



CNH | KEY CLUB

Club Newsletter Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

E-mail by Wednesday, February 22nd 2017

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Club Newsletter Contest

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

CC: Copy yourself

shall be determined by your division number

1. The Club 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 2017 distinguished contest winners will be announced.
2. Read the Club Newsletter Contest guidelines.
3. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, the Club 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 Wednesday, February 22nd, 2017.

CLUB NEWSLETTER GUIDELINES

RULES GOVERNING THE CNH KEY CLUB CLUB NEWSLETTER AWARD

The Club Newsletter award shall provide recognition to Key Clubs that have developed exemplary club newsletters at the club 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 place after the judges and the Member Recognition Chair have certified the results.
- (6) **LEVEL 1. OUTSTANDING:** requires the completion of the E-Portfolio as described below and submission by the designated deadline. At this level, the applicant may not have met the standards for the distinguished recognition.
 - Save as a PDF. Label the file: **Outstanding [Position]_ ClubName**
- (7) **LEVEL 2. DISTINGUISHED:** requires the completion and submission of an E-Portfolio. 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: **Club Newsletter_LastNameFirstName**
 - All required items for the E-Portfolio are listed on Page 2.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

Michelle Ng | Member Recognition Chair | cnhkc.mr@gmail.com

CLUB NEWSLETTER GUIDELINES

(1) 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

(2) 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.*

(3) Issues: Select three issues, one per season, to include in the report.

- a. Summer
- b. Fall
- c. Winter

(4) Newsletter Content: Each issue should include the following elements.

- a. Minimum of two pages per issue
- b. Issues being submitted for this contest must be identical to any newsletters distributed to your members.
- a. Key Club Branding: proper use of graphic standards, Key Club symbol
- b. Copyrighted materials may not be used without proper permission.
- c. Banner/Masthead: name and address of the school; frequency of publication; issue number and month of publication; name of newsletter editor and contact information
- d. Content: possibilities include president's remarks; calendar of recent/upcoming events; one "fun" article (facts, Kiwanis Family, original comic); past projects (e.g. fundraisers, service projects, socials):

minimum one story (not socials); Upcoming Projects: minimum one story (not socials)

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
- d. Divider 2: Fall Newsletter
- e. One Issue July-August-September
- f. Divider 3: Winter Newsletter
- g. Once Issue: ~~October~~November-December

The following criterion and rubric will be used in judging:

Promotion of the organization 20 Points

Promotion of Key Club Organization (education, history, facts, information)

Promotion of the Kiwanis Family: education on all branches and programs

Appropriate and useful content 40 Points

Club Information (events, special features, meetings, activities)

Division Information (events, training)

Region Information (events, training)

District Information (events)

International Information

Timeliness of information 20 Points

Recognition of Past Events

Present Event

Promotion of Future Events

Final Product 20 Points

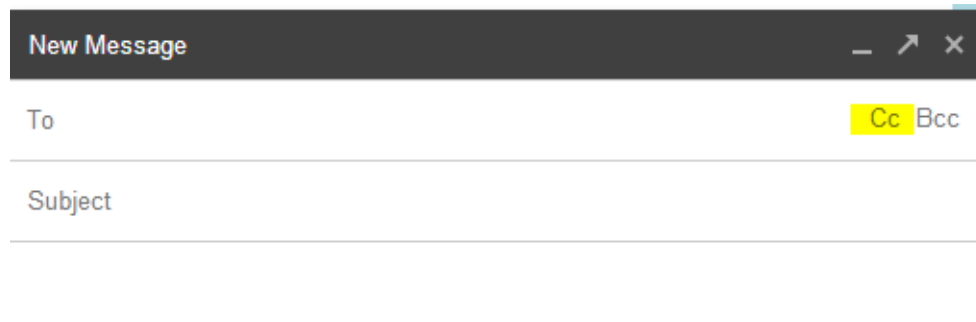
Layout / Format Style

Graphic Standards

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.

CLUB NEWSLETTER ENTRY FORM

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

CLUB INFORMATION

Key Club: _____

District: California-Nevada-Hawaii Division: Region:___ Club #: _____

EDITOR INFORMATION

Contact Name: _____

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
Editor			
Club President			
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	
School Administration	

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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.

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Divider: Fall Newsletter		
Newsletter		
Divider: Winter Newsletter		
Newsletter		