



CNH | KEY CLUB

Major Emphasis Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Email by Wednesday, February 22nd, 2017

E-MAIL SUBMISSIONS TO:

cnh.kccontests@gmail.com

Subject: Major Emphasis Contest

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

CC: Copy yourself

1. The Major Emphasis contest is an international contest. Eligible submissions must first be submitted to the CNH Contest Archive for online judging on the District level. At District Convention 2017, Distinguished contest winners will be announced, but only the top submission (one winner) will go on to compete on the International level at ICON 2017.
2. Read the Major Emphasis contest guidelines.
3. Fill out the "Major Emphasis Contest Entry Form" and provide it at the beginning of the submission (E-Portfolio).
4. E-Mail the submission to the CNH Contest Archive. (cnh.kccontests@gmail.com) Submissions must be **emailed** by Wednesday, February 22nd, 2017.

MAJOR EMPHASIS GUIDELINES

RULES GOVERNING THE KEY CLUB INTERNATIONAL MAJOR EMPHASIS AWARD

The Major Emphasis award shall provide recognition to Key Clubs for a commendable project relating to "Children: Their Future, Our Focus."

- (1) Only one winner in the district contest will be eligible for entry in the International competition.
- (2) Report must be typed. Each section found in Section G must begin on a new page and each page must have a heading specifying the section being described. There is no word limit. The official Major Emphasis Involvement Report cover sheet must accompany all entries. It must be completed in its entirety.
- (3) The activity described can cover any phase of Key Club Major Emphasis involvement specifically highlighting personal development and social interaction of children, during the year from district convention to district convention. The report may include newspaper clippings, substantiating photographs, or other pertinent information. Projects acceptable for this award may include both hands-on service and fundraising efforts.
- (4) Reports will be judged according to the relevancy of how the project correlates to Major Emphasis activity described in Section G. Suitable recognition and awards will be presented to the Key Club filing the best Major Emphasis Report in compliance with these rules. This award will be given at the International Convention. There are no platinum, silver, gold, or bronze divisions in this contest; instead there are first, second, and third place awards.
- (5) To be eligible for the International contest, the report that wins the district contest must be received by the Key Club International Office, 3636 Woodview Trace, Indianapolis, IN, 46268-3196, no later than the first Friday in May.
- (6) The decisions of the judges are final and no changes, alterations, or re-gradings will take place after the results have been certified by the judges.
- (7) The section to be described and the points for each are indicated below:
 1. **THE NEED** - to qualify for judging, a statement must establish in what way the project deals with the Major Emphasis focus.
 2. **THE PLAN** (10 POINTS) - describe how the project was organized.
 3. **IMPLEMENTATION** (20 POINTS) - describe the steps taken to implement the plan.
 4. **FINAL RESULTS** (25 POINTS) - describe the benefits of the service rendered.
 5. **PARTNERSHIPS WITH THE KIWANIS FAMILY AND OTHER ORGANIZATIONS** (10 POINTS) - describe actions and partnerships formed. Describe how the project was publicized.
 6. **PERCENTAGE OF CLUB MEMBERS PARTICIPATING** (10 POINTS) -

| | |
|-------------------|-------------------|
| 01-09% = 1 POINT | 50-59%=6 POINTS |
| 10-19% = 2 POINTS | 60-69%=7 POINTS |
| 20-29% = 3 POINTS | 70-79%=8 POINTS |
| 30-39% = 4 POINTS | 80-89%=9 POINTS |
| 40-49% = 5 POINTS | 90-100%=10 POINTS |
 7. **OVERALL PROGRAM DEALING WITH MAJOR EMPHASIS** (25 POINTS) - describe any other projects/programs your club implemented to address the Major Emphasis. Describe how your club worked with Major Emphasis during other parts of the year.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

MAJOR EMPHASIS GUIDELINES

- (8) This application requires electronic signatures (E-Signatures) by the Faculty Advisor, Kiwanis President (local Kiwanis Club), and School Principal. 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 or scanned photos of signatures.
- (9) 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. The E-Portfolio should be in **Graphic Standards** throughout the entire E-Portfolio. The E-Portfolio should include the following items :
- a. Major Emphasis Entry Form
 - b. Cover Page
 - i. Name of Club, Division, and Region
 - ii. Name of Service Project
 - iii. Pictures
 - c. All listed information that is found on Page 1, Letter G which are
 - i. **The Need**
 - ii. **The Plan**
 - iii. **Implementation**
 - iv. **Final Results**
 - v. **Partnerships with the Kiwanis Family and other organizations**
 - vi. **Percentage of Club Members Participating**
 - vii. **Overall Program Dealing with Major Emphasis.**) For each section, please be sure to include a **Divider**. A Divider should include the following information:
 - a. Section Title
 - b. Information relating to each to sections.
 - d. End Page

(10) Application submissions should have a small file size. The following are tips to maintaining this:

 - a. Include only the best samples of documentation
 - b. Compress all photos and files before use
 - c. Compress the final file.

FREQUENTLY ASKED QUESTIONS

1. How do I receive E-Signatures?

Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, typed.

CERTIFICATION OF AUTHENTICITY

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by the official Key Club members.

All signatures are required. Signatures from the school representative and the Kiwanis Club representative must not be the same person.

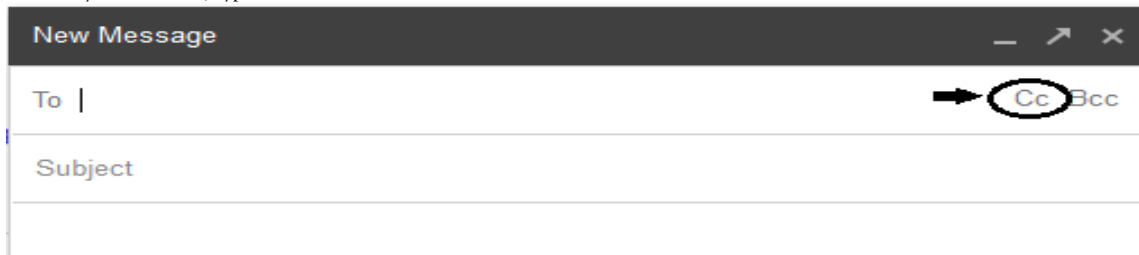
Kiwanis President's E-Signature

Faculty Advisor's E-Signature

Principal's E-Signature

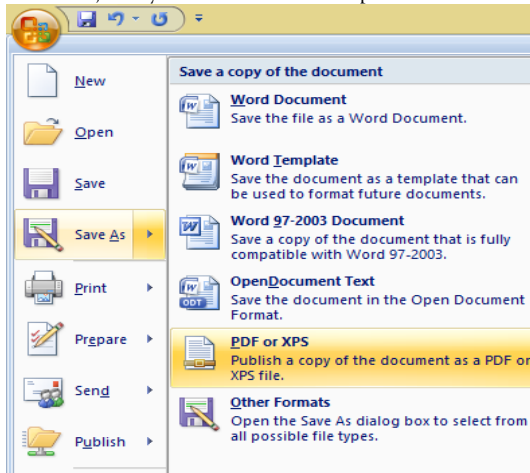
2. What does CC mean?

Send an email to respective people you would like to receive signatures from, asking permission whether you may include their names as proof of your efforts. After their approval, you may input their names. There is no physical signature. It is the name and contact information of the necessary individuals, typed.



3. On what application do I make the E-Portfolio and how do I convert it to a PDF file?

Microsoft Word is a good application to use, and you can also use Publisher and PowerPoint. When saving a file in Microsoft Word 2007, go to save as, and you will see the PDF option:



If your version does not have this function, your E-Portfolio is all complete on a Word DOC. use a PDF file converter online to transform your Word DOC E-Portfolio to a PDF Portfolio. You can use this website to do so: <http://www.freepdfconvert.com/>

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FREQUENTLY ASKED QUESTIONS

4. How do I merge two or more separate PDF files into one?

Use online applications, such as www.pdfmerge.com.

5. How do I compress PDFs and photos?

PDF's: <http://smallpdf.com/>

Photos: <http://jpeg-optimizer.com/>

(Keep in mind, a "JPEG" photo is already small enough, and would not need any compressions).

6. How do I transfer the "Major Emphasis Entry Form" provided on this form to my E-Portfolio?

You can download a PDF converter at www.dopdf.com that allows you to "print" pages into PDF format. With this tool, you can select specific pages in a document, such as the page of the Nomination Form, to individually transfer to PDF format.

7. Do all the sections on the E-Portfolio need to utilize graphic standards?

All of the pages that you make on your own need to utilize graphic standards. These include the Cover Page, the Dividers, the Agendas, the Letters of Recommendation, and any documents you may include in the "Miscellaneous" section. This means that the appropriate fonts, colors, and graphics must be utilized throughout your E-Portfolio. A guide to Key Club graphic standards can be found at <http://keyclub.org/fad/cm/brand.aspx>.

8. Can you clarify what it means to provide the "Major Emphasis Contest Entry Form" at the beginning of the submission?

You will need to place the Major Emphasis Contest Entry Form at the beginning of your E-Portfolio. You will need the PDF version of this to place at the beginning of your submission. Look at FAQ #6 for more help.

9. Is there a specific way I should format the report?

Please be sure that the report follows the Key Club graphic standards. Other than graphic standards, there is no other specific format for the report, but please make sure that it is neat and organized. For even better organization, a table of contents is *highly recommended*.

You should follow the Key Club graphic standards which can be found at <http://www.keyclub.org/fad/cm/gsm.aspx>. The entirety of the report should also follow the Key Club graphic standards.

10. Will the CNH District winner of this contest be recognized at DCON?

The winner of this contest *will* be recognized at District Convention 2017.

11. 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 Contest Archive (cnh.kccontests@gmail.com) for online judging on the District level. At District Convention 2017, only the first place district winner will be eligible to compete in the International contest.

12. 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.

CNH District **Member Recognition Committee**

Questions, Comments, Concerns?

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

MAJOR EMPHASIS CONTEST ENTRY FORM

PLEASE TYPE INFORMATION ON THIS FORM AND ATTACH IT TO THE E-PORTFOLIO.

In the report, describe how your club worked with the Major Emphasis throughout the year.

CLUB INFORMATION

Key Club: _____

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

Club Membership: _____

CONTACT INFORMATION

Contact Name: _____

Contact E-Mail: _____ Contact Phone #: _____

Address: _____

City

State

Postal Code

USA
Country

PROJECT INFORMATION

Project Name: _____ Total Hours Involved: _____

Brief Project Description:

CERTIFICATION OF AUTHENTICITY

This certifies that we, the undersigned, have read this report and that the activity described in this report and preparations for this report were performed by the official Key Club members.

All signatures are required. Signatures from the school representative and the Kiwanis Club representative must not be the same person.

Kiwanis President's E-Signature

Faculty Advisor's E-Signature

Principal's E-Signature

----- **FOR OFFICIAL USE ONLY** -----

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|---|--|--|-------------|--------------------------|--------------|
| <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) | <input type="checkbox"/> | FIRST PLACE | <input type="checkbox"/> | 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. | | | |