



# National Honor Society 2023-2024

Coronado High School  
Frank C. Prade Chapter  
100 Champions Place  
El Paso, TX 79912  
236-2000

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100 Champions Place  
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915-236-2000  
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Welcome to all, and congratulations to the newly elected members of the National Honor Society at Coronado High School.

This is the NHS By-Laws and Contract. It comprises a list of member responsibilities, expectations, and opportunities. Please remember that NHS is not a club but rather an honorary society. Selection for membership is among the highest honors you can receive, but you will be expected to work diligently to maintain your position.

We hope you will enjoy the membership experience while working together to make our school and community a better place to live. If you contribute fully to this experience, you should realize a sense of growth and enrichment when you become a graduate member. The NHS can only be truly rewarding and fulfilling through your help and participation.

The faculty and staff at Coronado High School have bestowed this honor on you because they believe you to have outstanding qualities in Scholarship, Leadership, Character, and Service – the four cornerstones of the National Honor Society. Membership is, therefore, considered a privilege that entails much responsibility.

Please read all materials in this contract before signing and returning the Signature Page. Once you sign, you are not only accepting the honor, but also agreeing to abide by the membership requirements. A parental signature indicates that the parent has read all materials and concurs with all requirements and responsibilities.

We look forward to a great year of service and accomplishment and continuing the tradition of making the National Honor Society Coronado's *premier* organization.

Sincerely,

Your Officers and Advisers



## 2023 – 2024 Officers

President: William Qian

Vice-President – Attendance: Frida Magallon

Vice-President – Projects: Isabella Chiu

Secretary: Joshua Seward

Treasurer: Kristin McDonald

Historian: Rhian Gee

## Advisers and Responsibilities

Ms. Molly Butler ([nhschstbirds@gmail.com](mailto:nhschstbirds@gmail.com)) D-29

- Primary contact
- Documentation of meeting attendance
- Collection of dues
- Verification of grade point average
- Collection of Rock-a-Thon Fundraiser money
- Initiation of incoming officers
- Induction ceremony

Ms. Molly Butler ([nhschstbirds@gmail.com](mailto:nhschstbirds@gmail.com)) D-29

- Coordinate Rock-a-Thon
- Elections
- Initiation of incoming officers
- Projects
- Meeting donations
- Service Hours
- Induction ceremony
- Senior banquet

Scholarship, Leadership, Character, Service

# Summary of Member Responsibilities

**Participation in service hours and projects:** All members must complete a minimum of four (4) projects, four (4) meeting donations, and log 60 hours of community service per school year. Two projects, two meeting donations, and 30 service hours must be completed in the first semester of the school year. If more than two projects or more than 30 hours are completed, the additional projects and hours will carry over to the second semester. The meeting donations will not carry over, but an extra meeting donation will count as a project. Participation in other clubs/organizations' projects does NOT automatically count for NHS. Projects must be made available to all organization members to be acceptable. Service hours associated with a class are eligible but cannot count for a grade in the class. Participating in projects and doing community service hours is to represent Coronado High School and give back to the community.

**Verification forms:** May not be signed by a parent, family member, or student. If you have a class such as CAS, JROTC, etc., and receive a grade for the service, you may NOT use it for NHS. If you have more than 20 hours on a verification form, you **must** have a letter/email from the person who signed it, or that person may email the adviser.

**Completing fundraiser:** If the Rock-a-Thon is voted FOR, all members are **required** to participate in the annual fundraiser. Monies collected will be used to provide NHS t-shirts for all members and graduation stoles for each Senior. In addition, these funds will cover expenses incurred for the national affiliation fee, the annual Induction Ceremony, Senior Banquet, and lunch at monthly meetings.

**Payment of annual dues:** All members are responsible for paying annual dues of \$10.00 / \$35.00 (dependent on Rock-a-Thon). Dues are normally collected at the first meeting of the school year. However, due to a late start, dues need to be paid on School Cash Online by October 25, 2023. Any member not paying dues by that date will be assessed a late fee of \$5.00, totaling \$15.00 / \$40.00. Members who fail to pay dues by the November meeting will be subject to a dismissal hearing from NHS. However, membership will not be denied because of a student's financial inability to pay (e.g., those who appear on the official list for free or reduced-price meals). These monies will be combined with those earned via the fundraiser.

**Attendance at monthly meetings:** Members are expected to attend all monthly lunch meetings and have IDs for attendance purposes. Each member may not have MORE THAN two (2) unexcused meetings PER YEAR. Makeup work, testing, other organizations, or tutoring sessions will not be excused. Members are responsible for submitting a written excuse using the form at the end of this packet. Only excuses on the appropriate form will be accepted. No reminders will be given regarding this excuse. It must be received within five (5) school days of the absence.

**Maintenance of grade point average:** All members must maintain a minimum grade point average of 3.7 with no rounding. Cumulative averages will be checked in August and January. Any student falling below this average will be subject to a dismissal hearing from NHS.

**Returning signature page of contract: All members and parents must complete and return the Signature Page of this Contract.**

**The National Constitution:** All NHS chapters function under a single national constitution, adopting bylaws to the constitution to establish local procedures, as noted in Article XVI, Sections 1 and 2 of the Official NHS Constitution on file with the advisers.

## Scholarship, Leadership, Character, Service

Constitution and Bylaws  
Coronado High School  
National Honor Society  
Frank C. Prade Chapter

**ARTICLE I**

**NAME AND PURPOSE**

- Section 1. The name of this organization shall be the Frank C. Prade Chapter of the National Honor Society. This is a recognized chapter of the National Honor Society of Secondary Schools (NHS).
- Section 2. The purpose of this chapter shall be to create enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage character development in Coronado High School students.
- Section 3. This chapter of the NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, VA 20191-1537.

**ARTICLE II**

**NATIONAL / STATE / REGIONAL ORGANIZATIONS**

- Section 1. The control of the national organization shall be vested in a National Council. State and regional associations may be organized but must conform to the National Constitution and work with the NASSP Department of Student Activities to further this organization's purpose.
- Section 2. All state and regional associations shall be affiliated with the NHS.
- Section 3. Neither the national, state nor regional affiliation shall serve as an appeal board for local chapter non-selection or dismissal cases.

**ARTICLE III**

**LOCAL CHAPTERS**

- Section 1. Any secondary public school can apply for a local chapter charter.
- Section 2. Each chapter shall pay a chartering fee determined by the National Council.
- Section 3. Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.
- Section 4. As a duly chartered local chapter, Coronado High School NHS shall conform to the National Constitution set forth by the National Council. Failure to do so may result in the loss of the chapter.

**ARTICLE IV**

**THE PRINCIPAL**

- Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.



- Section 2. The principal shall annually appoint a faculty member as adviser(s), who may serve consecutive terms.
- Section 3. The principal or designee shall annually appoint a Faculty Council composed of at least five (5) members of the school's faculty who may serve consecutive terms.
- Section 4. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members.

**ARTICLE V THE CHAPTER ADVISER(S)**

- Section 1. The chapter adviser(s) shall be responsible for the direct day-to-day supervision of the chapter and act as a liaison between faculty, administration, students, and the community.
- Section 2. The chapter adviser(s) shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser(s) shall send the annual report to the national office.
- Section 3. The chapter adviser(s) shall regularly review each member for compliance with Society's standards and obligations.
- Section 4. The chapter adviser(s) shall help the chapter officers understand their duties.
- Section 5. The chapter adviser(s) shall be an ex-officio, non-voting member of the Faculty Council.
- Section 6. The chapter adviser(s) shall be a faculty member, appointed annually by the principal and may serve consecutive terms.

**ARTICLE VI FACULTY COUNCIL**

- Section 1. The Faculty Council shall consist of a minimum of five (5) voting faculty members appointed annually by the principal or designee. The chapter adviser(s) shall be an ex-officio, non-voting member of the Faculty Council. No principal or assistant principal may be on the Faculty Council.
- Section 2. The term of the Faculty Council shall be one (1) year. Members may be appointed to consecutive terms.
- Section 3. The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and consider non-selection, dismissal, other disciplinary actions, and warning cases.
- Section 4. When necessary, the Faculty Council will develop and revise all chapter procedures for the selection, discipline, and dismissal of members, all of which must comply with national guidelines.

## ARTICLE VII

### MEMBERSHIP

- Section 1. Membership in this chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to demonstrate these qualities.
- Section 2. Membership shall be known as *active*, *honorary*, and *graduate*. Active members shall become graduate members upon graduation. Graduate members shall have no voice or vote in chapter affairs.
- Section 3. Active members assume certain obligations, as detailed in the information provided by the chapter, which must be fulfilled according to the chapter guidelines.
- Section 4. The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS adviser(s), adults, students with disabilities, or foreign exchange students in recognition of achievement and/or outstanding service rendered to Coronado High School in keeping with the purposes of the NHS. Honorary members shall have no voice or vote in chapter affairs.
- Section 5. Eligibility
- a. Candidates eligible for election to this chapter must be sophomore, junior, or senior class members.
  - b. To qualify for selection to membership in this chapter, the candidate must have been in attendance for one semester at Coronado High School.
  - c. Candidates eligible for appointment to the chapter shall have a minimum cumulative grade point average (GPA) of 3.7 (no rounding). This scholastic level of achievement shall remain fixed and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who can rise in scholarship to or above such standard may be admitted to candidacy for selection to membership.
  - d. Upon meeting the grade level, attendance, and GPA standard requirements, candidates will be considered based on their service, leadership, and character.
- Section 6. An active member of NHS who transfers to Coronado High School will be automatically accepted for membership in the chapter. The Faculty Council shall grant the transferring member one semester to attain the membership requirements, and, thereafter, this member must maintain those requirements for this chapter to retain his/her membership.
- Section 7. An active member of NHS who transfers from Coronado High School will be given a letter indicating the status of his/her membership.
- Section 8. Members who fail to meet the chapter's standards/requirements may be designated as *inactive* and removed from membership. These members will be notified in writing of their dismissal hearing and will go before the

Faculty Council for a final decision. Members who resign or are dismissed are never again eligible for membership or its benefits and must surrender his/her membership certificate to the chapter adviser(s). If the member is unwilling to do this, the matter will be treated as a school disciplinary matter.

**ARTICLE VIII****SELECTION OF MEMBERS**

- Section 1. The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five (5) faculty members appointed by the principal or designee. The chapter adviser(s) shall be the sixth, non-voting, ex-officio member of the Faculty Council.
- Section 2. The Faculty Council shall determine the selection procedure and be consistent with the NHS's rules and regulations. A description of the selection procedures, as listed in Section 4, shall be made available to all students and parents of the school upon request.
- Section 3. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding the selection of individual members to the chapter.
- Section 4. Before selection, the following shall occur:
- a. Students' academic records shall be reviewed to determine scholastic eligibility.
  - b. Students who are eligible scholastically ("candidates") and have no discipline referrals shall be notified and asked to complete and submit the Candidate Information Packet.
  - c. Students' attendance records shall be reviewed. Students who are scholastically eligible but have more than two unexcused tardies per semester may not qualify and may need to clear those unexcused tardies before submission of the Candidate Information Packet. No unexcused absences (UNV) will be allowed. Failure to remove all unexcused absences WILL result in the candidate's denial of admission to the chapter.
  - d. The Faculty Council shall review summary data for each candidate to determine membership. During this review, the Faculty Council will NOT be provided the names of candidates.
- Section 5. The selection of new members shall be held once a year during the second semester of the school year.
- Section 6. Candidates become members when inducted at a special ceremony.
- Section 7. Once selected and inducted, all members are expected to maintain the standards by which they were set and maintain all obligations of membership.

**ARTICLE IX**

**DISMISSAL**

- Section 1. The Faculty Council shall determine the procedure for dismissal in compliance with the rules and regulations of the NHS.
- Section 2. Any member who falls below the standards of scholarship, leadership, character, or service which were the basis for their selection or fails to meet chapter requirements will be considered for dismissal hearing from the Frank C. Prade chapter of the National Honor Society. A member of NHS is expected to maintain his/her academic standing and take an active role in service and leadership to their school and community. An email/written warning will be issued before the dismissal hearing.
- Section 3. Failure to maintain a cumulative GPA of 3.7 (no rounding) or above will be managed as follows:
- a. If a member's cumulative GPA falls below 3.7, as determined in August of each school year, he/she will be given a written warning. Members who fail to raise their GPA to 3.7 or above by January each school year shall receive written notice of a dismissal hearing before the Faculty Council.
  - b. If a member's cumulative GPA falls below 3.7, as determined in January of each school year, he/she will be given a written warning. Members who fail to raise their GPA to 3.7 or above by the start of the fall semester shall receive written notice of a dismissal hearing before the Faculty Council.
- Section 4. If a member fails to perform any of the published obligations of membership, including, but not limited to, payment of dues, participation in the fundraiser, completion of service hours, meeting donation, and projects, he/she will be given an email warning and a period for improvement. If the obligation remains unmet at the end of the warning period, the student will receive a letter for a dismissal hearing.
- Section 5. Violation of the law or school regulations resulting in removal from the classroom setting to an alternative setting will result in the dismissal of a member. The El Paso Independent School District Student Code of Conduct will serve as the authority for this section.
- Section 6. Offenders of the EPISD Student Code of Conduct will receive a written warning notification, resulting in removal from the classroom setting to in-school suspension. If the member is involved in another violation of the code of conduct resulting in placement in in-school suspension, the member will have a dismissal hearing.
- Section 7. Any member who receives a discipline referral that does NOT result in removal from the classroom will receive a written warning. If a second discipline referral is received, regardless of removal or not, the member will have a dismissal hearing.

- Section 8. Any chapter member who engages in academic dishonesty will receive a written warning notification. If the member is found to engage a second time in academic dishonesty, the member will receive a letter of dismissal hearing.
- Section 9. In all cases of pending dismissal:
- a. The member will receive an email/written notification indicating the reason for possible dismissal from the adviser. Situations that involve flagrant violations of school rules or the law may warrant disciplinary action without warning, although a hearing will still be held.
  - b. The member will be allowed to respond to the charge against him/her at a hearing before the Faculty Council before the vote on dismissal. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
  - c. The principal will review the results of the Faculty Council and then, if confirmed, express in a letter sent to the student/parent and principal. Dismissed members must surrender any membership certificate to the adviser.
  - d. The Faculty Council's decision may be appealed to the principal.
  - e. When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in NHS.
  - f. Instead of dismissal, the Faculty Council may impose disciplinary sanctions upon a member.
- Section 10. The National Council and the NASSP shall hear no appeals in dismissal cases.
- ARTICLE X**                      **CHAPTER OFFICERS**
- Section 1                      The chapter officers shall be the president, vice president for projects, vice president for attendance, treasurer, secretary, and historian/audio-visual coordinator.
- Section 2.                      Student officers shall be elected at the last meeting of each school year. The position of president will be filled by either the Vice President for Projects or Vice President for Attendance. All returning active members are eligible to run for all other positions. All active members of the chapter are eligible to vote.
- Section 3.                      To run for office, a member must:
- a. submit a letter of intent to the designated adviser,
  - b. be a member in good standing; and
  - c. have completed all chapter obligations.
- Section 4.                      A plurality shall be necessary to elect any officer of this chapter.
- Section 5.                      It shall be the president's duty to preside at all meetings of this chapter. He/she shall work directly with the adviser(s), chair all general meetings and Executive Committee meetings, appoint (with adviser approval) and supervise all committees, and plan/conduct the new member induction.

The president cannot be president or an officer of any other organization at the same time he/she serves NHS in this position. The vice president for projects or vice president for attendance shall preside in the president's absence.

- Section 6. It shall be the duty of the vice-president for projects to assist the adviser in providing appropriate projects for the membership. This position will be filled each year by an incoming sophomore.
- Section 7. It shall be the duty of the vice-president for attendance to notify the membership of all meetings, to oversee accurate member sign-in at meetings, and complete building use paperwork. This position will be filled each year by an incoming sophomore.
- Section 8. The secretary shall keep the minutes of meetings, provide a copy to the adviser on time, verify member email addresses, as necessary, and be responsible for all official chapter correspondence.
- Section 9. The treasurer shall keep a record of chapter expenses, dues, and all other financial transactions of the chapter. The treasurer shall be familiar with Coronado High School's accounting regulations through close contact with the school's business.
- Section 10. The historian shall visually record and catalog chapter activities, including website photos and officer photos. He/she shall be present at (or designate representatives to) all service projects. He/she shall be responsible for presentations throughout the year, as well as the computerized portion of the induction ceremony, and, therefore, must be proficient in computer presentation programs (including Microsoft PowerPoint). A home computer and/or laptop is essential. The historian will work closely with the adviser(s) to maintain the website.
- Section 11. The chapter officers shall be responsible for meeting all chapter obligations except for only 30 service hours instead of 60 hours. They must do four (4) projects and one (2) meeting donation. Two projects and one meeting donation per semester are still required. However, chapter leaders are encouraged to lead by example and participate in service hours when feasible.
- Section 12. Officers are subject to dismissal for failure to complete service hours, projects, and meeting donations. Any NHS officer who violates the law or EPISD School Code of Conduct, resulting in removal from the classroom setting for out-of-school suspension, to in-school suspension or an alternative setting, will dismiss the officer from NHS without appeal.

## **ARTICLE XI**

### **EXECUTIVE COMMITTEE**

- Section 1. The executive committee shall comprise the chapter officers and adviser(s).

Section 2. The executive committee shall have general supervision of the chapter's affairs between its business meetings, make recommendations to the chapter, and determine and perform such other duties as are specified in the chapter bylaws.

Section 3. The executive committee shall ensure that chapter activities and procedures follow school policy and regulations.

## **ARTICLE XII MEETINGS**

Section 1. Meetings of this chapter shall be monthly unless otherwise specified.

Section 2. All members shall be required to attend all meetings with published dates. Upon publication of meeting dates, member attendance is mandatory. Members must have their ids at the meetings.

Section 3. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 4. Special meetings approved by the executive committee may be called by the chapter president or other designated student leader.

Section 5. All chapter members are expected to attend all regularly scheduled chapter meetings.

Section 6. Excused absences shall be granted on an individual basis. A member desiring to have an absence designated *excused* must present to the appropriate adviser a completed Absence Form with an adult signature **within five school (5) days** of a missed meeting. Failure to do so will result in the absence being designated as *unexcused*.

Section 7. Members shall be notified in writing after the second unexcused absence from a meeting. Members who accrue more than two (2) unexcused absences during the school year will have a dismissal hearing and may be removed from membership.

## **ARTICLE XIII ACTIVITIES**

Section 1. This chapter shall determine one or more service hours, projects, and meeting donations for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community; support the administration and the faculty; be appropriate and educationally defensible; and be well-planned, organized, and executed.

Section 4. Each member shall be responsible for choosing and participating in the necessary projects, meeting donations, and completing the required

service hours. This is in addition to chapter projects to which all members contribute.

- Section 5. The chapter shall publicize its projects via email to all members and on the NHS website.
- Section 6. All NHS members, except for officers, shall be required to participate in a minimum of four (4) community projects, two (2) meeting donations, and log 60 hours of community service per year; two (2) projects, one (1) meeting donation, and 30 hours in the fall and two (2) projects, one (1) meeting donation and 30 hours in the spring. However, if more than two (2) projects and/or hours are completed in the fall, they shall carry over to the spring semester. The meeting donation will not carry over, but extra meeting donations will count as projects. Participation in other clubs/organizations' projects does NOT automatically count for NHS. Projects must be made available to all organization members to be acceptable. Service hours associated with a class are eligible but cannot count for a grade in the class. Parents, family members, and students **may not** sign verification forms. If you have more than 20 hours on a verification form, **you must** have a letter/email from the person who signed it, or that person may email the adviser. The senior member who logs the most community service hours will be recognized.
- Section 7. The individual member shall be responsible for being informed of currently available projects. Members will be notified via email and/or reminder and may obtain this information on the chapter web page. No projects or service hours will be announced on the scrolling announcements.
- Section 8. ALL projects MUST be pre-approved by the designated adviser and available to all NHS members. Project credits received for other organizations shall not automatically count for NHS.
- Section 9. Members shall receive credit for participating in community service only if they arrive on time and stay for the duration.
- Section 10. Members must contribute to ONE (1) meeting donation each semester.
- Section 11. Members must turn in, and parents must sign the Member Data and Signature Page (the last page of the Bylaws) by the first meeting.



**ARTICLE XIV**

**OFFICIAL INSIGNIA**

- Section 1. The organization shall have an official emblem selected by the National Council, and each active graduate or honorary member shall be entitled to wear this emblem.
- Section 2. The motto of the NHS shall be *Noblesse Oblige*.
- Section 3. The official colors of the NHS shall be blue and gold.
- Section 4. Each member of this chapter who is in good standing regarding membership standards and member obligations shall have the privilege of wearing the emblem adopted by the National Honor Society.
- Section 5. Any member who withdraws, resigns, or is dismissed from the chapter shall return his/her membership certificate to the chapter adviser(s).
- Section 6. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor stole at graduation.

**ARTICLE XV**

**FINANCIAL RESPONSIBILITIES**

- Section 1. The annual dues paid to this chapter shall be \$35.00 annually.
- Section 2. The due date for individual member dues shall be the school year's first meeting. A two-week "grace" period shall be extended to any member unable to pay by the designated date. Any member paying after the two-week "grace" period shall be assessed a late fee of \$5.00 for a total amount due of \$40.00. Members who fail to pay dues by the second meeting may be subject to dismissal from NHS.
- Section 3. No member unable to pay the individual member dues (e.g., those who appear on the official list for free or reduced-price meals) shall be denied membership in this chapter. The member has discussed the situation with the chapter's adviser(s) before the due date. Alternative service hours may be substituted for payment of dues. If necessary, such an arrangement is the individual member's responsibility but will not be provided past the second meeting of the school year.
- Section 4. Members who have not paid individual member dues by the final deadline of the second meeting of the school year and who have not made alternative arrangements with the chapter adviser(s) shall be subject to dismissal from NHS. Members will be notified in writing/email of their possible dismissal and may request an appeal before the Faculty Council. Should the Faculty Council upholds the member's dismissal, that member is designated *inactive* and is never again eligible for membership or its benefits.

# General Meeting Dates

**ALL GENERAL MEETINGS ARE HELD IN THE MAIN GYM DURING LUNCH UNLESS OTHERWISE ANNOUNCED**

- o Listed below are the items which will be collected at each month's meeting. This project is one in which we contribute monthly items to various charities and shelters throughout the city.
- o **The contribution to one of these each semester is MANDATORY.**
- o Items will be collected at the Monthly General Meeting. The Vice President for Projects will document all contributions. Any member who desires to contribute before the monthly meeting may bring the item(s) to D-29.
- o Items will be accepted through the last Friday of the month. Items should be brought to D-29 to receive credit. No contributions will be accepted after that date.
- o Items contributed during monthly meetings **DO NOT** require a Project Verification Form.

## Fall Semester

~~August 30~~ **September 11 — Signed Contracts will be due September 27**

**Dues plus fee on School Cash Online due by October 25**

**Donation** – 8 oz or bigger hand sanitizer for teachers' classrooms. Drop off in D-29 and sign that you brought it - no project form needed. The last day to turn in donations is September 29th

**September 27-**

**Donation** – NEW TOYS to honor National Children's Day.  
The last day to turn in donations is September 29th

**October 25- Last day for Dues**

**Rock-a-Thon Envelopes will be distributed (pending vote)**

**Donation** – CANNED FOOD (minimum of 5) Kelly Memorial

**We will NOT be collecting at the meeting**

**Last day to turn in donation - Oct 27th**

**November 29-**

**Donation** – GENTLY USED COATS/SWEATERS, ETC

**Please make sure they are washed before you turn them in.**

**The last day to turn in donations - is December 1st**

**The deadline for fall projects and service hours is Friday, December 1, 2023**

## Spring Semester

January 31 -

**Donation** - Pet food (4 items or a 7lb bag or more) for Animal Rescue League, no toys

Last day to turn in donation - Feb 2nd

February 28 - (Meeting will be in AUDITORIUM not main gym)

**Donation** - Hygiene items for Ronald MacDonald House  
5 travel-size items in a zip lock bag: **MUST INCLUDE**  
shampoo, deodorant, toothbrush, toothpaste, and soap  
The last day to turn in donations March 1st

March 27 -

**Donation** - Canned food drive (5 cans) for El Paso Food Bank We will NOT be collecting at the meeting  
Last day to turn donations March 31st

April 03 - Induction of new members— 6 pm in the Capshaw Fine Arts Auditorium - Mandatory for all members

April 24- ELECTION OF OFFICERS

Only Inductees and Juniors need to attend.

**Donation** - 3 children's books for Gem's Gem, new or used

The last day to turn in donations is April 26th

**The deadline** for spring projects and service hours is  
Friday, April 26, 2024

Week of May 13th - NHS Senior Banquet and Induction of Officers. Graduation Stoles will be distributed at the Banquet

# Absence Form

for \_\_\_\_\_  
Date of Meeting

THIS FORM MUST BE USED TO REPORT ABSENCES  
FROM MONTHLY MEETINGS.  
NO OTHER FORM WILL BE ACCEPTED.  
MAKE COPIES AS NEEDED.

Name: \_\_\_\_\_ ID: \_\_\_\_\_

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ATTACH COPY OF ATTENDANCE FROM THE  
OFFICE OR PARENT PORTAL

THIS FORM MUST BE GIVEN TO MS. BUTLER NO LATER  
THAN FIVE SCHOOL DAYS FOLLOWING ABSENCE

Warning Letter issued after second unexcused absence.  
Inactivation from NHS occurs upon the third unexcused absence.

# Project Verification Form

THIS FORM MUST BE USED TO DOCUMENT  
PROJECT COMPLETION.  
NO OTHER FORM WILL BE ACCEPTED.  
MAKE COPIES AS NEEDED.

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Grade \_\_\_\_\_

Project/Activity Completed: \_\_\_\_\_

---

Date Completed: \_\_\_\_\_

Verification: \_\_\_\_\_

Adult name printed

---

Adult signature and Phone Number

THIS FORM MUST BE GIVEN TO MS. BUTLER  
FOLLOWING PROJECT COMPLETION

# Service Hours Verification Form

THIS FORM MUST BE USED TO DOCUMENT  
SERVICE HOURS COMPLETION.  
NO OTHER FORM WILL BE ACCEPTED.  
MAKE COPIES AS NEEDED.

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Grade \_\_\_\_\_

Project Completed: \_\_\_\_\_

Date Completed: \_\_\_\_\_ # of hours \_\_\_\_\_

Verification: \_\_\_\_\_  
Adult name printed

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Adult signature and Phone Number

THIS FORM MUST BE GIVEN TO MS. BUTLER  
FOLLOWING THE END OF THE SERVICE HOURS.

## Member Data and Signature Page

This form must be turned in at the first general NHS Meeting on September 27, 2023. All forms must be given to Ms. Butler no later than SEPTEMBER 29, 2023.

PLEASE PRINT ALL INFORMATION CLEARLY

Name: \_\_\_\_\_

ID: \_\_\_\_\_ Grade Level \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

T-shirt size:	Small	Medium	Large
Circle one	X-Large	XX-Large	XXX-Large

I agree to all membership terms described in the Constitution and Bylaws of the Coronado High School National Honor Society. The parent's initials in the space provided indicate agreement to publish the member's picture on the NHS web page and use it during the video presentation at the spring induction ceremony.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Parent initials: \_\_\_\_\_

Any parent wishing to be kept advised of NHS activities, please provide an email to be placed on the email list.

Email: \_\_\_\_\_