**California-Nevada-Hawai’i District**

**Circle K International**

**Fall Training Conference Committee Application**

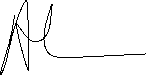
**2020-2021**

Dear Applicant,

Welcome to the Fall Training Conference Committee application! Thank you for your interest in serving on this crazy committee. This committee works together to plan and host Fall Training Conference (FTC), an event that takes place this year on November 6-8, 2020 at Old Oak Rancho in Sonora, CA. Serving on this committee will not only give you an insight on how event planning works but it will allow you to grow as a leader so you can serve your district, division, club, and community. This committee is a one-of-a-kind experience and I highly encourage you to apply – even if you are hesitant! Everyone has the potential to make a difference, and I believe in yours! I’m excited to read about your ideas and goals 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. I hope to see your application soon and wish you the best of luck!

Sincerely,



Aaron Lee  
2020-2021 Fall Training Conference Chair  
email: [ftc@cnhcirclek.org](mailto:ftc@cnhcirclek.org)

**APPLICATION TIMELINE:**

1. Application process: **Sunday, May 10, 2020 to Sunday, May 17, 2020**.
2. Applications must be submitted by **Sunday, May 17, 2020, 10:00PM (PDT) / 7:00PM (HST)** to Fall Training Conference Chair, Aaron Lee ([ftc@cnhcirclek.org](mailto:ftc@cnhcirclek.org)) & District Governor, Katherine Hoang ([governor@cnhcirclek.org](mailto:governor@cnhcirclek.org)).
3. Applicants invited to an interview will be notified by **Monday, May 18, 2020, 8:00PM (PDT) / 5:00PM (HST)**.
4. Interviews will take place **Tuesday,** **May 19, 2020 to Friday, May 22, 2020**\*.
5. Appointments will be made by **Saturday, May 23, 2020**\*. 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 following positions are here to help the Fall Training Conference Chair plan a successful and enjoyable FTC, which will be from **November 6-8, 2020**. 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 Fall Training Conference.

Attend all online committee meetings 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-ones.

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

Actively participate in committee meetings through discussion of ideas and duties for FTC as well as providing feedback and input where needed.

Support all other committee members throughout the whole term (before, during, and after FTC).

Be willing to help with any other tasks pertaining to the success of Fall Training Conference, not directly related to your specific position.

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

**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:**

**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. If you have any questions regarding these responsibilities, please contact the Fall Training Conference Chair.

**NOTE:** These are only the minimum responsibilities that are expected from each position. There may be additional responsibilities that will be added/removed depending on the needs of FTC 2020 and the District. The chair reserves the right to alter positions and their respective duties as needed.

**Creative Executive Assistant**

* Manage and check up on the Creative Team throughout the term
* Co-host separate Creative Team meetings with the Chair
* Assist in creating the Creative Guide for FTC
* Act as standing chair when the FTC Chair is not present with the Logistics EA
* Assist the FTC Chair in making executive decisions
* Take minutes for every committee meeting with the Logistics EA
* Take charge of planning publicity leading up to FTC with the Logistics EA
* Take charge of planning and ordering souvenirs with the Logistics EA
* Track and ensure that all other committee members are on schedule with their tasks
* Help with any tasks not specifically designated to any of the other committee members
* Recommended: Proficiency in Photoshop, Illustrator, and/or other graphic design programs

**Logistics Executive Assistant**

* Manage and check up on the Logistic Team throughout the term
* Co-host separate Logistics Team meetings with the Chair
* Act as standing chair when the FTC Chair is not present with the Creative EA
* Assist the FTC Chair in making executive decisions
* Take minutes for every committee meeting with the Creative EA
* Take charge of planning publicity leading up to FTC with the Creative EA
* Take charge of planning and ordering souvenirs with the Creative EA
* Track and ensure that all other committee members are on schedule with their tasks
* Help with any tasks not specifically designated to any of the other committee members
* Recommended: Proficiency in Google Sheets and/or Microsoft Excel

**Creative Team**

**Decoration Chair (Backdrop)**

* Work with Decorations Co-Chair to design and create decorations according to the Fall Training Conference theme
* Design the stage and side backdrops for the general auditorium and other areas of the campground
* Schedule workdays with the committee as needed
* Create any additional decorations to complement the theme

**Decoration Chair (Centerpieces)**

* Work with Decorations Co-Chair to design and create decorations according to the Fall Training Conference theme
* Create centerpieces for every table in the dining hall
* Schedule workdays with the committee as needed
* Create any additional decorations to complement the theme

**Graphics Chairs (2)**

* Utilize the theme in all aspects of designs
* Design the FTC logo and event page banner
* Design the FTC shirt and other souvenirs
* Produce graphics for all publicity materials (including but not limited to a graphic set, publicity flyers, testimonials, FB overlay, etc.)
* Assist the committee in creating any other graphics that may be needed
* Design a brand-new FTC digital program in accordance with the theme
* Promote and coordinate the purchase of digital program ads

**Media Chair**

* Collect pictures/videos that represent all divisions in our district
* Produce promotional videos in accordance with release information and deadlines of applications
* Create a slideshow for opening and closing session
* Select and oversee a media committee that will help to provide videos and pictures at FTC

**Technology Chair**

* Create and design the FTC website
* Work with the District Technology Committee to maintain district website consistency
* Update the FTC website as needed throughout the term
* Create the presentation template for general sessions
* 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
* Act as a representative of FTC when working on the mobile app with the District Technology committee

**Logistics Team**

**Campfire (Skits & Talent Acts) Chair**

* Coordinate skit and talent act applications and auditions; select skit and talent finalists
* Effectively communicate with selected skits and talent acts to relay information, set guidelines, and assist them with anything they might need
* Coordinate rehearsal times for selected talent acts and campfire skits during FTC enforce skit and talent rules during FTC
* Plan campfire portion by creating schedule, selecting MCs, and preparing a script
* Provide gifts to selected skits and talents acts
* Work with Kiwanians to organize judging
* Work with FTC Technology Chair to ensure equipment and files are prepared

**Entertainment & Dining Chair**

* Instruct members on dining hall procedures
* Book a DJ for Saturday night’s dance
* Plan alternative entertainment activities for Saturday evening
* Work with the Membership Development & Education committee to coordinate optional activities between the arrival of clubs and the start of general session
* Oversee the planning of the returning member dinner reception
* Coordinate assistance with dining hall staff for setup and cleanup of each meal throughout the conference

**Registration Chair**

* Create a registration manual and/or tutorial video so clubs know how to register for FTC
* Create registration forms for clubs and a packing list for members
* Work with the Executive Assistants to advertise the registration dates
* Create clear and concise directions to the campsite
* Make clear, visible signs for registration area and directional signs to the camp
* Oversee the registration process and stations during FTC
* Coordinate appropriate parking

**Sergeant-At-Arms Chair**

* Enforce rules stated by Old Oak Ranch and Circle K International
* Secure SAA volunteers from all schools
* Coordinate SAA shifts for the weekend
* Train and instruct SAAs with duties prior to FTC
* Provide gifts for SAA volunteers
* Oversee SAAs during FTC

**Team Activities Chairs (2)**

* Plan and host a series of activities during FTC to promote Fellowship among the district
* Coordinate teams and team names
* Secure Team Captains through an application process
* Train and instruct Team Captains with duties prior to FTC
* Support and provide any additional assistance to Team Captains before and during FTC
* Provide gifts for Team Captains
* Oversee the planning of the returning member activity

**Workshops Chairs (2)**

* Work with co-chair to research and survey CNH members to see what workshops would most benefit the membership
* Determine workshops provided at FTC
* Design a matrix to map the scheduling of workshops
* Secure Workshop Hosts through an application and interview process
* Monitor informational materials such as literature and presentations
* Provide workshop feedback to Workshop Hosts in a timely manner
* Provide gifts for Workshop Hosts
* Manage all workshops during FTC
* Distribute and collect workshop evaluations

**APPLICATION**

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

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

1. Be a dues-paid member of a CNH Circle K club in good standing.
2. Be enrolled at least half-time during the 2020-2021 term.
3. Fill out this application form completely.

**I. CONTACT INFORMATION**

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

**II. GENERAL QUESTIONS**

Please provide concise and completeanswers to the following questions.

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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 FTC Committee?** |
| [Insert answer here] |
| **2. Why do you want to be a part of the committee? Why do you want the position(s) you are applying for? What do you hope to gain from this experience?** |
| [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 2019? How would you like to improve upon the cons?** |
| [Insert answer here] |
| **6. Fall Training Conference tends to be an event geared towards new members. What are some ways in which you would engage returning members at FTC?** |
| [Insert answer here] |
| **7. How would you handle any potential complications within your position(s)?** |
| [Insert answer here] |
| **8. 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] |
| **9. Are you applying to any other district committees? If so, please rank them in order of preference.** |
| [Insert answer here] |

**III. POSITION-SPECIFIC QUESTIONS**

**Creative Executive Assistant:**

* There are many positions on the FTC Committee, each in charge of a different aspect of FTC. How will you ensure that the Creative Team is on task and support them throughout the entire planning process? Please use any experience you have with FTC, events or committees, to elaborate.
* What are some ideas to strengthen the bond within the committee and recognize committee members for their work?
* Both Executive Assistants will spearhead the publicity aspect of FTC, alongside the District Communications & Marketing Committee. What are new ideas you have to help publicize FTC? What has worked well in previous years and what would you like to improve on?
* Suppose two Creative Team members have differing opinions and styles on how to develop the FTC theme. How would you go about resolving the difference and coming up with a compromise?

**Logistics Executive Assistant:**

* There are many positions on the FTC Committee, each in charge of a different aspect of FTC. How will you ensure that the Logistics Team is on task and support them throughout the entire planning process? Please use any experience you have with FTC, events or committees, to elaborate.
* What are some ideas to strengthen the bond within the committee and recognize committee members for their work?
* Both Executive Assistants will spearhead the publicity aspect of FTC, alongside the District Communications & Marketing Committee. What are new ideas you have to help publicize FTC? What has worked well in previous years and what would you like to improve on?
* Imagine two Logistic Team members would like to collaborate and create a joint project for FTC. How would you go about overseeing the collaboration and making sure each step of planning is organized and productive?

**Creative Team**

**Decorations Chair (Backdrop or Centerpieces):**

* What are some potential themes for FTC that you have in mind and how can you incorporate the theme throughout decorations?
* Using the example theme of “Medieval Times,” what kind of decorations do you have in mind? Please include images of your designs and sketches.
* If you have made any decorations (backdrops, centerpieces, or other) in the past, feel free to attach images of your work.

**Graphics Chairs:**

* Using the example theme of “Medieval Times,” design or sketch an example logo, Facebook event page banner, and digital program cover for FTC. Explain your design process for each.
* Please attach any graphics you have made in the past as examples of your work. This may include, but is not limited to: cover photos, promotional material, t-shirt designs, etc.
* What do you like about previous programs and how do you think you can implement it into our new digital program? How would you make the digital program more interactive and user-friendly?
* What software do you have experience in that will help in creating the digital program and graphics?

**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 FTC promotional videos?

**Technology Chair:**

* Using the example theme of “Medieval Times,” create an outline/sketch of a sample website. How would you implement this website?
* 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?
* Please include any projects/websites you have created, if applicable.

**Logistics Team**

**Campfire (Skits & Talent Acts) Chair:**

* The campfire skit is fast-paced and requires the chair to keep the show running smoothly, while making sure all performers are “backstage” ready to go on. How will you ensure that the show runs smoothly?
* How will you promote your application and encourage members to apply for skits and talent acts? How would you ensure that the attendees enjoy the show?

**Entertainment & Dining Chair:**

* What ideas do you have for alternate activities on Saturday night? How will you implement the theme so that they are engaging and appealing to the members?
* How do you plan on making meal periods efficient and organized? What are some ideas that you have to increase fellowship during dining periods?
* What is your definition of a successful dance? Elaborate on how you plan to make this happen.

**Registration Chair:**

* Often, cars will arrive late to FTC after registration has closed. How will you ensure that they have proper sleeping arrangements and registration for the morning?
* Please list any pros and cons that you have for the registration process, using your experience with any past FTCs. How would you like to improve registration and ensure that the process runs smoothly?

**Sergeant-At-Arms Chair:**

* Often, you have to be the one that has to enforce rules regarding quiet hours and attending workshops. How would you enforce rules and ensure that your SAA volunteers are also enforcing them?
* How will you ensure that every school has volunteers for SAAing and that the volunteers sign up for their shifts?
* Suppose one of your SAAs reports back to you that there is an incident in which members are violating the code of conduct in their cabin. How would you go about dealing with the situation?

**Team Activities Chairs:**

* What qualities do you believe embody a good team captain? How will you ensure that the team captains you choose will lead their teams with these qualities?
* What are ideas that you have for team activities that are inclusive and engaging for all members? For each game idea that you provide, please come up with a themed name related to the example theme of “Medieval Times.”

**Workshops Chairs:**

* How would you ensure that workshop hosts prepare a meaningful and educational, yet effective, workshop? How would you ensure that workshop hosts stay on top of deadlines to turn in their outlines, literatures, and presentations?
* Members often comment that workshops are repetitive each year. What are some new workshops that you would like to see at FTC 2020 that will be engaging and appealing to both new and returning members?
* What is one of your favorite workshops from a Circle K event? What about the workshop made you like it?

**Please answer the questions above that pertain to the positions you are applying to. You may use as much space as you need, but please be coherent and concise in your answer. Provide your answer in the spaces below and delete any prompts that you are not answering prior to submitting your application.**

|  |  |
| --- | --- |
| **Position:** |  |
| **Answers:** |  |

|  |  |
| --- | --- |
| **Position:** |  |
| **Answers:** |  |

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| --- | --- |
| **Position:** |  |
| **Answers:** |  |

**IV. REFERENCES**

You may provide up to three 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** |  |

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| --- | --- |
| **Name** |  |
| **Relationship/Position** |  |
| **Email** |  |
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| **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\_AaronLee)**

**Late applications will NOT be accepted.**

**Aaron Lee**

**Fall Training Conference Chair**

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

**Katherine Hoang**

**District Governor**

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

**All applications are to be RECEIVED by**

**May 17, 2020 by 10:00 PM (PDT) / 7:00PM (HST)!**

**Thank you for your interest in becoming a part of the 2020-2021 District Fall Training Conference Committee!**

*This concludes the California-Nevada-Hawai’i District Fall Training Conference Committee application.*