



## NEW JERSEY STATE FEDERATION OF WOMEN'S CLUBS OF GFWC



### 2019 Spelling Bee

Your Local Club Spelling Bee packet contains:

- 1) Suggestions and Tips for a Successful Spelling Bee
- 2) Sample Organization of Club Spelling Bee
- 3) Spelling Bee Set Up and Committee Responsibilities
- 4) Sample letter to Schools (asking for participation)
- 5) Sample Letter to Contestants \*
- 6) Permission and Photo Release Form \*
- 7) Spelling Bee Rules\*
- 8) Tips to Parents and Contestants \*
- 9) Practice Word List \*

\* items to be included in participant packet

Also available on the NJSFWC website or from your District Spelling Bee Chairman is a packet for judges and registrars that contains:

- 10) Sample invitation letter to Judges
- 11) Instructions for Registrar and Sample Form
- 12) Instructions for Judges and Sample Form

For use the day of the Bee you will find:

- 13) Sample Opening Speech
- 14) Sample Award Certificate
- 15) Sample Letter to Winner (a final version of this letter will be provided by your District Bee Chairman before your Club Bee)

Please read these materials and examples carefully and feel free to tailor them to your Club's specific needs and Bee format. We hope that they will help local Clubs in setting up a successful Spelling Bee.

In December, Clubs holding a Spelling Bee will receive from their District Chairman, a confidential official Word List for use in the competition. This list **MUST NOT** be distributed to contestants! The District Chairman will also provide a post-Bee letter, permission form, and advanced practice word list for distribution to the top 3 contestants in each local Bee.

The permission form should be completed and returned to the District Chairman as soon as possible after the conclusion of the Club Bee.

The State Spelling Bee Chairman will provide these forms electronically to District Chairmen and they will also be available on the NJSFWC website.

**Rather than holding their own Bee, some clubs choose to contact their local schools and ask for the names of students to send to the District Bee. If this is the case, adjust the sample Bee letter to inform the schools about the District Bee and how to contact you with the names of the students, keeping in mind that a club may only send a maximum of three students to the District Bee. Pass the names and addresses on to the District Bee organizers. Make sure these contestants receive a letter with District Bee info, spelling bee rules, practice list and directions to the Bee. Some clubs give a small thank you gift to the students representing them – it's comforting to the student to know who they are representing!**

QUESTIONS? **Contact NJSFWC Spelling Bee Chairman, Brandi-Leigh Miller**  
(202) 210-4488 or [brandimillernj@gmail.com](mailto:brandimillernj@gmail.com)

