



## MEMORANDUM

TO: Club Chairs or the Rotarian representing participating Clubs at District Contest  
FROM: Peter DeSouza, 2017 District 4 Way Test Speech Contest Chair  
DATE: 02/01/17  
SUB: Things to do 'ON THE DAY OF YOUR CLUB CONTEST' and 'AT THE DISTRICT CONTEST'

### ON THE DAY OF YOUR CLUB CONTEST

*a) Contest Flyer:*

Make copies, distribute to teachers, parents of students and other Rotarians. Parents (2) for each winner advancing to the District Contest and 1 Rotarian per Club are included in the Sponsorship Fee. All others attending must fill out the bottom portion of the flyer and mail it along with payment to RI District 6630, P.O. Box 578, Burton, OH 44021 by **April 3, 2017**.

*b) Registration & Payment Form:*

Please fill out the form and write a check for Sponsorship Fee made payable to RI District 6630.

*c) Consent Form:*

Please ask a 'parent' of the winners of your Club Contest advancing to the District contest, to sign this form. Immediately after the contest, mail the filled in Registration & Payment Form + Check for Sponsorship Fee + signed Consent Form to: RI District 6630, P.O. Box 578, Burton, OH 44021. The deadline to receive forms and payment is **April 3, 2017**.

*d) Letter to Winners of Club Contests advancing to the District Contest:*

Please print out the letter, fill in the blanks and give it to the winners who are advancing to the District Contest. Ask them to read the letter and bring it to the Contest on April 8, 2017. Please restrict circulation of this letter to winners only. This letter will **NOT** be posted on the District website.

### AT THE DISTRICT CONTEST

Club Chairs or a Rotarian representative from the Club must accompany the winners to the Contest. Registration opens at 8:30 am and ends at 8:50 am. The contest will start promptly at 9 am. Please plan to arrive early.  
After registration, Rotarians must be on call, ready to serve either as a judge or a timer.  
An Agenda will be distributed at the Contest to guide the proceedings.