

## NEW ADVISER'S INFORMATION

Congratulations on becoming a new CSF adviser! There is much to know about CSF and its eligibility requirements, and we hope this will answer many of the questions you might have as you begin.

The most important items to find/have are the following:

1. A copy of the **CSF Bylaws**. The most important section is Article IV as it provides all the details on how to run your chapter, including figuring membership points, maintaining your Lists I, II, and III, establishing your membership drive, awarding honors, etc.
2. **Membership rosters for the last two years**. These are necessary in determining Life Membership for this year's seniors. IF YOU ARE A NEW CHAPTER, you will have these names after granting retroactive membership as noted below.
3. Your chapter's most recent **student application form** and your school's **Lists I, II, III**. If you cannot find an application or if you are a new chapter, please download a copy of the application from this website.

Each semester a new membership drive takes place. Although the length of the drive is up to you and your chapter, it is recommended this membership drive take place at some point during the first four weeks of each new semester. If you are a new chapter, you may hold a membership drive as soon as possible and also grant retroactive membership to your qualifying students.

### Requirements for Semester Membership

Students earn membership in CSF if they apply and have earned ten CSF points. Points are earned on grades from the previous semester according to the following scale.

A = 3 CSF points

B = 1 CSF point

1 extra point for an A or a B in an AP, IB, or Honors-designated course, not to exceed two such points per semester

C = 0 CSF points

D or F in any course, even if not counted for CSF, disqualifies the student from membership

Four of the ten points must come from List I courses. Seven of the ten points (including the four List I points) must come from List I and II courses. (Of course, all seven points may come from List I.) The last three points may come from any list. Only five courses (or 25 credits) may be used to earn the ten points.

Keep in mind that courses such as P.E., teacher assistant, office aide, or repeated courses do not earn any CSF points. See the description of List I, II, III courses in Article IV, Section 6, of the CSF bylaws.

### Requirements for Life Membership

Life Membership (Sealbearer status) is earned by students who have been members of CSF four of the six semesters based on grades earned during 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. Therefore, the first semester of membership which counts toward Life Membership is spring semester of the sophomore year (using first semester sophomore grades to qualify for membership). Also, if the spring semester of the senior year (final senior grades) qualify a student for membership giving him/her the fourth necessary semester to earn Life Membership, it should be counted as one of the required semesters.

According to the CSF bylaws, Life Members (Sealbearers) earn the following three recognitions:

1. The embossed gold seal on the diploma
2. Life Member noted on the high school transcript
3. CSF Life Member pin (available from Balfour)

### **Annual Events**

September	Annual request for state dues is sent to all advisers (due January 31 <sup>st</sup> ) Annual request for Lists I, II, III to be submitted electronically (due December 1 <sup>st</sup> )
October	CSF Advisers' Convention and Student Leadership Conference This usually takes place every October and rotates between northern and southern locations in California.
November	Seymour applications sent to all chapters in good standing (due February 18 <sup>th</sup> )
March-April	Annual spring conferences for students and advisers. A conference is held in each of the five regions every spring. Registration information is sent usually six-eight weeks in advance of the conference.

### **More Information**

The following offer additional information that will help you in running your chapter

"Helpful Hints and Advice for CSF Advisers"  
"A Quick Guide to Advisers' Most Frequently Asked Questions"  
"Guidelines for Establishing/Maintaining a Chapter"  
CSF Bylaws (particularly Article IV)  
Sample Student Application

Finally, if you still have questions, please contact the CSF Central Office by email at [csfcjsf@socal.rr.com](mailto:csfcjsf@socal.rr.com) or call (800) 437-3347.

Enjoy your role as a CSF adviser. You are working with the best students on campus. We wish you a long and rewarding term of service as your school's CSF adviser.

CSF MOTTO: **"SCHOLARSHIP FOR SERVICE"**