

**THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



**THE BUZZZ**  
**IMPLEMENTATION MANUAL**  
**(DICTIONARY DISTRIBUTION AND**  
**SPELLING BEE COMPETITION PROGRAM)**

**ROTARY DISTRICT 7305**

Prepared

By Dr. Vincent P. Costa

Oakland Rotary Club

August 25, 2019

## Acknowledgement

In 2013-14, Rotarian James Hahn introduced a literacy initiative to promote young children's language skills. Centered on third grade students the initiative supported the idea of Rotary Clubs providing dictionaries and/or sponsoring a spelling bee in a local elementary school. Rotary Clubs were encouraged to cover the costs of the dictionaries and to offer financial awards to the spelling bee winners. The winners of the local spelling bee competitions were then invited to the District Conference for a District Spelling Bee competition. Substantial financial rewards were provided.



James Hahn, District 7305  
District Governor 2019-20

This tradition continues and we are now in our sixth year. To commemorate this significant achievement, we wish to formalize this annual event by referring to it as THE BUZZZ. We welcome all Rotary Clubs to consider sponsoring a dictionary distribution activity and/or sponsoring a third-grade spelling bee competition. Enclosed are guidelines for the *planning and coordination of the district program, local Rotary Club dictionary distribution/spelling bee competition and a District-wide spelling bee competition at the District Conference.*

The guidelines serve to provide the Chair of this Committee, Rotary Clubs and the District Conference Program on effective ways that will ensure the success of this program for now and for the future.

In service to our communities,

Dr. Vincent P. Costa, EdD  
DGN 2021-22, Rotary District 7305

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## *Forward*

*One of the areas of focus supported by Rotary International is 'Education and Literacy'. To address this locally, Rotary District 7300 (now 7305) developed the idea of distributing dictionaries to third grade students and conducting spelling bees in third grade classrooms. Winners of the local spelling bees would advance to a Rotary District-Wide Spelling Bee held annually at the District Conference.*

*Literacy programs offer youth an opportunity to further develop their capacity to understand the world around them and to integrate what they learn in the classroom. Classroom experiences divide a child's attention by subject matter. However, children and we adults experience a world that integrates all aspects of life. For example, a visit to the supermarket requires one to understand biology (fruits, vegetables, meats, seafood, grains, spices), chemistry (combining ingredients, cooking, food processing), math (pricing, price comparison, budgeting, taxes, calculation) and language arts (communication, understanding labels, reading directions and observing signs). When a child reads a story, they draw on all their understanding within the context of that story. It helps to reinforce their understanding and strengthens connections between existing thoughts and ideas. One may even learn something new and thus it becomes integrated into a child's previous understanding.*

*Through this program we wish to encourage youth to expand their knowledge and understanding of the English language so that they will better understand what they read in the classroom and outside the classroom. Also, youth can effectively integrate what they know across all fields of study.*

## Introduction

The dictionary distribution and spelling bee activities, have become an annual event for the former District 7300. With the merger with District 7330 to form District 7305, it was apparent that a set of guidelines were needed as this activity is being acknowledge as a regular District Program. This initial version of the guidelines provides a summary of how to implement the program based on past practices. We seek additional comments and feedback from Rotarians to continually update and improve the process. Comments can be sent to Dr. Costa at [pakvince@gmail.com](mailto:pakvince@gmail.com) or the current Buzzz Chair.

This guideline provides recommendations for THE BUZZZ Chair, local Rotary Clubs and the District Conference spelling bee program. It is arranged in three phases. **Phase One** addresses the planning and coordination at the district level and attempts to define the role and responsibility of the BUZZZ Chair. **Phase Two** focuses the local clubs in their planning and coordination with local elementary schools as well as informing the BUZZZ Chair of the winners. The **Third and Final Phase** provides a framework for organizing the District Spelling Bee and follow-up activities. The Appendices serve as examples and resources for the implementation of THE BUZZZ for all three phases. The Buzzz Chair and Club Chairs can copy the letters and forms in the appendices for program implementation.

## Time Frame for Implementation

The following diagram (Diagram 1) provides a general timeframe for conducting the three phases. The timing for the three phases may differ from year to year, however the activities will fall within the time parameters noted in the diagram. As the diagram illustrates Phase 1 extends from September to April. Phase 2 can be implemented by the clubs from October through April. The final phase would occur either in May or June depending on the date of the District Conference.

**Diagram 1 Timeframe for the implementation of *The Buzzz*.**

| Phase | Timeline |     |     |     |     |     |     |     |     |     |     |      |
|-------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
|       | Jul      | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
| 1     |          |     |     |     |     |     |     |     |     |     |     |      |
| 2     |          |     |     |     |     |     |     |     |     |     |     |      |
| 3     |          |     |     |     |     |     |     |     |     |     |     |      |

## Phase One: Planning and Coordination of the District Program

The purpose of this section is to provide guidance to THE BUZZZ Chair on preparing the dictionary/spelling bee program for the year. The intent is to encourage Rotary Clubs to plan early and work with the local elementary school so that a timely program can be implemented.

## General Approach

Planning early is important for clubs as they need to engage schools early enough so that any activity can be added to the school schedule without creating problems. The following chart lists tasks for completion by the BUZZZ Chair. The documents listed in the Appendices can be copied and updated before sending to the Club Chair.

**Chart 1 Summary of Tasks for THE BUZZZ Chair in Phase 1**

| Tasks   | Timing      | Resource   |
|---|-------------|--|
| Confirm District Conference date, venue and room where the District spelling bee is conducted with DG and add to the correspondence for Clubs   | Sept or Oct | District Governor<br>District Conference Coordinator   |
| Send letter to club presidents announcing this year's dictionary /spelling bee program. Include the Club guidelines and the Letter of Interest Form. <u>Note that the BUZZZ Chair may opt to send these guidelines with emphasis on Phase 2 for a guide to clubs on implementation.</u> Best to have the District Secretary_email the presidents. | Sept - Oct  | List of Presidents' Contact Info (See District Website)<br>Appendix A: Sample 1 <sup>st</sup> letter<br>Appendix B: Club Guidelines<br>Appendix C: Expression of Interest<br>Appendix F: Role of BUZZZ Leadership Team |
| Determine emcee, word announcer and judge for District Spelling Bee   | Nov-Dec     | Appendix F: Role of BUZZZ Leadership Team  |
| After receiving the Letter of Interest, send letter to Club Chair   |             | Appendix D: Role of the Club Chair   |
| Email/call club presidents that have not responded previously to finalize the list of clubs participating via District Secretary  | Dec         | Presidents' Contact Information  |
| Send a reminder letter to Clubs requesting feedback from those clubs that did not respond to prior requests, but had indicated they were interested in the program.   | Jan         | Appendix D: Sample 2 <sup>nd</sup> letter<br>Appendix B: Club Guidelines or Phase Two of Guidelines<br>Appendix C: Expression of Interest  |
| Summarize the list of clubs and schools participating in the program.   | Oct to Feb  | Appendix F: Sample Summary Chart   |
| Request the District Conference Coordinator to provide a registration table, cookies and punch for after the bee, and at least four microphones (emcee, students, word announcer and judge)   |             | District Conference Coordinator  |

## Phase Two: Club Planning and Implementing THE BUZZZ Program.

This phase provides guidance for Rotary Clubs in planning and implementing a dictionary distribution and/or a spelling bee for third grade students in a local school(s). THE BUZZZ program is designed for

flexibility so that each club can decide on conducting a dictionary distribution activity, supporting a spelling bee activity or both. With any option it is important to coordinate with the school or schools that the Club wishes to support. The Club Chair should request a contact/coordinator for these activities in the selected school(s) or school district.

### Dictionary Distribution Activity

In deciding to support or not support a dictionary distribution activity, a Rotary Club needs to consider the number of schools to be included. This decision will depend on the Club's financial resources to support the activity. Information from the school(s) on the number of third grade students will help the Club to make this decision. The experiences of Clubs in the past has varied on school support. Some clubs only sponsored a dictionary distribution for one school. In other cases, several schools in different school districts were supported. Still, some clubs support one school district that may have a number of elementary schools. One source for purchasing dictionaries is "The Dictionary Project" in Charleston, SC. They offer a 524-page paperback entitled "The Student's Dictionary" that not only has a huge number of word definitions but also other information on a variety of topics for third grade students. This particular dictionary comes in cases of 24 for \$72 including shipping. Order on their website, [https://www.dictionaryproject.org/bookshelf/index.php?route=product/product&path=75&product\\_id=122](https://www.dictionaryproject.org/bookshelf/index.php?route=product/product&path=75&product_id=122).

At the school level, the Club Chair and the School Coordinator(s) determine the approach to the dictionary distribution. In some cases, the Club Chair and School Coordinator/classroom teacher distribute the dictionaries in a designated class. In other cases, a special school event may be preferred where all third graders are in attendance. If there is the option, a community event could be the opportunity to distribute the dictionaries.

Once the date and number of students receiving dictionaries are determined, the Club Coordinator should complete the Letter of Interest and send to THE BUZZZ Chair. He/she will then record the information on the Summary Chart Appendix G.

### Spelling Bee Activity

The Spelling Bee activity is a more complex one. As in the above activity, the Rotary Club needs to decide on supporting this activity and the number of schools to support. The cost considerations depend on the approach the Club wishes to take. Typical monetary awards are for one winner or for the top three winners. One award example is first place winner receives \$150, and in the case of top three winners, second place \$100 and third place \$50. The award values are completely determined by the Club. The size of the spelling bee and number of spelling bees also influences the level of support from the Club. As noted previously there are a variety of options for this activity. The following illustrates the different options and cost consideration.

Option 1:       **Selection of one school (public or private)**. Discussions with the school staff will help determine the number of third grade classrooms to be included in the spelling bee. For schools with only one classroom the Club may offer a monetary award for first place only or for the top three winners. Possible monetary awards for one winner can range from \$75 -\$150, however other amounts are at the discretion of the Club. For two or more classrooms either, **each classroom** can have a spelling bee or **one**

**spelling bee for all the classrooms.** In this situation the Club can award 1) a winner or top three winners in each classroom or 2) for the winner or the top three winners of a third-grade student competition.

Option 2: **Selection of two or more schools (public or private).** Rotary Clubs that encompasses two or more municipalities can decide on supporting a number of schools. This is based on school interest and the Clubs ability to support a number of schools. For example, one Club sponsored five school spelling bees from three municipalities in both public and private schools. In this case the Club can award the winner in each school or the top three winners in each school.

Option 3: **Selection of schools in one school district (public):** For Rotary Clubs in one school district, the Club may decide to support all the elementary schools in the district. Although similar to Option 2, this approach focuses on public schools. In this scenario, the Club can support a spelling bee in each school similar to Option 1. A second scenario is to have the winners of each school spelling bee compete in a school district-wide competition. This may occur during an annual community event. The Club decides on the number and size of the awards for each school and/or the community spelling bee. A third scenario would be to have one spelling bee for all third-grade students in a single event. Again, this may be conducted at an annual community event and the monetary awards determined as appropriate.

It's quite possible over several years that a Rotary Club will begin with Option 1 and then expand to Option 2 or Option 3.

### School Level Implementation

With support from the School Superintendent/School Principal, the Club Chair will work with the designated School Coordinator in planning the dictionary distribution and/or spelling bee. The School Coordinator is primarily responsible for determining the dates of the events, organizing and implementing the activities. One spelling bee resource is "Spelling Words Well" (<https://www.spelling-words-well.com/3rd-grade-spelling-bee-words.html>). The School Coordinator can explore other resources as well. The Club Chair and other members of the Rotary Club may assist with the dictionary distribution during class time or at a school/community event. Similarly, support by the Club for the spelling bee will depend on the timing of the event (during class time or school/community event). Some schools had an evening event so that the parents could observe. The School Coordinator can find spelling bee resources online. For example, Spelling Words Well (<https://www.spelling-words-well.com/3rd-grade-spelling-bee-words.html>) offers lists of words that could be used for the spelling bee. An Internet search will yield a variety of resources for the teachers and students.

At the completion of the spelling bee competitions, the Club Chair will notify THE BUZZZ Chair of the winner(s) sponsored by the Rotary Clubs. Please use the Club Reporting Form (Appendix H)

THE BUZZZ Chair will prepare the letters for the winners, guidelines for district competition and sample words. These will be sent to the Club Chairs for distribution to the student winner/parents. This approach encourages a closer relationship between the Rotary Club and the winners.

Each Rotary club that sponsors a Spelling Bee is **expected to provide compensation for families to travel to the District Spelling Bee.** Clubs should consider the cost to travel to the venue, toll costs and possibly some spend money/lunch. Clubs have offered \$50 to \$100 for the family.



## General Approach

The following Chart provides a detailed list of tasks to be completed at the Club level.

**Chart 2 Summary of Tasks for the Club Chair in Phase 2**

| Task   | Timing      | Resource  |
|--|-------------|---|
| When the Club President receives the letter from THE BUZZZ Chair, he/she should explore the level of interest in the program among members                                   | Sept or Oct | THE BUZZZ Guidelines: Phase Two   |
| Given that the Club is interested in the Program, the President appoints the Club Chair.   | Oct         | THE BUZZZ Guidelines: Phase Two   |
| The Club Chair should meet with school officials to explore interest and what activities to support. Possible dates should be determined for either/both activities.         | Oct -Nov    | School interest and support   |
| The Club Chair identifies the possible activities to be pursued with the costs and seeks Club support  | Oct-Nov     | Club finances   |
| The Club Chair orders dictionaries (if activity supported)   | Oct - Nov   | The Dictionary Project *  |
| If the date for the Spelling Bee has not been decided then the Club Chair needs to finalize the date in collaboration with the School Coordinator (if activity is supported) | Nov- Dec    | School Coordinator  |
| The Club Chair informs THE BUZZZ Chair of dictionary distribution dates and spelling bee dates   | Oct - Dec   | Appendix C: Club Expression of Interest   |
| The Rotary Club and local school(s) conduct the dictionary distribution (if activity is supported)   | Nov - Apr   | NA  |
| The local school(s) and the Rotary Club conduct the spelling bee(s) and provide awards (if activity is supported).   | Jan - Apr   | Spelling Bee resource: Spelling Words Well **   |
| The Club Chair informs THE BUZZZ Chair of the winner(s) of the Spelling Bee  | Jan - Apr   | Appendix G: Club Reporting Form   |
| The Club Chair receives winner(s) documents from THE BUZZZ Chair and delivers to winner(s)   | Jan - Apr   | Appendix I: DG Letter /Registration<br>Appendix H: Buzzz Chair Letter<br>Appendix K: Student Guidelines District Spelling Bee<br>Appendix L: Sample Words |
| The Rotary Club provides travel funds for winner(s) family to attend the District Spelling Bee   | May - Jun   | Club finances   |

\* [https://www.dictionaryproject.org/bookshelf/index.php?route=product/product&path=75&product\\_id=122](https://www.dictionaryproject.org/bookshelf/index.php?route=product/product&path=75&product_id=122).

\*\* <https://www.spelling-words-well.com/3rd-grade-spelling-bee-words.html>

## Phase Three: District Spelling Bee

The Third Phase concerns the preparation and the implementation of the District Spelling Bee. THE BUZZZ Chair is responsible implementation of the District Spelling Bee and follow up This involves summarizing the list of school winners, sending documents to the winners, preparing for the District Spelling Bee and conducting the Spelling Bee. With the conclusion of the District Spelling Bee the Buzzz Chair prepares an article for the District Newsletter and a final report.

In 2019, the BUZZZ Chair sent documents to the Club Chair to be distributed to the student/parents by mail and email. Registration forms were sent by parents through the regular mail and by email. Completed registration forms were sent by mail or email (scanned or photographed) to the Buzzz Chair. Emailed forms made communication and processing the registrations very easy.

Some of the tasks may incur some costs. The receipts should be kept and submitted to the District Conference Chair for reimbursement.

The following chart summarizes the tasks of the BUZZZ Chair.

**Chart 3 Summary of Tasks for THE BUZZZ Chair in Phase 3**

| Tasks   | Time        | Resources   |
|---|-------------|---|
| Receive winners names and addresses from Club Chairs and record on summary chart  | Feb - Apr   | Appendix H: Sample Summary Chart  |
| Send documents: letter from BUZZZ Chair, DG letter/registration, student guidelines and sample words to the Club Chair for distribution to winners/parents. | Mar - Apr   | Appendix I: DG/reg letter<br>Appendix J: Chair letter<br>Appendix K: Student Guidelines<br>Appendix L: Sample words |
| Receive registration forms from parents and record information on Summary Chart   | Jan - Apr   | Appendix E: Sample Summary Chart  |
| Send confirmation letter to each registered student after receiving registration form   | Jan - Apr   | Appendix J: Sample BUZZZ Chair Letter   |
| Prepare District Spelling Bee sign-in form with participant names in alphabetical order   | May -Jun    | Appendix L: Sample Sign-in Sheet  |
| Prepare name tags with names, school and Rotary Club  | May -Jun    | District Conference Coordinator   |
| Order medals for participants and trophies for top three winners (each student receives a medal)  | May -Jun    | Walt Sickie, PDG  |
| Prepare/copy word lists (2 copies) for Word Announcer and Judge   | May -Jun    | Packet of word lists  |
| Prepare Certificates for each student winner (optional).  | May -Jun    | Appendix M: Sample Certificate  |
| Prepare program that identifies the Club winners, school and sponsoring Rotary Club   | May -Jun    | Appendix N: Sample Program  |
| Arrange for a group picture and the top three winners   | May -Jun    | Conference Photographer   |
| Prepare newsletter article about the District Spelling Bee.   | Jun -Jul    | NA  |
| Prepare summary Report  | June - July | Appendix O: Summary Report  |

## On the Day of the District Spelling Bee

With all the preparations having been completed, THE BUZZZ Chair will orchestrate the activities on the day of the District Spelling Bee. It's advisable to have a few fellow Rotarians to help with student registration and directing the parents, family and friends to the seating areas. The first two rows of chairs in the audience are reserved for the students who misspell a word. Students after registering will be direct to the seating area for the competition. It's suggested that the students be arranged alphabetically from left to right.

The sequence of activities is as follows:

1. All participants must register first before going to their designated seating.
2. The emcee will direct the students to their seats for the spelling bee (others may also help).
3. The emcee will welcome everyone and have each participant introduce themselves. The emcee/Buzzz Chair will present a medal to each participant after they introduce themselves.
4. The emcee will review the rules with the participants.
5. The emcee will introduce each participant as they go to the podium for their turn.
6. The word announcer will select the word for each student from a sequence of word lists arranged from easiest to difficult.
7. The judge will make sure that each student follows the guidelines for the spelling bee and confirms that the word is spelled correctly or not.
8. If the participant correctly spells the word, the emcee will direct them back to their seat. If in error the participant will be directed to the seats reserved for elimination.
9. This process is repeated until all participants have the opportunity to spell a word. This would conclude round one.
10. This process is repeated for round two for all participants not eliminated in round one.
11. New rounds are conducted until the top three participants are identified.
12. New series of rounds will be conducted until there are only two participants.
13. When there are only two participants left each has to correctly complete the spelling of the word. If both spell or misspell their word then they continue to another round. This will continue until one participant correctly spells a word and the other misspells their word.
14. When the competition is finished the emcee will announce the top three winners and present them with an award.
15. Emcee/BUZZZ Chair distributes Certificates to participants.

This sequence of activities can be adjusted as needed to accommodate a larger number of students from the merged Districts.

## Follow up Activities

After the District Spelling Bee is completed there are a few tasks to complete. From Chart 3 these include:

- Prepare article for the District Newsletter identifying the top three winners and photos of the winners and a group picture.

- Prepare summary report.

The above information attempts to cover the many tasks to be addressed in implementing the District Spelling Bee. These can be adapted to meet changing demands on the program.

## Appendix A: Sample Letter Announcing *The Buzzz* Program

This letter is a sample for introducing the *The Buzzz* Program to Rotary Clubs. It is the initial letter sent to the Presidents to invite Clubs to explore the possibility of sponsoring a dictionary distribution activity, a spelling bee activity or both.

It is a generic form that *The Buzzz* Chair can update each year by changing the highlighted language. The Chair can also change the language of the letter as deemed appropriate.

## THE BUZZZ

ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM



October 15, 2019

Dear Presidents,

Welcome to this year's dictionary distribution and spelling bee competition! We are entering into our 6th competitive event since the initial program began in 2014. Last year we had 22 students from the Pittsburgh metro area participating in the competition at Seven Springs. We hope to promote/encourage more Clubs in sponsoring the Spelling Bee competition this year. The program is one way that we can promote literacy here in our communities. Attached is an *Expression of Interest* form that provides information on the activities a Club wishes to support.

Please discuss this opportunity in your club and email your Expression of Interest to *The Buzzz* Chair. General information is provided on the second page on how to initiate the spelling bee competition. Besides the competition we encourage Clubs to support the local schools by providing dictionaries to the third-grade students participating in the competition. Details of what and how to conduct the spelling bee program will be sent/made available once your club confirms their interest.

Should one have a question please do not hesitate to contact me!

Yours in Rotary Service,

[Insert name]

Chair, The Buzzz Program

Address: [Insert address]

Mobile: [Insert phone number]

Email: [Insert email address]

## Appendix B: Sample Guidelines for Club Sponsored Dictionary and Spelling Bee Competitions

The following guidelines are in a generic form that can be used every year. However, some of the information will change from year to year and is highlighted in yellow. The Buzzz Chair is responsible for updating the information for the new Rotary Year before sending to the Rotary Club Presidents. The first dictionary and spelling bee activity was initiated in the 2013/14 Rotary Year, so the first District Spelling Bee was held in June of 2014, so the 2019 District Spelling Bee was the 6<sup>th</sup> year for the competition.

The form provides a brief guide to the dictionary distribution and spelling bee activities. A more detailed account is provided in *THE BUZZZ Implementation Manual* under Phase Two of the Program. The Club Chair is responsible for coordinating the activities at the club level.

**THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



**ROTARY DISTRICT 7305 THIRD GRADE DICTIONARY AND SPELLING BEE PROGRAM**

Rotary District 7305 following from this initiative beginning in 2013 under District 7300 is, for the seventh year in a row, is sponsoring a District-Wide Third Grade Dictionary Distribution and Spelling Bee. The District Spelling Bee will take place from 1:45 to 3:15 PM on Saturday, May 11, 2019, at our Annual District Conference which will be held at Seven Springs Mountain Resort in Champion, PA.

The purpose of the program is to promote, not only, literacy but also public speaking. In addition, we want to recognize and celebrate the accomplishments of these students who are very talented and who obviously work very hard to make their schooling and education important and successful.

In preparation for this annual event, we are encouraging each one of our District's 80+ Rotary Clubs to conduct a third grade Dictionary Distribution and/or sponsor a Spelling Bee in their local school district(s).

The Dictionary Distribution activity is a club-initiated program where every third-grade student in a school, multiple schools or a school district receives a complimentary dictionary donated by their local Rotary Club. In many cases this distribution is done by members of that club at the particular school(s) in cooperation with the staff and teachers of the school on a pre-determined day and time.

One source for purchasing dictionaries is "The Dictionary Project" in Charleston, SC. They offer a 524-page paperback entitled "The Student's Dictionary" that not only has a huge number of word definitions but also other information on a variety of topics for third grade students. This particular dictionary comes in cases of 24 for \$72 including shipping. Order on their website [wordpower@thedictionaryproject.org](mailto:wordpower@thedictionaryproject.org).

The Spelling Bee requires cooperation and some planning by the teachers and staff of the school with the local Rotary Club providing assistance as needed. Local clubs determine the monetary awards for the local winner(s). The winners of each of the Rotary Club sponsored spelling bees will then be invited to participate in the May 11 District-wide Spelling Bee at Seven Springs. More details are covered under Phase Two in The Buzzz Implementation Guidelines.

The First-Place winner of the District Spelling Bee will receive a \$500 prize, the Second-Place student will receive a \$250 prize and the Third-Place student will receive a \$125 prize.

Attached is an *Expression of Interest* form for The Buzzz program. If your club plans to conduct either or both of these activities please fill out the form, scan or take a picture and send a copy to the contact info at the end of this letter

Thank you very much for your interest in this very worthwhile program!

Chair: [Insert Name]  
Mobile: [Insert Phone Number]  
Email: [Insert Email Address]  
Address: [Insert Address]



## Appendix C: Club Expression of Interest for THE BUZZZ

This form is provided for Rotary Clubs to indicate their interest in supporting a dictionary distribution activity, a spelling bee activity or both. Club Chairs can copy the form, complete the requested information and send to The Buzzz Chair. The form should be sent by the **end of December**.

The form has fillable response boxes, so that one can complete the form on the computer and send by email. For those without a computer the form can be copied, completed and mailed to The Buzzz Chair.

**THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



Expression of Interest for THE BUZZZ

Name of Club:

President:

Club Chair:

Club Chair Phone:

Club Chair Email:

We are interested in supporting the following school(s):

**Name of School(s):**

**In School District:**

For Dictionary Distribution

Yes

No

For Spelling Bee

Yes

No

Number schools:

Number of third grade classes:

Number of Dictionaries:

Number of students:

## APPENDIX D: LETTER FOR CLUB CHAIR

Once THE BUZZZ Chair is informed of the Rotary Club's Chair, he/she should acknowledge receipt of the Letter of Interest and send this welcome letter. THE BUZZZ Chair needs to update the letter as highlighted.

## THE BUZZZ

ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM



[Insert Date]

Dear Club Chair,

Thank you for volunteering to support THE BUZZZ Program! Your efforts contribute to your community by providing youth with a positive experience that is challenging as well as contributing to their development. The responsibility of the Club Chair is to work with a local school(s) in coordinating the dictionary distribution and/or spelling bee. Enclosed with this letter is the Guideline for Clubs to implement both of these activities. If one needs further assistance please contact me. Additionally, the Guidelines for the Club spelling bee winner(s) are attached so that the Club Chair understands what the students can expect at the **District Spelling Bee**.

Your experience in implementing the program at the club level is very important. As such please consider yourself as a member of the District's THE BUZZZ Committee. There are no formal meetings, but your inputs can contribute to the further development of the program. As one implements one or both activities your experiences are helpful in understanding the problems or issues that may arise. We can then better address these when we are aware of a particular issue. Also, any suggestions that would improve the program are welcomed.

On behalf of District 7305, we wish you much success in implementing THE BUZZZ Program. Again, any questions or concerns will be address as needed.

In your service,

[Insert name]

THE BUZZZ Chair

[Insert Address]

[Insert Phone Number]

[Insert Email Address]

## Appendix E: Sample second letter to Clubs

### **THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



[Insert Date]

Dear Presidents and Club Chairs,

The excitement is building as clubs begin to engage with schools in dictionary distribution and conducting spelling bees. The opportunity to encourage young minds is very important today as there is competition for their attention from non-educational activities such as video games on smartphones and gaming systems. As Rotarians, we are taking a leadership role in reaching out to youth in a way that will be a positive influence on their lives and their future.

Now is the time to finalize your plans for the dictionary distribution and/or spelling bee competition. Some Clubs may have already distributed the dictionaries while others are planning to complete this activity. For those Clubs sponsoring a Spelling Bee Competition please try to have the competition completed before the end of April. We need to send congratulatory letters and receive responses from the parents of those students who will compete at the District Spelling Bee.

The guidelines for the Club-sponsored dictionary distribution/spelling bee were sent with the first letter and are included in this mailing as well. Additionally, so that everyone will know what to expect at the **District Conference competition**, these guidelines are also included. Once a winner is recognized please forward the information to the Chair so that the congratulatory letters can be prepared and sent. So that the winners of the spelling bee competitions can prepare for the District competition, a sampling of words is enclosed.

If anyone has a question or concern please contact me.

Yours in service,

[Insert Name]

Chair, THE BUZZZ

Address: [Insert]

Mobile: [Insert]

Email: [Insert]

## Appendix F: Role of BUZZZ Program Leadership

The following descriptions are intended to be as a general guide for the leadership team and may be extended if it is deemed appropriate.

**THE BUZZZ Chair:** The Chair has the responsibility to organize, plan and implement the THE BUZZZ Program based on the Implementation Guidelines. This includes: 1) informing clubs of the program and club guidelines, 2) summarize the list of winners and send a congratulation letter with the DG congratulation letter and list of sample words to the Club Chairs for delivery to the student/parents, and 3) oversee the District Spelling Bee.

**Club Chair:** Is responsible for obtaining support from Club members for the Dictionary Distribution and/or the Spelling Bee (this includes funding the activities). The Chair would work with a local school, several local schools or all schools in a school district. Confirmation from school officials and the coordinating teacher is essential to assure the success of the program. The Club Chair needs to inform THE BUZZZ Chair of the winner(s) including the school/ school district and Rotary Club sponsoring the student. The Club Chair will also be considered a member of THE BUZZZ Committee.

**Emcee:** Will welcome students, parents and friends to THE BUZZZ. He/she will coordinate the activities on stage including the awarding of medals (by THE BUZZZ Chair), introducing the Word Announcer and Judge, directing the students to the microphone and at the conclusion of the spelling bee announce the winners.

**Word Announcer:** Will be given five lists of words. He/she will select a word from the list for each student. The first list of words will be simple and serves to relax the students. The second list of words will be the sample words the students received for practice. The third, fourth and fifth will be words in ascending difficulty.

**Judge:** Will ascertain the students follow the guidelines for the District Spelling Bee and will inform the student if they misspell the word.

## Appendix G: Sample Club Reporting Form

The Club Chair can use this form to inform THE BUZZZ Chair of the winner(s) of the Club Spelling Bee. Since each Club decides on the number of schools to support, the form provides space for multiple school winners.

For single school spelling bee use line 1 to report the winner.

For multiple school spelling bees use as many lines as needed. If more than 8 schools add additional lines

For a school district spelling bee list all schools participating, but only one winner next to their school.

The address is needed so that THE BUZZZ Chair can prepare letters for the winners.

**THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



## Rotary Club Spelling Bee Winner Report

Rotary Club Name:

Spelling Bee Approach (circle or highlight your Club's approach):

Single school

Multiple Schools

School District: [Insert Name]

| # | School Name | Date | Winner Name | Winner Address |
|---|-------------|------|-------------|----------------|
| 1 |             |      |             |                |
| 2 |             |      |             |                |
| 3 |             |      |             |                |
| 4 |             |      |             |                |
| 5 |             |      |             |                |
| 6 |             |      |             |                |
| 7 |             |      |             |                |
| 8 |             |      |             |                |



## Appendix H: Summary Chart of Local Spelling Bee Winners

THE BUZZZ Chair can use this form to list the winners and their contact information. The Rotary Club and the Club Chair information are also included on the form. It is very useful to keep track of the club spelling bees as well as recording the winners.

For Clubs sponsoring a dictionary distribution activity one can footnote the school and list the dates and number of dictionaries. See the 2019 Summary Chart provided below.



**EXAMPLE: 2019 DISTRICT THIRD GRADE SPELLING BEE – MAY 11 – SEVEN SPRINGS DISTRICT CONFERENCE- STUDENTS**

| <b>Club Awardees</b> |                   |   |                     |                               |  |   |
|----------------------|-------------------|---|---------------------|-------------------------------|--|---|
| <b>Last Name</b>     | <b>First Name</b> | <b>Contact Info</b>   | <b>Club Contact</b> | <b>Rotary Club</b>            | <b>School/<br/>District</b>  | <b>Club Contact Info</b>                                  |
| Arnstein             | Luke              | Beth Arnstein<br>122 Heathmore Ave<br>Pittsburgh, PA 15227<br>412-588-5993<br><a href="mailto:Bth_koenig@yahoo.com">Bth_koenig@yahoo.com</a><br>Joseph.arnstein@pirates.com | Lisa R. Hurley      | Pleasant Hills <sup>4</sup>   | Brentwood<br>Elem. School<br>District                              | 412.655.3430<br>412/848-0473<br>lisa@angeloassociates.com |
| Blessing             | Michael<br>Ryan   | Evelyn Charles<br>35 Highland Rd, Apt 1303<br>Bethel Park, PA 15102.<br>412-587-1366<br>meetlyne@gmail.com  | Bonnie Pierce       | Bethel Park                   | Bethel Park<br>May 9*  | Bpierce2352@gmail.com                                     |
| Brown                | Isaac             | Dr. Charles and Julie Brown<br>1026 Third Avenue,<br>Elizabeth, PA 15037<br>Mom's mobile 412-405-<br>8322, Home 412-253-3231<br>browniemae2013@yahoo.com                    | Lisa R. Hurley      | Pleasant Hills <sup>4</sup>   | St. Elizabeth  | 412.655.3430<br>412/848-0473<br>lisa@angeloassociates.com |
| Clapperton           | Kiley             | Lee West, Grandmother<br>603 Bluff Street<br>Bridgeville, PA 15017<br>412-853-2483.   | Patty John          | Carnegie/Collier <sup>2</sup> | Carnegie Elem.   | 412-916-4953<br>pattyjohn23@gmail.com                     |
| DeCola               | Emilia            | 116 Stafford Dr<br>McKees Rocks, PA 15136<br>melissadecola@hotmail.com<br>717-968-0406  | Jim Nagorski        | Crafton/Ingram                | Carlynton<br>Elem<br>Montour Elem<br>St. Philip's<br>School Mar 13 | jenagorski@gmail.com                                      |

|          |            |   |   |                             |                                     |  |
|----------|------------|---|---|-----------------------------|-------------------------------------|--|
| DeFelice | Pierre     | Jill C DeFelice<br>79118 Jefferson Ave.<br>Greensburg, PA 15601<br>814-233-9796<br>Jillcg91@yahoo.com   | Lana Al- Amin<br>Som SharmaP:<br><u>Genevieve</u><br><u>Oduor</u> | Monroeville                 | Divine Mercy<br>Academy Apr<br>24   | <a href="mailto:lanahoward2004@yahoo.com">lanahoward2004@yahoo.com</a> 412-360-5003<br><a href="mailto:sohum1@gmail.com">sohum1@gmail.com</a><br>P: <a href="mailto:Genevieve.oduor@stbank.net">Genevieve.oduor@stbank.net</a><br>(412) 420-9822 |
| Enick    | Riley      | Becky Enick<br>169 Robinson Dr.<br>Pittsburgh, PA 15236<br>412-400-8952<br>beckyenick@gmail.com   | Lisa R. Hurley  | Pleasant Hills <sup>4</sup> | West Jefferson<br>Hills             | 412.655.3430<br>412/848-0473<br>lisa@angeloassociates.com  |
| Honko    | Aaron      | Tony Honko (father)<br>152 Thornberry Drive<br>Pittsburgh, PA 15235<br><a href="mailto:Tony.Honko@gmail.com">Tony.Honko@gmail.com</a>             | Guy Russo   | Forest Hills                | East Catholic<br>Mar 29             | <a href="mailto:guyruss.russo@gmail.com">guyruss.russo@gmail.com</a>   |
| Hopkins  | Jaton Jr.  | Jaton Hopkins<br>245 Berkely Avenue,<br>Pittsburgh, Pa. 15221<br>412-320-3419<br>JATonHopkins@gmail.com   | Karen Lantz   | Penn Hills                  | Penn Hills <sup>1</sup> ,<br>Apr 30 | <a href="mailto:karenlantz1@gmail.com">karenlantz1@gmail.com</a>   |
| Hyrb     | John       | Douglas & Amy Hyrb<br>641 Sagewood Drive<br>Venetia, PA 15367<br>412-973-5382 Or 334-3888   | Barbara Piconi  | Bethel-St. Clair            | St. Louise de<br>Marillac           | <a href="mailto:bpiconi@aol.com">bpiconi@aol.com</a>   |
| Jackson  | Rhay 'Nyan | Shayla Wilkerson<br>419 Pleasant Hill Rd<br>McKees Rocks, PA 15136  | Rachel Friedrick  | Pittsburgh                  | Urban<br>Pathways                   | <a href="mailto:Rachel.friedrick@gmail.com">Rachel.friedrick@gmail.com</a>   |
| King     | Charles    | Jennifer Flanagan & Jeffrey<br>King, 150 Oliver Ave,<br>Emsworth, PA 15202<br>Jen 412-780-6352  | Stu Benson  | North Boroughs              | Avonworth<br>Elem.<br>May 6**       | 2116 Grandeur Dr, Gibsonia, PA<br>15044-7498, 412-491-1586<br><a href="mailto:stubenson3@gmail.com">stubenson3@gmail.com</a>   |
| Kustra   | Nathan     | Leigh Ann Kustra<br><a href="mailto:lkustra@hiotmail.com">lkustra@hiotmail.com</a><br>328 McIntosh Drive,<br>Moon Twnsp, PA 15108<br>412-452-1543 | Andy Keppel<br>Donna Belas  | Moon <sup>5</sup>           | Moon<br>Elementary<br>School        | <a href="mailto:andy@keppel-insurance.com">andy@keppel-insurance.com</a><br>Andy: 412-264-8072<br><a href="mailto:dbelas@verizon.net">dbelas@verizon.net</a>   |

|            |          |  |                                      |                             |  |  |
|------------|----------|--|--------------------------------------|-----------------------------|--|--|
| Marchionda | Claire   | Jodi Marchionda<br>8 Ann St., Ambridge, PA<br>15003, 724-266-1555  | Walt Sickles<br>P: Steve Roberts     | Ambridge <sup>6</sup>       | 8 classroom SB<br>& community<br>wide Apr 4                    | Walt.rotarydg@yahoo.com<br>P:<br>steverobertsambridge@gmail.com              |
| Melius     | Samantha | Lindsay and Aaron Melius<br>924 Fawcett St.<br>Coraopolis, PA 15108<br>814-241-0622<br>lmelius33@gmail.com   | Andy Keppel<br>Donna Belas           | Moon <sup>5</sup>           | Cornell<br>Elementary<br>School                                | andy@keppel-insurance.com<br>Andy: 412-264-8072<br>dbelas@verizon.net        |
| Nicholson  | Aydin    | Erem Nicholson<br>4212 Remington Dr.<br>South Park, PA 15129<br>erems@hotmail.com  | Lisa R. Hurley                       | Pleasant Hills <sup>4</sup> | South Park   | 412.655.3430<br>412/848-0473<br>lisa@angeloassociates.com                    |
| Norkevicus | Sydney   | Melanie Norkevicus<br>328 E. Garden Road<br>Pittsburgh, PA 15227<br>412-726-9075<br><a href="mailto:stupidgirl132@yahoo.com">stupidgirl132@yahoo.com</a> | Lisa R. Hurley                       | Pleasant Hills <sup>4</sup> | Elroy Elem.<br>Brentwood                                       | 412.655.3430<br>412/848-0473<br>lisa@angeloassociates                        |
| Porter     | Michael  | Lamont Porter & Roberta<br>Spenser, 1517 Woodward<br>Ave, McKees Rocks, PA<br>15136, 412-759-6667, 412-<br>759-4226                                      | Megan Hinds<br>P: Michelle<br>Foster | Gtr. McKees<br>Rocks        | Sto Rox, Mar<br>27   | meaton@ohiovalleyhospital.org<br>michelle@oliviasbanquet.com                 |
| Rangan     | Iyengar  | smithams.80@googlemail.c<br>om.<br>Raghu Iyengar, 413<br>Anawanda Ave., Pittsburgh,<br>PA 15228<br>412-551-9890  | Melissa Fuson                        | Dorm./Mt. Leb./<br>C. Shan. | <b>Mt Lebanon</b><br>Elem. and St.<br>Bernard<br>School Feb 23 | mkgfuson@gmail.com   |
| Shimko     | Dessa    | Willian & Kat Marie Shimko<br>3270 Orleans St.,<br>Pittsburgh, PA 15214<br>Bill 412-874-9561<br>Kat: 412-874-9271  | Danielle<br>Staresnic                | Lawrenceville               | Pittsburgh<br>Montessori<br>School                             | danielle.staresnic@gmail.com   |
| Weagley    | Cooper   | Maggie and Brian Weagley<br>254 Rock Run Road  | Donna Shultz<br>P: Cheryl Farrel     | Elizabeth <sup>3</sup>      | Elizabeth<br>Apr 11  | <a href="mailto:dlsbosslady@aol.com">dlsbosslady@aol.com</a><br>412-384-7894 |

|  |  |   |               |  |  |   |
|--|--|---|---------------|--|--|---|
|  |  | Elizabeth, PA 15037<br>412-872-4524<br>maggiew1@verizon.net | 412-427-0858n |  |  | <a href="mailto:clfmvd@icloud.com">P: clfmvd@icloud.com</a> |
| 1 Linton Middle School 7 PM April 30 winners of the 12-3 <sup>rd</sup> grade classroom competitions                |  |   |               |  |  |   |
| 2 Provided dictionaries early in the year for Carnegie Elem. and Chartiers Valley later in the year                |  |   |               |  |  |   |
| 3 Distributed Dictionaries as well   |  |   |               |  |  |   |
| 4 Dictionary Distribution: 102 Brentwood, 150 South Park, 12 St. Elizabeth, 260 West Jefferson Hills for 524 Total |  |   |               |  |  |   |
| 5 Distributed dictionaries to all third grades Moon School District and Cornell School District                    |  |   |               |  |  |   |
| 6 All 3 <sup>rd</sup> grade students in the Ambridge School District received a dictionary                         |  |   |               |  |  |   |
| * 6:30 PM Neil Armstrong Middle School, Bethel Park, 5800 Murray Avenue<br>Bethel Park, PA 15102                   |  |   |               |  |  |   |
| ** May 6, 6:30 PM 1320 Roosevelt Rd. Pittsburgh, PA 15237  |  |   |               |  |  |   |



Street Address, City, State & Zip

Email Address



## Appendix I: Student Guidelines for District Spelling Bee

These guidelines will help the local Club Spelling Bee winners prepare for the District Spelling Bee. Since each school developed its own rules for their spelling bee, it is important that the participants in the District Spelling Bee become familiar with these rules. This guideline will be given to the Club Chairs for distribution to the winners/parents of the local school spelling bees.

**THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



## **ROTARY DISTRICT 7305 Third Grade Spelling Bee Rules**

The Rotary International District 7305 Third Grade Spelling Bee championship finals shall be an oral competition, with elimination on a “miss-and-out” basis in the traditional Spelling Bee manner. Third Graders are eligible to compete if they won a Spelling Bee sponsored by a Rotary Club in District 7305 during the **2019-2020** school year and have been registered along with parental permission.

During the competition, the pronouncer will **say the word to be spelled by the contestant, use it in a sentence and then say the word again**. The **contestant** may request the pronouncer to define the word and/or re-pronounce the word and/or repeat the sentence that was previously stated in which the word was used. The pronouncer shall grant that request one time.

The contestant shall pronounce the word **both before and after** spelling it. If the contestant fails to do so, the pronouncer or the judge may prompt the contestant to pronounce the word both before and after spelling it, but only one time. A second failure to do so will result in the contestant being disqualified.

THE JUDGE MAY DISQUALIFY ANY CONTESTANT WHO IGNORES A REQUEST TO BEGIN SPELLING THEIR WORD ONCE 20 SECONDS HAVE PASSED. THE JUDGE MAY DISQUALIFY ANY CONTESTANT WHO IS BEHAVING IN AN INAPPROPRIATE MANNER THAT DISTRACTS OTHER CONTESTANTS. IN THIS CASE, THE JUDGE MUST FIRST PROVIDE AN ORAL WARNING.

Having started to spell a word, a contestant may stop and start over, retracing the spelling from the beginning, but in the retracing there can be no change of letters and their sequence from those first pronounced. If letters and their sequences are changed in the respelling, the contestant will be disqualified. Upon missing the spelling of a word, the contestant immediately drops out of the contest and shall move to the front row in the audience section of the auditorium. The next word on the pronouncer’s list will then be given to the next contestant.

When the contestants have been reduced to two, the elimination procedure changes. At that point, when one contestant misspells a word, the other contestant shall be given an opportunity

to spell **that same word**. If the second contestant spells that word correctly and the next word on the pronouncer's list, then that contestant shall be declared the winner.

If one of the last two contestants misses and the other, after spelling the word correctly, misspells the new word that is submitted, the misspelled new word shall be referred to the first contestant. If the first contestant succeeds in spelling that word correctly and then spells the next word on the pronouncer's list, that contestant shall be declared the winner. If, however, both contestants misspell the same word, both shall continue in the contest. The elimination process may continue for several rounds until one contestant is clearly the winner.

*The American Heritage Dictionary of the English Language*, 5<sup>th</sup> edition, shall serve as the final authority for the spelling of words. If a word has two or more accepted spellings, only the spelling set in boldface blue type may be accepted. Variant spellings are acceptable (e.g. "rhyme" and "rime"). Words having the labels archaic and obsolete and regional labels ((such as North, Midland, South, Brit(ish) and Irish)) will not be accepted as correct.

Contestants can protest a decision until it is her/his turn again. The pronouncer and the judge are in complete control of the Spelling Bee. Their decision is final on all questions. Contestants are the only ones that are allowed to lodge a protest or raise an objection.

Members of the audience are not permitted to address the pronouncer or the judge during the contest.

Contestants shall use the microphone and face the pronouncer and the judge.

For further questions about these rules please contact THE BUZZZ Chair.

[Insert Name]

The Buzzz Chair

Address: [Insert address]

Email: [Insert email address]

Mobile: [Insert phone number]

## Appendix J: Sample congratulation letter from The Buzzz Chair

### ***THE BUZZZ***

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



### **CONGRATULATIONS ON WINNING THE SPELLING BEE FOR YOUR SCHOOL WHICH WAS SPONSORED BY YOUR LOCAL ROTARY CLUB!**

The Rotary District 7305 Spelling Bee is scheduled for [insert date], from 1:45 – 3:15 PM in the [location] of the [insert venue with address]. You are cordially invited to participate and to bring family members, friends and your teacher.

Please plan to arrive between 1:15 and 1:30 PM to register at the Spelling Bee table in the [location]. There you will receive a name badge and instructions as to where you should sit on the stage. Please remember to use the restroom before the Spelling Bee begins.

Contestants who misspell a word will be asked to sit in the front row of the audience until the Spelling Bee concludes. Once the program is over, there will be an opportunity to take pictures. Punch and cookies will be served after the Spelling Bee.

Three prizes will be awarded: \$500 for First Place, \$250 for Second and \$125 for Third.

Please find attached a congratulatory letter from the District Governor with the official registration form. Please have your parent fill out the form and either send to the Rotary Club Spelling Bee Chair or send to THE BUZZZ Chair. A scanned copy of the form or picture can be sent by email. A word list and the student guidelines for the Spelling Bee are also enclosed. Please note that the word list is a list of SUGGESTED words only, and may not be the actual list of the words that will be used that day. Words will range in difficulty from third grade words to fifth grade words.

If you are not able to attend, please let your local Rotary Club Spelling Bee Chair and us know so that we can invite the runner-up from your school's Spelling Bee.

We look forward to meeting you and your guests at [insert date] on Saturday, [insert date].

GOOD LUCK!!!

[insert Name]

Chair: THE BUZZZ

[insert address]

[insert Email]

## Appendix K: Sample words for Club Spelling Bee winners

### ***THE BUZZZ***

***ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM***



### Sample Words for Finalist

The following list of words are offered here as a sample of the types of words a student could encounter during the District Spelling Bee Competition. Teachers are encouraged to offer additional resources for finalist to practice.

GIRAFFE – A Giraffe has a very long neck.

LANTERN – A lantern is a light that you can carry.

ETERNITY – An eternity is a very long time.

HORIZON – The sun sets over the horizon.

GANGSTER – A gangster is not a very good person.

TISSUE – You can wipe your nose with a tissue.

CALENDAR – A calendar shows the months of the year.

VEIL – A bride usually wears a veil over her face.

SESSION – It was nearly Noon when the session ended.

LAWYER – Our lawyer helped us when we had a legal problem.

AILMENT – I did not feel well when I had an ailment.

GIGGLE – When I hear a funny joke, I giggle.

JOLT – You sometimes feel a jolt when it thunders.

POSITIVE – You should be positive that your answer is correct when taking a test.

MENU – A menu shows what there is to eat at a restaurant.

OASIS – An oasis is most often found in a desert.

LILAC – A lilac is a very pretty flower.

CARNIVAL – I love to play the games at a carnival.

BOOTH – When I go to Kennywood Park I get lunch at a food booth.

CONCLUDE – When writing a sentence we conclude with a period.

RENEWAL – It is time for a renewal when your magazine subscription runs out.

VOLUNTARY – The Rotary Club is a voluntary organization.

BOUNCE – I love to bounce on a trampoline.

NEPHEW – Bobby is my nephew.

MICROPHONE – A microphone makes it easier to hear someone who is speaking.

COMPLEX – Something that is complicated is said to be complex.

SAUCER – A teacup usually sits on a saucer.

WREN – A wren is a small bird.

MERGE – On a highway two lanes very often merge into one lane.

ISSUE – The latest issue of my favorite magazine just arrived.

OUCH – I said “ouch” when I cut my finger.

POSTURE – If you stand up straight you are said to have good posture.

SKETCH – My friend loves to sketch pictures.

BUTCHER – My father is a butcher at the grocery store.

CLARINET – My sister is very good at playing the clarinet.

LAUNCH – I love to watch when they launch a rocket.

CHIMNEY – The smoke from our fireplace goes up the chimney.

LOGICAL – Something that makes sense is logical.

RACCOON – A raccoon is a cute animal.

TAUGHT – Our teacher taught us how to spell.

ERUPTION – Hawaii has a volcano eruption going on now.

FOULED – At the baseball game the batter fouled out.

ENDURE – Sometimes you must endure a little pain but it goes away.

ISOLATION – When a person is alone, they are in isolation.



## Appendix M: Sample Certificate

If the Buzzz Chair wishes, certificates can be given to each of the participants at the District Spelling Bee or just the winners of the District Spelling Bee. This is an optional activity, but would be another way to reaffirm the students' outstanding effort.



**THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



# Certificate

Awarded to

Name of recepient

In recognition for winning the Spelling Bee at

Name of School

Sponsored by the

Name of Sponsoring Rotary Club

## Appendix N: Sample District Spelling Bee Program

To inform the participants, family, friends and Rotarians, the program provides a summary of the participants, their school and the sponsoring Rotary Club. The following sample is provided for consideration by the Buzz Chair. The format can be further developed as the number of participants increases over the years.

**THE BUZZZ**

**ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM**



## District Spelling Bee Program

On behalf of Rotary District 7305 we welcome students, families and friends to the 7<sup>th</sup> Annual District Spelling Bee. The program was initiated in 2014 as a way to promote literacy in southwestern Pennsylvania. We wish each participant great success in the competition.

|     | School Winner | School | Sponsoring Rotary Club |
|-----|---------------|--------|------------------------|
| 1.  |               |        |                        |
| 2.  |               |        |                        |
| 3.  |               |        |                        |
| 4.  |               |        |                        |
| 5.  |               |        |                        |
| 6.  |               |        |                        |
| 7.  |               |        |                        |
| 8.  |               |        |                        |
| 9.  |               |        |                        |
| 10. |               |        |                        |
| 11. |               |        |                        |
| 12. |               |        |                        |
| 13. |               |        |                        |
| 14. |               |        |                        |
| 15. |               |        |                        |
| 16. |               |        |                        |
| 17. |               |        |                        |
| 18. |               |        |                        |
| 19. |               |        |                        |
| 20. |               |        |                        |

## Appendix O: The Buzz Summary Report

With the conclusion of the District Spelling Bee, The Buzz Chair prepares a summary report that provides information about the outcome of that year's program. The Summary List on which the winners of the local spelling bees were recorded will provide the necessary information for this report.

## *THE BUZZZ*

*ROTARY DISTRICT 7305 THIRD GRADE  
DICTIONARY/SPELLING BEE PROGRAM*



### SUMMARY REPORT FOR [Insert Year]

Total Number of Rotary Clubs Sponsoring a Dictionary Distribution Activity:

Total Number of Rotary Clubs Sponsoring a Spelling Bee Activity:

Total Number of Rotary Clubs Sponsoring Both Activities:

Total Number of Schools Involved with a Dictionary Distribution Activity:

Total Number of Schools Involved with a Spelling Bee Activity:

Total Number of Schools Involved with Both Activities:

Total Number of Classrooms Involved with a Dictionary Distribution Activity:

Total Number of Classrooms Involved with a Spelling Bee Activity:

Total Number of Classrooms Involved with Both Activities:

Total Number of Students Involved with a Dictionary Distribution Activity:

Total Number of Students Involved with a Spelling Bee Activity:

Total Number of Students Involved with Both Activities:

Total Number of School Districts Supporting a Spelling Bee:

Total Number of Club Sponsored Spelling Bee Winners:

#### Winners of the District Spelling Bee Competition

First Place:

Second Place:

Third Place: