

MCAEL

Montgomery Coalition for
Adult English Literacy

MINI BEE TOOLKIT

A F-U-N-DRAISER!

ABSTRACT



A 'how-to' guide on coordinating and executing a successful team building and philanthropic Grown-Up Spelling Bee for your organization!

Mini Bee Fundraiser Toolkit

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Getting Started

Decision Making

- Select a date and time for your fundraiser
- Identify a venue for your fundraiser
- Determine how you will accept donations
- Determine who you will invite to participate
- Identify volunteers to plan and run the event day-of

YOUR NON-PROFIT PARTNER:

- [Montgomery Coalition for Adult English Literacy](http://www.mcael.org)

About MCAEL

MCAEL is a community coalition of public, nonprofit, and business partners that support more than 60 adult ESOL (English for Speakers of Other Languages) and literacy service programs, 1,500 instructors and staff, and over 20,000 adult learners. Together, the Coalition works to strengthen the community by helping adults gain the English literacy skills needed to reach their potential as parents, workers and community members.

In addition to funding, MCAEL works to expand capacity and quality by providing training, technical assistance and other supports to more than 60 grantee and non-grantee provider programs offering adult English literacy classes throughout Montgomery County. www.mcael.org

Be sure to invite a representative of your nonprofit partner to attend your fundraiser and speak about the work of their organization and how the funds raised will be used – remember, this is to help further their mission!

VENUE CONSIDERATIONS

Any space that can hold your intended number of participants and audience members may be suitable for your fundraiser. Consider identifying local restaurant or bar where:

- *Spellers and audience can purchase their own food and beverage, ensuring that funds raised go primarily to your nonprofit partner*
- *Management may be willing to donate a percentage of the evenings sales to your nonprofit partner*
- *You might increase the pool of spellers and donors to include other patrons beyond your network*
- *They might donate a gift card to be used as a prize to the winner*

Other venue options might include a local theatre, a community center or your own conference room or auditorium. Be sure to consider how you will get food and beverage to the site, if alcohol is permitted, and how you will cover any rental fees and refreshment costs.

STAGING CONSIDERATIONS

- *Is there a stage or focal area to the room?*
- *Will spellers remain in the staging area until they are eliminated or be called to the stage for each turn?*
- *Will spellers sit or remain standing for the duration of their participation?*

How you stage the room and the gameplay may depend on how formal or informal your bee will be. An informal bee may have spellers returning to their seats (and/or beverages) between turns while a more formal bee might have chairs on the stage or in the staging area for each speller that is still in play (search for clips of the Scripps National Spelling Bee on YouTube to get a sense of how they do it in the big leagues!) If your

DONATION/PAYMENT CONSIDERATIONS FOR THE CHEATS:

- *Will you accept cash, check, and credit card donations?*
- *How will you process credit card donations?*
- *Who will cover the costs of credit card processing?*
- *How will you transfer the funds to the nonprofit? Or will they collect directly onsite?*

Your nonprofit partner may be willing to send a staff member to your event to both promote their work and accept donations using their mobile donation platform – be sure to ask!

Volunteer Roles

Registration / Cheat Tracker

During registration time, this volunteer gathers the name and email address of each speller and sells them their cheats. All of this can be tracked on the Mini Bee Registration List & Cheat Tracker document included with this toolkit. During game play, this volunteer tracks which cheats each player has used of the ones they pre-purchased and, if applicable, may sell additional available cheats to the spellers and/or the audience. Highlight the boxes of cheats purchased at registration and mark the box once the cheat is used.

Master of Ceremonies (Emcee)

This volunteer may have a dual role with one of the other roles. Your emcee should help communicate what's happening, when, and why to help keep the audience engaged. They should call attention to the start of the spelling bee; review the rules with the audience, spellers, and other volunteers; and, most importantly, give context to the purpose of the Mini Bee: to raise funds for your nonprofit partner. The emcee should be prepared to say a few words about your nonprofit or invite a representative of the organization to speak about the work they do before the spelling bee begins. A talented emcee may be able to provide some color commentary throughout your spelling bee.

Pronouncer

This volunteer reads the words and additional information as requested or as they see fit (part of speech, definition, origin, sentence). The pronouncer should feel free to move about the word list to keep the competition moving (i.e., move to a higher level of difficulty if spellers are not being eliminated quickly enough), assuming they can communicate where they are to the judge.

***PRO TIP.** The pronouncer should have access to a dictionary that provides the additional information for each word on the word list. Consider www.dictionary.com or their app; we like this because it includes both phonemic and non-phonemic respellings to assist in pronunciation. E.g., if the word is “cynic” the phonemic respelling is: /'sɪn ɪk/ and the non-phonemic respelling is [sin-ik]. For many volunteers, the non-phonemic respelling will be most helpful.*

Judge(s)

This volunteer(s) maintains a second copy of the word list, listens to the speller, determines if the word was spelled correctly or incorrectly, and relays their verdict to the participants, volunteers, and audience.

Timekeeper (optional)

If you feel the need to limit amount of time a speller has before beginning to spell their word, consider having a volunteer track their time. 15-30 seconds is recommended (and is longer than you think!)

Roles/Volunteer(s) Checklist

- Registration/Cheat tracker Name(s): _____
- Emcee Name: _____
- Judge 1 Name: _____
- Judge 2 Name: _____
- Judge 3 Name: _____
- Pronouncer Name: _____
- Timekeeper Name: _____

Materials

- Word list (2 copies)
- Dictionary (or website / app) with additional word information
- Mini Bee Rules (several copies)
- Prize(s)
- Mini Bee Registration List & Cheat Tracker
- Pen/Pencil
- Highlighter
- Informational materials about your nonprofit partner
- Mic(s) / Amp (if your venue does not provide this)

Optional

- Cheat Cards
- Bell/Buzzer for the judge
- Clock or timer for the timekeeper
- Speller Numbers

Promote Your Fundraiser

Internal

If your Mini Bee is for internal audiences, such as an employee group, consider promoting the event the following ways:

- Internal Newsletter or eBulletin
- Intranet
- Breakroom poster / flyer
- All staff email from a well-liked and respected colleague

External

If your Mini Bee is open to the public, consider promoting the event the following ways:

- Poster / flyer at the venue

- Social Media
- Email newsletters
- Public events calendars
- Through membership organizations you belong to

On the Day

Plan for your bee to last about two hours depending on the number of spellers and the difficulty level of the words.

Sample Agenda

- 6:00 – Doors open / registration begins
- 6:30 – Registration closes
- 6:40 – Remarks and rules review begins
- 6:50 – Spelling bee begins
- 7:40 – Speed elimination begins, if necessary
- 7:50 – Prize(s) awarded and closing remarks
- 8:00 – End

Registration

- Registration should begin when doors open and last until 10-15 minutes before the bee begins.
- Track registrants / spellers on the Mini Bee Registration & Cheat Tracker sheet provided or using a similar system.
- The order of registration will be the speller order.
- You may choose to have a registration fee / recommended donation in addition to selling “cheats.” When setting such a fee, consider the number of spellers you’d like to have vs. the number of people interested in participating. (Recommended donation: \$5-20)

Fundraising / “Cheats”

- Each speller may only purchase / play each cheat once.
- Cheats should be purchased at time of registration. Consider offering unsold cheats at double the donation during game play, either by the player or the audience.
- Consider offering a “package deal” on your cheats. (Suggested donations are listed below.)
- The Registration / Cheat Tracker volunteer should keep track of cheat purchases by highlighting the appropriate boxes and track usage by marking the box once the cheat has been used during game play.
- Optional: Provide a card for each cheat purchased to the spellers, collect them back as the cheats are used.
- Cheats (see the Mini Bee Rules and Gameplay for additional information and restrictions)

Share Your Story

- Post photos of the event on social media
- Use a hashtag to link to your other community involvement activities (#CompanyCares or similar)
- Send a Press Release (see Check List below)
- Share it with your non-profit partner MCAEL @MCAEL on Twitter and @MCAEL.adult.English.literacyleadershipmontgomerymd on Facebook and/or email to Monica Casañas mcasanas@mcael.org

Don't forget to tag your partner in your posts!

Post Event Press Release Check List

- Share the details of the event
 - Who participated (employees, customers, clients)
 - Who won
 - Who hosted and/or provided prizes or additional financial contributions
 - How much was collected
 - What organization benefited
 - Who that organization serves
- Information about any wider corporate community involvement programs the fundraiser falls under
- Quote from organizer or participant
- Quote from recipient organization
- Nonprofit boilerplate
- Company boilerplate
- Photo with caption including names and affiliations of people pictures
- Company contact information

Mini Bee Rules, Cheats and Gameplay

Rules

- Spellers must be 18 years or older. Spellers who Sip must be 21 years or older.
- Speller order is in the order of registration. Registration begins when the doors open before the start of the spelling bee and will end 10-15 minutes before the bee begins.
- Words are drawn from dictionary.com, whose main source is the Random House Unabridged Dictionary. This serves as the final authority for the spelling of words, as determined by the spelling bee judge and organizers. If more than one spelling is listed for a word, any of these spellings will be accepted as correct if the word either matched the pronunciation and definition provided by the Pronouncer, or if it is clearly identified as being a standard variant of the word that the speller has been asked to spell. Spellings from other locations having archaic, obsolete, or regional labels (such as North, Midland, Irish) that are different from those at the main entry will not be accepted as correct.
- When the word is a homonym or homophone, only the correct spelling for the word defined and used in a sentence will be accepted.
- No electronic devices or other reference material may be brought to the stage.
- The spelling bee will be single-error elimination. To avoid elimination, spellers may purchase “Cheats” during registration. See more information about Cheats in the “Cheats” section below.
- The Pronouncer will say the word, use it in a sentence, and then pronounce it once more. Spellers may ask for the word’s definition, part of speech, and/or language of origin. The speller may ask for only one additional pronunciation of the word.
- The speller is encouraged to pronounce the word before spelling it and after spelling it, but is not required to do so.
- Spellers will have 15 seconds to begin spelling the word; time limits are subject to change, depending on the round, and will be announced at the start of each round.
- Having started to spell a word, the speller may stop and start over, retracing the spelling from the beginning; however, neither the letters nor sequence may be changed in the respelling. If they are, the spelling will be judged as incorrect. (The Rewind Cheat overrides this rule.)
- An oral appeal must be made before the next speller is given a new word. The judge’s decision is final on all questions.

Cheats

There is a limit of one type of each cheat per speller. Cheats should be purchased before the start of the event. Each cheat may be used only once. Cheats may not be used during end-of-bee or speed elimination rounds.

1. **Ask a Friend:** Speller may ask someone in the audience to spell the word. The friend may not use any reference materials, including phone, books, nor computer. (Recommended donation: \$3-5)
2. **Next Word:** Once a word is given to a speller, and before starting to spell, they may ask for the “next word”. (Recommended donation: \$5-8)
3. **Rewind:** If the speller realizes they’ve made an error midway through the incorrect spelling of the word, they may start over. The speller may only start over once. (Recommended donation: \$5-8)
4. **The Big Cheat:** One of each cheat listed above: Ask a Friend, Next Word, Rewind. (Recommended donation: \$10-20)
5. **Mulligan:** Speller may remain in the competition after misspelling the word. (Recommended donation: \$15-20)

Alternative Option: You may consider allowing the sale of unpurchased cheats during play (by spellers or by the audience) at an increased donation level.

Gameplay

Rounds

The spelling bee will be conducted in rounds. Each speller remaining in the spelling bee at the start of a round will spell one word in the round. If none of the spellers correctly spells a word in that round, all will remain in the competition and continue spelling in their original order. All spellers eliminated in the same round will be tied for the same place.

End-of-Bee

- When only one speller in a round spells correctly, a new one-word (anticipated winning word) round begins.
- If the speller correctly spells the word, the speller is declared the champion.
- If the speller misspells the word, a new round begins with all spellers from the previous round. Spellers will continue spelling in their original order.

Exception to the End-of-Bee Procedure

If unable to eliminate to only one speller in a timely manner (as determined by the organizers), the start of **speed elimination rounds** will be declared and all spellers remaining will be a part of these rounds. In the speed elimination rounds, spellers will take turns spelling a predetermined number of words. Spellers will continue spelling until eliminated or there are no more words left, whichever comes first. Spellers not eliminated after all words have been used would be declared champions. **Cheats may not be used in speed elimination rounds.**

Mini Bee Registration List & Cheat Tracker

Participants will spell in order of registration. **Highlight the boxes of cheats purchased at registration and mark the box once the cheat is used.** Each speller may only purchase / play each cheat once for a maximum of 4 cheats per speller. Use the Round Out column to track which round each speller goes out on.

Optional: **One** cheat not purchased at registration may be purchased during play for 2x the donation by either the participant or an audience member (one cheat total, not one of each, and only if that cheat was not purchased by or for that speller at registration).

Cheats may not be used in the final or speed elimination rounds.

| Number | Name | Email Address | Ask a Friend | Next Word | Rewind | Mulligan | Round Out |
|--------|------|---------------|--------------|-----------|--------|----------|-----------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |

Mini Bee Sample Word List

1. inane
2. relevant
3. impetuous
4. ambivalent
5. incriminate
6. access
7. plausible
8. interrupt
9. amicable
10. lucid
11. sultan
12. artichoke
13. adobe
14. mohair
15. borax
16. talc
17. arsenal
18. admiral
19. hazard
20. apricot
21. monsoon
22. average
23. gazelle
24. crimson
25. macramé
26. guitar
27. giraffe
28. elixir
29. zenith
30. algorithm
31. tamarind
32. carafe
33. parka
34. robot
35. mammoth
36. tundra
37. paprika
38. sable
39. polka
40. vampire
41. sputnik
42. cravat
43. marzipan
44. tahini
45. guru
46. seersucker
37. jungle
38. oolong
39. nirvana
40. cummerbund
41. juggernaut
42. mongoose
43. shampoo
44. typhoon
45. bamboo
46. jackal
47. bungalow
48. gunnysack
49. chutney
50. karma
51. pundit
52. loot
53. fiend
54. goatee
55. basmati
56. gingham
55. barrage
56. chagrin
57. manicure
58. altruism
59. bureaucracy
60. parfait
61. mystique
62. croquet
63. gorgeous
64. mirage
65. beige
66. motif
67. suave
68. ambulance
69. rehearse
70. leotard
71. prairie
72. entourage
73. boudoir
74. amenable
75. escargot
76. crochet
77. rapport
78. camouflage
79. genre
80. debacle
81. praline
82. magnolia
83. poinsettia
84. salmonella
85. tantalize
86. Geronimo
87. shrapnel
88. vulcanize
89. Frankenstein
90. diesel
91. Dracula
92. Madeleine
93. Fahrenheit
94. Narcissistic
95. dahlia
96. angst
97. pretzel
98. nosh
99. streusel
100. wanderlust
101. schnauzer
102. lederhosen
103. gestalt
104. gestapo
105. bratwurst
106. knapsack
107. poltergeist
108. noodle
109. strudel
110. hamster
111. dachshund
112. seltzer
113. schadenfreude
114. weimaraner
115. blitzkrieg
116. gesundheit
117. glockenspiel
118. Rottweiler
119. percolate
120. meticulous
121. fastidious
122. curriculum
123. omnivorous
124. obsequious
125. transect
126. precipice
127. susceptible
128. condolences
129. soliloquy
130. accommodate
131. pernicious
132. efficacy
133. visceral
134. babushka
135. kielbasa
136. maelstrom
137. wainscot
138. toboggan
139. succotash
140. icicle
141. heifer
142. sayonara
143. karaoke
144. enthusiasm