

NATIONAL ART HONOR SOCIETIES TIMELINE & CHECKLIST



A guide for starting and managing a successful National Art Honor Society chapter.

Before You Begin – Initial Planning Checklist

- ☐ Join or renew your NAEA membership
- ☐ Review the Chapter Handbook, Constitution, and Suggested Bylaws
- ☐ Customize chapter bylaws and membership requirements
- ☐ Set up a communication platform for members
- ☐ Review the National Art Honor Societies Calendar
- ☐ Schedule regular chapter meetings
- ☐ Prepare applications and permission forms

First Month Tasks – Launching Your Chapter

- ☐ Invite eligible students to apply or join
- ☐ Hold an interest meeting for students and families
- ☐ Create a list of all student members
- ☐ Start or renew your chapter online
- ☐ Submit your official student roster and upload your Bylaws on the Sponsor Portal
- ☐ Elect chapter officers or establish leadership teams
- ☐ Plan chapter goals, service projects, and activities
- ☐ Nominate a student to serve as a NAHS Student Council Ambassador

Fall Semester Priorities (September–December)

- ☐ Participate in National Arts in Education Week
- ☐ Hold regular meetings and officer check-ins
- ☐ Build chapter visibility in your school community
- ☐ Organize a chapter service project or fund-raiser
- ☐ Attend the Fall National Art Honor Society Virtual Sponsor Meetup
- ☐ Encourage students to attend a NAHS Artist Connections: Open Studio Conversation
- ☐ Nominate students for the NAEA Rising Star Award
- ☐ Submit chapter updates and artwork to *NAHS News*

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Midyear Check-In (January–February)

- ☐ Review member participation and attendance
- ☐ Hold an officer planning meeting for spring activities
- ☐ Promote scholarship and award opportunities
- ☐ Submit student artwork to the National Art Honor Societies Juried Art Exhibition
- ☐ Encourage registration and participation for the NAHS Student Studio Day
- ☐ Begin planning spring induction or recognition events
- ☐ Nominate yourself to join the National Art Honor Society Council
- ☐ Attend the winter National Art Honor Society Virtual Sponsor Meetup

Spring Semester Priorities (March–May)

- ☐ Attend the annual NAEA National Convention
- ☐ Celebrate Youth Art Month
- ☐ Submit chapter updates and artwork to *NAHS News*
- ☐ Order graduation cords, pins, or tassels early
- ☐ Hold a spring induction and/or awards ceremony
- ☐ Recognize graduating students and outstanding members
- ☐ Host a chapter activity, exhibition, or service event
- ☐ Hold officer or leadership elections for the next school year

End-of-Year Tasks (May–June)

- ☐ Thank student leaders, volunteers, administrators, and community partners
- ☐ Archive chapter photos and records
- ☐ Transition responsibilities to incoming student officers and leaders
- ☐ Review goals and plan for the next school year

Ongoing Throughout the Year

- ☐ Stay informed by reading the monthly NAHS sponsor emails from NAEA for updates
- ☐ Document events with photos and student reflections to advocate for your arts program
- ☐ Have questions or need support? Contact NAEA at NAHS@arteducators.org