

Four-Way Test Speech Contest

2009–10 Rotary Club
Guidebook

Rotary District 5500
Steven DiMuzio, District Governor



Background

The 2009–10 Four-Way Test speech contest gives local Rotary Clubs an opportunity to interact with schools and youth in a project that benefits both. This year’s topic is “The Four-Way Test and Leadership.”

Contest rules and information for student participants are in the 2009–10 Student Guidebook.

Arranging the Competition

The contest will be held in three steps: the club competition, the regional competition, and the district competition. Clubs are responsible for the club-level competition, and assistant governors are responsible for the regional competition. Delegation is fine, even encouraged. Club presidents may assign the competition to an individual or a committee. Assistant governors are free to appoint a regional speech contest coordinator.

1. **Date.** The club competitions must be completed by January 31, and the regional competitions must be completed by March 20. For the club competitions, having the contest as a club program is ideal, if the time of the meeting works for the students. A club meeting may also work for the regional competition. If not, a Saturday is a good choice. The district competition will be held April 17 at Pima Community College, Northwest Campus.
2. **Location.** For the regional competition, choose a location where you will have a quiet room for the competition and a waiting room or area for contestants.
3. **Arrange for judges and timekeepers.** You will need three judges plus an alternate, a timekeeper, and a teller.

At the club level, the applicant need not attend a school within the territory of the club. Clubs may use their own discretion in selecting the schools or home school locations from which to solicit applicants. Clubs are requested to coordinate their efforts so that the approach to the school is clear and well-organized. If there are fewer high schools than Rotary Clubs, clubs may jointly sponsor a contestant, or each club may sponsor a contestant from the same school. Clubs are asked to encourage all schools, including parochial and charter schools to participate.

Procedure

Clubs are asked to solicit applicants from the local schools. Club contests are to have the same rules and judging criteria as the district competition. Clubs may decide whether to limit the number of contestants. One winner from each club may advance to the regional competition, and one winner from each region will advance to the district

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competition, except that Region 11 may send two contestants to the district competition. Each club may select an alternate who will compete at the regional or district level in the event that the first-place winner is unable to attend. The regions correspond to the District's regions as follows:

Region	Assistant Governor	Rotary Clubs
1	Thelma Jeanette Lundy, Yuma Crossing	Somerton, Yuma North End, Yuma Sunrise
2	Mark Watson, Yuma	Fort Yuma, Yuma Foothills
3	Ronna Sue Stubbs, Fort Yuma	San Luis Fronera, Yuma Crossing, Yuma
4	Karen Casady, Maricopa	Ajo, Gila Bend, Maricopa
5	Tom King, Casa Grande	Casa Grande, Casa Grande Daybreak, Coolidge, Florence
6	Mickie Nye, Globe	Globe, Kearny, Miami-Copper Cities Tucson Foothills, Superior
7	Mary Ann Tatum Marana Dove Mountain	Marana, Marana Dove Mountain, Oro Valley, SaddleBrooke, San Manuel
8	Elizabeth Cohn Tucson Sunrise	Cienega-Vail, Tucson Kino, Tucson Rincon, Tucson Sunrise, Tucson
9	Mary Pat Sullivan Tucson Old Pueblo	Tucson Casas Adobes, Tucson Pima, Tucson Saguaro, Tucson Foothills
10	Wendy Hobbs, Tucson Rincon	Tucson Catalina, Tucson Old Pueblo, Tucson Pantano, Tucson Sunset
11	Michael Shay, Green Valley	Green Valley, Mountain Empire, Nogales, Rio Rico, Sahuarita, Tubac, Valle Verde
12	Casey Garan, Benson	Benson, Bisbee, Douglas, Willcox
13	Mike Davidson, Sierra Vista West	Sierra Vista, Sierra Vista South, Sierra Vista Sunrise, Sierra Vista West
14	Troy Thygerson, Safford	Clifton-Morenci, Gila Valley, Safford

At the district level, contestants will not be identified by name or club, only by contestant number. Clubs are encouraged to use the same procedure. A panel of three judges will be selected for each contest. Each judge will have a judging sheet and shall assign points for each aspect of the speech. In addition, each judge will list a 1st, 2nd, and 3rd place choice. The number ratings from the judges will be aggregated and the prizes determined accordingly. In the event of a tie, the placement choices of the judges will be used to break the tie. Clubs are encouraged to provide prizes for the club-level contests.

Getting Started

If your club wishes to sponsor a contestant, please complete the club entry form and return it with your \$25 club entry fee before January 31, 2010. The \$25 will help cover the expenses for the competition. Please allocate additional budget to cover the cost of club level awards and meal expenses for your participants in the club level contest.) Send the entry form (and check) to: District Contest Chair: Tere Bergman, 12740 N Piping Rock Rd., Oro Valley, AZ 85755. This guidebook as well as a contest guidebook for students are located on the District 5500 website (www.rotaryd5500.org).

YOUR CLUB CONTEST: What You Need To Do

1. Notify the assistant governor district chair that your club intends to participate. Return the Club Entry form, with payment, promptly. The District Chair will be happy to help you organize your contest.
2. Have your committee review the contents of this Guidebook. Make copies of information that you want to distribute.
3. Contact the high school principal and explain the contest. Ask the principal to designate a cooperating teacher. Make contact with the cooperating teacher. Speech and drama teachers are usually the most likely to assist with this project. Volunteer to go to the school and teach the lesson that explains all about Rotary, the Four-Way Test and the Speech Contest, why we have it, what the speeches should be about, how they are judged, and what the prize money will be. (See the sample Lesson Plan on pages)
4. It is recommended that there be no more than six contestants in a club contest. If necessary, Rotarians from your club should go to the schools to conduct semi-finals. If there is only one participating school in your area, the contest and judging can be held at a club meeting as the program. If more than one school from your area is competing, have the winners from each school present their speeches as a competition at a regular meeting.
5. For the club meeting when speeches are given, invite the parents, principal, and cooperating teacher in addition to the speakers. The club should pay for these additional meals. The award of cash prizes, Four-Way Test plaques, pens, etc. is at the discretion of the club. If cash awards are to be given, it is recommended that awards of \$100, \$50 and \$25 be given to the 1st, 2nd and 3rd place winners, respectively.
6. Use the enclosed judging sheet to determine winners. This will be the scoring sheet used at the Regional and District levels. Be sure the participants have seen and use the form when developing their speeches.
7. Have some "filler time" available during judging. (See Sample Club Contest Agenda—Page)
8. Prepare press releases, if possible, to acknowledge your contestants and provide your club with additional public relations.

9. Should your contestant win at the Club level, plan to have a Rotarian chaperone your participant at the Regional competition. Students may not participate without a club chaperone. Plan ahead!

Club Contest Chair Checklist

October thru December

- Notify assistant governor and district chair of your intent to participate**
- Meet with assistant governor or regional contest chair**
- Schedule club contest to be completed by January 31**
- Determine Club Prizes for Club Contest**
- Talk with speech/drama/other teachers at each school in Club area**
- Explain Four-Way Test speech contest to teachers**
- Teach one (or more) classes about Rotary and the Four-Way Test (this activity must be coordinated with school administration and teacher)—See the Sample Lesson Plan on Page 10-11)**
- Give copies of the Contest rules and Student Entry forms to each Teacher (Rules and forms are in the Participant Guidebook, available on-line at www.rotaryd5500.org)**
- Order Club trophies, plaques etc.**

January

- Hold school runoff contest (if necessary)**
- Get participants from each school (6 is the usual limit for a club level contest)**
- Put Club Contest date in Club Bulletin**
- Get 4 Judges - 3 Judges and 1 backup**

___ Get a Timekeeper and a Teller (to tabulate judges Scoring Sheets)

___ Make food arrangements as needed

___ Arrange newspaper coverage

___ Confirm participants attendance and if parents plan to attend

___ Complete contest and report winner to assistant governor or regional contest chair

One Week Before Contest:

___ Pick up trophies (if any)

___ Arrange for prize money (if any)

___ Give Judges and Timekeepers instruction sheets

___ Arrange for calculators for Judges.

Day before Contest:

___ Remind Judges, Timekeeper and Teller

___ Remind Newspaper of contest

Day of Contest:

___ Arrange seating for contestants and guests

___ Greet contestants

___ Bring calculators for Tellers

February

___ Find out the location and time of the regional competition from assistant governor or regional contest chair

_____ Arrange for student and Rotary Club chaperone to attend the regional contest

_____ Invite parents, principal, and teacher to attend the regional contest

March

If club-sponsored student is regional winner:

_____ By March 30, 2009, send the winner's speaker biography form to the district chair

_____ Encourage student to practice speech (including an another opportunity to present at a club meeting)

April

_____ Arrange for student and club chaperone to attend district competition on April 17

_____ Invite parents, principal and teacher to attend the district competition

Sample Club Contest Agenda

1. Once contestants have arrived, have them draw a number from a box to determine their speaking order.
2. The Master of Ceremonies of the contest may make the following announcements at the beginning, but you may wish to make them between the speeches, when the judges will need a moment or two to finish marking their score sheets:
 - The topic for this year is "The Four-Way Test and Leadership." Rotarians use this Four-Way Test of the things we think, say or do:
First: Is it the truth?
Second: Is it fair to all concerned?
Third: Will it build goodwill and better friendships?
Fourth: Will it be beneficial to all concerned?
 - Speeches must be at least 5 minutes but no more than 7 minutes in length. Penalty points are assessed if a speech is too long or too short.
 - Our winner today will advance to the Regional Contest (give date & location, if known). Runners-up at the regional contest will receive certificates, and the Regional contest winner will receive a \$50 cash award and advance to the district finals.

- The district finals will be on April 17, 2009 at Pima Community College Northwest in Tucson. The District contest winner will receive a \$1,000 cash award, and the second and third place winners will receive \$500 and \$250 respectively.
- 3. Ask for quiet for all speakers. No one should enter or exit during a speech. Food servers should refrain from serving or bussing during a speech/
- 4. The Master of Ceremonies should explain that each speaker will be introduced by NUMBER ONLY with no mention of names or school affiliation until all contestants have given their speeches. Also explain that there is to be no applause between speakers so that judges are not influenced by the audience, and that there will be silence between speakers to allow the judges an opportunity to rate the speakers. Do not point out the judges or timekeeper before the contest.
- 5. After the last contestant has spoken, invite the judges and the teller to leave the room to tally the points and rank the speakers.
- 6. Have the audience applaud for all of the speakers at the conclusion of the speeches only. Invite each speaker up by number and have them give their name, grade, school, extracurricular activities, plans for the future, and anything else you want to include.
- 7. When the judges return with their rankings, introduce them, the timekeeper and the teller. Then announce the winning, and first and second runner-up speakers. (The first runner-up speaker will represent the club in the event the winner cannot participate in the Regional contest). Present awards/plaques/certificates. Explain that the winner will now go on to represent the club at the Regional contest.
- 8. Be sure to thank the judges, timekeeper, teller, area AGs and anyone else responsible for the contest. Also, thank any school representatives who are present.

Take Photos. End.

Follow-up Checklist

- _____ Thank-you notes to speakers
- _____ Thank-you notes to schools/coaches. Clubs may also wish to provide a token of appreciation to teachers/coaches who assisted the students
- _____ Mail or fax the names and contact information for the winner and the first runner-up to the assistant governor or regional contest chair
- _____ Make sure the winner and coach have details on the regional contest
- _____ Record the first runner-up in case the winner is unable to compete at the next level of competition.

School Visit / Sample Lesson Plan

The purpose of a school visit is to engage students and the cooperating teacher in discussion so they have a clear understanding of the Four Way Test Program.

Introduce yourself to the class as a member of your Rotary Club, which is part of District 5500. Ask if anyone knows anything about Rotary. You will usually get blank stares, rolled eyes, laughter, or possibly an answer. Ask if they ever noticed the Rotary emblem on a street sign or project. Show them your pin. Ask them if they have any idea why you are addressing them and what's in it for them. Ask them if any of them plan to either seek employment or go on to college after graduating.

Explain that there is value in both ethics and public speaking. Explain that on a college application, or a resume, participation in the 4 - Way Test Speech Contest is noticeable and can open doors for them. Ask to have them let you back up just a minute and explain about Rotary in general and your club in particular, and how they can benefit. Explain that Rotary is an international organization with over 1.2 million members in over 168 countries. Rotary has four avenues of service: Club, Vocational, Community, and International. The Speech Contest falls under Vocational Service because it is designed to offer a competitive speech contest that encourages ethical thinking and enhances self confidence through public speaking. Explain that your Club is one of 55 in District 5500, which covers Southern Arizona.

Say that this is a real competition. Ask if anyone in the room could use \$1,000 in prize money (this should get their attention). Ask if any of them would be interested in a \$10,000 scholarship, for studying a language abroad. This will usually stimulate some positive reaction. Mention the Ambassadorial Scholarship, Youth Exchange, and RYLA (Rotary Youth Leadership Association) programs. Get back to the speech contest; what it is and how it works. Explain that it is a five- to seven-minute ethics based speech, that describes how Rotary Four-Way Test applies to leadership.

Tell them what the Four Way Test is.

Ask if anyone can think of an example of how good ethics can help "Make Dreams Real.". If they can't, give them a little help with an example, such as getting the recommendations they need to get into a good college or winning the respect of employers so that they can get raises or promotions.

Make this part n by asking challenging questions. If they come up with an idea or statement, drill down by asking them questions that make them think and expand their views.

My friend told me I should get my term paper from a web site, because they are already written, and I can get a good grade without doing any work. I'm not sure I want to do that, but I don't want to lose my friend. How should I handle this situation?

The best picks for subject matter are something the students bring up. Be creative about how to structure a speech around topics. Point out that good speeches often have the simple, obvious answer vs. deeper and more complex issues.

The idea is to have them understand that they can come up with the idea for the speech and that they can make it compelling. Most important is that they have gone through a process for how to make a better decision.

Point out that the test can be used to prove or disprove either a positive or a negative issue. Have the cooperating teacher write on the board, and have the students write in their notebooks the following web information: www.rotaryd5500.org. Tell them to place the cursor over the link on the District website homepage to the District Four-Way Test Speech Contest. Contest information and registration forms can be found in the on-line guidebook.

Let the cooperating teacher and the students know that you are available to help them with any questions.

Judging

Selection

- Judges at the club level will be selected and recruited by the Club Contest Chair of the host club.
- Three judges, a time keeper and a teller (to tabulate the judges' scoring sheets) will be required.
- Judges may or may not be Rotarians. In either case they must have no knowledge of or relationship to any of the speakers or their school.
- Judges should be selected on the basis of their impartiality, educational background, and familiarity with speech contests. Where available, clubs are encouraged to partner with a local Toastmasters Club to supply one or more judges.
- Make sure the Judges are knowledgeable about and understand the four tenets that are the Four-Way Test.

Conduct

1. Judges and the teller will seat themselves apart from each other and not communicate about their evaluations of speakers until after the final awards have been made.
2. Each speaker will be awarded points in the three categories listed below. Record points immediately after each speech. (The contest Chair will ask if judges are ready before calling the next speaker.)
3. Columns should be added and rankings computed after all speeches have been given and the judges have left the room.
4. Speeches will be judged as follows:

- Content 50%
Content includes organization, originality of thought, success in addressing the topic, clarity and expressiveness of language, and vocabulary.
 - Delivery 50%
Delivery includes clear enunciation of words, eye contact and rapport with the audience, vocal projection, vocal expressiveness, tone and pace, posture and gestures.
5. Judges will total points for each speaker on their individual scoring sheets, subtract penalty points (if any) and enter net points. Each judge then ranks the speakers 1 through “n”, by the net points, with the highest score being ranked “1”, the next highest, “2”, and so on. Each judge will list a 1st, 2nd, and 3rd place choice. The number ratings from the judges will be aggregated and the prizes determined accordingly. In the event of a tie, the placement choices of the judges will be used to break the tie.
 6. The teller will tabulate the judges’ scoring sheets. The winner of the contest will be decided by cumulative rank order (i.e. the sum of the ranks from all of the judges). Each contestant’s rankings will be totaled and the speaker with the lowest total ranking earned will be declared the winner.
 7. There will be no ties in the final standings of the winner and the 1st runner-up. In the event of a tie, the placement choices of the judges will be used to break the tie.
 8. The final results are to be recorded and presented to the Master of Ceremonies by the teller upon their return from deliberations.

Judge's Score Sheet

Items to be Judged	Points	Speakers in Order of Appearance					
		1	2	3	4	5	6
Content	50						
Practical application of the Four-Way Test 5 points for each of the 4 points	20						
Uses examples from peer group experience	5						
Clarity and expressiveness of language and vocabulary	5						
Grammar and Syntax	5						
Introduction	5						
Development of ideas: present, supported, explained In clear, logical order with smooth transitions	5						
Conclusion	5						
Content Subtotal							
Delivery	50						
Clear enunciation of words; limited use of unnecessary Expressions (uh, like, you know, etc.)	10						
Good vocal projection, voice expressiveness, tone and pace	10						
Good eye contact and rapport with audience	10						
Relaxed yet commanding use of posture and gestures	5						
Ability to captivate or move the audience	15						
Delivery Subtotal	50						
Total Points	100						
Deductions							
Penalty points reported by timekeeper							
Penalty points for use of props (2 points per infraction)							
Penalty points for quoting more than 75 words (1 point per word)							
Net Points							
Ranking							

Timekeeping

1. Speeches must be at least five and not more than 7 minutes in length.
2. Using a (preferably digital) stopwatch, record the time of the speech to the second for each speaker on the Timekeeper's Record. Timing begins when the speech actually begins, and stops when the speaker finishes his/her speech.
3. Compute penalty points, if any, at the rate of two points for every 15 seconds, or fraction thereof, that a contestant speaks under 5 minutes or over 7 minutes.
4. When all the contestants have spoken, the Timekeeper retires with the judges only long enough to advise them of any penalties and present the Timekeeper's Record.

	Speakers in Order of Appearance					
	1	2	3	4	5	6
Time						
Penalty Points (1 point for each 5 seconds or fraction thereof less than 5 minutes or more than 7 minutes)						

Speaker Biography

Name: _____

Name of School: _____

Grade in school _____

School Contact person: _____

The following information is not required but helpful if we need to contact you.

Parent(s) or Guardian: _____

Telephone Number: _____

Mailing address: _____

Email: _____

What are you most interested in (Goals, hobbies, special interests, etc.)?

Club Entry Form

Rotary Club: _____

Contest Chair: _____ Phone#: _____

Address: _____

Email Address (required): _____

Date of Club Contest: _____

Entry Fee of \$25 is enclosed. Please make check payable to: Rotary District 5500

(Note: This entry fee helps cover the cost of the Regional and District Contests)

Please note: Entry Form will not be processed without payment.

Participant Brochure can be downloaded at www.rotaryd5500.org and copied

DEADLINE:

January 31, 2009 – please submit earlier, if possible

To: Teree Bergman, Contest Chair, 12740 N Piping Rock Rd, Oro Valley, AZ 85755