

How to Be a Student Leader of an Honor Society Event

1. Sign up on the **green** activity sheet at a meeting to both attend the event and to be the leader.
2. Send out a reminder email/text/phone call to the members attending. NHS officers will email you a list of the people attending, their phone number, and their email address. Be sure that everyone knows to check in with you at the event and any important details about the event.
3. Print out this form and BRING IT WITH YOU TO THE EVENT.

At the event:

4. Have all the attending students write down their name, grade level, and check-in time on the “Attending Students” sheet at the beginning of the event.
5. Take 2-4 pictures of the event. Try to include a group picture and a couple others of people helping out.
6. Help out; be sure to act as a leader, and ask the coordinator if there is anything they would like group members to do.
7. At the end of the event, have all members sign out by writing their check-out time. Be careful; some people may leave early.

After the event:

8. Fill out the “Event Debrief” sheet. Answer thoughtfully and thoroughly. Please handwrite legibly.
9. Print out the pictures. If you do not have access to a printer, email it to Honor Society at jhshonorsociety@gmail.com with your name and the event title.
10. Turn in the pictures, “Attending Students,” and “Event Debrief” sheets to the black box outside Ms. McIntosh’s office in the Counseling Center. Please paperclip or staple them together.
11. At the next meeting, have an officer sign your Hours Sheet recording your leadership points (worth 2 points).

Event Debrief

Name of Student Leader: _____ Grade: _____

Event: _____ Date: _____

Location: _____ Time: _____

1. What did NHS members do at this event? _____

2. How did this event help the community? _____

3. What went well at the event? _____

4. What could be done for future similar events to run more smoothly?

**5. Would you recommend this (or similar) event(s) to other NHS members?
Please answer honestly; your comments help us find events for the club.**
