



ROTARY DISTRICT 5180



Rotary Clubs of the Greater Sacramento Area

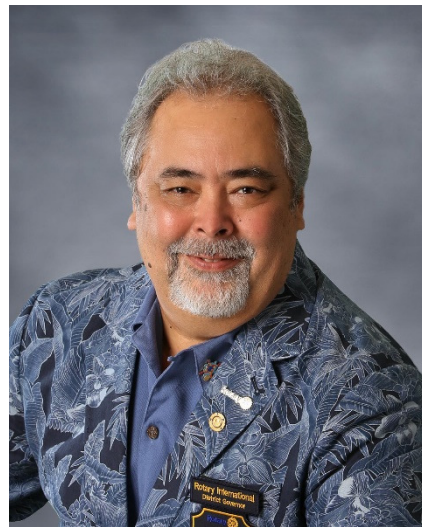
2020 SPEECH CONTEST HANDBOOK

Contest Theme:

“Connect to Inspire”



**R.I. President
Rotary Club of Decatur
Alabama, USA**



**District Governor
Ray Ward
Rotary Club of Fair Oaks**

Assistant Governors

Area 1: Shelton Enochs (senochs15@gmail.com)

(Oroville, Oroville-Sunrise, Gridley, Marysville, Yuba City, South Yuba County)

Area 2: Mary Jo Edmonson (edmondsonmaryjo@gmail.com)

(Granite Bay, Lincoln, Placer Valley Sunrise, Roseville, South Placer -Rocklin)

Area 3: Justin Whitsell (justinwhitsell@gmail.com)

(El Dorado Hills, Folsom Lake, Folsom Rotary, Historic Folsom)

Area 4: Joe Scheimer (jscheimer@gmail.com)

(Citrus Heights, Fair Oaks, Orangevale, Rancho Cordova)

Area 5: Desiree Wilson (desiree918@comcast.net)

(Arden-Arcade, Carmichael, East Sacramento, Point West)

Area 6: Megan Ham (megan@addlins.com)

(Midtown Rotary, Pocket/Greenhaven, Passport One, West Sacramento, West Sac Central)

Area 7: Dave Veden (dvc@associatedsound.com)

(Foothill Highlands, Natomas, North Sacramento, Sacramento, South Sacramento)

Area 8: Karen Cendro (karen.cendro@jan-pro.com)

(Clarksburg Rotary, Elk Grove, Laguna Sunrise, Walnut Grove)

Table of Contents

General Comments	4
2018 Speech Contest General Rules	5
Club Contest	5-6
Conducting the Speech Contest at the Club Level	6-7
Club Contest Contact List	8
Semi-Final Contest	9
Conducting the Speech Contest at the Semi-Final Level	9-10
District Speech Contest Finals	10
Suggestions for Planning the Speech Contest.....	11-12
Information for Judges	13
Judges Score Sheet	14
Timekeepers' Instructions and Record Sheet	15
Tellers' Instructions	16
Tellers Score Sheet	17-18
Speech Contest Student Entry Form	19
Sample Promotional Poster	20
Sample Letter to Judges before the Club Contest	21
Sample Thank You Letter to Club Contest Judges	21
Sample Congratulatory Letter to Club Contest Winner	22
Public Relations Form for Local Media	22

GENERAL COMMENTS

This Speech Contest Handbook should answer most questions about contest procedures and rules, but if something is unclear, please call or email the District Speech Contest Chair, Ravie Aujla (530-632-5990 or ravie.aujla@gmail.com).

Critical Dates

- **January 10, 2020:** deadline for Club Speech Chairs to inform the District Speech Contest Chair of their club's contest date and location.
- **March 22, 2020:** deadline to complete all club contests.
- **April 26, 2020:** deadline to complete all Area semifinal contests.
- **May 2020:** District Speech Contest finals Location and Date TBD

Regional Semifinal Contests

There will be four semifinal contests between **March 23 and April 26**, grouped regionally and divided as equally as possible between clubs participating in the District Contest. Each regional semifinal will be conducted by a pair of assistant governors, tentatively scheduled as follows:

- North Regional: Shelton Enochs and Mary Jo Edmonson
- Mid Regional: Justin Whitsell and Joe Scheimer
- Sacramento Regional: Dave Veden and Karen Cendro
- South Regional: Desiree Wilson and Megan Ham

Suggestions

- Contact schools early and stay in touch periodically throughout the school year.
- Encourage juniors and below to enter the club contest. They are less likely to lose enthusiasm in the spring semester as the contest approaches.
- If applicable, participation of Interact Clubs is suggested and encouraged.
- Judges at various levels: Rotarians may judge club contests, but Rotarians CANNOT judge semifinal contests. Possible semifinal judges to consider include local Toastmasters, college speech instructors, or members of other service clubs.
- Microphones are not required at the club contest but, since they are required at the semifinal and final contests, their use at the club level is encouraged.
- Since the majority of clubs in our district are in Sacramento County, it may be necessary that some clubs solicit contestants from the same high school. The only limitation is that **any given student may enter only one club contest**. If more than one club uses a single high school, make sure the Four Way Test is utilized in dealings between clubs.
- Although club (and semifinal) contests conducted on weekday evenings or Saturday mornings afford the contestants' teachers, parents and friends an opportunity to attend, AND the contestant's school attendance is uninterrupted, contests held as part of a club meeting will generally result in better attendance by club members. These factors must be considered when scheduling the club contest.

2019/2020 SPEECH CONTEST RULES

GENERAL RULES:

1. Contestants must be high school students in grades 9, 10, 11, or 12.
2. Students being schooled at home in a program recognized by their school district or the State of California are allowed to enter.
3. A student may compete in **only ONE Rotary District 5180 club contest.**
4. Any prior year's winner at any level may compete again at the club level, as long as they are otherwise eligible, and advance if they win.
5. All contestants must **ARRIVE** at their designated contest locations **NO LATER THAN TEN MINUTES PRIOR** to the start of the contest. Late arrivals will be **DISQUALIFIED**. There are no exceptions to this rule.
6. The topic for every contest level is "**Connect to Inspire**".
7. The same speech must be used for all levels.
8. The speech must be **at least 5 minutes, but not more than 8 minutes in length.**
9. Under penalty of possible disqualification, contestants **may not mention their name, school or sponsoring Rotary Club** prior to or during their speech.
10. **No displays, props or prompting are allowed.** Clothing containing logos may be considered props.
11. **No pictures or video recording** are permitted during any speaker's presentation.
12. Protests or concerns about the conduct of the contest at any level must be made to the moderator of the contest **prior to the announcement of the winners.**
13. All contestants must agree to speak at the semifinal and final contest should they advance that far.
14. In the event that a club or semifinal winner becomes unable to compete at the next level, the runner-up in the original contest will be offered a chance to compete.

CLUB CONTEST:

1. All of the **General Rules** apply at this level.
2. Contestants may use written notes at club level contests.
3. Use of microphones (handheld or wireless) is encouraged, though not required, at this level.
4. Awards: this amount is paid by the club and must be consistent at all clubs.
 - 1st place: \$200 and Participation Certificate
 - 2nd place: \$100 and Participation Certificate
 - 3rd place: \$50 and Participation Certificate
 - 4th place: Participation Certificate

*If Contestants do not score a minimum of 65 totals points, the club is not obligated to give awards.

ALL CLUB CONTESTS MUST BE COMPLETED BY March 22, 2020.

CONDUCTING THE SPEECH CONTEST AT THE CLUB LEVEL

- Greet the contestants, and their teachers and parents if they are attending the event.
- Introduce them to each other **but not** to other Rotarians or guests.
- Seat the contestants in the same row of chairs or at the same table.
- Let them observe all the contestants deliver their speeches.
- Seat the teachers and parents separate from the contestants.

- When all speech contestants have arrived, have each one pick a number from a hat or other suitable device. This set of numbers from 1 to the total number of contestants will be the order in which the contestants will deliver their speeches. Be sure that the contestants understand what their number means!

- **Do not publicly introduce students, parents, teachers, or coaches before the contest begins.**
- If your club contest occurs as part of your regular meeting, be prepared for several minutes of "open" time following each speaker as the judges complete their forms, and a longer period of time after the final speaker for the tellers to verify all the calculations and determine the winners. These periods can be used for announcements, fines, Rotary minutes, and the like.
- A brief introduction of the judges and their qualifications, either just before the first speaker or immediately after the last speaker, will reassure the spectators that qualified judges have been selected.

To start the contest:

1. Welcome the contestants, **but not by name.**
2. Read pertinent rules (6, 8-12 on page 5) to refresh the contestants' memory and to inform the audience.
3. Request that the audience remain seated during each contestant's speech and **NOT APPLAUD OR MAKE ANY SOUND** after the contestant finishes his/her speech.
4. Ask the judges, timekeeper, and tellers if they are ready. When they are all ready, call contestant number 1 to the podium.
5. When contestants are speaking, the sergeants-at-arms should ensure that no one enters or leaves the room.
6. After the contestant speaks, turn the podium over to the president or president's representative.
7. When the judges, timekeeper, and tellers are ready for the next speaker, continue the contest by calling the next contestant in numeric order.
8. *The judges should retain their score sheets until all speeches have been completed.*
9. Repeat steps 4, 5 and 6 until all contestants have spoken.
10. After the last contestant has finished speaking, ask for applause.
11. At this time, the judges and timekeepers should complete their respective sheets and turn them in to the tellers.
12. Ask the contestants to introduce themselves in numeric order and to tell the audience their year and high school. Ask each student to introduce his or her teachers, parents and guests.
13. When the tellers have reached a decision, obtain the results from them.
14. Announce the fourth place winners first. **All contestants who do not place first, second, or third are deemed to have placed fourth.**
15. If your club gives certificates, give each one a fourth place certificate.
16. Announce the third place winner and present applicable award.
17. Announce the second place winner and present applicable award.
18. Announce the first place winner and present applicable award.
19. Thank the judges, timekeeper, tellers and sergeants-at-arms.

Be sure that you obtain the winner and runner-up's name, email address & phone number. Email the information to your Assistant Governor and the District Speech Contest Chair:

**Ravie Aujla
530-632-5990 (cell)
Ravie.aujla@gmail.com**

CLUB CONTEST CONTACT LIST

(This form is intended for the personal use of Club Speech Chairs.)

NOTE: The club contest must be completed no later than March 22, 2020.

Contacts

Location: _____ Phone: _____ Email: _____

Newspaper: _____ Phone: _____ Email: _____

Area Contest: _____ Phone: _____ Email: _____

High School or Schools

Teacher: _____ Phone: _____ Email: _____

Contestant: _____ Phone: _____ Email: _____

Contestant: _____ Phone: _____ Email: _____

Contestant: _____ Phone: _____ Email: _____

Contestant: _____ Phone: _____ Email: _____

Contestant: _____ Phone: _____ Email: _____

Judges

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name(alt): _____ Phone: _____ Email: _____

Timekeeper

Name: _____ Phone: _____ Email: _____

Tellers

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Sergeants-at-Arms

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

SEMI-FINAL CONTEST:

1. All of the **General Rules** apply to this level.
2. The first place winners in each Rotary District 5180 club contest will compete in their respective regional semifinal for the right to advance to the District Final Contest. Regional groupings for semifinal contests are explained on page 2.
3. The four regional semifinal contests will occur at sites arranged by the pairs of assistant governors listed on Page 2 and approved by the District Speech Contest Chair.
4. Contestants are **required** to use a **microphone** at this level.
5. Written notes on **one 3x5 card** are allowed.
6. The Judges at this level may **NOT** be Rotarians. Judges will be selected by the assistant governors of the participating areas.
7. Awards : these awards are paid by the district.
 - 1st place: \$250 and Participation Certificate
 - 2nd place: \$100 and Participation Certificate
 - 3rd place: \$50 and Participation Certificate
 - 4th place: Participation Certificate

CONDUCTING THE SPEECH CONTEST AT THE SEMIFINAL LEVEL

- Winners of individual club contests will compete in the regional semifinal contest to which they have been assigned.
- Each regional semifinal will be conducted by a pair of assistant governors, tentatively scheduled as follows:
 - North Regional: Shelton Enochs and Mary Jo Edmonson
 - Mid Regional: Justin Whitsell and Joe Scheimer
 - Sacramento Regional: Dave Veden and Karen Cendro
 - South Regional: Desiree Wilson and Megan Ham
- Assistant Governors will arrange semifinal contest dates and locations and will moderate the semifinal contests. **They must inform the District Speech Contest Chair of the date and location by December 1, 2019, and the semifinal contests must be completed by April 26, 2020.**
- Semifinal contests conducted on weekday evenings or Saturday mornings afford the contestants' teachers, parents and friends an opportunity to attend, AND the contestant's school attendance is uninterrupted.
- Assistant Governors will arrange for judges, tellers, timekeeper and sergeants-at-arms for the semifinal contests. **Judges may NOT be**

Rotarians for the semifinal contests. There should be a minimum of two sergeants-at-arms, with more if there are more than two entrances to the room.

- Assistant Governors will arrange for soft drinks and snacks for participants and guests. The expense for this should be shared by the participating clubs.
- The actual mechanics of conducting the semifinal contests are identical to those of running the club contests as outlined on pages 8 & 9.
- The District Speech Contest Chair will attend all semifinal contests and provide the award checks to winners.

FINAL CONTEST: (4 Contestants)

1. The winners of the four semifinal contests will compete in the District Final Contest – Location and time TBD.
2. All of the **General Rules** apply to this level.
3. Written notes are **not** allowed.
4. Contestants are **REQUIRED** to use a **MICROPHONE** at this level.
5. The judges at this level may **NOT** be District 5180 Rotarians. The District Speech Contest Chair will select the judges.
6. Awards : these awards are paid by the district.
 - 1st place: \$1,000 and Participation Certificate
 - 2nd place: \$700 and Participation Certificate
 - 3rd place: \$400 and Participation Certificate
 - 4th place: \$200 and Participation Certificate

DISTRICT SPEECH CONTEST FINALS

The District 5180 Speech Contest Finals location and time are TBD. The four semifinal contest winners are expected to participate in the District Speech Contest Finals.

- All contestants must provide their own transportation to the District Speech Contest Finals.
- The contestants **must arrive 30 minutes before** the start of the contest.
- The District Speech Contest Chair will arrange for judges, tellers, timekeeper and sergeants-at-arms, and will moderate the District Finals. Judges may not be Rotarians from District 5180.

SUGGESTIONS FOR PLANNING THE SPEECH CONTEST

September (or early in the fall semester)

- Review the dates, prizes and rules in this handbook.
- Talk with speech/drama/debate teachers at each school in club area.
- Get your Interact Club (if applicable) involved early.
- Explain the topic and speech contest rules and procedures to teachers.
- Give copies of rules and student registration sheet to each teacher. (Copy appropriate pages of this manual.)
- Ask the principal and teachers to post the Speech Contest announcement.

November

- Repeat the September activities.
- Schedule your club contest to be **completed by March 22, 2020.**
- Purchase an advertisement in the high school newspaper(s).
- Publicize the speech contest in your local media. (Your club PR Chair and District PR Chair Rita Gordon could be of help with this.)

January

- Try to get at least five participants from the high schools you utilize.
- Review their written speeches. (Set up a practice speech if desired.)
- *Order certificates after clearing the expense with club Board of Directors.*
- Put Club Contest dates in Club Bulletin and Website.
- Meet the school participants and their coach. Have them practice their speeches.

Before the Club Contest

- Arrange for 4 judges (3 primary and 1 backup).
- Arrange for 1 timekeeper and 2 tellers.
- Send judges the Judging Criteria, Score Sheet and letter.
- Request newspaper/media coverage.
- Confirm participants and number of parents.
- Make special food arrangement (at your club meeting, if applicable) for the contestants and parents.
- If applicable, involve the Interact Club.

One Week Before the Club Contest

- Pick up or make certificates.
- Get checks from the Club Treasurer.
- Remind judges, tellers and timekeeper of their duties.
- Arrange for calculators to tally scores.

Day of the Club Contest

- Prepare certificates for participants.
- Arrange for seating for contestants (a table or row of chairs).
- Arrange table for judges.
- Arrange a table for tellers and timekeeper.
- Provide calculators to tellers.
- Provide a stopwatch for the timekeeper.

Day After the Club Contest

- Notify the District Speech Contest Chair of your first and second place winner. Include contact information (e-mail address and phone numbers).
- Send thank-you letters to judges.
- Send congratulatory letter or email to winner with information about the regional semifinal contest.

Later

- Accompany the club winner to regional semifinal contest.
- Accompany the club winner to District Contest Finals, if applicable.

INFORMATION FOR JUDGES

Rotary District 5180 is pleased that you have accepted the responsibility of acting as a judge in its annual Speech Contest. To ensure continuity in the judging process of the contests at the club, regional, and district levels of competition, please read carefully the judging procedure outlined below. This procedure has come from judges' suggestions in previous years' contests. Please note carefully the weighted point value assigned to the three sets of judging criteria and become familiar with the score sheet prior to the contest.

JUDGING CRITERIA

Delivery

Enunciation and pronunciation are basic to any good speech and must be fully considered. Overall expressiveness and sincerity of tone add to the delivery. Animation, humor, holding interest, and power of persuasion are attributes of a winning speaker.

Originality

The manner in which the content is developed will in large measure be determined through its originality. Of major concern will be an approach that is individualistic, imaginative, and has human interest.

Content

The content should relate specifically to the subject. Students should be positive in their approach, and ideas used to develop the theme or topic should be presented logically, clearly, and concisely from opening to conclusion.

JUDGING PROCEDURE

Identical score sheets will be used at all levels of competition. Each judge weighs each speech in the range of 1 to 100 points within the three sets of criteria listed below.

Delivery 1 to 40 points

Originality 1 to 30 points

Content 1 to 30 points

The highest scored speech will be declared the winner. In the case of a **Tie Score**, the contestant with the highest scores for Expressiveness & Poise, Imaginative, and Clarity of Ideas will be declared the winner. The decision of the judges is final.

Please Note: Judges must not confer during or after a speech. After all score sheets have been given to the tellers, then the judges may confer. Under no circumstances should anyone but the three winners be announced. **All contestants not in the first three places are considered to tie for fourth place.**



Rotary District 5180 Speech Contest

JUDGES' SCORE SHEET

Contestant Number _____

Judge _____

Criteria

Delivery (Maximum Score 40)

- Enunciation and Pronunciation (1-10) _____
- Expressiveness and Poise* (1-10) _____
- Sense of Humor (1-10) _____
- Sincerity and Tone (1-10) _____

Originality (Maximum Score 30)

- Uniqueness (1-10) _____
- Engagement of Interest (1-10) _____
- Imaginative* (1-10) _____

Content (Maximum Score 30)

- Relevance to Subject (1-10) _____
- Logical Development (1-10) _____
- Clarity of Ideas* (1-10) _____

TOTAL _____

*Criteria to be used as tie-breakers

Judge's Name (print) _____

Judge's Signature _____

Date _____

**Rotary District 5180 Speech Contest
TIMEKEEPER'S INSTRUCTIONS
AND RECORD SHEET**

1. On the sheet below, record the minutes and seconds of each speech. Begin the timing of the speech after the contestant has addressed the audience or stated the title of his or her speech. If the contest begins without addressing the audience or stating the title, begin timing immediately.
2. Check "YES" below if the contestant's speech is **less than five minutes or over eight minutes**. There is a **2 point penalty for each minute or fraction thereof when the speech length is less than 5 minutes or more than 8 minutes**. Calculate and write in the "Amount of Penalty".
3. Give this sheet to the Teller after the final contestant has completed his or her speech.

Contestant Time: Amount of Number Speech Penalty? Penalty

1	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
3	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
5	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
6	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
7	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
8	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
9	Minutes: _____	Seconds _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Timekeeper's Name (print) _____

Timekeeper's Signature _____ Date _____

Rotary District 5180 Speech Contest TELLERS' INSTRUCTIONS

- There shall be at least two tellers.
- After each contestant has spoken the Judges retain their score sheets until they judge all contestants.
- After all contestants have spoken, the tellers receive the Judges' Score Sheets, and recheck the math.
- After the final contestant has spoken, collect the Timekeeper's Records and recheck the math.
- Tellers are to deduct any time penalties and designate the First, Second, and Third place scores.
- The contestant who has the most points will be declared the winner. The contestant with the next highest total of points will have earned second place, and the contestant with the next highest point score will be the third place finisher
- In case of a tie for first place, the contestant having the highest score for Expressiveness & Poise, Imaginative, and Clarity of Ideas will be declared the winner. The same rules will apply in the event of a tie for second or third place.
- All contestants that did not place First, Second, or Third are Fourth Place Winner

Rotary District 5180 Speech Contest

TELLERS' SCORE SHEET CONTESTANT NUMBER _____	1	2	3	4	5
Scores from Judge A					
Scores from Judge B					
Scores from Judge C					
Scores from Judge D					
Scores from Judge E					
TOTAL OF JUDGES' SCORES					
Timer's Deductions (if applicable)	()	()	()	()	()
FINAL TOTAL SCORES					
Tie Breaker Scores (if applicable)					
• Expressiveness and Poise*					
• Imaginative*					
• Clarity of Ideas*					
TOTAL TIE BREAKER SCORES					
GRAND TOTAL SCORES					
PLACE					

*Total from all judges' score sheets

Rotary



FIRST PLACE Contestant Number _____

SECOND PLACE Contestant Number _____

THIRD PLACE Contestant Number _____

FOURTH PLACE Contestant Number _____

Teller Name (print) _____

Teller Signature _____ Date _____

Rotary District 5180

SPEECH CONTEST STUDENT ENTRY FORM

I hereby apply to enter Rotary District 5180 Speech Contest. I will compete on ____/____/____ at the club contest of the Rotary Club of _____.

I agree to abide by the rules of the Rotary District 5180 Speech Contest and to create an original speech for delivery.

I will enter **ONLY ONE** Rotary speech contest during 2019-2020. I will not share my speech with any other contestant in the district.

Please fill out completely and legibly

Student Name (printed): _____ Grade: _____

Student Email Address: _____@_____

Student Phone: Home: () _____ Cell: () _____

Student Home Address: _____

(City) _____ (zip code) _____

Parents' Names (optional): _____

School: _____

Name of Teacher or Coach (if applicable): _____

Student Signature: _____

TO ENTER THE CONTEST, RETURN THIS FORM

TO _____

NOT LATER THAN ____/____/____

Public Speaking

Rotary



Fearful?



Confident!

**Be that person on the right!
Grab the world and enter
Your Local Rotary
Speech Contest
Theme: "Connect to Inspire"**

The speech must be between 5 and 8 minutes.

Notes **are** allowed at the club level, **one 3 x 5** note card is allowed at the semifinal level, but **no notes** are allowed at the finals level.

Club Level Prizes: 1st- \$200; 2nd-\$100; 3rd-\$50

First Place Winners will participate in one of four regional semi-finals between March 23- April 26

Semi-finals Prizes: 1st- \$250; 2nd-\$100; 3rd-\$50

Four finalists will participate in the District Finals in May 2020 – Location and Date TBD.

Finals Prizes: 1st- \$1,000; 2nd-\$700; 3rd-\$400; 4th-\$200

For information and complete rules, contact _____

SAMPLE LETTER TO JUDGES BEFORE CLUB CONTEST

(Use Club Letterhead)

Date

Name & Address of Judge

Dear _____:

Thank you for volunteering your time to be a judge for this year's Rotary District 5180 Speech Contest. The theme of the contest is "Connect to Inspire".

The contest that you will be judging sponsored by the Rotary Club of _____ and will have a total of _____ contestants. It will be held at (time) on (date) at (location). Please arrive at (time).

I have enclosed the contest rules and judging criteria, a sample judging form, and a letter with suggestions from an experienced judge. Please review them prior to the contest, and please call me at _____ if you have any questions. I will give you the forms to be used for the actual contest when you arrive.

Thank you again for taking the time to be a judge. I look forward to seeing you on _____.

Sincerely,

Speech Contest Chair

Rotary Club of _____

SAMPLE THANK YOU LETTER TO CLUB CONTEST JUDGES

(Use Club Letterhead)

Date

Name & Address of Judge

Dear _____:

Thank you for participating as a judge at our Rotary Club's Speech Contest. I hope you were as gratified as I was to see the high caliber of high school contestants who participated in the contest. I personally enjoyed hearing their views about our topic, "Connect to Inspire", and I appreciate the difficulty you and the other judges faced in selecting the ultimate winner.

On behalf of Rotary District 5180 and our high school speakers who participated in this contest, I want to extend our deep appreciation for the fine job that you did as a judge of the contest.

Sincerely,

Speech Contest Chair

Rotary Club of _____

SAMPLE CONGRATULATORY LETTER TO CLUB CONTEST WINNER

(Use Club Letterhead)

Date

Name & Address of Club Contest Winner

Dear _____:

Congratulations on winning the Rotary Club of _____ Speech Contest! As you have been informed, the Regional Semifinal Contest will be held on (date) at (location). The directions to the contest are attached to this letter.

The contest will start promptly at _____. The contest rules require that **ALL** contestants must arrive no later than 10 minutes prior to the start of the Contest. There are **NO EXCEPTIONS TO THIS RULE.**

Again, congratulations on winning at the Club level Contest. We look forward to seeing you on (date) at (location).

Sincerely,

Speech Contest Chair

Rotary Club of _____

PUBLIC RELATIONS FORM FOR LOCAL MEDIA

Announcing the Annual Rotary Speech Contest for High School Students

Sponsored by the Rotary Club of _____

Contest Theme: **"Connect to Inspire"**

Scheduled at (time) on (date)

Location: _____

For more information, contact _____ at _____ or _____

CLUB CONTEST AWARDS:

First place: \$200

Second place: \$100

Third place: \$50

Each Club Contest Winner will advance to one of four regional semifinal contests.

REGIONAL SEMIFINAL CONTEST AWARDS:

First place: \$250

Second place: \$100

Third place: \$50

The four winners at the regional semifinal contests will advance to District Contest Finals in May 2020 at a location and date TBD.

DISTRICT LEVEL AWARDS:

First place: \$1,000

Second place: \$700

Third place: \$400

Fourth place: \$200