|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. **The Co-President position requires ample 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 demonstrating leadership in your previous board position(s). Furthermore, explain how the leadership qualities and/or experiences you have attained on board will help you fulfill the demands of this position.**

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 explain how identifying these weaknesses will help you next year.**

Answer here

1. **Describe an experience where you mediated a conflict. What did you do to ensure that all parties were satisfied? Additionally, what conflicts would you expect to see as a Co-President? How would you respond to these conflicts, and what qualities do you possess that will help you resolve them?**

Answer here

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

Answer here

1. **What are some weaknesses you saw in the club this past year and what changes would you implement next year to address the weaknesses you mention? How will the ideas you propose ultimately improve the club as a whole?**

Answer here

### Secretary

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

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

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

Answer here

1. **Using your time on board to truly understand the inner workings of the club, name two facets of the club that you feel could be better organized/improved. These do not have to pertain specifically to the Secretary position. In addition, suggest possible means of improvement that next year’s board could take to address these issues in the club.**

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 current 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

#### For every event and social, you will need to create a budget that gives positions enough money to plan their event(s) without needing to spend too much of the available club funds. Please select two events and/or socials (Fall/Spring Bonfire, Thanksgiving Dinner, Charity Gala, etc.) of your choice, and create a budget for both events/socials. You may refer to the past and current Treasurer budgets and records.

#### Explain your reasoning as to how you would prioritize spending.

#### Address any changes you decided to make to the current budgets. If you did not make changes, explain why you decided to keep the budgets 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

#### We constantly serve local nonprofit organizations, and we are always actively looking to give our members new volunteering experiences, including a hybrid system of virtual and in-person events. How would you respond to the struggle of being unable to acquire a lot of in-person events due to outside organizations’ policies on COVID? Likewise, how would you approach the process of finding events utilizing both formats (Virtual and In-person) with your Co-Events Coordinator to promote equal opportunities for general members?

Answer here

#### Member engagement and participation are difficult to achieve during online events. The goal of every virtual event is to get members to have fun and engage with the event in order for them to properly earn their points. As a Co-Events Coordinator:

#### Identify two complications you believe would act as obstacles in getting members to participate and describe what you would do to overcome them.

#### Explain the pros and cons of your solutions and if applicable, explain any additional incentives you could include to enforce your solution.

Answer here

#### A Co-Events Coordinator should possess the skills necessary to communicate with outside organizations, gather critical information, and discuss extensive event details with the rest of the RCC board members. Organization and communication skills are essential for this position and are skills that every good leader should possess. Please tell us about two other qualities that you believe a Co-Events Coordinator should have. Then, provide an example of a situation in which you simultaneously demonstrated leadership and the qualities you have chosen.

Answer here

### Co-External Relations Chair

#### 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.

#### Please provide a detailed description and timeline as to how you will prepare for Charity Gala, which will hypothetically occur on Saturday of Week 9 during Winter Quarter 2022. Please address the following in your response:

#### Funding and budget

#### A proposed itinerary for the night

#### Delegating roles between your co-chairs and the rest of board

#### Any possible differences you would expect between a remote and in-person event and how you would prepare

Answer here

#### Due to the uncertainty of the current ongoing global pandemic, it may be harder to procure sponsors and organize events in person as the pandemic has put great stress on both the sponsors’ ability to donate and our ability to gather participants for events in numbers similar prior to COVID. Please write a brief event description that would increase interest for donations and or attendance at the event.

Answer here

#### One of the aspects of being a Co-External Relations Chair is reaching out to outside organizations to help sponsor events that you organize, such as Charity Gala and Thanksgiving Dinner. Long periods of time often pass before the organizations respond, and the responses may not be what you wanted

#### Imagine you contacted 30 organizations for sponsoring your Charity Gala event, but the only five organizations to respond back within the time frame for your event were: Larry’s Lemonade, Bruno’s Burgers, Raising Canes, Fill’s Bakeshop, and Ralph’s. Larry’s Lemonade is willing to donate 60 drinks, and Fill’s Bakeshop will donate three boxes of a dozen mochi donuts. However, Bruno’s Burgers, Raising Canes, and Ralph’s all decline your donation request. How would you work with the rest of the board members to ensure that there is still a way to raise funds for the organization that you have desired to sponsor?

Answer here

### Co-Internal Relations Chair

#### As an Internal, 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

#### Icebreakers are an essential aspect of the Internal position since one of the primary responsibilities is to create and lead them. Describe a new idea you have for an icebreaker. It can apply to either online or in-person formats of the club.

Answer here

#### As an Internal, it is necessary to maximize turnout at socials. What techniques and systems would you implement to increase general member turnout?

#### Consider the following in your response: sending out emails, publicizing at general meetings, creating family pages/event pages/family group chats, etc.

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 not, 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 RCC and recruit new members? What do you feel is the appropriate frequency to advertise the club?

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 do you feel are the three most important qualities to being a successful Fundraising Co-Chair? Please explain one scenario/example where you have exemplified each of these qualities.

Answer here

#### This year, to accommodate hybrid settings during the pandemic, we had the challenge of catering to both in-person (Ring Road) and virtual (Bingo Card and livestream) fundraising. What changes would you make to current fundraising efforts/methods to benefit RCC as a whole, and how would you execute the proposed changes?

Answer here

#### Since the pandemic could still present unforeseeable challenges in the future that could potentially require RCC to transition to remote-only options, please propose ideas for new virtual fundraising methods and explain how you would successfully go about implementing these ideas in the club.

Answer here

### Webmaster

***Please note this position does not require you to have these experiences and you will not be penalized for not having the experience.***

#### 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

#### What changes would you like to make to the website/Discord and how do you plan to implement these changes as Webmaster?

Answer here

#### 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