**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

**Application Timeline:**

1. Application process: **Wednesday, April 25, 2018 to Friday, May 18, 2018**.
2. Applications must be submitted **by Wednesday, May 9, 2018, 10:00PM (PST) / 7:00PM (HST)** to District Convention Chair, Andy Nguyen (andynguyenco2012@gmail.com) and District Governor, Manuel Santiago (governor@cnhcirclek.org).
3. Applicants invited to an interview will be notified by **Friday, May 11, 2018**.
4. Interviews will take place **Saturday,** **May 12, 2018 to Wednesday, May 16, 2018**.
5. Appointments will be made by **Friday, May 18, 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.

|  |
| --- |
| **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.

**DECORATIONS/SOUVENIRS CHAIR**

The Decorations/Souvenirs Chair is, within the given budget, responsible for creating the main stage backdrop, decorations around the convention center, and centerpieces for General Sessions. The Chair is also responsible for finding memorable and practical souvenirs to be distributed to attendees. The Decorations/Souvenirs chair must find innovative and creative ways to utilize the DCON 2019 theme, and it is recommended that applicants are creative.

**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. The executive assistant will also be in charge of planning and executing the Honors Reception Ceremony at District Convention 2019. The executive assistant 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.

**EXPOSITION CHAIR**

The Exposition Chair is responsible for the implementation of a career fair and finding professional presenters to provide development opportunities for the attendees. The 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.

**GRAPHICS/PROGRAM**

The Graphics/Program Chair is responsible for designing the DCON 2019 Logo and any other graphics and designs pertinent to the DCON theme, as well as for the generation of the DCON 2019 program. The Graphics/Program Chair will ensure that all graphics regarding DCON 2019 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 and prior experience in Photoshop, Illustrator, or other program-designing computer applications.

**REGISTRATION** **CHAIR**

The Registration Chair is responsible for creating registration forms/packets, ensuring that all potential attendees understand the registration process, and recruiting and scheduling volunteers that are Kiwanis Family members to manage the registration booths at DCON 2019. Responsibilities also include promotion of registration deadlines to members of the CNH District, creating a packing list, and creating an evaluation form. Applicants for this position must be extremely organized.

**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. The SAA Chair should have two or three additional assistants to assist with the SAA processes.  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.

**SLIDESHOW/PROMOTION** **CHAIR**

The Slideshow/Promotion Chair are responsible for contacting clubs and divisions to collect 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.

**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, and developing a schedule accommodating all of the acts’ A/V needs.

**VIP/ENTERTAINMENT CHAIR**

The VIP/Entertainment Chair is responsible for maintaining constant communication and reception with and of VIPs up until and throughout DCON. The VIP Host/Entertainment Chair 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/Entertainment Chair is also 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.

**WORKSHOPS** **CHAIRS (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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

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

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

|  |  |
| --- | --- |
| **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?

**DECORATIONS/SOUVENIRS** **CHAIR**

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? What would be some memorable, meaningful, and possible functional souvenirs that you think DCON attendees would want to bring home from DCON? What are some other examples of decorations you have created? (Providing visual aids would be beneficial to your application.)

**EXECUTIVE ASSISTANT**

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? What ideas to have to go above and beyond the responsibilities as an executive assistant? How would you help the DCON Chair? Aside from certificates and stoles, what are some ideas you have to honor graduating seniors and other special guests? How would you improve the honors reception? If you have attended any, describe your experience and how you would improve the experience for others.

**EXPOSITION** **CHAIR**

How do you envision a career fair at DCON? What experience do you have with professionalism and how do you intend on providing relevant professional and post-graduation resources to attendees? How would you solicit groups/individuals to come to DCON to present their careers or teach professional skills? Do you have any ideas on how to make DCON 2019’s professional expo unique from the DCONs in the past?

**GRAPHICS/PROGRAM** **CHAIR**

What are some ideas for potential themes that you have, and how would you incorporate those themes into the DCON graphics and program? What were some pros & cons from past programs, and how would you make them more user-friendly? What computer programs do you have experience with to create programs? Please provide samples of previous work you may have done in the designing field.

**(Providing visual aids would be very beneficial to your application.)**

**REGISTRATION** **CHAIR**

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

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

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

**SLIDESHOW/PROMOTION CHAIR**

What software do you use to create slideshows, and how much experience do you have creating slideshow/promotional videos? What defines a good slideshow? What defines effective promotion? What innovative ideas do you have for promoting District Convention throughout the year**? Please attach any examples you may have of slideshows/promotional materials that you’ve created to your application.**

**TALENT SHOW** **CHAIR**

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? Also, how will you face difficulties with audio/visual equipment if the A/V Chairs are unavailable? How would you ensure that the attendees will enjoy the talent show, and that the talent show will run smoothly?

**VIP/ENTERTAINMENT CHAIR**

What ideas do you have that would increase the interaction between the CKI members at DCON and the rest of the Kiwanis Family members? What will you do to help the VIPs understand what’s going on during DCON? How do you intend on making sure that the VIPs will have an enjoyable time during our convention? Do you have any ideas on how to make Saturday night entertainment different from the DCONs in the past? Be creative! How would you ensure that, aside from Saturday night, attendees have an enjoyable time throughout DCON?

**WORKSHOPS** **CHAIRS**

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

 **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.

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

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

|  |  |
| --- | --- |
| **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\*\*

|  |  |
| --- | --- |
| **Saturday, May 12th, 2018** |  |
| **Sunday, May 13th, 2018** |  |
| **Monday, May 14th, 2018** |  |
| **Tuesday, May 15th, 2018** |  |
| **Wednesday, May 16th, 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\_1718 (eg. [Andy][Nguyen]\_DCONAPP\_1819)**

**To**

**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**

**&**

**Manuel Santiago**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

**May 9, 2018 by 10:00 PM (PST) / 7:00PM (HST)!**

**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.*