**FALL TRAINING CONFERENCE 2018**

**Workshops Application**

***Please read the following information carefully.***

Dear Potential Workshop Host,

Thank you for your interest in hosting a workshop for this year's Fall Training Conference! Workshops serve as key components in our members’ success. Without potential workshop hosts like you, we would not have the opportunity to educate our members regarding Circle K, professional development, and much more. We would like to express our gratitude and appreciation for sharing your time. Once again, thank you for applying and we hope you enjoy the experience!

Please complete the following application as thoroughly and honestly as possible. There is no word count so you are welcome to extend your answers as you see fit. There are three opportunities to be involved in workshops for FTC this year: *traditional workshop host, panel host, or panel guest.* You are welcome to apply for **up to 3 maximum** workshops or panels. For example, you can apply for 3 workshops, 3 panels, or a combination of both that meets the 3 limit cap. All applicants must complete the basic information and availability sections on the next page. Then, applicants must complete either the Traditional Workshop Host, Panel Host, or Panel Guest application. You are only required to complete the section that you are applying for. If you are applying for more than one type (i.e. workshop host and panel guest, then you must fill out all applicable sections.

* All applications are due by **September 16th, 2018 at 11:59 PM PST**
* E-mail your application to the Workshops Co-Chairs and FTC Chair (E-mails below)
* Please title the E-mail subject and application document as the following: “FirstNameLastName\_FTCWorkshops2018”

This will ensure the success of the workshop for all hosts (returning and new). If you have any questions, please do not hesitate to contact one of the workshop chairs.

Sincerely,

**Calvin Ly & Khoa Vinh, Co-Workshops Chairs**

ftc.workshops@gmail.com

**WORKSHOPS PROCESS AND TIMELINE**

* *Applications Due:* September 16th @ 11:59PM PST
* *Applicant Interviews:* September 18th – 24TH
* *Announcement of Workshop Hosts:* October 1st
* *Outline of Workshop and Description of Workshop:* October 8th @ 11:59PM PST
* *First Draft of Literature/Presentation Due*: October 15th @ 11:59PM PST
* *Final Literature/Presentation:* October 22nd @ 11:59PM PST
* *Workshop Host Office Hours with Chairs:* October 1st – 31st
* *Fall Training Conference:* November 2nd – 4th

**BASIC INFORMATION**

|  |  |
| --- | --- |
| **Name:** | **Division:** |
| **School:** | **Year in School:** |
| **Phone Number:** | **Email Address:** |
| **Past Club Position (if applicable):** | **Current Club Position (if applicable):** |
| **Applying For (Please place an “x” in the box of all that apply):**  Workshop Host Panel Host Panel Guest | |

**AVAILABILITY**

Please highlight ALL the times that you will be available for an interview. We will be conducting most interviews via Google Hangouts. Each interview will last 15-30 minutes.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tuesday**  **9/18** | **Wednesday**  **9/19** | **Thursday**  **9/20** | **Friday**  **9/21** | **Saturday**  **9/22** | **Sunday**  **9/23** | **Monday**  **9/24** |
| 9:00am | 9:00am | 9:00am | 9:00am | 9:00am | 9:00am | 9:00am |
| 9:30am | 9:30am | 9:30am | 9:30am | 9:30am | 9:30am | 9:30am |
| 10:00am | 10:00am | 10:00am | 10:00am | 10:00am | 10:00am | 10:00am |
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**TRADITIONAL WORKSHOP HOST APPLICATION**

**LIST OF WORKSHOPS**

**Please rank your interest in the following workshops from 1 to 3 with 1 being the highest interest and 3 being the lowest.**

* Traditional workshops are typically hosted by 1-2 individuals and include PowerPoint or other visual presentations, interactive activities, and literature handouts.
* If you have your own workshop in mind, please indicate it by selecting “Other” in the designated category and include the workshop title/topic in the space provided.
* If you have any confusion about workshops, please see the “Workshops Descriptions Index” that can be found towards the end of this document.

**Circle K/ Educational Workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 How to Be a Superstar General Member |  | 7 How to Plan a Social |  |
| 2 Building a Stronger Team |  | 8 How to Plan a Successful Event |  |
| 3 No PaRty Without PR |  | 9 CKI on the International Level |  |
| 4 Staying Positive |  | 10 Executive Board 101 |  |
| 5 District Service Initiative/International Service I Initiative |  | 11 Why Circle K? |  |
| 6 How to Host a Workshop |  | 12 District Fundraising Initiatives |  |
|  |  | Other: Click here to enter text. |  |

**Professional/ Career-Related Workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| 13 Preparing for Graduate School |  | 18 How to Deal With Stress |  |
| 14 Network Your Way Up |  | 19 The Job Hunt |  |
| 15 Preparing for an Interview |  | 20 How to Sell Your Circle K Experience |  |
| 16 Public Speaking |  | 21 Post-College Personal/Professional Life |  |
| 17 Graphic Design |  | 22 Learning Your Leadership Style |  |
|  |  | Other: Click here to enter text. |  |

**Entertaining/ Self-Development Workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| 23 Hip-Hop Dance |  | 30 Stay Woke |  |
| 24 Travelling Around the World on a Budget |  | 31 Making the Most of Your College Experience |  |
| 25 CKI’s Next Gordon Ramsay |  | 32 Real Talks/Circle of Discussion |  |
| 26 Saving at the Grocery Store |  | 33 Icebreakers |  |
| 27 Finding a Friend |  | 34 Healthy Living (Physical and Mental) |  |
| 28 Showing Your Spirit |  | 35 Emotional Intelligence |  |
| 29 Breathe and Be Well |  | 36 How to Balance Academics and CKI |  |
|  |  | Other: Click here to enter text. |  |

**WORKSHOP HOST QUESTIONS**

Please answer the following questions for **each workshop** you are applying for. Feel free to be as elaborate as you would like.

* If you marked “Other”, make sure to answer every question (#1-6).
* If you did **not** mark “Other”, answer every question except for #4.

|  |
| --- |
| 1) As a workshop host, you are responsible for obtaining and sharing information about your topic. Please discuss any relevant experiences, skills, or traits that have prepared you both in your workshop topic and in being a workshop host. |
|  |
| 2) Many members attending your workshop may have attended similar workshops in the past, while for others it may be their first time learning about the topic. What ideas do you have for your respective workshop choices to make it meaningful for new and returning members? If your workshop has been done before, what would you do to change it to appeal to members that have been to the workshop before? |
|  |
| 3) Our goal for workshops this year is to increase audience participation and interaction with one another. What ideas do you have for your workshop to increase activity amongst your audience? |
|  |
| 4) If you marked “Other” when picking a workshop, please describe the content of your workshop and discuss why it would be relevant/useful for Circle K members attending FTC. |
|  |
| 5) Please includethe outline(s) of the presentation(s) for each of the workshops you have selected in the space below. |
|  |
| 6) Please indicate whether you would be open to working with another member to host this workshop. If you already have a partner in mind, please write their name here. **Disclaimer: Both hosts must turn in an application.** |
|  |

**------------------This concludes the Traditional Workshop Host application.-----------------**

**PANEL HOST APPLICATION**

**LIST OF PANELS**

**Please rank your interest in hosting the following panels from 1 to 3 with 1 being the highest interest and 3 being the lowest.**

* A panel involves a short introduction of the topic (often a PowerPoint) and a long Q&A session/discussion between panel guests and attendees.
* If you have any confusion about the panel, please see the “Panels Descriptions Index” that can be found towards the end of this document.
* If you have your own panel idea in mind, please indicate it by selecting “Other” in the designated category and include the workshop title/topic in the space provided.
* *If you are interested in only being a PANEL GUEST, please skip this section and complete the “Panel Guest Application”.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1 Kiwanis Family Panel |  | 4 Study Abroad Panel |  |
| 2 Membership Development & Education/Recruitment and Retention Panel |  | 5 Transfer Panel |  |
| 3 Member Recognition Panel |  | 6 Professional Career Panel |  |
|  |  | Other:Click here to enter text. |  |

**Please complete the Panel Host Questions in the following page.**

**PANEL HOST QUESTIONS**

Please answer the following questions for each of the panels you are applying to host.

* If you marked “Other”, please be sure to answer all questions (#1-4).
* If you did **not** mark “Other”, do not answer #4.

|  |
| --- |
| 1) As a panel host, you must be both a discussion facilitator and a contributor to the panel. At times you might need to ask meaningful and relevant questions in order to direct the conversation during the panel. Please describe any experiences that have prepared you to be both a facilitator and contributor. |
|  |
| 2) As a panel host, you must have a list of preliminary questions prepared in case there is low participation from the audience. Provide a list of 10 relevant and insightful questions you would ask during each panel you are applying for. |
|  |
| 3) How would you encourage audience participation and engagement during the panel? |
|  |
| 4) If you marked “Other” when picking a panel, please describe your panel and discuss why it would be relevant/useful for Circle K members attending FTC. Do you have any members in mind who could act as guests for your panel? If yes, please include their names here. |
|  |

**------------------------------This concludes the Panel Host Application.----------------------**

**PANEL GUEST APPLICATION**

**LIST OF PANELS**

**Please rank your interest in hosting the following panels from 1 to 3 with 1 being the highest interest and 3 being the lowest.**

* A panel involves a short introduction of the topic (often a PowerPoint) and a long Q&A session/discussion between panel guests and attendees.
* If you have any confusion about panels, please see the “Panels Descriptions Index” that can be found towards the end of this document.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 Kiwanis Family Panel |  | 4 Study Abroad Panel |  |
| 2 Membership Development & Education/Recruitment and Retention Panel |  | 5 Transfer Panel |  |
| 3 Member Recognition Panel |  | 6 Professional Career Panel |  |
|  |  | Other:Click here to enter text. |  |

**PANEL GUEST QUESTIONS**

Please answer the following questions for each of the panels you are applying to host.

|  |
| --- |
| 1) As a panel guest, you must contribute by sharing valuable information/experiences with attendees. Please describe any experiences that have prepared you in the topic and to be qualified to be a panel guest. |
|  |
| 2) Because the panel will includes several Q&A, please list 5 insightful questions that could be asked at the panel(s) you are applying for and please answer each question. |
|  |
| 3) How would you work with your fellow panel guests and your panel host to make your panel as effective as possible? |
|  |

**-------------------------This concludes the Panel Guest Application.-------------------------**

**WORKSHOP DESCRIPTIONS INDEX**

**WORKSHOP GUIDELINES**

**In an attempt to host more interactive and more engaging workshops at FTC, we hope that you will consider the descriptions written below.**

* As a workshop host, you are free to design the workshop however you would like! The descriptions are intended to be guidelines, not hard expectations.
* Keep in mind that your workshop should be appropriate for your expected audience.

**Circle K/Educational**

**1.** **How to Be a Superstar General Member**

At some point in their Circle K lives, everyone has been a general member. Both new and returning members can learn what it means to become involved in the club even without a leadership position! What can you do as a general member? How can you lead as a general member? What roles can you fulfill as a general member? The answer lies within each member!

**2. Building a Stronger Team**

Because fellowship is one of the three tenets, it is important to be able to work well with others. How do you do that with clashing personalities and differing opinions? With this workshop, members will learn how to build communication and work together as a team!

**3. No PaRty Without PR!**

Learn ways to market your club to potential members. What methods can make your club seem the most inviting? What are the different ways you can promote your events in the most appealing light? Learn all about it at this workshop.

**4. Staying Positive**

We all face obstacles and challenges throughout our lives, whether it be from Circle K or school or work. Remember that life is a marathon, not a sprint, and that you can take on every challenge that you face!

**5. District Service Initiative/International Service Initiative**

Service is not only one of Circle K’s three tenets but also the core of what Circle K stands for. With those affected by disabilities and children as your main subjects, educate members on ways to integrate the DSI and ISI into their service projects and raise awareness for these causes.

**6. How to Host a Workshop**

A workshop about hosting workshops. It does not get better than that. Workshops are a key form of education in Circle K. Master public speaking or how to engage your audience. Bring the skills you learn here back to your club or even at future district events!

**7. How to Plan a Social**

Want to make socials geared toward large groups that both new members and returning members can enjoy at the beginning of the school year? Or learn how to lead socials that have members get to know each other on a more intimate level? If you have ideas on leading great socials, this workshop is great for you!

**8. How to Plan a Successful Event**

There are many elements to planning a successful event, and there are many things that can make an event go wrong. Learn how to make your ideas come to life while minimizing the most errors by learning the necessary tools to execute your event.

**9. Circle K on the International Level**

Involved with Circle K on an international level? Know a thing or two about how to impact CKI? Share your knowledge on what it means to become internationally involved, whether it'd be serving on an international committee or simply learning about how Circle K functions as an organization.

**10. Executive Board 101**

The Executive Board of the club makes sure the club runs smoothly by taking care of different aspects of the club such as finances, record keeping, managing an appointed board, leading service, leading the club, etc. Teach how to serve as an Executive Board member whether it'd be from your current position now, or something you've seen while working with other Executive Board members.

**11. Why Circle K?**

There are so many college organizations on campus but only one Circle K. Come out to find what makes Circle K so special and what it has to offer over all the other the college organizations. And if you’re a returning member, why you should continue to stay in it and become more involved?

**12. District Fundraising Initiatives**

The District Fundraising Initiatives are very important as charities that the district comes together for to raise funds and awareness. What is the Pediatric Trauma Program, American Foundation for Suicide Prevention, and Kiwanis Family House? Where does the money we raise go?

**Professional/Career-Related**

**13. Preparing for Graduate School**

Applying for graduate school can be tricky because of all the requirements. Similar to undergraduate school, one must understand the process of applying, whether it'd be taking the GRE, MCAT, PCAT, and etc. One should also know the correct classes to take and how to make their application more appealing. Teach members of CNH how to prepare for graduate school the right way!

**14. Network Your Way Up**

Through Circle K, we’re constantly meeting new faces and learning names and their stories. But how do you make it stick? Networking is one of the greatest skills we can foster as members in the largest collegiate community service organization in the world. Come learn how to develop both personal and professional connections as well as establish them in real life.

**15. Preparing for an Interview**

"Tell me a bit about yourself" and you are already stumped? Well, teach the members of CNH how one can prepare for an interview! How can one make a good first impression? How can one dress to impress? What is the best way to shake a person’s hand? Share your knowledge on these little details while also focusing on the interview process as well.

**16. Public Speaking**

Do you want to improve your public speaking skills so that you can confidently speak in front of a crowd making announcements or convincing people to invest in your future business? This workshop is intended to go deeper into public speaking and give members the opportunity to practice these tricks. We want this workshop to be centered around various activities that members can practice on their own to help build their confidence and develop public speaking skills.

**17. Graphic Design**

Interested in designing your own graphics? Do you want to discover your creative side? In this workshop you will learn the fundamentals of graphic design and get the opportunity to develop your personal skills.

**18. How to Deal with Stress**

Sometimes balancing school, Circle K, work, and other obligations can seem like an impossible task. Learn how to tackle your daily struggles and hectic schedule in the most effective way without the mental breakdowns.

**19. The Job Hunt**

Although we’re still in school, getting more work experience, such as research or internships, is always valuable. And once we graduate, we’ll need to look for jobs. Learn tips on how to find research, internship, and job opportunities through this workshop!

**20. How to Sell Your Circle K Experience**

We dedicate many hours of our lives to Circle K, but sometimes it isn’t the most obvious how applicable the experiences you’ve gained are. Come learn how to put your best foot forward by incorporating your Circle K experiences. If you want to know what Circle K can do for you, this workshop is for you!

**21. Post-College Personal/Professional Life**

Preparing for the “real world” can seem intimidating, but with this workshop you can learn more about what to expect after college and the necessary steps one must take to transition from being a college student to a full-fledged adult.

**22. Learning Your Leadership Style**

Maybe you lead through teaching others through your past experiences or you lead by helping others find their voice. With this workshop, you can embrace your strengths as a leader and find out how to improve your leading abilities.

**Entertaining/ Self-Development Workshops**

**23. Hip Hop Dance**

Come to the Hip-Hop Dance workshop to learn some cool choreography while getting in some sweet musical exercise. All levels of dance experience are welcome. Maybe you’ll become the next Kinja?

**24. Travelling Around the World on a Budget**

We’re all broke college students, but we can still make so many memories! Learn how to go abroad without adding too much to your student loans!

**25. CKI’s Next Gordon Ramsay**

Become CKI’s next Masterchef and learn how to cook! Sauteeing, broiling, blanching! Every culinary lesson you need is right here. All levels of experiences are welcome.

**26. Saving at the Grocery Store**

*OH SNAP!* There are so many ways to save money at the grocery store, but also things that you shouldn’t cheapen out on. Learn some tips on how to be frugal while keeping your tastes high-class.

**27. Finding a Friend**

Sometimes it can be hard to make friends while being in college. For others, making a first impression comes easier. Learn different ways to make friends when meeting people for the first time, whether you are shy or want to expand your circle of friends.

**28. Showing Your Spirit**

WE BELIEVE IN CNH! Spirit in Circle K is like a jolt of energy and makes Circle K different from any other club. Come to this workshop to learn about how you can bring the spirit back to your school!

**29. Breathe and Be Well**

It’s been a busy weekend and we all know that college is tiring. Come to this workshop to discover ways of relieving stress and relaxing your mind.

**30. Stay Woke**

As young adults, it is important for us to make sure that our voices are heard! Learn about ways to advocate for your political opinion and ways to become involved in movements.

**31. Making the Most of Your College Experience**

Want to make your experience in college more fun? Want to learn the secret to making the most out of your time in college? Learn how you can make college life more exciting and adventurous while dealing with classes as the same time.

**32. Real Talks/Circle of Discussion**

Sometimes we all just need the opportunity to sit down and talk to one another. The topic? It could be about anything of course. Lead an engaging discussion with the members in the room and make sure everyone is involved!

**33. Icebreakers**

Want to learn different icebreakers and how to run them successfully? It is a great way to break the ice during a meeting and help members grow out of their comfort zones.

**34. Healthy Living: Physical and Mental**

Everyone wants to be healthy but sometimes we don't know where to start or what we're doing wrong. Teach members how to make healthy habits a part of their daily routine. From daily exercises to giving yourself positive reinforcement, this workshop should cover all the basics of a healthy, happy lifestyle so that members can improve the way they live their life.

**35. Emotional Intelligence**

Emotional intelligence is the capability of individuals to recognize their own emotions and those of others. It is important for us as college students, leaders, and people to have the empathy to understand what others are going through and how they respond. Become a master of understanding not only the emotions of others and how to respond to them, but also how to understand your own emotions.

**36. How to Balance Academics and CKI**

Sacrificed sleep to study because you were too busy planning a CKI event or attending one? Or perhaps you worked on your essay so long you forgot to send in the Monthly Report Form? Look no further! Learn to be a straight A student and get all the service hours you can imagine.

**Your Choice**

None of the above workshops seem appealing to you? That’s okay! Feel free to come up with your own suggestion, ranging from leadership workshops to more relaxing workshops. We would love to hear your ideas.

**PANELS DESCRIPTIONS INDEX**

**PANEL GUIDELINES**

**In an attempt to host more interactive and more engaging panels at FTC, we hope that you will consider the descriptions written below.**

* As panel a host, you will be working with panel guests to format the panel session! The descriptions are intended to be guidelines, not hard expectations.
* Keep in mind that your workshop should be appropriate for your expected audience.

**PANELS**

**1. Kiwanis Family Panel**

K-Kids, Builders Club, Aktion Club, Key Club, KIWIN'S, Circle K, Kiwanis, and etc. What do all of these organizations have in common? They're all branches of Kiwanis International! Come on down as you answer the many questions of anything Kiwanis Family related!

**2. Membership Development & Education Panel**

Membership, Development, and Education. What do these words really mean? A member goes through many transitions whether it's being a new member, an older member, on board, and etc. Teach how to retain members while also educating them on what it means to be a part of our community service organization. Bring up discussion topics whether it'd be small club vs. large club, family systems, mentorship systems, etc.

**3. Member Recognition Panel**

Don’t know what MRP is or how to obtain MRP status? Want to teach clubs more ways to recognize their members? Share your knowledge and experiences through this panel!

**4. Study Abroad Panel**

Many students consider studying abroad to learn a new language, discover a new culture, and experience school in another part of the world. If you have studied abroad and you want to share your experience, this panel is for you!

**5. Transfer Panel**

Know anything about transferring schools? Provide some of advice for transferring students and how to become members of a different Circle K. Teach them how to adapt to their new environments while answering questions regarding the transfer process.

**6. Professional Career Panel**

Help! I've graduated and I don't know what I should be doing! Share your knowledge to prepare members for the real world after college! Answer questions and spread your wisdom on how to acclimatize to paying bills, finding a job, and working 9-5!

**7. Your Choice Panel**

**FINAL NOTES**

Quick Reminders:

* Applications must be sent to the following emails by **September 16th, 2018 @ 11:59 PM PST**:
  + ftc.workshops@gmail.com
  + ftc@cnhcirclek.org
* Please title the E-mail subject and application document as the following: “FirstNameLastName\_FTCWorkshops2018”

We are delighted, grateful, and exceedingly fortunate to have you apply for workshops this year! Fall Training Conference would not be possible without the help of those who volunteer their time to facilitate these workshops. Once again, thank you for your time!

***If you have any questions or comments about workshops or the application process, please do not hesitate to contact us.***

Best of Luck,

**Calvin Ly & Khoa Vinh, Co-Workshops Chairs**

ftc.workshops@gmail.com

**Cecilia Nguyen, FTC Chair**

ftc@cnhcirclek.org