

HELPFUL HINTS AND ADVICE FOR CSF ADVISERS

The following has been compiled as a quick reference to questions which are sure to arise most frequently with new advisers and experienced advisers as well.

WHAT IS CSF?

The purpose of the California Scholarship Federation (CSF), a statewide non-profit honor society of over 1600 chapters, is to encourage high standards of scholarship, service, and citizenship on the part of students of California's public and private senior high schools. The *Historical Statement* (available on the website) is a good background source.

WHAT ARE THE DUTIES AND RESPONSIBILITIES OF A CSF ADVISER?

The CSF adviser's responsibilities to his/her chapter and school are:

1. Publicizing the requirements for membership so that eligible students may apply;
2. Planning for the election of CSF chapter officers;
3. Assisting in planning and evaluating the year's activities;
4. Reviewing with the members the chapter's Standing Rules;
5. Assisting committees' and officers' efforts to obtain outside resources such as speakers, films, TV programs, pamphlets, etc.;
6. Recognizing, encouraging, and stimulating creativity and academic excellence;
7. Opening avenues of service to talented students;
8. Acquainting the entire student body with the functions and services of CSF;
9. Recognizing scholarship and award winners through awards assemblies and school community press;
10. Selecting Seymour Memorial Awards candidates;
11. Coordinating with the scholarship adviser in counseling students about college entrance requirements and loans, scholarships, and work-study programs;
12. Being responsible for annotating CSF semester membership on cum folders;
13. Taking responsibility for seeing that the CSF seal is embossed on the diploma and transcripts, and entered on cum folders;
14. Maintaining an updated CSF file on all pertinent information concerning the chapter; (Files should be kept current to assist new advisers.)
15. Purchasing CSF lamp pins and seals for all qualified Life Members (Sealbearers).

The CSF adviser's responsibilities to the state organization are:

1. Prompt response to state and regional correspondence;
2. Careful perusal of CSF newsletters;
3. Payment of state dues;
4. Attendance at annual advisers' meeting (usually held in October);
5. Attendance at regional conferences, where feasible;
6. Serving on the CSF State Board of Directors.

WHAT ARE THE REQUIREMENTS FOR MEMBERSHIP?

Please refer to Article IV of the CSF bylaws.

WHAT ARE THE LIST I COURSES?

Those subjects that are rigorous, academic, college prep, 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

WHAT ARE LIST II COURSES?

Other subjects that are of equal academic caliber to those in List I. (Article IV, Section 6, CSF bylaws)

WHAT ARE LIST III COURSES?

All other courses awarded semester credit except physical education, courses taken in lieu of physical education, subjects repeated to improve a grade, courses involving clerking and office/teacher assisting, and courses taken on a pass/fail basis.

HOW ARE LISTS I, II AND III USED TO DETERMINE MEMBERSHIP?

Please see the CSF bylaws, Article IV, Sections 7 and 8.

HOW ARE GRADES USED TO EARN MEMBERSHIP?

Please see the CSF bylaws, Article IV, Sections 9-13. These sections refer to the earning of CSF points for membership.

CAN A STUDENT WHO QUALIFIES FOR MEMBERSHIP ON THE BASIS OF GRADES EARNED IN FIVE SUBJECTS BE OTHERWISE DEBARRED FROM MEMBERSHIP?

Yes, A grade of D or F earned in any subject (including P.E. or teacher assistance) automatically debar membership. Also a student who, in the judgment of the adviser and principal, is deemed an unworthy citizen may be debarred.

HOW DO STUDENTS EARN MEMBERSHIP?

The adviser analyzes the semester report card or transcript of the applicant. Membership is based on grades earned during the preceding semester. Students must reapply every semester within the time given by the adviser.

WHAT IS THE FINANCIAL RESPONSIBILITY OF THE LOCAL CHAPTER TO THE STATE?

Each chapter shall pay state dues based on total school enrollment (not just CSF membership) when these dues are requested by the State Treasurer each September. Late fees are added if dues are not paid by January 31st of each year. Two years' delinquent dues will result in revocation of the CSF charter.

ARE INDIVIDUAL MEMBERS REQUIRED TO PAY DUES TO THEIR CHAPTER?

Payment of local dues is left up to the discretion of the chapters.

WHAT IS THE SEYMOUR MEMORIAL AWARD?

The award, in memory of founder Charles F. Seymour and his wife Marian, was established in 1935. Awards are made annually to outstanding Sealbearers, ten in each of the five regions. Need is not a factor in choosing the finalists, but rather ability, leadership, and service. You, the adviser, will receive application materials concerning the Seymour Awards in late November.

WHAT IS THE BEST WAY TO KEEP RECORDS ON MEMBERSHIP?

You may set up a computer database to track students' semester memberships. Many advisers choose to use card files as this is an easy way to check total semester memberships.

WHAT IS A SEALBEARER (LIFE MEMBER)?

A Sealbearer is a student who has achieved membership during four of the last six semesters with one semester's membership based on senior grades being obligatory. Freshman and first semester sophomores are considered associate members only, which means it may not be counted towards Life Membership.

WHAT IS THE GOLD SEAL?

The gold seal is to be embossed with the CSF embosser your school received upon affiliation with CSF, or you may use the pre-embossed seals available from Balfour. The seal is to be affixed to the diplomas of those students who earn Life Membership.

WHAT DOES THE ADVISER ANNOTATE ON THE CUM FOLDERS OF MEMBERS?

A small CSF stamp may be made to use to verify semester membership. When membership is verified, stamp the students' cum folder. This is a simple way to keep track of semester membership when checking eligibility for Life Membership. Schools with computerized permanent record cars can have this information added to the student records by the registrar or computer clerk.

WHAT ARE THE BENEFITS OF CSF LIFE MEMBERSHIP?

The benefits of CSF Life Member include the awarding of the official Life Membership (Sealbearer) pin, the Federation chapter seal on the diploma, and an indication of Sealbearer status on the permanent academic records and on transcripts.

IN WHAT SERVICE ACTIVITIES DO CHAPTERS PARTICIPATE?

These will vary greatly throughout the state. See "Suggestions to Advisers: Fund Raisers, Service Projects and/or Club Activities."

WHO ARE THE STATE OFFICERS AND BOARD OF DIRECTORS?

Please refer to the CSF Constitution, Article V. (See website for current list of officers' names.)

WHAT ARE THE DUTIES OF THE STATE OFFICERS AND BOARD OF DIRECTORS?

Please refer to the CSF Bylaws, Article X.

WHAT IS THE ANNUAL STATE ADVISERS' CONVENTION?

The annual meeting of all chapter advisers of the state is usually held in October, alternating between the northern and southern parts of the state. Each adviser is encouraged to attend this meeting as often as possible and to bring two to four of their student leaders. This gives all advisers an opportunity to exchange ideas and gain information about CSF. Immediately prior to the convention, the State Board of Directors meets to conduct official business.

WHAT IS THE PURPOSE OF THE REGIONAL CONFERENCE?

The purpose of a regional conference is to bring student members of local chapters into active, friendly relations, to obtain constructive expressions of student opinion, and to further intellectual interests of the participants and the ideals of CSF. At this time, the Seymour finalists of each region are introduced and the recipient of the Seymour Memorial Award is announced. Regional conferences also give advisers the opportunity to exchange ideas and to gain information about CSF.

WHERE DOES THE ADVISER OBTAIN CSF MEMBERSHIP CARDS AND HONOR AWARDS SUCH AS PINS, STOLES, ETC?

Balfour is the official supplier of all CSF materials. You may access Balfour via the website www.csfawards.com/adviser. The adviser code is csf1421. You may also contact Balfour at (800) 433-0296.

WHAT INFORMATION WILL THE ADVISER RECEIVE THROUGHOUT THE SCHOOL YEAR?

1. The CSF Bulletin (newsletter)
2. State Advisers' Convention and Leadership Conference registration and information
3. Dues notice
4. Request for Lists I, II and III
5. Seymour nomination application (CSF chapters must be in good standing to participate)
6. President's Newsletter
7. Regional conference registration and information
8. Ballots (when applicable)