The following is some basic information along with a list of ideas and options that schools may use to develop programs and prepare students to compete in the Concept Spelling Bee, themed “Spellbound,” in Chicago on December 7, 2013.

1. **Basic Information:**
	1. We will divide the 3-5th grade students and the 6-8th grade students for the event in Chicago.
	2. Each school may send **1 winner per grade level** (if for some reason the winner cannot attend you may send the alternate – THIS IS DIFFERENT FROM LAST YEAR) to the Chicago event.
	3. You must register names/information of your grade level winner and alternate via Adobeforms (available October 28th) no later than November 15, 2013.
	4. Student names may not be changed after the registration deadline.
2. **Ways to prepare in the school:**
	1. **Attached** you will find PDF’s for 3-5 and 6-8 grade called The Spelling Bee Toolbox from Ann Fisher, a vendor, whom Concept Schools used last year.
	2. In addition, consider these suggestions from Nicole Kratz for how they prepared at her school in Cleveland:
		1. **Competitions.** Set a start time and, if you open it up to other schools in your area, stick to your start time with no exceptions.
		2. **Order of Spellers.** Have students line up in alphabetical order by grade level. Progress from 3rd through 5th, and then 6th through 8th.
		3. **Student Numbers.** Students are in alphabetical order and the first last name with letter A would be 1. For example, 301 for 3rd grade, 401 for 4th grade, etc.
		4. **Awards.** Have a 1st, 2nd (alternate), and 3rd place winner and offer certificates, trophies, and money. If multiple students at the same grade level went out at the same time, offer a spell-off until there is a grade level winner. To promote team work, allow students to earn one point for getting a word correct in round one, two points for getting a word correct in round two, etc. at the end of the spelling bee add up the student points for each grade level (some cases school) and divide the points by the total number of students participating. The highest average wins a team trophy. A similar approach will be used in Chicago.
	3. Some additional resources for spelling words:
		1. [www.myspellit.com](http://www.myspellit.com) from Anne Kline in Cleveland and Amanda Lucero in Columbus.
	4. Idea Bank for School Programs and Classroom Instruction:
		1. Great ideas for building student interest and including spelling in classroom instruction are **attached**.

**NOTE: More details related to the Chicago event will be forthcoming and posted on the English website. The on-line enrollment form will be available no later than October 28, 2013.**