

Chapter Advisor, New York State Science Honor Society  
Suggested School Year Calendar of Activities

September

- Hold planning meeting
- Students sign up to peer tutor or act as assistants to the science dept.
- Renew chapter membership in NYSSHS, send money to treasurer
- Plan fall trip, speakers, fundraiser, service project(s)
- Plan meetings

October & November

- Service project, speaker, fundraiser, field trip
- Keep track of each student's service activities
- Write article for school newspaper

*Editor's note: We select seniors as members in November. They will be formally inducted in the spring. Selection includes payment of the \$3.00 each for membership enrollment. This makes them eligible to apply for a NYSSHS scholarship and entitles them to put down membership in NYSSHS on their college applications.*

January

- Hold your spring term planning meeting
- Plan your induction ceremony date
- Set up spring term calendar (service, speaker, field trip)

February

- Who is eligible for membership?
- Ask guidance for a list of all students with a science average of 85 or better who have completed 1.5 years of high school science (you could also ask all the science teachers for this information if it is easier)
- Make sure the students on the list have an average of 75 or more in math
- Send invitation to apply for membership to all those students
  - Must submit two faculty support statements (at least one must be from science)
  - Student must have an activity in science outside what happens in the classroom (any science related club, volunteering, tutoring, Olympiad teams etc.)
  - Some schools include an essay on a science topic with the application

March

- Science department or committee review of applications
- Order certificates & pins for the new inductees and diploma seals for graduating seniors

## April

- Plan the ceremony. If possible, have a guest speaker. It could be an alumnus who has been successful in a field of science.
- Send out invitations to the parents, staff, administration etc. for the ceremony
- If possible, combine this with science department awards (might include certificates for highest average in each science discipline, for most improved, science competition awards etc.
- Design and print your program

## May

- Are you holding a breakfast, 1<sup>st</sup> period in the cafeteria or library for the new inductees and present members on induction day?
- Will the actual ceremony be in the evening so most parents & siblings can attend?
- Send a list of the names of the inductees to the NYSSHS Board of Governors
- Send their membership fee of each in order to enroll them with the State organization and make them eligible for scholarships the following year
- You might want to look into ordering honors cords for graduating seniors or your school might not do this
  - One schools uses red cords to symbolize that NYSSHS empowers students
  - Another school uses green & white to symbolize environment

## June

- End of year report on chapter activities is sent to the NYSSHS board of governors
- Elections are held for officers for the upcoming school year (some hold off till Sept.)
- End of year outing?
- Diploma seals are affixed to diplomas of graduating seniors