

# School Spelling Bee Checklist

The Scripps National Spelling Bee is the nation's largest and longest-running educational promotion. Since 1925, we have helped teachers introduce their students to the spelling and vocabulary words 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?
  - Will there be grade-level spelling bees?
  - Should you include vocabulary? (Take the **Find your spelling bee "perfect match" quiz**)
- Distribute competition guides to teachers administering spelling bees.
  - For classroom-level spelling bees, teachers should use the **Classroom Pronouncer Guide**.
  - For school-level spelling bees, teachers should use the **School Pronouncer Guide**.
- Provide study lists to students competing in classroom-, grade- or school-level spelling bees.
  - First, distribute a student's specific grade-level **Study Words**.
  - Once students have mastered their grade-level words, provide the **School Spelling Bee Study List**, which includes 450 words for 1st through 8th grade.
- 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 spelling bee champion for your local area sponsor's **Final Local Bee**.
  - Provide the **Spell It!** study list, available at **myspellit.com**, for your champion to study.
  - Communicate the date and location of the **Final Local Bee** 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.
  - Study books from the **Great Words, Great Works** book list in the classroom, using the classroom reading guides provided under **Reading List and Classroom Resources**.
  - Introduce parents to the **Bee's Bookshelf** book club for extracurricular reading.
  - Introduce parents to **Word Club**, our premier online study tool for students.