2019-2020 DISTRICT 5170 YOUTH SPEECH CONTEST MANUAL

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ROUNDTABLE INTERNATIONAL
RICHARD D. KING ANNUAL YOUTH SPEECH CONTEST
INTRODUCTION

The Richard D. King Annual Youth Speech Contest Committee is pleased to provide this Handbook of materials including procedures and rules, timelines, action plans, instructions and forms, and other information to help you conduct successful speech contests at all levels throughout Rotary District 5170.

As speech chairs, you have undertaken a very important assignment. Our youth will have the benefit of working with our District and being introduced to Rotary – what the organization is and what individual Rotarians represent in community and worldwide service. It is through this type of speech program that we bring awareness and knowledge of Rotary for future generations to share and to enhance.

If you have either suggestions for improving this Handbook, or questions, please contact the District Youth Speech Contest Chair (DYSCC).

Thank you for contributing your time and your talents to our Speech Contest.

NOTE: Please keep this Handbook in your Club’s Reference Library.

The most likely pages to change annually are:

PAGE 10 ORGANIZATION AND LEVELS OF COMPETITION
Inclusive dates of Competition

PAGE 11 CURRENT LISTING OF AREAS AND CLUBS IN DISTRICT 5170’S TWO REGIONS
The names and associated Areas of Clubs.

PAGE 15,16 RULES OF COMPETITION
Theme for the Speech

PAGES 17 THEME, SPEECH CONTEST TIMELINE/ACTION PLANS

PAGE 20 INSTRUCTIONS FOR JUDGES
Do not change Appendices A-H. Consider remaining Appendices as examples. Update them as warranted to account for such things as the annual speech theme, contest dates, and names of key contest participants.

PURPOSE

The Rotary Clubs of District 5170 sponsor the Richard D. King Annual Youth Speech Contest each year with three goals in mind for the Club Members and each Speech
Contest Participant:

- To increase the personal knowledge and awareness of the importance of being able to speak effectively before a group.
- To increase public knowledge of what Rotary is and does throughout the world, especially among young people. Through this knowledge, we hope that they will learn, as we have in the past, "He who serves best profits most."
- To increase participation in the contest and to provide all high school contestants an opportunity to win prizes as top speaker, or runners-up, in District 5170.

The monetary prizes are awarded with "no strings attached." However, it is hoped that the prizes will be used to further the student’s education. Our goal as Rotarians is to recognize and to support these young people who are tomorrow’s leaders.
CLUB CHAIRPERSON’S RESPONSIBILITIES
(CLUB, AREA, REGIONAL AND DISTRICT LEVELS CONTESTS)

Initial Preparation for the Club and Area Contests

- Review all information in this Speech Contest Handbook.
- Establish your award structure based on the parameters listed in the Handbook. Optional participation awards are encouraged by the clubs and should be discussed with the DYSCC prior to publication. (See PRIZES and COST FOR PRIZES on pages 12-13.)
- Complete your timeline of contest dates and identify a school liaison. Forward contest dates to the DYSCC. (See SPEECH CONTEST TIMELINE/ACTION PLANS on pages 17.)
- Each Club is assessed $175.00 annually. This amount helps defray the basic cost of the speech contest.

How to Obtain Contestants

Club Level

Start early. Contact high schools in your area to encourage participation. (See Appendix J-1. SAMPLE CONTEST ANNOUNCEMENT TO TEACHERS.) Distribute posters and contest rules to school faculty and students. (See SPEECH CONTEST TIMELINE/ACTION PLANS on pages 17.) The best place to find students is through the school’s Speech & Debate, Mock Trial, Model UN & DECA and Interact clubs. Discuss Rotary, the benefits of participating in the speech contest, the theme and 4-Way Test, and all rules. Inform students how to register. These are high school students. Make sure there is appropriate follow up on all decisions/discussions.

If you are unable to get students from your local area, contact either your Assistant District Governor (ADG) or DYSCC assistance.

Students may compete in only one Club Level contest.

Area Level, Regional Level, and District Level

A first-place winner from a given club advances to the appropriate Area Level contest. Make sure there is adequate participation at the Club Level and follow up with the date, time and place of each of the subsequent speech contests. Encourage all first-place winners to continue to the next level.

NEVER ASSUME IT WILL HAPPEN. MAKE IT HAPPEN.

FOLLOW-UP, FOLLOW-UP, FOLLOW-UP.
HOW TO ORGANIZE CONTEST JUDGING AND ROTARIAN MEMBER PARTICIPATION

Select either three (3) to five (5) Judges (Club, Area, and Regional Contests) and five (5) Judges (District Contest).

Send them the contest’s tri-fold brochure, the INSTRUCTIONS FOR JUDGES, and the JUDGES BALLOT. (See Appendix B and Appendix C.) Also, thank the judges for their anticipated help. (See Appendix J-2. SAMPLE LETTER TO JUDGES.)

Judges may be Rotarians at the Club Level but must not be related to any of the contestants. Examples of qualified judges are: speech teachers, English teachers, public officials, chamber of commerce members, marketing/sales presentation managers, and Toastmasters.

THE AREA CONTEST JUDGES MUST NOT HAVE OBSERVED OR JUDGED THE PARTICIPATING CLUB CONTESTS.

THE REGIONAL CONTEST JUDGES MUST NOT HAVE PARTICIPATED IN AND OF THE PRIOR CONTESTS OF THE REGIONAL CONTEST CONTESTANTS.

Select a Rotarian to serve as the Timer

Provide him/her with a copy of the INSTRUCTIONS FOR TIMER and the TIMER’S REPORT (Appendix D and Appendix E). This individual should have a stopwatch and three time cards indicating the 4-, 4 1/2- and 5- minute evaluation time constraints.

Select two or three Rotarians to serve as Tellers

Designate one of the Tellers as "Head Teller" to serve as a liaison to the judges, informing them of all organizational activities and collecting the judging ballots when the contestants have completed their speeches. (See Appendix F. INSTRUCTIONS FOR TELLERS.)

Select a Greeter

This Rotarian will greet and seat the students, coaches, judges, and all invited guests. Acquaint the Greeter with the names and addresses of the guests for post contest thank you notes. (Appendix A. INSTRUCTIONS FOR GREETERS)

Select a Floater

If needed, this Rotarian should be able to step into any contest position.
Create a "BIO" for each of the Students, Contestants, and Judges

Complete a short biography on these individuals. This information will be presented by the Speech Chairperson to the contest attendees at the conclusion of the program. (See Appendix G-1. STUDENT BIO CARD and Appendix G-2. GENERAL BIO CARD.) PLEASE MAKE THEM LEGIBLE.

HOW TO PREPARE AND CONDUCT SPEECH CONTESTS

Prepare an outline on how you will conduct the program. (See Appendix H. GENERAL OUTLINE FOR CONDUCTING A SPEECH CONTEST.)

Coordinate activities the day of the contest.

PRELIMINARY ACTIVITIES

- Make certain all Rotarians assisting with the program are on time, understand their responsibilities and are familiar with the activities of the day.
- Identify the person(s) who will coordinate communication between the timer, judges and tellers.
- Make certain that your PA system is working and all necessary instructions, ballots, pencils, calculators, prizes/awards are available. Provide extra copies of the ballots/instructions for the judges.

ACTIVITIES AFTER THE CONTEST

Club Speech Contest Chair

- IMMEDIATELY following the program, provide the ADG and DYSCC with the names, addresses and telephone numbers of the winner and runner-up. Please ensure that the all of the information is legible.
- Plan to personally attend each upper-level contest that your club contest winner will participate.
- Send “Thank You” letters (Appendix J-3. SAMPLE VOLUNTEER THANK YOU LETTER) to judges, timer, tellers and all Rotarians who assisted with the program.
- Send congratulations to the club contest winner and runner-up (Appendix J-4. SAMPLE CLUB WINNER’S LETTER and Appendix J-5. SAMPLE CLUB
RUNNER’S UP LETTER). Include in the letter to the winner, the time, date and location of the next contest level.

- **NOTE:** If the winner is unable to compete at the next level, contact the runner-up and advise the ADG and DYSCC of the change.

- Prepare and send a press release to your local newspaper identifying the program and contest winner and runner-up. (Appendix K. SAMPLE PRESS RELEASE).

**Area Speech Contest Chair**

- IMMEDIATELY following the program, provide the Regional Contest Chair, ADG, and DYSCC with the names, addresses and telephone numbers of the winner and runner-up. Advise the sponsoring club of the Area Contest of the winner and runner-up.

- Plan to personally attend each upper level contest for which your Area contest winner qualifies.

- Send “Thank You” (Appendix J-3. SAMPLE VOLUNTEER THANK YOU LETTER) letters to judges, timer, tellers and all Rotarians who assisted with the program.

- Send congratulations to the Area contest winner and runner-up (Adapt Appendix J-4. SAMPLE CLUB WINNER’S LETTER and Appendix J-5. SAMPLE CLUB RUNNER’S -UP LETTER). Include in the letter to the winner, the time, date and location of the next contest level.

- **NOTE:** If the winner is unable to compete at the next level, contact the runner-up and advise the ADG and DYSCC of the change.

- Prepare and send a press release to your local newspaper identifying the program and contest winner and runner-up. (Adapt Appendix K. SAMPLE PRESS RELEASE.)

**Regional Speech Contest Chair**

- IMMEDIATELY following the program, provide the DYSCC with the names, addresses and telephone numbers of the top two (2) winners and first runner-up. Advise the sponsoring clubs that their students have won.

- Plan to personally attend the District Level Speech Contest to support your Regional Contest winners.

- Send “Thank You” (Appendix J-3. SAMPLE VOLUNTEER THANK YOU LETTER) letters to judges, timer, tellers and all Rotarians who assisted with the program.
Send congratulations to the two Regional Contest (two from the Northeast Region and two from the Southwest Region) winners. (Adapt Appendix J-4. SAMPLE CLUB WINNER’S LETTER). Include in the letter to the winners, the time, the date and the location of the District Level contest.

**NOTE:** If one of the regional finalists is unable to compete at the next level, contact the third place winner and advise the DYSCC.

Prepare and send a press release to your local newspaper identifying the program and contest winner and runner-up. (Appendix K. SAMPLE PRESS RELEASE)
ORGANIZATION AND LEVELS OF COMPETITION

Club Level Complete by February 14, 2020

Each Rotary Club in Rotary District 5170 is eligible to hold a speech contest by drawing contestants from the high schools in that club’s local area. The first, second, and finalists place winners will receive prizes of $100.00, $50.00, and $25.00, respectively. At each club, the first place winner will advance to the Area Level Competition. The Club Level speech contests should be completed by February 14, 2020. (See SPEECH CONTEST TIMELINE/ACTION PLANS on pages 17.)

Area Level Held between February 17 and March 6, 2020

Within District 5170, clubs are grouped into nine "Areas", with four to eight clubs in each Area. Every Club Level winner will compete with the winners from the other clubs in that Area. The first-place winner will receive $200.00 and the second place winner will receive $100.00. Each first-place winner from the Area Level will be selected as a finalist to participate in the Regional Level Competition. Area Level contests will be held between February 17 and March 6, 2020 at a designated Rotary Club. (See SPEECH CONTEST TIMELINE/ACTION PLANS on pages 17.)

Regional Level Held between March 9 and March 20, 2020

The District sponsors two Regional Competitions. The two Regions consist of the North Region (Areas 1 through 5) and the South Region (Areas 6 through 9). The top two finalists from each Regional Competition will receive $250.00 each and proceed to the final competition at the District Cabinet Meeting. The Regional Level Competitions will be held between March 9 and March 20, 2020, at a designated club located in each Region.

District Level is held at The District Assembly on Saturday March 28th, 2020

Location TBD.

The four contestants from the two Regional Level Competitions will compete. Five judges will evaluate these speakers. These top finalists will be awarded either a first prize of $1,000.00, a second prize of $600.00, or third and fourth prizes of $300.00 each.
There are two regions.
North & South Region

- North Region is of Area 1 thru Area 5
- South Region is of Area 6 thru Area 9

Please visit WEBSITE for accuracy

https://rotarydistrict5170.org/
PRIZES

*Throughout District 5170, this is the customary prize structure:*

<table>
<thead>
<tr>
<th>Level of Contest</th>
<th>Level of Prize</th>
<th>Prize Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Club</strong></td>
<td>First</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Finalist(s)</td>
<td>$25</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td>First</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Regional</strong></td>
<td>Top two</td>
<td>$250 each</td>
</tr>
<tr>
<td><strong>District</strong></td>
<td>First</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td>$600</td>
</tr>
<tr>
<td></td>
<td>2 Finalists</td>
<td>$300 each</td>
</tr>
</tbody>
</table>

The four finalists for the District Contest, with their parents/guardians, will be Rotary's guests at the District Assembly on Saturday, March 28th, 2020 held at The District Assembly.

Location: TBD
COST FOR PRIZES AND PAYMENT SCHEDULES

Club Level Contest Prize

- The Club Level Prizes are paid out of the host club’s budget.

- The standard prize is **$100.00** for the First-Place winner; **$50.00** for the Second Place winner; and **$25.00** for the Third Place winner.

- We strongly recommend that each club provide other awards for recognition of all Speech Contestants. Examples of other awards: gifts, plaques or certificates. (Appendix I. PARTICIPATION CERTIFICATE EXAMPLE)

Area Level Contest Prizes

- The prize is **$200.00** for the First-Place winner and **$100.00** for the Second-Place winner.

- Area Speech Contest Chairs must let the District Youth Speech Contest Chair know how many contestants were present at the Area Level Contest. After receipt of the names, the District Youth Speech Contest Chair shall provide, through the District 5170 Treasurer, the winners’ checks and meal checks to the Area Contest Host Clubs. Bills must be presented within 30 days of the event. Meal costs for each speaker and one guest will be reimbursed by the District.

Regional Level Contest Prizes

- The top two (2) Regional Contest winners from each of the two Regions will receive a cash prize of **$250.00** each paid from the District 5170 contest funds.

- Regional Speech Contest Chairs must notify the District Youth Speech Contest Chair of the names, addresses, and phone numbers of the winners as soon as they are known. Hosting clubs will be reimbursed for each speaker and one guest. After receipt of the names, the District Youth Speech Contest Chair shall provide, through the District 5170 Treasurer, the winners’ check and meal expenses to the Regional Contest Host Clubs.

District Level Contest Prizes

- The District will provide these prizes: **$1,000.00** First Place prize; **$600.00** Second Place prize; and **$300.00** each for the 2 finalists prizes to the District winners.

- The dinners for contestants and two guests at the District Level Competition will be paid out of the District 5170 contest funds. Dinners for the judges, timers and Tellers will be paid out of District 5170 funds.
Payment

Every Club shall contribute $175.00 to the Contest to help defray the cost of the contest. This assessment is made at the District Level.
RULES OF COMPETITION

Eligibility
Contests are open to student speakers in grades 9 through 12 who attend a local public, private or home high school within District 5170. Contestants may be sons or daughters of members of Rotary Clubs in District 5170.

Students may compete in only one club level competition. Once a student participates at one club, she/he is ineligible to compete at another club.

Original Work of Student
The speech must be the original work of the contestant.

Theme
The theme for all levels of the speech contests shall be Rotary International's 2019-20 theme, “Rotary connects the World” (The theme changes each year to reflect the Rotary International theme.) The theme must be clearly identified in the speech and need not be the topic of the speech.

Topic of the Speech
Each student may choose any topic he or she feels is timely and of interest, as long as the content of the speech relates to the theme “Rotary connects the World” and incorporates at least one of the principles of the Rotary 4-Way Test.

Rotary 4-Way Test Principles
Rotarians have adopted as a guide for everyday living the following four principles.

The Rotary 4-Way Test

Of the things we think, say or do:
1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

Time Limitations
Speeches are to be between 4 and 5 minutes in length. Very important: Timing begins when a contestant first speaks, not after the contestant’s salutation to the DYSCC or audience. A penalty of 2% shall be deducted from each of the judges’ scores for every 30 seconds (or a fraction thereof) the contestant speaks either under 4 minutes or over 5 minutes.
Use of Props, Prompters and Notes

"Contestants at the **CLUB LEVEL ONLY**, may use a smart device, only to **GLANCE** at their notes, or **one** 3" by 5" card.

As the contestant advances to the Area / Regional / Final competitions, he/she **SHELL NOT** use props, displays, prompters, or **smart devices** of any kind. Notes may be used only if they are on **one** 3" by 5" card."

Identification of Speaker or School

There shall be no explicit or implicit identification of the speaker or of the speaker's school in the content or in the title of the speech, the attire of the contestant, or by any other means whatsoever.

**EACH CONTESTANT IS EXPECTED TO KNOW AND TO FOLLOW THE RULES AT EVERY LEVEL OF THE CONTEST. VIOLATION OF ANY OF THESE RULES SHALL RESULT IN DISQUALIFICATION OF THE SPEAKER.**

The District Youth Speech Contest Chair will make the final decision whether or not a violation has taken place.

**JUDGING CRITERIA**

Judging criteria and a copy of a Judge's Ballot will be supplied to every contestant for review. These references are provided to ensure that every student understands how his/her speech will be evaluated and scored.

Please note that it is required that contestants include at least one of The 4-Way Test Principles into their speeches. However, it is **NOT** required that all four principles be used. Also, contestants must clearly refer to and integrate the Rotary International 2019-20 theme, **“Rotary connects the World”** into their presentation. (See Appendix C. JUDGE’S BALLOT.)
“Rotary Connects The World”

2019-20 SPEECH CONTEST TIMELINE/ACTION PLANS

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTION PLANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JULY/AUG 2019</td>
<td>District Youth Speech Contest Chair (DYSCC) complete contact list for Rotary Club Youth Speech Contest Chairs (RCYSCC). DYSCC mail posters, brochures, budget etc. to Rotarians involved in Speech Contest. Send each RCYSCC an updated copy of the Speech Contest Chairperson's Handbook.</td>
</tr>
<tr>
<td>SEP/OCT 2019</td>
<td>RCYSCC become very familiar with (KNOW) your Handbook. This is your Guide for running the Youth Speech Contest. Identify a team of committed members to help you. Learn the various roles needed to have a successful Club Level, Area Level, Regional Level and District Level Speech Contest. Start identifying prospects for each of the roles (judges, timer, tellers, club liaisons, etc.). Publicize the Speech Contest in your newsletter and local paper.</td>
</tr>
</tbody>
</table>

RCYSCC Back to School. RCYSCC make contact with high schools in your Rotary Club area. Also contact high schools not covered by other Rotary Clubs. Meet with the principals and discuss the Speech Contest. Identify high school speech contest liaisons.

Club Action Plans:
1. Set dates for Club Level Contests. **All contests must be completed by February 14, 2020.**
2. Notify Assistant District Governors (ADG) and DYSCC with the dates of contests.

Areas 1-9 Action Plans:
1. Determine hosts and set dates for the Area Level Contests. **All Area Level contests must be completed between February 17 - March 6, 2020.**
2. Notify ADG and DYSCC with the dates/locations of contests.

Regional Level Contest Action Plans:
1. Determine hosts and set dates for the Regional Level Contests. **It must be completed between March 9 and March 20, 2020.**
Verify that there are no conflicts between your Club Level, Area Level and/or Regional Level Contests and the various high school schedules. All ADGs must notify each RCYSCC of the dates and locations of the contests, the names of the host club and the Area Contest Chairperson. It is suggested that the clubs hold a joint Area-wide meeting with spouses/guests, interested parents, school administrators, speech coaches and teachers.
APPENDICES
A. INSTRUCTION FOR GREETERS

- Make slips of paper with one letter on each (A, B, C, etc.) for that number of speakers you expect and put the slips in a container. Each student is to draw a letter to determine the order for the speeches.

- Get a list of names of students, parents, judges, advisors and honored guests expected.

- Greet students, parents, judges, advisors and honored guest at the door and show them where to sit. Instruct each student not to reveal their name to anyone else until after the contest.

- Have each student fill out a “BIO” card (Appendix G-1. STUDENT BIO CARD) and draw a “lettered slip” from the container. Write each student's letter on the top right of the “BIO” card. Collect the students' “BIO” cards and give them to the RCYSCC.
B. INSTRUCTIONS FOR JUDGES

Thank you so much for agreeing to serve as a judge for the Rotary Youth Speech Contest. This contest is our opportunity to support talented young people who will be this country’s future leaders.

"Contestants at the CLUB LEVEL ONLY, may use a smart device, only to GLANCE at their notes, or one 3” by 5” card.

As the contestant advances to the Area / Regional / Final competitions, he/she SHALL NOT use props, displays, prompters, or smart devices of any kind. Notes may be used only if they are on one 3” by 5” card."

THE AREA CONTEST JUDGES MUST NOT HAVE OBSERVED OR JUDGED THE PARTICIPATING CLUB CONTESTS.

THE REGIONAL CONTEST JUDGES MUST NOT HAVE PARTICIPATED IN AND OF THE PRIOR CONTESTS OF THE REGIONAL CONTEST CONTESTANTS

The rules and criteria for the contest are listed below. Your ballot is attached. If you have any questions, please contact the Speech Contest Chair before the competition.

- Both judges and contestants will be identified and introduced following the contest. Judges and contestants are requested to provide a short bio for use in the introduction.
- Ballots must be confidential.
- Use a pencil the pencil and scratch paper that is supplied to you.
- Do not confer with other Judges or with audience members before submitting your ballot to the teller.
- Judges will submit their ballots to the Timer. The timer will assess any penalties if necessary and enter on the ballot before they submit to the Teller. All scores are final after submitting your ballot.
- The ballot is divided into three sections:

A. CONTENT – (Total 40 points). When judging this section, make sure the speaker has effectively woven the Rotary theme, “Rotary connects the World” into his/her speech. Please note the theme need not be the topic of the speech. Also, judge each speaker on how well one of the 4-Way Test is integrated into his/her presentation.

Of the things we think, say or do:
1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

Look for organization of presentation as well as originality of content and logical supporting data.

B. DELIVERY – (Total 30 points). Each speaker should have good voice control, including variation, appropriate gestures and good diction. The speaker should also exhibit sincerity and enthusiasm.

C. OVERALL EFFECTIVENESS – (Total 30 points). Was the topic something of interest and did the speaker hold the audience and your attention from start to finish?

- The timer will assess the penalties if necessary. You need only add your score for each contestant.

- Before submitting your ballot, ranking the contestants and adjusting their scores is within your purview. All scores are final after submitting your Ballot.

D. Tallying scores – add your scores for each student. You cannot have a tie score. If you have a tie after adding you must adjust the category points to break the tie.
### C. JUDGE’S BALLOT

DATE ____________________________  
Judge’s Name (Please Print)  
JUDGE’S NO. __________  
Judge’s Signature  

<table>
<thead>
<tr>
<th>CRITIQUE/EVALUATION</th>
<th>SPEAKERS</th>
<th>Max Score</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
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<tbody>
<tr>
<td>In judging this contest, the judges will have in mind the following factors:</td>
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<td>1. CONTENT</td>
<td></td>
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<tr>
<td>A. Adherence to the theme “Rotary connects the World”</td>
<td></td>
<td>10</td>
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</tr>
<tr>
<td>B. Skill in integrating ONE of the Four Way Test into the speech (Please circle check √ )</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Organization of presentation/logic</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Originality of thought</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“CONTENT” TOTALING A,B,C,D.</td>
<td></td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. DELIVERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Vocal variation, volume, diction, enunciation</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Poise, gestures, eye contact</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Sincerity and enthusiasm</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“DELIVERY” TOTALING A,B,C.</td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. OVERALL EFFECTIVENESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Did the speech have audience appeal? Did the Speaker have something to say and say it well</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Did the speech hold your interest from introduction to conclusion?</td>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“OVERALL” EFFECTIVENESS TOTALING A,B.</td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROSS SCORE** (Judges - ensure that your gross scores reflect your intent of the contestants' standing. Check your math. Do not give any two speakers the same score. Final rankings will be completed by the Tellers.)  

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS SCORE</td>
<td></td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This completes the judge’s inputs.  

Timer Penalties.  
Carry 2 decimal places throughout.  

Net Score done by Teller.  
Carry 2 decimal places throughout.
D. INSTRUCTIONS FOR TIMER

Thank you for agreeing to serve as a Speech Contest Timer. Remember to focus on timing and don’t become engrossed in listening to the speeches!

YOU WILL NEED

- A stopwatch or equivalent timing device.
- Three time cards that indicate time intervals of 4, 4½ and 5 minutes. These can be color coded. For example, Green = 4 minutes; Yellow = 4½ minutes; and Red = 5 minutes.
- Note paper.

Please seat yourself toward the front of the room directly in front of where the contestants will speak.

FOR EACH SPEAKER

- Start timing when the contestant first starts to speak.
- At 4 minutes, raise the 4-minute timecard. Hold it until you believe the speaker has seen it. Making eye contact can be an indication of this.
- At 4½ minutes, raise the 4½ minute timecard.
- At 5 minutes, raise the 5-minute timecard.
- Time stops when the speaker stops speaking.
- After each speaker finishes, write down the duration of his/her speech.
- Clear stopwatch.

WHEN ALL SPEAKERS HAVE FINISHED:

If all speakers were over 4 minutes and under 5 minutes, notify the TELLERS that there will be no penalties to assess.

If any speakers were under 4 minutes or over 5 minutes, then inform the TELLERS which speakers were involved and how much they were over or under.

THE TELLER IS TO DEDUCT 2% OF THE SPEAKER GROSS SCORE for each 30 seconds or part thereof that the speaker was over or under time.)
E. TIMER’S WORKSHEET

Club / Area / Regional / District Level
PLEASE SPECIFY LEVEL OF CONTEST: _____________________

<table>
<thead>
<tr>
<th>SPEAKER</th>
<th>TIME OF SPEECH</th>
<th>4 MIN &gt; PENALTY &gt; 5 MIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINUTES</td>
<td>SECONDS</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE FILL OUT ALL YOUR INFORMATION IN CASE OF VERIFICATION

TIMER’S NAME: ________________________________________________

TIMER’S PHONE #: _____________________________________________

TIMER’S E-MAIL: _____________________________________________

TIMER’S SIGNATURE _________________________________________

DATE: _____________________________________________________
F. INSTRUCTIONS FOR TELLERS

This is one of the toughest jobs in the Speech contest because of the volume of work that must be done very quickly. Use a calculator to ensure accuracy and timeliness during tallying. Please ground yourself on the rules prior to the contest so you completely understand and are confident in determining the contest 1st place student and remaining places.

AFTER THE SPEAKERS ARE DONE:
- The judge’s worksheets will be brought to you. There are three to five judges.
- First check the judge’s addition (add their scores if needed).
  - Mistakes in addition are not uncommon.
- The TIMER will tell you if there are any penalties for being over or under the time limit.
  - A Speaker is penalized 2% of their total score for each thirty second (or part thereof) over 5 minutes or under 4 minutes. (Suggest you carry two decimal places throughout.)
    - Example: Time = 5 minutes 15 seconds. Judges score = 80. 80 x 2% = 1.6 penalty. 80 - 1.6 - 78.4 net score.
- Based on NET scores (after penalties), rank the speakers as they appear on the Judges worksheet 1—2—3—4—etc. This is their rank score

WHEN YOU HAVE DETERMINED PLACEMENT
- Remember to report the first, second and third place speakers in letter order only: for example, 1st A; 2nd F; 3rd H
- Please save all the judges’ sheets and your tally sheets and return them to the Speech Chairperson when it is over.

(See next for the test score worksheet)

TEST 1. STEP ONE – DETERMINE FIRST PLACE
If a 1st place student is found STOP, do not apply further tests for 1st place

<table>
<thead>
<tr>
<th>SPEAKER</th>
<th>USE PLACES EARNED ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 1</td>
<td>1</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 2</td>
<td>1</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 3</td>
<td>2</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 4</td>
<td>3</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 5</td>
<td>1</td>
</tr>
<tr>
<td>Total number of First Places</td>
<td>3</td>
</tr>
</tbody>
</table>
In the above squares enter the place earned (1, 2, 3, etc.) for each speaker, taking scores from judge’s reports. Remember to deduct penalties prior to entering speaker’s rank. Speaker with the majority of first place scores (over half) is the winner. For example, if 3 judges, 2 must have rated 1st or if 5 judges 3 must have rated 1st. If 4 judges and split vote, you must continue to Test 2.

If there is no winner, go to STEP TWO.

Example above: Speaker A is the Winner, received 60% of 1st place votes. Do not apply further tests

TEST 2. STEP TWO – DETERMINE ADDITIONAL PLACES (2nd, 3rd, 4th, etc) OR DETERMINE ALL PLACES IF STEP ONE DOES NOT PRODUCE FIRST PLACE

<table>
<thead>
<tr>
<th>TEST 2</th>
<th>USE PLACES EARNED ONLY, Rank Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPEAKER</td>
<td>A</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 1</td>
<td>2</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 2</td>
<td>3</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 3</td>
<td>1</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 4</td>
<td>1</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge # 5</td>
<td>2</td>
</tr>
<tr>
<td>Total rankings, lowest score Determines 1st place</td>
<td></td>
</tr>
</tbody>
</table>

In the above squares enter the place earned (1, 2, 3, etc.) by each speaker, taking scores from judge’s reports. Total the rank scores. Speaker with the lowest total of places earned determines who will be 2nd, 3rd, 4th place. NOTE: If a Winner was determined in STEP ONE, do not use scores of the 1st place winner.

Example above - Speaker B is 2nd, Speaker C is 3rd, Speaker D is 4th. If Test One did not determine winner than include all speakers and lowest score would be 1st place.
TIE-BREAKER – IF STEP TWO PRODUCES A TIE, FOR ANY PLACE, THEN USE THIS STEP
ONLY FOR THE SPEAKERS WHO ARE TIED.
NOTE: TIE-BREAKER USES THE NET SCORES FROM THE BOTTOM OF EACH
JUDGES WORKSHEET, AFTER PENALTIES

<table>
<thead>
<tr>
<th>TEST 3 TO BREAK TIES</th>
<th>USE TOTAL SCORE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPEAKER</td>
<td>A</td>
</tr>
<tr>
<td>SPEAKER</td>
<td></td>
</tr>
<tr>
<td>Net Score by Teller</td>
<td></td>
</tr>
<tr>
<td>from Judge report # 1</td>
<td></td>
</tr>
<tr>
<td>Net Score by Teller</td>
<td></td>
</tr>
<tr>
<td>from Judge report # 2</td>
<td></td>
</tr>
<tr>
<td>Net Score by Teller</td>
<td></td>
</tr>
<tr>
<td>from Judge report # 3</td>
<td></td>
</tr>
<tr>
<td>Net Score by Teller</td>
<td></td>
</tr>
<tr>
<td>from Judge report # 4</td>
<td></td>
</tr>
<tr>
<td>Total Net score</td>
<td></td>
</tr>
</tbody>
</table>

In the above squares enter total scores for each of the tied speakers (less penalties, if any). Speaker with the **highest score** would determine the tie breaker. Test Three could be used to determine any place including 1st place if none of the other tests produced a winner. Normally overall test scores help decide the 3rd & 4th place students.

**IF YOU STILL HAVE A TIE:** CONSIDER JUST THE SCORE FOR OVERALL
RFFECTIVENESS (TOTAL 30 POINTS) AS A MEANS OF BREAKING THE TIE.
EXAMPLES OF METHODS FOR WINNERS

VERY IMPORTANT NOTES FOR:

JUDGE: You cannot have a tie score. Adjust the category points to break the tie.

TIMER: Remember to focus on timing and don’t become engrossed in listening to the speeches! A concerned feedback from previous contests.

TELLER: CRUCIAL TASK TO PRODUCE WINNERS
1-Check the above notes for Judge & timer.
2-Please follow the rule according to the Handbook
The handbook specifically says 2 out 3 judges MUST HAVE RATED 1st place winners on the judges report
The handbook specifically says 3 out 5 judges MUST HAVE RATED 1st place winners on the judges report

A. SCENARIO 1. When you are using 3 or 5 JUDGES (odd #s) to avoid ties.

Speaker A and D have one penalty each. No penalty for speaker B & C

<table>
<thead>
<tr>
<th>FROM JUDGE'S BALLOT # 1</th>
<th>Speaker A</th>
<th>Speaker B</th>
<th>Speaker C</th>
<th>Speaker D</th>
</tr>
</thead>
<tbody>
<tr>
<td>This completes the judge's inputs.</td>
<td>94</td>
<td>92</td>
<td>90</td>
<td>89</td>
</tr>
<tr>
<td>Timer Penalties. Carry 2 decimal places throughout.</td>
<td>1.88</td>
<td>0.00</td>
<td>0.00</td>
<td>1.78</td>
</tr>
<tr>
<td>Net Score done by Teller. Carry 2 decimal places throughout.</td>
<td>92.12</td>
<td>92.00</td>
<td>90.00</td>
<td>87.22</td>
</tr>
<tr>
<td>Score Ranking done by Teller</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM JUDGE'S BALLOT # 2</th>
<th>Speaker A</th>
<th>Speaker B</th>
<th>Speaker C</th>
<th>Speaker D</th>
</tr>
</thead>
<tbody>
<tr>
<td>This completes the judge's inputs.</td>
<td>94</td>
<td>90</td>
<td>92</td>
<td>89</td>
</tr>
<tr>
<td>Timer Penalties. Carry 2 decimal places throughout.</td>
<td>1.88</td>
<td>0.00</td>
<td>0.00</td>
<td>1.78</td>
</tr>
<tr>
<td>Net Score done by Teller. Carry 2 decimal places throughout.</td>
<td>92.12</td>
<td>90.00</td>
<td>92.00</td>
<td>87.22</td>
</tr>
<tr>
<td>Score Ranking done by Teller</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM JUDGE'S BALLOT # 3</th>
<th>Speaker A</th>
<th>Speaker B</th>
<th>Speaker C</th>
<th>Speaker D</th>
</tr>
</thead>
<tbody>
<tr>
<td>This completes the judge's inputs.</td>
<td>93</td>
<td>94</td>
<td>88</td>
<td>90</td>
</tr>
<tr>
<td>Timer Penalties. Carry 2 decimal places throughout.</td>
<td>1.86</td>
<td>0.00</td>
<td>0.00</td>
<td>1.80</td>
</tr>
<tr>
<td>Net Score done by Teller. Carry 2 decimal places throughout.</td>
<td>91.14</td>
<td>94.00</td>
<td>88.00</td>
<td>88.20</td>
</tr>
<tr>
<td>Score Ranking done by Teller</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>
FROM JUDGE'S BALLOT # 4

This completes the judge’s inputs.

<table>
<thead>
<tr>
<th>Speaker A</th>
<th>Speaker B</th>
<th>Speaker C</th>
<th>Speaker D</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>94</td>
<td>92</td>
<td>91</td>
</tr>
</tbody>
</table>

Timer Penalties. Carry 2 decimal places throughout.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.86</td>
<td>0.00</td>
<td>0.00</td>
<td>1.82</td>
</tr>
</tbody>
</table>

Net Score done by Teller. Carry 2 decimal places throughout.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>91.14</td>
<td>94.00</td>
<td>92.00</td>
<td>89.18</td>
</tr>
</tbody>
</table>

Score Ranking done by Teller

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

FROM JUDGE'S BALLOT # 5

This completes the judge’s inputs.

<table>
<thead>
<tr>
<th>Speaker A</th>
<th>Speaker B</th>
<th>Speaker C</th>
<th>Speaker D</th>
</tr>
</thead>
<tbody>
<tr>
<td>94</td>
<td>92</td>
<td>89</td>
<td>93</td>
</tr>
</tbody>
</table>

Timer Penalties. Carry 2 decimal places throughout.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.88</td>
<td>0.00</td>
<td>0.00</td>
<td>1.86</td>
</tr>
</tbody>
</table>

Net Score done by Teller. Carry 2 decimal places throughout.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>92.12</td>
<td>92.00</td>
<td>89.00</td>
<td>91.14</td>
</tr>
</tbody>
</table>

Score Ranking done by Teller

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

**TEST 1.**

**STEP ONE: LET'S DETERMINE FIRST PLACE.**

If 1st place is found, do not further test on 1st place
Also if 2nd place is found, do not further test on 2nd place

<table>
<thead>
<tr>
<th>SPEAKER</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score ranking by Teller from Judge report # 1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 2</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 3</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 4</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 5</td>
<td>1</td>
<td>2</td>
<td>4</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL #S OF 1ST PLACE**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

1st & 2nd are produced in the 1ST round

<table>
<thead>
<tr>
<th>1st Place</th>
<th>Speaker A</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Place</td>
<td>Speaker B</td>
</tr>
</tbody>
</table>

Speaker C & D are tied. USE "STEP TWO"
**TEST 2.**

"STEP TWO": DETERMINE 2, 3, 4TH PLACE:

<table>
<thead>
<tr>
<th>SPEAKER</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score ranking by Teller from Judge report # 1</td>
<td>3</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 2</td>
<td>2</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 3</td>
<td>4</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 4</td>
<td>2</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 5</td>
<td>4</td>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL RANKING, LOWEST SCORE DETERMINES THE NEXT PLACE**

<table>
<thead>
<tr>
<th></th>
<th>1st place</th>
<th>2nd place</th>
<th>15</th>
<th>18</th>
</tr>
</thead>
</table>

"SPEAKER C" IS 3RD PLACE

WINNERS ARE

<table>
<thead>
<tr>
<th></th>
<th>1st Place</th>
<th>Speaker A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd Place</td>
<td>Speaker B</td>
</tr>
<tr>
<td></td>
<td>3RD PLACE</td>
<td>Speaker C</td>
</tr>
<tr>
<td></td>
<td>4TH PLACE</td>
<td>Speaker D</td>
</tr>
</tbody>
</table>

**CONGRATULATIONS TELLER YOUR JOB IS DONE FOR THIS CASE**

B. SCENARIO 2. When you are using 4 JUDGES (even #'s) to break ties.

<table>
<thead>
<tr>
<th>SPEAKER</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score ranking by Teller from Judge report # 1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 2</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 3</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 4</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

JUDGE # 5 NOT AVAILABLE

**TOTAL #'S OF 1ST PLACE**

|              | 2 | 2 | 0 | 0 |

<table>
<thead>
<tr>
<th>SPEAKER</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score ranking by Teller from Judge report # 1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 2</td>
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<td>3</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 3</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Score ranking by Teller from Judge report # 4</td>
<td>3</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

JUDGE # 5 NOT AVAILABLE

**TOTAL RANKING, LOWEST SCORE DETERMINES THE NEXT PLACE**

|              | 7 | 7 | 11 | 15 |
1st and 2nd are tie. If 3rd place is found, do not further test on 3rd place
1st and 2nd are tie. If 4th place is found, do not further test on 4th place

<table>
<thead>
<tr>
<th>PLACE</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>3RD</td>
<td>C</td>
</tr>
<tr>
<td>4TH</td>
<td>D</td>
</tr>
</tbody>
</table>

**TEST 3 TO BREAK TIES**

*USE THIS METHOD IF STEP TWO PRODUCES A TIE, FOR A PLACE THEN USE THIS STEP ONLY FOR SPEAKERS WHO ARE TIED*

<table>
<thead>
<tr>
<th>SPEAKER</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Score by teller from judge report # 1</td>
<td>94</td>
<td>92</td>
<td></td>
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<tr>
<td>Net Score by teller from judge report # 2</td>
<td>94</td>
<td>90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Score by teller from judge report # 3</td>
<td>93</td>
<td>94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Score by teller from judge report # 4</td>
<td>93</td>
<td>94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUDGE # 5 NOT AVAILABLE</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>TOTAL RANKING, HIGHEST SCORE DETERMINES THE NEXT PLACE</td>
<td>374</td>
<td>370</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

**IF YOU STILL HAVE A TIE:** CONSIDER JUST THE SCORE FOR OVERALL EFFECTIVENESS (TOTAL 30 POINTS) AS A MEANS OF BREAKING THE TIE.

**WINNERS ARE**

<table>
<thead>
<tr>
<th>PLACE</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Place</td>
<td>A</td>
</tr>
<tr>
<td>2nd Place</td>
<td>B</td>
</tr>
<tr>
<td>3RD PLACE</td>
<td>C</td>
</tr>
<tr>
<td>4TH PLACE</td>
<td>D</td>
</tr>
</tbody>
</table>

**TELLER’S WORKSHEET**
Club/Area/Regional/District Level

PLEASE SPECIFY LEVEL OF CONTEST: __________________

**TEST 1**

<table>
<thead>
<tr>
<th>Speaker</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score ranking by Teller from Judge report # 1</td>
<td></td>
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<tr>
<td>Score ranking by Teller from Judge report # 2</td>
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<tr>
<td>Score ranking by Teller from Judge report # 3</td>
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<tr>
<td>Score ranking by Teller from Judge report # 4</td>
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</tr>
<tr>
<td>Score ranking by Teller from Judge report # 5</td>
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<td></td>
</tr>
<tr>
<td>Total number of 1st Places</td>
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</tr>
</tbody>
</table>

PLACE POSITION

PLEASE FILL OUT ALL YOUR INFORMATION IN CASE OF VERIFICATION

**TELLER’S NAME:** ________________________________

**TELLER’S PHONE #:** ______________________________

**TELLER’S E-MAIL:** ______________________________ 

**TELLER’S SIGNATURE** ______________________________

**DATE:** ______________________________

TELLER’S WORKSHEET
Club/Area/Regional/District Level
PLEASE SPECIFY LEVEL OF CONTEST: ___________________

**TEST 2**

<table>
<thead>
<tr>
<th>Speaker</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score ranking by Teller from Judge report # 1</td>
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<tr>
<td>Score ranking by Teller from Judge report # 3</td>
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<tr>
<td>Score ranking by Teller from Judge report # 5</td>
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</tbody>
</table>

**TOTAL RANKING, LOWEST SCORE DETERMINES THE NEXT PLACE**

PLACE POSITION

PLEASE FILL OUT ALL YOUR INFORMATION IN CASE OF VERIFICATION

TELLER’S NAME: ____________________________

TELLER’S PHONE #: ____________________________

TELLER’S E-MAIL: ____________________________

TELLER’S SIGNATURE ____________________________

DATE: ____________________________

TELLER’S WORKSHEET
Club/Area/Regional/District Level

PLEASE SPECIFY LEVEL OF CONTEST: __________________

**TEST 3:** THEN USE THIS STEP ONLY FOR SPEAKERS WHO ARE TIED

<table>
<thead>
<tr>
<th>Speaker</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Score by Teller from Judge # 1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Score by Teller from Judge # 2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Net Score by Teller from Judge # 3</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Net Score by Teller from Judge # 4</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Net Score by Teller from Judge # 5</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL NET SCORE RANKING, HIGHEST SCORE DETERMINES THE NEXT PLACE**

PLACE POSITION

PLEASE FILL OUT ALL YOUR INFORMATION IN CASE OF VERIFICATION

TELLER’S NAME: ________________________________

TELLER’S PHONE #: ________________________________

TELLER’S E-MAIL: ________________________________

TELLER’S SIGNATURE: ________________________________

DATE: ________________________________
TELLER’S WORKSHEET

Club/Area/Regional/District Level
PLEASE SPECIFY LEVEL OF CONTEST: ______________________

REPORT WINNER’S SHEET

Speaker’s letter Designation

1ST Place / Top Two / Winner: ______________________

2nd Place / Runner up: ______________________

Finalist Place (Club / District): ______________________

PLEASE FILL OUT ALL YOUR INFORMATION IN CASE OF VERIFICATION

TELLER’S NAME: __________________________________________

TELLER’S PHONE #: _________________________________________

TELLER’S E-MAIL: _________________________________________

TELLER’S SIGNATURE: ________________________________

DATE: ________________________________
G-1. STUDENT BIO CARD

DISTRICT 5170 YOUTH SPEECH CONTEST
LEVEL SPEECH CONTEST______________

Date ______________

Speaker Order by Letter _ ----- (Order to be determined by drawing before contest begins)

Student Biography Form – Ensure Legibility

Title of the speech__________________________
Student’s name:____________________________________
Address:_________________________________
City:_____________________________________
State:_________________ Zip:________________
Student Cell:____________________________________
Student e-mail:____________________________________
Parent(s) name __________________________________
Parent(s) cell:_________________________________
Parents(s) e-mail________________________________
High School name:__________________________
Year in School:___________  Grade Point:_________
School Advisor:_________________________
Sponsoring Rotary Club:__________________
School Activities:_________________________________________

________________________________________________________________________

________________________________________________________________________

Community Activities:_____________________________________________________

________________________________________________________________________

Future Goals:___________________________________________________________

________________________________________________________________________

Use other side if necessary:
# G-2. GENERAL BIO CARD

(JUDGE, GREETER, TELLER or TIMER - circle one)

**DISTRICT 5170 YOUTH SPEECH CONTEST**

________________________ LEVEL SPEECH CONTEST

Date _____________

NO. ____

<table>
<thead>
<tr>
<th>ROTARY THEME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER:</td>
<td></td>
</tr>
<tr>
<td>E-MAIL COMPANY:</td>
<td></td>
</tr>
<tr>
<td>POSITION:</td>
<td></td>
</tr>
<tr>
<td>EDUCATION:</td>
<td></td>
</tr>
<tr>
<td>COMMENTS:</td>
<td></td>
</tr>
</tbody>
</table>

(Please print your information legibly)
H. GENERAL OUTLINE FOR CONDUCTING A SPEECH CONTEST

1. GIVE GREETING:
   - Welcome to The Richard D. King Annual Youth Speech contest and all special welcome to students, parents, coaches, judges, timer, and tellers, Rotarians and honored guests.
   - Introductions of the students, judges will be made **ONLY** after judging is completed along with a list of schools participating.

2. REVIEW THE RULES:
   - Students will speak in the order of letters they drew.
   - No names of students or judges will be used until after the contest.
   - Students may use the podium but are not required to do so.
   - Judges are not to confer with each other or with members of the audience before submitting their ballots to the tellers.
   - The theme of the speech is the Rotary International 2019-2020 Theme “**Rotary connects the World.**” All speeches must incorporate this theme and one or more principles of the Rotary 4-Way Test.
   - Speeches are 4 to 5 minutes in length. Official time will be kept by the timer (identify timer) who will give warnings by displaying cards at 4- (Green), 4 ½- (Yellow), and 5 (Red) minute intervals.
   - Timing begins with first utterance from a speaker.
   - Please turn off all cell phones.
   - No flash photos are allowed during competition.
   - Please be respectful and quiet during the speeches.
   - Please do not applaud after any speaker. Wait for the chair’s permission to do so.

3. SPEAKERS:
   - Call on speakers by letter: A, B, C, D, etc.
   - (Ensure that Judges have completed their ballots and handed them to the Teller before proceeding.)

4. INTRODUCTIONS:
   - Coaches
   - Judges
   - Timers
   - Tellers
   - Judges
   - Honored guests
5. GIVE THANKS:  
  • To the volunteers (judges, tellers, timer, greeters, others)

6. ANNOUNCE WINNERS:  
  • Students initially by "letter" from their bio cards  
  • Merit (participation) awards  
  • Finalist Winner  
  • Second Place Winner  
  • First Place Winner
I. SAMPLE OF CERTIFICATE

Certificate of Oratory Excellence

First Place/ Second Place/ Top Two/ Finalist
________________________
in recognition of achieving oratory excellence of highest distinction
in writing and presenting an original speech with the theme

“Rotary Connects The World”

at the Club/Area/Regional/ District level Youth Speech Contest on

Date: ________________

__________________________  __________________________
Youth Service Chair                      Speech Contest Chair

______________________________
Rotary Club President
J-1. SAMPLE CONTEST ANNOUNCEMENT TO TEACHERS

(mmm dd, yyyy)

Ms. Lulu Belle
C/o _______ High School
_____________________
_____________________

Mr. Mickey Mouse
C/o _______ High School
_____________________
_____________________

Re: **Rotary Club Student Speech Contest**

Dear Educators:

The Rotary Club of ______________will conduct its annual Speech Contest on _____________ ____, “YYYY”, at the ______________ Restaurant/Hotel, _____________, CA. If there is any problem with this date, please notify me immediately, as we have limited ability to change the dates.

This speech contest has four levels: Club, Area, Regional, and District. The Club level is the focus of this letter.

A competitor who wins at the Club Level, advances to the Area Level. Successful Area Level winners advance to one of two Regional Level contests. The top two (2) speakers from each Regional Level contest will go to the District finals held at a location TBD, 2019. Please consult the section of the enclosed pamphlets for the prizes available to the competitors at each level.

Enclosed are two (2) documents: (1) a tri-fold brochure that explains how the event is to be conducted, the required subject matter of the speeches, how the contestants will be scored, the grounds for disqualification; and (2) a sample of a judge’s score sheet to show the basis for judging the competition. Please make copies to distribute to each prospective participant. PLEASE READ THEM CAREFULLY SO YOU WILL BE ABLE TO ACCURATELY EXPLAIN TO YOUR STUDENTS THE RULES OF THE CONTEST.

Your primary responsibility will be to find, encourage and assist students from your respective schools to participate.

We are inviting contestants from _______ High School as well as from _______ High School. The Rotary Club will pay for the lunches for the individual competing student(s) and one(1) guest. The guest may be either a faculty advisor or a parent or guardian. The cost of lunch for any additional attendees will be $____ per person. Due to space limitations, it would be appreciated if each competitor limits their additional attendees to
Based on past years’ experience, I wish to point out the following important areas to be stressed with the students:

1) Note carefully the time limits for the overall length of the speeches and the fact that students will be penalized if their talks are too long or are too short (See “TIME LIMITATIONS”).

2) Please note also the mandatory subject matter: the Rotary International 2019-2020 Theme, “Rotary connects the World” and the additional requirement that the speech incorporate at least one (1) of the principles of the Rotary 4-Way Test as outlined on the tri-fold brochure.

3) Please be certain the participants make the necessary arrangements with the school to be able to attend the meeting at noon time. (The meeting commences at 12:15 p.m., and should end at 1:30 p.m., although they tend to run a bit later.)

4) Please be certain each contestant is familiar with the provisions of the “RULES OF COMPETITION” and the “GROUNDS FOR DISQUALIFICATION” sections of the enclosed tri-fold brochure.

If you have any questions, please contact me at your convenience. Please let me know as soon as possible

(i) how many students will be participating,
(ii) how many additional guests and/or advisors will be attending and
(iii) the names of the contestants.

Your help will make it easier to coordinate things at the meeting and will be greatly appreciated. For purposes of making arrangements for seating and lunches, I will need this information no later than ________, ________ __, YYYY.

I look forward to hearing from you. The contest is a highlight of the year for the Rotarians, and we feel the friendly spirit of competition improves the overall quality of the efforts of the students.

Please remember that the rules will be strictly enforced, and any conduct by a student that violates these rules will result in disqualification of the student. Therefore, please make sure you fully explain the contest rules to the participants. Thank you and good luck to your students.

Very truly yours,
(Your Name)
My Rotary Club
Enclosures
Cc: ________, __, President, ________ Rotary Club

(USE NOTE: This example is based upon a situation where one Rotary club draws contestants from two local high schools --- one public and one private. It should be modified according to you own particular circumstances.)
J-2. SAMPLE LETTER TO JUDGES

3000 Sweetpea Lane
Kartoon, CA 9XXXX
(mmm dd, yyyy)

Mr. Popeye Atlas
373 Spinach Way
Kartoon, CA 9XXXX

Re: Rotary Speech Contest

Dear Mr. Atlas:

Thank you for agreeing to be a judge at the _________ Rotary Club’s “YYYY” Youth Speech Contest. Enclosed you will find three items: a tri-fold brochure that contains the “Rules of Competition,” “Instructions for Judges” and a “Judge’s Ballot. Please familiarize yourself with the materials. Please remember to bring these materials with you to the meeting.

The contest will be held on ("mmm dd, yyyy"), at the ____________, located at ____________ (the cross streets are _________________ and ________________). Enclosed is a map for your convenience. The contest will begin at (hh:mm:ss AM/PM) and will conclude around (hh:mm:ss AM/PM). You should arrive at __________. We will be serving (breakfast/lunch/dinner) at the contest.

The winner of this contest will be our club’s representatives at the Rotary Area Speech Contest to be held in “mmm dd, yyyy”. If you have any questions please do not hesitate to contact me.

Thank you again, and I will see you at the contest on ("mmm dd, yyyy").

Sincerely,

Olive Oil
Rotary Club Contest Chairperson

Work (408) XYZ-1234
Home (408) XYZ-5678
E-Mail oliveoil@rcyscc.com
Fax (408) ABC-9876

Encl.
J-3. SAMPLE VOLUNTEER THANK YOU LETTER

3000 Sweetpea Lane
Kartoon, CA 9XXXX
(“mmm dd, yyyy”)

Dear ____________,

It was a group effort, and we did a great job! The success of this year’s Rotary Club Youth Speech Contest would not have been possible without busy people like yourself taking time out to contribute.

We especially appreciate your willingness to be a ____________. It was important to the success of our contest to have your participation.

If you have any suggestions for making next year’s contest even better, please let me know. All constructive criticism is welcome and appreciated.

Sincerely,

Olive Oil
Rotary Club Contest Chairperson
Work (408) XYZ-1234
Home (408) XYZ-5678
E-Mail oliveoil@rcyscc.com
Fax (408) ABC-9876
J-4. SAMPLE CLUB WINNER’S LETTER  
(ADAPT FOR AREA AND REGIONAL WINNERS)

3000 Sweetpea Lane  
Kartoon, CA 9XXXX  
("mmm dd, yyyy")

Mr./Ms. Fresh Green Spinach  
000 Healthy Place #B2  
Kartoon, CA 9XXXY-XXXX  

Dear Mr./Ms. Spinach:

Congratulations on your success in the Rotary Club’s Speech Contest! Your presentation was extremely well done. As the winner of our club contest, you will compete in the Rotary Area --- Speech Competition to be held ("mmm ddd, yyyy") at ("location"). A map is enclosed for your convenience. The competition will be held during ("meal"), from ("hhmmss AM/PM" to "hhmmss AM/PM")

I wish you well at the Area Competition. I hope that this contest will be beneficial to your future success.

Sincerely,

Olive Oil  
Youth Speech Contest Chair  
My Rotary Club  
Work (408) XYZ-1234  
Home (408) XYZ-5678  
E-Mail oliveoil@rcyscc.com  
Fax (408) ABC-9876
J-5. SAMPLE CLUB RUNNERS-UP LETTER  
(ADAPT FOR AREA AND REGIONAL WINNERS)

3000 Sweetpea Lane  
Kartoon, CA 9XXXX  
(“mmm ddd, yyyy”)

Mr./Ms. Brute S. Armstrong  
999 Character Avenue  
Kartoon, CA 9XXXX

Dear Mr./Ms. Armstrong:

I would like to take this opportunity to thank you for participating in Rotary Club’s Speech Contest. Congratulations on your excellent speech. Your presentation was extremely well done. Though you did not win First Place, I would like to inform you that you were First runner-up. As First runner-up, if (“name of winner”) cannot speak at the Area Contest, you should be prepared to take his/her place.

The Rotary Area Speech Contest to be held (“mmm dd, yyyy”) at (“location”). A map is enclosed for your convenience. The competition will be held during (“meal”), from (“hhmmss AM/PM” to “hhmmss AM/PM”)

Sincerely,

Olive Oil  
Youth Speech Contest Chair  
My Rotary Club  
Work (408) XYZ-1234  
Home (408) XYZ-5678  
E-Mail oliveoil@rcyscc.com  
Fax (408) ABC-9876
K. SAMPLE PRESS RELEASE

(Contestant’s name) of (Name of school) was the winner of the (Name of club) Rotary Club’s Youth Speech Contest on (mmm dd, yyyy). (His/Her) five minute speech on the theme, “Rotary International Theme for the Rotary Year” incorporated Rotary’s 4-Way Test that serves Rotarians as a guide for everyday living.

Rotary’s 4-Way Test
Of the things we say and do:
1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

Rotary Clubs of District 5170 sponsor the Richard D. King Annual Youth Speech Contest with three objectives in mind:
1. To help young people know the importance of speaking effectively before a group;
2. To expand public knowledge, especially among young people, of what Rotary is and does throughout the world;
3. To allow high school students the opportunity to compete for $1,550.00 in prize money. The money is awarded with “no strings attached,” but it is hoped it will be used to further the student’s education.

(Contestants name) won a $100.00 prize and an opportunity to advance to the Rotary’s Area Speech Contest where (he/she) will compete against other Rotary local contest winners for a First Place prize of $200.00, and Second Place prize of $100.00. The first Place winner will have an opportunity to advance to Rotary’s Regional Competition.

The two top place winners at the Regional contest will each receive a $250.00 award and advance to the Rotary District Level Competition on (MMM DD, YYYY), that will be held at the (“hotel, address.”). At the District Youth Speech Contest, the First Place winner will receive $1,000.00, the Second Place winner will receive $600.00, and the Third/Fourth Place winners will receive $300.00 each.

(Here can be added information about the winner, his or her college plans, etc., from the Biography information the student filled out, or, better yet, from a brief, personal interview. Information on the other contestants can also go here.)
RECOGNITION

The District 5170 Youth Speech Contest has been officially renamed the Richard D. King Annual Youth Speech Contest. This honor and respect are bestowed upon him because the seeds of love for the Youth Speech Contest were sown by him during his administration as District Governor. Rotarians in District 5170 lend a hand each year to make the Youth Speech Contest a success.

It is all about teamwork in sponsoring the Youth Speech Contest throughout District 5170 that begins at the Club Level, to Area Level, to Regional Level and finally the District Level.

The Richard D. King Annual Youth Speech Contest is named in Richard D. King’s honor to say thanks for the many years of “Service Above Self” to District 5170 and to the rest of the Rotary world.