



*CNH Circle K  
Central Coast Division*

# KEY TO PRESIDENCY

*2018-2019*



---

# *Contents*

---

**Welcome to Presidency - 3**

**Notes from Past Presidents - 4**

**Monthly Duties - 6**

**General Advice - 8**

**District Events - 11**

**Contact Information - 12**

**Special Thanks - 13**

*Welcome to*

# PRESIDENCY

## **Hello Central Coast Presidents!**

Congrats on being elected and welcome to presidency! You have all come from different paths and ways of life, and yet you're all here, selflessly serving your clubs as presidents! I think it's so awesome that this is possible, and I hope you do too. This is the beginning of a year long journey, full of ups and downs, successes and failures, happy and sad times. And it's OKAY, I'm here for all of you.

You may feel confused in the beginning, you may not know where to officially start, but this is NORMAL. Take things simple at first, run your first meeting, chair your first service event, put together your appointed board. It's a new experience for most of you, and there is no wrong type of experience as long as you are making a fun, high-spirited effort! Learn everyday from your mistakes and aim to be the best president you can be for your members.

And remember I'm here for you, all day, every day. If you ever need anything, please reach out to me!

Stay cool Central Coast!

In service,

**Nicolas Wright**

*2018-19 Central Coast Lieutenant Governor*

# Notes from Past Presidents

## *Sandra Torres*

*Fresno State President 2016-17*

"Circle K International will definitely change and shape your life. Make presidency the best possible experience. Work hard at it and don't lose determination. Consistency and communication are also essential to keep your Elected Board strong. Encourage each other and make it an amazing year!"

## *Ilsia Gonazalez*

*UC Merced President 2017-18*

"My time as president for CKI was an interesting one. I was in an interesting circumstance where I was made president later than many other presidents. I don't think I knew what I was getting myself into at first. However, I do not regret taking on the position. I was not an individual who was very qualified for the position. I honestly do not believe that I would have made it to the end without my board.

For anyone who takes on the president position I urge you to create bonds and connections with your board. These are the individuals who will guide you when lost and support you when you're feeling down. I know many will expect you to have the answers to their questions but it's okay to not know. As long as you're willing to ask for help to find the answer and giving it your all, then you're doing good. All you can do is your best.

Good Luck (^0^) You got this!"

## *Annika Yip*

*UC Santa Barbara President 2016-17*

"Make sure your entire board meets and discusses the goals they have for the club and themselves so that everyone is on the same page and will be working towards a common goal. Make sure everyone understands their responsibilities at the beginning of year and that everyone understands the minimum expectations of being a board member. The year passes by faster than you realize so if you have an idea you want to see happen, go ahead and do it!"

## *Howard Wang*

*UC Santa Barbara President 2017-18*

"Meet and get to know as many of the other presidents as possible. They will be able to help you when you need it and the biggest support system when you need them. Presidency may be very tiring but make the most of it because it'll be over before you know it."

## *David Valles*

*UC Merced President 2016-17*

"I feel, a strong president is a connected president. A lot of my success with the club at UC Merced was through communicating with other people. More specifically, I went out of my way to talk to presidents of clubs here at my school and establish relationships because although connecting with other schools is great, connecting with people at your school allows you to know how everything works, such as funding, requesting event spaces, requesting food, etc. Understanding how to use all your tools and resources at your own school will give you a solid base to build off of during your presidency."

## Jorge Lopez

*UC Merced President 2015-16*

"My biggest advice is to take some risks right now. Understand the state of your club and try different things out if you want. It will give you an understanding of what works and what doesn't for the Fall semester/quarter. Understand the direction of how you want to develop your clubs and the steps necessary to take it. The summer is the most crucial time for doing these things. You will want to use the time to plan your welcome weeks, and events because recruitment is most crucial for when you come back. Things build up from September on, and those will be the most stressful months, since it leads to the major district events as well. Also, don't forget to reach out to your fellow presidents and LTG's because you will be going through a lot of the same things at the same time and it's hard to find people who will understand you when you're in a position like that. Congrats on your elections, and best of luck through the term."

## Katie Dizon

*Cal Lutheran Co-President 2017-18*

"My advice to Club Presidents, especially chartering ones, is to stay determined and optimistic. There are certainly going to be highs and lows throughout your term. Obstacles may stand in your way and prevent you from accomplishing your goals. Don't let that discourage you. It is absolutely okay if things don't work out the way you had hoped. No term is exactly the same and every President faces unique challenges. As long as you tried and gave it everything you got, that is all that matters.

Also know that you are not alone. Your predecessors are here whenever you need us, and you can also look to your fellow Presidents for support. If you ever need motivation, remember why you took the position in the first place - to make a positive impact in your home club and your community. Being a Club President can be stressful at times, but it is rewarding nonetheless and definitely worth all the time and effort put in. Good luck, and enjoy your term!"



*2017-18 Presidents and LTG at Presidents Retreat*

*(from left to right: [front-row] Ilesia Gonzalez, Liz Silva, [back-row] Nicolas Wright, Bill Truong, Alex Tellez, Howard Wang*

# Monthly Duties

## *April*

---

- Educate officers
  - Register for Spring Training Conference
  - Find a time when everyone can meet for Board meetings
  - Have one-on-ones with each Board member
  - Take Board photos
  - Vote on a club theme
  - Have a Board retreat
  - Work with previous Board to plan and execute an End of the Year Banquet
- QUARTER SYSTEM
- Host a Spring Welcome Week

## *May*

---

- Attend Spring Training Conference
- Final push for service hours
- Plan service events for those members staying in your community during summer break

## *June*

---

- Register for President's Retreat
- Begin updating documents with your school for the upcoming academic year
- Evaluate club progress toward goals
- Take a well deserved break

## *July*

---

- Attend President's Retreat
- Continue to have Board meetings approximately every 2-3 weeks
- Start planning for fall events
- Suggest to Secretary to begin working on MRS

## *August*

---

- Finalize plans for fall events and any new things you want to execute for the new academic year
- SEMESTER SYSTEM
- Host a Fall Welcome Week
  - Have a booth at your school's club fair
  - Invite interested students to your first meeting of the academic year, make it fun!

## *September*

---

- Register for Crazy Kompetition for Infants
  - Evaluate club progress toward goals
  - Gather new member info
  - Begin collecting dues
- QUARTER SYSTEM
- Host a Fall Welcome Week
  - Have a booth at your school's club fair
  - Invite interested students to your first meeting of the academic year, make it fun!

## *October*

---

- Attend Crazy Kompetition for Infants
- Register for Fall Training Conference
- Plan a Member Installation ceremony
- Turn in dues

## *November*

---

- Attend Fall Training Conference
- Execute a Member Installation ceremony
- Holiday celebrations (Friendsgiving, Secret Santa, etc.)

## *December*

---

- Plan service events for those members staying in your community during winter break
- Begin fundraising for District Convention if not already begun
- Evaluate club progress toward goals

## *January*

---

- Host a Winter Welcome Week
- Register for District Large Scale Service Project
- Register for District Convention

## *February*

---

- Attend District Large Scale Service Project
- Hold nominations for Executive Board positions
- Hold elections for Executive Board positions
- Begin training newly elected officers
- Turn in DCON hotel, SAA, and delegate registration
- Apply for awards
- Inform members about District Board opportunities

## *March*

---

- Evaluate and report club progress toward goals
- Host a retirement ceremony for the old Board and an installment ceremony for the newly elected Board
- Attend District Convention
- Retire

# GENERAL *Advice*

**1. SET EXPECTATIONS** for your Board early on and stick to them, don't waver. If a Board member doesn't follow these rules, confront them privately and discipline them accordingly. I suggest having a service hour minimum and requiring that they attend all Board and general meetings. You should include other expectations that you deem fitting.

**2. HOLD YOUR FIRST BOARD MEETING** before District Convention to set expectations and plan an agenda so that everyone is on the same page for the beginning of the term.

**3. GET TO KNOW** your Board members on a personal level, have one-on-ones with them early in the term.

**4. HAVE A BOARD RETREAT** it'll help with the third piece of advice. I can help, as I have some resources from last year's President's Retreat that you may find valuable.

**5. USE RESOURCES** that are available to you, don't try doing it all on your own. Your Board is your #1 resource, followed by your club's Immediate-Past President and any advisors that you may have. And then there's me, your friendly LTG, here to guide you through your presidency! Also, the DLT and I will be working on many more resources for you all in the upcoming months. There's also many resources that already exist on the CNH District website at [cnhcirclek.org](http://cnhcirclek.org).

**6. ALWAYS ASK QUESTIONS.** If you don't know what to do in any situation or how something should be done, ask your Immediate-Past President, me, the District Governor, or other Presidents. They may have been through the same thing before or probably have training in what to do, so you're not alone.

**7. SEND EMAILS/TEXTS** to both paid and non-paid members who have become inactive in the club (meaning they haven't attended an event in over a month) and ask them how they are doing, see if they are still interested in being involved, invite them to the next meeting/event, etc.

**8. COMMUNICATE** with your Board. Communication is key to having a successful term. Find one way that works best for all of you, whether it is Facebook Messenger, a group text, email, etc. and use that as your main form of contact. Keep them updated on important things and make sure they fully understand.

**9. KEEP ADVISORS IN THE LOOP.** Without them, you can't officially be a club or host any of the events that you do, so keep them updated on an at least twice-a-month basis on what is going on with your club, whether it be in-person, through email, or by phone. Try to meet with them in-person at least once a quarter, preferably more.

**10. BE ACTIVE** in your club. You are the one person that everyone will look up to, and for that reason you should be very active in the club, attending service events, socials, and being the last one to leave any meeting. You should also try your hardest to attend all district events. It may come off as confusing to the general membership if you are trying to convince them to attend a (sometimes pricey) event that you are not attending yourself.

**11. SET GOALS** for yourself and for the club. Work with your Board on club goals early on in the term. These can be helpful in assessing progress through your term as well as something to look forward to!

**12. HAVE A VISION** for the future of the club. If you have something you are working toward, it can be easier to achieve it by seeing it and assessing your step-by-step process.

**13. WORK TOWARD QUALITY, NOT QUANTITY.**

Sometimes it can be worthwhile to take a step back from increasing membership and focus more on quality community service and building a strong core group of active members.

**14. REMEMBER WHY YOU RAN.** Presidency can become overwhelming at times, but recalling why you ran for this position can put things into perspective.

**15. TAKE CARE OF YOURSELF.** Without you, the club cannot function properly, so making sure you are well rested, eating healthy, and are getting exercise are top priorities. If you ever feel overwhelmed, need advice, or just someone to talk to, your friendly LTG will always be here for you :)

**16. ACADEMICS COME FIRST.** If you are struggling with your grades at any point during your presidency, it is okay to take a break and let your Vice President of Administration take over for a little while. Remember, you can't get a degree in Circle K.

**17. LEAVE A LEGACY.** Start thinking about how you want to change your club for the better and how it will be able to continue after your term is over. Past presidents have left legacies by creating annual or quarterly events, starting a tradition, continuing to be involved in the club after they graduate, or by simply increasing professionalism in the club. There are so many ways our clubs can improve, so pick one or a few and work diligently on them this term.

**18. HAVE FUN!**

# 2018-19 District Events

See the below color-coding for where your club is suggested to attend  
PRICES AND/OR LOCATIONS THAT ARE ESTIMATED FROM 2017-18 EVENTS WILL HAVE AN \*

## NORTHERN SCHOOLS

Fresno State, Fresno City College,  
UC Merced

## ALL SCHOOLS

Cal Lutheran, Cal Poly SLO, Fresno State,  
Fresno City College, Santa Barbara City College,  
UC Merced, UC Santa Barbara, Ventura College

## SOUTHERN SCHOOLS

Cal Lutheran, Cal Poly SLO,  
Santa Barbara City College,  
UC Santa Barbara, Ventura College

---

### SPRING TRAINING CONFERENCE NORTH

April 28, 9AM-4PM

CSU East Bay

Early registration: \$5

On-site registration: \$7

### SPRING TRAINING CONFERENCE SOUTH

May 5, 9AM-4PM

Orange Coast College

Early registration: \$5

On-site registration: \$7

### PRESIDENT'S RETREAT

July 13-15

French Gulch Campsite, Lake Isabella, CA

Registration: \$30\*

### CRAZY KOMPETITION FOR INFANTS NORTH

October 7, 9AM-4PM

Tahoe Park, Sacramento, CA\*

Early registration: \$8/team member\*

On-site registration: \$12/team member\*

Judges/spectators: \$5\*

### CRAZY KOMPETITION FOR INFANTS SOUTH

October 14, 9AM-4PM

Stanton Park, Stanton, CA\*

Early registration: \$8/team member\*

On-site registration: \$12/team member\*

Judges/spectators: \$5\*

### FALL TRAINING CONFERENCE

November 2-4

Old Oak Ranch, Sonora, CA

Registration: \$145\*

### DISTRICT LARGE SCALE SERVICE PROJECT NORTH

February 16, 9AM-4PM

Oakland, CA\*

Early registration: \$5\*

On-site registration: Possible

### DISTRICT LARGE SCALE SERVICE PROJECT SOUTH

February 23, 9AM-4PM

Orange County, CA\*

Early registration: \$6\*

On-site registration: Possible

### DISTRICT CONVENTION

March 22-24

Riverside, CA

Early registration: \$150 + hotel\*

Late registration: \$200 + hotel\*

# CONTACT

## *Information*

*Central Coast Lieutenant Governor*

**NICOLAS WRIGHT**

centralcoast@cnhcirdek.org

*Central Coast Regional Advisor*

**PATRICK BALLECER**

patrickcki@gmail.com

*Divisional Leadership Team*

To be announced...

# *Special Thanks!*

**Katie Dizon, Cal Lutheran University**

**Sandra Torres, Fresno State**

**Ilsia Gonzalez, UC Merced**

**David Valles, UC Merced**

**Jorge Lopez, UC Merced**

**Howard Wang, UC Santa Barbara**

**Annika Yip, UC Santa Barbara**

