



## CNH Division Website Contest

### SUBMISSION OVERVIEW

Registration **DEADLINE**  
Submit by Sunday, December 10<sup>th</sup> by 6PM.

**SUBMIT ENTRIES TO:**  
CNH Website Contest Registration Form  
<https://goo.gl/forms/7Lj8g0hT7GqXeSCR2>

*All final changes should be completed by*

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 Sunday, December 10th no later than 6pm to the CNH Website Contest Submission form. No late entries will be accepted.

### 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 contains photos of events
- (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](https://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](https://cnhkeyclub.tumblr.com)
- YouTube: CNH Key Club

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

(3) **RECOGNITION:** 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 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**

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**EMAIL ADDRESS**

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**CLUB NAME**

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**CLUB NUMBER**

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**TITLE**

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**WEBSITE LINK**

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**DIVISION**

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**REGION**

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**REGION/FACULTY ADVISOR  
EMAIL**

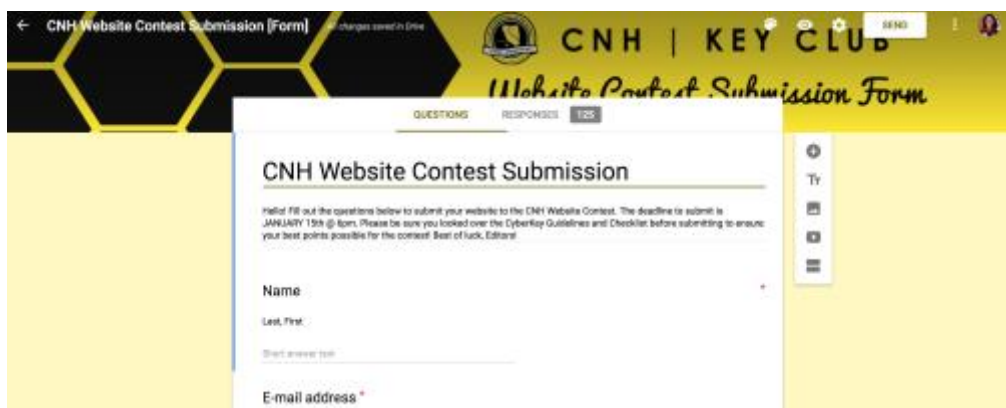
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The screenshot shows a Google Forms interface for the 'CNH Website Contest Submission'. The form title is 'CNH Website Contest Submission'. Below the title is an introductory paragraph: 'Hello! Fill out the questions below to submit your website to 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 is a red asterisk indicating required fields. The form contains the following fields: 'Name \*' (Last, First) with a 'Your answer' input field; 'E-mail address \*' with a 'Your answer' input field; 'Club Name' (Do NOT include "High School" Ex. "Castro Valley") with a 'Your answer' input field; 'Title \* (Position)' with a 'Your answer' input field; 'Website Link \*' (with an example URL: <http://www.yourawesomekeyclubsite.com>) with a 'Your answer' input field; 'Division' (Do NOT include "Division" Ex. For Division 28 West, type "28 West") with a 'Your answer' input field; 'Region' (Do NOT include "Region" Ex. For Region 5, type "5") with a 'Your answer' input field; and 'Region/Faculty Advisor Email' (Club Website: Faculty Advisor Email | Division Website: Region Advisor Email) with a 'Your answer' input field. 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

## 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, December 10<sup>th</sup>, 2017.



## 1. How can I create a website?

You can create a website using free website builder such as [www.wix.com](http://www.wix.com) or [www.weebly.com](http://www.weebly.com) or manually, through HTML coding.

## 2. 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.

## 3. 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.

## 4. 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 1<sup>st</sup>

## 5. 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.

## 6. 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.

## 7. 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.

# ACKNOWLEDGEMENT

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District Tech Editor, Tatiana Lim, 2015-16

District Tech Editor, Deidra Dilworth, 2016-17

District Tech Editor, Roland Del Mundo, 2017-18