



Starting a New Chapter Lutheran Junior Honor Association

1. Review the Guidelines from the Lutheran Education 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. Please send this in with your application. Checks are made payable to Lutheran Education Association.
6. Upon approval, you will receive a letter and certificate of affiliation.
7. Create your chapter policies and file them with the Lutheran Education Task Force. They may be mailed to the LEA offices (address above) or emailed to denise.rice@lea.org.
8. Clearly state your application procedures, selection process, selection requirements, and due dates to students. Make sure you communicate clearly with students.
9. Hold a selection meeting with the Faculty Panel. Notify students of selection or non-selection.
10. Hold an induction service.
11. Hold the first meeting. Elect officers, and discuss service projects and expectations of students.
12. Guide the chapter through the year's activities and projects.
13. File your chapter report with the LEA Task Force at the end of the year.
14. Pay affiliation dues for next year when billed.
15. If the chapter advisor or principal changes, inform the LEA Task Force for communication purposes.
16. If any policies are changed, file new policies with the LEA Task Force.