|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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?

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. **As President, you are assumed to be well-versed in all of the board positions. Throughout the year, each position will come to you with questions and advice on their work. Pick two positions that you are least comfortable with and explain how you plan to help these positions throughout the year.**

Answer here

1. **The president position allows you to focus board's attention on problems in the club. You are able to work with board to design solutions through club changes. Identify three major problems that you noticed in the club this year and describe how you plan to fix them next year.**

Answer here

1. **Next year you will need to dedicate a large amount of time and energy into the club. This position is demanding and requires you to focus on the club every day. Give two examples of how you have gone above and beyond in your previous board position(s).**

Answer here

1. **The success of a President will not only require you to focus on your strengths, but on your weaknesses as well. You will need to identify these weaknesses and actively address them to improve throughout the year. What are the weaknesses that affected your work last 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. **A board member reaches out to you at the end of the quarter with the following message:**

**“Hi, I have a situation that I was hoping you both would be able to help me out with. General member X has given me an inappropriate nickname at the beginning of the quarter. I know it’s week 10 and I should have addressed this earlier, but every time I approach the general member about the name calling they laugh it off with their friends and reassure me that it’s just a joke. I’m not sure what to do because I want to maintain an inclusive environment for all of the general members, but I am hurt by their comments.”**

**Talking to your Co-President is a necessity before making any major decisions on board. This past year, the Co-Presidents created a system where responses are drafted between them before they are sent out. Assume you are the first Co-President to see this message. Draft a response to the message and explain your reasoning to the other Co-President.**

Answer here

### Secretary

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

1. **One of the requirements for Secretary is to serve on board for at least one year. Why do you think this is a requirement for the position? What do you believe your role as a returning member is?**

Answer here

1. **As Secretary, one of your main responsibilities is responding to email inquiries about joining the club. Assume that you receive this email week 5 of Winter quarter.**

**“Hi my name is Sarah and I’m looking to get more involved on campus. I’m familiar with the American Red Cross organization so I was interested in learning more about this club. Is it too late to join the club? If not, can you let me know what the steps are to get involved?”**

**Please format a response to the email above.**

Answer here

### Treasurer

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

1. **The Treasurer position requires you to serve on board for at least one year. How have you demonstrated leadership in your board position? 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 last year’s budget, you notice that Externals sold out all 60 tickets and recieved 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, themed items, balloons, streamers, confetti, centerpieces, and photobooth supplies), dining items (utensils, cups, napkins, and plates), 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.

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

#### Organization and communication skills are essential for Co-Events Coordinators. Please tell us about two other qualities that you believe this position should have. Provide an example of a situation in which you have demonstrated the qualities you have chosen.

Answer here

#### Consider the following scenario: You have been selected for this position and are booking a community service event for the club.

#### Tell us about the process/timeline of contacting an organization, booking the event, publicizing the event, and committing General Members to the event.

#### List at least *2* obstacles you think you could encounter during the event planning process. How would you overcome them?

Answer here

### Co-External Relations Chair

#### One major role as a Co-External Relations Chair is to send donation requests to companies or organizations while serving as a liaison for the American Red Cross Club at UCI. Write a sample email requesting a possible sponsorship for Fall Quarter’s fundraising using the scenario below. You hope to secure a sponsorship from Larry’s Lemonade (a company that sells a variety of lemonade drinks) to help with American Red Cross Club’s fundraising efforts. You find the name and email for the Sponsorship Coordinator, Larry Smith. Write a sample email requesting a possible sponsorship for Fall Quarter’s fundraising and note when you would send this request.

Answer here

#### As Co-External Relations Chair, you and your co-chair will be in charge of organizing and leading Thanksgiving Dinner and Charity Gala which require all of board’s participation and efforts. Assume Thanksgiving Dinner is Saturday of week 8 Fall quarter and Charity Gala is Saturday of week 9 Winter quarter. Pick either of these events, and describe how you would go about preparing for them with your co-chair and the rest of board. Be sure to address your projected timeline, any itineraries, contacting sponsors, decorations/activities committees, and any other items you deem necessary for the event’s preparation. How will you work with your co-chair to complete these duties? How will you communicate and delegate tasks with the rest of board before and during the event to ensure that the event flows smoothly and is a success?

Answer here

### Co-Internals Relation Chair

#### As an internal, you will be organizing clubwide socials with high turnouts. Choose your favorite clubwide social from this school year (or come up with a new social!) and provide:

#### A detailed timeline for how you would prepare for the day of the event

#### An itinerary for the actual day of the event

Answer here

#### As addressed in the previous question, it is necessary to maximize turnout at socials. What techniques and systems would you implement to increase general member turnout?

Answer here

#### The interfamily competition was newly implemented this year. What changes would you make to improve the competition, if any? What are some ideas that you have for low/no budget interfamily competition prizes?

Answer here

#### Internals organize the family system and icebreakers in order to increase a sense of community within the club. What is a new icebreaker that you would implement with the goal of helping general members meet new people and bond with those in their families?

Answer here

### Co-Publicity Chair

#### What previous experience have you had in publicizing an organization or event? Please provide examples of flyers, graphics, and/or videos that you have created in the past that demonstrate this experience. If you do not have any experience with publicizing, please provide any work you have done that is relevant to the position.

Answer here

#### What do you think are the major goals of RCC’s Publicity position? What is one new method by which you would achieve these goals?

Answer here

### Co-Fundraising Chair

#### What are the three most important qualities to being a successful Fundraising Co-Chair? Please describe one or more examples where you have exemplified each of these qualities.

Answer here

#### What is an experience you've personally had with fundraising for the American Red Cross Club at UCI that made you passionate enough to pursue this position?

Answer here

#### What beneficial changes would you bring to fundraising if you are given the position? How would these changes improve RCC as a whole?

Answer here

### Webmaster

#### What prior experience do you have in either website development or designing/creating a project? How will you apply the skills you gained from your experience into this position?

Answer here

#### What changes would you like to make to the website, and how do you plan to address them as Webmaster?

Answer here