

**Guidelines for Implementing the
Four-Way Test Speech Contest
At the Local Club Level**

**Rotary District 6670
Four-Way Test Speech Contest
2020**

Step-by-Step Procedures:

- Submit Club Registration Form (see enclosure) to Beth Huber no later than **January 24, 2020.**
- **Fall 2019.** (NOW) Establish contacts and build rapport with interested parties at your local schools. Ideally, this will be the Principal; English, Speech, or Debate Teacher; Counselor; Interact Advisor, etc., as well as reach out to local media to help spread the word to home-school and e-school students.
 - Provide your school contact with a copy of Guidelines for Contestants which school contacts should copy and share with potential student contestants.
 - Spend time with your school contact reviewing the Guidelines for Contestants, answering questions, and providing additional information about the purpose of the Rotary Four Way Test.
 - Provide your school contact with the Judging Form, so that student participants are aware of judging criteria.
 - Coordinate the timing of your club contest with your school contact.
 - Use the draft releases to publicize the event in your local media, the high school papers, church bulletins, etc.
 - Promote the contest on your social media pages (Facebook, LinkedIn, etc.)
- **January – February 2020.** Finalize your Club's Four-Way Test Speech Contest
 - Coordinate the timing of your Club Four-Way Test Speech Contest. Remember, your winner must be decided **no later than Friday, March 6, 2020.** The ideal timing for the club contest would be January 20 – March 4.
 - Provide the same Judging Form to the judges from your club. This may be a committee, or it could be the entire club. We recommend that your entire club participate in the judging, whenever possible. This provides the contestant with a larger audience and better prepares them for the district contest.
 - Invite the parents of the contestants, your school contact and any other school officials who may have an interest in the contest.
 - Prepare certificates for all participating students and send notes of thanks to your school contact.
 - We suggest offering cash prizes for finalists, but this is entirely up to the participating club. Normally cash prizes are in the following ranges:
 - 1st place: \$100-\$200
 - 2nd place: \$75 - \$125
 - 3rd place: \$50-\$100
 - 4th place: \$50-\$100

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 - In order to encourage your winning participant to attend the District Competition, it is recommended that your Club hold off on giving the dollar prizes to their winners until after the district Competition (**Sunday, March 29, 2020**). Also, it may allow you to substitute the second or third place winner should you know the first-place winner is unable to participate on March 29, 2020.
 - Immediately following your club contest, submit the name of your winner, along with other pertinent information, to the District Chair (Beth Huber, District Chair, 910 Todd's Ridge Road, Wilmington, Ohio 45177). A form is on the district website for this purpose.
- March 2020 Prepare for District Competition
 - A week prior to the district competition, touch base with your school contact and your club winner to make sure that they are prepared for the district competition on **March 29, 2020**, at Wright State University, Millett Hall, in Dayton, Ohio. Answer any questions they may have and provide maps to Wright State University. (All correspondence and maps will be on the District website.)
 - Registration will begin at noon, and the actual program begins at 12:30 p.m.
 - Refreshments will be served, and a campus tour may be available for those interested.
 - Encourage school contacts, other school officials, other students, parents and friends of the contestants to attend the district competition. All are welcome.
 - Recruit volunteers from your club to assist the day of the competition. We encourage someone from your Club be present the day of competition.
 - Cash prizes at the district level are: 1st through 4th place - \$400/\$300/\$200/\$100
 - The first-place winner will receive his or her prize at the District Conference on **April 25, 2020** at the District Conference in Cincinnati, Ohio.

Contact Information for Questions or Comments:

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 Wilmington, Ohio 45177
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