SPECIAL NOTES

1. Words for the Archdiocesan Spelling Bee are taken from a master list provided to all school principals. Words will be given in random order. Each division will begin with words from their respective list. After one hour of spelling, words from the next level higher will be used. For example, Grades 1 and 2 will spell words from the level 1-2 list for the first hour and the level 3-4 during the second hour.

2. Each spelling session will last for two hours. If more than one contestant is still spelling at the end of the two hours, a tie will be declared.

3. Each school may send two contestants for each level. Please select alternates in the event a contestant cannot attend. The alternates will not attend or participate in the spelling bee unless the delegate is absent.

4. If the given word always begins with a capital letter, the speller must indicate this when he/she first begins to spell. For example, if the word is Christmas, the student shall reply, “capitalC-hristmas.” If the word is capitalized on the spelling list provided, it should be capitalized when spelling at the bee.

5. Spellers should speak clearly and slowly. During the warm-up session, all students will have the opportunity to speak into the microphone.

6. Spellers are encouraged to repeat the word before and after spelling. It is to the student’s advantage to repeat the word so the pronouncer can correct the speller if the word was misunderstood. It is helpful to the judges if the speller will repeat the word after spelling it so that judges know that the contestant has completed the spelling.

7. The levels of the bees are:  
   Levels 1 and 2 (First and Second Grades)  
   Levels 3 and 4 (Third and Fourth Grades)  
   Levels 5 and 6 (Fifth and Sixth Grades)  
   Levels 7 and 8 (Seventh and Eighth)

8. All parents and spellers are encouraged to stay for the entire bee. An awards assembly will follow at the conclusion of the bee. All trophy winners are asked to stay briefly to have a group photo taken.

9. Photographs may be taken before and after the bee, but not during bee. Parents may videotape only their child during the bee and only from the back of the room.

10. Audience members are asked to refrain from audible reactions.

11. All cell phones and pagers must be turned off before the bee begins.

12. Families are encouraged to attend the bee. We do ask that young siblings remain quiet and in their seats. Loud noises and movements are a distraction for both the speller and the audience. A room monitor will be stationed at the door to assist persons entering and exiting the room.