

## Guide to Establishing a Successful Chapter

### Preparing to Start or Renew a NAHS/NJAHS Chapter

#### 1. Join NAEA:

If you're currently not a member or your membership expires before June 30th, [join or renew](#) today!

#### 2. Start or Renew A Chapter:

[Renew](#) an existing chapter, [start a new](#) chapter, or email [nahs@arteducators.org](mailto:nahs@arteducators.org) if you are not sure if your school has ever had a chapter.

- School Approval: If your school doesn't have an NAHS/NJAHS chapter, gather resources and benefits information to present to school administrators to get approval. Find [resources here](#) that includes a list of benefits for [students](#), [sponsors](#), and a [letter of support](#).

#### 3. Nominate and Select Members:

- Review the [NAHS Handbook](#) and [NAHS/NJAHS Program Constitution](#) for membership requirements.
- Membership is based on art scholarship, service, and character.
- Candidates must have completed at least one semester of high or middle school art and maintain a B average in art courses.
- Be nominated by an art faculty member.
- Members may remain active in the chapter even if Art is not currently in their course schedule.
- Student Membership Form: Adapt and use the [sample student membership](#) form provided, ensuring it reflects your chapter's specific participation requirements and renewal/new member processes. These forms are not to be sent to NAEA, they are for sponsor use only.

#### 4. Getting Started:

- Setting up Communication: Select a communication platform for members. This can include an email list or communication platform (e.g., Google Classroom) for NAHS updates and material downloads.
  - Calendar Planning:
    - Establish a consistent day/time for meetings (e.g., first Thursday of each month after school).
    - Schedule major events throughout the year. Consider planning for events each month, quarter, or semester
    - Organize activity periods, drop-in sessions, and workshops based on student interests and community needs.
- Electing Officers: Finalize a list of [officer duties](#) and nominate candidates for President, Vice President, Secretary, Treasurer, and additional positions based on chapter needs. Consider conducting elections using a Google Form and encourage candidates to submit statements.

# NAEA NAHS/NJAHS Timeline

## Induction Ceremony:

- Schedule the ceremony in late January/early February.
- Secure a suitable venue, such as a school auditorium or community library.
- Print Award Certificates for [NAHS](#) and [NJAHS](#) members.
- Customize the ceremony [script](#) and [presentation](#) to fit your chapter's preferences.

## Community Art Projects:

Incorporate [community art service learning projects](#) in your chapter to foster creativity and positively impact the broader community.

## Field Trips:

Plan a yearly field trip to a museum, art college, or related destination (adjust based on funding availability).

## Fundraising:

Organize an annual fundraiser. Reference the [NAHS handbook](#) for fundraising ideas and provide fundraising goals to help.

## Chapter Promotion:

Have a regular column in the school newspaper or PTA newsletter concerning chapter activities. Create a website and active social media presence for your chapter, showcasing ongoing projects, events, student art, and accomplishments to engage the community and build support.

## Utilize NAHS Opportunities:

- Submit articles and member artwork for [NAHS News](#).
- Encourage seniors to apply for [NAHS scholarships](#).
- Participate in the annual [NAHS Juried Exhibit](#).
- Nominate outstanding NAHS chapter members and NAHS/NJAHS sponsors for [national awards](#).

## Access NAHS Resources:

Visit the NAHS site's [downloads page](#) for helpful resources.

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## Seek Support:

Consider joining the NAHS [Collaborate](#) Group for additional support and collaboration with other art educators. Contact NAEA's NAHS Program Coordinator for support at [NAHS@arteducators.org](mailto:NAHS@arteducators.org)