

CSF Officer Application (2018-19)
Due Friday, April 13th 3:15pm
Mr. Ruiz (H-205)

Name: _____

Grade for the 2018-19 school year: 10 11 12

Email Address: _____

(Current) 3rd Block Teacher: _____

Please clearly highlight/circle the position you are applying for. See the next page for officer descriptions.

President

Vice President

Secretary

Treasurer

Historian

10th Grade Representative

11th Grade Representative

12th Grade Representative

Write a paragraph responding to each question on a separate page. Please be thoughtful and thorough in your response.

1. Why would you like to be an officer for CSF?
2. What past experience would make you suitable for this position?
3. What is your level of commitment to the club? Include other clubs you will participate in during the school year as part of your answer. How will you balance participation in these clubs?

Please read and initial the expectations/requirements listed below. By initialing and signing this application you agree that if you are elected as an officer you will meet the expectations/requirements listed below.

_____ I understand that being a CSF officer is an important commitment. I will attend officer and general meetings. I will support CSF community service events with my attendance (including make-a-wish events and tutoring). I will be on time to meetings and community service events.

_____ I have read the CSF Officer Descriptions on the second page of this application. I understand what my responsibilities will be if I am elected. I will follow through on these responsibilities.

_____ I will be a leader in the club. I will follow through on tasks/responsibilities assigned to me.

_____ I understand that I must be a qualified CSF member to maintain my officer position. If I fail to turn in my CSF application on time or if I do not qualify academically for CSF, then I will be removed from my position. An election will take place to find a new officer to take my position.

_____ I am a current CSF member.

Printed Name

Signature

Date

Please Note: You will give a short speech at the next general meeting on Thursday, April 19th

CSF Officer Descriptions

All officers are expected to:

- Attend all officer meetings (once per month before school)
- Attend all general meetings (once per month before school)
- Be on time to officer and general meetings
- Help advisors with organization of CSF applications, attendance, and community service records
- Check email or facebook regularly to communicate with other officers
- Be the leader/coordinator of at least one CSF tutoring/poster making event during the year
- Organize, plan, and support CSF community service projects as well as the CSF college field trip

President

- Oversee the general operation of the club
- Communicate regularly with club advisors and officers
- Run officer and general meetings
- Create agenda for each meeting
 - Get approval of agenda from advisor
 - Submit agenda to secretary prior to the meeting
- Organize/oversee the CSF community service project and college field trip
- Attend ASB meeting once per term with advisor (usually during lunch)

Vice President

- Assist the President in overseeing the general operation of the club
- Help the President run officer and general meetings
- Take the place of the president in a meeting if he/she is absent
- Place club announcements in the bulletin (application timelines, meeting dates, tutoring

events, etc.)

- Organize/oversee the CSF community service project and college field trip

Secretary

- Take minutes at each meeting
- Submit typed minutes via email to the advisors, officers, and student accounts within two days of each meeting
- Type member lists in the Fall and Spring

Treasurer

- Track the collection of dues at the beginning of the Fall and Spring Terms
- Provide reports on the status of CSF funds to the advisors, officers, and club members
- Assist advisors in creating plans to pay for CSF expenses (i.e. college field trip, pins, cords, etc.)

Historian/Club Reporter

- Write an article at the beginning of each term about membership policies for the school newsletter
- Take pictures at CSF events (i.e. meetings, college field trip, community service project, Academic Awards Night, end of the year picnic, etc.)
- Coordinate with the yearbook staff to develop the CSF page (i.e. write a description of the club events and submit pictures)
- Put together an end of the year collage, slide show, scrapbook, etc. to show what we have accomplished

9th, 10th, 11th, and 12th Grade Representatives

- Take attendance during meetings and calculate meeting attendance at the end of the year
- Distribute information to grade level students that you represent