

TIPS FOR CJSF ADVISERS
MEMBERSHIP DRIVES – FALL & SPRING
Refer to CJSF Bylaws, Article IV

ESTABLISH MEMBERSHIP DRIVE PERIOD – Reference Bylaws, Article IV, Section 2

- * Per bylaws, the membership drive must begin within the first four weeks of the start of the school semester/trimester. The adviser determines the length of the drive, but the window must be within the first four full weeks. There may be extenuating circumstances, however. Contact your Regional Vice President or the Central Office for clarification (refer to csf-cjsf.org website).
- * Once the dates of the drive are established and publicized, no late applications may be accepted. For clarification or concerns, contact your Regional Vice President via email (refer to csf-cjsf.org website) or the Central Office office@csf-cjsf.org.

APPLICATION FORMS

- * Ensure the student lists ALL of their classes and grades on the application form from the previous semester/trimester (membership drive follows the semester/trimester report card)
- * Identify how applications are to be turned in (e.g., you may request copies of a report card or transcript be attached) and whom they should be turned in to
- * All CORE classes (ie: English, History, Science, Math) and academic electives are eligible to be calculated to qualify for membership based on the point system:
A's = 3pts;
B's = 1 pt;
C's = 0 pts;
D's or F's in ANY class disqualifies the applicant
Advanced placement in core classes receive 1 additional point
- * Minimum of 8 points are required for membership based on 4 classes
- * An additional 2 points are required for each additional eligible class
- * Verify eligibility of applications submitted
- * Retain applications/records until students promote
- * Retain accurate records of membership (e.g., Excel, Google Docs)

- * Membership is for one semester/trimester; students must apply each semester/trimester
- * Remember--The following may not count towards membership:
 - o Summer school courses
 - o Repeated courses
 - o PE classes and courses taken in lieu of P.E.
 - o Teacher, Office or Library aide/assistant (TA)
 - o Non-academic electives
 - o Study Hall
 - o Courses taken on a Pass/Fail basis
- * A grade of "D" or "F" in any course (not just those being used for membership) disqualifies a student from membership
- * Students may be debarred from membership for poor citizenship, based on criteria determined by adviser and principal (ref. Article IV, Section 12).

DUES

- * Chapter membership dues are optional.
- * Students may not be denied membership because of inability to pay dues
- * Some chapters apply dues to pay for graduation awards
- * If dues cannot be collected, be creative: ask for merchants to sponsor awards; ask ASB; ask principal/school administration; ask local business organizations (e.g., Chamber of Commerce, Kiwanis, Rotary Club, etc.).

RECRUITING MEMBERS - IDEAS

- * Classroom presentations explaining what CJSF is all about
- * Hallway flyers
- * Morning (PA) announcements
- * Daily bulletin announcements
- * Electronic Marquee messages
- * Club rush
- * Live school television broadcast (if applicable)
- * Principals' (weekly) messages to parents
- * PTSA newsletter announcements
- * Invite students to apply via email, letters home, etc.

Note: Publicize well so students have adequate notification. Informing parents may help with recruitment. Parent notification is not mandatory.