

## Kiwanis Club (and Division) Newsletter Evaluation Worksheet

for club and division bulletin editors and contest judges

### 100 points Overall appearance

- \_\_\_\_\_ \_\_\_100 – Follows the graphics standards of Kiwanis International  
(see <http://www.kiwanis.org/lit/kigraphmanual.pdf> )
- Kiwanis masthead with club name, city used
  - Correct Kiwanis logo used
  - Official Kiwanis colors used (Gold PMS 4505, Blue PMS 295)

### 60 points Data requirements

- \_\_\_\_\_ \_\_\_10 – Address of club, phone number and/or Web address
- \_\_\_\_\_10 – Officers' names
- \_\_\_\_\_10 – Location and time of meeting
- \_\_\_\_\_10 – Calendar of future club speakers, events and projects
- \_\_\_\_\_10 – Interclubs announced
- \_\_\_\_\_10 – Board meeting time and date

### 80 points Kiwanis news

- \_\_\_\_\_ \_\_\_10 – New-member bios
- \_\_\_\_\_10 – Article about recent club project
- \_\_\_\_\_10 – Photo taken during project
- \_\_\_\_\_10 – Division news or councils announced or reported
- \_\_\_\_\_10 – District news or convention announced or reported
- \_\_\_\_\_10 – International project (IDD, WorldLink, etc.) or convention announced or reported
- \_\_\_\_\_10 – Sponsored youth (SOAP) article
- \_\_\_\_\_10 – Reports by committee chairs

### BONUS: 60 points maximum

- \_\_\_\_\_ \_\_\_10 – Mention members who have perfect attendance
- \_\_\_\_\_10 – President's or secretary's column
- \_\_\_\_\_10 – Fun items (Happy dollars, etc.)
- \_\_\_\_\_10 – Public relations report or column
- \_\_\_\_\_10 – How to obtain meeting "make-ups" articles or listings
- \_\_\_\_\_10 – Announcement of actual attendance at club meetings

### TOTAL POINTS:

\_\_\_\_\_ Total points (300 possible)

CNH Public Relations Committee: April 2006

