



Sample Spelling Bee Timeline

<p>September-October</p>	<ul style="list-style-type: none"> Decide who will be the District/School Spelling Bee liaison. Have them attend the SCCOE Informational Meeting.
<p>October-November</p>	<ul style="list-style-type: none"> Set the date for District Bee (<i>Note</i>: date should be before SCC Spelling Bee information needed (usually mid-February)). If schools are holding a spelling bee, determine the date in which the student names should be sent to District Spelling Bee liaison. Provide students with Round 1& 2 word lists to study. Local (school and district) bees can use the same word list the SCCOE provides on the Spelling Bee webpage.
<p>January</p>	<ul style="list-style-type: none"> Determine roles for the Spelling Bee Event. Refer to the District Guidebook for the description of roles (pages 7-13). Provide students with information for District Bee - date, time, location. If only holding district spelling bee => send out a call for participating students. Once you have the students' names, assign a number to them. For example, if there are 20 students, assign a number between 1-20. <i>Note: Numbers are only for the day of the event.</i> If schools are holding spelling bees, create a way for schools to submit the top two students from each site. Assign the students a number. <i>Note: Numbers are only for the day of the event.</i> Create a Round 3 word list. <i>Note: This list should not be shared with students.</i> Give the Spell Master the word lists in advance to practice articulating the words prior to the event. Print out 3 copies of the word list for the day of the event - one for each of the roles: Spelling Master, Judge, and the Recorder. <i>Word lists for Spell Master, Judge, and Recorder should include a sentence and part of speech for each of the words.</i> Print several copies of the Round Response Sheet for the day of the spelling bee for the Recorder in District Guidebook.

<p>Day of Spelling Bee</p>	<ol style="list-style-type: none"> 1. Set up rows of chairs for students. 2. Set up a podium or microphone for when the students spell the word. 3. Have at least 2 tables set up for adult roles: <ol style="list-style-type: none"> a) In front of the microphone (for Spell Master and Judge) b) Off to the side by the students' chairs (for Recorder and other roles) 4. It is recommended to have a wireless microphone for the Spelling Master so students can clearly hear the word they need to spell. 5. When the event begins, go over the rules with the students and parents using the District Guidebook (pages 4-5, #9-#16). 6. Begin the Spelling Bee by calling the first student to the podium by their number for the Spell Master to provide the word to spell. 7. The Spell Master should conduct a practice round so each student has a chance to practice going to the podium or microphone (use any words from Round 1 list). 8. After the practice round, begin Round 1. This is the official start of the competition. Students should have the opportunity to spell at least 3-4 words (unless eliminated during this round) before the Spell Master moves to Round 2. The Spell Master should announce when moving to Round 2. 9. Begin using Round 2 words. These words should increase in difficulty. Students should have the opportunity to spell at least 5-6 words (unless eliminated during this round) before the Spell Master moves to Round 3. The Spell Master should announce when moving to Round 3. 10. It is recommended to have Round 3 words that students have not seen. During Round 3, students are eliminated until 2 contestants are left. At this point, refer to the District Guidebook page 4, #14 until one student is declared the winner.
<p>After Spelling Bee</p>	<p>Set debrief meeting.</p>