



# Santa Cruz County

## Spelling Bee Championship

### BEE ADVISOR INFORMATION

#### Bee Advisor Responsibilities

- Hold a site Spelling Championship.
- **By January 15<sup>th</sup>**, register the top two spellers from your site Spelling Championship from either or both categories (grades 4-6 or grades 7-9) online at: <https://www.santacruzcoe.org/education-services/academic-competitions/spelling-bee/spelling-bee-registration/>
- Register an adult from your site (Proctor) to attend on the day of the event.

#### Proctor Responsibilities

- Attend the event.
- Oversee 2-4 students, assigned on the day of the event.
  - Check spelling after each word is given for correctness.
  - Proctors will not check their own children or students.
  - Monitor behavior.

#### Student/Family Responsibilities

- Arrive with plenty of time to register, but **not** before 12 noon. Please see staggered start schedule below.
- Students sit in marked seats only.
- Families sit in designated rows, in back of the classroom.
  - Do not sit on stairs as that distracts the spellers.
- Observe silently during the Spelling Championship. Please refrain from talking.

#### Approximate Timeline for the Day

Elementary Division: Grades 4-6		Junior Division: Grades 7-9	
12:00 – 12:45	Participant Check in	1:00—1:30	Participant Check in
12:45	Proctor Orientation	1:15	Proctor Orientation
1:00—2:00	First Part of Spelling Bee	1:30—2:30	First Part of Spelling Bee
2:00-2:30	Break with refreshments for participants	2:30—2:45	Break with refreshments for participants
2:30—2:50	Complete Spelling Championship	2:45—3:15	Complete Spelling Championship
2:50—3:00	Top spellers are determined and awards are distributed	3:15—3:30	Top spellers are determined and awards are distributed