



# CNH | KEY CLUB

## Year-in-Review (Traditional) Contest

### SUBMISSION OVERVIEW

#### SUBMISSION DEADLINE

**RECEIVED** by Friday, April 1, 2022 at DCON 2022.

#### TURN IN SUBMISSIONS TO:

CNH Key Club Member Recognition Office at DCON 2022

The Year-in-Review Contest is an International contest. Eligible submissions must first be submitted to the CNH Key Club District Member Recognition Office at DCON 2022 for judging on the District level. At District Convention 2022, distinguished contest winners will be announced, but only the first and second place submissions will go on to compete on the International level at ICON 2022.

1. Read the Year-in-Review Contest guidelines.
2. Fill out the "Year-in-Review Contest Entry Form" and provide it at the beginning of the submission.
3. Turn in the submission to the CNH Key Club District Member Recognition Office at DCON. Submissions must be received by Friday, April 1st, 2022 by 6:00PM.

### YEAR-IN-REVIEW GUIDELINES

#### RULES GOVERNING THE KEY CLUB INTERNATIONAL YEAR-IN-REVIEW AWARD

*\*A Key Club is only allowed enter one of the two scrapbook contests (digital and traditional).\**

- (1) A Key Club may enter a scrapbook containing examples in the form of pictures, souvenirs, newspaper clippings, etc. of its activities during the club administrative year (defined as being from District Convention 2021 to District Convention 2022). Each scrapbook must be divided into the following categories:
  - (a) Service to School
  - (b) Service to Community
  - (c) Fundraising Projects
  - (d) Kiwanis Relations
  - (e) Major Emphasis Involvement
  - (f) Miscellaneous
- (2) The first and second place Year-in-Review Contest winners from the CNH District will be eligible to compete at the International level.
- (3) Each category must be tabbed accordingly. The pages also must be numbered with a table of contents included at the beginning. Judges will deduct five points for missing tabs and five points for a missing table of contents.
- (4) Each entry is required to be submitted in a scrapbook binder measuring no larger than 14 inches by 14 inches. The cover may be decorated.
- (5) A Cost Sheet must be completed and affixed to the inside front cover of the scrapbook and contain the following: Key Club name, Division, Region, District, city, state, and an itemized statement of the total expenditures and donations. This statement must be signed by the Key Club President and Faculty Advisor, stating that the scrapbook's retail cost value (including photographic materials) does not exceed the amount of US\$300. If this Cost Sheet is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. Work done by Key Club members such as hand-lettering, artwork, etc. is not included as cost items. Failure to comply with these rules will result in disqualification.
- (6) Each scrapbook being judged at the International convention MUST be the exact same scrapbook judged at the District Convention. Any alterations in the scrapbook will result in disqualification.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | [mr.chair@cnhkeyclub.org](mailto:mr.chair@cnhkeyclub.org)

# YEAR-IN-REVIEW GUIDELINES

- (7) Entries for District level competition must be submitted to the Member Recognition Office at District Convention by 6 PM on Friday, April 1st, 2022. Entries for International competition must be submitted to the Key Club Convention Contest Office during specified hours listed in the ICON program.
- (8) No audio, visual, or computer equipment will be allowed as part of the entry.
- (9) 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.
- (10) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1st.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | [mr.chair@cnhkeyclub.org](mailto:mr.chair@cnhkeyclub.org)

# YEAR-IN-REVIEW RUBRIC

This is an International Contest and this is the breakdown of the number of points possible for each section. Entries shall be judged based upon an accumulated total of 100 points allocated to the following categories:

- 1. Uniqueness of Project Presentation | (10 pts max)**
  - a. Unique/Not similar to other designs
  - b. Incorporated theme
  - c. No copyright infringement
  - d. Overall appearance
- 2. Artistic Value | (10 pts max)**
  - a. Use of color to enhance design
  - b. Quality and placement of photographs and news clippings
- 3. Service to School | (15 pts max)**
  - a. Include projects which assisted school operations
  - b. Possible projects include: beautification, spirit, activities, etc.
- 4. Service to Community | (15 pts max)**
  - a. Include projects with outside organizations
  - b. Possible organizations include: UNICEF, March of Dimes, Children's Miracle Network, etc.
- 5. Fundraising Projects | (15 pts max)**
  - a. Include fundraisers that supported the club's activities and charities
- 6. Kiwanis Relations | (15 pts max)**
  - a. Include projects and activities with other members of the Kiwanis Family
  - b. Interaction with sponsoring Kiwanis Club
- 7. Involvement with Major Emphasis | (15 pts max)**
  - a. Major Emphasis theme: "Children: Their Future, Our Focus"
  - b. Projects which include service and fundraisers for children
- 8. Miscellaneous | (5 pts max)**
  - a. Include any additional items completed during the year
  - b. Possible items include: member photos, social activities, RTC, Fall Rally, DCON, newspaper clippings, photographs, etc.

## **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 #6 for more information on accessing and completing the forms.*

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# FREQUENTLY ASKED QUESTIONS

**1. What if the mail was sent before the deadline, but is not delivered on time?**

Submissions are only accepted during the timeframe provided on Friday of District Convention. Please do not mail any Year-in-Review submissions. Submission can be done by any member of the home club or Division.

**2. How do I qualify for the International level contest?**

In order to qualify for the International level contest, entries must first be submitted to the CNH Key Club District Member Recognition Office for judging on the District level. At District Convention 2022, only the first and second place District winners will be eligible to compete in the International contest.

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

It is recommended to be present at DCON or ICON; however, you do not need to be present. In the event that your submission wins, the award will be given to a representative from your home club/Division.

**4. How many Year-in-Review Contests can I apply for?**

Each club may only submit one Year-in-Review, either a digital or traditional scrapbook.

**5. What if I did not spend any money on my submission? Do I still need to fill out the cost sheet on the Entry Form?**

Yes, applicants are still required to complete the cost sheet. Please just put \$0 for your total spending and it would be considered valid.

**6. 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. If you have questions or problems with this, then please email the Member Recognition Chair at [mr.chair@cnnkeyclub.org](mailto:mr.chair@cnnkeyclub.org).

**CNH District Member Recognition Committee**

Questions, Comments, Concerns?

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# YEAR-IN-REVIEW ENTRY FORM

ATTACH THIS FORM TO THE INSIDE COVER OF THE TRADITIONAL YEAR-IN-REVIEW ENTRY..

## CLUB INFORMATION

Key Club: \_\_\_\_\_  
 District: California- Nevada-Hawaii Region: \_\_\_\_\_ Division: \_\_\_\_\_ Club #: \_\_\_\_\_  
 Club Membership: \_\_\_\_\_

## ADVISOR CONTACT INFORMATION

Contact Name: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
 Faculty Advisor's Name (Printed in Pen): \_\_\_\_\_  
 Faculty Advisor's Signature (In Ink): \_\_\_\_\_

## PRESIDENT INFORMATION

President's Name: \_\_\_\_\_  
 President's Signature (In Ink): \_\_\_\_\_

## ITEMIZATION OF COSTS

Please itemize costs and donations associated with the creation of this year-in-review submission.

COSTS	USD	DONATIONS	USD
<b>Total Costs</b>		<b>Total Donations</b>	

----- FOR OFFICIAL USE ONLY -----

<input type="checkbox"/>	This entry was judged by the California-Nevada-Hawaii Member Recognition Committee. Mark box if applicable.
<input type="checkbox"/>	THIS APPLICATION RECEIVED (CIRCLE ONE)                      FIRST PLACE                      SECOND PLACE
<input type="checkbox"/>	This application was selected by other means and was approved for entry for International competition by the Key Club District Administrator. Mark box if applicable.
KEY CLUB DISTRICT ADMINISTRATOR SIGNATURE	<b>NOTE:</b> Only District winners are eligible for submission to the international competition. In the case a District does not hold a District contest using the prescribed rules of this contest, the District may select an entry by other means and so certify by signature of the District Administrator. Refer to the annual Key Club guidebook for additional information and deadlines.