CNH | KEY CLUB

CNH Club Website Contest

SUBMISSION OVERVIEW

Registration **DEADLINE**
Submit by September 15, 2021 by 6PM PST/HST.
SUBMIT ENTRIES TO:
tinyurl.com/2122CNHWEBSITE

Websites need to be entered by this date. Late submissions will not be accepted. Websites will be judged three times.

The CNH Website contest is a District contest. Eligible applicants must complete the Content Registration Form, as explained in the guidelines. At District Convention 2022, distinguished contest winners will be announced.

1. Read the CNH Website Contest guidelines.
2. Fill out the CNH Website Contest Entry form. Submit it along with your website.
3. Registrations must be received by September 15, 2021 by 6PM PST/HST to the CNH Website Contest Submission form. No late entries will be accepted!

CLUB WEBSITE CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB WEBSITE AWARD

The CNH Website shall provide recognition to clubs that have developed exemplary club websites.

The website contest guidelines are intended to be used in reference to the website contest rubric. 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 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 will be done three times throughout the term. 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, your Division, and your Club. The page should also include any significant achievements that your club has achieved.

(2) **UPCOMING SERVICE/FUNDRAISING EVENTS:** The website must include a place where members may access Division and Club 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 and Club events. It also includes articles and visuals by your Editor.

(4) **CONTACT:** The website must include a place where members can find contact information of all the club officers and advisors. The contact page should include the **email, name, position, and a photo** of each person. There should NOT be any personal phone numbers on the website.

(5) **ARCHIVE OF PAST CLUB MEETING AGENDAS/NEWSLETTERS:** There should be a section where access to past meeting agendas and newsletter are available.

(6) **ORGANIZATION/CREATIVITY:** The website should demonstrate each basic element (fonts and logos) of graphic standards. Please refer back to the CyberKey to review CNH Graphic Standards or click **HERE**.

(7) **RESOURCES:** Access to member forms, presentations, and other materials that are pertinent to Key Club.

(8) **MAINTENANCE:** Websites must be frequently updated every month. This means all resources must be up to date, accurate, and appropriate. This includes pictures, design, forms, calendar, and more.

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

CLUB 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, 2021 by 6PM PST/HST **(10 pts max)**
   - ❏ 2nd Visit: November 17th, 2021 by 11:59PM PST/HST **(10 pts max)**
   - ❏ 3rd Visit (Final Judging): January 19th, 2022 by 11:59PM PST/HST **(The final visit will be the check of the final product. It includes Sections 2-5's point values combined, meaning a total of 70 pts.)**

   <u>Each visit, judges will grade your website based on Sections 2-5.</u> Everything from Sections 2-5 should be implemented/updated on the website to earn full points each check.

2. **Content | (20 pts max)**
   a. About Page and Contact Page
   b. Division, District, and International Updates
      i. Include section(s) for these updates
   c. Articles and Visuals
      i. Submissions from your club's Editors

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 Division website, CNH CyberKey, and KCI Website

4. **Creativity | (20 pts max)**
   a. Use of backgrounds and pictures/videos to enhance website
   b. Unique/Not similar to other websites
   c. No copyright infringement

5. **Format and Accuracy | (10 pts max)**
   a. Follows Graphic Standards
      i. Appropriate fonts and logos
   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 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. **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, 2021 by 6PM PST/HST.

   ## CNH 2021 Website Contest Submission Form

   Hello Editors! Please answer the questions below when submitting your website to the CNH Website Contest for consideration and review. Throughout the term, work with your club/division to ensure that information is updated! No further submissions are required. Judges will periodically grade your website based on the rubric.

2. **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.

3. **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.

4. **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.

5. **Will the CNH District winners of this contest be recognized at DCON?**
   Yes, all Editors who receive Distinguished awards will be recognized at District Convention 2022.

6. **Do you have to be present at DCON for your entry to win this contest?**

7. It is recommended to be present at DCON; however, your attendance is <u>not</u> required. In the event that your submission wins, the award will be given to a representative from your home club/division.

8. **How do I transfer the forms on this file, such as the nomination form or 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. <u>If you have questions or problems with this, then please email the Member Recognition Chair at</u> mr.chair@cnnkeyclub.org.

9. **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, <u>typed</u>

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Club Editor	/s/ Busy Bee	busybee@gmail.com	(555) 555-5555
Club President	/s/ Larry Bee	larrybee@gmail.com	(999) 999-9999
Faculty Advisor			

10. **What is the difference between OUTSTANDING and DISTINGUISHED Recognition?**
    Distinguished winners will receive a medal and walk on stage for DCON. Outstanding winners will receive a certificate at DCON.

CLUB WEBSITE 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, 2021 at 6PM PST/HST, along with the Contest Registration Form no later than September 15, 2021 at 6PM PST/HST. Appropriate recognition will be provided to the Club winners.

CLUB INFORMATION

Key Club: _____ District: **California- Nevada-Hawaii** Division:_____

Region: _____ Club #: _____

EDITOR INFORMATION

Contact Name:_____

Contact Email: _____ Contact Phone #:_____

WEBSITE LINK

_____

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 club membership.

There **must** be 3 people to certify originality: the Editor of the website submitted to this contest, the Club President, and the club Faculty Advisor. An individual may only certify originality once.

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Club Editor			
Club President			
Faculty Advisor			

EXPLANATION OF DISTRIBUTION

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

Explanation of Distribution		Frequency
Membership		
Sponsoring Kiwanis Club		
School Administration		