

Evaluation Form: Division Newsletters for PNW Kiwanis Year 2021-2022

Division #/Name _____

Newsletter editor's name: _____

Dates/issues received for month of: _____

I. Content considerations (100 pts per each month) _____

A. *Timeliness/worthiness based on distribution date(s) noted:

Consistent distribution date/dates (10): _____ # of issues _____

B. Meeting/program notes (0- 20) Dates of issue(s) #1 _____ #2 _____ #3 _____ #4 _____

1.) Division meeting notes/summary of current discussions and/or decisions Y N 2.) Ind. Club/committee reports and/or minutes in a timely manner Y N

3.) Upcoming events/plans Y N

C. Miscellaneous Content (20) per issue #1 _____ #2 _____ #3 _____ #4 _____ (Averaged: _____)

1.) To include: Speaker/projects/activity notes, **timely** reports (committees, projects, fundraisers) and/or upcoming program info., reports, projects, activities (clubs, K-Clubs, Division, etc.)

2.) Club, Division, District announcements/information for the Good of the Order _____

D. Visual Appeal/Readability (10-25) Monthly score _____

(Layout/balance, photos, discretionary content, inclusivity, effective use of space, **variety**.)

E. Current calendar (20) = updates required **each issue** - (ALL or ZERO) _____

II. Credit to contributors/sources (20) (Ex: Photographers, authors, outside

sources - print media/excerpts/ publication sources, etc.) (All or ZERO per issue) _____

Note: The requirements noted above are intended to provide a framework for effective and consistent communication, as well as equitable evaluation of submitted newsletters.

Judging: Points will be given per issue, representative of the Division Council's meeting schedule/frequency of meetings (October - Sept.) during the current Kiwanis year, AND according to each Division's Schedule of Division meetings/gathering/events.

****If you have questions about judging, or participating in the newsletter judging/contest for Divisions, please contact the Communications Chair/publications judge - noted below!**

Awards are made in August (Convention) of the year **following** the Kiwanis year in which publications are submitted for judging - almost a year after the judging year concludes.

*****To submit your newsletter via email: Label the subject line with your DIVISION #/name of "editor," and send to: Linda Neuman: lindknn@gmail.com**

OR by USPS to: Linda Neuman at 2216 SW Perkins Ave., Pendleton, OR 97801

If you have questions, please contact Linda via email.