**Helpful Tips for Completing Your NHS Application**

1. ***Start compiling information and completing your application packet during the summer.***

* Contact an adult who is neither a relative nor a family friend and ask him/her to write a Letter of Recommendation for you. You need one letter and thus might want to consider asking two people to do this in the event that the original person does not follow through or does not write a letter that you want to submit.
  + Explain why you need the letter.
  + Provide a “cheat sheet” of your accomplishments, awards, community service, jobs, etc.
  + Give the person plenty of time to prepare the letter (at least two weeks) and provide a due date that is prior to the date your application packet is due at school.
  + Follow-up with the person a day or so after your due date if you have not received your letter.
  + Thank the person for their time.

1. ***Thoroughly proofread your application packet to prevent common errors. Look for:***

* Missing signatures (students, parents)
* Missing Letter of Recommendation
* Missing Teacher Recommendations (you need 2)
* Misclassification of jobs (for which you are paid) as community service
* Insufficient community service hours
  + You must have a minimum of 15 hours of volunteer (unpaid) work or community service (that can be verified) in the two year period prior to your application for membership.
  + Assisting family members or relatives is not considered community service.
* Not preparing your own application packet (must be student-prepared)
* Missing examples of leadership. Remember, leadership is not always attached to a title. Examples might include organizing a project, training or teaching others how to do something, being the “point person” for an event, etc.
* Late submission (packets are not accepted beyond the due date and time)