**Time Line for Scripps Spelling Bee Volunteer**

**October**

1) Sign up for the Spelling Bee by October 1st. Go to the website [www.spellingbee.com](http://www.spellingbee.com) Pay to register Sunol Glen it should be about $115. You will be reimbursed by Community Club.

2) Select a co-chair for the spelling bee. It is always nice to have someone to work with, and the spelling bee has a lot of different parts

3) Once you have signed up for the Bee, you can access the website, and check out their resources. Lots of your questions can be answered in the FAQ section.

4) Pick a date for the evening Bee. It usually has to be sometime before the Middle of January (it will say on the website). What we have usually done was give the kids winter break to study the words, then, upon returning back to school, they have the classroom bees for a week. The school wide bee has been held the following week during the evening. (just squeaking in under the time limit for when it had to be done!)

5) Check with the front office to see if that date is available for the auditorium. If so, fill out a form to save the space for the evening Spelling Bee.

**November**

1) Start photocopying the spelling bee word study lists. They are by grade. I suggest printing out a copy of the grade level’s words for each child. And also a list of all the words. (That should come to three pages, total) Then also write up a short informational time line for the parents of each child to receive . Staple all four pages together and make enough copies so that each child in each class room gets one. You can ask the office what the number of kids for each class is.

2) You also need to photocopy a classroom pronunciation guide for each teacher grades 1-8. (That will be six copies for K-3 and five copies for grades 4-8) 11 copies total.

3) For the 4-8th grade classes, you also need to have three “winners packets” printed up and slid inside manila envelopes. Inside of those are an extended list of study words and root words, the spelling bee rules and information about the evening spelling bee. All of this can be found on the website.

4) Finally, put all of these into large manila envelopes for every single teacher. All teachers will receive appropriate word lists for their grades, information papers for parents (and one for the teacher to hold on to, as well) , and pronunciation guides for class room bees. For the 4-8 grade teachers, 3 winner packets each to pass out at the end of their classroom bees.

It may take a while to photocopy all of this …

**December**

1) Go to Mission Trophies and order the medals. He is closed over Winter Break, and you don’t want to leave it til too late! All of his info is in the green folder. You need to order three medals for each grade 2-8

That is 21 medals. With a picture of the Bee on the front and with blue and gold ribbon.

The medals say:

Sunol Glen

Child’s name

Grade

Place number

You also need to order two trophies. Spelling Bee Champion and Runner Up

The price will be about $125. Community Club will reimburse you.

2) Make sure you have a pronouncer and three judges. There is a list of past judges and pronouncer in the green folder. Let them know the date and time of the Bee. You may also run off the copies of the pronouncer’s guide for all four of them, if they would like to have it early. But it is for their eyes ONLY!!! They also must bring it with them on the night of the Bee. If they don’t want it early, hang on to it.

3) Pass out the packets to all of the teachers. This can happen a week or two before break, to ensure it gets out in a timely manner. Perhaps follow up with an e-mail to all of the teachers to make sure that they got it (they get a lot of stuff in their boxes!) and to see if they have any questions.

4) Fix up the Spelling bee posters (in the Community Club trailer) So that they reflect the correct dates for the spelling bee trials and for the evening bee.

5) Ask the volunteer coordinator how to send out a Jooners request asking for parent volunteers to bring in drinks, cookies, cups and napkins for snacks after the bee.

**January**

**Week of Classroom Bees (trials)**

1) Put up posters around school. Perhaps make a flyer for the bulletin board at the Sunol Post Office, too. So that they can come to the evening bee.

2) Right before coming back to school, remind teachers of the classroom bees, and let them contact you with any questions. Remind grades 4-8 to pass out winners packets.

3) Check back in with judges, moderator and Mrs. Barnes.

4) End of the week, Thursday Night, Friday morning, e-mail teachers and remind them they must get you the names of their top three students for each grade by Friday Afternoon! Also ask them for winners’ parents e-mail addresses. You will have to contact them.

5) Friday night. Go visit in person, or e-mail the names of your winner to Mission Trophies.

6) Friday Night – over the weekend -- send e-mails out to the parents of all of the classroom bee winners.

7) Create a program for the bee. (examples are in the green folder) make about 75 copies.

**Week of the Evening Bee**

1) Change posters to reflect the day and time of the evening bee

2) Ask the front office to send out an e-mail blast reminding parents of the evening bee.

3) Check to make sure all is on track with the set up of the auditorium.

4) Pull together all of the things you need for the Evening Bee before the actual day of.: stuff for judges, waterbottles for everybody, dinging bell, safety pins, etc….

**Night of the Bee**

**(I would be there at about 4:30-5)**

1) put up the Big Long Spelling Bee banner (it is in the community club trailer)

2) Make sure the table is set up on the ground with three seats for judges. On the table you will need:

a) a huge dictionary (kept in the library)

b) pencils

c) judges packets

d) a dinging bell (can get from Mrs. Campbell)

e) a score sheet / tracking guide (example in green folder)

f) a microphone

g) waters

3) You need to set up the stage with:

 a) a table and microphone for the pronouncer along with pronouncer’s guide

 b) 15 chairs

 c) numbers and safety pins for each kid (go from youngest grade to oldest)

 d) waters for everybody

 e) a main, standing microphone which is set for all heights, if possible.

 f) the medals and the trophies

4) Set up the snack tables in the back.

5) Put the programs outside the front door of the auditorium on a chair.

6) Make SURE the judges know the rules. Check for any last minute questions.

7) Be ready to go up on the stage if Mrs. Barnes calls you up as the coordinator. You need to know the rules when asked!

8) Take a few photos of all 15 of the kids before the Bee begins. These will go in the yearbook!

9) The BEE begins!!! It is about 2 hours long. Take note of the winning word. You will need to write it down on the final registration

10) Afterwards, take a few photos: of the winner, the runner up, both of them. Both with Mrs. Barnes. The winner with Mrs. Barnes. Have them hold up their trophies. You’ll need to send these to the school newsletter and to the yearbook.

11) find out a phone number and the best e-mail to reach the winner of the bee. You will need their info for the scripps spelling bee registration

11) Take back the trophies. They still need their engraved plaques.

11) Stay and clean up

**Day after the Bee**

1) Take trophies to Mission Trophies to get them engraved with names and either “champion” or “runner up” they can be picked up one or two days later

2) Go on website and register the spelling bee winner

3) Take a program to the main office, so they can print up the winners in the newsletter. Send them a photo, too.

4) Collect all posters and signs, and make any notes that you might need to help the coordinator of next year’s bee.

Thank you so much for volunteering and coordinating the Sunol Glen Spelling Bee! It is people like you who make Sunol such a wonderful place to be.