



## school spelling bee checklist

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- Enroll your school by visiting [spellingbee.com](https://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 **Educator Portal**.
- Determine your School Spelling Bee structure.
  - Will there be Classroom Spelling Bees? Grade Spelling Bees?
  - Should you include vocabulary? (If so, use the **Word Meaning Supplements**.)
- 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' level. Beginning spellers should start with **One Bee**; intermediate spellers, **Two Bee**; and advanced spellers, **Three Bee**. These study lists are also provided for each grade level, from **First Grade** to **Eighth Grade**.
  - Once students have mastered their first list of words, provide the **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.