

Checklist for Principal of CSF Chapter

Thank you for supporting your CSF chapter and helping us honor outstanding academic students who serve in their community and are involved in the oldest state-wide honor society.

1. Before the school year begins, select an enthusiastic adviser interested in working with amazing students and who is interested in helping others serve. Often a staff member may have been in CSF.
2. Please recognize the CSF adviser for taking on this responsibility during a staff meeting.
3. At the start of each semester, the adviser needs to publicize the dates for CSF membership/application drive. (sometime within the first four weeks.)
4. Each semester, after the adviser approves eligible CSF students, encourage the adviser to list all CSF members who are in CSF for the semester in your local newspaper or school website. Being in CSF is an honor and a prestigious accomplishment to be celebrated whenever possible.
5. In September, encourage the adviser and student leaders to attend Fall Leadership/Training conference and Regional Spring conference.
6. In November, encourage your adviser to submit chapter dues and list of courses on time to Central Office.
7. In February, check to see if your adviser is going to nominate one or two worthy candidates for the Seymour Memorial Award. A \$2000.00 check is given to ten finalists in your region and an additional \$3,000 is given to the recipient of the Seymour Memorial Award.
8. Before May, check with your adviser to see if the required CSF lamp pin for all Sealbearers was purchased.
9. In June, check with the Registrar to post CSF Sealbearer status and CSF membership on the transcripts .
10. Establish a policy that allows CSF Sealbearer students to be recognized during graduation.
11. When in doubt, please read Article 4 of the bylaws to help answer any CSF chapter question.
12. The Central Office is available to support your adviser and you. Please call 1-800-437-3347 or email csfcjsf@socal.rr.com. Any issues with parents may be forwarded to the CSF Central Office.
13. The one and only approved vendor for CSF Awards and products is www.CSFAwards.com. The CSF organization receives royalties that go directly for student awards. Please do not send checks for product to Central Office.

14. If you would like to get more involved in CSF please contact the Central Office. We are always looking for new people to serve in various state-wide positions.

California Scholarship Federation was started by a vice-principal, Charles Francis Seymour in 1921. This year we are celebrating our 90th anniversary. The members of the CSF Board of Directors are all volunteers who are or have been in education.

CSF Official address: 16458 Bolsa Chica, PMB 421, Huntington Beach, CA 92649

Thank you for your support of the California Scholarship Federation!