

AMERICAN SPELLING BEE ASSOCIATION

Site Application

Applicant's Name: _____ Home Phone () _____

Address _____ City _____ State _____ Zip Code _____

Name of Sponsoring Organization _____

I, (applicant) _____ understand the conditions of the bee, my responsibility and the responsibility of my group and certify that I am authorized to act for them. The responsibilities of the American Spelling Bee and the group I am certified to represent, are found in this document. I agree to all of those conditions.

Signature of Applicant: _____ Date _____

AMERICAN SPELLING BEE RESPONSIBILITIES AT EACH LOCAL BEE

1. Send spelling booklets to all students participating in the bee. Included in the booklets will be:
 - a. A list of grade-appropriate words to be used on the day of the bee.
 - b. A list of rules which will be used on the day of the bee.
 - c. A page devoted on how to study the words.
 - d. A page of directions to the local bee for that particular grade.
 - e. The date of the bee and the times each grade's bee is scheduled (if there is more than one) and other information pertaining to the day of the bee.
 - f. Other miscellaneous information.

2. Provide the certificates and spelling bee lists for the day of the bee.
 - a. All contestants present on the day of the bee will receive certificates of participation.
 - b. If there are 20 or more contestants registered, the winner of the bee will receive a U.S. Savings Bond. The amount of the bond is listed on the application form. If there are 20 or more contestants registered, the top five contestants will receive a trophy. If less than 20, three will receive a trophy.
 - c. A copy of the oral lists to be used on the day of the bee will be sent 30 days before the bee. The local organizers will give the pronouncer(s) their copy when received so they have time to be familiar with the words. A pronouncer's guide and three judges instructions sheets will be sent at this time also.

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LOCAL BEE ORGANIZERS RESPONSIBILITIES FOR CONDUCTING A BEE

1. To fill out the site application completely (incomplete applications will be returned), send in the certificate of insurance and a minimum of 10 completed applications for each grade sponsored. The deadline dates are as follows:
 - a. Site application must be submitted 120 days (4 months) before the site's scheduled bee(s).
 - b. Certificate of insurance must be submitted 60 days (2 months) before the site's scheduled bee(s).
2. The organizers must have 10 applicants FOR EACH GRADE BEING SPONSORED from the area which is to be the site of the bee. The completed contestant applications must be sent, either individually or as a group by the organizers 90 days (3 months) before the scheduled bee(s). **All incomplete contestant applications will be returned. A three dollar fee is assessed when the application is returned. If the application is still incomplete when sent a second time, the application will be cancelled and only the registration fee is returned. The assessment fee of \$3.00 is non-refundable.**
3. The organizers of the bee should do the following: Establish a date when you submit your site application for conducting your bee. **Select three judges and a pronouncer for each grade that they are conducting.** When you sent the list of the above, and your scheduled bee date, you should also include an alternate date (probably a week later) for inclement weather. Pronouncer guidelines and 3 judges instruction sheets will be sent to you.
4. An unabridged Webster's Third New International Dictionary (c) 1986 or newer must be made available.
5. An outline what you and your committee should do will be sent with the pronouncer guidelines and judges instructions.
6. You must allow any contestant(s) for each of the grades you are conducting to compete if they live within your state even if they attend a different school or in a different school district or are home schooled. The American Spelling Bee Association will notify you who they are.
7. All contestants must be prepared to compete in the American Spelling Bee finals on the date you decide. Any who are not willing to compete there will not be accepted as a contestant.
8. On the date of the bee, the local organizers, in following instructions for conducting the bee(s) will forward any necessary materials directly following the conclusion of the bee(s).

Please address any inquiries to Mr. Ricci at American Spelling Bee, 25 Capitol St., Auburn New York 13021-2831 or by E-mail: Dadricci@hotmail.com