



2020 AEF™ Arizona Spelling Bee Instructions

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 (*see section 6 below for details*), and county/regional levels. See page 5 of this document for bee advancement.

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 21, 2020** at Arizona PBS. 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 2020.

Please read this entire document carefully before planning your bee. After you have read it, if you still have questions, contact your [county/regional coordinator](#) or email Kim Graham (kim@azedfoundation.org).

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](#).

- **Early enrollment: August 21, 2019 through October 14, 2019**
 - School fee: \$165; Individual home school family fee: \$115
- **Regular enrollment period: October 15, 2019 through December 20, 2019**
 - School fee: \$240; Individual home school family fee: \$190

2. PAYMENT

Payments must be made to Scripps (not AEF)

- **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 along with instructions regarding where payment must be mailed.
 - *Note: a \$7.50 check handling fee will apply.*
- Materials that are made available to individual schools that are enrolled with Scripps are:
 - Official study lists for students, organized by grade level
 - Study materials for each school spelling champion
 - Official pronouncer guides for classroom and school spelling bees
 - Scripps Book List
 - A free one-year subscription to [Britannica Online for Kids](#) to award to one student.

3. WHO COMPETES

Advancing through classroom, school, district, county/regional bees, the top 27 spellers in the state are selected to compete in AEF™ Arizona Spelling Bee. The winner will represent Arizona in the Scripps National Spelling Bee.

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](#) by **December 20, 2019**.

An Arizona student is eligible to compete if (s)he has not passed beyond the eighth grade on or before February 1, 2020 and has not reached his or her 15th birthday before August 31, 2019. Other eligibility requirements appear in the official “2020 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.*

4. WHO COORDINATES THE BEES

2020 County and Maricopa Regional (Maricopa County is divided into six regions) Bee Coordinators will be listed on AEF’s [website](#) on or before September 1, 2019. 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 at the email or phone number listed on AEF’s [website](#).

County, Regional, and District coordinators must email Kim Graham, AEF Executive Director at kim@azedfoundation.org, to receive the County, Regional, and District *2020 Pronouncer Guides*.

5. HOW MANY FROM EACH COUNTY/REGION COMPETE?

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.

6. DISTRICT BEES

Schools that are a part of a larger network must hold a run-off bee 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, 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.

If you are unsure if your school needs a district bee, contact Kim Graham at kim@azedfoundation.org.

7. 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. 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 "district" 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 3, 2020**, in order for the student(s) to be eligible to compete.

Parents and educators at independent schools (home, charter, private) 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.

AEF™ ARIZONA SPELLING BEE TIMELINE - 2020

August 21, 2019 through October 14, 2019 – Early enrollment period
School fee: \$165; Individual home school family fee: \$115

October 15, 2019 through December 20, 2019 – Regular enrollment period
School fee: \$240; Individual home school family fee: \$190

Schools must [enroll with the Scripps National Spelling Bee](#) for their students to be eligible to compete in the 2020 AEF™ Arizona Spelling Bee and all County and Regional Bees.

January 10, 2020:

- 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

February 1, 2020

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](#) by **February 3, 2020**. To order a *2020 District Pronouncer Guide* email Kim Graham at kim@azedfoundation.org.

February 24, 2020

This is the last date for County and Regional Bees. Suggested dates to hold County and Regional Bees are **Friday, February 21** or **Saturday, February 22, 2020**.

March 2, 2020

Following the County/Regional Bee, AEF will send the finalists advancing to the Arizona Spelling Bee an online form for them to submit a biography and photograph. This must be submitted online by **Monday, March 2, 2020**.

March 21, 2020

Arizona Spelling Bee will be held at **12:00 p.m.** at **Arizona PBS**, 555 N. Central Ave., Phoenix 85004.

Late May/Early June 2020

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

**A SPELLER'S PATH
TO THE AEF™ ARIZONA SPELLING BEE**

Classroom Bee



School wide Bee



District/Organizational/LEA/CMO/EMO Bee



County or Maricopa Regional 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 *2020 Classroom Pronouncer Guides* and a *2020 School Pronouncer Guide* along with study materials for students.

- School District/Organizational/LEA/CMO/ EMO coordinators – email Kim Graham (kim@azedfoundation.org) to order a *2020 District Pronouncer Guide*.
- County and Regional coordinators – email Kim Graham (kim@azedfoundation.org) for a *2020 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:

- 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 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 2020 AEF™ Arizona Spelling Bee will be distributed at the Bee on March 21, 2020. **AEF strongly recommends that bees at all levels end in the fashion outlined in the 2020 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 (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). Email Kim Graham (kim@azedfoundation.org) to order a *2020 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 24, 2020**. It is recommended that all County and Regional Spelling Bees take place on either **Friday, February 21** or **Saturday, February 22, 2020**.
2. Distribute the chosen date, time, site and any additional information to participating schools no later than **February 7, 2020**.
3. 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.
4. As soon as it becomes available, the Arizona Educational Foundation will send you the *2020 County/Regional Pronouncer Guide*. If you have questions, email Kim Graham (kim@azedfoundation.org).
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. Send AEF the name(s) of the finalist(s), their t-shirt size(s), and an email address for their parent(s). AEF will send them a link to the online Spelling Bee Biography Form to be completed no later than **March 6, 2020**. This enables AEF to include spellers' photos and biographical information in the printed AEF™ Arizona Spelling Bee program and official Arizona Spelling Bee t-shirt. If you have any questions, email Kim Graham (kim@azedfoundation.org).

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