



AEF™ ARIZONA SPELLING BEE - 2018

The Arizona Educational Foundation (AEF) is honored to present the Arizona State Spelling Bee. Spelling bees are a great American tradition; they provide an excellent way to promote and honor academic achievement and excellence. Bees can help students improve their spelling, increase their vocabularies, learn concepts and develop correct English usage that will help them all their lives.

To qualify for the AEF™ Arizona Spelling Bee, a speller must win preliminary bees at the classroom, school, district and county/regional levels. See page 4 of this document for bee advancement.

IMPORTANT NOTICE: In order to be eligible to compete in the AEF™ Arizona State Spelling Bee and all County and Regional Bees, a student must attend a school that has enrolled with Scripps National Spelling Bee at www.spellingbee.com. Early Bird (August 22 through October 16, 2017) per-school enrollment fee is \$151 if paying by credit card; if paying by check the per-school fee is \$151 plus a \$7.50 processing fee. Regular (October 17 through December 15, 2017) per-school enrollment fee is \$226 plus a \$7.50 processing fee if paying by check. Scripps does not accept purchase orders. Follow enrollment instructions; an invoice and W-9 will be generated from the www.spellingbee.com website along with instructions as to where payment must be mailed.

Information provided in this document should tell you everything you need to know to plan your spelling bee and get your champion to the next level of competition. Ultimately, 27 students from across Arizona will compete in the Arizona Educational Foundation Spelling Bee on Saturday, March 24, 2018 at 1:00 p.m. at Arizona PBS, 555 N. Central Avenue, Phoenix 85004. The winner of the Arizona Spelling Bee will represent Arizona at the Scripps National Spelling Bee in Washington, D.C. in late May/early June 2018.

Please read this entire document carefully before planning your bee. After you have read it, if you still have questions, call your county/regional coordinator or the Arizona Educational Foundation Executive Director, Bobbie O'Boyle at (480) 421-9376. Visit our website to find a list of county and regional coordinators and other important information and links.



WHO COMPETES

The Spelling Bee program is a series of competitions to select the top 27 spellers in the state. These 27 top spellers will ultimately compete in AEF™ Arizona Spelling Bee to determine who will represent Arizona in the Scripps National Spelling Bee. **IMPORTANT NOTICE: to be eligible to compete in the AEF™ Arizona State Spelling Bee and all County and Regional Bees, a student must attend a school that has enrolled with Scripps National Spelling Bee at www.spellingbee.com between August 22, 2017 and December 15, 2017. Early Bird (August 22 through October 16, 2017) per-school enrollment fee is \$151 if paying by credit card; if paying by check the per-school fee is \$151 plus a \$7.50 processing fee. Regular (October 17 through December 15, 2017) per-school enrollment fee is \$226 plus a \$7.50 processing fee if paying by check. Scripps does not accept purchase orders. Follow enrollment instructions online; an invoice and W-9 will be generated from the www.spellingbee.com website along with instructions as to where payment must be mailed.**

An Arizona student is eligible to compete if he/she has not passed beyond the eighth grade on or before February 1, 2018, and has not reached his/her 15th birthday before August 31, 2017. Other eligibility requirements appear in the official “2018 Arizona Spelling Bee Rules.” Private, public, charter and home school students may compete. There is no minimum grade or age level at the county, regional, state or national finals; however, **spelling bee officials at the classroom, school, or district level may, at their discretion, set a minimum grade and/or age limit.**

Each county sends one champion to the state competition with the following exceptions: Pima County sends two champions – its winner and first runner-up; and Maricopa County sends 12 champions, the winner and first runner-up from each of its six regions. Specific duties at each bee level are explained below. Preliminary competitions may be written (spelling and/or vocabulary), oral or both. We suggest, however, that since the AEF™ Arizona Spelling Bee is oral and a portion of the finals of the Scripps National Spelling Bee is oral, a part of your competition should be oral as well.

WHO COORDINATES THE BEES

2018 County and Maricopa Regional Bee Coordinators will be listed on AEF’s website: <http://azedfoundation.org/spelling-bee-coordinator/> on or before August 17, 2017. Maricopa County is divided into six regions. A bee coordinator is listed for each region. These coordinators are responsible for administering the bees in their designated counties or regions where students must first compete to qualify to advance to the AEF™ Arizona Spelling Bee. Questions about a regional or county bee should be directed to the coordinator or the coordinator’s assistant at the phone number or email address listed on AEF’s website. Materials that are made available to individual school that are enrolled with Scripps are: online access to a password-protected website where coordinators may print copies of the *2018 School Pronouncer Guide*, the *2018 Classroom Pronouncer Guide*, the *2018 School Spelling Bee Study List*, the optional 2018 Supplemental Vocabulary materials (optional) and Great American SpellCheck materials. County, Regional and District coordinators must contact the Arizona Educational Foundation – bobbie@azedfoundation.org to receive the County, Regional and District *2018 Pronouncer Guide*.

PRIVATE, CHARTER AND HOME-SCHOOL STUDENTS

AEF welcomes Arizona’s home school, private and charter school students to participate in the AEF™ Arizona Spelling Bee. Parents and educators whose students are interested in competing should enroll with Scripps National Spelling Bee and then immediately contact their county or regional coordinator to ensure inclusion at the county or regional bee. Following the same rules outlined in this document, winners of private, charter and home school bees will compete in county or regional bees depending on the location of the school the speller attends.

Home school organizations, private schools, and charter schools must hold their own preliminary bees for students to qualify to advance to the next level. Charter schools that have a common name, LEA, Charter Management Organization/CMO, Education Management Organization/EMO, or equivalent education corporation that manages a group of charter schools and that are located in the same County must hold a bee to determine their organization’s candidate for the county or regional bee. Private schools that are part of a larger group (i.e. an area diocese or holding company) within a county must hold a bee to determine their organization’s candidate for the county or regional bee. The name(s) of the winner(s) must be submitted to the appropriate county/regional coordinator no later than **February 9, 2018**, in order for the student(s) to be eligible to compete.



AEF™ ARIZONA SPELLING BEE TIMELINE - 2018

Schools must [enroll](#) with the Scripps National Spelling Bee office in order for their students to be eligible to compete in the 2018 AEF™ Arizona Spelling Bee and all County and Regional Bees.

Early enrollment: August 22, 2017 through October 16, 2017

- School fee: \$151; Home school fee: \$105

Regular enrollment period: October 17, 2017 through December 15, 2017

- School fee: \$226; Home school fee: \$180

December 1, 2017 until January 12, 2018:

Schools must hold school bees on or before **January 12, 2018**, to be included in the next level of competition (district). School coordinators must contact their district, LEA, Charter Management Organization/CMO, Education Management Organization/EMO, or equivalent education corporation coordinator (if applicable) or your county/regional coordinator if you are not part of a district, LEA, CMO or EMO to make sure your bee is planned in time for your winner to be included in the next level of competition. A school winner's name **MUST** be reported to the appropriate next-level coordinator. Once the school winner(s) is reported, ensure that the student(s) have all the information they need to compete in the next-level bee.

January 31, 2018

District/Organizational/LEA/CMO/EMO Bees must be held by this date. To order a *2018 District Pronouncer Guide* email bobbie@azedfoundation.org or call 480-421-9376. Send winner(s) names(s) to your county or regional coordinator by **February 9, 2018**.

February 28, 2018

County and Regional Bees must be held by this date. Suggested dates to hold County and Regional Bees are Friday, February 23 or Saturday, February 24, 2018.

March 2, 2018

Biography forms from each county/regional winner(s) and a photograph(s) of him/her must be submitted online by Friday, March 2, 2018. The online form can be accessed here:

<http://bit.ly/AZSpellingBeeBioForm>.

March 24, 2018

Arizona Spelling Bee will be held at 1:00 p.m. at Arizona PBS, 555 N. Central Ave., Phoenix 85004. A pre-Bee lunch event for the finalists will be held. Details about the pre-Bee event and Bee itself will be conveyed by AEF to all finalists well in advance.

Late May/Early June 2018

Scripps National Spelling Bee will be held the Washington, D.C. area (National Harbor, MD)



HOW A STUDENT ADVANCES TO THE AEF™ ARIZONA SPELLING BEE

Maricopa County

Classroom Bee



School wide Bee



District/Organizational/LEA/CMO/EMO Bee



Regional Bee (Regions 1-6)



AEF™ Arizona Spelling Bee

All other Counties

Classroom Bee



School wide Bee



District/Organizational/LEA/CMO/EMO Bee



County Bee



AEF™ Arizona Spelling Bee

CHECKLIST FOR SPELLING BEES AT ALL LEVELS

✓ BEFORE THE BEE

Judges

Arrange for at least three judges. A judge may be a parent, teacher or any other adult you feel is qualified and can remain unbiased. In the case of district bees, it is recommended that at least two of the judges be from outside the district.

Pronouncer

Arrange for at least one pronouncer. It is essential that the pronouncer have good diction. Ensure that the pronouncer has access to the appropriate level *Pronouncer Guide* well in advance of the Spelling Bee at which he/she will act as pronouncer. This will enable him/her to become familiar with the words and practice pronouncing each word. An alternate pronouncer should be available in case of emergency or protest.

Word list

Your enrollment with the National Spelling Bee office entitles your school to receive *2018 Classroom Pronouncer Guides* and a *2018 School Pronouncer Guide* along with study materials for students. School District/Organizational/LEA/CMO/ EMO coordinators contact bobbie@azedfoundation.org or call 480-421-9376 for a *2018 District Pronouncer Guide*. County and Regional coordinators, contact bobbie@azedfoundation.org or call 480-421-9376 for a *2018 County Pronouncer Guide*. Under no circumstances should any *Pronouncer Guides* be distributed to anyone other than pronouncers, judges and bee coordinators.

Information for your Pronouncer:

- a. Start with easy words at the beginning of the *Pronouncer Guide* you are using. Pronouncer must proceed through the Pronouncer Guide in the order in which the words are provided. Do not backtrack.
- b. Diacritical markings and definitions are taken from *Webster's Third New International Dictionary*, copyright 2002, and its Addenda Section. In addition to pronouncing words clearly, the pronouncers must be prepared to define and use words in sentences; this information is provided in the *Pronouncer Guide*. Be certain the pronouncer is aware the students can make these requests. Coordinators will make the *Pronouncer Guide* available to the bee pronouncer in advance of the bee so he/she can become familiar with the words.
- c. At the District and County/Regional level Bees, it is suggested that you have a back-up word list (possibly a *Pronouncer Guide* from a previous year) in case you run out of words before the conclusion of your bee.

Microphone

You will have contestants of varying heights so two microphones are recommended. You will need a separate microphone for your pronouncer. Ensure that all judges can hear the spellers clearly.

Bell

Have a desk bell for the judges to ring when a word has been misspelled. Judges do not respond verbally with "sorry" or "wrong," nor should they nod or shake their heads during the spelling of a word.

Recorder

Digitally or otherwise record the entire contest. It is the most effective way to resolve protests that may arise from students or the audience. Have an experienced person run the equipment. Allow for at least three hours of recording.

Name tags

Name tags are suggested to identify contestants. It is a good idea to introduce each speller individually before the competition begins.

Programs

You may prepare and provide a simple printed program of the bee. This will give the bee contestants recognition for their hard work.

✓ AT YOUR BEE

Seating of Spellers

When spellers arrive to compete in your bee, each should draw a number at random, which will determine seating and the order in which students will spell their words. Optional (recommended especially for district and county/regional bees): place a practice word on the random number card each speller draws at bee registration. Hold a preliminary practice round prior to beginning the actual bee; this allows spellers to get accustomed to the stage, microphone, camera, lights, etc., before the actual bee begins. Misspelling of his/her practice word does not result in any penalty for a speller.

Officials

Have the pronouncer meet with the judges in a separate room 30-45 minutes before the spelling bee to go over the word list and the rules. The pronouncer will assign specific duties to each of the judges. For example, one judge may be assigned to ring the bell when a speller misspells a word. Another judge may be assigned to record each letter as a speller spells a word. The third judge might be assigned to look up alternate pronunciations or definitions in the dictionary. Occasionally officials (the pronouncer and/or coordinator) may suggest that certain words be omitted from the word list prior to the beginning of the bee. A pre-bee meeting gives officials time to discuss those questionable words and review the rules.

Rules

During the welcome and opening exercises, have either the pronouncer or coordinator read aloud the key rules that pertain to the actual day of your spelling bee. Rules for the 2018 AEF™ Arizona Spelling Bee will be distributed at the Bee on March 24, 2018. **AEF strongly recommends that bees at all levels end in the fashion outlined in the 2018 AEF Arizona Spelling Bee Rules.**

✓ AFTER THE BEE

Report

You **MUST** report your champion to the spelling bee coordinator for the next level of bee competition according to the timeline in this document so that he/she will be included in the next level of competition. If you fail to do so, your student may be excluded from participating in the next level competition.

DISTRICT/ORGANIZATIONAL/LEA/CMO or EMO BEE COORDINATOR DUTIES

Each participating school will send one winner to compete in the District/LEA/CMO or EMO bee (this number may vary in counties other than Maricopa or Pima). The number of participants who will advance to the county or regional bee (with exceptions in some outlying counties) will be determined using the following formula: multiply the number of schools participating in the District/LEA/CMO or EMO bee by 25%. For example, if 24 schools are competing in your district bee, the top 6 spellers will advance to the county/regional bee. Email bobbie@azedfoundation.org or call 480-421-9376 to obtain the *2017 District Pronouncer Guide*.

COUNTY/REGIONAL BEE COORDINATOR DUTIES

1. If you have not already done so, choose a date, time and site for your bee. The county/regional bee must take place by **February 28, 2018**. It is recommended that all County and Regional Spelling Bees take place on either Friday, February 23 or Saturday, February 24, 2018.
2. Distribute the chosen date, time, site and any additional information to participating schools no later than **February 12, 2018**.
3. Verify with the Arizona Educational Foundation (bobbie@azedfoundation.org) that all students who are registered to participate in your County or Regional Bee attend schools that have enrolled with the Scripps National Spelling Bee office.
4. As soon as it becomes available, the Arizona Educational Foundation will send you the *2018 County/Regional Pronouncer Guide*. If you have questions, email bobbie@azedfoundation.org or call 480-421-9376
5. At the conclusion of your bee and in preparation for the state competition, make sure your champion has access to the study materials provided by Scripps upon enrollment. Additional study resources and ideas for preparing for the state bee may be available from the Scripps National Spelling Bee at www.spellingbee.com.
6. Ensure that the champion completes the Spelling Bee Biography Form no later than **March 2, 2018**. The form is hosted online and can be completed here: <http://bit.ly/AZSpellingBeeBioForm>. This enables us to include your champ's photo and biographical information in the printed AEF™ Arizona Spelling Bee program. If you have any questions, call the Arizona Educational Foundation Executive Director Bobbie O'Boyle (480) 421-9376.

County Coordinators should encourage the alternate winner to continue studying after the county bee in case he or she must take the champion's place at the state competition. Advise the winner's parents to notify you immediately if the champion is unable to attend the state competition. You can then alert the alternate. **In all six Maricopa County Regions and in Pima County, both the winner and the runner up will compete in the state Spelling Bee.**

The Arizona Educational Foundation will contact the 27 state champions and their parents with details related to the AEF™ Arizona Spelling Bee at least two weeks prior to the state bee.

