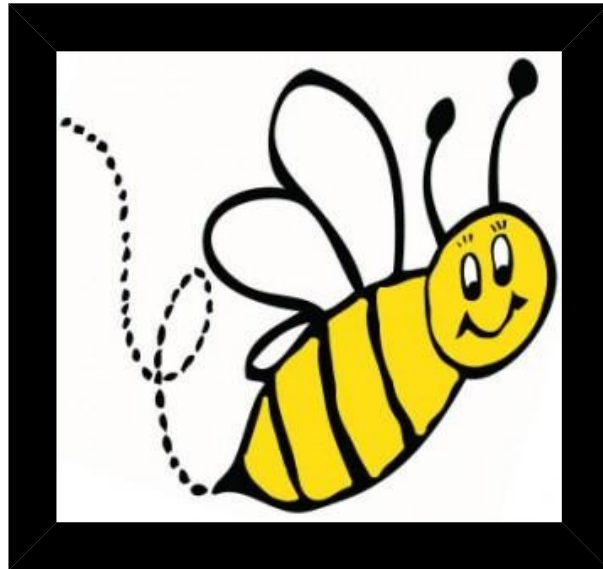


CABE 2020 COLORADO SPANISH SPELLING BEE



How-To Guide

Have fun....

Promoting

...language

...spelling

....vocabulary

...an

d bilingualism!

Introduction

This guide was put together to assist you in preparing to organize a Spanish spelling bee in your classroom, school, or district. Special thanks to David Smith, the Librarian at Escuela Bilingüe Pioneer who prepared much of this guide after having conducted a Spanish Spelling Bee there for a number of years. Other suggestions were taken from David Briseño, the Executive Director of the New Mexico Association for Bilingual Education and the Director of the National Spanish Spelling Bee.

There are no hard and fast rules and you are not required to follow any of these suggestions. We intend them as only suggestions and encourage you to provide us with more suggestions that we can pass along to others.

Send contestants to the Colorado State Bee

- **After you have selected your school winners, be sure to go to www.cocabe.org to register two students and two alternates to participate in the CABA Colorado State Spanish Spelling Bee.**
- **Colorado State Concurso: Casey Middle School-1301 High Street, Boulder CO**
- **Each school can send 2 spellers to the Colorado State Concurso plus two alternates**
- **From there 3 State winners will be sent to the National Spanish Spelling Bee**
- **CABA will pay for food, lodging, travel, and entry fees for those**
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First thoughts

- **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 Colorado state competition.**
- **Kindergarten through Eighth Grade students are eligible to compete at the state however only third through eighth graders are allowed at the national level.**
- **The National Spanish Spelling Bee Booklet will be used at the State level and should be used at all levels of the competition.**
- **This booklet is available online and free of charge at www.cocabe.org Please download the document and make as many copies as you need for your students.**
- **Keep in mind that the sponsoring organization (school) will be responsible for paying the:**
- **State Spanish Spelling Bee registration fee (\$150) per school**
- **Each school may send 2 contestants and 2 alternates to the State Spanish Spelling Bee**

How to organize your school based bee

- **Keep it simple (see options below)**
- **Organize what works for you & your setting**
- **This is your first time so be flexible, don't be too hard on yourself, ask for help**
- **Get buy-in from the principal, teachers and parents at your school and ask them to promote the bee with the students and families.**
- **Recruit volunteers (staff, family, community members) to help you run the bee at your school.**

Basic Steps to follow

- **Set the date for your school spelling bee.**

- **Download the Spanish Spelling Bee Booklet and make as many copies as you need for distribution to your students.**
- **Establish a registration procedure to participate in the event.**
- **Recruit as many spellers as possible for your event**
- **Establish a procedure to determine the order of spelling. For a random process you can 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.**
- **Recruit a pronouncer - This individual should have native fluency, a pleasing voice and superior enunciation skills in Spanish.**
- **Judges - At least one and up to four adults who will determine whether or not the word is spelled correctly and will make a final ruling on all protests. Their judgment is final.**
- *****The pronouncer and any judges should be provided with a list of words and the rules/instructions from the national level (they are somewhat different from the Scripps English) ahead of time to familiarize themselves with all aspects**
- **You will find a contest ready list of words, definitions, sentences on the CABA website.**

*For your “stand up and spell out loud”
traditional bee...*

- **This might be your only round (or 2nd or 3rd overall round) but you will probably need...**
- **a good competition space without a lot of noise or interruption potential;**
- **equal number of seats as contestants, in row(s) with corresponding numbers for a drawing for random seating, with a judges table directly in front of them;**

- **there should be an official dictionary available for judges and, a dry erase board, marker and eraser for contestants (ideal world has a microphone but I have never had that luxury);**
- **if possible, there should be as large of an audience as possible for the space to support the competition and the spellers, as long as they understand their job is LISTEN SILENTLY, applauding as instructed (I have asked for “silent” applause with a variety of gestures after each speller and word, regardless of correctness, then a loud round of applause after each round)**
- **Recognize your winners in your school and district communities.**
- **Be sure to have one or two alternates. Sometimes the winners are not able to compete at the state level. Having your alternates selected and prepared to go will help ensure that you can send two contestants to the state bee.**
- **Remember to create certificates of participation for all of your participants to recognize and honor their participation and you may also create certificates or other awards for the students who will move on to the next (state) level.**
- **Seek support to get the school winners registered for the State Spanish Spelling Bee. You might want to ask your Parent-Teacher Organization to provide the registration fees. You might get your school to pay the registration for your school’s contestants. You can also seek donations from local businesses both for prizes for your school’s winners as well as for registration fees. (The winners of the State competition will have all of their expenses paid for the National Spanish Spelling Bee by C.A.B.E.)**

Extra steps that you may consider

- Establish a more formal process
 - **Registration - This is where your participants sign in for the event. This will help students prepare for the state and national competition.**
 - **Enroll in National English Spelling Bee for resources, ideas and experience**
 - <http://spellingbee.com/>

- Practicing for one language will support the other
- Hold more than one “Round”, which could include....
 - A “written” qualifier (at classroom, grade level or school level depending on how many participants are interested)
 - Have classroom and/or grade level bees (if teachers/schedule allow)
- At Escuela Bilingüe Pioneer, the Librarian gives everyone a written test. The top 3-5 per class qualify for a grade level bee. From there the top 3 qualify for the Pioneer Final, with the top 2 advancing to State.
- Recruit a 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. This gives formality and structure that makes the event more special for other students and families that may attend the bee plus helps prepare for the next level.
- Audio Visual Staff - These individuals will monitor all AV and recording equipment. The contest can be recorded and this recording can 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.
- It is our recommendation that no protests be allowed at the school level.
- The recording can be used to help students become comfortable with the process and perhaps to have them observe themselves and prepare for other competitions.

Resources

- <http://spellingbee.com/> sends a weekly email with spelling tips, most of which can be easily adapted to Spanish
 - they also provide “Language of Origin Roots” in their study materials of which the Spanish and Latin pages could prove helpful
- Study Latin roots
- You might be able to set up study groups or clubs during school, recess, lunch or after school
- Watch “Akeela and the Bee” or video clips from the previous Albuquerque finals on YouTube.
- Please feel free to email David Smith with questions and he will do his best to answer and support you.
david.smith@bvsd.org