

**CALIFORNIA
SCHOLARSHIP
FEDERATION
OFFICERS'
GUIDEBOOK
For
CSF and CJSF
CHAPTERS**

Written by
Nancy Yarbrough
2009-2011 CSF/CJSF President

Table of Contents

| | |
|---|----|
| Table of Contents | i |
| Preface | ii |
| Important Traits of Officers in CJSF and CSF | 1 |
| Self - Evaluation on Leadership Traits | 2 |
| Importance of Setting Goals and Being Involved in Service | 3 |
| CSF or CJSF President's Duties | 4 |
| Suggestions for President | 5 |
| CSF or CJSF Vice-President's Duties | 6 |
| CSF or CJSF Treasurer's Duties | 7 |
| Treasurer's Terms and Report | 8 |
| Secretary's Duties | 9 |
| Importance of Creating an Action Plan | 10 |
| Importance of Building a Dynamic CSF or CJSF Team for service Projects | 11 |
| List of Service Projects | 12 |

Preface

As one of a long line of CSF Presidents over the past 90 years, I was honored to serve in this capacity and work with students throughout California. I want these guidelines to give students more ideas and ways to be effective CSF/CJSF leaders and promote more service projects. Making a difference in the community through service to others can be some of the most rewarding work in a person's life.

The purpose of this officers' guidebook is to help students who may be considering running for an office or who already are in an office in a CSF or CJSF chapter. Students who learn to develop many effective leadership traits and personal strengths will benefit themselves, their chapters, and their schools and communities.

Another purpose of this guidebook is to strengthen chapters and make them more active by planning and implementing more service projects. Making a difference in our schools and communities all over the beautiful state of California with outstanding students working hard and giving service is what CSF/CJSF chapters are all about.

This guidebook can be used in a variety of ways. My hope is that students will take the time to be reflective of what strengths they have and what they can do to make a difference in their CSF or CJSF chapters. Each of us has the power to learn how to be a leader and each of us can make a difference!

Let us always remember our motto, "Scholarship for Service," created by Charles Seymour many years ago, and how many people have made a difference because of this organization.

Important CSF and CJSF Officer Traits

"Great leaders are not defined by the absence of weakness, but rather by the presence of clear strengths. The key to developing great leadership is to build strengths." John Zenger

One way of looking at leadership is that there are five areas in which to be effective:

- I. Results
- II. Knowledge
- III. Character
- IV. Capable of leading change
- V. Working with others.

Circle the areas above in which you are strong. Put a square around the areas that you will need help in developing.

A CSF or CJSF chapter has variety of needs for effective leadership. Learning to become an outstanding leader requires developing traits including hard work and developing strengths. First, you must take an assessment of your strengths. Ask yourself what are your strongest skills: interpersonal (able to work well with others); task-master (able to delegate projects); detail-oriented (able to analyze what steps will need to be completed); personal knowledge in technical or problem solving aspects; visionary (able to see growth of chapter and what it will take to get there). Secondly, begin to work on improving some of your own skills that could be developed more.

In effective groups, everyone realizes what strengths they have to help the chapter.

Write down your strengths. Ask a friend for feedback or a teacher for more ideas about your strengths.

Think about the other students in the chapter who will help in the areas in which you may be weak.

Who else in your chapter may have leadership strengths that can help?

At your school, who would be best to approach the students in your chapter about helping them find their own strengths?

How could your officers use this guidebook to help the chapter become more productive?

Self - Evaluation on Leadership Traits

Check how many of these leadership traits you use or are used in your CSF/CJSF chapter. Place a (Y) for a trait you have and (D) for the need to develop more of this trait.

Strong and effective officers:

- set goals for the chapter
- listen to other people's ideas and are open to change
- are accountable to the membership
- identify others' strengths and motivate them to use their skills
- learn from mistakes made
- have strong character and integrity
- follow through with goals
- help seek solutions to real problems
- encourage others to share in leadership tasks
- share tasks with everyone whenever possible
- help students stay focused in meetings and on service projects
- work hard to keep activities running smoothly
- think positively and encourage others to be positive
- adapt one's style to meet the needs of the group

How would you develop an action plan on the traits you recognize the need to improve upon for your own development in leadership abilities?

Is there another student who can help you with your action plan to address and develop these leadership skills?

"There is no such thing as working on only one leadership quality. When you improve one, you will invariably be improving several others." John Zenger

In noticing your own weaknesses, it's important to admit when you've made a mistake and remember to move on. Don't keep focusing on the past mistake. An important part of life and learning is making mistakes and learning from them.

You can be a pilot or a passenger; this guidebook is about being a pilot!

Importance of Setting Goals: Being Involved in Service to Others

Knowing that CSF and CJSF are all about service to others, does your chapter have goals involving service to others? If not, how do you know the direction the chapter is going in? Developing chapter goals is something all members should decide. It helps give focus and gets more people involved in working at what they want to achieve. Begin with your own values and beliefs.

First prioritize your values:

academics service to others fundraising having fun tutoring others
 helping families helping children learn helping communities
 other value _____ other value _____

What ideas do you have that you can take the lead on in helping make a difference in your chapter?

Think about your chapter and list three goals:

1. _____
2. _____
3. _____

Have members been asked what they value and their goals for your chapter? If not, can this be done soon? Are the chapter's goals posted someplace for all members to see?

Is there one goal you think should be added for your chapter?

Do your chapter activities reflect your values and goals?

How?

Remember: Group members will help support programs they helped to create.

Goals need to be measurable and evaluated regularly to see how many have been met or are still attainable.

CSF or CJSF President's Duties

If you are thinking about running for the elected position of President or just became the President then this section may be helpful. Being elected President is just the start of an important obligation for the school's chapter. As President, you will need to take on many roles: coordinator, enthusiastic leader, motivator, and possibly the point person for many projects, including service projects for the community and your school.

1. The President conducts the chapter's regular and special meetings. Following Robert's Rules of Order is recommended and important to learn. An agenda needs to be created prior to the meeting.
2. Students should be encouraged by the President to be active in the chapter and see the President's enthusiasm. It's critical for members to see the President as a positive role model.
3. It is important to appoint members who have leadership abilities to lead the committees.
4. Survey members to see what contacts they may have in the community for service needs or service project ideas.
5. Involve as many members in the decision-making process as possible. The chapter will not have as many problems if more people are given the chance to share ideas. Be open to new ideas.
6. You may serve as the liaison between your chapter and other clubs on campus.

Before you read on, take a few minutes and list some of your own ideas or tasks that you want to accomplish, keeping in mind our motto, "Scholarship for Service":

Which students do you think you can get to help lead your chapter's programs?

"Some people grin and bear it while others smile and change it." -Unknown

Suggestions for the President

Survey students on what service projects and interests the chapter's members have. This will help generate direction and focus the members on service projects.
Set up committees to involve as many members as possible.
Avoid the trap of doing everything yourself.
Be patient and help those who are new in tasks, give encouragement.
Meet regularly with your officers to make sure committees and programs are running smoothly.
Be a strong role model, plan ahead; be willing to listen to new ideas.
Help inspire others to step into new leadership roles to help keep the chapter growing.
Recruit students into the chapter, suggest to students who you think may qualify to attend an informational meeting about your chapter before the next semester begins.
Review the budget with your Adviser, Vice president and Treasurer.

Hints about meetings

The President is responsible for leading the chapter's regular, special, and board meetings.
The President creates the agenda which can be e-mailed to all members before the day of the meeting. Robert's Rules of Order should be used at the meetings.
The Pledge of Allegiance should start each meeting.
Dates of the meetings should be established and posted on the chapter's webpage or in the adviser's classroom and advertised in daily announcements.
Start meetings on time and end on time.
Have students sign in for attendance, collect members' e-mail addresses and have the Secretary send the minutes to the members.
Dues may or may not be collected. No member can be excluded because of non-payment of dues.
Create a year-long calendar and set up service projects throughout the year.
If possible, meet with the outgoing President to learn about the position.
Evaluate which students can help with specific projects and encourage them.

Work closely with your adviser

Assist the adviser with ordering officers' pins, other products for members, and CSF lamp pins for seal bearers. Help your adviser with an awards event to celebrate the chapter's students' academics and accomplishments that occurred during your year. If students are eligible, encourage Seymour (CSF) or Huhn (CJSF) participation with your adviser.

Have fun and don't forget to keep up with your studies!

| |
|--|
| Remember you can't be an effective leader if no one will follow you! |
|--|

CSF/CJSF Vice-President's Duties

The most important function is to fill in when the President is not available. This may be for a school meeting or as a representative at a presentation.

Secondly, the VP assists the President with all of the duties as the President directs or as needed.

Being a team player is necessary as it shows members how important team work is in the chapter.

The VP helps direct or suggest to members which committees may need help.

The key is to work closely with the President and support the position. It may help you prepare to run for the position in the future.

Ask for clarification and direction from the President when you are unclear about expectations.

Be a good listener for the members and bring forward ideas or concerns to the President.

Help create a team atmosphere among the chapter's members.

Work with the new members of the chapter at the beginning of the semester so that everyone feels welcome and supported.

Start a buddy program with seasoned members and new members to keep everyone involved.

Make sign-up sheets for service projects and help make reminder calls or send out text messages to remind students of important projects.

What strengths do you have to help the President with the chapter?

What other ideas do you want to accomplish as VP, keeping in mind our motto, "Scholarship for Service?"

Which students do you feel you can work with to help build a more cohesive chapter?

Thinking about your chapter, which students will need more encouragement from you?

CSF/CJSF Treasurer's Duties

Every school has their own protocols and procedures for chapters on campus to handle paperwork.

Be diligent in following your school's procedures in handling money.

Meet with the current Treasurer and see how the paperwork is handled in your school.

Review financial reports with the Treasurer especially the budget.

Know the exact balance on hand when you take over.

Meet with the school's student store person and adviser to see what forms need to be signed and when forms need to be turned in to collect payment.

Keep records of each member's dues if collected and give the member a receipt.

Make a monthly report at meeting so all members know where the chapter stands financially.

Advise the chapter when finances are concerned, what can be afforded, etc.

Assist the President and Vice president with financial issues.

Never leave the chapter's money box unattended.

Always have another person present when counting money from a fundraiser.

Make a receipt of money collected and have another person initial all receipts.

Deposit money as soon as possible. Don't leave money in an unsafe location. Don't take money home. If necessary, have the adviser secure it until it can be deposited.

Review procedures with any students helping with handling money for the chapter.

Set it up that no money should be spent without approval from the chapter's members, and have expenditures noted in the minutes or in a yearly budget.

Keep a record of bills paid and mark the date and check number used to pay bills.

Make sure the chapter never spends more money than it has in the account.

Oversee the collection of money and that receipts are issued correctly.

Why do you feel you will be an effective treasurer?

How can you support the other officers in the chapter?

Are there any ideas or processes you think should be added or improved upon?

How important is working as a team to you as a treasurer?

Treasurer's Terms to know:

Balance – actual amount of money in chapter's account after outstanding checks are subtracted.

Budget – form that includes starting monetary balance, estimated expenses and incomes; dues, costs of meetings and events; proposed balance at the end of year.

Committed funds – money budgeted to be used for specific events or items from the approved budget

Credit – money added to the account.

Debit - money subtracted from the account.

Deposit slip – form that needs to accompany money that is deposited into the chapter's account.

P.O. (Purchase Order) - form that is treated like money; can buy and charge against the chapter's account at the student store.

Remember, the purpose of a budget is to provide guidelines for spending the chapter's money. The treasurer approves all expenditures with President's permission as long as it follows the budget. Budgets can always be revised. Place the revision on the agenda of a chapter's meeting and present it for approval. The best way to start is to base it on last year's budget and expenses.

Sample of Treasurer's report to be given at each meeting:

| | |
|---|----------|
| Balance as of _____ date | \$ _____ |
| Expenditures | \$ _____ |
| Revenue | \$ _____ |
| Balance as of _____ date | \$ _____ |
| Projected expenditures for next month: | \$ _____ |
| Projected balance for end of next month | \$ _____ |
| Proposed revisions for budget include: | |

CSF/CJSF Secretary's Duties

The most important function of the Secretary is to record the chapter's meeting minutes and keep a log of chapter's members. Minutes should be posted and if possible distributed by e-mail to members.

Secretaries handle all communications incoming and outgoing, including thank you notes.

Assist President in creating agenda for meetings.

Remember, you are responsible for keeping the history of the chapter for the year.

Create a scrapbook for the school to keep, showing pictures of special service projects completed by the chapter.

Remember, no money can be spent nor action taken unless the minutes reflect that the membership has approved the action or expenditure.

Sample of Meeting Minutes

Meeting number ____ Date _____

Attach sign-in sheet of students in attendance.

List any guests in attendance.

President called the meeting to order at _____ time.

Pledge of Allegiance led by _____

The previous meeting minutes from _____ date were approved by _____ (Allow for any corrections)

Sample of Treasurer's report:

| | |
|--------------------------|----------|
| Balance as of _____ date | \$ _____ |
| Expenditures | \$ _____ |
| Revenue | \$ _____ |
| Balance as of _____ date | \$ _____ |

Secretary's report: Read any correspondence received.

Committee reports:

List any report discussions and motions approved or failed.

Sample: Staff Appreciation Committee reported that the staff really liked the Payday candy bars left in their mailboxes on the first payday.

Old Business:

List any discussions on items carried over from last meeting.

The President asked the membership to reopen the discussion on the service project of writing poems for senior citizens and sharing them with retirement home residents. Making cards for them was also suggested.

New Business: List any discussions and approvals.

List the future meeting date, location, and time of meeting.

List the time the meeting was adjourned.

Example: Future meeting will be on November 18, 2011. Meeting adjourned at 3:00 pm.

Importance of Creating an Action Plan

Many times it is helpful to create an action plan for important events. When working with many people, setting due dates and deadlines help keep people on task and maintains accountability.

You can use this format or design one that works best for your chapter.

Committee Action Plan Worksheet for service project:

Event Date/Dates: _____ Time of Event: _____

Event Location: _____

Committee Name: _____

Committee Chairpersons: _____

Committee Members: _____

Committee Goals: _____

Set-up time: _____ Clean up time: _____

Clean-up committee: _____

Checklist for Action Plan Steps:

- _____ Group brainstorm activity
- _____ Discussion on ideas, analyze pros and cons
- _____ Choices made by majority vote
- _____ Develop timeline or checklist of things needed to be done
- _____ List responsibilities and person responsible for tasks
- _____ Make copies of plan and submit to chapter's officers
- _____ Evaluate effectiveness of plan and event at conclusion of event
- _____ Give results report to Secretary and Treasurer for future records

Importance of Building a Dynamic CSF/CJSF Team For Service Projects

If you are considering becoming or are a new officer in CSF or CJSF, remember we are all about service to others and it can be exciting! It's also important to get to know each other and learn to trust one another while getting involved in a team.

When meetings take place, make sure everyone gets to introduce themselves and then have ice breaker activities: share birthplace cities, line up by the months of birthdays, line up by dates of birthdays, line up by height and share names of person to your left or right. Remember, people feel more comfortable when they are working with people they know, so make sure that people do not remain strangers.

After your chapter's goals are set by members, help people get involved and focus on positive attitudes and relationship building while accomplishing goals!

Make a calendar of events: have a place to sign up by the event, select a chairperson, and give copies to all members so everyone can know who to go to for questions. Keeping everyone informed is critical as communication is the most important factor in helping make events successful.

Another important trait is listening to one another in planning and implementing tasks for any event. Being a team member, volunteering when a job needs to be done, and following through are vital to events.

It's very important to reach out to students who may not feel they are connected to the group and ask them how they might feel comfortable in helping them get involved. The best way to get a member involved is to ask; invite the member to be part of a specific project or committee. Catch people doing things right and they will continue being inspired.

The more fun and excitement that can be generated has a direct influence on keeping service projects a focused and active part of your chapter. Celebrate the accomplishments and recognize participants with local newspaper articles and photos at the next chapter's meeting.

Building teamwork is a lot of hard work but the rewards are great!

"A major reason why capable people fail to advance is that they don't work well with their colleagues." Lee Iacocca

Remember that our founder, Charles Seymour, believed in recognizing students for their citizenship, academics and service, "Scholarship for Service." Thank you for keeping his dream alive by continuing to do service for others.

Successful Service Projects

On the website for CSF and CJSF there is a list of over 101 ideas on service projects. If your chapter wants to look at the list, please check our home page at www.csf-cjsf.org. Listed below are some of the service projects we have seen or heard about from students across the state of California.

- Collect coats for homeless
- Help in a soup kitchen
- Write poetry for the elderly
- Sing at hospitals or retirement homes
- Sponsor a book drive for young children in need
- Donate clothes to families who have lost everything
- Bag sand for neighborhoods
- Volunteer your computer skills to help teachers
- Make hospital cards for the sick
- Collect e-waste and donate items for a cause
- Spend time with an elderly person
- Coach or tutor students
- Help a child improve reading skills
- Clean up local parks or beaches
- Volunteer at a hospital, school, or library
- Sort textbooks for school textbook room
- Collect tee shirts for students in need
- Place flags on Veterans' graves on holidays
- Mentor a youth group for local community
- Encourage others to serve in some capacity
- Volunteer at a local festival
- Collect shoes for homeless
- Give computer lessons to the elderly
- Give directions to tourists at local event
- Provide babysitting services for free
- Adopt a family in need
- Collect food for the needy in your community
- Send supplies to troops or families in need
- Adopt a child for school supplies
- Collect blankets for homeless
- Create a staff appreciation day for school
- Have a great time cleaning up a park, help paint over graffiti on fences
- Write stories for inspiration and share with sick or elderly
- Share time with someone young or old
- Celebrate the local police or firefighters and host a dinner for them