



## 2025 AEF™ Arizona Spelling Bee *Instructions for Schools, Districts, Regions/Counties*

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.

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, 28 students from across Arizona will compete in the **2025 AEF Arizona Spelling Bee** on **Saturday, March 15, 2025**. Details regarding the location and time of the state bee are on the AEF website at: [www.azedfoundation.org/spelling-bee](http://www.azedfoundation.org/spelling-bee).

### 1. ELIGIBILITY

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](#). **Schools can register now at [www.spellingbee.com](http://www.spellingbee.com) and must be enrolled by December 31, 2024.**

Students eligible to participate in the AEF Arizona Spelling Bee meet the following requirements:

- The student's public, private, or home school is enrolled with Scripps.
- The student meets [eligibility requirements](#) of the Scripps National Spelling Bee (SNSB).

### 2. PAYMENT

**Your school's enrollment is not complete unless payment has been received by Scripps.** Payments are made directly to Scripps. Do not send payments to the Arizona Educational Foundation.

- **Please be aware Scripps does not accept purchase orders.**
- If you pay using a check you may print a custom invoice for your school
  - an invoice and W-9 will be generated from [www.spellingbee.com](http://www.spellingbee.com) along with instructions regarding where payment must be mailed.

### 3. SPELLING BEE COORDINATION AND PROCESS

The pathways to advancing through Arizona spelling bee competition experience slight variations based on school types and locations. The average speller will advance through the following process:



## **Classrooms, Schools, School Districts, and Organizations (Charter, Private, Home school)**

These bees are coordinated locally by volunteers or paid staff with your local school or school district. Scripps will provide your school with study resources and spelling bee instructions upon enrollment. These resources can be accessed through your school's online spelling bee portal at [www.spellingbee.com](http://www.spellingbee.com).

School district bee coordinators will not have access to an online bee portal and should contact [Emily Ramirez-Lara](#) at the Arizona Educational Foundation to receive a copy of the District Pronouncer Guide. Scripps does not make this available until early November.

Schools that are a part of a larger network must hold a run-off between schools located within the same region/county to determine what spellers will advance to the [County and Regional Spelling Bees](#).

- **Public Schools:** If there are multiple schools from the same district enrolled, you must hold a district wide run-off to select the student(s) that will advance to the county/regional bee.
- **Charter Schools:** If there are multiple charter schools operating under the same LEA, CMO, EMO, (such as BASIS, Great Hearts, Legacy, etc.), you must hold a run-off to select the student(s) that will advance to the county/regional bee.
- **Private Schools:** If there are multiple private schools operating under the umbrella of an organization (such as a Diocese or private management organization), you must hold a run-off to select the student(s) that will advance to the county/regional bee.
- **Home Schools:** If there are multiple home schools operating under the umbrella of an organization or collective, you must hold a run-off to select the student(s) that will advance to the county/regional bee.
- **Independent Schools:** If the enrolled school (charter, private, home, virtual) is entirely independent (not associated with any other schools or management organization) the winning speller will advance to the county/regional bee.

Parents and educators at independent schools (home, charter, private) whose students are interested in competing should [enroll with Scripps](#) 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.

If you are unsure if your school needs a district bee, contact Emily Ramirez-Lara at [projects@azedfoundation.org](mailto:projects@azedfoundation.org)

## **County / Regional Spelling Bees**

County and Maricopa County Regional Bee Coordinators will be listed on AEF's [website](#). A bee coordinator is listed for each county and 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 at the email or phone number listed on AEF's [website](#).

County / Regional coordinators will not have an online bee portal. Emily Ramirez-Lara will send the pronouncer's guide as soon as it is made available with Scripps.

#### 4. WHAT HAPPENS AFTER COUNTY/REGIONALS?

Counties and Maricopa County Regions will send their champions to the AEF Arizona Spelling Bee. 28 spellers in total will be taken in the state spelling bee. Counties and regions send a number of spellers consistent with the population density of their area.

County/Region	# of Spellers Sent to State Spelling Bee
All Maricopa County Regional Spelling Bees (1-6)	Send 2 total spellers: Champion & 1 <sup>st</sup> Runner Up
Pima and Pinal County Spelling Bee	Send 2 total spellers: Champion & 1 <sup>st</sup> Runner Up
All Other County Spelling Bees	Send 1 speller total: Champion

#### AEF™ ARIZONA SPELLING BEE 2024-2025 Deadlines

<b>Deadline for Schools to Enroll</b>	<b>December 31, 2024</b>
<b>Deadline to Complete School Spelling Bees</b>	<b>January 7, 2025</b>
<b>Deadline to Complete District/Organization Spelling Bees</b>	<b>January 29, 2025</b>
<b>Deadline to Complete County/Regional Spelling Bees</b>	<b>February 15, 2025</b>

##### January 7, 2025:

This is the last day to hold a school bee and still be able to participate in the next level of competition.

- Schools that are part of a district, LEA, Charter Management Organization/CMO, Education Management Organization/EMO, or equivalent education corporation with multiple schools participating will need to hold a “district bee” to select the winner who will advance to the County or Regional Bee.
- If you are not a part of a district, LEA, Charter Management Organization/CMO, Education Management Organization/EMO, or equivalent education corporation, the winner from the school bee will advance directly to the County or Regional Bee.
- **IMPORTANT:** School bees must be completed **prior to** District and County/Regional Bees with enough time to send your champion’s information to the respective coordinator. If your school bee happens after the next round bee, your champion will not be eligible to compete in the Arizona Spelling Bee.

##### January 29, 2025

This is the last day to hold District/Organizational/LEA/CMO/EMO Bees. Winner(s) names(s) must be sent to [county or regional coordinators](#) immediately upon completing your bee.

##### February 15, 2025

This is the last date for County and Regional Bees.

##### March 15, 2025

AEF Arizona Spelling Bee State Finals

## 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 *Classroom Pronouncer Guides* and *School Pronouncer Guides* that can be used at both of those levels of competition.

**These are accessed through your online portal at [www.spellingbee.com](http://www.spellingbee.com).**

- School District/Organizational/LEA/CMO/ EMO coordinators – email Emily Ramirez-Lara ([projects@azedfoundation.org](mailto:projects@azedfoundation.org)) to receive your *District Pronouncer Guide*.
- County and Regional coordinators – email Emily Ramirez-Lara ([projects@azedfoundation.org](mailto:projects@azedfoundation.org)) for a *County/Regional Pronouncer Guide*.

Under no circumstances should **any** *Pronouncer Guides* be distributed to anyone other than pronouncers, judges and bee coordinators. *Pronouncer guides (including old pronouncer guides) are never to be distributed to spellers as a study resource.*

#### Information for your Pronouncer:

- 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.
- Diacritical markings and definitions are taken from [Merriam-Webster Unabridged](#). 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 (s)he can become familiar with the words.
- 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 or be assigned 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 at least 30-45 minutes before the spelling bee 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. The Scripps spelling bee rules can be accessed through your online portal at [www.spellingbee.com](http://www.spellingbee.com). For district/regional/county coordinators who do not have access to an online portal, please email [Emily Ramirez-Lara](mailto:Emily.Ramirez-Lara).

### **Livestreaming**

In order to protect the integrity of the SNSB and AZ Spelling Bee competition lists and to not provide an advantage to any speller, school/district/county/state bees are restricted from allowing any form of broadcasting. This includes Livestreaming on any social media platforms.

**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 (s)he 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. If the formula does not result in a whole number, round up (6.5 would be rounded to 7 spellers).

## **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 the deadline listed above. Email your day, time, and location of the county/regional bee.
2. Verify with the Arizona Educational Foundation 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.
3. As soon as it becomes available, the Arizona Educational Foundation will email you the *County/Regional Pronouncer Guide*.
4. 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](http://www.spellingbee.com).
5. Upon completion of your bee, [please IMMEDIATELY email Emily Ramirez-Lara](#) with the result of your bee. Dr. Hill will reach out to the parent(s) of your champion(s) to complete their registration for the state spelling bee. **Please include both a parent email and phone number.**

County Coordinators should encourage the alternate winner to continue studying after the county bee in case (s)he 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 28 state champions and their parents with details related to the AEF™ Arizona Spelling Bee at least two weeks prior to the state bee.

### **AEF Staff Contact**

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Arizona Educational Foundation

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<https://www.azedfoundation.org/spelling-bee>