



Volunteering: Position descriptions and guidelines

When organizing a CPF-PEI Concours d'art oratoire, you will need volunteers!

Judging

As a **judge**, you have the responsibility of evaluating the students' presentations, enforcing the rules, and assigning each student a mark based on a rubric of 4 or 5 categories (as per the Speech evaluation form). Judges are required to speak and understand French. They will be assigned a category based on their bilingual capabilities. Their role is to evaluate contestants and determine a first, second, and third place winner. They will sit on a panel with at least two other judges.

Judges may also assume the role of inquirers, where their role is to formulate and ask 1 impromptu question to each student at the end of their speech. Questions must be related to speech content and appropriately test the understanding and ability of each contestant. Please pre-assign this duty before the contest.

Please note the following **important rules**: any student identifying their school, directly or indirectly, will be discretely disqualified from the competition. Secondly, Students are allowed to have cue cards for occasional reference only. They may have points deducted if they are reading their speech from the cards.

Here are some sample questions:

1. What piqued your interest on this topic?
2. Where do you think this interest might lead you in the future?
3. When did you begin this activity and what made you decide to get involved?
4. Why do you think it is important for people to know about your topic?

Emceeing

Emcees may present in English and/or French when possible. Bilingual addresses are preferred. Their role is to welcome attendees and introduce contestants and volunteers.

As master of ceremonies, their main responsibility is to ensure that the program continues to run smoothly, as well as presenting the students and their speech titles in an unbiased way. Please note that any student who identifies their school by clothing or in mentioning will be discretely disqualified from the competition.

Make sure to arrive to the assigned room 10 to 15 minutes before the program starts. When it is time for the competition to begin, introduce yourself to the room. For example, "Hi, my name is [insert name]. Welcome to the CPF PEI Provincial Concours d'art oratoire. On behalf of our host, Canadian Parents for French - PEI, we would like to thank you for coming to our event."

Announce room etiquette:

1. No flash photography
2. Videotaping only from the back of the room (if allowed)
3. Turn off all electronics, cell phones, etc
4. Ask that attendees do not leave or enter the room while students are speaking, to instead wait until they have finished presenting.

Next, introduce the judges.

Once you have introduced a student and they are on stage, please take your seat and enjoy the presentation! Please note that students will be asked questions immediately after their presentation. Once the student has answered the question, the emcee can thank the presenter; however, please refrain from announcing the next speaker until the judges have finished making notes.

Towards the end of the program, once all speeches have been presented, make sure all Certificates of Participation are distributed.

Timekeeping

Timekeepers are not required to speak French, but again it is an asset and will make the time more enjoyable for the timekeeper. They will record the time (in minutes and seconds) and add up scores for each competitor.

As timekeeper, they have the responsibility of timing the presentations to ensure that they are within the allotted time limits as follows: **3 (three) to 5 (five) minutes**. Please begin timing the presentation when students begin to speak and stop timing when the student finishes their speech. The impromptu question and answer period is not timed.

Once the presentation has been completed, please write down the duration on the allotted line on the timekeeper form.

Please note:
students are penalized **1 (one) point** for every 30 seconds under or over the time limit. These guidelines are noted on the time sheets.

Depending on the number of volunteers, one person may assume several roles. For example, the emcee, in addition to his/her regular duties, may be required to record the time of the speeches.

Making a final decision

At the end of each category, please hand all evaluation forms to the timekeeper. These will be collected by the Coordinator so that each participant's total score can be calculated. The ranking of students in each category will be done according to their total scores and the judges will be asked for additional input in the case of a tie.

In any category where there is only one (1) participant, that student automatically wins first place by acclamation, but must present their speech as well. Likewise, if there are only two (2) participants, they will be awarded first and second place, according to the order determined by their overall scores.

The winners of the grade 11/12 Core French, Extended Core, Early Immersion, Late Immersion, and Francophone categories will represent Prince Edward Island at the national CPF Concours d'art oratoire in Ottawa.