



Transferring an Established NJHS Chapter to 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. Complete the chapter application and mail it to Lutheran Education Association, 7400 Augusta, River Forest, IL 60305.
3. Pay the chapter application fee. Please send it in with your application form. 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 Task Force. They may be mailed to the LEA offices (address above) or emailed to denise.rice@lea.org
6. All students will transfer with your chapter.
7. Continue with your chapter activities as in the past.
8. File your chapter report with LEA Task Force at the end of the year.
9. Pay Affiliation dues for next year when billed.
10. If the chapter advisor or principal changes, inform LEA Task Force for communication purposes.
11. If any policies are changed, file new policies with LEA Task Force.