



## District Convention Chair Application | 2019-2020

**Please read the information and directions on the right!**

### TERMS & CONDITIONS:

By submitting this application, I agree to fulfill the terms and conditions stated in the CNH District Leadership Team Service Agreement 2019-2020. This service agreement can be found on the CyberKey.

### REGISTER:

Go to the CyberKey, go to "Member" section, then go to "Special Applications and Contests," and register as a candidate for this position.

### APPLICATION OVERVIEW:

#### IDENTIFY THE POSITIONS

In your application, please specify the following on your first page:

- Full Name
- Club, Division, Region, Graduation Year
- Any Current Position (serving for the 2019-2020 term)
- Cell Phone Number & Text Capability | Home Phone Number
- Email

#### INTERNATIONAL CONVENTION

Although highly recommended, ICON attendance is not required. Will you be attending?

#### PROGRAMS & SKILLS

Identify the programs on your computer that you know how to use and your skill level.

#### PERSONAL REFERENCES

Please provide three personal references to be used for final recommendation purposes.

#### PROMPTS

1. Why are you applying for this position? Explain.
2. What leadership positions have you held in the past that will help you serve as a competent committee chair for the CNH district? Please describe your responsibilities in these positions and how you feel they have contributed to your leadership development.
3. District Convention is a large-scale event. What experience do you have with large-scale event planning? Please provide up to 2 examples of large-scale events or projects that you planned. These examples should include how you coordinated with others, your registration process, any logistical planning, and safety/security for that event.
4. Every year there are a significant number of clubs that do not register for convention correctly such as not listing a chaperone, submitting incorrect payment, or not having their chaperone submit their background check timely. What steps would you take to reduce the number of problem registrations?
5. What are the past District Conventions that you attended? What is your assessment of each convention that you attended? In your assessment, please provide specific information on registration, workshops, general sessions, evening activities, and elections process. Indicate any weaknesses/problems that you have witnessed and how you plan on addressing them.
6. What are your plans to increase attendance at District Convention 2020?
7. District Convention is an event that many members across the CNH District do not feel like they are able to afford to attend. What are some ways in which you will help clubs proactively fundraise for the cost?
8. What previous experiences do you have with planning for DCON for your respective club/division? What were the processes for registration (members, SAAs, delegates) and hotel? Please describe the extent of your knowledge and understanding of the CNH District Convention in detail.

### DESCRIPTION

The District Convention Chair is responsible for overseeing the planning and implementation of the largest Key Club event of the year. District Convention will be held in Reno, Nevada from March 13-15th, 2020 for the general membership and March 12th-15th, 2020 for both the outgoing and incoming CNH Boards. Please check the CyberKey for the release of the convention theme. (Service Is Out There!)

Before applying for this position, please ensure that you will be able to attend all Board training conferences and meetings.

### DIRECTIONS

You must PDF your document with all the personal information and answers to the prompts requested on the application.

File name: DCON\_YourName

### PERSONAL REFERENCES

You are required to provide only three personal references, not letters. You need to provide their names, position, phone and email.

1. Adult (Faculty, Kiwanis, Region Advisor)
2. Club Leader
3. Division or District Leader

### DEADLINE

The application is due by Saturday, May 4th, 2019 by 6:00 P.M.  
**No exceptions**

### SUBMISSION

File name: DCON\_YourName

Email to: cnhkc.app@gmail.com

Subject: DCON | Your Name

### INTERVIEW

If needed, a phone interview will be requested of personal references and/or the candidates and will be conducted by the Governor.

### ONLINE REGISTRATION

IMPORTANT: Visit the CNH Cyberkey and register online as a candidate for this position.

### DISCLAIMER

Submission of this application will allow the governor to consider your application for any other position. Please keep in mind that if you are appointed, you will be required to resign from any other positions that you may hold on the club, division, or district level.

Good luck! If you have any questions, please contact the District Governor at [cnhkc.gov@gmail.com](mailto:cnhkc.gov@gmail.com).