**California-Nevada-Hawaii District**

**Circle K International**

**Service Committee Application**

**2018-2019**

Dear Applicant,

Thank you for taking the time to consider applying for a District Service Committee position. Our district depends on members like you to take the initiative to take on positions from which meaningful work can be done in order to improve our clubs and, by extension, our communities. These positions do not require past experience and are open to any individuals who believe in their ability to make positive changes in the way that our district conducts service.

This term, I am looking forward to working with a team of motivated, hard-working individuals so that the Service Committee can move effectively towards our district’s service goals. 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 prompt 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!

Best of luck,

Hever Miranda

District Service Chair 2018-2019

service@cnhcirclek.org

**Application Timeline:**

1. Application process: **April 25th – May 18th, 2018**
2. Applications must be submitted **by Wednesday, May 9th, 2018 by 10:00 PM (PST) / 7:00 PM (HST)** to District Service Chair, **Hever Miranda, at (****service@cnhcirclek.org****) & District Governor, Manuel Santiago (governor@cnhcirclek.org).**
3. Applicants invited to an interview will be notified by **May 11th.**
4. Interviews will take place from **Saturday, May 12th – Wed. May 16th, 2018.**

Appointments will be made by **Friday, May 18th, 2018.** All applicants will be notified of final selections by then.

**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 Project North, South, and Hawaii. We will also be providing reliable resources to all members of the CNH district by regularly updating and maintaining the existing Service Database, introducing new service resources aimed at 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 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 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, South, and Hawaii, 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 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 for the committee for the 2018-2019 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. It is preferred, but not required, that the executive assistant has previously served on the Service committee.

**Outreach Executive Assistant**

The Outreach Executive Assistant is tasked with working with the chair in order to communicate with organizations, CKI officers, and other individuals and groups outside of the committee in order to facilitate coordination between the two parties. The Outreach Executive Assistant must also assist the chair and Executive Assistant in providing assistance to committee members throughout the year. As with the executive assistant chair, it is preferred, but not required, that the applicant has previously served on the Service committee.

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

As the DLSSP North (from northern divisions), South (from southern divisions), or Hawaii 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 Service Chair to ensure that all details for the event have been planned accordingly.

Previous event-planning experience is highly preferred, but not required. DLSSP Hawaii Chair must attend a Hawaii school.

**Donations Chair (2 positions; will have a co-chair)**

In order to ensure that all service events planned by the committee will run smoothly and successfully, we need donations from external resources and/or companies. You will be responsible for researching, as well as contacting many resources in order to receive donations to fund service projects organized by the committee. The Donations Chairs will also fund and supply the materials needed to carry out tabletop service projects at Fall Training Conference and District Convention, as well as District Large Scale Service Project North, South, and Hawaii as needed. In addition to getting donations for service projects, you will also be responsible for coordinating tabletop service projects at district events with the help of your fellow committee members.

**Registration Chair (2 positions; will have a co-chair)**

For District Large Scale Service Project North and South, there will be many attendees from across CNH. It will be your responsibility to maintain close contact with the schools that will be attending, and receiving the proper and necessary information in order to ensure that they can attend the event. The registration chairs will also serve as the executive assistants to the DLSSP chairs, and will be assisting with the logistical details involved with DLSSP including the release of forms, waivers, and receiving documents from the attendees. Some skill preferences for this position include organization, ability to adhere to strict deadlines, and strong communication.

**Service Resource and Promotion Coordinator**

In order to support service officers all across CNH, the Service Resource and Promotion Coordinator will be working closely with the Service Chair as well as the rest of the committee to strengthen and maintain the current Service Database. In addition to the existing Service Database, the Service Resource and Promotion Coordinator will also be responsible for creating the first service video database that will further promote service education throughout the entire CNH Circle K District. The Service Resource and Promotion Coordinator will also receive feedback from service officers in the district in order to determine what resources will help them the most throughout the year, as well as create other various resources pertaining to the DSI, Be the Change: Personal Health. In addition, they will be responsible for designing effective graphics and layouts in order to effectively promote, clarify, and streamline all of the information included in all service resources through different social media outlets.

Experience in video editing and/or designing is preferred, but not required.

**Prompts by Position:**

**Executive Assistant:**

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? 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.

**Outreach Executive Assistant:**

The district wants to increase our participation with our international service partners this year. How do you believe that we can accomplish this? This term, we also want to strengthen our ties with Hawaii and Nevada through service. What are some ways that you think we can do this? If you have experience coordinating with groups outside of your home club, feel free to present it.

**District Large Scale Service Project Chairs:**

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? 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?

**Donations Chairs:**

In addition to collecting donations for service projects, you will also be responsible for planning tabletop service projects for FTC and DCON. What are some ideas for potential tabletop service projects that you have? How can we emphasize meaningful service while carrying out tabletop service projects? There will be a sufficient amount of communication involved for this position. How will you ensure that you will be serving as a professional representative on behalf of Circle K when contacting companies to receive donations?

**Registration Chairs:**

Since you will be working closely with the DLSSP North/South Chairs, what are some ideas you have for improving DLSSP? Since DLSSP is a large-scale event with many attendees, how do you plan to ensure that registration will be run smoothly? Please list several ideas you have for improving DLSSP and some service project ideas/location sites that we could have for this event.

**Service Resource and Promotion Coordinator:**

How can we, as the District Service Committee, formulate and provide helpful resources to the Vice Presidents of Service, as well as home club Service chairs and Divisional Service Chairs? What kinds of resources and information should we compile that will be useful for promoting this year’s District Service Initiative, Helping Those with Disabilities? What are ideas you have that we can use to promote this year’s District Service Initiative and various service resources utilizing social media? This year, we will be continuing an event that was implemented for the first time last year called Service Unity Day, where Circle K members all across CNH participate in service related to the DSI on that day. What are some ideas you have for making this a successful event, and what are other ways that we can unify the CNH District under the tenet of service? 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 designing skills.

**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 2017 – 2018 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** |  | **Skype SN** |  |
| **Club / Division** |  | **Major/Year** |  |
| **Position(s) of Interest** | 1.  |
| 2.  |
| 3.  |

 **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.

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| **Name** |  |
| **Title** |  |
| **E-mail** |  |
| **Phone Number** |  |

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| --- | --- |
| **Name** |  |
| **Title** |  |
| **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?**

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

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**What is your vision for the role of the District Service committee, and what do you believe we can realistically implement this upcoming term? What is something new that you can bring to the committee?**

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**List any other commitments (both inside and outside of Circle K) that you will have from now until March 2019 and the hours you will spend per week doing them.**

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**What are some ideas you have for implementing this year’s DSI, “Helping Those with Disabilities” through tabletop service projects and promoting education across the CNH district?**

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**Service is one of the tenets that unites all Circle K members across the CNH District. What does service mean to you? How do you think we can further emphasize meaningful and impactful service?**

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

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**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:**

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**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\_HeverMiranda)**

**Late applications will NOT be accepted.**

**Hever Miranda**

**District Service Chair**

**service@cnhcirclek.org**

**Manuel Santiago**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

**May 9th by 10:00 PM (PST) / 7:00PM (HST)!**

**Thank you for your interest in becoming a part of the 2018-2019 District Service Committee!**

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