**California-Nevada-Hawaii District**

**Circle K International**

**Fall Training Conference Committee Application**

**2018 – 2019**

Dear Applicant,

Thank you for your interest in the District Fall Training Conference Committee! The Fall Training Conference Committee plans Fall Training Conference (FTC), which will take place this year on November 2-4, 2018 in Sonora, CA. Serving on FTC Committee will not only allow you to serve your district but also to grow as a leader. Being on this committee is definitely a unique experience, so I encourage you to apply – even if you’re hesitant! You miss 100% of the shots you don’t take. Everyone has the potential to make a difference, and I believe in yours! I’m excited to read about your ideas and see how you want to contribute to this extraordinary event and make it memorable for all members.

Please understand that all applicants will be reviewed thoroughly and professionally. The decisions made will be based on who is believed to be the most qualified and meets the needs and goals of the district. With this in mind, please take your time and read the entire application before filling it out! The chair reserves the right to alter positions appointed and their respective duties as needed. Submission instructions are on the last page of this document. If you have any questions about this application or the committee in general, please do not hesitate to contact me!

Sincerely,

Cecilia Nguyen  
Fall Training Conference Chair 2018-2019  
email: [ftc@cnhcirclek.org](mailto:ftc@cnhcirclek.org)  
phone: (661) 916-2896

**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 Fall Training Conference Chair, Cecilia Nguyen ([ftc@cnhcirclek.org](mailto:ftc@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:**

The purpose of the District Fall Training Conference Committee is to plan the Fall Training Conference in its entirety. The positions are there to help the Fall Training Conference Chair plan a successful and enjoyable FTC, which will be from **November 2-4, 2018**. The following is a list of *minimum* responsibilities expected of each standing committee chair. **Please check the box next to each responsibility** (double click on the box to check it). In doing so, you signify an understanding of the responsibility.

Attend all online committee set by the FTC Chair unless excused with a valid reason and 24 hours advance notice. Meetings will generally be held online.

Attend mandatory in-person meetings set by the FTC chair unless excused with a valid reason.

Remain in constant communication with FTC Chair by reporting activities and progress and attending scheduled one-on-one’s.

Complete all assigned projects ON TIME. If this is not possible, it is understood that the FTC Chair will be notified in a timely manner.

Participate actively in committee through discussion of ideas and duties for FTC.

Support all other committee members before, during, and after FTC.

Be willing to help with tasks that are not directly related to your specific position.

Ensure the guidance and preparation for the following FTC Committee through one-on-one training.

Attend Fall Training Conference.

Act as a representative for your home club, your division, and the District as a whole.

**Position Descriptions:**

Each of the following positions has their own tasks and obligations to make Fall Training Conference the best it can be. Each committee member has tasks to complete before, during, and after Fall Training Conference. While considering which positions to apply for, please consider your strengths and how the committee can best utilize them.

NOTE: There may be additional responsibilities/duties that are added/removed, depending on the needs of FTC 2018 and the District. The chair reserves the right to alter positions appointed and their respective duties as needed.

The following is a list of ***minimum***duties for each of the positions:

**Audio Visual/Technology Chair**

* Coordinate and assist the utilization of AV equipment (projectors, microphones, music, etc.) during workshops, campfire, and general sessions
* Provide all users of AV equipment with proper instruction
* Create the FTC website with help as needed from the District Technology Chair
* Update the FTC website as needed throughout the term

**Media Chair**

* Collect pictures/videos that represent all divisions in our district
* Create a slideshow for opening and closing session
* Produce promotional videos in accordance with release information and deadlines of applications
* Select and oversee media committee that will help to provide videos and pictures
* Provide any additional assistance and support to the creative team

**Application**

Please note that there are **four parts** to this application.

***In order to apply, you must meet the following requirements:***

1. Be a dues-paid member of a club in good standing.
2. Be enrolled at least half -time during the 2018-2019 term.
3. Fill out this application form completely.
4. Link a song for me to listen while reading your application in your email with your attached application.

**I. Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Year in School** |  |
| **School** |  | **Email** |  |
| **Division** |  | **Phone Number** |  |
| **Positions of Interest** | 1. | | |
| 2. | | |
| 3. | | |

**II. Questions**

Please provide concise and completeanswers to the following questions.

|  |
| --- |
| 1. **Describe your involvement in Circle K. Please include your past and current positions held. Why do these experiences qualify you to be a part of FTC Committee?** |
| [Insert answer here] |
| **2. Why do you want the position(s) you are applying for?** |
| [Insert answer here] |
| **3. What are your strengths and weaknesses? What role do you think you play in a team?** |
| [Insert answer here] |
| **4. What new and innovative ideas do you have for this year’s Fall Training Conference?** |
| [Insert answer here] |
| **5. What were some pros and cons of Fall Training Conference 2017? How would you like to improve upon the cons?** |
| [Insert answer here] |
| **6. List out all other commitments that you will have/might have for the upcoming year and explain how you will prioritize these commitments.** |
| [Insert answer here] |
| **7. Are you applying to any other district committees? If so, please rank them in order of preference.** |
| [Insert answer here] |

**III. Supplement**

Finally, please complete the prompt below that pertains to the positions you are applying to. Provide your answer directly underneath the prompt and delete any prompts that you are not answering prior to submitting your application.

**Audio Visual/Technology 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 FTC with regards to A/V equipment, and how would you solve them?
* Create an outline/sketch of a sample website. How would you implement this website?
* Please include any projects/websites you have created, if applicable.

**Media Chair:**

* Please create a short 2-minute slideshow of your home division or club, upload it onto Youtube, and provide the link below OR provide a link to a slideshow you have made in the past that is at least 2 minutes.
* What software do you have experience in to help you edit slideshows? Feel free to include any additional examples of your work that is not included for the first question.
* Please list the pros and cons of promotional videos in the past. What are some new ideas you have for promotional videos?

**IV. References**

You may provide up to 3 references to support your application, as you feel necessary. Please include their Full Name, Relationship/Position, Phone Number, and e-mail address.

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship/Position** |  |
| **Email** |  |
| **Phone** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship/Position** |  |
| **Email** |  |
| **Phone** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship/Position** |  |
| **Email** |  |
| **Phone** |  |

**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:**

**FTCCommittee\_FirstNameLastName (eg. FTCCommittee\_CeciliaNguyen)**

**Late applications will NOT be accepted.**

**Cecilia Nguyen**

**Fall Training Conference Chair**

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

**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 Fall Training Conference Committee!**

*This concludes the California-Nevada-Hawaii District Fall Training Conference Committee application.*