

# School Spelling Bee Checklist

The Scripps National Spelling Bee is the nation's largest and longest-running educational competition. Since 1925, we have helped teachers introduce their students to the spelling words and English language skills they need to succeed in life.



Use this checklist and the resources available when you log in at [spellingbee.com](https://spellingbee.com) to keep your school spelling bee program on track!

- Enroll your school by visiting **spellingbee.com**.
- Read about your local sponsor's program and the deadline for administering your school spelling bee by selecting **Local Area Spelling Bee**.
- Determine your school spelling bee structure.
  - Will there be classroom-level spelling bees? Grade-level spelling bees?
  - Should you test word meaning knowledge?
  - Will your spelling bees take place **in person**, through a **virtual** platform like Zoom or Google Meet or via an **online test** in the **Online Testing Platform**?
- Distribute competition guides to teachers administering spelling bees.
  - For classroom- or grade-level spelling bees, use the **Classroom Pronouncer Guide**.
  - For school-level spelling bees, use the **School Pronouncer Guide**.
- Provide study lists to students competing in classroom-, grade- or school-level spelling bees.
  - First, distribute **Study Words** based on your students' grade level or level of difficulty from One Bee (early elementary) to Three Bee (middle school).
  - Once students have mastered their first set of words, provide the **School Spelling Bee Study List**, which includes all 450 words from the grade-level lists. All spelling bees at your school will begin with words from this list.
  - If you will test word meaning, be sure to provide **study lists with definitions**.
- Have a planning meeting for your school spelling bee.
  - Have you read the **Rules for Local 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 Pronouncer Guide** ahead of your spelling bee?
  - Have you printed your **Encyclopædia Britannica Prize Certificate** and other **certificates**?
  - Have you printed copies of the **Spelling Bee Recordkeeping Sheet**?
  - Have you accessed a free seven-day trial to **Merriam-Webster Unabridged**?
- Share your school spelling bee champion's information with your local sponsor by using the instructions included under **Local Area Spelling Bee**.
- Prepare your school champion for the next level of your local area sponsor's competition.
  - Provide the **Words of the Champions** study list to your champion to study.
  - Communicate the date and location of the next level of competition to your champion's parents.
- Encourage your teachers to use the Bee's supplemental spelling and vocabulary resources.
  - Subscribe to the **Teacher's Beehive** e-newsletter.
  - Suggest titles from the **Great Words, Great Works** book list so students can read all **School Spelling Bee Study List** words in context.
  - Introduce parents to the **Bee's Bookshelf** book club for extracurricular reading and the **Word Club app** for studying their spelling and word meaning words through quizzes and games.