

Kiwanis Club (and Division) **Web site** 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)
 - Easy to navigate
 - Has been updated in the past seven days

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)