

NHS Committee Planning – Cover Letter

This document is to help committees stay organized while planning for events,
and to provide information and reference for future generations of members.

FILL OUT THE FORM WHEN THE PROJECT IS COMPLETED

Name: _____ Graduating Year: _____
Title of the Committee/Individual Project: _____
Board Member overseeing the Individual Project: _____
Was a committee used? _____
If the answer was yes how many NHS members were on it? _____
And what did they do? _____

How many hours was put into the project (organizing/conducting) ? _____
Please provide a brief description of the event

_____ Why did you decide to do this project?
And how will this effect our community? _____

Total Budget* \$ _____.

*Members can be reimbursed for materials bought for the project(i.e. : prizes, trophies,food etc)

Please attach a thorough timeline of preparations of the event, a full budget including a list of materials, descriptions of each member’s tasks, committee hour sheet, and any other details involved in the planning process. In addition, after the event please include an evaluation discussing any improvements.

Other necessary requirements:

- PUBLICITY (refer to the Historian or PR Chairs)
- DOCUMENTATION (arrange with the Historian)
- REIMBURSEMENT (collect all receipts and give to either Secretary or treasurer)
- Any “Thank-You”s for esteemed supporters

Individual Project Plan

Your individual project is your opportunity to demonstrate your leadership and organizing skills. Your project should be completed in an area that interests you and should take at least 10 hours to organize and complete.. Think BIG! All individual projects will be showcased at the NHS Induction Ceremony.

NHS MEMBER NAME*:

*Should only be ONE member if there is any concerns talk to the advisor and/or presidents

1. Brief description of the project, logistics and overall goal(s).

2. How does this project fulfill a need in our community or school?

3. Tentative date(s) of actual project:

4. Publicity: What is your plan for advertising or announcing your event? How will you ensure that other students have an opportunity to participate? What date(s) will you start announcing your project?

5. *If your project takes place outside of school:* Name and phone number of the adult supervisor or organization you have contacted to get permission to implement your project:

6. Documentation: What is your plan to document your project (e.g.: photos, slides shows, PowerPoint, video, brochure, scrapbook, pamphlet etc)? **Send pictures or videos to the historian when the individual project is completed**

7. Advisor PRE-APPROVAL of project:
