

# CNH | KEY CLUB

## Year-In-Review (Traditional/Non-Traditional) Contest

### SUBMISSION OVERVIEW

#### NON-TRADITIONAL/TRADITIONAL SUBMISSION DEADLINE

Received by 6 PM Friday, April 13<sup>th</sup>, 2018

#### BRING SUBMISSIONS TO:

DCON 2018 | Member Recognition Office

1. *The Year-In-Review contest is an International contest. Eligible submissions must first be submitted to the CNH Key Club District Member Recognition Chair for judging on the District level. At District Convention 2018 distinguished contest winners will be announced, but only the 1<sup>st</sup> and 2<sup>nd</sup> place submissions will go on to compete at the International level during ICON 2018.*
2. Read the Year-In-Review contest guidelines.
3. Fill out the "Year-In-Review Contest Entry Form" and provide it at the beginning of the submission.
4. Non-Traditional/Traditional submissions must be received by the Member Recognition Office at District Convention by 6 PM on Friday, April 13<sup>th</sup>, 2018.

### YEAR-IN-REVIEW CONTEST GUIDELINES

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

##### Traditional Year-In-Review

- A. A Key Club may enter a scrapbook containing pictures, souvenirs, examples, newspaper clippings, etc. of its activities during the Club administrative year (defined as being from District Convention to District Convention). Each scrapbook must be divided into the following categories:

- |                         |                                   |
|-------------------------|-----------------------------------|
| 1. Service to School    | 4. Assistance to Kiwanis Projects |
| 2. Service to Community | 5. Major Emphasis Involvement     |
| 3. Fundraising Projects | 6. Miscellaneous                  |

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. Only the first and second place District winners will be eligible to compete in the International contest.

- B. 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.
- C. The scrapbook will be judged based on the following points system:

##### FORMAT— 30 Points

Cover artwork	10 Points
Interior artwork	10 Points
News clippings and photographs	10 Points

##### GENERAL CONTENT— 105

<u>Points</u>	
Service to School	20 Points
Service to Community	20 Points
Fundraising Projects	20 Points
Assistance to Kiwanis Projects	20 Points
Involvement with Major Emphasis	20 Points
Miscellaneous	5 Points

- D. 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\$200. 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.
- E. Each scrapbook being judged at the International convention MUST be the exact same scrapbook judged at the District Convention.

#### CNH District Member Recognition Committee

Questions, Comments, Concerns?

Charlotte Wood | Member Recognition Chair | cnhkc.mr@gmail.com

# YEAR-IN-REVIEW CONTEST GUIDELINES

Any alterations in the scrapbook will result in disqualification.

- F. Entries for District level competition must be submitted to the Member Recognition Office at District Convention by 6 PM on Friday, April 13<sup>th</sup>, 2018. Entries for International competition must be submitted to the Key Club Convention Contest Office during specified hours listed in the International Convention program.
- G. No audio, visual, or computer equipment will be allowed as part of the entry.
- H. The decisions of the judges are final, meaning no changes, alterations, or re-judging will take place after the judges and the Member Recognition Chair have certified the results.

## Non-Traditional Year-In-Review

- A. A Key Club may enter a non-traditional scrapbook or composition of other media containing pictures, souvenirs, examples, newspaper clippings, or other representations of its activities during the Club administrative year (defined as being from District Convention to District Convention).
- B. Each entry should adequately portray the following categories:
  - 1. Service to School
  - 2. Service to Community
  - 3. Fundraising Projects
  - 4. Assistance to Kiwanis Projects
  - 5. Major Emphasis Involvement
  - 6. Miscellaneous

C. Judging of the scrapbook will be on a point system as follows:

<b>CREATIVITY—30 points</b>		<b>GENERAL CONTENT— 105</b>	
		<u>Points</u>	
Uniqueness of Project Presentation	10 Points	Service to School	20 Points
Artistic Value	10 Points	Service to Community	20 Points
Participation of Club Members	10 Points	Fundraising Projects	20 Points
		Assistance to Kiwanis Projects	20 Points
		Involvement with Major Emphasis	20 Points
		Miscellaneous	5 Points

- D. A Cost Sheet must be completed and submitted with the entry 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 the scrapbook's retail cost value (including photographic materials) does not exceed the amount of US\$300. Work done by Key Club members such as hand-lettering, artwork, etc. is not included as cost items. Failure to comply with these rule will result in disqualification.
- E. Each entry being judged at the International Convention MUST be the exact same scrapbook judged at the District Convention. Any alterations in the entry will result in disqualification.
- F. Entries for District level competition must be submitted to the Member Recognition Office at District Convention by 6 PM on Friday, April 13<sup>th</sup>, 2018. Entries for International competition must be submitted to the Key Club Convention Contest Office during specified hours listed in the International Convention program.
- G. No audio, visual, or computer equipment will be allowed as part of the entry. The entry must be sturdy to allow handling by judges as necessary.
- H. The decisions of the judges are final, meaning no changes, alterations, or re-judging will take place after the judges and the Member Recognition Chair have certified the results.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Charlotte Wood | Member Recognition Chair | [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)

## FREQUENTLY ASKED QUESTIONS

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

When sending in your submission, be sure to be very proactive in your mailing or designate a responsible person to turn it in at the Member Recognition Office on the Friday of District Convention. No late submissions will be judged.

**2. What do I do if I want to revise my submission but it has already been sent?**

Remember to look over your submission very carefully before emailing it out to the contest archive. No revisions may be made after it has been submitted.

**3. 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 Chair for judging on the District level. At District Convention 2017, only the first and second place District winners will be eligible to compete in the International contest.

**4. 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 your submission wins, the award will be given to a representative from your home Club/Division.

**5. How many Year In Review Contests can I apply for?**

Each club may submit one digital year in review and either a traditional or non traditional year in review.

# YEAR-IN-REVIEW CONTEST ENTRY FORM

ATTACH THIS FORM TO THE INSIDE COVER OF THE TRADITIONAL YEAR-IN-REVIEW ENTRY OR SUBMIT THIS COST SHEET WITH THE NON-TRADITIONAL OR DIGITAL YEAR-IN-REVIEW ENTRY.

## SELECT ONE

\_\_\_\_\_ Digital Year-In-Review \_\_\_\_\_ Non-Traditional Year-In-Review \_\_\_\_\_ Traditional Year-In-Review

## CLUB INFORMATION

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

## ADVISOR CONTACT INFORMATION

Contact Name: \_\_\_\_\_  
 Contact E-mail: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
 Check One: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_ Kiwanis Advisor: \_\_\_\_\_

Advisor's Name (Printed in Pen): \_\_\_\_\_

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)		<input type="checkbox"/> FIRST PLACE	<input type="checkbox"/> 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.	