

[Club Letterhead]

[Name of Principal]

[School Name]

[Street Address]

[City, State, Zip]

[Date]

Dear [School Principal]:

The [Club Name] is sponsoring the [#] Annual Spelling bee on [date], [snow date]. The Bee will take place at [location], [Address].

The Spelling Bee is open for fourth (and fifth, if applicable) grade students. The first through third place winners [of each grade] will receive a [prize] and will 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 following rules will be used:

1. Word Pronouncers will say and define the word.
2. The Contestant will say the word, spell the word and say the word again.
3. Judges will be present to rule on the Contestant's spelling.
4. If a word is misspelled, the Contestant is disqualified.
5. When only two Contestants remain, if a word is misspelled, the remaining student must spell that word, as well as one more word to be declared the winner.

Please consent to have your students participate. We would like each class to select [#] of contestants. The students may be selected by a method you desire. You may hold a Spelling Bee or you may personally select the students you and your teachers know to be natural spellers.

The following information is enclosed for distribution to the students who will be participating in the [Club Name] Spelling Bee.

1. A congratulatory letter which indicates all relevant information.
2. The Spelling Bee rules.
3. A practice word list.

If your school is interested in participating in our Spelling bee, please send me the names of the students selected to participate by [date]. Please include the home telephone number of each student and of one teacher, so that the students may be contacted in the event of a snow cancellation. If you have any questions, please call me at [phone number].

Thank you.

Sincerely,

[Name]

Spelling Bee Chairperson

[Address and phone]