



school spelling bee checklist

- ☐ Enroll your school by visiting spellingbee.com.
- ☐ Read about your Regional Partner's program and the deadline for administering your School Spelling Bee by selecting **Regional Program Information** once you log into the **School Portal**.
- ☐ Determine your School Spelling Bee structure.
 - Will there be Classroom Spelling Bees? Grade Spelling Bees?
 - Should you include vocabulary? (If so, use the Vocabulary sections within the **Classroom Competition List** or **School Competition List**.)
 - Will your spelling bee include written testing of students' spelling and vocabulary knowledge? (If so, use the **Written Test Materials** for Classroom, Grade or School Spelling Bees.)
- ☐ Distribute competition lists to teachers administering spelling bees.
 - For Classroom or Grade Spelling Bees, use the **Classroom Competition List**.
 - For School Spelling Bees, use the **School Competition List**.
- ☐ Provide study lists to students competing in Classroom, Grade or School Spelling Bees.
 - First, distribute **Study Words** based on your students' grade level. These study lists are provided for each grade level, from First Grade to Eighth Grade.
 - Once students have mastered their first list of words, provide the entire **School Spelling Bee Study List**, which includes all 450 words from the individual grade-level lists. All spelling bees at your school will begin with words from this full list.
- ☐ Have a planning meeting for your **School Spelling Bee**.
 - Have you read the [Suggested Rules for Spelling Bees](#)?
 - Do you have a pronouncer, 2-3 judges and a record keeper for your spelling bee?
 - Have you given your pronouncer the **School Competition List** ahead of your spelling bee?
 - Have you printed your **Encyclopædia Britannica Prize Certificate** and other **Certificates**?
 - Have you printed copies of the **Spelling Bee Record-keeping Sheet**?
 - Have you accessed a free seven-day trial to [Merriam-Webster Unabridged](#) for your officials?
- ☐ Share your **School Champion's** information with your Regional Partner by using the instructions included under **Regional Program Information**. You may use **School Champion Registration** to provide this information, depending on your Regional Partner's preferences.
- ☐ Prepare your School Champion for the next level of Regional Partner's program, which may be a **Regional Qualifier Spelling Bee** or the **Regional Spelling Bee**.
 - Provide the **Words of the Champions** study list to your champion to study.
 - Refer to your Regional Program Information and communicate the date and location of the next level of competition to your champion's parents.
- ☐ Encourage educators at your school to use the Bee's supplemental spelling and vocabulary resources.
 - Subscribe to [The Beehive](#) e-newsletter for educators.
 - Suggest titles from the [Great Words, Great Works](#) book list so students can read all School Spelling Bee Study List words in context on the pages of engaging stories.
 - Introduce parents to the [Bee's Bookshelf](#) book club for extracurricular reading and the free [Word Club](#) app for studying spelling and vocabulary words through quizzes and games.