

ELEMENTARY AND JUNIOR HIGH SCHOOL SPELLING BEE COMPETITION IN POLBENG BUSINESS EXPO CHAPTER II (CASE STUDY: SECRETARY’S ASPECT)

Name of Student : Bella Try Aulia
Registration Number : 5404221456
Advisor : Yanisha Dwi Astari, S.S., M.Hum
Institute : State Polytechnic of Bengkalis

ABSTRACT

This thesis examines the administrative role of a secretary in supporting the implementation of the Spelling Bee Competition for elementary and junior high school students as part of Polbeng Business Expo Chapter II. The study focuses on how secretarial functions contribute to effective event administration, including correspondence management, document filing, meeting administration, preparation of forms, scheduling, and event documentation. A descriptive qualitative approach was applied based on direct involvement, observation, and administrative records throughout the preparation, implementation, and completion stages. The findings show that systematic documentation, well-organized archives, and structured communication significantly support coordination among committees and ensure the smooth execution of the competition. Administrative tools such as letters, registration forms, assessment sheets, certificates, and rundown schedules also improve efficiency and accountability. It can be concluded that proper secretarial administration plays an essential role in creating an organized, effective, and professional event implementation.

Keywords: Spelling Bee, Secretary’s, Administration, Correspondence, Documentation