



APPLICATION PROCESS: BEE WEEK 2019 COLLEGE CREW

I. OVERVIEW OF THE BEE

The Scripps National Spelling Bee is the nation's largest and longest-running educational program, administered on a not-for-profit basis by The E.W. Scripps Company. Our purpose is to help students improve their spelling, increase their vocabularies, learn concepts, and develop correct English usage that will help them all their lives.

Bee Week 2019 takes place Sunday, May 25 through Friday, May 31. More than 1,200 people will attend Bee Week, including champion spellers, their family members, local sponsors, teachers and members of the media. Throughout the week participants compete in the national finals, attend tours and parties, and take part in other events.

II. WHAT COLLEGE CREW DOES

Members of the College Crew do anything that needs to be done to guarantee a successful Bee Week. They answer questions from parents, spellers, sponsors and members of the media; unpack and pack boxes; perform clerical tasks; set and reset the stage and other event venues; attend meetings and rehearsals; serve as ushers, and more. Along the way, they form valuable networking connections and, in some crew roles, gain important experience in event management, media relations and communications.

III. CREW ELIGIBILITY REQUIREMENTS

Crew members are not required to have experience participating in or assisting with spelling bees. Exceptional spelling skill is not required, but excellent oral communication and interpersonal skills are a must.

An applicant must:

- be a full-time student finishing their freshman, sophomore or junior year of college in the spring of 2019;
- provide at least two work or volunteer references;
- commit to arrive at Gaylord National Resort and Convention Center in National Harbor, Maryland, on Saturday, May 25, 2019, and depart on Saturday, June 1, 2019;
- not be a first-, second- or third-degree relative of an E.W. Scripps Company employee, 2019 national finalist, Bee official or Bee Week contributor not a part of the College Crew;
- not have served in any paid or volunteer instructional, coaching or advisory capacity to any 2019 national finalist and,
- submit a completed College Crew application to the Bee by **January 25, 2019**.

Previous participation in Bee Week or spelling bees at any level is not required for College Crew consideration.

IV. TRAVEL ARRANGEMENTS

If you are offered and accept a position on the College Crew, the Bee will provide you with a \$1,400 stipend to assist with coverage of your transportation to and from Gaylord National Resort and Convention Center; incidental travel expenses you may incur during Bee Week (taxi fare, airport parking, baggage fees, meals not provided by the Bee, etc.); and clothing you may need to purchase for compliance with the College Crew's dress code.

The Bee will cover your room & tax at the Gaylord National Resort and Convention Center over the dates you are required to serve at Bee Week: May 25 (check-in) through June 1 (check-out). You will share a room with two double beds with another College Crew member of the same gender.

V. COMPENSATION

If you are offered a College Crew position and you successfully complete your Bee Week assignments, you will receive an \$800 honorarium from the Bee in mid-June.

VI. HOW TO APPLY

On or before **January 25, 2019**, you should visit <https://www.surveymonkey.com/r/BeeCollegeCrew19> to submit an application. The information you will be required to provide includes:

- personal information;
- college/university information;
- two work or volunteer references;
- certification of your ability to arrive at Gaylord National on May 25, 2019, and depart on June 1, 2019; and,
- a one- to three-paragraph answer to the question: "Why should you be part of the Bee's College Crew?"

Late or incomplete applications will not be reviewed.

VII. WHAT HAPPENS AFTER YOU APPLY?

1. By mid-February, all applicants will be notified of their status in the selection process. Finalist candidates will be asked to participate in a phone interview during the month of February.

2. Individuals selected for the College Crew will receive notification by early March. If you are selected to serve on the College Crew, you will be subject to a background check.

VIII. QUESTIONS?

If you have questions about the application process or any of the information contained herein, you may contact Nicole Dittoe, Local Sponsorship Manager for the Bee, at www.spellingbee.com/contact.