



## **Transferring an Established NJHS Chapter to Lutheran Junior Honor Association**

1. Review the Guidelines from the Lutheran Education Association's Lutheran Junior Honor Association Task Force. Make sure you are willing to comply with our guidelines.
2. Complete the chapter application and mail it to Lutheran Education Association, 7400 Augusta, River Forest, IL 60305.
3. 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.
4. Upon approval, you will receive a letter, certificate of affiliation, and access to the LJHA website.
5. Review and change any of your chapter policies and file them with the Lutheran Education Association Lutheran Junior Honor Association Task Force. They may be mailed to the LEA offices. This should be completed by December 1.
6. All students will transfer with your chapter.
7. Continue with your chapter activities as in the past.
8. File your chapter report with Lutheran Junior Honor Association Task Force at end of the year.
9. Pay affiliation dues for next year when billed.
10. If chapter advisor or principal changes, inform LEA Lutheran Junior Honor Association Task Force for communication purposes.
11. If any policies are changed, file new policies with the aforementioned task force.