

SWWC Service Cooperative Regional Bee



SPELLING BEE



District Coordinator's Handbook 2023-2024

An Academic Enrichment Activity
Sponsored by Minnesota Service Cooperatives

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General Information

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

An exciting and challenging academic contest awaits!
Merriam-Webster is a prize donor.
Winner will attend Scripps Nation Spelling Bee!

Each school district in Minnesota is invited to participate in this event. The following is the sequence of events, which eventually leads up to the Scripps National Spelling Bee in National Harbor, Maryland.

Classroom Spelling Bee
School Building Spelling Bee
District Spelling Bee
Regional Spelling Bee
National Spelling Bee

Each school district contest determines the champion speller/spellers. These students are then 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 virtually, an added rule states that a child must be present at the contest in order to compete.

Important Dates

August 22, 2023 Scripps Open Enrollment (www.spellingbee.com)

November 9, 2023..... SWWC Service Cooperative Registration Deadline
(www.swwc.org/bee)

January 2024 Regional Bee Information sent to schools.

January 23, 2024..... Forms Due: District Spelling Bees completed; submit
Winner and District Participation Data Form online for
Regional Spelling Bee to SWWC Service Cooperative

February 6, 2024 Regional Spelling Bee
Redwood Area Community Center, Redwood Falls
(Snow Date – February 7)

May 26–June 1, 2024 Scripps National Spelling Bee in National Harbor, Maryland

Note: To qualify for the regional and national spelling bee, a school must register with both SWWC Service Cooperative (www.swsc.org/bee) and Scripps National Spelling Bee (www.spellingbee.com)

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 Building 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.

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 make a good spelling bee lasting about an hour.

If you have several school buildings in your district, each building 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 someone to give a congratulatory speech to the students. Your School may want to provide refreshments. Make sure you forward the name, address, grade level, and school name of your champion(s) to the Regional Coordinator by filling out the winner and district participation form, as they need this information to make final arrangements for the Regional Spelling Bee. School Building contests must be completed before the District Contest so 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 SWWC Service Cooperative. The representation formula is one speller per 1,000 students based on K-12 enrollment. Non-public schools may register on their own.

Scripps National Spelling Bee

One winning student from each Minnesota Service Cooperative region area will advance to the National Spelling Bee in National Harbor, Maryland.

RESPONSIBILITIES OF JUDGES

HEAD JUDGE

- Read aloud to the spellers and audience the rules of the spelling bee, including end-of-bee procedures.
- 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.

RECORDER/DICTIONARY JUDGE

- 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 to re-listen to a word’s pronunciation or spelling.
- 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. Only refer to the dictionary in case of questions.

ROUNDS/RECORDS JUDGE

- Shuffle cards are used in the spell down to track who will be in the next round.
 - Check each word as it is properly spelled. Record the number of the speller by each word spelled on the word list margin.
 - Write the contestant’s number or name beside any misspelled word. Write the misspelled word on each speller’s card as they miss a word.
1. All judges are responsible for listening carefully to each word’s spelling. If you can’t hear the spelling clearly, request that the contestant speak louder and more distinctly.
 2. 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.
 3. Any judge may disqualify any contestant who ignores a request to start spelling.
 4. At all times watch for an unconscious tendency to give non-verbal clues to the contestant (raised eyebrow, nod of head, etc.).

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 Minnesota Service Cooperative Spelling Bee. Local radio, television and newspapers are excellent forums for acknowledging the achievements of those who participate in and organize the spelling bees at the school, district, and regional levels.

After the bee, contact the media with the names, parent names, school district and hometown of the winner.

NOTE: Do not give out “winning words” as the same lists are used throughout the state.

This is just a **SAMPLE PRESS RELEASE**

Contact: Spelling Bee Coordinator/Coach _____

School Name: _____

Phone: _____

AREA SCHOOLS PREPARE FOR THE REGIONAL 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), _____ (winning student name), will advance to SWWC Service Cooperative’s Regional Spelling Bee on February 6, 2024, at Redwood Area Community Center in Redwood Falls. The regional winner will advance to the Scripps National Spelling Bee in National Harbor, Maryland in May of 2024.

The Regional Spelling Bee is open to public, private, and parochial school students in grades five through eight and is coordinated by the Southwest West Central Service Cooperative.



SWWC Service Cooperative Regional Spelling Bee

February 6, 2024
(snow date Feb. 7)

These forms are available online: (online google forms)

www.swwc.org/bee

DISTRICT REGISTRATON FORM

Registration Deadline: November 9, 2024

DISTRICT WINNER FORM & DATA PARTICIPATION SHEET (combined)

Due, no later than January 23, 2024

If you have any questions, contact Andrea Anderson at andrea.anderson@swwc.org or by phone 507-537-2257

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