



CNH | KEY CLUB

CNH Division Website Contest

SUBMISSION OVERVIEW

Registration **DEADLINE**

Submit by September 15, 2020 by 6:00PM PST/HST.

SUBMIT ENTRIES TO:

CNH Website Contest Registration Form

tinyurl.com/2021CNHWEBSITE

All final changes should be completed by this day.

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. Use the CNH Website Contest Checklist while referencing the CNH Website Contest Guidelines.
3. Registrations must be received by September 15, 2020 no later than 6:00PM PST/HST to the CNH Website Contest Submission form. No late entries will be accepted.

DIVISION WEBSITE CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB DIVISION WEBSITE CONTEST

The CNH Website shall provide recognition to divisions that have developed exemplary division websites.

The website contest guidelines are intended to be used in reference to the website contest checklist. 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 website 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 and your division. The page should also include the **Division history**: clubs in Division, mascot, any awards received, and any other significant achievements.
- (2) **UPCOMING SERVICE/FUNDRAISING EVENTS:** The website must include a place where members may access Division service/fundraising 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 events. It also includes articles and visuals submitted to the division.
- (4) **CONTACT:** The website must include a place where members can find contact information of all the Division Leadership members, advisors (faculty, region and Kiwanis), and Lieutenant Governor. The contact page should include **email, name, position, and a photo** of each person (optional). There may **NOT** be any personal phone numbers on the website.
- (5) **LINKS:** The website must include **functioning live links** to the **CNH CyberKey** and the **Key Club International Website**.
- (6) **RECOGNITION:** Websites should have a separate section where members, officers, and advisors are recognized.
- (7) **ORGANIZATION/CREATIVITY:** The website should demonstrate each basic element (fonts, colors, and logos) of graphic standards. Please refer back to the CyberKey to review CNH Graphic Standards or click [here](#).
- (8) **RESOURCES:** Access to member forms, presentations, and other materials that are pertinent to Key Club.
- (9) **ARCHIVE OF PAST DCM AGENDAS/DCM MINUTES/ DIVISION NEWSLETTERS:** Past Division Council Meeting agendas/minutes, and newsletter should be made available.
- (10) **MAINTENANCE:** Frequently upkeeping your website for each month passes to keep all resources up to date, accurate, and appropriate.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

DIVISION 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 three times throughout this term. Website must be updated by the following dates for judging check-ups:

- 1st Visit: September 15th, 2020 by 6 P.M. PST/HST **(10 pts max)**
- 2nd Visit: October 26th, 2020 by 11:59 P.M. PST/HST **(10 pts max)**
- 3rd Visit: December 14th, 2020 by 11:59 P.M. PST/HST **(10 pts max)**
- 4th Visit (Final Judging): February 16th, 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. Division, District, and International Updates
 - a. Include section(s) of these updates
- c. Articles and Visuals
 - a. Submissions from editors in division.

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 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
- 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 #9 for more information on accessing and filling out forms.

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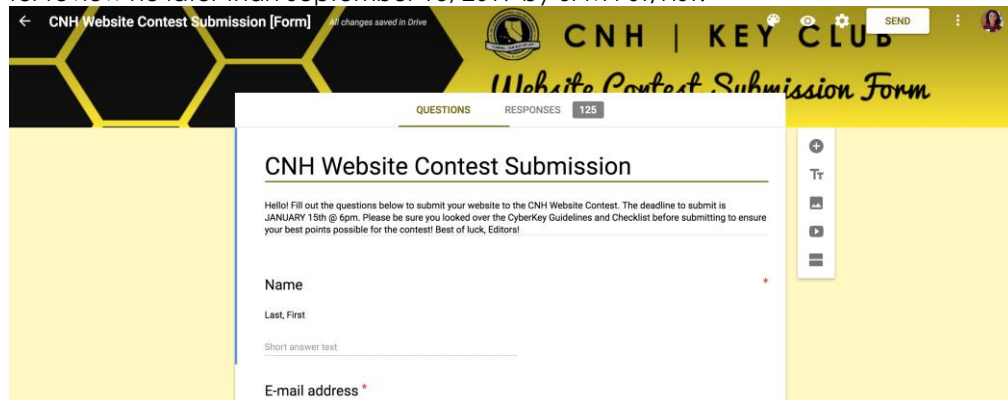
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FREQUENTLY ASKED QUESTIONS

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, 2019 by 6PM PST/HST.



The screenshot shows a Google Forms interface for the 'CNH Website Contest Submission'. The form title is 'CNH Website Contest Submission' and it has 125 responses. The form content includes a greeting, a deadline notice for January 15th at 6pm, and input fields for Name (Last, First), Short answer text, and E-mail address.

How can I create a website?

You can create a website using free website builder such as www.wix.com or 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 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.

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 forms, 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

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DIVISION 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 6:00PM PST/HST, along with the Contest Registration Form no later than September 15, 2020 at 6:00PM PST/HST. Appropriate recognition will be provided to the winning Divisions

DIVISION INFORMATION

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

EDITOR INFORMATION

Contact Name: _____ Contact E-mail: _____

Contact Phone #: _____ Club Name: _____ Club#: _____

WEBSITE LINK

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 Lt. Governor; and Region Advisor. An Individual may only certify originality once.

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Editor			
Lt. Governor			
Region 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
Division Membership	
Division Kiwanis Clubs	

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