

FOUR – WAY TEST SPEECH CONTEST MANUAL



2016-2017

District Governor: Marjorie Barker





THE ROTARY 4-WAY TEST

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?

Table of Contents

Important Dates and Timelines	Page 1
District Contact Information	Page 2
Contest Information	Page 3
Contest Prizes	Page 4
Contest Topics	Page 5
Contest Eligibility and Procedure	Page 6
Club Application Form	Page 7
Student Entry Form and Biography	Page 8
Photo and Video Release Form	Page 9
Contest Rules	Page 10
Judges' Instructions	Page 11
Judges' Scoring Sheet	Page 12
Poster	Appendix

Important Dates and Timelines

October through December

1. Appoint a club member to be chair of the contest
2. Schedule Club Contest to occur between **March 15, 2017 and April 15, 2017**
3. Determine prizes for club contestant
4. Discuss the contest with school facilitator at each school in your area
5. Supply posters and material to the school contact person
6. Be prepared to make a presentation to the school and students about the contest
7. Make sure the school facilitator has a copy of Contest Rules, Student Entry Form, and Video and Photo Release Form

January through March

1. Complete and Club Entry Form and \$200 club entry fee by **April 29, 2017**
2. Confirm with school facilitator the number of student participants (no more than SIX for a club contest is recommended)
3. Prepare club certificates, plaques, trophies, etc. at club options for students
4. Publish club contest date in club bulletin, social media, and encourage high attendance
5. Identify three judges and a timekeeper
6. Arrange newspaper coverage
7. Confirm student and parental attendance either with school facilitator or directly with student
8. Make sure the student and family understand that the winner of the club contest must be available to participate in the pre-final competition and final competition

One week before the Club Contest

1. Confirm that awards and prize money will be present at the contest
2. Confirm that the judges and timekeeper will be present, understand their instructions, and have received their score sheet for review
3. Confirm newspaper coverage

Day of Club Contest

1. Arrange seating for contestants and guests
2. Greet the contestants, their family, and guests
3. Have prepared a method of randomly determining order of speaker

Immediately after the contest, forward biography of your winner and Video and Photo Release Form to one of our District Literacy Co-Chairs, but **NO LATER THAN April 29, 2017 before or at 5 pm.**

The semi-final on district level will be held on **Wednesday, May 3, 2017 at 5pm at Purpoodock Country Golf Club, 300 Spurwink Ave, Cape Elizabeth.**

The first three places of the district competition (finals) will compete at the final at the District Conference, **Saturday morning, May 20, 2017, held at the Samoset Resort, Rockport, ME**

District Contact Information

Assistant Governor	Contact Information	Serving Area
Ann Schieber	EA: annschieber@gmail.com PH: 603-770-2744	Durham-Great Bay, Hampton, Ogunquit, Portsmouth
Dan Hussey	EA: djhusseyusa@gmail.com PH: 603-817-6810	Dover, Rochester, Berwick-Eliot, Sanford-Springvale
Andrew Glazier	EA: andglzr@gmail.com PH: 207-451-9000	Exeter, Kittery, Kittery After-Hours, Seacoast Portsmouth, York
Suzanne Ilsley	EA: silsley@yorkhospital.com PH: 207-439-3167	Biddeford-Saco, Kennebunk, Kennebunk Portside, Saco Bay, Wells
Tony Wagner	EA: tony.wagner163@gmail.com PH: 207-229-3254	Falmouth, Saco Bay Sunset, Scarborough, Sebago Lake Region, Westbrook-Gorham
Kris Rosado	EA: krisrosado67@gmail.com PH: 443-257-7523	Freeport, Portland, Portland Sunrise, South Portland-Cape Elizabeth
Christine Johnson	EA: cejinmaine@gmail.com PH: 207-653-0869	Brunswick, Brunswick-Coastal, Topsham Expresso, Yarmouth
Claudia Frost	EA: frostyc@comcast.net PH: 207-449-9884	Bath, Bath-Sunrise, Boothbay Harbor, Damariscotta-Newcastle
Cathy Sullivan	EA: cathyxom@gmail.com PH: 203-804-2758	Bethel, Bridgton Lake Region, Fryeburg Area, Oxford Hills, River Valley
Chair District Youth Services Committee		
Larry Marsolais	EA: larrym1956@comcast.net PH: 603-560-2116	
District Literacy Co-Chairs		
Terry Hodskins	EA: vagabond04@roadrunner.com PH: 207-324-3390	
Kerstin Kirchner	EA: kerstinkrchnr@gmail.com PH: 207-807-0367	

Contest Information

Rotary and the Four-Way Test

From the earliest days of Rotary, Rotarians have been concerned with promoting high ethical standards in their professional lives. One of the world's most widely printed and quoted statements of business ethics is The Four-Way Test, which Rotarian Herbert J. Taylor created in 1932 when he took charge of a company facing bankruptcy. This twenty-four-word test for employees to use in making decisions in their business and professional lives became the guide for sales, production, advertising, and all relations with suppliers and customers. The company survived and prospered and this is credited to this simple philosophy. Adopted by Rotary in 1943, The Four-Way Test has been translated into more than a hundred languages and published in thousands of ways. It asks the following four questions:

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?

For over sixty years Rotarians have been using the **4-Way Test** as a practical yardstick in their business, community and personal affairs. **You will note that the 4-Way Test does not provide answers. It asks questions which the user (student) must answer.** Thousands of Rotarians have used it and shared it with others. Millions of copies have been distributed to students and business associates. The test has been carved into granite monuments, displayed on billboards, written into labor contracts, printed on wrapping paper and umbrellas, and has been the theme of countless essay and speech contests.

The Purpose of the Contest

The purpose of the Four-Way Test Speech Contest is to foster ethics in everyday life, as well as in business. The contest is designed to introduce high school students to the Rotary principles of ethics and service, and to involve local Rotary Clubs with the youth of their communities. It also is aimed at encouraging young people to learn to express themselves well in public. In nearly every profession, the ability to express one's thoughts and ideas clearly, concisely, and persuasively is an important skill.

Contest Prizes

The following cash prizes will be awarded:

First Place	\$750
Second Place	\$500
Third Place	\$250

Club competitions may begin at any time, but must be concluded by and submitted to the District **NO LATER THAN April 29, 2017 before or at 5 pm.**

Club level contest winners must agree to participate in the competition at the semi-final on district level on **Wednesday, May 3, 2017 at 5pm** at Purpoodock Country Golf Club, 300 Spurwink Ave, Cape Elizabeth.

AND present their submission at the final at District Conference on **Saturday morning, May 20, 2017**, at Samoset Resort in Rockland, ME.

Contest Topics

Students Must Choose a Topic from the following list; however, your answers must be **HOW YOU WOULD** apply the 4 Way Test (how you would personally guide you own actions) **NOT HOW OTHERS WOULD** handle a situation.

- Should government have a say in our diets?
- Should all Americans be entitled to health care?
- Should Marijuana be a legalized medical option?
- Should vaccines be required for children?
- Should musical lyrics advocating violence be allowed?
- Should parents pay allowance for teens and how to earn it?
- Alcoholic drinking age – should it be increased or decreased?
- Should companies market to children?
- Should parents let teens make their own decisions?
- Should texting in the classroom be allowed?
- Should texting and calling while driving be allowed?
- Are actors and professional athletes paid too much?
- When should you start your store's holiday promotion?
- Is college admission too competitive?
- Should English be the official language in the United States?
- When should presidential campaigns begin?
- When bullying turns deadly: Can it be stopped?
- Should all recycling be mandatory?
- Is the death penalty effective?
- Is the cost of college too high?
- Do curfews keep teens out of trouble?
- Are test scores a good indication of a school's competency?
- Should animals be used for research?
- Should cigarette smoking be banned?

Contest Eligibility and Procedure

Eligibility

Any high school student, grades 9-12, in a town represented by a Rotary Club in District 7780 (public, private, home-schooled, online). Previous District **First Place Winner** are not eligible.

Procedure

Club will organize their own competitions, using the rules contained in this guide. At the District level, contestants will not be identified by name or Rotary Club, only by contestant number. The attendees of the District Conference will be the judges for the final contest at the District Conference. Each attendee will have a judging sheet and shall assign points for each aspect of the speech. The number of ratings from the attendees will be aggregated and the cash prizes determined accordingly.

If a tie exists or all judge's votes have been tabulated, the first tie-breaker is total net points. The contestant with the highest total of net points on the judge's score sheets will be declared the winner, and so on. If a tie still exists, the second and final tie-breaker will be a vote of the judges. The contestant receiving a majority vote of the judges will be declared the winner and the judges' decision will be final.

Club Application Form

Rotary Club: _____

We will participate in the 4-Way Test Speech Contest for 2016-2016.

Winning entry must be created by a high school student, grades 9-12 (public, private, home school, or online), living or attending school in a community in District 7780

We will pay the \$200 application fee for our club's winning entry (one entry per club) to participate. The fee will be used solely for the District 7780 speech contest, including prizes for district level competitions. A \$200.00 registration fee will be paid by check (payable to District 7780) and sent to Ted Trainer, District Treasurer, 4 Kensington Drive, Kennebunk, ME 04043 **latest by April 29, 2017**. In the memo line please note "4 Way Test Application Fee."

*Note that the Entry Form will not be processed without payment.

We understand that the local club contest to select our applicant must be completed and the winning speech made available to the District Literacy Co-Chair **NO LATER THAN April 29, 2017 before or at 5 pm**.

We understand that it is our responsibility to arrange for the participation of our winning contestants at the final contest at the District Conference on **Saturday morning, May 20, 2017**.

We understand that if we do not submit the completed application and entry fee by **April 29, 2017** the possibility exists that our entry may not be eligible to participate.

Club Contact	
Phone	
Email	

Club President Signature/Date

Send completed application form to Kerstin Kirchner, District Literacy Co-Chair, kerstinkrchnr@gmail.com.

Student Entry Form and Biography

Name: _____

School: _____

Grade: _____

Student's Person: _____

Student's Email: _____

Facilitator's Contact Phone: _____

Facilitator's Contact Email: _____

Student's Goals, Hobby, Special Interests: _____

Rotary Club: _____

I declare that the research and content of my speech are mine and mine alone.

Student's Signature _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

If student is under 18 years of old – this must be signed by parent or guardian.

Please submit this completed form to the facilitator serving as liaison for the speech contest.
School liaison: Please submit this form to the chairperson of the 4-Way Test Speech Contest of your local Rotary Club.

Photograph and Video Release Form

I hereby grant my sponsoring Rotary Club and/or District 7780 the irrevocable right and permission to use photographs and/or video recordings of me on sponsoring Rotary Club and/or District 7780 and in publications, promotional flyers, educational materials, or to promote future contest within Rotary without compensation to me.

I understand and agree that such photographs and/or video recordings of me may be placed on the Internet. I also understand and agree that I may be identified by name and/or title in printed, Internet or broadcast information that might accompany the photographs and/or video recordings of me. I waive the right to approve the final product. I agree that all such portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tape and digital files are and shall remain the property of my sponsoring Rotary Club and/or District 7780.

I hereby warrant that I am eighteen (18) years old or more and competent to contract in my own name or, if I am less than eighteen years old, that my parent or guardian has signed this release form below. This release is binding on me and my heirs, assigns and personal representatives.

Signature of Individual Photographed/Recorded

Date

Print Name of Individual Photographed/Recorded: _____

Signature of Witness

Date

If individual photographed/recorded is under eighteen (18) years old, the following section must be completed: I have read and I understand this document. I understand and agree that it is binding on me, my child (named above), our heirs, assigns and personal representatives. I acknowledge that I am eighteen (18) years old or more and that I am the parent or guardian of the child named above.

Signature of Parent/Guardian of Individual Photographed/Recorded

Date

Print Name of Parent/Guardian: _____

Signature of Witness

Date

Please submit this completed form to the facilitator serving as liaison for the speech contest. School liaison: Please submit this form to the chairperson of the 4-Way Test Speech Contest of your local Rotary Club.

Contest Rules

The speeches must be the original work of the contestant. Each one of the questions of the Four-Way Test must be asked and answered in the student's speech as related to the student's topic. The answer must be about how you would guide your OWN actions, not how someone else would handle the situation.

These are to be speeches and not dramatic presentations. Although enthusiasm, good eye contact, and movement are encouraged, the speaker should not go to extremes.

Students who advance to the District level may present the same speech given at the Club level or create modified or new presentations. **All speeches must be original work of the speaker.**

1. **Speeches must be at 5 minutes in length but no longer than 6 minutes.** However, a 30 second "grace period" is allowed. Any speech exceeds 5 minutes; 30 seconds will be assessed a penalty deduction of 2 points of the total score. The Timekeeper will inform the judges when a penalty has been assessed. The Timekeeper will signal the 3, 4, and 5-minute mark to the contestant.
2. The speech should not be read, but adequate speaker notes may be used. The speech may be delivered partly or entirely from memory.
3. No visual aids or props of any kind are to be used. Audience participation is considered to be a prop and any attempts to encourage audience participation will result in disqualification.
4. Clubs may provide a lectern and/or microphone if they choose; the use of those is at the discretion of the contestant. At the District level a lectern and a microphone will be provided and may be used at the discretion of the speaker.
5. **Participants must complete the entry form shown on page 8 and 9 of this manual and provide it to the Rotary Club contest chairperson prior to the day of the Club contest.**

Speaker Notes: Contestants may speak from notes at the club level competition. At the semi-final contest on district level, only a TWO 3x5 note cards may be used. At the final contest at the District Conference, only ONE 3x5 note card note may be used. **Infractions will result in disqualification!** This rule should be reviewed with the contestants prior to the competition.

Judges' Instructions

General

Judges and the timekeeper will seat themselves apart from each other and not communicate about their evaluations of speaker until the final awards have been made.

Each speaker will be awarded points in the three categories listed below. Record points immediately after each speech. The contest Chair will ask the judges if they are ready before calling the next speaker.

Columns should be added and rankings computed after all speeches have been given.

Judging Criteria

Judging will be based on a 30-point grading scale for the following categories:

1. Content
2. Organization
3. Delivery

Judging Procedure

Judges will total for each speaker on their individual scoring sheet, subtract penalty points (if any), and enter net points. Each judge then ranks the speakers 1 through "n", by the net points, with the highest ranked "1", the next highest, "2" and so on. The tellers will tabulate the judges' scoring sheets.

The winner of the contest will be decided by cumulative rank order (i.e. sum of the ranks from all of the judges). Each contestant's ranking will be totaled and the speaker with the lowest total ranking earned will be declared the winner.

If a tie exists or all judge's votes have been tabulated, the first tie-breaker is total net points. The contestant with the highest total of net points on the judge's score sheets will be declared the winner, and so on. If a tie still exists, the second and final tie-breaker will be a vote of the judges. The contestant receiving a majority vote of the judges will be declared the winner and the judges' decision will be final.

Scoring Sheet

General Comments

1. Speaker may use 3x5 note cards on club level, but no written script
2. Speeches are limited to 5 minutes; deduct 2 point for going over time
3. No prompts allowed

Judging Criteria

10 = Superior 8 = Excellent 6 = Good 4 = Average 2 = Fair 1 = Poor

Criteria for Judging Appearance	Score									
	1	2	3	4	5	6	7	8	9	10
Content Practical application of Four-Way Test; 1 point for each of the 4 points; Clarity and expressiveness of language and vocabulary; Uses examples from peer group experience;										
Delivery Clear enunciation of words; Limited use of unnecessary expressions (uh, like, you know, etc.); Good vocal projection, voice expressiveness, tone, and pace; Good eye contact and rapport with audience;										
Organization Introduction; Development ideas: presented, supported, explained in clear, logical order with smooth transition; Conclusion; Ability to captivate or move audience										

*Penalty Deduction _____

TOTAL POINTS _____

* **Speeches must be at 5 minutes in length but no longer than 6 minutes.** However, a 30 second “grace period” is allowed. Any speech exceeds 5 minutes; 30 seconds will be assessed a penalty deduction of 2 points of the total score. The Timekeeper will inform the judges when a penalty has been assessed. The Timekeeper will signal the 3, 4, and 5-minute mark to the contestant.