

CNH | KEY CLUB

Division Newsletter Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

E-mail by Monday, February 12th 2018

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Division Newsletter Contest

Body Text: State your full name (First, Last), Region (R#), Division (D#), Club full name and number (H#####)

CC: Copy yourself

1. *The Division Newsletter contest is a district contest. Eligible applicants must complete the application, as explained in the guidelines, and submit it to the CNH Contest Archive for judging. At District Convention 2018 distinguished contest winners will be announced.*
2. Read the Division Newsletter Contest guidelines.
3. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, the Division Newsletter Contest Entry Form, and supporting documentation.
4. E-mail the E-Portfolio to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Monday, February 12th 2018.

DIVISION NEWSLETTER GUIDELINES

RULES GOVERNING THE CNH KEY CLUB DIVISION NEWSLETTER AWARD

The Division Newsletter award shall provide recognition to Key Clubs that have developed exemplary newsletters at the division level.

- (1) **E-SIGNATURES:** This application requires electronic signatures (E-Signatures) by the applicant and Faculty or Kiwanis Advisor. E-Signatures for this application are defined as names and contact information provided into the form. E-Signatures represent the fact that the individuals listed have approved the application and supporting documentation. These individuals may be contacted for further verification. Please do not use digital signatures.
- (2) **E-PORTFOLIO:** The final submission for this contest includes an E-Portfolio. An E-Portfolio for this application is defined as one collective portfolio presenting the best pieces of documentation. This E-Portfolio should be a single PDF that includes all merged information.
- (3) **SMALL FILE SIZES:** Application submissions should have a small file size. The following are tips to maintaining this:
 - Include only the best samples of documentation
 - Compress all photos and files before use
 - Compress the final file
- (4) Suitable awards will be presented.
- (5) The decisions of the judges are final. No changes or re-judging will take places after the judges and the Member Recognition Chair have certified the results.
- (6) **OUTSTANDING or Distinguished Awards:** requires the completion and submission of the E-Portfolio, which must include the completed Checklist. At this level, the applicant has to have completed all of the required tasks listed on the checklist for outstanding recognition. Level of recognition will be determined by judging.
 - The requirements of this E-Portfolio are explained below.
 - The entire submission needs to be given in one E-Portfolio.
 - It may not exceed 10MB.
 - Save as a PDF. Label the file: `DivisionNewsletter_ LastNameFirstName`
 - All required items for the E-Portfolio are listed on Page 2.

DIVISION NEWSLETTER GUIDELINES

Entry Form: 1 page maximum; form provided

- a. Name of Newsletter Editor
- b. Home Club, Club number, Division, and Region
- c. Certification of Originality
- d. Explanation of Newsletter Distribution
- e. Table of Contents

Supporting Documentation:

A **DIVIDER** is required for each newsletter. It should include the following information.

Page Limit: 1

- a. Issue Month
- b. Issue Year
- c. Reflection: *addresses the focus or theme of the newsletter issue or an explanation as to why this issue was selected for the quarter, or other comments that may assist the judges in understanding and appreciating the selection.*

Issues: Three issues, one per season, to include in the report.

- a. One issue from April-May-June July
- b. One issue from August-September- October
- c. One issue from November-December-January

Newsletter File Each issue should meet the following criteria:

- a. Minimum of 5 pages per file
- b. 1 newsletter from each season, 3 total to be submitted.

Promotion/Education Promotion of Key Club organization and partners.

- a. Recaps major division and district events in each issue
- b. Actively promotes District Newsletter and CyberKey
- c. Promotes Key Club and Kiwanis Family
- a. Education features about Kiwanis and Key Club
- b. Upcoming division, district, club events
- c. Draws inspiration from District Newsletter to educate members
- d. Timely and accurate information

Content The information within the newsletters should contain the following:

- a. Emphasis on division information, district updates, international information and events
- b. Includes division leadership contact information
- c. Monthly updates from Lt. Governor
- d. Calendar of events
- e. Timely and accurate information

Graphics Formatting of the newsletter.

- a. Follows Graphic Standards and maintains creativity
- b. Uses Key Club branding elements, CNH logo
- c. Copyrighted materials may not be used without proper permission.
- d. Key Club branding: Graphic Standards, Key Club symbol
- e. Banner/Masthead: name and mascot of the division; frequency of publication; issue number and month of publication; name of newsletter editor and division contact information
- f. Newsletters have creative layouts and demonstrate proficiency in graphic standards.
- g. Proper text layout/justification
- h. Balancing presentation of articles alongside visuals (ie: not completely articles/visuals)
- i. Must be identical to newsletters distributed to members
- j. Uses accent fonts/graphics
- k. Features interesting and informative news items
- l. Creative and aesthetically pleasing
- m. Easy to read and digest

Articles Member-submitted content.

- a. Each issue contains at least 3 articles and 4 visuals
- b. Features the diversities of perspectives within the division without bias.

Growth The eye-catching aspects of the newsletter.

- a. Responsiveness to feedback emails
- b. Overall improvement of publication and sustained effort

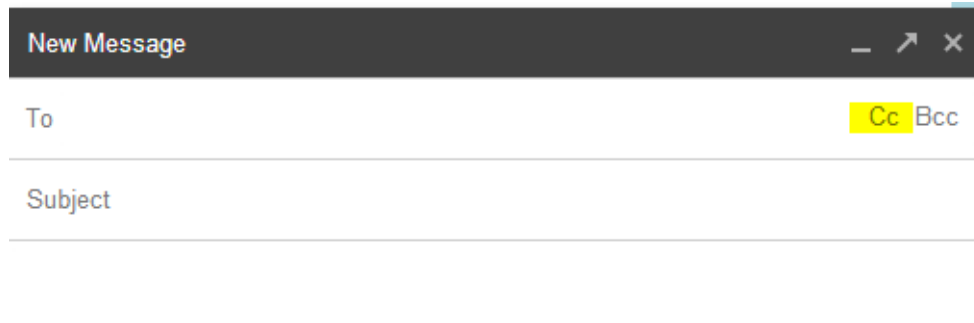
The report must include the following items in this order.

- a. Entry Form
- b. Divider 1: Summer Newsletter
- c. One Issue from April-May-June-July
- d. Divider 2: Fall Newsletter
- e. One Issue from August-September- October
- f. Divider 3: Winter Newsletter
- g. Once Issue from November-December-January

FREQUENTLY ASKED QUESTIONS

1. What does CC mean? How do I CC myself?

CC means to Carbon Copy yourself, which is basically sending the email to yourself as well. You can CC yourself by clicking on the “CC” option that appears when you compose an email next to or below “To” and typing in your own email.



2. How can I create an E-Portfolio?

You can create an E-Portfolio with Microsoft Word or Publisher and then converting your final portfolio into a PDF file.

3. How do I convert my file into a PDF?

You may do this by searching for a PDF file converter online such as <http://freepdfconvert.com>.

If you wish to convert a web page into a PDF file, you may do this at <http://htmlpdf.com>.

If you have either the Windows Server 2003, Windows Vista, or Windows XP operating systems, you may also visit the Microsoft Office Download Center and download the “Microsoft Save as PDF or XPS” add-in. This download allows you to export and save documents in either a PDF or XPS format. It also allows you to send e-mail attachments in either format.

4. What is an E-Signature?

An E-Signature is a typed name (it is not a signature signed by hand). To receive an E-Signature, you must ask the potential E-Signer. This E-Signer will validate your work. You must also provide the contact information of the signer as well.

5. How do I compress photos or PDF files?

You may visit websites online which can compress your photos for free such as <http://jpeg-optimizer.com>.

To compress PDF files, you may also visit websites online such as <http://smallpdf.com>.

Or you can also visit <http://pdfcompressor.org>, where you will be able to download a free application to compress your PDF files.

However, the application requires either of the following operating systems: Windows XP, Windows Vista, Windows 7, or Windows 8.

6. What are Graphic Standards?

Graphic Standards help should be used in your newsletter and your E-Portfolio. They help unite and represent Key Club International. You can find a manual on Graphic Standards on the CNH CyberKey.

7. May I use pictures in my Dividers?

You may use any pictures or graphics as long as they are appropriate in order to showcase, but you MUST have a personal reflection in your Divider.

8. How can I merge PDF files?

You may merge any of your PDF files by using <http://www.pdfmerge.com> an online website which will allow you to merge up to four PDF files for free!

You can also visit <http://sourceforge.net/projects/pdfsam> where you'll be able to download a “PDF Split and Merge” application, a simple tool which will allow you to join and separate your PDF files.

PLEASE TYPE OR PRINT INFORMATION ON THIS FORM AND PROVIDE WITH THE SUBMISSION.

Division INFORMATION

Division: _____

District: California-Nevada-Hawaii Region: _____

EDITOR INFORMATION

Contact Name: _____ Club Name: _____

Editors Club Number : _____ Contact E-mail: _____

Contact Phone #: _____

CERTIFICATION OF ORIGINALITY

This certifies that we, the undersigned, verify that the newsletters submitted to this contest are 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 publications being submitted to this contest; the Club President; and one advisor. An individual may only certify originality once.

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
News Editor			
LTG			
Region Advisor			

EXPLANATION OF DISTRIBUTION

How was the newsletter distributed to the membership, with the sponsoring Kiwanis club, and with the school administration? How frequently were these newsletters distributed? The form will expand as needed.

Explanation of Distribution	Frequency
Membership	
Sponsoring Kiwanis Club	

TABLE OF CONTENTS

Complete the Table of Contents by adding the section focus area and the page number for which the listed section begins. This should also help you place the items in the correct order.

ITEM	FOCUS AREA	START PAGE
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Summer Newsletter		
Fall Newsletter		
Winter Newsletter		