



A guide to organising your Auslan Spelling Bee Challenge

Thank you so much for registering your school for the Auslan Spelling Bee Challenge. We have put together some ideas to get you started including a suggested timeline, some rules on how to organise an Auslan Spelling Bee at your school, and how to set up your school's fundraising page.

If you have any questions, please do not hesitate to contact our Corporate and Community Partnerships Executive on (02) 9872 0326 or carol.hanna@ridbc.org.au



Getting Started

- It's a great idea to get a team of 2-4 people to work with you to organise the Auslan Spelling Bee. This could be a mix of students and teachers, the P&C or even the SRC.
- Decide who will compete in your spelling bee. For example, it could be based on a fundraising goal. If a primary school student raises \$50 and a high school student raises \$100, they are automatically entered into the competition. Or, you could have all classes compete in a smaller Auslan Spelling Bee, and the top 3 spellers of each class progress to the final Auslan Spelling Bee.
- Set the date for your spelling bee. To make it easy for lesson planning and to include this as part of your curriculum, why not hold it anytime during International Deaf Awareness Month in September. Or, you can select any date that works for your school.
- Start developing your list of words to be used for the competition! You might consider an overall theme or different themes for different rounds of questions. The list, like in a regular Spelling Bee, should include the pronunciation of each word, the definition and a sample sentence that uses the word correctly.



Creating the buzz

Let your school community know!

Send a letter to parents, and create an event in your school's calendar, newsletter, website and Facebook page.

Get your students excited by telling them about RIDBC and incorporating Auslan finger spelling lessons into your existing school day!

Suggested timeline

8-12 weeks before

- Reserve the school hall and set a date for the spelling bee
- Register and set up your school's fundraising page
- Publicise the date. Notify your school community and supporters: teachers, students, parents, administrators
- Decide on and create eligibility rules for students.
- Promote the fundraising link to your school community
- Contact local businesses, if necessary, to help sponsor your event and provide prizes for the winners

4-6 weeks to go

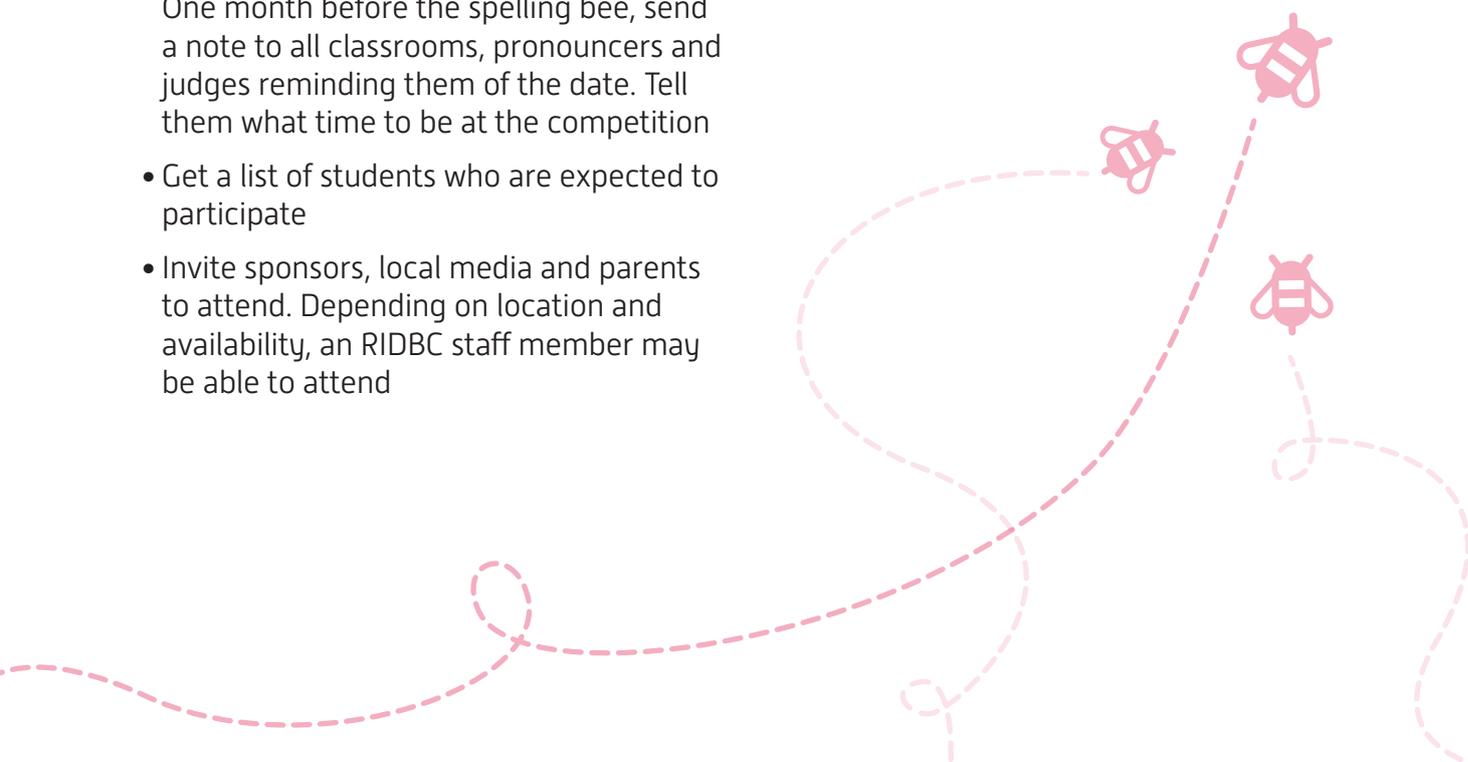
- Choose your Auslan Spelling Bee pronouncers and judges
- Decide on your Auslan Spelling Bee Rules for on the day of the Bee. Send written copies to students, parents, teachers, judges and pronouncers
- Finalise prizes – RIDBC will send you certificates for the winners
- Check back with all participants frequently. One month before the spelling bee, send a note to all classrooms, pronouncers and judges reminding them of the date. Tell them what time to be at the competition
- Get a list of students who are expected to participate
- Invite sponsors, local media and parents to attend. Depending on location and availability, an RIDBC staff member may be able to attend

1-2 weeks' left

- Keep checking in with your participants and encourage their practising and fundraising
- If you're using a stage, be sure you have chairs, a podium, microphones, and tables for the judges
- Make numbered name tags
- Create an event pack! Include a bell, pencils, a printout word lists for the pronouncers and judges, list of participating students, number badges, recording charts

On the day

- Don't forget your event pack!
- Check the sound system and the bell
- Double-check and set up seating
- Welcome your spellers, staff and audience – RIDBC will provide you with some wording about where the funds raised are going
- Publicly thank sponsors, spellers, teachers, parents and staff
- Enjoy the buzz!



The Rules

- All spellers competing in the competition are given a number to determine their spelling order. The numbers are randomly drawn from a hat
- Spellers are seated in numerical order facing the pronouncer and the audience. Starting with speller number one, each speller is called in turn to the front of the group and the pronouncer reads the word they are to spell
- The speller is given the opportunity to ask for the word to be repeated, the definition of the word and for the word to be used in a sentence. The speller then spells the word using Auslan finger spelling
- Once the speller has started to spell the word, he or she may stop and start over from the beginning, HOWEVER, there can be no changes of the letters already spelled or the order in which they were first spelled
- If the speller spells the word correctly, they return to their seat. If they spell the word incorrectly, the pronouncer gives the correct spelling of the word and the speller then joins the audience
- A bell can be used to acknowledge an incorrect spelling of the word. If no bell is sounded, the speller is correct and returns to their seat. If the bell sounds, the speller is incorrect and returns to the audience. The bell is not rung until the speller has finished spelling the word whether correctly or incorrectly
- The next speller is then called to the stage and given their word to spell. Once all spellers have had a chance, the round is over and the next round begins with the remaining spellers. This is done until two spellers remain
- The two final spellers are given words until one spells a word incorrectly. The other speller is then given a chance to spell the word that the other speller spelled incorrectly. If they spell it right they are given one more word. If they spell the second word correctly, they are declared the winner. If they spell the second word wrong, then both spellers are still in the competition and the process continues
- Students have a two-minute time limit to spell their word. This ensures that your Auslan Spelling Bee will move along without undue delays. Judges provide time warnings to the speller and ring a bell or announce when two-minutes are up, so you will want to have a stopwatch to help monitor the time.

How to set up your schools fundraising page



Go to
www.setupyourpage.com



Enter your school's name
and follow the prompts to
complete the form



Send everyone the link
for donations