

NATIONAL HONOR SOCIETY FOR DANCE ARTS

**Secondary Program
(Ages 11-18)**



Chapter Sponsor Handbook

December 2011

NHSDA CHAPTER SPONSOR HANDBOOK

Table of Contents

INTRODUCTION

NHSDA Vision, Mission, Goals Statements	4
Eligibility for Induction	5
Induction Benefits	5

PART I: IMPLEMENTING A SCHOOL CHAPTER

Establishing the Chapter	6
Managing the Chapter	8
Induction Procedures	9
NHSDA Induction Criteria	11
The Induction Ceremony	13

PART II: IMPLEMENTING THE NDEO STUDENT AWARD PROGRAM

The NDEO <i>Artistic Merit, Leadership and Academic Achievement</i> Award	15
Student Eligibility	15
Award Criteria	15
Application Process	16
Student Written Essays	17
Video/DVD	17
Application Deadlines	17
Suggestions for Preparing Applications	18

APPENDICES

Appendix A: NHSDA Chapter Application	20
Appendix B: Letter of Introduction to Principal	21
Appendix C: Sample Constitution and Bylaws	22
Appendix D: Checklist for Establishing a School Chapter	24
Appendix E: Sample Verification of Activity Form	25
Appendix F: Sample Student Membership Log	26
Appendix G: Sample Student Induction Application Form	27
Appendix H: Checklist for Induction Procedures	28
Appendix I: NHSDA National Induction Point System	29
Appendix J: Induction Rubric	30
Appendix K: Sample Induction Ceremony	31
Appendix L: NHSDA Induction Pledge	32
Appendix M: NDEO Student Award Application	33
Appendix N: NDEO Student Award Teacher Recommendation	34
Appendix O: Sample Format for Student Visa/Resume	35
Appendix P: Checklist for Submission of NDEO National Award	36
Appendix Q: NDEO Student Award Rubric	38
Appendix R: Contact Info for State Affiliates with active NHSDA	39

INTRODUCTION

The National Honor Society for Dance Arts (NHSDA) is a program of the National Dance Education Organization (NDEO), an autonomous non-profit organization dedicated to promoting standards of excellence in dance education. NDEO provides the dance artist, educator and administrator a network of resources and support, a base for advocacy, and access to programs and projects that focus on the importance of dance in the human experience. The work of NDEO impacts communities across the nation. Our innovative programs affect national initiatives, state programs, districts, institutions, and individual teachers and students. NDEO's commitment to excellence in teaching dance has launched systematic change at local, state, and national levels.

By providing a means for recognizing and celebrating the achievements of middle and high school students of dance, the NHSDA program furthers the NDEO mission to advance dance education centered in the arts.

An NHSDA (secondary) chapter is formed at the school level and is managed by a designated 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:

- Establish and maintain the chapter in cooperation with the State Affiliate or other host organization
- Promote the chapter within the school community
- Monitor student progress toward meeting induction criteria
- Collect induction fees and order certificates from the State Affiliate or other host organization
- Coordinate induction ceremonies
- Provide induction information to appropriate school or school district personnel so that induction can be noted on student transcripts
- Order graduation cords and/or pins for graduating high school seniors
- Provide requested data to the sponsoring State Affiliate or other host organization

This *NHSDA Chapter Sponsor Handbook* contains procedural guidelines for implementing NHSDA at the school level, as well as templates for the nationally-approved forms, sample letters, and other materials. It is recommended that the Chapter Sponsor also utilize the *NHSDA State Affiliates Tool Kit* to understand the duties and responsibilities associated with sponsorship.

Acknowledgements:

The National Dance Education Organization is indebted to Wrenn Cook for her leadership in developing the National Honor Society for Dance Arts at the national level through NDEO state affiliates. Based on the Thespians honor society, NDEO acknowledges their generosity in allowing dance to follow the lead of theatre arts education. In addition, NDEO thanks the State Affiliates and Chapter Sponsors who have worked to build the NHSDA and contributed to the continued development of this handbook. Finally, the NHSDA would not be possible without the dedication and wisdom of all dance educators in the United States who disseminate high quality standards for teaching dance arts education.

NHSDA Vision, Mission and Goals Statement

NHSDA 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 postsecondary education.
2. To foster an appreciation for dance as a true art form and one worthy of recognition and prestige.

<u>NHSDA Secondary Program</u> <u>(ages 11-18) Goals</u>	<u>NSHDA Post-Secondary Program</u> <u>(college / university) Goals</u>
<ol style="list-style-type: none"> 1. To identify honor students of junior and senior high school age for nomination to the <i>NDEO Artistic Merit, Leadership and Academic Achievement Award</i>, 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. 	<ol style="list-style-type: none"> 1. To encourage exploration of dance education pedagogy, choreography, performance, research, community outreach, and advocacy in the context of a broad dance program. 2. To stimulate dialogue and networking between students, faculty and experts in the field. 3. To promote the use of standards in dance education curriculum and teaching methods. 4. To develop future leaders in the field of dance arts education and performance.

Eligibility for Induction

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

The Chapter Sponsor of the NHSDA school chapter will be responsible for determining when each student has met the criteria for becoming an official inductee of the local chapter. These criteria may be determined by the needs of each individual situation as they relate to the NHSDA guidelines.

All junior and senior high school age students inducted into a NHSDA school chapter are eligible for nomination by the Chapter Sponsor to receive the NDEO *Artistic Merit, Leadership, and Academic Achievement Award*.

Induction Benefits

All student inductees will receive an official certificate of induction from the State Affiliate or other host organization. Inducted students in participating high schools are eligible to wear the NHSDA honor cord and honor gold pin during graduation ceremonies. In addition, inductees may participate in special events or receive mailings generated by the sponsoring State Affiliate or other host organization.

Students are encouraged to cite their NHSDA induction in scholarship applications and/or resumes for college or dance employment.

As primary contact for the school chapter's NDEO institutional membership, the Chapter Sponsor is eligible for all benefits that accompany membership at the institutional level. Information about membership benefits can be found on the NDEO web site at www.ndeo.org (go to Membership)

PART I: IMPLEMENTING A SCHOOL CHAPTER

Establishing the Chapter

A school chapter of the National Honor Society for Dance Arts (NHSDA) may be set up in any private or public middle or high school, dance school/academy, performing arts center, or community center with an active dance program serving students 11-18 years of age. It is not required that dance programs in middle or high schools are set up as in-school, for-credit classes: after school dance classes or clubs are eligible for membership. 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 in education and private schools of dance.

In order to establish a school chapter, the school first must obtain an NDEO membership at the Institutional Member level. A Chapter Sponsor (e.g., dance teacher affiliated with the school) should be identified and listed as the primary contact on the NDEO membership application. Membership information and an application are provided on the NDEO web site at www.ndeo.org (go to Membership.)

Chapter Sponsors who already hold a Professional Membership are encouraged to keep their Professional Memberships active. The Professional Membership qualifies an individual to serve on the NDEO Board of Directors and be nominated for, and receive, national professional service awards. An Institutional Membership, on the other hand, gives the institution of record a membership ID so that NDEO group programs and services – such as the NHSDA – can pass through the institution to the students. The institution holds the membership, not the contact person who may change as shifts occur in staffing. Consequently, NDEO highly recommends that Chapter Sponsors request the institution of record pay for the Institutional Membership so top administration understands and supports the program from its very inception. Top administrators are involved throughout the conduct of the NHSDA in an institution. It is important they be part of the communication and plans of action.

If the institution is located in a state with a participating State Affiliate, the institution receives dual membership in both the state affiliate and the national NDEO organization. The Chapter Sponsor receives a *Journal of Dance Education* (JODE) subscription which can be passed on to the school or academy library. A current list of NDEO state affiliates can be found at www.ndeo.org (go to State Affiliate). NDEO and State Affiliate memberships must be current in order to maintain an active NHSDA chapter.

Once the NDEO membership has been obtained, the Chapter Sponsor should proceed as follows:

1. Contact the State Affiliate NHSDA Coordinator to apply for a chapter through the affiliate. A list of participating State Affiliates is located in this Sponsor Handbook (see Appendix R: Contact Info for State Affiliates with active NHSDA Chapters). Schools located in states without participating affiliates that are members of the National Registry of Dance Educators (NRDE) may contact the NRDE at eposey@optonline.net to apply for a chapter. All others should contact the South Carolina Dance Education Organization

(SCDEO) at wcook@columbiasc.edu. SCDEO serves as the hub organization for NHSDA chapters that are not members of NRDE or that are located in states without participating affiliates.

The State Affiliate or other host organization will provide an application form to establish a school chapter or you can use the one in Appendix A: NHSDA Chapter Application. We will also offer an online application in the Honor Society section of our website at www.ndeo.org where you click on a URL link and fill in the form and hit Submit – the application will be sent via email to the appropriate contact. When submitting the application form, it is also important that the Chapter Sponsor provide the names, job titles, and mailing addresses of any local school district personnel (e.g., district superintendent, school principal) who should be notified about the chapter. Chapter Sponsors at private dance schools/academies may serve students from multiple school districts. They should consider themselves a feeder school for the public schools within that school district and consider expanding their marketing possibilities. The Chapter Sponsor may need to enlist the assistance of parents or students to identify the appropriate school representatives.

The State Affiliate or other host organization will grant the NHSDA chapter a Chapter number and send an official NHSDA Chapter Certificate. The affiliate also will write letters to the identified school district personnel, notifying them that the chapter has been established. Copies of the letters will be provided to the Chapter Sponsors so that they will know that school personnel have been notified. The Chapter Sponsor may write letters to school personnel (or feeder schools) to introduce him/herself (see Appendix B: Letter of Introduction to School Principal).

2. If applicable, coordinate with school or school district personnel to ensure that the establishment of the NHSDA chapter is in compliance with school district policy. In some schools, for example, honor societies are considered to be student organizations and are required to develop constitutions and by-laws (see Appendix C: Sample Constitution and By-laws). Chapter Sponsors at private dance schools/academies should establish communication with the schools that their students attend to set up procedures for ensuring that inductions are noted on transcripts and that graduating seniors are permitted to wear the NHSDA cord and pin in graduation ceremonies (see Appendix B, Letter of Introduction to School Principal).
3. Once the State Affiliate or other host organization has confirmed the establishment of the school chapter, the Chapter Sponsor may set up and begin chapter activities.

A step-by-step checklist for establishing a school chapter is provided in this handbook (see Appendix D, Checklist for Establishing a School Chapter).

Managing the Chapter

Once the school chapter is established, the Chapter Sponsor should determine how it will function as an organization within the school and its maintenance of records. Some possible options include the following:

- The chapter can be managed solely by the Chapter Sponsor and exists primarily to induct students who have met the criteria for induction and help students graduate with honors. 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 induction and graduating with honors.
- The chapter is set up as a student organization with elected student officers with the Chapter Sponsor acting as the faculty advisor. 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.

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. 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.

The opportunity for induction into NHSDA can be used as an incentive for involvement in dance activities as soon as a student enters the sixth grade. While earning points to qualify for induction, students may attend NHSDA meetings and events; however, prospective inductees are not afforded the full benefits of inclusion until induction (e.g., voting in chapter elections, wearing the honor cord, attending special events held for NHSDA members).

Other Chapter Sponsor responsibilities for managing the chapter are to:

- Maintain a current NDEO membership at the Institutional Member level and membership in the State Affiliate organization, if applicable
- Maintain the chapter's induction and other records to include copies of student application forms, the original chapter certificate issued by the State Affiliate or other host organization, a current inductee roster, and any related supplies
- Provide student data to other Chapter Sponsors if a student moves to another chapter or progresses from a middle school to a high school chapter
- Administer the chapter's local funds, if applicable
- Ensure that NHSDA affiliation is noted in all appropriate publications (e.g., dance program promotional materials, performance playbills)

- Complete and return any surveys sent by the State Affiliate or NDEO

If desired, the Chapter Sponsor may involve students in maintaining records in order to make students' roles more proactive and to reduce the amount of paperwork for which the sponsor is solely responsible. It is the Chapter Sponsor's responsibility, however, to ensure the accuracy of the records. In addition, the Chapter Sponsor should not permit students to handle any information that is private in nature and should adhere to FERPA regulations regarding the handling of student data.

Induction Procedures

Once the chapter is established, the Chapter Sponsor may induct any students who have met the criteria for NHSDA induction. Prospective student inductees earn points toward induction as outlined in the NHSDA National Induction Point System (see Appendix I: NHSDA National Induction Point System). In order to facilitate the start-up of a chapter, it is permitted for students who have been in the dance program and who already have met the induction criteria to be "grandfathered in" as charter members of the chapter. The Chapter Sponsor may rely on grade transcripts, playbills from past productions, and other anecdotal records in order to determine whether a student has met the criteria. At the Chapter Sponsor's discretion, points may be awarded retroactively; however, activities must be well documented. For example, if well documented, a Chapter Sponsor in middle school can retroactively award points back to sixth grade; and, if well documented, a Chapter Sponsor in high school can retroactively award points back to ninth grade.

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 Student Award at the state level (deadline February 28th) and possibly the national *NDEO Artistic Merit, Leadership, and Academic Achievement Award* (deadline March 28th), and graduate with honors. Depending on how many senior/junior students are involved, it is important that the Chapter Sponsor plan backwards from seniors down line to freshmen. 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. We recommend in this inaugural year that the Chapter Sponsor seek additional help from other faculty or parents in the school, academy or community who are proficient in technology and writing to help students with their video and essays. In the meantime, the Chapter Sponsor can continue the process of awarding points (retroactively and concurrently) with sophomore students. Freshmen only work on currently earned points and their focus is induction, not applications to state and national awards, or graduating with honors. With these guidelines, the Chapter Sponsor can do all possible to prepare seniors/juniors for induction, meet award deadlines, and prepare seniors to graduate with honors.

Inductions may be held as many times as is necessary throughout the year. Names and induction fees for new inductees must be sent to the State Affiliate home office at least four weeks prior to an induction ceremony so that official Induction Certificates of Membership can be provided.

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. More information about the induction ceremony is provided in this handbook (see page 12).

The Chapter Sponsor may submit any number of students eligible for induction each year with a \$8.00 fee per student to cover the host organization's cost of printing and mailing certificates. Induction fees must be received by the State Affiliate or other host organization office before official Induction Certificates of Membership will be sent. Once a student has been inducted at the middle school level, no additional fees will be imposed until s/he applies for induction at the high school level. **Induction into the NHSDA does not constitute membership in NDEO.**

The Chapter Sponsor should adhere to the following procedures for student induction:

1. Set up a system for maintaining records of points earned and inform the students how the point system works. Point records can be maintained in any way that is deemed most efficient and convenient for the sponsor, whether by using database software or by keeping a simple index card file. Students are responsible for submitting records of their activities and/or for reminding the Chapter Sponsor to enter their points into the record. If desired, the Chapter Sponsor may develop forms for students to use in reporting their activities. Sample forms developed by Chapter Sponsors are provided in this handbook (see Appendix E, Sample Verification of Activity Form, and Appendix F, Sample Student Membership Log). If the student's GPA in the dance class is to be a factor for eligibility, check with school administrators to determine the most appropriate way to collect that information. In addition to the National Induction Point System, an Induction Rubric (see Appendix J: Induction Rubric) is provided for the Chapter Sponsor's use in determining when a student is eligible for induction.
2. Obtain a copy of the official NHSDA Student Induction Application form from the State Affiliate or other host organization or use the one in Appendix G, Sample Student Induction Application Form. We will also offer an online student induction application in the Honor Society section of our website at www.ndeo.org where you click on a URL link and fill in the form and hit Submit – the application will be sent via email to the appropriate contact. The form provided by the State Affiliate or host organization will include the mailing address to which the application should be sent and information regarding the payment of induction fees. Keep a blank copy of the form on file, since it will be used each time students are eligible for induction.
3. Once the students have met the criteria for induction, complete the Student Application Form provided by the State Affiliate or other host organization. Make a copy of the completed form to keep on file. Collect the induction fees (\$8.00 per student) from the students and deposit them into the appropriate account. If preferred, schools can choose to pay the fees from another source, such as a school account, rather than collecting the fees from the students. Write or obtain a check payable to the State Affiliate for the total amount of student fees. Send the check and completed Student Application Form to the designated state NHSDA coordinator at the address indicated on the form. *Note: Since*

student induction certificates will be printed according to the information on the form, the Chapter Sponsor should type or clearly print the students' names and check for accuracy before submitting the form.

4. Set and publicize a date for the induction ceremony. Be sure that the date allows ample time for the State Affiliate or other host organization to print and mail the induction certificates. Begin planning the induction ceremony (see Induction Ceremony, p. 12).
5. When the certificates arrive, fill in the induction date and sign each certificate on the Chapter Sponsor signature line.
6. Conduct the induction ceremony (See Induction Ceremony, p.12). During the induction ceremony, present the official Induction Certificates of Membership. If desired, the Chapter Sponsor also can print and distribute NHSDA membership cards. Templates are now available online at www.ndeo.org (see online store / Honor Society).
7. Provide a list of the inductees to appropriate school personnel so that their induction will be noted in student transcripts or other records.
8. If desired, send a press release to the local media outlets to announce the inductions. Be sure to comply with FERPA regulations regarding the inclusion of students' names and other information in materials provided to the media. If the school has a web site, induction announcements can be posted there, also. Sharing information about student inductions with the community is highly recommended in that it provides yet another way to acknowledge the students' achievements and generates positive press for the dance program.

A step-by-step checklist of induction procedures is provided in this handbook (see Appendix H, Checklist for Induction Procedures).

NHSDA Induction Criteria

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, when appropriate, on the basis of dance class grade point average. In addition, another factor in the determination of eligibility for induction is the prospective inductee's demonstration of collaborative teamwork, motivation, and leadership in the many aspects of dance that may include choreography, performance, teaching, and production.

The Chapter Sponsor of the NHSDA school chapter will be responsible for awarding points and for determining when each student has met the criteria for becoming an official inductee of the local chapter. The NHSDA induction criteria are designed to allow for flexibility at the school chapter level so that honor society induction reflects and supports the school's mission and circumstances. Criteria fall into 2-3 categories as follows:

- **Participation Points:** This category reflects points earned for meritorious participation in a wide variety of dance activities. The NHSDA National Induction Point System (see Appendix I, NHSDA National Induction Point System) 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 middle school level, a student must earn 15 points, at least 10 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 5 points while participating in community dance activities or other activities in the performing arts outside of the chapter program.
 - To qualify for membership 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.
- **Grade Point Average (GPA):** In cases in which the school’s dance program is an in-school, for-credit course, the prospective inductee’s cumulative GPA in dance courses can be a qualifying factor for induction, if the Chapter Sponsor so chooses. The Chapter Sponsor may determine the minimum GPA for induction into the local chapter. 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.

The Chapter Sponsor should explain the induction criteria 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 review

the records on a periodic basis to determine which students have met the criteria for induction, using the NHSDA Induction Rubric (see Appendix J, Induction Rubric).

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 middle school level, the student may earn 1 point to apply toward high school 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. 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.

Extra points earned can be indicated by affixing adhesive NHSDA labels on the student's membership certificate. In addition, extra points earned can be indicated after members' names in playbills and membership rosters.

Other policies regarding induction eligibility are as follows:

- Induction into the NHSDA will be granted to all students within a participating chapter who have met the criteria. No students will be elected into the honor society, and no student who has met the criteria will be denied induction.
- Induction into the NHSDA is irreversible. No student will be stripped of her or his NHSDA status; however, a Chapter Sponsor may bar an inductee from participating in local chapter activities if the student's safety or conduct warrants exclusion.
- All prospective inductees who have met the criteria for induction must pay the induction fee. If desired, the local chapter may raise funds to pay the induction fees on behalf of students.
- Student inductions are not recognized by NHSDA until official Induction Certificates of Membership have been issued by the State Affiliate or other host organization.
- If a prospective inductee is simultaneously enrolled in two or more programs that hold chapters (e.g., a public school and a private school of dance), the student should select one chapter through which to seek induction.
- Chapter Sponsors are obligated to supply the student's documented hours to all new sponsors when the student moves up to the next grade level or changes programs. Each chapter should accept all previously documented points and/or inductions, even if they come from a different type of program or dance setting.

The Induction Ceremony

The NHSDA Induction ceremony provides an opportunity to publicly acknowledge students' achievement in dance and to bring visibility to the chapter dance program. 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 to be determined by the Chapter Sponsor. In some cases the

State Affiliate may coordinate a state wide event to recognize inductees. Chapter Sponsors are encouraged to contact their State Affiliates to find out if this is the case.

Some options for scheduling induction ceremonies are as follows:

- Plan a formal induction event to which parents, teachers, and other school district personnel are invited to attend
- Collaborate with other groups in the school to include NHSDA inductions in a school honors assembly or other school wide event (e.g., National Honor Society induction, International Thespian Society induction)
- Coordinate with other NHSDA chapters in the area and/or the State Affiliate to hold a district wide, county wide, or even state wide induction event
- Include the NHSDA inductions as a component in a school dance production

If desired, the Chapter Sponsor or student chapter officers may prepare an invitation to the event and a ceremony program to be provided to parents and other guests who attend the induction ceremony. Sample invitation and ceremony program templates coming soon! It is recommended that the Chapter Sponsor involve school administrators as participants in the induction ceremony and to invite school board members and other local dignitaries to attend the event. Students can play a meaningful role in planning and implementing the ceremony as well.

Listed below are some suggestions for conducting induction ceremonies:

- Conduct the ceremony in a formal manner, with either the Chapter Sponsor, the student chapter president, or other designated dignitary serving as the installing officer (see Appendix K: Sample Induction Ceremony)
- For high school inductees, NHSDA cords and pins can be presented during the ceremony, in addition to the Induction Certificates of Membership; cords and pins can be purchased through NDEO at www.ndeo.org (go to On-Line Store) or through the State Affiliate
- For middle school inductees, NHSDA pins can be presented during the ceremony, in addition to the Induction Certificates of Membership
- If the NHSDA induction ceremony coincides with the announcement of winners of the NDEO *Artistic Merit, Leadership, and Academic Achievement* award, these awards can be presented during the induction ceremony
- During the ceremony, inductees can recite the NHSDA Induction Pledge (see Appendix L: NHSDA Induction Pledge)
- When possible, invite speakers (e.g., a representative from the State Affiliate, an artistic director of a dance company) to provide a brief address during the ceremony

PART II: IMPLEMENTING THE NDEO STUDENT AWARD PROGRAM

The NHSDA serves to identify those honor students of junior and senior high school age for nomination for NDEO's *Artistic Merit, Leadership and Academic Achievement Award*, the highest student dance award in the nation. There are two levels of adjudication: State and National. At the state level the top applicants are selected to receive a state award and the highest two awardees are then forwarded for adjudication of the national award. National winners of the award may be invited to attend NDEO's national conference to receive the award. Attendance is planned in collaboration with the state affiliate, if finances and schedules permit. Personal congratulatory letters from NDEO's Executive Director are sent to the winner's school district superintendent, school principal and state program arts coordinator.

Student Eligibility

The applicant must be an **inductee** of the NHSDA and a high school junior or senior (16-18 years) studying dance in any private or public high school, dance school/academy, performing arts center, or community center. The program may be in-school for credit or out-of-school recreational/professional program. The student's NHSDA Chapter must be a current member of the State Affiliate (or surrogate affiliate when applicable) and hold current Institutional Membership in the NDEO.

Award Criteria

Whereas induction into NHSDA is based on points earned for meritorious participation in dance, the NDEO *Artistic Merit, Leadership and Academic Achievement Award* selection process does assess applicants on the basis of artistic and technical excellence in dance, leadership, and academic achievement. Applicants must score from 765-900 points (top 15%) to win the state level award AND only the two highest scoring awardees at the state level are forwarded to NDEO for adjudication in the *NDEO Artistic Merit, Leadership, and Academic Achievement Award* (see Appendix Q: NDEO Student Award Rubric).

Applicants are judged in three areas on a 900 point system with 300 possible points earned in each of three sections (see Appendix Q: NDEO Student Award Rubric).

1. Artistic Merit: The Nominee must demonstrate artistic and technical excellence in dance. A total of 300 points can be earned in this category: 100 points for Technical Excellence; 100 points for Artistic Merit; and 100 points for the student's Essay #1 on his/her original choreography.)
2. Leadership: The Nominee must demonstrate outstanding leadership in the field of dance at the school, community, state, and/or national level. A total of 300 points can be earned in this category: 100 for the student's Resume; 100 points for evidence of leadership

presented in the Recommendation letter; and 100 points in the student's Essay #2 on Leadership.)

3. **Academic Achievement:** The Nominee must demonstrate academic excellence with a **cumulative grade point average of 3.0 or higher**. A total of 300 points can be earned in this category: 100 points for the student's GPA; 100 points for the student's Essay #3 on Future Plans; and 100 points for the student's essay #4 on the Impact of Dance in the Student's Life.

IMPORTANT: Study the "NDEO Artistic Merit, Leadership, and Academic Achievement Award Rubric (Appendix Q) to see criteria, components judged, and allocation of points.

Application Process

The Chapter Sponsor identifies eligible NHSDA students and assists in submitting their application packet. The application packet consists of a student application (see Appendix M, NDEO Student Award Application), teacher recommendation form (see Appendix N, NDEO Student Award Teacher Recommendation), student vita/resume (see Appendix O, Sample Format for Student Vita/Resume), 2-page written essay (see specifications for Student Written Essays, p.16), Video/DVD (see specifications for Video/DVD, p.16), and an application fee. All application materials can be downloaded at www.ndeo.org (go to Honor Society, then Artistic Merit, Leadership, Achievement Award.)

- The application packet is then submitted to the State Affiliate or other host organization for adjudication at the state level – due in the state affiliate office postmarked on or before February 28th.
- Application forwarded by the State Affiliate to NDEO headquarters for adjudication at the national level must be postmarked on or before March 28th.
- State Affiliate adjudicators use the same criteria and rubric as national adjudicators use (see Appendix Q: Student Award Rubric).

The State Affiliate or other host organization will notify state level winners and indicate whether or not an application has been forwarded to NDEO for consideration at the national level. In some cases, the State Affiliate may choose to present awards to the state level winners. Chapter Sponsors should check with the State Affiliate or other host organization to see if this is the case.

Once the national adjudications are completed, the NDEO Executive Director will announce the winners and send letters of notification to the students, the Chapter Sponsors, the winner's school district superintendent, school principal and state program arts coordinator. National level winners will be invited to attend the NDEO national conference to receive the award, if finances and schedules permit. It is recommended that the Chapter Sponsor provide a press release about winners to local media sources.

Student Written Essays

Students will briefly address four questions provided using Times New Roman in 12pt font, one inch margins on all sides, and single spaced. Each answer should be 250 words or less.

- Essay #1: What was the intent or inspirations of your original choreography? Please provide title of work, and challenges encountered in the choreographic process. (100 points)
- Essay #2: What leadership roles have you held in or outside of school? These may, or may not, relate to dance. (100 points)
- Essay #3: What are your plans after high school graduation? What are your career aspirations? (100 points)
- Essay #4: What impact has dance made in your life? (100 points)

Video / DVD

The student must submit a three (3) minute video of the student in solo performance. Any video over three minutes will be disqualified. The solo must be the student's original choreography. The choreography can be of any genre of dance that best demonstrates the student's technical skills and artistic merit. The video can be in performance, site-specific, or filmed informally in a studio setting. The video can be sent on a DVD or uploaded to YouTube. (Note: You need a YouTube account to upload videos.

Instructions:

<http://www.google.com/support/youtube/bin/answer.py?hl=en&answer=57924&lr=all>)

If submitting a DVD, please make sure the label clearly identifies the student's name, the name of the school, and the name and contact information for the Chapter Sponsor. Note: DVDs will not be returned to the applicant.

IMPORTANT: See: Suggestions for Preparing Applications/Video Documentation (p. 17).

Application Deadlines

State Level Adjudication:

Chapter Sponsors must submit student applications to the State Affiliate postmarked by Feb. 28th of any year.

National Level Adjudication:

State Affiliates must have NDEO Artistic Merit, Leadership and Academic Achievement Awards in to NDEO headquarters postmarked by March 28th of any year.

National Adjudication:

Notifications of national finalist and winners must be mailed by April 28th of any year.

Suggestions for Preparing Applications

- **Timeline:** Begin early! Many of the application components take significant time to prepare, so set your students' deadlines far enough ahead of the state deadline to ensure that the complete packets are submitted on time. State Affiliates will not accept late or incomplete applications.
- **Letters of Recommendation:** Chapter Sponsors and dance teachers nominating students should write STRONG letters of recommendation. Letters should provide clear examples of the student's leadership activities and skills both known and observed. In addition, the Chapter Sponsor should make a clear case for why s/he recommends this student for the highest award in the state/nation. The Letter of Recommendation constitutes 100 points.
- **Student Essays:** Be sure the student answers the specific questions required in the application (detailed on p.16): Essay #1 (original choreography intent, inspiration, and challenges); Essay #2 (leadership activities); Essay #3 (plans after HS and career aspirations); and Essay #4 (the impact dance has made in the student's life). Essays must be well written, grammatically correct, and show excellent reflection and maturity in synthesizing questions and articulating responses. Encourage students to seek assistance in proofreading and editing their essays and vitas. If your time does not permit you to provide this assistance, help the student identify another source such as another teacher or parent. (See Appendix Q: Award Rubric.)
- **Video Documentation:** Urge your students to submit the highest quality video documentation possible, via YouTube or DVD. The video demonstrates the student's technical skills (100 points) and artistic excellence (100 points) which together constitute 200 points. While a professional quality video or DVD is not required, and quality is not a component in the adjudication, a poor quality visual representation in which the student cannot be seen does not serve the student well. Film the dancer against a plain backdrop or an unobstructed background, and avoid mirrors that reflect the dancer's image, distracted lighting, or extraneous environmental obstructions. Be sure the dancer wears a dance practice uniform or costume that contrasts with the background. If your school has a media production program, see if teachers or students in that program can assist in making the student's video or DVD. (See Appendix Q: Award Rubric.)
- **Scholastic Achievement:** Be sure to include the student's cumulative high school GPA required in the Sponsor's Recommendation form (see Appendix N: NDEO Student Award Teacher Recommendation) and include the total scale upon which the GPA is determined. Usually GPAs are scaled 1-4 – e.g., 3.5 out of 4.0. However, some states have a different scale and it is critically important those states define their GPA scale system – e.g., 4.2 out of 5.0. If this is not done, the GPA must be disqualified.
- **Holistic Experience:** Remind your students that this is a national award program and that not many winners are selected. Encourage students to value the application process as an opportunity to reflect on their achievements and learn new skills that are important to a college or job application process and life skills.

APPENDICES



For State Affiliate Use Only:
Chapter # _____ **Date Established:** _____

National Honor Society for Dance Arts - Chapter Application

Please print clearly or type the following information:

School Name: _____
 School Address: _____
 City, State: _____ Zip Code: _____
 School District(s): _____ County: _____

NDEO Institutional Membership ID # _____
 Sponsor Name: _____ Position: _____
 School Phone Number: _____ Fax Number: _____
 E-Mail address: _____

Please check one: Middle School High school Dance school/Academy
 Performing Arts School Community Center

Please provide contact info of school personnel who should receive official notification of the NHSDA chapter establishment & induction of students.

Title	Name	Mailing Address / Email
School Principal		
District Superintendent		
State Arts Coordinator		
Other		

Dance Program Description:

In a separate attachment, please write a brief description of your school's dance program (e.g., grade and age levels served, in-school/after school, general or gifted/talented students, curriculum taught, etc.)

Sponsor Signature: _____ Date: _____

Forward completed application to your State Affiliate or other host organization. See: **Application Submission Instructions** link within *Start a Chapter* on NHSDA section of our website (www.ndeo.org/nhsda) for your State Affiliate / host organization address. If you have questions, please contact us at 301-585-2880.

(DANCE SCHOOL/ACADEMY LETTERHEAD)

(DATE)

**(NAME AND ADDRESS
OF SCHOOL PRINCIPAL)**

Dear **(SCHOOL PRINCIPAL'S NAME)**:

I am following up on the letter of notification dated **(DATE OF LETTER SENT BY STATE AFFILIATE)** that you received from **(NAME OF STATE AFFILIATE)** regarding the establishment of a National Honor Society for Dance Arts (NHSDA) chapter at **(NAME OF DANCE SCHOOL/ACADEMY)** in **(NAME OF CITY AND/OR COUNTY)**. **(NAME OF DANCE SCHOOL/ACADEMY)** is pleased to serve dance students who also are enrolled at your school, and I am delighted that we can acknowledge their achievements in dance through induction into NHSDA.

As the designated NHSDA Chapter Sponsor, I am responsible for monitoring students' progress toward meeting the criteria for induction and for supervising all chapter activities. It is my hope to be able to work with you and your staff to ensure that inductions are noted in student transcripts and other records as appropriate and that graduating seniors are permitted to wear the NHSDA honor cord and pin in graduation ceremonies **(NOTE: the reference to graduating seniors should be omitted if a middle/junior high school)**. Please contact me at your earliest convenience so that we can discuss the procedures that I should follow to notify you when students are inducted. If you would prefer that I communicate directly with a guidance counselor or other staff member, please have that person contact me. I can be reached at **(EMAIL ADDRESS)** or at **(PHONE NUMBER)** during the hours of **(LIST OPTIMAL TIMES OF DAY)**.

I look forward to hearing from you and to working with your school as we honor the hard work and dedication of our students.

Sincerely,

**(NAME OF DANCE SCHOOL/ACADEMY
NHSDA CHAPTER SPONSOR)**

National Honor Society for Dance Arts

Compliments of _____

CONSTITUTION

The primary mission of the National Honor Society for Dance Arts (NHSDA) is to promote and honor outstanding dance achievement in middle and high school level students. Further, NHSDA hopes to encourage well-rounded dance artists to become leaders in their communities after high school graduation.

The National Honor Society for Dance Arts (NHSDA) serves to identify those honor students of junior and senior high school age for nomination to the National Dance Education Organization's (NDEO) Artistic Merit, Leadership and Academic Achievement Award, the highest dance award in the nation.

ARTICLE I

Eligibility

Student membership in the NHSDA is awarded on the basis of points earned for meritorious work in dance that meet the honor society's general guidelines and overall grade point average. In addition, the prospective member's demonstration of collaborative teamwork, motivation, and participation in the many aspects of dance (choreography, performance, teaching, production, etc.) is a factor in the determination of eligibility for membership.

The sponsors of NHSDA are responsible for determining when each student has met the criteria for becoming an official member of the chapter. These criteria may be determined by the needs of each individual situation as they relate to the NHSDA guidelines.

All students inducted into NHSDA are eligible for nomination, by the Chapter Sponsor, to receive the NDEO Artistic Merit, Leadership, and Academic Achievement Award.

ARTICLE II

Membership benefits

Upon induction, all members receive a certificate of membership. Members in participating high schools can wear the NHSDA honor cord and honor gold pin during graduation ceremonies. In addition, members may participate in special events or receive mailings generated by the state chapters. Inducted students are encouraged to include their membership in scholarship packets and/or resumes for college or dance employment.

BYLAWS

ARTICLE I

Membership Qualifications

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. A student must maintain at least an overall 3.0 GPA. 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. Documentation (programs, signed letters of participation, etc.) should be obtained for any activity the student submits outside of the chapter's program.

All prospective inductees who have met the eligibility criteria must pay the \$8.00 student induction fee established by the National Dance Educators Organization prior to induction.

Membership in the NHSDA will be granted to all students who have met the eligibility requirements. No student will be elected into the honor society, and no student who has met the requirements will be denied membership.

After a student has been inducted into the NHSDA, she/he may continue to accumulate points toward the awarding of stars for continued meritorious work in dance. Up to 5 stars can be awarded, 1 star for each 5 points earned.

ARTICLE II

Officer Eligibility and Responsibilities

The offices of President, Vice-President, Secretary, and Treasurer will be elected from the membership in the fall of each school year. The 4 officers in conjunction with the sponsor will serve as the final decision-making body of the local organization. Candidates for office must be in good standing and currently enrolled in a chapter-site dance class.

CHECKLIST for Establishing a School Chapter

Prospective Chapter Sponsors may use this checklist that outlines the steps for establishing a school chapter.

- Join NDEO as an Institutional Member or upgrade from a Professional Membership.
- Familiarize yourself with the NHSDA Eligibility and National Point System and other guidelines provided in this handbook.
- Complete and mail the Chapter Application form to the appropriate host organization (i.e., participating State Affiliate, NRDE, or SCDEO). Be sure to include the names/job descriptions/ mailing addresses of school district personnel who should be notified about your chapter.
- Inform the school principal(s) and students about NHSDA. It also is recommended that you provide information to parents about the honor society.
- Plan and put into place your system for monitoring students' progress toward induction.
- Once you have received confirmation from your host organization that your chapter has been established, begin chapter activities.

National Honor Society for Dance Arts

Verification of Activity Form

Student Name: _____

Company/Studio Name: _____

Address: _____ City, State: _____ Zip Code: _____

Print Contact Name: _____ Position: _____

Company/Studio Phone Number: _____ Fax Number: _____

E-Mail address: _____

Activity (class, production, etc.): _____

Write a paragraph describing the nature of your activity (i.e. how many times did the class meet, what was the production, etc.) and what you learned from your experience.

Authorized Signature: _____ Position: _____ Total Hours: _____

National Honor Society for Dance Arts

Student Membership Log

Student Name: _____

Address: _____

City, State: _____ Zip Code: _____

Participation Category	Event or Activity	Date of Activity	Points Earned	Parent/Teacher Signature

National Honor Society for Dance Arts

Student Induction Application

Please print all information in the application

School Name: _____

School Address: _____

City, State: _____ Zip Code: _____

Sponsor Name: _____ Chapter #: _____

Sponsor's Signature: _____ Date: _____

Phone: _____ E-Mail: _____

Please check one:

- Middle School High School Dance School/Academy PA School Community Center

Student Name	Address/City/Zip	Date of Birth	Points Earned

IMPORTANT NOTE TO CHAPTER SPONSORS: Student information will be entered into the (STATE AFFILIATE NAME) database for the purpose of verifying induction. In addition, inductee names and addresses may be used to generate mailing lists for information pertaining to college scholarships and other opportunities. If a student's family has filed a FERPA form with your school and does not wish for the student to receive mailings, please do not provide the mailing address.

Copy the application as needed, or use a separate attachment with the required student information. The fee for membership is \$8.00 per student. Please include one check for the total fee amount (make check payable to your state affiliate or sponsoring organization) and see [Appendix R: Contact Info for State Affiliates with Active NHSDA](#) for mailing instructions. Please allow 2-4 weeks for delivery of the membership certificates.

CHECKLIST for Chapter Sponsor's Induction Procedures

Chapter Sponsors may use this checklist that outlines the steps for inducting students.

- Monitor students as they earn points and keep track of their records.
- Obtain a copy of the Student Induction Application form from the host organization or from the NDEO website.
- Once students have are eligible for induction, complete the Student Induction Application form.
- Collect the Induction Certificate of Membership fees (\$8 per student) from students or arrange to pay the fees from another source.
- Prepare a check payable to the host organization for the full amount of fees.
- Send the completed Student Induction Application form and the check to the host organization. Allow at least four weeks for delivery of the Certificates of Membership.
- Set and publicize a date for your induction ceremony.
- Plan the induction ceremony.
- When the Induction Certificates of Membership arrive, fill in the induction date and sign your name on the Chapter Sponsor line.
- Conduct the induction ceremony.
- Provide a list of inductees to appropriate school personnel (e.g., guidance staff, school records staff).
- If desired, provide press releases about the inductions to the local media and post announcements on your school website.

National Honor Society for Dance Arts

National Induction Point System

Participation 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 year
	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	.5 points per day
Participation in Other Dance Activities	Participation in a Formal Adjudication	1 – 2 points if choreographer .5-1 point if dancer
	Choreography – Projects completed outside of chapter site class assignments	1 – 2 per project
	Scholarship – Papers or other scholarly projects completed outside of graded class assignments (e.g., reviews of live dance performances attended)	.5 – 2 per project
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	.5 – 1 point per production
	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 director/ballet master or mistress	.5 – 1 point per production
	Business manager or staff	.5 – 1 point per production
	Publicity manager or staff	.5 – 1 point per production
	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
Videographer	.5 – 1 point per production	

Middle School: At least 15 points required for induction, 10 of which must be earned through participation in chapter site program activities.

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

National Honor Society for Dance Arts

Induction Rubric

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, when appropriate, on the basis of dance class 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 middle school level, a student must earn 15 points, at least 10 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 5 points while participating in community dance activities or other activities in the performing arts outside of the chapter program. ▪ To qualify for membership 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. 	<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> <p><input type="checkbox"/> Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Fair <input type="checkbox"/> Poor</p>
<p>GPA in Dance Courses (if applicable)</p> <ul style="list-style-type: none"> ▪ The Chapter Sponsor will determine the minimum GPA for induction 	<p>If applicable, enter the student's cumulative GPA in dance courses to date.</p> <p>GPA = _____</p>

- Induction Criteria Met
 Induction Criteria Not Met

_____ Chapter Sponsor's Signature

_____ Date

NHSDA Sample Induction Ceremony

Compliments of Florida Dance Education Organization (FDEO)

- A. Begin the ceremony by introducing any guests and then introducing the installing officer.
- B. Suggested text for the installing officer:
“ _____ School (or arts program name) has petitioned the National Honor Society for Dance Arts for the privilege of chartering an Honor Society Chapter. The dance program of _____ School (or arts program name) has been determined to meet the standards required by the governing board of the Honor Society, and the application has been accepted. Membership in this national organization is not only a reward for the fine work of this program, but further evidence of this chapter’s desire to continue to inspire others through dance. As a chapter, the work produced will better dance in the community and throughout the country.”
“It is my pleasure that I welcome you here to share in the induction of new members into _____ School’s (or arts program name) Chapter No. _____ of the National Honor Society for Dance Arts. Through their work in dance, academic achievement and service to others; the candidates have earned the right to become members of the National Honor Society for Dance Arts.”
- C. From a table pre-set with a lit candle, explain the following:
“As each student becomes a member of the Honor Society they will light a candle to symbolize their ability to illuminate our world through dance.”
- D. Read the accomplishments of each student and hand each student the membership card, a certificate, and if desired a National Dance Education Organization Gold Honor Pin (pins may be purchased from the NDEO website by the Chapter Sponsor or certain State Affiliates). As their accomplishments are read, have students light a candle from the central candle.
- E. Have the new members stand and say the pledge.
“I now ask the new members of National Honor Society for Dance Arts, Chapter No. _____ to stand and say the pledge with me (or repeat after me).”
“I promise to uphold the aims and ideals of the National Honor Society for Dance Arts. I am a student of dance and excellence in art, service, and academics is my ideal. I promise to perform as well as I can; to accept praise and criticism with grace; to cooperate with my fellow Honor Society members and work for the good of the Chapter; and to share my love for dance.”
“Congratulations and welcome to the Society, and remember in the words of dancer Murray Louis, “Dancers work and live from the inside. They drive themselves constantly, producing a glow that lights not only themselves, but audience after audience. They personify life itself.”

National Honor Society for Dance Arts Pledge

I pledge to never compromise my creative ability,
to be original and true to my body's natural movement.
I will always be willing to improve my technique and stay open
to new genres and ideas.
I will never fail to help fellow dancers to let their talents shine
and to be an advocate for prospective dancers everywhere.
I will bring my personality and spirit to every dance that I am
called to perform.

- *Deloris Gayle Griffin*

The NHSDA pledge was written in Spring 2006 by Deloris Gayle Griffin, Senior at Ridge View High School in Columbia, South Carolina, and President, NHSDA Chapter SC 002. Gayle Griffin also is a 2006 recipient of the national NDEO: *Artistic Merit, Leadership, and Academic Achievement* award. Inductees at Ridge View High School traditionally perform dance movements that correspond to the text while reciting the pledge.



2012 NDEO: Artistic Merit, Leadership, and Academic Achievement Award

APPLICATION FORM

Please print clearly or type the following information:

Student's Name: _____

Student's Email Address: _____

Current High School Grade Level (check one) Junior _____ Senior _____

Home Address: _____

NHSDA Chapter (name of high school or dance studio / academy)

Chapter Address: _____

Chapter Phone # _____ Chapter Fax # _____

NHSDA Chapter Sponsor Name: _____

Chapter Sponsor Email Address: _____

YouTube Link for video (if not sending (DVD): _____

The school principal, district superintendent and state fine arts coordinator will be notified if the student is selected as a national winner, finalist or honorable mention. In order to facilitate this notification process, please provide contact information for the following:

School Principal's Contact Info (full name, mailing address, email address)

School District Superintendent's Contact Info (full name, mailing address, email address)

Fine Arts Coordinator for School District or State (full name, mailing address, email address)

2012 NDEO: Artistic Merit, Leadership, and Academic Achievement Award

**RECOMMENDATION FORM
(completed by Chapter Sponsor)**

Please print clearly or type the following information:

Name of Student Nominee: _____

Name of School: _____

Name of Chapter Sponsor: _____

NHSDA Chapter # _____ Nominee's High School Grade Point Average _____ out of _____

TO NOMINEE: All applications and accompanying records become the property of NDEO and are not available to candidates. Many people will not complete a reference unless confidentiality can be assured. **I agree for this recommendation to be confidential, and by signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.**
 Signature of Nominee _____ Date _____

Please rate the nominee using the following scale (compared with all NHSDA students at your school):

4 = Outstanding – Top 10%

2 = Average – Middle 50%

3 = Above Average – Top 25%

1 = Below Average – Bottom 25%

(LEAVE BLANK IF UNOBSERVED OR UNKNOWN)

TECHNICAL EXCELLENCE: Demonstrates codified technical movements and/or positions within the demonstrated genre with clarity and accuracy.	
TECHNICAL EXCELLENCE: Demonstrates a mature understanding of the technique of choice and from where movements originate within the body.	
TECHNICAL EXCELLENCE: Demonstrates an intellectual understanding of the technique and does not just copy movements learned.	
TECHNICAL EXCELLENCE: Transitions are smooth one movement to the next.	
ARTISTIC MERIT: Communicates the intent of choreographic movements.	
ARTISTIC MERIT: Communicates emotions, ideas, and feelings of dance using innermost resources – i.e., emotions, feelings, and communications originate deep within the body and are not just imposed on movement.	
ARTISTIC MERIT: Demonstrates an intellectual and emotional understanding of what is required in the choreography.	
ARTISTIC MERIT: Demonstrates an ability to communicate using most effectively the elements of dance (time, energy, and space).	
ARTISTIC MERIT: Demonstrates integration of knowledge of how his/her body moves, command over every aspect of technique and performance, and maturity in his/her artistic growth.	
LEADERSHIP: Demonstrates leadership at school, community, or state levels.	

Please attach (on a separate sheet) a 1-page typed formal recommendation letter for the nominee. Please provide some examples of ways in which the nominee has demonstrated leadership and comment further on the nominee's artistic merit and academic achievement. Why do you think the nominee deserves this award?

Signature of Reference _____ Date _____

NOTE: Signature indicates verification of nominee's high school GPA.

2012 NDEO: Artistic Merit, Leadership, and Academic Achievement Award

RESUME FORMAT

(Limit to 1 page)

Name and Contact Information: Include name, mailing address, phone number(s) and email address.

Dance Training: Chronological list of dance training including names of teachers/dance schools, types of dance training, and approximate length of study at each.

Example:

2005 – Present Mountain View High School – Eleanor Harris, Dance Teacher.
Daily dance classes including Dance I, Dance II, and Talented/Gifted Dance.
Training includes ballet and modern technique.

2004-2005 Dance Arts Center – Deborah Barber, Dance Teacher.
Weekly classes in ballet and jazz.

Performance Experience: Chronological list of performances in which the student has appeared as a dancer including names of performing ensembles/events, choreographers, and locations.

Example:

2005 – Present Mountain View High School – Performed in bi-annual dance concerts featuring student choreography and work of guest artists including Jennifer Morris, Maggie Pratt, and Christopher Corwin.

May, 2005 Dance Arts Center – Annual Recital
Performed in three dances choreographed by Deborah Barber.

Dance Related Activities: Chronological list of dance related activities at the school, community, state and/or national levels including brief description of activity and dates.

Example:

2005-Present Mountain View High School – Currently serving as President of NHSDA Student Chapter. Duties include coordinating NHSDA induction ceremonies, fundraising activities, and educational outreach in feeder elementary and middle schools.

2004-2005 Mountain View High School – Served as Vice-President of NHSDA Student Chapter. Duties included assisting in the coordination of NHSDA induction ceremonies, fundraising activities, and educational outreach in feeder elementary and middle schools.

Honors and Awards: Chronological list of any awards, honors, or scholarships received in dance arts education and/or performance including organizations presenting the awards and dates.

Example:

May, 2005 Mountain View High School, NHSDA Student-of-the-Year

September, 2004 National Honor Society for Dance Arts

2012 NDEO: Artistic Merit, Leadership, and Academic Achievement Award Submission Instructions and Checklist

All application packets must be postmarked or emailed on or before February 28, 2012.
You may mail the entire application packet OR you can email the application & mail in the check.

OPTIONAL: To submit via email:

- 1) The Chapter Sponsor sends an email to the appropriate email address listed in Appendix R with one attached file for the student's application form, checklist and reco form, one file for essay questions and the resume (essays and resume in one document), and one file with the formal recommendation letter. ***The Chapter Sponsor should also put the YouTube link to the student's video directly in the body of the email.***
- 2) The student sends a check for \$15 to the appropriate state affiliate address found in Appendix R. The check should be made payable to the name of the actual state affiliate (ex. Arizona Dance Education Org.) On the check, make sure to reference the applicant's name if the check is coming from the parent's account.

The Application Packet is not considered complete unless all components have been received by the due date of February 28th.

CHECKLIST

- Recommendation Form** completed by the Chapter Sponsor.
- Formal Recommendation Letter** completed by Chapter Sponsor highlighting the student's artistic merit, leadership skills and academic achievement using specific examples.
- Student's resume** citing dance training history; performance experience; dance related activities and leadership in the school, community, state and/or national level; and artistic and academic awards, honors, or scholarships. *Limit 1 page.*
- Video** (3 minutes maximum) of a solo performance by the student. It must be the student's original choreography. It can be any genre of dance that best reflects the student's artistic and technical abilities. It can be an actual performance on stage during a show, site specific, or filmed in an informal setting or studio. The video can be sent on a DVD or uploaded to YouTube. (Note: You need a YouTube account to upload videos. Instructions: <http://www.google.com/support/youtube/bin/answer.py?hl=en&answer=57924&lr=a>)
II) If submitting a DVD please make sure the label clearly identifies the student's name, the name of the school, and the Chapter Sponsor's name and contact information. Note: DVDs will not be returned to applicant.
- Essay Questions:** Students will briefly address four questions provided using Times New Roman in 12pt font, one inch margins on all sides, and single spaced. Each answer should be 250 words or less.
 - o #1: What was the intent of your original choreography? Please provide title of work, inspiration, and any challenges you encountered in the choreographic process.
 - o #2: What leadership roles have you held in or outside of school? These may or may not relate to dance.
 - o #3 What are your plans after high school graduation? What are your career aspirations?
 - o #4: What impact has dance made in your life?

Continued – Next Page

- **Check for \$ 15 adjudication fee made payable to your state affiliate:** Arizona Dance Education Organization (AzDEO), California Dance Education Association (CDEA), Florida Dance Education Organization (FDEO), Capital Region Educators of Dance Org. (CREDO) for Maryland, DC and Virginia, Dance New Jersey (DNJ), Massachusetts Dance Education Organization (MaDEO), Michigan Dance Council (MDC), Missouri Dance Organization (MDO), New York Dance Education Association (NYSDEA), South Carolina Dance Education Organization (SCDEO), Utah Dance Education Organization (UDEO), National Registry for Dance Educators (NRDE).

* If your State Affiliate, State or sponsoring organization is not listed above, then please send your award application packet to the NDEO home office with the check made payable to NDEO. The mailing address is 8609 2nd Avenue, Suite 203-B, Silver Spring, MD 20910 – Attention: Jane Bonbright.

2012 NDEO: Artistic Merit, Leadership, and Academic Achievement AWARD RUBRIC

Please print or type all information clearly:

Applicant's Name: _____ NHSDA Chapter: _____

Note: The descriptors below should be applied in determining strength of technical and artistic merit, leadership, essay questions, recommendation letter, and resume. The descriptors cite the required criteria for each category. Each category is out of 100 points for a total score out of 900 possible points.

Guide for Rating Criteria for Technical Excellence and Artistic Merit:

Technical Excellence: (100 points total)

- ___ / 20 executes the technique of choice with clarity and accuracy
- ___ / 20 demonstrates codified technical movements and/or positions with clarity and accuracy
- ___ / 20 demonstrates a mature understanding of the technique and from where movements originate within the body
- ___ / 20 demonstrates an intellectual understanding of the technique and is not just copying movements learned
- ___ / 20 transitions are smooth one movement to the next
- ___ / **100 Total:** Overall, the applicant demonstrates technical maturity.

Artistic Merit: (100 points total)

- ___ / 20 communicates the intent of choreographic movements
- ___ / 20 communicates emotions, ideas and feelings of dance using his/her inner-most resources
- ___ / 20 has an intellectual and emotional understanding of what is required in the choreography
- ___ / 20 communicates using effectively the elements of dance (time, energy, and space)
- ___ / 20 integrated in his/her knowledge of how his/her body moves
- ___ / **100 Total:** Overall, the applicant has command over every aspect of technique and performance, and demonstrates a maturity in his/her artistic growth.

Criteria for Leadership, Essay, Letters of Recommendation, and Resume:

Leadership: The student demonstrates leadership at school, community, or state levels and evidence of leadership is provided in the Recommendation Letter (100 points), Resume (100 points), and Essay #2 Leadership (100 points).

Essay Questions: (4 questions each 100 points) The student uses excellent grammar (no typos); synthesizes questions and articulates responses exceptionally well; and demonstrates keen understanding of dance in life.

Letter of Recommendation: (100 points) Provide examples of leadership positions and skills observed and known; and why the Chapter Sponsor recommends the student for the highest dance honor award in the state.

Resume: (100 points) Student addresses the required components in the resume and provides evidence of: (a) dance training history, (b) performance experience, (c) leadership, (d) dance-related activities in the school, community, state and/or national levels; and (e) artistic and academic awards, honors, or scholarship.

Write in the number of points in the appropriate box. Each category is worth 100 total points.

	Criteria	Below Average 0-69	Average 70-79	Good 80-89	Excellent 90-100	Comments
Artistic Merit	Technical Excellence					
	Artistic Merit					
	Essay #1: Choreography					
Leadership	Recommendation Letter					
	Resume					
	Essay #2: Leadership					
Academic	GPA cumulative HS					
	Essay #3: Future Plans					
	Essay #4: Impact of Dance					
Total Score:		/ 900				

Additional Comments: _____

NDEO State Affiliate Contact Information

Arizona Dance Education Organization (AzDEO):

Lynn Monson, 641 N Elm St., Chandler, AZ 85226; lmonson@cox.net

California Dance Education Association (CDEA):

Northern CA: Avilee Goodwin, 5843 Santa Cruz Avenue, Richmond, CA 94804; agoodwin@anyways.com
Southern CA: Typhani Harris, 3240 S. Edenglen #1, Ontario CA 91761; spikeeteach@yahoo.com

Florida Dance Education Organization (FDEO):

Ashley Sherman, FDEO/NHSDA, 7512 Dr. Phillips Blvd, Suite 50-287, Orlando, FL 32819;
ashley.sherman@ocps.net

Massachusetts Dance Education Organization (MaDEO):

Danielle Bazinet, The Sage School, 171 Mechanic St., Foxboro, MA 02035; dbazinet@sageschool.org

Michigan Dance Council (MDC):

Melissa Poli, 2111 Tibbits Court, Ann Arbor, MI 48105; polimelissa@yahoo.com

Maryland - Capital Region Educators of Dance Organization (CREDO):

Rima Faber, 11302 Crescendo Pl, Silver Spring, MD 20901; primarymovers@comcast.net

Missouri Dance Organization (MDO):

Amy Scheers, Center of Creative Arts (COCA), 524 Trinity Ave., St. Louis, MO 63130; ascheers@cocastl.org

New Jersey - Dance New Jersey (DNJ):

Macada Bradl, P.O. Box 326, Fanwood, NJ 07023; mbrandl@dancenj.org

New York Dance Education Association (NYSDEA):

Shiela Dollas, Contact her via email to get the mailing address: movingmiracles@verizon.net

South Carolina Dance Education Organization (SCDEO)**

Wrenn Cook, 1301 Columbia College Dr., Columbia, SC 29203; wcook@columbiasc.edu

Utah Dance Education Organization (UDEO):

Rebecca Reed, 2850 East 750 North, St. George, UT 84790 reed@pineview.org

Virginia - Capital Region Educators of Dance Organization (CREDO):

Rima Faber, 11302 Crescendo Pl, Silver Spring, MD 20901; primarymovers@comcast.net

Washington (state) - Dance Educators Association of Washington (DEAW):

Barbara Walshe, Blue Dog Dance, 12646 164th Ave. SE, Renton, WA 98059; info@bluedogdance.com

Washington DC - Capital Region Educators of Dance Organization (CREDO):

Rima Faber, 11302 Crescendo Pl, Silver Spring, MD 20901; primarymovers@comcast.net

National Registry for Dance Educators (NRDE):

Elsa Posey, PO Box 254, Northport, NY 11768; eposey@optonline.net

International:

Jane Bonbright, 8609 2nd Avenue, Suite 203-B, Silver Spring, MD 20910; jbonbright@ndeo.org

* If your State Affiliate, State or sponsoring organization is not listed above, then please send your award application packet to the NDEO home office with the \$15 check made payable to NDEO. The mailing address is 8609 2nd Avenue, Suite 203-B, Silver Spring, MD 20910 – Attention: Jane Bonbright. The email address is info@ndeo.org.

NOTES: