

Service Form Directions

This sheet will be removed by the advisor prior to evaluation by the Faculty Council. This should be the only place where the candidate's name appears.

Candidate's name: _____

Candidate number: _____ **(The number will be assigned by the advisor AFTER the form is returned. Candidates DO NOT fill this in!)**

Directions to the Candidate:

Indicate an ongoing school or community activity or area in which you believe you have demonstrated service; specifically explain how your participation was evidence of service. This activity is to include **volunteer** positions only (**not paid employment**) and is to be in activities in which **you are currently involved during the school year or over prior summer breaks.**

When you have completed the top part of this form with your name and the service description (including the name of the activity, hours per week involved in service and a brief description) on the following page, give it to the **adult** supervisor of the activity. Ask him/ her to complete this form and return it to the school before the deadline date. Please stress to the evaluator the **importance of not including your name on the evaluation sheet** as anonymity is of utmost concern during the course of this process.

Be sure to include a stamped envelope (NOTE: Sweet Home schools' employees will not need a stamp on the envelope), address to:

**Dr. Sarah English, NHS Advisor
Sweet Home High School
1901 Sweet Home Road
Amherst, N.Y. 14228**

All references forms **must** be submitted in a sealed envelope with the Evaluator's signature providing the recommendation across the sealed flap. **Reference forms will not be accepted unless this format is followed.**

PLEASE DO NOT USE THE CANDIDATE'S NAME AT ANY TIME ON THIS FORM!

Sweet Home High School Chapter Of The
National Honor Society

SERVICE REFERENCE FORM

Candidate Number: _____ (Advisor will fill in after form is returned)

Grade: _____

ACTIVITY (to be completed by the candidate): _____

Estimate the amount of time involved in service per week: _____

DESCRIPTION (to be completed by the candidate):

WHAT IS SERVICE?

SERVICE: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

TO THE EVALUATOR:

Using the following guide, rate the candidate's level of service **as it was demonstrated to you in this activity**; then briefly describe the service provided by this individual. **PLEASE DO NOT USE THE NAME OF THE CANDIDATE ON THIS FORM! All responses will be kept strictly confidential; please give your honest evaluation based on the following criteria:**

Rate the **student 4 (outstanding)** if s(he):

- Volunteers, provides dependable and well organized assistance, is available, and is willing to sacrifice to offer assistance
- Does committee and staff work without complaint
- Regularly participates in a variety of activities outside of school, for example, Girl Scouts, church groups, volunteer services for the elderly, poor or disadvantaged
- Mentors persons in the community or students at other schools
- Works well with others and demonstrates a quiet selflessness

Rate the **student 3 (Above average)** if s(he):

- Volunteers, provides dependable and well-organized assistance, and is available.
- Does committee and staff work without complaint
- Regularly participates in a variety of activities outside of school, for example, Girl Scouts, church groups, volunteer services for the elderly, poor or disadvantaged
- Works well with others and demonstrates a quiet selflessness

Rate the student **2 (average)** if (s)he:

- Volunteers, provides assistance, and is available. Does committee and staff work without complaint
- Occasionally participates in some activity outside of school, for example, Girl Scouts, church groups, volunteer services for the elderly, poor or disadvantaged
- Works well with others

