



*How to Organize a Schoolwide,
Local, Regional or Statewide
Spanish Spelling Bee*





Greetings from New Mexico and from the New Mexico Association for Bilingual Education, the Alliance for Multilingual Multicultural Education and our booklet sponsor, Santillana, USA.

It is with great pleasure that we present you with this simple guide on how to organize a school, regional or state Spanish spelling bee. NMABE has sponsored a statewide Spanish spelling bee since 1994 and we are proud to say that we are the primary organizers of the Santillana National Spanish Spelling Bee. The inaugural event was held at the Albuquerque National Hispanic Cultural Center on July 9, 2011.

We hope that this guide will assist you in the organization of a Spanish spelling bee at your school, region or state. Additionally, we hope that your organization will choose to send your winner to the Third Annual Santillana National Spanish Spelling Bee which will be held in Albuquerque on July 20, 2013, at the National Hispanic Cultural Center.

Please feel free to contact me should you have any questions. I can be reached by e-mail at nmabe@suddenlink.net or by phone at 505-238-6812 (please leave a message if I am unable to answer). I have organized these events at all levels and can provide answers to most of your questions.

David Briseño

NMABE Executive Director and National Spanish Spelling Bee Founder

Getting Started

Regardless of the level of the competition you are organizing, here are a few things that you need to be aware of if your intent is to send your winner to the national competition.

1. Fourth through Eighth Grade students are eligible to compete at the national level.
2. The Santillana National Spanish Spelling Bee Booklet should be used at all levels of the competition. This booklet is available on-line and free of charge at www.nationalspanishspellingbee.com. Please download the document and make as many copies as you need for your students.
3. Keep in mind that the sponsoring organization will be responsible for paying the:
 - Santillana National Spanish Spelling Bee registration fee (\$150) ;
 - Travel and lodging expenses of the winner/participant; and
 - Travel and lodging expenses (if the organization so chooses) for anyone who accompanies the student to the national event.

We have arranged for some great rates at the Radisson Hotel. Once your representatives and anyone who has accompanied them arrive in Albuquerque, we will take care of meals beginning Friday morning, July 20 through Saturday evening, July 21.

Lastly, the Santillana National Spanish Spelling Bee is in its simplest form a competition. The format used in this event is one that has been used in New Mexico since 1994, and one that has served us well. As this event grows, we recognize that it will evolve and most likely see changes that will contribute to the excitement and enjoyment of the participants. With that spirit in mind, we invite you to provide us with constructive ideas towards this end.

Your comments and suggestions can be directed to me at nmabe@suddenlink.net

Organizing a Spanish Spelling Bee at Your School

This is the simplest event to organize because you only have to get buy in from the principal, teachers and parents at your school. There are basic steps to organizing a Spanish spelling bee regardless of the level. The steps are as follows:

1. Set a date for the competition.
2. Download the Santillana Spanish Spelling Bee Booklet and make as many copies as you need for distribution to your students.
3. Establish a registration procedure to participate in the event. This is especially essential as you begin organizing district, regional and state events.
4. Recruit as many spellers as possible for your event!!!
5. Establish a procedure to determine the order of spelling. In New Mexico, we determine the number of students who have registered and then make up the same number of cards with the numbers printed on them. The cards are placed face down on a table and each student must select a card as they sign in at the registration table. This becomes their “place” in the spelling bee competition.
6. Recruit volunteers to assist you with:
 - a. **Registration/Check-In** – This is where your participants sign in for the event. One registration table will be for participants and the other table for the sponsors. The sponsors will be seated in a reserved section in the audience.
 - b. **Master or Mistress of Ceremonies** – This individual introduces everyone, reviews the rules of the competition with the audience, and at the end of the competition presents the winners to those in attendance.

- c. **Pronouncer** – This individual should have native fluency, a pleasing voice and superior enunciation skills in Spanish.
- d. **Judges** – These 3 to 4 individuals will determine whether or not the word is spelled correctly and will make a final ruling on all protests. Their judgment is final.
- e. **Audio Visual Staff** – These individuals will monitor all AV and recording equipment. The contest will be recorded and this recording will be used by the judges should a protest be lodged. The judges will review the recording and will make a ruling as to whether or not the word was spelled correctly or incorrectly.
- f. **IT IS OUR RECOMMENDATION THAT NO PROTESTS BE ALLOWED AT THE SCHOOL LEVEL.**

After your school holds its competition then your winner(s) should be prepared to move on to the next level. That will either be your district event, your regional or state event or because we are just starting out, to the Santillana National Spanish Spelling Bee.

ORGANIZING A DISTRICTWIDE EVENT

The organization of a districtwide event is basically the same as organizing a schoolwide event. The difference is that you are recruiting schools to participate and each school must commit to holding its own event. Each district must then determine how many participants will be allowed from each school. In the district I worked with, we allowed the top 3 winners from each school to participate in the district competition. Here are the steps:

1. Set a date for the competition.
2. Download the Santillana Spanish Spelling Bee Booklet and make as many copies as you need for distribution to your students.

3. Establish a registration procedure to participate in the event. This is especially essential as you begin organizing district, regional and state events. Set a date for the competition.
4. Download the Santillana Spanish Spelling Bee Booklet and make as many copies as you need for distribution to your students.
5. Establish a registration procedure to participate in the event. This is especially essential as you begin organizing district, regional and state events. It is at this level that we recommend that you include a sponsor registration. It is the sponsor who has the sole authority to lodge a protest during the competition should they believe that the judges have ruled incorrectly.
6. Recruit as many schools as you can to participate in your event!!!
7. Establish a procedure to determine the order of spelling. In New Mexico, we determine the number of students who have registered and then make up the same number of cards with the numbers printed on them. The cards are placed face down on a table and each student must select a card as they sign in at the registration table. This becomes their “place” in the spelling bee competition.
8. Recruit volunteers to assist you with:
 - a. **Registration** – This is where your participants sign in for the event. One registration table will be for participants and the other table for the sponsors. The sponsors will be seated in a reserved section in the audience.
 - b. **Master or Mistress of Ceremonies** – This individual introduces everyone, reviews the rules of the competition with the audience, and at the end of the competition presents the winners to those in attendance.
 - c. **Pronouncer** – This individual should have native fluency, a pleasing voice and superior enunciation skills in Spanish.

- d. **Judges** – These 3 to 4 individuals will determine whether or not the word is spelled correctly and will make a final ruling on all protests. Their judgment is final.
- e. **Audio Visual Staff** – These individuals will monitor all AV and recording equipment. The contest will be recorded and this recording will be used by the judges should a protest be lodged. The judges will review the recording and will make a ruling as to whether or not the word was spelled correctly or incorrectly.
- f. **Protest Monitors** – These one to two individuals will monitor the sponsor section and will alert the judges, AV staff and spelling bee staff that a protest has been lodged. This is extremely important because the protest must be lodged before the next contestant is given a word to spell.
- g. **Crowd Monitors** – These volunteers need to have great people skills. There are certain rules of etiquette (no cell phones, no flash cameras or video equipment, excess noise i.e. crying babies, stay seated during the competition, etc.) required of the audience and these individuals help to monitor and enforce this.

After your district holds its competition then your winner(s) should be prepared to move on to the next level. That will either be your your regional or state event or because we are just starting out, to the Santillana National Spanish Spelling Bee.

ORGANIZING A REGIONAL OR STATEWIDE EVENT

The organization of a regional or statewide event is very similar to organizing a district event. Instead of schools, you will have multiple charter schools and districts involved. In New Mexico, we allow charter schools to send their winner directly to the NMABE State Spanish Spelling Bee. The difference is that you are recruiting charter schools and school districts to participate and each charter school and school district must commit to holding its own event. Each region/state

must then determine how many participants will be allowed from each school. In New Mexico, we only allow the winner from each district or charter school to participate in the competition. Here are the steps:

1. Set a date for the competition.
2. Download the Santillana Spanish Spelling Bee Booklet and make as many copies as you need for distribution to your students.
3. Establish a registration procedure to participate in the event. This is especially essential as you begin organizing district, regional and state events. Set a date for the competition.
4. Download the Santillana Spanish Spelling Bee Booklet and make as many copies as you need for distribution to your students.
5. Establish a registration procedure to participate in the event. This is especially essential as you begin organizing district, regional and state events. It is at this level that we recommend that you include a sponsor registration. It is the sponsor who has the sole authority to lodge a protest during the competition should they believe that the judges have ruled incorrectly.
6. Recruit as many charter schools and districts as you can to participate in your event!!!
7. Establish a procedure to determine the order of spelling. In New Mexico, we determine the number of students who have registered and then make up the same number of cards with the numbers printed on them. The cards are placed face down on a table and each student must select a card as they sign in at the registration table. This becomes their “place” in the spelling bee competition.
8. Recruit volunteers to assist you with:
 - a. **Registration** – This is where your participants sign in for the event. One registration table will be for

participants and the other table for the sponsors. The sponsors will be seated in a reserved section in the audience.

- b. **Master or Mistress of Ceremonies** – This individual introduces everyone, reviews the rules of the competition with the audience, and at the end of the competition presents the winners to those in attendance.
- c. **Pronouncer** – This individual should have native fluency, a pleasing voice and superior enunciation skills in Spanish.
- d. **Judges** – These 3 to 4 individuals will determine whether or not the word is spelled correctly and will make a final ruling on all protests. Their judgment is final.
- e. **Audio Visual Staff** – These individuals will monitor all AV and recording equipment. The contest will be recorded and this recording will be used by the judges should a protest be lodged. The judges will review the recording and will make a ruling as to whether or not the word was spelled correctly or incorrectly.
- f. **Protest Monitors** – These one to two individuals will monitor the sponsor section and will alert the judges, AV staff and spelling bee staff that a protest has been lodged. This is extremely important because the protest must be lodged before the next contestant is given a word to spell.
- g. **Crowd Monitors** – These volunteers need to have great people skills. There are certain rules of etiquette (no cell phones, no flash cameras or video equipment, excess noise i.e. crying babies, stay seated during the competition, etc.) required of the audience and these individuals help to monitor and enforce this.

After your hold your regional or state competition, then your next step should be to prepare your winner for the national competition. Next step will be to set up a budget and a fundraising plan. To assist you with that, I've put together a budget for you to build on.

National Spanish Spelling Bee Sponsor Budget

Travel Expenses (airfare, mileage, some meal money. Please note that the National Spanish Spelling Bee Planning committee will provide all meals for the contestants, their sponsor, and their families beginning with the breakfast on Friday, July 20 and ending with the awards dinner on Saturday, July 21)

| Item | Amount Budgeted |
|--|------------------------------------|
| Air Fare (this will vary) | Varies |
| Lodging (\$89 per night plus tax X 3 nights) | \$101 X Number of Rooms Needed X 3 |
| Meals (for travel days) | About \$35 to \$45 per person |

Sample forms are attached for your review and use. Please feel free to revise these forms so that they meet your needs.



P. O. Box 5190
 Clovis, NM 88102-5190
 Phone 505-238-6812 Fax 575-769-0742
 nmabe@suddenlink.net

TO: Bilingual Directors, Coordinators and Interested Parties

FROM: David R. Briseño

National Spanish Spelling Bee Coordinator

DATE: September 1, 2011

RE: 2012 National Spanish Spelling Bee

Attached is all the information that you will need so that your student can represent you in the 2012 Santillana National Spanish Spelling Bee.

Thank you for agreeing to participate in this event and I look forward to meeting everyone in Albuquerque on July 20, 2012 at the orientation session which will be held at our host hotel, The Radisson.

This packet includes the registration form and the schedule of events. Please note that some activities on the schedule may change.

The National Spanish Spelling Bee Organizing Committee welcomes you and thanks you for your participation in and support of this great event.

**NMABE/AMME Presents
The SANTILLANA, USA
2012 NATIONAL SPANISH SPELLING BEE**

NAME OF DISTRICT _____

DISTRICT MAILING ADDRESS _____

CITY, STATE AND ZIP _____

DISTRICT SPELLING BEE COORDINATOR _____

E-MAIL (required) _____

DISTRICT SPELLING BEE SPONSOR _____

(This person will be the only one that can challenge during the competition, RULE 4-E)

E-MAIL (required) _____

Please attach your \$150 payment. Check # _____ PO # _____

Payment must be received prior to the event date. Please make sure to make this payment so that your student will be able to participate. If you have already sent your payment please disregard this notice.

DISTRICT WINNER _____

GRADE LEVEL _____ **NAME OF SCHOOL** _____

PARENT'S NAME _____

PARENT ADDRESS _____

CITY, STATE AND ZIP _____

PHONE NUMBER (required) _____

EMAIL (required) _____

Travel information
Please attach a copy of your itinerary to this document so that we can plan for your arrival and departure. We are planning on providing transportation to and from the Albuquerque Sunport if needed.

Please submit ASAP to:
Santillana National Spanish Spelling Bee
P. O. Box 5190
Clovis, NM 88102-5190

or fax to: 575-769-0742

For more information or if you have any questions, please call David Briseño at 505-238-6812

THIS FORM IS DUE NO LATER THAN APRIL 27, 2012!!!



July 20-21, 2012 Albuquerque, New Mexico

Sponsored by



OUR MAJOR SPONSOR



OUR TURQUOISE SPONSORS (\$5,000)

Host Hotel

The Radisson

2500 Carlisle Blvd NE

Albuquerque, NM

<http://www.radisson.com/albuquerque-hotel-nm-87110/nmabqrd>

Spelling Bee Host and a [Turquoise Sponsor \(\\$5,000 In-Kind Donation\)](#)

National Hispanic Cultural Center

1701 4th Street SW

Albuquerque, NM

www.nhccnm.org

Schedule of Events

Thursday, July 19, 2012

Arrival Day – Participants, Sponsors and Spelling Bee Staff Arrive in Albuquerque. Please make sure and make your reservations at the Radisson. They have provided us with a great rate and many of our activities will take place at the hotel.

There are no planned activities on Thursday.

Friday, July 20, 2012

8:30 am to 9:15 am Breakfast at the Radisson Cavalier Room

9:30 am to 12:00 am Orientation Session Cavalier Room

- Introduction of Participants, parents and sponsors
- Introduction of National Spanish Spelling Bee Staff
- Introduction of National Spanish Spelling Bee Sponsors and Special Guests
- Review of Contest Rules and Procedures
- Q & A Period
- Drawing of Numbers to determine order of spelling

Friday, July 20, 2012 (continued)

| | |
|---------------------|---|
| 12:30 pm to 5:00 pm | Lunch at a location to be determined. Lunch will be provided as will any admission cost to the venue where we decide to spend the afternoon |
| 5:00 pm | Return to the hotel to rest and relax |
| 6:30 pm to 9:00 pm | Pizza Party (provided) and Water Fun at the Radisson's famous Waterpark |

Saturday, July 21, 2012

| | | |
|-----------------|--|---------------|
| 7:00 am to 8:30 | Breakfast (provided) at the Radisson | Cavalier Room |
| 8:30 am | Begin loading busses that will transport us to the National Hispanic Cultural Center (NHCC) | |
| 9:00 am | Arrive at the NHCC | |
| 9:15 am | Introduction of Judges, Pronouncer, Sponsors and Participants | |
| 9:30 am | Competition Begins | |
| 12:00 pm | Lunch (provided by Santillana) at La Fonda del Bosque for participants, sponsors, parents, NSSB Staff and Special Guests | |
| 2:30 pm | Return to the Radisson | |
| 6:30 pm | National Spanish Spelling Bee Awards Dinner | |

Sunday, July 22, 2012

Everyone returns home