**California-Nevada-Hawaii District**

**Circle K International**

**Finance & Fundraising Committee Application 2019-2020**

Dear Applicant,

I’d like to first express my sincere appreciation for your interest in applying for this year’s Finance and Fundraising Committee (otherwise known as FiFun)! I am truly grateful for your efforts and desire to serve the district, and I am excited to get to know you through your application. Over the years, this committee has been composed of incredible individuals from a variety of backgrounds across our district and believe it or not, many of these individuals did not have any prior background in fundraising or being a treasurer. However, despite that distinction, every year the FiFun committee is able to accomplish extraordinary goals nonetheless.

Therefore, I would like to take this time to personally encourage you to apply for this opportunity regardless of what your experience may be. I believe everyone has strong ideas and great potential to offer to the district! By working together, we can ensure that our committee will not only inspire change in our district, but also allow Treasurers and Fundraising Chairs of CNH Circle K to feel confident and capable throughout the duration of their terms.

All applicants will be reviewed thoroughly and professionally. Decisions will be made based on who is believed to (a) be the most qualified; (b) share the similar goals and aspirations as the directives of the Finance & Fundraising Committee; and (3) possess a desire to grow and develop themselves and their fellow membership.

With that being said, thank you again for your interest in applying for FiFun and I wish you the best of luck on your application. I can’t wait to see what you will bring to this year’s committee. Please do not hesitate to contact me if you have any questions.

Sincerely,



Kevin Ru

2019-2020 District Treasurer

treasurer@cnhcirclek.org

**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 Treasurer **Kevin Ru (****treasurer@cnhcirclek.org****) and** District Governor, **Wayne Cheng (****governor@cnhcirclek.org****).**

3. Applicants invited to an interview will be notified by **Saturday, May 18, 2019 at 8:00 PM PST/ 5:00PM HST.**

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 the final selections, and all appointments are subject to approval by the Governor.

*\* Dates may change based on the discretion of the chair.*

**IN ORDER TO QUALIFY FOR THE FINANCE & FUNDRAISING 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 2019-2020 term

**RESPONSIBILITIES:**

The purpose of the District Finance & Fundraising Committee is to provide support to the Treasurers and Fundraising Chairs of the district, effectively promote the 2019-20 District Fundraising Initiatives/Governor’s Project, educate CKI membership as to why we fundraise for these charities, create and oversee on-site fundraisers at CNH District Events, and help with the planning and execution of Crazy Kompetition for Infants. The following is a list of *minimum* responsibilities expected of each standing committee member. **Please indicate that you have read the duties by double clicking and checking the box.**

[ ]  Attend all online committee meetings unless excused with a valid reason and 24 hours advance notice. Meetings will generally be held online.

[ ]  Participate actively in district committee meetings by brainstorming ideas, providing input and feedback to the committee as a whole in an advisory role and voting member of the committee, and helping other committee members with or without being asked.

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

[ ]  Remain in constant communication with the District Treasurer by reporting activities and progress through check-ins.

[ ]  Complete all assigned projects **ON TIME**. If you require an extension or need assistance with a task, contact the District Treasurer as soon as possible.

[ ]  Take an active role in the planning and execution of Crazy Kompetition for Infants (CKI) North/South. (It is **REQUIRED**that applicants are able to at least attend their region’s CKI, if not both. This year’s CKI North is October 12th while CKI South is October 19th)

[ ]  Be able to attend several, if not all, District-held events in order to help facilitate on-site fundraisers and receive general feedback from members.

[ ]  Be willing to help with **ANY** other tasks pertaining to the success of the committee, other than what is listed in each committee member description. The FiFun Committee is a unified team; therefore, it is your responsibility to go above and beyond your duties as a committee member.

**Additionally, all members of the committee are expected to:**

* Efficiently execute each of the major district fundraisers;
* Assist clubs with their own financial and fundraising matters;
* Educate the district on the District Fundraising Initiatives;
* Complete assigned projects or tasks early or on time;
* **Represent Circle K International in a professional manner.**

**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:**

Below you will find descriptions of the opportunities available on this year’s Finance & Fundraising Committee. If you have any questions regarding these responsibilities, please contact the District Treasurer.

**NOTE:** These are only the *minimum* responsibilities that are expected from each position. There may be additional responsibilities that will be added or removed. The chair reserves the right to alter positions and their respective duties as needed.

**Executive Assistant:**

* Assist the District Treasurer with meeting logistics and preparation as well as oversee the activities of the committee and ensuring all committee members are aware of their duties and deadlines.
* Act as the standing committee chair by facilitating the weekly meeting in case of the absence of the District Treasurer due to extenuating circumstances.
* Assist with Treasurer/Fundraising Chair and club fundraising recognition.

**Creative Assistant:**

* Design innovative and appealing graphics and other promotional items including but not limited to: profile picture overlays, infographics, and short videos for the advertisement of District Fundraising Initiatives, Crazy Kompetition, and so forth.
* Assist in the promotion of events that the committee hosts such as Crazy Kompetition, DFI Weeks, and onsite fundraisers at District events.

**Resource Coordinator:**

* Create and promote resources such as Membership Update Center manuals, Treasurer/Fundraising FAQ guidelines, and more for Treasurers and Fundraising Chairs to ensure the success of their terms.
* Encourage and support club fundraising efforts by creating event-planning guides and resources as well as strengthen and maintain the Fundraising Database.

**CONTACT INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Phone Number (Text: Y / N?)** |  |
| **Email** |  | **Major / Year** |  |
| **School** |  | **Division**  |  |
| **Position(s) of Interest** | 1.  |
| 2.  |
| 3.  |

 **REFERENCES:**

Please provide at least two references and their contact information. These references can be Circle K members, officers, advisors, or individuals 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** |  |

**INTERVIEW AVAILABILITY:**

In the table below, please indicate ALL the times you will be available for an interview during May 19-22. Each interview is expected to last no more than 20-30 minutes and will be conducted via phone call. If selected for an interview, I will be contacting you with a final interview date and time by Saturday, May 18, so please make sure to check your email by then to confirm the time.

*\*Please note that interviews may be conducted on a rolling basis, so if you submit your application before Friday, May 17, you may be asked to schedule an interview date earlier than the dates listed below.*

|  |  |
| --- | --- |
| *[Example]* | *10AM-2PM; 7PM-9PM* |
| 5/19: Sunday |  |
| 5/20: Monday |  |
| 5/21: Tuesday |  |
| 5/22: Wednesday |  |

 **GENERAL QUESTIONS:**

**Please answer the following questions as thoroughly and honestly as possible. You are welcome to use as much space as you need, but please be concise in your answers.**

Why do you want to be a part of the Finance and Fundraising Committee, and what do you hope to gain from this experience?

|  |
| --- |
|  |

What makes you qualified for the Finance and Fundraising Committee? List any past experiences and qualifications that will help you succeed in the position(s) you applied for.

|  |
| --- |
|  |

What do you believe are your strengths and weaknesses, and what role do you play on a team?

|  |
| --- |
|  |

List any other commitments (both inside and outside of Circle K) that you will have from now until March 2020 and the hours you will spend per week doing them. Explain how you prioritize these commitments.

|  |
| --- |
|  |

Are you applying for any other district committees this term? If so, please list which one(s) and rank them in order of preference.

|  |
| --- |
|  |

What was your Circle K moment?

|  |
| --- |
|  |

**POSITION-SPECIFIC QUESTIONS:**

*\* Please answer your position(s’) specific questions in the provided space(s) on the next page of the application*

**Executive Assistant**

1. What administrative experience do you have? What qualities do you possess that will allow you to succeed as the Executive Assistant?
2. Why do you want to be the Executive Assistant?

**Creative Assistant**

1. What experience do you have creating promotional items such as graphics?
2. Describe any ideas you have to promote Crazy Kompetition, DFI Weeks, and onsite fundraisers at District events.

*\*It is highly recommended that applicants have prior experience in graphic design/video editing; however, this is NOT required and has no bearing on the weight of your application. Feel free to attach prior work as supplemental material as well.*

**Resource Coordinator**

1. Describe any ideas you have for resources that would be beneficial to Treasurers and Fundraising Chairs during their term.
2. How would you effectively promote and raise awareness of these resources to Treasurers and Fundraising Chairs?

**Please use the space provided below to answer the question(s) that pertain to the position(s) you applied for. Again, you are welcome to use as much space as you need, but please be concise with your answers.**

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

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

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

**SUBMISSION INSTRUCTIONS:**

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

**FiFun\_FirstNameLastName (e.g. FiFun\_JonSnow)**

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:

**Kevin Ru**

**2019-2020 CNH Circle K District Treasurer**

**treasurer@cnhcirclek.org**

**and**

**Wayne Cheng**

**2019-2020 CNH Circle K District Governor**

**governor@cnhcirclek.org**

**Remember that all applications are to be RECEIVED by**

**May 17th, 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 Finance & Fundraising Committee! Good luck!***

***This concludes the CNH Circle K 2019-2020 District Finance & Fundraising Committee application.***