



ARIZONA EDUCATIONAL FOUNDATION SPELLING BEE - 2012

The Arizona Educational Foundation (AEF) is honored to present the Arizona State Spelling Bee. Spelling bees are a great American tradition; AEF believes that this is an excellent way to promote and honor academic achievement and excellence.

Before a speller competes at the state level, he or she must win preliminary bees at the classroom, school, district and county/regional levels. See page 4 of this document. **IMPORTANT NOTICE: In order to be eligible to compete in the Arizona State Spelling Bee and all County and Regional Bees, the student's school must be enrolled with Scripps Corporation in the National Spelling Bee program at www.spellingbee.com between August 16, 2011 and October 17, 2011. The per-school fee is \$109 if paying by credit card; if paying by check the per-school fee is \$109 plus \$7.50. Late enrollment takes place between October 17 and December 10, 2011; a \$75 late fee above and beyond the \$109/school enrollment fee applies and credit card is the only acceptable method of payment.**

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 24, 2012 at Eight/Arizona PBS, 555 N. Central Avenue, Phoenix 85004. The winner of the Arizona Spelling Bee will represent Arizona at the Scripps National Spelling Bee in Washington, D.C. in late May or early June 2012.

Please read the following information carefully before beginning work on your bee. If you have questions, call your county/regional coordinator or the Arizona Educational Foundation (480) 421-9376. Visit our website to find a list of county and regional coordinators and other important links.

WHO COMPETES

The Spelling Bee program is a series of competitions to select the top 27 spellers in the state. These top spellers will compete in the Arizona Educational Foundation State Spelling Bee to determine who will represent Arizona in the Scripps National Spelling Bee. **IMPORTANT NOTICE: In order to be eligible to compete in the Arizona State Spelling Bee and in all County and Regional Bees, the student's school must be enrolled (the fee per school is \$109 + \$7.50 if paying by check) with Scripps in the National Spelling Bee program at www.spellingbee.com by the October 17, 2011 deadline.**

An Arizona student is eligible to compete if he/she has not passed beyond the eighth grade on or before February 1, 2012, and has not reached his/her 15th birthday before September 1, 2011. There are other eligibility requirements; please refer to the 2012 Spelling Bee Rules on pages 8-10 of this document. Private, public, charter and home school students may compete. There is no minimum grade or age level at the 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.**

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 twelve 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, oral or both. We suggest, however, that since the Arizona State Spelling Bee is oral and a portion of the finals of the National Spelling Bee is oral, your competition should be oral as well.

WHO COORDINATES THE BEES

2012 Bee Coordinators for each Arizona county and regional competition are listed on AEF's website (<http://www.azedfoundation.org/asb-coordinators.php>). Maricopa County is divided into six regions. A bee coordinator is listed for each region. These coordinators are responsible for administering the bees in their designated areas within which finalists for the Arizona State Spelling Bee must qualify. Questions about a regional or county bee should be directed to the coordinator or the coordinator's assistant at the phone number or email address listed.

PRIVATE, CHARTER AND HOME-SCHOOL STUDENTS

AEF is pleased to continue to include Arizona's home school, private and charter school students in the Arizona Spelling Bee. Parents and educators whose students are interested in competing should enroll with Scripps National Spelling Bee and then immediately contact their county or regional coordinator who will include them 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 local county or regional bees.

Home school organizations, private schools, and charter schools must hold their own preliminary bees for students to qualify to participate at the next level. Charter schools that have a common LEA, Charter Management Organization/CMO, Education Management Organization/EMO, or equivalent education corporation that manages a group of charter schools must hold a 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) 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 **January 27, 2012**, in order for the student(s) to be eligible to compete.

**ARIZONA EDUCATIONAL FOUNDATION
STATE SPELLING BEE
TIMELINE - 2012**

August 16, 2011 through October 17, 2011

Schools must [enroll](#) with the Scripps National Spelling Bee office in order for their students to be eligible to compete in the 2012 Arizona Spelling Bee and all County and Regional Bees.

December 2011 until January 13, 2012:

Schools must plan and hold school bees before **January 13, 2012**, to be included in the next level of competition (district). Contact your district coordinator (if applicable) or your county/regional coordinator to make sure your bee is planned in time for your winner to be included in the next level of competition. School winner's name **MUST** be reported to the appropriate next-level coordinator. Once the school winner is reported, the students will be notified about the next competition.

January 27, 2012

District/Organizational/LEA/CMO/EMO Bees must be held by this date. To order a District Pronouncer Guide, email bobbie@azedfoundation.org or call 480-421-9376.

February 20, 2012

County/Regional Bees must be held by this date. Suggested date to hold County and Regional Bees is Saturday, February 18, 2012.

March 2, 2012

Biography forms from each county/regional winner(s) and a photograph(s) of him/hers must be submitted to the Arizona Educational Foundation.

March 24, 2012

Arizona Spelling Bee will be held at 1:00 p.m. at Eight/Arizona PBS, 555 N. Central Ave., Phoenix 85004. An event for the finalists will be held prior to the Bee. Details will be conveyed to all finalists well in advance.

May 27 – June 1, 2012

Scripps National Spelling Bee will be held in Washington, D.C.

**HOW A STUDENT PROGRESSES
TO THE STATE BEE**

Maricopa County

Classroom Bees



School wide Bees



**District/Organizational/LEA/CMO/EMO
Bees**



Regional Bees (Regions 1-6)



State Bee

All other Counties

Classroom Bees



School wide Bees



**District/Organizational/LEA/CMO/EMO
Bees**



County Bees



State 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. In the case of district bees, it is recommended that at least two of the judges be from another 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 complete word list well in advance of the Spelling Bee at which he/she will be pronouncing. 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 \$109 enrollment with the National Spelling Bee office entitles your school to receive *2012 Classroom Pronouncer Guides* and a *2012 School Pronouncer Guide* along with study materials for students. School District/Organizational/LEA/CMO/EMO coordinators, contact bobbie@azedfoundation.org for a *2012 District Pronouncer Guide*. County and Regional coordinators, contact bobbie@azedfoundation.org for a *2012 County Pronouncer Guide*.

Information for your Pronouncer:

- a. Begin with easy words at the beginning of whatever *Pronouncer Guide* you are using.
- b. Evaluate words carefully so that easy words are not mixed in with very difficult words. Once you progress to the more difficult words, do not backtrack.
- c. Diacritical markings and definitions are taken from *Webster's Third New International Dictionary*, copyright 2002, and its Addenda Section. In addition to pronouncing words clearly, the pronouncers must be prepared to define and use words in sentences. Be certain the pronouncer is aware the students can make these requests. Coordinators, make the *Pronouncer Guide* available to your bee pronouncer in advance of the bee so he/she can become familiar with the words.
- d. At the District and County/Regional level Bees, it is strongly recommended 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 short and tall contestants so two microphones are recommended. You will need a separate microphone for your pronouncer. You may also wish to have the judges wear headphones that are hooked into the microphone sound system. This will allow judges to 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.

Electronic/Video recorder

Electronically record the entire contest. It is the most effective way to resolve any 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 have 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 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.

Officials

Have the pronouncer meet with the judges in a separate room 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. 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 2012 State Spelling Bee appear on pages 8-11 of this document. AEF strongly recommends that bees at all levels end in the fashion outlined in these 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 he/she 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 competition.

DISTRICT/ORGANIZATIONAL/LEA/CMO or EMO BEE COORDINATOR'S DUTIES

Each participating school will send one winner to compete in the District/LEA/CMO or EMO bee. The number of participants who will be allowed to compete in the county or regional bee will be determined using the following formula: multiply the number of schools participating in the District/LEA/CMO or EMO bee by 25%. That will be the number of students allowed to compete in the county/regional bee. For example if 24 schools are competing in your district bee, the top 6 spellers will be sent to the county/regional bee. Determine the number of finalists two weeks prior to your district bee. Email bobbie@azedfoundation.org to obtain the *2012 District Pronouncer Guide*.

COUNTY/REGIONAL BEE COORDINATOR'S 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 20, 2012**. It is recommended that all County and Regional Spelling Bees take place on or as close as possible to Saturday, February 18, 2012.
2. Distribute the chosen date, time, site and any additional information to participating schools no later than **February 3, 2012**.
3. Verify with the Arizona Educational Foundation that all students who will be participating in your County or Regional Bee attend schools that have enrolled with the Scripps National Spelling Bee office.
4. Email bobbie@azedfoundation.org to obtain the *2012 County/Regional Pronouncer Guide*.
5. At the conclusion of your bee, make sure your champion has access to the study materials provided by Scripps in preparation for the state competition. Other study resources and ideas for preparing for the state bee may be available from the National Spelling Bee office at www.spellingbee.com.
6. Send a head-shot (school picture is preferred) of your winner(s) and a biography form to Arizona Educational Foundation, 6155 E. Indian School Rd., #106, Scottsdale, AZ 85251, or via email to bobbie@azedfoundation.org no later than **March 2, 2012**. This enables us to include your champ's photo and biographical information in the printed State Spelling Bee program. If you have any questions, call the Arizona Educational Foundation at (480) 421-9376.

County Coordinators should encourage the alternate winner to continue studying after the county bee in case he or she 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 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 state bee at least two weeks prior to the state bee.

2012 ARIZONA STATE SPELLING BEE RULES

NOTE: These rules pertain to the Arizona State Spelling Bee administered by the Arizona Educational Foundation; they may or may not be reflective of Scripps National Spelling Bee Suggested Rules. The Scripps National Spelling Bee has no authority over the conduct of local spelling bees, namely bees other than the National Spelling Bee in Washington D.C. Consequently, the national office will not render judgments relating to the conduct of local spelling bees. Individuals bearing complaints about the conduct of local spelling bees should register their concerns with local spelling bee officials. DECISIONS OF LOCAL SPELLING BEE OFFICIALS ARE FINAL.

Before beginning the spelling bee, ensure that everyone is aware of the rules AT THIS BEE. You may wish to read only those rules applicable to the running of the Bee itself although all rules apply to the bee and all its participants.

1. City and regional champions participating in the championship finals of the Scripps National Spelling Bee in Washington, D.C., must qualify under these basic requirements: (a) the speller must not have won a Scripps National Spelling Bee championship in Washington D.C.; (b) the speller must attend a school that is officially enrolled with the Scripps National Spelling Bee; (c) the speller must not have passed beyond the 8th Grade on or before February 1, 2012; (d) the speller must not have reached his/her 15th birthday on or before September 1, 2011; (e) the speller must not have repeated 4th, 5th, 6th, 7th or 8th Grade for the purpose of extending spelling bee eligibility. If the speller has repeated any of these grades, he/she must notify the Arizona Educational Foundation of the circumstances of grade repetition by February 20, 2012, and the Arizona Educational Foundation will, at its sole discretion, determine the speller's eligibility status on or before March 2, 2012; (f) the speller – or the speller's parent, legal guardian, or school official acting on the speller's behalf – must not have declared to another entity an academic classification higher than 8th Grade for any purpose, including high school graduation equivalency or proficiency examinations and/or examinations such as the PSAT, SAT or ACT; (g) the speller must not have earned the legal equivalent of a high school diploma; (h) the speller must not have completed or have been enrolled in more than six high school-level courses or two college-level courses on or before April 30, 2012; (i) the speller must not bypass or circumvent normal school activity to study for spelling bees. The Scripps National Spelling Bee defines normal school activity as adherence to at least four courses of study other than language arts, spelling, Latin, Greek, vocabulary, and etymology for at least four hours per weekday for 34 of the 38 weeks between September 1, 2011, and May 23, 2012; (j) once having been disqualified at any level of a sponsor's spelling bee program between June 2011 and April 2012, the speller remains disqualified for the 2012 Scripps National Spelling Bee and may not seek advancement in the 2012 Scripps National Spelling Bee program through another sponsor and/or enrollment in another school;

NOTE: With regard to requirements (c) and (d), spelling bee officials at the school, district, county, regional or state level may, at their discretion, set a minimum grade and/or age limit.

2. Contests for classroom, school, charter, district, city, regional or home-school championships may be conducted either in writing or orally, or a combination of the two. The state finals, however, will be an oral competition (spellers will not be allowed to use writing instruments or

paper during the competition) with eliminations on a “miss-and-out” basis, *except as provided in Rule 12.*

3. Words used in the state and national finals shall be selected from the “Study Word Lists” provided with a school’s enrollment with Scripps National Spelling Bee and from *Webster’s Third New International Dictionary*, copyright 2002 Merriam-Webster, Inc. and its Addenda Section.

4. Spelling bee officials will strive to provide accommodations for spellers who have physical challenges. All requests for spelling bee officials to accommodate special needs involving sight, hearing, speech, or movement should be directed to spelling bee officials well in advance of the spelling bee date. The Arizona Educational Foundation must be notified of any special needs accommodations at the Arizona State Spelling Bee before March 2, 2012. The judges have discretionary power to amend oral requirements on a case-by-case basis for spellers with diagnosed medical conditions involving sight, hearing, speech or movement.

5. The pronouncer should make every effort to pronounce the words according to the diacritical markings in Scripps National Spelling Bee word list and *Webster’s Third New International Dictionary* and its Addenda Section, copyright 2002, Merriam-Webster.

6. In competition, after the pronouncer gives the contestant a word, the contestant will be encouraged to pronounce the word before spelling it and after spelling it. However, no contestant will be eliminated for failing to pronounce a word, but the contestant must spell the word that is pronounced. While the judges attempt to detect a speller’s misunderstanding, it is sometimes impossible to detect a misunderstanding until a spelling error has been made. The judges are not responsible for the speller’s misunderstanding.

7. The contestant may request the pronouncer to pronounce the word again, define it, or use it in a sentence. The contestant may ask for the language origin of a word. No other information about the etymology or history of a word will be given. The pronouncer will not entertain root word questions or requests for alternate definitions or requests for markedly slower pronunciation. The pronouncer shall grant all such requests until the judges agree that the word has been made reasonably clear to the contestant. **THE JUDGES MAY DISQUALIFY ANY CONTESTANT WHO IGNORES A REQUEST TO START SPELLING.** The judges may also disqualify a speller (a) who does not approach the microphone when it is time to receive the word; (b) who does not comply with the eligibility requirements; (c) who engages in unsportsmanlike conduct; or (d) who, in the process of spelling, utters unintelligible or nonsense sounds.

8. The role of the pronouncer is to correctly pronounce the word; the pronouncer will give a sentence, definition, and other information about the word at the speller’s request. If the contestant thinks the word may be pronounced differently, the contestant must provide the alternate pronunciation and ask if the dictionary lists the pronunciation provided by the contestant. The role of the judges is to determine whether the contestant has spelled the word correctly. The role of the speller is (a) to gather as much information as possible to help spell the word correctly, and (b) to spell the word correctly. It is the speller’s responsibility to understand the word. The judges may not disqualify a speller for asking a question.

9. A contestant starting to spell a word may stop and start over, retracing the spelling from the beginning, but in retracing, there can be no change of letters or their sequence from those first pronounced. If letters or their sequence are changed in the respelling, the speller will be eliminated.

10. The spelling bee shall be conducted in rounds. Each contestant remaining in the bee at the start of a round shall spell one word in the round, *except as provided in Rule 12.*

11. Upon missing the spelling of a word, a contestant immediately drops out of the contest, *except as provided in Rule 12*. The next word on the pronouncer's list is given to the next contestant.

12. When the number of spellers is reduced to two, the elimination procedure changes. At that point, when one speller misspells a word, the other speller shall be given an opportunity to spell that same word. If the second speller spells that word correctly, plus the next word on the pronouncer's list, then the second speller shall be declared the champion.

If one of the last two spellers misspells a word and the other speller, after correcting the error, misspells the new word, then the misspelled new word shall be referred to the other speller. If this other speller then succeeds in correcting the error and spells the next word on the list, then he or she shall be declared the champion.

If both spellers misspell the same word, both shall continue in the competition, and the one who first misspelled the word shall be given a new word to spell.

The champion is not the champion until he or she corrects the misspelling of the other speller and then correctly spells the next word on the list.

13. *Webster's Third New International Dictionary*, copyright 2002 Merriam-Webster Inc. and its Addenda Section shall serve as the final authority for the spellings of words in the state and national finals. If more than one spelling is listed for a word, any of these spellings will be accepted as correct if the word either matches the pronunciation and definition provided by the pronouncer, or if it is clearly identified as being a standard variant of the word that the contestant has been asked to spell. Spellings at other locations having *archaic*, *obsolete*, or *regional* labels (such as North, Midland, South Brit(ish), Irish) that are different from those at the main entry will not be accepted as correct.

14. If a word has one or more homonyms, the pronouncer will indicate which of these is to be spelled. If the listed word is not properly identified, either by defining it or by distinguishing the homonyms, any correct spelling of any homonym will be accepted.

15. Any question relating to the spelling of a word should be referred to the designated official immediately. Appeals may be filed by a parent, legal guardian, or teacher of the speller who is seeking reinstatement in the contest. The judges will not entertain appeals from individuals seeking to dislodge another speller from the competition. The deadline for filing an appeal is before the speller affected would have received his/her next word had he/she stayed in the competition. No appeal will be entertained after that word has been given to another speller. When only two spellers remain, an appeal must be made immediately, that is, before a misspelled word is given to the other contestant. A protest would state the word in question, the name of the speller, and the reason for the protest.

16. The speller shall not be disqualified for failing to note that a word is capitalized (noted as "cap," "usu cap," "often cap," or "sometimes cap" in *Webster's Third New International Dictionary* and its Addenda Section, copyright 2002, Merriam-Webster).

17. The judges are in complete control of the bee. Their decisions shall be final on all questions. The Scripps National Spelling Bee has no authority over the conduct of any local spelling bees (namely, spelling bees other than the Scripps National Spelling Bee in Washington, D.C.). State Spelling Bee judges' decisions are final and are subject neither to review nor to reversal by the Scripps National Spelling Bee's headquarters office.