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

**Circle K International**

**Fall Training Conference Committee Application**

**2019 – 2020**

Dear Applicant,

Hello! Wow, thank you for your interest in the District Fall Training Conference Committee! The Fall Training Conference Committee works together to plan Fall Training Conference (FTC), which will take place this year from November 1-3, 2019 at Old Oak Ranch in Sonora, CA. Serving on FTC Committee will not only allow you to serve your district but to also grow as a leader. Being on this committee is definitely an unique experience, so I encourage you to apply – even if you’re hesitant! Everyone has the potential to make a difference, and I believe in yours! I’m excited to read about your ideas and see how you want to contribute to this extraordinary event and make it memorable for all members.

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

Sincerely,

Olivia Chang


2019-2020 Fall Training Conference Chair
email: ftc@cnhcirclek.org
phone: (626)465-8073

**APPLICATION TIMELINE:**

1. Application process: **Monday, May 13, 2019 to Friday, May 24, 2019.**
2. Applications must be submitted **by Friday, May 17, 2019 at 10:00PM (PST) / 7:00PM (HST)** to District Kiwanis Family and Foundation Chair **Olivia Chang (****ftc@cnhcirclek.org****)** and District Governor **Wayne Cheng** (**governor@cnhcirclek.org**).
3. Applicants invited to an interview will be notified by **Saturday, May 18, 2019.**
4. Interviews will take place **Sunday, May 19, 2019 to Wednesday, May 22, 2019\*.**
5. Appointments will be made by **Friday, May 24, 2019\*.** All applicants will be notified of final selections by then.

*\* 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 1-3, 2019**. 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-one’s.

[ ]  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 2019 and the District. The chair reserves the right to alter positions and their respective duties as needed.

**Decoration Chair (Backdrop)**

* Work with 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
* Provide any additional assistance and support to the creative team

**Decoration Chair (Centerpieces)**

* Work with 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
* Provide any additional assistance and support to the creative team

**Graphics Chair**

* 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
* Provide any additional assistance and support to the creative team

 **Program Chair**

* Design the FTC program in accordance with the theme
* Incorporate interactive components within the program
* Ensure the quality and production of the program booklet
* Promote and coordinate the purchase of program ads
* ­­­Provide any additional assistance and support to the creative team

**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 club in good standing.
2. Be enrolled at least half-time during the 2019-2020 term.
3. Fill out this application form completely.

**I. CONTACT INFORMATION**

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

|  |
| --- |
| 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 2018? 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**

**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 “Horror Nights,” 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 Chair:**

* Using the example theme of “Horror Nights,” design or sketch an example logo and Facebook event page banner for FTC, and explain your design process for each.
* List the graphic design software you are familiar with and your experience in working with them.
* 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.

**Program Chair:**

* Using the example theme of “Horror Nights,” design or sketch an example program cover and table of contents page.
* What do you like about previous programs and where would you like to improve? How would you make the program more interactive? How will you ensure that the program is user-friendly?
* What software do you have experience in that will help in creating the program?

**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.**

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

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

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

**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.

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

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| **Name** |  |
| **Relationship/Position** |  |
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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:**

**FTCCommittee1920\_FirstNameLastName (eg. FTCCommittee1920\_OliviaChang)**

**Late applications will NOT be accepted.**

**Olivia Chang**

**Fall Training Conference Chair**

**ftc@cnhcirclek.org**

**Wayne Cheng**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

**May 17, 2019 by 10:00 PM (PST) / 7:00PM (HST)!**

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

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