



# CNH | KEY CLUB

## CNH Club Website Contest

### SUBMISSION OVERVIEW

#### Registration **DEADLINE**

**Submit** by September 15, 2020 by 6PM PST/HST.

#### SUBMIT ENTRIES TO:

[tinyurl.com/2021CNHWEBSITE](https://tinyurl.com/2021CNHWEBSITE)

#### CNH Website Contest Registration Form

Websites will need to be entered by this date. They will be judged quarterly.

The CNH Website contest is a District contest. Eligible applicants must complete the Content Registration Form, as explained in the guidelines. At District Convention 2021 distinguished contest winners will be announced.

1. Read the CNH Website Contest guidelines.
2. Fill out the CNH Website Contest Entry form. Submit it along with your website.
3. Registrations must be received September 15, 2020 no later than 6PM PST/HST to the CNH Website Contest Submission form. No late entries will be accepted!

### CLUB WEBSITE CONTEST GUIDELINES

#### RULES GOVERNING THE CNH KEY CLUB WEBSITE CONTEST

**The CNH Website shall provide recognition to clubs that have developed exemplary club websites.**

The website contest guidelines are intended to be used in reference to the website contest rubric. The purpose of the guidelines is to provide the members with information for what qualifies each item on the list to deserve the points they are awarded. Words in **bold italics** are the important features of each section.

**In order to register your website for this contest, enter the link to the registration Google Form provided above and answer all questions accurately. Your registration for this contest allows the judges to frequently check your website throughout the process of this term to check for any updates and changes. Checks dates will be on a quarter basis. Make sure to update your website before the judging dates!**

- (1) **ABOUT PAGE:** The about page should provide a **brief overview** of Key Club International, CNH District, your Region, your Division, and your Club. The page should also include any significant achievements that the club has achieved.
- (2) **UPCOMING SERVICE/FUNDRAISING EVENTS:** The website must include a place where members may access Division and Club service events. Details for the event should include date, time, location, and contact information.
- (3) **PHOTOS/GALLERIES OF PREVIOUS EVENTS:** The website contains visuals from previous Division and Club events. It also includes articles and visuals by your editor.
- (4) **CONTACT:** The website must include a place where members can find contact information of all the club officers and advisors. The contact page should include **email, name, position, and a photo** of each person (optional). There should **NOT** be any personal phone numbers on the website.
- (5) **ARCHIVE OF PAST CLUB MEETING AGENDAS/NEWSLETTERS:** There should be a section where access to past meeting agendas and newsletter are available.
- (6) **ORGANIZATION/CREATIVITY:** The website should demonstrate each basic element (fonts and logos) of graphic standards. Please refer back to the CyberKey to review CNH Graphic Standards or click [here](#).
- (7) **RESOURCES:** Access to member forms, presentations, and other materials that are pertinent to Key Club.
- (8) **MAINTENANCE:** Frequently upkeeping your website for each month passes to keep all resources up to date, accurate, and appropriate. This includes pictures, design, forms, calendar, and more.
- (9) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1<sup>st</sup>.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Antonio Quesada | Member Recognition Chair | [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)

# CLUB WEBSITE RUBRIC

## 1. Maintenance | (30 pts max)

*In order to view the growth and adjustments made to each website, a group of judges will be checking in on the websites four times throughout this term. Website must be updated by the following dates for judging check-ups:*

- 1<sup>st</sup> Visit: September 15<sup>th</sup>, 2020 by 6 P.M. PST/HST **(10 pts max)**
- 2<sup>nd</sup> Visit: October 26<sup>th</sup>, 2020 by 11:59 P.M. PST/HST **(10 pts max)**
- 3<sup>rd</sup> Visit: December 14<sup>th</sup>, 2020 by 11:59 P.M. PST/HST **(10 pts max)**
- 4<sup>th</sup> Visit (Final Judging): February 16<sup>th</sup>, 2020 by 11:59 P.M. PST/HST  
**(The final visit will be the check of the final product. It includes Section 2-5 point values combined, meaning a total of 70 pts.)**

Each visit judges will grade your website based on sections 2-5. Everything from Section 2-5 should be implemented/updated on the website for full points each check.

## 2. Content | (20 pts max)

- a. About Page and Contact Page
- b. Club, Division, District, and International Updates
  - a. Include section(s) of these updates
- c. Articles and Visuals
  - a. Submissions from your editors.

## 3. Resources | (20 pts max)

- a. Calendar of Upcoming Events
- b. Key Club Forms
- c. Archive of Past Agendas and Newsletters
- d. Provide links to Division website, CNH CyberKey, KCI Website

## 4. Creativity | (20 pts max)

- a. Use of backgrounds and pictures/videos to enhance website.
- b. Not similar to other websites/Unique.
- c. No copyright infringement.

## 5. Format and Accuracy | (10 pts max)

- a. Follows Graphic Standards
  - a. Appropriate Font and Logos
- b. Follows Proper English Grammar Rules
- c. Adheres to Key Club standards and objects

### **FORMS:**

*All forms are located on the last few pages, but can be accessed here individually either in Google Drive (Fillable Slide) or PDF:*

- Entry Form: [Google](#) | [PDF](#)

*Refer to FAQ #7 for more information on accessing and filling out forms.*

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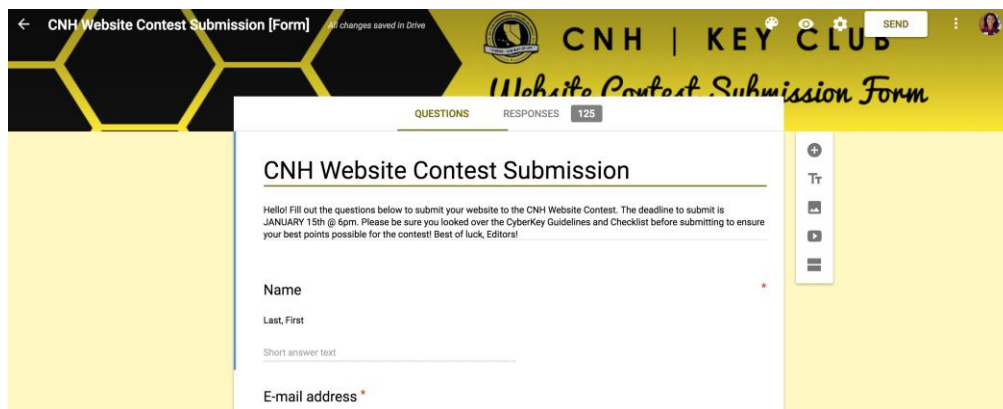
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## FREQUENTLY ASKED QUESTIONS

### Where do I submit the website?

All Club/Division websites should be submitted to the CNH Website Contest Submission Form with the required information for review no later than September 15, 2020 by 6PM PST/HST.



### How can I create a website?

You can create a website using free website builder such as [www.wix.com](http://www.wix.com) or [www.weebly.com](http://www.weebly.com) or manually, through HTML coding.

### What are Graphic Standards?

Graphic Standards help should be maintained throughout the whole entire website. This includes our appropriate fonts and logos included. They help unite, brand, and represent CNH Key Club and Key Club International. You can find a manual on Graphic Standards [HERE](#) or on the CNH CyberKey under Graphics.

### Is there a limit or restriction on how creative I can be with the website?

There is no limit or restriction on creativity in terms of design, however remember to abide by the Graphic Standards rules, SafeKey, and to use appropriate language throughout your website.

### Will the CNH District winners of this contest be recognized at DCON?

Yes, all division editors who receive Distinguished award will be recognized at District Convention 2021.

### Do you have to be present at DCON for your entry to win this contest?

It is recommended to be present at DCON; however, your attendance is not required. In the event that your submission wins, the award will be given to a representative from your home club/division.

### How do I transfer the forms on this file, such as the nomination form or proof of attendance, to my e-portfolio?

There are multiple ways you can transfer the ways, but here are some easier ways. You can access the google slides links to the single PDF files of each form in the rubric. Then, you would press file > make a copy. Now, you can fill out the form and copy and paste the slide into your e-portfolio. Other ways include using Adobe Acrobat with the single file PDFs in the rubric or using Microsoft Word.

### How do I receive e-signatures?

Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, typed.

### What is OUTSTANDING and DISTINGUISHED recognition?

Distinguished candidates have better fulfilled the rubric. Distinguished winners will receive a medal and walk on stage for DCON. Outstanding winners will receive a certificate at DCON.

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# CLUB WEBSITE CONTEST ENTRY FORM

**PLEASE TYPE THE INFORMATION ON THIS FORM, SAVE IT AS A PDF FILE, AND ATTACH IT TO YOUR ELECTRONIC SUBMISSION.**

Distinguished entries will be recognized at District Convention. Please note that the Entry Form must be submitted to the link provided in Submission Overview no later than September 15, 2020 at 6PM PST/HST, along with the Contest Registration Form no later than September 15, 2020 at 6PM PST/HST. Appropriate recognition will be provided to the Club winners.

## CLUB INFORMATION

Key Club: \_\_\_\_\_ District: **California-Nevada-Hawaii** Division: \_\_\_\_\_  
Region: \_\_\_\_\_ Club #: \_\_\_\_\_

## EDITOR INFORMATION

Contact Name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

## WEBSITE LINK

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## CERTIFICATION OF ORIGINALITY

**This certifies that we, the undersigned, verify that the website submitted to this contest is authentic, original products that adhere to copyright laws, and were distributed to the club membership.**

There must be 3 people to certify originality: the Editor of the website being submitted to this contest; the Club President; and one advisor. An Individual may only certify originality once.

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Editor			
Club President			
Advisor			

## EXPLANATION OF DISTRIBUTION

How is the website distributed to the membership, with the sponsoring Kiwanis club, and with the school administration? How frequently was the website distributed? The form will expand as needed.

Explanation of Distribution	Frequency
Membership	
Sponsoring Kiwanis Club	
School Administration	

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