



Please type or print clearly all information below. Update or correct any automatically generated information, if necessary.

To pay by credit card, visit www.nhs.us/start-a-chapter.

To pay by check, complete this form and follow the payment instructions.

1. SCHOOL CLASSIFICATION AND ACCREDITATION

School classification (Check one): Public Nonpublic Virtual/online Charter-public Charter-nonpublic

Public schools, please identify the name of the school district to which the school belongs:

All nonpublic schools must be accredited by the accrediting organizations listed at www.nhs.us/start-a-chapter or by the state department of education. Current accreditation verification MUST accompany this application.

2. SCHOOL INFORMATION

Name of school:

School address: School telephone:

City: State: Zip code: School fax:

Current grade levels at school: School website:

(The eligible grades for membership are 10, 11, and 12.)

Official chapter name:

(Please do not use Greek names or letters.)

3. PRIMARY ADVISER INFORMATION

A member of the school's faculty or professional staff must be appointed as a primary adviser. Principals and assistant principals are not eligible for this role.

Mr. Ms. Mrs. Dr. Other

Primary NHS adviser:

Email address:

Cellphone:

NHS occasionally makes available its members' mailing addresses (but never their telephone, fax, or email information) to third parties that provide related products and services. If you do not want to receive these mailings, please check this box.

4. PAYMENT INFORMATION

Use this form to pay by check. Payment must accompany this form. Payment by credit card is accepted when applying online. Membership becomes effective upon approval. Please allow 3-4 weeks for processing. Note: Purchase orders are not accepted.

Amount Due:

\$385.00

Includes an annual certificate of affiliation, online resources, and access to the National Honor Society Handbook. Annual affiliation year runs July 1-June 30.

Please make a copy of this form for your records.



Make check payable to NHS/NASSP\* (FEIN #52-6006937).

Enclose payment in U.S. funds drawn on a U.S. bank. Mail to NASSP, P.O. Box 417939, Boston, MA 02241-7939. Allow 3-4 weeks for processing.

5. AUTHORIZATION AND AGREEMENT

I have read the NHS National Constitution and selection procedures and agree that our chapter will abide by the requirements established by the National Honor Society (www.nhs.us/constitution).

Mr. Ms. Mrs. Dr. Other

Name of Principal (please print)

Principal's signature (required)

Date

Email address

I would like information about becoming a member of NASSP.



## START A CHAPTER

There are three simple steps you'll need to take to establish an NHS chapter in your school. Please note that parents and students cannot apply to establish a chapter, though they are encouraged to share this information with their local school officials.

### STEP 1: MAKE A COMMITMENT

There are a few things to consider and prepare before beginning the official application process.

1. Review the National Honor Society Constitution and ensure your school is willing to comply with its guidelines ([www.nhs.us/constitution](http://www.nhs.us/constitution)).
2. Select a primary chapter adviser. This faculty member will serve as the supervisor of the chapter, in charge of daily operations, file maintenance, and other duties (see Article VI). The primary adviser is also responsible for annual renewal of affiliation.
3. Appoint a five-member faculty council. The council will meet at least once a year to select new NHS members and review and revise chapter procedures (see Article VII).

### STEP 2: COMPLETE A NEW CHAPTER APPLICATION

The annual affiliation fee is \$385. All applications require a principal's signature. (Please note that nonpublic schools must supply proof of accreditation in the form of a valid accreditation letter or certificate.) Allow 3–4 weeks for processing.

Please send your application with check to:

National Honor Society  
New Chapter Application  
P.O. Box 417939  
Boston, MA 02241-7939

For payment by credit card, visit [www.nhs.us/start-a-chapter](http://www.nhs.us/start-a-chapter).

### STEP 3: REVIEW YOUR CHAPTER MATERIALS

Once your new chapter has been approved, you'll receive a letter of congratulations, an annual certificate of affiliation, and access to the *NHS Handbook* and valuable online resources. After reviewing the handbook thoroughly, the principal, adviser, and faculty council should develop the following:

- Chapter bylaws outlining the obligations of membership, including participation in annual service projects (see Article XIV). We recommend you involve student leaders in crafting your local bylaws.
- Selection procedures, including a proposed calendar with induction date. This procedure must be published and available for review (see Article IX).
- Chapter service projects, meetings, and other activities to build and support an active chapter at your school (see Article XIV).
- Discipline and dismissal procedures, beginning with the guidelines outlined in the corresponding chapter in the *NHS Handbook* (see Article X).