



## NBEA NATIONAL BUSINESS HONOR SOCIETY CHARTER APPLICATION

School Name \_\_\_\_\_

School Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_

School Website \_\_\_\_\_

Current School Enrollment \_\_\_\_\_

Projected Number of Charter Members \_\_\_\_\_

### Lead adviser contact information

Name \_\_\_\_\_ NBEA Membership # \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### List all business instructors (Attach additional sheet(s) as needed.)

Name \_\_\_\_\_ NBEA Membership # \_\_\_\_\_

- ☐ [NBEA membership application](#) and dues enclosed  
☐ [NBEA membership application](#) and dues paid online

Name \_\_\_\_\_ NBEA Membership # \_\_\_\_\_

- ☐ [NBEA membership application](#) and dues enclosed  
☐ [NBEA membership application](#) and dues paid online

### Please submit the following with this application:

- Check for \$100 charter fee payable to National Business Education Association. Should this application not be approved, the fee will be returned. Purchase orders are **NOT** accepted.
- List of business courses and descriptions offered by your school
- Chapter bylaws

I have read the National Business Honor Society bylaws and approve the application to establish a local chapter as a school organization.

To the extent that the Applicant, \_\_\_\_\_ (school name), has previously been using the term “National Business Honor Society,” Applicant hereby assigns to NBEA all of Applicant’s rights in that name, including trademark rights and Applicant’s goodwill associated with the name. To the best of Applicant’s knowledge, it has been using the name since \_\_\_\_\_ (indicate applicable year).

Principal’s name _____	Principal’s signature* _____
Principal’s _____	
E-mail _____	

Lead Adviser’s Signature\* \_\_\_\_\_

Date \_\_\_\_\_

**\* I confirm that all the teachers listed on this application is a complete list of all the individuals working in the business department, including but not limited to the business teachers, business department head, technology teachers, or any individual teacher courses that reflect the *National Standards for Business Education*.**

Send **complete** package and payment to:  
National Business Education Association  
1914 Association Drive  
Reston, VA 20191-1596

Purchase orders are **NOT** accepted.

New charter applications must be received by October 1 or February 1. Please allow up to two months for completion of review of your charter application. If there are any discrepancies with the charter application, you will be notified. All discrepancies must be resolved within 30 days or the application will not be approved.

**Incomplete applications will not be approved and will delay approval process.**

Make sure you submit the following with your application:

- ☐ Chapter Application
- ☐ Chapter Bylaws
- ☐ List of Business Courses
- ☐ Chapter Charter Fee (Payment)

Upon a majority vote of the members of the national governing council, the chapter application will be approved. Furthermore, NBEA hereby grants to the chapter the non-exclusive license to use the trademark NBEA NATIONAL BUSINESS HONOR SOCIETY and any related logo (the “Marks”) to show that the chapter is part of a division operated by NBEA, and for other uses permitted from time to time by policies of NBEA. At such time that the chapter is no longer affiliated with NBEA, the chapter and school shall stop using the Marks. NBEA may from time to time request samples of how chapter uses the Marks and may make suggestions on chapter’s compliance with NBEA guidelines. All rights from chapter’s use of the Marks shall inure to the benefit of NBEA.