**FALL TRAINING CONFERENCE 2016**

**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 18th, 2016 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\_FTCWorkshops2016”

If you have any questions, please do not hesitate to contact one of the workshop chairs.

Sincerely,

**Andrea Seet & Roberto Ruiz, Co-Workshops Chairs**

ftc.workshops@gmail.com

**WORKSHOPS PROCESS AND TIMELINE**

* *Applications Due:* September 18th @ 11:59PM PST
* *Applicant Interviews:* September 24th – 28th
* *Announcement of Workshop Hosts:* October 2nd
* *First Draft of Literature/Presentation & Second Draft of Outline Due*: October 9th
* *Revision Period/Group Meetings:* October 10th – 19th
* *Final Literature/Presentation/Outline Due*: October 21st
* *Fall Training Conference*: November 4th – 6th

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Saturday,**  **09/24** | **Sunday,**  **09/25** | **Monday,**  **09/26** | **Tuesday,**  **09/27** | **Wednesday,**  **09/28** |
| 8:00am | 8:00am | 8:00am | 8:00am | 8:00am |
| 8:30am | 8:30am | 8:30am | 8:30am | 8:30am |
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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. 1 Executive Board 101 |  | 7 Running for Office |  |
| 1. 2 District Fundraising Initiatives |  | 8 International CKI 101 |  |
| 1. 3 General Member Involvement |  | 9 Membership Recruitment and Retention |  |
| 1. 4 Historian Workshop: How to Involve Members |  | 10 CKI 101 |  |
| 1. 5 Building Teamwork |  |  |  |
| 1. 6 How to Host a Social |  | Other: |  |

**Professional/ Career-Related Workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| 11 Preparing for an Interview |  | 17 Public Speaking |  |
| 12 How to Design Your Own Presentation or Website |  | 18 Transfer Workshop |  |
| 13 Creating a Convincing LinkedIn |  |  |  |
| 14 Building Self-Esteem and Confidence |  |  |  |
| 15 Learning What Kind of Leader You Are |  |  |  |
| 16 Preparing for Graduate School |  | Other: |  |

**Entertaining/ Interactive Workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| 19 Tropical Theme |  | 26 Real Talks |  |
| 20 Stress Relief |  |  |  |
| 21 Cooking on a Budget 101 |  |  |  |
| 22 Getting Fit Through Yoga and Exercise |  |  |  |
| 23 Self-Defense |  |  |  |
| 24 The History of... |  |  |  |
| 25 Money Management |  | Other: |  |

**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 (#1-5).
* If you did **not** mark “Other”, answer every question except for #3.

|  |
| --- |
| 1) As a workshop host, you are responsible for obtaining and sharing information about your topic. It is also important that you effectively communicate this information with your audience. Please discuss any relevant experiences (positions, coursework, employment, volunteer work), 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) 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. |
|  |
| 4) Please includethe outline(s)of the presentation(s) for each of the workshops you have selected in the space below. |
|  |
| 5) 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 Networking Panel |  |
| 2 Professional Career Panel |  | 5 Study Abroad Panel |  |
| 3 College Majors Panel |  | Other: |  |

**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 10-15 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. If you marked “Other”, 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 Networking Panel |  |
| 2 Professional Career Panel |  | 5 Study Abroad Panel |  |
| 3 College Majors Panel |  |  |  |

**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? |
|  |
| 4) What experience do you have in relation to the panel you are applying for? |
|  |

**-------------------------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. 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.

**2. 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, UNICEF, and Kiwanis Family House? Where does the money we raise go?

**3.** **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!

**4.** **Historian Workshop: How to Involve Members in Scrapbooking and Photography**

Scrapbooking is an important part of Circle K tradition and it keeps track of the amazing accomplishments which clubs have done over the year! Teach members how to prepare their scrapbook for District Convention and give insight on the best ways to showcase their club theme and involvement! This workshop includes learning to involve your club’s members in participating to make the scrapbook as well as giving photography tips to provide the best photos for the scrapbook!

**5. 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!

**6. 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!

**7. Running for Office**

Thinking about taking on a leadership position in the future? Whether it is an appointed board, 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.

**8. International CKI 101**

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.

**9. Membership Recruitment and Retention**

Do you have great ideas on how to get new members to join your home club? This workshop will help teach other members to recruit more members by sharing their love service! As a workshop host, you can teach members tips on only focusing on returning members!

**10. 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!

**Professional/Career-Related**

**11. 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.

**12. How to Design Your Own Presentation or Website**

Most of us know how to make powerpoints using templates and the basics of what color text is easily readable. If you have graphic designs skills or a knack for making presentations or websites, lead this helpful workshop!

**13. Creating a Convincing LinkedIn**

In our day and age, LinkedIn is one of the best tools to stay connected with professionals and businesses. This workshop is intended to cover all aspects of LinkedIn to assist members in building their network. Besides teaching members about appropriate content for LinkedIn, we hope to include ways to incorporate Circle K experience (i.e. board or leadership positions) to help bolster their LinkedIn account.

**14. Building Self-esteem and Confidence**

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

**15. Learning What Kind of Leader You Are**

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.

**16. 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!

**17. 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.

**18.** **Transfer Workshop**

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.

**Entertaining/Maintaining Your Wellness Workshops**

**19. Tropical Theme**

Since our FTC theme is tropical, we would like a workshop host to lead members in a tropical-related topic such as hula-dancing.

**20. Stress Relief**

We all know college is a stressful time of our life especially as we are balancing academic life, social life, and sleep! Teach members your favorite methods of coping with stress!

**21. Cooking on a Budget 101**

Ran out of meal points or have to start cooking in your new apartment? This is your chance to teach methods on how to save money when buying groceries and maximize the different recipes you can make before your food spoils! Feel free to teach special home cooked recipes!

**22. Getting Fit Through Yoga and Exercise**

Teach CNH member yoga exercises or ab workouts that can get the energy pumping at FTC! Exercise is a vital component of maintaining your well-being!

**23. 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.

**24. The History of …**

Do you have an interesting hobby or topic that you love and would like to share with CNH members? This is your opportunity to show your insight and expertise on a subject that people will be more knowledgeable about after attending the workshop. Some examples of topics are the history of hip-hop or the rise of Disney movies?

**25. Money Management**

Having trouble saving money in college? Maybe it’s tough to not splurge on that new IPhone or you find that your boba receipts are adding up quickly. Find out how to manage your money with helpful tips and ways to tell if you really need to make a purchase.

**26. Real Talks**

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!

**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 and sail the ships as you answer the many questions of anything Kiwanis Family related!

**2. 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.

**3. College Majors Panel**

Do you have an interesting major at college that you want to share with CNH members? Lend your internship advice and your study tips for your major to allow freshmen to explore different majors. You may possibly help someone decide their future major!

**4. Networking Panel**

Knowing what to expect from Kiwanians and members who have jobs and internships who have already been in the workplace can be a helpful way to transition to finding jobs.

**5. 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!

**6. Your Choice Panel**

**FINAL NOTES**

Quick Reminders:

* Applications must be sent to the following emails by **September 18th, 2016 @ 11:59 PM PST**:
  + ftc.workshops@gmail.com
  + ftc@cnhcirclek.org
* Please title the E-mail subject and application document as the following: “FirstNameLastName\_FTCWorkshops2016”

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,

**Andrea Seet & Roberto Ruiz, FTC Co-Workshops Chairs**

ftc.workshops@gmail.com

**Claire Lee, Fall Training Conference Chair**

ftc@cnhcirclek.org