

	ARTICLES			HOTO	
	0	1		0	1
EMAIL FORMAT	The email subject is incorrectly ordered or lacks information.	The email subject is listed in the following order: School Division Month Articles.	EMAIL FORMAT	The email subject is incorrectly ordered or lacks information.	The email subject is listed in the following order: School Division Month HOTO.
HEADER	The article is missing one of the header components.	The article includes the following: Author, Division, school, and article title.	HEADER	The article is missing one of the header components.	The article includes the following: Author, Division, school, HOTO as the article title.
CONTENT	The article is unrelated to Key Club.	The article follows a suggested prompt or is related to Key Club.	CONTENT	The article does not adhere to HOTO's purpose.	The article is along the lines of your Key Club experience or what Key Club means to you.
SUBMISSION	The article is NOT submitted as a Word document (including Google docs) OR articles are submitted in one Word document.	The article is submitted as a Word Document. Each article is a separate Word document.	SUBMISSION	The article is NOT submitted as a Word document.	The article is submitted as a Word Document.
PHOTOS	The article does not include a photo.	Each article includes at least 1 JPG photo.	PHOTOS	The article does not include a photo.	The article includes at least 1 JPG photo.
	SUBMISSION MAXIMUM OF 5 ARTICLES PER MONTH			SUBMISSION MAXIMUM OF 1 HOTO PER MONTH	
	LATE PENALTY: 4 points deducted to the total article POINTS if you turn it in past 11:59 on the due date. * I will not grade it if it is submitted 5 days past the deadline.			LATE PENALTY: I will not grade late HOTO submissions.	
	THE MAXIMUM SCORE FOR ARTICLES IS 25. THE MAXIMUM POINTS IS 10. YOUR ARTICLE SCORE WILL BE DIVIDED BY 2.5 IN ORDER TO CALCULATE THE MAXIMUM POINTS OF YOUR ARTICLES.				
	EACH ARTICLE, INCLUDING HOTO, THAT IS SUBMITTED IN THE TEX-O-KEY WILL RECEIVE 5 ADDITIONAL POINTS.				