**California-Nevada-Hawaii District**

**Circle K International**

**District Convention Committee Application**

**2018-2019**

Dear Applicant,

Thank you for your interest in the District Convention Committee! District Convention (DCON) is a time when members from all ends of the California-Nevada-Hawaii District of Circle K International come together to celebrate a year’s worth of hard work while setting the foundation for the next year. DCON is a time when we brighten our minds with valuable and education workshops, elect new leaders for our organization, and create lifelong friendships!

DCON 2019 will take place at the Riverside Marriott Convention Center from March 22nd-24th, 2019! Applying to be a part of the DCON Committee means that you will be applying for the opportunity to participate in the planning process, from start to finish. The CNH District of Circle K International expects nothing less than the best applicants to become a part of the DCON Committee, those who are enthusiastic, committed, creative, insightful, open-minded, and motivated to go above and beyond what is expected to serve the members of the CNH District by planning the best DCON ever. As a committee member you will learn and grow from the challenge of planning DCON. Are you ready to plan the largest event in Circle K International?

Sincerely,

Andy Nguyen

District Convention Chair 2018-2019

[andynguyenco2012@gmail.com](mailto:dcon@cnhcirclek.org)

**Application Timeline:**

1. Application process: **Friday, May 18th, 2018 to Friday, May 25th, 2018**.
2. Applications must be submitted **by Monday, May 21st, 2018, 10:00PM (PDT) / 7:00PM (HDT)** to District Convention Chair ([dcon@cnhcirclek.org](mailto:dcon@cnhcirclek.org)) and District Governor, Manuel Santiago ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Interviews will take place **Tuesday,** **May 22nd, 2018 to Thursday, May 24th, 2018**\*.
4. Appointments will be made by **Friday, May 25th, 2018**\*. All applicants will be notified of the final selections.

*\* Dates may change based on the discretion of the chair.*

**RESPONSIBILITIES:**

Each DCON Committee member is a valuable part of the team that will strive to successfully execute this year’s District Convention. To make that happen, all applicants MUST meet the following list of *MINIMUM* requirements. (Please check the box next to each responsibility by double-clicking the box and selecting “checked” under the “default value” option.) Do not forget to electronically sign this Service Agreement by typing your name into the box at the end.

Appointed committee members who cannot meet these terms throughout the planning process of District Convention may be removed from the committee (upon discretion of the DCON Chair Andy Nguyen, Advisor Don Hull, and Co-Advisor Ronald Liu).

Note that the DCON Chair reserves the right to make appointments without interviewing all applicants. Thus, please ensure that your application is completely representative of your abilities to perform on this committee.

**Attend ALL in-person & online committee meetings.** You should be able to have reliable transportation to all in-person meetings (taking place ***at least*** once every two months), or contact the DCON Chair beforehand to make arrangements. You must also be in attendance at all and any online committee meetings that will be held in between the in-person meetings. A lack of majority attendance results in the inability to vote on important decisions and thus wastes the time and resources of those who made the effort to attend. Failure to adhere to this expectation may result in a removal from the committee.

**Attend ALL days of District Convention** (3/22 – 3/24) and be available during the month of March to stuff convention packets at the District Office in Rancho Cucamonga and make final logistical preparations. (DCON Committee members will be asked to arrive at the Riverside Marriott Convention Center on the Thursday of convention weekend.)

**Remain in constant communication** with the DCON Chair by reporting activities and progress.

**Complete ALL assigned tasks ON-TIME.** You are expected to be accountable and responsible for your designated tasks every month. If any situation were to occur where this is not possible, it is your responsibility to notify the District Convention chair in a timely manner.

**Participate actively in committee meetings** by brainstorming ideas, providing input where needed, and helping other committee members with or without being asked.

**Act as a representative** for your home club, your division, and for the District. As a member of the District Convention Committee your actions are representative of not only the District Convention Committee but also the aforementioned entities as a whole.

**Follow ALL District financial procedures.** NO PURCHASES can be made without a prior authorization and approved Purchase Order. Committee members must get a quote from three different vendors before a final purchase decision can be made.

**Be willing to help with ANY other tasks** pertaining to the success of District Convention, other than what is listed in each committee member description. The District Convention Committee is a unified team whose purpose is to plan a memorable and meaningful District Convention; therefore it is your responsibility to go above and beyond your duties as a committee member.

I agree to uphold all of the duties listed above and understand that my failure to complete any of these tasks may result in my removal as a committee member.

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| **SIGN HERE**  X |

**POSITION DESCRIPTIONS:**

Please read and fully understand the responsibilities of each position listed below. All appointed committee members must be able to commit to the time commitment, have solid organization skills, be able to pay attention to detail, be punctual and maintain a sense of self-motivation. In addition to the duties below, keep in mind that committee members may be asked to perform tasks beyond their position description. Also note that the DCON Chair will combine and/or remove positions if necessary and appropriate.

**AUDIO/VISUAL CHAIR**

The A/V chair is in charge of all audio and visual aspects of DCON, including PowerPoint slides during general sessions, videos, lights, and music. Specific responsibilities include setup and breakdown of projectors, screen, microphones, and any other technological equipment on the day of the event to help DCON run as smoothly as possible, INCLUDING workshop sessions. Applicants are preferred to have a prior background in the A/V field.

ollect photos for the opening and closing slideshow at DCON. The Chair must also create promotional materials, such as a promotional video, flyers, etc. to distribute to all members in the district throughout the course of the year. It is highly recommended to have some sort of photography/videography experience. The Slideshow/Promotion Chair will also be overseeing an onsite Media Committee, which the chair will appoint themselves.

**IN ORDER TO QUALIFY FOR THE DISTRICT CONVENTION COMMITTEE, YOU MUST MEET THE FOLLOWING REQUIREMENTS:**

* Be a dues-paid member of a club in good standing.
* Be enrolled at least half-time during the 2018-2019 term.
* Fill out this application form completely.

**CONTACT INFORMATION:**

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| --- | --- | --- | --- |
| **Name** |  | **Phone Number  (Text: Y/N?)** |  |
| **Email** |  | **Skype SN** |  |
| **Club / Division** |  | **Major/Year** |  |
| **Positions of Interest** | 1. | | |
| 2. | | |
| 3. | | |

**GENERAL QUESTIONS**

Please answer the following questions as honestly and completely as possible. You may use as much space as you need, but please be coherent and concise in your answer.

1. Why do you want to be a part of the District Convention committee? What do you hope to gain from this experience?
2. List and describe any past involvement inside or outside of Circle K that shows you are qualified for the position(s) you applied for.
3. What are your strengths and weaknesses?
4. List all other commitments that you will/might have from now until DCON and explain how you prioritize these commitments.
5. Which other District Committees are you applying for, if any?
6. Please rank your proficiency in the following software/programs. (0 = no knowledge; 1 = a little; 2 = average; 3 = proficient, 4 = advanced) Please be honest, as certain positions do NOT require experiences in any of the following software/programs.

|  |  |
| --- | --- |
| **Name of Program/Software** | **Rank** |
| Photoshop, InDesign, illustrator, or any other graphic design programs |  |
| Video editing software |  |
| Photo editing software |  |
| Google Documents |  |
| Microsoft Excel |  |

1. How many Kiwanis Family District/International Conventions have you attended? List which ones were they?
2. Based on your experiences in past conventions:
   1. List 4 positive aspects of past conventions.
   2. List 4 negative aspects of past conventions, including what you would do the change them for the better.
   3. If you held the position(s) you applied for, how would you implement appropriate changes? Please be specific.

**POSITION-SPECIFIC QUESTIONS**

Please answer the question(s) that pertain to the positions you applied for. Be as honest and thorough as possible. **Please refer to the next page for the questions**. You may use as much space as you need, but please be coherent and concise in your answer.

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| **Position:** |  |
| **Answer:** |  |

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| **Position:** |  |
| **Answer:** |  |

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| **Position:** |  |
| **Answer:** |  |

**Prompts:**

**AUDIO/VISUAL CHAIR**

What specific types of audio/visual equipment do you have experience with? What would you do in a situation where you are not able to fix a piece of equipment? What are some examples of problems that you might face at DCON with regards to A/V, and how would you solve them?

**REFERENCES:**

Please provide **at least three** references and their contact information. These references can be Circle K members, officers, or advisors, or people you have worked with professionally that can attest to your work ethic and professionalism.

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| **Name** |  |
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| **E-mail** |  |
| **Phone Number** |  |

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| **Name** |  |
| **Title** |  |
| **E-mail** |  |
| **Phone Number** |  |

**Possible Interview Times:**

The second round of this application process will be an interview with the District Convention Chair. Though not everyone may get an interview, please provide your tentative availability for an interview in the case that you do move onto to the next round.

The interview will be either a phone call or online (Zoom, Google Hangouts, Facebook Call/Video, etc).

Which do you prefer?

\*\*Earliest start time: 9AM, Latest start time: Whenever\*\*

|  |  |
| --- | --- |
| **Tuesday, May 22, 2018** |  |
| **Wednesday, May 23, 2018** |  |
| **Thursday, May 24, 2018** |  |

**If you have any questions, feel free to contact me!**

**Please send the application in PDF format with the application file and e-mail subject line in the following manner:**

**[FirstName][LastName]\_DCONAPP\_1819 (eg. [Andy][Nguyen]\_DCONAPP\_1819)**

**To**

[**andynguyenco2012@gmail.com**](mailto:andynguyenco2012@gmail.com) **& msantiago.cki@gmail.com**

**Feel free to attach any links or files that you feel will best supplement your application in the email.**

**Late applications will NOT be accepted.**

**Andy Nguyen**

**District Convention Chair**

[**Andynguyenco2012@gmail.com**](mailto:Andynguyenco2012@gmail.com)

**&**

**Manuel Santiago**

**District Governor**

[**governor@cnhcirclek.org**](mailto:governor@cnhcirclek.org)

**All applications are to be RECEIVED by**

**May 21, 2018 by 10:00 PM (PDT) / 7:00PM (HDT)!**

**Thank you for your interest in becoming a part of the 2018-2019 District Convention Committee!**

*This concludes the California-Nevada-Hawaii District Convention Committee application.*