



# **WHAT IS AN E-PORTFOLIO?**

The CNH District's Guide to Making an E-Portfolio  
2018-2019

# OVERVIEW

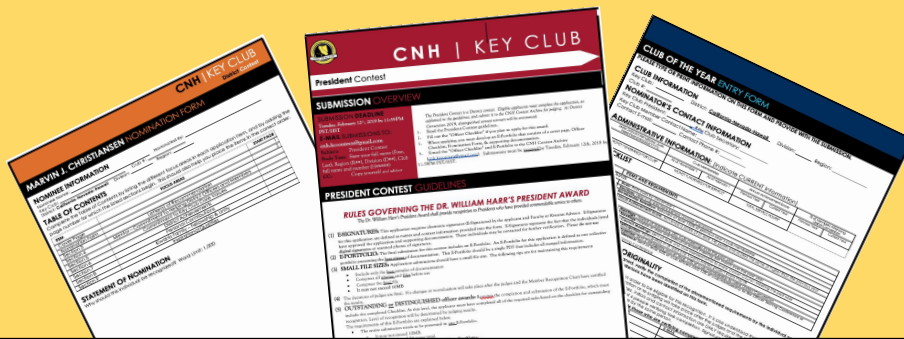
## WHAT IS AN E-PORTFOLIO?

An electronic version compilation or binder which reflects on one's work quality, learning progress, achievements, and more.

## WHY DO I NEED AN E-PORTFOLIO?

For majority of all contests offered to the members and advisors of the California-Nevada-Hawaii District, an e-portfolio is needed to summarize one's experience and all portfolios should meet certain requirements for the specific contest being applied for.

**WANT TO SEE ALL THE CONTEST GUIDELINES TO SEE WHICH CONTESTS REQUIRE AN E-PORTFOLIO? GO TO THE CNH CYBERKEY'S RECOGNITION TAB AND CLICK "CONTESTS"!**



## WHAT PROGRAMS CAN I USE TO MAKE ONE?

There are many programs available but some are: **Google Slides**, **Google Docs**, **Microsoft Word**, **Publisher**, **PowerPoint**, **Adobe Photoshop**, **Illustrator**, **InDesign**, and **Pages**!

# SET UP, PREPARATION, & TIPS

**\*\*This guide will show how to create an e-portfolio using mainly Google Slides\*\***

## PAGE SETUP

Go to **“File”** and click **“Page Setup”**. Change dimensions to **8.5 inches by 11 inches** so that it becomes the standard paper size.

## HOW TO SCREENSHOT


**MAC**- Press **Shift-Command-4** then drag to select the area of the screen to capture. (SCREENSHOT GUIDELINES HORIZONTALLY TO MAINTAIN PIXEL QUALITY.)

**WINDOWS**- Press **Ctrl + Print Screen** (Print Scrn) by holding down the Ctrl key and then pressing the Print Screen key. The Print Screen key is near the upper-right corner of your keyboard.

## CHECKLIST

Remember that you can still apply even if you do not check off 100% of the requirements on the checklist!

## FILE CONVERSIONS & COMPRESSIONS

When converting PDFs to JPGs or PNGs (or vice versa), websites such as **smallpdf.com** should be used. All portfolios may not exceed **10 MB** and **54 pages**. Before submitting, all applicants should compress their files to fit the 10 MB requirement using websites such as **pdfcompress.com** or  points for the correct file size will not be received.

## GRAPHIC STANDARDS

The CNH Key Club District’s graphic standards was developed to provide a consistent formatting across the Club, Division, and District level. Remember to make sure **all** required Key Club logos are included, along with proper fonts. The manual can be found at:

[tinyurl.com/CNHkcGraphicStandards](http://tinyurl.com/CNHkcGraphicStandards).

# SET UP, PREPARATION, & TIPS CONT.

## ORGANIZATION

Organize photos in Google Drive folders and create a separate document for event reflections as the year goes on. This will allow you to easily find photos for your submission and be able to simply paste your reflections for their respective events.

## BEGINNING

Review the guidelines on the CNH CyberKey and start completing items on the checklist! Schedule certain times per week to work on your submission. There will be **NO late submissions** accepted.

## ASK FOR HELP

At any time in the application process, if you feel that you do not understand a specific guideline or anything else, please reach out to your respective Lieutenant Governor or District Member Recognition Chair Annaleigh Nguyen!

# **BEST OF LUCK! HOPE TO RECOGNIZE YOU SOON!**



# FORMS

## NOMINATION AND ENTRY FORMS

All contests have some sort of nomination or entry form that will need to be filled out. These include verification signatures from club officers and advisors.



Google Drive

Google Slides

## STEPS

1. Download the word file of the contest guidelines in which you are applying to.
2. Fill out the forms attached to the guidelines using Microsoft Word or Google Slides. (If you are using Google Slides, you will need to upload the file to your Google Drive first.)
3. If you are using Microsoft Word, once you finish filling out the required forms, export as a PDF then screenshot and upload on Google Slides document. (Look up how to screenshot on your specific device and if it is not capable of screenshotting, convert your PDF forms to JPG or PNG)
4. If you are uploading directly to Google Slides, place text boxes on top of the lines you need to fill out.

## E-SIGNATURES

When getting an e-signature, you must receive permission from the person whom you are signing for. Remember that an official e-signature includes “/s/”! You can also simply print the necessary forms, have them signed, then scan and upload!

## CERTIFICATION

*The E-Signer has to be your club President, Secretary, or Faculty/Kiwanis Advisor. Presidents and Secretaries may not sign-off on their own form.*

E-Signature:       /s/. Busy Bee                            E-Signer's E-mail:       BusyBee@Bee.com        
E-Signer's Position:       Club President                            E-Signer's Phone Number:       (123)-456-7891      

**Member Recognition Committee**

Chair Annaleigh Nguyen | [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)



# CREATING A PORTFOLIO

**\*\*Remember to maintain Graphic Standards rules throughout portfolio; pencil, logos, fonts, etc\*\***

## COVER PAGE/DIVIDERS

If the contest guidelines state to include a cover page and/or dividers, remember to do so and include all information needed such as **applicant name, position, term, home club name, Division, Region, reflections, and pictures.**



## LETTERS OF RECOMMENDATIONS

Letters will portray the efforts you have made, as well as the growth you have demonstrated during the respective administrative year. **According to the PAGE LIMIT of the letter of recommendation section on a specific contest, there should be an equal amount of letters (1 page per letter).**

## REFLECTIONS

Summarize how the term has gone and what you have contributed; this is the time to brag about your accomplishments! Provide **as many RELEVANT examples as possible** and include **visuals** with your examples!

# EXAMPLES

**\*\*Remember that you DO NOT need to be an artist to create an e-portfolio. You will not be judged on how aesthetic your overall portfolio looks, but rather the quality of the content. Keep your portfolio organized and include as much of what is asked in the guidelines as possible.\*\***

 **CNH | KEY CLUB**

PERSONAL CONTRIBUTIONS REFLECTION

As a Key Club member for the four years of my high school experience, there were many opportunities available for me to obtain a chance in becoming a better student and leader. I branched out to run for a club officer position during my sophomore year, as I wanted to help and support my home club's efforts.

As I became more involved due to my position as Club Secretary, I found myself getting more involved with other Key Club District-wide events, such as Key Leader and International Convention 2016, where I was able to witness life changing experiences that influenced me to take further chances in becoming a greater leader.



 **CNH | KEY CLUB**

Commitment to Core Values

## Character Building


Personal growth is something I always strive for, and I am so grateful for all of the experiences I've had this year that have taught me so much about myself and how my actions affect others. In Key Club, I wanted to always be the best version of myself.

I was incredibly honored to have had the opportunity to attend Key Leader. This experience has taught me so much about growing as a person and as a leader, with informative and inspirational workshops and presenters!

## Inclusiveness

One of the reasons I fell in love with Key Club to begin with is because of its commitment to inclusiveness. No one is left behind in this club, and everyone is open to becoming friends with everyone! I strove to be an open person that was friendly and approachable, and wanted to meet as many people as I could!

As a Key Clubber, I have had many experiences where I would see another member alone and with no one to hang out with. I made it a goal of mine to personally reach out and befriend all of these members, so that they feel welcome wherever they are!


 **CNH | KEY CLUB**


DIVIDER PAGE: PERSONAL CONTRIBUTIONS REFLECTION

Ever since grade school, I was known to be an introvert, and never reached out to see myself as a leader. However, that thought first changed due to Key Leader 2015.

Amongst other Key Clubbers that held the same passions and drive as me, I began feeling more comfortable in my own skin. As I watched leaders present themselves charismatically and professionally, I was struck in awe as it began inspiring me to see myself potentially be a leader as well.

After that weekend, I realized that, "leaders come in different shapes, sizes, and volumes." Like the leaders I once saw, I continue to repeat this saying to the underclassmen today, as I hope to inspire them as others have inspired me to become the leader I am today.



 **CNH | KEY CLUB**

Commitment to Core Values

## Caring

Every day is a new opportunity to help someone in need. Personally, caring is the Core Value I keep closest to my heart, for I feel that it is incredibly important to remember to care for those around you.

As club secretary, I exhibited Caring by helping my fellow officers in any way I could, always offering guidance to the underclassmen in my home club, and of course, attending as many service events as possible!

## Leadership

I am so fortunate to have been able to grow as a leader in Key Club. Throughout my journey I have learned so much about what it means to be a servant leader in my community. Through Key Club I have met so many inspiring individuals that all push me to be a better leader than I was yesterday.

As an officer, there were many instances throughout the year in which I had to demonstrate effective leadership. One instance is when I had to lead a local service event to ensure it would run smoothly.