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

**For April 12, 2021**

**Competition Virtually via Zoom**

***Recommended guidelines for competitions:***

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 competition coordinator.
2. Area Coordinator along with the Assistant District Governor should make contact with Club presidents and Club competition coordinators plus the school competition sponsor.
	1. Review competition rules and procedures
	2. Review competition dates (local/area/district) (try to avoid conflicts with UIL (or similar private school) competitions)
	3. Review time keeping procedures
	4. Local and Area competitions must be completed in time to send information about the 2021 students to the District. This District competition will be on Saturday, April 24, 2021. Please note that this is a change from the prior planned competition date of May 1, 2021.
	5. 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 7, 2021 (but earlier would be preferable since information about the first and second place AREA students needs to be provided for the District competition by 5:00pm on April 12, 2021).
	6. Area Coordinators need to submit their 1st and 2nd place AREA winners’ contact information to the District Four Way Test contest chair, Tim Dowling, along with the name of the Rotary Club sponsoring the Area winner (and the name and contact information of that Rotarian at that Club). This must be provided to Tim by 5:00pm on Monday, April 12, 2021. Area competitions should be completed by April 11, 2021. Tim’s email address is tdowling@albmlaw.com, and his phone number is (361) 960-3135.
3. The District competition will be held at the via Zoom on Saturday, April 24, 2021 starting at 9:00 am; students need to sign in by 8:15 am.
4. In order to familiarize the students with the virtual competition process, a mandatory orientation session will be held. Date and time will be determined and published on the website.
5. *Typical competition year: In-Person Competitions: Area Coordinators are responsible for making arrangements for transportation and lodging (if necessary) of the Area winners to the District competition (and the Sponsoring Club is responsible for these costs; 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).* **Virtual Competition this year (2021): Four Way Test Area Coordinators are responsible for making arrangements with the Area student for the District’s virtual competition. This may perhaps involve assisting the Area’s competing student with any technology equipment or guidance so that the student can compete virtually at the District competition. Please provide the name, email address, and phone number of this Area person who may assistant the Area student to Tim Dowling by 5:00pm April 13, 2021.**

***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 in an in-person competition:
	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. Items 3(a) and 3(d) apply in the 2021 District competition. Since the 2021 District competition will be held virtually, regarding 3(b) and 3(c), the same time remaining signals will be given to the student, but will be done via Zoom.
5. 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.
6. 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.