NATIONAL ART EDUCATION ASSOCIATION

NATIONAL ART HONOR SOCIETIES

2026–2027

CHAPTER HANDBOOK

AND RESOURCE CATALOG









Make the visual arts **more visible** at your school!

Top Row: Waynesville High School - Waynesville, MO
Bottom Row: Kerr High School - Houston, TX; Hillsboro Public School - Hillsboro, ND; Cre8sArt School - Fort Lee, NJ

2026–2027 NATIONAL ART HONOR SOCIETIES CHAPTER HANDBOOK





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Bottom Row: Robert H. Goddard High School - Roswell, NM; Curlew Creek Elementary - Palm Harbor, FL; Louis D Brandeis High School - San Antonio, TX.

What are the National Art Honor Societies?

Since 1978, the National Art Honor Society Programs have supported student members in their efforts to attain the highest standards in art scholarship, character, and service. The National Art Honor Society (NAHS), National Junior Art Honor Society (NJAHS), and National Elementary Art Honor Society (NEAHS) are more than "art clubs." Students are required to meet eligibility criteria for membership as detailed in your chapter's constitution and bylaws (see pages 10–13 for details).

NAHS: National Art Honor Society
Is for high school students.

NJAHS: National Junior Art Honor Society
Is for junior high and middle school students.

NEAHS: National Elementary Art Honor Society
Is for elementary school students.

What Do Student Members Receive?

Members of a National Art Honor Society chapter gain access to national recognition, unique opportunities, leadership experiences, and a network of more than 50,000 outstanding arts students worldwide, including:

- Scholarships
- National Awards
- National Juried Art Exhibit
- Publication of Artwork in *NAHS News*
- Leadership Opportunities, Including NAHS Student Ambassador Program
- Service Opportunities
- NAHS Merchandise & Resources
- Student Member ID Card
- Online Open Studio Conversations for Students
- NAHS Student Studio Day... and more!

What Do Chapter Sponsors Receive?

Sponsoring a National Art Honor Society chapter is a meaningful way to support your students while highlighting the innovation, skills, and academic achievements of your visual arts, design, and/or media arts program within your school and community. By starting a chapter, you can connect to:

- National Art Education Association Membership*
- National Awards
- NAHS Community on NAEA Collaborate (online sponsor network)
- Publication in *NAHS News*
- Global Recognition in Your School and Community
- NAHS Sponsor Digital Badge
- Access to NAHS chapter resources, including support for induction ceremonies, planning materials, and activity ideas
- Virtual and in-person sponsor meetups
- Opportunity to Apply to Serve on the NAHS National Council... and more!

HOW MUCH DOES A CHAPTER COST?

Each chapter must pay an annual sponsorship fee and student dues to be established or renewed.

Sponsorship Fee

A yearly sponsorship fee* is required and entitles the chapter sponsor to all the benefits of one active **NAEA membership**, as well as those of chapter sponsorship. Need to see the sponsor fee for your state? Reference the **chart here**.

Student Dues

Student dues are $5 per student per year.** Payment is due at the time of registration.

* The sponsorship fee is waived for sponsors who have an active NAEA membership valid through 6/30/2027. Cosponsors must also be active NAEA members.

** Student dues for NAHS and NJAHS chapters will be raised to $7 starting in the 2027–2028 school year. NEAHS student chapter dues will remain at $5.









Artwork from top: Addison Philippe, *Gardens of Sun-Kissed Skin* - Suitland High School, MD; Aerin Kim, *Outgrown* - Orangecube, South Korea; Anh-Minh Truong, *Everyone* - Byron Center West Middle School, MI; Gema Perez, *Tree of Growth* - Round Lake Middle School, IL

2026–2027 NATIONAL ART HONOR SOCIETIES CALENDAR

JULY

July 1: Official start of the 2026–2027 NAHS program year.

- Download the 2026–2027 Chapter Handbook.
- Renew an existing chapter or start a new chapter.
- Recruit and invite eligible members.
- Update and upload your Student Roster and Chapter Bylaws to your Chapter Profile.

AUGUST

Aug 4: Join our NAHS Interest Meeting

- Nominate a student ambassador for the NAHS National Council.
- Work with elected officers to plan your chapter's fall activities. Review our Chapter Activity Guide for ideas!
- Schedule chapter meetings. Use our Meeting Templates and Documents! Templates include Attendance Sign-In Sheet, Draft Agendas, and Slide Deck.

SEPTEMBER

Sept 1: Applications open for the National Art Honor Societies Council NJAHS Member-At-Large position (Middle Level).
Sept 8: Join our NAHS Interest Meeting.
Sept 14: NAHS National Student Council Ambassadors applications close.
Sept 13–19: Celebrate National Arts in Education Week!
Sept 15: NAHS State Leader Meeting.

- Participate in your school's activity or club fair on campus.

OCTOBER

Oct 6: Join our Sponsor Virtual Meetup.
Oct 28: Submissions open for the 2027 National Art Honor Societies Juried Art Exhibition.

- Host a chapter fund-raising and/or service event. Don't forget to take pictures to submit to *NAHS News*!
- Notify members of upcoming awards and scholarship opportunities.

NOVEMBER

Nov 1: Nomination deadline for the NAHS Rising Stars Secondary Recognition Award and the Outstanding NAHS, NJAHS, and NEAHS Sponsor Awards.
Nov 2: Deadline for NAHS Council Member-At-Large (Middle) position.
Nov 15: Deadline for submissions for the Winter 2027 issue of *NAHS News*.
Nov 19: Attend the virtual NAHS Artist Connections: Open Studio Conversation.

DECEMBER

- Hold an induction ceremony and register student members online through the NAHS Sponsor Portal. Register early to get the most out of your chapter membership!
- Host a chapter event or meeting to close out the semester. Review our Chapter Activity Guide for ideas!
- Remember to take pictures and tag us at @nationalarthonorsociety on our Instagram or Facebook pages!

JANUARY

Jan 26: NAHS State Leader Meeting.
Jan 31: Suggested deadline to register your chapter. All 2026–2027 chapters expire on June 30, 2027.

- Hold an officer meeting to plan spring activities. Check out our Community Service Art Lesson Plans for ideas!
- The Winter 2027 issue of *NAHS News* is published online.

FEBRUARY

Feb 2: Join our Sponsor Virtual Meetup.
Feb 19: National Art Honor Societies Juried Art Exhibition submission deadline.
Feb 20: NAHS Student Studio Day

- Place your resource order online for NAHS merchandise and allow 4 weeks for processing and delivery.
- Take photographs and start writing your chapter report for the Spring 2027 issue of *NAHS News*.

MARCH

March 4–6: Join us at the 2027 NAEA National Convention in New York, NY!
March 15: Deadline to submit materials for the Spring 2027 issue of *NAHS News*.
March 31: Deadline to submit a resource order using a school purchase order (PO). Review the PO guidelines.

- Celebrate Youth Art Month!
- Host a general members meeting and/or chapter activity.

APRIL

April 2: National Art Honor Societies Juried Exhibition opens (virtual only).
Apr 22: Attend the virtual NAHS Artist Connections: Open Studio Conversation.

- Hold an induction or awards ceremony and register new inductees online via the NAHS Sponsor Portal.
- Place your order for graduation regalia, and allow 4 weeks for processing and delivery.

MAY

May 1: NAHS National Student Council Ambassadors applications open

- The Spring 2027 issue of *NAHS News* is published online.
- Host an end-of-year celebration and acknowledge your graduating members. Share pictures on social media and tag us at @nationalarthonorsociety on our Instagram or Facebook pages!

JUNE–JULY

June 30: Deadline to submit your chapter's registration for the 2026–2027 program year. All chapter memberships expire on June 30, regardless of the date you registered your chapter.

- Hold officer elections for the 2027–2028 program year. Reference our Chapter Officer Duties and Responsibilities document for a list of suggested roles and expectations.

START A NEW CHAPTER

Follow these steps and guidelines for establishing a new National Art Honor Society chapter at your school.

1. Consult your administrator to ensure that initiating a National Art Honor Society chapter aligns with your school's policies. If you need help making the case for the value of starting a chapter, you can download a letter of encouragement.

2. Establish bylaws for your National Art Honor Society chapter. (See sample Bylaws on page 14.)

3. Invite qualifying students to join your chapter.

4. After you have your student roster finalized, register your chapter with NAEA. Sponsors can register their chapter in four easy ways:

- **Online:** Is your NAEA membership current through June 30? If not, click here to join or renew before establishing your chapter. If you're not yet an NAEA member, first create an NAEA account, and then click "Start a NEW" (not existing) National Art Honor Society Chapter.

  Watch this video tutorial to walk you through the online registration process.

- **Fax:** Print, complete, and fax the registration form to: 703-860-2960.
- **Mail:** Print and complete the registration form, then mail it with payment to: NAEA Member Services, PO Box 98361, Washington, DC 20090.
- **Email:** Print, complete, and email the registration form to nahs@arteducators.org.

5. Once processing is complete, a confirmation email will be sent to the sponsor's email address. Please note that these messages may sometimes be filtered into spam folders. The chapter will electronically receive a letter of acknowledgment and digital membership cards for each member. Chapters will also instantly have access to all other National Art Honor Society benefits.

Need to access our Taxpayer Identification Number? Download our NAEA W-9 form.

ALREADY HAVE A CHAPTER?

Renew your chapter registration for the 2026–27 school year.

Register your chapter at the start of each school year to maintain active status. Chapter membership expires on June 30 each year, regardless of a chapter's date of registration. If you are a new sponsor or cosponsor for an existing chapter, please contact NAEA Member Services for support.

1. After you have your student roster finalized, renew your chapter registration with NAEA. Sponsors can register their chapter in four easy ways:

- **Online:** Click here to log in to your online account and renew your chapter. If you are a new sponsor for an existing chapter, first contact NAEA Member Services at nahs@arteducators.org to be connected with your chapter in order to proceed with online registration.

  Watch this video tutorial to walk you through the entire online registration process.

- **Fax:** Print, complete, and fax the registration form to: 703-860-2960.
- **Mail:** Print and complete the registration form, then mail it with payment to: NAEA Member Services, PO Box 98361, Washington, DC 20090.
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Student Membership Cards: After registering your chapter, you will receive an email with a file containing the digital membership cards for your student members for the program year. We have moved from physical to digital membership cards to create a more efficient and environmentally friendly process.

If you need physical copies, please email nahs@arteducators.org to request them. Please allow up to 4 weeks for delivery by mail. Certificates are also available for purchase through the NAHS store.

Do you have questions?
See our detailed FAQ here.

Need to register by submitting a form instead of online?
Download the NAHS/NJAHS registration form and student roster.

Need to see the sponsor fee for your state?
Reference the chart here.

STUDENT & SPONSOR OPPORTUNITIES

This is what it's all about! Student members and registered chapter sponsors have access to outstanding opportunities for recognition and more.

NAHS News: Get Published Internationally

NAHS News is published twice yearly and available as a full-color, dynamic, digital publication to all. Chapters can submit images of student artwork and the chapter in action, as well as a chapter report to share all that you've accomplished. It's also full of great ideas from other chapters. **See recent issues here**.



How to submit:

1. **Write a brief report** (400 words or less) of what your chapter is up to—this can include activities, fund-raising, projects, and/or community outreach.
2. **Choose up to 2 chapter photos** (images of students, activities, projects, etc.) and 5 images of student artwork (include a photo of the artwork only—no students in frame).
3. **Complete the online submission form** and upload your image attachments. You'll receive an automatic email confirmation after submitting the form.

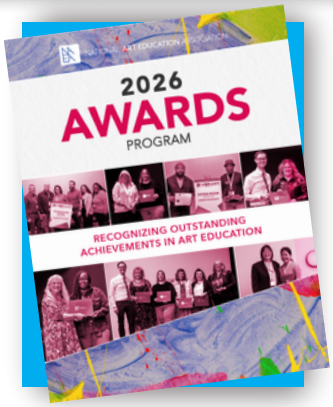
Submission Deadlines: November 15 (Winter Issue) and March 15 (Spring Issue)

Note: NAEA reserves the right to use *NAHS News* submissions in NAEA/NAHS publications, promotions, and social media. By submitting artwork, articles, and chapter photographs, you give NAEA permission to publish this media internationally.

NAEA Awards

Download the 2027 NAEA Awards Program Booklet for details on all awards and required nomination materials.

NAEA award nominations are due November 1, 2026.



Rising Star Secondary Recognition Program

Promotes art education as a career by recognizing up to 50 talented, active NAHS members each year.

Outstanding NAHS Sponsor Award

This award recognizes the dedication of an NAEA member who sponsors an outstanding NAHS chapter.

Outstanding NJAHS Sponsor Award

Recognizes the dedication of an NAEA member who sponsors an outstanding NJAHS chapter.

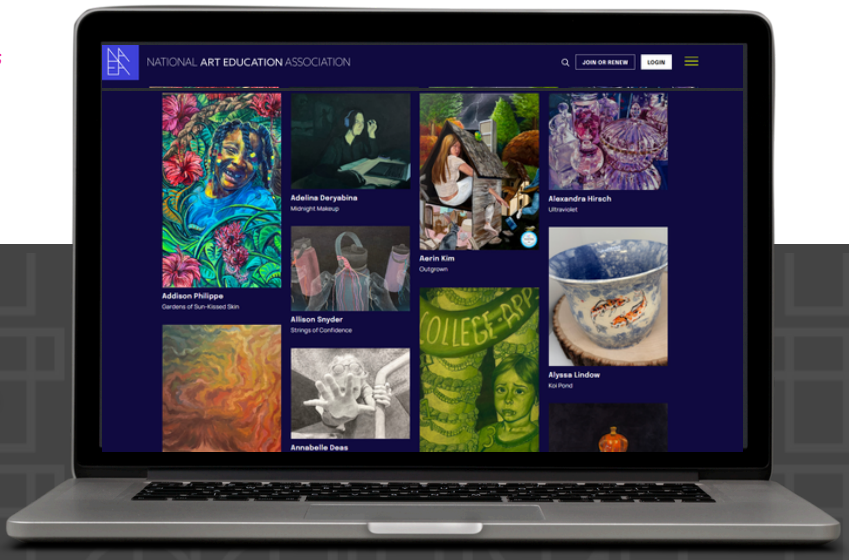
Outstanding NEAHS Sponsor Award

Recognizes the dedication of an NAEA member who sponsors an outstanding NEAHS chapter.

2027 National Art Honor Societies Virtual Juried Exhibition

Submissions Open: Wednesday, December 2, 2026
Deadline: Friday, February 19, 2027
Exhibit Dates: April 1–August 31, 2027

National Art Honor Society chapter members are invited to submit artwork for consideration in the 2027 virtual Juried Exhibition.



This annual exhibition showcases the talent of NAHS, NJAHS, and NEAHS student members and is viewed by visual arts education professionals, creative leaders, and students from around the world. Chapter sponsors submit entries digitally, and all work is reviewed by higher education visual arts professionals. Learn more here.

STUDENT OPPORTUNITIES

Continued list of opportunities for all National Art Honor Society student members.

National Art Honor Societies Student Council Ambassadors

NAHS and NJAHS students are invited to apply for the volunteer leadership position of Student Ambassador on the National Art Honor Societies Student Council. NAEA is seeking applications from chapter members who are interested in serving in this role.

Council members will meet virtually, cohost Open Studio Conversations, lead Saturday Student Studio workshops, and advise NAEA on National Art Honor Society program policies. This opportunity is designed for students who demonstrate strong leadership, a commitment to art scholarship, character, and service, and a passion for supporting the program.

Nominations must be submitted online by September 14, 2026. Visit our website for more details and submit your student for nomination.

Artist Connections: Open Studio Conversations

Artist Connections is an exclusive online series for students who are members of a National Art Honor Societies chapter. Each session begins with a 30-minute artist talk, followed by a 30-minute Q and A led by National Art Honor Society Student Council Ambassadors. This series offers students the opportunity to engage directly with professional artists and learn from their work and experiences.

Each session also includes instructional materials that sponsors can use for discussion and preparation prior to the event. Programs are held live via Zoom, and recordings are made available for chapter sponsors to view on demand or share during chapter meetings. View past recordings in our Professional Learning Studio.

2026–2027 Open Studio Conversation Dates:

- **Fall**: Thursday, November 19, 2026, 7:00 pm–8:00 pm ET
- **Spring**: Thursday, April 22, 2027, 7:00 pm–8:00 pm ET

NAHS Saturday Student Studio Day: Connect and Create

Join us for the National Art Honor Societies Student Studio Day, a global online event designed to inspire creativity and connection among National Art Honor Society students. This student-led experience begins with opening remarks from Student Council Ambassadors, followed by interactive, hands-on workshops led by NAHS students and sponsors. Participants can choose a session to try new techniques and materials while creating alongside peers. Don't miss this opportunity to connect and create with students worldwide!

2027 NAHS Saturday Student Studio Day Date: Saturday, February 20, 2027, 12:00–1:30 pm ET







Chapters from left: Mercy Academy - Louisville, KY; Osceola County School For The Arts - Kissimmee, FL; Whitehorse High School - Montezuma Creek, UT

SPONSOR OPPORTUNITIES

Continued list of opportunities for all National Art Honor Society chapter sponsors.

Member-at-Large for the National Art Honor Societies National Council

NAHS, NJAHS, and NEAHS sponsors are invited to apply for the volunteer leadership role of Member-at-Large on the National Art Honor Societies National Council. The Council includes the NAEA Associate Director of Programs and Creative Engagement, the Secondary Division Director, the Middle Level Division Director, the Elementary Level Division Director, and three Members-at-Large—one representing Secondary NAHS sponsors, one representing Middle Level NJAHS sponsors, and one representing Elementary NEAHS sponsors. All positions are 2-year terms.

Applications for the NJAHS Member-at-Large position will open on September 1, 2026 and close on November 2, 2026. Applications for the NAHS and NEAHS Member-at-Large positions will open on September 1, 2027. Learn more on the NAEA website.

National Art Honor Society State Leaders

Does your state have a National Art Honor Society representative? National Art Honor Society State Leaders play an important role in strengthening and expanding chapters at the state level while building connections among sponsors and students. This group meets biannually to share program updates, discuss state-level initiatives, and support collaboration across National Art Honor Society chapters nationwide.

If you are interested in becoming a National Art Honor Society State Leader, email Paula Liz, NAEA's Associate Director of Programs and Creative Engagement, at Pliz@arteducators.org for more information, to find out if your state currently has a representative, and to learn about next steps.

National Art Honor Society Interest Meetings

Are you interested in starting a chapter of the National Art Honor Society at your school but are unsure of where to begin? Join us for an interactive meeting designed to kickstart your journey! These sessions will feature an overview of the National Art Honor Societies program, a step-by-step guide to starting a chapter, and a dedicated Q and A session. We're here to support you!

2026 National Art Honor Societies Interest Meeting Dates:

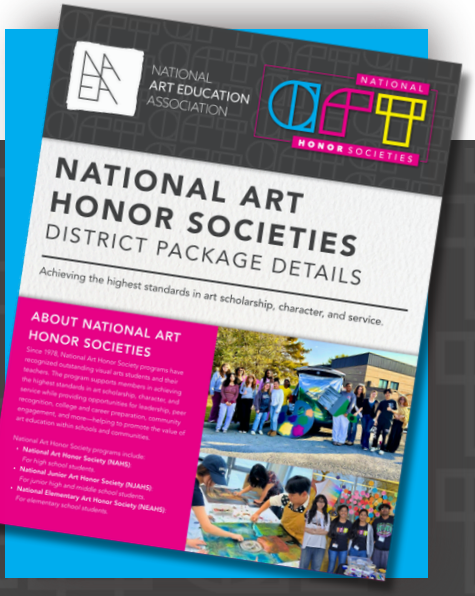
- Tuesday, August 4, 2026, 7:00 pm–8:00 pm ET. | Register Here!
- Tuesday, September 8, 2026, 7:00 pm–8:00 pm ET | Register Here!

National Art Honor Society Sponsors Virtual Meetups

Calling all National Art Honor Society sponsors! Connect with fellow sponsors from around the world in these interactive virtual meetups. During these meetings, we'll break into small groups to discuss a variety of topics that matter to you and your students—such as community service art projects, fund-raising, student opportunities, leadership, governance, and more! You'll be able to choose the conversation that interests you most, share your experiences, and gather inspiration from others. Whether you're an experienced sponsor or just starting out, these meetups provide a welcoming space for networking, learning, and growing together as leaders in art education.

National Art Honor Society Sponsors Virtual Meetups Dates:

- Tuesday, October 6, 2026, 7:00 pm–8:00 pm ET | Register Here!
- Tuesday, February 2, 2027, 7:00 pm–8:00 pm ET | Register Here!



NAHS District Packages

National Art Honor Society District Packages offer a streamlined alternative to registering chapters individually across your district. Through a single, centralized process, districts can manage registration and payment for all participating schools, reducing administrative workload and improving oversight of student participation.

For more information about NAHS District Packages, visit our website or email Paula Liz at Pliz@arteducators.org.

NAHS SCHOLARSHIPS

A growing number of institutions offer scholarships to NAHS juniors and seniors who will be attending their schools.

Columbus College of Art and Design

CCAD offers scholarships to National Art Honor Society certificate holders who submit certificates to the college.

- Certificate holders are eligible for $4,000 tuition scholarships ($1,000 per year for 4 years).
- National Art Honor Society–related scholarships are coordinated with other financial aid awards.

For more information and deadlines, visit www.ccad.edu

College for Creative Studies

The College for Creative Studies is pleased to announce the availability of 20 merit-based scholarships, each valued at $4,000. These scholarships are disbursed at a rate of $1,000 per year for a duration of 4 years. These scholarships are exclusively available to high school seniors who hold membership in the National Art Honor Society.

To secure this scholarship award, candidates are required to submit their National Art Honor Society certificate as part of the application process.

For additional details and application instructions, please visit the College for Creative Studies scholarship page or contact: aarmand@ccsdetroit.edu

The scholarships listed on this page are not offered through NAEA or its subsidiaries. The scholarship and award selection process is at the discretion of each individual institution.

Fashion Institute of Design & Merchandising

National Art Honor Society Member Scholarship (High School Juniors and Seniors) The National Art Honor Society (NAHS) was established to recognize high school students for their dedication to the arts. Students with active NAHS membership are eligible to receive a $1,500 scholarship.

Renewable for up to 4 years with 3.0 GPA at FIDM and consecutive attendance. Students must also maintain 12 units quarterly to qualify for scholarship renewal. Students may qualify for more than one scholarship but not to exceed the cost of tuition, books, and supplies.

National Art Honor Society Special Recognition Scholarship (High School Juniors and Seniors) Students who have their work shown in a NAHS juried exhibition may receive an additional one-time $1,500 scholarship. Nonrenewable.

For more information about the scholarship application requirements and deadlines, please visit: www.fidm.edu







Chapters from top: Prospect Ridge Academy Middle School - Broomfield, CO; Padua Franiciscan High School - Parma, OH; Herbert Henry Dow High School - Midland, MI

MAKE YOUR CHAPTER SHINE!

Starting a new chapter? Check out our outline with steps on how to get started!

9 TIPS FOR CHAPTER SUCCESS

1. **Art Education Workshops**: Conduct art workshops for local elementary students, providing hands-on art experiences and fostering creativity.
2. **Artist-in-Residence Program:** Invite local artists to meet with your chapter in person or virtually.
3. **Business Collaborations:** Partner with local art-related businesses to create joint projects, exhibitions, or campaigns that benefit students and the community.
4. **Career Exploration:** Share information on various art-related careers, and organize talks or workshops with professionals in the arts to inspire students and offer insights into potential career paths.
5. **Communications:** Have a regular column in the school newspaper or PTA newsletter concerning chapter activities. Take photos and submit highlights to *NAHS News*.
6. **Community Art Projects:** Incorporate community art service-learning projects into your chapter to foster creativity and positively impact the broader community. View our Chapter Resources for ideas.
7. **Museum Outreach:** Plan field trips to museums and galleries, where students can appreciate art and engage with the local artistic community and curators to learn about curation and exhibition.
8. **Social Justice Art:** Encourage students to create art that raises awareness about community issues and organize exhibitions or campaigns to promote positive change.
9. **Website and Social Media:** Create a website and active social media presence for your chapter, showcasing ongoing projects, events, student art, and accomplishments to engage the community and build support.

Need some inspiration?

Check out what chapters around the world are doing in the latest issues of *NAHS News* and visit our @nationalarthonorsociety Instagram and Facebook pages!

National Art Honor Societies on Social Media!

Be inspired by and connected to National Art Honor Society chapters worldwide while sharing all that your chapter is doing. When you post on Instagram or Facebook, be sure to use the following tags:

#arthonorsociety #nationalarthonorsociety #NAHS #nationaljuniorarthonorsociety #NJAHS #nationalelementaryarthonorsociety #NEAHS.



FUND-RAISING IDEAS

1. **Hold a silent art auction** of original student artwork or reproductions.
2. **Design and sell school spirit items** such as T-shirts, hoodies, ball caps, water bottles, or sketchbooks.
3. **Create and sell a calendar** featuring member artwork.
4. **Set up a game night**. Give participants the opportunity to play and win unique art prizes.
5. **Sketch and sell caricatures** during lunch, athletic games, or community events.
6. **Host in-person or virtual art lessons**. Invite the community to take part in art education taught by student members. Accept donations for attendance.
7. **Create and sell craft items** for holidays (Halloween, Valentine's Day, etc.).
8. **Host a gift basket sale or raffle**. Take the gift baskets to a whole new level by adding personalized works of art!
9. **Design and sell a local coupon book** by working with local shops, restaurants, and/or stores.
10. **Create and sell a children's activity or a recipe book** illustrated and written by members.
11. **Take part in a restaurant fund-raiser night**. Work with a local restaurant so that part of the proceeds are donated back to the school.
12. **Create (or purchase) and sell graduation yard signs** for graduating seniors on campus.
13. **Have students refurbish and hand-paint used furniture**, such as wooden chairs, to create unique auction pieces.

Chapter from top: Belmont High School - Belmont, MA

ROLES & RESPONSIBILITIES OF NAHS CHAPTER MEMBERS

Establishing clear roles and responsibilities for National Art Honor Society chapters is crucial for their success and efficiency. It ensures that each member understands their specific duties, promoting accountability and effective collaboration. Clear roles also facilitate smooth operations, help prevent misunderstandings, and enable the chapter to achieve its goals by leveraging its members' strengths and skills. Ultimately, well-defined responsibilities foster a professional and organized environment that benefits all members and enhances the chapter's impact. Below is a list of suggested roles and responsibilities. Please note that these are not mandated or required; each institution may organize its roles and responsibilities as needed.

NATIONAL ART HONOR SOCIETY SPONSORS

- **NAEA Member:** Must be an active NAEA member in good standing.
- **Guidance and Mentorship:** Provide advice and support to chapter officers and members.
- **Oversight and Compliance:** Ensure the chapter adheres to the National Art Honor Society Constitution guidelines and school regulations.
- **Supervision:** Approve and supervise chapter meetings, activities, and events.
- **Membership:** Recommend members to join the National Art Honor Society chapter. Criteria used to determine membership selection shall be set forth in the chapter's bylaws.

ELECTED STUDENT OFFICERS AND/OR LEADERS

- **Planning:** Lead chapter meetings and set agendas.
- **Representation:** Represent the chapter at school and NAEA events.
- **Activities and Events:** Coordinate with National Art Honor Society sponsors and oversee all chapter activities. Organize and manage chapter events.
- **Connect:** Liaise with other school organizations and external partners.
- **Record Keeping:** Maintain accurate records of meetings, including minutes and attendance.
- **Communications:** Handle chapter correspondence and communications.
- **Membership:** Keep an updated member roster and manage chapter documentation.
- **Finances:** Maintain the chapter's finances, including budgeting, fund-raising, and expense tracking.
- **Promotion:** Promote chapter events and activities through social media and other communication channels. Design and distribute promotional materials.

NATIONAL ART HONOR SOCIETY CHAPTER MEMBERS

- **Active Participation:** Attend meetings regularly and engage in chapter events and activities.
- **Committee Involvement:** Serve on committees to help plan and execute chapter projects and initiatives.
- **Advocacy and Outreach:** Promote the importance of art education within the school and community.
- **Support and Collaboration:** Work collaboratively with other members and officers to achieve the chapter's goals and mission.







Chapters from left: Villa Joseph Marie High School - Holland, PA; All Saints Academy - Winter Haven, FL; Pocono Mountain West High School - Mount Pocono, PA

DUTIES & RESPONSIBILITIES OF CHAPTER OFFICERS

Each officer plays a crucial role in the successful functioning and growth of their National Art Honor Society chapter, working together to promote artistic excellence, community engagement, and a vibrant artistic community. The following is a list of suggested Chapter Officers and descriptions of duties and responsibilities. Some chapters choose to have leadership commissions or teams rather than officers. Please use and adapt to meet the needs of your school and chapter.

President

- **Provide leadership** and direction to the chapter.
- **Oversee chapter** meetings and activities.
- **Collaborate** with other officers and members to plan events and initiatives.
- **Represent** the chapter at school and community events.
- **Serve as a student liaison** between the chapter and school administration.

Secretary

- **Maintain accurate records** of chapter meetings, activities, and attendance.
- **Handle communication** and correspondence for the chapter.
- **Assist in documenting** and sharing information about chapter events and achievements.
- **Ensure communication** so chapter members are informed about upcoming events and opportunities.

Vice President

- **Support** the President in their duties and responsibilities. Assume the President's role in their absence.
- **Assist** in organizing and coordinating chapter activities and projects.
- **Encourage active participation** among chapter members.
- **Foster** a positive and inclusive atmosphere within the chapter.

Treasurer

- **Manage the chapter's finances** and budgets.
- **Keep track** of expenses and maintain financial records.
- **Work with** the chapter sponsor to ensure financial transparency and accountability.
- **Assist in fund-raising** efforts for chapter projects and activities.

Other Officers and Leadership Members

Additional officers may be necessary depending on the chapter's size and level of involvement. These officers may be assigned as needed, elected by the members, or combined with the duties of other officers. Some additional officers in chapters may be:

Historian/Parliamentarian

- **Document** and preserve records of chapter events and activities through photographs, videos, and written accounts.
- **Create** and maintain a visual or digital archive of the chapter's accomplishments.
- **Compile materials** for *NAHS News* showcasing the chapter's achievements.
- **Collaborate** with the Secretary to ensure accurate documentation of events and milestones.

Chair for Activities

- **Coordinate** and plan various art-related events and activities for the chapter, such as workshops, fund-raisers, and exhibitions.
- **Collaborate** with local organizations to plan and execute art-related community service projects.
- **Organize and manage** event logistics, such as creating schedules, securing venues, and coordinating with vendors or guest artists.
- **Promote events** through effective communication and collaboration with the Public Relations Officer.

Chair for Public Relations

- **Promote** the chapter's activities and events within the school and the community.
- **Utilize social media** and other communication channels to raise awareness about the chapter's initiatives.
- **Design promotional materials** and announcements for chapter events.
- **Collaborate** with school media or press outlets to feature the chapter's achievements.

Chair for Awards and Ceremonies

- **Communicate award details** to chapter members and sponsors.
- **Collaborate** with committee members to coordinate award selections and nominations.
- **Lead the planning** for member induction and awards ceremonies, overseeing logistics and scheduling.
- **Nominate members** for the NAEA Rising Star awards and Outstanding National Art Honor Society Sponsor awards.

NAHS CONSTITUTION

National Art Honor Society | For High School Students

Article I: Name and Purpose

Section 1. The name of this chapter shall be the _____ Chapter of the National Art Honor Society.
Section 2. The purpose of the chapter shall be to:

- A. Inspire and recognize those students who have shown outstanding ability in art;
- B. Foster excellence and a dedicated spirit to the pursuit of art;
- C. Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment;
- D. Aid members in working toward the attainment of their highest potential in an art area;
- E. Bring art to the attention of the school and community;
- F. Increase an awareness of art in relation to other areas of the school curriculum; and
- G. Further aesthetic awareness in all aspects of the school's total program.

Article II: Local Chapters

Section 1. Public, charter, private, and virtual schools; homeschool networks; and community-based nonprofit art organizations are eligible to apply for charter through the National Art Education Association (NAEA).

Article III: Membership

Section 1. Membership in this chapter shall be based upon art scholarship, service, and character.
Section 2. To be eligible for selection to membership in this chapter, the candidate must be a high school student and have completed a period equivalent to 1 semester of art in this school.
Section 3. An eligible candidate shall have a minimum art scholarship average of B, or this school's equivalent. This is the national minimum standard of achievement required for eligibility and shall remain fixed.
Section 4. Members may remain active during such time when there is no art on their class schedule.
Section 5. Students enrolled in homeschool on a full-time basis and who meet all other eligibility requirements may be considered for NAHS membership.

Article IV: Selection of Members

Section 1. The selection of members to this chapter of the National Art Honor Society shall be by recommendation from the art faculty members of this school who are members in good standing of the National Art Education Association (NAEA). Criteria used to determine membership selection beyond faculty recommendation shall be set forth in this chapter's bylaws.
Section 2. Any member who falls below the standards that are the basis for selection shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as the basis for selection to the Society, the case shall be passed upon by the chapter council.
Section 3. When a member is dismissed, they must be notified and the membership card returned to the Society sponsor.
Section 4. An active member of the National Art Honor Society who transfers from this school will be given a letter indicating the status of their membership, signed by the sponsor and principal.
Section 5. An active member of the National Art Honor Society who transfers to this school will be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.
Section 6. NAEA does not participate in matters of member nonselection or dismissal.

Article V: Officers

Section 1. The officers of this chapter shall be President, Vice President, Secretary, Treasurer (these could be combined), Historian/ Parliamentarian, Chair for Awards and Ceremonies, Chair for Public Relations, and Chair for Activities.
Section 2. A majority of votes cast shall be necessary to elect any officer of this chapter.
Section 3. It shall be the duty of the President to preside at the meetings of this chapter.
Section 4. The Vice President shall preside in the absence of the President and serve as the chapter's Program Chair.
Section 5. The chapter Secretary shall keep the minutes of the meetings, a record of all business, and all records on file.
Section 6. The Treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.
Section 7. A chapter council shall consist of the Chapter President, Vice President, Secretary, Treasurer, and the Chapter Sponsor.

Article VI: Supervision

Section 1. An art faculty member (sponsor) shall be designated to supervise and provide guidance for this chapter on a daily basis.
Section 2. The sponsor shall be a member of the art faculty employed by the school.
Section 3. The post of sponsor shall be voluntary.
Section 4. The sponsors must be National Art Education Association members in good standing.
Section 5. The activities of this chapter will be subject to the approval of the sponsor and the principal. The principal shall have the final right to approve all activities and decisions of this chapter.

Article VII: Meetings

Section 1. The regular meetings of this chapter shall be held during the school year on days designated by the chapter council and approved by the principal.
Section 2. The officers of the chapter shall be elected at the last regular meeting of the year.
Section 3. Special meetings, approved by the chapter council, may be called by the President.
Section 4. All meetings shall be open meetings and shall be held under the supervision of the sponsor.
Section 5. This chapter shall conduct its meetings according to *Robert's Rules of Order, Newly Revised,* in all points not expressly provided for in the constitution of this chapter.

Article VIII: Membership Fees

Section 1. A yearly NAHS membership fee of $5 per student shall be forwarded to the National Art Honor Society at the NAEA National Office.
Section 2. A yearly school sponsorship fee is required for each NAHS chapter and entitles the chapter sponsor to all the rights and privileges of one active NAEA membership, including all NAEA member and NAHS chapter benefits. The school sponsorship fee is waived for sponsors who are already active NAEA members. Cosponsors must be active NAEA members.
Section 3. School sponsorship fees and student membership fees may be paid by the individual, school, community group, or agency. Fees and registration forms must be submitted to NAEA by the chapter sponsor.
Section 4. School sponsorship and student membership fees are nonrefundable and nontransferable.
Section 5. Local chapters may establish and collect annual dues at their discretion for local operating expenses.

Article IX: Bylaws

Section 1. A chapter may wish to include bylaws to amplify sections of its constitution. Bylaws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution.
Section 2. A current copy of the local chapter bylaws must be filed with the NAEA Office.

Article X: The National Council

Section 1. The National Council shall be: the Secondary Division Director, the Middle Level Division Director, and two Members-at-Large from the general Secondary and Middle Level membership of NAEA. Members-at-Large shall be appointed by the NAEA President. The NAEA Executive Director shall be an ex-officio member.
Section 2. Terms of office for members of the National Council shall be 2 years.

Article XI: Constitution

Section 1. NAEA reserves the right to amend this constitution based on input from the NAEA staff and the National Council.

NATIONAL ART HONOR SOCIETY

NJAHS CONSTITUTION

National Junior Art Honor Society | For Middle/Junior High Students

Article I: Name and Purpose

Section 1. The name of this chapter shall be the _____ Chapter of the National Junior Art Honor Society.
Section 2. The purpose of the chapter shall be to:

- A. Inspire and recognize those students who have shown outstanding ability in art;
- B. Foster excellence and a dedicated spirit to the pursuit of art;
- C. Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment;
- D. Aid members in working toward the attainment of their highest potential in an art area;
- E. Bring art to the attention of the school and community;
- F. Increase an awareness of art in relation to other areas of the school curriculum; and
- G. Further aesthetic awareness in all aspects of the school's total program.

Article II: Local Chapters

Section 1. Public, charter, private, and virtual schools; homeschool networks; and community-based nonprofit art organizations are eligible to apply for charter through the National Art Education Association (NAEA).

Article III: Membership

Section 1. Membership in this chapter shall be based upon art scholarship, service, and character.
Section 2. To be eligible for selection to membership in this chapter, the candidate must be a middle/junior high school student enrolled in this school and have completed a period equivalent to 1 semester of art in this school.
Section 3. An eligible candidate shall have a minimum art scholarship average of B, or this school's equivalent. This is the national minimum standard of achievement required for eligibility and shall remain fixed.

Section 4. Members may remain active during such time when there is no art on their class schedule.
Section 5. Students enrolled in homeschool on a full-time basis and who meet all other eligibility requirements may be considered for NJAHS membership.

Article IV: Selection of Members

Section 1. The selection of members to this chapter of the National Junior Art Honor Society shall be by recommendation from the art faculty members of this school who are members in good standing of the National Art Education Association (NAEA). Criteria used to determine membership selection beyond faculty recommendation shall be set forth in this chapter's bylaws.
Section 2. Any member who falls below the standards that are the basis for selection shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as the basis for selection to the Society, the case shall be passed upon by the chapter council.
Section 3. When a member is dismissed, they must be notified and the membership card returned to the Society sponsor.
Section 4. An active member of the National Junior Art Honor Society who transfers from this school will be given a letter indicating the status of their membership, signed by the sponsor and principal.
Section 5. An active member of the National Junior Art Honor Society who transfers to this school will be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.
Section 6. NAEA does not participate in matters of member nonselection or dismissal.

Article V: Officers

Section 1. The officers of this chapter shall be President, Vice President, Secretary, Treasurer (these could be combined), Historian/Parliamentarian, Chair for Awards and Ceremonies, Chair for Public Relations, and Chair for Activities.
Section 2. A majority of votes cast shall be necessary to elect any officer of this chapter.
Section 3. It shall be the duty of the President to preside at the meetings of this chapter.
Section 4. The Vice President shall preside in the absence of the President and serve as the chapter's Program Chair.
Section 5. The chapter Secretary shall keep the minutes of the meetings, a record of all business, and all records on file.
Section 6. The Treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.
Section 7. A chapter council shall consist of the Chapter President, Vice President, Secretary, Treasurer, and the Chapter Sponsor.

Article VI: Supervision

Section 1. An art faculty member (sponsor) shall be designated to supervise and provide guidance for this chapter on a daily basis.
Section 2. The sponsor shall be a member of the art faculty employed by the school.
Section 3. The post of sponsor shall be voluntary.
Section 4. The sponsors must be National Art Education Association members in good standing.
Section 5. The activities of this chapter will be subject to the approval of the sponsor and the principal. The principal shall have the final right to approve all activities and decisions of this chapter.

Article VII: Meetings

Section 1. The regular meetings of this chapter shall be held during the school year on days designated by the chapter council and approved by the principal.
Section 2. The officers of the chapter shall be elected at the last regular meeting of the year.
Section 3. Special meetings, approved by the chapter council, may be called by the President.
Section 4. All meetings shall be open meetings and shall be held under the supervision of the sponsor.
Section 5. This chapter shall conduct its meetings according to *Robert's Rules of Order, Newly Revised,* in all points not expressly provided for in the constitution of this chapter.

Article VIII: Membership Fees

Section 1. A yearly NAHS membership fee of $5 per student shall be forwarded to the National Art Honor Society at the NAEA National Office.
Section 2. A yearly school sponsorship fee is required for each NJAHS chapter and entitles the chapter sponsor to all the rights and privileges of one active NAEA membership, including all NAEA member and NAHS chapter benefits. The school sponsorship fee is waived for sponsors who are already active NAEA members. Cosponsors must be active NAEA members.
Section 3. School sponsorship fees and student membership fees may be paid by the individual, school, community group, or agency. Fees and registration forms must be submitted to NAEA by the chapter sponsor.
Section 4. School sponsorship and student membership fees are nonrefundable and nontransferable.
Section 5. Local chapters may establish and collect annual dues at their discretion for local operating expenses.

Article IX: Bylaws

Section 1. A chapter may wish to include bylaws to amplify sections of its constitution. Bylaws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution.
Section 2. A current copy of the local chapter bylaws must be filed with the NAEA Office.

Article X: The National Council

Section 1. The National Council shall be: the Secondary Division Director, the Middle Level Division Director, and two Members-at-Large from the general Secondary and Middle Level membership of NAEA. Members-at-Large shall be appointed by the NAEA President. The NAEA Executive Director shall be an ex-officio member.
Section 2. Terms of office for members of the National Council shall be 2 years.

Article XI: Constitution

Section 1. NAEA reserves the right to amend this constitution based on input from the NAEA staff and the National Council.

NATIONAL JUNIOR HONOR SOCIETY

NEAHS CONSTITUTION

National Elementary Art Honor Society | For Elementary School Students

Article I: Name and Purpose

Section 1. The name of this chapter shall be the _____ Chapter of the National Elementary Art Honor Society.
Section 2. The purpose of the chapter shall be to:

- A. Inspire and recognize those students who have shown outstanding ability in art;
- B. Foster excellence and a dedicated spirit to the pursuit of art;
- C. Further creative abilities and talents of the Society's members, as well as the school's entire student art enrollment;
- D. Aid members in working toward the attainment of their highest potential in an art area;
- E. Bring art to the attention of the school and community;
- F. Increase an awareness of art in relation to other areas of the school curriculum; and
- G. Further aesthetic awareness in all aspects of the school's total program.

Article II: Local Chapters

Section 1. Public, charter, private, and virtual schools; homeschool networks; and community-based nonprofit art organizations are eligible to apply for charter through the National Art Education Association (NAEA).

Article III: Membership

Section 1. Membership in this chapter shall be based upon art scholarship, service, and character.
Section 2. To be eligible for selection to membership in this chapter, the candidate must be an elementary school student enrolled in this school and have completed a period equivalent to 1 semester of art in this school.
Section 3. An eligible candidate shall have a minimum art scholarship average of B, or this school's equivalent. This is the national minimum standard of achievement required for eligibility and shall remain fixed.

Section 4. Members may remain active during such time when there is no art on their class schedule.
Section 5. Students enrolled in homeschool on a full-time basis and who meet all other eligibility requirements may be considered for NEAHS membership.

Article IV: Selection of Members

Section 1. The selection of members to this chapter of the National Elementary Art Honor Society shall be by recommendation from the art faculty members of this school who are members in good standing of the National Art Education Association (NAEA). Criteria used to determine membership selection beyond faculty recommendation shall be set forth in this chapter's bylaws.
Section 2. Any member who falls below the standards that are the basis for selection shall be promptly warned. If during the next regular marking period of the school, the member fails to meet the standards used as the basis for selection to the Society, the case shall be passed upon by the chapter council.
Section 3. When a member is dismissed, they must be notified and the membership card returned to the Society sponsor.
Section 4. An active member of the National Elementary Art Honor Society who transfers from this school will be given a letter indicating the status of their membership, signed by the sponsor and principal.
Section 5. An active member of the National Elementary Art Honor Society who transfers to this school will be accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain membership.
Section 6. NAEA does not participate in matters of member nonselection or dismissal.

Article V: Officers

Section 1. The officers of this chapter shall be President, Vice President, Secretary, Treasurer (these could be combined), Historian/Parliamentarian, Chair for Awards and Ceremonies, Chair for Public Relations, and Chair for Activities.
Section 2. A majority of votes cast shall be necessary to elect any officer of this chapter.
Section 3. It shall be the duty of the President to preside at the meetings of this chapter.
Section 4. The Vice President shall preside in the absence of the President and serve as the chapter's Program Chair.
Section 5. The chapter Secretary shall keep the minutes of the meetings, a record of all business, and all records on file.
Section 6. The Treasurer shall receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations.
Section 7. A chapter council shall consist of the Chapter President, Vice President, Secretary, Treasurer, and the Chapter Sponsor.

Article VI: Supervision

Section 1. An art faculty member (sponsor) shall be designated to supervise and provide guidance for this chapter on a daily basis.
Section 2. The sponsor shall be a member of the art faculty employed by the school.
Section 3. The post of sponsor shall be voluntary.
Section 4. The sponsors must be National Art Education Association members in good standing.
Section 5. The activities of this chapter will be subject to the approval of the sponsor and the principal. The principal shall have the final right to approve all activities and decisions of this chapter.

Article VII: Meetings

Section 1. The regular meetings of this chapter shall be held during the school year on days designated by the chapter council and approved by the principal.
Section 2. The officers of the chapter shall be elected at the last regular meeting of the year.
Section 3. Special meetings, approved by the chapter council, may be called by the President.
Section 4. All meetings shall be open meetings and shall be held under the supervision of the sponsor.
Section 5. This chapter shall conduct its meetings according to *Robert's Rules of Order, Newly Revised,* in all points not expressly provided for in the constitution of this chapter.

Article VIII: Membership Fees

Section 1. A yearly NAHS membership fee of $5 per student shall be forwarded to the National Art Honor Society at the NAEA National Office.
Section 2. A yearly school sponsorship fee is required for each NEAHS chapter and entitles the chapter sponsor to all the rights and privileges of one active NAEA membership, including all NAEA member and NAHS chapter benefits. The school sponsorship fee is waived for sponsors who are already active NAEA members. Cosponsors must be active NAEA members.
Section 3. School sponsorship fees and student membership fees may be paid by the individual, school, community group, or agency. Fees and registration forms must be submitted to NAEA by the chapter sponsor.
Section 4. School sponsorship and student membership fees are nonrefundable and nontransferable.
Section 5. Local chapters may establish and collect annual dues at their discretion for local operating expenses.

Article IX: Bylaws

Section 1. A chapter may wish to include bylaws to amplify sections of its constitution. Bylaws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution.
Section 2. A current copy of the local chapter bylaws must be filed with the NAEA Office.

Article X: The National Council

Section 1. The National Council shall be: the Secondary Division Director, the Middle Level Division Director, and two Members-at-Large from the general Secondary and Middle Level membership of NAEA. Members-at-Large shall be appointed by the NAEA President. The NAEA Executive Director shall be an ex-officio member.
Section 2. Terms of office for members of the National Council shall be 2 years.

Article XI: Constitution

Section 1. NAEA reserves the right to amend this constitution based on input from the NAEA staff and the National Council.

NATIONAL ELEMENTARY ART HONOR SOCIETY

SUGGESTED BYLAWS

Bylaws outline the obligations of membership that are required to be a part of your institution's chapter of the National Art Honor Society. This guideline for creating bylaws helps ensure that your chapter upholds the National Standards as defined in the Chapter Constitution (pages 11–13).

Section 1. A chapter should include bylaws to amplify sections of its constitution. Bylaws do not need to be approved by the National Council if they are consistent with regulations outlined in the constitution. A current copy of the local chapter bylaws must be filed with NAEA in the online sponsor portal.

Section 2. To remain a member in good standing, a member must pay dues and complete _____ service hours in the visual arts each year. (You may adjust the number of hours to fit your school or community needs.)

Section 3. Annual dues of $ _____ will be collected from each member. (The amount you charge should cover chapter registration fees and any other expenses you expect to incur.)

Section 4. Attendance at meetings is required to maintain membership and privileges. (You may set the number that may be missed with cause or adjust the meeting frequency to fit your school's schedule.)

Section 5. All members must participate in _____ of our projects, activities, and fund-raisers. (You set the number or percentage of events required.)

Section 6. For National Art Honor Society officers, attendance is also required at any executive meetings called outside of the regularly scheduled meetings.

Section 7. To graduate with NAHS honors and earn the right to wear a cord, pin, or tassel at graduation, a member must remain in good standing until the graduation date.

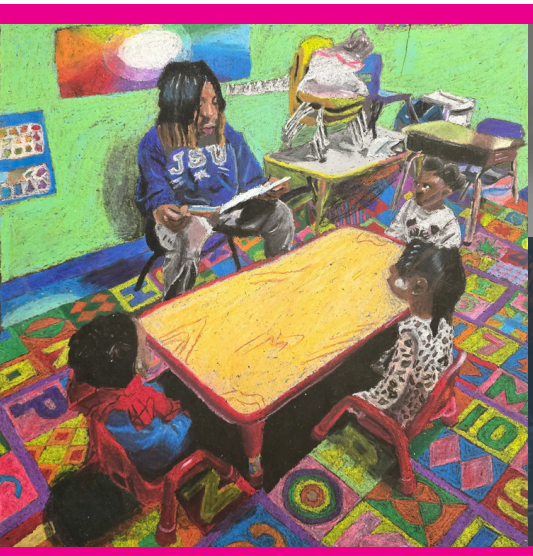
Section 8. Members must retain a _____ average in an honors or AP art course or _____ in a regular art class. (Many schools require a higher GPA in art classes than the B required by the National Constitution. You may adjust the requirement or leave it at the required B average.)

Section 9. Members must have and maintain a _____ cumulative average in all other subjects. (Many schools require an overall minimum GPA. This change is not required, and the required minimum should not be as high as the art GPA.)

Section 10. Members may remain active during periods when there are no visual arts on their class schedules, as long as they fulfill all other requirements each year.

Section 11. In the event of a rule infraction, a review by the officers and sponsors will be conducted. If the individual in question is an officer, they will not participate in the decision-making process. This applies to all community laws as well as school and chapter rules and bylaws.

Student artwork, from left:
DaSean Perkins, *Young at Art* - Ida B Wells APAC, MS
Ingrid Fink, *Phoca Vitulina* - Fine Arts Center, SC
Nedia Farnlof, *Obsolescence* - Chippewa Falls High School, WI
Erin Cho, *Cosmetiphiliac in Denial* - Ames High School, IA






Visit the NAEA Online Store to purchase!



Ordering Resources

Please note that shipping rates have recently changed. To ensure an accurate order cost is calculated, your order must be created via the NAEA Online Store.

Only sponsors of registered chapters may order NAHS/NJAHS resources.

1. Register and pay your chapter dues for the current school year before submitting an online order for resources. As the sponsor, your NAEA membership must be current when placing an order.
2. Sign in to your NAEA Member Profile, visit the NAEA Online Store, add items to your cart, select "check out" and choose to pay by credit card to purchase your order immediately (orders paid online will ship within 5–7 business days).
3. **Paying with a purchase order?** The deadline to submit an official school purchase order for resources is March 31. Orders under $150 and/or submitted after March 31 must be paid for prior to shipment. For complete instructions on using a purchase order, download the Purchase Order Guidelines here.

For assistance, please contact Member Services at nahs@arteducators.org or by calling 800-299-8321 (M–F, 8:15am–4:30pm ET).

Need an invoice to process your NAHS product order?

Request an invoice in one of these easy ways:

1. **Email**: Contact NAEA Member Services at nahs@arteducators.org. Please include a list of the items you wish to order. NAEA Staff will follow up with an invoice.
2. **Phone**: Contact NAEA Member Services by calling 800-299-8321 (M–F, 8:15am–4:30pm ET).
3. **Online**: Visit the Online Store and request an invoice by selecting "BILL ME" in the checkout screen.

Once the payment is received (or if you submitted a PO under the guidelines) you will receive your order within up to 4 weeks.

Need to access our Taxpayer Identification Number? Download our NAEA W-9 form.