



2022 Academic Rodeo Spelling Bee Timeline

Set 8/1/2021

“Promoting excellence in education
and showcasing the talents of all our youth”

Checklist	Dates and Deadlines	Notes	Contest
August to October			
	<ul style="list-style-type: none"> ◆ Determine the Primary Contact (Submits Contest Registration; liaison for Group) Select Sponsors or Coaches for each of the contests your group plans to register. Their names and e-mails will be included in the registration for that contest. 	Primary Contact is main liaison. Coaches or Sponsors are first contacts for their specific contests only. ALL should coordinate.	ALL
	<ul style="list-style-type: none"> ◆ School/Group CONTEST Registration Opens - Register anytime after this date and preferably before October 15. Only 1 registration is needed for a School or 4-H Group. A Primary Contact will submit the School/Group Contest Registration and will notify ALL Coaches and Sponsors of their responsibilities for contests. 	Go to Academic Rodeo >Getting Started and click REGISTER link This is to register contests ONLY for your group.	ALL
	<p>IF you are interested in only one contest, be sure to check to see if others at your school are interested in other contests BEFORE you register so all may be registered at one time.</p>		ALL
	<p>After the initial School/Group Contest Registration, adding or dropping contests is done using the ADD/DROP Form.</p>	Academic Rodeo > General Info - link to ADD/DROP	ALL
	<ul style="list-style-type: none"> ◆ Study the rules and deadlines for your contest, limits for registering students, other documents and forms needed, etc. Print Timeline to keep track of dates and deadlines. Make students aware of rules and any resources for preparation. Mark any deadlines on your calendar. 	Contest Pages have rules and schedules for the specific contest and any resource information. Reference the Contest Timeline.	ALL Sponsors & Primary Contact
	<ul style="list-style-type: none"> ◆ With Primary Contact, check school events that may conflict with this contest. Work with school officials and Academic Rodeo to try to resolve the conflict. Print rules and schedule. Post to find info easily. Mark your calendar with important dates and deadlines. 	Reference the Contest Timeline on the contest page or the Academic Rodeo Calendar on the Getting Started and General Info pages.	ALL
	<ul style="list-style-type: none"> ◆ Find the Academic Rodeo Code of Conduct on the General Info page. Discuss with students and confirm their commitment to abide by the Code. By registering any student in a contest, you are verifying their agreement. Violation of the rules by students or adults with group can result in disqualification. 	Code of Conduct on General Info page You do NOT have to bring it to the contest. You can keep a record by using Group Plan on General Info page.	ALL

Checklist	Dates and Deadlines	Notes	Contest
August to October, continued			
	<p>◆ Each student and Coach/Sponsor attending a contest on the grounds will be required to submit a signed Indemnification Form. The Primary Contact should keep all of these and send the notebook or file with each Coach or Sponsor when the group attends a contest.</p>	<p>Student and Adult Indemnification forms are in PDF format on the General Info page.</p>	<p>ALL</p>
	<p>◆ Please note that during August through mid-October, the Academic Rodeo Director works remotely and is not physically present in the ETSF Office, where the primary focus in the Office is the East Texas State Fair. The AR Director will have access to e-mail and phone during this time. E-Mail is the easiest method of contact, but when calling the ETSF line with an Academic Rodeo question, ask to be transferred to Academic Rodeo. If the Director is unavailable when you call, leave a voice mail message. A response will come as soon as possible.</p>	<p>E-Mail: dnewman@etstatefair.com Phone: 903.597.2501, ask for Deborah Newman or Academic Rodeo</p> <p>There is NO Fax line available.</p>	<p>ALL</p>
October 15, 2021			
	<p>◆ Deadline for 2022 School/Group CONTEST Registration online.</p>	<p>Getting Started Page - Click REGISTER link</p>	<p>ALL</p>
October 16-18, 2021			
	<p>◆ Sponsors of each contest receive e-mail with contest information. Contact Academic Rodeo IMMEDIATELY if you do not receive an e-mail for your contest by this date.</p>	<p>If you do not receive the e-mail, check SPAM folder or Junk Mail. Some school servers, filter out our e-mails.</p>	<p>ALL</p>
October 18, 2021			
	<p>◆ ShoWorks Portal link becomes active for Student Registrations. Find link on Contest Page or General Info page.</p>	<p>Find link on Contest Page or General Info page. Do NOT submit Student Registrations on the Contest Registration form or Add/Drop Form!</p>	<p>ALL</p>
October 18, 2021			
	<p>◆ For ShoWorks Registrations, a password has been assigned to your School or Group and was e-mailed to ALL Sponsors & Coaches in the Registration Confirmation E-Mail in October. A detailed document with screen shots of the form was sent to coaches and sponsors with the first e-mail for each contest. IF you have problems or do not understand how to use the form, PLEASE contact Deborah Newman for assistance!!</p>	<p>Password NEEDED - Do NOT change this password!</p> <p>For Assistance: dnewman@etstatefair.com OR 903-597-2501 (Ask to be connected to Academic Rodeo)</p>	<p>ALL</p>

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November 24-26, 2021 - THANKSGIVING HOLIDAY			
	The East Texas State Fair Office and Academic Rodeo will be closed.		
December 23, 2021 - January 2, 2022			
	<p>◆ The East Texas State Fair Office will be closed December 23 (Thursday) and December 24 (Friday). The Office may be closed additional days during this time.</p> <p>December 1 - January 5: The Academic Rodeo Director will not be in the office, but can be contacted by e-mail during this time.</p>		
January 5, 2022			
	<p>◆ Drop Date for Computer Science, Mathletics, Pentathlon, Science Fair, Spelling Bee, and other divisions of Youth Fashion Show for those schools who have registered but have decided they will not participate.</p> <p>PLEASE drop as soon as you determine you will not participate or you will continue to receive e-mails asking for your submissions.</p>	Link to ADD/DROP Form on General Info page	CSF Mathletics Pentathlon Sci Spelling YFS
January 5-7, 2022 - Any time during this time period			
	◆ Outstanding Educator nominations are due.	Outstanding Educator Page -PDF form	OE
January 15, 2022			
	<p>◆ Spelling Bee - location to be determined</p> <p>8:45 a.m. – Check-in for 2nd Grade begins</p> <p>9:15 a.m. – 2nd Grade Contest</p> <p>12:00 p.m. – Check-in for 3rd Grade begins</p> <p>12:30 p.m. – 3rd Grade Contest</p>	Attendance will be limited to student, 2 parents & the Sponsor.	Spelling
January 21, 2022			
	◆ Bad Weather Make-up Day - Will be used as needed to reschedule contest activities as needed.	Specific sponsors involved will be notified.	
February 8 & 9, 2022			
	◆ Bad Weather Make-up Days - Will be used as needed to reschedule contest activities as needed.	Specific sponsors involved will be notified.	
February 8-10, 2022			
	◆ School Lists will be sent to all schools and groups listing ALL students registered, their status of participation, contest and any award received. Groups will confirm information is correct or will supply corrected info (name spelling, etc.) to Academic Rodeo.	Lists will be sent by e-mail to Primary Contact and all sponsors/coaches registered for the group. One person should reply for group.	ALL

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February 17, 2022			
	<p>◆ Academic Rodeo Open House in Building E - 4:00 - 6:30 p.m. IF it is possible to offer this opportunity. A final decision will be made by mid-January.</p> <p>This is a great opportunity for parents and friends to see the entries submitted for Academic Rodeo and see some of the set-ups involved in contests as well as see photos from the contests.</p>		ALL
February 25, 2022			
	<p>◆ Awards Celebration</p> <p>PLEASE NOTE: IF conditions are such that a large Awards Celebration cannot be presented this yea, we will once again offer a Drive-Through Awards format as in 2021. You will receive details of this in January. For the live Celebration, the following apply:</p> <p>◆ The following students from each contest group attend Awards Celebration:</p> <p>Spelling Bee: 1st, 2nd, & 3rd Place Winners attend Awards Celebration.</p>	<p>Coordinate with other Sponsors.</p>	ALL
	<p>◆ For a Drive-Through Awards Celebration, all items for a group will be grouped ready for pick-up when the group arrives and drives through the Celebration line. Items will include the Group's packet, entries, and awards. Trophies will be presented to the teams present during the Drive-Through.</p>		
	<p>The following items may be in the packet for your group IF you participated in a particular contest:</p> <p>For Spelling Bee, the Packet contains: Medallions for those placing 1st, 2nd, or 3rd; award checks (IF available) for students who placed; and Participation Ribbons for those who did not place.</p>	<p>A designated sponsor MUST sign for Elementary award checks (IF available)</p>	Spelling
February 28, 2022			
	<p>◆ 9:00 a.m. - 4:45 p.m. - Pick-up Window for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator</p>	<p>Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.</p>	ALL
March 1, 2022			
	<p>◆ 9:00 a.m. - 12:00 p.m. - FINAL Pick-up time for schools/groups unable to attend the Awards Celebration or groups without winners. Other pick-up times MUST be arranged with Academic Rodeo Coordinator</p>	<p>Please coordinate with other sponsors at your school and collect packet, ALL entries, & awards, promptly.</p>	ALL
March 4, 2022			
	<p>◆ Please complete online Participation Form to give statistical information about your group's participation in Academic Rodeo. One person can do form for entire group.</p>	<p>Form is on General Info Page</p>	ALL