



CNH | KEY CLUB

Club Newsletter Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Tuesday, February 16th, 2021 by 11:59PM

PST/HST

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Club Newsletter Contest

Body Text: State your full name (First, Last), Region (R##), Division (D##), Club full name and number (H#####)

CC: Copy yourself and advisor

The Club Newsletter contest is a District contest. Eligible applicants must complete the application, as explained in the guidelines. After, it is to be submitted to the CNH Contest Archive for judging. Distinguished contest winners will be announced at District Convention 2021.

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 Tuesday, February 16th, 2021 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 in e-portfolio
 - Compress the final e-portfolio file
 - Final file size must not exceed 10 MB and 54 pages
- (4) Submissions are final. Be sure when you submit your e-portfolio it is the final product. 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. Distinguished winners better fulfilled the e-portfolio guidelines. **Distinguished** winners will receive a medal and recognition at DCON. **Outstanding** winners will receive a certificate.

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: ClubName**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.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Antonio Quesada | Member Recognition Chair | cnhkc.mr@gmail.com

CLUB NEWSLETTER RUBRIC

1. Entry Form Page Limit: 1 | (5 pts max)

- Name of Newsletter Editor
- Home Club, Club number, Division, and Region
- Certification of Originality
- Explanation of Newsletter Distribution
- Table of Contents

2. Divider Page Limit: 3 | (10 pts max)

A **DIVIDER** is required for each newsletter (one per season). Each divider should precede each issue. It should include the following information.

- Issue Month
- Issue Year
- Reflection: Address 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)

- One issue from April-May-June July
- One issue from August-September- October
- 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)

- Key Club Branding: proper use of graphic standards, Key Club CNH logo
- Banner/masthead: name and address of the school, issue number/month of publication.
- Creative layouts and demonstration of proficiency in Graphic Standards

5. Newsletter Content | (40 pts max)

Each issue should include the following elements:

- Officer contact information.
- Calendar of upcoming/recent events.
- Features articles and visuals from past events.
- Promotion of Kiwanis Family branches
- Division, Region, District, International updates

6. Timeliness of Information | (10 pts max)

- Recognition of Past Events
- Present Events
- Promotion of Future Events

FORMS:

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

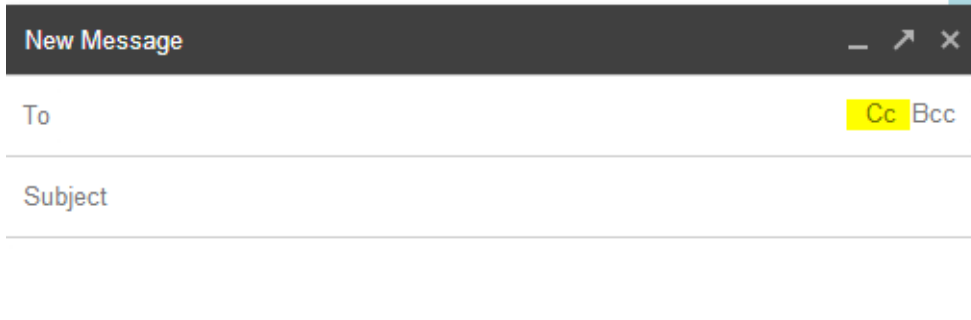
- Entry Form: [Google](#) | [PDF](#)

Refer to FAQ #9 for more information on accessing and filling out forms.

FREQUENTLY ASKED QUESTIONS

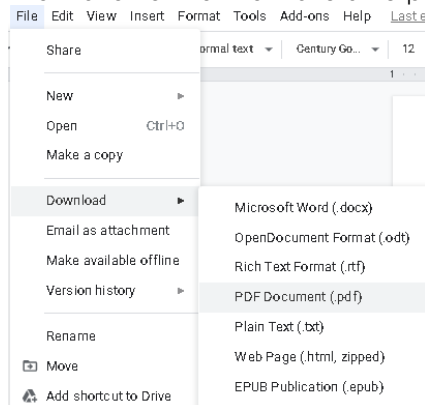
1. What does CC mean? How do I CC myself?

CC stands for "carbon copy." To carbon copy is to send an identical E-mail to the given recipient to save as a copy. By clicking the button with the letters "CC" on it while sending an email out, you will be able to type in the address to which you would like to send a carbon copy—in this case, your own.



2. How can I create an E-Portfolio?

Google Slides is a good and free application to use; you can also use Publisher, Word, Photoshop, and PowerPoint. When saving a file in Google Slides, go to "File", then "Download" and you will see the PDF option. To find more information on how to make an e-portfolio visit the [CNH Youtube Channel](#).



4. What is an E-Signature?

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.

5. How do I compress photos or PDF files?

PDFs: <http://smallpdf.com/>

Photos: <https://imagecompressor.com/>

(Keep in mind, a "JPEG" photo is already small enough, and would not need any compressions).

6. What are Graphic Standards?

The whole E-Portfolio needs to utilize graphic standards. This applies to any documents that are added into the E-Portfolio as well, apart from Letter of Recommendation and anything sent to you. Colors can be customized, and appropriate fonts are preferred. A guide to Key Club graphic standards can be found at <https://www.keyclub.org/resources/key-club-brand-guide/>. Graphics such as seals, pencils and other logos can be found at <http://cnhkeyclub.org/resources/graphic>.

FREQUENTLY ASKED QUESTIONS

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?

Use online applications, such as www.pdfmerge.com.

9. How do I transfer the forms on this file, such as the entry form, 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.

If you have questions or problems with this, then please email Member Recognition Chair at cnhkc.mr@gmail.com

10. How do I attach my newsletter issues to the e-portfolio?

You can attach your newsletter issues by PDF merging. The entry form and dividers can be done separately on Google Slides or another application. Then, you will put PDF merge each issue after a divider. You can put multiple pages on one page if it is too long. (Keep in mind it must be readable.

CLUB NEWSLETTER ENTRY FORM

PLEASE TYPE 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	

TABLE OF CONTENTS

Complete the Table of Contents by adding the section focus area and the page number for which the listed section begins. This should also help you place the items in the correct order.

ITEM	FOCUS AREA	START PAGE
Entry Form		1
Divider: Summer Newsletter		2
Newsletter		
Divider: Fall Newsletter		
Newsletter		
Divider: Winter Newsletter		
Newsletter		

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