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## NEHS NEWS

SPRING 2016

# BRING THE NEHS MASCOT TO YOUR SCHOOL

Watson, our official NEHS mascot, is available to travel to chapters around the country to learn about their service projects and other chapter activities currently underway. He'll even show up for your induction ceremony!

Watson is quite the experienced traveler and is anxious to hit the road again. After Watson visits your chapter, you are asked to submit a short report about his visit, as well as

a photo with chapter members and/or the school principal.

If you'd like to have Watson visit your school, please email Elancia Felder, program manager, at [feldere@nassp.org](mailto:feldere@nassp.org). Include your school name and address, the purpose of Watson's visit, and the date of your event. Please provide at least two weeks' notice prior to your event.



### CALL FOR SUBMISSIONS Your Experience Counts!

All NEHS advisers are invited to contribute to a future issue of NEHS News. Email [nehselementary@nassp.org](mailto:nehselementary@nassp.org) with your ideas and submissions, which could include:

- Articles about your chapter's projects and activities
- Good news or announcements from your chapter
- Exciting accomplishments by your chapter members
- Advice you'd like to share with fellow advisers
- Links to news about your chapter from local media

“Nothing is impossible.  
The word itself says,  
'I'm possible'!”

AUDREY HEPBURN



For more inspirational quotes, “like” the official NEHS Facebook page at [www.facebook.com/elementaryhonors](http://www.facebook.com/elementaryhonors).