



Junior/Secondary Handbook

Table of Contents

Table of Contents	2
Introduction	5
How is the NHSDA Program Structured?	5
NHSDA Vision, Mission, And Goals	6
Vision	6
Mission	6
General Summary	7
What are the benefits of the NHSDA and induction?	7
What does a Chapter Sponsor do?	8
How do students get inducted?	10
Post-Induction Requirements	10
Program Costs	11
Sponsor-Printed Induction Certificates:	11
NDEO Printed Induction Certificates:	11
Mailing Address for Checks (make check payable to NDEO)	13
How do I pay for Student Inductions and NHSDA Merchandise?	13
Starting A Chapter	14
Who can start a chapter of the Junior Program (grades 6-8) or the Secondary Program (grades 9-12) of the National Honor Society for Dance Arts?	14
Does the school need an NDEO Membership?	15
How do I apply online to start a Chapter?	15
My school serves students in both grades 6-8 and grades 9-12. Which type of NHSDA Chapter should I start?	15
How does the NHSDA chapter function as an organization within the school?	16
What do I include on the Chapter Application?	17
How can I induct my current seniors in time for graduation?	18
How can I induct my current juniors or seniors in time to apply for the NHSDA Artistic Merit, Leadership, and Academic Achievement Award?	19
How long does it take a student to earn the appropriate number of points for induction?	19
Induction Information	20
How does a student apply for Induction?	20
What role does the Chapter Sponsor play in the Induction process?	20
What do students receive when they are inducted?	21
When are inductions held?	21
NHSDA Student Induction Criteria	23

Earned Participation Points _____	23
Demonstration of Character _____	24
Grade Point Average (GPA) _____	24
How do students stay inducted? _____	25
Steps for Induction _____	26
The Chapter Sponsor should complete the following steps to induct their students: _____	26
Graduation with Honors Information _____	30
How does a student apply for Graduation with Honors? _____	30
What role does the Chapter Sponsor play in the Graduation with Honors process? _____	31
What do students get when they receive Graduation with Honors? _____	31
When are students granted Graduation with Honors? _____	32
Graduation with Honors Criteria _____	33
Earned Participation Points and Essay Submission _____	33
Demonstration of Character _____	34
Grade Point Average (GPA) _____	34
Steps for Graduation with Honors _____	35
The Chapter Sponsor should complete the following steps to grant Graduation with Honors to their students: _____	35
Loss of Privileges _____	40
Loss of Chapter Privileges _____	40
Loss of Student Privileges _____	40
Transference _____	42
What happens if I have a student who transfers or changes programs? _____	42
Can a student be Inducted into two NHSDA Junior Program Chapters or two NHSDA Secondary Program Chapters? _____	42
Can a student apply points earned in one level of the Honor Society toward another level? _____	42
Promoting Your Chapter _____	43
How can I encourage students to participate in NHSDA? _____	43
Who can join my NHSDA Chapter? _____	44
NHSDA Artistic Merit, Leadership and Academic Achievement Award _____	45
What is the Award and who can apply? _____	45
What types of awards will be given? _____	45
What are the award criteria? _____	45
What is the application process? What is the deadline? _____	47
NHSDA National Induction Point System _____	48
Junior _____	48

Secondary	48
Induction Rubric	48
Graduation with Honors Rubric	49
Resources	50
Points Tracking	50
Induction Ceremony Resources	50
Frequently Asked Questions	51
Why isn't my chapter showing up in the Chapter Search?	51
How do I retrieve my username and password if I have forgotten it?	52
I have students who are ready for induction, how do they apply online?	52
How do I access a list of all applicants and inductees in my chapter?	52
How do I purchase pins and cords for previously inducted students?	53
How long do NHSDA items take to ship?	53
How do I request an invoice?	53
Does NDEO accept purchase orders as payment?	53
My chapter certificate has an error on it, what do I do?	54

Introduction

The National Honor Society for Dance Arts (NHSDA) is a program of the National Dance Education Organization. It is one of the most exciting benefits that NDEO offers its Institutional Members. This Secondary Program (grades 9-12) was implemented in 2005. The Collegiate Program was implemented in 2012, and a formal Junior Program (grades 6-8) was separated out from the Secondary Program and officially implemented in 2016. To date, there are over 1000 chapters in the US and over 10,000 students inducted over the past 2 years. NHSDA is based on the Thespians honor society, and NDEO acknowledges their generosity in allowing dance to follow the lead of theatre arts education through this program.

This NHSDA Junior/Secondary Chapter Sponsor Handbook contains procedural guidelines for implementing the Junior NHSDA at the "middle school" level for students in grades 6-8, and the Secondary NHSDA at the "high school" level for students in grades 9-12.

How is the NHSDA Program Structured?

The National Honor Society for Dance Arts is run on an institutional basis.

NHSDA Chapters at the Junior, Secondary, and Collegiate level are set up at individual schools or studios, and ***only students who are enrolled at that school may apply for induction***. A dance faculty member must serve as the official Chapter Sponsor for the NHSDA Chapter at that location. Parent or student volunteers may assist the Chapter Sponsor at the sponsor's discretion, but all communication with NDEO must be conducted by the Chapter Sponsor. Individual students, not enrolled at a school that hosts a current NHSDA Chapter, are not eligible for induction.

NHSDA Vision, Mission, And Goals

Vision

We envision a nation in which ***all*** students have equal opportunity and access to quality dance arts education and are recognized for their outstanding artistic merit, leadership and academic achievement in the field of dance.

Mission

1. To recognize ***outstanding artistic merit, leadership and academic achievement*** in students studying dance in public and private schools in K-12 education, dance studios, cultural/community centers, performing arts organizations, and colleges/ universities.
2. To ***foster an appreciation for dance*** as a true art form and one worthy of recognition and prestige.

NHSDA Junior Program Goals

1. To promote a desire for ***life-long learning*** in the field of dance.
2. To encourage an understanding of, and an appreciation for, dance as an art form and develop knowledgeable audiences for tomorrow.

NHSDA Secondary Program Goals

1. To identify honor students (grades 11 & 12) for ***nomination to the NHSDA Artistic Merit, Leadership and Academic Achievement Award***, one of the highest honor programs for dance in the United States.
2. To promote a desire for ***life-long learning*** in the field of dance.
3. To encourage an understanding of, and an appreciation for, dance as an art form and develop knowledgeable audiences for tomorrow.

General Summary

What are the benefits of the NHSDA and induction?

By establishing an NHSDA chapter at your school you will help advance the field of dance education while celebrating the artistic and academic achievements of your exceptional dance students. These students deserve the honor and prestige that comes from their achievement in dance. Many are working hard on academics and leadership while perfecting their dance craft not only at school but also outside of school. The personal gratification that students receive from being inducted into the NHSDA is a boost to their self-esteem. It is a win-win for all; the student, the school, and the field.

Student Benefits

1. Recognition of their artistic merit, academic achievement, and leadership throughout their educational experience (Junior High - Collegiate)
2. Certificates at each level of induction, opportunity to wear the gold Honor Pin (Inductees) and blue and white Honor Cord (graduating students)
3. Mentorship from Chapter Sponsor and networking with peers
4. Leadership and development opportunities within their NHSDA Chapter, as they can assist the Chapter Sponsor with Chapter administration, record keeping, fundraising, and event planning
5. [National and State-level scholarship and award opportunities](#)

All student inductees will receive an official certificate of induction. Inducted students may be eligible to wear the NHSDA honor cord and gold pin during graduation ceremonies; however, separate approval from the Chapter Sponsor, the principal, or other school administrators may be necessary. Students are encouraged to cite their

NHSDA induction in scholarship applications and/or resumes for college or dance employment.

Institutional Benefits

1. Establishing an NHSDA Chapter allows you to recognize your outstanding students for their artistic merit, leadership, and academic achievement, creating parity with other academic disciplines who sponsor honor societies
2. Your institution will be listed on the NHSDA website, allowing for additional promotion of your program internationally
3. NHSDA can serve as a recruitment tool, attracting students who are familiar with the National Honor Society for Dance Arts from their other schools or dance programs as well as those who wish to become a part of this dynamic national organization

Benefits for the Field of Dance Education

By recognizing outstanding dance students nationwide for their artistic merit, leadership, and academic achievement and providing institutions with a way to promote their dance programs, NHSDA helps to advance the field of dance education centered in the arts.

What does a Chapter Sponsor do?

An NHSDA Junior or Secondary Chapter is formed at the school/studio level and is managed by a designated dance faculty member who serves as the Chapter Sponsor. The role of the Chapter Sponsor is critical in the implementation of a school chapter in that the sponsor serves as the primary advisor for student inductees and aspiring inductees. The Chapter Sponsor's responsibilities are to:

- Set up an NDEO Institutional Membership at www.ndeo.org if your school/studio does not already have one.
- Fill out the New Chapter application at [Start a Chapter](#) (The main contact for the institutional membership will need to be the one to fill out the New Chapter application which can be found in their profile).
- Set up the chapter in cooperation with the school/studio policy and administrative guidelines. Some schools may require that you have a club constitution or bylaws.
- Promote the chapter within the school/studio community
- Monitor student progress toward meeting induction criteria (You can utilize parent or student volunteers to help.)
- Collect and pay induction fees
- Ensure that students apply for induction at ndeo.org/nhsda/Apply-for-Induction
- Induct students via the online process at www.ndeo.org in the Chapter Sponsor Profile
- Coordinate induction ceremonies
- Provide induction and graduation with honor information to appropriate school or school district personnel so that induction can be noted on student transcripts
- Order optional gold honor pins (all inductees) and honor cords (graduating students)

The Chapter Sponsor may or may not be the contact person for the NDEO Institutional Membership. However, the Chapter Sponsor is highly encouraged to have a membership with NDEO, either as the contact person on the Institutional Account or through their own Professional Membership.

How do students get inducted?

Induction into NHSDA Junior and Secondary Programs is earned through the ***accumulation of 15 points (Junior Program) or 30 points (Secondary Program)*** that are awarded for meritorious work in dance that meets the honor society's general guidelines (see National Induction Point System). In addition, ***students must meet a minimum GPA requirement and demonstration of character***, manifested through collaborative teamwork, motivation, and leadership in the many aspects of dance that may include choreography, performance, teaching, and production.

Post-Induction Requirements

Having students stay active in your chapter is a great way for them to continue to grow in the field of dance. Active membership in the chapter is determined by the Chapter Sponsor. If students have any questions about what constitutes an active membership they should speak to their Chapter Sponsor. If students don't stay active in their chapter (per their Chapter Sponsor guidelines), or if their GPA falls below the minimum Chapter GPA requirement, they may not be able to wear the honor cords at graduation.

Program Costs

The **Institutional Membership - K-12 Schools, Dance Studios, and Performing Arts Organizations** for the school is **\$185/year** and must be renewed every year in order for the chapter to remain active.

There is a one-time induction fee of **\$8 per student for a sponsor printed the induction certificate**. The school/studio should make one payment (\$8 per student x # of students inducted) at the time of induction either by mailing one check or paying online by credit card. A student must pay the induction fee at each level of induction (e.g. both for induction into the Junior Program in grade 6 and the Secondary Program in grade 9).

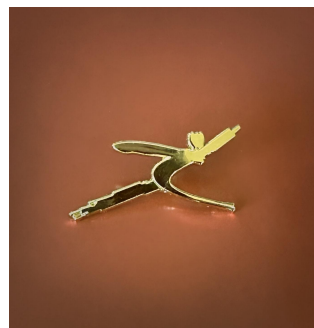
Sponsor-Printed Induction Certificates:

The Sponsor Print option allows the Chapter Sponsor to immediately have access to their student's certificates after payment has been made. The link to the certificates will be in the Sponsor's NHSDA dashboard. The Sponsor Printed certificates contain a copy as well as a multi-color border and can be printed on a color printer on the Sponsor's choice of plain paper or cardstock.

NHSDA Cord



Induction Pin



The optional gold induction pin (pictured on the right) for all Inductees is \$8.50 and the blue/white NHSDA cord (pictured on the left) for graduating students is \$17.50.

Graduation with Honors Medallion



Graduation with Honors comes with a sponsor printed certificate and a medallion; the cost for Graduation with Honors is \$22.50. Medallion cannot be ordered separately.

The Chapter Sponsor should submit induction approvals and payments at least three weeks before the induction/graduation ceremony to not incur additional fees and to ensure adequate shipping time.

	Sponsor Print Certificate & Induction Fee	Induction Pin	NHSDA Cords
Induction	\$8	\$8.50	\$17.50
Graduation with Honors	\$22.50 (includes medallion)	\$8.50	\$17.50

Mailing Address for Checks (make check payable to NDEO)

NDEO

8609 Second Avenue, Suite 203-B

Silver Spring, MD 20910

How do I pay for Student Inductions and NHSDA Merchandise?

Once you have selected students for induction in your NHSDA portal, a charge will be generated and you can choose to have it billed to the NDEO Institutional Membership account attached to the chapter. You can also order pins and cords in the same transaction. If you choose to order pins and cords at a later time, you can do so when logged into your NHSDA portal. Please allow up to three weeks for processing on all NHSDA merchandise orders. All transactions must go through the Chapter Sponsor. Students/Parents may not pay induction fees directly to, or order merchandise directly from, NDEO. Payment must be received in full before students are inducted and items can be shipped.

Starting A Chapter

Who can start a chapter of the Junior Program (grades 6-8) or the Secondary Program (grades 9-12) of the National Honor Society for Dance Arts?

A **Junior chapter** of the National Honor Society for Dance Arts may be set up in any private or public middle school, dance studio/academy, performing arts center, or community center with a dance program serving students grades 6-8 that is active during the school year.

A **Secondary chapter** of the National Honor Society for Dance Arts may be set up in any private or public high school, dance studio/academy, performing arts center, or community center with a dance program serving students grades 9-12 that is active during the school year.

- K-12 schools seeking to establish a chapter should have a robust in-school dance program offering for-credit and elective classes and have a dance teacher on staff willing to serve as the chapter sponsor.
- Dance studios, performing arts centers and community centers may establish a chapter at their primary location where the majority of classes (and students) are taught as long as a dance teacher on staff is willing to serve as the chapter sponsor.

Schools seeking to establish NHSDA chapters should aspire to provide high quality dance education programs that reflect NDEO's mission of furthering dance as an art form. Education in the art of dance develops knowledge and skills required to create, perform, and understand movement as artistic communication. A comprehensive education includes technique classes (such as ballet, tap, jazz, modern, world dance,

etc.), opportunities to perform, and exposure to improvisation, choreography, observation, and analysis.

Does the school need an NDEO Membership?

In order to establish a school chapter, the school first must obtain an NDEO membership at the Institutional Member level. The NDEO membership must be renewed every year if the chapter is to remain active. Membership information, costs and an online sign-up option are provided on the NDEO web site at ndeo.org/membership. Typically the school's administration pays the dues, however, sometimes dance booster clubs or parent organizations may pay the dues. (Note: An institution that serves students in 6-12 grades may have both a Junior Program and Secondary Program Chapter of NHSDA, but only one NDEO Institutional Membership is needed.)

How do I apply online to start a Chapter?

1. The main contact for Institutional Membership must log into their NDEO account.
2. On the NHSDA webpage select "Start A Chapter" from the top menu.
3. At the top of the page, click "Apply to Start A Chapter."
4. Complete the Chapter Application and press save.
5. You will receive an email within 1-2 weeks confirming that your chapter has been approved.

My school serves students in both grades 6-8 and grades 9-12.

Which type of NHSDA Chapter should I start?

If a school serves students in both age groups (6-8 or local middle school equivalent and 9-12 or local high school equivalent) it is up to the Chapter Sponsor to decide if they would like to sponsor a Junior Program Chapter, a Secondary Program Chapter,

or both. This decision is based on what is best for the overall school policies and objectives. For example:

- A studio wishing to encourage commitment to dance may want to only offer it to older students and only after they have taken classes for a set amount of time or achieved a certain level of classes.
- A school with multiple grades may only wish to offer it to one group of students simply because the Chapter Sponsor has limited time and funds to support such a program.
- A private or charter school with both middle and high school programs may choose to offer both programs, so students can be inducted into both the Junior and Secondary programs during their educational career.

You may only induct students into the appropriate Program Chapter for their grade level. For example, a student in grade 7 cannot be inducted into a Secondary Program Chapter, even if they have earned the requisite number of points for Secondary Program Induction. Exceptions may be made in the case of a school following a different grade structure. For example, if the junior high in your area runs from grade 7-9 instead of 6-8, then a 9th grade student can and should be inducted into the Junior Program.

How does the NHSDA chapter function as an organization within the school?

Decisions about the management and governance of the school chapter are at the discretion of the Chapter Sponsor, taking into consideration institutional policies, the ages, abilities and interests of the students, the nature of the dance program, time constraints, and so on. There are two main ways the NHSDA is set up within schools:

NHSDA Honors Only Model

The chapter can be managed solely by the Chapter Sponsor and exists primarily to induct students who have met the criteria for induction. In this model, the Chapter Sponsor maintains all records and coordinates the induction of eligible students. Chapter activities, if they exist, are often run by the Chapter Sponsor as part of the curriculum and program but the focus is on “earning the honor” and the induction ceremony.

NHSDA Club Model

The chapter is set up as a student organization with elected student officers with the Chapter Sponsor acting as the faculty advisor. The school may require that the NHSDA chapter submit a constitution or bylaws. To the extent to which the Chapter Sponsor deems appropriate, the student officers have a role in maintaining records and coordinating induction ceremonies. In addition, the chapter may engage in other activities such as performances, fundraising, field trips, service projects and other activities that support the program’s mission and goals and students’ interests. If desired, regularly scheduled chapter meetings can be held, along with any demonstrations or lectures that may be of interest to or enhance the dance knowledge of NHSDA inductees. When applicable, Chapter Sponsors or designated students should prepare and distribute to the inductees a calendar of upcoming dance activities and NHSDA meetings.

What do I include on the Chapter Application?

After signing up for an NDEO Institutional Membership at www.ndeo.org and paying the member dues, you will apply for an NHSDA Chapter. You will need the following information to complete the application:

- a. **Chapter sponsor's name, phone and email** if they are not the main contact on the NDEO institutional membership
- b. **The chapter's GPA requirement** (must be a minimum of 3.0 for Junior and Secondary chapters). Each chapter is allowed to require a higher cumulative GPA for their students.
- c. **A brief summary of the dance program offered at your school**. This description can include a mission statement, institution type (Private studio, public middle or high school, university, etc.), information about courses offered and genres studied, performance and choreographic opportunities, etc.
- d. **OPTIONAL** - linked to chapter's web address

The Chapter Sponsor will receive a welcome letter and official chapter certificate in the mail within 2 to 4 weeks of their application being approved. The Chapter Sponsor may then begin chapter activities.

How can I induct my current seniors in time for graduation?

In order to facilitate the start-up of a new chapter, it is permitted for soon to be graduating students who have been in the dance program and who already have met the induction criteria to count previous activities toward induction. Points may be awarded retroactively for past activities as long as documentation of these activities is provided to the Chapter Sponsor. For example, if well documented, a Chapter Sponsor can retroactively award points for activities completed back to freshman year. The Chapter Sponsor may rely on grade transcripts, playbills from past productions, rehearsal schedules, and other anecdotal records in order to determine whether a student has met the criteria. Points should not be awarded retroactively for students who are not approaching graduation.

How can I induct my current juniors or seniors in time to apply for the NHSDA Artistic Merit, Leadership, and Academic Achievement Award?

Upon inception of the NHSDA Chapter, the Chapter Sponsor may find that they have one or more senior and junior students who are under a time constraint to earn enough points for induction into the newly established NHSDA Chapter, apply for the NHSDA Artistic Merit, Leadership, and Academic Achievement Award, and graduate with the NHSDA honor. Depending on how many senior/junior students are involved, it is important that the Chapter Sponsor plan backwards from seniors down line. In these situations, Chapter Sponsor should begin with the seniors/juniors to retroactively and concurrently award points, conduct one or more induction ceremonies, and simultaneously help the seniors/juniors prepare essays and a video for their award applications.

How long does it take a student to earn the appropriate number of points for induction?

On average it takes about **one full year** to earn enough points for induction into the Junior or Secondary NHSDA Program for a serious, dedicated dance student. A student who approaches dance on a more part-time basis may take up to two years to qualify for induction. For new chapters starting in the Fall, student dance activities from the summer before school started can count towards points.

Induction Information

How does a student apply for Induction?

Students are responsible for documenting all their activities that are worthy of points. Students can track their points using the [Point Tracking Worksheet available by clicking here](#), or using another method such as a spreadsheet, portfolio, or online system. Documentation must be submitted to the Chapter Sponsor by the requested deadline (to be determined by the sponsor). The student will then apply for induction on the [Student Application](#) page. The student will create an account, entering their name (exactly as it is to appear on the certificates, with the desired spelling and capitalization), search for their NHSDA chapter, enter their graduation date, and OPTIONALLY they can upload their point tracking worksheet and transcript for easy review by the Chapter Sponsor.

What role does the Chapter Sponsor play in the Induction process?

The Chapter Sponsor should guide the students through the Induction process by providing them with all necessary information and resources, including requirements, deadlines, fees, etc. He or she should explain the criteria for Induction and notify students that records of their activities will be maintained. Records for each prospective and active inductee should be maintained by the student and a copy given to the Chapter Sponsor. The Chapter Sponsor also should provide a calendar that specifies deadlines for submitting documentation for induction.

The Chapter Sponsor will be responsible for approving / verifying points earned and for determining when each student has met the criteria for Induction. Once documentation of points has been provided by the student, the Chapter Sponsor will fill out the [Induction Rubric](#) for each applicant to maintain for the Chapter's records. The

Chapter Sponsor can then log into their account to finish the induction process. The Chapter Sponsor should submit induction approvals and payments at least three weeks before the induction ceremony in order to allow ample time for the NDEO home office to mail any induction items ordered.

Students/parents cannot pay individual induction fees or order pins or cords.

What do students receive when they are inducted?

All students will receive official certificates of Induction either printed by the Chapter Sponsor or by the NDEO Office (this is included in the \$8/student induction fee or \$12/student induction fee). There is an additional fee for the optional gold honor pins for Student Induction (\$8.50 plus shipping) and blue/white Graduation Cords* for graduating seniors(\$17.50 plus shipping).

**In cases where an inducted student is a member of an NHSDA chapter at dance studio or other program outside of a K-12 school, please be aware that some K-12 schools will not allow the graduating senior to wear the NHSDA graduation cords at graduation since the honor was earned in a program outside of that K-12 school. In this case, parents and chapter sponsor of the inducted student can petition the (K12) school principal or administration for approval to wear the cords. This should be done well in advance of the graduation date.*

When are inductions held?

NHSDA Inductions are conducted on a rolling basis, with Chapter Sponsors determining the timeline for Induction that works best for the Chapter. There is no national deadline for Induction. Chapters may hold Inductions as many times as is necessary throughout the year, however, the average appears to be two inductions a year – once before winter/holiday break and again in May/June. The Chapter Sponsor should select an induction date and tell students to have all proof of points earned

turned in and their online application completed on the [Student Application](#) page at least 4 weeks before the induction date. This gives the teacher a week to assimilate the names/points, complete the Induction Rubric for each student, verify inductions in the Manage NHSDA Chapter(s) portal, collect the fees, submit payment for induction fees, order the pins or graduation cords and plan the ceremony.

NHSDA Student Induction Criteria

*The NHSDA Induction criteria are designed to allow for flexibility at the chapter level so that honor society induction reflects and supports the school or studio's mission and circumstances. There are 3 main criteria – **earned participation points, character and GPA.***

Earned Participation Points

This category reflects points earned for meritorious participation in a wide variety of dance activities. The NHSDA National Induction Point System (see the Point System at the end document) provides a range of points possible for various activities. Chapter Sponsors may use their discretion in awarding points – from zero to the maximum – according to the quality of the work performed in a given activity. Students accumulate points until they have earned the number required for induction.

To qualify for induction into the Junior Program, a student must earn 15 points, at least 10 of which should be earned while participating in dance activities within the program of the chapter site. To qualify for induction into the Secondary Program, a student must earn 30 points, at least 20 of which should be earned while participating in dance activities within the program of the chapter site. At the sponsor's discretion, a student may earn up to 5 points (Junior Program) and 10 points (Secondary Program) while participating in community dance activities or other activities in the performing arts outside of the chapter program. Prospective inductees should submit documentation (e.g., programs, signed letters of participation) for any activities outside of the chapter's program to the Chapter Sponsor.

Demonstration of Character

This category reflects the student's demonstration of collaborative teamwork, motivation, and leadership. The Chapter Sponsor should evaluate the student's demonstration of the above qualities through observation during classes, rehearsals and other dance program activities, as well as demonstrated leadership (e.g., serving as a dance team or club officer, participation in service projects). Community service activities might include unpaid performances, teaching or assisting dance classes, as well as participation in sponsored fundraisers. A minimum "Above Average" rating in this category is required for NHSDA induction. The student must not display any conduct or behavior that jeopardizes their own safety, the well-being of others, or the integrity of the NHSDA program. (These include, but are not limited to, disruptive or aggressive behavior in or outside of the studio, bullying or mistreating others, and unprofessional conduct in classes or rehearsals.)

Grade Point Average (GPA)

Students must earn a cumulative GPA of at least 3.0 for NHSDA Induction. NDEO allows for the Chapter Sponsor to implement a higher GPA requirement to be consistent with other honor societies at the school; this helps to elevate dance within the school curriculum as a course of study worthy of recognition. For example, if induction into your school's chapter of the National Honor Society requires a GPA of 3.5, you are encouraged to set your NHSDA Chapter's minimum GPA at the same level, should that feel appropriate for your school culture.

In the case of dance studios and other programs outside of K-12, it is recommended that students turn in a copy of their report card to their Chapter Sponsor showing their cumulative GPA. If a student is homeschooled and bases their grades on a 100-point system, each "point" of their 100 counts for .04 of the 4.0 GPA. For example, if the

student's grade is 80 out of 100 points, their GPA entered on the NHSDA site would be 3.2 If a student is homeschooled and does not participate in a point grading system, a GPA can be established by the parent writing an official letter to the Chapter Sponsor stating that their student has achieved academic excellence.

All GPA records should be maintained by the sponsor or appropriate school personnel and should be handled in a manner that respects the privacy of the student and is in compliance with FERPA regulations.

How do students stay inducted?

Student Induction is a lifetime recognition, and the NHSDA designation remains with the student's record. However, it is up to the discretion of the Chapter Sponsor to determine what constitutes an active chapter member and if the student is eligible to wear the honor cords at graduation.

Steps for Induction

The Chapter Sponsor should complete the following steps to induct their students:

1. Review all student records: document points and GPA and complete an [Induction Rubric](#) for each student. The [Induction Rubric](#) is provided for the Chapter Sponsor's use in determining when a student is eligible for induction. It is for the Chapter Sponsor's records/files. You do not need to turn these into NDEO.
2. Set and publicize a date and plan the induction ceremony: Begin planning the induction ceremony. An induction ceremony may take the form of an informal event conducted at an NHSDA meeting, or it may be set up as a formal affair to which parents and members of the school community are invited. The format of the induction ceremony is determined by the sponsor. Induction ceremonies have been conducted at restaurants and after performances or shows, and have included guest speakers, the lighting of a candle, and reciting of a chapter pledge. It is a great opportunity for a student to earn points by creating a unique chapter pledge. The Chapter Sponsor is encouraged to come up with a plan that meets the needs of the school as well as the desires of the students. Induction Ceremony Ideas can be found in the resources section of the handbook.
3. Have the students apply for Induction: They can apply [here](#). **MAKE SURE THE STUDENT SPELLS THEIR NAME CORRECTLY** and exactly as they'd like it to be formatted on their induction certificate. You will receive an email confirmation when a student has applied for Induction.
4. When you have received the email confirmations for all of the students for the current induction cycle:
 - Log in to your NDEO Account to Induct Students

- Click on Manage NHSDA Chapter(s) in your Dashboard
- On the next page click on Manage Chapters
- Click on the chapter where you would like to process inductions
- Click on the Purple INDUCT STUDENTS HERE button at the top of the page. You will see a list of students who have applied for induction.
- Enter the GPA and Points in the boxes provided for the corresponding student you are inducting.
- Select the type of induction you would like give the student: Induction with Self-Print Certificate (\$8), Induction with Mailed Certificate (\$12), or Induction + Graduation with Honors (\$30.50)* and then click on the Pay Fee? checkbox next to the names of students you are inducting
 - **Induction + Graduation with Honors is given to Seniors who haven't been inducted yet and the Chapter Sponsor would like to give them Graduation with Honors and Induct them at the same time*
- Click on ADD ALL CHECKED INDUCTIONS TO CART. A pop-up will appear and you can either induct more students, add cords/pins to your cart, or check out
- OPTIONAL:Below the list of names, you will be able to add pins and cords to your order. Add the quantity you would like to order and click ADD TO CART. Once you have added the correct number of pins and cords (optional step), click GO TO CART AND CHECKOUT.
- Your Shopping Cart will appear, please check to make sure nothing is missing and at this time you can select if you would like the items to be billed to chapter so the institution will be listed on the invoice. Students will not be inducted until the fees are paid.
- After making sure everything looks good click the Checkout button at the bottom of the screen.

- If you ordered items that will be shipped please fill out the Shipping Information and then click Continue at the bottom of the page.
- In the Payment section you can pay with a Credit Card or you can click on Bill Me if you need to get the invoice approved before paying. Students will not be inducted until the fees are paid. Follow the on screen directions for Bill Me to print the invoice. Outstanding invoices can be viewed in your NHSDA portal.

5. If you have selected the Sponsor Print option to print the inducted student's certificates: The option to print the student's certificate will appear after the induction fee has been paid. You also have the option of reprinting your student's certificates.

- Go back to NHSDA dashboard by following the directions above
- Scroll down to the Student Roster section and find the student whose certificate you would like to print
- Click on the printer symbol next to their name in the Options column

4 Student(s)

Name	Status	App Date	Induct Date	Honors Induct Date	Grad Year	GPA	Points	Options
Chu, Jan	Applicant	11/18/2021	11/18/2021		2022			  
Test, SingTest	Pending Induction	12/29/2021			2022	3.00	56.00	  
Popovich, Jeff	Inductee	11/3/2021	11/3/2021	11/3/2021	2022	4.00	100.00	   
Gonzagaz, Lukas	Alum	11/22/2021			1999			  

- A new screen will appear with their certificate and you can either save it as a PDF or print it right then
- Sign each certificate on the Chapter Sponsor signature line: You can hand out the certificates during the induction ceremony or at another convenient time. Don't forget to provide a list of the inductees to appropriate school

personnel so that their induction will be noted in student transcripts or other records.

[Printable Induction Instructions](#)

[Video Induction Instructions](#)

Graduation with Honors Information

Graduation with Honors is a prestigious opportunity that is offered to graduating students. It indicates that not only have they met the national requirements for Induction into the National Honor Society for the Dance Arts but that they have reached even higher and have continued to excel not only in dance but in their dedication to the tenants of the NHSDA.

How does a student apply for Graduation with Honors?

The student does not need to apply online for Graduation with Honors.

Students who are interested in receiving Graduation with Honors must first be inducted into NHSDA. It is recommended that the time between Induction and receiving Graduation with Honors be spread out by a few semesters to allow students adequate time to complete the additional points and writing sample. However, if this is not possible, students who have met the requirements for Graduation with Honors may be Inducted and then the Chapter Sponsor can immediately confer Graduation with Honors to the student's Induction via the NHSDA website.

Students should continue to track their points using the [Points Tracking Form](#), or using another method such as a spreadsheet, portfolio, or online system.

Documentation must be submitted to the Chapter Sponsor by the requested deadline (to be determined by the sponsor). The Chapter Sponsor will then log into ndeo.org and access their NHSDA portal to confer the Graduation with Honors to the student's Induction.

What role does the Chapter Sponsor play in the Graduation with Honors process?

The Chapter Sponsor will be responsible for approving / verifying points earned and for determining when each student has met the criteria for Graduation with Honors. Once documentation of points has been provided by the student, the Chapter Sponsor will fill out an Induction Rubric with the Graduation with Honors information for each applicant to maintain for the Chapter's records. They can then log on to ndeo.org and access their NHSDA portal to confer the Graduation with Honors to the student's Induction.

Chapter Sponsors must also complete the transaction for Graduation with Honors fees (which include the certificate and the Graduation with Honors medallion) and order the optional honor pins or graduation cords if desired by students. Students/parents cannot pay individual fees or order pins or cords.

What do students get when they receive Graduation with Honors?

All students will receive official certificates printed by the Chapter Sponsor and a Graduation with Honors medallion mailed to the school from the NDEO home office. There is an additional fee for the blue/white graduation Cords, which may be purchased when conferring Graduation with Honors.

**In cases where an inducted student is a member of an NHSDA chapter at dance studio or other program outside of a K-12 school, please be aware that some K-12 schools will not allow the graduating senior to wear the NHSDA honor medallion or graduation cords at graduation since the honor was earned in a program outside of that K-12 school. In this case, parents and chapter sponsor of the inducted student can petition the (K12) school principal or administration for approval to wear the cords. This should be done well in advance of the graduation date.*

When are students granted Graduation with Honors?

NHSDA Graduation with Honors recognition is conducted on a rolling basis, with Chapter Sponsors determining the timeline for recognition that works best for the Chapter. There is no national deadline for granting Graduation with Honors status to an Inductee. The Chapter Sponsor should tell students to have all proof of points earned turned in at least 5 weeks before the graduation ceremony date. This gives the teacher a week to assimilate the names/points, complete the Graduation with Honors Rubric for each student, confer Graduation with Honors, collect the fees, submit payment, order the pins or honor cords, and plan the optional recognition ceremony.

The Chapter Sponsor may decide to confer the recognition at a public ceremony (other than graduation), or may choose to distribute the materials privately. In either case, the student should wear the graduation cord and Graduation with Honors medallion at all graduation ceremonies, provided it is allowed for in school policy.

Graduation with Honors Criteria

The NHSDA Induction and Graduation with Honors criteria are designed to allow for flexibility at the chapter level so that honor society induction reflects and supports the school or studio's mission and circumstances. There are 3 main criteria - earned participation points, character and GPA.

Earned Participation Points and Essay Submission

This category reflects points earned for meritorious participation in a wide variety of dance activities. The [NHSDA National Induction Point System](#) provides a range of points possible for various activities. Chapter Sponsors may use their discretion in awarding points from zero to the maximum according to the quality of the work performed in a given activity. After being Inducted, students will continue to accumulate points until they have earned the points required for Graduation with Honors.

To qualify for Graduation with Honors within the Junior and Secondary Program, a student must earn 10 points (Junior) or 15 points (Secondary) beyond their initial induction requirements for a total of 25 points (Junior) and 30 (Secondary), at least 10 (Junior) or 20 (Secondary) of which should be earned while participating in dance activities within the program of the chapter site. At the sponsor's discretion, a student may earn up to 15 points (Junior) or 25 points (Secondary) while participating in community dance activities or other activities in the performing arts outside of the chapter program. Prospective inductees should submit documentation (e.g., programs, signed letters of participation) for any activities outside of the chapter's program to the Chapter Sponsor.

Students applying for Graduation with Honors will need to submit a 250-500 word essay to their NHSDA Chapter Sponsor that describes: What impact dance has had on your life, in and out of the studio? How do you plan to use this influence in the future to

have an impact on other people and communities? An equivalent essay as approved by the Chapter Sponsor, will also be accepted.

Demonstration of Character

For Graduation with Honors, the Chapter Sponsor affirms the qualities observed for Induction. However, the character reference expands to be more inclusive of group and society observing one's ability to motivate others, offer thoughtful solutions that unite rather than divide, exercise judicious behavior in communications, do team-building, offer creative paths to new directions, encourage others to lead, and develop tangible personal and professional responsibilities to dance (as an interest, profession, or life-long learning experience) at local, state and national levels.

Determinations made for Character References are frequently made through personal observation and interaction with the student and peers, and the solicitation of input from other faculty either verbally or in writing.

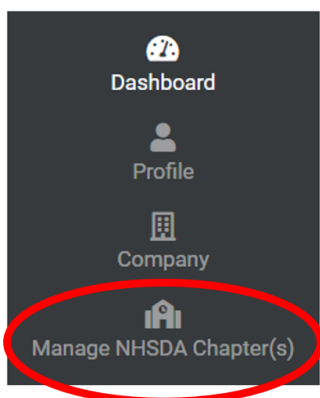
Grade Point Average (GPA)

Students must maintain the chapter GPA minimum at the time of graduation to receive Graduation with Honors.

Steps for Graduation with Honors

The Chapter Sponsor should complete the following steps to grant Graduation with Honors to their students:

1. **Review all student records:** document points and GPA and complete a Junior/Secondary Graduation with Honors Rubric for each student. You do not need to turn these into NDEO.
2. **Confirm previous Induction of all Graduation with Honor Students:** Make sure all students have been previously inducted into NHSDA. If they have not, see the above Steps for Induction. All students must be inducted before receiving Graduation with Honors. It is recommended that these be spread out by a few semesters to allow students adequate time to complete the additional points and writing sample. However, if this is not possible, students who have met the requirements for Graduation with Honors may be Inducted and then immediately apply for Graduation with Honors.
3. **Log in to the NHSDA Portal** in your NDEO account to grant students Graduation with Honors status. Please note that the students do not have to reapply online for Graduation with Honors.
 - **Log in to your NDEO Account** to grant students Graduation with Honors
 - **Click on Manage NHSDA Chapter(s)** in your Dashboard



- On the next page **click on Manage Chapters**

Manage NHSDA Chapter(s)

Below are the options currently available to you.

 **MANAGE CHAPTERS**

- Click on the chapter** where you would like to process Graduation with Honors
- Click on the Purple INDUCT STUDENTS HERE** button at the top of the page. You will see a list of students who have applied for induction or who are able to receive Graduation with Honors.

If you need to change the sponsor, change the chapter's additional contacts, or change the program description for the chapter, then please contact NDEO staff.

 **INDUCT STUDENTS HERE**

- Enter the GPA and Points** in the boxes provided for the corresponding student you are giving Graduation with Honors

 **BACK TO CHAPTER MANAGEMENT**

Induction Roster

3 Student(s)

Name	GPA	Points	Type	Options
Chu, Jan			Select One...	☐ Check All ☐ Uncheck All ☐ Pay Fee?
Test, SingTest	3.00	56.00	Select One...	☐ Pay Fee?
Popovich, Jeff	4.00	100.00	Select One...	☐ Pay Fee?

 **ADD ALL CHECKED INDUCTIONS TO CART**

- **Select the type of induction** you would like give the student: Graduation with Honors (\$22.50) or Induction + Graduation with Honors (\$30.50)* and then click on the Pay Fee? checkbox next to the names of students you are giving Graduation with Honors

Chu, Jan			Select One... ▼	☐ Pay Fee?
Popovich, Jeff	4.00	100.00	Graduation with Honors (\$22.50) ▼	☐ Pay Fee?

[ADD ALL CHECKED INDUCTIONS TO CART](#)

- **Click on ADD ALL CHECKED INDUCTIONS TO CART.** A pop-up will appear and you can either induct more students, add cords/pins to your cart, or check out

✓ **Items added to cart!**

Would you like to continue managing inductions, or proceed to checkout?

[CONTINUE MANAGING INDUCTIONS](#)
[CHECKOUT](#)

- **OPTIONAL:** Below the list of names, you will be able to add pins and cords to your order. Add the quantity you would like to order and click ADD TO CART. Once you have added the correct number of pins and cords (optional step), click GO TO CART AND CHECKOUT.

 Purchase Pins and Cords

2 Product(s)

Product	Description	Price	Quantity	
 NHSDA, Graduation Cords	Cords worn by inducted members of the National Honor Society for Dance Arts at graduation ceremonies. **Please order at least one month out from graduation to ensure timely arrival.	\$17.50	0	 ADD TO CART
 NHSDA, National Honor Society Pin	Gold Honor Society pin of NDEO logo dancer, representing cross-cultural dance.	\$8.50	0	 ADD TO CART

All finished?  [GO TO CART AND CHECKOUT](#)

- Your Shopping Cart will appear, please check to make sure nothing is missing and at this time you can select if you would like the items to be billed to chapter so the institution will be listed on the invoice. **Students will not receive Graduation with Honors until the fees are paid.**
 - After making sure everything looks good **click the Checkout button** at the bottom of the screen.
 - If you ordered items that will be shipped please **fill out the Shipping Information** and then **click Continue** at the bottom of the page
 - In the Payment section you can **pay with a Credit Card** or you can **click on Bill Me** if you need to get the invoice approved before paying. Students will not be inducted until the fees are paid. Follow the on screen directions for Bill Me to print the invoice. Outstanding invoices can be viewed in your NHSDA portal
4. Printing Graduation with Honors Certificates: The option to print the student's certificate will appear after the Graduation with Honors fee has been paid. You also have the option of reprinting your student's certificates.

- Go back to NHSDA portal
- Scroll down to the Student Roster section and find the student whose certificate you would like to print
- Click on the printer symbol next to their name in the Options column

4 Student(s)

Name	Status	App Date	Induct Date	Honors Induct Date	Grad Year	GPA	Points	Options
Chu, Jan	Applicant	11/18/2021	11/18/2021		2022			  
Test, SingTest	Pending Induction	12/29/2021			2022	3.00	56.00	  
Popovich, Jeff	Inductee	11/3/2021	11/3/2021	11/3/2021	2022	4.00	100.00	   
Gonzagaz, Lukas	Alum	11/22/2021			1999			  

- A new screen will appear with their certificate and you can either save it as a PDF or print it right then
- Sign each certificate on the Chapter Sponsor signature line: You can hand out the certificates during the induction ceremony or at another convenient time. Don't forget to provide a list of the inductees to appropriate school personnel so that their induction will be noted in student transcripts or other records.

Loss of Privileges

Loss of Chapter Privileges

Your school or studio must remain an Institutional Member of NDEO for all long as you host an honor society chapter. If your membership lapses, your chapter will temporarily close and will be removed from the NHSDA Directory. Your chapter will be reactivated and added back to the directory upon receipt of the Institutional Membership dues. In rare instances, an institution may lose its NHSDA Chapter privileges. These are determined on a case-by-case basis after careful deliberation by NDEO staff.

Situations that may lead to a loss of Chapter privileges include:

- Withholding information about the NHSDA program requirements from interested students and/or parents, including the requirements for induction, induction fees, etc.
- Providing false information about the NHSDA program requirements to students and/or parents, including requirements for induction, induction fees, etc.
- Not providing information about a students' progress toward induction to a new school or studio when it is requested by the student and/or parents, in the event that the student needs or wants to transfer to a different program.
- Requiring commitments for induction above and beyond those in the national guidelines that would cause an excessive financial burden.
- Withholding induction from students who have met the induction requirements.
- "Inducting" students who did not meet all of the induction requirements, including the GPA requirement.

Loss of Student Privileges

Student Induction is a lifetime recognition and NHSDA designations remain with the student's record. Should a student's GPA fall below the Chapter's minimum GPA

requirements, the student may be barred from wearing the honor cords at graduation. The faculty advisor and/or Chapter Sponsor are encouraged to work with the student to help the student regain academic rigor. At the Chapter Sponsor's discretion, inducted students can be barred from Chapter activities, including wearing NHSDA cords at graduation, should concerns arise about conduct or behaviors that might jeopardize their own safety, the well-being of others, or the integrity of NHSDA.

If students do not meet deadlines given by their Chapter Sponsor for submitting points, filling out the application, or paying the induction fee, the Chapter Sponsor reserves the right to require them to wait until the next induction period.

Transference

What happens if I have a student who transfers or changes programs?

Chapter Sponsors are obligated to supply the student's documented hours to all new sponsors when the student moves to a new school. Each chapter should accept all previously documented points and/or inductions, even if they come from a different type of program or dance setting.

Can a student be Inducted into two NHSDA Junior Program Chapters or two NHSDA Secondary Program Chapters?

No, if a prospective inductee is simultaneously enrolled in two or more programs that hold chapters (e.g., a high school and a dance studio), the student should select one chapter through which to seek induction, yet once inducted at one school, they can participate in NHSDA activities at the other school as well. It is suggested that if a student wants to wear the blue/white honor cords during the high school graduation ceremony that they seriously consider being formally inducted in the high school chapter. This will make it much easier for the high school to approve the student to wear the honor cords during graduation.

Can a student apply points earned in one level of the Honor Society toward another level?

No points may be carried over from the Junior Program into the Secondary Program. Also, no points may be carried over from the Secondary Program into the Collegiate Program as the National Point System for college students has different requirements.

Promoting Your Chapter

How can I encourage students to participate in NHSDA?

The best way to encourage students to begin working towards their NHSDA induction is to simply increase awareness of your school's chapter and the benefits of joining NHSDA. Be sure that students and parents know that you have an open NHSDA Chapter, and that you are dedicated to helping interested students achieve their award of induction. Reaching out to individual students who may be interested, including NHSDA sections in a monthly newsletter or performance program book, or announcing your established NHSDA Chapter at a company meeting are all great ways to increase involvement.

Please feel free to include the mission statement and other information provided to current Chapter Sponsors on the NHSDA website as you work to promote your chapter.

Sample Performance Program Book Statement:

Sample Dance School is excited to announce our official sponsorship of a Secondary Chapter in the National Honor Society for Dance Arts! The National Honor Society for Dance Arts (NHSDA) is a program dedicated to recognizing dance students for their outstanding artistic merit, leadership, and academic achievement in the field of dance. NHSDA also strives to foster an appreciation for dance as a true art form, worthy of recognition and prestige.

Those interested in being inducted into NHSDA should contact Chapter Sponsor Annie Anonymous (555-555-5555, studio@sampledanceschool.com) for more information regarding induction requirements.

Including your induction ceremony as part of your end of year performance is an excellent way to promote your chapter. This allows inducted students to receive recognition appropriate to their accomplishment, and also provides an opportunity for younger students to see this achievement and make the decision to strive for NHSDA induction themselves.

If your institution includes students in both grades 6-8 and grades 9-12, opening both a Junior and Secondary Chapter is an excellent way to increase involvement and studio retention rates. There is no additional charge for opening a second chapter, but students inducted into the junior chapter are then able to work towards the next step of being inducted into the studio's secondary chapter.

You can offer an NHSDA "Class". It can meet weekly or less often. The class could consist of technique sessions, rehearsals for benefit concerts, service projects, workshops, etc. It is a great way for your students at different levels to bond and learn from each other.

Who can join my NHSDA Chapter?

Students must be enrolled at the school hosting the Chapter and earn at least 10 of their 15 required points (Junior Program) and 20 of their required 30 points (Secondary Chapter) at their home chapter. This is to make sure that the Chapter Sponsor is fully able to oversee the process of earning points and can testify to the student's character. It also serves as a marketing tool for you to be able to advertise that you offer the NHSDA program to your students.

NHSDA Artistic Merit, Leadership and Academic Achievement Award

What is the Award and who can apply?

Students who are in 11th or 12th grade and who have been inducted into their school's NHSDA chapter can apply for the annual [**NHSDA Artistic Merit, Leadership and Academic Achievement Award**](#), the highest student dance award in the nation.

What types of awards will be given?

There are two levels of adjudication: State and National. At the state level the top applicants are selected to receive a state award (in states where NDEO has a State Affiliate). At the national level, NDEO awards a National Winner, 3 Finalists and several Honorable Mentions. All student award recipients will receive a letter of congratulations, a certificate, and mention on the NHSDA website. \$1000 monetary award/scholarship for the National Winner and \$250 monetary award/scholarship for the 3 Finalists.

What are the award criteria?

The NHSDA Artistic Merit, Leadership and Academic Achievement Award selection process assesses applicants on the basis of artistic and technical excellence in dance, leadership, and academic achievement. For a full review of the award criteria and the application process, please see the separate Scholarship page on the NHSDA website. The applicants are judged in three main categories with each category carrying equal weight:

Artistic Merit

The Nominee must demonstrate artistic and technical excellence in dance.

- Technical excellence as seen in self-choreographed video
- Artistic Merit as seen in self-choreographed video
- Essay #1: Choreography - What was the intent of your original choreography?
Please provide the title of work, inspiration, and any challenges you encountered in the choreographic process. (Limit 250 words)

Leadership

The Nominee must demonstrate outstanding leadership in and outside of the field of dance at the school, community, state, and/or national level.

- Recommendation Form
- Resume
- Essay #2: Impact of Dance on Life - What impact has dance had on your life, in and out of the studio? How do you plan to use this influence in the future to have an impact on other people and communities? (Limit 500 words)

Academic Achievement

The Nominee must demonstrate academic excellence with a cumulative grade point average of 3.0 or higher.

- Overall school GPA of 3.0 or higher
- Transcript (official or unofficial)
- Grammar and Writing Style - Based on Essay #1 and Essay #2

What is the application process? What is the deadline?

The award information is available in the fall. The applicant will complete an online application via the Acceptd web platform and be required to upload several essays, a headshot, a video, a resume and a recommendation form. The application deadline is typically during the first couple months of the new year.

NHSDA National Induction Point System

Download the NHSDA Junior/Secondary National Induction Point System.

Junior

At least 15 points are required for induction, 10 of which must be earned through participation in chapter site program activities.

Secondary

At least 30 points are required for induction, 20 of which must be earned through participation in chapter site program activities.

Induction Rubric

Download the NHSDA Junior/Secondary induction rubric.

The Chapter Sponsor should complete an Induction Rubric for each qualified student. The Induction Rubric is used by the Chapter Sponsor to evaluate the student's participation, character, and GPA.

Graduation with Honors Rubric

Download the NHSDA Junior/Secondary Graduation with Honors rubric.

The Chapter Sponsor should complete a Graduation with Honors Rubric for each qualified student. The Graduation with Honors Rubric is used by the Chapter Sponsor to evaluate the student's participation, character, GPA, and essay.

Chapter Sponsors should keep these forms for their own files, as well as documentation of all points. Rubrics do NOT need to be turned into NDEO.

Resources

Points Tracking

**Junior/Secondary Induction Point System
Point Tracking Worksheet**

Induction Ceremony Resources

NHSDA Sample Pledges

NHSDA Sample Induction Ceremony

Frequently Asked Questions

Why isn't my chapter showing up in the Chapter Search?

If your chapter is not appearing on the NHSDA website, there are several possibilities:

A. **If you are unable to locate your chapter in the Chapter Search**, please try being less specific in your search. For example, if you attend Pretend High School for the Arts in Silver Spring, MD, try typing just the word "Pretend" in the school name field, and leaving the City and State fields blank as you run your search.

B. **If the NDEO Institutional Membership affiliated with your NHSDA chapter has at any point expired, your chapter has automatically closed.** Please contact an NDEO staff member (nhsda@ndeo.org) for assistance. We will reactivate your chapter for you. Please do not complete a new chapter application if your school has a previously active chapter in our online system

C. **If you have not previously applied for a chapter of the NHSDA, please follow the instructions below to do so:**

- The main contact for Institutional Membership must log into their NDEO account.
- Select "Start A Chapter" from the top menu.
- At the top of the page, click "Apply to Start A Chapter."
- Complete the Chapter Application and press save.
- You will receive an email within 1-2 weeks confirming that your chapter has been approved.

How do I retrieve my username and password if I have forgotten it?

If you have forgotten your username or password, please email

membership@ndeo.org.

I have students who are ready for induction, how do they apply online?

Before you can approve your students for induction, they will need to apply for induction online by following the steps below:

1. Go to the NHSDA website.
2. Select “Apply for Induction” from the menu at the top of the page.
3. Complete the Member Signup Form by filling out your general information, address and other contact information, and creating a username and password.
4. In the “NHSDA Chapter Name” box, type in the name of your school or studio.
5. Click “Search.”
6. Scroll down and locate your chapter in the list of schools. Once you find the correct chapter, click the name of the NHSDA Chapter to and then click on the gray apply for induction button.
7. Enter your Graduation year.
8. Upload point tracking worksheet or transcript if requested by the Chapter Sponsor.

How do I access a list of all applicants and inductees in my chapter?

You can view a list of all students who have applied for induction into your chapter by following these steps:

1. After logging into your NDEO account, click on Manage NHSDA Chapters.
2. Once you get to the NHSDA Portal scroll down until you see 'Student Roster'.
3. There you can sort by induction/graduation with honors date, name, and status.

How do I purchase pins and cords for previously inducted students?

Once the chapter sponsor is logged into their account they will go to the NHSDA portal and you can order cords and pins there.

How long do NHSDA items take to ship?

NDEO guarantees shipment of items within 3 weeks of the date of payment. Expedited shipping may be offered for an additional fee, but is not always available. Please contact nhsda@ndeo.org to request expedited shipping.

How do I request an invoice?

Please place your order online before emailing nhsda@ndeo.org to request an invoice.

Does NDEO accept purchase orders as payment?

NDEO's policy is that payment must be received in full before certificates or merchandise will be shipped. A purchase order is not considered payment; a check or credit card payment must be received in order for NDEO to ship NHSDA certificates or merchandise. If you have questions or need to request a special arrangement based on your school's purchasing policies, please contact our Director of Finances Vilma Braja at vbraja@ndeo.org . Special arrangements may be made on a case-by-case basis and only in rare circumstances. Any special arrangement will result in a delay to your order, so please contact us at least one to two months in advance of your induction or graduation date to get the process started.

My chapter certificate has an error on it, what do I do?

To request a replacement chapter certificate please contact nhsda@ndeo.org, please note that all reprinted/replacement chapter certificates cost \$4. The cost stays the same even if you are requesting a PDF version of the certificate.

For additional questions, please email nhsda@ndeo.org.