

## CLUB CHECKLIST: ORGANIZING A FOUR-WAY TEST SPEECH CONTEST<sup>1</sup>

### BEFORE YOUR CLUB'S CONTEST DAY:

- Confer with last year's Youth Director/Four-Way Test contest director for suggestions & materials.
- Confer with your Club's president to schedule a date for your club-level contest. **Please note: entry forms and payment for the District contest must be received no later than May 3, 2023 to be valid. No registrations or payments will be accepted after May 3, 2023 (meaning: your student will not be allowed to participate in the contest).**
- Provide the speech teachers and Interact sponsors at your local high school(s) with materials describing your Club's contest, inviting students to participate in your Club's contest, and a copy of the "Rotary International District 5810 Four-Way Test Speech Contest Information."
- Collect applications from students (recommended: have the applications emailed to you or your Club's Secretary).
- Arrange, in advance, to have 3 judges before the day of your Club's contest. If possible, the judges should be Rotarians other than the Club's Youth Services director and Four-Way Test contest director. You will also need a timekeeper (the timekeeper can be the Club's Youth Services director or Four-Way Test contest director).
- Ensure each judge has an ample number of ballots for scoring. A sample scoresheet is available at <https://www.rotary5810.org/page/four-way-test>.
- Recommended: arrange with your Club's Treasurer to have prizes available for the winners if your Club desires to give prizes to the winners. (Monetary awards are common but not required.) If you need ideas for non-monetary prizes: [www.bestclubsupplies.com](http://www.bestclubsupplies.com).

### ON YOUR CLUB'S CONTEST DAY:

- Arrive early; greet the contestants, parents, teachers, sponsors, etc., as they arrive.
- When all participants have arrived, have them draw for speaking order.
- Do not allow participants to sit at the same table with the judges. Do not let your judges sit together at the same table; space them around the meeting space (so participants do not direct their presentations only to the judges but, rather, to the entire meeting).
- Recommended: Ask your Club's President to turn over the program to you shortly after the meeting opens (ex., after the Invocation and Pledge of Allegiance).

### DURING YOUR CLUB'S CONTEST:

- Recommended: begin the contest promptly after the meeting commences (i.e., before announcements, introducing guests, etc.) and use the time between speakers to introduce guests, make announcements, etc. This approach uses the time between speakers and allows the judges time to make notes.

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<sup>1</sup> Adapted from "Organizing a Four-Way Test Speech Contest at the Club Level" by Rotarian Richard Gilman.

- **DO NOT** introduce the participants, teachers, parents, etc. Simply introduce the event and then call on each speaker in order (ex., “Speaker #1”; “Speaker #2”; etc.) with no reference to the participant’s name, school, parents, teacher, etc.
- **Judges should not confer**; INSTEAD, judges should each independently score the participants using your Club’s scoresheet.
- **After the final speaker**, collect the scoresheets directly from the judges. Recommended: you and one other Rotarian (perhaps the Club’s Treasurer or Sergeant-at-Arms) tally the ballots in a separate room.
- **While the scoresheets are being tallied**, have someone (perhaps the Club’s President or Youth Services director) call on the participants to introduce themselves (Who are they? Where do they go to school? What are their hobbies/activities? What are their plans after high school? etc.) and their parents, teachers, sponsors, and other guest attending with them.
- After the scoresheets are tallied, announce the winners, give out awards, take photos for the Club’s website, the District newsletter, the local newspaper, etc. (recommendation: obtain parental/guardian permission to use the photo of students under the age of 18 — contact Daniel Long, District 5810’s Youth Protection Officer, [rotary5810ypo@gmail.com](mailto:rotary5810ypo@gmail.com), for assistance).
- **Inform the 1<sup>st</sup> place winner that the District contest is Saturday, May 6, 2023, at 9:30 a.m. and that s/he/they will need to arrive no later than 9:15 a.m. on May 6, 2023 to check in.** If the 1<sup>st</sup> place winner cannot participate at that date/time, the Club is welcome to send the 2<sup>nd</sup> place winner. Participants are welcome to bring guests to the competition.

#### **AFTER YOUR CLUB’S CONTEST:**

- **Go to <https://www.rotary5810.org/page/four-way-test>** and complete the registration for the District Contest **by May 1, 2023**. **Registrations received after May 1, 2023 will not be accepted.** Do not mail your registrations to the contest chairperson.
- **Pay the entry fee to District 5810.** The entry fee is \$95.00. No entry fees will be accepted after **May 1, 2023**. **Payments received after May 1, 2023 will not be accepted.** Entry fees must be paid online. **No checks accepted.** Do not mail payments to the contest chairperson.
- **Ask** your Club’s Communications Director to announce the winners on your Club’s website and to communicate the winners’ names to the District’s newsletter.
- Recommendation: issue a press release announcing the winners or ask a local new outlet to announce the winners.