



cali-nev-ha key club

SUBMISSIONS MANUAL

Updated by District News Editor Victor Nguyen

2021 - 2022

articles and visuals

Submitting **article & visuals** is the responsibility of the *Division News Editor*. It is HIGHLY ENCOURAGED that divisions submit articles and visuals each month. It's an opportunity for members to showcase their service and creative skills.

Just a reminder, you must be submitting **at least 3 articles and 3 visuals** for the division that you serve. Articles and visuals will be featured in the District Newsletter and the CNH CyberKey, so try your best to choose those articles and visuals with great quality!

submission guideline

SUBMIT TO:

This [LINK](#) or tinyurl.com/cnharticlesandvisuals2122

SUBMIT BY:

THE **15TH** OF EACH MONTH BY **6PM** PST/HST

FILE NAMING FOR BOTH:

DXX_EVENTNAME_Number Label

Ex: D99_ParkCleanUp_#1 (for the first event)

newsletters

Creating and submitting **newsletters** is one of the responsibilities of the *Division News Editor*. Division Newsletters are the best way to create **monthly update system** and communicate information to the division you serve. It's an opportunity to showcase the division's service, events, and creative skills.

submission guideline

SUBMIT TO:

This [LINK](#) or tinyurl.com/cnhnewsletters2122

SUBMIT BY:

THE **20TH** OF EACH MONTH BY **6PM** PST/HST

FILE NAMING FOR BOTH:

DXX_DNEWS_MonthDigit_2122

Ex: D99_DNEWS_07_2122 (For the July Newsletter)

THINGS TO KEEP IN MIND:

- Newsletters are created PROACTIVELY, meaning it's for the next month! (August Newsletter submitted in July)
 - File **MUST** be a compressed PDF (max 100MB)

Thank you for your dedication to Key Club!
If you have any questions, comments, or concerns, please do not hesitate to contact **District News Editor, Victor Nguyen** at **dne@cnhkeyclub.org**.