

[Club Letterhead]

[Name of Contestant]
[Home Address]
[Street Address]
[City, State, Zip]

[Date]

Dear [Contestant Name]:

Congratulations! You have been selected as a Contestant in the [#] Annual [Club Name] Spelling Bee. The Spelling Bee will be held on [date], [snow date] and take place at [location], [Address].

The Spelling Bee is open for fourth and fifth grade students. The first through third place winners of each grade will receive prizes and will be eligible to participate in the District Spelling Bee. The top three winners of the District Spelling Bee will go on to the New Jersey State Federation of Women's Club-Junior Membership State Spelling Bee.

The 4th Grade Spelling Bee will start at [time]. Please arrive at [time] for registration.

The 5th Grade Spelling Bee will start at approximately [time—allow for an hour and a half for the 4th Grade Bee to complete]. Please arrive at [time] for registration.

You will be competing against students from [list other participating schools]. There will be [#] of Contestants. The prizes for each grade are as follows:

First Place Prize—[list prizes]
Second Place Prize—[list prizes]
Third Place Prize—[list prizes]

Enclosed with this letter are the following:

- A practice word list. Some of the words may appear at the Bee along with words that are not on the list.
- The Spelling Bee Rules
- A T-Shirt Order Form
- A Permission slip that must be signed and returned

If you have any questions, please call me at [phone number]. Thank you and I look forward to seeing you at the Spelling Bee!

Sincerely,

[Name]
Spelling Bee Chairperson
[Address and phone]

Spelling Bee Permission Slip

I give permission for my child _____ to participate in the [Club Name] Spelling bee on [date], [snow date]. I have reviewed the Spelling Bee Rules with my child and I further understand that an adult must accompany my child to this event.

Parent or Guardian Name: _____

Signature: _____ Date: _____

Phone: _____ Cell: _____

Please return this Permission Slip to [Spelling Bee Chairperson Name] at [Address] or [Fax].

For questions, please call [Spelling Bee Chairperson Name] at [phone].

Thank you.