

GUIDEBOOK

**Chapter Leadership
Training**

NMA Leadership Speech Contest Planning Guide



**NMA...THE Leadership Development
Organization**

2210 Arbor Boulevard
Dayton, OH 45439-1580

Phone: 937-294-0421

Fax: 937-294-2374

Email: nma@nma1.org

<http://nma1.org>



Rev. 2-2009

THE NATIONAL ASSOCIATION OF SECONDARY SCHOOL
PRINCIPALS HAS PLACED THIS PROGRAM ON THE NASSP
NATIONAL ADVISORY LIST OF STUDENT CONTESTS AND
ACTIVITIES FOR 2008-2009.

TO: Chapter Presidents and Community Service Chairs

SUBJECT: Changes to 2009 Speech Contest Format and Prizes

DATE: November 12, 2008

At its November 2008 meeting, the NMA Board of Directors addressed the shrinking dollars available to fund our popular national speech contest program. After extensive analysis and full discussion, they unanimously approved continuing to fund the program, with changes to the format and prizes at both the Area and National Levels of the contest. There were no changes made to the Chapter or Council Levels of the contest. The changes were necessary due to a sharp decrease in Speech Contest Fund income over the past two years.

Effective immediately, contestants from the Northeast, Southeast, and Central areas will now compete in a single speech contest at the East Leadership Development Conference (LDC). There will no longer be three separate area contests at the conference nor will there be three first place contestants advancing to the National Level. Now, only the first and second place contestants will advance to the next level. The first place LDC prize will be \$1,000 cash and the second place prize becomes \$500 cash. No other cash prizes will be awarded.

Likewise, the contestants from the Southwest, Pacific North, and Pacific South will compete in a single speech contest at the West Leadership Development Conference. Again, there will no longer be three separate area contests at the conference nor will the three first place contestants advance to the National Level. Just the first and second place contestants will advance to the next level. As in the East, the first place LDC prize is \$1,000 cash and the second place prize is \$500 cash. There will be no further cash prizes.

At the National Level, there will be four contestants competing for a first place prize of \$4,000 cash, a \$1,000 cash second place prize, and two \$500 cash third place prizes. NMA will continue to provide the contestants' transportation, room and limited meal costs.

Besides this announcement to chapter leaders, these changes will be incorporated into The NMA Leadership Speech Contest Planning Guide, the Community Services Guide and the NMA Web site. The revised guides will be available for download from the NMA Web Site as of December 1, 2008. Any questions can be directed to Robin Furlong at robin@nma1.org or by calling (937) 294-0421.

Steve Bailey, CM
NMA President

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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, Leadership Development Conference (LDC), and National Levels of competition. Included are contest rules, personnel and judges requirements, contestant entry and data 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 Services 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.

CONTEST COSTS

Chapter and Council Level contests shall assume all costs associated with their respective contests for the contestants and a parent or chaperone. Costs include transportation, food, lodging and prize money.

Chapters and Councils shall be responsible for transportation, food and lodging costs for their contestant and a parent or chaperone for the LDC Level contest. Sponsoring chapters/councils shall identify a Contact Person and coordinate lodging, meals, and transportation with contestants.

At the National Level, specific costs associated with the Speech Contest are the responsibility of NMA. Costs include transportation for the contestant and a 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 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 requires the student's signature, a signature of a parent or legal guardian as well as a signature of a school representative. 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.

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

After a first place contestant is determined at the Chapter and Council Level, an appropriate chapter representative needs to complete the Contest Data Form. The form must be submitted promptly to NMA Headquarters along with a Student Entry Form.

For those chapters/councils sending their contestant to the LDC Level of competition, an LDC Speech Contestant Registration Form needs to be submitted to NMA Headquarters no later than two weeks prior to the date of the appropriate LDC. The form should be filled out and signed by a chapter representative. A chapter contact person needs to be identified who will attend the LDC 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 LDC); Southwest, Pacific South and Pacific North (contestants compete at the West LDC).

COMPETITION LEVEL

PRIZES

- | | |
|---|--|
| 1. CHAPTER LEVEL
Competition within a school,
between schools, including home
schooled participants and chapters. | To be determined by chapters
First Place should not exceed \$300,
if monetary prize |
| 2. COUNCIL LEVEL
Competition between chapter winners.
Chapters that do not belong to a council
need to obtain a waiver to participate at
the LDC level. Contact NMA Headquarters
for additional information. | To be determined by councils
First Place should not exceed \$500,
if monetary prize |
| 3. LDC LEVEL
Competition between council and
chapter winners within the East/West
regions of NMA. | 1 st Place \$1,000 (cash)
2 nd Place \$500 (cash) |
| 4. NATIONAL LEVEL
Competition between the two top contestants
from the East LDC and the two top contestants
from the West LDC, conducted at NMA's
Annual Conference. | 1 st Place \$4,000 (cash)
2 nd Place \$1,000 (cash)
3 – 4 th Place \$500 (cash) |

After the LDC Level Contest, NMA is responsible for coordinating travel, judges, prizes etc., for the National Level Contest.

The four levels of competition are:

- | | |
|------------------|-------------------|
| 1. Chapter Level | 2. Council Level |
| 3. LDC Level | 4. National Level |

At the Chapter Level, students from area high schools in a given community compete against each other for prizes to be determined by chapters, if monetary, not to exceed \$300. These contests are run by local NMA chapters and have been recognized by the National Association of Secondary School Principals.

At the Council Level, students compete against one another from a wider geographical area... wherein several NMA chapters in a large city or even statewide, band together to sponsor the second level of competition. The top monetary prize at this level should not exceed \$500.

At the LDC Level (two regional meetings held in April/May of each year) the competition begins to get stiff. Here, council and chapter winners from several states, meet to compete for two top prizes in each LDC of \$1,000 cash and \$500 cash. The four prize winners also advance to the National Level competition.

Finally, at the National Level, four contestants receive a trip to the NMA Annual Conference in September or October (airfare/mileage if driving – which ever is least expensive, hotel for 2 nights for contestant and chaperone) up to 3 meal tickets to the event announcing the winner. These four finalists compete for prizes of \$4,000, \$1,000, and two \$500 third place prizes (cash).

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. should not be primary subjects unless integrated into how leadership plays a role.
3. Each contestant must prepare his/her own speech. Advice and coaching is allowed and changes may be made to the speech at any time prior to the contest.
4. Contestants must submit a draft of their speech to the Contest Director prior to participating in the contest to assure the content meets the criteria.
5. Contestants may not identify themselves, their city, state or school in the context of their speech.
6. Notes are allowed, but the speech may not be read verbatim.
7. No audio/visual aids may be used with the presentation.
8. Contestants' speeches must be limited to no more than six minutes or less than four minutes.
9. Contestants may use quotations and/or copyrighted materials, but must identify the original author. The use of such material is the responsibility of the contestant.
10. Speeches prepared for this contest must 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

1. Contestants shall compete in a Chapter Level Contest in order to be eligible to participate in a Council Level Contest, which is the next level of competition. At the Chapter Level, contestants must compete against students in grades 9-12 within a school, between schools, between home schooled students or between chapters.
2. If a contestant has not competed in a Chapter Level Contest, he/she will 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. Chapters geographically isolated from other chapters may have their contestant compete in an LDC Level Contest, bypassing the Council Level Contest, but must have conducted a Chapter Level Contest. They must obtain a **written waiver** (see Sample Letters Section) in advance that needs to be approved by the NMA Staff Advisor and the current Area Chair.
4. Written copies (may be a draft) of contestant's speeches arriving after the due date established by the appropriate Contest Director, at all levels, may be ruled ineligible for competition.
5. At all contest levels, NMA shall have the right to edit, publish and/or record any speech used.
6. Contestants winning the National Level Contest are ineligible to compete in future NMA Leadership Speech Contests.
7. At all contest levels, competing contestants should not be able to hear nor be in attendance of another contestant's speech being delivered.
8. Contestants shall be respectful of other contestants at all times and shall conduct themselves in a professional manner.
9. Individual ballot tabulations by judges are not to be revealed to anyone after completion.
10. At all contest levels, **one winner** will be designated and the decision of the judges in placing the contestants is final.
11. Each contest shall have a minimum of two judges with an additional tie breaking judge whose ballot will be counted only if a tie occurs.
12. Sponsoring chapters/councils need to remain involved with their contestants at all contest levels. A member of the sponsoring chapter/council shall be designated as the **contact person** and shall attend the LDC and National Level Contests or their contestant shall not be permitted to participate in the contest.
13. Chapter/Council Confirmation, Student Entry Form and Risk Forms need to be on file at NMA Headquarters prior to contest.
14. If any of the Contest Rules are broken, the contestant shall be disqualified from competing by the appropriate Contest Director.

15. A student may only compete at one Chapter Level contest per year.
16. The listed Speech Preparation Rules are also part of these Contest Rules.

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 rooms" are required in addition to the meeting room.
4. Contestants need to remain in a "pre-speech" room while waiting their turn to speak. After delivering their speech, contestants need to be escorted to a "post-speech" room.
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. 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 LDC Level Contest.
3. LDC Level Contests shall be conducted at both Leadership Development Conferences 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 PERSONNEL AND DUTIES

CONTEST DIRECTOR (Chapter/Council Level)

1. The director shall be responsible for the conduct of the contest.
2. The director needs to insure that Chapter/Council Forms and Risk Forms (see Forms Section) are submitted promptly to NMA Headquarters.
3. The director, at the Chapter and Council Levels, is responsible for selecting contest officials such as Chief Judge, Time Keeper and Contest Coordinator along with committee members to assist in conducting the contest. At the LDC and National Levels contest officials are selected by NMA.
4. At the Chapter and Council Levels, the director assists in selecting the contest site along with selecting the contest date and time. Also, prepares Certificates of Achievement for all contestants.
5. 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.
6. 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.
7. The director sends an email or confirming letter (see Sample Letter Section) to the contestant accepting their speech.
8. The director is responsible for contest publicity prior to and after the contest.
9. The director is responsible for submitting a copy of the winning speech to the next level Contest Director at least seven days prior to the date of the next level competition.

CONTEST COORDINATOR (Chapter/Council Level)

1. The coordinator assists the director in performing duties that may be assigned.
2. The coordinator is responsible for notifying contestants of the time and place of the contest.
3. The coordinator is responsible for gathering the contestants in the pre-speech room at least 30 minutes prior to the start of competition to review contest rules and procedures.
4. The coordinator shall randomly choose the contestants speaking order prior to the competition. The speakers will be introduced as "Speaker # 1", "Speaker # 2" etc.
5. 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.
6. 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.
7. The coordinator, with help from assistants, assures contestants are escorted back to the contest room after all speeches are delivered and judges evaluated last contestant.
8. The coordinator shall have judges assemble at least 45 minutes prior to the start of the contest to review rules, procedures along with the judge's guide and ballot sheet.

CHIEF JUDGE

1. The Chief Judge, with assistance from Contest Director, shall be in charge of selecting and communicating with all other judges and time keeper.
2. The Chief Judge is responsible for tabulating the ballots 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 participants to the Contest Director.
3. If notified by time keeper that a speech violated the contest time limits of either being under four minutes or longer than six minutes, assesses one penalty point for each 30 seconds deviation to the contestant's score.

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. The tie breaking judge 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 Form (see Evaluation Forms Section).

TIME KEEPER

1. Each contest shall have one Time Keeper 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).
4. Alerts the Chief Judge if any speech violates the contest time limits of either being less than four minutes or longer than six minutes so penalty points can be assessed to contestant's score.

NATIONAL LEVEL VIDEO

A full length video of the four speeches delivered at the National Level Contest is available on DVD and may be ordered from NMA Headquarters for the price of \$25 plus cost of shipping.

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

CONTEST INFORMATION PACKET

About the NMA Leadership Speech Contest



NMA... THE Leadership Development Organization 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 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 spring. 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 are:

- | | |
|--|-------------------|
| 1. Chapter Level | 2. Council Level |
| 3. Leadership Development Conference (LDC) Level | 4. National Level |

At the Chapter Level, students from area high schools in a given community compete against each other for prizes to be determined by chapters, if monetary, not to exceed \$300. These contests are run by local NMA chapters and have been recognized by the National Association of Secondary School Principals.

At the Council Level, students compete against one another from a wider geographical area... wherein several NMA chapters in a large city or even statewide, band together to sponsor the second level of competition. The top monetary prize at this level should not exceed \$500.

At the LDC Level (two regional meetings held in April/May of each year) the competition begins to get stiff. Here, council and chapter winners from several states, meet to compete for two top prizes at the East and West LDC Contest of \$1,000 and \$500 cash.

Finally, at the National Level, the four LDC finalists receive a trip to the NMA Annual Conference in September or October. These contestants compete for grand prizes of \$4,000, \$1,000, and two \$500 cash 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.
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3. Chapters geographically isolated from other chapters may have their contestant compete in an LDC Level Contest, bypassing the Council Level Contest, but must have conducted a Chapter Level Contest. They must obtain a **written waiver** (see Sample Letters Section) in advance that needs to be approved by the NMA Staff Advisor and the current Area Chair.
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6. Contestants winning the National Level Contest are ineligible to compete in future NMA Leadership Speech Contests.
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8. Contestants shall be respectful of other contestants at all times and shall conduct themselves in a professional manner.
9. Individual ballot tabulations by judges are not to be revealed to anyone after completion.
10. At all contest levels, one winner will be designated and the decision of the judges in placing the contestants is final.
11. Each contest shall have a minimum of two judges with an additional tie breaking judge whose ballot will be counted only if a tie occurs.
12. Sponsoring chapters/councils need to remain involved with their contestants at all contest levels. A member of the sponsoring chapter/council shall be designated as the **contact person** and shall attend the LDC and National Level Contests or their contestant shall not be permitted to participate in the contest.
13. Chapter/Council Confirmation, Student Entry Form and Risk Forms need to be on file at NMA Headquarters prior to contest.
14. If any of the Contest Rules are broken, the contestant shall be disqualified from competing by the appropriate Contest Director.
15. A student may only compete at one Chapter Level contest per year.
16. The listed Speech Preparation Rules are also part of these Contest Rules.

CONTEST SCHEDULING

1. Chapter Level Contests should generally be conducted between January and mid-March. 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 LDC Level Contest.
3. LDC Level Contests shall be conducted at the Leadership Development Conferences 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

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

EXPLANATION OF CONTEST FORMS

The Chapter/Council Speech Contest Confirmation Form must be on file at NMA Headquarters prior to the date of 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 does not obligate them to conduct a contest. **This is the first form submitted to NMA Headquarters and must be on file to compete at any level of competition.**

The contestant needs to complete both the Student Entry Form and a Consent and Acknowledgement of Risk Form in order to be able to participate in the Speech Contest. All Speech Contest Forms and Certificates are available to be downloaded from the NMA Web Site in electronic format (Word) www.nma1.org. Also, a printed or typed copy of their speech (it may 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. The Student Entry Form and the Risk Form requires the student's signature as well as a parent or legal guardian signature. The chapter retains the originals of both forms and promptly sends a copy of both forms to NMA Headquarters.

After a first place contestant is determined at the Chapter and Council Level, an appropriate chapter representative needs to complete the Contest Data Form and send it promptly to NMA Headquarters along with the Student Entry Form.

For those chapter/councils sending their contestant to the LDC Level of competition, an LDC Level Speech Contestant Registration Form needs to be submitted to NMA Headquarters no later than two weeks prior to the date of the appropriate Leadership Development Conference (LDC). The form should be completed and signed by a responsible chapter representative. **Note:** a chapter contact person needs to be identified who will be attending the LDC.

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

NMA
LEADERSHIP
SPEECH CONTEST

CHAPTER/COUNCIL SPEECH CONTEST CONFIRMATION

(submit by January 31st)

THIS FORM MUST BE ON FILE AT NMA HEADQUARTERS TO BE ELIGIBLE TO COMPETE AT ANY LEVEL OF COMPETITION.

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

Date: _____

President: _____

Email Address: _____

Speech Chairman: _____

Email Address: _____

Participation in this year's Speech Contest is hereby confirmed.

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).

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

**NMA
LEADERSHIP
SPEECH CONTEST
STUDENT ENTRY FORM**

Please type or print clearly

Name: _____ **(M / F)** **Grade:** _____
Email: _____
Address: _____ **Phone:** _____
City/State/ _____ **Sponsoring** _____
Zip Code: _____ **Chapter** _____
School/ _____ **Speech** _____
Home _____ **Title** _____
Schooled _____

SCHOOL ACTIVITIES:

HONORS/AWARDS:

COMMUNITY ACTIVITIES:

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** _____

I hereby verify that this student is enrolled in grades 9-12 and is in good standing with the school.

School Rep's
Print & Sign: _____ **Date** _____

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:** _____

Students should confirm Contest Director has received this form

NOTE: Chapter retains original, mail or fax copy to:
NMA Leadership Speech Contest
2210 Arbor Boulevard Dayton, OH 45439 Fax: 937-294-2374

**NMA
LEADERSHIP
SPEECH CONTEST**

CONTEST DATA FORM

CONTEST LEVEL: _____ **Chapter** _____ **Council**
(Please check one)

Number of Participants in Contest _____

Number of schools represented _____
(Chapter level ONLY)

FIRST PLACE CONTESTANT

Name:	Grade:
Address:	Phone:
City/State/Zip:	Email:
School:	

SPONSORING CHAPTER

Chapter Name:	Chapter #:
President:	Email:
Contest Chair:	Email:
Contest Director:	Email:
Council:	Area:
Signature:	Date:

DISTRIBUTION: Attach a copy of the STUDENT ENTRY FORM for the winning student and forward to NMA, 2210 Arbor Boulevard, Dayton, Ohio 45439 or FAX to: 937/294-2374.

NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE

**NMA
LEADERSHIP
SPEECH CONTEST
LDC 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 LDC	
Departure Date	
Number of Guests	
Name of Chaperone (Chaperone must be a mature adult family member or mature adult legal guardian)	
East or West LDC	
Chapter/Council Sponsor	
Contact Person	

Hotel, transportation and meal expenses will be paid by Chapter/Council

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

NMA
2210 Arbor Blvd.
Dayton OH 45439-1580
Fax 937/294-2374
Email: robin@nma1.org

CHAPTER REPRESENTATIVE SIGNATURE:

Print and Sign

rev 2-2009

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 LDC 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**

NMA LEADERSHIP SPEECH CONTEST

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. 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 first, second and third-place 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.

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

**NMA
LEADERSHIP
SPEECH CONTEST**

JUDGE'S GUIDE AND BALLOT
(Form Adapted from TOASTMASTERS INTERNATIONAL)

**SUGGESTED POINT
VALUES**

***JUDGING POINT VALUES**

	Exc.	Very Good	Good	Fair	Spkr 6	Spkr 5	Spkr 4	Spkr 3	Spkr 2	Spkr 1
CONTENT (50)										
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 points possible)										

JUDGE'S OFFICIAL BALLOT

Note: All Speakers must be ranked

Place/Number of Contestant

First _____

Fifth _____

Second _____

Sixth _____

Third _____

Signature _____

Fourth _____

Date _____

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**NMA
LEADERSHIP
SPEECH CONTEST**

TIME RECORD SHEET AND INSTRUCTION FOR TIME KEEPERS
(Form Adapted from TOASTMASTERS INTERNATIONAL)

CONTESTANT	Minutes	Seconds
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

There shall be at least one Time Keeper, (two is preferable). The Time Keeper shall keep the time for each contestant's presentation.

The Time Keeper shall provide warning using color cards/lights to the contestants, which shall be clearly visible to the speakers, but not obvious to the audience. Any sightless contestant may request and must be granted a form of warning signal of his or her choosing, which may be an audible device; the contestant must provide any special device required for such signal.

The length of Contest Speech shall be between four and six minutes. The green card/light will be displayed at four (4) minutes. The yellow card/light will be displayed at five and a half (5 ½) minutes. The red card/light will be displayed at six (6) minutes and remain visible until the speech ends.

There are no disqualifications for the length of the speech. Speeches are not to exceed 6 minutes nor be less than 4 minutes; otherwise, penalty points are applied. No special signal shall be given to indicate that a presentation has gone into overtime.

Timing will begin with contestant's first definite verbal or non-verbal communication with the audience. This will usually be the first word uttered by the contestant.

The Time Keeper shall record each contestant's presentation time on the form above. Times exceeding 6 minutes or less than 4 minutes shall be circled. Submit the completed form to the Chief Judge and inform the Chief Judge if points are to be deducted from any contestant for going over or under the time.

NMA LEADERSHIP SPEECH CONTEST

JUDGES TALLY SHEET

This Tally Sheet shall be given to the Chief Judge who completes the form. The Chief Judge shall provide the Contest Director the names of first, second, third and other contestants (if appropriate). The information shall not be available as general information. The Chief Judge tallies all points and checks with Time Keeper to see if there are penalty points deducted for contestants for going over or under the required time.

NAME OF JUDGE	Speaker 1	Speaker 2	Speaker 3	Speaker 4	Speaker 5	Speaker 6
1.						
2.						
3.						
4.						
5.						
6.						
Deduct Penalty Points						
TOTALS						
Tie Breaker						
Revised Totals						

1. From each ballot collected, enter on this Tally Sheet:
 - a. 3 points for FIRST place
 - b. 2 points for SECOND place
 - c. 1 point for THIRD place

2. Check with Time Keeper to determine if contestants met the time criteria. If any speech exceeded the six (6) minute time limit or concluded before the four (4) minute minimum, the contestant will incur one (1) penalty point for each thirty (30) seconds thereof. Deduct any penalty point(s) from totals and re-compute score.

3. After results from all ballots have been entered, compute totals.

4. If tie results, use Tie-Breaker Ballot. Enter Tie-Breaker's Ballot on Tally Sheet using points defined from Step 1. Re-compute totals.

5. Enter winners as follows:

1 st Place _____	Other _____
2 nd Place _____	_____
3 rd Place _____	_____

6. As noted above, the Chief Judge submits the names of the contestants in the order evaluated to the Contest Director who validates the results and then passes the results to be announced.

TIEBREAKING JUDGE'S OFFICIAL BALLOT

Note: All Speakers must be ranked

Place/Number of Contestant

First _____

Fifth _____

Second _____

Sixth _____

Third _____

Seventh _____

Fourth _____

Eighth _____

Signature: _____

Date: _____

Form to be used for all contest levels of competition.

SAMPLE LETTERS AND MEMOS

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

SAMPLE INTRODUCTION TO CONTEST LETTER

November XX, 200_

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 18,000 members and 75 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, LDC 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 Leadership.

The local contest will be held at 7:00 p.m. on Wednesday, March XX, 2008 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,

Enclosures:
Information Packet

Contest Director
ABC Chapter, NMA

rev 2-2009

SAMPLE THANK YOU LETTER TO JUDGES

January 29, 200_

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 Guide and Ballot. I'll furnish a supply of blank forms at the contest.

The contest will begin at 1:15 p.m. on Sunday, February 11, in the Eoff Auditorium at Motlow State Community College. Please plan to arrive by 1:00 p.m. for a last minute briefing.

Judges will be introduced to the contest attendees after contestants have been evaluated. 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,

XXXX Level Contest Director

Enclosures

SAMPLE LETTER APPROVING CONTESTANT'S SPEECH

February 11, 200_

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 CONTEST

March 30, 200_

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 LDC LEVEL

Date: February XX, 200X
To: Community Service Staff Advisor
From: Bob Brown, CM
NMA Director

Copy To: NE Area Chair

Subject: Waiver Request to Compete at LDC Level Contest

Irma Smith, President of the Richland Management Association, is requesting a waiver from the Council Level Contest requirement to be able to compete at the East LDC Level Contest in Detroit, Michigan on May 21, 200X.

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 200X only so the chapter could compete in the East LDC 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
NMA Director (or Chapter President)

-
- Waiver is granted for the year 200X only
 Request for waiver is denied

Joan Jackson
Northeast Area Chair

Distribution of Response:

Bob Brown, CM, NMA Director
Irma Smith, President, Richland Management Assoc.
Teresa Crowley, East LDC Level Contest Director
Speech Contest Staff Advisor, NMA Headquarters

SAMPLE COUNCIL SPEECH CONTEST STATUS MEMO

Date: February 3, 200_
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 200_, 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 Contest Data Form to the Council Contest Director with a copy to NMA HQ along with a written copy of the contestant's speech and a copy of the Student Entry Form.

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 LDC)	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 LDC 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, 200_

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 \$332.00 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. If you can't contact her, call me at (301) 454-XXXX.
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.

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	3 - 7 Minutes
	-Judges Retire	Intro: 3 Minutes
	-Intro of Contestants	3 x 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	(Comments by _____ and announcements by anyone else)

SAMPLE LDC LEVEL CONFIRMATION & FINAL INSTRUCTION TO CONTESTANT

Date: May 2, 200_

To: Mary Ann Brown

Copies To: National Director

From: Chapter/Council Contest Director

Subject: LDC 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 Conference 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, 200_ 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. Good Luck!

Chapter/Council Contest Director

CHAPTER AND COUNCIL CHECKLISTS

SPEECH CONTEST CHECKLIST

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 and lessons learned and develops a contest budget
 - c. Select contest date (between January and early March) and establish the contest time (noon or evening)
 - d. Consider locations for the meeting
 - 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 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 answer questions
 - b. Additional schools may be contacted in order to insure 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 Speech Contest Director finalizes program schedule, location, meeting room and time of contest
 - b. Identify master/mistress of ceremonies, Contestant Coordinator, Chief Judge, and Time Keeper
 - c. Speech Contest Director contacts Toastmasters International and other organizations for contest judges (minimum of two with an addition tie-breaking judge)
 - d. Ensure participating students have Entry/Risk Forms (see Forms Section) to fill out and the date for their return to chapter

5. Contest Preparation (1 month prior to meeting)
 - a. Speech 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. Speech Contest Director reviews speeches to assure the content relates to

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

- Leadership and sends Approval Letter (see Sample Letters and Memos Section) to contestant. Return the speech if not related to required Leadership theme
- c. Recruit contestant assistants to stay with students in pre-speech and post-speech rooms
 - d. Speech Contest Director conducts a 30 minute meeting with assistants to discuss their assignments
6. Preparation (3 weeks prior to contest)
- a. Speech Contest Chair prepares Certificate of Achievement for all participating students
 - b. Distribute meeting notice/posters
 - c. Prepare and distribute internal/external press releases
 - d. Develop and distribute final meeting notice (include RSVP date)
 - g. Distribute 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. Speech Contest Director reviews sample script (see Sample Script Section)
 - c. Speech Contest Director contacts Chief Judge to review judging criteria and rules for discussion with other judges
 - d. Speech Contest Chair schedules photographer/videographer
 - e. Confirm dates/times/menu selection/other requirements (podium, flags, separate rooms hand/label microphones, sound system, etc. with meeting facility)
8. Preparation (1 week prior to contest)
- a. Speech Contest Chair assures accuracy of certificates
 - b. Speech Contest Director contacts each student to confirm contest rules, dates, times and program format
 - c. Speech Contest Chair confirms guests, prepares name tags for them, and plans seating arrangements
 - d. Speech Contest Director arranges for timing lights or colored timing cards as well as arranging for a stop watch for Time Keepers
 - e. Speech Contest Director reviews rules and duties with Time Keeper and Contestant Coordinator
 - f. Speech Contest Director prepares Judges Packets which includes judge's ballots
9. Final Facility Preparations
- a. Speech Contest Chair 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 or designated representative

- 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. Provide numbered cards for random selection of student speaking order (#1,#2,#3 etc.)
- f. Speech Contest Director ensures Judges Guide and Ballot Forms, pencils/pens stopwatch, timing lights or colored cards are available
- g. Speech Contest Chair insures chapter awards are on site along with information regarding date and location of Council Level Contest
- h. Speech Contest Director insures contest personnel are on site and understand their duties
- i. Speech Contest Chair insures contest script is available for Master/Mistress of Ceremony

11. Contest

- a. Chapter President welcomes guests
- b. Contest Director reviews contest rules and procedures with students and judges
- c. Contest Director or representative shall conduct student selection of speaking order by random selection of numbered cards (#1, #2, #3 etc.), at least a half hour before the start of the contest
- d. Contest Director distributes Judges Packets and reviews judging criteria
- e. Conduct contest and follow contest script (see Sample Script Section)
- f. Identify and recognize winning contestant along with judges
- g. Additional photography session may occur after contest completion
- h. Invite the first place winner to a chapter membership meeting to present speech

REVIEW CONTEST RULES AND PROCEDURES WITH CONTESTANTS

- a. The Speech Contest Director or a representative shall randomly select contest speaking prior to the competition
- b. Tell contestants they will be introduced as Speaker #1, Speaker #2... No other contestant introductions shall be made prior to the competition
- c. The audience shall be instructed to hold any applause after each speech. The short period of silence allows 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. Speakers may not read their speech verbatim, but may refer to notes
- f. No audio or visual aids are permitted during the speech
- g. Speeches shall range from four to six minutes in duration. One penalty point shall be assessed to the contestant's score for each 30 seconds under or over the limit

- h. The Time Keeper 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 at the appropriate time. Recommend after the last contestant leaves the room.
- k. The Contest Coordinator or assistants shall escort speakers from the pre-speech room to the contest room to deliver their speech and escort them to a post-speech room. 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
- o. Contestants shall be respectful of other contestants at all times and shall conduct themselves in a professional manner

AFTER THE CHAPTER CONTEST

Speech Contest Chair

- a. Prepares thank you letters to judges (see Sample Letters and Memos Section)
- b. Insures 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 winner's Contest Data Form (see Forms Section) to the Council Level Contest Director with a copy to NMA Headquarters
- d. If not participating in a Council Level Contest, send Chapter winner's the Contest Data Form and LDC Registration Form (see Forms Section) to the LDC Level Contest Director with a copy to NMA Headquarters
- e. Send winner's Student Entry Form and speech to NMA Headquarters
- f. Arrange for Chapter Level Contest winner to attend Council Level or LDC Level contest at Chapter/Council's expense

LDC LEVEL CHECKLIST

Chapter/Council Level Preparation for Sending Contestant to LDC Contest

- a. The Chapter/Council Contest Director shall assure the LDC Level Registration Form and the Acknowledgement of Risk Form (see Forms Section) have been submitted to NMA Headquarters along with Contest Data Form and a Student Entry Form (see Forms Section) for the winning student
- b. The Chapter/Council Director needs to prepare a budget (see Sample Letters and Memos Section) to send their contest winner to the LDC 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 both the LDC and National Level Contests. The Contact Person shall provide on-site guidance and assistance to the contestant.
- d. General information needs to be prepared by the Chapter/Council Contest Chair specifying date and location of LDC 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 LDC Level Contest shall be provided in writing to the contestant.

SAMPLE SCRIPT

Master Of Ceremonies (MC) Instructions & Suggestions

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.

We assume that you are aware that once the judges leave the room, ballots will be collected by the chief judge, who then compiles scores, identifies the first place, second place and third place winners, and provides names to Contest Director.

Once the last speaker has spoken, you have a couple of options for winding down and wrapping up the contest. While the judges are completing their deliberations, we recommend that you bring back all the students, preferably 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 #1 have the students introduce themselves, where they are from and who accompanied them to the contest.

OPTION #2 Again starting with Speaker #1, 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 winners? We suggest that if you have 4 or more, that you refer to them ALL as 4th place winners. 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.

The script is set up to introduce the students once the judges have left the room. When the judges are done, they come back in and you introduce and thank them. Then you announce the results. 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 1st place winner is announced. Then you give one last round of applause for everyone.

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. 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: NO PHOTOGRAPHY IS PERMITTED DURING THE
CONTEST ITSELF; THERE WILL BE AMPLE OPPORTUNITY
DURING THE AWARDS CEREMONY WHEN THE RESULTS ARE
ANNOUNCED.

MAY WE ALSO ASK THAT YOU MUTE ALL CELL PHONES AND

PAGING 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 NUMERICAL ORDER FROM 1 THROUGH ____ . EACH SPEAKER'S NUMBER WAS ASSIGNED 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 (PRIOR OR DURING) THE AWARDS CEREMONY. 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 #1.

MC NOTE: after contestant #1 speaks and leaves the room, the judges mark their ballots – they need one minute between students. After the student has left, you should softly say:

AT THIS TIME A MINUTE WILL BE ALLOWED FOR THE JUDGES TO MARK THEIR BALLOTS.

***** (pause for at least 60 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 A _____ U.S. SAVINGS BOND (OR \$_____ CASH) AND BECOMES THE REPRESENTATIVE OF OUR NMA CHAPTER AT THE _____ COUNCIL CONTEST NEXT MONTH.

NOW HERE IS CONTESTANT #2.

MC NOTE: Remember, after contestant #2 speaks and leaves the room; the judges mark their ballots – they need one minute between students.

***** (pause for at least 60 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 LDC LEVEL IN _____ CONTEST IN APRIL/MAY.

NOW HERE IS CONTESTANT #3

MC Note: they need one minute between students

***** (pause for at least 60 seconds)

THE THIRD LEVEL OF COMPETITION IS AT THE EAST/WEST NMA LDC CONFERENCE 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 NATIONAL CONFERENCE.

NOW HERE IS CONTESTANT #4

MC Note: at the end, take the 60 second pause. Then, at this time, if this is the last contestant you now release the judges. I WILL NOW ASK THE JUDGES TO FOLLOW OUR CHIEF JUDGE TO CONDUCT THEIR DELIBERATIONS.

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: how you proceed with the introductions at this point is your option.

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

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, your speech coordinator should 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 APPLAUSE!

MC Note: Using Option #1

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

CONTESTANT #1

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

THANK YOU, _____(first name)

CONTESTANT #2

THANK YOU, _____(first name)

CONTESTANT #3

THANK YOU, _____(first name)

CONTESTANT #4

THANK YOU, _____(first name)

MC Note: At this point, you may have to take a break if the judges are not finished. If you are signaled that they are done, have them brought back into the room.

LADIES AND GENTLEMEN, THE JUDGES HAVE COMPLETED THEIR VERY DIFFICULT ASSIGNMENT. I WOULD LIKE TO CALL THEM BACK IN AND INTRODUCE THEM TO YOU.

SERVING AS CHIEF JUDGE IS:

(NAME) _____

FROM _____

ASSISTING (HIM/HER) IS:

(NAME) _____

FROM _____

(NAME) _____

FROM _____

(NAME) _____

FROM _____

(NAME) _____

FROM _____

MC Note: make sure Time Keeper and Tie Break Judge are also introduced.

HAVE THE JUDGES COMPLETED THEIR GRADING PROCESS?

MC Note: rhetorical and automatic “Yes” is expected.

MC Note: Using Option #2

BEFORE WE ANNOUNCE THE RESULTS, I WOULD LIKE TO INTRODUCE OUR CONTESTANTS AND THE JUDGES. FIRST, OUR CONTESTANTS.

SPEAKER #1:

A _____th GRADER AT _____ (School), IS

(NAME) _____

... (Give brief bio which may be gotten from the Bio Sheet provided with the original application)

SPEAKER #2:

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

... ... (Give brief bio which may be gotten from the Bio Sheet
provided with the original application)

SPEAKER #3:

SPEAKER #4:

SPEAKER #5

SPEAKER #6: ,

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 #1, (NAME) _____
WOULD YOU PLEASE STAND.

ACCOMPANYING SPEAKER #2 (NAME) _____
WOULD YOU PLEASE STAND.

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

AND NOW, I AM PLEASED TO INTRODUCE OUR JUDGES.

SERVING AS CHIEF JUDGE IS:

(NAME) _____

FROM _____

ASSISTING (HIM/HER) IS:

(NAME) _____

FROM _____

(NAME) _____

FROM _____

(NAME) _____

FROM _____

(NAME) _____

FROM _____

MC Note: make sure Time Keeper and Tie Break Judge are also introduced.

HAVE THE JUDGES COMPLETED THEIR GRADING PROCESS?

MC Note: rhetorical and automatic “Yes” is expected

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

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.

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_____

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.

**NMA LEADERSHIP SPEECH CONTEST
PLANNING AND REFERENCE GUIDE**

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/LDC 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 18,000 professional people in nearly 75 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 LDC Level Contest to be held in _____ (place) on _____ (date). The top two contestants from both the East/West 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.

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 18,000 professional people in nearly 75 chapters. Chapter members are regularly involved in activities to improve their communities and enhance their own knowledge, experience, and professionalism.

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**NMA LEADERSHIP SPEECH CONTEST
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