



CNH Club Website Contest

SUBMISSION OVERVIEW

Registration **DEADLINE**

Submit by Sunday, December 10th, 2017 by 6 pm

SUBMIT ENTRIES TO:

CNH Website Contest Submission Form

<https://goo.gl/forms/7Lj8g0hT7GqXeSCR2>

Club Website Contest Entry Form

Email to cnhkc.website1718@gmail.com

Subject: Club Website Contest

CC: Copy yourself

1. The CNH Website contest is a district contest. Eligible applicants must complete the Content submission Form, as explained in the guidelines. At District Convention 2018 distinguished contest winners will be announced.
2. Read the CNH Website Contest guidelines.
3. Use the CNH Website Contest Checklist while referencing the CNH Website Contest Guidelines .
4. Submissions must be received by Sunday, December 10th no later than 6pm to the CNH Website Contest Submission form. No late entries will be accepted.

CLUB WEBSITE CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB WEBSITE CONTEST

The CNH Website shall provide recognition to Key Clubs and divisions that have developed exemplary club or division websites.

The website contest guidelines is intended to be used in reference to the website contest checklist.

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.

I. CONTENT

- (1) **ABOUT PAGE:** The about page should provide a ***brief overview*** of Key Club International. The page should also include the ***club history***: year chartered, any awards received, and any other significant achievements. The about page must include the ***division, region, and the CNH District***.
- (2) **UPCOMING SERVICE EVENTS:** The website must include a place where members may access ***information for upcoming service events***. It is highly recommended to use a ***Google Calendar*** to provide this information. ***Both Club and Division*** service events should be included. Details for the event should include date, time, location, and instructions for how to sign up.
- (3) **PHOTOS/GALLERIES OF PREVIOUS EVENTS:** The website must include a place where members may access ***photos from past events***. It is recommended that they be categorized by event in chronological order. Events include service projects, conventions, and conferences.
- (4) **PLACE TO ACCESS NEWSLETTERS:** The website must include a place, ideally a separate tab, to ***access current newsletters***. This includes ***both Club and Division newsletters***. In order to do this, it is recommended to embed the club and division newsletters onto the website.
- (5) **CONTACT:** The website must include a place where members can find contact information of all the club board officers, advisors (faculty and Kiwanis), and Lieutenant Governor. The contact page should include

email, name, position, and a photo of each person (optional). There may **NOT** be any personal phone numbers on the website.

II. RESOURCES

(1) **LINKS:** The website must include *functioning live links* to the **CNH CyberKey** and the **Key Club International Website** with their appropriate logos. The website must also include links to all the **CNH social media accounts:**

- Instagram: [instagram.com/cnh_keyclub](https://www.instagram.com/cnh_keyclub)
- Twitter: twitter.com/CNHKeyClub
- Facebook: [facebook.com/calinevhakeyclub](https://www.facebook.com/calinevhakeyclub)
- Pinterest: [pinterest.com/cnhkeyclub](https://www.pinterest.com/cnhkeyclub)
- Tumblr: cnhkeyclub.tumblr.com
- Youtube: CNH Key Club

(2) **LINK TO CLUB SOCIAL MEDIA ACCOUNTS:** Points will be awarded if the website features live links to club social media accounts.

(3) **ACCESS TO MEMBER HOURS:** Points will be awarded if the website provides a place where members may track their hours progression throughout the year. It is highly recommended to use embed a Google Spreadsheet onto the site. In order to maintain privacy, each member should be identified by name of Key Club Member ID.

(4) **RECOGNITION TAB:** Points will be awarded if the website contains a separate tab where members may be recognized. This includes member and/or officer of the month.

III. ORGANIZATION/CREATIVITY

(1) **GRAPHIC STANDARDS:** Points for this section will be awarded by how consistent each basic element (fonts, colors, and logos) of graphic standards is demonstrated. Please refer back to the CyberKey to review CNH Graphic Standards or click [here](#).

(2) **PRIVACY:** The website *must NOT provide any personal information* of any member. Phone numbers may NOT be placed on the website. All members featured on the website (in photos) must have given consent in a media release form BEFORE being featured online.

(3) **USE OF APPROPRIATE LANGUAGE:** The website must not use any inappropriate language, profanity, or slang.

IV. MAINTENANCE

(1) **UPDATING:** Points for this section will be awarded based on how frequently the website is updated.

(2) **INTERACTIVITY:** Points will be awarded if the website contain some type of interactive element. It is highly recommended to use polls.

CONTENT REGISTRATION FORM

Please fill out the CNH Website Content Submission Form at the following link by Sunday, December 10th, 2017 by 6 pm: <https://goo.gl/forms/7Lj8g0hT7GqXeSCR2>

The information that you will need to include in the sheet is as follows:

NAME

EMAIL ADDRESS

CLUB NAME

CLUB NUMBER

TITLE

WEBSITE LINK

DIVISION

REGION

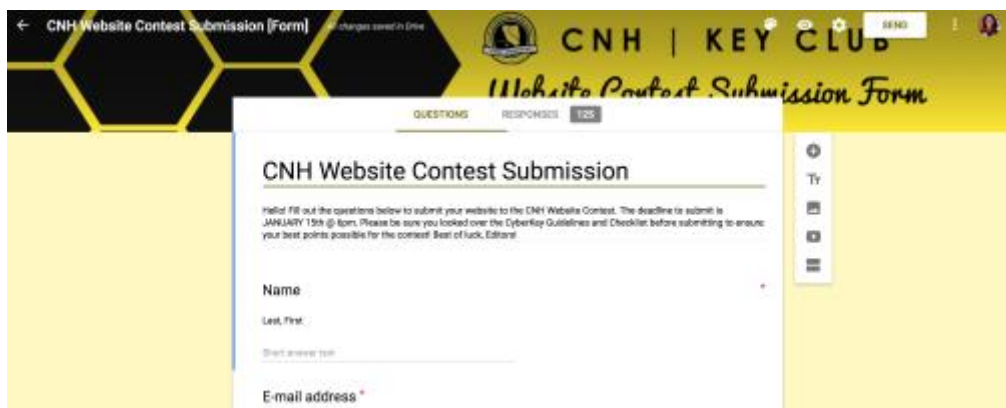
**REGION/FACULTY ADVISOR
EMAIL**

The screenshot shows a Google Forms interface for the 'CNH Website Contest Submission'. The form title is 'CNH Website Contest Submission'. Below the title is a greeting: 'Hello! Fill out the questions below to submit your website to the CNH Website Contest. The deadline to submit is JANUARY 15th @ 6pm. Please be sure you looked over the CyberKey Guidelines and Checklist before submitting to ensure your best points possible for the contest! Best of luck, Editors!'. There are several required fields marked with a red asterisk: 'Name *' (Last, First), 'E-mail address *', 'Club Name' (Do NOT include 'High School' Ex. 'Castro Valley'), 'Title *' (Position), 'Website Link *' (with a blue link example: <http://www.yourawesomeclubsite.com>), 'Division' (Do NOT include 'Division' Ex. For Division 28 West, type '28 West'), 'Region' (Do NOT include 'Region' Ex. For Region 5, type '5'), and 'Region/Faculty Advisor Email' (Club Website: Faculty Advisor Email | Division Website: Region Advisor Email). At the bottom, there is a blue 'SUBMIT' button, a green progress bar, and the text 'Page 1 of 1'. A footer note says 'Never submit passwords through Google 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 December 10th, 2017.



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. They help unite, brand, and represent CNH Key Club and Key Club International. You can find a manual on Graphic Standards 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. What is the earliest date to submit a website for review?

The earliest a website can be submitted for review by the CNH District Technology Editor is October 20th. **WHAT DOES THIS MEAN?**

6. Will the CNH District winners of this contest be recognized at DCON?

Yes, those who receive Distinguished award *will* be recognized at District Convention 2017.

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

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

8. What should I include in the website?

The Website Criteria is broken up into 4 main parts as follows: Content, Resources, Organization/Creativity, and Maintenance. Please reference the website contest guidelines along with the website contest checklist for a more detailed description.

CLUB WEBSITE CONTEST ENTRY FORM

PLEASE TYPE OR PRINT THE INFORMATION ON THIS FORM, SAVE IT AS A PDF FILE, AND ATTACH IT TO YOUR ELECTRONIC SUBMISSION ALONG WITH CONTENT SUBMISSION FORM.

Distinguished entries will be recognized at District Convention. Please note that the Entry Form must be submitted to cnhkc.website1718@gmail.com no later 6 pm, along with the Content Submission Form no later than 6 pm on Wednesday, November 15th, 2017. Appropriate recognition will be provided to the Key Club

CLUB INFORMATION

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

EDITOR INFORMATION

Contact Name: _____ Contact E-mail: _____ Contact Phone #:

WEBSITE LINK

CERTIFICATION 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 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
Editor			
Club President			
Advisor			

EXPLANATION OF DISTRIBUTION

How is the website distributed to the membership, with the sponsoring Kiwanis club, and with the school administration? How frequently was the website distributed? The form will expand as needed.

Explanation of Distribution	Frequency
Membership	
Sponsoring Kiwanis Club	
School Administration	

ACKNOWLEDGEMENT

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