



**STUDENT
ACTIVITIES**

SPELLING BEE VOLUNTEER PACKET

2021-22

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Important Information

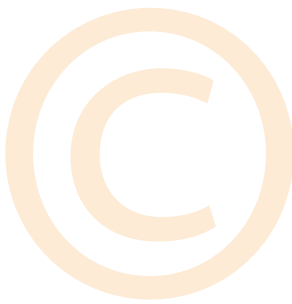
THANK YOU

for your willingness to serve as a Spelling Bee volunteer! Your labor of love in Christ's name is truly appreciated. The ACSI Student Activities Team is here to help you in every way possible. Please don't hesitate to call for assistance. **ACSI Student Activities enhance learning beyond the classroom by equipping Christian schools and educators while challenging students toward God-honoring applications of their leadership skills, fine arts talents, and academic abilities.**

Staff & Volunteer Affirmation

In an effort to protect students participating in an ACSI sponsored student activities event, school administration must affirm that **"All staff and volunteers the school is providing meet the school's internal policies and standards as well as state requirements for working with children in a K-12 private school setting."**

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THESE FILES MAY NOT BE POSTED TO ANY SCHOOL WEBSITE. Member schools should contact a Student Activities team member for instructions regarding supplying study materials to parents or students.

Organization of the ACSI Spelling Bee

NEW for 2021-22: Local Spelling Bee competitions only - no advancement to Regional or National Spelling Bees.

The ACSI Spelling Bee has two components: School Spelling Bee and ACSI Spelling Bee.

As a result of the School Spelling Bee, the best spellers will advance to the ACSI Spelling Bee. Details regarding each of the Spelling Bee components are as follows:

School Spelling Bee

Schedule your school Spelling Bee approximately six weeks prior to the ACSI Spelling Bee date, so you can make the student entry deadline.

Conduct the Spelling Bee, using the ACSI *Procedures and Rules*, to determine the best speller(s) in each grade. Up to 4 students per grade may participate in the ACSI Spelling Bee. Alternates should be identified in the event that one of these spellers cannot attend the ACSI Spelling Bee. Schools may use the provided *Student Word List* or their own spelling words to create word lists and sentences for each grade level Bee.

Use the *School Participation Form* provided to submit the list of students to the event Chairperson. The form must be sent to the host school no later than 30 days prior to the ACSI Spelling Bee, or the date established by the Chairperson. Late entries will not be accepted. Student participation fees must be submitted using the Participation Fees Form accessed online at [ACSI.org/StudentActivities](https://www.acsi.org/StudentActivities) on the "Pay Fees" page.

After your school winners have been determined, assign a coach to work with these spellers to (1) meet at least once a week for study and practice; (2) have mock Bees; and (3) train spellers to say the word, spell it, then say it again (say-spell-say procedure; see *Procedures and Rules*). Review all rules with the students, and adhere to these rules during practice.

ACSI Spelling Bee

The ACSI Spelling Bee is divided into two levels:

Grades 1–4: Participation is limited to grade level competition only.

Grades 5–8: All spellers participate in grade level competition. The first, second, third, and fourth place grade level finishers advance to the Spell-Off competition.

ACSI Spelling Bees may be held for Grades 1-4 only, Grades 5-8 only, or Grades 1-8.

Each grade level Bee will take place in a separate room. The sequence in which participants spell may be determined by the Chairperson prior to the Bee or on the day of the Bee.

The Spelling Bee will be conducted as explained in the official *Procedures and Rules* (page 11-12). The first round of words will be a practice round. Students will not be eliminated during this round for misspelling a word. After the practice round, students will spell down by rounds to determine the top spellers.

Awards may be presented at an Awards Assembly, or in individual grade-level Bee rooms upon completion of the competition.

Spelling Bee Personnel

By registering to participate at any level of this ACSI sponsored activity, school administration affirms that **"All staff and volunteers the school is providing meet the school's internal policies and standards as well as state requirements for working with children in a K–12 private school setting."**

Each school is required to volunteer five (5) adults to help officiate at the ACSI Spelling Bee. Providing adult volunteers is a stipulation of participation in the event.

List the names and contact information for each of your workers in the space provided on the *Volunteer Submission Form*. Send the completed form to the event Chairperson at the host school no later than 30 days prior to the Bee or the deadline established by the Chairperson.

Adult workers are needed to fill the positions listed below under *Job Descriptions*. (Note: Parents may not work in the same room where their child is competing in the Bee.)

Important: Make sure that anyone you recommend as a Spell Master has an English major background, or is strong in this area, and can speak with excellent articulation and pronunciation. In fairness to all students, the Spell Master must not have an accent or dialect that differs from the geographical area of the Spelling Bee.

The event Chairperson will send each volunteer worker a specific job assignment and job description prior to the Spelling Bee, plus instructions and an event schedule. Each worker will be required to attend an orientation meeting approximately one hour before the Spelling Bee begins. Please keep in mind that training/orientation cannot begin until all judges have arrived.

Job Descriptions

Spell Master (Judge A)

See *Sample Spelling Bee Script* on pages 13-16 for reference.

- Initiate the Bee with one practice round. (There is no elimination during the practice round.)
 - Grades 1-4 only: The Spell Master may give a second round of practice words to "erase the jitters," prior to the start of the Bee. The second practice round must be explained prior to the start of that round.
- Pronounce the word to be spelled and automatically give a sentence. Address it to the contestant.
- Listen as the contestant spells, and kindly communicate whether he or she can continue in the Bee. (Example response: "That is correct" or "I'm sorry. That is incorrect. The correct spelling is _____. Please report to the Round Keeper.")
- Be prepared to give any re-pronunciation or definition to aid the contestant's understanding of the word. The Spell Master may not give the part of speech or the root word if requested by the speller. (The speller may ask, "Is the word a _____?" or "Is the root word _____?" The Spell Master may answer yes or no.) Contestants must request all aid; do not just volunteer the information. Exception: The Spell Master will automatically give a sentence after the word to be spelled has been pronounced.
- The judging panel may decide when the word has had ample clarification. At that point, you shall instruct the contestant to say the word and begin spelling.
- If the Spell Master is unsure of the pronunciation of the word, or is unable to pronounce the word according to the dictionary pronunciation provided, that word shall be skipped and a notation will be made in the Spell Master word list that it was not used in the Bee. It is appropriate to confer with the Head Judge in making this decision.
- The Spell Master will address the contestant after another judge has informed the judging panel that a contestant has been eliminated by a rule infraction.
- If two rounds of words elapse with no elimination of students, the Spell Master will be informed by the Round Keeper. The Spell Master may choose to advance to the next level of difficulty.

Head Judge (Judge B)

- Assist the Spell Master in any way possible to keep the Bee running efficiently and in the elimination of contestants who misspell words.
- Stop the student if he or she does not pronounce the word or if he or she does not pronounce it correctly. Watch for procedure infractions, etc. If the contestant fails to pronounce the word correctly, the Head Judge may stop the student and say, "I'm sorry, you are mispronouncing the word. Please listen as the Spell Master repeats the word." (This may also be done by the Spell Master).
- Operate the stopwatch.
 - Time begins immediately after the word is clarified (if requested) and the speller pronounces (or is advised to pronounce) the word. The contestant has 30 seconds to begin spelling. If he or she has not begun at the end of 30 seconds, say, "Time. You must complete the spelling of the word in the next 30 seconds. Please begin."
 - If the contestant does not finish spelling the word in this 30-second period, say "Time. I'm sorry, too much time has elapsed." (The Spell Master then directs the contestant to report to the Round Keeper.)

Recording Judge (Judge C)

- Use a pencil and note pad to write down each letter as the contestant spells (necessary for the retracing rule).
- If the contestant stops spelling and starts over, you must check the letter sequence you wrote down and be certain that no changes were made.
- If the letter sequence is changed in any way during the retracing, simply say to the judging panel, "I'm sorry, the letters were changed during retracing." The Spell Master will then inform the contestant of his or her elimination from the Spelling Bee.
- A second Recording Judge may be used if a recording device is not available.

Arbitrator (Judge D)

- Resolve questions or conflicts regarding rules or procedures.
- Pay close attention to every aspect of the contestant's participation, as a protest could be filed at any time for many different reasons.
- Operate the recording device and have access to the official ACSI dictionary. A word list should be at the Arbitrator's disposal (never within reading range of the speller in progress).
- Assist the Spell Master by looking up words in the dictionary for additional clarification when requested by the contestant (keep the dictionary out of the speller's view—the portion of the dictionary you are looking at can be a clue to the first letter of the word).

Round Keeper (Judge E)

- Keep record of the rounds.
 - Have a flip chart or cards with separate numbers on each sheet.
 - Watch the order of contestants. When a contestant is ready to spell again, a round has been completed.
 - Give careful attention to who begins each round, as it may change because of the elimination of the previous "first" contestant.
- Log (record) the correct or misspelling for each speller.
 - Have a *Division Roll Form* numbered from 1—_____, according to the number of contestants.
 - Write the name of each speller, their number, and their school.
 - Enter the round number at the top of each column.
 - Mark C for correct spelling and M for misspelling for each participant in each round.
- Inform the Spell Master if two rounds elapse with no elimination of students.

Host (Optional)

[Any Spelling Bee official may assume the Host responsibilities, if a separate Host is not assigned]

- Attend the Opening Assembly and lead spellers to the room where their grade level Bee will take place.
- Seat the spellers in the order that they will be spelling (see the *Division Roll Form*).
- Welcome the spellers and audience members to the Spelling Bee and introduce the judging panel (see *Sample Spelling Bee Script*).
- Sit near the door and help monitor the spellers and audience members. Remind those in attendance to be quiet, put away devices, etc.
- Open the door between rounds to allow spellers and audience members to come and go.
- Direct spellers and parents to the nearest restrooms.

Procedures and Rules

It is absolutely necessary for all *Procedures and Rules* to be followed at the Spelling Bee in order to preserve the credibility of the program.

- Spelling Bee officials include the Spell Master, Head Judge, Recording Judge, Arbitrator, and Round Keeper. The Head Judge will also act as spokesperson for the judging panel.
- Words will be pronounced according to the diacritical markings in *Merriam-Webster's Collegiate Dictionary, Eleventh Edition* from which the definition(s) are provided.
- The Spell Master may not give the part of speech or the root word: however, if asked, "Is the word a _____" or "Is the root word _____?" the Spell Master may answer "yes" or "no".
- *Merriam-Webster's Collegiate Dictionary, Eleventh Edition* serves as the final authority for the spelling of words. If a word has two or more accepted spellings, only the spellings set in boldface type and separated by the word or and in some cases the word also at the beginning of the descriptive matter, will be accepted as correct. Spellings labeled as archaic, obsolete (abbreviated obs) and regional (such as North, Midland, South, British, Irish) that are different from those in boldface type will not be accepted as correct.
- The Spell Master will initiate the Spelling Bee with one practice round. Only during the practice round may students misspell a word and continue in the contest.
- For each word, the Spell Master will pronounce the word, give a sentence for clarification, and repeat the word.
- The speller must do the following:
 - Look at the Spell Master/judging panel.
 - Say the word before spelling. (This is to ensure that the student heard the word correctly.)
 - Spell the word orally. (Students will not be permitted to trace the words on their body or in the air.)
 - Say the word again after it is spelled, to indicate spelling is complete.
 - This is the "say-spell-say" procedure that must be followed to ensure that: (1) the speller understands the correct pronunciation of the word, and (2) the judges know when the spelling is complete and that no letters will be added. The Head Judge will stop the student if he/she fails to pronounce the word before spelling or if it is pronounced incorrectly. Note: Failure to say-spell-say will not, in itself, eliminate the speller from competition, but it will reduce the chances of correct spelling and/or the ability to arbitrate, and may cause the speller to exceed 60 seconds.
 - Spellers must speak clearly and loudly. The judges' decision is final in determining the correctness of the spelling, which may be misunderstood if not spoken clearly.
 - Spellers are allowed to ask for a definition of the word for clarification before beginning to spell, or ask for the definition, sentence, and/or pronunciation to be repeated. Requests will be granted until the judges agree that the word has been made reasonably clear to the speller. If a student takes advantage of the rule, he/she will be advised by the Spell Master to say the word and begin spelling.
- After the student spells the word:
 - If spelled correctly, the student returns to his/her seat and the student in the waiting area moves up to the microphone or the spot marked for the speller. As this occurs, the next student approaches the waiting area.
 - If it is spelled incorrectly (or eliminated by rules infraction), the student goes directly to the Round Keeper (or to the Arbitrator if there is a protest regarding the judges' decision).
 - When a student has been eliminated from a round, the next speller moves up to take the vacated seat, thus keeping spellers sitting together and in order.
- After clarification (if requested) and after the student pronounces (or is advised to pronounce) the word, he or she has 30 seconds to begin spelling. If the student does not begin spelling at the end of the 30-second period, he or she will be reminded by the judges to begin spelling. The student has 30 seconds from the time the judges remind the student to begin spelling until he or she must finish spelling the word. The judges will disqualify the student who has not spelled the word by the end of the 30-second period. The speller will then report to the Round Keeper.
- A speller may stop and start over, retracing the spelling from the beginning, after having started to spell a word. However, in the retracing, letters and their sequence must be the same as those first pronounced. If a speller changes letters or their sequence during the retracing, he or she will be disqualified.

For clarity, and to avoid misunderstanding, the student must indicate verbally when he or she is starting over.

Procedures and Rules (Cont.)

- When a word is misspelled, the Spell Master will say, "I'm sorry, that is incorrect," then correctly spell the word for the speller, and give the next word to the next speller.
- Every speller, upon elimination for whatever reason, will report to the Round Keeper (or, to the Arbitrator if there is a protest regarding the judges' decision).
- No talking will be allowed among spellers or between spellers and members of the audience. If a speller receives assistance from anyone in the audience, he or she will be disqualified. The audience is also requested to remain seated until a break, to avoid confusing or distracting the spellers. Spellers found talking may be disqualified from the bee.
- Any questions related to the spelling of a word should be referred to the Arbitrator immediately. It is permissible to approach the Arbitrator after reporting to the Round Keeper.

In any instance, the speller, parent, and coach are the only persons permitted to protest on behalf of the speller they represent. The deadline for making a protest is before the affected speller would have received his or her next word, had he or she stayed in the contest. No protest will be entertained after that word has been given to another speller. When only two spellers remain, a protest must be made immediately, that is, before the second speller has started to spell the word given him or her. After making a protest, the speller, parent, or coach will move back 15 feet to allow the judges to make a decision. The Head Judge will communicate to the speller, parent, or coach the final decision.

The speller, parent, and coach do not participate in the decision-making process, nor do they have access at any time to the judges' dictionary, audio recording, Recording Judge's note pad, etc. If a speller is placed back in the Spelling Bee, the speller will be given a new word to spell for the round and assume his or her original place if the new word is spelled correctly.

- The Arbitrator will have access to the word lists, pronunciations, definitions, sentences, the official Bee dictionary, the audio recording of the Bee, the rules, and the timekeeper's record sheet. If a challenge cannot be resolved from one of the above resources, the Arbitrator will call for a brief time-out to confer with the judges. The judges' decision is final.
- If only one of the spellers remaining in the contest at the start of a round spells a word correctly during that round, the speller shall be given an opportunity to spell the next word on the list. If the speller succeeds in correctly spelling the new word, the speller shall be declared the champion. Otherwise, all the spellers remaining at the start of the round shall remain in the competition. A new round will begin, with all of the spellers spelling in their original order.

After the champion is declared, a tie breaker will take place if there is a tie for 2nd, 3rd, 4th, 5th place. (See "Tie Breaker" below).

Tie Breaker: All spellers eliminated in the same round are tied for the same place. After the champion has been determined, Spelling Bee officials will conduct tiebreakers if there is a tie for 2nd, 3rd, or 4th place. Tiebreakers are necessary for the awarding of prizes or/and the determination of qualifying spellers for the next level of competition. The judges will give each student two words to spell consecutively. The speller will spell two words before the next speller is given an opportunity to spell two words. The speller who spells the most words correctly is given the higher place. If the students spell the same number of words correctly, the judges will give each student two additional words to spell consecutively.

- The ACSI Spelling Bee panel of judges will be in complete control of the Bee; their decisions are final.
- *Merriam-Webster's Collegiate Dictionary, Eleventh Edition* may be referenced during the Spelling Bee. All word lists, writing tablets, laptops, smart phones, recording devices, pens or pencils, etc. are to be put away during the Spelling Bee.
- No one other than the Recording Judge is permitted to record the competition. Recording includes audio recording, video recording, and written recording.
- Each participating school may have one coach in the room to represent their students in the Spelling Bee, whether it is a school representative or a parent.
- Please do not approach the judges or the spellers during the break times.
- Any student, parent, or coach found in possession of an ACSI list other than the current year's ACSI Student Word List (study list, words only) at any ACSI Spelling Bee event are subject to disqualification.

Spelling Bee Scenarios and Descriptions

Five scenarios have been developed to demonstrate the progress and elimination of spellers using the official ACSI Spelling Bee *Procedures and Rules*.

The scenarios were developed using a panel of 8 to 11 contestants. At this point in a larger Bee, the Spelling Bee officials would begin to closely track the elimination of contestants. Eight spellers represent the potential top eight places.

Each scenario demonstrates the progression through the rounds until the champion is determined. Once the champion is determined, the tiebreaker rounds are conducted, as needed. Remember, all spellers eliminated in the same round are tied for the same place.

Each scenario demonstrates one or more potential circumstances that can be encountered in the ACSI Spelling Bee.

Scenario 1

1. All spellers misspell in round 12. They all move forward to round 13.
2. The champion is determined in round 14.
3. A tiebreaker for second and third places is conducted with spellers eliminated in round 13.
4. A tiebreaker for fourth place is conducted with spellers eliminated in round 11.
5. For the grades 5-8 Spell-Off only, tiebreakers should also be conducted to determine 5th, 6th and 7th places.

C = speller correctly spelled the word. M = speller misspelled the word.

Rounds		10	11	12	13	14	15	16	17	18	
Speller		Regular Rounds					Tiebreaker Rounds				
John	1	M									
Sue	2	C	M					CC	MC	MM	
Mike	3	C	M					CC	MC	CM	
Alisha	4	C	C	M	M		CC				
Claro	5	C	M					CC	CM	CC	
Ben	6	C	C	M	C	C					
Vlad	7	M									
Hank	8	C	C	M	M		MC				
			Spellers 2, 3, and 5 are tied for fourth place.	All spellers misspell. All move to the next round.	Spellers 4 and 8 are tied for second/third places.	Speller 21 is champion.	Spellers eliminated in round 13 move to tiebreaker rounds. Speller 4 is in second place. Speller 8 is in 3rd place.	Spellers eliminated in round 11 move to tiebreaker rounds.	All spellers spell just one word correctly. All spellers move to the next round.	Speller 5 is in fourth place.	

Scenario 2

1. The champion is determined in round 13.
2. A tiebreaker for second and third places is conducted with spellers eliminated in round 12.
3. A tiebreaker for fourth place is conducted with spellers eliminated in round 11.
4. For the grades 5-8 Spell-Off only, tiebreakers should also be conducted to determine 5th, 6th and 7th places.

C = speller correctly spelled the word. M = speller misspelled the word.

Rounds		10	11	12	13	14	15	16	17	18	19
Speller		Regular Rounds				Tiebreaker Rounds					
John	1	M									
Sue	2	C	M					CC	MM	CM	
Mike	3	M									
Alisha	4	C	C	C	C						
Claro	5	C	M					CC	MM	CC	
Ben	6	C	C	M		CC	CC				
Vlad	7	M									
Hank	8	C	C	M		CC	MC				
			Spellers 2 and 5 are tied for fourth place.	Spellers 6 and 8 are tied for second/third.	Speller 4 is champion.	Spellers eliminated in round 12 move to tiebreaker rounds.	Speller 6 is in second place. Speller 8 is in third place.	Spellers eliminated in round 11 move to tiebreaker rounds.	Both spellers misspelled two words. Both spellers move to the next round.	Speller 5 is in fourth place.	

Scenario 3

1. In round 13, speller 4 misspells the anticipated championship word. All spellers from the previous round return to a new round, round 14 in this case.
2. In round 16, speller 6 misspells the anticipated championship word. All spellers from the previous round return to a new round, round 17 in this case.
3. The champion is determined in round 18.
4. Second place goes to the speller who was eliminated in round 17.
5. Third place goes to the speller who was eliminated in round 14.
6. A tiebreaker for fourth place is conducted with spellers eliminated in round 11.
7. For the grades 5-8 Spell-Off only, tiebreakers should also be conducted to determine 5th, 6th and 7th places.

C = speller correctly spelled the word. M = speller misspelled the word.

Rounds		10	11	12	13	14	15	16	17	18	19	20	21	22
Speller		Regular Rounds									Tiebreaker Rounds			
John	1	M												
Sue	2	C	M								CC	CC		
Mike	3	M												
Alisha	4	C	C	C	M	M								
Claro	5	C	M								CC	MC		
Ben	6	C	C	M		C	C	M	M					
Vlad	7	M												
Hank	8	C	C	M		C	M		C	C				
			Spellers 2 and 5 are tied for fourth place.		Speller 4 misspells anticipated championship word. All spellers from the previous round move to the next round.	Speller 4 is in third place.		Speller 6 misspells anticipated championship word. All spellers from the previous round move to the next round.	Speller 6 is in second place.	Speller 8 is champion.	Spellers eliminated in round 11 move to tiebreaker rounds.	Speller 2 is in fourth place.		

Scenario 4

1. The champion is determined in round 13.
2. A tiebreaker for second, third, and fourth places is conducted with spellers eliminated in round 12.
3. For the grades 5-8 Spell-Off only, tiebreakers should also be conducted to determine 5th, 6th and 7th places.

C = speller correctly spelled the word. M = speller misspelled the word.

Rounds		10	11	12	13	14	15	16	17
Speller		Regular Rounds				Tiebreaker Rounds			
John	1	M							
Sue	2	C	C	C	C				
Mike	3	M							
Alisha	4	C	C	M		CC	CM	CM	
Claro	5	C	M						
Ben	6	C	C	M		CC	CC		
Vlad	7	M							
Hank	8	C	C	M		CC	CM	MM	
				Spellers 4, 6, and 8 are tied for second/third/fourth places.	Speller 2 is champion.	Spellers eliminated in round 12 move to tiebreaker rounds.	Speller 6 is in second place.	Speller 4 is in third place. Speller 8 is in fourth place.	

Scenario 5

1. In round 11, speller 5 misspells the anticipated championship word. All spellers from the previous round return to a new round, round 12 in this case.
2. Both spellers misspell in round 12; both move to round 13.
3. The champion is determined in round 14.
4. Second place goes to the speller who was the only speller eliminated in round 13.
5. A tiebreaker for third and fourth places is conducted with spellers who were eliminated in round 8.
6. For the grades 5-8 Spell-Off only, tiebreakers should also be conducted to determine 5th, 6th and 7th places.

	Speller	Regular Rounds														Tiebreaker Rounds					
		Rounds	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				
In rounds 1–3 all spellers spelled their words correctly.	John	1	C	M																	
	Sue	2	C	C	C																
	Mike	3	C	M																	
	Alisha	4	M																		
	Claro	5	C	C	C	C	C	C	C	C	C	M	M	M							
	Ben	6	C	C	C	C	C	C	C	C	C	M	M	M							
	Vlad	7	C	M																	
	Hank	8	M																		
	Meg	9	C	M																	
	Jane	10	M																		
	Phil	11	C	C	C	C	C	M													
Spellers 2 and 11 are tied for third/fourth place.																					
Speller 5 misspells anticipated championship word. All spellers from the previous round move to the next round.																					
Both spellers misspell their words. Both spellers move to the next round.																					
Speller 5 is in second place.																					
Speller 6 is champion.																					
Spellers eliminated in round 8 move to tiebreaker rounds.																					
Speller 11 is in third place. Speller 2 is in fourth place.																					

C = speller correctly spelled the word. M = speller misspelled the word.

Sample Spelling Bee Script

The following script is designed to help Spelling Bee officials understand their roles in running the Spelling Bee. It will be particularly useful to first-time Spell Masters.

Please read through the script, making any adjustments appropriate to your Bee. The script is provided as a general guide for all ACSI Spelling Bees across the country. As such, it reflects the published rules and guidelines of the Bee but may not account for "housekeeping details" unique to your host school/region.

Script for Grade Level Spelling Bees

The Spelling Bee officials should arrive in their assigned room before the students. This will allow them time to prepare themselves and set up the materials for the Bee.

As students arrive in their assigned room, the Host or one of the other officials will direct students to sit in the area designated for spellers. The sequence in which spellers will spell may be determined by students drawing numbers or by the Chairperson prior to the Bee.

[Wherever the Host title appears below, any judge designated by the panel may be substituted.]

Welcome (Host)

Good [morning/afternoon/evening]. Welcome to the ACSI Spelling Bee for grade _____.
My name is _____ and I am your Host *[or other Official]* today.

[Host only] When the Bee begins, I will be at the back of the room near the door to help answer any question you may have.

Visitor Guidelines (Host) *[Use these statements only as they apply to your Bee.]*

Parents and guests, let me remind you of the Spelling Bee instructions for the audience:

1. Spellers may only leave when we have our designated break, after two or three rounds of the Bee.
2. After a speller spells out, they will come to sit with you in the audience until the end of the Bee.

[Include the following statement only if it applies to your Bee.]

As already communicated by your School Coordinator, children other than the contestants are not permitted to be present during the Spelling Bee.

Also, once the Bee has officially begun, there is to be no audio or video recording or still photography. You may only photograph the practice round and the presentation of awards at the conclusion of the Bee. We also ask that any cell phones be turned off.

Merriam-Webster's Collegiate Dictionary, Eleventh Edition may be used during the Spelling Bee, but all word lists, writing tablets, laptops, smartphones, recording devices, pens or pencils, etc. are to be put away during the Spelling Bee. Remember that if you have any questions regarding the procedures of the Bee or the reason your student was disqualified, you may ask the Arbitrator. Every effort will be made to answer your question.

Opening Prayer (Host or Official)

Let's begin with a word of prayer.

Introduction of Spell Master (Host)

It is now my pleasure to introduce the panel of judges.

Our Spell Master for today's Bee is [Mr./Mrs./Ms.] _____. [He or she] is the one who will pronounce the words for you to spell. If you have any question about the word, you will ask [him or her].

[Mr./Mrs./Ms.] _____ will introduce the other members of the panel.

Introduction of Judging Panel (Spell Master)

Thank you, [Mr./Mrs./Ms.] _____ [give name of host].

I am delighted to welcome all of you to the ACSI Spelling Bee today. You have all studied very hard to be here. I congratulate each one of you for your accomplishment.

Before I give you final instructions for the Bee, I want to introduce the members of the judging panel. Their job is to make sure that I am doing my job correctly and that we are hearing your spellings accurately. We want to be very fair in all that we do today. Each of the judges has a specific job.

Introduction of Head Judge (Spell Master)

[Mr./Mrs./Ms.] _____ is our Head Judge and will [also] be our timekeeper. Notice the stopwatch [he or she] has in [his or her] hand. As soon as we have clarified the word and you say the word, [he or she] will start the stopwatch. You will have 60 seconds in which to spell the word. If you have not begun to spell the word after 30 seconds have gone by, [he or she] will remind you that you have 30 seconds remaining.

Introduction of Recording Judge (Spell Master)

[Mr./Mrs./Ms.] _____ is our Recording Judge. [He or she] will be writing down every letter you spell. This gives us a visual record of your spelling.

Introduction of Round Keeper (Spell Master)

[Mr./Mrs./Ms.] _____ is our Round Keeper. [He or she] will be keeping track of spellers in the same sequence (or order) as the number you drew. When you misspell a word, you will go to [Mr./Mrs./Ms.] _____. [He or she] will also be keeping track of the order in which each speller leaves the Bee.

Introduction of Arbitrator Judge (Spell Master)

[Mr./Mrs./Ms.] _____ is our arbitrator judge. If you have a question about the reason you were disqualified or feel that some error has been made on the part of the judging panel, you may go speak to [Mr./Mrs./Ms.] _____.

[He or she] will answer your question, referring to the Spelling Bee rules or the dictionary as needed. Only the student's one designated coach may approach the Arbitrator on behalf of the student. After making a protest, the speller or coach will move back 15 feet to allow the judges to make a decision. The Head Judge will communicate to the speller or coach the final decision. The speller and coach do not participate in the decision-making process, nor do they have access at any time to the judges' dictionary, tape recording, Recording Judge's tablet, etc. If a speller is placed back in the Spelling Bee, the speller will be given a new word to spell for the round and assume his or her original place if the new word is spelled correctly. If the Arbitrator cannot resolve the question, he or she will stop the Bee and consult with the full judging panel. It is important that you approach the Arbitrator before your next opportunity to spell. If the judges agree that an error has been made, they will put you back in the Bee. However, the judges' decision is final.

Instructions for the Procedures and Rules (Spell Master)

All attendees have been given a copy of the *Procedures and Rules*. Do you have any questions?

Instructions for the Practice Round (Spell Master)

We are now ready to begin the practice round. For this round, please come to the microphone (or to the area in front of me), and tell us your name and the name of your school. I will pronounce your word, use it in a sentence, and pronounce it again. We have a sign here to remind you to "say-spell-say". The speller who will spell next will come to the "on deck" location. After you spell, you will return to your seat.

Remember that this is the practice round. Be sure to speak strongly and clearly so we can hear you. If you misspell the word, you will not be disqualified.

Begin Practice Round

[The first speller approaches the panel. The Host should help to monitor the flow of students to and from the spelling area.]

[If the tape recorder has not been turned on yet, turn it on at this time.]

(Spell Master)

Good morning! Tell your name and the school you are from.

(Student)

My name is _____, and I attend _____ School.

(Spell Master)

Thank you, _____. Your word is _____. [Read the sentence; repeat the word.]

(Student)

[The student will say the word, spell it, then say it again. He or she may ask for a definition or for the sentence to be repeated. He or she may clarify the part of speech or the root word. The Spell Master's answer to these questions is limited to yes or no. The Spell Master may consult with the head judge before responding.]

(Spell Master)

[If the word is correctly spelled]

That is correct.

[If the word is incorrectly spelled]

I'm sorry, that is incorrect. The correct spelling is _____.

[Give the correct spelling.]

If this were the actual Bee, you would report to the round keeper, but because it is the practice round, you may return to your seat.

[Continue in this way until the last student has spelled in the practice round. Use this opportunity to double-check that the tape recorder is recording at an adequate level to clearly record the voices of the Spell Master and the students.]

End of Practice Round (Round Keeper)

This concludes our practice round. Now is the time to power off all electronic devices and put away any cameras, cell phones, laptops, word lists, writing tablets, pens or pencils, etc. Only a physical copy of *Merriam-Webster's Collegiate Dictionary, Eleventh Edition* may be used during the Spelling Bee. Thank you.

[The first speller approaches the Spell Master. The next speller moves to the "on deck" position.]

Begin Round 1

(Spell Master)

This is the beginning of round one.

[To the first speller, use the student's name here] _____, **your word is _____.**

[Read the sentence; repeat the word.]

(Student)

[The student will say the word, spell it, then say it again. He or she may ask for a definition or for the sentence to be repeated. He or she may clarify the part of speech or the root word. The Spell Master may consult with the Head Judge before responding.]

(Spell Master)

[If the word is correctly spelled]

That is correct.

[If the word is incorrectly spelled]

I'm sorry, that is incorrect. The correct spelling is _____. *[Give the correct spelling.]* Please report to the Round Keeper.

End of Round (Round Keeper)

This is the end of round one.

[After a visual signal from the Spell Master] **We are now ready to begin round two.**

[Continue the Bee in this manner. After 60–90 minutes have transpired, take a break in between rounds.]

This is the end of round _____. *[Give the number of the round.]*

Instructions for Break (Spell Master)

At this time, we are going to take a ten-minute break. We will dismiss students first so that they may use the restrooms and get a drink of water. Audience members must refrain from interacting with students during the break.

[Host opens the door, leaving it open (if possible) throughout the break. As students return to the room, the Round Keeper makes sure they are seated in the correct spelling sequence.]

Return from the Break

(Spell Master)

Welcome back, spellers! You are all doing a terrific job. The Round Keeper has double-checked your spelling sequence to be sure you are seated correctly. Thank you, everyone, for your cooperation.

We are ready to begin.

(Round Keeper)

This is the beginning of round _____. *[Give the number of the round. The Spell Master proceeds as before.]*

One Speller Remaining (Spell Master)

If you spell the next word correctly, you are the grade ____ Spelling Bee champion!

[If the speller misspells the championship word, you will ask all the spellers from the previous round (including the one speller who spelled correctly and those who misspelled) to come back to their original places for the Spelling Bee to continue.]

[After the champion is determined, begin any necessary tiebreaker rounds to determine the second, third, or fourth place winners.]

Presentation of Awards (Spell Master)

[If in grades 5-8]

Our first, second, third, and fourth place winners will now report to the *[designated location]* for the Grades 5-8 Spell-Off. All are welcome to observe the Spell-Off.

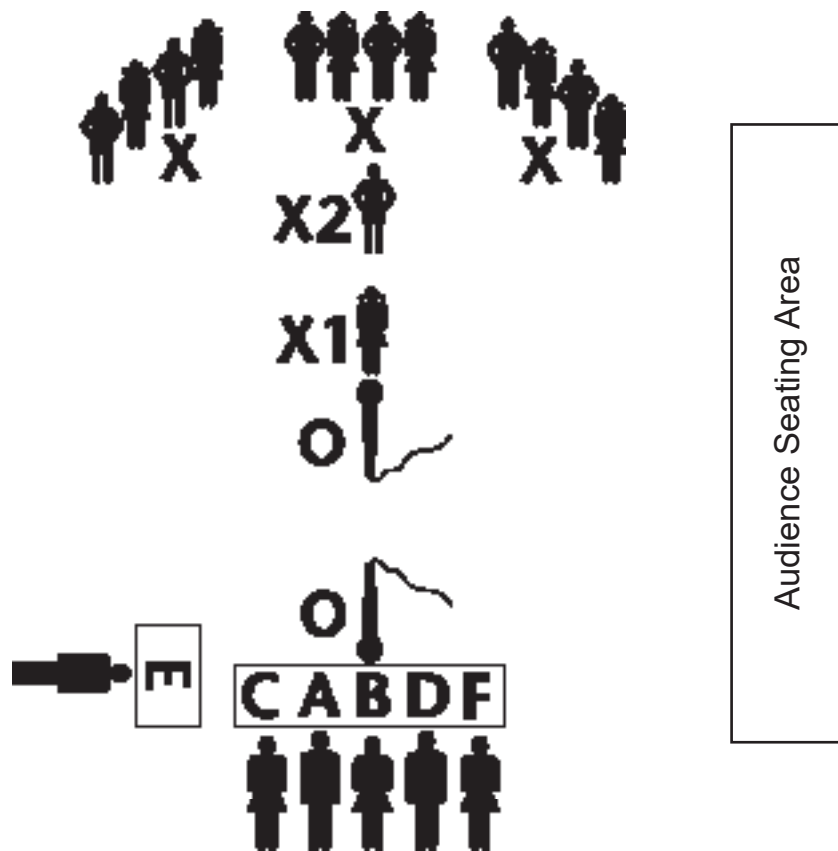
Parents and guests, thank you for your support and great cooperation during the Spelling Bee.

Typical Room Layout

Legend

- A—Spell Master: gives the contestant the word
- B—Head judge: stops the contestant if he or she fails to pronounce the word or if he or she pronounces it incorrectly; operates the stopwatch
- C—Recording judge: records each letter and checks retracing
- D—Arbitrator judge: operates the tape recorder, video, digital, or other recording device, and enforces rules 12–13
- E—Round Keeper: changes round chart and records disqualified contestants
- F—Additional Recording Judge if recording device is not available (optional)
- O—Microphones (optional)
- X1—Speller (in process)
- X2—Next speller (waiting area)

To prevent distractions/signals from the audience, students must not face the audience unless the house lights can be dimmed significantly on the audience. The Audience Seating Area may be to the side of the spellers, or behind them, depending on space in the room. It is of utmost importance that students give their full concentration to the Spell Master and other Spelling Bee officials throughout the entire event, without interruption.



Sample Division Roll Form

Enter the round number at the top of each column. Mark a C for correctly spelling the word and an M for misspelling the word for each speller in the box for each round.

Grade Level: 5	Date: May 5, 2014	Spellers		Rounds										Reason				
		School	ID	Name	1	2	3	4	5								Misspelling Time	Rule, Infract- ion
Bethel Christian	1	David Ray	C	C														
Cabary Chapel	2	Bethany Kerstetter	C	C	C													
CO Springs Christ	3	Steve Babblitt	C	C	C													
Veritas Christian	4	Lindsey Shearer	C	C	C													
Morrison Academy	5	Teresa Bolton	C	M														
Trinity Christian	6	D'Arcy Maher	C	C	C													
Bethel Christian	7	Julia Wurst	C	C	C													
Cabary Chapel	8	John Conaway	C	M														
CO Springs Christ	9	Kristen Cook	C	C	C	M												
Veritas Christian	10	Mike Riester	C	C	C	M												
Morrison Academy	11	Cheryl Chiapperrino	C	M														
Trinity Christian	12	Sue Grise	C	C	C	M												
Cabary Christian	13	Dale Phillips	C	C	C	C												
Bethel Christian	14	Gina Brandon	C	C	C	M												
Cabary Chapel	15	Paul Rohrer	C	C	C	M												
Highland Christian	16	Tom Cathey	C	C	C	C												
Globe Christian	17	Bill Shakesphere	C	M														

Sample Tiebreaker Round Form

Round Keeper: Use one table below for each round of each tiebreaker. Once a round is finished, use the next table to track the next round. Duplicate as needed. Mark a C for correctly spelling the word and an M for misspelling the word for each speller in the boxes marked Word 1 and Word 2.

Grade Level: _____ Round in which spellers were eliminated: _____
 Tiebreaker for (circle one): 2nd 3rd 4th Final Spell-Off Only: 5th 6th 7th Round: _____

School	#	Name	Word 1	Word 2	Total Correct	Place
<i>ABC Christian School</i>	4	<i>Alisha</i>	C	C	2	2nd
<i>XYZ Christian School</i>	8	<i>Hank</i>	M	C		3rd

Grade Level: _____ Round in which spellers were eliminated: _____
 Tiebreaker for (circle one): 2nd 3rd 4th Final Spell-Off Only: 5th 6th 7th Round: _____

School	#	Name	Word 1	Word 2	Total Correct	Place
<i>New Christian School</i>	2	<i>Sue</i>	C	C	2	Tie
<i>Calvary Christian School</i>	3	<i>Mike</i>	C	C	2	Tie
<i>Berean Christian Academy</i>	5	<i>Clara</i>	C	C	2	Tie

Grade Level: _____ Round in which spellers were eliminated: _____
 Tiebreaker for (circle one): 2nd 3rd 4th Final Spell-Off Only: 5th 6th 7th Round: _____

School	#	Name	Word 1	Word 2	Total Correct	Place
<i>New Christian School</i>	2	<i>Sue</i>	M	C	1	Tie
<i>Calvary Christian School</i>	3	<i>Mike</i>	M	C	1	Tie
<i>Berean Christian Academy</i>	5	<i>Clara</i>	C	M	1	Tie

SAMPLE

Sample Tiebreaker Round Form (Cont.)

Round Keeper: Use one table below for each round of each tiebreaker. Once a round is finished, use the next table to track the next round. Duplicate as needed. Mark a C for correctly spelling the word and an M for misspelling the word for each speller in the boxes marked Word 1 and Word 2.

Grade Level: _____ Round in which spellers were eliminated: _____
 Tiebreaker for (circle one): 2nd 3rd 4th Final Spell-Off Only: 5th 6th 7th Round: _____

School	#	Name	Word 1	Word 2	Total Correct	Place
<i>New Christian School</i>	<i>2</i>	<i>Sue</i>	<i>M</i>	<i>M</i>	<i>0</i>	
<i>Calvary Christian School</i>	<i>3</i>	<i>Mike</i>	<i>C</i>	<i>M</i>	<i>1</i>	
<i>Berean Christian Academy</i>	<i>5</i>	<i>Claro</i>	<i>C</i>	<i>C</i>	<i>2</i>	<i>4th</i>

Grade Level: _____ Round in which spellers were eliminated: _____
 Tiebreaker for (circle one): 2nd 3rd 4th Final Spell-Off Only: 5th 6th 7th Round: _____

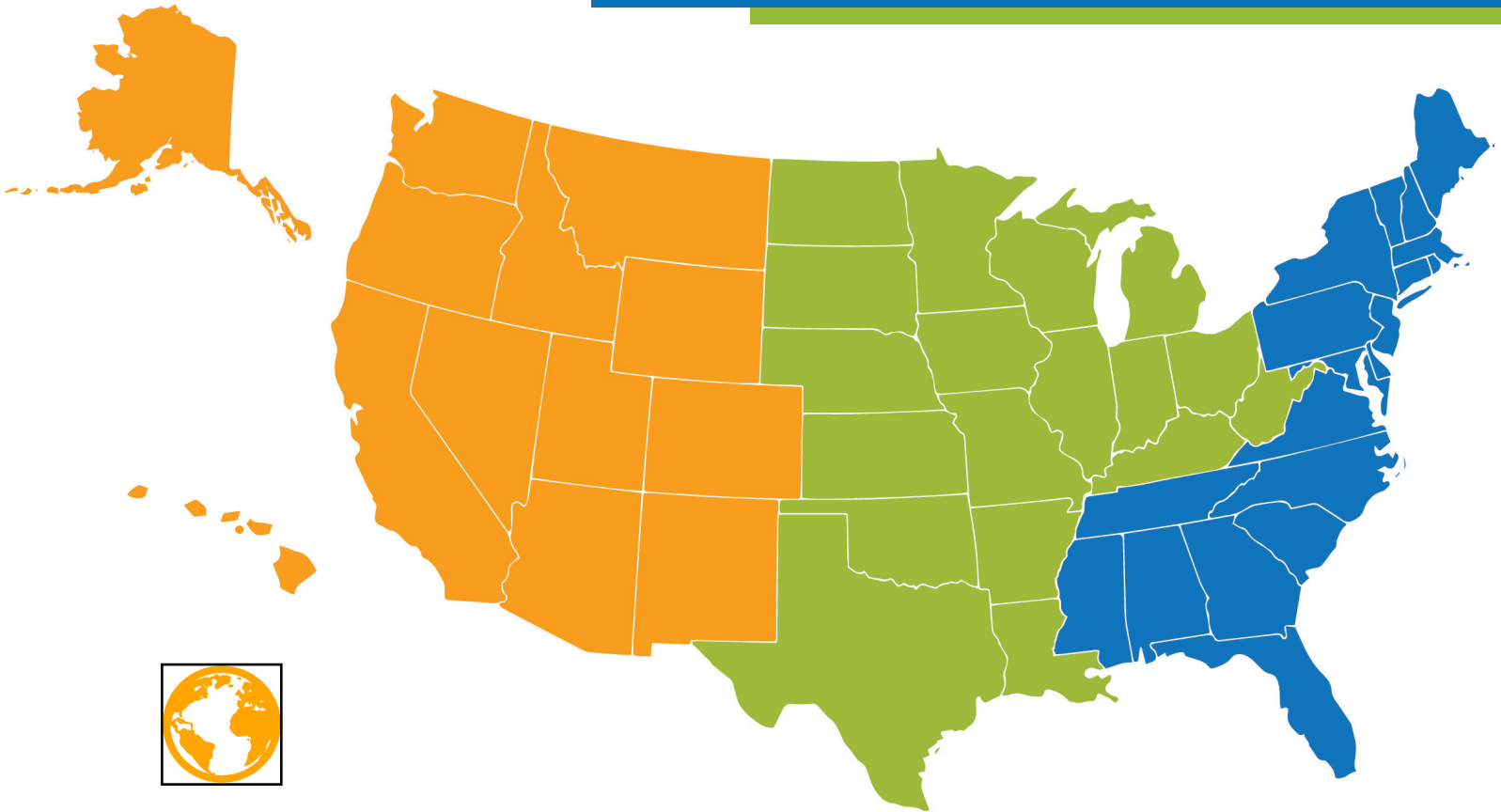
School	#	Name	Word 1	Word 2	Total Correct	Place

Grade Level: _____ Round in which spellers were eliminated: _____
 Tiebreaker for (circle one): 2nd 3rd 4th Final Spell-Off Only: 5th 6th 7th Round: _____

School	#	Name	Word 1	Word 2	Total Correct	Place

SAMPLE

STUDENT ACTIVITIES CONTACTS



Western Division

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South-Central

SA_Central@acsi.org

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Northeast
Southeast

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2021-22 Student Activities Team Members

David Ray, Assistant Vice President, Student Services

Jana Csehy, Student Activities Coordinator

Megan Ilertsen, Student Activities Coordinator

Katie Diaz, Student Activities Administrative Assistant

Lynette Ilertsen, Student Activities Administrative Assistant

Lynn Storey, Student Activities Administrative Assistant

Julie Phipps, Leadership Conferences Coordinator

[ACSI.ORG/STUDENTACTIVITIES](https://www.acsi.org/studentactivities)