**CALIFORNIA-NEVADA-HAWAII DISTRICT**

**Circle K International**

**Service Committee Application**

**2020-2021**

Dear Applicant,

Thank you for investing your time in applying for a position on the District Service Committee! As Circle K is a student-led service organization, the District Service Committee serves an integral role in ensuring that the tenet of service is emphasized throughout the California-Nevada-Hawaii (CNH) district. Most of these positions do not require any past experience-- as long as you have the passion and dedication toward making a positive impact within your community, you can apply to be part of the Service Committee!

In order to accomplish the service goals, set by the CNH District, we are looking for individuals who are hard-working, passionate, and motivated to be on the Service Committee. In these trying times, accomplishing these goals will require us to support each other as we find creative ideas to overcome the challenges ahead of us and a real commitment to service and the work we will be performing.

As you begin to answer the prompts below, ask yourself what you can bring to the table this year and why you are the most capable individual for these positions. The strongest applicants will show their dedication to service by presenting innovative ideas in their application and by displaying their motivation to work hard this year in order to bring their ideas to fruition. Please do not hesitate to reach out throughout the application process with any concerns you may have!

Once again, thank you for your consideration in applying for the District Service Committee, and I can’t wait to see what ideas you have for the upcoming term!

Best of luck,

Kim Hinojos

District Service Chair 2020-2021

service@cnhcirclek.org

**Application Timeline:**

1. Application process: **Sunday, May 10th, 2020 – Sunday, May 17th, 2020**
2. Applications must be submitted by **Sunday, May 17, 2020 by 10:00 PM (PDT) / 7:00 PM (HST) to District Service Chair**, **Kim Hinojos, at (service@cnhcirclek.org) & District Governor, Katherine Hoang (governor@cnhcirclek.org).**
3. Applicants invited to an interview will be notified by **Monday**, **May 18th.**
4. Interviews will take place from **Tuesday, May 19th – Friday, May 22nd, 2020.**

Appointments will be made by **Sunday, May 24th, 2020.** All applicants will be notified of final selections by then.

**Committee Purpose, Structure, & Goals:
Purpose*:*** The purpose of the District Service Committee is to provide resources for Service Officers across CNH through educational material and event contacts in order to allow clubs to serve their communities in an environment as accommodating as possible. In addition to this, the Service Committee is in charge of planning events throughout the year in promotion of service, such as the District Large Scale Service Projects and Service Unity Week.

**Structure**: The 2020-2021 District Service Committee will comprise of 7 members, the:

* **District Service Chair**
* **Executive Assistant**
* **Creative Assistant**
* **(3) District Large-Scale Service Project Chairs** (1 Northern and 2 Southern)
* **Education Chair**

**Goals for the 2020-2021 District Service Committee:**

* Encourage impactful service by defining what is “impactful” and promoting service opportunities to clubs
* Improving outreach to clubs and Service Officers
* Establishing service-related district events, including District Large-Scale Service Projects, as stable and annual district events
* Provide more recognition to clubs for total service hours and service projects
* Serve as a resource for all CNH Service Officers
* Any additional goals decided upon by the committee

**Responsibilities:**

The purpose of the District Service Committee is to emphasize the importance of service across the CNH district and help CKI members find their love and passion for service. This also includes being responsible for planning large-scale service projects, tabletop service projects, Service Unity Week, and District Large Scale Service Projects North, Southeast, Southwest, and Hawaii. We will also be providing reliable resources to all members of the CNH district by regularly updating and maintaining the existing Service Resource Database, introducing new service resources aimed by assisting Vice Presidents of Service and Service Chairs throughout the year, and serving as active Divisional Service Liaisons for our respective divisions. We will also work together to discuss service-related issues such as the definition of a service hour, as well as proposing the yearly District Service Initiative at the end of the year.

The following is a list of *minimum* responsibilities expected of each standing committee member.

* Attend all committee meetings unless excused with a valid reason and 24 advance notice. Meetings will 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 serving as a voting member of the committee.
* Remain in constant communication with the District Service Chair by reporting activities and progress through regular check-ins.
* Complete all assigned projects **ON TIME**. If this is not possible, the District Service Chair will be notified in a timely manner.
* Be able to attend several, if not all, District events in order to ensure that all district-wide service events are executed smoothly and effectively and receive general feedback from members about how the District Board could improve future events.
* Attend and assist in planning service projects at District Events, including Fall Training Conference, District Large Scale Service Projects North, Southeast, Southwest, and District Convention.
* Serve as an active representative and liaison for his or her home club and division to promote service events within the CNH District and receive feedback that will allow the Committee to best understand how they can help the CNH district as a whole.
* Be open and willing to learn and contribute to the service committee.

Please note that you have read the duties by double clicking and checking the box. Being a part of the Service committee is not to be taken lightly and will require time on your part to make this a successful running committee. Specific titles and corresponding duties of committee members will be given upon appointment. Responsibilities for each committee member are subject to change throughout the term with the District Service Chair’s discretion.

* All members of the committee are expected to:
	+ Help facilitate and encourage meaningful service throughout the CNH district.
	+ Encourage attendance and participate in service projects within his or her home club.
	+ Communicate to members about the Service Committee’s activities.
	+ Serve as the respective liaison for one of the nine divisions once appointed as a committee member.
	+ Maintain a strong work ethic in order to meet deadlines throughout the term.
	+ **Represent Circle K International in a professional manner.**

**Position Descriptions:**

**Executive Assistant**

As Executive Assistant, you will be working with a diverse group of individuals and working closely with the Chair to help carry out the vision of the committee for the 2020-2021 term. Several responsibilities include ensuring that committee members are on task, providing assistance to the committee members as needed, and working with the Chair to implement new events for the District. Alongside helping the District Service Chair plan committee bonding, the Executive Assistant will also be working alongside the District Service Chair to outreach to Hawai’i clubs, as well as plan District Large-Scale Service Project Hawai’i. The Executive Assistant is the right hand to the District Service Chair and is expected to chair meetings and step in for the Chair if the Chair is unavailable.

Previous experience with outreach, connection with Hawai’i clubs, and/or affiliation with the Paradise division is preferred, but not required.

**Creative Assistant**

As the Creative Assistant, you will be responsible for creating graphics, taking pictures at large scale service projects, and putting together montage videos for the large-scale service projects. Further, as Creative Assistant, you will be expected to reach out to Divisional Service Chairs and request pictures and descriptions of their Divisional Service Projects to highlight in our monthly Service Officer Newsletter. Alongside these creative responsibilities, you will also be placed in a sub-committee and will assist with planning and organizing a District Large Scale Service Project.

Previous graphic design, photography, and videography experience preferred, but not required.

**District Large Scale Service Project Chairs (3 positions)**

As the DLSSP North (from northern divisions), Southeast and Southwest (from southern divisions) Chair, you will be responsible for planning and executing this large-scale service event for the CNH District. This includes researching for service project sites, contacting coordinators, and working closely with the District Service Chair to ensure that all details for the event have been planned accordingly. The dates for DLSSP are currently tentative, but DLSSP North and DLSSP Hawai’i are expected to take place a week before DLSSP Southeast and Southwest.

Previous event-planning experience is required.

**Education Chair**

As this position is new, the Education Chair will be spearheading new ideas and strategies to promote service education throughout the district, including the promotion of the District Service Initiative: Serving the Environment. The Education Chair will also be planning and leading any promotional service-related district events, such as Service Unity Week, workshops at Fall Training Conference and District Convention, and webinars hosted by the District Service Committee. Lastly, the Education Chair will be working alongside the District Service Chair to find information to promote to Service Officers, including but not limited to finding service grants for Service Officers and finding organizations related to the District Service Initiative: Serving the Environment.

**Prompts by Position:**

**Executive Assistant**

1. How will you ensure that all committee members are on task and support them throughout the planning process? What ideas do you have to go above and beyond the responsibilities as an Executive Assistant?
2. It is imperative that the District Service Committee is able to communicate and interact with one another comfortably. What bonding ideas do you have for the committee?
3. In addition, what strengths do you feel that you can bring to the EA position and what is your vision in regard to how the committee can continue to grow and improve this year? Feel free to bring in past experiences in why you believe you’re suited for this position.
4. As the District is focused on improving outreach and connections to Nevada and Hawai’i clubs, the Executive Assistant has been given a new responsibility this term: planning DLSSP Hawai’i and outreaching to Hawai’i clubs. How will you go about doing so?

**Creative Assistant**

1. Since you’ll be creating a video to submit to Kiwanis International after DLSSP, which video editing software do you have experience using?
2. Which software and/or website will you be using to create graphics and edit photos? If you will be using multiple, please list the pros and the cons to each.
3. What ideas do you have to innovate your position?
4. Considering that this position will require you to create various videos and graphics, please attach any relevant supplemental material that will demonstrate your video editing and/or graphic design skills.

**District Large Scale Service Project Chairs (3)**

1. DLSSP is the largest service project hosted by the District for members across CNH. What are ideas you have in mind to improve DLSSP and what are some service projects you think we can do?
2. In the recent years, there have been increasing numbers of attendees at DLSSP. How can we ensure that the quality of service will be maintained while being able to allow large numbers of members to attend?

**Education Chair**

1. As the District Service Committee will be focusing on providing educational resources for Service Officers, what workshop or webinar ideas do you have? What will be the main takeaway for these workshops/webinars, and how will they benefit Service Officers throughout their term?
2. How can we add educational/service aspects to our other big district events, such as Fall Training Conference and District Convention? What ideas do you have to promote education of the service projects at DLSSP?

**IN ORDER TO QUALIFY FOR THE DISTRICT SERVICE COMMITTEE, YOU MUST MEET THE FOLLOWING REQUIREMENTS:**

* Be a dues-paid member of a club in good standing.
* Be enrolled as a student for at least half of the time during the 2020 – 2021 term.
* Have a passion and interest in service! ​*(Past experience is preferred, but not required)*
* Fill out this application completely.

**Contact Information:**

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| --- | --- | --- | --- |
| **Name** |  | **Phone Number (Text: Y/N?)** |  |
| **Email** |  | **Messenger Call or Zoom** |  |
| **Club/ Division** |  | **Major/Year** |  |
| **Position(s) of Interest** |  |
|  |
|  |

**References:**

Please provide two 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**  |  |
| **Relationship/Position** |  |
| **E-mail** |  |
| **Phone Number** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship/Position** |  |
| **E-mail** |  |
| **Phone Number** |  |

**Short-Answer Questions:**

**Why do you want to be a part of the District Service Committee? What do you hope to gain from this experience?**

**Describe your involvement in Circle K and list any past experiences that will help you in the position(s) you applied for.**

**What is your vision for your role on the District Service committee? What is something new that you can bring to the committee?**

**List any other commitments (both inside and outside of Circle K) that you will have from now until March 2021 and the hours you will spend per week doing them.**

**How would you define impactful service, and how can the District Service Committee promote impactful service throughout the district?**

**Service is one of the tenets that unites all Circle K members across the CNH District. What does service mean to you?**

**Are you applying for any other district committees this term? If so, which one(s)?**

**Finally, please complete the prompt(s) below that pertains to your position(s). Why do you want the position(s) you are applying for? Please feel free to use as much space as needed:**

**Possible Interview Times:**

The second round of this application process will be an interview with the District Service 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 Zoom call or a Facebook call.

Which do you prefer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Earliest start time: 10AM, Latest start time: 10PM. Interviews are expected to last 30-45 minutes\*\*

|  |  |
| --- | --- |
| Tuesday, May 19th |  |
| Wednesday, May 20th |  |
| Thursday, May 21st |  |
| Friday, May 22nd  |  |

**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:**

**ServiceCommittee\_FirstNameLastName (eg. ServiceCommittee\_KimHinojos)**

**Late applications will NOT be accepted.**

**Kim Hinojos**

**District Service Chair**

**service@cnhcirclek.org**

**Katherine Hoang**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by
Sunday, May 17th by 10:00 PM (PDT) / 7:00PM (HST)!**

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

*This concludes the California-Nevada-Hawaii District Service Committee application.*