

Thank you for your interest in forming a chapter of the California Scholarship Federation in your high school.

The procedure for making application for a chapter charter is as follows:

1. The charter application blank is to be completed by the adviser or the principal and signed by both.
2. Complete two copies of the CSF Standing Rules. Return both copies. A copy will be returned to you for your files. This will be your local constitution which condenses essential data of the CSF Constitution.
3. Complete the official charter form.
4. Arrange your school's courses on Lists I, II & III according to the guidelines enclosed. Once your affiliation application is received, you will receive an email asking you to submit these Lists electronically. **Do not submit with your application.**

CHECK LIST FOR RETURNING MATERIALS:

- The completed application
- Two copies of the completed Standing Rules
- The official CSF charter form
- A copy of your school's letter of accreditation from WASC
- Check for \$100

Upon approval of your school's application by the CSF Registrar, you will receive an official charter and be able to download the CSF Handbook from our website.

Your high school is located in the following CSF region:

North (n) Central (c) Central Coast (cc) South Central (sc) South (s)

If you have any questions, please call the CSF Central Office at (800) 437-3347.

Sincerely,

Lynn W. Fillo
CSF Registrar

LWF/ljr
enclosures

**CALIFORNIA SCHOLARSHIP FEDERATION
CHAPTER AFFILIATION APPLICATION**

Please type or print

Full Name of School: _____

Mailing Address: _____

Town/City: _____ Zip: _____

School Phone Number: (____) _____ - _____

School Fax Number: (____) _____ - _____

Name of Chapter Adviser: _____

Adviser's Home Phone Number: (____) _____ - _____

Adviser's Email: _____ @ _____

Name of Principal: _____

Grade levels currently offered: _____

By signing below, it is understood that your school's CSF chapter agrees to abide by the CSF State Constitution and By-Laws, and understands that failure to do so may result in revocation of the school's CSF charter.

Signature of Principal: _____

Signature of Adviser: _____

Return completed application to: CSF Central Office
PMB #421
16458 Bolsa Chica
Huntington Beach, CA 92649

FOR CSF REGISTRAR ONLY

Date Received: _____ Date of Approval: _____ Region: _____ Chapter No: _____

CSF CHARTER REQUEST FORM

Date: _____

Name of School: _____
(As it should appear on charter)

CSF Chapter Number: _____
(This will be assigned by the CSF Registrar upon approval of charter)

Send charter to:

CSF Adviser: _____

Adviser's Email: _____

School: _____

Mailing Address: _____

City: _____ Zip: _____

Please return this form along with your affiliation application to:

CSF Central Office
PMB #421
16458 Bolsa Chica
Huntington Beach, CA 92649

CALIFORNIA SCHOLARSHIP FEDERATION STANDING RULES FOR INDIVIDUAL CHAPTERS

ARTICLE I - Name and Purpose

SECTION 1. The name of this organization shall be Chapter Number _____ (to be filled in by Registrar) of the California Scholarship Federation, in abbreviated form, "CSF".

SECTION 2. The purpose shall be to foster high standards of scholarship, service, and citizenship on the part of students of _____ School and to promote appropriate activities among its members.

ARTICLE II - Motto and Color

SECTION 1. The official motto shall be "Scholarship for Service".

SECTION 2. The official color shall be gold.

ARTICLE III - Membership

SECTION 1. This chapter will admit students to membership according to the provisions of the State By-Laws, Article IV.

SECTION 2. Students in the second semester of the tenth grade, and in grades eleven and twelve of _____ School who meet the requirements shall be eligible for semester membership. Associate members shall be second semester ninth graders and first semester tenth graders whose grades meet CSF requirements, and also junior high transfers in their first semester of attendance who are Honor Members of the California Junior Scholarship Federation.

SECTION 3. **MEMBERSHIP IS NEITHER AUTOMATIC NOR COMPULSORY.** The student **must** apply for membership during an enrollment period established by the adviser which **must** occur during the first four weeks of the semester. (See By-Laws, Article IV, Section 2.)

SECTION 4. The student who is otherwise eligible but who in the judgment of the adviser and principal is an unworthy citizen may be disqualified from semester membership. This may affect life (sealbearer) membership.

SECTION 5. The student's record for the previous semester must have no grades lower than C.

SECTION 6. Grades earned in physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking or office/teacher assistance, and courses taken on a pass/fail basis shall not count for CSF points.

SECTION 7. Activity points will not be used.

SECTION 8. Transfer and exchange students shall be accepted for membership according to the provisions of the State By-Laws, Article IV, Sections 14 and 15.

SECTION 9. Membership is for one semester only, and may be renewed whenever the student again meets the requirements.

ARTICLE IV - Awards

SECTION 1. The official chapter membership card _____ be issued to each member each semester according to the provisions of the State By-Laws, Article VI, Section 2(a).
(will, will not)

SECTION 2. The life (sealbearer) membership certificate _____ be awarded to graduating life (sealbearer) members according to the provisions of the State By-Laws, Article VI, Section 2(b).
(will, will not)

SECTION 3. The One Hundred Percent certificate _____ be awarded to those qualifying according to the provisions
(will, will not)

of the State By-Laws, Article VI, Section 2(c).

SECTION 4. The official CSF life (sealbearer) membership pin shall be awarded to graduating life (sealbearer) members.

SECTION 5. The Federation chapter seal shall be placed on each sealbearer's diploma; some indication of sealbearer status must also be included on the permanent record and transcripts, as well as on all documents which verify life (sealbearer) membership.

ARTICLE V - Officers

SECTION 1. The officers of the chapter shall be those of President, Vice-President, Secretary, Treasurer, and any others deemed necessary by the local chapter.

SECTION 2. Officers shall be elected as early as possible in each semester, quarter, trimester, or year as applicable.

SECTION 3. The duties of the officers shall be those which are usual to their respective offices.

SECTION 4. The elected officers and the chapter adviser shall constitute the chapter cabinet whose duty it shall be to plan meetings and other activities of the chapter and to appoint the necessary committees.

ARTICLE VI - Meetings and Quorum

SECTION 1. Regular meetings of the chapter shall be held.

SECTION 2. Special meetings may be called by the President with the consent of the chapter adviser.

SECTION 3. _____ of the membership shall constitute a quorum for the transaction of business.
(Fill in the percentage)

SECTION 4. **Robert's Rules of Order** shall be the authority for conduct of business.

ARTICLE VII - Dues

SECTION 1. The chapter shall pay annual dues according to the general provisions in the State By-Laws, Article II, Section 3.

ARTICLE VIII - Amendment

SECTION 1. With the approval of the principal and/or adviser, these Standing Rules may be amended by a two-thirds vote of the membership, **but no amendment shall take effect** until it has been approved by the CSF State Registrar.

SECTION 2. Approval of any amendment shall be requested of the CSF State Registrar according to the provisions of the State By-Laws, Article I, Section 5.

SECTION 3. All state dues and Seymour Award contributions shall be deposited with the CSF State Treasurer.

Principal's Signature

Adviser's Signature

CSF State Registrar's Signature

Date Signed

Date Signed

Date Approved

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Adviser's Signature

CSF State Registrar's Signature

Date Signed

Date Signed

Date Approved

CSF STATE BY-LAWS, ARTICLE IV, SECTION 6

SECTION 6

To maintain the prestige of over 75 years of Scholarship for Service, it is essential that all chapters conform their Lists I, II, and III to the standards of academic excellence as described below. Each chapter must have current course Lists I, II, and III approved by the CSF Registrar.

To secure eligibility for CSF membership, a student must earn sufficient points from the following course lists.

List I: Courses on List I are *only* the core curriculum classes as defined in the state frameworks which must integrate the following:

- intellectually and academically challenging material
- substantial amounts of reading and writing
- critical thinking and problem solving skills
- individual lab work in the case of sciences.

These courses must be grade-level appropriate (non-remedial) and must fulfill college preparatory requirements.

Specifically, List I courses are the following:

ENGLISH/LANGUAGE ARTS:

- All required 9th, 10th, 11th, and 12th grade-level courses which meet college entrance requirements

FOREIGN LANGUAGE:

- All courses which include grammar and literature
- Foreign Language for Native Speakers (e.g., Spanish for Spanish Speakers)

MATHEMATICS:

- First year Algebra or its equivalent, completed in one year or less
- Integrated Math (i.e., algebra, geometry, intermediate algebra)
- All math courses which require first year algebra as a prerequisite

SCIENCE:

- Biology
- Chemistry
- Physics
- All courses which require biology or chemistry as a prerequisite

SOCIAL SCIENCE:

- Economics
- U.S. History
- U.S. Government/Civics
- World History/Cultures/AP European History

Note:

- Sheltered/Bilingual sections of the above courses are included on List I.
- Honors, AP, and IB sections and college courses of *only* the above subjects are included on List I.
- Any college prep course substituted for and fulfilling the same requirement as a specific List I course may be considered a List I course.
- Courses above whose grades are established based on a reduced standard (e.g., RSP designated) do not qualify as List I courses. (See note at end of List II description.)

List II: Courses on List II are those courses not on the above specified List I which must integrate the following:

- intellectually and academically challenging material
- substantial amounts of reading and writing
- critical thinking and problem solving skills

The following are List II courses. Other courses of equivalent academic caliber may be included on List II with the approval of the CSF Registrar. (Refer to Section 6a for the procedure to place additional courses on your List II.)

ENGLISH:

- Advanced Grammar
- Applied Communications
- Children's Literature
- Debate
- Developmental Reading/Writing/Vocabulary
- Diaries and Journals
- Humanities
- Journalism
- Mystery Fiction
- Mythology
- Poetry
- Short Story
- Speech
- Writing Workshop

FOREIGN LANGUAGE:

- Conversational language courses
- Sign Language

MATHEMATICS:

- First year Algebra completed in more than one year

SCIENCE:

- Aerospace
- Astronomy
- General Science
- Life/Physical/Earth Science
- Oceanography

SOCIAL SCIENCE:

- Contemporary Issues
- Ethnic Studies
- Geography
- International Relations
- Law courses
- Psychology
- Sociology
- Western Civilization
- Women's Studies

RELIGION/ETHICS/PHILOSOPHY:

- All courses which meet List II criteria

BUSINESS:

- Accounting
- AP Computer Science
- Computer language classes (PASCAL, BASIC, etc.)
- Computer Programming
- Marketing

FINE ARTS:

- Art History (includes honors and AP)
- Art/Music/Drama Theory (non-performance based)

OTHER:

- Academic Decathlon
- Mock Trial
- Advanced ESL/ELD courses

Note:

- List I courses whose grades are established by reduced standards (e.g., RSP designated) are List II courses.

List III: Courses on List III are all other courses awarded credit which are not on the above specified Lists I and II with the following EXCEPTIONS:

- Physical Education
- Courses taken in lieu of Physical Education
- Lab/Teacher Assistant
- Office/Library Aide
- Study Hall
- Repeated courses
- Courses taken on a pass/fail basis

The following are List III courses. List III also includes all other subjects offered which are not on Lists I or II subject to the exceptions noted above.

ENGLISH:

- Speed Reading
- Yearbook

MATHEMATICS:

- Consumer/Applied/Business Math
- General Math
- Math A, B, C
- Pre-algebra

SOCIAL SCIENCE:

- Peer Counseling
- Student Government/Leadership

BUSINESS:

- Bookkeeping
- Computer Literacy
- Keyboarding/Typing/Word Processing
- Shorthand

HOME ECONOMICS:

- Child Development
- Family Living
- Foods
- Interior Design
- Sewing

VISUAL/PERFORMING ARTS:

- All performance courses including all levels of:
 - Band/Orchestra
 - Choir/Chorus
 - Drama
 - Photography
 - Studio Art classes including AP Studio Art

INDUSTRIAL ARTS:

- All shop classes
- Architecture
- Drafting, all levels
- Electronics

AGRICULTURE:

- All courses not meeting List I or List II science requirements

OTHER:

- AVID
- Health & Safety/Driver's Education (State Requirements)
- Career Education
- ESL/ELD
- Graphic Arts
- ROP
- ROTC
- Senior Project
- Work Experience
- Newspaper Production

NEW CHAPTER
PLEASE ATTACH A COPY OF YOUR LISTS I, II, III FOR THE CSF REGISTRAR
(Please type or print all information)

Name of School _____ Chapter No. _____

Address _____ City _____ Zip _____

Adviser's Name _____ Years as Adviser _____

Adviser's Signature _____ Email _____

School Phone (____) _____ Adviser's Home Phone (____) _____

Fax _____ Date _____

PLEASE NOTE: Your lists must conform to Article IV, Section 6 of the CSF State Bylaws (revised 5/97)

PLEASE PUT SCHOOL NAME AND CSF CHAPTER NUMBER ON YOUR LISTS.

You should review your state by-laws (included) preparing or revising your lists. Please note that although your CSF Lists are similar to the University of California a-g lists, THEY ARE NOT THE SAME, and inclusion on the a-g lists does NOT necessarily qualify a course for CSF List I.

Please consider the following as you prepare your lists.

1. List I English courses must be college preparatory, they must be literature based and include a significant amount of writing.
2. Foreign language and social science/history courses are as listed in the CSF handbook.
3. Algebra I and those college preparatory mathematics courses which require Algebra I as a prerequisite may be placed on List I. Courses which are spread over a period of more than two semesters each (such as Algebra IA and IB, and Geometry A and B) must be placed on List II.
4. The only computer classes that may be placed on List II are computer language, computer programming, and AP Computer Science. Most other technology courses are List III courses.
5. Biology, Chemistry, Physics and those science courses which require Biology or Chemistry as a prerequisite are generally List I courses.
6. Visual and Performing Arts classes are List III courses. Art History and Music or Art or Drama Theory may be placed on List II.
7. AP, IB, or honors sections of a course go on the same list as the regular section of the courses; for example, Psychology and AP Psychology both go on List II.
8. Please indicate any additional information which might help the Registrar in evaluating your lists.

CSF SEALBEARER

A Sealbearer is a CSF member who has earned membership during four of the last six semesters of high school, one which must be earned by senior grades. Membership is not automatic or compulsory. Citizenship and service are integral aspects of membership. The CSF motto is "Scholarship for Service."

Appropriate recognition is granted at high school graduation, members usually wearing distinctive gold tassels and other markings locally determined. Sealbearer status is recorded on the diploma and official transcript.

CSF has over 1,000 active chapters in most private and public high schools in California. Numerous colleges and universities throughout the United States recognize CSF Sealbearers with some having scholarship money available.

CSF is governed by chapter advisers in cooperation with a State Board of Directors. Meetings are held annually in each of the regions in the Spring, and a state advisers' meeting is held in the Fall. The CSF Handbook carefully details the rules and regulations governing the Federation. The State Board of Directors is in touch with each chapter at least five times yearly: Seymour Awards, Registrar's Lists, Treasurer's dues, notices, and advisers' and regional meetings.

SEYMOUR MEMORIAL AWARD

The Charles and Marian H. Seymour Memorial Award was established to honor the founders of the California Scholarship Federation. The first award of \$25 was made in 1936. Since that time, the amount and number of awards have increased to fifty finalists who receive \$1,250 each, with five then selected to receive an additional \$750 each.

Funding of the awards is made possible by chapter dues and royalties on pins, certificates, and membership cards purchased from Josten's, the official CSF jeweler.

A chapter is eligible to nominate two Sealbearers providing the chapter is current in its dues and approved Lists I, II, and III.

Seymour nomination packets are sent to advisers in late November and due usually by mid-February.