

Kalakaua Middle School Spelling Bee Timeline

August/September:

- Register for bee at spellingbee.com
 - Scripps will not accept PO. Allow time for a check to be cut and sent. Check with principal to determine funding source.
- Prepare and distribute materials for classroom
 - Includes *Classroom Bee Procedures and Rules*, *Practice Round Words*, and *Classroom Pronouncer Guide* (for current year). Available through Scripps once the school has been registered.
- Set date for school spelling bee on master calendar

October:

- ELA teachers conduct classroom bees. Email names of winners to spelling bee coordinator.
- Prepare materials for school bee
 - *Sign-in list for spellers*
 - *Numbers for spellers*
 - *School Pronouncer Guide*, available through Scripps once the school has been registered
 - 4 copies, for pronouncer and judges
 - *Parent Invitation*, for parents of spellers
 - *Speller Hall Pass*
- Secure pronouncer and 3 judges
- Secure student/teacher helpers:
 - To assist with sign-in and seating of spellers

November:

- 1-2 weeks before bee
 - Meet with pronouncer and judges.
 - Request assistance from custodians for set-up and clean-up
 - Request assistance from tech teacher with broadcasting bee
- Day of the bee
 - Set up
 - Conduct bee
 - Clean up

December:

- School champions study independently and/or with assistance from bee coordinator/ELA teacher

January/February:

- Attend district bee with school champions

March:

- Attend state bee