NMA
THE Leadership Development Organization

2017

Speech Contest Guide

Chapter Leadership Training

NMA...THE Leadership Development Organization

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Speech Contest Guide

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THE NATIONAL ASSOCIATION OF SECONDARY SCHOOL PRINCIPALS HAS PLACED THIS PROGRAM ON THE NASSP NATIONAL ADVISORY LIST OF STUDENT CONTESTS AND ACTIVITIES FOR 2015 - 2016.

2017 Pending Approval

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INTRODUCTION

This planning and reference guide contains important information needed to conduct the NMA Leadership Speech Contest at the Chapter, Council, Chapter Leadership Training (CLT), and National Levels of competition. Included are contest rules, personnel and judges requirements, contestant entry forms, judging criteria, detailed check lists for the various levels of competition, sample letters and scripts along with a list of topics for considering when preparing the speech. The Community and Communications Committee reviews this document at least annually and makes changes when required.

CONTEST OBJECTIVE

When it began in 1988, the speech contest was a little more than a vision. It resulted from chapter initiatives in sponsoring local essay and speech contests. The then named American Enterprise Committee's response was creating a national speech contest. Today, with continued support from members and chapters along with corporate donors, the contest has become a premier youth and community program for NMA…The Leadership Development Organization. The Contest is sponsored and funded by our NMA Educational Foundation, Inc., a 501 (c)(3) organization.

STUDENT ELIGIBILITY

Participants must be enrolled in a school or be home schooled (grades 9 – 12) within the area that the sponsoring Chapter serves. An exception would be a student without a local chapter could still participate. Contact NMA Headquarters for possible sponsoring chapters.

CONTEST COSTS

At the Chapter and Council Level Contests, <u>all</u> costs associated with their respective contests shall be the responsibilities of the Chapters and Councils. Costs include transportation, food, lodging for contestant and parent/chaperone and any prizes.

At the CLT Level Contests, Chapters and Councils shall be responsible for transportation, food and lodging costs for their contestant and a parent/chaperone. Sponsoring chapters/councils shall identify a Contact Person and coordinate lodging, meals, and transportation with contestants. At this Level, NMA provides contestant prize money.

At the National Level, specific costs associated with the Speech Contest are the responsibility of NMA. Costs include airfare or mileage (if driving), whichever is lower, for the contestant and one parent or chaperone, one guest room for up to two nights, three luncheon or banquet tickets for the day of the contest and all prize money. NMA cannot make airline or hotel reservations for additional family members. NMA also covers the costs of lunch or dinner for the judges on the day of the contest. Sponsoring chapters/councils shall identify a Contact Person and coordinate transportation to and from the airport with contestants.

CONTEST FORMS (SEE FORMS SECTION)

The Chapter/Council Speech Contest Confirmation Form must be on file at NMA Headquarters prior to the contest for the chapter/council to be eligible to conduct a Speech Contest. The form could be filled out by the chapter/council president, the chapter Speech Contest chair, or the chapter/council contest director, as soon as it is determined the chapter/council plans to conduct a contest. The form informs NMA Headquarters of the intent of the chapter/council to conduct a Speech Contest but it does not obligate the chapter/council to conduct the contest. **This is the first form submitted to NMA Headquarters and must be on file to be eligible to compete at any level of competition.**

The contestant needs to fill out both the Student Entry Form and a Contest and Acknowledgement of Risk Form in order to be able to participate in the Speech Contest. Also, a printed or typed copy of their speech (it can be a draft) must accompany the forms. The speech content needs to be reviewed and approved prior to the contest by the Contest Director to ensure the speech meets all contest rules and has Leadership as the main theme. Changes may be made to the speech at any time prior to the contest. The Student Entry Form as well as the Risk Form,

requires the student's signature and a signature of a parent or legal guardian. The chapter retains the originals of both forms and promptly sends a copy of both forms to NMA Headquarters. The forms must be on file at NMA Headquarters prior to the contest for the student to be eligible to compete.

After a first place contestant is determined at the Chapter and Council Level, an appropriate chapter representative needs to complete the Student Entry Form and submit the form promptly to NMA Headquarters.

For those chapters/councils sending their contestant to the CLT Level of competition, a CLT Speech Contestant Registration Form needs to be submitted to NMA Headquarters no later than two weeks prior to the date of the appropriate CLT. The form should be filled out and signed by a chapter representative. A chapter contact person needs to be identified who will attend the CLT to help their student.

All NMA Leadership Speech Contest Forms and Certificates are available to be downloaded from the NMA Web Site in electronic format (Word) www.nma1.org.

COMPETITIVE LEVELS AND PRIZES

The NMA Leadership Speech contest is based on four levels of competition and is aligned with the NMA's six geographic areas which are: Northeast, Southeast, and Central (contestants compete at the East CLT); Southwest, Pacific South and Pacific North (contestants compete at the West CLT).

THE FOUR LEVELS OF COMPETITION

1. Chapter Level	2. Council Level
3. CLT Level	4. National Level

At the Chapter Level, contests run by local NMA Chapters, students in grades 9-12 from area high schools as well as home-schooled students in the area compete against each other for prizes to be determined by chapters, if monetary, not to exceed $300.

At the Council Level, students compete against one another from a wider geographical area… where several NMA chapters band together to sponsor the second level of competition. The top monetary prize at this level should not exceed $500. Chapters that do not belong to a Council need to submit a waiver letter to NMA Headquarters for approval (see Contest Rules) to be able to by-pass this level of competition.

The CLT Level is conducted at two regional meetings held in the spring of each year. Contestants from chapters located in the Northeast, Central and Southeast areas compete at the East CLT. Contestants from chapters in the Pacific North, Pacific South and Southwest areas compete at the West CLT. Here, council and chapter winners meet to compete for two top prizes in each CLT of $1,000 and $500 cash. The four prize winners also advance to the National Level competition.

NMA is responsible for coordinating travel, judges, rooms, and prizes for the National Level Contest. The four finalists receive a trip to the NMA Annual Conference which is held in the fall. Paid expenses include airfare or mileage (if driving), whichever is lower, hotel room for up to 2 nights for contestant and one chaperone, and up to 3 meal tickets to the event announcing the winner. These finalists compete for cash prizes of $4,000, $1,000, and two $500 third place prizes. NMA cannot make airline or hotel reservations for additional family members.

SPEECH PREPARATION RULES

1. The speech is to relate to Leadership. Speeches at all levels shall have Leadership as its main theme to be considered eligible for competition.
2. Non-leadership issues such as social, medical, environmental, political etc. shall not be primary subjects unless integrated into how leadership plays a role.
3. Each contestant shall research, write and deliver his/her own speech. Advice and coaching is allowed and changes may be made to the speech at any time prior to the contest regardless of level.
4. Contestants shall submit a draft of their speech to the Contest Director prior to participating in the contest to assure the content meets the criteria of Leadership as the main theme. The Contest Director shall establish the deadline for submitting the speech.
5. Contestants shall not identify themselves, their city, state or school in the context of their speech.
6. Notes are allowed, but the speech shall not be read verbatim.
7. Audio/visual aids shall not be used with the presentation.
8. Contestants' speeches shall be limited to no more than six minutes or less than four minutes.
9. Contestants shall give proper credit to any source from which they derive information. Contestants may use quotations and/or copyrighted materials, but must identify the original author. Acknowledging the source of the material shall be the responsibility of the contestant.
10. Speeches prepared for this contest shall not be presented to any other group without acknowledging that the speech was prepared for and was or will be delivered in this contest.
11. The listed Speech Preparation Rules are also part of the Contest Rules.

TOPICS FOR CONSIDERATION

1. Leadership in the world today
2. Community Leadership or how I can be a leader in my community
3. What makes a good leader?
4. Leadership and the Free Enterprise System
5. Leadership for the next millennium
6. Attributes of a leader or the importance of inclusiveness in leadership

7. Great Leadership Examples
8. Leadership: Past, Present and for the next millennium
9. What Leadership means to me

CONTEST RULES

A. COMPETING

1. Contestants shall compete in a Chapter Level Contest in order to be eligible to participate in a Council or higher Level Contest. At the Chapter Level, contestants shall compete against students in grades 9-12 within a school, between schools, between home schooled students or between chapters. Contestants shall only compete at one Chapter Level Contest per year.
2. If a contestant has not competed in a Chapter Level Contest, he/she shall not be eligible to compete in any higher level of contest competition. If any doubt exists concerning a contestant's eligibility, contact NMA Headquarters to resolve the issue promptly.
3. The Chapter Leadership Training (CLT) Level contest is conducted at two regional meetings held in April or May. Contestants from chapters/councils located in the Northeast, Central and Southeast areas shall compete at the East CLT. Contestants from chapters/councils located in the Pacific North, Pacific South and Southwest areas shall compete at the West CLT.
4. Chapters geographically isolated from other chapters or those chapters not in a Council may have their contestant compete in a CLT Level Contest, but shall have conducted a Chapter Level Contest. In order to compete at the higher level contest, a written waiver shall be submitted and approved by NMA Headquarters in advance. The waiver letter (see Sample Letters Section) is usually initiated by the Contest Director or Chapter President.
5. At all contest levels, competing contestants shall not be able to hear nor be in attendance of another contestant's speech being delivered.
6. At the CLT and Final Level contests, there shall be no photography, video or audio recording allowed during the contest except if arranged by NMA.
7. If determined by the contest director and the NMA Meeting Coordinator, all contestants shall be required to use a microphone when delivering their speech at the CLT and Final Level contests.
8. Contestants shall be respectful of other contestants at all times and shall conduct themselves in a professional manner.
9. Contestants winning the National Level Contest are ineligible to compete in future NMA Leadership Speech Contests.

B. DOCUMENTATION

1. As soon as it is determined the chapter/council plans to conduct a speech contest, the Chapter/Council Speech Contest Confirmation Form shall be completed and sent to NMA Headquarters. This informs NMA Headquarters of the intent to conduct a contest but does not obligate the chapter/council to conduct a contest. The form needs to be on file prior to the date of the chapter/council contest or no later and January 31st for the chapter/council to be eligible to conduct the contest.
2. For an individual to compete in the Chapter Level Contest, each contestant shall complete both the Student Entry Form and the Consent and Acknowledgement of Risk Form. Both forms require the student's and parent or guardian signatures. The originals are kept by the chapter and a copy of both forms shall be sent promptly to NMA Headquarters along with a printed or typed copy of the speech (it may be a draft).
3. The Chapter/Council Confirmation, Student Entry Form and Risk Forms shall be on file at NMA Headquarters prior to the contest.
4. At all levels, written copies (may be a draft) of contestant's speeches arriving after the due date established by the appropriate Contest Director, may be ruled ineligible for competition.

5. For those contestants winning at the Chapter Contest but not competing at the Council Level, a waiver letter needs to be prepared and submitted to NMA Headquarters for approval. Once approved, plans to compete at the CLT Level can be initiated. (see Sample Letters Section).
6. For those chapters and councils sending their winning contestant to the CLT Level Competition, a package of documentation needs to be submitted to NMA Headquarters no later than two weeks prior to the date of the CLT. It consists of the CLT Contest Registration Form, Risk Form, a copy of the winning contestant's speech and a copy of the Student Entry Form.

C. CONTACT PERSON FOR CLT AND NATIONAL LEVEL

1. A member of the sponsoring chapter/council shall be designated as the contact person for their contestant and shall attend the CLT Level Contest or their contestant shall not be permitted to participate in the contest. The contact person's name shall be submitted to NMA Headquarters on the CLT Contestant Registration Form.
2. A contact person, who shall attend the National Level Contest needs to be designated for each winning contestant competing at the National Level Contest. The contact person's name needs to be submitted to NMA Headquarters or their contestant shall not be permitted to compete.

D. JUDGING

1. At all contest levels, a minimum of two judges shall be used with an additional tie breaking judge whose ballot will be counted only if a tie occurs.
2. Each judge shall be provided with a clipboard along with a copy of the Judging Criteria, a Judge's Ballot and a Judge's Ranking Form (see Judging Criteria and Evaluation Forms Section).
3. All judges shall evaluate all contestants competing in the contest.
4. At all contest levels, one winner shall be designated and the decision of the judges in placing the contestants is final. Scores and ranking shall not be revealed.
5. Individual ballot tabulations by judges shall not be revealed to anyone after the competition has been completed.

E. TIME KEEPER

1. There shall be one Time Keeper (a backup may also be used) who shall record each contestant's presentation time on a Time Record Sheet (see Judging Criteria and Evaluation Forms Section). The Contest Director shall pick up the forms after the last contestant has competed.
2. The length of the contest speech shall be between four and six minutes. The Time Keeper shall indicate intermediate times to the contestant using color cards/lights which shall be clearly visible to each speaker but not obvious to the audience. The green card/light shall be displayed at four (4:00) minutes, the yellow card/light shall be displayed at five and a half (5 ½) minutes and the red card/light shall be displayed at six (6:00) minutes and remain visible until the speech ends.
3. The Time Keeper shall start the watch with the contestant's first word uttered to the audience and the watch shall be stopped with the contestant's last word to the audience.
4. There are no disqualifications for the length of the speech but penalty points may be applied for violating the four to six minute length of speech rule.

F. SPEECH TIME LIMITS AND GRACE PERIOD

1. The minimum time for the speech shall be four (4) minutes with a ten second grace period. The speech could be as short as three minutes, fifty seconds (3:50). If the measured time is shorter, a penalty of two points would be applied to the contestant's score.
2. The maximum time for the speech shall be six (6) minutes with a 20 second grace period (6:20). If the speech is longer, penalty points would be applied to the contestant's score. A penalty of two points would be applied if the measured time is between six minutes, twenty-one seconds (6:21) and six

minutes, thirty seconds (6:30). For measured time longer than six minutes, thirty seconds (6:30), a penalty of five points would be applied.

G. GENERAL

1. At all contest levels, NMA shall have the right to edit, publish and/or record any speech used.
2. The listed Speech Preparation Rules are also part of these Contest Rules.
3. If any of the Contest Rules are broken, the contestant shall be disqualified from competing by the appropriate Contest Director.
4. Protest at the Chapter/Council Level shall be in writing and given to the Contest Director who will evaluate and concur with the highest Chapter/Council officer or contest judges to assure a fair evaluation.
5. Protest at the CLT/National Level shall be in writing and given to the Contest Director who will evaluate and concur with the NMA Executive Director/Chairman of the Board or contest judges to assure a fair evaluation.
6. On the date established for the National Level Speech Contest, all four contestants shall compete at the time and place scheduled for the contest.

CONTEST LOCATION

1. Chapter/Council Level Contests may be held as a part of a monthly meeting or as a separate event conducted during the noon lunch hour, after work or on a week end.
2. The contest may be conducted in a plant location such as a conference room, auditorium or at any suitable location that the chapter/council finds the most practical for the contestants.
3. Two side room/ areas are required in addition to the meeting room.
4. Contestants need to remain in a pre-speech room/area while waiting their turn to speak. After delivering their speech, contestants need to be escorted to a post-speech room/area.
5. One or two assistants should be available to stay with each group of contestants.

CONTEST SCHEDULING

1. Chapter Level Contests should generally be conducted between January and mid-March but could be scheduled earlier in the school year. It is suggested the Chapter Level Contest be completed at least 14 days prior to the Council Level Contest.
2. Council Level Contests should generally be conducted between February and mid-April. It is suggested the Council Level Contest be completed at least 14 days prior to the CLT Level Contest.
3. CLT Level Contests shall be conducted at both Chapter Leader Training sessions which are scheduled during April and May.
4. The National Level Contest shall be conducted at the NMA Annual Conference which is held in the fall.

CONTEST PERSONNEL AND DUTIES

CONTEST DIRECTOR

1. At all Levels, it is essential that a Speech Contest Director be selected.
2. The director shall be responsible for the conduct of the contest.
3. The director needs to ensure that Chapter/Council Forms and Risk Forms (see Forms Section) are submitted promptly to NMA Headquarters.
4. The director, at the Chapter and Council Levels, is responsible for selecting contest officials such as Judges, Time Keeper(s) and Contest Coordinator along with committee members to assist in conducting the contest. At the CLT and National Levels contest officials are selected by NMA.
5. At the Chapter and Council Levels, the director assists in selecting the contest site, date and time along with establishing a deadline date for submitting a draft of the speech for review. Also, verifies that Certificates of Achievement for all contestants are prepared.

6. On the day of the contest, assures items needed to conduct contest are on hand. Some of these items include: hand microphone, lapel microphone, timing cards, stop watches, public address system, lectern and video or audio recording equipment.
7. The director establishes the meeting agenda assuring sufficient time is allowed for reading prepared script, delivery of contest speeches, introductions of contestants, their families, and judges after speech evaluation, taking pictures and award presentations.
8. The director sends an email or confirming letter (see Sample Letter Section) to the contestant accepting their speech as well as notifying them of time and place of the contest.
9. The director is responsible for contest publicity prior to and after the contest.
10. The director is responsible for submitting a copy of the winning speech to the next level Contest Director at least ten days prior to the date of the next level competition.
11. The director is responsible for gathering the contestants in the pre-speech room prior to the start of competition to review contest rules and procedures.
12. The director over sees the random selection of the contestants speaking order, prior to the competition. The speakers will be introduced as "Speaker A", "Speaker B" etc. A list of student names is prepared in their speaking order and given to the MC.
13. The director shall have judges assemble prior to the start of the contest to review rules and procedures along with the Judge's Ballot sheet. A list of names with a short bio needs to be prepared and given to the MC before the start of competition.
14. The director shall communicate with all judges and time keepers prior to start of competition.
15. The director shall inform judges if penalty points need to be deducted from a contestant's score due to the speech violating contest time limits.
16. After each judge completes their evaluations and scores, the director shall verify the final scoring totals on the Judge's Ballots as well as verifying contestant's places and scores on the Judge's Ranking sheets. (See Evaluation Forms Section)
17. The director enters the appropriate points on the Judges Tally sheet from the contestant rankings of each judge and computes a total score for each contestant. One winner shall be designated, if this can't be accomplished due to a tie, use the Tie-Breaker Ballot scores and re-compute the totals.
18. The Tally Sheet is then given to the Chief Judge who verifies the Tally Sheet scores and identifies the placement of the contestants.
19. Protest at the Chapter/Council Level shall be in writing and given to the Contest Director who will evaluate and concur with the highest Chapter/Council officer or contest judges to assure a fair evaluation. Protest at the CLT/National Level shall be in writing and given to the Contest Director who will evaluate and concur with the NMA Executive Director/Chairman of the Board or contest judges to assure a fair evaluation.

CONTEST COORDINATOR

1. The coordinator assists the director in performing duties that may be assigned.
2. The coordinator assures contestants are kept in a "pre-speech" room prior to delivering their speech that is beyond hearing range of the contest room.
3. The coordinator, with help from assistants, assures contestants are escorted to the contest room to deliver speech and then to the "post-speech" room after speaking.
4. The coordinator, with help from assistants, assures contestants are escorted back to the contest room for introductions after all speeches are delivered and judges have exited the room.

CHIEF JUDGE

1. The Chief Judge is responsible for verifying the scores on the Tally Sheet (see Evaluation Forms Section) and shall report the names of the first, second, third place contestants along with the names of other contestants to the Contest Director.
2. The Chief Judge serves as the Tie-Breaking Judge and shall evaluate all contestants.

JUDGES

1. Toastmasters International can provide a consistent level of judging but is not the only source for judges. Judges may be from the broadcast media, public relations area, college professors, business executives, and professional public speakers.
2. Each contest shall have a minimum of two judges with an additional judge whose ballot will be counted only in case of a tie.
3. All judges shall evaluate all contestants competing in the contest.
4. Judges shall assure that no background or other information that can identify the contestant is presented in the speech. If this occurs, the contestant shall receive a zero score.
5. Judges shall not be related to any contestant nor have any knowledge of the contestant
6. Judges shall not meet contestants prior to the contest.
7. Judges shall not be identified prior to the completion of the contest.
8. Judges shall not critique contestants publicly but can provide individual feedback, if asked.
9. Judges seating locations shall not be known to the contestants.
10. Judges shall not be seated near each other during the contest nor shall they confer with each other prior to completing and submitting their ballot.
11. Each judge shall be provided a clipboard along with the required Judging Forms (see Evaluation Forms Section).
12. If notified that a speech violated the contest time limits and grace periods of either being short or longer, appropriate penalty points will be applied to contestant's score.

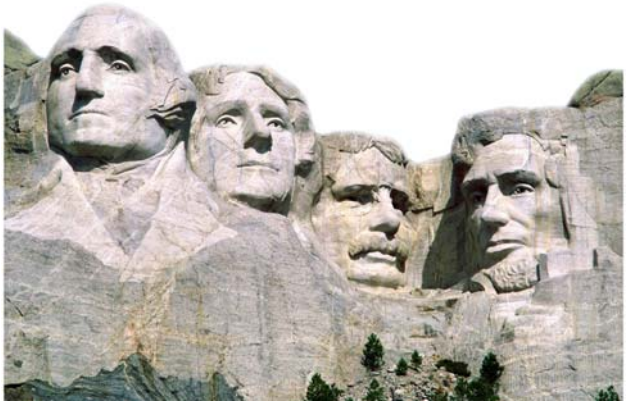
TIME KEEPER

1. Each contest shall have at least one Time Keeper (a back up timer may be used) whose task is to time each contestant's speech.
2. Timing cards/lights shall be used for indicating the time status of a contestant's speech in accordance with the following rules: **GREEN – 4 minute mark; YELLOW – 5 ½ minute mark; RED – 6 minute mark**
3. Records the actual speech time for each contestant's speech on the official Time Record Sheet (see Evaluation Forms Section).

Times exceeding six minutes, twenty seconds (6:20) or less than three minutes, fifty seconds (3:50) shall be circled.

CONTEST INFORMATION PACKET

ABOUT THE NMA LEADERSHIP SPEECH CONTEST



NMA proudly presents its Leadership Speech Contest as one of the nation's leading competitions among high school age students. Its primary purpose is to promote better understanding of Leadership and the unique role it plays in today's world. The top prize is $4,000 cash! The Contest is sponsored and funded by our NMA Educational Foundation, Inc., a 501 (c)(3) organization.

The contest involves young men and women in grades nine through twelve. They research, write, and then deliver a speech based upon their interpretation of a variety of Leadership topics. Topics such as Leadership in the world, its application to the free enterprise system and what Leadership means to them personally are some examples of speech themes. In short, the students are limited only by their imagination and creativity.

Students report to us that participation in this contest increases their awareness and understanding of Leadership. The contest provides an incentive for the development of communication skills – vital to those preparing to enter the workforce. In communities across the country, the NMA Contest has become recognized as an innovative program supporting our young people.

The financial rewards, at all levels of the competition, contribute to students' furthering their education. NMA members take enormous pride in their program and herald the contest as one of the NMA's greatest contributions to understanding the various aspects of Leadership. We sincerely invite you to look at our program closely and join us in participating in this important program.

LEVELS OF COMPETITION

In high school meeting rooms, community theatres, libraries, and even plant auditoriums, students across the country start giving their speeches in early fall. Their goal remains the same, write a first class speech and then begin to present it to various audiences, eventually working one's way to the top, with a chance at that $4,000 top prize. Along the way, they receive the advice, counsel, and encouragement from parents, teachers, friends, and business leaders.

THE FOUR LEVELS OF COMPETITION

1. Chapter Level	2. Council Level
3. Chapter Leadership Training (CLT) Level	4. National Level

AT THE CHAPTER LEVEL, contests run by local NMA chapters, students in grades 9-12 from area high schools along with home schooled students in the area compete against each other for prizes to be determined by chapters, if monetary, not to exceed $300.

AT THE COUNCIL LEVEL, students compete against one another from a wider geographical area… where several NMA chapters band together to sponsor the second level of competition. The top monetary prize at this level should not exceed $500.

AT THE CLT LEVEL (two regional meetings held in the spring of each year) the competition begins to get stiff. Here, council and chapter winners from several east and west regions, meet to compete for two top prizes at the East and West CLT Contest of $1,000 and $500 cash.

Finally, ***AT THE NATIONAL LEVEL***, the four CLT finalists compete at the NMA Annual Conference held in the fall. These contestants compete for cash prizes of $4,000, $1,000, and two $500 third place prizes.

STUDENT ELIGIBILITY

Participants must be enrolled in a school or be home schooled (grades 9 – 12) within the area that the sponsoring Chapter serves. An exception would be a student without a local chapter could still participate. Contact NMA Headquarters for possible sponsoring chapters.

SPEECH PREPARATION RULES

1. The speech is to relate to Leadership. Speeches at all levels shall have Leadership as its main theme to be considered eligible for competition.
2. Non-leadership issues such as social, medical, environmental, political etc. shall not be primary subjects unless integrated into how leadership plays a role.
3. Each contestant shall research, write and deliver his/her own speech. Advice and coaching is allowed and changes may be made to the speech at any time prior to the contest regardless of level.
4. Contestants shall submit a draft of their speech to the Contest Director prior to participating in the contest to assure the content meets the criteria of Leadership as the main theme. The Contest Director shall establish the deadline for submitting the speech.
5. Contestants shall not identify themselves, their city, state or school in the context of their speech.
6. Notes are allowed, but the speech shall not be read verbatim.
7. Audio/visual aids shall not be used with the presentation.
8. Contestants' speeches shall be limited to no more than six minutes or less than four minutes.
9. Contestants shall give proper credit to any source from which they derive information. Contestants may use quotations and/or copyrighted materials, but must identify the original author. Acknowledging the source of the material shall be the responsibility of the contestant.
10. Speeches prepared for this contest shall not be presented to any other group without acknowledging that the speech was prepared for and was or will be delivered in this contest.
11. The listed Speech Preparation Rules are also part of the Contest Rules.

TOPICS FOR CONSIDERATION

1. Leadership in the world today
2. Community Leadership or how I can be a leader in my community
3. What makes a good leader?
4. Leadership and the Free Enterprise System
5. Leadership for the next millennium
6. Attributes of a leader or the importance of inclusiveness in leadership
7. Great Leadership Examples
8. Leadership: Past, Present and for the next millennium
9. What Leadership means to me

CONTEST RULES

A. COMPETING

1. Contestants shall compete in a Chapter Level Contest in order to be eligible to participate in a Council or higher Level Contest. At the Chapter Level, contestants shall compete against students in grades 9-12 within a school, between schools, between home schooled students or between chapters. Contestants shall only compete at one Chapter Level Contest per year.
2. If a contestant has not competed in a Chapter Level Contest, he/she shall not be eligible to compete in any higher level of contest competition. If any doubt exists concerning a contestant's eligibility, contact NMA Headquarters to resolve the issue promptly.
3. The Chapter Leadership Training (CLT) Level contest is conducted at two regional meetings held in April or May. Contestants from chapters/councils located in the Northeast, Central and Southeast areas shall compete at the East CLT. Contestants from chapters/councils located in the Pacific North, Pacific South and Southwest areas shall compete at the West CLT.

4. Chapters geographically isolated from other chapters or those chapters not in a Council may have their contestant compete in a CLT Level Contest, but shall have conducted a Chapter Level Contest. In order to compete at the higher level contest, a written waiver shall be submitted and approved by NMA Headquarters in advance. The waiver letter (see Sample Letters Section) is usually initiated by the Contest Director or Chapter President.
5. At all contest levels, competing contestants shall not be able to hear nor be in attendance of another contestant's speech being delivered.
6. At the CLT and Final Level contests, there shall be no photography, video or audio recording allowed during the contest except if arranged by NMA.
7. If determined by the contest director and the NMA Meeting Coordinator, all contestants shall be required to use a microphone when delivering their speech at the CLT and Final Level contests.
8. Contestants shall be respectful of other contestants at all times and shall conduct themselves in a professional manner.
9. Contestants winning the National Level Contest are ineligible to compete in future NMA Leadership Speech Contests.

B. DOCUMENTATION

1. As soon as it is determined the chapter/council plans to conduct a speech contest, the Chapter/Council Speech Contest Confirmation Form shall be completed and sent to NMA Headquarters. This informs NMA Headquarters of the intent to conduct a contest but does not obligate the chapter/council to conduct a contest. The form needs to be on file prior to the date of the chapter/council contest or no later and January 31st for the chapter/council to be eligible to conduct the contest.
2. For an individual to compete in the Chapter Level Contest, each contestant shall complete both the Student Entry Form and the Consent and Acknowledgement of Risk Form. Both forms require the student's and parent or guardian signatures. The originals are kept by the chapter and a copy of both forms shall be sent promptly to NMA Headquarters along with a printed or typed copy of the speech (it may be a draft).
3. The Chapter/Council Confirmation, Student Entry Form and Risk Forms shall be on file at NMA Headquarters prior to the contest.
4. At all levels, written copies (may be a draft) of contestant's speeches arriving after the due date established by the appropriate Contest Director, may be ruled ineligible for competition.
5. For those contestants winning at the Chapter Contest but not competing at the Council Level, a waiver letter needs to be prepared and submitted to NMA Headquarters for approval. Once approved, plans to compete at the CLT Level can be initiated. (see Sample Letters Section).
6. For those chapters and councils sending their winning contestant to the CLT Level Competition, a package of documentation needs to be submitted to NMA Headquarters no later than two weeks prior to the date of the CLT. It consists of the CLT Contest Registration Form, Risk Form, a copy of the winning contestant's speech and a copy of the Student Entry Form.

C. CONTACT PERSON FOR CLT AND NATIONAL LEVEL

1. A member of the sponsoring chapter/council shall be designated as the contact person for their contestant and shall attend the CLT Level Contest or their contestant shall not be permitted to participate in the contest. The contact person's name shall be submitted to NMA Headquarters on the CLT Contestant Registration Form.
2. A contact person who shall attend the National Level Contest needs to be designated for each winning contestant competing at the National Level Contest. The contact person's name needs to be submitted to NMA Headquarters or their contestant shall not be permitted to compete.

D. JUDGING

1. At all contest levels, a minimum of two judges shall be used with an additional tie breaking judge whose ballot will be counted only if a tie occurs.

2. Each judge shall be provided with a clipboard along with a copy of the Judging Criteria, a Judge's Ballot and a Judge's Ranking Form (see Judging Criteria and Evaluation Forms Section).
3. All judges shall evaluate all contestants competing in the contest.
4. At all contest levels, one winner shall be designated and the decision of the judges in placing the contestants is final. Scores and ranking shall not be revealed.
5. Individual ballot tabulations by judges shall not be revealed to anyone after the competition has been completed.

E. TIME KEEPER

1. There shall be one Time Keeper (a backup may also be used) who shall record each contestant's presentation time on a Time Record Sheet (see Judging Criteria and Evaluation Forms Section). The Contest Director shall pick up the forms after the last contestant has competed.
2. The length of the contest speech shall be between four and six minutes. The Time Keeper shall indicate intermediate times to the contestant using color cards/lights which shall be clearly visible to each speaker but not obvious to the audience. The green card/light shall be displayed at four (4:00) minutes, the yellow card/light shall be displayed at five and a half (5 ½) minutes and the red card/light shall be displayed at six (6:00) minutes and remain visible until the speech ends.
3. The Time Keeper shall start the watch with the contestant's first word uttered to the audience and the watch shall be stopped with the contestant's last word to the audience.
4. There are no disqualifications for the length of the speech but penalty points may be applied for violating the four to six minute length of speech rule.

F. SPEECH TIME LIMITS AND GRACE PERIOD

1. The minimum time for the speech shall be four (4) minutes with a ten second grace period. The speech could be as short as three minutes, fifty seconds (3:50). If the measured time is shorter, a penalty of two points would be applied to the contestant's score.
2. The maximum time for the speech shall be six (6) minutes with a 20 second grace period (6:20). If the speech is longer, penalty points would be applied to the contestant's score. A penalty of two points would be applied if the measured time is between six minutes, twenty-one seconds (6:21) and six minutes, thirty seconds (6:30). For measured time longer than six minutes, thirty seconds (6:30), a penalty of five points would be applied.

G. GENERAL

1. At all contest levels, NMA shall have the right to edit, publish and/or record any speech used.
2. The listed Speech Preparation Rules are also part of these Contest Rules.
3. If any of the Contest Rules are broken, the contestant shall be disqualified from competing by the appropriate Contest Director.
4. Protest at the Chapter/Council Level shall be in writing and given to the Contest Director who will evaluate and concur with the highest Chapter/Council officer or contest judges to assure a fair evaluation.
5. Protest at the CLT/National Level shall be in writing and given to the Contest Director who will evaluate and concur with the NMA Executive Director/Chairman of the Board or contest judges to assure a fair evaluation.
6. On the date established for the National Level Speech Contest, all four contestants shall compete at the time and place scheduled for the contest.

CONTEST SCHEDULING

1. Chapter Level Contests should generally be conducted between January and mid-March but could be scheduled earlier in the school year. It is suggested the Chapter Level Contest be completed at least 14 days prior to the Council Level Contest.
2. Council Level Contests should generally be conducted between February and mid-April. It is suggested the Council Level Contest be completed at least 14 days prior to the CLT Level Contest.

3. CLT Level Contests shall be conducted at both Chapter Leader Training sessions which are scheduled during April and May.
4. The National Level Contest shall be conducted at the NMA Annual Conference which is held in September or October.

CONTEST FORMS

EXPLANATION OF CONTEST FORMS

CONDUCT CONTEST

The Chapter/Council Speech Contest Confirmation Form is the first form submitted to NMA Headquarters as soon as it is determined the chapter/council plans to conduct a speech contest. The form informs NMA Headquarters of the intent of the chapter/council has to conduct a speech contest but does not obligate them to conduct a contest. The deadline for submitting this form is January 31st of the contest year.

PARTICIPATE IN CONTEST

1. In order to compete in the speech contest, the contestant shall complete both the Student Entry Form and the Consent and Acknowledgement of Risk Form. Both forms require the student's signature as well as a parent or legal guardian signature
2. The chapter retains the originals of both forms and sends a copy of the forms to NMA Headquarters along with a printed or typed copy of the contest's speech (may be a draft).

ADVANCING TO CLT LEVEL

1. After a first place contestant is determined at the Council Level a package of documents needs to be sent promptly to NMA Headquarters. The package consists of: the CLT Speech Contestant Registration Form and copies of the winning student's Risk Form, Student Entry Form and the student's speech.
2. If there is no Council Level Contest, a waiver letter (see Sample Letters Section) needs to be submitted and approved by NMA Headquarters before the student is eligible to advance to the CLT Level Contest. After approval, the same package of documents mentioned above is sent to NMA Headquarters.
3. In either circumstance, the CLT Level package of documents mentioned above need to be sent to NMA Headquarters no later than two weeks prior to the appropriate East or West CLT.
4. It is required that a chapter contact person be identified on the CLT Registration Form who will be attending the CLT. The identified person is to be involved with their contestant to provide any needed support.

CHAPTER/COUNCIL SPEECH CONTEST CONFIRMATION

(submit by January 31st)

THIS FORM SHALL BE ON FILE AT NMA HEADQUARTERS TO BE ELIGIBLE TO CONDUCT A NMA LEADERSHIP SPEECH CONTEST.

Chapter/Council Name and #: _____ **Date:** _____

President: _____

Email Address: _____

Speech Chairman: _____

Email Address: _____

Contest Director: _____

Email address: _____

Mailing Address: _____

_____

_____

Daytime phone#: _____

All the NMA Leadership Speech Contest forms and certificates are available for download on NMA's web site in electronic format (Word) www.nma1.org

Email, fax, or snail mail completed form to NMA Headquarters:

NMA Leadership Speech Contest
2210 Arbor Blvd.
Dayton, Ohio 45439
Fax: 937/294-2374
Attn: Leadership Speech Contest
robin@nma1.org

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STUDENT ENTRY FORM

This form shall be returned to the Contest Director

Please type or print clearly

Name: _____ **(M / F)** _____ **Grade:** _____

Email: _____ **Phone:** _____

Address _____ _____

City/State /Zip Code: _____ **Sponsoring Chapter** _____

School/ Home _____ _____

_____ _____

I hereby verify that the above information is true. I will adhere to the rules of the NMA Leadership Speech Contest. I understand that the decision of the judges in placing the contestants is final.

Student's Signature: _____ **Date** _____

_____ _____

(If contestant is a minor) I hereby verify that I am the parent/legal guardian of this student and grant permission for participation in this contest. I understand that the decision of the judges in placing the contestants is final.

Print & Sign: _____ **Relationship:** _____

Date: _____

NOTE: Chapter retains original, mail or fax copy to:
NMA Leadership Speech Contest
2210 Arbor Boulevard Dayton, OH 45439

CONSENT AND ACKNOWLEDGEMENT OF RISK FORM

MUST BE SUBMITTED TO NMA HEADQUARTERS PRIOR TO CONTEST

Submit to NMA Headquarters prior to Contest
NMA
2210 Arbor Boulevard
Dayton, OH 45439

Participant : _____

Activities: NMA Leadership Speech Contest – ALL LEVELS

IN CONSIDERATION of the right to attend and participate in the Activities described above, the Participant (and, if the Participant is a minor, his or her legal guardian) hereby:

1. Agree to abide by all rules and regulations established by NMA and the NMA Leadership Speech Contest;
2. Authorizes NMA or any of its agents to provide, obtain, or authorize any reasonable incidental and/or emergency medical treatment for the Participant, in the event of the Participant's illness, injury, or incapacity, and hereby, accepts the responsibility to pay for such treatment;
3. Grants to NMA for any purpose connected with promoting the purposes and goals of a Leadership Speech Contest, not for commercial exploitation, the right to use the Participant's name, voice, and likeness in any writings, photographs, films, and recordings, of the Participant while he or she is participating in the Activities, and any biographical information submitted by the Participant to NMA, and to use, reproduce, publish, and distribute the same;
4. Acknowledgment that there is an element of risk involving travel outside of one's own home or community; certifies that the participant is physically, mentally, and emotionally capable of attending and participating in the activities; assumes all risk of financial responsibility for any loss or injury to the Participant or others that may occur as a result of Participants negligence or misconduct; releases the NMA, its officers, Trustees, employees and/or agents from any loss of injury to the Participant that may occur as a result of negligence or misconduct of any persons or entities other than NMA, its officers, Trustees, employees and/or agents; from and against any and all costs, claims, demands, charges, liabilities, obligations, judgment, execution, costs of suit and actual attorney's fees incurred or suffered by NMA, its officers, Trustees, employees and/or agents as a result of, or arising out of, the Participant's negligence or misconduct.

This Consent and Acknowledgment of Risk form shall not be amended, supplemented, or abrogated without the written consent of the NMA Headquarters Office in Dayton, Ohio.

The Participant (and, if the Participant is a minor, his or her parent or legal guardian) has read this Consent and Acknowledgment of Risk, and understands its content.

_____	_____
Signature of Participant	**Date**
_____	_____
Telephone Number	**Email**

IF PARTICIPANT IS A MINOR, THE SIGNATURE OF HIS/HER PARENT OR LEGAL GUARDIAN IS REQUIRED.

_____	_____
Name of Parent or Legal Guardian	**Signature**

CLT SPEECH CONTESTANT REGISTRATION FORM

Legal Name of Contestant Male___ Female___	
Home Address	
City/State/Zip	
Home Phone Number	
Email:	
Name of High School	
Grade	
Arrival Date at CLT	
Departure Date	
Number of Guests	
Name of Chaperone **(Chaperone must be an adult family member or adult legal guardian)**	
East or West CLT	
Chapter/Council Sponsor	
Contact Person	
Contact Person's email	

NOTE: Hotel, transportation and meal expenses are the Chapter/Council responsibility

SUBMIT TO NMA HEADQUARTERS NO LATER THAN TWO WEEKS PRIOR TO CLT

NMA
2210 Arbor Blvd.
Dayton OH 45439-1580
Email: robin@nma1.org

CHAPTER REPRESENTATIVE SIGNATURE:

_____

Print and Sign

This form is distributed to the students the day of the contest by the Contest Director. Chapters and Councils may use the feedback information for their future competitions. This Feedback form completed at the CLT and National Level should be returned to NMA Headquarters.

SPEECH CONTESTANT FEEDBACK FORM

Dear Student,

In order that we may continue to improve the NMA Leadership Speech Contest, we'd like to know how the experience was for you. Please take a few moments to provide your input.

1. How did you learn about the NMA Leadership Speech Contest?
   _____
   _____
   _____
   _____

2. Please summarize your feelings about how the contest was conducted.
   _____
   _____
   _____
   _____
   _____

3. Please add any comments or suggestions you may have that would help us improve the contest.
   _____
   _____
   _____
   _____

Thank you for taking time to answer these questions and we are pleased that you chose to participate in this contest.

This form should be returned to the Contest Director

JUDGING CRITERIA AND EVALUATION FORMS

JUDGING CRITERIA

CONTENT (50%)

SPEECH DEVELOPMENT is the way the speaker puts ideas together so the audience can understand them. The speech is structured around a purpose, and this structure must include an opening, body and conclusion. Contestants shall give proper credit to any source from which they derive information. A good speech immediately engages the audience's attention and then moves forward toward a significant conclusion. This development of the speech structure is supported by relevant examples and illustrations, facts and figures, delivered with such smoothness that they blend into the framework of the speech to present the audience with a unified whole.

EFFECTIVENESS is measured in part by the audience's reception of the speech, but a large part is your subjective judgment of how the speech came across. You should ask yourself such questions as "Was I able to determine the speaker's purpose?" "Did the speech relate directly to that purpose?" "Was the speech subject appropriate for this particular audience?" "Is the theme on Leadership?"

SPEECH VALUE justifies the act of speaking. The speaker has a responsibility to say something meaningful and original to the audience. The listeners should feel the speaker has made a contribution to their thinking. The ideas should be important ones, although this does not preclude a humorous presentation of them.

DELIVERY (30%)

PHYSICAL presentation of a speech carries part of the responsibility for effective communication. The speaker's appearance should reinforce the speech, whether profound, sad, humorous, and instructional. Body language should support points through gestures, expressions, and body positioning. **NOTE: *Notes allowed but not read verbatim.***

VOICE is the sound that carries the message. It should be flexible, moving from one pitch level to another for emphasis, and should have a variety of rate and volume. A good voice can be clearly heard and the words easily understood.

MANNER is the indirect revelation of the speaker's real self as the speech is delivered. The speaker should speak with enthusiasm and assurance, showing interest in the audience and confidence in their reactions.

LANGUAGE (20%)

APPROPRIATENESS of language refers to the choice of words that relate to the speech purpose and to the particular audience hearing the speech. Language should promote clear understanding of thoughts and should fit the occasion precisely.

CORRECTNESS of language ensures that attention will be directed toward what the speaker says, not how it is said. Proper use of grammar and correct pronunciation will show that the speaker is the master of the words being used.

JUDGES' CODE OF ETHICS

1. Judges will consciously avoid bias of any kind in selecting the order of the speech contestants. They will not consider any contestant's club, area, division or district affiliation. Nor will they consider any contestant's age, sex, race, creed, national origin, profession or political beliefs. They will demonstrate the utmost objectivity.
2. Judges will support by word and deed the contest rules and judging standards, refraining from public criticism of any contestant or revealing scores and ranking.

JUDGE'S BALLOT

SUGGESTED POINT VALUES

CONTENT (50)	Exc.	Very Good	Good	Fair	Spkr A	Spkr B	Spkr C	Spkr D
SPEECH DEVELOPMENT structure, organization, support material	20	16	12	8				
EFFECTIVENESS achievement of purpose, interest, reception	15	12	9	6				
SPEECH VALUE ideas, logic, original thought	15	12	9	6				
DELIVERY (30)								
PHYSICAL appearance, body language	10	8	6	4				
VOICE flexibility, volume	10	8	6	4				
MANNER directness, assurance, enthusiasm	10	8	6	4				
LANGUAGE (20)								
APPROPRIATENESS to speech purpose and audience	10	8	6	4				
CORRECTNESS grammar, pronunciation, word selection	10	8	6	4				
TOTAL SCORE (100 pts)								
DEDUCT PENALTY POINTS IF INSTRUCTED BY DIRECTOR								
FINAL SCORE								

JUDGE'S NAME: _____
(Print)

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JUDGE'S RANKING

Place Contestant (A, B, C etc.)	**Enter Point Values**	**Place Contestant (A, B, C etc.)**	**Enter Point Value**
First _____	_____	Sixth_____	_____
Second _____	_____	Seventh_____	_____
Third _____	_____	Eighth_____	_____
Fourth _____	_____	Ninth_____	_____
Fifth _____	_____	Tenth_____	_____

Note: All speakers must be ranked and scored. When completed, return form to Contest Director.

For each Place enter the appropriate points on this sheet

a. FIRST place = total number of contestants
b. SECOND place = minus 1 from total number of contestants
c. THIRD place = minus 2 from the total number of contestants
d. Continue the process

If a tie occurs on the Judge's Ballot, place the letters of both contestants on the highest place line. For instance, if there is a tie for first place between contestants B & C, place letters B & C on first place line. Leave second place line blank. Continue to place other contestant letters on remaining lines.

To score ties, add the place points of both contestants together and divide by two. For instance, if there is a tie for first place, add the point values for first and second place together and divide by two. Give each contestant the same average point value. Give third, fourth etc. places appropriate point value.

Judge's Name: _____

(Print)

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TIME RECORD SHEET

CONTESTANT	MINUTES	SECONDS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

INSTRUCTIONS FOR TIME KEEPERS

There shall be at least one primary Time Keeper, (a back up timer may be used). The Time Keeper shall record the time for each contestant's presentation and record all the stop watch digits on the appropriate space on the Time Record Sheet.

The length of Contest Speech shall be between four and six minutes The Time Keeper shall signal intermediate times to the contestant using color cards/lights which shall be clearly visible to the speaker but not obvious to the audience. The green card/light shall be displayed at four (4) minutes. The yellow card/light shall be displayed at five and a half (5 ½) minutes. The red card/light shall be displayed at six (6) minutes and remain visible until the speech ends.

Timing shall begin with contestant's first word uttered to the audience and will end with the contestant's last word uttered to the audience.

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JUDGES TALLY SHEET

After the Contest Director determines the total scores for each contestant, the Tally Sheet shall be given to the Chief Judge who verifies the scores and identifies the names of the contestants in the order evaluated. The scores shall not be available as general information.

NAME OF JUDGE	Spkr A	Spkr B	Spkr C	Spkr D	Spkr E	Spkr F	Spkr E	Spkr F
1.								
2.								
3.								
4.								
5.								
6.								
TOTALS								
Tie Breaker if needed								
Revised Totals								

1. For each judge, enter the point values for each speaker from Judge's Ranking Sheet

2. After all the contestant points have been entered, add total points for each.

3. If tie results, use Tie-Breaking Ranking. Enter Tie-Breaking Ranking scores on Tally Sheet and re-compute totals. One winner shall be designated and the decision of the judges in placing the contestants is final.

4. Chief Judge's Final Rankings after final scores are determined

1st Place_____ Other _____

2nd Place _____ _____

3rd Place _____ _____

4th Place_____ _____

5. As noted above, the Chief Judge submits the names of the contestants in the order evaluated to the Contest Director who provides results to the MC for announcement.

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TIEBREAKING JUDGE'S RANKING

Note: All Speakers must be ranked

Place/Contestant (A, B, C etc.)	**Enter Point Values**
First _____	_____
Second _____	_____
Third _____	_____
Fourth _____	_____
Fifth _____	_____
Sixth_____	_____
Seventh_____	_____
Eighth_____	_____

Note: All speakers must be ranked and scored. When completed, return form to Contest Director.

For each Place enter the appropriate points on this sheet

a. M points for FIRST place (based on number of contestants)
b. M -1 points for SECOND place
c. M -2 points for THIRD place
d. M -x points for other places

If a tie occurs on the Judge's Ballot, place the letters of both contestants on the highest place line. For instance, if there is a tie for first place between contestants B & C, place letters B & C on first place line. Leave second place line blank. Continue to place other contestant letters on remaining lines.

To score ties, add the place points of both contestants together and divide by two. For instance, if there is a tie for first place, add the point values for first and second place together and divide by two. Give each contestant the same average point value. Give third, fourth etc. places appropriate point value.

Judge's Name: _____
(Print)

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SAMPLE LETTERS AND MEMOS

SAMPLE INTRODUCTION TO CONTEST LETTER

September XX, 20___

Mr./Mrs./Ms._____
Speech Department
XXX High School
XXX Dayton-Xenia Rd.
Beavercreek, OH 4543X

Dear Mr./Mrs./Ms._____:

The ABC Chapter of NMA is sponsoring its annual Leadership Speech Contest. The local contest is part of a national contest sponsored by NMA…THE Leadership Development Organization. Overall, there are over 12,000 members and 55 chapters in the Organization.

The primary purpose of the nationwide speech contest is to promote an understanding of Leadership among our nation's high school students. Other purposes are to increase awareness among students of the important role Leadership plays in our society and to develop vital communication skills needed for succeeding in the world today. The contest also provides the winning student financial rewards as they progress through the four levels of competition. Our sponsored contest is at the Chapter Level. There are three other levels the student can progress through. These are the Council, CLT and National Level with each increasing monetary rewards.

There is an Information Packet enclosed with this letter that provides more detailed information on the contest, student eligibility, speech preparation rules, topics to consider when preparing the speech and contest rules. The contest is open to any student in grades 9-12. It requires the student to personally prepare a speech of between four and six minute duration relating to Leadership.

The local contest will be held at 7:00 p.m. on Wednesday, March XX, 20__ at ABC Conference Room, 2210 Arbor Blvd., Dayton, OH 45439. Our plan is to limit the contest to a total of six contestants from the various schools and home schooled students contacted. If more information is needed by your students they should contact Mr. _____, Contest Director at (937) 255-XXXX during the day or (937) 427-XXXX in the evening. My email address is: aeliou@XXX.com.

Please encourage your students to consider participating in this worthwhile contest. They will find it to be both challenging and enjoyable.

Sincerely,

Contest Director
ABC Chapter, NMA

Enclosures:
Information Packet

rev 09-15

SAMPLE THANK YOU LETTER TO JUDGES

January 29, 20__

NMA CHAPTER
NMA… THE Leadership Development Organization

Mr./Mrs./Ms.
Address
State/City/Zip

Dear Mr./Mrs./Ms. _____:

Thank you for agreeing to serve as one of the judges in the annual NMA Leadership Speech Contest. Enclosed are the Judging Criteria along with the Judges Ballot. I'll furnish a supply of blank forms at the contest.

The contest will begin at 1:30 p.m. on February 11, 20__ in the Eoff Auditorium at Motlow State Community College. Please plan to arrive by 1:00 p.m. for a briefing of all the judges.

Judges will be introduced to the contest attendees after the last contestant completes their speech. For that purpose, please provide me with a brief personal biography prior to the contest.

Please let me know if you have any questions.

Sincerely,

Contest Director

Enclosure rev 09/15

SAMPLE LETTER APPROVING CONTESTANT'S SPEECH

February 11, 20__

Marie Elizabeth Smith
XXXX Johnson Road
Norristown, PA 19403

Dear Marie,

On behalf of the ABC Chapter of NMA, I am pleased to welcome you as a contestant in our Leadership Speech Contest. Your speech fully meets the criteria for the contest.

The contest will be held on Tuesday, March 27th at a dinner sponsored by our chapter. You, along with three other contestants as well as the judges for the competition, will be our guests for the evening. The dinner will be held at the Ship Inn, in Exton, Pennsylvania, at the intersection of Ship Road at Route 30. Friends, relatives, or other guests may attend at a cost of $22.

In a few weeks, I will be contacting you to provide further details on the dinner, review the rules with you, and determine if you will need additional reservations. I'm looking forward to meeting you.

Sincerely,

Chapter Level Contest Director

SAMPLE LETTER OF ARRANGEMENT FOR COUNCIL

March 30, 20__

Liz Jones
XXXX Smith Road
Norristown, PA 19403

Dear Liz:

Attached please find information that you will need regarding your trip to the XXX Council Level Speech Contest on Friday, April 18. The contest is Saturday, April 19 at 10:30 am. Attached are: Saturday morning's schedule of events, a map to the hotel, and areas of interest in Baltimore which you may want to visit after the contest.

We have reserved a room in the hotel for you and your parents (Confirmation # is 63070667) for Friday evening. Breakfast can be charged to the room at our expense. Please join us for lunch in the ballroom following the contest as our guests.

Please call me regarding transportation arrangements. We have several options. Since my family plans to join me Friday evening for the weekend in Baltimore, perhaps we could meet at the hotel or you could follow us down. Separate cars would give us all the opportunity to visit the attractions of our choice. If you would prefer, however, I would be happy to drive you down on Friday evening. Please advise me either way at 269-XXXX (evenings) or 648-XXXX (days) by Thursday, April 17.

Wishing you continued success, I'll see you Friday.

Sincerely,

John Jones
Contest Director

WAIVER LETTER TO COMPETE AT CLT LEVEL

Date: February XX, 20XX
To: NMA Speech Contest Staff Advisor
From: Bob Brown, CM
Chapter Contest Director

Subject: Waiver Request to Compete at CLT Level Contest

Irma Smith, President of the Richland Management Association, is requesting a waiver from the Council Level Contest requirement so our chapter contestant is able to compete at the East CLT Level Contest in Detroit, Michigan on May 21, 201__.

The Richland Chapter is collocated with the Morgan Leadership Chapter in Trinity, Ohio. However, the Morgan Chapter is not participating in the speech contest this year. There are no other chapters nearby to form a Council Level Contest. The closest chapter is in Youngstown, Ohio which is 300 miles away. The chapter leaders feel the time to drive to Youngstown is excessive and the expense of staying overnight is prohibitive.

The Richland Chapter has conducted a Chapter Level Contest with four contestants from a local high school. The contest used judges from the community, conformed to all contest rules, and selected a winner.

It is my recommendation the waiver request is granted for the year 201__ only so the chapter could compete in the East CLT Level Speech Contest this May. The chapter satisfied the contest requirements that in order to compete at a higher level, contestants need to compete in a Chapter Level Contest.

_____
Bob Brown, CM
Chapter Contest Director (or Chapter President)

[ ] Waiver is granted for the year 201__ only
[ ] Request for waiver is denied

_____
Joan Jackson
NMA Staff Advisor

Distribution of Response:
Bob Brown, CM, Chapter Contest Director
Irma Smith, President, Richland Management Assoc.
Teresa Crowley, East CLT Level Contest Director

SAMPLE COUNCIL SPEECH CONTEST STATUS MEMO

Date: February 3, 201__

To: Local Chapter Contest Directors

From: Council Contest Director

Subject: XXX Council Speech Contest

Copies To: Council/Chapter Presidents

This memo serves to bring each of you up to date on the status of the Council Level Speech Contest, and to provide some budgeting information for your chapters.

Meeting Arrangements

The XXX Council Speech Contest will be held on Thursday, 19 April 20__, at the Greenbelt Marriott located just outside the Beltway off Exit 23 (Kenilworth Avenue). Arrangements for the meeting are now being made by Linda Smith, who is the meeting planning chairman for the Acme chapter. Dinner will be buffet style, with both beef and chicken entrees. The exact menu has not yet been determined, but I will keep you apprised. Each chapter will need to notify Linda by April 16 (Monday afternoon) of the head count from your chapter. Linda can be reached at (301) 454-XXXX. Also, If possible, we would like a list of names so that we can prepare name badges just as we did for last year's contest. This can be faxed to me at (301) 864-XXXX.

The cost of the dinner will be $25 per person. Each chapter should bring one check with them (made payable to Acme Management Association) to cover the cost of all people attending from their chapter, including the contestants and guests. **NOTE: each chapter should pay for their contestants and one parent and chaperon.** The meals for the judges will be paid by the Council. The expected format of the meeting will be social hour from 5:50 to 6:30, with the meeting beginning at 6:30. The plan is to divide our room into two sections, one of which will be used for dinner and the other used for the contest itself. In this way, the speech contestants will face the audience in a theater-style setting, and hopefully this will be less intimidating to our contestants.

Required Documentation to Council Level Contest

Within two weeks of the Council Contest, Chapter Contest Director submits a completed Student Entry Form to the Council Contest Director with a copy to NMA HQ along with a written copy of the contestant's speech.

SAMPLE BUDGET

Following is a list of the anticipated costs associated with the XXX Area Council Speech Contest:

Plaque (First place)		$ 60.00
Certificate Holders ($14 x 3)		42.00
Cash Prize	XXX.00	
Judges Dinner ($25 x 6)		150.00
Hotel Expense ($80.00 x 2 - tax)		168.00
Meal Expense (at CLT)		50.00
Transportation Expense		?
Total Cost (less transportation)		$XXX.00

The big question is the transportation costs. The Council will pay the airfare of the contestant and one parent to the CLT Level Contest. Also note that the Acme chapter will not be participating in our contest (assuming participation by Smith Chapter), so the chapter entry fee will be higher than the last year's fee, but still somewhere in the $200 to $300 range. The actual entry fee will be voted upon at the Council meeting to be held February 20.

I will do my best to keep everyone informed of additional details as they become known. If anyone would like to help with the Council Level Contest, volunteers are needed to help as runners, timekeepers, etc. Good luck with each of your events!

_____

Council Speech Contest Director

SAMPLE COUNCIL SPEECH CONTEST INFORMATION MEMO

Date: March 3, 20__

To: Local Chapter Presidents Copies To: Council President

From: XXX Council Level Speech Contest Director

Subject: XXX Council Speech Contest

This memo is to provide you with a menu, directions, a few reminders and a tentative agenda for our April 19 speech contest. I would like some feedback on this agenda, by Friday (April 7) if possible. My concerns are mainly with regard to the starting time, the allowance for a social hour, and whether there is any other chapter business that may need to take place. Also, I'd like to know who wants to handle the pledge and invocation. I would like to get the other chapters involved. Also, if there are any special guests who need to be introduced, let me know that as well (sometime before April 19, if possible).

MENU

Our dinner will be buffet style, featuring Chicken with Piccata Sauce as well as a carving station serving Top Round of Beef. A garden salad will begin the meal, and our entrees will include assorted vegetables, red potatoes (for beef), and rice (for chicken). Dinner will end with a variety of assorted desserts (which to date have always been winners!).

DIRECTIONS

Take the Beltway (I-495, I-95) Exit 23, marked Kenilworth Avenue. [Note that the Marriott will be the tallest building in a cluster just as you approach the exit.] From the exit ramp, turn left (toward Greenbelt) onto Kenilworth. Turn left at the second street (one road past the first stoplight) which is Ivy Lane. The Marriott will be down the road on your left.

REMINDERS:

1. Bring check made payable to XXX Council for $XXX.XX for the Contest entry fee.
2. Bring check for $25.00 per person from your chapter made payable to Acme Chapter.
3. Notify Linda Smith by April 16 (Monday afternoon) of the head count from your chapter. Linda can be reached at (301) 454-XXXX or email at linda@acme.com. If you can't contact her, call me at (301) 454-XXXX or email at joe@acme.com.
4. Notify me by April 18 of list of names of attendees so that we can prepare name badges just as we did for last year's contest. This can be faxed to me at (301) 864-XXXX or email me at the above address.

SAMPLE SPEECH CONTEST TENTATIVE AGENDA

5:30-6:30	Social Hour	Dining Room
6:30	Call to order & Introduction	Speaking Room 5 Minutes
	Speech Contest	
	-Read Rules	3 Minutes
	-Speeches (each contestant)	7 Minutes
	-Judges Retire	Intro: 3 Minutes
	-Intro of Contestants (each contestant)	2 Minutes
	-Present Awards	3 Minutes
	-Adjourn to dining room	
7:10	Pledge & Invocation	Dining Room
7:15	Dinner	
8:00	Break	
8:10	Chapter Business	
	-Acme Nominations	5 Minutes
	-Smith Chapter Nominations	5 Minutes
	-Other Business?	
8:25	Chapter Reports? (1 rep from each chapter, no more than 3 min. ea)	
	or	
	Closing Remarks	

SAMPLE CLT LEVEL FINAL INSTRUCTION TO CONTESTANT

Date: May 2, 20__

To: Mary Ann Brown Copies To: National Director

From: Chapter/Council Contest Director

Subject: CLT Level Contest in Columbus

Sorry for the delay in getting tickets to you, but this week has been extremely hectic. As I mentioned, we did have a meeting on Thursday evening, which has resulted in the following:

_____, an NMA Director from our Chapter/Council, will be responsible for following through on the remaining details while you are in Columbus. You may remember _____ from last year's Council Contest at the Holiday Inn in College Park - he was the gentleman taking the photographs. He will be arriving in Columbus on Thursday evening, and will have paid for your rooms before you arrive.
_____ will probably not personally be picking you up from the airport, but will assure that someone else does. The Host Committee for this training session has assured us that there will be volunteers available to perform this task, and my personal past experience has proven this to be very reliable. They'll find some conspicuous manner in which to identify themselves to rendezvous with you at the airport. I do not have a specific individual identified by name, however; in any case, do not spend too much time at the airport looking for them. If he/she does not find you right away, proceed to the hotel by cab, and we will reimburse you later. You'll be staying at:

The Great Southern
310 S. High Street
Columbus, OH
PHONE: (614) 228-3800
Your room confirmation numbers for two rooms on May 8, 20__ are as follows:

George C. Brown: B89010DD
Mary Ann Brown: B89010E6
Your rooms are in your own names.

The speech contest is right before lunch on May 9. Both of you will have lunch provided for you, at which time the Contest winners will be announced.

You are also entitled to a meal at our expense. If you like, you can charge a dinner or a breakfast to your room, or eat somewhere else. The logistics are such that you'll probably need to pay for this, and send us the bill for reimbursement. This is because everyone will be leaving the hotel at different times, and catching different flights home.

If you have any other questions, please let me know, I can be reached at 301-454-xxxx. Good Luck!

_____
Chapter/Council Contest Director

SPEECH CONTEST CHECKLIST

CHAPTER, COUNCIL, CLT LEVEL CHECKLIST

The following checklist pertains primarily to the Chapter Contest however; items #4 - #11 apply to Council Contests as well

1. 6 months prior to contest
   a. Chapter President chooses a Speech Contest Chair and a Contest Director
   b. The Speech Contest Chair reviews previous years contest materials, lessons learned, develops a contest budget.
   c. Select contest date (no later than early March) for the chapter contest and establish the contest time (noon or evening)
   d. Consider locations for the contest
   e. The Speech Contest Chair, submits Chapter Speech Contest Confirmation Form (see Forms Section) to NMA Headquarters
   f. A Contest Information Packet (in Guide) should be provided to potential participants, by the Speech Contest Chair

2. Planning Meeting (4-5 months prior to contest)
   a. Speech Contest Chair identifies local high schools and high school students to contact along with home schooled students
   b. Contact candidate schools, and provide contest information to speech, civics, economics or drama classes
   c. Speech Contest Chair determines schedule for contest and necessary planning meetings

3. School Solicitation (4 months prior to contest)
   a. Speech Contest Chair contacts schools that expressed interest in the contest and answers questions
   b. Additional schools may be contacted in order to ensure 4 – 6 contestants participate at the chapter contest
   c. Speech Contest Chair reviews rules with participating schools

4. Contest Preparation (2 months prior to contest)
   a. Speech Contest Chair along with Contest Director finalizes program schedule, location, meeting room and time of contest
   b. Identify Master/Mistress of Ceremonies (MC), Contestant Coordinator, Judges, and Time Keepers
   c. Contest Director contacts Toastmasters International and other organizations for contest judges (minimum of two with an additional tie-breaking judge)
   d. Ensure participating students have Entry/Risk Forms (see Forms Section) to fill out and the date for their return to Contest Director.

5. Contest Preparation (1 month prior to contest)
   a. Contest Director receives Student Entry/Risk Forms along with copy of speech (can be a draft) and sends the Student Entry/Risk Forms promptly to NMA Headquarters

b. Contest Director reviews speeches to ensure the content relates to Leadership and sends Approval Letter (see Sample Letters and Memos Section) to contestants. Return the speech if Leadership is not the main theme
c. Recruit contestant assistants to stay with students in pre-speech and post-speech rooms and to act as escorts leading students to and from contest room.
d. Contest Director conducts a meeting with assistants to discuss their assignments

6. Preparation (3 weeks prior to contest)

Speech Contest Chair:

a. Prepares Certificate of Achievement for all participants
b. Distribute meeting notice/posters
c. Prepare and distribute internal/external press releases
d. Develops and distributes final meeting notice (include RSVP date)if needed.
e. Distributes formal invitations to all chapter members, students, parents and school representatives, identify RSVP contact

7. Preparation (2 weeks prior to contest)

a. Speech Contest Chair orders printed programs. (If a brochure with the student's bio is planned, it should be prepared and printed at this time as well)
b. Contest Director reviews sample script (see Sample Script Section) and sends a copy to the MC
c. Contest Director sends judges the judging criteria and evaluation forms
d. Ask judges to send a short professional/personal bio
e. Speech Contest Chair schedules photographer/videographer as well as confirming contest dates and times and if a meal is involved, the menu selection. Other considerations are podium, flags, separate rooms hand/lapel microphones, sound system, etc.

8. Preparation (1 week prior to contest)

a. Speech Contest Chair ensures accuracy of certificates
b. Contest Director contacts each student to confirm date, time, location and program format
c. Speech Contest Chair confirms guests, prepares name tags for them, and plans seating arrangements
d. Contest Director arranges for timing lights or colored timing cards as well as arranging for stop watches for Time Keepers
e. Contest Director reviews rules and duties with Time Keepers and Contestant Coordinator
f. Contest Director prepares Judges Packets which includes Judging Criteria, Judge's Ballots and Judge's Ranking Sheets

9. Final Facility Preparations

Speech Contest Chair:

a. Confirms reservation count prior to deadline
b. Arrange/provide seating plan to include 1 table for each school (include student families)
c. Identify 3 or more tables, one for each judge
d. Seat Chapter officers and directors at tables with schools and judges; allow open seating for others

e. Seat Master/Mistress of Ceremonies near podium
f. If a meal is part of the program…eat after the contest

10. Contest Final Preparations (day of contest)

Speech Contest Chair:

a. Position podium/lectern with microphone
b. Provide desirable location for videographer
c. Review pre speech and post speech side rooms
d. Printed place cards for prearranged seating (where applicable) and programs available for each setting
e. Provides cards for random selection of student speaking order (A, B, C etc.)
f. Speech Contest Chair ensures chapter awards are on site along with information regarding date and location of Council Level Contest
g. Speech Contest Chair ensures contest script is available for MC
h. Speech Contest Director ensures Judges packets and Ballot Forms, pencils/pens stopwatches, clipboards, timing lights or colored cards are available
i. Contest Director ensures contest personnel are on site and understand their duties. Could perform a walk through to familiarize helpers with student path.

11. **Contest**

a. Chapter President welcomes guests
b. Contest Director reviews contest rules and procedures separately with students and judges
c. Contest Director shall oversee student selection of speaking order by random selection of cards (A, B, C etc.), at least a half hour before the start of the contest. A list of student names is prepared in their speaking order and given to the MC. A list of judges names with a short bio needs to be prepared and given to the MC before the start of competition
d. Contest Director distributes Judges Packets and reviews judging criteria
e. MC conducts contest and follows contest script (see Sample Script Section) introducing judges at appropriate time
f. MC introduces and identifies contestants along with judges
g. Additional photography session may occur after contest completion
h. Contest Director invites the first place winner to a chapter membership meeting to present speech after the contest.

REVIEW CONTEST RULES AND PROCEDURES WITH CONTESTANTS

a. The Contest Director shall randomly select contest speaking order prior to the competition
b. Tells contestants they will be introduced as Speaker A, Speaker B… No other contestant introductions shall be made prior to the competition
c. The audience shall be instructed to hold any applause after each speech. A short period of silence (1 – 2 min) should be provided to allow the judges to tally the contestant's score
d. Contestants shall not identify themselves, their city or state, nor their school within the context of the speech
e. Contestants may not read their speech verbatim, but may refer to notes
f. Audio or visual aids shall not be permitted during the speech

g. Speeches shall range from four to six minutes with a grace period of 10 seconds on the minimum speech time and 20 seconds on the maximum speech time before a penalty is assessed.

h. The Time Keepers shall use timing lights or colored cards that are visible to contestants to indicate the time status of their speech in accordance with the following rules:

GREEN – 4 minute mark; YELLOW – 5 ½ minute mark; RED – 6 minute mark

i. After the contest, each speaker and their guests shall be introduced in the same order used for speaking

j. Judges are seated randomly in the audience and shall be introduced after the last contestant leaves the room and the judges have completed their scoring

k. The Contest Coordinator or assistants shall escort speakers from the pre-speech room/area to the contest room to deliver their speech and escort them to a post-speech room/area. This is required to avoid contestants hearing another contestant deliver their speech

l. All contestants shall receive a Certificate of Achievement

m. At the Chapter/Council Levels, the winner shall receive a prize to be determined by the Chapter/Council sponsoring the contest

n. One winner shall be announced, as well as other places – the decision of the judges in placing the contestants is final; no scores shall be divulged

o. Contestants shall be respectful of other contestants at all times

AFTER THE CHAPTER CONTEST

Contest Director

a. Prepares thank you letters or emails to judges (see Sample Letters and Memos Section)

b. Ensures photographs are available, sends completed press releases (see Publicity Releases Section) to local newspapers and TV stations. Also, send copies of photographs to participating schools

c. Send a copy of the winner's Student Entry Form (see Forms Section) to NMA Headquarters promptly after Council Level Contest

d. If not participating in a Council Level Contest, the Chapter Contest Director or President must submit a Waiver Request Letter (see Sample Letter Section) to NMA Headquarters requesting permission to bypass the Council Level Competition and advance to the CLT Level. After receiving approval, sends the Chapter winner's Student Entry Form and CLT Registration Form (see Forms Section) to NMA Headquarters.

e. Send winner's speech to NMA Headquarters

f. Arrange for Chapter Level Contest winner to attend Council Level or CLT Level Contest at Chapter/Council's expense

CLT LEVEL CHECKLIST

Chapter/Council Level Preparation for Sending Contestant to CLT Contest

a. The Chapter/Council Contest Director shall ensure the CLT Level Registration Form and the Acknowledgement of Risk Form (see Forms Section) have been submitted to NMA Headquarters along with a Student Entry Form (see Forms Section) for the winning student

b. The Chapter/Council Contest Director needs to prepare a budget (see Sample Letters and Memos Section) to send their contest winner to the CLT Level Contest along with one parent or chaperone. The cost of transportation, hotel room, meals and incidental expenses shall be covered.

c. As required by contest rules, the Chapter/Council shall identify a member as a **Contact Person** who shall attend the CLT Contests. The Contact Person shall provide on-site guidance and

assistance to the contestant. The Contact Person's name shall be submitted to NMA Headquarters.

d. General information shall be prepared by the Chapter/Council Contest Chair specifying date and location of CLT Level Contest along with expenses to be paid by sponsoring Chapter/Council and is provided in writing to the contestant.

e. Communication needs to be maintained with the contestant during the interim between the level contests. Final details of the CLT Level Contest shall be provided in writing to the contestant.

SAMPLE SCRIPT

MASTER OF CEREMONIES (MC) INSTRUCTIONS

A sample speech contest script has been provided for your use and may be altered as you see fit.

The script is set up for 4 contestants. If you have more, then you will want to adjust the script, as you can, in order to make everything "fit" and rearrange at what point you introduce the various contestants.

The **"MC Note"** is inserted as a reminder for you, and is not to be spoken.

We assume that you are aware that students are being escorted to and from the holding rooms and will be standing by, off stage, waiting to be called.

Once the judges leave the room, ballots will be collected by the Contest Director, who then compiles contestant's scores. The Contest Director gives the scores to the Chief Judge who verifies results and then identifies the first place, second place and third place winners.

Once the last speaker has spoken, you have a couple of options for introducing the students. First, introduce the judges before they leave the room to complete their evaluations. While the judges are completing their evaluations, we recommend that you bring back all the students, in the order in which they spoke. This is a good "time filler" and it helps to reduce the students' stress and anxiety.

OPTION #1 Starting with Speaker A have the students introduce themselves, where they are from and who accompanied them to the contest.

OPTION #2 Again starting with Speaker A, you introduce them. As MC, you should have a list of the students in speech order with student's bio information along with the names of guests.

Note: On the front end, decide the "when, how, and who" of presenting any certificates, gifts, awards, etc. Make it run smoothly by planning ahead.

Note: A critical item you need to address is, if you have more than three (3) students how do you handle the 4th Place and remaining contestants? We suggest that if you have 4 or more, that you refer to them ALL as placing in 4$^{th.}$ There are fragile young egos here and there is no sense in making it apparent that one young man or woman is decidedly "last place". So, for example, if you have 6 participants you declare three(3), 4th place winners.

After the judges have been introduced and left the room, the script is set up to introduce the students. The Contest Director returns and hands you the results to be announced. This script has all the students at the front of the room. After each receives his/her certificate and check (if one is given), they all remain until the results are announced. Ask audience to give one last round of applause.

The script is available in WORD if you want to modify it. Simply call NMA Headquarters at 937/294-0421 or e-mail the staff at robin@nma1.org.

LEADERSHIP SPEECH CONTEST SAMPLE SCRIPT

NOTE: "MC Note" is inserted as a reminder and is not to be spoken

LADIES AND GENTLEMEN...

WELCOME TO THE ANNUAL NMA LEADERSHIP SPEECH CONTEST SPONSORED BY THE _____ CHAPTER OF THE NMA…THE LEADERSHIP DEVELOPMENT ORGANIZATION. A VERY SPECIAL WELCOME IS EXTENDED TO OUR VISITORS AND GUESTS.

MY NAME IS _____ AND I WILL BE SERVING AS YOUR MASTER/MISTRESS OF CEREMONIES (MC). TODAY WE HAVE THE DISTINCT PRIVILEGE OF LISTENING TO _____ EXCITING YOUNG ADULTS WHO WILL EACH PRESENT A SPEECH ABOUT LEADERSHIP AND WHAT IT MEANS TO THEM.

A FEW WORDS ABOUT THE CONTEST AND SOME OF ITS RULES. THE AUDIENCE IS ASKED NOT, REPEAT NOT TO APPLAUD AFTER EACH SPEAKER; THIS WILL ALLOW THE JUDGES TO CONCENTRATE ON THEIR EVALUATIONS. THE SPEAKERS HAVE BEEN ADVISED OF THIS PROCEDURE AND WILL BE EXPECTING THAT PERIOD OF SILENCE AFTER THEIR SPEECH. AT THE CONCLUSION OF ALL PRESENTATIONS AND AFTER THE JUDGES HAVE COMPLETED THEIR SCORING THE SPEAKERS WILL RETURN FOR INTRODUCTION AND RECOGNITION. A REMINDER: THERE IS NO PHOTOGRAPHY, VIDEO, OR AUDIO RECORDING PERMITTED DURING THE CONTEST; THERE WILL BE AMPLE OPPORTUNITY DURING THE AWARDS CEREMONY WHEN THE RESULTS ARE ANNOUNCED.

MAY WE ALSO ASK THAT YOU TURN OFF ALL ELECTRONIC DEVICES AT THIS TIME?

BEFORE WE BEGIN, LET ME GIVE YOU SOME BASIC INFORMATION ABOUT THE RULES AND PURPOSE OF THIS CONTEST:

PRESENTATIONS WILL BE GIVEN IN ALPHABETACAL ORDER FROM **A** THROUGH ___. EACH SPEAKER WAS ASSIGNED A LETTER DURING AN EARLIER RANDOM DRAWING.

SPEECHES ARE NOT TO EXCEED 6 MINUTES NOR BE LESS THAN 4 MINUTES; OTHERWISE PENALTY POINTS ARE APPLIED. THERE ARE NO DISQUALIFICATIONS FOR THE LENGTH OF THE SPEECH.

JUDGING IS BEING DONE BY A SELECT GROUP, INCLUDING TOASTMASTERS FROM THE LOCAL AREA WHO WILL BE INTRODUCED AFTER THE PRESENTATION OF THE LAST CONTESTANT. EACH IS HIGHLY SKILLED AND EXPERIENCED IN THE ART BEING PRACTICED HERE TODAY.

THE NMA LEADERSHIP SPEECH CONTEST HAS FOUR PRIMARY PURPOSES.

1. THE FIRST PURPOSE IS TO PROMOTE A BETTER UNDERSTANDING OF LEADERSHIP AMONG HIGH SCHOOL STUDENTS.

2. THE SECOND PURPOSE OF THE NMA LEADERSHIP SPEECH CONTEST IS TO INVOLVE YOUTH IN RESEARCHING, WRITING, AND DELIVERING A SPEECH ON LEADERSHIP.

3. THE THIRD PURPOSE IS TO PROVIDE YOUTH WITH AN INCENTIVE TO DEVELOP COMMUNICATIONS SKILLS THAT ARE VITAL TO THOSE ENTERING THE WORK FORCE.

4. THE FOURTH PURPOSE IS TO PROVIDE WINNING STUDENTS WITH FINANCIAL REWARD THAT WILL HELP THEM FURTHER THEIR FORMAL EDUCATION.

LET US NOW BEGIN THE NMA LEADERSHIP SPEECH CONTEST. HERE IS CONTESTANT **A**.

> **MC NOTE:** after contestant A speaks and leaves the room, the judges mark their ballots – they need at least <u>one minute</u> for evaluations. After the student has left, you should softly say:

NOW TIME WILL BE ALLOWED FOR THE JUDGES TO MARK THEIR BALLOTS.

***** (pause for at least 90 seconds)

THE NMA LEADERSHIP SPEECH CONTEST IS BASED ON FOUR LEVELS OF COMPETITION. THE FIRST IS THE CHAPTER LEVEL, WHICH WE ARE CONDUCTING NOW. THESE STUDENTS ARE 9TH THROUGH 12TH GRADE COMPETING FOR THE NEXT LEVEL OF COMPETITION. THE FIRST PLACE CONTESTANT RECEIVES

AN APPROPRIATE PRIZE (CASH, PLAQUE ETC.) AND BECOMES THE REPRESENTATIVE OF OUR NMA CHAPTER AT THE _____ COUNCIL CONTEST NEXT MONTH.

NOW HERE IS CONTESTANT B.

MC NOTE: Remember, after contestant B speaks and leaves the room; the judges mark their ballots – they need at least one minute for evaluations.

***** (pause for at least 90 seconds)

THE SECOND LEVEL OF COMPETITION IS THE COUNCIL LEVEL. THIS COMPETITION INVOLVES THE WINNER FROM THE VARIOUS CHAPTERS COMPRISING THE NMA _____ COUNCIL OR COMBINED CHAPTER CONTEST. THE WINNER REPRESENTS THE COUNCIL AT THE CLT LEVEL IN _____ CONTEST IN APRIL/MAY.

NOW HERE IS CONTESTANT **C**

MC Note: they need at least one minute for evaluations.

(pause for at least 90 seconds)

THE THIRD LEVEL OF COMPETITION IS AT THE EAST/WEST NMA CLT SESSION WHERE THE WINNERS FROM COUNCILS AND/OR CHAPTERS COMPETE. THE FIRST PLACE PRIZE IS $1,000 IN CASH; THE SECOND PLACE IS $500 IN CASH. THE FIRST AND SECOND PLACE WINNERS QUALIFY FOR THE NATIONAL LEVEL CONTEST CONDUCTED AT THE NMA ANNUAL CONFERENCE.

NOW HERE IS CONTESTANT **D**

MC Note: The Judges need at least one minute for evaluations (90 second pause.) Then, at this time, if this is the last contestant, you now introduce the judges.

I WILL NOW INTRODUCE THE JUDGES BEFORE THEY LEAVE THE ROOM TO COMPLETE THEIR EVALUATIONS.

SERVING AS CHIEF JUDGE IS:

(NAME) _____

FROM _____

ASSISTING (HIM/HER) IS:

(NAME) _____

FROM _____

(NAME)_____

FROM _____

(NAME)_____

FROM _____

(NAME)_____

FROM _____

MC Note: make sure Time Keepers are also introduced.

PROFESSIONALISM IN JUDGING ALL CONTESTANT EFFORTS, REGARDLESS OF COMPETITIVE LEVEL, IS IMPORTANT. THE NMA REACHES OUT TO THE TOASTMASTERS INTERNATIONAL ORGANIZATION AND OTHERS IN THE COMMUNITY TO AID IN THIS CRITICAL AREA. WE WISH TO OFFER OUR SINCEREST THANKS TO ALL OF OUR JUDGES FOR GIVING THEIR TIME AND TALENT TO HELP US HERE TODAY.

MC Note: after the judges have left, continue

CONSISTENT WITH THE PURPOSE OF THE FOURTH LEVEL OF COMPETITION IS THE NATIONAL LEVEL CONDUCTED AT THE NMA ANNUAL CONFERENCE. COMPETING AT THIS LEVEL ARE FOUR CONTESTANTS. PRIZES ARE ESTABLISHED AT $4,000 FOR FIRST PLACE, $1,000 FOR SECOND PLACE AND TWO $500 THIRD PLACE PRIZES.

MC Note: At his point, how you proceed with the contestant introductions is your option.

OPTION #1 Starting with Speaker **A** have the students introduce themselves, where they are from and who accompanied them to the contest. (we recommend this Option)

OPTION #2 Use the list you have been given to introduce the students, in speech order, using the bio information along with the names of guests.

MC Note: With either option, have the contestants ready to enter the room in speech order. You should have in hand a list of the contestants in speech order.

LADIES AND GENTLEMEN, BEFORE WE ANNOUNCE THE RESULTS, I WOULD LIKE TO INTRODUCE OUR CONTESTANTS.

WOULD OUR CONTESTANTS PLEASE JOIN ME UP FRONT IN THE ORDER THEY PRESENTED THEIR SPEECH.

MC Note: leading the applause as they proceed to the front.

LADIES AND GENTLEMEN, WHAT A MAGNIFICENT GROUP OF YOUNG ADULTS. I BELIEVE THEY ARE ALL WINNERS IN THEIR OWN RIGHT AND DESERVE ANOTHER ROUND OF APPLUASE!

MC Note: Using Option #1

I WILL ASK EACH TO INTRODUCE THEMSELVES, WHERE THEY GO TO SCHOOL , AND WHO IS ACCOMPANYING THEM.

CONTESTANT **A**

MC Note: after each is done, you lead the applause and say:

THANK YOU, _____(first name)

CONTESTANT **B**

THANK YOU, _____(first name)

CONTESTANT **C**

THANK YOU, _____(first name)

CONTESTANT **D**

THANK YOU, _____(first name)

MC Note: Using Option #2

BEFORE WE ANNOUNCE THE RESULTS, I WOULD LIKE TO INTRODUCE OUR CONTESTANTS. FIRST SPEAKER **A**:

A _____th GRADER AT _____ (School), IS (NAME)

_____

(Give brief bio which should be obtained from the student before competition)

SPEAKER **B**:

A _____th GRADER AT _____ (School), IS (NAME)

_____

(Give brief bio which should be obtained from the student before competition)

SPEAKER **C**:

SPEAKER **D**:

ACCOMPANYING THE CONTESTANTS ARE (NAMES AND POSITIONS) FROM _____ HIGH SCHOOL(S). WE THANK YOU FOR THE INTEREST AND SUPPORT THAT YOU HAVE SHOWN.

LET ME INTRODUCE THE PARENTS, FAMILY, FRIENDS, OR COACHES OF THE CONTESTANTS:

ACCOMPANYING SPEAKER **A**, (NAME) _____ WOULD YOU PLEASE STAND.

ACCOMPANYING SPEAKER **B** (NAME)_____ WOULD YOU PLEASE STAND.

MC Note: continue with introductions for remaining parents, etc.

MC Note: Continuing… no matter which option you chose…

NOW FOR THE MOMENT WHICH WE HAVE BEEN ANXIOUSLY AWAITING, THE ANNOUNCEMENT OF THE JUDGES' DECISION. (CONTEST DIRECTOR) MR./MS. _____, WILL YOU PLEASE COME FORWARD AND PRESENT THE ENVELOPE?

OUR FOURTH PLACE WINNERS ARE:

MC Note: present certificates and other awards

CONTESTANT ___ name_____

CONTESTANT ___ name_____

CONTESTANT ___ name_____

CONTESTANT ___ name_____

(if there are more than 4 contestants)

MC Note: present certificates and other awards

OUR THIRD PLACE WINNER IS:

CONTESTANT ___ name_____

MC Note: present certificates and other awards

OUR SECOND PLACE WINNER

CONTESTANT ___ name_____

MC Note: present certificates and other awards

OUR FIRST PLACE WINNER:

CONTESTANT ___ name_____

WOW ! - - - - - WHAT A CONTEST!!!!

LET'S HAVE ONE FINAL ROUND OF APPLAUSE FOR OUR CONTESTANTS.

MEMBERS, GUESTS, CONTESTANTS, AND JUDGES -- THIS CONCLUDES OUR FORMAL PROGRAM. WE ENCOURAGE YOU TO STAY A FEW MINUTES TO MEET AND CONGRATULATE THE STUDENTS. IF (NAME OF FIRST PLACE WINNER) WILL REMAIN FOR A FEW MINUTES TO TALK WITH ME AND OUR CONTEST

DIRECTOR, WE WILL DISCUSS SOME MORE DETAILS OF THE NEXT LEVEL CONTEST COMING UP AND ESTABLISH COORDINATION PROCEDURES.

THANK YOU FOR YOUR ATTENDANCE TODAY.

PUBLICITY RELEASES

SAMPLE CHAPTER PUBLICITY RELEASE

SPEECH CONTEST HELD AT _____ .

(For Immediate Release)

The _____ Chapter of the NMA…THE Leadership Development Organization, sponsored a Leadership Speech Contest at _____ on _____ (date). _____ (number) students from area schools including ____ who are home schooled participated in the contest. Judges from the local Toastmasters International chapter and other community organizations volunteered. Winning this year's contest was _____, whose speech was entitled _____. Second and third place honors went to _____ and _____. First place winner _____ (name) will now move on to the next level of competition at the _____ Council/CLT Level Contest held in _____ (place) on _____ (date). The winner of the National Level Contest will have the opportunity to win a $4,000 cash prize.

The purpose of the NMA Leadership Contest is to promote a better understanding of Leadership among high school age students in grades 9-12. It also provides an incentive for the development of communication skills that are vital to those entering the work force. The contest is held throughout the United States wherever there is a sponsoring NMA Chapter.

The _____ Chapter of the NMA is comprised of _____ professional employees of the _____ Corporation in _____. Founded in 1925, under the guidance of famed inventor and industrialist, Charles F. Kettering, NMA…THE Leadership Development Organization is a national, non-profit organization of over 12,000 professional people in nearly 55 chapters. Chapter members are regularly involved in activities to improve their communities and enhance their own knowledge, experience, and professionalism.

(For further info on this story or other info on the NMA chapter, please contact_____ .)

SAMPLE COUNCIL PUBLICITY RELEASE

SPEECH CONTEST HELD AT _____

(For Immediate Release)

The _____ Council of NMA…THE Leadership Development Organization recently sponsored a Leadership Speech Contest at _____ (location) on _____ (date). _____ (number) students participated in the contest. Judges from the local Toastmasters International Chapter and other community organizations volunteered. This contest, which was the second level of a four level national contest, included winning speakers from _____ (number) high schools and home schooled students. Winning this year's contest was _____, whose speech was entitled _____. Second and third place honors went to _____ of _____ High School and _____ from _____ High School. First place winner _____ (name) will now move on to the next level of competition at the East/West CLT Level Contest to be held in _____ (place) on _____ (date). The top two contestants from both the East/West CLT Level Contests will proceed to the National Level of competition at the NMA Annual Conference which will be held this year in _____. The winner of the National Level Contest will have the opportunity to win a $4,000 cash prize.

The purpose of the NMA Leadership Speech Contest is to promote a better understanding of Leadership among high school students. It also provides an incentive for the development of communication skills that are vital to those entering the work force. The contest is held throughout the United States wherever there is a sponsoring NMA chapter.

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(For further info on this story or other info on the NMA chapter, please contact _____)