



National Honor Society Selection Process Documents - Instructions

1. Access NHS selection files from the Network:

cfisd.net → Your campus → File Name: **Service and Leadership.doc**
Personal Information.doc

2. Complete the Service and Leadership Documentation file

- Save "Service and Leadership" (Word document) to a secure location (i.e. student disk)
- Do **NOT** try to change things while the file is still on the district website.
- After saving document to a disk, open the Service and Leadership file
- Click within the table sections on the form and enter required information
- Save final version of file to your own disk
- Print a copy of the form
- Obtain necessary signatures

3. Listen for school announcements regarding informational meetings.

4. See sponsor for completion of your Personal Information

- This should be available online after the informational meeting
- Save "Service and Leadership" (Word document) to a secure location (i.e. student disk)
- Do **NOT** try to change things while the file is still on the district website.
- Open Microsoft Word software: Open the Personal Information Form file
- Click within the gray sections on the form and enter required information
- Save final version of file to your own disk
- Print a copy of the form
- Obtain necessary signatures

5. Follow the checklist on the bottom of the Personal Information Form and turn in all Service/Leadership Documentation to the NHS sponsor by the designated deadline.

** NOTE: You must obtain adult signatures from the sponsor responsible for your service and leadership. You may not use a family member OR another student to verify your hours, etc.