

CJSF Advisers' First Steps

Fall/Spring Membership Drives

MANDATORY: Refer to Bylaws located at www.csf-cjsf.org . See ARTICLES III (Classes of Membership) and IV (Requirements for Semester/Trimester 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/trimester. Students must re-apply every semester/trimester eligible.
4. Membership application follows the semester/trimester of the report card (e.g., Student's final report card for Spring semester/trimester applies for membership the following Fall semester/trimester).
5. 7th graders will use their first Fall semester/trimester grades to apply for their initial membership the following semester/trimester.
6. Middle school/junior high students who were CJSF Honor Members as 8th graders are eligible for associate membership in their first semester/trimester of high school attendance. CJSF advisers are encouraged to supply a list of Honor Members to their local participating CSF high school chapters.
7. Students qualify for membership based solely on academic performance and citizenship. Community service is NOT mandatory and students cannot be denied membership for not performing service. You may, however, designate students as "Active" or "Inactive" members based upon performance of service. You might allow "Active" members privileges such as field trips or special recognition.
8. Membership dues/donations are optional. Some schools use dues/donations and fundraisers to help pay for awards and materials for the chapter. You must not prevent a student from being a member based on inability to pay membership dues or make a donation (be creative: perhaps a teacher can sponsor a student, or a local business or your ASB can help).
9. The 8 points required for membership must be earned in core academic classes (ie: History, Math, English, Science) based on the following criteria:
 - A's = 3 points
 - B's = 1 point
 - C's = 0 pointsD or F in ANY course debars students from membership.
Add one additional point for a grade of A or B in an Advanced placement core class.
An academic elective which involves academic rigor (reading & writing) may also be included in the eligibility requirement. For each added elective course, the student must earn an additional 2 points for membership eligibility.
Remember that repeated courses, summer classes, PE, and classes taken in lieu of PE do not count.
10. Accurate record-keeping of membership is essential.

PROCEDURE:

1. Locate the most recent CJSF application form used at your school, or find a sample on the website under CJSF Advisers. Make sure your application form correctly lists the courses offered the previous semester/trimester to be considered for CJSF membership.

2. Determine the start and end date of the membership drive (refer to bylaws, ARTICLE IV, Section 5). Per bylaws, the drive should be held during the first four full weeks of the start of the school semester/trimester. You may determine the duration of the drive (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; 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 students, you might extend a personal invitation (e.g., letter home) with the caveat that if the student thinks he/she is eligible they should apply or check with you.

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?

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

7. When applications are turned in, verify eligibility.

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 promotion (important for designation of Honor Membership).

HONOR MEMBERS:

Refer to bylaws, ARTICLE V.

1. To be an Honor Member, the student must have 3 semesters or 4 trimesters of CJSF membership during 7th and 8th grade.

2. Only grades earned during 7th and 8th grade count for eligibility as an Honor Member. Membership does not need to be in consecutive semesters/trimesters.