**California-Nevada-Hawaii District**

**Circle K International**

**District Convention Committee Application**

**2019-2020**

Dear Applicant,

Thanks for your interest in applying to be on the District Convention Committee! District Convention is a truly amazing event full of workshops, professional development, awards and fun activities. It is a time when our entire district comes together to celebrate the end of the term and look forward to the start of the new one. DCON 2020 will take place at the Riverside Marriott Convention Center from March 27nd-29th, 2020! 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. 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 and myself.

Personally, District Convention is my favorite event and I look forward to planning this event with my committee. I believe that with hard work and dedication, we can make this DCON the best one yet. One of my goals this term is to support my committee and make sure that we stay motivated and passionate throughout the entire term. Applicants for this committee are expected to work hard and take initiative, but also be supportive and help the rest of the committee wherever they can. I can’t wait to embark on this journey with you and see where it takes us.

Sincerely,



Nora Lovell

District Convention Chair 2019-2020

[dcon@cnhcirclek.org](mailto:dcon@cnhcirclek.org)

**Application Timeline:**

1. Application process: **Thursday, May 2, 2019 to Tuesday, May 21, 2019**.
2. Applications must be submitted **by Sunday, May 12, 2019, 10:00PM (PST) / 7:00PM (HST)** to District Convention Chair, Nora Lovell ([dcon@cnhcirclek.org](mailto:dcon@cnhcirclek.org)) and District Governor, Wayne Cheng ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Applicants invited to an interview will be notified by **Monday, May 13, 2019**.
4. Interviews will take place **Tuesday,** **May 14, 2019 to Sunday, May 19, 2019**.
5. Appointments will be made by **Tuesday, May 21, 2019**. 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 Nora Lovell, Advisor Camille Goulet, and Assistant 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** (3/27 – 3/29) 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 authorized and approved Purchase Order (over $25) or approved Purchase Request (under $25). You are expected to adhere to the specific budget you are given, or risk not being reimbursed.

**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.

**NOTE:** In addition to the duties below, committee members may be asked to perform tasks beyond their position description. Also, the DCON Chair can combine and/or remove positions if necessary and appropriate. Some responsibilities may be changed, dependent on the pool of applicants. Potentially, you could be offered 2 positions combined.

**DECORATIONS CHAIR (2)**

The Decorations/Souvenirs Chairs are, within the given budget, responsible for creating the main stage backdrop, decorations around the convention center, and centerpieces for General Sessions. The Chairs are also responsible for finding memorable and practical souvenirs to be distributed to attendees. The Decorations/Souvenirs chairs must find innovative and creative ways to utilize the DCON 2020 theme, and it is recommended that applicants are creative.

**ENTERTAINMENT CHAIR**

The Entertainment Chair is responsible for the Saturday night activities as well as possibly creating more alternative activities during any appropriate time at DCON, like the Friday while clubs are still arriving. The Saturday night activities usually include a dance and DJ, photo booth, and any other fun alternative activities for the attendees. The Entertainment Chair must also organize volunteers for setting/cleaning up and overseeing each activity.

**EXECUTIVE ASSISTANT**

The Executive Assistant is second-in-command to the DCON Chair, much like an Administrative Vice President to a Club President. Responsibilities include ensuring that all other committee members are completing their assignments in a timely manner, compiling logistical information to send to presidents, and helping the DCON Chair with any task not specifically designated to other committee members, which includes creating seating arrangements during meal time and table placard for all divisions.

**GRAPHICS CHAIR**

The Graphics Chair is responsible for designing the DCON 2020 Logo and any other graphics and designs pertinent to DCON, as well as creating the DCON 2020 program. The Graphics Chair will ensure that all graphics regarding DCON 2020 are consistent and must be accountable for the accuracy of the content in the program. The applicant must understand and follow the CKI Branding Guide. Applicants MUST be creative and have great attention to detail. Prior experience in Photoshop, Illustrator, or other program-designing computer applications is desired.

**HONORS RECEPTION**

The Honors Reception Chair will also be in charge of planning and executing the Honors Reception Ceremony at District Convention 2020. The Honors Reception Chair will work with the District Administrator to organize a reception recognizing graduating seniors, scholarship recipients, and guests. This includes any gifts or day-of logistics. The executive assistant is also responsible for creating and distributing invitations and designing the Honors Reception program. The Honors Reception Chair may be combined with the VIP Host position.

**MEDIA** **CHAIR**

The Media Chair is responsible for contacting clubs and divisions to collect photos for the opening and closing slideshow at DCON. The Media 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 Media Chair will also be overseeing an onsite Media Crew, which the chair will appoint themselves.

**PROFESSIONAL EXPOSITION CHAIR**

The Professional Exposition Chair is responsible for the implementation of a career fair and finding professional presenters to provide development opportunities for the attendees. The Professional Exposition Chair must also outreach to local organizations to recruit potential donations/sponsors. Responsibilities include outreaching to members of the Kiwanis Family, outside organizations, and other opportunities for members to provide attendees the tools, such as resume-building, job-searching, interview techniques, amongst other skills they need for the professional world and a career in the future.

**REGISTRATION** **CHAIR**

The Registration Chair is responsible for creating registration forms/packets, ensuring that all potential attendees understand the registration process, and overseeing the registration booths at DCON 2020. Responsibilities also include promotion of registration deadlines to members of the CNH District, creating a packing list, creating adequate signs to direct attendees, and creating an evaluation form. Applicants for this position must be extremely organized and prior experience navigating registration is preferred.

**SERGEANT-AT-ARMS** **CHAIR**

The SAA Chair is responsible for making sure that all attendees understand the rules and regulations of DCON, as well as upholding the rules of the hotel and convention center through the recruitment of attendees as volunteers to patrol each session and ensure the safety of all DCON attendees. Logs must be created and kept up to date to keep track of checking in/out of any SAA equipment, such as SAA armbands and walkie-talkies.

**TALENT SHOW** **CHAIR**

The Talent Show Chair is responsible for coordinating the talent show during DCON. Duties include but are not limited to: creating a talent show application form, promoting the talent show to all clubs and individuals in the district, organizing the selection process, being a host for the talent show, and developing a schedule accommodating all of the acts’ A/V needs.

**TECHNOLOGY CHAIR**

The Tech 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. The Tech Chair is also responsible for creating the DCON website, including all aspects of design, and keeping it up to date. Applicants are preferred to have a prior background in website design and the A/V field.

**VIP HOST**

The VIP Host is responsible for maintaining constant communication and reception with and of VIPs up until and throughout DCON. The VIP Host will serve as a liaison between the DCON Committee and the Kiwanis Family members in attendance and devise methods of improving relations between the Circle K attendees and the Kiwanis Family attendees while at DCON. The VIP Host will need to be extremely organized and professional and will work closely with the DCON Chair and advisors.

**WORKSHOPS** **CHAIR (2)**

The Workshops Chairs are responsible for providing memorable, educational, and meaningful workshops during DCON. Duties include but are not limited to: surveying members of the CNH District for a list of workshops that DCON attendees would like to see, creating an application form (for workshops and/or panels) to be distributed to all Circle K members, interview/select hosts that are representative of the CNH CKI District, ensuring that all workshops run smoothly during DCON, then collecting workshop evaluations and creating workshop host appreciation gifts.

**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** |  | **Major/Year** |  |
| **School** |  | **Division** |  |
| **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, why do you want the position(s) that you applied for? What do you hope to gain from this experience?
2. 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 the District Convention Committee?
3. What are your strengths and weaknesses? Describe how you work in a team setting.
4. List all other commitments that you will/might have from now until DCON and explain how you prioritize these commitments.
5. Please list any new and/or innovative ideas that you could bring to DCON 2020.
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.

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| **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 Conventions have you attended (this includes Key Club, CKI, and Kiwanis Conventions as well as International Conventions)? List which ones were they?
2. Based on your experiences in past conventions: (Deltas are changes that you would like to make, instead of listing pros and cons, you will be asked to list pros and deltas. This removes the negativity of things that went wrong, instead referring to them as things that you would like to change)
   1. List at least 2 pros of past conventions.
   2. List at least 2 deltas of past conventions, including what you would do the change them for the better.
3. Which other District Committees are you applying for, if any? (Please rank them in order of preference).

**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. Please use one box per position, all questions for each position can be answered in the same box.

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

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

**Prompts:**

**DECORATIONS** **CHAIR**

1. What are some potential themes for DCON that you have, and how would you incorporate those themes throughout the decorations, including but not limited to the backdrop, table centerpieces for General Sessions, and other decorations around the hotel?
2. What would be some memorable, meaningful, and possible functional souvenirs that you think DCON attendees would want to bring home from DCON?
3. What are some other examples of decorations you have created? Feel free to attach photos to supplement your application.
4. Using the example theme of “tea”, please list 5 different decorations ideas that you have, please make sure at least one is for centerpieces and one is for the backdrop.

**ENTERTAINMENT CHAIR**

1. Do you have any ideas on how to make Saturday night entertainment different from the DCONs in the past?
2. How would you ensure that, aside from Saturday night, attendees have an enjoyable time throughout DCON?
3. Where throughout the event would you like to see more entertainment, and how will you incorporate it into the event.

**EXECUTIVE ASSISTANT**

1. As executive assistant, you will be tasked with working with a diverse group of individuals. How will you ensure that all committee members are on task and support them throughout the planning process?
2. What ideas to have to go above and beyond the responsibilities as an executive assistant?
3. How would you help the DCON Chair? (what role do you see yourself having on the committee?)

**GRAPHICS** **CHAIR**

1. What are some ideas for potential themes that you have, and how would you incorporate those themes into the DCON graphics and program?
2. Using an example theme of “tea”, please design a sample logo and Facebook cover photo for DCON.
3. What were some pros & cons from past programs, and how would you make them more user-friendly?
4. What computer programs do you have experience with to create programs?
5. Please provide up to 10 graphics that you have made in the past.This can include cover photos, t-shirts, promotional material, etc.

**HONORS RECEPTION**

1. Aside from certificates and stoles, what are some ideas you have to honor graduating seniors and other special guests?
2. How would you improve the honors reception?
3. If you have attended any, describe your experience and how you would improve the experience for others.

**MEDIA CHAIR**

1. What software do you use to create slideshows, and how much experience do you have creating slideshow/promotional videos?
2. What defines a good slideshow?
3. What innovative ideas do you have for promoting District Convention throughout the year**?**
4. 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.

**PROFESSIONAL EXPOSITION** **CHAIR**

1. How do you envision a career fair at DCON?
2. What experience do you have with professionalism and how do you intend on providing relevant professional and post-graduation resources to attendees?
3. How would you solicit groups/individuals to come to DCON to present their careers or teach professional skills?
4. Do you have any ideas on how to make DCON 2020’s professional expo unique from the DCONs in the past?

**REGISTRATION** **CHAIR**

1. What ideas do you have for streamlining DCON resources to the general membership?
2. What has been your experience with checking into DCON or other Circle K events in the past, and how would you improve the experience?
3. What is your ideal system for registration on the day of DCON? (This includes waivers, distribution of souvenirs, etc.)
4. What ideas do you have to increase registration numbers for DCON 2019?

**SERGEANT-AT-ARMS** **CHAIR**

1. How would you motivate members to volunteer as SAAs?
2. How would you ensure that all SAAs serve at their assigned shifts?
3. What would you do if you were not able to contact an SAA during his/her assigned shift?

**TALENT SHOW** **CHAIR**

1. What do you think is a good talent act for DCON? What are some examples of talent acts, inside and outside of Circle K that you think would be good to include?
2. Also, how will you face difficulties with audio/visual equipment if the Tech Chairs are unavailable?
3. How would you ensure that the attendees will enjoy the talent show, and that the talent show will run smoothly?

**TECHNOLOGY CHAIR**

1. What specific types of audio/visual equipment do you have experience with?
2. What would you do in a situation where you are not able to fix a piece of equipment?
3. What are some examples of problems that you might face at DCON with regards to A/V, and how would you solve them?
4. Please include links to any websites or relevant technology projects that you have completed in the past.

**VIP HOST**

1. What ideas do you have that would increase the interaction between the CKI members at DCON and the rest of the Kiwanis Family members?
2. What will you do to help the VIPs understand what’s going on during DCON?
3. How do you intend on making sure that the VIPs will have an enjoyable time during our convention?

**WORKSHOPS** **CHAIR**

1. What experience do you have with hosting workshops and/or panels?
2. How would you make sure that all workshops are meaningful and educational?
3. How would you enforce accountability and ensure that all workshop hosts turn in their outlines, literature, and PowerPoint presentations by your deadlines?
4. List some new workshops topics that you would like to see at DCON this year.

**REFERENCES:**

Please provide up to three references to support your application. 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** |  |
| **Title** |  |
| **E-mail** |  |
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| **Title** |  |
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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.In the table below, please highlight all the times you will be available for an interview during May 12-16. Each interview is expected to last no more than 20-30 minutes and will be conducted via phone call.

*Please note that interviews may be conducted on a rolling basis, so if you submit your application before Sunday, May 12, you may be asked to schedule an interview date earlier than the dates listed below.*

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| --- | --- |
| **Tuesday, May 14th, 2019** |  |
| **Wednesday, May 13th, 2019** |  |
| **Thursday, May 14th, 2019** |  |
| **Friday, May 15th, 2019** |  |
| **Saturday, May 16th, 2019** |  |
| **Sunday, May 17th, 2019** |  |

**SUBMISSION INSTRUCTIONS:**

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

**DCON\_FirstNameLastName (e.g. DCON\_NoraLovell)**

Feel free to attach any links or files that you feel will best supplement your application in the email. The inclusion of supplements (or lack thereof) will not carry weight in the decision of application candidates — this merely gives me an idea of what you can do!

Once finished, please email your completed application to:

**Nora Lovell**

**2019-20 CNH Circle K District Convention Chair**

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

**&**

**Wayne Cheng**

**2019-20 CNH Circle K District Governor**

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

**All applications are to be RECEIVED by**

**May 12, 2019 by 10:00 PM (PST) / 7:00PM (HST)!**

**Late applications will NOT be accepted.**

**Thank you for your interest in becoming a part of the 2019-2020 District Convention Committee!**

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