**Spring Training Conference 2019**

**Workshops Application**

**Hi hello California-Nevada-Hawaii Circle K members!**

Thank you for your interest in workshops for this year’s Spring Training Conference! Spring Training Conference is an event not only meant to introduce and acquaint new board officers to their positions, but also to inspire, educate, and develop the leadership skills of Circle K members. As a workshop or panel participant, you are an essential aspect in the success of the event and in providing valuable education to our membership. These workshops and panels offer opportunities for members to seek guidance in their new respective positions, look for ways to get further involved, and develop their professional skills. We encourage every member to explore the *Staples of Leadership* by sharing your knowledge and experience with future leaders of our District.

Through this application, you can apply for one or more of the following opportunities:

* **Workshop Host** – Prepare and present information to an audience
* **Panel Host** – Facilitate questions and discussions with a group of panelists
* **Panel Guest** – Provide insight and answer questions based on experience

As you fill out this application, please keep the following details in mind:

* All workshop and panel sessions will be **forty minutes long for STC North** and **forty-five minutes long for STC South**, so please plan accordingly.
* No more than **two people** can host each workshop. If you are planning to co-host with someone, each of you must submit a separate application.
* Panels will be led by **one person** and have **three to five panel guests**.
* PowerPoint presentations are required for all workshops and panels.
* Literature is encouraged but not required and limited to one double-sided page.
* If you would like clarification about any workshop topic listed on the application, please refer to the **Workshops Descriptions Index**.

Please keep the following dates in mind as you complete this application:

* **Tuesday, March 26 at 10:00PM** – Application Due
* **Wednesday, March 27** – Interview Notifications
* **Thursday, March 28 to Wednesday, April 3** – Applicant Interviews
* **Friday, April 6** – Notification of Decisions

Thank you again for your interest in applying, and we wish you the best of luck on your application. We cannot wait to see what you want to bring to the table with this year’s Spring Training Conference.

**General Applicant Information**

***ALL APPLICANTS MUST COMPLETE THIS SECTION.***

**Name:** Click here to enter text.

**School**: Click here to enter text.

**Year:** Click here to enter text.

**Email Address:** Click here to enter text.

**Phone Number:** Click here to enter text.

**What are you applying for? (Check all that apply.)**

☐ Workshop Host

☐ Panel Host

☐ Panel Guest

**Are you applying for STC North or STC South?**

☐ STC North

☐ STC South

**Past Circle K Position(s) (if applicable):** Click here to enter text.

**Current Circle K Position(s)** **(if applicable):** Click here to enter text.

**Interview Availability**

***ALL APPLICANTS MUST COMPLETE THIS SECTION.***

In the table below, please indicate **all available** dates and times for your interview. Interviews will be conducted between the hours of **11AM – 11PM** on the days listed. Each interview is expected to last no more than 30 minutes and will be conducted via phone call. We will be contacting you with a final interview date and time by **Wednesday, March 27**, so please make sure to check your email by then to confirm your interview time. If you are not available for an interview on a certain date, please type “N/A” in the box.

*Please note that interviews may be conducted on a rolling basis, so if you submit your application before Tuesday, March 26, you may be asked to schedule an interview date earlier than the dates listed below.*

|  |  |
| --- | --- |
| **Thursday, March 28** |  |
| **Friday, March 29** |  |
| **Saturday, March 30** |  |
| **Sunday, March 31** |  |
| **Monday, April 1** |  |
| **Tuesday, April 2** |  |
| **Wednesday, April 3** |  |

**Workshop Host Preferences**

***COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO BE A WORKSHOP HOST.***

In the table below, please indicate which workshop(s) you are applying for. If you are applying for just one workshop, type “1” into the box. If you are applying for more than one workshop, rank them in order of preference with “1” being the workshop you want to host the most. There is no limit to how many workshops you apply for; however, please keep in mind that you must complete the questions as they pertain to all workshops for which you apply.

|  |  |  |  |
| --- | --- | --- | --- |
| **1 Executive Board 101** |  | **17 Promotions and Marketing** |  |
| **2 Presidents 201** |  | **18 Hosting a General Meeting** |  |
| **3 VPs of Administration 201** |  | **19 Committee Etiquette** |  |
| **4 VPs of Service 201** |  | **20 Be a Better You** |  |
| **5 Secretaries 201** |  | **21 Emotional Intelligence** |  |
| **6 Treasurers 201** |  | **22 Finding Your Leadership Style** |  |
| **7 General Member Involvement** |  | **23 Getting out of Your Comfort Zone** |  |
| **8 International Level of Circle K** |  | **24 Healthy Living, Healthy Life** |  |
| **9 Club Building and Revitalization** |  | **25 Public Speaking** |  |
| **10 Effective Event Planning** |  | **26 Life After College** |  |
| **11 Impact Teams** |  | **27 Preparing for Grad School** |  |
| **12 Graphics and Design** |  | **28 Personal Finances** |  |
| **13 Developing Club Fellowship and Spirit** |  | **29 Finding Your Strengths and Weaknesses** |  |
| **14 Managing Websites and Social Media** |  | **30 Real Talks / Circle of Discussion** |  |
| **15 Photography and Scrapbooking** |  | **31 Studying Abroad** |  |
| **16 Maximizing Summer** |  | **32 Dance** |  |
|  |  | **Other:** |  |

**IF YOU MARKED “OTHER,” PLEASE FILL OUT THE INFORMATION BELOW:**

**Workshop Name:** Click here to enter text.

**Workshop Description:** Click here to enter text.

**Why do you think this workshop is important for Spring Training Conference?**

Click here to enter text.

**Workshop Co-Host**

***COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO BE A WORKSHOP HOST.***

Please fill out the information below. If you are planning to host with someone else, remember that two separate applications must be completed.

**Do you prefer hosting alone or with a co-host?**

☐ Hosting alone

☐ With a co-host

☐ No preference

**If you are applying with a co-host already in mind, please list their info:**

**Name of Co-Host:** Click here to enter text.

**Workshop Name:** Click here to enter text.

**Check one of the following options:**

☐ I prefer hosting with someone who has more experience.

☐ I would not mind helping someone with less experience.

☐ I have no preference.

**Workshop Host Questions**

***COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO BE A WORKSHOP HOST.***

Please answer the following questions below for each of the workshops for which you are applying. Please be accurate and concise with your responses.

|  |
| --- |
| **What qualifications, knowledge, or relevant experiences (ie. past positions, jobs, internships, etc.) do you have that makes you qualified to lead the specific workshop(s) for which you have applied?** |
|  |
| **Please provide a short outline for the workshop(s) you have selected.** |
|  |
| **One issue that workshop hosts often face is the loss of audience attention due to redundancy from past District Events or a lack of engaging material. What fresh ideas will you incorporate to ensure your workshop is interactive and engaging?** |
|  |
| **Workshops allow members to grow personally and develop their skills. What do you want members to gain by attending your workshop(s)? In other words, what is the “take-home message” for your workshop(s)?** |
|  |
| **Is there any other relevant information that you would like to add to your application? If not, please type “N/A” in the box below.** |
|  |

**Panel Host Preferences**

***COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO BE A PANEL HOST.***

In the table below, please indicate which panel(s) you are applying for. If you are applying for just one panel, type “1” into the box. If you are applying for more than one panel, rank them in order of preference with “1” being the panel you want to host the most. There is no limit to how many panels you apply for; however, please keep in mind that you must complete the questions as they pertain to all panels for which you apply.

|  |  |  |  |
| --- | --- | --- | --- |
| **1 Appointed Board 101** |  | **5 Effective Recruitment and Retention** |  |
| **2 Service** |  | **6 Large Clubs** |  |
| **3 Fundraising** |  | **7 Developing/New Clubs** |  |
| **4 Kiwanis Family Relations** |  | **8 District Committees** |  |
|  |  | **Other:** |  |

**IF YOU MARKED “OTHER” PLEASE FILL OUT THE INFORMATION BELOW:**

**Panel Name:** Click here to enter text.

**Panel Description:** Click here to enter text.

**Why do you think this panel is important for Spring Training Conference?**

Click here to enter text.

**Panel Host Questions**

***COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO BE A PANEL HOST.***

Please answer the following questions below as they pertain to all panels for which you are applying. Please be accurate and concise with your responses.

|  |
| --- |
| **What qualifications, knowledge, or relevant experiences (ie. past positions, jobs, internships, etc.) do you have that makes you qualified to lead the specific panel(s) for which you have applied?** |
|  |
| **How will you keep your audience engaged for the entirety of the panel and assure members’ questions are being properly answered and prioritized, while refraining from being repetitive throughout the session?** |
|  |
| **Provide a list of FIVE to TEN questions that would allow you to create a meaningful discussion that encourages panel guests and audience members to examine the topic on a deeper level.** |
|  |
| **Please describe the qualities of your ideal group of panel guests, and discuss how you plan to work closely with them to ensure effective communication.**  ***If you have panel guests already in mind, please list their names and their qualifications below, and have them submit a Panel Guest Application*.** |
|  |
| **Is there any other relevant information that you would like to add to your application? If not, please type “N/A” in the box below.** |
|  |

**Panel Guest Preferences**

***COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO BE A PANEL GUEST.***

In the table below, please indicate which panel(s) you are applying for. If you are applying for just one panel, type “1” into the box. If you are applying for more than one panel, rank them in order of preference with “1” being the panel you want to be a guest for the most. There is no limit to how many panels you apply for; however, please keep in mind that you must complete the questions as they pertain to all panels for which you apply.

|  |  |  |  |
| --- | --- | --- | --- |
| **1 Appointed Board 101** |  | **5 Effective Recruitment and Retention** |  |
| **2 Service** |  | **6 Large Clubs** |  |
| **3 Fundraising** |  | **7 Developing/New Clubs** |  |
| **4 Kiwanis Family Relations** |  | **8 District Committees** |  |
|  |  | **Other:** |  |

**IF YOU MARKED “OTHER” PLEASE FILL OUT THE INFORMATION BELOW:**

**Panel Name:** Click here to enter text.

**Panel Description:** Click here to enter text.

**Why do you think this panel is important for Spring Training Conference?**

Click here to enter text.

**Panel Guest Questions**

***COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO BE A PANEL GUEST.***

Please answer the following questions below as they pertain to all panels for which you are applying. Please be accurate and concise with your responses.

|  |
| --- |
| **What qualifications, knowledge, or relevant experiences (ie. past positions, jobs, internships, etc.) do you have that makes you qualified to serve on the specific panel(s) for which you have applied?** |
|  |
| **How will you work with the panel host and other guests to ensure that your panel is effective and meaningful?** |
|  |
| **Please list FIVE insightful questions regarding the panel(s) for which you applied and provide answers for these questions based off your experience and knowledge.** |
|  |
| **Is there any other relevant information that you would like to add to your application? If not, please type “N/A” in the box below.** |
|  |

**WORKSHOPS/PANELS DESCRIPTIONS INDEX**

In an attempt to provide more meaningful and engaging workshops at STC, we hope you will consider the workshop and panel descriptions written below. As a workshop host, you are free to design the workshop however you like. The descriptions below are intended to serve as guidelines, not hard expectations. However, please keep in mind that your workshop should be appropriate for your expected audience.

If there is still confusion regarding any workshop topic, please feel free to contact the workshops chairs for further clarification.

**WORKSHOPS**

1. **Executive Board 101**

Serving on your home club’s executive board can be intimidating. Along with three to four other individuals, y’all are in charge of managing your appointed board, serving your general membership, and facilitating the behind-the-scenes work of the club. It can be a difficult role to have, but help educate incoming board members about tips and tricks on how to have a smooth and enjoyable term!

1. **Presidents 201**

As the face of a club, presidents hold a large responsibility throughout their term, and they face numerous expectations. Have any experience navigating your way in this position and want to make sure that the presidents for the next term are prepared? Educate the new presidents of the term what their role entails, and how they can best lead their respective home club!

1. **Vice Presidents of Administration 201**

As a Vice President of Administration, you have definitely served as the backbone of the club! You may have even stepped in to take responsibility of the club at some point. Teach new VPAs about their role in strengthening their board and their club, and the responsibilities and duties that are expected of them.

1. **Vice Presidents of Service 201**

Service is the foundation of our organization, and your role as your club’s Vice President of Service is integral in ensuring that service is a strong component of the general member experience! Share your experiences as VPS with incoming officers in order to inform them about their responsibilities and common obstacles that come with the job.

1. **Secretaries 201**

From working behind the scenes on the Monthly Report Forms to writing down minutes during general and board meetings, your duties as a secretary are important for your club because you are documenting everything the club does. Educate new secretaries on how to prepare themselves for their term by talking about experiences that they may encounter. Topics you can cover range from Monthly Report Forms to different systems of collecting CERFs and so much more.

1. **Treasurers 201**

Treasurers are integral to the smooth functioning of a club, from planning the budget to managing reimbursements and purchases. Share how you handled your term as a treasurer and teach the new treasurers of the term what they can do for their home club during the upcoming year!

1. **General Member Involvement**

General members are the backbone of Circle K, and they play an important role in all of our service projects, fundraisers, socials, and leadership opportunities. Teach other members about the different roles they can play in their home club and how they can maximize their experience as a general member in this organization!

1. **International Level of Circle K**

Beyond the home club, division, and district levels, there is also the international level of Circle K. Have some experience on the international level? Share your knowledge with members about getting involved with the “I” of “CKI” and how this organization functions across the globe. The topics you can discuss range from international committees to our preferred charities and partners and much more!

1. **Club Building and Revitalization**

It can definitely be a daunting task to build or rebuild your home club. Teach other members about effective strategies in order to create a solid foundation for their club. Topics you can discuss include completing chartering/rechartering paperwork, working with your campus/school, establishing good relations with your sponsoring Kiwanis club for support, and building your membership.

1. **Effective Event Planning**

Planning an event can be a difficult process -- from socials to fundraisers to service projects, there are a lot of logistics and details that you have to iron out and take into consideration when putting together an event. Share tips and tricks with other members on how to successfully and effectively chair and execute an event!

1. **Impact Teams**

Impact teams consist solely of general members who collaborate in order to plan and execute a service project of their choosing. They are a great way for general members to take a leadership role in their home club. If you have some experience creating and developing impact teams for your home club, teach other members around the district how they can use impact teams to get more involved in their club while doing some service!

1. **Graphics and Design**

An effective and successful way to promote and market a club and organization is by establishing a good external image through graphics. However, it can be daunting to begin designing if you have no prior experience. Teach other members how they can get started with designing their own graphics to help promote their club and events!

1. **Developing Club Fellowship and Spirit**

As one of Circle K’s three tenets, fellowship is an important aspect of every club because it is how members meet and bond with other individuals. Share your knowledge on how to increase and strengthen your home club’s sense of fellowship and spirit in order to enhance the member experience. Topics you can discuss include social ideas, icebreakers, team-building activities, and cheers.

1. **Managing Websites and Social Media**

In the digital age now, a lot of information is disseminated through the Internet. Educate other members on how to build and maintain a website, whether that be for a personal blog r their home club website, as well as using their club’s social media accounts as a means to inform members about upcoming events and announcements.

1. **Photography and Scrapbooking**

A great way to remember all the memories you and your members have made with your home club and division is through taking pictures and creating scrapbooks. Take this opportunity to share with members your experiences with capturing moments through photography in Circle K and even encourage them to make their own scrapbooks to record all their memories!

1. **Maximizing Summer**

Summer is a time when clubs may lack member participation or events. It is often challenging for clubs to ensure that their members are given an excellent experience of Circle K during this slower and less busy period of time. Give other members tips and advice on how to keep their club membership strong during this season!

1. **Promotions and Marketing**

An important aspect of an event’s success is how it is marketed and advertised to not only members within the club, but also to other students on campus, local communities, and outside organizations. Share advice with members on how they can effectively promote their club and their events in order to ensure their success. Additionally, take this chance to explain the importance of graphic standards when developing an online presence for your club and the organization!

1. **Hosting a General Meeting**

General meetings are an integral aspect of a club in reaching out to members, advertising events, and providing important club announcements and updates. However, it can be difficult to keep meetings refreshing and engaging for members. If you’ve hosted general meetings in the past as a board member, share your experiences and any advice you may have for new officers so that they can provide their home club with fresh and exciting general meetings!

1. **Committee Etiquette**

Committees play an important role in event planning and provide valuable teamwork experience. However, working in a committee has its own obstacles, especially when there are a multitude of different personalities and communication styles on one committee. Educate members on effective ways to communicate and collaborate with committee members!

1. **Be a Better You**

As we go through life, we often develop a better sense of self and identity. It is definitely useful to gain an understanding of what your dominant personality traits are, as it will help you in your interactions with people and in knowing your own capabilities and potential. Discuss different types of personality tests, such as the Myers-Briggs test, the True Colors test, and the DISC test, that members can use to help them develop a clearer understanding of who they are.

1. **Emotional Intelligence**

Being mindful and aware of your emotions is a difficult skill to learn, but being able to do so will help you with your interpersonal relationships in the future. Teach other members how they can learn to identify, manage, and express their emotions in a healthy and productive way!

1. **Finding Your Leadership Style**

There are many different types of leaders and consequently, many different ways to lead. Finding your own style of leadership can be challenging but it is important to do so in order to serve as an effective leader, whether that be in Circle K, in your career, or in any endeavor you wish to pursue. Discuss the various types of leadership there are, and show members that there is more than one way to serve as a leader.

1. **Getting Out of Your Comfort Zone**

One effective way of challenging and developing yourself is by getting out of your comfort zone and exploring new experiences. Encourage other members to branch out by sharing tips and tricks on how they can take small steps in stepping out of their comfort zone and trying new things can broaden their horizons!

1. **Healthy Living, Healthy Life**

Anyone can improve their lifestyle by changing their unhealthy habits into healthy habits at any given moment, even busy and stressed college students. All you have to do is believe that you can and be willing to put in the work. Teach other members how they can become more mindful of their health and develop a more healthful lifestyle!

1. **Public Speaking**

Did you know roughly 10% of the American population is terrified of public speaking? This may seem like a small number, but many of us out there definitely struggle with talking in front of crowds and large audiences. However, this is a useful life skill to have, especially when going forward in one’s career. If you have experience with public speaking, teach members on how they can present themselves and speak confidently in front of others!

1. **Life After College**

It can be daunting and challenging to think about post-grad life, but it’s a natural part of growing up, and it can lead to even more incredible opportunities for you! Share your own personal experiences and advice with other members on how they can prepare for life after graduating, and on the many different paths they can take.

1. **Preparing for Grad School**

Believe it or not, there’s more school beyond your undergraduate career! Teach members how they can continue their education by pursuing graduate school, and share tips and tricks for how to prepare for this next challenge, such as applying for grad school, preparing to take the GRE, and paying for higher education.

1. **Personal Finances**

Being a college student often comes with taking on the responsibility of managing your own finances, especially if you have a job. It is definitely very important at this time to begin building your credit, open your own bank account, and learn how to file your taxes. Educate members on how they can take a more active role in their personal finances to prepare themselves for the future.

1. **Finding Your Strengths and Weaknesses**

Being self-aware is definitely an important skill to have, not only in one’s social life but also in one’s career and professional life. Knowing your strengths will help you work effectively, and knowing your weaknesses will allow you to develop yourself in a variety of ways. Share with members any experiences you have with looking for one’s strengths and weaknesses, and how both can be used in your life to make the most of your professional and social situations!

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

In the hustle and bustle that is the undergraduate student experience, it can be difficult to find a safe space to release your thoughts and share your experiences with others. It can be even more challenging to feel like you belong or to find the comfort you need. Take this opportunity to lead a heartfelt discussion with other members about their own personal experiences in order to show that they are not alone.

1. **Studying Abroad**

College is definitely a time to gain new experiences and explore your horizons. Studying abroad is a great opportunity offered in college that many students don’t take advantage of. If you’ve studied abroad before, share your experience with members! You can discuss applying to study abroad programs, dealing with homesickness, paying for this experience, and much more.

1. **Dance**

Have a passion for dance? Come teach other members how they can destress through dance, whether it be through hip hop, K-pop, ballroom dancing, or other dance styles you may enjoy!

**PANELS**

1. **Appointed Board 101**

Appointed board members play a vital role to the functioning of a club. Educate the district on the importance of the appointed board and what being a board member entails! You can discuss the many experiences you had while you were on appointed board, such as your duties in planning events, chairing your own committee, creating connections within the club and outside organizations, working as a team with your board members, and much more!

1. **Service**

As everyone’s favorite tenet, service definitely plays an integral role in every club. However, it is not without its own obstacles and challenges. Use this opportunity to discuss common obstacles that one can face when it comes to service and how to overcome them. Topics you can discuss include organizing transportation, finding service projects, communicating with external organizations, defining impactful service, and having tabletop service.

1. **Fundraising**

Fundraising -- whether charitable or administrative -- is definitely not an easy task. But don't break your piggy banks just yet -- you can hit the jackpot by planning unique and memorable fundraisers for members to enjoy. Take this chance to share fundraising strategies and ideas with other members to assist them with their fundraising endeavors in the coming term!

1. **Kiwanis Family Relations**

As the collegiate branch of Kiwanis, strengthening your home club’s Kiwanis Family relations is important. Teach members about the variety of established Kiwanis family programs they can bring back to their home club, as well as the unique events and approaches that tailor towards their club's needs. You can lead the change this term and leave an impact in your Kiwanis Family!

1. **Effective Recruitment and Retention**

A very common challenge many clubs face is the question of not only how to encourage members to join Circle K, but also how to encourage them to stay. If you have any experience with the member experience, particularly with recruitment and retention strategies, whether you come from a small or large school, share your experience and knowledge with the district!

1. **Large Clubs**

Although large clubs are often well-established, they are not without their own obstacles and challenges. Teach other members from large clubs how they can tackle these hurdles and overcome them! Topics you can discuss include managing transportation, using effective retention tactics, creating intimate fellowship settings amongst large groups of people, and much more!

1. **Developing/New Clubs**

Size definitely does not matter -- what does matter is the quality of the member experience. If you come from a smaller club, share your experiences and knowledge with other members to assist them with creating a memorable experience for their members and with developing a strong foundation for their home club.

1. **District Committees**

District committees are an amazing way to get involved with Circle K beyond your home club level. Educate members about the ten district committees that CNH has and what role each one plays in the district, as well as inform them about the application process and how to get involved!

**YOUR CHOICE WORKSHOP/PANEL**

Have an idea for a workshop or a panel that isn’t listed above? Let us know! We would love to hear all of your lovely ideas and suggestions.

**CONGRATULATIONS!**

**YOU HAVE REACHED THE END OF THE WORKSHOP APPLICATION.**



**Submission Instructions:**

Please save your completed workshop application in **PDF format** with the application file and e-mail subject line in the following manner:

**STC\_WORKSHOPS2019\_FirstNameLastName**

**(e.g. STC\_WORKSHOPS2019\_HarryPotter)**

You may add attachments (presentation, agendas, literature, outlines, etc.) to your application if you feel it is necessary to better elaborate all your ideas. Please keep in mind that this is optional and will not affect your application if you choose not to send any attachments.

Once finished, please email your completed application to the respective regional STC Chair and Workshop Chairs (see below for more information).

**ALL WORKSHOP APPLICATIONS MUST BE SUBMITTED BY**

**10:00PM PST ON TUESDAY, MARCH 26 VIA EMAIL**

**TO THE RESPECTIVE STC CHAIR AND WORKSHOP CHAIRS.**

**STC NORTH:**

Cecilia Nguyen

STC North Chair

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Nathan Wong

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Thank you again for taking the time to apply for STC Workshops. We look forward to reading all of your lovely ideas, and we wish you the best of luck!

*With service, leadership, and fellowship,*

**Spring Training Conference North and South Committees**