



2018-2019 Officer Application

Independence High School California Scholarship Federation (CSF) is a student-run organization founded to help students pursue their academic goals and serve their community. Being an officer is an incredible opportunity to gain valuable leadership skills and become more involved in CSF. If you are dedicated to academics and community and passionate about fostering CSF's growth next year, we highly encourage you to apply.

Officer commitments to CSF will be as followed:

- Attend all weekly lunch general meetings (Mondays in D305)
- Attend all weekly (unless indicated otherwise) board meetings afterschool (Wednesdays in D305)
- Create Powerpoint slides for weekly general meetings
- Complete a minimum of 15 hours a semester
- Actively participate in CSF activities including but not limited to: workshops, trainings, interclub events, fundraisers, bondings, etc.
- Exemplify the values and leadership of CSF
- Serve as liaison between leadership team and general members
- Maintain friendly relationships with other clubs on campus

Secretary:

- Record meeting minutes for general and board meetings
- Upload board meeting minutes in a timely manner (within the week of meeting)
- Input and update the club's community service hours spreadsheet continually
- Upload a public copy of the hours for club members on the Schoolloop and Facebook group every 2 weeks
- Add new members to the Schoolloop and Facebook group each semester
- Record and maintain a list of all active club members for club records
- Keep a list of all membership forms at the beginning of each semester in an organized fashion
- Maintain the CSF Bookshop with weekly updates
- Compile and maintain a list of qualifying Lifetime Members

Treasurer:

- Collect, record, and submit memberships fees to A-06 in a timely manner
- Work with secretary to maintain a list of active club members

- Organizes monthly fundraisers
- Work with publicists to promote fundraisers
- Keep presidents updated on current status of bank account
- Organizes funds for club workshops, socials, and other events
- Keep a record of club expenditures

Publicist:

- Actively promote CSF through social media
- Produce flyers for events at presidents' discretion
- Creates and maintain Facebook event pages for CSF events
- Designs CSF merchandise at presidents' discretion
- Create promotional materials for Freshmen Orientation, Club Day, etc.
- Document IHS CSF events and achievements

Physical copies of officer applications are due on Monday March 27th, 2017 by 3:05 PM in the hands of Mr. Brandt, Brian Ventura, Kathlee Wong, Janelle Wang, or Erika Tugas. Alternatively, electronic copies are due by 11:59 PM to 982ihs.csf@gmail.com. Applications must be submitted on time to be considered; late applications will not be accepted, no exceptions.

Officer interviews will take place afterschool in Mr. Brandt's room (D305) from Tuesday, April 24th to Wednesday, April 25th.

Please ensure that all the information in your application is correct and honest. If selected for the officer position, your duties will begin immediately.

Name (Last, First)	Grade	ID #

Phone Number	Email Address	Preferred Interview Date

Please state your first choice in officer position in the box below. You may have a second choice as well. You will only be considered for the choices you list below.

First Choice	Second Choice (optional)

Please fill out your schedule and your extra-curricular activities for the **2018-2019 school year**. Prioritize your extra-curricular activities, with 1 being your highest priority. Include CSF in your list of extra-curricular activities.

Period	Course	Extra-Curricular Activities	Priority
1			
2			
3			
4			
5			
6			
7			

Application Questions: Please answer these questions honestly and to the best of your abilities. You may type or write out your answers legibly on a separate page.

- 1) What previous leadership experience do you have that you can contribute to your position?
- 2) What is your current involvement in CSF and how have you shown your active participation in CSF activities?
- 3) What do you wish your legacy as a CSF officer to be? How do you wish to impact CSF as an officer?
- 4) Describe a time when you faced adversity and how you overcame it.
- 5) Describe your most valuable CSF experience so far.