*Please note that with this upcoming year, we will be working closer with the American Red Cross Chapter which may introduce new changes and opportunities for the club next year.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant Information | | | | | |
| Name |  | | | | |
| Email |  | | Phone |  | |
| Major |  | | Year |  | |
| Active Quarters | |  | | | |
| Additional Quarters of Active Membership | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Positions | | | | | |
| 1st Choice Position | |  | | | |
| 2nd Choice Position | |  | | | |
| Would you like to be considered for other positions that are not your 1st or 2nd choice? (Yes/No) | | | | |  |

### General Questions

All applicants, regardless of position choices, must complete the following questions before submitting your application. Answer the following questions using as much space as needed. **Please answer all of the questions in black Arial 12 point unbolded font.**

#### Why do you want to become an American Red Cross Club Board Member?

Answer here

#### What are two skills, qualities, or attributes you have that will contribute to the American Red Cross Club?

Answer here

#### Give an example of a situation where you engaged with another member to make them comfortable participating during Red Cross activities.

Answer here

#### Describe a situation where you demonstrated leadership.

Answer here

#### What activities will you be involved in next year and how many hours per week will you be dedicating to them? Please include work, school, extra-curriculars, research, and any other activities that are relevant.

Answer here

#### What is one aspect of the club that you would like to improve or focus on? What are your plans for this facet of the club next year considering that there may be a transition to an in-person format?

Answer here

### Position Specific Questions

Only answer the position-specific questions that relate to your 1st and 2nd choices. Delete all of the other position-specific questions. Answer the following questions using as much space as needed. **Please answer all of the questions in black Arial 12 point unbolded font.**

### Co-President

Applying for this position requires one year of prior American Red Cross Club Board experience AND a speech that will be addressed to the current board

1. **With the transition from online to in-person next year, there will be many new board members who have not had any in-person experience. What will you do to ensure that you can adequately support each board member and position to facilitate their transition to an in-person format?**

Answer here

1. **Throughout this past year with the online format, there have been many new problems that have arisen. What issues do you anticipate with the transition back to an in-person format? What are three major takeaways from your experience on board this past year?**

Answer here

1. **The Co-President position requires a large amount of time and dedication to the club as you will have to address the needs of our general and board members while balancing other responsibilities. Give two examples of how you have gone above and beyond in your previous board position(s) and how this will help you fulfill those demands.**

Answer here

1. **As with any leadership position, identifying one’s weaknesses and actively addressing them is necessary to ensure success in this position and for the club. What are the weaknesses that affected your work this past year on board? Please share two scenarios where these weaknesses affected your work on board and how identifying these weaknesses will help you next year.**

Answer here

1. **This past year, one of the club’s main focuses has been creating an inclusive environment that meets all of our members’ demands. What steps will you take to promote an inclusive atmosphere that keeps our members’ interests at heart?**

Answer here

### Secretary

Applying for this position requires one year of prior American Red Cross Club Board experience

1. **Since Secretary is one of the few roles on board that require a year of experience, how will you apply your previous year of board experience into this position? What have you learned from your current position and board experience that will help you excel in the role of Secretary and as a returning board member?**

Answer here

1. **Suppose you receive this email during Week 3 of Winter Quarter. Please draft a response to the email.**

**“Hi!**

**I’m interested in joining the Red Cross Club, and I want to learn how I can become a member. Is it too late to join?**

**Thanks,**

**Alex”**

Answer here

### 

### Treasurer

Applying for this position requires one year of prior American Red Cross Club Board experience

1. **The Treasurer position is one of the only positions that requires you to serve on board for at least one year. What have you done that has gone above and beyond, and how do you think these actions will make you a more successful treasurer?**

Answer here

#### Every event and social, you will need to create a budget that gives positions enough money to plan their event without costing the club too much. Assume you are creating a budget for Charity Gala. After looking at the budget for 2019-2020, you notice that Externals sold out all 60 tickets and received a total budget of $150. They received $100 from SPFB and a budget of $50 from last year’s treasurer. Last year they used this $150 to purchase all of the decorations (tablecloths, balloons, centerpieces, etc.), dining items (utensils, cups, etc.), and food for the event. Only 25% of the SPFB budget ($25) is allowed to be used on food. Externals secured an extra $100 in food through donations. They decided to use the $50 from RCC for food along with $25 from the SPFB budget for a total of $175 worth of food at the event. The remaining $75 from the SPFB budget was used for decorations and dining items. Almost all of the food was eaten throughout the event and the room was filled with decorations. Determine a new budget for Charity Gala next year. Explain your reasoning behind the budget, and how you believe the budget should be used. Please note any changes you decided to make to the budget. If you did not make changes, explain why you kept it the same. If applicable, please include any supplemental material that you used to develop the budget.

Answer here

#### As a follow-up to the previous question, how do you plan to keep track of your budgets? Describe how you plan to utilize your organizational and bookkeeping skills while keeping track of these records.

Answer here

### 

### Co-Events Coordinator

**1. With the current state of the world and the transition to online, there were some drastic changes that had to be applied to the club. The Co-Events Coordinators were one of the main positions that had to undergo major changes. What challenges would you expect to face with the transition from online to in-person and how would you go about ensuring a smooth transition?**

Answer here

**2. One of the main responsibilities of this position is booking community service events for the club.**

1. **Propose a process/timeline of contacting an organization, booking the in-person event, publicizing the event, and committing General Members to the event.**
2. **List at least 2 obstacles you think you could encounter during the in-person event planning process. How would you overcome them?**
3. **How would you go about planning an online service event?**

Answer here

**3. As a Co-Events Coordinator, you must maintain professional relationships with outside organizations. From your personal experiences, what professional relationships have you had and how have you maintained them? What do you think are the best qualities in a person that can help with forming and preserving a professional relationship?**

Answer here

### 

### Co-External Relations Chair

#### As a Co-External Relations Chair, you will be reaching out to companies in order to secure sponsorships in preparation for events such as Thanksgiving Dinner, Charity Gala, and year-round fundraising.

* 1. **Suppose you want to secure a sponsorship for fundraising raffle prizes, which will be used to incentivize donations to thermometers. You are reaching out to Bailey’s Best Breakfast Buns in the hopes that they donate either gift cards or merchandise (non-perishables) to be raffled off to donors. Assuming that the thermometer will be ongoing for the first 5 weeks of Spring Quarter 2022, provide a sample donation request email to Bailey’s Best Breakfast Buns. Please note when you would send this request.**

Answer here

#### During the remote quarter, the Co-External Relations Chairs reached out to sticker companies in order to set up collaborations between our club and their businesses. For example, we had collaborations with SlomJom during Fall Quarter and with Daffo&Dil during Winter Quarter for which a certain portion of proceeds from sticker sales went to Thomas House Shelter and the American Red Cross Club at UCI, respectively. This is something that we can continue doing in the future, whether or not the school year is remote.

* 1. **Suppose you want to raise funds for RCC throughout Fall Quarter 2022. Provide a description on how you would research small businesses to explore a potential collaboration. Additionally, please include how and when you would contact them as well as how you would work with other board members to ensure that the collaboration runs smoothly.**

Answer here

1. **As we all gauge how next school year will work with respect to in-person vs remote learning, planning events such as Thanksgiving Dinner and Charity Gala is a recurring task for a Co-External Relations Chair.** 
   1. **Please provide a detailed description and timeline as to how you will prepare for Charity Gala, which will hypothetically be held on Saturday of Week 9 during Winter Quarter 2022. Please include details regarding:**
      1. **Funding and budget**
      2. **A proposed itinerary for the night**
      3. **Delegating roles between your co-chair and the rest of board**
      4. **Any possible differences you would expect between a remote and in-person event and how you would prepare for it**

Answer here

### 

### Co-Internals Relation Chair

#### Assuming that this upcoming school year is in person, you will be planning and hosting socials that require you to reserve rooms and purchase supplies that are within your budget. With this in mind, plan out a hypothetical club social, including activities, an itinerary, and any other planning you deem necessary. It can be based on a previous club social or an entirely new one.

Answer here

#### Internals play a pivotal role in creating a welcoming and enjoyable club atmosphere for our members. What is one idea that you have to increase member retention and how do you plan to implement it?

Answer here

#### Icebreakers are a major responsibility of the Internal position since you will be in charge of creating and leading them. Describe a new idea you have for an icebreaker. It can apply for either online or in-person.

Answer here

### 

### Co-Publicity Chair

***Please note this position does not require you to have these experiences or the equipment needed in order to create these various contents and you will not be penalized for not having the experience.***

#### Do you have any experience in content creation, such as taking/editing videos, making flyers, taking/editing photos? Additionally, do you have any previous experience in publicizing an organization or event? If so, please explain your previous experience and provide examples of flyers, graphics, and/or videos that you have created in the past that demonstrate this experience. If you do not possess the aforementioned experiences, please instead demonstrate your willingness to learn new skills and your ability to work with others to effectively manage and complete demanding responsibilities.

Answer here

#### What new/innovative ideas do you have to publicize the American Red Cross Club at UCI and recruit new members in both in-person and remote formats? Please address:

* 1. **The methods you would implement around campus and the UCI community for in-person formats.**
  2. **The methods you would implement these ideas across virtual platforms.**
  3. **The appropriate frequency to advertise the club.**

Answer here

1. **What do you think are the major goals of RCC’s Publicity position? Please explain the methods you would achieve these goals while simultaneously displaying the skills you possess that will facilitate the accomplishment of Publicity responsibilities.**

Answer here

### 

### Co-Fundraising Chair

#### What do you feel are the three most important qualities to being a successful Fundraising Co-Chair, and can you give one scenario/example where you exemplified each of these?

Answer here

#### Although it’s currently anticipated that we are returning to in-person classes for the upcoming school year, on the chance that we remain online or in a hybrid situation, please give one suggestion for a new fundraising method that would fit a more virtual setting, as well as one suggestion for fundraising in person.

Answer here

#### This year, we had the challenge of coming up with fundraising ideas that could be done in a virtual environment. Some of these ideas include the BINGO Cards, family thermometers, etc. What changes could have been made and how would this have benefited RCC as a whole?

Answer here

### Webmaster

1. **What prior experience do you have in either website development or designing and creating a project? How will you apply the skills you gained from your experience into this position? If you do not have prior experience, how will you go about learning the skills needed for this position?**

Answer here

1. **What changes would you like to make to the website and how do you plan to address them as Webmaster?**

Answer here

1. **Webmaster is one of the few positions without a co-chair. How will you ensure that you maintain engagement with your fellow board members along with general members despite most of your work being behind-the-scenes?**

Answer here