



Starting a New Chapter Lutheran Junior Honor Association

1. Review the Guidelines from the Lutheran Education Association Junior Honor Association Task Force. Make sure you are willing to comply with our guidelines.
2. Select a chapter advisor. Make sure he/she is willing to fulfill all necessary duties as outlined in the LEA Task Force Guidelines as well as any others your school has.
3. Appoint a faculty panel. This group will support your chapter by approving new members and reviewing and revising chapter policies to meet your goals.
4. Complete the chapter application and mail it to Lutheran Education Association, 7400 Augusta, River Forest, IL 60305.
5. Pay the chapter application fee. You may send this with your application or wait and pay it by September 1. Checks are made payable to Lutheran Education Association.
6. Upon approval, you will receive a letter, certificate of affiliation, and access to the LJHS website.
7. Create your chapter policies and file them with the Lutheran Education Association Junior Honor Association Task Force. They may be mailed to the LEA offices (address above). This should be completed by December 1.
8. Clearly state your application procedures, selection process, selection requirements, and due dates to students. Make sure you communicate clearly with students.
9. Hold selection meeting with Faculty Panel. Notify students of selection or nonselection.
10. Hold an induction service.
11. Hold first meeting. Elect officers, discuss service projects, you're your expectations of students.
12. Guide chapter through year's activities and projects.

13. File your chapter report with LEA Task Force at end of the year.
14. Pay affiliation dues for next year when billed.
15. If chapter advisor or principal changes, inform LEA Task Force for communication purposes.
16. If any policies are changed, file new policies with LEA Task Force.