

Chapter Sponsor Handbook



National Honor Society for Dance Arts (NHSDA) Secondary Program (Grades 9-12 or Local High School Equivalent)

The National Honor Society for Dance Arts (NHSDA or NJHSDA) is a program of the National Dance Education Organization (NDEO).

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INTRODUCTION

The National Honor Society for Dance Arts (NHSDA) is a program of the National Dance Education Organization. It is one of the most exciting benefits that NDEO offers its Institutional Members. This Secondary Program (grades 9-12) was implemented in 2005. The Collegiate Program was implemented in 2012, and a formal Junior Program (grades 6-8) was separated

out from the Secondary Program and officially implemented in 2016. To date, there are close to 400 chapters in the US and almost 3,000 students inducted over the past 3 years. NHSDA is based on the Thespians honor society, and NDEO acknowledges their generosity in allowing dance to follow the lead of theatre arts education through this program.

This NHSDA Chapter Sponsor Handbook (Secondary Program) contains procedural guidelines for implementing NHSDA at the “high school” level for students in grades 9-12.

NHSDA VISION, MISSION, AND GOALS

Vision:

We envision a nation in which all students have equal opportunity and access to quality dance arts education and are recognized for their outstanding artistic merit, leadership and academic achievement in the field of dance.

Mission:

1. To recognize outstanding artistic merit, leadership and academic achievement in students studying dance in public and private schools in K-12 education, dance studios, cultural/community centers, performing arts organizations, and colleges / universities.
2. To foster an appreciation for dance as a true art form and one worthy of recognition and prestige.

NHSDA Secondary Program Goals:

1. To identify honor students (grades 11 & 12) for nomination to the NDEO Artistic Merit, Leadership and Academic Achievement Award, one of the highest honor programs for dance in the United States.
2. To promote a desire for life-long learning in the field of dance.
3. To encourage an understanding of, and an appreciation for, dance as an art form and develop knowledgeable audiences for tomorrow.

GENERAL SUMMARY

What are the benefits of the NHSDA and induction?

By establishing an NHSDA chapter at your school you will help advance the field of dance education while celebrating the artistic and academic achievements of your exceptional dance students. These students deserve the honor and prestige that comes from their achievement in

dance. Many are working hard on academics and leadership while perfecting their dance craft not only at school but also outside of school. The personal gratification that students receive from being inducted into the NHSDA is a boost to their self-esteem. It is a win-win for all; the student, the school, and the field.

All student inductees will receive an official certificate of induction. Inducted students who are seniors in high school are eligible to wear the NHSDA honor cord and gold pin during graduation ceremonies; however, separate approval from the principal or other school administrators may be necessary. Students are encouraged to cite their NHSDA induction in scholarship applications and/or resumes for college or dance employment.

How is the NHSDA program structured?

The National Honor Society for Dance Arts is run on an institutional basis. NHSDA Chapters at the Junior, Secondary, and Collegiate level are set up at individual schools or studios, and ***only students who are enrolled at that school may apply for induction.*** A dance faculty member must serve as the official Chapter Sponsor for the NHSDA Chapter at that location. Parent or student volunteers may assist the Chapter Sponsor at the sponsor's discretion, but all communication with NDEO must be conducted by the Chapter Sponsor. Individual students, not enrolled at a school that hosts a current NHSDA Chapter, are not eligible for induction.

Who can start a chapter of the Secondary Program of the NHSDA?

A Secondary chapter of the National Honor Society for Dance Arts may be set up in any private or public high school, dance studio/academy, performing arts center, or community center with a dance program serving students grades 9-12 that is active during the school year.

- K-12 schools seeking to establish a chapter should have a robust in-school dance program offering for-credit and elective classes and have a dance teacher on staff willing to serve as the chapter sponsor.
- Dance studios, performing arts centers and community centers may establish a chapter at their primary location where the majority of classes (and students) are taught as long as a dance teacher on staff is willing to serve as the chapter sponsor.

Schools seeking to establish NHSDA chapters should aspire to provide high quality dance education programs that reflect NDEO's mission of furthering dance as an art form. Education in the art of dance develops knowledge and skills required to create, perform, and understand movement as artistic communication. A comprehensive education includes technique classes (such as ballet, tap, jazz, modern, world dance, etc.), opportunities to perform, and exposure to improvisation, choreography, observation, and analysis.

Does the school need an NDEO Membership?

In order to establish a school chapter, the school first must obtain an NDEO membership at the Institutional Member level. The NDEO membership must be renewed every year if the chapter is

to remain active. Membership information, costs and an online sign-up option are provided on the NDEO web site at www.ndeo.org. Typically the school's administration pays the dues, however, sometimes dance booster clubs or parent organizations may pay the dues. (*Note: An institution that serves students in 6-12 grades may have both a Junior Program and Secondary Program Chapter of NHSDA, but only one NDEO Institutional Membership is needed.*)

How do students get inducted?

Induction into NHSDA Secondary Program is earned through the accumulation of 30 points awarded for meritorious work in dance that meets the honor society's general guidelines (see National Induction Point System). In addition, students must meet a minimum GPA requirement and demonstration of character, manifested through collaborative teamwork, motivation, and leadership in the many aspects of dance that may include choreography, performance, teaching, and production.

What does a Chapter Sponsor do?

An NHSDA Secondary Chapter is formed at the school/studio level and is managed by a designated faculty member who serves as the Chapter Sponsor. The role of the Chapter Sponsor is critical in the implementation of a school chapter in that the sponsor serves as the primary advisor for student inductees and aspiring inductees. The Chapter Sponsor's responsibilities are to:

- Set up an NDEO Institutional Membership at www.ndeo.org if your school/studio does not already have one.
- Fill out the New Chapter application at www.nhsda-ndeo.org (You will need your school's 4 or 5 digit NDEO Institutional Member Number for verification purposes.)
- Set up the chapter in cooperation with the school/studio policy and administrative guidelines. Some schools may require that you have a club constitution or bylaws.
- Promote the chapter within the school/studio community
- Monitor student progress toward meeting induction criteria (You can utilize parent or student volunteers to help.)
- Collect and pay induction fees (one time fee of \$8/student)
- Ensure that students apply for induction at www.nhsda-ndeo.org
- Induct students via the online process at www.nhsda-ndeo.org
- Coordinate induction ceremonies
- Provide induction information to appropriate school or school district personnel so that induction can be noted on student transcripts
- Order optional gold honor pins at \$7/each (all inductees) and honor cords at \$15/each (graduating high school seniors)

The Chapter Sponsor may or may not be the contact person for the NDEO Institutional Membership. However, the Chapter Sponsor is highly encouraged to have a membership with NDEO, either as the contact person on the Institutional Account or through their own Professional Membership.

What does it cost?

The Institutional Membership for the school is \$185 and must be renewed every year in order for the chapter to remain active.

There is a one-time induction fee is of \$8 per student. The school/studio should make one payment (\$8 per student x # of students) at the time of induction either by mailing one check or paying online by credit card. A charge will be automatically generated when you induct students at www.nhsda-ndeo.org, and you will be redirected to www.ndeo.org for payment (please note that you will need the log-in information for your school's NDEO Institutional account to pay online). A student must pay the induction fee at each level of induction (ex: both for induction into the Junior Program in grade 7 and the Secondary program at grade 10).

The optional gold honor pin is \$7 and the blue/white honor cord (for graduating students) is \$15 – these items can be ordered through www.nhsda-ndeo.org. You will be directed to www.ndeo.org for payment (please note that you will need the log-in information for your school's NDEO Institutional account to pay online).

Who do I pay for Student Inductions and NHSDA Merchandise?

A new process for NHSDA payments was implemented in January 2016. Schools in every state, the District of Columbia, and internationally will pay for induction fees, pins, and cords through the NDEO Home Office in Silver Spring, MD (this is a change for schools who used to pay induction fees through their State Affiliate).

Once you have selected students for induction at www.nhsda-ndeo.org, a charge will be generated automatically. You can also order pins and cords in the same transaction. You will be redirected to www.ndeo.org for payment. Please note that you will need the log-in information for your school's NDEO Institutional account to pay online. (This may differ from your log in information at www.nhsda-ndeo.org.) **The Chapter Sponsor should submit induction approvals and payments at least three weeks before the induction ceremony** in order to allow ample time for the NDEO home office to print and mail the induction certificates.

If you choose to order pins and cords at a later time, you can do so on the NDEO Online Store directly at www.ndeo.org/OnlineStore. You must be logged in with your NDEO Institutional Membership username and password to find and order NHSDA merchandise through the Online Store. **Please allow up to three weeks for processing on all NHSDA merchandise orders.**

All transactions must go through the Chapter Sponsor. Students/Parents may not pay induction fees directly to, or order merchandise directly from, NDEO.

STARTING AN NHSDA CHAPTER

My school serves students in both grades 6-8 and grades 9-12. Which kind of NHSDA Chapter should I start?

If a school serves students in both age groups (6-8 or local middle school equivalent and 9-12 or local high school equivalent) it is up to the Chapter Sponsor to decide if they would like to sponsor a Junior Program Chapter, a Secondary Program Chapter, or both. This decision is based on what is best for the overall school policies and objectives. For example:

- A studio wishing to encourage commitment to dance may want to only offer it to older students and only after they have taken classes for a set amount of time or achieved a certain level of classes.
- A school with multiple grades may only wish to offer it to one group of students simply because the Chapter Sponsor has limited time and funds to support such a program.
- A private or charter school with both middle and high school programs may choose to offer both programs, so students can be inducted into both the Junior and Secondary programs during their educational career.

You may only induct students into the appropriate Program Chapter for their grade level. For example, a student in grade 7 cannot be inducted into a Secondary Program Chapter, even if they have earned the requisite number of points for Secondary Program Induction. Exceptions may be made in the case of a school following a different grade structure. For example, if the junior high in your area runs from grade 7-9 instead of 6-8, then a 9th grade students can and should be inducted into the Junior Program.

How does the NHSDA chapter function as an organization within the school?

Decisions about the management and governance of the school chapter are at the discretion of the Chapter Sponsor, taking into consideration institutional policies, the ages, abilities and interests of the students, the nature of the dance program, time constraints, and so on. There are two main ways the NHSDA is set up within schools:

1. **NHSDA Honor Only Model:** The chapter can be managed solely by the Chapter Sponsor and exists primarily to induct students who have met the criteria for induction. In this model, the Chapter Sponsor maintains all records and coordinates the induction of eligible students. Chapter activities, if they exist, are often run by the Chapter Sponsor as part of the curriculum and program but the focus is on “earning the honor” and the induction ceremony.
2. **NHSDA Club Model:** The chapter is set up as a student organization with elected student officers with the Chapter Sponsor acting as the faculty advisor. The school may require that the NHSDA chapter submit a constitution or bylaws. To the extent to which the Chapter Sponsor deems appropriate, the student officers have a role in maintaining records and coordinating induction ceremonies. In addition, the chapter may engage in other activities such as performances, fundraising, field trips, service projects and other activities that support the program’s mission and goals and students’ interests. If desired, regularly scheduled chapter meetings can be held, along with any demonstrations or lectures that may be of interest to or enhance the dance knowledge of NHSDA inductees. When applicable, Chapter Sponsors or designated students should prepare and distribute to the inductees a calendar of upcoming dance activities and NHSDA meetings.

What do I include on the New Chapter application?

After signing up for an NDEO Institutional Membership at www.ndeo.org and paying the member dues, you will apply for an NHSDA Chapter at www.nhsda.org. You will need the following information to complete the application:

- a. Your school's 4 or 5 digit NDEO Institutional Membership ID Number
- b. School's mailing address
- c. Chapter sponsor's name, phone and email
- d. Names and email addresses of people who should be notified of your new chapter such as any local school district personnel (e.g., district superintendent, school principal, etc.).
- e. A brief summary of the dance program offered at your school.

The Chapter Sponsor will receive a welcome letter and official chapter certificate in the mail within 2 to 4 weeks of their application being approved. The Chapter Sponsor may then begin chapter activities.

I've just started a Chapter. How can I induct my current seniors in time for graduation?

In order to facilitate the start-up of a new chapter, it is permitted for soon to be graduating students who have been in the dance program and who already have met the induction criteria to use count previous activities toward induction. Points may be awarded retroactively for past activities as long as documentation of these activities is provided to the Chapter Sponsor. For example, if well documented, a Chapter Sponsor can retroactively award points for activities completed back to freshman year. The Chapter Sponsor may rely on grade transcripts, playbills from past productions, rehearsal schedules, and other anecdotal records in order to determine whether a student has met the criteria. Points should not be awarded retroactively for students who are not approaching graduation.

I've just started a Chapter. How can I induct my current juniors or seniors in time to apply for the NDEO Artistic Merit, Leadership, and Academic Achievement Award?

Upon inception of the NHSDA Chapter, the Chapter Sponsor may find that s/he has one or more senior and junior students who are under a time constraint to earn enough points for induction into the newly established NHSDA Chapter, apply for the NDEO Artistic Merit, Leadership, and Academic Achievement Award (typical deadline third week of February), and graduate with the NHSDA honor. Depending on how many senior/junior students are involved, it is important that the Chapter Sponsor plan backwards from seniors down line. In these situations, Chapter Sponsor should begin with the seniors/juniors to retroactively and concurrently award points, conduct one or more induction ceremonies, and simultaneously help the seniors/juniors prepare essays and a video for their award applications.

How long does it take a student to earn the appropriate number of points for induction?

On average it takes about one full year to earn enough points (30 points) for induction at the high school age level for a serious, dedicated dance student. A student who approaches dance

on a more part-time basis may take up to two years to qualify for induction. For new chapters starting in the Fall, student dance activities from the summer before school started can count towards points.

STUDENT INDUCTION INFORMATION

How does a student apply for Induction?

Students are responsible for documenting all their activities that are worthy of points. Students can track their points using the Points Tracking Form available at www.nhsda-ndeo.org, or using another method such as a spreadsheet, portfolio, or online system. Documentation must be submitted to the Chapter Sponsor by the requested deadline (to be determined by the sponsor). The student will then apply for induction at www.nhsda-ndeo.org and following the directions on the "Find Your Chapter Page." The student will enter their name (**exactly as it is to appear on the certificates, with the desired spelling and capitalization**), current grade level, and contact information. They will also create a username and password for the site.

What does role does the Chapter Sponsor play in the Induction process?

The Chapter Sponsor should guide the students through the Induction process by providing them with all necessary information and resources, including requirements, deadlines, fees, etc. He or she should explain the criteria for Induction and notify students that records of their activities will be maintained. Records for each prospective and active inductee should be made available for their perusal. The Chapter Sponsor also should provide a calendar that specifies deadlines for submitting documentation for induction.

The Chapter Sponsor will be responsible for approving / verifying points earned and for determining when each student has met the criteria for Induction. Once documentation of points has been provided by the student, the Chapter Sponsor will fill out the Induction Rubric for each applicant to maintain for the Chapter's records. They can then log on to www.nhsda.org to complete the Induction. **The Chapter Sponsor should submit induction approvals and payments at least three weeks before the induction ceremony** in order to allow ample time for the NDEO home office to print and mail the induction certificates.

Chapter Sponsors must also complete the transaction for induction fees (which include the certificate) and order the optional honor pins or cords if desired by students. **Students/parents cannot pay individual induction fees or order pins or cords.**

What do students receive when they are Inducted?

All students will receive official certificates of Induction printed and mailed to the school from the NDEO Home Office (this is included in the \$8/student induction fee). There is an additional fee for the optional gold honor pins for Student Induction (\$7 plus shipping) and blue/white Honor Cords* for graduating seniors(\$15 plus shipping).

**In cases where an inducted student is a member of an NHSDA chapter at dance studio or other program outside of a K-12 school, please be aware that some K-12 schools will not allow the*

graduating senior to wear the NHSDA honor cords at graduation since the honor was earned in a program outside of that K-12 school. In this case, parents and chapter sponsor of the inducted student can petition the (K12) school principal or administration for approval to wear the cords. This should be done well in advance of the graduation date.

When are inductions held?

NHSDA Inductions are conducting on a rolling basis, with Chapter Sponsors determining the timeline for Induction that works best for the Chapter. There is no national deadline for Induction. Chapters may hold Inductions as many times as is necessary throughout the year, however, the average appears to be two inductions a year – once before winter/holiday break and again in May/June. The Chapter Sponsor should select an induction date and tell students to have all proof of points earned turned in and their free account at www.nhsda-ndeo.org created at least 5 weeks before the induction date. This gives the teacher a week to assimilate the names/points, complete the Induction Rubric for each student, verify inductions at www.nhsda-ndeo.org, collect the fees, submit payment for induction fees, order the pins or honor cords and plan the ceremony. To ensure that the induction certificates are delivered before the induction ceremony, please make sure you complete the online induction application and pay the fees at a minimum of 3 weeks before the induction date.

NHSDA STUDENT INDUCTION CRITERIA

The NHSDA Induction criteria are designed to allow for flexibility at the chapter level so that honor society induction reflects and supports the school or studio's mission and circumstances. There are 3 main criteria – earned participation points, character and GPA.

Earned Participation Points: This category reflects points earned for meritorious participation in a wide variety of dance activities. The NHSDA National Induction Point System (see the Point System at the end document) provides a range of points possible for various activities. Chapter Sponsors may use their discretion in awarding points – from zero to the maximum – according to the quality of the work performed in a given activity. Students accumulate points until they have earned the number required for induction.

To qualify for induction at the high school level, a student must earn 30 points, at least 20 of which should be earned while participating in dance activities within the program of the chapter site. At the sponsor's discretion, a student may earn up to 10 points while participating in community dance activities or other activities in the performing arts outside of the chapter program. Prospective inductees should submit documentation (e.g., programs, signed letters of participation) for any activities outside of the chapter's program to the Chapter Sponsor.

Demonstration of Character: This category reflects the student's demonstration of collaborative teamwork, motivation, and leadership. The Chapter Sponsor should evaluate the student's demonstration of the above qualities through observation during classes, rehearsals and other dance program activities, as well as demonstrated leadership (e.g., serving as a dance team or club officer, participation in service projects). Community service activities might

include unpaid performances, teaching or assisting dance classes, as well as participation in sponsored fundraisers. A minimum “Above Average” rating in this category is required for NHSDA induction. The student must not display any conduct or behavior that jeopardizes their own safety, the well-being of others, or the integrity of the NHSDA program. (These include, but are not limited to, disruptive or aggressive behavior in or outside of the studio, bullying or mistreating others, and unprofessional conduct in classes or rehearsals.)

Grade Point Average (GPA): Students must earn a GPA of at least 3.0 for NHSDA Induction. In cases in which the school’s dance program is an in-school, for-credit program, the prospective inductee’s GPA in dance courses only can be a qualifying factor for induction. However, the Chapter Sponsor may instead choose to use an overall cumulative GPA for induction into the local chapter.

NDEO allows for that the Chapter Sponsor to implement an alternative GPA requirement to be higher to be consistent with other honor societies at the school – this helps to elevate dance within the school curriculum as a course of study worthy of recognition. For example, if Induction into your school’s chapter of the National Honor Society requires a GPA 3.5, you are encouraged to set your NHSDA Chapter’s minimum at the same level, should that feel appropriate for your school culture.

In the case of dance studios and other programs outside of K-12, it is recommended that students turn in a copy of their report card to their Chapter Sponsor showing their cumulative GPA.

All GPA records should be maintained by the sponsor or appropriate school personnel and should be handled in a manner that respects the privacy of the student and is in compliance with FERPA regulations.

STEPS TO STUDENT INDUCTION

The Chapter Sponsor should complete the following steps to induct their students:

- Review all student records; document points and GPA and complete an Induction Rubric for each student. The Student Induction Rubric can be found at the end of this handbook. This is provided for the Chapter Sponsor’s use in determining when a student is eligible for induction. It is for the Chapter Sponsor’s records/files. You do not need to turn these in to NDEO.
- Have the students apply for Induction at www.nhsda-ndeo.org. **MAKE SURE THE STUDENT SPELLS HIS/HER NAMES CORRECTLY** and exactly as they’d like it to be printed on their induction certificate – it will cost you another \$8 if you need to re-order the certificate to fix a misspelled name! You will receive an email confirmation when a student has applied for Induction.
- When you receive the email confirmation, you can log in to www.nhsda-ndeo.org to Induct Students. Click on **Control Panel**. On the Control Panel, click **NHSDA**. On the next page, click **Induct**. You will see a list of students who have applied for induction.

Check off their name if they have met the qualification for induction. Below the list of names, you will be able to add pins and cords to your order. Once you have added the correct number of pins and cords (optional step), click **Save**. You will be redirected to www.ndeo.org to complete your order and pay with a Visa or MasterCard. You will need to log in with the Institutional Membership username and password for the NDEO website. If you do not have access to this information, you can call the NDEO Home Office at 301-585-2880 to pay by credit card, or send a check made payable to NDEO to National Dance Education Organization, 8609 Second Ave, Suite 203B, Silver Spring MD 20910.

- Determine how you will pay the \$8 per student induction fee. Will the school pay for it, or will each student contribute money? Payment can be made via credit card online or over the phone, or by sending a check. If using a check, please make ONE check payable to the NDEO home office for the total amount of all student induction fees. Certificates will not be sent until payment has been received.
- Set and publicize a date and plan the induction ceremony. **Be sure that the date allows at least 3 weeks for the NDEO home office to print and mail the induction certificates.** Begin planning the induction ceremony. An induction ceremony may take the form of an informal event conducted at an NHSDA meeting, or it may be set up as a formal affair to which parents and members of the school community are invited. The format of the induction ceremony is determined by the sponsor. Induction ceremonies have been conducted at restaurants and after performances or shows, and have included guest speakers, the lighting of a candle, and even reciting of a chapter pledge. It is a great opportunity for a student to earn points by creating a unique chapter pledge. The Chapter Sponsor is encouraged to come up with a plan that meets the needs of the school as well as the desires of the students.

When the certificates arrive, sign each certificate on the Chapter Sponsor signature line. You can hand out the certificates during the induction ceremony, or at another convenient time. Also, don't forget to provide a list of the inductees to appropriate school personnel so that their induction will be noted in student transcripts or other records.

TRANSFERENCE

What happens if I have a student who transfers or changes programs?

Chapter Sponsors are obligated to supply the student's documented hours to all new sponsors when the student moves to a new school. Each chapter should accept all previously documented points and/or inductions, even if they come from a different type of program or dance setting.

Can a student be denied induction or stripped of their Induction?

Induction into NHSDA is based on three strands of achievement: artistic merit, leadership, and academic achievement. These are determined by the accumulation of 30 points for meritorious

dance work, meeting the GPA requirement, and earning an above-average character rating. Students must meet each of these requirements in order to be inducted. Students who earn the points, while not earning the minimum GPA or the above average character rating, are not eligible for induction.

If students do not meet deadlines given by their Chapter Sponsor for submitting points, filling out the application, or paying the induction fee, the Chapter Sponsor reserves the right to require them to wait until the next induction period.

Student Induction is a lifetime recognition and NHSDA designations remain with the student's record; however, at the Chapter Sponsor's discretion, inducted students can be barred from Chapter activities should concerns arise about conduct or behaviors that might jeopardize their own safety, the well-being of others, or the integrity of NHSDA.

Can a student be Inducted into two NHSDA Secondary Program Chapters?

If a prospective inductee is simultaneously enrolled in two or more programs that hold chapters (e.g., a high school and a dance studio), the student should select one chapter through which to seek induction, yet once inducted at one school, they can participate in NHSDA activities at the other school as well. It is suggested that if a student wants to wear the blue/white honor cords during the high school graduation ceremony that they seriously consider being formally inducted in the high school chapter. This will make it much easier for the high school to approve the student to wear the honor cords during graduation.

Can inductees continue earning points after induction? Can these points transfer to the next NHSDA Program level?

After a student has been inducted into the NHSDA, s/he may continue to accumulate points for continued meritorious work in dance.

- For every 10 extra points earned at the Junior Program level, the student may earn 1 point to apply toward Secondary Program induction; however, no more than 5 points can be carried over. Records of extra points earned should be kept by the Chapter Sponsor. It is the responsibility of middle school level Chapter Sponsors to forward the names of student inductees and points accumulated to the sponsors of the high school level chapters at the request of the student. Students who do not earn extra points over and beyond those required for middle school induction must begin anew when accumulating points in high school.
- No points may be carried over from the Secondary Program into the Collegiate Program as the National Point System for college students has different requirements.

Extra points earned can be indicated by affixing adhesive stickers/labels on the student's membership certificate such as gold stars purchased from an office supply store. In addition, extra points earned can be indicated after members' names in playbills and membership rosters.

NDEO / NHSDA AWARD PROGRAM

What is the Award and who can apply?

Students who are in 11th or 12th grade and who have been inducted into their school's NHSDA chapter can apply for the annual NDEO Artistic Merit, Leadership and Academic Achievement Award, the highest student dance award in the nation.

What types of awards will be given?

There are two levels of adjudication: State and National. At the state level the top applicants are selected to receive a state award (in states where NDEO has a State Affiliate) and the top two applicants (per state) are then forwarded for adjudication of the national award. At the national level, NDEO awards a National Winner, several Finalists and several Honorable Mentions. All student award recipients will receive a letter of congratulations, a certificate, and mention on NDEO's honor society section of their website. In addition to the \$500 monetary award/scholarship for the National Winner, NDEO extends an offer for all National Winners, Finalists and Honorable Mentions to attend NDEO's National Conference. The award recipients can attend the conference to be publically recognized for their award in front the 500+ NDEO members, participate in a choreography and performance workshop, and attend regular conference sessions. (Travel and lodging costs not included.) Traveling with a parent chaperone is recommended. If traveling with a dance teacher chaperone, teacher must pay conference registration fees.

What are the award criteria?

The NDEO Artistic Merit, Leadership and Academic Achievement Award selection process assesses applicants on the basis of artistic and technical excellence in dance, leadership, and academic achievement. For a full review of the award criteria and the application process, please see the separate NHSDA Award Info Packet that is downloadable from the Honor Society section of the NDEO website. The applicants are judged in three main categories with each category carrying equal weight:

1. **Artistic Merit:** The Nominee must demonstrate artistic and technical excellence in dance.
 - o Technical excellence as seen in video
 - o Artistic Merit as seen in video
 - o Essay #1: Choreography
2. **Leadership:** The Nominee must demonstrate outstanding leadership in and outside of the field of dance at the school, community, state, and/or national level.
 - o Recommendation Letter
 - o Resume
 - o Essay #2: Leadership
3. **Academic Achievement:** The Nominee must demonstrate academic excellence with a cumulative GPA of 3.5 or higher.
 - o Overall school GPA of 3.5 or higher
 - o Essay #3: Future Plans
 - o Essay #4: Impact of Dance on Life

What is the application process? What is the deadline?

The award information packet is available in mid-December. The applicant will complete an online application via the www.getacceptd.com web platform and be required to upload several essays, a headshot, a video, a resume and a recommendation letter. There is a \$25 application fee. The application deadline is typically during the third week of February with state level announcements by the end of March, and national announcements by first week of May.

LOSS OF CHAPTER PRIVILEGES

Your school or studio must remain an Institutional Member of NDEO for all long as you host an honor society chapter. If your membership lapses, your chapter will temporarily close and will be removed the NHSDA Directory. Your chapter will be re-activated and added back to the directory upon receipt of the Institutional Membership dues.

In rare instances, an institution may lose it's NHSDA Chapter privileges. These are determined on a case-by-case basis after careful deliberation by NDEO staff. Situations that may lead to a loss of Chapter privileges include:

- Withholding information about the NHSDA program requirements from interested students and/or parents, including the requirements for induction, induction fees, etc.
- Providing false information about the NHSDA program requirements to students and/or parents, including requirements for induction, induction fees, etc.
- Not providing information about a students' progress toward induction to a new school or studio when it is requested by the student and/or parents, in the event that the student needs or wants to transfer to a different program.
- Requiring commitments for induction above and beyond those in the national guidelines, such as participation in a specific studio program, paying excessive fees, etc.
- Withholding induction from students who have met the induction requirements.
- "Inducting" students who did not meet all of the induction requirements, including the GPA requirement.
- "Inducting" students who have not applied for induction at www.nhsda-ndeo.org, been approved by the Chapter Sponsor, and paid the \$8 induction fee.

NHSDA NATIONAL INDUCTION POINT SYSTEM as of January 2015

Category	Activity	Point Range
Participation in Chapter Dance Program	Meritorious completion of hours in chapter site dance program (classes in the dance program)	1 point per 45 hours
	Performance in chapter site dance productions (including rehearsal time)	1 - 3 points per production
	Performance in other chapter site presentations (e.g., pep rallies, assemblies)	.5 – 1 point per presentation/performance
	Participation in chapter site extracurricular dance (e.g., dance teams, clubs)	1 point per 45 hours
	Participation in chapter site dance festival or workshop	.5 points per day
Participation in Off-Site Dance Programs Note: Student must submit appropriate documentation.	Participation in off-site dance classes	1 point per 45 hours
	Performance in off-site productions (including rehearsal time)	.5 – 1 point per production
	Participation in off-site dance festival or workshop, or Summer Intensive or Dance Camp	.5 points per day
Participation in Other Dance Activities	Participation in a Formal Adjudication / Judging	1 – 2 points if choreographer .5 - 1 point if dancer
	Choreography – Projects completed inside or outside of chapter site class assignments.	1 – 2 per project
	Scholarship – Written papers, essays, or articles (e.g., essays on dance history, reviews of live dance performances attended, articles for Dance Arts Now! newsletter)	.5 – 2 per essay/article
Participation in Other Duties Related to Dance Production	Stage manager or backstage crew	.5 – 1 point per production
	Lighting designer or crew	.5 – 1 point per production
	Set design or construction	.5 – 1 point per production
	Costume design or construction / Wardrobe crew	.5 – 1 point per production
	Properties manager or crew	.5 – 1 point per production
	Sound technician	.5 – 1 point per production
	Make-up design or crew	.5 – 1 point per production
	Dance captain/rehearsal direct	.5 – 1 point per production
	Business, publicity, box office manager or staff	.5 – 1 point per production
	House manager or crew	.5 – 1 point per production
	Playbill design	.5 – 1 point per production
	Photographer /Videographer	.5 – 1 point per production
Leadership	Taking a leadership role within the NHSDA chapter itself at the school such as President, Treasurer, Secretary, Workshop Organizer	2 – 3 points per role
Custom School Points	Activity that is important to school or chapter sponsor such as participation in a volunteer event, student acting as a dance mentor, student taking on an admin role to help out dance teacher, attendance at dance concert or show.	1 – 3 points per activity/event

High School: At least 30 points required for induction, 20 of which must be earned through participation in chapter site program activities.

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NHSDA STUDENT INDUCTION RUBRIC as of January 2016

Student's Name _____ Grade Level or Age _____

Induction into NHSDA is earned through the accumulation of points awarded for meritorious work in dance that meets the honor society's general guidelines and grade point average (GPA). In addition, the prospective inductee's demonstration of collaborative teamwork, motivation, and leadership in the many aspects of dance (e.g., choreography, performance, teaching, production) is a factor in the determination of eligibility for induction.



Induction Criteria	Credits Earned toward Induction
<p>Participation Points</p> <ul style="list-style-type: none"> ▪ To qualify for induction at the Secondary Program level, a student must earn 30 points, at least 20 of which should be earned while participating in dance activities within the program of the chapter site. At the sponsor’s discretion, a student may earn up to 10 points while participating in community dance activities or other activities in the performing arts outside of the chapter program. 	<p>Using the NHSDA Point System Guidelines, enter the number of points the student has been awarded to date.</p> <p># of Points Earned = _____</p>
<p>Character Points</p> <ul style="list-style-type: none"> ▪ Demonstration of collaborative teamwork, motivation, and leadership ▪ The Chapter Sponsor should evaluate the student’s demonstration of the above qualities on the basis of observation during classes, rehearsals and other dance program activities, as well as demonstrated leadership (e.g., serving as a dance team or club officer, participation in dance program service projects) ▪ A minimum “Above Average” rating in this category is required for induction 	<p>After reviewing the student’s performance, rate the student according to the following scale:</p> <ul style="list-style-type: none"> ⊗ Excellent ⊗ Above Average ⊗ Average ⊗ Fair ⊗ Poor
<p>GPA</p> <ul style="list-style-type: none"> • The Chapter Sponsor will determine the minimum GPA for induction but it will not be below a 3.0. ▪ Can use either Dance course only GPA or overall cumulative GPA. ▪ Optional: choose a GPA that matches or is competitive with other honor societies in your school. NDEO recommends a minimum of 3.2. 	<p>GPA = _____</p>

- ⊗ **Induction Criteria Met**
- ⊗ **Induction Criteria Not Met**

Chapter Sponsor’s Signature _____ **Date** _____

Chapter Sponsor keeps this form for their own files as well as all documentation of points. It does NOT need to be turned in to NDEO.

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