

# CSF Advisers' First Steps

## Fall/Spring Membership Drives

**MANDATORY:** Refer to Bylaws located at [www.csf-cjsf.org](http://www.csf-cjsf.org). See ARTICLES III (Classes of Membership) and IV (Requirements for Semester Membership)

### **MEMBERSHIP - IMPORTANT TO KNOW:**

1. Membership is based on points, not GPA. A charter can be revoked if a chapter does not comply with the bylaws determining membership.
2. Membership is not automatic; students must apply in the period determined by the bylaws.
3. Membership is for one semester. Students must re-apply every semester eligible.
4. The membership follows the semester of the report card (e.g., Student's report card is June (Spring semester). He applies for membership the following semester and becomes a member in the Fall semester.
5. Grades from freshman year can be used for membership BUT only as associate members.
6. Incoming middle school/junior high students who were Honor Members as 8th graders are eligible for associate membership in their first semester high school attendance. Verify Honor Member status with adviser of feeder school. No student may be an associate member after the first sophomore semester.
7. Associate members must be allowed full semester membership privileges but their membership as an associate member cannot be counted toward Life Member status.
8. Students cannot be denied membership for not performing community service. You can, however, identify students as "Active" or "Inactive" based upon performance of service. You might allow these students to have privileges (CSF field trips, awards, eligible for student board)
9. Membership dues are optional. Some schools use dues to help pay for graduation awards for Life Members/Sealbearers. Other schools have fundraisers in order to buy graduation awards. You must not prevent a student from being a member based on inability to pay membership dues (be creative: maybe a teacher can be a sponsor or ASB can help).
10. The 10 points for membership must be earned in classes under three lists: List I, List II, and List III. Generally, List I has the core academic classes; List II are often academic electives or classes with less rigor than List I; and List III are courses that do not generally require a lot of reading and writing as the core academic classes do. Remember that repeated courses, PE, and classes taken in lieu of PE do not count. See bylaws for the other classes that cannot be used for qualification. Also refer to the website for course lists.
11. Accurate record-keeping of membership is essential.

### **PROCEDURE:**

OPTIONAL - If possible, identify potential CSF members. Use school database programming, if available (e.g., Aeries). If not, see below for alternatives.

1. Locate the most recent CSF application form used at your school, or find a sample on the CSF website under CSF Advisers.. Make sure the application form correctly indicates the CSF registrar-approved courses (current) under the correct List I, II or III, especially those classes that were offered the past semester/year .

2. Determine the start and end date of the membership drive (refer to bylaws, ARTICLE I, Section 2). Per bylaws, the drive should be held during the first four weeks of the start of the school semester. It can be a duration that you determine (i.e., two weeks, four weeks).

3. Publicize your membership drive with the dates, including deadline. Use every available means of communication such as: Daily Bulletin PA announcements; flyers posted around campus; school marquee; PTSA newsletters; Principal's email blast to parents; lists of potential members to all English teachers (since all students have English); school newspaper; school TV news broadcast; banners; etc.

TIP: Keep a record of when and where you publicized the drive. Parents may later complain that their student didn't hear about it and ask (demand) that you accept a late application. Per the bylaws, you cannot.

4. If you have a small population of eligible students, you might extend a personal invitation (e.g., letter home). If your population is larger, you might post lists of eligible students with the caveat that if the student thinks he is eligible but his name does not appear on the list, he should apply anyway or check with you.

TIP: If you have the time or resources, you might create a Master List of eligible students and highlight their names or denote it on the list when their applications are turned in. This list can be filed or kept with the applications for that semester. Might be useful semesters later when seniors insist that they turned in an application for a particular semester in hopes of having enough semester to qualify as a Life Member (Sealbearer)

5. In your communications, include instructions on how the applications are to be turned in. Are copies of report cards or transcripts to be attached? These might not be necessary if you have a Master List created through the school database.

6. Make membership applications available to students (e.g., copies in library, counseling office, your room, student-run table during lunch, on your CSF website, etc.).

7. When applications are turned in, verify eligibility (e.g., against a Master List of eligible students, or check attached report card grades).

TIP: Use caution with completed applications because grades are filled in and your student officers (or other students) should not have privy to this confidential information for their classmates.

8. Once the membership drive closes, do not accept any late applications (per bylaws). Be firm.

9. Retroactive membership applications may be accepted under extenuating circumstances. For example: transfer student enrolling after the membership drive (see bylaws); grade change; major illness in which student was not in school during the entire membership drive.

10. Record names of members. This list can be publicized (parent newsletter, around campus, celebration, etc.) and students can be recognized for their achievement.

11. Keep your file or accurate record of applications through student's graduation (important to determine Life Member/Sealbearer status). These can be deleted upon completion of graduation or shortly thereafter.

### **LIFE MEMBERS (SEALBEARERS).**

Refer to bylaws, ARTICLE V.

1. To be a Life Member (aka Sealbearer), the student must have 4 semesters of CSF membership during their last 6 semesters of high school with at least one semester using senior grades.

2. Only grades EARNED during 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade count towards CSF Life Membership (the last three years of high school).

3. Grades earned in the 9th grade can apply to membership but only as an ASSOCIATE MEMBER. These semesters DO NOT count toward Life Member eligibility. Refer to bylaws.
4. At the start of the senior year, if a senior already has 3 semesters of CSF membership with his 10<sup>th</sup> and 11<sup>th</sup> grade report cards, the student needs one more semester of CSF membership with senior year report card grades (could be either the first semester or second semester of senior grades). If achieved, this senior becomes a Life Member (Sealbearer).
5. If a senior, at the start of senior year, has only 2 semesters of CSF membership with his 10<sup>th</sup> and 11<sup>th</sup> grade report cards, he will need 2 more semesters of membership with both senior grade report cards (first semester and second semester). See #7 below.
6. The earliest identification of Life Members (Sealbearers) would be **after** first semester senior report cards. These students can be referred to as Spring Life Members or Sealbearers.
7. You must provide one more opportunity for a senior to be Life Members with his final report card at the end of the senior year. This would be the May or June grades of the senior year depending on when the school semester ends. Timing may be challenging, but it can be done and the opportunity must be provided.

**SUGGESTION:** Tell potential June (or May) Life Members/Sealbearers to see you about two weeks before the end of the school year (or whenever there is a good chance that many senior teachers may have final grades calculated). Give the student an interim report card (you create) to circulate and clearly indicate on this interim report card to teachers that the grades entered on this report card must be the FINAL grade. If teachers aren't ready to indicate a final grade, the student must return to the teacher later. Once the report card is returned to you and grades verified with the teacher (e.g., email), the student then has achieved Life Member/Sealbearer status.

**NOTE:** The senior who achieves CSF membership with the final report would become a Fall semester member, even though the student will have graduated and left school when you hold the next membership drive.

### **GRADUATION AWARDS FOR LIFE MEMBERS/SEALBEAERS**

1. After the Spring semester Life Members/Sealbearers are identified, begin ordering graduation regalia through the only authorized CSF vendor who has the rights to use our CSF /CJSF trademarked items, CSFAwards/Balfour.
  2. Per bylaws, the required awards are:
    - (1) official CSF Life Member pin;
    - (2) CSF chapter seal on the diploma;
    - (3) indication of CSF Life Membership status on permanent academic records and transcripts.

TIP: Coordinate with your counseling staff to ensure (2) and (3) are done.
  3. All other items are optional and up to the discretion of the CSF adviser/school administration (e.g., tassel, gold sash, stole, etc.).
- TIP: You may award optional cords/sash/tassel to those who you have distinguished as "active" during their membership. See above, MEMBERSHIP - IMPORTANT TO KNOW, #6.
4. Order extras for potential May/June Life Members/Sealbearers (see #5 below).
  5. Order these awards (Life Member pin, chapter seals, certificates) by telephone to Balfour (800) 433-0296 or via the website, [www.csf-cjsf.org](http://www.csf-cjsf.org), see tab at top, "Store." Password is "csf1421."
  6. Your school may choose to distinguish Life Members/Sealbearers on the graduation program with a special notation (e.g., \*).
  7. Some schools honor CSF Life Members or Sealbearers by giving them the opportunity to lead the graduation processional (usually after National Honor Society if both are campus organizations).