**California-Nevada-Hawaii District**

**Circle K International**

**District Convention Committee Application**

**2021-2022**

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 2022 will take place at the LAX Westin from March 25th – 27th, 2022! 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. In addition, I want to say that not having been to an in person DCON is okay, just the willingness to learn!

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 create an environment for my committee to grow personally and as a leader with the guidance of the District Convention advisors. Applicants for this committee are expected to work hard and take initiative, but also be supportive and acknowledge the significance of working in a team environment. Lastly, I can’t wait to embark on this journey with you and see where it takes us. Best of luck to all those who apply for district committees this term!

Sincerely,



Hanna Lam

District Convention Chair 2021-2022

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

**APPLICATION TIMELINE:**

1. Application process: **Tuesday, May 4, 2021 to Monday, May 24, 2021**.
2. Applications must be submitted **by Friday, May 14, 2021, 10:00PM (PDT/HST)** to District Convention Chair, Hanna Lam([dcon@cnhcirclek.org](mailto:dcon@cnhcirclek.org)) and District Governor, Ryan Tan ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org))
3. Applicants invited to an interview will be notified by **Sunday, May 16, 2021**.
4. Interviews will take place **Monday,** **May 17, 2021 to Friday, May 21, 2021**.
5. Appointments will be made by **Monday, May 24, 2021**. 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 Hanna Lam, Advisor Kirsten Ireton).

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 (TBD) 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** (3/25/2021 – 3/27/2021) 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 the 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:

* time commitment
* have solid organization skills
* be able to pay attention to detail, be punctual
* 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.
* 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/SOUVENIRS CHAIR (2)**

* within the given budget, responsible for creating the main stage backdrop, decorations around the convention center, and centerpieces for General Sessions
* finding memorable and practical souvenirs to be distributed to attendees.
* find innovative and creative ways to utilize the DCON 2022 theme

\* recommended that applicants are creative

**ENTERTAINMENT CHAIR**

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

**EXECUTIVE ASSISTANT (2)**: second-in-command to the DCON Chair, much like an Administrative Vice President to a Club President

GENERAL

* ensuring that all other committee members are completing their assignments in a timely manner
* helping the DCON Chair with any task not specifically designated to other committee members
  + seating arrangements during mealtime and table placard for all divisions.
  + alongside the DCON Chair in planning the Honors Reception Ceremony
    - organize a reception recognizing graduating seniors, scholarship recipients, and guests
    - gift ideas or scheduling logistics for Honors Reception
* having creative/logistics meetings for brainstorming
* combined with VIP HOST so maintain constant communication and reception with and of VIPs up until and throughout DCON

LOGISTICS EA:

* compiling logistical information to send to presidents
* Records meeting minutes and consolidate for meeting recaps

CREATIVE

* creating the theme proposal
* Collaborates with the graphics chair to create an overall marketing timeline

**GRAPHICS CHAIR (2)**

* designing the DCON 2021 Logo and any other graphics and designs pertinent to DCON
  + EX: DCON 2021 program
* ensure that all graphics regarding DCON 2021 are consistent and must be accountable for the accuracy of the content in the program
* must understand and follow the CKI Branding Guide
* MUST be creative and have great attention to detail
* Prior experience in Photoshop, Illustrator, or other program-designing computer applications is desired.

**MEDIA** **CHAIR (2)**

* responsible for contacting clubs and divisions to collect photos for the opening and closing slideshow at DCON
* create promotional materials, such as a promotional video, flyers, etc. to distribute to all members in the district throughout the course of the year
* overseeing an onsite Media Crew, which the chair will appoint themselves

\* highly recommended to have some sort of photography/videography experience

**REGISTRATION** **CHAIR**

* creating registration forms/packets
  + ensuring that all potential attendees understand the registration process
  + overseeing the registration booths at DCON 2022
* promotion of registration deadlines to members of the CNH District
* creating a packing list
* creating adequate signs to direct attendees
* creating an evaluation form

\* Applicants for this position must be extremely organized and prior experience navigating registration is preferred.

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

* making sure that all attendees understand the rules and regulations of DCON
  + rules of the hotel and convention center through the recruitment of attendees as volunteers to patrol each session
  + 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
  + EX: SAA armbands and walkie-talkies.

**TALENT SHOW x CULTURE NIGHT** **CHAIR**: coordinating the talent show and a culture night experience during DCON

* creating a talent show/culture night application form
* promoting the talent show/culture submissions to all clubs and individuals in the district
* organizing the selection process
* being the MC for the talent show
* developing a schedule accommodating all of the acts’ A/V needs

**TECHNOLOGY CHAIR**

* in charge of all audio and visual aspects of DCON
  + PowerPoint slides during general sessions, videos, lights, and music
* 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
* 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.

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

* responsible for providing memorable, educational, and meaningful workshops during DCON
* 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
* 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 2020-2021 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?**

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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 the District Convention Committee?**

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1. **What are your strengths and weaknesses? Describe how you work in a team setting.**

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1. **List all other commitments that you will/might have from now until DCON and explain how you prioritize these commitments.**

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1. **Please list any new and/or innovative ideas that you could bring to DCON 2022.**

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1. **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?**

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1. **Please describe an event that you have attended in the past. Based on that event, list at least two pros and at least 2 deltas, including what you would do to make them better. (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).**

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1. **What is your CKI moment and how has that helped you to decide on applying for this committee.**

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1. **Which other District Committees are you applying for, if any? (Please rank them in order of preference).**

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

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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 “Enchanted Forest”, 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?)
4. How would you improve honors reception, and aside from certificates/stoles, what are some other ideas you have to honor/improve the experience of the graduating seniors?

**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 “Enchanted Forest”, 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? Link for the 2021 Program AD: <https://issuu.com/cki.dcon.program/docs/programfinal2>
4. What computer programs do you have experience with to create programs?
5. Please provide up to 5 graphics that you have made in the past.This can include cover photos, t-shirts, promotional material, etc.

**MEDIA CHAIR**

1. What software do you use to create slideshows, and how much experience do you have creating slideshow/promotional videos?
2. What movie/tv show has a good closing video and why? How would you incorporate that idea into a DCON closing video?
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. You may also provide any other video links of past projects.

**REGISTRATION** **CHAIR**

1. What ideas do you have for streamlining DCON resources to the general membership?
2. What has been your experience with checking people in 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?
4. How would you ensure or prompt a pen pal system leading up to DCON?

**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. 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?
4. In addition to the talent show, I wanted to incorporate a culture night, what are some ideas that you have for this portion?

**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. What kind of improvements would you make to the CNH DCON website? You can talk about any type of improvements, such as visual improvements in the design or functional ones. Link for the 2021 DCON website: <https://dcon.cnhcirclek.org/>
5. Please include links to any websites or relevant technology projects that you have completed in the past

**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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**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 the next round.In the table below, please indicate **ALL** the times at which you will be available from 8:00AM – 10:00PM on the days listed below. Each interview is expected to last no more than 30-45 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 Friday, May 14, you may be asked to schedule an interview date earlier than the dates listed below.*

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| --- | --- |
| **Monday, May 17th, 2021** |  |
| **Tuesday, May 18th, 2021** |  |
| **Wednesday, May 19th, 2021** |  |
| **Thursday, May 20th, 2021** |  |
| **Friday, May 21st, 2021** |  |

**SUBMISSION INSTRUCTIONS:**

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

**DCONCommittee\_FirstNameLastName (e.g. DCON\_HannaLam)**

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:

**Hanna Lam**

**2021-2022 CNH Circle K District Convention Chair**

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

**&**

**Ryan Tan**

**2021-2022 CNH Circle K District Governor**

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

**All applications are to be RECEIVED by**

**May 14, 2021 by 10:00 PM (PDT/HST)!**

**Late applications will NOT be accepted.**

**Thank you for your interest in becoming a part of the 2021-2022 District Convention Committee!**

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