

Four Way Test Speech Contest Coordinator

ROLE

Serve as the Coordinator of the District's Four Way Speech Contest and encourage Clubs to sponsor high school students to participate

RESPONSIBILITIES

- Develop the question for the speech contest. If possible, frame it around the RI theme for the current Rotary Year.
- Choose a date, time and place for the District contest.
- Update the Club and Participant Guidebooks for current year
 - Name of District Governor
 - Question for that Rotary Year's Contest
 - Date, time and place for District Contest
 - Region AG's page in Club Guidebook
 - Have the Guidebooks along with the date, time, place and question posted on the District Website.
- Obtain email contact for all D5500 club presidents from the District Administrator.
- Send email to club presidents with the question for the contest and date of District Contest and the club entry form.
 - Ask presidents to pass this information onto their club contest coordinator and have the coordinator contact you so that you will deal directly with the club coordinator instead of club presidents.
- Clubs participating need to fill out the club entry form and send it to you with a nonrefundable check made out to District 5500 for \$25.00 and sent to the District Treasurer.
- Upon confirmation that a club is participating the Guidebooks should be sent to the club contact person. The Guidebooks are also available on the District website for downloading.
- **Remind Clubs that they are responsible for handling their own contest, not the District Coordinator**
- **If there is a need for a Regional Contest, that Region's AG is responsible for coordinating that contest.**
- Set a deadline for the names of the participant and participant biographies to be sent to you.
- Choose three Rotarians to be judges for the District Contest (they should not be from clubs who have a participant)
- Choose a Rotarian to be timekeeper and one to tally and correlate the scores for the District Contest.
- Two weeks before the contest meet with the judges, timekeeper and score keeper to go over details of the contest. Make sure the judges have a copy of the scoring sheet and the criteria before meeting.
- Request prize checks from the District Treasurer and arrange to get them before the District Contest.
- Certificates or other recognition items for the District Contest are at the discretion of the District Coordinator.

One of the best things to do is read through both guidebooks and become familiar with the process and to contact the previous coordinator with any questions.