ROTARY DISTRICT 5180

Rotary Clubs of the Greater Sacramento Area

2020 SPEECH CONTEST HANDBOOK

Contest Theme:

“Connect to Inspire”
Assistant Governors

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# 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

<table>
<thead>
<tr>
<th>Contestant Number</th>
<th>Judge______</th>
</tr>
</thead>
</table>

**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?

<table>
<thead>
<tr>
<th></th>
<th>Minutes: _______ Seconds ______</th>
<th>□ Yes □ No</th>
<th>______</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<tr>
<td>9</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Contestant Number _____</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scores from Judge A</td>
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<td></td>
</tr>
<tr>
<td>Scores from Judge B</td>
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<tr>
<td>Scores from Judge C</td>
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<tr>
<td>Scores from Judge D</td>
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<tr>
<td>Scores from Judge E</td>
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</tbody>
</table>

## Total of Judges’ Scores

<table>
<thead>
<tr>
<th>Timer’s Deductions (if applicable)</th>
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<th>( )</th>
<th>( )</th>
<th>( )</th>
<th>( )</th>
</tr>
</thead>
</table>

## 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

<table>
<thead>
<tr>
<th>FIRST PLACE</th>
<th>Contestant Number________</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECOND PLACE</td>
<td>Contestant Number________</td>
</tr>
<tr>
<td>THIRD PLACE</td>
<td>Contestant Number________</td>
</tr>
<tr>
<td>FOURTH PLACE</td>
<td>Contestant Number________</td>
</tr>
</tbody>
</table>

Teller Name (print) _____________________________

Teller Signature _____________________________     Date _______________
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 ____/____/_____
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