

LINCOLN ELEMENTARY SPELLING BEE PTA CHAIR RESPONSIBILITIES, TIMELINE & BUDGET

RESPONSIBILITIES & TIMELINE

1. Sign Lincoln Elementary up to participate in the National Spelling Bee (November / December)
 - Create account at <http://spellingbee.com/>
 - Pay fee (\$240 in 2020)
2. Arrange parent volunteers for in-classroom spelling bee (late December)
 - Coordinate with Mr. Kitsko to determine date for in-classroom spelling bees (usually first week of January) and how many classrooms are participating.
 - One volunteer needed per class - time commitment was about a half hour max per class.
 - Reach out to 4th and 5th grade homeroom coordinators to request volunteers. Casual clearance. Parents cannot proctor their own child's class.
3. Order / create awards (January)
 - Trophies / medals for top three students: (<https://www.trophydepot.com/>)
 - 2020 medal: Item # MAP2-SPB

 - Participation ribbons for all students: <https://www.trophydepot.com/>
 - 2020 ribbons: *Item #* RCM-SPB-PART

 - Participation certificates for all students (Reenie Kuhlman created the 2020 certificate on Canva; attached for reference)
4. Arrange sweets and drinks for post-Lincoln Spelling Bee (February / day of)
 - Cookies, cupcakes, juice, water

2020 BUDGET ITEMS

Scripps fee: \$240

Trophies / Awards: \$40

Spelling Bee reception snacks: \$70.38

TOTAL BUDGET: \$350 (submit all receipts to PTA Treasurer mailbox in Lincoln office)

2020 PTA Contact:

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Feel free to contact with questions.