

2008-2009

**National Honor Society
Application Packet**



Smithtown High School West

Applying to the National Honor Society

As of October 14th, Juniors may apply for acceptance to the Smithtown High School West Chapter of the National Honor Society. The application is available online at orgsync.com.

Directions for Creating your Account:

Go the Orgsync.com

Press register

Fill in all required fields

Check the user agreement

Press CREATE

At this point you will see a green screen

Scroll up

Press Join an Organization

Scroll down to Smithtown High School

Press National Honor Society

The password is 'smithtown'

Once you have opened a new account, you will be able to work on your application.

(See next page for directions)

Application Deadline for Juniors is November 14th at 7:00 PM

Directions: The application is only available for a specified length of time. You may work on it and submit revisions an unlimited number of times during the application period. You will NOT have access to your application after the deadline has passed.

Note: Your application is saved after each time you press submit on each page. Logging out will not erase partially completed applications.

In addition to your completely filled out application, you will need to submit four letters of recommendation (3 from teachers and 1 from a community sponsor, such as a scout leader). The teacher recommendations should be given to teachers as soon as possible so that they have the necessary time to fill them out thoughtfully. Teachers will submit letters directly to the advisor, Dr. Figueiredo, in F Administration. The community sponsor should be given a stamped envelope addressed as follows:

Dr. J. Figueiredo
National Honor Society
Smithtown High School West
100 Central Road
Smithtown, NY 11787

To begin your application:

Go to orgsync.om

Press log in

Your username is your email address

Your password is the word that you chose when you registered

On the left side of the screen, press Honor Society under My Organizations

On the left side of the screen, press Tools, then choose Forms, read the directions and choose My Submission to begin to fill out your application

If you have any questions email the advisor, Dr. Figueiredo at jfigueiredo@smithtown.k12.ny.us or see her in Room C119 (Research Room)

Directions for filling out section on school clubs & community service:

Your involvement with clubs and service groups will be verified. To help us, for each club that you are involved with, you must include club name, the current advisor's name and the years that you have been involved. In addition you must indicate the amount of time that you devote to this activity.

Example:

Interact, Dr. Figueiredo

10th, 11th grade

Attended weekly meetings (1 hour X 35 weeks)

I participated in Interact activities

Car wash 10/07 – 3 hours

UN Day 11/03/07 – 4 hours

Filling Thanksgiving Baskets 11/19/07– 3 hours

For Service Activities, make sure that you write down the name of the activity, the date, the person in charge with contact information and the dates and times that you participated.

Not Acceptable:

Soup Kitchen – 3 hours

Correct Format:

St. Philips Food Pantry in Brentwood, Mr. John Smith coordinator of youth activities. Contact phone number: 333-1234.

I have worked at the food pantry in Brentwood for every Saturday since September of 2006. (3 hours per week for 35 weeks last year and I will continue to do this on Saturday mornings this year.