CNH | KEY CLUB

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SUBMISSIONS MANUAL
Updated by District News Editor Joanne Do

2022 - 2023

articles and visuals

Submitting **article & visuals** is the responsibility of the *Division News Editor*. It is HIGHLY ENCOURAGED that divisions submit articles and visuals each month. It's an opportunity for members to showcase their service and creative skills.

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 those articles and visuals with great quality!

submission guideline

SUBMIT TO:
This **LINK** or **tinyurl.com/cnharticlesandvisuals2223**

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

FILE NAMING FOR BOTH:
DXX_EVENTNAME_Number Label
Ex: D99_ParkCleanUp_#1 (for the first event)

newsletters

Creating and submitting **newsletters** is one of the responsibilities of the *Division News Editor*. Division Newsletters are the best way to create **monthly update system** and communicate information to the division you serve. It's an opportunity to showcase the division's service, events, and creative skills.

submission guideline

SUBMIT TO:

This **LINK** or **tinyurl.com/cnhnewsletters2223**

SUBMIT BY:

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

FILE NAMING FOR BOTH:

DXX_DNEWS_MonthDigit_2122
Ex: D99_DNEWS_07_2122 (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, Joanne Do** at **dne@cnhkeyclub.org**.