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**District 5930 Four-Way Test Speech Competition Planning Guidelines**

**For April 27, 2024**

***Recommended guidelines for contests:***

1. Assistant District Governor can assign an Area Coordinator or he/she can assign himself/herself to be the Area Coordinator. Each Area Coordinator needs to make sure if possible that every Club in the area has a Club contest coordinator.
2. Area Coordinator along with the Assistant District Governor should make contact with Club presidents and Club contest coordinators plus the school contest sponsor.
	1. Review contest rules and procedures
	2. Review contest dates (local/area/district) (try to avoid conflicts with UIL (or similar private school) competitions
	3. Review time keeping procedures
3. Local and Area competitions must be completed on time, in order to send information about the students to District 5930 for the 2024 District Championship.
	1. **CLUBS** should complete their contests by **Saturday**, **March 30, 2024.**
	2. The CLUB coordinator needs to submit the following information for the first AND second-place winners to the AREA Coordinator:
		1. full name
		2. e-mail address
		3. mobile phone
		4. club affiliation
	3. The AREA Coordinator is typically your Area’s District Governor (if it is not, the District Four Way Test Contest Chair, Anna Putegnat Garcia will know who to direct you to)
	4. **AREA** contests should be completed by **April 10, 2024**. The AREA coordinator needs to submit the following information for the first AND second-place winners to the District Four Way Test Contest Chair, Anna Putegnat Garcia:
		1. full name
		2. e-mail address
		3. mobile phone
		4. club affiliation
		5. This must be provided to Anna Putegnat Garcia by 5:00pm on Monday, **April 15, 2024**. Anna’s email address is annaputegnat@gmail.com, and her phone number is (484) 319-1455.
4. The District Contest will be held in Harlingen, TX at the Harlingen Convention Center at 9:00am on Saturday, April 27, 2024. Students report to District 5930 Four Way Test Contest Chair Anna Putegnat Garcia at 8:15am and judges at 8:45am. *Area Coordinators are responsible for making arrangements for transportation and lodging (if necessary) of the Area winners to the District competition (and the Sponsoring Club is responsible for these costs; the Club might also consider covering mileage, lodging and meals for parents and a school sponsor; the District will pay for lunch for all contestants, and one guest of the student).*

***Other recommendations:***

1. Scholarship recommendations:
	1. Winners should receive a letter (from contest coordinator) stating their award level for future reference in collecting the award, especially if the winner is a freshman, sophomore or junior.  The letter should contain competition date, Rotary club name, and award level.
2. All contestants should receive a certificate of competition for their participation in the contest at the Club and Area levels.
3. Contestants or coordinators should never disclose the Club names or the schools that a contestant represents until the end of the competition, at which time each contestant can introduce himself/herself, tell the Club his or her future plans for college, and introduce anyone accompanying him or her to the competition.
4. Time Keeping
	1. Any speech less than 5 minutes or longer than 7 minutes is disqualified.
	2. Time keeper should hold up a sign with a number “2” at the five-minute mark and a number “1” at the 6-minute mark and a “1/2” at the 6.5-minute mark. This means that the student has 2 minutes, and then 1 minute, and then 30 seconds left in the speech.
	3. The numbers “2” and “1” and “1/2” should be letter size (11” x 8.5”) big.
	4. Time keeper should let everyone know the times of the contestants only after they have all finished.
5. Judge Selection - It is **very important** that the judges be Rotarians who are familiar with the contest and the Four Way Test.  A brief (10 to 15 minute) meeting should be held by the contest coordinator with the judges at the Club, and Area and District contests to review the rules and procedures and to answer any questions they may have.  There should be between three to five judges at each of the competitions.