



Multiple District Four, California Lions Clubs International

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Date: October 1, 2018

Dear Student Speaker District Chairperson;

This Student Speakers Contest Sample Kit is being sent to you so that you may assist clubs, zones and regions with their preparation for the contest.

The MD-4 Student Speakers Committee strongly encourages you to conduct a District workshop for all Club, Zone and Region Chairpersons on how to properly prepare and hold a student speakers contest. This workshop may be scheduled during a cabinet meeting or you may choose to schedule it as a separate activity. Each year, problems arise with a number of contests primarily because the level Chairperson was not thoroughly informed and prepared for the contest. The level Chairperson is responsible for the success of his/her contest. He/she must have the necessary knowledge and tools that you can provide.

As District Chairperson, you are the Lion who can most effectively reach the Club, Zone and Region Chairpersons in your district and instruct them on how to run their contest. Because this contest brings non-Lions into a Lions activity, it is important that the general public view the Lions club as professional and well organized. The students who work so hard at preparing their speeches deserve a well-run contest.

Please take the time to review each item in this packet. The handbook is most important because it contains the rules and procedures for the actual contest.

If you have specific questions about any aspect of the contest or the procedures for each level Chairperson to follow, please contact the MD-4 Area Chairperson (MD-4 Student Speakers Committee) for your district:

Area 1: Garrett Becker	E: garrett.becker@hotmail.com	Districts 4-C1, 4-C5, 4-A1
Area 2: Beverlee Block	E: beverleeblock@rocketmail.com	Districts 4-C2, 4-C3, 4-C4, 4-C6
Area 3: Perry Lynn, Chair	E: per1228@sbcglobal.net	Districts 4-A2, 4-A3, 4-L1, 4-L3
Area 4: Mary Manning	E: edandmary@cox.net	District 4-L4, 4-L4, 4-L5, 4-L6

Their addresses and phone numbers are listed in the handbook on pages 4 and the other District Chairs are on page 5.

You may always call the MD-4 office for assistance as well. Good luck with your contests this year.

Please be advised that the deadline to order kits was October 1, 2018 and a fee of \$25 is accrued there after.

STUDENT SPEAKERS CONTEST

Suggested topics for District Workshop for Club, Zone and Region Chairpersons

1) Contact with the School

- a) Club chairperson should contact the school. (See the section in the Handbook on "Contact with Schools".)
- b) Handbooks should be given to participating teachers and coaches, not to students.
- c) Give the school office and the cooperating teachers the name and phone number of the Lions club contest chairperson.
- d) Remind the teachers that the 3x5 card to be used at the zone level and beyond should be intact, not cut up into pieces, just to avoid any problems.
- e) Only a 3x5 card may be used – as it is stated in the handbook – for zone level up. However, a student may read his/her speech at the club level.

Preparation for the Contest

2) Read the Handbook from cover to cover. Then read it again.

- a) Select a suitable location for the contest. If your usual club meeting place is not adequate (i.e. dark lounge area in a bowling alley, small room off a restaurant that is usually crowded and noisy, etc.) then arrange to hold the contest somewhere more appropriate.
- b) The room must have adequate seating and have doors that can be closed and secured during the contest. The room must be reasonably quiet and free from outside distractions.
- c) A well-functioning public address system must be available. Check it before the contest begins.
- d) Clocks must be covered. A sign should be posted outside the room identifying the contest.
- e) Make sure all contest participants know the exact date, time and location of the contest. Call and e-mail each participant several days prior to the contest to confirm.
- f) At the zone and region level, make sure you have the award checks prepared and ready to give to the winner of your contest. This may involve contacting your district treasurer if the district funds the awards for the zone and region level contests.

3) Selection and Preparation of Judges

- a) No Lion can be a judge. Try to select prominent citizens from the community whose professions or vocations qualify them to judge public speaking. Choose a variety.
- b) Contact potential judges well in advance of the contest. Confirm their selection as a judge by sending them the brochure "Judge's Information and Worksheet". Also send them a Student Speakers Foundation brochure.
- c) Meet with all the judges before the contest to familiarize them with the contest and review the scoring chart. Review the rules of the contest with them as well. Be sure to have a Lion serve as a host for each of the judges and **seat the judges separately, not together. This is now in the rules, so be sure to abide by this direction.**

Continued

4) **During the Contest**

- a) Image is very important. First impressions are lasting impressions. Your Lions club and the Lions associated with the contest will be judged by all those attending the contest. The chairperson and assistants should dress neatly and professionally.
- b) Lions clubs members in attendance should be asked to assist in keeping noise at a minimum during the contest.
- c) The chairperson should prepare his or her written agenda for the meeting and the contest. Follow the agenda in the handbook – especially the part about the selection of speaker numbers. Write down the names of everyone who will be introduced.

5) Follow Lions official protocol when introducing Lions officers.

- a) When in doubt about a decision, take your time and consult with your assistants. The chair of the contest makes the final decision at the contest.

6) **The time between speakers must be quiet to allow judges to complete their forms.**

7) **After the Contest**

- a) Give the “Next Level Contest Form” to the winner. You will have to find out the name, phone number of the next level chairman and the date, time and location of that contest.
- b) If you are a club, zone, or region chair and a student asks about observing other contests, he/she may attend, but he/she must remain anonymous and not be introduced!
- c) Send the post card with the winner’s information to the next level chairperson.
- d) Write thank you notes to each of the judges.
- e) Follow up and personally contact your level winner a week before the next contest to make sure that they are prepared and know when and where the contest is being held.
- f) Announce the next level contest at a club meeting and in your club bulletin. Encourage your Lions club members to attend and support your winner.
- g) Chairing a student speaker’s contest at any level is a major responsibility that requires time, organization and preparation. If you do not feel you can fulfill this responsibility, please let your club President or District Chairperson know now so that alternative arrangements can be made.
- h) The MD4 Student Speakers Contest is one of the most pleasurable and rewarding Lions activities held throughout California. It provides a wonderful opportunity to showcase your Lions club and the Lions organization to the community. It also opens the door to membership opportunities for judges, teachers and parents. All you have to do is invite them back to a Lions club meeting as your guest and give them some brochures on Lions, available from the membership department at Lions Clubs International headquarters.