

Rotary District 7620

4-Way Test Speech Contest

Information Packet

The 4-Way Test

Of the things with think, say, or do:

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETER FRIENDSHIPS**?
4. Will it be **BENIFICAL** to all concerned?

GENERAL GUIDELINES

1. The purpose is to help youth, Rotarians and the community-at-large to more completely understand, encourage, and foster the principles of Rotary and the objects of "Service Above Self."
2. The contest is open to all students approved by the high school. Each school will hold its own contest, sponsored and arranged by the Rotary Club, or, when available, it's associated Interact Club.
3. The topic for the speech is to be the student's choice. However, the speech must show clearly the practical application of all four points of the Rotary Four-Way Test. Students who do not follow this guideline should not advance beyond the high school competition and cannot compete on the Regional or District levels.
4. The speech may not be read verbatim, but notes may be used at the club and regional levels (limited to one 3 × 5 card at the regional level). It may not be less than four (4) minutes nor more than six (6) minutes in length. Penalty points will be assessed for any speech which is undertime or overtime.
5. Previous District First Place Winners may not compete. All other First Place Winners and any student who has competed before and won awards is eligible. All other high school students are eligible.
6. Local clubs and regions will make their own contest arrangements and schedule their own competition within the time schedule set up by the District for the speech contest. The type and nature of any award given on club is strictly within the jurisdiction of the Club.
- 7 Indication of the club intent to participate is necessary in order to arrange for winners to compete at the District Semi-final, and District finals levels.
8. There is no obligation on the part of any Club to participate beyond the Club level.

AWARDS

In order to make the contests meaningful to students, parents, educators, and to your own club members, students who participate should be recognized for their effort. Every student should receive an award at each level of competition.

1. Club Level: At this level, the club may elect to provide cash, plaque, certificate, or gift awards, but it is important that all students be presented with some kind of recognition on the day of competition. Suggested cash awards are \$100, \$75, \$50, and \$25 or more.

2. Semi-finals Level: At this level, there will be no cash prize awarded. Each participant will be awarded a certificated which identifies them as a semi-finalist.

3. District Finals Level: At this level each of the four finalists will receive a certificate which identifies the order in which they were chosen by the judges. In addition to the certificates, cash awards will be made as follows:

1 st Place	\$ 1,500.00
2 nd Place	\$ 1,000.00
3 rd Place	\$ 750.00
4 th place	\$ 500.00

**ROTARY DISTRICT 7620
4-WAY TEST PUBLIC SPEAKING CONTEST
INFORMATION PACKET FOR HIGH SCHOOLS**

WHO IS ELIGIBLE TO COMPETE

Any high school student in good standing except a student who has won 1st Place at the District level in a previous year may not compete. Schools may participate through one club only.

RULES FOR THE SPEECH

Subject: Apply the 4-Way Test to the subject matter:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Delivery: The speech should be delivered in an extemporaneous manner. Notes will be permitted at the Club and Semi-finals level, but will be limited to only 3 × 5 cards. No notes will be permitted at the District Finals.

Length of Speech: The speech should be not less than four minutes nor more than six minutes in length. Penalty points will be assessed if the speech length is outside these limits.

Speech Contest: The speech given by each contestant must be original in content and must show clearly the practical application of the Rotary Four Way Test to the subject of the speech.

CLUB PARTICIPATION IN ELIMINATION CONTESTS REQUIREMENT

In order for a student to progress to the District Finals, the successful Club Level winner must participate in elimination round contest (semi-finals). Certain Clubs may not wish to participate in the District Semi-finals. The decision to send club Level winners to further rounds is left to the Club.

COPY JUDGE'S SCORE SHEET (can be found at the District website)

COMPETITION PROCEDURES

School Level – At the High School level, competition and choice of contestants may be handled at the discretion of the school staff. Consider using club members, principal or vice principal as judges. Use the score sheets which will be used at the club and district levels.

Club Level – The speech contest will be held during the regular Rotary club meeting and should be completed by the end of March. There should be no less than three nor more than four speakers. At the club level contestants should be from high schools in the Rotary club area.

Semi-final Level – If a club chooses, they may advance their club contest winner into the District Level Contest by submitting a Participation Agreement and Registration Form (copies found at the District website) and paying the registration fee by the deadline spelled out on the forms.

Rotary 4-Way Test Speech Coordinator. The Coordinator will determine the Venue, date and time of the semi-final contest and transmit this information to all club presidents in the month of January. The club speech winners shall be divided into four groups with the winner of each group advancing to the District Finals. The grouping and order of the contestants at the semi-final level will be by the luck of the draw. ***No club may register more than one contestant in the semi-finals.***

CONTEST PROCEDURES SCHOOL LEVEL

Conversation with you school coordinators should be started in late November or early December. The school level competition should be complete by the end of January. It is recommended that you work through the school administration. Each school depends on a positive relationship with the business community and the school principal or vice principal will make your contest a priority.

Have your club coordinator available to explain Rotary and the contest to the administration, teacher and contestants. You must take the lead at the school level! Constant communication will be needed. A PowerPoint presentation that explains the program is available from your District Four Way Test Speech Coordinator if you want to give a presentation to your school.

After contestants are chosen by the school, your club coordinator should speak to the contestants as a group and explain the rules of the contest and let them know what to expect if they advance past the school level.

Schedule a time for the school contest to be held. Offer to have club members available for judges if needed. Make sure that only three or four contestants are chosen to advance to the club level. You should have certificates printed for all participants in the contest.

Make sure that the administration gets copies of any photos taken at the club level, or any press that is given to your contest. The future success of this contest is based on the positive relationship that you can build within the schools.

CONTEST PROCEDURES CLUB LEVEL

The club level contest should be narrowed down to the top three or four contestant's chosen at the school level. Your club coordinator should develop a invitation list for the club contest. This list must include the contestant, their family and the school coordinator. You may want to invite the principal, teachers, and the local press. A formal invitation should be sent to each spelling out the date and time of the contest.

Prepare your club members so that proper courtesy is shown to each of the speakers. Speech students are well trained, as a rule, in the communication arts, but the following courteous rules will make your contest more enjoyable to the members and will aid each of the speakers whether trained in speech or not.

1. Do not leave the room during a speech.
2. Do not enter the room during a speech.
3. Noise is disruptive. Ask food servers to refrain from serving or bussing during speeches.
4. Conversation between members must be withheld during a speech.
5. Select Rotarians to serve as door guards at entrance and exits to prevent the speaker from being interrupted.
6. Have the contestants draw lots ahead of time to determine the order in which they will speak.
7. Timing is part of the speaker's rating. Have a stop watch available and select a Rotarian to keep time. It is appropriate to give speakers cues for timing (i.e., 2 minutes, 1 minute) at the Club level.
9. Use of notes is permitted at the Club and Regional level as long as the speech is not read.

Please have a microphone and podium available for the contest. The order of the contestants should be chosen by random draw. Each contestant should be introduced by the club coordinator and allow the contestant time to introduce themselves, family and guests prior to starting their speech.

Each Rotarian in attendance should judge the contest. Make sure that you have enough judging sheets and writing utensils available for their use. You must explain to your guests that only Rotarians are allowed to judge. Assign a timekeeper to keep the time and announce the time at the end of each speech.

Have two or three people available to tally the score sheets and plan a short five or ten minute program to pass the time while the sheets are tallied.

Make sure that you have your awards ready to be given out when the score sheets have been tallied. Please remember to ask your winner to fill out the Participation Agreement and get reliable contact information from them so that they can be contacted about the date and time of the District Semi-finals. You may want to offer transportation to the semi-finals if they need it.

Send in the Participation Agreement, Registration Form and Registration Fee to the District Office promptly. Also arrange for at least one club member to attend the semi-finals to act as a judge (you will not be assigned to judge any group in which your club contestant is competing).

DISTRICT 7620 of ROTARY INTERNATIONAL ORGANIZING A ROTARY 4 WAY TEST SPEECH CONTEST

The following outline and sample form are provided to facilitate setting up a Rotary 4 Way Test Speech Contest in a local High School.

PRELIMINARY ANNOUNCEMENT – An announcement of the contest should be sent to the High School(s) with which your Rotary Club will be working. Address the announcement to the Guidance Department, English Department or Speech/Debate Teachers. Include the following information:

- A copy of The 4 Way Test

The 4 Way Test of the things we think, say or do

*I - Is it the **TRUTH**?*

*II - Is it **FAIR** to all concerned?*

*III - Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?*

*IV - Will it be **BENEFICIAL** to all concerned?*

- Eligibility
 1. Any High School student may compete, except any previous winner of a District 7620 4 Way Test Speech Contest.
 2. Immediate family members of Rotarians are not eligible to compete.
- Contest Rules
 1. Subject: - Application of The 4 Way Test to a topic of the contestant's choice.
 2. Length of Speech – no less than four (4) minutes and no more than six (6) minutes. Penalty points will be deducted from the contestant's score for violation of time constraints.
 3. Speech Content – must be original.
 4. Judging Format – see Evaluation and Judging Sheet on the website

Competition Procedures

Individual Rotary Club Level

1. Approach your local High School(s) to ask for their participation in the contest. Provide posters, registration forms, details, as needed to the school coordinator.
2. Establish a 4WT Speech Contest Committee to set up and coordinate with the participating school(s). Identify judges for your club level contest.
3. Each club level contest must have at least two (2) students participating.
4. Establish an appropriate date for the club contest, agreeable to the school, the participating Rotarians, and appropriate considering student academic schedules. The club contest must be completed by March 30, 2011 in order to meet the District deadline for contestant registration April 4, 2011.
5. The Rotary Club or Club Contest Committee shall identify the club contest winner using the judging guidelines supplied on the website. If a Rotary Club sponsors contests at more than one High School, it shall hold a run-off among the school winners. (Only one contestant may be entered by a Rotary Club in the District Semi-Finals.)

District Semi-Finals

1. The Semi-Finals will be held on **April 9, 2011 at Glen Burnie High School.**
2. Participants will present their speeches to the assembled group and competition judges.

Each club sponsoring a contestant must provide at least one judge. Judges will not participate in judging the entry from their respective clubs. Additional Rotarians are encouraged to participate in the judging.

3. Judges will select winners using the guidelines supplied at the semi-finals.
4. A maximum of four (4) contestants will be selected for participation in the Finals.

District Finals

1. The Final competition for District Championship will be held at the District Conference at Turf Valley Resort and Conference Center in Ellicott City on April 30, 2011.
2. The participants will speak to the assembled Rotarians at the session convened for this purpose. All Rotarians present will be allowed to evaluate and judge each speech.

Prizes

1. All prizes will be cash—no savings bonds or other securities.
2. Individual clubs will provide prizes for their club level contests.
3. No prizes shall be awarded for Semi-Finals competition. (Certificates will be awarded to all semi-finalists)
4. A maximum of four (4) prizes will be awarded at the Final Competition: 1st place - \$1,500.00; 2nd place - \$1,000.00; 3rd place - \$750.00; 4th place - \$500.00.

Registration Form

1. Each contestant must complete and submit a Registration Form and Participation Agreement with all required signatures included, by April 4, 2011 to the District 7620 Office. A \$200.00 entrance fee must accompany this registration form.
2. Clubs shall provide registration forms to the schools and/or participating students.

Suggested Contest Procedures

1. Resources

- A. Judges—see procedures above for judges required for each competition level.
- B. Each contest will need a teller to tabulate the judge's score sheets.
- C. Each contest will need an official timekeeper.
- D. A lectern or speaker's dais should be provided.
- E. Score sheets are required for each judge.
- F. A composite/summary score sheet is required for the teller.

2. Contest Set-up

- A. Contestants must arrive at the competition location early enough to check in and to be prepared to address the assembly. Order of presentation shall be determined by lot. Contestants may not attend presentations of other contestants until their own presentation has been completed.
- B. The teller will present the judges with blank score sheets just prior to commencement of the speeches.
- C. The timekeeper will commence timing at the beginning of each contestant's speech. At the conclusion of each speech, the timekeeper shall notify the contestant and the judges if the time constraints were not met (less than four [4] or more than six [6] minutes) and the number of seconds in violation of the constraints. A penalty deduction of either 10 or 20 points will be made do to the severity of the allotted time.
- D. The judges may take a prudent, but not overly long, time to complete each score sheet.
- E. The teller will collect the completed score sheets for each contestant and

distribute blank score sheets for the next contestant's judging. (Alternatively, a multiple contestant score sheet may be used, see enclosed.) The teller shall develop the composite score for each contestant from the judge's individual score sheets.

G. The contestant with the highest composite score shall win the competition. Next highest score shall be second place, etc. The winner(s) shall be presented to the assembly at the conclusion of all speeches and judging, and prizes will be awarded.

**DISTRICT 7620 of ROTARY INTERNATIONAL
THE 4 WAY TEST SPEECH CONTEST
REGISTRATION FORM**

Contestants Name: _____ Phone: _____

Address: _____

Email: _____

Sponsoring Rotary Club: _____

Rotary Club Contact: _____ Phone: _____

Email Address: _____

HIGH SCHOOL INFORMATION AND DISCLAIMER

Understanding that District 7620 of Rotary International (the District) is completely responsible for this contest, and understanding that the District and the aforementioned sponsoring Rotary Club are jointly participating in its conduct, the High School attended by the aforementioned student has no objections to said student's participation in the contest.

High School: _____

Teacher/Councilor: _____

Signature: _____ Date: _____

STUDENT'S ACCEPTANCE OF RESPONSIBILITIES

I realize and accept that I am responsible to make every effort to attend the semi-finals and finals of this contest, should I qualify to do so.

STUDENT SIGNATURE

Name (please print): _____

Student Signature: _____ Date: _____

**RETURN THIS FORM TO DISTRICT 7620 office
ABSOLUTE DUE DATE – APRIL4, 2011**

District 7620 of Rotary International

**2011 4 WAY TEST SPEECH CONTEST
PARTICIPATION AGREEMENT**

*Clip and mail by April 4, 2011, with your entry fee (\$200.00), payable to
The District 7620 office*

THE ROTARY CLUB OF: _____

CLUB CONTACT: _____
(The Club Contact listed will be who we contact about all contest details)

ADDRESS: _____

PHONE: (H) _____ (B) _____ (FX) _____

E-MAIL _____

_____ WILL ENTER A CONTESTANT (\$200.00 ENTRANCE FEE ENCLOSED; STUDENT
REGISTRATION FORM WILL BE SUBMITTED BY APRIL 4, 2011)

_____ WILL NOT ENTER A CONTESTANT BUT WOULD LIKE TO MAKE A DONATION IN THE
AMOUNT OF \$ _____ TO SUPPORT THE CONTEST

OUR JUDGE (ONE REQUIRED; TWO OR MORE OPTIONAL) FOR THE APRIL 9TH SEMI-FINALS AT
GLEN BURNIE HIGH SCHOOL, WILL BE:

(1) NAME: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____

(2) NAME: _____ TELEPHONE: _____

E-MAIL ADDRESS: _____

