**California-Nevada-Hawaii District**

**Circle K International**

**Service Committee Application**

**2019-2020**

Dear Applicant,

Thank you so much for taking the time to consider a position on the District Service Committee! As Circle K is a student-led service organization, the District Service committee is capable of doing meaningful work that ensures 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!

To accomplish the service goals set by the CNH District, we are looking for individuals who are hard-working, passionate, and self-driven to be on the Service Committee. 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 Service Committee, and I can’t wait to see what ideas you have for the upcoming term!

Best of luck,

Anna Se

District Service Chair 2019-2020

service@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 Service Chair **Anna Se (****service@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.

## **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 Project and Service Unity Week.

**Structure**: The 2019-2020 District Service Committee will comprise of 11 members, the:

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

Please note the following changes:

* District Large-Scale Service Project Hawai’i will not be offered as a committee position this year, as the Executive Assistant will be working alongside the Service Chair to outreach to the Hawai’i clubs as well as coordinate with them to plan this district event
* District Large-Scale Service Project South has been split up into District Large-Scale Service Project SOUTHWEST and SOUTHEAST in order to make a larger impact on more underserved communities, as well as accommodate for the dense number of members that southern CNH clubs bring to district events

# **Goals for the 2019-2020 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 Project 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 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, Southeast, Southwest, 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 2019-2020 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 Service Chair plan committee bonding, the Executive Assistant will also be working alongside the Service Chair to outreach to Hawai’i clubs, as well as plan District Large-Scale Service Project Hawai’i.

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

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

As the DLSSP North (from northern divisions), Southwest and Southeast (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 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.

**District Large-Scale Service Project Executive Assistants (3 positions)**

For District Large Scale Service Project North, Southeast, and Southwest, 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 DLSSP Executive Assistants will be assisting the DLSSP Chairs with the logistical details involved with DLSSP including the release of forms, waivers, and receiving documents from the attendees. Alongside supporting the DLSSP Chairs, the DLSSP Executive Assistants will also be in charge of planning and executing fundraising strategies to help fund DLSSP. Some skill preferences for this position include organization, ability to adhere to strict deadlines, fundraising experience, and strong communication.

**Outreach Chair**

The Outreach Chair 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 Chair will also be contacting outgoing Service Officers to help facilitate the divisional service database, and to help support the current Service Officers. As each committee member will be serving as a liaison for at least one division within CNH alongside their respective duties, the Outreach Chair will also oversee all liaison work and will coordinate what information the Service Committee will be promoting to our assigned divisions. Lastly, the Outreach Chair will be planning and implementing strategies to connect CNH Service Officers with each other in order to establish a stronger support system for them throughout the term.

**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: Focusing on Education. 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 Service Resource and Promotion Chair by finding 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: Focusing on Education.

**Service Resource and Promotion Chair**

In order to support service officers all across CNH, the Service Resource and Promotion Chair will be working closely with the Education Chair to strengthen and maintain the current Service Resource Database. In addition to the existing Service Database, the Service Resource and Promotion Chair will be working alongside the Education Chair in creating the first service video database as well as seasonal newsletters and educational graphics that will further promote service education throughout the entire CNH Circle K District. Lastly, the Service Resource and Promotion Chair will be planning on-site district service projects at Fall Training Conference and District Convention, as well as helping the DLSSP Executive Assistants in planning DLSSP by assisting them with the Tomorrow Fund application.

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

**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. 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? Feel free to bring in past experiences in why you believe you’re suited for this position.

**District Large Scale Service Project Chairs:**

1. DLSSP is the largest service project hosted by the District for members across CNH. How will you implement service education and/or the District Service Initiative into your DLSSP?
2. *FOR NORTHERN CHAIRS:* 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? How will you accommodate for clubs traveling far away, and how will you ensure the cost-efficiency of the event is equivalent to traveling time? What service project ideas do you have, and what issues do you want to tackle?
3. *FOR SOUTHEAST/SOUTHWEST CHAIRS:* In the recent years, the execution of DLSSP South has been rocky due to the lack of viable service projects in the area as well as the large amounts of members the project had to accommodate. Although DLSSP South has been split into DLSSP Southeast/Southwest to tackle other underserved communities, how will you plan DLSSP to accommodate for the large numbers of attendees? Where are you planning to have DLSSP, and how will you use DLSSP to tackle the issues in the community you will be hosting DLSSP in?

**District Large-Scale Service Project Executive Assistants:**

1. Since you will be working closely with the DLSSP North/Southeast/Southwest 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.
2. As you will be supporting DLSSP Chairs by finding funding for the event, what are some fundraising ideas you have that we can implement on the district and/or club level? How will you gather donations for DLSSP?

**Outreach Chair:**

1. What resources do you think the CNH Service Officers need? What will you do to relay these resources to every individual Service Officer and club in CNH? If you have experience coordinating with groups outside of your home club, feel free to present it.
2. As the Executive Assistant will be working on outreach to Hawai’i clubs, you will be working closely with Nevada clubs and/or the liaison of Desert Oasis to ensure they have the service resources they need. How will you maintain communication and provide support to these clubs? What can the district do to support these clubs?

**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?

**Service Resource and Promotion Chair:**

1. As the Service Resource and Promotion Chair will be in charge of leading on-site district service projects, what tabletop service project ideas do you have? If you attended District Convention or Fall Training Convention last term, what were some issues regarding the on-site service projects, and how can we improve on this?
2. How can we improve on the Service Resource Database? What other forms of resources can we provide to Service Officers?
3. 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 2019 – 2020 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? 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 2020 and the hours you will spend per week doing them.**

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

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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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**Possible Interview Times:**

The second round of this application process will be an interview with the Service Committee 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 phone call or online (Zoom, Google Hangouts, Facebook Call/Video, etc.).

Which do you prefer?

\*\*Earliest start time: 9AM, Latest start time: 11PM. Interviews are expected to last 15-30 minutes\*\*

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| --- | --- |
| **Sunday, May 19th, 2019** |  |
| **Monday, May 20th, 2019** |  |
| **Tuesday, May 21st, 2019** |  |
| **Wednesday, May 22nd, 2019** |  |

**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\_AnnaSe)**

**Late applications will NOT be accepted.**

**Anna Se**

**District Service Chair**

**service@cnhcirclek.org**

**Wayne Cheng**

**District Governor**

**governor@cnhcirclek.org**

**All applications are to be RECEIVED by**

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

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

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