

'26-'27 Webmaster Check Rubric

Google Form Breakdown:

- **NO POINTS** | Section 1: General Description
- **NO POINTS** | Section 2: District Technology Producer Update/Letter
- **4 POINTS** | Section 3: Personal Information & Feedback
 - **1 POINT** | Webmaster's & Historian's First + Last Name(s)
 - **1 POINT** | Region & Division
 - **1 POINT** | LTG's Name & LTG Email
 - **1 POINT** | Personal Email(s) (for feedback):
 - **NO Personal Emails**
- **50 Points** | Section 4: Website Checks
 - Requirements:
 - **5 POINTS** | What is Key Club?
 - Present AND Accurate
 - **5 POINTS** | How Can I Join?
 - Membership Description
 - Membership Fee
 - **8 POINTS** | Officer Contact Page
 - District Staff
 - Home Club Officers + Assigned LTG
 - District Administrator
 - Club Advisor
 - **13 POINTS** | Publications
 - Newsletters
 - HOTOS
 - **4 POINTS** | Social Media Accounts
 - Linked & Accessible
 - **15 POINTS** | Organization
 - Website is updated AND easy to navigate
 - Photos
 - Professionalism

- Consistent Design/Theme
- **14 POINTS** | Section 5: *Photo Submissions*
 - **4 POINTS:** Monthly photo submission is completed
 - 10 photos
 - **3 POINTS:** Photos are appropriate AND clear
 - **3 POINTS:** Photos represent Key Club activities/service
 - **4 POINTS:** Submission is organized correctly
 - This includes:
 - Uploaded in the correct month
 - Placed in the correct divisional folder
 - Folder is properly labeled.
 - EX: TXOK High School
 - To receive the 4 points, ALL requirements listed below must be met.
If any one requirement is missing or incorrect, 0 points will be awarded for this section.
- **16 POINTS** | Section 6: *Graphics*
 - **8 POINTS:** 3 required graphics submitted
 - **5 POINTS:** Graphics are visually appealing/readable
 - **3 POINTS:** Graphics reference and/or follow Key Club branding
- **5 POINTS** | Section 7: *BONUS SECTION - Initiatives*
 - Select and upload an initiative that goes above and beyond the required Webmaster/Historian responsibilities

NOTICE!!

- If your chapter has MULTIPLE webmasters and/or historians, please be sure that only ONE form is submitted with everyone's name listed.
- Extensions **MUST** be requested 48 hours before the deadline
 - Webmasters/Historians are limited to **2** extension requests.
 - Approved extensions will **not** receive a late deduction as long as the report is submitted by the extended deadline.
- **5 BONUS POINTS** | Early Submission
 - 3 days before the official deadline
- Late Submissions:
 - 1-2 days late = **2 points deducted**
 - 3-4 days late = **4 points deducted**
 - 5 days late = **6 points deducted**

- More than 5 days late = **NO GRADE**