



CNH | KEY CLUB

cnh key club

SUBMISSIONS MANUAL

2023-2024

Updated by 2023-2024 District News Editor Willa Lim

ARTICLES & VISUALS

Submitting **article and visuals** is typically the responsibility of the *Division News Editor*, though it can be delegated to other DLT positions, like the Historian. It is **HIGHLY ENCOURAGED** that divisions submit articles and visuals each month. It is a great opportunity for members to showcase their service and growth.

Just a reminder, you must be submitting **AT LEAST 3 articles and 3 visuals** for the division that you serve. Articles and visuals will be featured in the District Newsletter and the CNH CyberKey, so try your best to choose articles and visuals with great quality!

Articles and visuals also count towards an **additional requirement for MRP**, so it is highly encouraged for any Key Clubber to contribute!

SUBMISSION GUIDELINES

SUBMIT TO:

This [LINK](#) or tinyurl.com/cnharticlesandvisuals2324

SUBMIT BY:

THE **15TH** OF EACH MONTH BY **6PM** PST/HST

FILE NAMING FOR BOTH:

DXX_EventName_NumberLabel

Ex: D99_ParkCleanUp_#1 (for the first event)

NEWSLETTERS

Creating and submitting **newsletters** is one of the main responsibilities of the *Division News Editor*. Division Newsletters are the best way to create a **monthly update system** and easily communicates information to the division you serve. It showcases division updates, growth, recognition, and more.

SUBMISSION GUIDELINES

SUBMIT TO:

This [LINK](#) or tinyurl.com/cnhnewsletters2324

SUBMIT BY:

THE **20TH** OF EACH MONTH BY **6PM** PST/HST

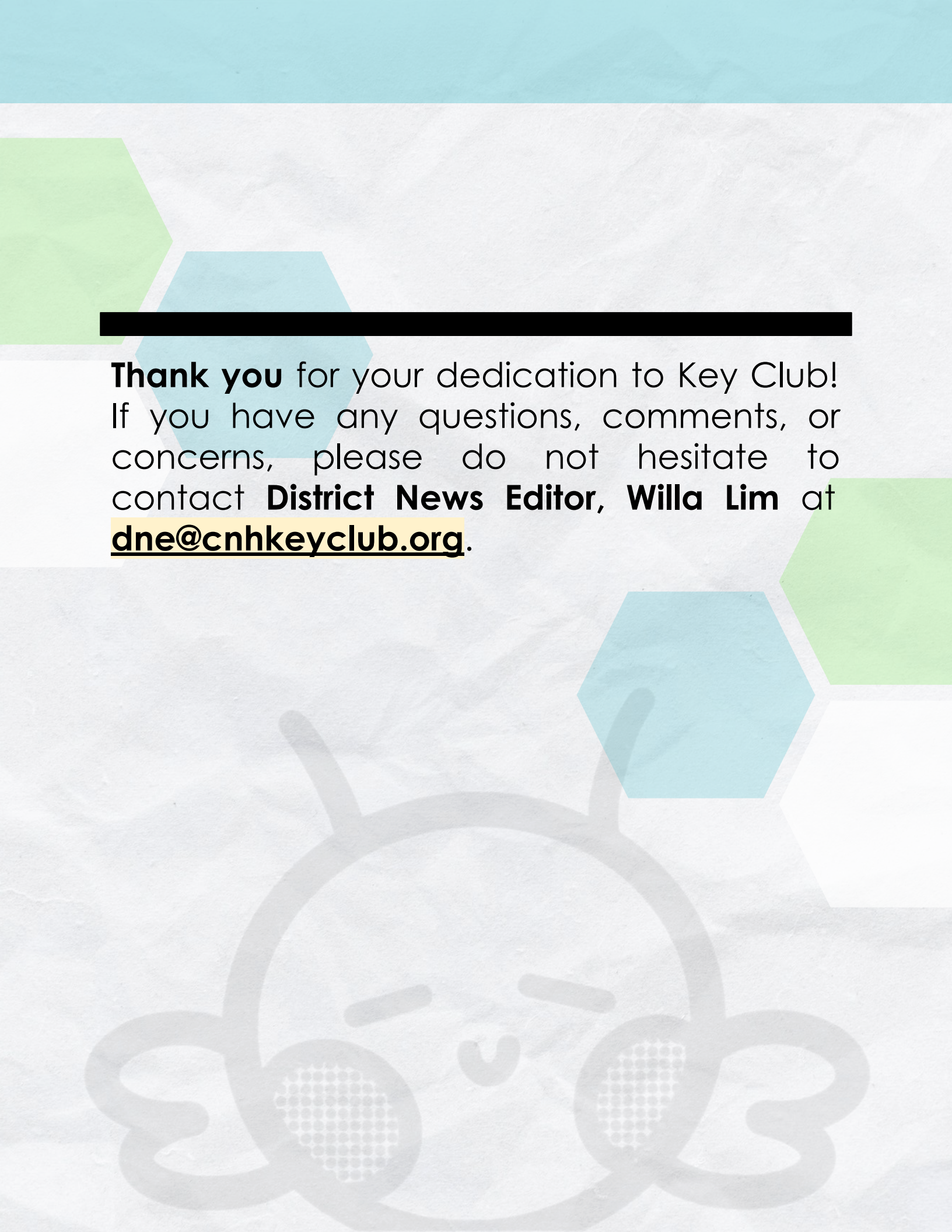
FILE NAMING:

DXX_DNEWS_MonthDigit_2324.pdf

Ex: D99_DNEWS_07_2324.pdf (For the July Newsletter)

THINGS TO KEEP IN MIND:

- Newsletters are created **REACTIVELY**. (August Newsletter will be submitted for the August 20th deadline.)
- File **MUST** be a compressed PDF (max 100MB)



Thank you for your dedication to Key Club! If you have any questions, comments, or concerns, please do not hesitate to contact **District News Editor, Willa Lim** at dne@cnhkeyclub.org.