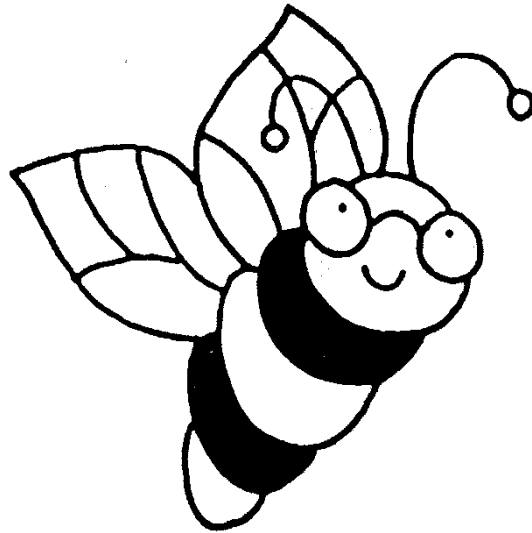


# **2011-12 Spelling Bee**



## **District Coordinator's Handbook**

*An Academic Enrichment Activity*

Sponsored by Minnesota Service Cooperatives  
(Lakes Country Service Cooperative, Northeast Service Cooperative,  
Northwest Service Cooperative, Resource Training & Solutions,  
Southwest/West Central Service Cooperatives)

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## General Information

*All levels are possible due to the sponsorship of several Service Cooperatives.*

An exciting and challenging academic contest awaits!  
The Multi-Regional State Spelling Bee!

Each school district in Minnesota is invited to participate in this exciting event. The following is an example of the sequence of events, which eventually leads up to the National Spelling Bee in Washington, D.C.

Classroom Spelling Bee  
School Spelling Bee  
District Spelling Bee  
Regional Spelling Bee  
Multi-Regional State Spelling Bee  
National Spelling Bee

Each school district contest determines the champion speller/spellers to be sent to the Regional Spelling Bee. The representation formula is one speller per 1,000 students based on K-12 enrollment.

Please note: Since it is impossible to monitor home or hospital bound contestants participating in the bee via telephone or cable, an added rule states that a child must be present at the contest in order to compete.

## Important Dates

- December 15, 2011 ..... Intent to Participate should be completed and returned to NESC
- February 3, 2012..... District Spelling Bees must be completed  
District Winner Reporting Form should be completed and sent to NESC
- February 10, 2012 ..... District Participation Data Form should be completed and sent to NESC
- February 16, 2012 ..... Regional Spelling Bee at Woodland School
- March 1, 2012..... Multi-Regional State Spelling Bee (location to be determined in Fergus Falls)
- May 2012..... Scripps National Spelling Bee in Washington, DC

# Sequence of Events

## Classroom Spelldown

Each teacher may conduct a classroom spelldown. The contest may be written, oral, or a combination of the two. The teacher selects the words. What is most important is that there is a classroom representative to send to the School Spelling Bee.

## School Spelling Bee

The School Spelling Bee coordinator directs the School Spelling Bee. This Bee may be held during school hours or in the evening. An area with a stage and good lighting is best, although libraries are quite fitting places. You may want to video tape the performance.

A word of caution ... if your school has many classes, you may want to hold a preliminary spelldown before your School Spelling Bee. Twenty to twenty-five contestants makes a good spelling bee lasting about an hour.

If you have several schools in your district, each school could use the same confidential contest word list to expose all students going to the District Spelling Bee to words of equal difficulty. It is a good idea to hold all of your District's School Bees at the same time so that no one will know the words ahead of time.

## District Spelling Bee

The identical steps in the School Spelling Bee are followed in the District Spelling Bee. You may want to ask your mayor or other dignitary to give a congratulatory speech to the students. Your School may want to provide refreshments. If possible, video tape the contest to show to students preparing for next year's contest. Make sure you forward the name, address, grade level, and school name of your champion(s) to the Regional Coordinator, as they need this information to make final arrangements for the Regional Spelling Bee. Building contests must be completed before the District Contest so that the champion will be determined in time to attend the District Bee.

## Regional Spelling Bee

Each participating district may send their champion speller/spellers to the Regional Spelling Bee coordinated by your Service Cooperative. The representation formula is one speller per 1,000 students based on K-12 enrollment.

# Information for Those Involved in a Bee

## Pronouncer Information

1. Read carefully the Judges, Recorders, Spellers and Audiences information that is included in the Scripps pronouncers' guide.
2. Familiarize yourself with all words on the confidential word list. Pronunciation is important. A meeting with the judges to insure pronunciation of words and procedures will be scheduled prior to the Bee beginning.
3. Speak clearly for contestants, judges and audience alike. Grant all requests to repeat a word until the judges agree that the word has been made reasonably clear to the speller. You may request the speller to speak more clearly or louder.
4. "Pace" yourself. You need time to focus attention on the pronunciation of the new word and the judges need a few moments between each contestant to do their tasks.

## Speller's Information

1. Each speller needs to focus on the Pronouncer, to aid his or her hearing and understanding of the context of the word. A speller may ask for the word to be repeated, for its use in a sentence, for a definition, for the part of speech, and for the language of origin.
2. Each speller should pronounce the word before and after spelling it. If the speller fails to pronounce the word after spelling it, the judge may ask if they are finished. If they say yes, the judge will remind the speller to remember to repeat the word the next time. (No speller will be eliminated for failing to pronounce a word.)
3. When a speller is at the podium spelling, the next speller should be standing at a marked location ready to proceed to the podium.

## Recorder's Information

1. An audio tape recording of the spelling bee needs to be made. As words are pronounced, the number on the recorder dial should be written beside the word on the recorder's spelling list. In case there is a request by the Head Judge to re-listen to a word's pronunciation or spelling, the recorder will be able to identify the word by reversing the recorder to the appropriate number.

## **Judges' Information**

1. Read carefully the Contest Rules with special attention to rules related to change of procedures when the number of contestants is down to two.
2. Read the Pronouncers, Spellers and Audience information.
3. Responsibilities:

### **HEAD JUDGE**

- Read aloud to the spellers and audience the rules of the spelling bee.
- Read aloud to the speller and audience the procedures when the number of spellers is down to the final five.
- Make the final decision as to the correct or incorrect spelling of a word.
  - State "correct" or "incorrect" after each speller's spelling of a word.
  - If "incorrect", spell the word aloud for the speller and audience.
  - Make the final decision as to any procedure in question. These decisions will be made in consultation with other judges.

### **DICTIONARY JUDGE**

- In charge of the dictionary. Honor requests by spellers to have dictionary definitions, part of speech, and language of origin of the word as provided on the word list. These are provided on the word list. Only refer to the dictionary in cases of questions.

### **ROUNDS/RECORDS JUDGE**

- Check each word as it is properly spelled. Record the number of the speller by each word spelled on the word list margin.
  - Circle any misspelled word and write the contestant's number or name beside it. Write the misspelled word on each speller's card as they miss a word.
  - After first round, shuffle the spellers cards, call off the first five random numbers that appear (one to five, six through ten, and so on until all spellers have had a turn), and as each awaits their turns, call off their name to assure correct order and let the audience know who is spelling.
  - As the Head Judge indicates the correct or incorrect spelling of each spellers' word, place their card in one of two piles – correct and incorrect. Then re-shuffle the deck of remaining correct numbered cards; call out the round number and the first five random numbers. Try to make certain that a speller who was last the previous round is not first during the successive round. Continue calling numbers in groups of five until the round is complete.
4. All judges are responsible for listening carefully to each word's spelling. If you can't hear the spelling clearly, request that the contestant speaks louder and more distinctly.

5. If any judge believes a speller has misspelled a word, the judge will:
  - Say “delay” to the Pronouncer. The Head Judge will then tell the contestant “Please wait”.
  - Consult the official dictionary regarding the word in question.
  - If two of three judges concur with a misspelling, the judge who requested the delay will tell the Head Judge, “The word was spelled incorrectly”, the Head Judge will then state “incorrect” to the speller and that student is then “down”. The Head Judge then correctly spells the word for the speller and the audience.
  - If only one judge of the three thinks a word was misspelled, or if it is agreed that the word actually was spelled correctly, then the Head Judge tells the contestant “correct”, and the contest will continue.
6. Any judge may disqualify any contestant who ignores a request to start spelling.
7. At all times watch for an unconscious tendency to give non-verbal clues to the contestant (raised eyebrow, nod of head, etc....).

Schools that enroll with Scripps National Spelling Bee may access the *Rules for Local Spelling Bees* by logging into [www.spellingbee.com](http://www.spellingbee.com) and selecting the Rules link from the left side navigation menu.

Spellers, parents, teachers, and spelling bee officials are urged to read these rules prior to any spelling bee.

These rules are guidelines designed to assist spelling bee officials and spellers at the local level. Spellers should check with their local spelling bee officials for the rules in effect in their area. Spelling bee officials include the pronouncer, judges, coordinator, and sponsor. While local spelling bee officials have the prerogative to amend rules, amendments—particularly any amendments to the end-of-bee procedure—should be undertaken only with careful consideration of the various outcomes that may result from the amendments.

The Scripps National Spelling Bee has no authority over the conduct of local spelling bees (namely, spelling bees other than the Scripps National Spelling Bee in Washington, D.C.). Consequently, the national office will not render judgments relating to the conduct of local spelling bees. Individuals bearing complaints about the conduct of local spelling bees should register their concerns with local spelling bee officials. **DECISIONS OF LOCAL SPELLING BEE OFFICIALS ARE FINAL.**

These Rules for Local Spelling Bees are not the rules in effect at the Scripps National Spelling Bee in Washington, D.C. When a local spelling bee official says, “We use the national rules,” he or she is probably indicating that the Rules for Local Spelling Bees are in effect.

The Scripps National Spelling Bee in Washington, D.C., operates under a significantly different set of rules called the Contest Rules of the Scripps National Spelling Bee. These rules—obtainable through [www.spellingbee.com](http://www.spellingbee.com)—contain provisions that are specific to unique conditions at the event in Washington, D.C. Their successful implementation at the local level is considered impossible and therefore is not recommended.

## SAMPLE PRESS RELEASE

Contact: Spelling Bee Coordinator \_\_\_\_\_  
School \_\_\_\_\_  
Phone \_\_\_\_\_

### AREA SCHOOL PREPARES FOR STATE SPELLING BEE

*For Immediate Release*

The classroom was quiet, the tension was mounting, not even a buzz of the bee was heard. The annual Spelling Bee was in progress. On \_\_\_\_\_ (day), \_\_\_\_\_ (date) \_\_\_\_\_ (number) students will advance from the classroom Spelling Bee to the \_\_\_\_\_ School District Spelling Bee.

\_\_\_\_\_ (name) will act as District Pronouncer at the Spelling Bee to be held in \_\_\_\_\_ (site) at \_\_\_\_\_ (time).

Students participating at the District level are:  
*(list students here)*

The District Champion(s) will advance to the Regional Spelling Bee on (date) at the (name) School in (city). Four (4) Regional winners will advance to the Multi-Regional State Spelling Bee on (date). The winner advances to the Scripps National Spelling Bee in Washington, DC from (month) (date).

The Regional Spelling Bee and the Multi-Regional State Spelling Bee is open to public, private, and parochial school students in grades five through eight, and is coordinated by several Minnesota Service Cooperatives.

## How to Keep Your Local Media Informed About Your Spelling Bee

Public recognition of teachers and students who excel in language arts is one of the objectives of the Multi-Regional State Spelling Bee. Local radio, television and newspapers, including shoppers, are excellent forums for acknowledging the achievements of those who participate in and organize the spelling bees at the school, district and regional levels.

Local reporters and editors are likely to be interested in the bees from a number of angles. Of course, there will be interest in the winners who go on to represent their town and school at the higher levels of competition. In addition to those basic stories, you may want to suggest the following possibilities.

- Students are preparing for the competition at home and at school
- Community support of the bee
- The bee's appeal to people of all ages, particularly senior citizens who participated in spell downs when they were in school

*Here are some tips on how to approach the media.*

Find out the name of the city editor or educational reporter at your local newspaper. Find out the name of the news director at your local radio or television station.

- Send them a typed news release (see attached samples) with all the pertinent information and the name of the contact person who can provide further information.
- Include a short cover note letting them know you will call to offer further information after the news release is received.
- When you call, be able to offer the names of some participating students and teachers the reporter could talk to if he/she is interested in doing a feature article or taking photographs. Be sure to clear this with your sources first and their telephone numbers.
- You will want to initiate your contact about four weeks before the event by sending the news release and making a follow-up call.
- Two weeks before the event you may want to make a call to the city editors and the news directors to remind them about the day and time of the bee.
- Be sure to monitor the media and keep the news clippings. Note the radio and television mentions of your Spelling Bee.
- At the Bee, notice what newspapers, radio and television stations are represented. Within 30 minutes after the bee, call the media that did not send reporters with the names (correct spellings, of course), parents' names, address and hometown of the winner. For your convenience, someone could be asked handle this important responsibility.

**2011-2012 Regional Spelling Bee  
DISTRICT WINNERS**

- Please type or print legibly -

School District \_\_\_\_\_ Number of students advancing to Regional \_\_\_\_\_  
District Coordinator \_\_\_\_\_ email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ / \_\_\_\_\_ Fax \_\_\_\_\_ / \_\_\_\_\_

Please list winners and alternates below. *(List any additional winners on reverse side.)*  
Winners are students advancing to Regional.  
Alternates are students designated to take a winner's place in the event the winner is unable to attend.

**Winner 1**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Winner 2**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Winner 3**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Winner 4**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

*(List any additional winners on reverse side.)*



**Alternate 1**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Alternate 2**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Alternate 3**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Alternate 4**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

*Please return to Kijo Pulford, Northeast Service Cooperative,  
5525 Emerald Avenue, Mtn. Iron, MN 55768 or fax to 218-741-1719*

2011-2012 Spelling Bee District Winners (continued)

**Winner 5**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guarandian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Winner 6**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guarandian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Winner 7**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guarandian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

**Winner 8**

Name \_\_\_\_\_ Grade \_\_\_\_\_ D.O.B. \_\_\_\_\_  
Parent/Guarandian \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_



