National Art Honor Societies

Frequently Asked Questions

Find answers to all of your questions here!

Have a more specific question? NAEA Member Services is always ready to help!
NAHS@arteducators.org or 800-299-8321 (Monday–Friday, 8:15am–4:30pm ET)

GENERAL QUESTIONS

1. What are the National Art Honor Society (NAHS) and National Junior Art Honor Society (NJAHS)?
   The NAHS and NJAHS programs are designed by NAEA to support and recognize students who have shown outstanding abilities in art. The NAHS and NJAHS programs support student members in their goal of attaining the highest standards in visual arts, and bring visual arts education to the attention of the school and community.

2. Can my son/daughter join the NAHS/NJAHS?
   A student cannot participate in the program as a single member; rather, each student must be a member through an established chapter at his/her school. Contact your child's art educator or school administrator to ask about an existing chapter at the school. Find information to share in support of establishing a chapter **here**.

3. What are the benefits of having a chapter at my school (for students/ sponsor)?
   View a full list of student and sponsor benefits **here**.

4. What types of schools may participate in the NAHS/NJAHS program?
   Public, charter, private and virtual schools, home school networks, and community-based non-profit art organizations are eligible to apply for charter through the National Art Education Association (NAEA).

5. What are the eligibility criteria?
   Students must be enrolled in grades 6-12, have completed at least one semester of art in the school, and have a minimum art GPA of "B" (or your school's equivalent) to be eligible for membership. Membership is based upon art scholarship, service, and character.

6. What is a chapter sponsor? Who can act as chapter sponsor?
   A chapter sponsor is an art faculty member designated to supervise and provide guidance for the chapter on a regular basis. The sponsor acts as a liaison between the chapter and NAEA, faculty, administration, students, and community. Any art faculty member employed at the school may act as the school's NAHS/NJAHS chapter sponsor.

7. Can I obtain a hard copy of the NAHS/NJAHS Chapter Handbook for the current school year?
   Yes! Send an email request that includes your mailing address to NAHS@arteducators.org.

8. Who can I contact if I have questions?
   NAEA Member Services is always ready to answer your questions! Contact them at NAHS@arteducators.org or 800-299-8321 (Monday–Friday, 8:15am–4:30pm ET).

9. I have a suggestion for the NAHS/NJAHS program or an idea for a new NAHS/NJAHS product. What should I do?
   Send ideas and comments to NAHS@arteducators.org.

ESTABLISHING A CHAPTER

1. How do I start an NAHS/NJAHS chapter at my school?
First, download the Letter of Encouragement and the NAHS/NJAHS Handbook for New Chapters. Next, discuss the program with your administration and gain approval. Be sure to address topics such as bylaws, membership selection, and funding and fundraising with your principal. Once you've done this, you're ready to begin membership selection and then register your chapter! See below for answers to questions about registering your chapter.

2. Is each chapter required to have its own bylaws?
Yes. Bylaws define the standards that students are held to in order to be active members of the NAHS/NJAHS chapter at your school. Written bylaws clearly communicate expectations to student members and parents and help avoid misunder standings. All bylaws should be consistent with regulations outlined in the NAHS/NJAHS constitutions. NAEA provides suggested bylaws in the Chapter Handbook for New Chapters. You can use or adapt the suggested bylaws to fit your school's needs. Be sure to upload a copy of your bylaws on the NAHS/NJAHS Chapter Management Dashboard when registering your new chapter.

3. Can multiple schools join as one chapter?
Each school must be established as a separate chapter account. School districts cannot register multiple schools under the same chapter.

4. What does my chapter receive when we join?
New chapters receive a welcome letter, chapter charter, and student certificates/membership cards for each registered student member.

Renewing chapters receive a registration letter and student certificates/membership cards for each registered student member.

Note: Please allow up to four weeks after receipt of your confirmation e-mail for delivery of your NAHS materials.

REGISTERING A CHAPTER

Primary sponsors must register their chapter EACH school year for it to be considered an active chapter.

1. How do I register my NAHS/NJAHS chapter?
Register your chapter online using the NAHS/NJAHS Chapter Management Dashboard. Upload your student roster to create an invoice for the student dues for each member and the school sponsorship fee (if applicable). You can fax or e-mail the invoice if paying by credit card, or mail the invoice with a check. Once processing is completed, a confirmation e-mail will be sent to the sponsor's e-mail address listed on the registration form.

2. What is the "School Sponsorship Fee"? Am I required to pay it?
A yearly School Sponsorship Fee is required of each NAHS/NJAHS chapter. This fee is equivalent to the Active NAEA membership dues and ensures that each primary sponsor is an NAEA member in good standing. Membership/chapter fees vary by state.

Note: If the chapter sponsor holds a current Active NAEA membership (with an expiration date on or after June 30), then the school sponsorship fee is waived during registration. However, it is the responsibility of the sponsor to keep his/her NAEA membership current to remain eligible to receive chapter benefits such as the ability to order NAHS/NJAHS supplies.

3. Are both the primary sponsor and co-sponsor required to be NAEA members?
Yes. The primary sponsor and co-sponsor(s) must each hold NAEA membership.

4. Do I need to register my chapter every year?
   Yes. Your chapter's membership lapses at the end of the school year (June 30). Chapters must be re-registered every school year to be considered active.

5. Can I register my chapter at any time? Why is the registration deadline January 31?
   The NAHS/NJAHS programs run on an academic calendar of July 1 through June 30. The suggested time frame for completing your registration is between July and January. This time frame allows adequate time for member eligibility and selection, as well as the suggested four weeks to place and receive resource orders for ceremonies. Please note that registrations submitted July 1–June 30 will be applied to the current school year.

6. Am I required to submit a student roster?
   Yes. A student roster is required when registering. During the registration process you will upload your student roster through the NAHS/NJAHS Chapter Management Dashboard. Please include student grade levels and e-mail addresses.

7. Do I need to submit dues for ALL students in my chapter EVERY year?
   Yes! Student dues are required for every student in your chapter every year that they are a member.

8. Can I register my chapter online?
   Yes! Online registration is available for new and renewing chapters through the NAHS Chapter Management Dashboard. Payment can be completed online with a credit card, or you can mail your invoice and payment to:
   Mailing Address: NAEA, 901 Prince Street, Alexandria, VA 22314
   Fax: 703-860-2960
   E-mail: NAHS@arteducators.org

9. How long will it take for my chapter registration to be processed?
   Please allow up to three weeks for processing your NAHS/NJAHS registration, if you are mailing your check payment. . Confirmation will be sent to the sponsor's e-mail address listed on your registration form once your registration has been processed.

10. Can I submit a school Purchase Order for my resource order (chapter supplies), student dues, and chapter fee?
    Yes. Your school can combine your NAHS/NJAHS resource order and your NAHS/NJAHS registration. Please view NAEA's Purchase Order (PO) requirements. Your NAHS/NJAHS certificates can not be sent until payment is received. View NAEA's PO requirements **here**.

CHAPTER MANAGEMENT

1. When do I pay for new inductees?
   Dues for new inductees should be paid during the school year in which they begin participating in chapter activities and meetings.

   Spring Inductions: If you induct new members in the spring for the following school year, please pay your new inductee and returning members' dues with your chapter registration for the next school year.

   Winter Inductions: If you induct members in the winter after you've registered your chapter for the current year (and these members will be active this school year) please pay their dues for the current school year.

2. **Can I add a student after I've already registered my chapter for the current year?**
   Yes! To add a student to your already registered chapter, log in to the NAHS Chapter Management Dashboard. Click on the option "Add Student Members" and upload your new roster with ALL of your student members, including the new students. After validating your roster, a new invoice will be created for the dues for the new students only. Complete your credit card payment online or mail, and payment for the appropriate student dues to NAEA.

3. **Am I required to submit my student e-mail addresses to NAEA?**
   While we encourge students to share thier e-mail addresses so that they may receive timely electronic information regarding the program, it is not required. Student e-mail addresses are never sold or shared.

4. **If a student was a member of the National Junior Art Honor Society (NJAHS), is that individual automatically a member of the National Art Honor Society (NAHS)?**
   No. The NJAHS and NAHS are separate societies. Members of the National Junior Art Honor Society must be selected for membership in the National Art Honor Society just as all other candidates are.

5. **How do I resolve conflicts within my chapter?**
   Refer to your chapter's bylaws. Your bylaws should provide the framework for governing your chapter, including how to handle infractions of chapter rules and policies. NAEA does not regulate individual chapter activity or participate in discipline/dismissal of students. The governing of the chapter shall remain at the discretion of the chapter sponsor and principal/school administration.

6. **Who has the final authority on local chapter affairs—including selection, activities, and disciplinary action?**
   The activities of a chapter are subject to the approval of the sponsor and the principal.

CHAPTER SUPPORT AND RESOURCES

1. **What is my chapter supposed to do throughout the year?**
   Each chapter identifies its own activity and service priorities. Find ideas on the NAHS/NJAHS website, in *NAHS News,* and throughout the NAHS/NJAHS Chapter Handbook & Resource Catalog. Network with fellow sponsors through NAEA COLLABORATE and share activity, service, and fundraising ideas.

2. **What award and scholarship opportunities are available to NAHS/NJAHS members?**
   Visit the "Chapter Support" page for award and scholarship information. Remember to check with your state association for additional student opportunities. View state associations web addresses **here**.

3. **How can I find out if there are other chapters in my state?**
   Send an email request to NAHS@arteducators.org to obtain a school roster for your state.

4. **What career resources are available to NAHS/NJAHS members?**
   For career resources, ideas, and other information, click **here**.

5. **What is *NAHS News*? How do I make a submission?**
   NAHS News is a semi-annual, full-color, online publication that showcases your school's NAHS/NJAHS chapter. Submissions are due November 1 for the Winter Issue and March 1 for the Spring Issue. Chapters may submit one chapter report, two chapter photos, and up to five images of student artwork. Visit the "Chapter Support" page to view submission instructions.

NAHS/NJAHS MERCHANDISE & PLACING ORDERS

1. Where can I see merchandise available exclusively to NAHS/NJAHS chapters?
   The Resource Catalog is located in the back of the NAHS/NJAHS Chapter Handbook. You may also view NAHS/NJAHS merchandise in the NAEA online store (viewable after your chapter has been registered).

2. How can I order resources/merchandise for my chapter?
   You may place a resource order in three ways (after your chapter has been registered for the current school year):

   Order Form: Complete an NAHS/NJAHS resource order form. If paying by credit card, you can fax, mail, or e-mail it with payment information. If paying by check, please mail the payment along with the order form to:

   NAEA
   901 Prince Street
   Alexandria, VA 22314

   Online: Log in with your NAEA login credentials. For assistance with your login credentials, please contact NAHS@arteducators.org. Online payments by credit card only.

   Phone: Contact NAEA Member Services by calling 800-299-8321 (M-F, 8:15am-4:30pm ET). Phone payments accepted by credit card only.

3. Who can place an order for my chapter or inquire about the status of my chapter's order?
   The chapter sponsor must place all orders and make all inquiries regarding order status. NAEA cannot discuss orders or chapter status with students or parents.

4. When do I need to place my order?
   Order early! As soon as your chapter is registered you can place an order! Allow up to four weeks for processing and shipment of your NAHS/NJAHS order. A chapter must be registered for the current school year prior to placing an NAHS/NJAHS order.

5. Is expedited shipping available?
   Yes, two-day shipping is available. Please see the resource order form for shipping costs and limitations. A chapter must be registered for the current school year prior to placing any NAHS/NJAHS order.

6. How long will delivery take?
   Please allow up to four weeks for processing and shipping of your order. Delivery times may vary. Orders are shipped via FedEx and USPS; tracking information is provided to the sponsor's e-mail address upon shipping.

7. Can I have the delivery sent to my home address?
   All NAHS/NJAHS orders must be delivered directly to the school with a signature required at time of delivery. All orders must be placed by the primary sponsor of a registered chapter. NAEA cannot accept orders from parents or students.

8. Can I submit a purchase order for my resource order?
   Yes. NAEA accepts official school purchase orders which follow our purchase order requirements. Please review this document carefully. If these requirements are not met, the purchase order may not be accepted. Please note the deadline for POs to be submitted to NAEA is March 31. If you have ANY questions regarding this process, please contact NAEA Member Services at 800-299-8321 or NAHS@arteducators.org. View NAEA's PO Policy **here**.

9. There was a mistake with my order. What should I do?
   Please contact finance@arteducators.org BY E-MAIL within 30 days of delivery to report any errors or damage. NAEA accepts returns within 30 days of delivery and will pay return shipping if your order was incorrectly filled. Contact **finance@arteducators.org** for further instructions. Cancellations/Returns for any other reason are subject to a $10 restocking fee.