



CNH Division Website **Contest**

SUBMISSION OVERVIEW

Registration **DEADLINE**

Submit by Wednesday, November 15th

SUBMIT ENTRIES TO:

CNH Website Contest Registration Form

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

Final Judging will take place beginning Feburary 12th. All final changes should be completed by this day.

1. The CNH Website contest is a district contest. Eligible applicants must complete the Content Registration 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. Registrations must be received by Wednesday, November 15th no later than 6pm to the CNH Website Contest Submission form. No late entries will be accepted. Final content changes must be done by Feburary 12th.

DIVISION WEBSITE CONTEST GUIDELINES

RULES GOVERNING THE CNH KEY CLUB DIVISION WEBSITE CONTEST

The CNH Website shall provide recognition to divisions that have developed exemplary 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, CNH district, your region and your division. The page should also include the ***division history***: clubs in division, mascot, any awards received, and any other significant achievements.
- (2) **UPCOMING SERVICE EVENTS:** The website must include a place where members may access ***division*** service events. Details for the event should include date, time, location, and contact information.
- (3) **PHOTOS/GALLERIES OF PREVIOUS EVENTS:** The website must include a place where members can see visuals of service projects/ other events that the club has hosted.
- (4) **CONTACT:** The website must include a place where members can find contact information of all the division leadership members, advisors (faculty, region 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
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(2) **LINK TO DIVISION SOCIAL MEDIA ACCOUNTS:** Points will be awarded if the website features live links to club social media accounts.

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

(5) **ARCHIVE OF PAST DCM AGENDAS/DCM MINUTES/ Division NEWSLETTERS:** Points will be awarded if the website provides a place where members may access past agendas/newsletters.

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 Wednesday, November 15th, 2018 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 Form titled "CNH Website Contest Submission". The form includes the following fields and instructions:

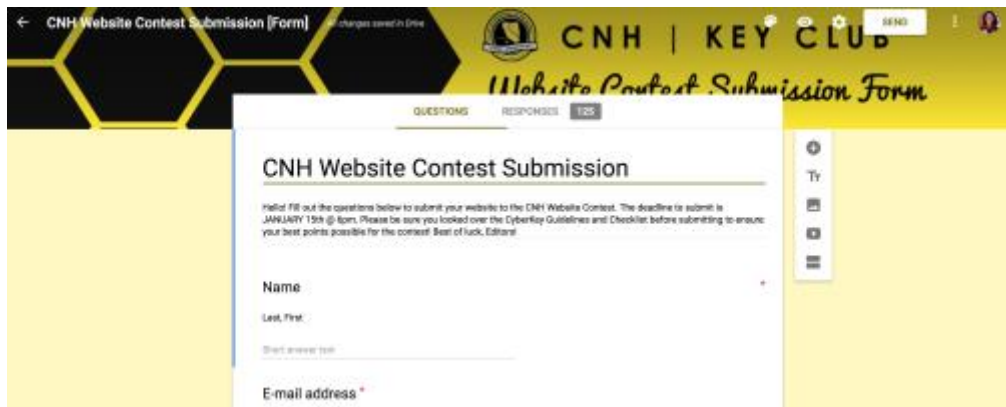
- Name ***: Last, First. Your answer: _____
- E-mail address ***: Your answer: _____
- Club Name**: Do NOT include "High School" Ex. "Castro Valley". Your answer: _____
- Title * (Position)**: Your answer: _____
- Website Link ***: <http://www.yourawesomeskeyclubsite.com>. Your answer: _____
- Division**: Do NOT include "Division" Ex. For Division 28 West, type "28 West". Your answer: _____
- Region**: Do NOT include "Region" Ex. For Region 5, type "5". Your answer: _____
- Region/Faculty Advisor Email**: Club Website: Faculty Advisor Email | Division Website: Region Advisor Email. Your answer: _____

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 Sunday, January 15th, 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 December 1st

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

Yes, all division editors 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.

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