



# CNH | KEY CLUB

## Division Newsletter Contest

### SUBMISSION OVERVIEW

#### SUBMISSION DEADLINE

by Tuesday, February 16th, 2021 by 11:59PM  
PST/HST

#### E-MAIL SUBMISSIONS TO:

[cnh.kccontests@gmail.com](mailto:cnh.kccontests@gmail.com)

**Subject:** Division Newsletter Contest

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

*The Division 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. Distinguished contest winners will be announced at District Convention 2021.*

1. Read the Division Newsletter Contest guidelines.
2. Complete and compile an E-Portfolio. The E-Portfolio must include a cover page, the Division Newsletter Contest Entry Form, and supporting documentation.
3. E-mail the E-Portfolio to the CNH Contest Archive ([cnh.kccontests@gmail.com](mailto:cnh.kccontests@gmail.com)).  
Submissions must be received by Tuesday, February 16th, 2021 by 11:59PM PST/HST

### DIVISION NEWSLETTER GUIDELINES

#### RULES GOVERNING THE CNH KEY CLUB DIVISION NEWSLETTER AWARD

The Division Newsletter award shall provide recognition to Key Club Divisions that have developed exemplary newsletters at the division 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 names and contact information. 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 in e-portfolio
  - Compress the final e-portfolio file
  - File should not exceed 10 MB and 54 pages
- (4) Submissions are final. Be sure when you submit it is the final product. 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.
- (5) **OUTSTANDING or Distinguished Awards:** requires the completion and submission of the E-Portfolio, which must include the completed Checklist. At this level, the applicant has to have completed all of the required tasks listed on the checklist for outstanding recognition. Level of recognition will be determined by judging. Distinguished winners better fulfilled the rubric. Distinguished winners will receive a medal and recognition at DCON. Outstanding winners receive a certificate.

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: D##**Newsletter\_ LastNameFirstName**
  - All required items for the E-Portfolio are listed on Page 2.
- (6) **DUES-PAID:** In order to be eligible to apply for this contest, you must be a dues-paid club by December 1<sup>st</sup>.

CNH District **Member Recognition Committee**

Questions, comments, concerns?

Antonio Quesada | Member Recognition Chair | [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)

# DIVISION NEWSLETTER RUBRIC

1. **Entry Form** Page Limit: 1 | **(5 pts max)**

- 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. **Divider** Page Limit: 3 | **(5 pts max)**

A **DIVIDER** is required to precede each newsletter (one per season). It should include the following information.

- a. Issue Month
- b. Issue Year
- c. Reflection: *Address 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 appreciation the selection.*

3. **File** Page Limit: 50 | **(10 pts max)**

- a. One issue from April-May-June-July
- b. One issue from August-September- October
- c. One issue from November-December-January

*Three issues must be submitted to be judged on the following criteria (section 4-7):*

4. **Promotion** | **(15 pts max)**

- a. Recaps major Division and District events in each issue
- b. Actively promotes District Newsletter and CyberKey
- c. Education features about Kiwanis and Key Club

5. **Content** | **(25 pts max)**

The information within the newsletters should contain the following:

- a. Includes division leadership contact information
- b. Monthly updates from Lt. Governor
- c. Calendar of events
- d. Features the diversities of perspectives within the division without bias.

6. **Creativity/Format** | **(25 pts max)**

- a. Follows Graphic Standards and maintains creativity
- b. Copyrighted materials may not be used without proper permission.
- c. Uses Key Club branding: Graphic Standards and Key Club CNH logo have been followed and included
- d. Banner/Masthead: name and mascot of the division; frequency of publication; issue number and month of publication; name of newsletter editor and division contact information are included
- e. Newsletter is identical to newsletters distributed to members
- f. Uses accent fonts/graphics

7. **Growth** | **(15 pts max)**

- a. Showcase responsiveness to feedback emails from District News Editor
- b. Overall improvement of publication and sustained effort

**FORMS:**

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

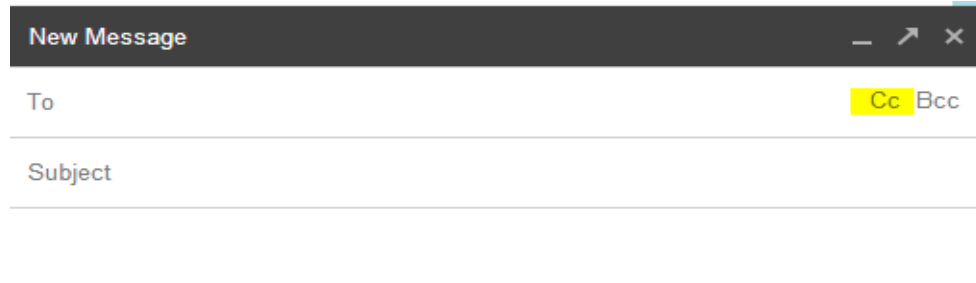
- Entry Form: [Google](#) | [PDF](#)

*Refer to FAQ #9 for more information on accessing and filling out forms.*

# FREQUENTLY ASKED QUESTIONS

## 1. What does CC mean? How do I CC myself?

To CC yourself 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?

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 transfer the forms on this file, such as the nomination form or proof of attendance, to my e-portfolio?

There are multiple ways you can transfer the ways, but here are some easier ways. 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 Member Recognition Chair at [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)

## 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>.

## 6. What are 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>.

## 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.

CNH District **Member Recognition Committee**

Questions, comments, concerns?

Antonio Quesada | Member Recognition Chair | [cnhkc.mr@gmail.com](mailto:cnhkc.mr@gmail.com)

# DIVISION NEWSLETTER ENTRY FORM

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

## Division INFORMATION

Division: \_\_\_\_\_

District: California-Nevada-Hawaii Region: \_\_\_\_\_

## EDITOR INFORMATION

Contact Name: \_\_\_\_\_ Club Name: \_\_\_\_\_

Editors Club Number : \_\_\_\_\_ 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 2 people to certify originality: the Kiwanis Lieutenant Governor, the Key Club Lieutenant Governor, and one advisor. An individual may only certify originality once.

POSITION	E-SIGNATURE	E-MAIL	PHONE W/ AREA CODE
Key Club Lt. Governor			
Kiwanis Lt. Governor			
Region Advisor			

## EXPLANATION OF DISTRIBUTION

How was the newsletter distributed to the Division Key Clubs and with the sponsoring Kiwanis Clubs. How frequently were these newsletters distributed? The form will expand as needed.

Explanation of Distribution	Frequency
Division Key Clubs	
Sponsoring Kiwanis Clubs	

## TABLE OF CONTENTS

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.

ITEM	FOCUS AREA	START PAGE
Entry Form		1
Summer Newsletter		
Fall Newsletter		
Winter Newsletter		

CNH District **Member Recognition Committee**

Questions, comments, concerns?

Antonio Quesada | Member Recognition Chair | cnhkc.mr@gmail.com