

NHSDA CHEAT SHEET!

To Start a Chapter You Need to Start an Institutional Membership:

http://ndeo.org/content.aspx?page_id=22&club_id=893257&module_id=185233

Then Apply to Start a NHSDA Chapter:

http://nhsda.clubexpress.com/content.aspx?page_id=22&club_id=661544&module_id=199305

Junior Program - students in grade 6-8 or the local Middle School equivalent

Secondary Program - students in grade 9-12 or the local High School equivalent

Collegiate Program - students studying in a post secondary institution offering dance courses for credit

(**Studio?** You can have both a Junior Program and Secondary Program to cover all ages with **one** institutional membership)

Once Approved, You Can Start the Process of Inducting:

- **Induction Criteria** (Rubric included in Chapter Handbook):
 - **Participation Points**- Students can be inducted when they have reached **15 points (Junior Program), 30 points (Secondary Program), or 45 points (Collegiate Program)**. Points are earned through dance experience/service. There is a points system in the Chapter Handbook. The Chapter Sponsor has the freedom to manipulate the rubric as needed for their program. Students who are just starting the process now, may retrospectively earn points within their program (ex. An 11th grader may earn points from experience in their 9th and 10th grade years)
 - **Character rating** (see program rubric)
 - **GPA** (see program rubric)

Rubric for Junior/Secondary Programs:

http://nhsda.clubexpress.com/content.aspx?page_id=22&club_id=661544&module_id=290374

Criteria for Collegiate Program

http://nhsda.clubexpress.com/content.aspx?page_id=22&club_id=661544&module_id=199312

Induction:

http://nhsda.clubexpress.com/content.aspx?page_id=22&club_id=661544&module_id=199306

- Students Apply
 - Chapter Sponsor Approves
 - \$8 Payment for Certificate to make it official!
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The Artistic Merit, Leadership, and Academic Award:

http://nhsda.clubexpress.com/content.aspx?page_id=22&club_id=661544&module_id=199309

Graduation with Honors:

- 10 points beyond initial 15 for Junior Program/ 15 points beyond initial 30 for Secondary Program
http://nhsda.clubexpress.com/content.aspx?page_id=22&club_id=661544&module_id=290381
 - 15 points beyond initial 45 and Submit an Essay for Collegiate Level
http://nhsda.clubexpress.com/content.aspx?page_id=22&club_id=661544&module_id=199532
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Need your Institutional Membership ID#?

- Go to <http://www.ndeo.org> and log-in- Click on your name in the upper right hand corner to see your profile. Then you will see in the Membership Summary- "**Download Membership Card**" Your number is on there!

More Detail on Inducting Students

Instructions to Apply for Induction (for students):

1. Go to the NHSDA website (nhsda-ndeo.org)
2. Select "Find Your Chapter" from the menu at the top of the page
3. Scroll to the bottom of the page and click the gray "Find Your Chapter" button
4. In the "Find Your Chapter" box, type in the name of your school or studio where it says "Chapter Name"
5. Click "Search"
6. Scroll down and locate your chapter in the list of schools below the map. Once you find the correct chapter, click the teal "Apply" button.
7. Complete the Member Signup Form by filling out your general information, address and other contact information, and creating a username and password.
8. Click the gray "Apply" button to submit your application.

Instructions to Approve Students for Induction (for sponsors):

1. When you receive the confirmation email after a student has applied, click the "Member Login" button at nhsda-ndeo.org and log in using your NHSDA username and password.
2. Click "Control Panel" just below your name in the top right corner.
3. Click "NHSDA" under the "People" tab in the Control Panel.
4. Select "Induct" from the menu on the right-hand side of the screen.
5. You will see a list of applicants. Click on the checkbox next to the names of students who have met the requirements for induction. Enter their points and GPA in the boxes provided.
6. (optional) Below the list of names, add pins and cords to your order if you choose.
7. Click "Save"
8. If you are sure you want to induct the selected students, click "OK" or "Induct" on the pop-up screen that appears.
9. You will be redirected to ndeo.org to complete your order and pay for your order. If you are not automatically redirected to the NDEO site for payment, select the bottom orange "Make Payment" button from the menu on the right-hand side of the screen.
10. Complete payment for inductions, pins, and cords on the NDEO website.

Instructions to Approve Students for Graduation with Honors(for sponsors):

1. Click the "Member Login" button at nhsda-ndeo.org and log in using your NHSDA username and password.
2. Click "Control Panel" just below your name in the top right corner.
3. Click "NHSDA" under the "People" tab in the Control Panel.
4. Select "Graduation with Honors" from the menu on the right-hand side of the screen.
5. You will see a list of applicants and inductees. Click on the checkbox next to the names of students who have met the requirements for induction. Enter their points and GPA in the boxes provided. (Note that applicants will receive two \$8 charges, one for Induction, and one for Graduation with Honors)
6. (optional) Below the list of names, add pins and cords to your order if you choose.
7. Click "Save"
8. If you are sure you want to induct the selected students, click "OK" or "Induct" on the pop-up screen that appears.
9. You will be redirected to ndeo.org to complete your order and pay for your order. If you are not automatically redirected to the NDEO site for payment, select the bottom orange "Make Payment" button from the menu on the right-hand side of the screen.
10. Complete payment for inductions, pins, and cords on the NDEO website.