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**District 5930 Four-Way Test Speech Competition Planning Guidelines**

**For May 1, 2021**

**Competition at Harlingen Convention Center**

***Recommended guidelines for contests:***

1. Assistant District Governor can assign an Area Coordinator or he/she can assign himself/herself to be the Area Coordinator. Each Area Coordinator needs to make sure that every Club in the area has a Club contest coordinator.
2. Area Coordinator along with the Assistant District Governor should make contact with Club presidents and Club contest coordinators plus the school contest sponsor.
	1. Review contest rules and procedures
	2. Review contest dates (local/area/district) (try to avoid conflicts with UIL (or similar private school) competitions
	3. Review time keeping procedures
3. Local and Area competitions should be completed in time to send information to the District
	1. Club coordinator needs to submit 1st and 2nd place winners contact information: full name, e-mail address, mobile phone, club affiliation to Area Coordinator. CLUBS should complete their contests by April 18, 2021.
	2. Area Coordinators need to submit their 1st and 2nd place AREA winners’ contact information to the District chair, Tim Dowling, along with the name of the Rotary Club sponsoring Area winner. This must be provided to Tim by April 19, 2021. Area competitions should be completed by April 18, 2021. Tim’s email address is tdowling@albmlaw.com, and his phone number is (361) 960-3135.
4. The District competition will be held at the District Conference at **Harlingen Convention Center on** **Saturday, May 1, 2021,** starting at 9: 00 am; students need to arrive by 8:15 am.
5. Area Coordinators are responsible for making arrangements for transportation and lodging (if necessary) of the Area winners to the District competition.
6. The Sponsoring Club is financially responsible for student’s transportation and lodging expenses at the District Conference. The Club might also consider covering mileage, lodging and meals for parents and a school sponsor. The District will pay for lunch for all contestants, and two guests of the student.

***Other recommendations:***

1. Scholarships recommendations:
	1. Winners should receive a letter (from the contest coordinator) stating their award level for future reference in collecting the award, especially if the winner is a freshman, sophomore or junior. The letter should contain competition date, Rotary club name, and award level.
2. All contestants should receive a certificate of competition for their participation in the contest at the Club and Area levels.
3. Time Keeping
	1. Any speech less than 5 minutes or longer than 7 minutes is disqualified.
	2. Time keeper should hold up a sign with a number “2” at the five-minute mark and a number “1” at the 6-minute mark and a “1/2” at the 6.5-minute mark. This means that the student has 2 minutes, and then 1 minute, and then 30 seconds left in the speech.
	3. The numbers “2” and “1” and “1/2” should be letter size (11” x 8.5”) big.
	4. Time keeper should let everyone know the times of the contestants only after they have all finished.
4. Contestants or coordinators should never disclose the Club names or the schools that a contestant represents until the end of the competition, at which time each contestant can introduce himself/herself, tell the Club his or her future plans for college, and introduce anyone accompanying him or her to the competition.
5. It is **very important** that the Judges be Rotarians who are familiar with the contest and the Four Way Test. A brief (10 to 15 minute) meeting should be held by the contest coordinator with the judges at the Club, and Area and District contests to review the rules and procedures and to answer any questions they may have. There should be between three to five judges at each of the competitions.