

Ways to save time as an NHS Adviser

- 1) Repeat as much as possible from year to year – use calendar - In May of each year the current year's and next year's officers deliver all items we have collected. Once next year's officers have seen the entire process I ask them what they want to do again and what they would like to change. Next year's officers normally don't want to change anything but sometimes want to add activities. When they want to add new activities I tell them that they are then responsible for the entire process and that I want the details by the time school is out so I can prepare documents for next year.
- 2) Create electronic documents for members to use. Forms make it easier to glance at and get the information from. (Bylaws, Bylaw Acknowledgment form, Community Service form, etc.) Place on website as both word and pdf documents. Have notebook ready to put documents in, assign each member a #.
- 3) Use website to show members points. Embed code onto website. Create a code that the public can't use to locate them: S for seniors, SI for senior inductees, J for juniors.

NHS

Home
NHS Members
NHS Candidates

NHS #	Collar \$25	Dues \$20	Meetings 10pts.	Gift 5pts.	Food 10pts.	U.I.L. Academic 10pts.	Community Service 35pt.	
S1			15	5			1	
S2							264	Yellow = you were short points last year.
S3							77	
S4							37.5	Green = I have written a receipt for your dues.
S5							57	
S6							107	Blue = all points including paying money is complete
S7			13		1		19.5	
S8			11			20		
S9			7				31	
S10				15			6	
S11			13				18	
S12			3					
S13						-10	-11	
S14							-3	
S15			2				280.5	
S16			15	15		15		
S17			20	15	1	35.5	6	
S18						20	111	
S19							19	
S20			11	10		25	38	
S21							133	
S22							3	

Seniors [Senior Inductees](#) [Juniors](#)

- 4) Keep electronic copies of all forms, P.O.'s, and registrations. Only have to edit the in the future.
- 5) Scan all Candidate Information Packets and place them in Google Classroom. Faculty Council evaluates on laptops.
- 6) Use large window envelopes for induction ceremony. Save time having to label them. (Certificate first, card, patch, calendar, letter to members welcoming them and explaining about bylaws, letter to parents)

Community Service Form

Name of Participant: _____

Department or Organization where work was done: _____

Date when the work was done: _____

Address _____ Phone _____

Description of work done: _____

Total number of hours worked: _____

I hereby acknowledge that the work as described above has been satisfactory and fully completed and that no monetary remuneration was paid to

Name of Student (Please Print)

Name _____ Title _____
Supervisor's Signature

BYLAWS ACKNOWLEDGEMENT

I hereby acknowledge that I have gone on line and downloaded the Willis High School National Honor Society Bylaws. They were found on the WHS website, under the Activities tab, under the NHS button, under the NHS Members button, at the bottom of the page. I acknowledge that I have downloaded the bylaws and agree to abide by them. In the event that I need the WHS NHS Bylaws I understand where the bylaws can be found on the WHS NHS webpage.

Signature of Inductee _____ Date _____

Printed Name of Inductee _____

I hereby acknowledge that my child has gone on line and downloaded the Willis High School National Honor Society Bylaws. They were found on the WHS website, under the Activities tab, under the NHS button, under the NHS Members button, at the bottom of the page. In the event that we need the WHS NHS Bylaws I understand where the bylaws can be found on the WHS NHS webpage. I acknowledge that we have the bylaws and I agree to help my child abide by them.

Signature of Inductee's Parent _____ Date _____

Printed Name of Inductee Parent _____

This bylaw acknowledgement is to be signed by both the inductee and their parent after they have downloaded and read the WHS NHS bylaws. This form is to be returned to the WHS NHS Adviser Mr. Reed in room B304 within the week following their NHS induction. This is worth meeting points.