

FREQUENTLY ASKED QUESTIONS

Father Joseph Hindelang Chapter of the National Honor Society

- **How is my service recorded?**
Fill out the NHS Service Form and submit it to the moderator at the monthly meeting or before/after school/during passing time to the classroom.
- **How long do I have to submit service forms?**
*The deadline for submitting service performed over the summer is the second meeting in the fall (the first Tuesday in October).
In general, each member has 30 days from the date of service to submit the paperwork. After this date, it is at the discretion of the moderator whether to accept it.
It is the member's responsibility to check her/his records regularly.
Human errors—on both the secretary's and the member's side—do occur.
Never assume that you submitted your service hours and everything is fine. Check and report inconsistencies to the moderator.*
- **Don't my hours from the Campus Ministry office automatically appear in NHS?**
No. Campus Ministry requirements are separate and are not credited to the NHS. See the handbook and by-laws for NHS requirements.
- **I worked 40 hours of volunteer service over the summer. Can I use it for both Campus Ministry and NHS?**
Yes. You must fill out separate paperwork for NHS and Campus Ministry. On the NHS form, please note the total hours you worked and the number of hours you would like credited to the NHS. If you only have a signature on the Campus Ministry form, then simply attach a copy of that form and make a note of this on the line for a "Supervisor's signature" on the NHS form.
- **I accidentally brought the wrong form when I did the service and the signature is on the Campus Ministry form.**
Not a problem. Attach that form to the NHS form and make a note of this on the line for a "Supervisor's signature" on the NHS form.
- **I worked at a basketball camp. Can I count this?**
As long as you were a volunteer, then yes, it may count. However, if you were required by the team or coach, or you received payment, then it does not count.
- **I'm in a club/team and we performed service. Can I count this?**
No. This is called the "double dip." Service only counts for one organization. If the club or team required you to perform the service, then it counts only for that club or team. This counts for NDP clubs, as well as scouting or confirmation requirements.

- **I tutored my friend. Can I count this?**

It depends. Tutoring for NHS credit must take place in the presence of NDP staff, and you must submit appropriate paperwork. Tutoring informally, for instance in the CAF, a coffee shop, or a home, does not count.

- **May I tutor/work a mass set up for in school credit?**

Yes. For sophomores, these services are automatically counted as in school service. For junior and seniors, tutoring and mass set up are automatically counted for in school service once the required 2 sessions are fulfilled.

- **I'm scheduled to tutor/set up for mass but can't make it. What should I do?**

First, you should try to avoid it. Know your assigned dates well in advance, and communicate them to your parents to avoid conflicts (such as a dentist/doctor appointment).

Secondly, find a replacement and inform the moderator ASAP.

Finally, if you cannot find a substitute and simply miss your service, don't panic. You'll be sent a notice regarding your absent and a new assignment date. The absence will be noted in your file. There is no discipline action for a first offense. However, repeated offenses may result in disciplinary action and/or dismissal.

- **My cumulative GPA fell below the requirement after the fall semester.**

GPA's are reviewed only after the spring semester, so you have the opportunity to raise your cumulative GPA. Please continue attending NHS meetings and complete service with the assumption that your GPA will improve.

- **What is the discipline policy?**

GPA's and requirements are reviewed in June and members are sent letters to confirm active membership at the start of the next academic year.

School infractions (tardies, detentions, inappropriate behavior) are reviewed each phase. Members are warned when they miss meetings, tutoring sessions, or mass set ups, and when they incur infractions with the discipline office. An excess of discipline concerns may result in additional in school service requirements or dismissal from the NHS.

A final note: The moderator's goal is to assist each member in maintaining his/her NHS status, and to make fair decisions in individual cases. At all times, it is the member's responsibility alone to read the NHS By-laws and fulfill the requirements. See your NHS moderator for assistance.