



NATIONAL ELEMENTARY HONOR SOCIETY

To pay by credit card, visit www.nehs.org/start-a-chapter.

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

Please type or print clearly all information below.

1. SCHOOL CLASSIFICATION

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: _____

2. SCHOOL INFORMATION

Name of school: _____
(Please provide full, legal name of the school to be included on your optional charter certificate.)

School address: _____ School telephone: _____

City: _____ State: _____ Zip: _____ School fax: _____

Current grade levels at school: _____ School website: _____
(The eligible grades for membership are 4, 5, and 6.)

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 NEHS adviser: _____

Email address: _____

Cellphone: _____

NEHS occasionally makes available its members' mailing addresses (but never their telephone, fax, or email information) to third parties who 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:

\$84.00

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

Please make a copy of this form for your records.



Make payable to NEHS/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 NEHS National Constitution and selection procedures and agree that our chapter will abide by requirements established by the National Elementary Honor Society (www.nehs.org/constitution).

Mr. Ms. Mrs. Dr. Other _____

 Name of Principal (please print) Principal's signature (required) Date

 Email address

*The National Elementary Honor Society (NEHS) is a program of the National Association of Secondary School Principals (NASSP) in partnership with the National Association of Elementary School Principals (NAESP) Foundation.



START A CHAPTER

There are three simple steps you'll need to take to establish an NEHS 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 NEHS Constitution and ensure your school is willing to comply with its guidelines (www.nehs.org/constitution).
2. Select a primary adviser. This faculty member will serve as the supervisor of the chapter, in charge of daily operations, file maintenance, chapter renewal, and other duties (see Article 5).
3. Appoint a faculty council of at least two faculty members. The council will meet at least once a year to select new NEHS members and review and revise chapter procedures (see Article 6).

STEP 2: COMPLETE A NEW CHAPTER APPLICATION

The annual affiliation fee is \$84. All applications require a principal's signature. Allow 3–4 weeks for processing.

Please send your application with check to:

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

For payment by credit card, visit www.nehs.org/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 *NEHS 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 11).
- Selection procedures, including a proposed calendar with induction date. This procedure must be published and available for review (see Article 8, Section 4).
- Chapter service projects, meetings, and other activities to build and support an active chapter at your school (see Article 11).
- Discipline and dismissal procedures, beginning with the guidelines outlined in the corresponding chapter in the *NEHS Handbook* (see Article 9).

For questions or additional information, please contact membership@nehs.org or kboyer@naesp.org.