**Circle K International**

California State University, Long Beach

*2015-2016 Appointed Board Application*

Thank you for applying to be a member of the 2015-2016 CSULB Circle K Board! We are excited that you are taking the initiative to assume a larger role within the club. Please do your best to fill out this application as completely and thoroughly as possible. This application will serve as an introduction of yourself to the Executive Board and will also allow us to gain a better understanding of your skills, experience, and potential as a board member. This application, along with the interview, will determine your appointment as a board member.

As part of the application process, all applicants must undergo an interview with the Executive Board. Individual interviews will take place between Tuesday, March 17th and Sunday, March 22nd. Please mark the most convenient time for you to have your scheduled interview in Section III of this application. You will be notified as soon as possible of your determined interview time and location. If there is a time conflict and you are unable to have your interview during any of these time slots, please speak to an Executive Board member immediately.

This application contains 6 sections. Please make sure that each section is complete before sending it in. When you feel that you have filled out this application to the best of your ability, please save the file as “AppointedBoardApp\_1516\_[yourname]”. This will ensure that your application is not confused with any other application that is submitted to us. Send your completed application to EVERY Executive Board member. You will find our e-mail addresses at the end of the application.

If you have any other questions regarding being on board or the application process, feel free to contact any of us and we will be more than happy to provide you with any answers needed. All of our contact information is listed at the end of this application. Good luck and we look forward to working with you in the future!

Signed,

Your 2015-2016 Executive Board  
(Natalie, Hannah, Janet, Richelle and Nicholas)

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| Section I. Personal Information |
| First Name: Last Name:  Birth Date: / / |
| Contact Information |
| Address: Cell: ( ) -  City: Zip:  E-mail: |
| Emergency Contact Information |
| Name: Phone: ( ) - |
| Academic Information |
| Major: 2nd Major/Minor (if applicable):  GPA: Expected Grad. Year: |
| Miscellaneous |
| Are you willing to provide carpool? How many years have you been in the Kiwanis family? |

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| **Section II. Chair Information** | | | |
| **Rank up to three (3) positions for which you would like to apply (mark “1” for most desired position).** | | | |
|  | Fundraising |  | Historian/Scrapbook |
|  | Kiwanis Family |  | Membership Development & Education |
|  | Public Relations |  | Single Service |
|  | Spirit/Social |  | Technology |

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| **Section III. Interview** | | | |
| **All applicants must schedule a 10-15 minute interview with the executive board. Please list all hours of availability.** | | | |
| 3/17: Tuesday |  | 3/21: Saturday |  |
| 3/18: Wednesday |  | 3/22: Sunday |  |
| 3/19: Thursday |  |  |  |
| 3/20: Friday |  |  |  |

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| **Section IV. General Statements** |
| What does community service mean to you? |
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| Provide a brief explanation for your choice(s). |
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| Describe any qualities you possess that make you a strong leader and any other experience you have that will contribute to our board as a whole. |
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| List your time commitments outside of Circle K (include academics, family commitments, and work-related commitments). Explain how you would be able to manage your time with all your obligations. |
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| Describe a time when you were given a deadline and had to work under pressure to meet that deadline. |
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| What improvements do you think CSULB Circle K should make and how would you be able to do so in your position? |
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| **Section V. Position Statements** | |
| **Using the prompts from Appendix B of the application, for each position for which you are applying, provide a response detailing the contributions you intend to make toward that position.** | |
| Position #1 | [insert position #1] |
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| Position #2 | [insert position #2] |
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| Position #3 | [insert position #3] |
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| **Section VI. Submission and Certification** | | | |
| **Thank you for completing the 2015-2016 Appointed Board Application! Please submit an electronic copy as well as any supplemental material to ALL of Executive Board by Sunday, March 15, 2015 at 11:59 PM.** | | | |
| E-Signature |  | Date |  |

**Appendix A: Position Descriptions**

In addition to the specific responsibilities listed below, each appointed board member has a set of general responsibilities that they carry simply by becoming a board member. As a board member, you will be expected to…

* Attend weekly General Meetings, Board Meetings, and bimonthly online A-Board Meetings with your VPA
* Work with all members of the Circle K Board
* Keep up to date with CERFs, ERFs, and other paperwork
* Be approachable so all members feel welcomed in the club
* Fulfill specific responsibilities to the best of your ability

*Fundraising Chair*

* Seek out new, effective fundraising ideas
* Arrange fundraisers with outside organizations (i.e. restaurant fundraisers and TV tapings)
* Educate club on charities and causes toward which we are fundraising as well as of the District Fundraising Initiatives
* Work with the Public Relations Chair to promote the various DFIs
* Know the club’s fundraising goals as set by the board and update the club on progress toward these goals
* Communicate with the Club Treasurer to ensure club has enough funds to meet its budget

*Historian/Scrapbook Chair*

* Attend a large majority (90%) of meetings/events and ensure that photos are taken to document the club’s work
* Manage the “Csulb Circle K” Facebook page and upload photos as necessary
* Create scrapbooks (traditional & non-traditional) for submission to District Awards at the end of the year
* Work with the Public Relations Chair to create a club t-shirt design

*Kiwanis Family Chair*

* Maintain relations with Long Beach Kiwanis by:
  + Informing CSULB CKI of the activities of the club
  + Attending Long Beach Kiwanis meetings (The Grand @ 12:15) and updating them on our club events
* Coordinate events with:
  + Other Circle K clubs
  + Kiwanis clubs
  + Builder’s Club
* Plan Kiwanis Takeovers to help raise funds for the club
* Educate members about the Kiwanis family and each branch
* Plan and host Key to College for the local Key Club Divisions (Division 13N/S)
* Create programs/events to promote Kiwanis Family interaction

*Membership Development & Education (MD&E) Chair*

* Organize all incoming members into families and manage all family system activities
* Educate new and prospective members about Circle K
* Collaborate with the board to recognize Member of the Month each month
* Continuously develop ideas to recognize members throughout the year for their accomplishments
* Encourage members to develop their leadership skills by going beyond their responsibilities as a member
* Organize a mentorship program that will benefit both new and returning members
* Plan and host the New Member Installation during fall semester
* Plan and host CKI Info Night during Week of Awesomeness during both fall/spring semesters
* Work closely with our Secretary to update the Member Recognition Program log
* Work with the Spirit/Social Chair to plan a Club Game Show Night and to organize and execute icebreakers at general meetings when needed

*Public Relations Chair*

* Create a quarterly (June, September, December, March) newsletter for members to be updated on club, division, and district events
* Coordinate volunteers for tabling during Week of Welcome during both fall and spring semesters
* Actively use social media to advertise club events such as general meetings, socials, and service events
* Generate flyers and promotional advertisements to be given out during Week of Welcome
* Work with all other chairs to promote their respective events through digital or print media

*Single Service Chair*

* Work closely and communicate with our VP of Service to plan/find service events for each week
* Run at least one large-scale service project (available for >15 members) per semester
* Coordinate club participation in Kiwanis One Day for Division 13 Kiwanis
* Plan our annual Service Marathon during fall semester
* Educate members about our current District Service Initiative
* Plan/find service events that correspond to our current DSI
* Work with the Public Relations Chair to promote the DSI

*Spirit/Social Chair*

* Recognize that there are two aspects to this position: spirit AND social
* Organize at least five (5) socials each semester (i.e. Queen Mary Dark Harbor, Thanksgiving Pumpkin Patch, Christmas Ice Skating, etc.)
* Encourage high spirit through making new Long Beach cheers and leading cheer sessions at district events
* Plan and host the CKI Mixer during Week of Awesomeness during both fall/spring semesters
* Coordinate spirit items for Fall Training Conference and District Convention
* Create a plan for submission for the Fall Training Conference skits/talent show acts
* Organize and execute an inter-family Assassins game as well as a Dare Month
* Work with the MD&E Chair to plan a Club Game Night and to organize and execute icebreakers at general meetings when needed

*Technology Chair*

* Create a new design for the website corresponding to the new club theme
* **Consistently** update the club website with new information (i.e. updates, calendar, Member of the Month, etc.)
* Communicate with ALL chairs and Executive Board to keep information updated and current
* Have the new, updated website be available to members by the first meeting of the Fall semester

**\*\*NOTE:** While you may apply to be appointed as more than one of these chairs (i.e. Spirit/Social Chair and Historian/Scrapbook Chair at the same time), keep in mind that you will be expected to take on full responsibilities for both positions. There will also be the possibility of having co-chairs for some of these positions, depending on how many applicants there are for each position.

**Appendix B: Prompts**

*Fundraising Chair*

What do you think was the most effective fundraiser in the past year and why? Describe at least two fundraising ideas that our club has yet to do that you would like to plan for the term.

*Historian/Scrapbook Chair*

Choose a theme for next year’s Circle K term. Sketch a design for a potential t-shirt that incorporates your theme as well as the three tenets of Circle K: service, fellowship, and leadership. Describe how you would incorporate your theme into a scrapbook.

*Kiwanis Family Chair*

Describe two ways in which you would strengthen our connection with the surrounding Kiwanis Family (i.e. Kiwanis, Key Club, KIWIN’S).

*Membership Development & Education Chair*

Describe a new method of recognizing members besides Member of the Month. Describe three methods to help member retention in our club.

*Public Relations Chair*

Create a promotional advertisement for your favorite Circle K event and attach it to the same email you send with this application. How would you use social media to publicize club, division, and district events? What else would you do to generate positive publicity for our club and what we stand for? If you have ever created a newsletter before, please attach it to the email as well.

*Single Service Chair*

Describe three **new** service events that you would like to see planned this coming term. How would you go about making these events come to reality and what would you do to motivate members to volunteer at these events?

*Spirit/Social Chair*

Describe something you would do to increase the spirit level in our club. In what ways would you want to improve our socials and what three new ideas do you have for socials this coming term/

*Technology*

Describe two realistic ideas you have to improve our website in order to make it more easily accessible and resourceful to the members. If you have created a website in the past, please also submit the URL.

**Appendix C: Contacts**

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| **President** Natalie Mann 714-875-4794  natalie5152@yahoo.com | **VP of Administration** Hannah Trinh  714-515-2382  1hannahtrinh@gmail.com | **VP of Service** Janet Haro  909-963-8922  janethr1996@hotmail.com |
| **Secretary** Richelle Son  657-206-9438  dimsonrichelle@yahoo.com | **Treasurer**  Nicholas Dinh  714-251-3382  nicholasdinh@gmail.com |  |