

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	National Honor Societies (NHSs)
School Level:	Middle and High

Description of Activity: National Honor Societies are nationally affiliated organizations that exist to recognize outstanding students in a particular field (e.g., vocational) or academic area (e.g, foreign language, art). More than just honor rolls, NHSs serve to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character within a certain discipline. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service.

Under the direction of the principal, NHSs advisors serve as faculty sponsors/advisors for school chapters. Advisors maintain national charter standards, establish a selection and review process for the school, plan and execute activities, and conduct monthly meetings that enrich the students’ educational experience and enhance their contributions to the school and community.

NHSs advisors must have an interest in furthering the scholastic, citizenship, and leadership skills of students in an academic area or discipline. Sponsors must possess excellent communication and organizational skills. They must also be effective in human relations and be able to communicate well with students, parents, and teachers.

Link to the Blueprint for Progress: NHSs advisors contribute to the system’s mission to provide a quality education for all students by providing activities that promote scholarship, service, character, and leadership among students who have demonstrated superior academic abilities, in accordance with the mission and goals of the *Blueprint’s* Performance Goal 1.

Examples of Specific Duties of this EDA Sponsor	Estimated Hours
Preparation and Planning <ul style="list-style-type: none"> • Prepares and disseminates NHS information and applications to students • Reviews student GPA information to determine students’ eligibility for membership • Organizes and executes the selection process (e.g., reviews applications, presents candidates to faculty for review, meets with review board for final determination, sends acceptance/rejection letters, responds to calls regarding process) • Maintains integrity of society by checking GPA’s each quarter (sends letters if GPA’s slip below 3.3; plans and holds hearing for violation of rules of the club charter and BCPS policies) • Secures permission, dates, facilities, speakers, staff, etc., for 	30 – 45

- events and programs
- Communicates with parents, administrators, teachers, and community regarding special events (e.g., writes invitations, newsletter items, and announcements)
- Plans, organizes, and schedules meetings, fund raisers, and service activities

Meetings 20 – 40

- Meets with school faculty regarding selection of society members
- Publicizes NHS, explains application, and answers questions at annual meeting with students
- Holds a general meeting each month and meets with student officers

Other EDA Duties 70 – 90

- Conducts fund raisers (e.g., orders materials, organizes sellers/workers, collects money, distributes items, etc.)
- Oversees school service activities (e.g., tutoring, assisting teachers, hosting/assisting with American Education Week, Back-to-School Night, etc.)
- Coordinates community service activities such as food drives, walk-a-thons, etc.
- Composes college recommendations
- Prepares and presents school awards
- Orders and disseminates graduation regalia after determining eligibility and collecting applicable fees
- Maintains charter through contact with the Association of Secondary School Principals
- Conducts officer elections, makes committee assignments, and holds new member induction ceremony
- Provides advice and guidance to members throughout the year

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 120 – 175

Minimum Number of Students Required: Based on school demographics, student interests, and student GPA's in a specific area (e.g., art, foreign language).

Annual Compensation

NHSs are Level I activities.