

Rotary District 5320 Youth Speech Contest

Step-by-Step Instructions

Before the Contest

1. Select Chairperson

Select a chairperson for the Speech Contest. Generally, the New Generations chair or Youth chair will be responsible for this selection.

2. Contact the school(s) in your area.

Contact the schools in your area. Include continuation or alternative and private high schools.

3. Identify the contact person at the school

This can be the high school counselor, speech teacher, debate team, etc. Request the information of the contest be distributed to the proper contact person at the school.

4. Discuss the contest

Discuss the details of the speech contest with the contact person from each school that will be sending a contestant.

a) Date

Select a date for the speech contest that will not interfere with the school(s)' schedules. Verify that they have received a copy of the contest information and rules. Identify the person in charge of this activity at the school and coordinate with them to avoid serious conflicts in scheduling, exams and semester breaks.

b) Contact District Contest Chair

Notify the District Contest Chair of the date of your contest. He/she will be available to guide you if needed.

c) Discuss Theme

Discuss the current theme, (background of the theme is on the web site) and the guidelines for the contests. Not that the schools need to follow the guidelines as much as it is important for the students to understand how they will be judged.

5. Confirm students' participation.

Be sure to keep the students and teachers informed of the speech contest. Be certain they will attend and participate in the contest. Invite the teacher sponsor and the students' parents to the contest.

6. Prepare Certificates

Prepare certificates for the participants. (Generic copies can be mailed or you can complete the certificates online).

7. Select Judges

a) Select at least 3 persons to judge the contest. Five is preferable with one being a tiebreaker judge.

- b) Members of your club can judge, but ask them to follow the guidelines found in “Judging and Judges Guidelines.”
- c) Consider Toastmasters as judges. If you would like trained Toastmaster judges at your club contest, contact Avis French at eavisf@sbcglobal.net or (949) 830-1167. A side benefit of choosing Toastmasters for judges is that they may become members.
- d) Have one judge dedicated to being the tiebreaker judge. The tiebreaker judge will score each contestant like the other judges, but his/her ballot will not be counted – unless there is a tie. Additionally, the tiebreaker judge will have a special form to rate all the contestants. See the Tiebreaker Ballot.

8. Assign a Timer

Assign a timer to time the contestants. Explain the timing instructions and assure that the timer understands the procedures. Consider asking a Toastmaster to time the contest (due to his/her experience). The Toastmaster may be able to bring his/her timing lights to the contest.

Day of the Contest

1. Personal Information

Prepare a sheet or individual 3x5 or 4x6 index cards available for each student to complete the contestants’ personal information. You should include:

Name	Address	City	School
Phone	E-mail Address	Social Security No (if you offer \$ rewards like bonds)	

2. Announcing Contestants

You may announce the names of the contestants prior to the contest, **however you should NOT announce the name of the school** they represent (unless all the contestants are from the same school).

3. Before Starting the Contest

- a) Brief the contestants on the rules and establish the speaking order by random drawing.
- b) Assure that the judges have been briefed and that they know the names of the contestants in the order they will be speaking. Generally one judge is a “tie-breaker.” That is, this judge judges all the speakers and if there is a tie among the other judges, then his/her ballot is used to break the tie. This is not a requirement, but only a suggestion if you have 3 or less judges. If you have 4 or more judges, then, by all means, choose a tie-breaker judge.
- c) Call all the contestants up to the area where the contestants will be speaking.
- d) Ask the timer to explain the timing rules.
- e) Ask the contestants if they understand the timing rules.
- f) Ask all but the first speaker to return to their seats.

4. During the Contest

- a) Announce the name of the speaker – **BE SURE NOT TO ANNOUNCE THE SCHOOL.**

- b) Wait for the contestant to come up to the speaking area, shake his/her hand and then sit down.
- c) After each speech, return to the speaking area, shake the speaker's hand and then ask for 1 minute of silence for the judges to score the contestant.
- d) Call up the next speaker and follow 4.a) through 4.c)
- e) After all the contestants have spoken, ask for at least 2 minutes of silence for the judges to tally the scores for each speaker and to write the names of the 1st and 2nd place winners. **DO NOT ANNOUNCE THE TIME.** Have the timer give the timing report to the person tallying the ballots. If a contestant has been disqualified **AND IT AFFECTS THE OUTCOME OF THE WINNER**, merely announce, when you announce the winner, that there was a disqualification and nothing more. If a disqualification **DOES NOT** affect the outcome of the 1st or the 2nd place winner, there is **NO NEED** to announce that there was a disqualification.
- f) Collect the ballots according to the Judges Guidelines. You may count the scores or you may assign two of the judges or two members of the club to determine the 1st place winner and the 2nd place winner.
- g) Please consider giving **EACH** contestant a Certificate of Participation. Certificates of Participation are available on the Web site. **TAKE PICTURES** for your club and for a press release in the local paper.
- h) As you pass out the certificates, give an opportunity for each contestant to state his/her name, the school he/she attends, and any other information you may like to ask the contestant (what college they want to attend? Favorite sport, hobby, etc.).
- i) Give an opportunity for each contestant to introduce his/her guests (teacher, parent, friends). Give an opportunity for the teacher/sponsor to say a few words if you like.
- j) Announce the Winner and the 2nd Place winner in reverse order, i.e. 2nd Place winner first and then the winner. Hand out 2nd place and 1st place certificates.
- k) Announce to the winner the information on the Area Contest, i.e. location, date and time of the contest. Explain to the 2nd Place Winner to be available to attend the Area Contest – only -- if the winner cannot attend.
- l) Notify the participants and/or winner(s) of any monetary awards they may receive. For example, the Cerritos-Artesia Rotary Club provides a \$100 savings bond to the winners and the remaining participants a \$50.00 savings bond. **THIS IS NOT REQUIRED** – only a suggestion for the students' participation.

After the Contest

1. Certificates of Appreciation

If you wish, hand out certificates of appreciation during the meeting (before announcing the winners) or after the meeting privately to those who helped out in the contest such as the timer, judges, etc.

2. Contact Information.

Send the contact information of the winner and 2nd place winner to your Assistant Governor and to the District Speech Contest Chair. **ONLY ONE WINNER IS ALLOWED**, therefore clearly mark who is the

Winner and who is the 2nd Place winner. Again, the 2nd place winner will attend ONLY if the winner cannot attend.

3. Area Contest

Notify the winner of the location, date and time of the Area Contest and arrange, if necessary, to assure that the winner gets to the Area Contest. Contact the 2nd Place winner if, and only if, the Winner cannot attend the Area Contest.

4. Family

Encourage the winner's family to attend the Area Contest as well as the sponsoring teacher.

5. Press release

Don't forget to send in a press release to your local paper!