

**Trinity Christian Academy**  
**National Junior Honor Society**  
**Candidacy Packet and Student Information Form**  
**2019-2020**

Based on your academic performance and behavior since the beginning of sixth grade, you are eligible to apply for membership in the Trinity Christian Academy Chapter of the National Junior Honor Society (NJHS). Membership in the NJHS is one of the highest honors that can be awarded to a student. Our chapter strives to give practical meaning to the Society's standards of scholarship, leadership, service, citizenship, and character.

These five ideals will be considered as the basis for your selection as well as a fundamental part of our chapter activities. The National Junior Honor Society strives to recognize the total student—one who excels in these areas. No student is inducted simply because of a high academic average. Please note that though you are eligible to apply, you have not been accepted into the organization yet. Your candidacy packet and student information form must be reviewed by the NJHS Faculty Council to determine acceptance of new members.

If you are chosen to be inducted as a member of the Trinity Christian Academy Chapter of the National Junior Honor Society, you must maintain the standards utilized for your selection. Please be aware that you:

- **Must maintain a cumulative, overall average of 85.0% (7th-8th Grade)/ 3.0 GPA (9th Grade) and have no failing final grades in any courses.**
- Must have been enrolled at Trinity Christian Academy in the 6th grade or one full year.
- Demonstrate sound and effective leadership, admirable citizenship, and trustworthy character at Trinity Christian Academy and in the community.
- Must participate in and have a ride to and from all of the NJHS Chapter community service projects.

**Dismissal Procedures:**

A student in NJHS:

- May be placed on probation for receiving detentions or disciplinary referrals due to behavior.
- May be placed on probation for having unexcused absences from NJHS meetings or service projects--excuse note must be provided to advisor for consideration within five days of absence.
- May be dismissed from the chapter by having any documented incident of cheating and/or plagiarism
- May be dismissed from the chapter by having any incident of computer or social media violations
- May be dismissed from the chapter by having any incident of dishonesty, vandalism, unethical and/or immoral behavior
- May be dismissed for academics that do not maintain cumulative average and/or GPA.

If you have any questions about the obligations of being an NJHS member or about the application process, please see Mrs. Lorenzo (NJHS Adviser) or Mr. Brown (Upper School Principal).

Sincerely,  
*Mrs. Lorenzo and Mr. Brown*



National Junior Honor Society  
Trinity Christian Academy

Welcome! We would like to congratulate you on your outstanding academic performance. This is the first step in your application process to be inducted as a member of the National Junior Honor Society. To be considered for membership, you must complete the following. Pay careful attention to instructions and deadlines. We have included a Candidate Selection Rubric on how you will be evaluated.

**Student Activity Information Form.** This must be printed neatly in blue or black ink. We recommend you make a copy of this form before you begin; you might make a mistake on the first try.

**Letter of Recommendation.** This must be a **one-page (250 words maximum)** letter from an adult in the community who knows you well. The letter must include the person's phone number and must be signed. This letter cannot be written by a Trinity Christian Academy staff member or one of your relatives. When requesting your letter, we recommend you ask the person to evaluate you on the five traits of NJHS: character, scholarship, leadership, service, and citizenship.

**Subjective Letter.** This letter must be hand written by the student in business letter format. This is a **one-page letter (250 words maximum)** in which you show how you currently represent the characteristics of NJHS—character, scholarship, leadership, service, and citizenship--and how you can use these qualities to contribute to the overall success of the organization. Write neatly, it may not be typed.

**Teacher Evaluations/Teacher Signature Form.** You must have three teachers (Middle School and/or 9th Grade) complete a teacher evaluation form. Please allow your teachers time to complete this evaluation by giving it to them as soon as possible. **Don't procrastinate!!! Fill in any blanks on the forms before handing them out.** As you give each teacher your evaluation, ask him or her to sign and date the appropriate box on the Teacher Signature Form verifying that they received it. Teachers will submit the recommendation forms directly to us, so you will **not** include them in the packet you turn in to us; however, you will include the Teacher Signature Form in your packet. An average of the three evaluation scores will determine your points earned for this category.

You will turn in all your paperwork together. Your complete file is due to Mrs. Jennifer Stacey at the front desk in the JLC Lobby on or before **September 27, 2019 (Friday) at 8:00 a.m.** **If you lose the packet then you will need to go online to the TCA website, scroll to the bottom of the page and click the "NHS and NJHS at TCA" link. You will then locate the NJHS Candidacy and Student Information Form.**

Make sure you follow all directions exactly and pay close attention to deadlines. If you do not turn in all pieces by the **September 27, 2019 deadline**, then you will not be considered for membership. Good luck. We wish you success in this and all your endeavors.

Bonny Lorenzo  
NJHS Adviser for Trinity Christian Academy



National Junior Honor Society  
Trinity Christian Academy

## Candidate Selection Rubric

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**Student Name**

### Student Activity Sheet

At least one school activity each year	5 points
At least one community activity each year	5 points
At least one honor or award listed	5 points
Additional activity listed in any of the three areas	5 points
<b>Total Points Possible</b>	<b>20 points</b>

### Subjective Letter

Correct business letter format is used (one page; maximum 250 words)	5 points
Explain how you currently represent the characteristics of NJHS (1 point for each characteristic)	5 points
Explain how you can use your qualities to contribute to NJHS	5 points
Overall quality of writing	5 points
<b>Total Points Possible</b>	<b>20 points</b>

### Letter of Recommendation

<b>Total Points Possible</b>	<b>5 points</b>
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### Teacher Evaluations

<b>Total Points Possible</b>	<b>25 points</b>
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### Citizenship

No referrals or detentions	10 points
0 minor incidents (cell phone, tardies, etc.)	5 points
Community service	1-10 points
<b>Total Points Possible</b>	<b>25 points</b>





II. Community Activities:

- A. List any activities in which you participate outside of school. You may include church groups, clubs such as Boys or Girls Club, Boy or Girl Scouts, Fine Arts, volunteer activities such as collecting money for charity, piano, gymnastics, dance, music groups, tutoring, etc.
- B. Mark the year in which you participated in these activities.

<b>Community Activity</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>

III. Recognition and Awards:

- A. List any honors or awards that you have received which would support your bid to be selected for membership in the National Junior Honor Society. Examples include, but are not limited to: All A honor roll, A/B honor roll, perfect attendance, reading or writing award, sports' awards, contest winner, church award, scouting award, etc.
- B. Indicate the year in which you received the award and tell the group or activity you were involved with.

<b>Type of Honor or Award</b>	<b>Group or Activity</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>

By my signature, I am representing that the information presented here is complete and accurate. I understand that completing this form does not guarantee selection to NJHS.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read the information provided by my child on this form and can verify that it is true, accurate, and complete in its presentation.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



*National Junior Honor Society*  
Trinity Christian Academy

**Dear NJHS Candidate:** As you give each teacher your evaluation form, ask him or her to sign and date the appropriate boxes. This will verify they received your evaluation on time. Fill in the Class & Teacher column before asking your teacher to sign and date.

**Prospective Student Member's Name:** \_\_\_\_\_

**TEACHER SIGNATURE FORM**

<b>TEACHER SIGNATURE FORM</b>		
<b>Teacher:</b>	<b>Class:</b>	<b>Signature/Date</b>
<b>Teacher:</b>	<b>Class:</b>	<b>Signature/Date</b>
<b>Teacher:</b>	<b>Class:</b>	<b>Signature/Date</b>



National Junior Honor Society  
Trinity Christian Academy

**TEACHER EVALUATION**

Teacher: \_\_\_\_\_ Period: \_\_\_\_\_

\_\_\_\_\_ has been invited to join the Trinity Christian Academy chapter of the National Junior Honor Society. As membership is based on more than scholarship alone, we are asking that you take a few moments and rate this student in each of the following five categories. The behaviors listed below each trait are merely guidelines to help you determine if the student meets the criteria for each one. Please use your best professional judgment. Thank you for your time.

- |                           |                   |
|---------------------------|-------------------|
| 1 – Poor                  | 4 – Above Average |
| 2 – Fair, Below Average   | 5--Excellent      |
| 3 – Satisfactory, Average |                   |

<b>CHARACTER</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays an understanding of right/wrong					
Makes appropriate choices					
Treats others with respect					

<b>SCHOLARSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays academic effort					
Appreciates value of education					
Maintains high expectations of self					

<b>LEADERSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays actions of role model					
Leads by example					
Promotes school activities					

<b>SERVICE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Displays willingness to help others					
Assists those around them					
Understands value of serving others					

<b>CITIZENSHIP</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Upholds school rules					
Displays appropriate behavior					
Appreciates spirit of community					

**Comments:**

\_\_\_\_\_  
Teacher's Signature

Please return to Mrs. Lorenzo by September 27, 2019 (Friday)



# TEACHER EVALUATION

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\_\_\_\_\_ has been invited to join the Trinity Christian Academy chapter of the National Junior Honor Society. As membership is based on more than scholarship alone, we are asking that you take a few moments and rate this student in each of the following five categories. The behaviors listed below each trait are merely guidelines to help you determine if the student meets the criteria for each one. Please use your own best judgment. Thank you for your time.

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	1	2	3	4	5
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Makes appropriate choices					
Treats others with respect					
<b>SCHOLARSHIP</b>					
Displays academic effort					
Appreciates value of education					
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<b>LEADERSHIP</b>					
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Leads by example					
Promotes school activities					
<b>SERVICE</b>					
Displays willingness to help others					
Assists those around them					
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<b>CITIZENSHIP</b>					
Upholds school rules					
Displays appropriate behavior					
Appreciates spirit of community					

**Comments:**

\_\_\_\_\_  
Teacher's Signature

**Please return to Mrs. Bonny Lorenzo by September 27, 2019**



National Junior Honor Society  
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- 4 – Above Average
- 5--Excellent

	1	2	3	4	5
<b>CHARACTER</b>					
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Appreciates spirit of community					

**Comments:**

\_\_\_\_\_  
Teacher's Signature

**Please return to Mrs. Bonny Lorenzo by September 27, 2019**