CNH | KEY CLUB

Club Newsletter Contest

SUBMISSION OVERVIEW

The Club Newsletter contest is a District contest. Eligible applicants must complete the application, as explained in the guidelines, and submit it to the CNH Contest Archive for judging. Distinguished contest winners will be announced at District Convention 2020.

1. Read the Club Newsletter Contest guidelines.
2. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, the Club Newsletter Contest Entry Form, and supporting documentation.
3. E-mail the E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Saturday, January 25th, 2020 by 11:59 PM PST/HST

CLUB NEWSLETTER GUIDELINES

RULES GOVERNING THE CNH KEY CLUB NEWSLETTER AWARD

The Club Newsletter award shall provide recognition to Key Clubs that have developed exemplary club newsletters at the club level.

(1) **E-SIGNATURES:** This application requires electronic signatures (E-Signatures) by the applicant and Faculty or Kiwanis Advisor. E-Signatures for this application are defined as when names and contact information are entered into the form. E-Signatures represent the fact that the individuals listed have approved the application and supporting documentation. These individuals may be contacted for further verification. Please do not use digital signatures.

(2) **E-PORTFOLIO:** The final submission for this contest includes an E-Portfolio. An E-Portfolio for this application is defined as one collective portfolio presenting the best pieces of documentation. This E-Portfolio should be a single PDF that includes all merged information.

(3) **SMALL FILE SIZES:** Application submissions should have a small file size. The following are tips to maintaining this:
- Include only the best samples of documentation
- Compress all photos and files before use
- Compress the final file
- Final file size must not exceed 10 MB and 54 pages

(4) The decisions of the judges are final. No changes or re-judging will take place after the judges and the Member Recognition Chair have certified the results.

(5) **OUTSTANDING or Distinguished Awards:** requires the completion and submission of the E-Portfolio, which must include the completed Checklist. At this level, the applicant has to have completed all of the required tasks listed on the checklist for outstanding recognition. Level of recognition will be determined by judging.
The requirements of this E-Portfolio are explained below:
- The entire submission needs to be given in one E-Portfolio.
  - It may not exceed 10MB.
- Save as a PDF. Label the file: Division**Newsletter_ LastNameFirstName**
- All required items for the E-Portfolio are listed on Page 2.

(6) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1st.

CLUB NEWSLETTER RUBRIC

1. **Entry Form** Page Limit: 1 | **(5 pts max)**
   a. Name of Newsletter Editor
   b. Home Club, Club number, Division, and Region
   c. Certification of Originality
   d. Explanation of Newsletter Distribution
   e. Table of Contents

2. **Divider** Page Limit: 3 | **(10 pts max)**
   A **DIVIDER** is required for each newsletter (one per season). It should include the following information.
   a. Issue Month
   b. Issue Year
   c. Reflection: addresses the focus or theme of the newsletter issue or an explanation as to why this issue was selected for the quarter, or other comments that may assist the judges in understanding and appreciating the selection.

3. **File** Page Limit: 50 | **(10 pts)**
   a. One issue from April-May-June July
   b. One issue from August-September- October
   c. One issue from November-December-January

   Three issues must be submitted to be judged on the following criteria (section 4-6):

4. **Newsletter Format** | **(25 pts max)**
   a. Key Club Branding: proper use of graphic standards, Key Club symbol
   b. Banner/masthead: name and address of the school, issue number/month of publication.
   c. Creative layouts and demonstration of proficiency in Graphic Standards

5. **Newsletter Content** | **(40 pts max)**
   Each issue should include the following elements:
   a. Officer contact information.
   b. Calendar of upcoming/recent events.
   c. Features articles and visuals from past events.
   d. Promotion of Kiwanis Family branches
   e. Division, Region, District, International updates

6. **Timeliness of Information** | **(10 pts max)**
   a. Recognition of Past Events
   b. Present Events
   c. Promotion of Future Events

FREQUENTLY ASKED QUESTIONS

1. What does CC mean? How do I CC myself?

To CC yourself means to Carbon Copy yourself, which is basically sending the email to yourself as well. You can CC yourself by clicking on the "CC" option that appears when you compose an email next to or below "To" and typing in your own email.

New Message	_ ↗ ×
To	Cc Bcc
Subject	
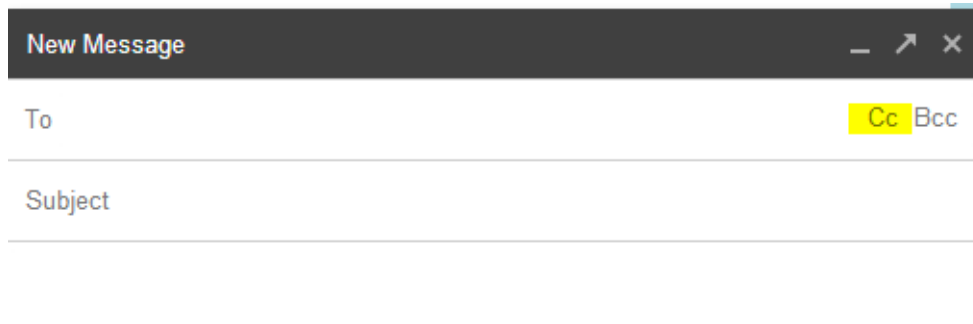
2. How can I create an E-Portfolio?

You can create an E-Portfolio with Microsoft Word or Publisher and then converting your final portfolio into a PDF file.

3. How do I convert my file into a PDF?

You may do this by searching for a PDF file converter online such as http://freepdfconvert.com.
If you wish to convert a web page into a PDF file, you may do this at http://htmlpdf.com.
If you have either the Windows Server 2003, Windows Vista, or Windows XP operating systems, you may also visit the Microsoft Office Download Center and download the   "Microsoft Save as PDF or XPS" add-in. This download allows you to export and save documents in either a PDF or XPS format. It also allows you to send e-mail attachments in either format.

4. What is an E-Signature?

An E-Signature is a typed name (it is not a signature signed by hand). To receive an E-Signature, you must ask the potential E-Signer. This E-Signer will validate your work. You must also provide the contact information of the signer as well.

5. How do I compress photos or PDF files?

You may visit websites online which can compress your photos for free such as http://jpeg-optimizer.com.
To compress PDF files, you may also visit websites online such as http://smallpdf.com.
Or you can also visit http://pdfcompressor.org, where you will be able to download a free application to compress your PDF files. However, the application requires either of the following operating systems: Windows XP, Windows Vista, Windows 7, or Windows 8.

6. What are Graphic Standards?

Graphic Standards are graphics guidelines that should be followed while promoting Key Club International for the purpose of graphic unity in the representation of the organization. Graphic Standards help should be used in your newsletter and your E-Portfolio. They help unite and represent Key Club International. You can find a manual on Graphic Standards HERE or on the CNH CyberKey at cnhkeyclub.org.

7. May I use pictures in my Dividers?

You may use any pictures or graphics as long as they are appropriate in order to showcase, but you MUST have a personal reflection in your Divider.

8. How can I merge PDF files?

You may merge any of your PDF files by using http://www.pdfmerge.com an online website which will allow you to merge up to four PDF files for free!
You can also visit http://sourceforge.net/projects/pdfsam where you'll be able to download a "PDF Split and Merge" application, a simple tool which will allow you to join and separate your PDF files.

CLUB NEWSLETTER ENTRY FORM

PLEASE TYPE OR PRINT INFORMATION ON THIS FORM AND PROVIDE WITH THE SUBMISSION.

CLUB INFORMATION

Key Club: _____

District: **California-Nevada-Hawaii** Region: _____ Division: _____ Club #: _____

EDITOR INFORMATION

Contact Name: _____

Contact E-mail: _____ Contact Phone #: _____

CERTIFICATION OF ORIGINALITY

This certifies that we, the undersigned, verify that the newsletters submitted to this contest are 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 publications 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 was the newsletter distributed to the membership, with the sponsoring Kiwanis club, and with the school administration? How frequently were these newsletters distributed? The form will expand as needed.

Explanation of Distribution		Frequency
Membership		
Sponsoring Kiwanis Club		
School Administration		

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Newsletter		

CNH District **Member Recognition Committee**
Questions, comments, concerns?
Queenie Lam | Member Recognition Chair | cnhkc.mr@gmail.com