



CNH | KEY CLUB

Year-In-Review Contest

SUBMISSION OVERVIEW

DIGITAL SUBMISSION DEADLINE

E-mail by Wednesday, February 22nd, 2017

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Digital Year-In-Review Contest

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

CC: Copy yourself

NON-TRADITIONAL/TRADITIONAL SUBMISSION DEADLINE

Received by 6 PM Friday, April 7th, 2017

BRING SUBMISSIONS TO:

DCON 2017 | 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 2017 distinguished contest winners will be announced, but only the top submissions will go on to compete at the International level during ICON 2017.
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. E-mail Digital Submissions to the CNH Contest Archive (cnh.kccontests@gmail.com). Submissions must be received by Wednesday, February 10th, 2017.
5. Non-Traditional/Traditional submissions must be received by the Member Recognition Office at District Convention by 6 PM on Friday, April 7th, 2017.

YEAR-IN-REVIEW CONTEST GUIDELINES

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

Traditional Year-In-Review

- 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. Judging of the scrapbook will be on a point system as follows:
- | <u>FORMAT— 30 Points</u> | | <u>GENERAL CONTENT— 105</u> | |
|--------------------------------|---------------|---------------------------------|---------------|
| | <u>Points</u> | | <u>Points</u> |
| Cover artwork | 10 Points | Service to School | 20 Points |
| Interior artwork | 10 Points | Service to Community | 20 Points |
| News clippings and photographs | 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 affixed to the inside front cover of the scrapbook containing the following: Key Club name, Division, Region, District, city, state, and an itemized statement of the total expenditures and donations. If this Cost Sheet is not affixed to the inside front cover of the scrapbook, the judges will deduct ten points. 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\$200. Work done by Key Club members such as hand-lettering, artwork, etc. need not be included as cost items. Failure to comply with this rule will result in disqualification.
- E. Each scrapbook being judged at the International convention MUST be the exact same scrapbook judged at the District Convention. Any alterations in the scrapbook will result in disqualification.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

YEAR-IN-REVIEW CONTEST GUIDELINES

- F. Entries for District level competition shall be submitted to the Member Recognition Office at District Convention by 6 PM on Friday, April 7th, 2017. Entries for International competition shall be submitted to the Key Club Convention Contest Office during specified hours as listed in the International Convention program.
- G. No audio, visual, or computer equipment will be allowed as part of the entry.
- H. Suitable awards will be presented.
- I. The decisions of the judges are final and no changes, alterations, or re-judging will take place after the judges and the Chair of Member Recognition 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	4. Assistance to Kiwanis Projects
2. Service to Community	5. Major Emphasis Involvement
3. Fundraising Projects	6. Miscellaneous

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

CREATIVITY—30 points		<u>GENERAL CONTENT— 105</u>	
Uniqueness of Project Presentation	10 Points	<u>Points</u>	
Artistic Value	10 Points	Service to School	20 Points
Participation of Club Members	10 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 submitted with the entry containing 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. need not be included as cost items. Failure to comply with this 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 shall be submitted to the Member Recognition Office at District Convention by 6 PM on Friday, April 7th, 2017. Entries for International competition shall be submitted to the Key Club Convention Contest Office during specified hours as 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. Suitable awards will be presented.
- I. The decisions of the judges are final and no changes, alterations, or re-judging will take place after the judges and the Chair of Member Recognition have certified the results.

RULES GOVERNING THE CNH KEY CLUB DIGITAL YEAR-IN-REVIEW

- A. A Key Club may enter a digital or electronic scrapbook containing pictures, examples, video and/or music clips, newspaper articles, 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	4. Assistance to Kiwanis Projects
2. Service to Community	5. Major Emphasis Involvement
3. Fundraising Projects	6. Miscellaneous

- C. Judging of the digital year-in-review will be on a point system as follows:

CREATIVITY—30 points		<u>GENERAL CONTENT— 105 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

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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

YEAR-IN-REVIEW CONTEST GUIDELINES

- D. A Cost Sheet must be completed and submitted with the entry containing 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. need not be included as cost items. Failure to comply with this rule will result in disqualification.
- E. Each entry is required to meet the following criterion.
 - a. The final product (the disc) must be clearly labeled with permanent marker or an adhesive label identifying the Key Club name, Division, and Region.
 - b. The final product must include a credits section at the conclusion of the presentation to document sources: photographers, websites, quotes, music, production crew, and other sources not previously identified
 - c. The final product must be a self-running file that any DVD player or computer can run without installing any additional software. Acceptable formats include any self-running executable file (PowerPoint, Windows Media Player, QuickTime, etc.).
 - d. All content must be appropriate and in good taste
 - e. The length of the final presentation excluding the credits section should not exceed five (5) minutes.
- F. Each entry should adequately portray the following categories: Service to School, Service to Community, Fundraising Projects, Assistance to Kiwanis Projects, Involvement with Major Emphasis, and Miscellaneous.
- G. Suitable awards will be presented.
- H. The decisions of the judges are final and no changes, alterations, or re-judging will take place after the judges and the Chair of Member Recognition have certified the results.

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Questions, Comments, Concerns?

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FREQUENTLY ASKED QUESTIONS

1. What if the mail does not make it in on time to be delivered to the recipient?

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. What kind of music can I use for a Digital Year-In-Review?

Any appropriate music that promotes the core values of Key Club may be used, with permission. You may use a maximum of 30 seconds of copyrighted music. If your Digital Year-In-Review uses more than 30 seconds of copyrighted music, it will be disqualified. It is advised that you stay away from copyrighted music entirely.

4. What if my Digital Year-In-Review exceeds 5 minutes?

Excluding the credits, the Digital Year-In-Review must not exceed 5 minutes. Failure to comply will result in disqualification.

5. 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.

6. 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.

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
Total Costs		Total Donations	

----- **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)	FIRST PLACE	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		NOTE: 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.	