

District Spelling Bee Committee Responsibilities

- Encourage all the Clubs in your District to participate in the District Spelling Bee for their local area fourth and fifth graders.
- Determine which Club will be hosting the District Spelling Bee. This is usually the Club of the District Chairperson or District Advisor. A date and place should be secured in November.
- Depending upon the number of Clubs participating, decide on how many students from each Club you will invite to be in the District Spelling Bee (20-25 contestants are suggested).
- Each Contestant should receive a copy of the following:
 - Club Finalist Letter
 - Copy of the Rules
 - Directions to the Spelling Bee site
 - Copy of the District Level Words (appropriate for odd/even year)
- Prepare the correct amount of packets and give to the Club Presidents so each Club has these for their own Spelling Bees.

Have each participating Club supply someone to help on the day/night of the District Bee. Check to make sure you have all volunteers for:

- Moderator (usually District Spelling bee Chairperson/Advisor)
- Pronouncer (preferably someone without an accent/dialect)
- Three impartial judges (librarians, town officials, etc.)
- Registration/refreshment workers

For the Pronouncer:

In a packet given to the Pronouncer, the words should be in order according to rounds. They should also be printed onto index cards which has the word, its definition, and a sentence. Pronouncers should also receive the lists in advance so they can practice pronunciation ahead of time.

For the Judges:

Supply each Judge with a folder that contains the words and the Contestant List. They should be typed in order according to rounds and line up with the lists given to the Pronouncer. The folder should also have a copy of the Rules, Instructions, and a pencil.

For Club Presidents:

A sample letter has been prepared for distribution to the Presidents of the Clubs which participate in the District Spelling Bee. Please give it to the Presidents prior to their Club Spelling bee. This will help them complete the winner's

information in a timely fashion since they need to provide the winner's name, address, etc. for inclusion in the District Bee.

Printed Program:

On the printed program, for distribution to the audience, be sure to include the names of everyone who is participating, helping, judging, or co-sponsoring the event. **See Sample Printed Program for a guideline:**

On the Day/Night of the Event:

- Volunteers should arrive at least one hour ahead of time to assist with set up.
- Event Chairperson should have the following:
 - Dictionary
 - Registration lists and contestant numbers
 - Folders for Judges
 - Supplemental word lists
 - Tape recorders/tapes
 - Awards/Certificates and Programs
 - State Spelling Bee information for those going to the next level of competition.

Order of Event:

- Welcome and introduction of officials, Judges, etc.
- State there will be an award presentation following the Bee and for the audience to remain seated until conclusion of the event.
- Explain the Rules
- Begin the Spelling bee
- Hold the award ceremony after the last elimination round
- Take publicity photos

After the Event:

- Contact State Education Chairperson with the winner information
- Submit publicity photos and articles to local newspapers
- Send thank you notes to school/library for use of the facility and any non-members who assisted with the event.