



# National Junior Honor Society Charter Application

P.O. Box 3250, Reston, VA 20195-1250  
Phone: (800) 253-7746 or (703) 860-0200  
www.njhs.us • membership@njhs.us

*Do not complete – Office use only*  
Date of approval: \_\_\_\_\_  
Batch#: \_\_\_\_\_  
Check#: \_\_\_\_\_  
School#: \_\_\_\_\_  
New charter#: \_\_\_\_\_

Please type or print clearly all information requested below.

## 1. SCHOOL INFORMATION

Name of school: \_\_\_\_\_  
(Please include full, legal name of the school to be included on your chapter certificate.)  
School address: \_\_\_\_\_ School telephone: \_\_\_\_\_  
\_\_\_\_\_ School fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ School website: \_\_\_\_\_  
Current grade levels at school: \_\_\_\_\_ Total current enrollment: \_\_\_\_\_  
(The eligible grades for membership are second semester 6th through 9th.)  
Proposed chapter name: \_\_\_\_\_

## 2. SCHOOL CLASSIFICATION AND ACCREDITATION

**School classification** (Check one):  Public  Nonpublic **Community Type:**  Rural  Suburban  Urban  
**Public schools**, please identify the name of the school district to which the school belongs: \_\_\_\_\_  
**Nonpublic schools**, please identify your **school's accreditation organization:** \_\_\_\_\_ Date accreditation received: \_\_\_\_\_  
All Nonpublic schools must be accredited by the state department of education or by the regional accrediting associations listed on www.njhs.us.  
**Current accreditation verification MUST accompany this application. See www.njhs.us/Starting-a-Chapter.**

## 3. ADVISER INFORMATION

**IMPORTANT: To ensure that your adviser receives all the benefits of membership, please include his/her name and e-mail address.** Principals may choose to appoint more than one adviser to manage their honor society chapter, and for an additional \$30, you may include another adviser. **Advisers must be a member of the school's faculty. Principals and assistant principals are not eligible for this position.**  
NJHS adviser: \_\_\_\_\_ NJHS coadviser (if applicable): \_\_\_\_\_  
E-mail address: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Cell phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
 NJHS occasionally makes available its members' mailing addresses (but never their telephone, fax, or e-mail 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

Check boxes for applicable fees and payment. Payment or purchase order must accompany this application. Membership becomes effective when payment is received.

<input type="checkbox"/> <b>Check/money order/purchase order enclosed</b> Payable in U.S. funds drawn on a U.S. bank to: NASSP* NASSP Tax ID #52-6006937 Purchase order #: _____	<input type="checkbox"/> <b>\$125.00 Charter Fee (required)</b> Includes charter certificate, a copy of the <i>National Junior Honor Society Handbook</i> , and active affiliation with the national organization (school membership runs July 1–June 30).
<input type="checkbox"/> <b>Charge my credit card</b> Type: <input type="checkbox"/> Personal <input type="checkbox"/> School/Business Card type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express Account number: _____ CVC: _____ Expiration date: _____ Cardholder signature: _____ Printed name of cardholder: _____ Cardholder billing address: _____	<input type="checkbox"/> <b>\$50.00 Plaque Fee (optional)</b> Charter mounted in a 13" by 16" frame. <input type="checkbox"/> <b>\$30.00 Coadviser Fee</b>
	<b>TOTAL AMOUNT ENCLOSED: \$</b> _____

**Please make a copy of this form for your records prior to submitting it to the national office.**

## 5. AUTHORIZATION AND AGREEMENT

I have read the NJHS National Constitution and selection procedures and agree that our chapter will abide by the requirements established by the National Council of the National Junior Honor Society (www.njhs.us/constitutions).

\_\_\_\_\_  
Name of Principal (please print) Principal's signature (required) Date  
\_\_\_\_\_  
E-mail address  I would like information about becoming a member of NASSP



# National Junior Honor Society Charter Application Instructions

Charter applications should be typed or printed and all appropriate information provided. Prior to completing the form:

- Read these instructions completely
- Review the National Constitution found at [www.njhs.us/constitutions](http://www.njhs.us/constitutions)
- Identify and appoint a Chapter Adviser from the faculty.

**1. Proposed Chapter Name:** This is a local option. If left blank, we will default to the name of your school, e.g., “Langston Hughes Middle School Chapter.” Do not include the word(s) “Chapter” or “National Junior Honor Society” or “NJHS” in the proposed chapter name as they are already imprinted on the charter certificate. Please do not use classical Greek names or letters.

**2. Membership:** Your charter fee (\$125) includes affiliation with the NJHS national organization through June 30. Please identify the faculty adviser who will be the primary contact for chapter benefits that this membership brings. **IMPORTANT NOTE:** The principal or assistant principal may NOT serve as the chapter adviser or member of the Faculty Council as per the national constitution.

**3. Coadviser:** Schools may choose to use more than one adviser to manage their honor society chapter. We now offer the option to include a second adviser for an additional fee of \$30. This coadviser will receive our publications, be included in all e-mail lists for our e-newsletters and notifications, and have access to the Adviser Zone and our online store on our website. Be sure to include your coadviser’s name and e-mail address.

**4. Frames:** You can order your charter already mounted in a black frame by noting it on your charter application (there is an additional charge for this service), or you can wait and order a frame in the future. Future framed charter orders can be placed through the NJHS Sales Office.

**5. Approval:** Once your charter has been approved (allow three to four weeks), a welcome e-mail and a copy of the *NJHS Handbook* and other relevant information from the national office will be sent to the new chapter adviser (noted on the application).

**6. Maintaining an Active Chapter:** Affiliation must be renewed annually to preserve the active status of your school’s Honor Society chapter. Active status allows your school to hold yearly inductions and sponsor other chapter activities. A renewal notice will be sent to the principal in the spring requesting payment for the upcoming year. The membership year runs from July 1 through June 30 annually.

**Final Checklist:** Before mailing in your forms, please check to see that they are complete and all information is correct. Incomplete applications will be returned for correction, thus delaying the approval process. Payment must accompany the application; nonpublic schools must also attach verification of accreditation or state approval of their school. **Make a copy of your full application for your school/chapter records.**

For additional information please contact:

NJHS National Office, 1904 Association Drive, Reston, VA 20191-1537

Phone: 800-253-7746 or 703-860-0200 ■ Fax: 703-476-5432

[www.njhs.us](http://www.njhs.us) ■ E-mail: [nhs@nhs.us](mailto:nhs@nhs.us)

NJHS is a program of NASSP