

2009-10 Spelling Bee District Coordinator's Handbook



*An Academic Enrichment Activity
for Students in Grades 5-8*

Sponsored by
McNeilus Steel, Inc.
KMTelecom

and Southeast Service Cooperative



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General Information

The Spelling Bee is an exciting and challenging academic contest for students in grades 5-8. All levels of the Spelling Bee in southeast Minnesota are possible due to the sponsorship of the McNeilus Steel, Inc., KMTelecom and the Southeast Service Cooperative.

The following is 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
Final Regional 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.

Regional Spelling Bee Coordinator



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Important Dates

October 16, 2009..... Register with Scripps at www.spellingbee.com
(extended to December 18)

November 20, 2009 Regional Registration Deadline (with Southeast Service Cooperative)

January 15, 2010 Volunteer Info for Regional Due

February 5, 2010 District Spelling Bees must be completed
District Winner Reporting Form should be completed and sent
to Southeast Service Cooperative

February 16, 2010 Regional Spelling Bees

March 2, 2010 Southeast Minnesota Spelling Bee (Final)

May, 2010 Scripps National Spelling Bee in Washington, DC

Please reference the Scripps National Spelling Bee website (www.spellingbee.com) for more information. This website gives you access to study materials, practice words, information about the National Spelling Bee and helpful hints for you and your students.

Forms can also be found on the Southeast Service Cooperative website (www.ssc.coop).

Information for School Coordinators

REGISTRATION WITH SCRIPPS...What do you get?

With the \$99.00 fee paid to Scripps, you will receive unlimited online access to all of their study materials and various word lists. Your enrollment provides you with the following online resources:

- *2010 Classroom Pronouncer Guide*
- *2010 School Pronouncer Guide*
- *2010 Spell It!*
- *Study words for each grade level (grades 1-8)*
- *Great American SpellCheck materials*
- From Encyclopaedia Britannica, a free one-year subscription to the [Britannica Online for Kids](#) (a \$69.95 value) for use as a prize in your spelling bee program.
- Award certificates
- Key information about your local spelling bee program

A SOUTHEAST STUDENT WILL GO TO THE NATIONAL BEE!



McNeilus Steel, Inc. and KM Telecom are co-sponsors. Their generous contributions enable us to conduct a final Spelling Bee for our *region*. The champion of our final will win an all-expenses-paid trip to compete in the 2010 Scripps National Spelling Bee in Washington, DC.

There are two (2) Regional Spelling Bees on Tuesday, February 17. The top six spellers from each Regional competition will advance to the Southeast Minnesota Final Spelling Bee on Tuesday, March 2, 2010.

REGIONAL REGISTRATION INFORMATION

To participate in our Regional Spelling Bee, districts may register one participant for every 1000 K-12 students in the district. Districts with less than 1000 students may register one participant.

SSC will supply school districts with ribbons (1st, 2nd, 3rd, and District Finalist). **Please indicate how many of each you need and how many students from your district will participate at the Regional and return the Regional Registration Form by November 20.**

REGISTRATION FEE TO SOUTHEAST SERVICE COOPERATIVE

The registration fee is \$95.00 (payable to Southeast Service Cooperative) per regional participant. Schools will be invoiced for this fee.

WHERE TO FIND INFORMATION AND FORMS

Information and forms are attached to this email and can also be found on our website (www.ssc.coop).

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

2. 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....).

Scripps Suggested Rules for Local Spelling Bees

(Please note that when Scripps refers to the “local spelling bee” they are referring to the Regional.)

Rules for Local Spelling Bees

Preface

We encourage spellers, parents, teachers, and spelling bee officials 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 2 through 11, 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 2010 Scripps National Spelling Bee*. These rules—obtainable through 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.

Rules

1. Eligibility: A speller qualifying for the 2010 Scripps National Spelling Bee in Washington, D.C., must meet these requirements:

(1) The speller must not have won a Scripps National Spelling Bee championship in Washington, D.C.

(2) The speller must attend a school that is officially enrolled with the Scripps National Spelling Bee.

(3) The speller must not have passed beyond the eighth grade on or before February 1, 2010.

(4) The speller must not have repeated fourth, fifth, sixth, seventh, or eighth grade for the purpose of extending spelling bee eligibility. If the speller has repeated fourth, fifth, sixth, seventh, or eighth grade, the speller must notify the Scripps National Spelling Bee of the circumstances of grade repetition by March 26, 2010; and the Scripps National Spelling Bee

will, at its sole discretion, determine the speller’s eligibility status on or before April 30, 2010.

(5) The speller—or the speller’s parent, legal guardian, or school official acting on the speller’s behalf—must not have declared to another entity an academic classification higher than eighth grade for any purpose, including high school graduation equivalency or proficiency examinations and/or examinations such as the PSAT, SAT, or ACT.

(6) The speller must not have earned the legal equivalent of a high school diploma.

(7) The speller must not have completed or have been enrolled in more than six high school–level courses or two college-level courses on or before April 30, 2010.

(8) The speller must not eschew normal school activity to study for spelling bees. The Scripps National Spelling Bee defines normal school activity as adherence to at least four courses of

study other than language arts, spelling, Latin, Greek, vocabulary, and etymology for at least four hours per weekday for 34 of the 38 weeks between September 1, 2009, and May 23, 2010.

(9) The speller must not have reached his/her 15th birthday on or before September 1, 2009.

(10) The speller must have won a final local spelling bee on or after February 1, 2010.

(11) Once having been disqualified at any level of a sponsor's spelling bee program between June 2009 and April 2010, the speller remains disqualified for the 2010 Scripps National Spelling Bee and may not seek advancement in the 2010 Scripps National Spelling Bee program through another sponsor and/or enrollment in another school.

(12) The speller, upon qualifying for the 2010 Scripps National Spelling Bee in Washington, D.C., must submit a completed Champion Bio Form, a Certification of Eligibility Form, a signed Appearance Consent and Release Form, and a hard copy of a photo to the Scripps National Spelling Bee no later than March 26, 2010. The speller will notify the Bee—at least 24 hours prior to the first day of competition in the Scripps National Spelling Bee in Washington, D.C.—if any of the statements made on the Certification of Eligibility Form are no longer true or require updating. The speller's sponsor will provide access to the necessary forms.

The Scripps National Spelling Bee may disqualify prior to or during competition any speller who is not in compliance with any of its eligibility requirements; and it may—at any time between the conclusion of the 2009 Scripps National Spelling Bee and April 30, 2010—require any speller who is found to have not been in compliance with any of the eligibility requirements to forfeit the prizes, rank, and other benefits accorded to the speller as a result of participation in the 2010 Scripps National Spelling Bee.

2. Format: The spelling bee is conducted in rounds. Each speller remaining in the spelling bee at the start of a round spells one word in each round—except in the case of a written, multiple choice, or online test. The spelling bee may be conducted orally or in writing or in a manner that is a combination of the two; however, if the spelling bee officials specify an oral format, the speller may not demand a written format except under the conditions of Rule 4.

3. Word list: Local spelling bee officials are responsible for selecting the word lists for use at each local spelling bee. Many local spelling bee officials use word lists generated by the Scripps National Spelling Bee. These lists include many words that appear in the current edition of *Spell It!* as well as some “end-of-bee” words. All words on Scripps National Spelling Bee word lists are entries in *Webster's Third New International Dictionary* and its addenda section, copyright 2002, Merriam-Webster, the official dictionary of the Scripps National Spelling Bee.

4. Special needs: Spelling bee officials will strive to provide accommodation for spellers who have physical challenges. All requests for spelling bee officials to accommodate special needs involving sight, hearing, speech, or movement should be directed to spelling bee officials well in advance of the spelling bee date. The judges have discretionary power to amend oral and/or written spelling requirements on a case-by-case basis for spellers with diagnosed medical conditions involving sight, hearing, speech, or movement.

5. Pronouncer's role: The pronouncer strives to pronounce words according to the diacritical markings in Scripps National Spelling Bee word lists and *Webster's Third New International Dictionary* and its addenda section, copyright 2002, Merriam-Webster.

Homonyms: If a word has one or more homonyms, the pronouncer indicates which word is to be spelled by defining the word.

Speller's requests: The pronouncer responds to the speller's requests for a definition, sentence, part of speech, language(s) of origin, and alternate pronunciation(s). When presented with requests for alternate pronunciations, the pronouncer or an aide to the pronouncer checks for alternate pronunciations in either *Webster's Third New International Dictionary* and its addenda section, copyright 2002, Merriam-Webster or *Merriam-Webster's Collegiate Dictionary*, eleventh edition. The pronouncer does not entertain root word questions, requests for alternate definitions, or requests for markedly slower pronunciation.

Pronouncer's sense of helpfulness: The pronouncer may offer word information—without the speller having requested the information—if the pronouncer senses that the information is helpful and the information is presented in the entry for the word in a 2010 Scripps National Spelling Bee word list or *Webster's Third New International Dictionary* and its addenda section, copyright 2002, Merriam-Webster.

6. Judges' role: The judges uphold the rules and determine whether or not words are spelled correctly. They also render final decisions on appeals in accordance with Rule 11. They are in complete control of the competition, and their decision is final on all questions.

Interaction with the speller: Because seeing the speller's lip movements may be critical in detecting misunderstandings or misspellings, the judges encourage spellers to face them when pronouncing and spelling the word.

Notice of rules: The judges ensure that all spellers and audience members are given an opportunity to receive a complete copy of the rules prior to the start of the spelling bee.

Misunderstandings: The judges participate in the exchange of information between the speller and pronouncer if they feel that clarification is needed. Also, the judges listen carefully to the speller's pronunciation of the word; and, if they sense that the speller has misunderstood the word, the judges work with the speller and pronouncer until they are satisfied that reasonable attempts have been made to assist the speller in understanding the word. While the judges are responsible for attempting to detect a speller's misunderstanding, it is sometimes impossible to detect a misunderstanding until a spelling error has been made. The judges are not responsible for the speller's misunderstanding.

Pronouncer errors: The judges compare the pronouncer's pronunciation with the diacritical markings in the word list. If the judges feel that the pronouncer's pronunciation does not match the pronunciation specified in the diacritical markings, the judges direct the pronouncer to correct the error as soon as it is detected.

Disqualifications for reasons other than clear misspelling: The judges will disqualify a speller (1) who refuses a request to start spelling; (2) who does not approach the microphone when it is time to receive the word; (3) who does not comply with the eligibility requirements; (4) who engages in unsportsmanlike conduct; (5) who, in the process of retracing a spelling, alters the letters or sequence of letters from those first uttered; or (6) who, in the process of spelling, utters unintelligible or nonsense sounds.

Speller activities that do not merit disqualification: The judges may not disqualify a speller (1) for failing to pronounce the word either before or after spelling it, (2) for asking a question, or (3) for noting or failing to note the capitalization of a word.

7. Speller's role: The speller makes an effort to face the judges and pronounce the word for the judges before spelling it and after spelling it. The speller *while facing the judges* makes an effort to utter each letter distinctly and with sufficient volume to be understood by the judges. The speller may ask the pronouncer to say the word again, define it, use it in a sentence, provide the part of speech, provide the language(s) of origin, and/or provide an alternate pronunciation or pronunciations.

Misunderstandings: The speller is responsible for any misunderstanding of the word unless (1) the pronouncer never provided a correct pronunciation; (2) the pronouncer provided incorrect information regarding the definition, part of speech, or language of origin; or (3) the speller correctly spelled a homonym of the word and the pronouncer failed to either offer a definition or distinguish the homonyms.

8. Correction of a misspelling: The pronouncer and judges will not ask the speller to correct another speller's misspelling, even in end-of-bee circumstances.

9. Misspelling: Upon incorrectly spelling a word, the speller immediately drops out of the competition, except as provided in Rule 10.

10. End-of-bee procedure:

If all spellers in a round misspell: If none of the spellers remaining in the spelling bee at the start of a round spells a word correctly during that round, all remain in the competition and a new round begins.

Ties: All spellers eliminated in the same round are tied for the same place. After the champion has been determined, spelling bee officials may opt to conduct tiebreakers (of their own design) if tiebreakers are necessary for the awarding of prizes or the determination of qualifying spellers for the next level of competition.

If only one speller in a round spells correctly: If only one speller spells correctly in a round, a new one-word round begins and the speller is given an opportunity to spell the next word on the list (anticipated championship word). If the speller succeeds in correctly spelling the anticipated championship word in this one-word round, the speller is declared the champion.

Example: In Round 12 there are four spellers. Spellers 6 and 21 misspell. Speller 30 spells correctly. Speller 42 misspells. So, Speller 30 is the only speller in the round to spell correctly. Speller 30 begins Round 13—a one-word round—and is offered the anticipated championship word. Speller 30 correctly spells the anticipated championship word and is declared champion.

Example: Two spellers spell in Round 10. Speller 14 misspells. Speller 25 spells correctly. Speller 25 begins Round 11—a one-word round—and is offered the anticipated championship word. Speller 25 correctly spells the anticipated championship word and is declared champion.

Example: Two spellers spell in Round 16. Speller 3 spells correctly. Speller 9 misspells. Speller 3 begins Round 17—a one-word round—and is offered the anticipated championship word. Speller 3 correctly spells the anticipated championship word and is declared champion.

VERY IMPORTANT: If a speller misspells the anticipated championship word in a one-word round:

A *new* round begins with ALL the spellers who spelled (correctly *and incorrectly*) in the previous round. These spellers spell in their original order.

Example: In Round 8 there are three spellers. Speller 12 spells correctly and Spellers 23 and 37 misspell. Round 9—a one-word round—begins, and Speller 12 is offered the anticipated championship word. Speller 12 misspells the anticipated championship word. Round 10 begins and includes Spellers 12, 23, and 37. The rules prescribe that spellers 12, 23, and 37 spell in their original order; so Speller 12 gets the next word on the list even though Speller 12 misspelled the previous word on the list. Round 10 is not complete until all three spellers have spelled.

Tip: Spelling bee officials may find it helpful to designate a record keeper or judge to track the progress of spellers throughout the rounds. The record keeper's information will be helpful in preventing end-of-bee confusion.

11. Appeals: The speller's parent(s), legal guardian, or teacher may appeal to the judges for the speller's reinstatement provided that the appeal is in compliance with the appeal protocol. The judges render a final decision on the appeal in accordance with the reinstatement protocol.

Appeal protocol

A written appeal must be hand delivered to the designated official (usually the spelling bee coordinator/director). The deadline for delivering an appeal is before the speller affected would have received his/her next word had he/she stayed in the spelling bee; however, to minimize disruptions to the spelling bee, every effort should be made to deliver an appeal by the end of the round in which the speller was eliminated. When five or fewer spellers remain, the written appeal requirement is suspended, and an oral appeal must be made before the speller would have received his/her next word had he/she stayed in the spelling bee. A written appeal must provide the speller's name, the word in question, and the reason the speller should be reinstated.

While the competition is in session, individuals who have filed appeals may not directly approach the judges unless explicit permission to approach the judges has been given. The judges will contact the speller if they decide to reinstate the speller. To minimize disruption to the pace of the spelling bee and the concentration of the spellers, the judges are under no obligation to stop the spelling bee in order to discuss with the speller's parent(s), legal guardian, or teacher a denied appeal. The judges' decisions are final and are subject neither to review nor to reversal by the Scripps National Spelling Bee's headquarters office.

Reinstatement protocol

Pronouncer mispronunciation: An appeal claiming that a speller's elimination from the spelling bee was due to pronunciation error should be denied unless there is agreement that the pronouncer *never* offered a correct pronunciation.

Alternate pronunciations: An appeal claiming that the pronouncer did not offer alternate pronunciations should be denied unless it is determined that the speller requested alternate pronunciations *and* the pronouncer did not accommodate the speller's request for alternate pronunciations *and* it appears that the speller's spelling almost matches the correct spelling.

Speller's misunderstanding: An appeal claiming that the speller's elimination from the spelling bee was due to the speller's not understanding the word [its pronunciation(s) and/or other information about the word] should be denied. It is the speller's responsibility to understand the word.

Speller offered correct spelling, as indicated in Webster's Third: An appeal claiming that the speller correctly spelled the word should be denied unless an audio recording of the bee's proceedings or bee officials' recollections clearly indicate that the word was indeed spelled correctly.

Exception: If the speller's spelling is listed in *Webster's Third New International Dictionary* and its addenda section, Merriam-Webster, copyright 2002, the speller should be reinstated if all of the following three criteria are met: (1) The pronunciations of the words are identical, (2) the definitions of the words are identical, and (3) the words are clearly identified as being standard variants of each

other. Spellings at other locations having temporal labels (such as *archaic*, *obsolete*), stylistic labels (such as *substandard*, *nonstandard*), or regional labels (such as *North*, *Midland*, *Irish*) which differ from main entry spellings not having these status labels will not be accepted as correct.

Speller offered correct spelling, as indicated in a dictionary other than Webster's Third: An appeal claiming that the speller spelled the word correctly according to a dictionary other than *Webster's Third New International Dictionary* and its addenda section, copyright 2002, Merriam-Webster, should be denied.

Homonym: An appeal claiming that the speller's elimination was unfair because the speller's word is a homonym should be denied unless the pronouncer failed to define the word *and* the speller correctly spelled a homonym of the word.

Incorrect or unsolicited information: An appeal claiming that the speller's elimination was unfair because the pronouncer offered incorrect or unsolicited information about the word should be denied unless it is determined that the pronouncer indeed gave factually incorrect information *and* it appears that the speller's spelling would have been correct if not for the incorrect or unsolicited information provided by the pronouncer.

Bee officials failed to correct a misunderstanding:

An appeal claiming that the speller misspelled because the judges and/or pronouncer failed to correct the speller's mispronunciation of the word should be denied. It is sometimes impossible to detect a speller's mispronunciation or misunderstanding, and ultimately it is the responsibility of the speller to understand and correctly pronounce the word.

Disqualification request: An appeal seeking to dislodge another speller from the spelling bee should be denied.

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 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.

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 February 16, 2010, at the Wood Lake Meeting Center in the Southeast Service Cooperative in Rochester. Four (4) Regional winners will advance to the Southeast Minnesota Spelling Bee Final, which will be held at 1:00 pm on March 2, 2010, at the Wood Lake Meeting Center in the Southeast Service Cooperative in Rochester. The State winner advances to the Scripps National Spelling Bee in Washington, DC, in May 2010.

The Southeast Minnesota Spelling Bee is open to public, private, and parochial school students in grades five through eight, from an eleven county area. These counties are: The Spelling Bee is co-sponsored by McNeilus Steel, Inc., KMTelcom and the Southeast Service Cooperative. The Spelling Bee is coordinated by the Southeast Service Cooperative.

2009-10 DISTRICT SPELLING BEE PARTICIPATION DATA

TO COORDINATING TEACHER: We are requesting your assistance in a statewide data collection effort. This data will be utilized to develop and maintain on-going support for Spelling Bee as well as for annual completion reports required by sponsoring organizations. Thank you for contributing a few moments of your time to provide us with information regarding student involvement in your district or school building.

DISTRICT or SCHOOL NAME: _____

TEACHER or COORDINATOR: _____

Phone: _____

There are several ways in which students may be involved in the Spelling Bee process—examples might be:

- as a part of the curriculum
- as part of a practice team
- participation in inter-school competition

Without regard for the type of participation, please provide the following information:

Total students involved in School/Building Level Spelling Bee: _____

(This includes: ____ students of color & ____ special needs students)

By grade level: 5 = ____ (____ male/ ____ female)

6 = ____ (____ male/ ____ female)

7 = ____ (____ male/ ____ female)

8 = ____ (____ male/ ____ female)

Total students involved in District Level Spelling Bee: _____

(This includes: ____ students of color & ____ special needs students)

By grade level: 5 = ____ (____ male/ ____ female)

6 = ____ (____ male/ ____ female)

7 = ____ (____ male/ ____ female)

8 = ____ (____ male/ ____ female)

PLEASE RETURN THIS INFORMATION BY February 5, 2010 TO:

Kirsten Kuehl
Southeast Service Cooperative
210 Wood Lake Dr SE
Rochester MN 55904
FAX: 507-288-7663

2009-10 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 _____

2009-10 Regional Spelling Bee DISTRICT WINNERS

2009-10 Regional Spelling Bee District Winners (continued)

Winner 5

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

Winner 6

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

Winner 7

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

Winner 8

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

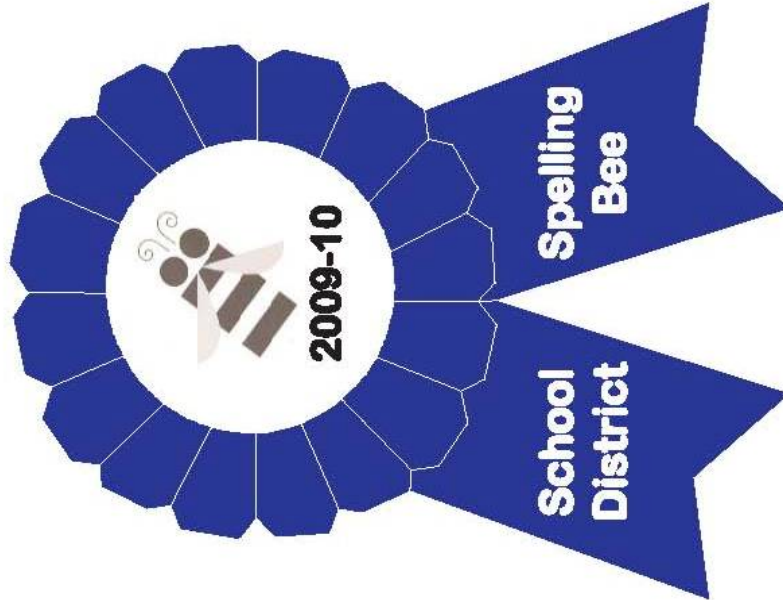
Please return by February 5, 2010 to:

Kirsten Kuehl
Southeast Service Cooperative
210 Wood Lake Drive SE
Rochester, MN 55904
kkuehl@ssc.coop
Or fax to 507-288-7663

Spelling Bee Score Sheet

| | | ROUNDS | | | | | | | | | | | | | | | | | |
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Certificate of Participation



Student

This certificate is given in recognition of improving literacy skills
and achievement of academic excellence.

School

District Spelling Bee Coordinator

The Southeast Minnesota Spelling Bee is co-sponsored by
McNeilus Steel, KMTelecom and Southeast Service Cooperative.

This certificate is a sample and can be found at www.ssc.coop.

Certificate of Participation



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