

Coordinator Responsibilities

SYSTEM COORDINATORS

- Immediately download the pdf System Coordinator Form on the “Welcome, Coordinators” page, complete it, and fax to Suzanne Summerville’s attention at 704-358-5430.
- Schedule your system’s Spelling Bee (oral or written) for no later than Jan. 17, and notify schools so they can hold school bees in a timely fashion. The Observer will send a list of words that System Coordinators may use in system bees.
- Remind School Coordinators that students can learn and practice words at no charge at www.myspellit.com, the National Bee's study guide.
- Remind School Coordinators that schools enrolled with the Scripps National Spelling Bee have unlimited access to materials on www.spellingbee.com that help conduct classroom and school spelling bees:
 - Three grade-specific versions of the 2008 Classroom Pronouncer Guide
 - The 2008 School Pronouncer Guide
- Organize and conduct your system’s bee.
- Immediately after your system’s bee, notify the Observer of your system’s champion:
 - Use the System Champion Form that will have been emailed to you. Complete it and fax to Suzanne Summerville’s attention at 704-358-5430.
 - Obtain a head-and-shoulders photo (a school photo is ideal) of the champion and send to the Observer as soon as possible (see instructions on the System Champion Form).
- Help your system champion prepare for the Regional Bee:
 - Inform your champion that The Observer will email instructions, plus a Verification Form that must be completed and returned immediately. As a backup, System Coordinators will be copied on the email to the champion.

SCHOOL COORDINATORS

- Act as liaison with your System Coordinator.
- Organize and conduct your school’s bee (oral or written).
- Spellers at any level can learn and practice words at no charge at www.myspellit.com, the National Bee's study guide.
- To help conduct school bees, schools enrolled with the Scripps National Spelling Bee have unlimited access, via www.spellingbee.com, to these:
 - Three grade-specific versions of the 2008 Classroom Pronouncer Guide
 - The 2008 School Pronouncer Guide
- Make arrangements for your school champion speller to participate in your system’s bee.
- If your school champion wins your system bee, please offer assistance to the champion and the System Coordinator to assure that the champion understands and follows instructions and directions from the Regional Bee.