**California-Nevada-Hawaii District**

**Circle K International**

**Kiwanis Family & Foundation Committee Application**

**2021-2022 Extension**

**Please Note the Extended Positions:** Executive Assistant; Capital, Central Coast, Citrus, Desert Oasis, Foothill, Paradise, and Sunset Liaisons.

Dear Applicant,

 Thank you for your interest in the District Kiwanis Family & Foundation Committee! Last year, we made great strides towards improving our relationship with our fellow Kiwanis Family branches and I look forward to another year of growth within our diverse and unique family. Whether you are new to Circle K and the Kiwanis Family with potential to learn or a veteran member who has served Circle K for many years, we want your ingenuity and passion on our team.

 Each individual will be working to bring us closer to the other branches of the Kiwanis Family on both the divisional and district levels. I am looking for team-oriented, innovative leaders who will help me make this a possibility! If independent tasks with a mix of brainstorming and event planning sound fun to you, I highly encourage you to apply! One of my goals for our committee is to provide a space for individuals to grow and succeed on their own projects and I hope you are down to join me on that journey.

All applications will be viewed through a professional lens to see if an applicant meets the needs of their respective division and the District. I encourage you to share all your ideas and strengths within this application so I can accurately evaluate you at your best. I want to see you succeed and I sincerely appreciate your interest in our team! Finally, remember to be yourself!

Yours truly,

Emily Reale

*District Kiwanis Family & Foundation Chair 2021-2022*

kfamily@cnhcirclek.org

***APPLICATION OVERVIEW & CHECKLIST***

As you read through & complete the application, please fill in the checkmarks on the left of the table below. ***Note:*** *Supplementary Materials are optional.*

|  |  |  |
| --- | --- | --- |
| **CHECKLIST** | **APPLICATION PROCESS** | **PAGE #** |
|[ ]  APPLICATION TIMELINE | 2 |
|[ ]  COMMITTEE RESPONSIBILITIES | 3 |
|[ ]  REQUIREMENTS & POSITION DESCRIPTIONS | 4 |
|[ ]  BACKGROUND INFORMATION | 5 |
|[ ]  SHORT ANSWER RESPONSE | 6 |
|[ ]  REFERENCES & INTERVIEW SIGNUPS | 8 |
|[ ]  (OPTIONAL) SUPPLEMENTARY MATERIALS | 8 |
|[ ]  CONFIRMATION OF SUBMISSION | 9 |

***APPLICATION TIMELINE***

Submit applications to kfamily@cnhcirclek.org & governor@cnhcirclek.orgin PDF format with the application file and email subject line in the following manner: **KFFCommittee\_FirstNameLastName (eg. KFFCommittee\_EmilyReale)**

|  |  |
| --- | --- |
| **SATURDAY, MAY 15TH – WEDNESDAY, MAY 19TH**  | ***Extended Applications Process*** |
| **WEDNESDAY, MAY 19TH AT 10:00PM (PDT & HST)** | ***Application Submission Deadline***Email application to ***both:**** Kiwanis Family & Foundations Chair – Emily Reale (kfamily@cnhcirclek.org)
* District Governor – Ryan Tan (governor@cnhcirclek.org)
 |
| **THURSDAY, MAY 20, 2021** | ***Interview invitations*** *will be sent out to accepted applications* |
| **THURSDAY, MAY 20TH – SUNDAY, MAY 23RD**  | ***Interviews & Reference Checks****Interviews will be conducted over zoom* |
| **MONDAY, MAY 24, 2021** | ***Appointments will be finalized.*** *All applicants will be notified of the final selections* |

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

***COMMITTEE RESPONSIBILITIES***

As a representative of the CNH Circle K District and Circle K International, all committee members are expected to represent the organization in a professional manner. Please keep in mind that this is a **year-long commitment**. *Full participation is required, and unexcused absences at committee meetings or failure to complete assignments with little to no communication with the chair may result in dismissal.*

The following is a list of minimum responsibilities expected of each standing committee member. Please note that you have read and understood the duties by ***clicking the box next to each responsibility.***

|  |  |
| --- | --- |
| **CHECKLIST** | **RESPONSIBILITIES** |
|[ ]  **ATTEND** all committee meetings determined by the committee and set by the District Kiwanis Family & Foundation Chair (within reason).  |
|[ ]  **PARTICIPATE** actively in district committee meetings by brainstorming ideas, providing input and feedback, and updating the committee on assigned tasks for transparency.  |
|[ ]  **COMPLETE** all assigned projects ON TIME. If this is not possible, it is understood that the Kiwanis Family chair will be notified in a timely manner. |
|[ ]  **REMAIN** in constant communication with the District Kiwanis Family & Foundation Chair and remain truthful but professional in relaying opinions and progress on tasks |
|[ ]  **SUPPORT** the Kiwanis Family & Foundation Committee in creating and promoting resources and by attending events hosted by any branch of the Kiwanis Family when possible. |
|[ ]  **ASSIST** in the preparation and execution of activities and materials that will be used to spread awareness of Circle K at regional Kiwanis Family Conventions and Conferences as assigned by the Kiwanis Family & Foundation Chair. Examples include Kiwanis Mid-Year and Kiwanis Convention. If you are not able to attend, notify the Kiwanis Family & Foundation Chair in a timely manner. |
|[ ]  **HELP** with any and all tasks that may be adopted during the course of the term upon the discretion and approval of the committee at large and, ultimately, the District Kiwanis Family & Foundation Chair. |
|[ ]  **BE PRESENT** at several, if not all, District held events in order to assist the Kiwanis Family & Foundation Chair with Kiwanis Family-related activities. |

***REQUIREMENTS TO APPLY***

In order to qualify for the District Kiwanis Family & Foundation Committee, you **MUST** meet the following requirements:

* Be a dues-paid member of a club in good standing.
* Be enrolled at least halftime during the 2021-2022 term.
* Fill out this application form completely.
* Willingness to help and engage with the Kiwanis Family.

*Have interest in Kiwanis Family Relations. Prior experience working with other Kiwanis Family Branches is recommended but not necessary.*

***POSITION DESCRIPTIONS***

This year, the District Board and I have ambitious goals for the Kiwanis Family & Foundation Committee. As you will notice, the structure of the Kiwanis Family & Foundation Committee is designed to assist individual divisions and their clubs while ensuring certain goals are being carried out effectively. **Although individuals may have a specific focus, all members are expected to work towards the success of the committee as a whole.**

***EXECUTIVE ASSISTANT***

* **Act as chair** in absence of the Kiwanis Family & Foundation Chair
* Compile and distribute **meeting minutes** following every committee meeting
* Check in with committee liaisons on tasks and deadlines, primarily but not limited to the assessment & completion of the Kiwanis Family Report Form
* Act as a **Liaison-at-Large to the district**; fill-in for divisional liaison vacancies
* Assume any tasks that are not specifically designated to a committee member

***DIVISIONAL LIAISONS***

* Redefine, compile, and distribute the **Kiwanis Family Report.** Evaluate club needs and provide support for issues reported.
* Create resources for the division you serve that actively support the Kiwanis Family Chairs & Representatives
* Attend **divisional meetings** such as division council meetings (DCM) and division leadership team (DLT) meetings at the discretion of the Lt. Governor
* Serve as the **immediate contact** between the committee and the division
* Facilitate collaborative events between the division and local Kiwanis Family groups

***BACKGROUND INFORMATION***

|  |
| --- |
| **GENERAL INFORMATION** |
| **Name** |  | **Division** |  |
| **Pronouns** |  | **School** |  |
| **Email** |  | **Major/Year** |  |
| **Phone Number** |  | **Phone** |  |
| **Position(s) of Interest***Rank your positions of interest from 1-2* |  | ­­­**Executive Assistant** |
|  | ­­­**Divisional Liaison** |  |

|  |
| --- |
| **KIWANIS FAMILY INTERACTION** |
| *Describe your level of interaction with the following aspects of the Kiwanis Family. If you have had no interaction, put N/A.* |
| **K-Kids & Builders Club** |  |
| **Key Club & KIWIN’S** |  |
| **Aktion Club** |  |
| **Kiwanis** |  |
| **CNH Kiwanis Foundation** |  |
| **Traditional Kiwanis Family Programs** |  |

|  |
| --- |
| **RELEVANT TRAITS** |
| What do you feel is the most important trait for a leader? |  |
| Do you feel like you embody that trait? If so, in what ways have you demonstrated it? If not, how are you moving towards that goal? |  |
| *Below, you will find a list of relevant traits. Please rate yourself on these traits with 5 being “most like me,” 3 being “somewhat like me,” and 1 being “not like me at all.”*  |
|  | 1 | 2 | 3 | 4 | 5 |  | 1 | 2 | 3 | 4 | 5 |
| Creativity |  |  |  |  |  | Enthusiasm |  |  |  |  |  |
| Organization |  |  |  |  |  | Punctuality |  |  |  |  |  |
| Teamwork |  |  |  |  |  | Commitment |  |  |  |  |  |
| Initiative |  |  |  |  |  | Sociability |  |  |  |  |  |

***SHORT ANSWER RESPONSES***

|  |
| --- |
| **LIAISON SPECIFIC QUESTIONS** |
| How would you describe your division’s Kiwanis Family relations status and what are some Kiwanis family issues specifically for your home division that you think should be addressed? |
|  |
| What ideas do you have to improve the current Kiwanis Family Report Form (KFRF)? |
|  |

|  |
| --- |
| **EXECUTIVE ASSISTANT SPECIFIC QUESTIONS** |
| What are some ideas to strengthen the bond within the committee and recognize committee members for their work? |
|  |
| How would you help the DKFF Chair? (what role do you see yourself having on the committee?) |
|  |

|  |
| --- |
| **GENERAL QUESTIONS** |
| Why do you want to be part of the District Kiwanis Family & Foundation Committee? What do you hope to gain from this experience and from the positions you applied for? |
|  |
| Describe your involvement in Circle K. List any past experiences and skills that will help you in both your general committee responsibilities as well as the specific position(s) you indicated. |
|  |
| List any other commitments (both inside and outside of Circle K) that you will have from now until March 2022. |
|  |
| Describe some of your goals for the committee as a whole and the specific position you applied for. Which specific duties do you think would be your strengths and why? Which specific duties would you strive to improve on and how? |
|  |
| What are some ideas you have for improving Kiwanis Family Relations on all levels of Circle K from Club to Division to District? |
|  |
| Do you have any additional skills (video editing, graphic design, etc.) that you would like to utilize while on DKFF Committee? |
|  |
| Are you applying for any other district committees this term? If so, which one(s)? |
|  |

***REFERENCES***

Please provide up to two references and their contact information. These references can be Circle K members, officers, advisors, or people you have worked with that can attest to your work ethic and professionalism. References must be notified before they are listed on this application.

|  |
| --- |
| **REFERENCE #1** |
| **Name** | Emily Reale |
| **Relationship** | 2020-2021 Foothill Lt. Governor |
| **Email** | emilyreale.cki@gmail.com |
| **Phone** | (xxx) xxx-xxxx |

|  |
| --- |
| **REFERENCE #2** |
| **Name** |  |
| **Relationship** |  |
| **Email** |  |
| **Phone** |  |

***INTERVIEW TIMES***

The second round of the application process will include an interview with the Kiwanis Family & Foundation Chair beginning **, May 21, 2021.** Though not everyone may receive an interview invitation, please provide your tentative availability in the case you move onto the next round. The interview will either be a phone or video call based on the preference you indicated above. They will last no more than 30 minutes.

*Please indicate your availability between 9 AM and 11 PM*

|  |  |
| --- | --- |
| **THURSDAY, MAY 20TH** | 11:00 AM – 2:00 PM, 5:00 PM-10:00 PM |
| **FRIDAY, MAY 21ST** |  |
| **SATURDAY, MAY 22ND** |  |
| **SUNDAY, MAY 23RD** |  |

***SUPPLEMENTARY MATERIALS (OPTIONAL)***

You may submit an **unlimited** number of supplementary materials not exceeding 30 pages in between all supplements. Supplements will only **ADD** to your application, not take away from it if you do not include them.

**SUPPLEMENT SUGGESTIONS:** Graphics, Resources Created, Meeting Minutes, etc.

***CONFIRMATION OF SUBMISSION***

By signing below, you are certifying that all information contained in this application is accurate and that you are eligible for the position(s) for which you are applying.

|  |  |
| --- | --- |
| **E-SIGNATURE** | **DATE** |
|  |  |

If you have any questions, comments, or concerns, feel free to contact me at kfamily@cnhcirclek.org.

**All applications are to be RECEIVED by**

***May 19, 2021 by 10:00 PM (PDT & HST)***

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

**KFFCommittee\_FirstNameLastName (eg. KFFCommittee\_Emily Reale)**

Submit your application to **BOTH** District Kiwanis Family & Foundations Chair Emily Reale & District Governor Ryan Tan.

|  |  |
| --- | --- |
| **EMILY REALE***District Kiwanis Family& Foundation Chair*kfamily@cnhcirclek.org | **RYAN TAN***District Governor*governor@cnhcirclek.org |

***Late applications will NOT be accepted.***

Thank you for your interest in becoming a part of the 2021-2022 District Kiwanis Family & Foundation Committee!

*This concludes the California-Nevada-Hawaii District Kiwanis Family & Foundation Committee application.*