CNH | KEY CLUB

Division Newsletter Contest

SUBMISSION OVERVIEW

The Division 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. At District Convention 2022, distinguished contest winners will be announced.

1. Read the Division Newsletter Contest guidelines.
2. When applying you must create and develop an E-Portfolio that consists of a cover page, the Division Newsletter Contest Entry Form, and supporting documentation.
3. Email the E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Saturday, February 5th, 2022 by 11:59PM PST/HST.

DIVISION NEWSLETTER GUIDELINES

RULES GOVERNING THE CNH KEY CLUB DIVISION NEWSLETTER AWARD

The Division Newsletter Award shall provide recognition to divisions who have developed exemplary Division newsletters.

(1) **E-SIGNATURES:** This application requires electronic signatures (E-Signatures) by the applicant and the Faculty Advisor. E-Signatures for this application constitutes the individual's full name and contact information, as exemplified on page 3, in Question 1 of the "Frequently Asked Questions" section. E-Signatures represent the fact that the individual(s) 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 file that includes all merged information, as indicated in the judging rubric on page 2. (Programs available: Google Slides, Photoshop, Microsoft Word, and Microsoft Publisher)
The requirements of this E-Portfolio are explained below.

- The entire submission needs to be presented in one E-Portfolio.
- It may not exceed 10MB.
- It may not exceed 54 pages total.
- Save as a PDF. Label the file: **D##Newsletter_LastNameFirstName**
- All required items for the E-Portfolio are listed on Page 2.

(3) **SMALL FILE SIZES:** Application submissions should have a small file size. The following tips are for maintaining this requirement:
- Include only the best samples of documentation
- Compress all photos and files before use in your portfolio.
- Compress the final portfolio file
- **E-Portfolio may not exceed 10MB**

(4) Submissions are final. Make sure that when you submit, you are sure that it is the final version. The decisions of judging are final. No changes or revaluations will take place after the judges and the Member Recognition Chair have certified the results.

(5) **OUTSTANDING OR DISTINGUISHED OFFICER AWARDS:** Requires the completion and submission of an E-Portfolio, which must include the completed Checklist and forms. The level of recognition will be determined by the judging results. Distinguished winners will receive a medal and recognition at DCON. Outstanding winners will receive a certificate.

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

DIVISION 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. **Dividers** Page Limit: 8 | **(10 pts max)**
   A one-page divider is required for each newsletter (one per quarter). Each divider should precede each issue. It should contain the following information:
   a. Issue Month
   b. Issue Year
   c. Reflection: *Address the focus or theme of the newsletter issue and provide an explanation as to why this issue was selected to showcase work from that quarter. Provide any additional 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
   b. One issue from July-August-September
   c. One issue from October-November-December
   d. One issue from January

   Four issues must be submitted to be judged on the following criteria (Sections 4-7):
4. **Promotion** | **(15 pts max)**
   a. Recaps major Division and District events in each issue
   b. Actively promotes District Newsletter and District Website
   c. Educational features on Kiwanis and Key Club
5. **Newsletter Format** | **(25 pts max)**
   a. Follows Graphic Standards and maintains creativity
   b. CNH Key Club logo is included
   c. Copyrighted materials are not used without proper permission
   d. Banner/Masthead: name and address of the school, issue number and month of publication; name of newsletter Editor and Division contact information are included
   e. Newsletter is identical to newsletters distributed to members
   f. Uses accent fonts/graphics
6. **Newsletter Content** | **(40 pts max)**
   Each issue should include the following elements:
   a. Division Leadership Team contact information
   b. Monthly updates from Lt. Governor
   c. Calendar of upcoming/recent events
   d. A diverse and unbiased range of perspectives within the division

7. **Growth** | **(15 pts max)**
   a. Showcase responsiveness to feedback emails from the District News Editor
   b. Please include the feedback emails received from the District News Editor
   c. Overall improvement of publication and sustained effort

FORMS:
All forms are located on the last few pages, but can be accessed here individually in Google Drive (Fillable Slide):
   - Entry Form: [Google](#)
Refer to FAQ #8 for more information on accessing and completing the forms.

FREQUENTLY ASKED QUESTIONS

1. **How do I receive E-Signatures?**
   Send an email to the respective people you would like to receive signatures from, asking permission on 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_.

| POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Key Club Lt. Governor	/s/ Barry Bee	barrybee@gmail.com	(555) 555-5555
Kiwanis Lt. Governor	/s/ Larry Bee	larrybee@gmail.com	(999) 999-9999
Region Advisor			

2. **What does "CC:" mean?**
   CC stands for "carbon copy." To carbon copy is to send an identical email to the given recipient. By clicking the "CC" button, while sending an email, you will be able to type in the address to which you would like to send a carbon copy—in this case, your Faculty Advisor(s) and Lt. Governor.
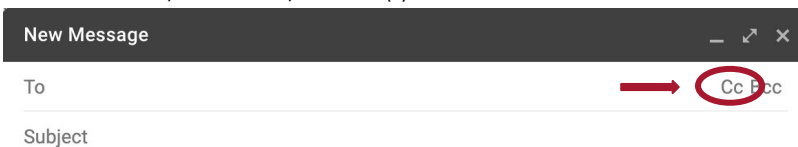
3. **On what application do I make the E-Portfolio and how do I convert it to a PDF file?**
   Google Slides is a good and free application to use; you can also use Publisher, Word, Photoshop, and PowerPoint. When saving a file in Google Slides, go to "File", then "Download" and you will see the PDF option. To find more information on how to make an e-portfolio, visit the **CNH Youtube Channel.**
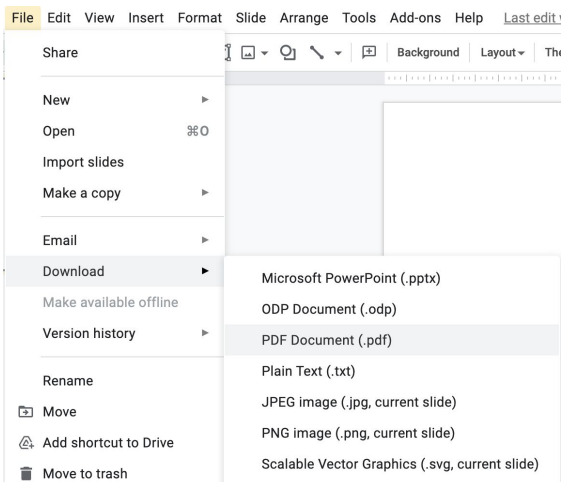
4. **How do I merge two or more separate PDF files into one?**
   Use online applications, such as http://www.pdfmerge.com.

5. **How do I compress PDFs and photos?**
   PDF's: http://smallpdf.com/
   Photos: https://imagecompressor.com/
   (Keep in mind that a "JPEG" photo is already small enough and would not need any compressions).

6. **What is the difference between OUTSTANDING, and DISTINGUISHED Recognition?**
   For Outstanding and Distinguished, you **must** complete the E-Portfolio, which includes the checklist but depending on the points received when judged, you will either be awarded Outstanding or Distinguished. Distinguished winners will receive a medal and walk on stage for DCON. Outstanding winners will receive a certificate at DCON.

FREQUENTLY ASKED QUESTIONS

7. **Why is Quarter 4 included for months I need to submit newsletters if the deadline for submissions is before Quarter 4 ends?**
Even though the application is due before Quarter 4 ends, you can still submit newsletters from January.

8. **How do I transfer the forms provided on this file, such as the Nomination Form or the Proof of Attendance, to my E-Portfolio?**
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 the Member Recognition Chair at mr.chair@cnnkeyclub.org.

9. **Do all the sections of the portfolio need to utilize 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.

10. **What will the person who signs their E-Signature phone number and email be used for?**
Random checks will be made to make sure that the person whose name is in the E-Signature section approved of what was being submitted. The Member Recognition Committee has the right to disqualify those who do not get authentic E-Signatures.

11. **How do I attach my newsletter issues to the e-portfolio?**
You can attach your newsletter issues through PDF merging. The Entry Form and Dividers can be done separately on Google Slides or another application. Then, you will merge the PDFs of each issue after a Divider, You can put multiple pages on one page if it is too long. Keep in mind that the newsletter must remain readable!

DIVISION NEWSLETTER ENTRY FORM

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

DIVISION INFORMATION

Division: _____

District: __California- Nevada-Hawaii__   Region: _____

EDITOR INFORMATION

Contact Name: _____   Club Name: _____

Editor's Club Number: _____   Contact Email: _____

Contact Phone #: _____

CERTIFICATE 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 division membership.

There **must** be 3 people to certify originality: the Key Club Lieutenant Governor, the Kiwanis Lieutenant Governor, and the Region Advisor. An individual may only certify originality once.

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Key Club Lt. Governor			
Kiwanis Lt. Governor			
Region Advisor			

EXPLANATION OF DISTRIBUTION

How was the newsletter distributed to the membership, with the sponsoring Kiwanis club, and with the school administration? How frequently was the newsletter distributed?

Explanation of Distribution		Frequency
Division Membership		
Division Kiwanis Clubs		

TABLE OF CONTENTS

Complete the Table of Contents by listing the different focus areas in each application item and by adding the page number for which the listed sections begin. This should also help you place the items in the correct order.

ITEM	FOCUS AREA	START PAGE
Entry Form		
Divider: Quarter 1 Newsletter		
Newsletter		
Divider: Quarter 2 Newsletter		
Newsletter		
Divider: Quarter 3 Newsletter		
Newsletter		
Divider: Quarter 4 Newsletter		
Newsletter		