

**CENTRAL BUCKS WEST NATIONAL HONOR SOCIETY**  
***LEADERSHIP* EVALUATION FORM**  
(make copies as needed for section II)

*TO BE COMPLETED BY APPLICANT:*

Name of Student: \_\_\_\_\_

Leadership Activity: \_\_\_\_\_

Dates/Length of Time in Activity (*only count since the end of 9<sup>th</sup> grade*): \_\_\_\_\_

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*TO BE COMPLETED BY THE ADULT SUPERVISOR:*

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

Relationship to Student: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

We are considering a member of your activity for induction into the National Honor Society. For the purpose of examining their leadership role, the student should have requested from you a letter confirming their position. Please use the checklist below to ensure this portion of the application includes all pertinent components. If the directions are not followed, the student's acceptance into National Honor Society is in jeopardy.

For clarification, leadership is considered when a student is responsible for directing and/or teaching others. Leadership requires evidence of the creation, management, or implementation of a project. Examples include, but are not limited to: camp counselor, museum docent, athletic coach, work manager or trainer, religious instruction teacher, orchestra section leader, or newspaper editor.

- ☐ The letter is on company letterhead. If not, please explain: \_\_\_\_\_
- ☐ Specific examples of how the student demonstrated leadership are clearly explained in the letter
- ☐ Specific years, dates and/or times are included in the letter
- ☐ The letter itself is signed
- ☐ You signed over the seal of the envelope

NOTE: Letters do not have to be lengthy; it just needs to have each of the components listed above.

**Please attach the letter to this form and place in a sealed envelope (provided to you by the student), sign over the seal, and return to the student. Thank you for your time.**