



2018-2019

# *Speech Trek*

## Branch Tool Kit

*A step-by-step guide for running a Speech Trek Contest . . .  
at your Branch level and beyond.*

Contact:

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**AAUW CA SPEECH TREK PROGRAM ANNUAL BRANCH PARTICIPATION  
MEMORANDUM OF UNDERSTANDING**

**TABLE OF CONTENTS**

<b>The Topic: How Can We Eliminate Violence Aimed at Our Schools?</b>	<b>Page 3</b>
<b>Memorandum of Understanding</b> (replaces Intent to Participate form)	Page 4
Student Application-Parent/Guardian Permission	Page 7
Branch Notice of Contest Semi-Finalist	Page 8
Branch-level Speech Trek Contest	Page 9-10
Speech Trek 2018-2019 Schedule	Page 11
Speech Trek Process & How to Load Video to YouTube	Page 12-15
Sample Letters to School Administrators and Teachers	Page 16-17
Student Instructions	Page 18-19
Greeter Instructions	Page 20
<b>Timer Instructions</b>	Page 21
<b>Judge's Instructions</b>	Page 22
<b>Judge's Ballot</b>	Page 23
Sample Press Release (Pre and Post event)	Page 24-25
Affidavit of Eligibility and Liability Release	Page 26-27

**AAUW CA SPEECH TREK PROGRAM ANNUAL BRANCH PARTICIPATION  
MEMORANDUM OF UNDERSTANDING**

**2018-2019 SPEECH TREK SPEECH CONTEST TOPIC:**

***HOW CAN WE ELIMINATE VIOLENCE AIMED AT OUR SCHOOLS?***

To guarantee equality, individual rights, and social justice in a diverse society, AAUW advocates many issues--including freedom from violence, fear of violence and hate crimes--in homes, schools, workplaces, and communities.

Unfortunately, American students are not free from violence. Sen. Dianne Feinstein (D-Calif) pointed out a disturbing trend in our schools: "Since Sandy Hook (Dec. 14, 2012), around 250 schools have experienced a shooting. That's an average of around 50 a year, or one school shooting every week," she said. "It's astonishing that so many schools and so many children have suffered. Active shooter drills shouldn't be a way of life for our children, but sadly they are."

Singer Kelly Clarkson has also expressed sadness at the escalating level of violence in our schools, and stated that the time for 'moments of silence' is over. "Why don't we do a moment of action?" she asked. "Why don't we do a moment of change?"

In February, 2018, after their tragedy, the students of Marjory Stoneman Douglas High School in Parkland, Florida, seized a moment for change. They created "March For Our Lives" and launched a national movement.

Three months later, another deadly school shooting took place, this time in Texas.

***How can we--students, parents, faculty, our communities, and organizations such as AAUW--eliminate violence aimed at our schools? What actions can we take to prevent another tragedy from taking place?***

**AAUW CA SPEECH TREK PROGRAM ANNUAL BRANCH PARTICIPATION  
MEMORANDUM OF UNDERSTANDING**



The Annual Branch Speech Trek Participation Memorandum of Understanding is entered the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between AAUW California, a California nonprofit corporation and affiliate of AAUW National, with its principal office in Sacramento, CA (AAUW CA) and the \_\_\_\_\_ Branch of AAUW, an affiliate of AAUW National. This Memorandum of Understanding is in effect from November 1<sup>st</sup> through October 31<sup>st</sup> of the AAUW year \_\_\_\_\_.

It is understood by all parties that the Branch must have a signed Memorandum of Understanding in place to participate in the Speech Trek program for the 12-month period (November 1-October 31) that the Memorandum of Understanding covers. The Branch will not be allowed to participate in Speech Trek if this signed Memorandum of Understanding (MOU) is not on file with the State Speech Trek Coordinator, AAUW CA President and the AAUW CA office.

In signing this Memorandum of Understanding both parties agree to the following conditions under which the Branch will participate in the program, to include: the selection of program participants, the distribution of program marketing and application materials, and all other aspects of the program in which the branch is involved:

**BRANCH RESPONSIBILITIES**

- 1) The Branch agrees that they will follow the current Speech Trek Branch Tool Kit as the step-by-step guide for running a Speech Trek Contest at the Branch and State levels. The Branch understands that it will sign the AAUW CA Speech Trek Annual Branch Participation Memorandum of Understanding by November 1, 2018. The Branch will submit the winner of their competition online to the State semifinals by March 1, 2019.

**TERM AND TERMINATION**

- 1) The Branch Annual Speech Trek Participation Memorandum of Understanding will expire annually on October 31<sup>st</sup>. The new Memorandum of Understanding must be reviewed and approved by the Branch Board and signed by the Branch President and Branch Speech Trek Coordinator by November 1<sup>st</sup>.
- 2) The signed Memorandum of Understanding will be scanned and emailed to the State Speech Trek Coordinator, the AAUW CA President and the AAUW CA office by November 10<sup>th</sup> of each year.
- 3) This Memorandum of Understanding may be terminated by AAUW CA or the Branch at any time for good cause. Examples include, but are not limited to:
  - a. Not adhering to the non-discrimination policy
  - b. Not using updated, current materials
  - c. Modifying forms without the approval of the State Speech Trek Coordinator

**AAUW CA SPEECH TREK PROGRAM ANNUAL BRANCH PARTICIPATION  
MEMORANDUM OF UNDERSTANDING**

- d. Not following policies and guidelines from AAUW CA, including, but not limited to, the proper selection of contestants.
  - e. Inability to raise necessary funds.
  - f. Inability to adequately administer the program locally.
- 4) If AAUW CA believes that good cause exists for termination, it shall give notice to the Branch in writing.
- a. If the cause for termination is one that can be corrected by the Branch, the Branch shall have 10 days from receipt of the notice in which to make the correction(s).
  - b. If the Branch does not make the required correction(s), or the cause for termination is one that cannot be corrected, the Memorandum of Understanding shall terminate on the eleventh day after notice is received by the Branch.
  - c. If the Branch does make the required corrections within the 10-day period, this Memorandum of Understanding shall continue until it expires on October 31<sup>st</sup>.
- 5) If the Branch believes that good cause exists for termination, it shall give notice to AAUW CA in writing to the State Speech Trek Coordinator.

**PROPRIETARY INFORMATION OF AAUW CA**

The Branch understands and agrees that certain information provided to the Branch or obtained by the Branch from Speech Trek applicants, AAUW CA officers, directors or employees may be confidential and proprietary information. The Branch agrees to maintain, in confidence, all such information which is marked CONFIDENTIAL or which should reasonably be considered confidential or proprietary. This includes the secure handling of both hardcopy and electronic versions of applicants' forms.

**PROPERTY OF AAUW AND AAUW CA**

All intellectual property provided to the Branch by AAUW CA, including, but not limited to, forms, guidelines, procedural documents, materials, questionnaires, etc. will remain exclusively the property of AAUW CA and the Branch agrees to deal with it as such. All such property shall be relinquished to AAUW CA by the Branch upon request.

**AUDIT AND DATA COLLECTION.**

The Branch agrees to provide standardized information about its Speech Trek participants to State Speech Trek Coordinator in the format and at the intervals requested by AAUW CA. Data collection will strictly adhere to federal and state laws pertaining to privacy and confidentiality.

**AAUW CA SPEECH TREK PROGRAM ANNUAL BRANCH PARTICIPATION  
MEMORANDUM OF UNDERSTANDING**

**NOTICE**

- 1) All notices are to be issued in written format either in person, USPS, or E-mail to the addresses listed below. Notices will be considered given based upon the receipt date noted on the document when delivered in person, USPS postmark, or e-mail delivery date/time notation. Notice sent via other delivery services will be considered given based upon delivery confirmation date/time. Social media is NOT considered a viable method for delivery of notices.
- 2) Notices are to be delivered to the addresses noted below. Either party may change their address by providing the other party with written notice. Notice shall be given within 15 days of an address change.

AAUW CA  
1331 Garden Highway, Suite 100  
Sacramento, CA 95833  
[office@aauw-ca.org](mailto:office@aauw-ca.org)

\_\_\_\_\_AAUW Branch  
\_\_\_\_\_  
\_\_\_\_\_

**AMENDMENT**

No change, amendment, or modification of this Memorandum of Understanding shall be valid unless in writing and signed by both parties to the Memorandum of Understanding.

AAUW California, Inc.  
By: \_\_\_\_\_  
President, on behalf of AAUW CA  
Date: \_\_\_\_\_

\_\_\_\_\_AAUW Branch  
By: \_\_\_\_\_  
Branch President  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Branch Speech Trek Coordinator  
Date: \_\_\_\_\_

Date of Branch Board Approval \_\_\_\_\_

A copy of this signed Memorandum of Understanding (either hardcopy or electronic scanned copy) is to be kept on file at the Branch by the Branch President and the Branch Speech Trek Coordinator. AAUW CA will retain a copy of this Memorandum of Understanding in the State Speech Trek Coordinator's files, in the AAUW CA State President's files and at the AAUW CA office.



## STUDENT APPLICATION AND PARENT/GUARDIAN PERMISSION

**Student Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**High School Attending:** \_\_\_\_\_

**School Advisor/Counselor:** \_\_\_\_\_

*My signature below certifies that I wish to participate in the AAUW CA Speech Contest and that I have received and read the following forms:*

*Student Instructions*

*Judge's Instructions & Ballot*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Information and Permission:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



*My signature below certifies that I have read the rules for the Speech Contest and wish for my child to participate in the AAUW CA Speech Contest. In addition, I understand that my child's name may be publicized locally as a Contest participant, and that the speech will be recorded for higher-level competition and selection of finalists.*

*If my child is selected as the 1<sup>st</sup> place branch winner or one of three state finalists, I understand that the video of my child's competition speech may be posted online (see videos of previous speakers at: [aauw-ca.org](http://aauw-ca.org)>Mission Based Programs>Speech Trek) or used to promote the Contest in subsequent years. I understand I will need to sign an AFFIDAVIT OF ELIGIBILITY AND LIABILITY RELEASE, prior to my child's participation in the competition.*

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION TO YOUR LOCAL BRANCH CONTACT:**

\_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_



## BRANCH NOTICE OF CONTEST SEMI-FINALIST 2018-2019

Please send this form with the link **(URL address)** of your winning speaker's YouTube video labeled **"Speech Trek 2019 – 1<sup>st</sup> Place - full Branch name"** to the address at the bottom of this page by **March 1, 2019**. This will enable us to have your entire information and student ID on one sheet of paper. Thank You!

Student Speaker Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Your Branch \_\_\_\_\_

Branch President \_\_\_\_\_

E-mail Address \_\_\_\_\_

Branch Speech Trek Coordinator/s: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

URL address (example: [https://youtu.be/aXnKCogdw\\_4](https://youtu.be/aXnKCogdw_4))

\_\_\_\_ Yes, the \$25 branch fee is included. (Please make sure the entry fee of \$25 is made out to "AAUW CA SPF" with "Speech Trek" and the branch name in the memo line of the check).

### Mail to:

**Marlene Cain**

**AAUW CA Speech Trek Coordinator**

**P.O. Box 6634, Big Bear Lake, CA 92315**



## BRANCH-LEVEL SPEECH TREK SPEECH CONTEST

**Speech Trek is a speaking Contest open to all California high school students, whether from public, private, home or continuation high schools. Students who were among the top three finalists in the State Contest may not compete again.**

1. The Contest begins when your Branch of AAUW-CA decides that they want to participate in the Contest. Your Board will meet, and then determine the level of financial support necessary from your Branch. Budget items may include prizes, printing, postage, video preparation, refreshments, or space rental for the Contest. Branches vary in levels of prizes awarded to Contestants--from certificates to actual cash awards. Your local branch covers all costs. **Be sure to budget for the AAUW CA Speech Trek Contest fee of \$25, which helps to defray travel expenses to the annual State convention/meeting associated with the Contest.**

2. Next, identify a member to coordinate your Contest and form a committee of interested members. Draw from members with interest or expertise with: press releases; high school contacts; recruitment; training; tutoring or coaching students; fund raising; or just an interest in raising awareness about the Contest.

3. Develop a calendar for the Contest. Take time to check against competing events, such as the Lion's Club Speech Contest, Rotary Speech Contest, Mock Trial, F.F.A. and other area speech contests, etc. Your calendar should include dates for:

-Notice to Speech Trek Coordinator of Branch's intent to participate. **(Deadline is November 1, 2018.)**

-Date of Branch competition

-Date for submitting Branch winner's online submission to the State semi finals. **(Deadline is March 1, 2019.)**

-Date of State competition if named to top three in the State. **NOTE: State Competition is Saturday, April 6, 2019 at the Handlery Hotel in San Diego.**

4. Create a list of your area high schools. Decide whether your Contest will be limited to students within your city or county. Create posters and recruitment brochures. Develop an email list for specific contact people to save costs of postage and printing.

5. Arrange for informational meetings at your schools. Be willing to speak to student groups or classes. Your school may have a debate club or forensics program--or a Future Business Leaders chapter--or even a Mock Trial group just waiting for an opportunity to speak!

## BRANCH-LEVEL SPEECH TREK SPEECH CONTEST (Continued)

6. Have student and parent sign participation agreement. This will protect your Branch and allow it to publicize, photograph and post the name of the participants.
7. Write press releases to announce the Contest.
8. Notify AAUW-CA Speech Trek of your Branch's intent to participate by **November 1, 2018**. Include the name, email address, and phone number of your local contact person, as well as your Branch name. Email Contest Coordinator at [speechtrek@aauw-ca.org](mailto:speechtrek@aauw-ca.org)
9. Offer tutoring services to Contestants. Tutors with experience may be available from local community college Communication Instructors or from local chapters of Toastmasters. Working with the students helps to keep them on task with the topic and deadlines. You may decide to have a "rehearsal" prior to your Contest or if participation is great, you may need to hold a semi-final round prior to your Branch Final Contest.
10. Hold your Branch Speech Trek Contest, video all speeches so that the winning speech can be posted to YouTube for submission for the state competition. **NOTE: Only date-stamped videos taken AT the Branch competition may be considered for the State competition; any taken after that date are automatically disqualified for consideration for the State competition.**
11. Prepare press releases of your Branch winner for submission to local media.
12. Submit a BRANCH NOTICE OF CONTEST SEMI-FINALIST 2018-2019 form, online submission, and \$25 fee made out to AAUW CA SPF (Special Projects Fund) with "Speech Trek" on the note line to Marlene Cain, AAUW CA Speech Trek Coordinator, P.O. Box 6634, Big Bear Lake, CA 92315 or via email ([aauwcain@earthlink.net](mailto:aauwcain@earthlink.net)) for the State semi-final round **on or before March 1, 2019**.
13. Plan on attending the AAUW CA State Convention/Annual Meeting to hear the top three speakers compete for the \$1500 first prize. (Transportation, lodging, and meals for the Finalists and one Chaperone each are paid by Speech Trek.)
14. Keep records for next year's Contest. Share your success with our State Speech Trek Coordinator at [speechtrek@aauw-ca.org](mailto:speechtrek@aauw-ca.org) or call Marlene at (909) 866-2819.

The State Speech Trek Coordinator is available to work with you to assure success with your competition. Have fun with this Contest. This is an opportunity to increase awareness of AAUW in your community – while having direct contact with high school students, their parents, and area educators.

## SPEECH TREK 2018-2019 SCHEDULE

Branch Responsibilities: August 2018 - March 1, 2019

- Notify State of your Branch's intent to participate (See MOU)
- Contact schools regarding participation
- Identify and schedule judges for competition
- Set a calendar for deadlines
- Identify date, time, and location of Contest
- Hold Branch speech Contest, film Contestants, select winner
- Send online submission, \$25 and BRANCH NOTICE OF CONTEST SEMI-FINALIST 2018-2019 to Marlene Cain, Speech Trek Coordinator, P.O. Box 6634, Big Bear Lake, CA 62315, or email to [aauwcain@earthlink.net](mailto:aauwcain@earthlink.net).

State Responsibilities: March 1, 2019 - April 6, 2019

- State Speech Trek Coordinator receives BRANCH NOTICE OF CONTEST SEMI-FINALIST 2018-19, \$25 fee, and an online submission of the winning speech from the Branch level.
- For your own peace-of-mind, we recommend you also send an email notice to the State Coordinator at [speechtrek@aauw-ca.org](mailto:speechtrek@aauw-ca.org) so she can anticipate the online submission on YouTube and notify you when it has arrived.
- A judging panel of five will convene to select three Finalists to present at Convention/Annual Meeting -- and name two Honorable Mentions.
- Speech Trek Coordinator will notify all participating Branches of the winning finalists.
- The Branch will have the pleasure of informing finalists and their chaperones of their win and how to contact Donna Mertens, Speech Trek Treasurer, regarding travel and accommodations to the AAUW CA Convention/Annual Meeting. **The State Speech Trek Competition will be Saturday, April 6, 2019, at the Handlery Hotel in San Diego.**
- Speech Coordinator will meet and greet winners and their chaperones at the Convention/Annual Meeting. She will conduct the Contest and announce results.

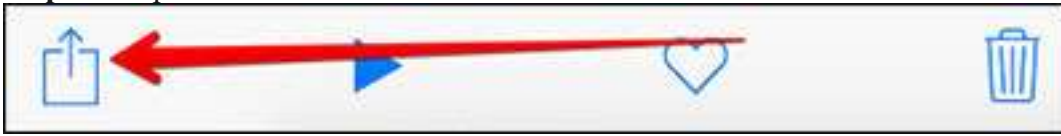
## SPEECH TREK PROCESS

- Get Branch Board Approval and identify level of financial support.
- Select Committee Members
- Develop a calendar for the competition and recruit judges for your competition.  
**Please note:** Speech Trek Policy prohibits using AAUW CA members as judges.
- Create contact list of area high schools. Print posters and recruitment brochures.
- Arrange for informational meetings at schools.
- Make press releases to announce the Contest.
- Offer tutoring service to Contestants.
- Hold your Branch SPEECH TREK Contest, taping all speeches so that the winning speech can be posted to YouTube for submission for the state competition. **NOTE: The Contestant's link to the videotape from the branch competition must be uploaded to YouTube. Only the unedited video taken at the branch competition in front of a live audience may be used for entry into the state competition, not one made at a later date. A submission using a video taken after the branch competition is automatically disqualified from the state competition. The video shall include only the Contestant's speech, and the YouTube time stamp shall be used by the judges to confirm that the speech meets the time requirements.**
- Distribute press releases about Branch Contest winner.
- Submit all required forms and fees to the state Speech Trek coordinator for Branch competition winner to be considered in the state competition.

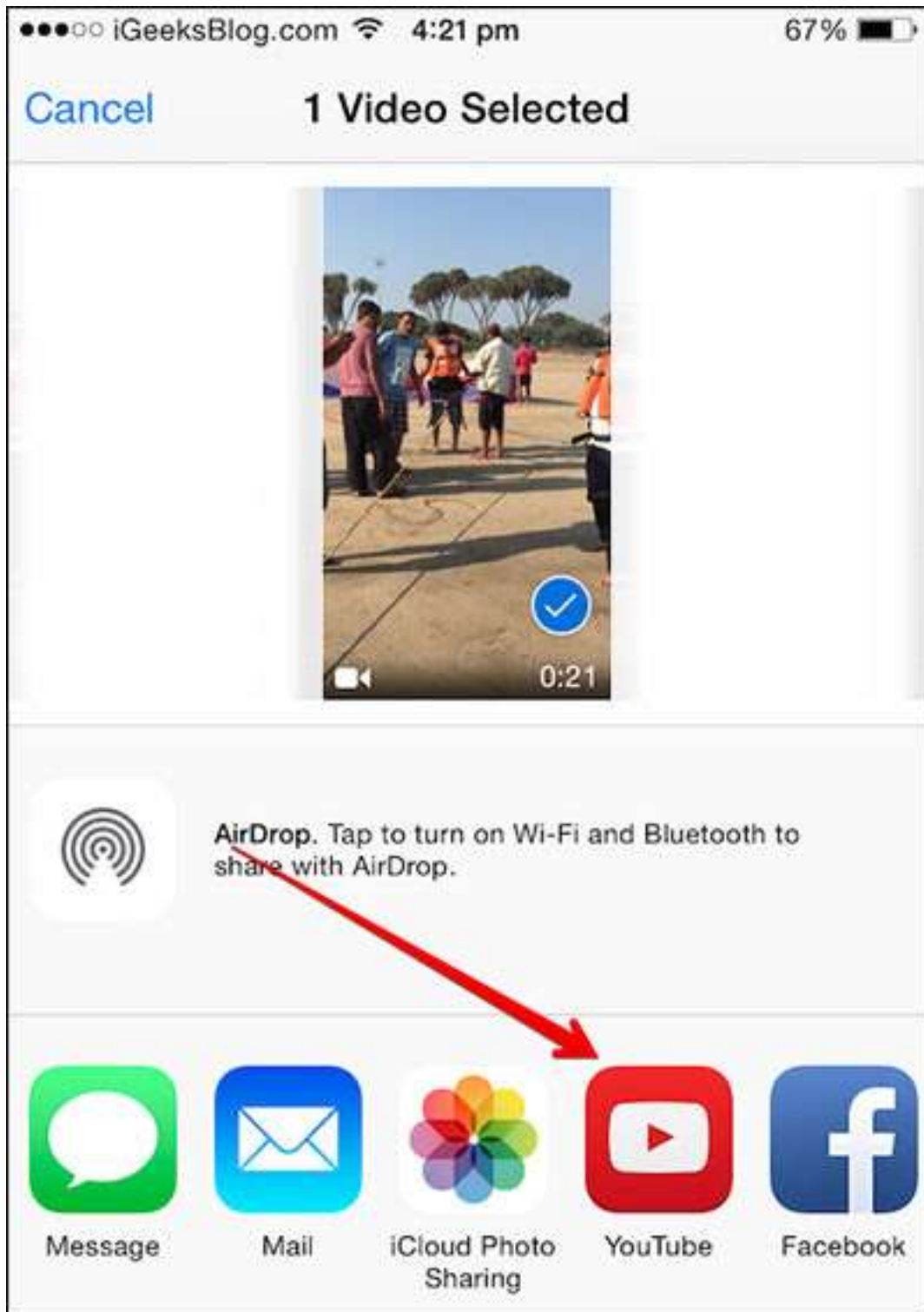
## How to upload iPhone Videos to YouTube

- **Step #1.** On the iPhone go to **Camera Roll** and select the video you want to upload.

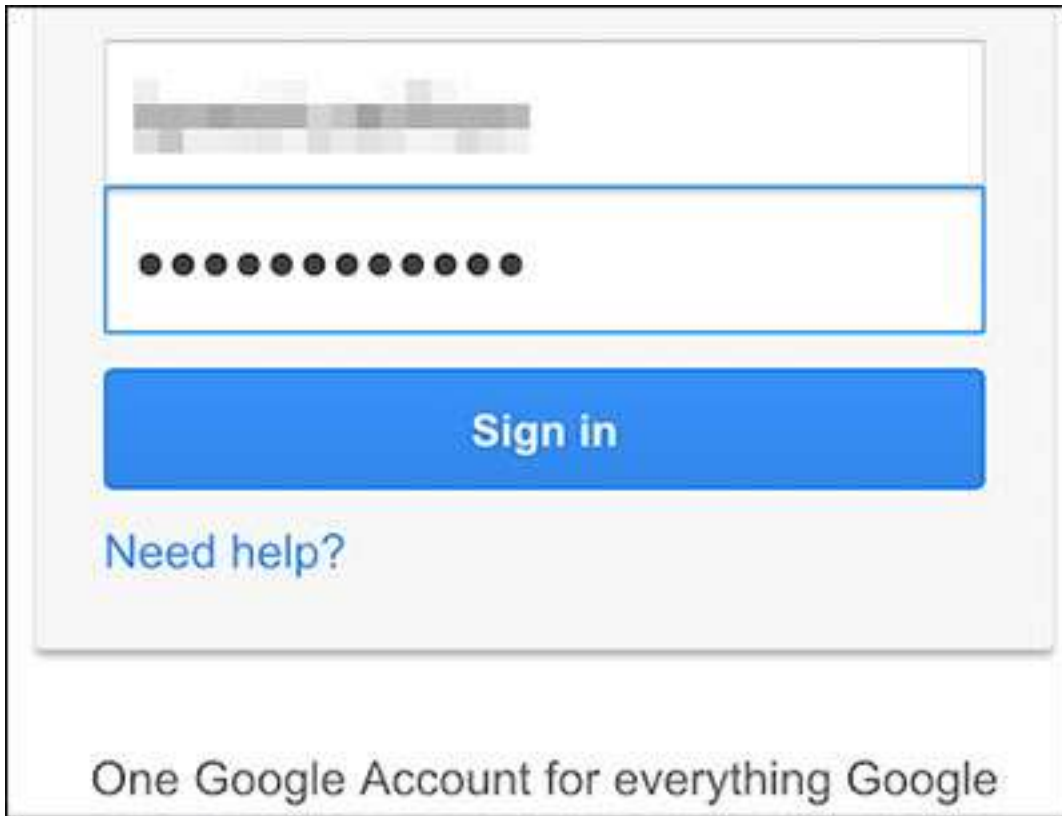
- **Step #2.** Tap on the **share icon** from the bottom left corner.



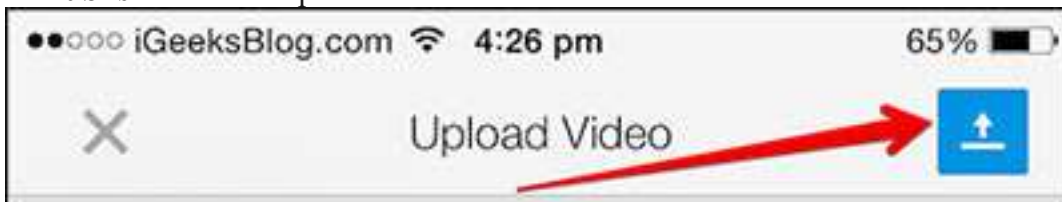
- **Step #3.** Now, you will see many options to share your video like, YouTube, Facebook, Vimeo etc. Tap on **YouTube**.



- **Step #4.** If you are not logged in, you will be asked to log in to your YouTube account.



- **Step #5.** Next up, you will be required to give the title of the video – **SPEECH TREK 2018 – BRANCH’S NAME.**
- **Step #6.** Once you have given the title of your video and selected other options, tap on **Publish** from the top of the menu.



- That’s it! Now, you will have to wait for some time until the video gets uploaded.

## SAMPLE LETTER TO SCHOOL ADMINISTRATOR

October 10, 2018

Dear School Administrator:

The [BRANCH NAME] of the American Association of University Women is participating in the annual AAUW-CA Eleanor Stem Allen Memorial Speech Trek competition and is inviting all interested high school students to participate in our local competition. We hope to encourage a wide variety of students to take part in this competitive speaking opportunity and would like to direct information to your staff for dissemination to students.

Attached is the information and requirements regarding the local competition. We seek your approval to send this information to your school's English/Speech/Drama/Business/Mock Trial teachers and counselors. Contact us through the numbers listed below so that we may send information to your staff-or to arrange for an informational meeting at your school.

We hope that you will view this competition as empowering for all students and that it receives your endorsement. Thank you for giving consideration to this activity.

Regards,

Name

Speech Trek Coordinator

email:

phone:

website:



## SAMPLE LETTER TO TEACHER

September 20, 2018

Mrs. Judy Novo  
Watsonville High School  
123 Beach Street  
Watsonville, CA 95076

Dear Judy,

The Watsonville Branch of the American Association of University Women is pleased to announce a statewide speech Contest--SPEECH TREK--for high school students.

During the coming week I will call to request a time to meet you and discuss this exciting opportunity. In addition to Contest incentives at the local level, three talented students and their chaperones will be invited to the AAUW State Convention where they will compete for cash prizes.

I have enclosed information on the 2018-2019 topic and a poster announcing the Contest. The 2018-2019 topic:

### ***How Can We Eliminate Violence Aimed At Our Schools?***

The topic is explained more thoroughly in these documents. As part of this project, we would like to introduce you and interested students to Cabrillo College Professor, Elaine Crossin. She has volunteered to conduct an introductory meeting and follow up workshop to encourage and assist our student speakers.

We have tentatively scheduled the students to speak at a community event to be held at the Main Street Library, on Tuesday, November 14, at 7:00 P.M. The judges will be local leaders and role models to motivate and encourage our speakers.

Thank you for your time. I look forward to speaking with you in the coming week.

Sincerely,

Speech Trek Coordinator

## STUDENT INSTRUCTIONS

**Note:** These instructions have been simplified in the Student Kit

**Eligibility:** Speech Trek is open to all students actively attending high school in California. Students who were among the top three finalists at the State Speech Trek competition may NOT compete again at the State level. This Contest is open to boys and girls enrolled in public and private high schools--as well as home schooled students and those enrolled through continuation high schools.

**Deadlines:** Interested students must submit a "Student Application and Parent/Guardian Permission" notice and a *participation agreement* (AFFIDAVIT OF ELIGIBILITY AND LIABILITY RELEASE), to their local AAUW CA Branch no later than \_\_\_\_\_ (to be determined by each Branch).

**Time Limits:** Students are to prepare an original 5-6-minute speech with a 30-second grace period on either side. Timing will begin when the Contestant first speaks. Failure to meet the 5-6 minute and grace period time limit will result in disqualification.

**Prizes:** Each local Branch of AAUW CA will determine the level of award for their Contestants. Branches typically offer a Certificate of Participation. Additional cash prizes are at Branch discretion.

**First Place winners** from each Branch will have the video of their speeches placed on YouTube submitted to the State level Contest by March 1 for the State competition. From the videos entered into the State competition, two Contestants will be named as Honorable mentions and receive \$250 as the 4th place winner and \$150 as the 5th place winner. The top three finalists will be invited to compete for cash prizes at the AAUW CA State Convention/Annual Meeting to be held in on Saturday, April 6, 2019, at the Handlery Hotel in San Diego.

The First Place winner at the State Contest will receive \$1500; Second Place winner at the State Contest will receive \$1000 and Third Place winner at the State Contest will receive \$500. Finalists and a chaperone will be invited to the State Convention/Annual Meeting. Travel expenses, lodging, and meals will be reimbursed by Speech Trek not to exceed approved budget.

Each speaker shall:

- Prepare and deliver an original speech, between 5 and 6 minutes in length, allowing for a 30-second grace period on either side.
- At or before first meeting with the speech Contest coach, read the Student Instructions thoroughly.

- Complete and sign a Student Application/Parent Permission Form.
- Using the theme and background as a guide, prepare a draft of the speech.
- Meet with Contest coach to review, revise, and practice speech.
- Arrive 20 minutes prior to the Contest to become familiar with the setting.
- Draw a number to determine the order of speakers.
- Give his/her speech.
- Give a 1-2- minute biography as an introduction (After all speeches have been given)

The local Branch will notify you of the results and send an online video of the First Place winner to the State Speech Trek Coordinator.

The State Speech Trek Coordinator will receive an online video of your speech and convene five statewide judges to select the top five speeches, and then notify you of your standing at the State level by March 10.

The top three State winners and their chaperones will be invited to the State Convention/Annual Meeting. Convention/Annual Meeting registration, overnight accommodations (for students traveling over 400 miles (round trip), and meals are provided for three finalists and one chaperone each.

**After successful completion of your speech at the State Convention/Annual Meeting the First Place winner will receive \$1500 and a Certificate of Participation. The Second Place winner will receive \$1000 and a Certificate of Participation. And, the Third Place winner will receive \$500 and a Certificate of Participation. Although 4<sup>th</sup> & 5<sup>th</sup> place finalists do not attend the competition, they will be awarded \$250/\$150 respectively and a Certificate of Participation.**

- Your School Contact is:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Your AAUW Branch Contact is: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Your Speech Contest Coach is: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

## INSTRUCTIONS FOR GREETER

Thank you for agreeing to serve as a Greeter for the AAUW Speech Trek Contest. This Contest is an opportunity to support talented young men and women who are America's future leaders.

- Prepare a sign-in table with a program, Branch and/or membership information, and nametags if desired. Be sure sign-in materials include name, address, phone and email.
- Choose someone to monitor this process who understands this information will be necessary for follow up membership activity.
- Greet students, parents, judges, advisors, and honored guests and show them where to sign in.
- Prepare separate lists of names of parents, judges, advisors, and honored guests for use during introductions.
- Make slips of paper with one number on each (1, 2, 3, etc.) for the number of speakers you expect and then put the slips into a container. Each Contestant is to draw a number to determine the speaking order.
- While scores are being tabulated, the emcee will allow each Contestant to give a brief biography. As time permits, Contestants may comment/or acknowledge their parents or teachers.
- At the end of the Contest, if the meeting will continue, a break is needed to allow everyone to congratulate the speakers.
- Be sure someone/emcee invites all guests to complete the membership inquiry/application form to be invited to a follow up event to learn more about the Branch.

## INSTRUCTIONS FOR TIMER

Thank you for agreeing to serve as a timer for the AAUW CA Speech Trek Contest. This Contest is an opportunity to support talented young students, both boys and girls, who are America's future leaders.

A timer will need:

- A stopwatch or equivalent timing device
- Three (3) time cards that indicate time intervals of 4:30, 5:30, and 6:00 minutes. These time cards can be color -coded (for example, green at 4:30; yellow at 5:30; and red at 6:00 minutes)
- Please seat yourself directly in front of where the Contestants will speak.
- Begin timing when the Contestant first starts to speak.
- At 4:30, raise and hold the green card.
- At 5:30, raise and hold the yellow card.
- At 6:00, raise and hold the red card. Hold it until the speaker stops speaking. **A 30-second grace period exists before and after the allotted time.** A speaker who speaks under 4:30 or over 6:30 will automatically be disqualified.
- Time stops when the speaker stops speaking. After each speaker is finished, write down the total time spoken and hand it to the Coordinator.
- Clear stopwatch/timing device after each speaker.

## INSTRUCTION TO JUDGES

- Each speaker shall prepare and deliver an original five-six (5:00-6:00) minute speech with a 30-second grace period on either side.
- Time signals will be given for each speaker; however, adherence to the time limit is the responsibility of the speaker.
- This speech is to be presented by using the extemporaneous mode of delivery. Appropriate use of **ONE** 4" x 6" note card is an option--prompting is not allowed.
- In this Contest, students have written their own speeches. They are permitted to deviate from their original manuscript to better adjust to the speaking situation.
- Speakers will typically use logical and emotional appeals.
- Some speakers will employ language that is graphic, striking, and sometimes dramatic--but, always with the intent of conveying the speaker's ideas, rather than the speaker's technique. These presentations are to be original speeches and not dramatic readings.
- During the State Semi (via YouTube) and Final competition (live at the AAUW Annual State Meeting/Convention), judges shall use the official ballot and score each speaker in two key areas: Content, 0-50 points (includes introduction, organization, and conclusion); and Delivery, 0-50 points. Assign a score for each category by entering the number in the appropriate square on your ballot.
- After scoring each category, subtotal the score for each speaker and then rank the speakers from the highest to the lowest. No ties are allowed.
- Judges must make independent decisions about the speakers. Judges shall not discuss decisions with other judges prior to submitting final ballots.

The official timekeeper may share only that a speaker was outside the time range.

**Speaking over 6 minutes and 30 seconds or under 4 minutes and 30 seconds will result in disqualification.**

If a judge submits a ballot without ranking the speakers, the form will be returned for completion of the rankings. Questions regarding Contest rules or conduct of the event shall be referred to the Contest Coordinator.

(Branches may opt to use their own Judge's ballot at the local level--but students moving on to State semi-final or final round must be given a copy of the official ballot used for State level competition.)

# Eleanor Stem-Allen Memorial Speech Contest

## 2018-2019 SPEECH TREK - JUDGES BALLOT

NAMES OF CONTESTANTS																						
Assign a score in the following categories	Need to Improve	Fair	Avg	Excellent	Superb/ Outstanding																	
CONTENT - INTRODUCTION	0-1	2	3	4	5																	
Interesting - held the audiences attention																						
CONTENT																						
Well prepared	0-6	7-12	13-18	19-24	25-30																	
Evidence of audience analysis																						
Effective use of example,story,illustration																						
Well researched and referenced																						
CONTENT - ORGANIZATION																						
Effective arrangement of ideas	0-5	6	7	8	9-10																	
Main points easy to follow																						
Transitions to move from point to point																						
Material appropriate for topic & purpose																						
CONTENT - CONCLUSION	0-1	2	2-3	4	5																	
Summary and a clear sense of finality																						
DELIVERY																						
Good diction, volume, rate, projection	0-12	13-21	22-30	31-40	41-50																	
Displayed poise and confidence																						
Displayed energy and enthusiasm																						
Maintained eye contact with audience																						
Avoided distracting mannerisms																						
Prepared delivery - not a reading																						
Appropriate movement and gestures																						
TOTAL FOR EACH SPEAKER																						
RANK SPKRS - High score = 1, Second = 2, Third = 3, Fourth = 4, Fifth = 5																						
Judge's Printed Name _____ Judge's Signature _____																						

## SAMPLE NEWS RELEASE - BEFORE THE EVENT

News Release: IMMEDIATE

Contact:

Phone Number:

Email address:

### AAUW SPEECH CONTEST FOR HIGH SCHOOL STUDENTS

Dateline: Pismo Beach, CA, September 10, 2018. The American Association of University Women, Pismo Beach Branch, will welcome three Pioneer High School students to participate in a speech Contest on Sunday, September 21, at 2:00 P.M. in the High School Auditorium, corner of Moffitt and J Street. The Contestants, Anna Campos, Justine Jordan, and Jyun Yi Kang, will speak for five minutes on the theme: How Can We Eliminate Violence Aimed at Our Schools? City Councilwoman Loretta Corte, Mercury News Columnist Elaine Humphrey, Toastmaster Ida Swift, and Chamber of Commerce CEO Marie Garcia will serve as judges. Branch President Karen Jacks will emcee. The public is welcome. Refreshments will be served, and tickets can be purchased at the door for \$5.

The local First Place Winner will receive \$150 and will automatically advance to the State Semi Final competition where three finalists from throughout the state will be chosen to compete at the AAUW State Annual Convention/Annual Meeting. Contact Janet Swift, event coordinator at (831) 345 2664 for more information.



## SAMPLE NEWS RELEASE - AFTER THE EVENT

News Release: IMMEDIATE

Contact: Marlene Cain

AAUW CA Speech Trek Coordinator

Phone Number: 909.866.2819

Email Address: [aauwcain@earthlink.net](mailto:aauwcain@earthlink.net)

Anneka Sonstroem, a senior at Lincoln High School in Stockton, took first place in the April 12 Eleanor Stem Allen Memorial Speech Contest at the 92<sup>nd</sup> annual American Association of University Women California (AAUW CA) convention in Los Angeles. Anneka was one of the three finalists to compete. Marian Pagaduan, a junior at Oakdale High School in Oakdale, took second place, while Divya Gopisetty, a senior at Oakwood High School in Morgan Hill, took third.

High school students from throughout California are invited to compete annually. The topic, "How Can We Eliminate Violence Aimed at Our Schools?" inspired lively speeches. The statewide Contest begins at the AAUW Branch level. Videos of the first place Branch winners were then be reviewed to determine the three finalists to speak at the AAUW CA convention. All three finalists received cash awards of \$1500, \$1000 and \$500 respectively. To view Sonstrom's winning speech go to [www.aauw-ca.org](http://www.aauw-ca.org) (Mission Based Programs).

You will also find a Student Tool Kit about next year's Contest on the AAUW California website. Requests for additional information may be sent to: Marlene Cain, AAUW-CA Speech Trek Coordinator at [speechtrek@aauw-ca.org](mailto:speechtrek@aauw-ca.org).

## **AFFIDAVIT OF ELIGIBILITY AND LIABILITY RELEASE**

### **AAUW Speech Trek Contest**

The undersigned participant of the American Association of University Women (AAUW) Speech Trek Contest and the participant's parent or guardian hereby declare that they have read and understand all of the rules and conditions for the Contest and that the undersigned has met all eligibility requirements on the date her Contest entry was submitted.

The undersigned and the participant's parent or guardian represent that the speech submitted to the Contest (the "Entry") is the participant's own original creation, and that the participant has perpetrated no fraud or deception in entering the Contest or claiming any prize.

The undersigned and the participant's parent or guardian represent and warrant that neither she/he nor any parent or guardian is an employee of AAUW, or its related, parent, affiliated and subsidiary companies, advertising and promotion agencies, or the panel of judges, nor is she/he or her parent or guardian connected with them in any way.

The undersigned and the participant's parent or guardian irrevocably grant to AAUW, its successors and assigns and all other persons deriving rights from them, all rights, title and interest in the undersigned's Entry in perpetuity, to print, publish, broadcast, use or modify in any manner in any media whatsoever my Entry as submitted for the Contest to the fullest extent permitted by applicable law.

In addition, the undersigned and the participant's parent or guardian grant to AAUW, its successors and assigns and all other persons deriving rights from them, the right to use the participant's name, likeness and/or voice and biographical information, and city of residence for promotional purposes in any medium without compensation to the fullest extent permitted by applicable law.

The undersigned and the participant's parent or guardian hereby waive the opportunity and any right to inspect or approve any such promotion, printing, broadcast use or publication, and further release AAUW, its successors and assigns from all liability in connection with any such promotion, printing, broadcast, use or publication.

The undersigned and the participant's parent or guardian hereby release and hold harmless AAUW and its officers, directors, employees, and agents from any and all losses, claims or damages that may result, directly or indirectly, from participation in the Contest or use of the prize award. The undersigned understands that any and all local, state or federal tax liability for the award will be the responsibility of the undersigned and the participant's parent or guardian.

The undersigned and the participant's parent or guardian further acknowledge and agree that the Contest prize is non-transferable, and that no substitution of prizes will be allowed, except by the AAUW due to the unavailability of prizes at the time of the award.

The undersigned and the participant's parent or guardian understand that AAUW is proceeding with the award of my prize in the Contest in express reliance on this release and the undersigned and the participant's parent or guardian represent and agree that they are free to grant the rights set forth in this release.

The undersigned Contest participant and the participant's parent or guardian hereby attest that they have read and understand all the foregoing provisions of this affidavit and agree to be bound by the same.

\_\_\_\_\_  
Signature of Contest participant

\_\_\_\_\_  
Date

Type or print name of participant  
Contest Participant's Current Address,  
Telephone Number and Social Security Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian (if Contest participant is under 18 years of age)

\_\_\_\_\_  
Print name of parent or guardian

Dated: \_\_\_\_\_