**FALL TRAINING CONFERENCE 2017**

**Workshops Application**

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

Dear Workshops Applicant,

Thank you for your interest in workshops for this year's Fall Training Conference! Workshops serve as key components in our member's success. Without workshop applicants such as yourself, 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 as 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 17th, 2017 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\_FTCWorkshops2017”

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,

**Alondra Covarrubias & Andrea Famularcano, Co-Workshops Chairs**

ftc.workshops@gmail.com

**WORKSHOPS PROCESS AND TIMELINE**

* *Applications Due:* September 17th @ 11:59PM PST
* *Applicant Interviews:* September 18th – 22nd
* *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 Online Q&A with Chairs:* October 1st – 22nd
* *Fall Training Conference:* November 3rd – 5th

**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 phone call. Each interview lasts 15-30 minutes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday,**  **09/18** | **Tuesday,**  **09/19** | **Wednesday,**  **09/20** | **Thursday,**  **09/21** | **Friday,**  **09/22** |
| 9:00am | 9:00am | 9:00am | 9:00am | 9:00am |
| 9:30am | 9:30am | 9:30am | 9:30am | 9:30am |
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| 11:00pm | 11:00pm | 11:00pm | 11:00pm | 11:00pm |

**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 General Member Involvement |  | 7 How to Host a Social |  |
| 2 Building Teamwork |  | 8 How to Plan a Successful Event |  |
| 3 Public Relations |  | 9 CKI on the International Level |  |
| 4 Running for Office |  | 1 0 Executive Board 101 |  |
| 5 District Service Initiative/International Service Initiative |  | 1 1 CKI 101 |  |
| 6 Applying for Board |  | 12 District Fundraising Initiatives |  |
|  |  | Other: Click here to enter text. |  |

**Professional/ Career-Related Workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| 13 Preparing for Graduate School |  | 19 Dining Etiquette |  |
| 14 Network Your Way Up |  | 20 How to Sell Your Circle K Experience |  |
| 15 Preparing for an Interview |  | 21 Post-College Personal/Professional Life |  |
| 16 Public Speaking |  | 22 Learning Your Leadership Style |  |
| 17 Graphic Design |  | 2 3 Writing a Winning Resume/LinkedIn Profile |  |
| 18 How to Deal With Stress |  | Other: Click here to enter text. |  |

**Entertaining/ Self-Development Workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| 24 K-Pop Dance |  | 3 1College Hacks |  |
| 25 How to Survive a Zombie Apocalypse |  | 32 Real Talks/Circle of Discussion |  |
| 26 How to Sift Through Fake News |  | 33 Icebreakers |  |
| 2 7 Ballroom Dance |  | 34 Healthy Living (Physical and Mental) |  |
| 28 Finding a Friend |  | 35 Self-Defense |  |
| 29 Building Confidence and Self-Esteem |  | 36 Reading Between the Lines |  |
| 30 Alien Life Forms: Is There Life Outside Earth |  | 37 How to Survive in the Wild |  |
|  |  | 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 members? Please include how you would make it meaningful to both returning and new members. |
|  |
| 3) This year we are aiming to have workshops be more interactive for the members. It is important that you effectively communicate this information with your audience. What are some ideas you have for your workshop(s) in order to actively engage the 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 each.** |
|  |

**------------------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 |  | 5 Transfer Panel |  |
| 2 Membership Development & Education/Recruitment and Retention Panel |  | 6 Professional Career Panel |  |
| 3 Member Recognition Panel |  |  |  |
| 4 Study Abroad 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 to be an expert in the topic and to be qualified to be a panel guest. |
|  |
| 2) Because the panel will includes lots of 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.** **General Member Involvement**

At some point in their Circle K lives, everyone has been a general member. Teach new and old members 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 Teamwork**

As fellowship is one of the three tenets, it is important to be able to work well with others, but 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. Public Relations**

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. Running for Office**

Thinking about taking on a leadership position in the future? Whether it is executive board, or district position, there are a wide variety of tips and helpful speech practices that can be learned. From learning specifics of interacting with different members to learning what the position entails, this workshop will be extremely helpful in assisting members to take the initiative for a leadership position.

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

Service is not only one of Circle K’s three tenets but it also the core of what Circle K stands for. With personal health 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. Applying for Board**

Thinking about applying for board? There are a wide variety of tips and helpful application and interview processes that can be learned. From learning specifics of interacting with different members to learning what the position entails, this workshop will be extremely helpful in assisting members to take the initiative for a leadership position.

**7. How to Host 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. CKI 101**

Want to teach new Circle K members about beginning their Circle K journey? This workshop is meant to focus on new members and teach them the basics of what Circle K is all about!

**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? Is that how you want an interview to go? 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. Dining Etiquette**

Impress your date or dinner guests with knowing the proper etiquette for fine dining. All that extra silverware may seem complicated, but after this workshop you’ll be the classiest person at the dinner table.

**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.

**23. Writing a Winning Resume/LinkedIn Profile**

This workshop is intended to cover all aspects of a well-crafted resume and LinkedIn profile to assist members in covering their strengths and building their network. Besides teaching members about appropriate content for a resume or LinkedIn, we hope to include ways to incorporate Circle K experience (i.e. board or leadership positions) to help bolster their resume or LinkedIn account.

**Entertaining/ Self-Development Workshops**

**24. K-Pop Dance**

Ever wanted to learn how to dance like your favorite K-Pop artists? Not familiar with the style of music but curious to know? Come learn how to dance to K-Pop songs with your friends and become familiar with this style of music.

**25. How to Survive a Zombie Apocalypse**

Do you wake up in a cold sweat, thinking to yourself if a zombie apocalypse right now I would not be prepared. Fear not come to this workshop to ease your worries.

**26. How to Sift Through Fake News**

There are many real world examples, especially in recent times, of fake news that spread faster than real news. Join us for a workshop on how to distinguish alternative facts from the truth.

**27. Ballroom Dance**

Whether you consider yourself athletic or notl, ballroom dancing is a great way to exercise without feeling like you're working out and you get to meet new people. From waltz to tango, it feels like every muscle in your body is working while you’re simultaneously socializing!

**28. 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.

**29. Building Confidence and Self-Esteem**

Are you shy and a little bit hesitant to speak in front of others or share your opinion? This workshop is meant to support those who want to build their self-esteem, embrace strengths and skills, and learn how to build their confidence in themselves.

**30. Alien Lifeforms: Is There Life Outside Earth**

Do you believe in aliens? Yes? No? Do you have your own conspiracies as to whether or not there have been encounters with extraterrestrials? Either way come out to join us as we discuss the possibility of life outside Earth while staring into the vastness of the universe.

**31. College Hacks**

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. Self-Defense**

Ever wanted to learn how to protect yourself and learn some type of martial art? Not being prepared is preparing for disaster. Teach members ways to defend themselves in unfavorable circumstances. It is recommended for you to have taken an actual class to teach everyone else your techniques! Well, here’s your chance to teach members your self-defense lessons.

**36. Reading Between the Lines**

Men and women can speak very different languages when it comes to love and relationships. You meet someone, they catch your eye, you become friends, and the next question is this: are they interested? With exploring a developing relationship comes the discussion of whether or not the feelings are mutual and the actions are consensual. Learn how to interpret the signs, or recognize when there are none, through this workshop.

**37. How to Survive in the Wild**

Do you ever wonder if you have what it takes to survive in the wilderness? Come learn some tricks that may save your life one day. If you want to become the Bear Grylls of your generation, this workshop is for you!

**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 whether it'd be the UCs, CSUs, and etc? Want to provide members a smooth transition period? Do you know a thing about being a transfer and joining a new Circle K? Teach members 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 help these members prepare for the real world after college! Help answer these questions to help our members of CNH and spread your wisdom on how one can enter the real world.

**7. Your Choice Panel**

**FINAL NOTES**

Quick Reminders:

* Applications must be sent to the following emails by **September 17th, 2017 @ 11:59 PM PST**:
  + ftc.workshops@gmail.com
  + ftc@cnhcirclek.org
* Please title the E-mail subject and application document as the following: “FirstNameLastName\_FTCWorkshops2017”

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,

**Alondra Covarrubias & Andrea Famularcano, Co-Workshops Chairs**

ftc.workshops@gmail.com

**Lindon Tran, FTC Chair**

ftc@cnhcirclek.org