



CNH | KEY CLUB

Club Attire Contest

SUBMISSION OVERVIEW

SUBMISSION DEADLINE

Contact your Division Lieutenant Governor

EMAIL SUBMISSIONS TO:

d##.ltg@cnhkeyclub.org*

Subject: Club Attire Contest

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

CC: Faculty Advisor

*## shall be determined by your respective Division's number

The Club Attire Contest is a District contest judged on the Division level. Eligible applicants must complete the application, as explained in the guidelines, and submit it to their respective Division Lieutenant Governors for judging at the Division level. One contest winner will be selected from each Division. At District Convention 2022, each Club Attire winner will be announced.

1. Read the Club Attire Contest guidelines.
2. Fill out the "Club Attire Contest Entry Form" if you plan to apply for this contest.
3. When applying you must create and develop an E-Portfolio that consists of a cover page, Entry Form, ten (10) images of the attire, and supporting documentation.
4. Email the E-Portfolio to your Division Lieutenant Governor. Please contact your Lieutenant Governor for more information on the submission deadline and to confirm submission email.

CLUB ATTIRE GUIDELINES

RULES GOVERNING THE CNH KEY CLUB ATTIRE AWARD

The Club Attire Award shall provide recognition to Key Clubs that best demonstrate and promote the values of our organization via their Club Attire/Merchandise.

- (1) A club must be in good standing with the California-Nevada-Hawaii District and Key Club International in order to be eligible to submit an entry.
 - (2) The article of clothing must display an original and current design that has been used to promote Key Club. The design must have been created by a Key Club member(s) with no professional assistance.
 - (3) Club Attire eligible for this contest includes, but is not limited to:
 - Tee Shirt
 - Polo Shirt
 - Sweatshirt
 - Tank Top
 - Jacket
 - Button Down
 - Apron
 - Wind Breaker
 - Vest
 - Scarf
 - Hat
- Only one submission of one article of clothing will be accepted per club.**
- (4) A minimum of four visuals of the club members wearing the attire must be submitted: One visual showing the front, one showing the back, and at least two other candid visuals. Visuals that are candidly taken while at a service, Division, or Region event are highly recommended. **A maximum of ten (10) visuals of the attire can be submitted.**
 - (5) This contest requires the submission of the "**Club Attire Contest Entry Form**" along with visuals to your respective Division Lieutenant Governor. **The Entry Form and visuals should be sent as ONE E-Portfolio. The Entry Form must be completed on Google Slide/Microsoft Word/Adobe Acrobat. The visuals will be attached on pages following the Entry Form.**
 - (6) **E-PORTFOLIO:** The requirements of this E-Portfolio are explained below.
 - The entire submission needs to be presented in one E-Portfolio.
 - It may not exceed 10MB.
 - It may not exceed 54 pages total.
 - Save as a PDF. Label the file: **ClubAttirer_LastNameFirstName**
 - All required items for the E-Portfolio are listed on Page 3.

CNH District Member Recognition

Questions, Comments, Concerns?

Rachael Zheng | Member Recognition Chair | mr.chair@cnhkeyclub.org

CLUB ATTIRE GUIDELINES

- (7) **SMALL FILE SIZES:** Application submissions should have a small file size. The following tips are for maintaining this requirement:
- Include only the best samples of documentation
 - Compress all photos and files before use in your portfolio.
 - Compress the final portfolio file
 - **E-Portfolio may not exceed 10MB**
- (8) The design will be judged according to the following criteria and point values:
- Aesthetic Appeal/Creativity: 15 pts
 - Member Involvement: 10 pts
 - Promotion of Key Club: 20 pts
 - Uniqueness of Design/Originality: 20 pts
 - Visual Verification: 20 pts
 - Overall Appearance: 10 pts
 - Licensed Vendor: 5 pts
- (9) Only pictures of attire entries submitted to your Division Lieutenant Governor will be accepted. **No articles of clothing should be mailed to the Member Recognition Chair or to your Division Lieutenant Governor.**
- (10) Submissions are final. Make sure that when you submit, you are sure that it is the final version. The decisions of judging are final. No changes or revaluations will take place after the judges and the Member Recognition Chair have certified the results.
- (11) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1st.

CNH District Member Recognition Committee

Questions, Comments, Concerns?

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CLUB ATTIRE RUBRIC

Attire shall be judged based upon an accumulated total of 100 points allocated to the following categories:

1. Aesthetic Appeal/Creativity | (15 pts max)

- a. Use of color to enhance design.
- b. Displays artistic ability.

2. Member Involvement | (10 pts max)

- a. Include examples of how members were involved in the design development through contributing ideas, sketches, and votes.
- b. Use pictures, statements, or drawings for examples.

3. Promotion of Key Club | (20 pts max)

- a. Describe how your design promotes Key Club.
- b. It must also include the proper logos (District and International).

4. Uniqueness of Design/Originality | (20 pts max)

- a. Not similar to other designs.
- b. No copyright infringement.

5. Visual Verification | (20 pts max)

- a. Photos of members wearing apparel at Key Club events.
- b. Minimum of four photos (one showing the front, one showing the back, and at least two candid visuals).
- c. Maximum of ten visuals of the attire can be submitted.
- d. All other pictures should be action shots only.

6. Overall Appearance | (10 pts max)

- a. Shirt should include the Key Club International logo.

7. Licensed Vendor (5 pts)

- a. Provide a copy of your vendor receipt to ensure the use of a licensed vendor.
- b. Note: To be able to use the Key Club International logo, you need a licensed Key Club vendor.

FORMS:

All forms are located on the last few pages, but can be accessed here individually in Google Drive (Fillable Slide):

- Entry Form: [Google](#)

Refer to FAQ #12 for more information on accessing and completing the forms.

CNH District Member Recognition Committee

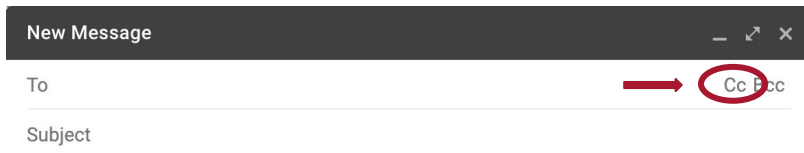
Questions, Comments, Concerns?

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FREQUENTLY ASKED QUESTIONS

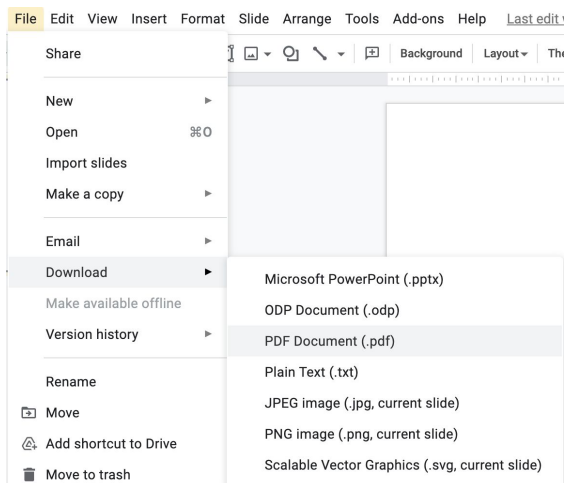
1. What does "CC:" mean?

CC stands for "carbon copy." To carbon copy is to send an identical email to the given recipient. By clicking the "CC" button, while sending an email, you will be able to type in the address to which you would like to send a carbon copy—in this case, your Faculty Advisor(s) and Lt. Governor.



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

Google Slides is a good and free application to use; you can also use Publisher, Word, Photoshop, and PowerPoint. When saving a file in Google Slides, go to "File", then "Download" and you will see the PDF option. To find more information on how to make an e-portfolio, visit the [CNH Youtube Channel](#).



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

Use online applications, such as <http://www.pdfmerge.com>.

4. How do I compress PDFs and photos?

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

Photos: <https://imagecompressor.com/>

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

6. Who can apply for this award?

Any Key Clubber can apply regardless of position, whether it be member or officer. When creating your submission, make sure to work with the club board.

7. Why is there no set due date?

This is a Division Judged Contest, so your Division Lieutenant Governor is responsible for coordinating and announcing respective due dates. Each Division may have different deadlines, so please contact your Lt. Governor for more information as soon as possible.

8. Why do I email a District Contest to my Lieutenant Governor?

This contest is judged at the Division level by your Lieutenant Governor, and then one finalist from each Division is submitted to advance to the District level. The process goes from club nomination to Division selection (by the LTG) to District judging.

CNH District Member Recognition Committee

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FREQUENTLY ASKED QUESTIONS

9. What if I would like to revise my contest submission, but have already submitted the file?

Contact your Lt. Governor for instructions to resubmit. If your Lt. Governor has already judged your submission, all decisions are final. Remember, no changes or revaluations will take place after the judges and the Member Recognition Chair have certified the results.

10. What does “Member Involvement” mean for the judging criteria?

Member Involvement refers to members designing the attire, wearing it, and etc. This section should discuss the role that members participated in the creation of this attire. For example, they could have contributed ideas, sketched drawing, and/or voted on the final design.

11. What does “Visual Verification” mean for the judging criteria?

Visual Verification is proof that the design was printed and worn. The images submitted should address this criterion by showing several members at a time wearing the attire in a single photo, which would communicate that the attire is authentically made and distributed to members, and that it is not only a few articles created for entering this contest. There should also be an image of a close-up view of the design to prove that it is printed in good quality.

12. How do I transfer the forms provided on this file, such as the Nomination Form or the Proof of Attendance, to my E-Portfolio?

You can access the Google Slides links to the single PDF files of each form in the rubric. Then, you would press file > make a copy. Now, you can fill out the form and copy and paste the slide into your E-Portfolio. Other ways include using Adobe Acrobat with the single file PDFs in the rubric or using Microsoft Word. If you have questions or problems with this, then please email the Member Recognition Chair at mr.chair@cnhkeyclub.org.

13. Do all the sections of the portfolio need to utilize graphic standards?

The whole E-Portfolio needs to utilize graphic standards. This applies to any documents that are added into the E-Portfolio as well, apart from Letter of Recommendation and anything sent to you. Colors can be customized and appropriate fonts are preferred. A guide to Key Club graphic standards can be found at <https://www.keyclub.org/resources/key-club-brand-guide/>. Graphics such as seals, pencils and other logos can be found at <http://cnhkeyclub.org/resources/graphic>.

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CLUB ATTIRE CONTEST 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 #: _____

CONTACT INFORMATION

Contact Name: _____

Contact Email: _____ Contact Phone #: _____

CLOTHING TYPE

Select the article of clothing that is being submitted (only one):

- _____ Apron
- _____ Button Down
- _____ Hat
- _____ Jacket
- _____ Polo Shirt
- _____ Scarf
- _____ Sweatshirt
- _____ Tank Top
- _____ T-Shirt
- _____ Vest
- _____ Windbreaker
- _____ Other:

CLOTHING IMAGES

Include your images on pages after the entry form. Multiple pages can be on one page. Make sure they are not distorted. Remember to compress your images and final PDF.

Number of Images included: _____