

4-Way Test Speech Contest Helpful Hints

A Punch List for the Club 4-Way Test Speech Contest Chair

JULY/AUGUST

Download the contest information and manual from the district 5300 website. Read it and make sure you thoroughly understand the rules.

At one of the first board meetings of the year, pick a date in February for the club level 4-Way Test Speech Contest with your Club Service Chair who is responsible for scheduling of speakers/meeting dates. You'll avoid conflicts later on and have the first part of your plan in place.

SEPTEMBER

At the beginning of the school year contact the principal or school superintendent to brief him/her on the 4-Way Test Speech Contest and the potential \$5,000.00 prize. Ask to meet with him/her, the Speech Teacher and Drama Coach (if the school has one) for a few minutes to present the 4-Way Test Speech Contest. You can download the contest rules pamphlet from the district website and give them 15-20 copies.

With the help of your Interact Chairperson, present the 4-Way Test Speech Contest to the Interact Club of your High School. Ask for their help in finding outstanding students to participate in the 4-Way test Speech Contest.

NOVEMBER

In early November complete your club entry form (available for the district website) and send it to Kathy Kohn at 918 W Whittier Blvd. Montebello, CA 90640

DECEMBER

Ask the school principal if he would authorize a free ad in the school newspaper opening the 4-Way Test Speech Contest to all students. This is important because there are some students that are so far advanced they may not be participating in a speech class at the high school level. A 4-Way Test Speech Contest ad will furnished. Call Kathy Kohn at (213) 280-2493 or email to KathyKohn@earthlink.net

If allowed, announce the contest at a Parent/Teachers Conference to the Parents. Make sure you have some brochures available to hand out to interested parents.

If you have a community newspaper that supports community service organizations you may ask them if they would run the ad on a space available basis. The district chair will send you an ad customized for your club.

You may also enlarge a copy of this ad on your copy machine and ask club members that own retail establishments if they would place it in a high traffic area. It's good PR for your club and Rotary and you might pick up an interested candidate that might otherwise not know about the contest. Parents seeing it might "encourage" their child to participate!

JANUARY

By mid January meet with the Principal/Speech Teacher/Drama Coach to see how many candidates they have for the 4-Way Test Speech Contest. If possible, meet with the students for 5 minutes to be sure they have a copy of the contest rules and that they clearly understand how the Rotary theme/4-Way Test must be "woven" into their speech and not used as bullet points.

FEBRUARY

A week before your club contest date reconfirm with your school contact the number of participants. Ask about travel arrangements and permission slips to leave campus. If your club pays for the students (and Speech Teacher) meals make this known. If parents accompany their child their meals are at the club's discretion.

A week before your club contest select your judges and timekeeper. Follow the guidelines in the Contest information available on the district website or in the "judging procedures" mailed to you.

THE DAY OF THE CONTEST

You are the Program today! Make sure you have allotted enough time for all speakers, judging and presentations.

Give each of the contestants a "bio" form to be completed. You should probably bring some extra pencils for them. You'll need this information for the district chair when you submit the name of your winner and runner up.

Some clubs like to introduce their visitors. You should say the students and parents would be introduced after their speeches have been given.

You should have some small folded pieces of paper with a number to be drawn from a hat or box to determine the order in which the students will speak.

After the speeches and while the judges are adding up their scores - would be a good time to introduce the students by name (and their parents). Ask each student to tell the audience a little bit about themselves: grade level, academic aspirations, etc.

Follow the contest manual instructions about how the winners are introduced – not as 1st place, 2nd place, etc. Make sure you collect the bio forms.

Make sure you inform the runners-up that they may be called upon if for some reason the winner is unable to attend or participate.

MARCH

In early March confirm with the student and school contact the date of the Group Level contest. Make sure travel arrangements and school permissions are in place. Plan to attend the Group level competition to support your student. Announce the date at your club meeting and ask other members to attend. If your student has been fortunate enough to make it to the Regional level make sure the student, parents and school contact are aware of the competition date and travel arrangements, as the distance may be farther away. Plan to attend the competition in support of your student. Announce the date at your club meeting and ask other members to attend.

APRIL

If your student has been fortunate enough to make it to the district finals, make sure the student, parents, and school contact are aware of the competition date and travel arrangements as the distance may be very far away. Plan to attend the competition in support of your student. Announce the date at your club meeting and ask other members to attend.