

**MANAGEMENT
MANUAL
FOR
COMPETITIVE
EVENTS**



**Texas Association
Family, Career and Community
Leaders of America**

JULY 2011

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STAR EVENTS MANAGEMENT MANUAL

●GENERAL INFORMATION

Students Taking Action with Recognition (STAR) Events and Proficiency Events are competitive events for Family, Career and Community Leaders of America members designed to recognize individuals and chapters for their proficiency and achievement in chapter and individual projects, leadership skills, and occupational preparation.

One of the goals of the STAR Events and Proficiency Events is to provide meaningful opportunities for participation in the areas of personal growth, family life, career preparation, and community involvement. Each event is designed to help students develop specific lifetime skills in planning, goal setting, decision making, communication techniques, and leadership. Members do more than enter an event for competition. Many members also help plan and conduct the events by serving as timekeepers, door monitors, and runners. (Senior students, who have previously competed in STAR Events are able to serve an important role as event judges.)

Adults also play an important role in the management of STAR Events and Proficiency Events. Adults serve as the event director, event coordinator, event assistant coordinator, event chairpersons and event judges.

Throughout the events – whether involved as a participant, helper or judge – cooperation is stressed in positive and constructive ways. Teamwork is encouraged. Cooperation and respect between youth and adults is fostered by providing each person with the opportunity to work in youth/adult teams. The belief that youth are capable of assuming important roles is essential to the success of this system.

Events evaluation and recognition procedures were developed around the belief that all participants are achievers. For this reason, participants are evaluated against a set of standard criteria.

JUDGE INFORMATION

Evaluation teams are composed of adults and senior students who are selected for their expertise in a specific event area. Business and industry personnel may serve as judges.

Orientation for judges is held prior to the events. During this session, an explanation of the following occurs:

- Events general information
- Event philosophy
- Evaluation techniques and consistency
- Procedures clarification
- Rules and rating sheet clarification for specific events

The STAR Events and Proficiency Events program currently includes the following events:

Applied Technology

— Individuals or teams develop a project using technology that addresses a concern related to family and consumer sciences and/or related occupations. The project should integrate and apply content from academic subjects. There will be a junior, senior and occupational category.

Career Investigation

— Individuals research and explore a career, set career goals, create a plan for achieving goals and present information in a family and consumer sciences or related area. There will be a junior and senior category.

<i>Chapter Service Project Display</i>	— Chapters develop and implement an in-depth service project that makes a worthwhile contribution to families, schools, communities and/or family and consumer sciences. Participants must prepare a display and an oral presentation. There will be a junior, senior, and occupational category.
<i>Chapter Service Project Manual</i>	— Chapters develop and implement an in-depth service project that makes a worthwhile contribution to families, schools, communities and/or family and consumer sciences. Participants must prepare a manual and an oral presentation. There will be a junior, senior, and occupational category.
<i>Chapter Showcase Display</i>	— Chapters develop and implement a well-balanced program of work and promote FCCLA and family and consumer sciences to the community. Participants must prepare a display and an oral presentation. There will be a junior, senior and occupational category.
<i>Chapter Showcase Manual</i>	— Chapters develop and implement a well-balanced program of work and promote FCCLA and family and consumer sciences to the community. Participants must prepare a manual and an oral presentation. There will be a junior, senior and occupational category.
<i>Culinary Arts</i>	— Teams with culinary arts training demonstrate their skill in culinary arts techniques and their ability to work in a team. There will be only an occupational category.
<i>Early Childhood</i>	— Individuals submit a prepared portfolio, develop a lesson plan and present the lesson to demonstrate their ability to use the skills gained while enrolled in the child care occupational area. There will be only an occupational category.
<i>Entrepreneurship</i>	— Individuals or teams develop a plan for a small business using family and consumer sciences skills and knowledge of sound business practices. There will be a junior, senior and occupational category.
<i>Environmental Ambassador</i>	___ Individual or team event that recognizes participants who address environmental issues that adversely impact human health and well-being and who actively empower others to get involved. Participants will research one of five current topics, investigate, develop and carry out stewardship projects and educate others. For competition, participants must prepare a portfolio and an oral presentation. There will be a junior, senior and occupational category.
<i>Fashion Construction</i>	___ Individual event that recognizes participants who apply Fashion Construction skills learn in Family and Consumer Sciences courses and create a display using samples of their skills. Participants will construct a garment for both the upper and lower body. There will be a senior and occupational category.

<i>Fashion Design</i>	— Individual event which recognizes participants who apply fashion design skills learned in Family and Consumer Sciences to design and market clothing styles. Students will exhibit knowledge of all aspects that surround design. There will be a senior and occupational category
<i>Focus On Children</i>	— Individuals or teams use family and consumer sciences skills to plan and conduct a child development project that has a positive impact on children and the community. There will be a junior, senior and occupational category.
<i>Food Innovations</i>	— Individuals or teams demonstrate knowledge of the basic concepts of food product development by creating an original prototype formula, testing the product through focus groups and developing a marketing strategy. Participants must prepare a display, suggested product packing and an oral presentation. There will be a junior, senior and occupational category
<i>Hospitality</i>	— Individuals or teams demonstrate their ability to use knowledge and skills gained from their enrollment in an occupational hospitality program. There will be only an occupational category.
<i>Illustrated Talk</i>	— Individuals or teams research and make a presentation about life issues concerning Family and Consumer Sciences. There will be a junior, senior and occupational category.
<i>Interior Design</i>	— Individuals or teams apply interior design skills learned in Family and Consumer Sciences courses to design interiors to meet the living space needs of clients. There will be senior and occupational category.
<i>Interpersonal Communications</i>	— Individuals or teams develop a project designed to strengthen interpersonal communication in a chosen category: community, employment relationships, family, peer groups or school groups. There will be a junior, senior and occupational category.
<i>Job Interview</i>	— Individuals develop a portfolio, participate in an interview and communicate a personal understanding of job requirements. There will be a senior and occupational category.
<i>Life Event Planning</i>	— Individuals or teams apply skills learned in Family and Consumer Sciences courses to manage the costs of an event. There will be a junior, senior and occupational category.
<i>National Programs in Action</i>	— Individuals or teams explain how the planning process was used to implement a national program project. There will be a junior, senior and occupational category.
<i>Parliamentary Procedure</i>	— Teams develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. There will be a junior, senior and occupational category.

- Promote and Publicize FCCLA!* — Individuals or teams develop an FCCLA promotion and publicity campaign to raise awareness and educate the school, parents and members of the community about the importance of FCCLA and Family and Consumer Sciences education. There will be a junior, senior and occupational category.
- Recycle and Redesign* — Individuals apply recycling and redesign skills learned in Family and Consumer Sciences courses and create a display using samples of their skills. There will be a junior and senior category.
- Teach and Train* — Individuals demonstrate their ability to explore and experience the career of teaching or training. There will be a junior, senior and occupational category.

The Proficiency Events currently are:

- Mystery Basket* — Mystery Basket, an individual event, recognizes participant's enrolled in occupational food service training programs for their ability to display knowledge and skill based learning of the Culinary Arts. There will be an occupational category
- Serving up Success* — Individuals will introduce students to the food and beverage industry. The event will have three parts: a pre-event interview, a restaurant serving simulation and a situation question. There will be a senior and occupational specific category.

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WHO'S WHO

Advisor - Family and Consumer Sciences Education teacher who works with members of an affiliated local Family, Career and Community Leaders of America chapter.

Affiliated Members - Students who are or have been enrolled in family and consumer sciences classes who have paid dues to the state and national organization of Family, Career and Community Leaders of America.

Assistant Event Coordinator - The advisor to the Vice President of Competitive Events who assists the event coordinator.

Chapter - A group of students who have paid dues to Family, Career and Community Leaders of America and whose names appear on the official affiliation forms. Schools may have one chapter per advisor.

Entry - The number of members designated to participate in one specific STAR Event or Proficiency Event. The number varies according to the event.

Entry Fee - A fee charged to individuals or chapters to participate in an event. Amount of the fee will be set by the event director on the regional and state levels and by national headquarters for the national events. In some events, the fee is determined by the number of participants comprising the entry.

Event Director - The FCCLA staff member assigned to be the State Advisor, Family, Career and Community Leaders of America; Region Advisor, contracted with the Texas Association of FCCLA.

Event Chairperson - The person selected by the assistant event coordinator to carry out an individual event, providing necessary orientation, materials, and supplies.

FCCLA Chapter - An affiliated chapter for all comprehensive and technical, and occupationally specific students with a specified family and consumer sciences teacher as an advisor.

Family, Career and Community Leaders of America – A career and technical student organization of students who are or have been enrolled in a family and consumer sciences class. The family is its central focus.

Judge Coordinator – An adult selected to secure judges for competition, orient the event chairpersons, check materials or requirements, and monitor and supervise the total management of all events.

Judges - An evaluation team composed of adults/students who are responsible for evaluating and assigning ratings to participants.

Junior Category - A class of events for students (up to grade 9) enrolled in Exploring Careers, Career Portals, or a cluster Principles course taught on the middle school level; the course is taught or could be taught by a family and consumer sciences teacher and members are affiliated in a Family, Career and Community Leaders of America chapter.

Occupationally Specific Category - A class of events for students in grades 10-12 who have been enrolled in or are enrolled in a career cluster course preparing individuals for paid employment and receiving 2-3 credits; the course is taught or could be taught by a family and consumer sciences teacher and members are affiliated as an occupationally specific member of Family, Career and Community Leaders of America.

Participant - The event entrant; may refer to a team or an individual selected by a chapter.

Proficiency Events – Regional and state level competitive events available to FCCLA members.

Region - An association of chapter groupings within a region of the state as designated by the Texas Education Agency.

Regional Advisor – A person who serves as the event director at the regional level.

Room Consultant - A person selected to be a Door Monitor, Runner or Time Keeper.

Door Monitor - The person selected by the event chairperson to monitor the entrance or presentation room during the event.

Runner - A person selected by the event chairperson to assist the door monitor in taking rating sheets to the event headquarters room.

Timekeeper - The person selected by the event chairperson to record the total time use by each participant or chapter in delivering presentations.

Senior Category - A class of events for students in grades 10-12 enrolled in a career cluster course and receiving 1 credit; the course is taught or could be taught by a family and consumer sciences teacher and members are affiliated as a comprehensive and technical members of Family, Career and Community Leaders of America.

STAR Events/Proficiency Events/Awards – A structured activity in which students' performance is evaluated in relation to standards with one student and/or chapter obtaining the highest level of achievement.

State FCCLA Advisor – The FCCLA staff member that is responsible for managing day to day operations of the association, serves as event director at the state FCCLA meeting.

Tally Assistant - An adult selected by the assistant event coordinator to tally rating sheets in the events tally room during the competitive events.

Vice President of Competitive Events - The regional and/or state officer(s) who will work closely with the event director in the organization and implementation of the STAR Events and Proficiency Events.

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TIMELINE FOR ALL PHASES OF STAR EVENTS

June/July:	Competitive Event Task Force meeting
September/October:	Vice President of Competitive Events meeting
October:	Door monitors, timekeepers, and runners secured
November:	Initial letter to judges mailed
December:	Judges secured Chairpersons secured
January/February	Letters regarding regional events posted to the website Final letter to judges mailed (for regional meeting) Adult Tally Assistants secured (for regional meeting) Final letter mailed to event chairpersons (for regional meeting)
Following regional events:	Tally sheets given to event director Letters of thanks sent to judges List of judges that served at regional sent to the State VP of Competitive Events
March:	Letters regarding state events posted to the website Final letter to judges mailed (for state meeting) Adult tally assistants secured (for state meeting) Final letter mailed to event chairpersons (for state meeting)
Following state events:	Tally sheets given to event director Letters of thanks sent to judges

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EVENT DIRECTOR / FCCLA STAFF

Responsibilities & General Instructions

- _____1. Conduct STAR Events and Proficiency Events Task Force meeting in conjunction with Vice President of Competitive Events.
- _____2. Conduct orientation session for Vice Presidents of Competitive Events, event coordinator, and assistant event coordinator during the fall semester of the current school year.
- _____3. Arrange facilities at all regional and state meetings for events.
- _____4. Verify entries and determine disqualifications.
- _____5. Order all award certificates, medals, badges, judges' materials, and ribbons for all individuals assisting in the events.
- _____6. Purchase judge recognition materials.
- _____7. Photocopy all rubrics, planning process sheets, summary tally sheets and measurement charts to be used in all the regional and the state leadership meetings and mail/deliver to event coordinator prior to regional and state events.
- _____8. Prepare culinary arts menu, list of equipment needed by participants and market order. Contact food supplier in area and make arrangements for delivery of food.
- _____9. Assemble event signs and other needed supplies to be taken to each regional/state meeting.
- _____10. Develop time schedules for all events and bus schedules for the culinary arts event (when necessary).
- _____11. Photocopy job application forms for the event and bring to regional/state events.
- _____12. Photocopy maps of facilities and bring to regional/state events for judges and event chairperson.
- _____13. Supply STAR Event patches to sell at registration during regional/state meetings.
- _____14. Provide order forms at region/state meetings for blank plaques.
- _____15. Develop floor plans for each room of the Chapter Service Project Display, Chapter Showcase Display, Focus on Children, Fashion Design, Fashion Construction, Food Innovations, Parliamentary Procedure and Recycle and Redesign events.
- _____16. Provide test cards, secretary minutes and Robert's Rules of Order Newly Revised for the Parliamentary Procedure event.

EVENT DIRECTOR / FCCLA STAFF - Continued

- _____ 17. Review the following items prior to region/state events:
- Advocacy**
 - Case Studies
 - Culinary Arts**
 - Menus
 - Early Childhood**
 - Specific situations including activity topic
 - Hospitality**
 - Case studies
 - Interpersonal Communication**
 - Case studies
 - Parliamentary Procedure**
 - Secretary minutes from previous meeting
 - Treasurer report
 - New items of business
 - Promote and Publicize**
 - Writing sample
 - Mystery Basket**
 - Competition packet
 - product bag
 - planning sheet
 - index card
 - evaluation
 - Serving Up Success**
 - Situation cards
 - Food
 - Menu
 - Guest check
- _____ 18. Provide stickers for rubrics.
- _____ 19. Provide supplies for event management.
- _____ 20. Meet with event coordinator, FCCLA staff, Vice Presidents of Competitive Events and assistant event coordinator to review plans for event management.
- _____ 21. Assign all officers to help collect roll call sheets, FCCLA confirmation receipt or Affiliation Verification Form from each event chairperson after registration and take materials to the STAR/Proficiency Event Headquarters room.

At the Event – Other Responsibilities

- _____ 1. Work with event coordinator and check room arrangements. Verify that the proper equipment and supplies are in the proper place.
- _____ 2. Conduct the orientation session for event chairs. Specific instructions for each event should be given as follows:

EVENT DIRECTOR / FCCLA STAFF - Continued

- _____a. Briefly describe the purpose of the event.
- Welcome the event chairpersons to the Region_____ (State) STAR Event and Proficiency Event Chairpersons Orientation for Family, Career and Community Leaders of America.
 - Thank them for being at the meeting and for assisting with events.
 - Explain that Students Taking Action with Recognition (STAR) Events and Proficiency Events are competitive events for Family, Career and Community Leaders of America members designed to recognize individuals and chapters for their proficiency and achievement in chapter and individual projects, leadership skills, and occupational preparation.
- _____b. Review specific event rules and procedures.
- _____c. Explain procedure for the STAR/Proficiency Event Registration
- Participants will check in at the STAR/Proficiency Event Registration.
 - Participants will turn in one (1) copy of the FCCLA Confirmation Receipt with participant's names highlighted. If entrants do not have correct paperwork have them complete the Affiliation Verification Form. Give entrants one copy and send the other copy to headquarters.
 - Event chairperson will place Team Label on the FCCLA Confirmation Receipt or Affiliation Verification Form.
 - Participants turn in a #10, self-addressed, stamped envelope and attach to judges' rubric. The participant's and advisor's name must appear on the outside of the envelope. Only one envelope per team may be submitted. The event chairperson will paper clip the envelope to the rubric.
 - If participants arrive up to fifteen minutes after the end of the STAR/Proficiency Event Registration period, a \$25 fee will be imposed. Payment must be brought to headquarters prior to 5:00 p.m. on the day of the events. Anyone more than fifteen minutes late will be disqualified.
- _____d. Event chairperson will edit two (2) sets of the time schedule, post one copy outside the competition room and give a copy to the judges.
- _____e. The assigned officer will collect the roll call sheet and the FCCLA Confirmation Receipt with participants names highlighted or the Affiliation Verification Form from event chairs after the STAR/Proficiency Event Registration period.
- _____f. Explain procedure for verifying completeness of the rubric completed by the judges including:
- Complete participant information if the label is not on the rubric.
 - Check each judge identification letter to ensure it is placed in the correct location.

EVENT DIRECTOR / FCCLA STAFF - Continued

- Make sure judges write the appropriate rating in the “Score” column on the rubric and also circle the value.
 - Check to insure all blanks on the rubric are complete.
 - Explain Point Deduction Sheet and how to record point deduction on rubric.
- _____g. Remind them that, the event chairperson or the judges do not determine disqualifications. Only the management team consisting of the Event Director, Event Coordinator and Assistant Event Coordinator will determine disqualification. No team will be disqualified from presenting but may be eliminated from ranking in the top six places and being recognized, if participants are not eligible to compete.
- _____h. Review step by step how the event will be conducted, including the evaluation process.
- Judges will tally scores and initial the Rubric in the designated location.
 - Event chairperson will verify score and initial the Rubric.
 - Event chairperson will transfer rubric scores to Tally/Ranking Sheet after each participant has competed.
 - Event chairperson will rank each team in order from 1st – 10th place on Tally/Ranking Sheet after all teams have competed.
 - Judges will sign the Tally/Ranking Sheet after agreeing on the placement of teams.
 - Event chairperson will bring the Tally/Ranking Sheet and Rubrics with envelope attached to the STAR/Proficiency event headquarters room.
 - A final check of ranking order will be done in headquarters.
 - Event chairperson will make adjustments to ranking order, if necessary, and sign off on Tally/Ranking Sheet.
 - Event chairperson and judges should keep the entire evaluation process/results confidential.
 - STAR Event officers will put rubrics in envelopes and prepare for mailing.
- _____i. Synchronize time with all event chairpersons.
- _____j. Review event time schedule including set up time and dismantling time. Determine time and place for distribution of participants’ folders.
- Judges orientation begins at _____ a.m/p.m.
 - Door monitors, time keepers and runners orientation begins at _____ a.m./p.m.
 - STAR/Proficiency Event Registrations begin at _____ a.m/p.m.
 - Chapter Service Project, Chapter Showcase, Fashion Construction, Fashion Design, Focus on Children, Food

EVENT DIRECTOR / FCCLA STAFF - Continued

Innovations and Recycle and Redesign set up displays from _____ a.m. to _____ a.m./p.m.

- Dismantling of these STAR Events will be at _____ a.m./p.m. Participants' materials may be picked up at _____ a.m./p.m. in _____.

- _____ k. Review locations of the events. Remind event chairperson to locate event room prior to meeting with judges.
- _____ l. Remind event chairpersons to attend the General Orientation for Judges where they will be introduced to the judges.
- _____ m. Remind event chairpersons that only event participant(s) are allowed at the STAR/Proficiency Event Registration and in the event room. Spectators are not allowed in any event room.
- _____ 3. Check eligibility of all STAR/Proficiency Event participants.
- _____ 4. Send Tally/Ranking Sheet to event rooms.
- _____ 5. Work in tally room/headquarters with overall management of STAR/Proficiency Events.
- _____ 6. Assign locations for posting top 6 achievers prior to final general session.
- _____ 7. Assist with setting stage for awards presentations.
- _____ 8. Assist with packing/shipping materials after event.

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EVENT COORDINATOR

Responsibilities & General Instructions Prior to the Region Event

- _____ 1. Carefully read the Competitive Events Guidebook and the Management Manual to review the responsibilities outlined for the events in order to conduct the events in a manner consistent with regional and state guidelines.
- _____ 2. Work closely with the Vice President of Competitive Events and assistant event coordinator in planning the events.
- _____ 3. One coordinator will develop (in consultation with State Advisor) the case studies to be used in the Interpersonal Communications event. Photocopy three (3) copies and bring to regional/state events. (One (1) copy is for the judges.)
- _____ 4. One coordinator will develop (in consultation with State Advisor) the case studies to be used in Hospitality event. Photocopy three (3) copies and bring to regional/state events. (One (1) copy is for the judges.)
- _____ 5. One coordinator will develop (in consultation with State Advisor) an agenda, secretary's minutes, treasurer's report and new items of business cards for the Parliamentary Procedure event. Photocopy three (3) copies and bring to regional/state events. (One (1) copy is for the judges.)
- _____ 6. One coordinator will develop (in consultation with State Advisor) Early Childhood situations and lesson topics for 2-3 years, 4-5 years and 6-8 years old, to be used in the event. Photocopy three (3) copies and bring to regional/state events. (One (1) copy is for the judges.)
- _____ 7. Secure judges for each event using the following guidelines:
 - a. Send an invitation to potential judges asking them to judge events. Potential judges can be selected using the following information:
 - Contact individuals found on the Judge's Recommendation Forms received from state FCCLA office.
 - Contact college students, teacher educators in Family and Consumer Sciences Education at the universities in the region, as well as any Family and Consumer Sciences Education majors on the university campuses.
 - Contact former FCCLA officers compiled by the State VP of Membership.
 - Contact Career and Technical Education administrators, Family and Consumer Sciences specialists, retired Family and Consumer Sciences teachers, school principals, teachers and counselors, Career and Technical teachers, personnel directors for businesses, advisory council members and bank personnel.
 - Contact Business/Industry: management personnel, food and beverage directors, executive chefs at hotels, hospital chefs, dieticians for the Culinary Arts Event, and human resources personnel.

EVENT COORDINATOR - Continued

- Contact elementary educators, childcare center directors and early childhood specialist for the Early Childhood Event.
 - Contact professional and collegiate chapters of business and professional and civic organizations. The Professional Association of Registered Parliamentarians is an excellent resource for Parliamentary Procedure judges.
 - Contact FCCLA members (must be a senior that has competed in STAR/Proficiency Events)
- b. Maintain a balance of experience related to the event and knowledge about FCCLA and STAR/Proficiency Events on each evaluation team.
 - c. Secure eight to ten (8-10) back-up judges who will be present at the meeting and can be placed in an event, if judges do not show up. These judges should know that they may not be used if all original judges attend.
 - d. Secure the appropriate number of judges per event room utilized by each event at least five weeks prior to meeting.
 - e. Judges selected should have expertise in the area in which they will judge.
- ___ 8. Upon receipt of the judge's consent, send a list of confirmed judges with mailing addresses, telephone numbers, email address and the event to be judged to Vice President of Competitive Events (four weeks prior to meeting).
- ___ 9. Send a list of potential judges that are not going to judge with mailing addresses, telephone numbers and email address to Vice President of Competitive Events (four weeks prior to meeting). This list is compiled from those individuals sent in from local chapters.
- ___ 10. Copy and send all correspondence to the event director.

NOTE: In some regions, the number of participants per event or category may necessitate combining two similar events or categories in one event room to be judged by a team of judges.

STAR Events

Advocacy	—Two judges per event room
Applied Technology	—Two judges per event room
Career Investigation	—Two judges per event room
Chapter Service Project Display	—Two judges per event room
Chapter Service Project Manual	—Two judges per event room
Chapter Showcase Display	—Two judges per event room
Chapter Showcase Manual	—Two judges per event room
Culinary Arts	—Two judges per event room
Early Childhood	—Two judges per event room
Entrepreneurship	—Two judges per event room
Environmental Ambassador	___Two judges per event room
Fashion Construction	___Two judges per event room
Fashion Design	—Two judges per event room

EVENT COORDINATOR - Continued

Focus on Children	—Two judges per event room
Food Innovations	—Two judges per event room
Hospitality	—Two judges per event room
Illustrated Talk	—Two judges per event room
Interior Design	—Two judges per event room
Interpersonal Communications	—Two judges per event room
Job Interview	—Two judges/interviewers per event room
Leadership	—Two judges per event room
Life Event Planning	—Two judges per event room
National Programs in Action	—Two judges per event room
Nutrition and Wellness	—Two judges per event room
Parliamentary Procedure	—Two judges per event room
Promote and Publicize FCCLA!	—Two judges per event room
Recycle and Redesign	—Two judges per event room
Teach and Train	—Two judges per event room

Proficiency Events

Mystery Basket	—Two judges per event room
Serving up Success	—Two judges per event room

- _____ 11. Once the list of judges is sent to the Vice President of Competitive Events, the Event Coordinator will continue to monitor the judge's commitment and replace any judges that cancel.
- _____ 12. Communication with the Vice President of Competitive Events must be made in order to insure all judges are secure.
- _____ 13. One to two week prior to the meeting, correspondence with secured judges will be made to confirm attendance.
- _____ 14. One week prior to the meeting, correspondence with secured judges will be made to confirm attendance.

At the Region Event

- _____ 1. Prepare judges' packets to include (done on site):
 - judge badge
 - pencils
 - schedule of events
 - paper
 - rubrics
 - clipboards (for display events)
 - FCCLA Leadership Meeting Program
 - Parking expense form (if needed)
 - 3x5 card for judges names, addresses
 - Judge identification letter marked on rubrics & packets (judge A and B)
 - Judges Information in Management Manual
 - Judges Specific Information and Instructions for the specific event to be judged in the Management Manual.
 - Specific Event Rules in the Competitive Event Guidebook
- The following are in one document:***
- Planning Process

EVENT COORDINATOR - Continued

- National Programs
 - FCCLA purposes (Chapter Service Project, Chapter Showcase and Interpersonal Communications)
- _____2. Meet with event director, FCCLA staff, Vice Presidents of Competitive Events and assistant event coordinator to review plans for event management.
- _____3. Work with event director and check room arrangements. Verify that the proper equipment and supplies are in the proper place.
- _____4. Make and post list of the top 6 teams/individuals in each event and category. Two areas need to be identified for posting. The areas need to be large and separated so groups of people can view the results.

Judge's Orientation

- _____5. Conduct an orientation session for judges to include:
- a. Welcome judges and briefly describe the purpose of the events.
 - b. Review details, such as schedule, breaks, location of restrooms, etc.
 - c. Review items in the judges' packets.
 - d. Review general event guidelines. (Ex. point deductions, disqualification, etc.)
 - e. Review judge rules. Refer to the Judge Section of the Management Manual.
 - f. Assign identification letters. Remind them about the importance of using letters.
 - g. Introduce the event chairpersons by event to the judges. Event chairpersons will accompany judges to the event room to give further directions to the judges.
 - ✓ Remind judges to write the appropriate rating in the "Score" column on the rubric and also circle the value.
 - ✓ Stress the importance of all judges verifying final participant placement in the event by signing the Tally/Ranking Sheets in the event room before leaving.

You may choose to use the following orientation script for Judge's Orientation.

SCRIPT FOR JUDGE'S ORIENTATION

Welcome to Region_____ (State) Judge's Orientation for STAR Events and Proficiency Events for Family, Career and Community Leaders of America.

Students Taking Action with Recognition (STAR) Events and Proficiency Events are competitive events for Family, Career and Community Leaders of America members designed to recognize individuals and chapters for their proficiency and achievement in chapter and individual projects, leadership skills, and occupational preparation.

One of the goals of the STAR Events and Proficiency Events is to provide meaningful opportunities for participation in the areas of personal growth, family life, vocational preparation and community involvement. Each event is designed to help students develop

EVENT COORDINATOR - Continued

specific lifetime skills in planning, goal setting, decision making, communication techniques, and leadership. Members do more than enter an event for competition. Many members also help plan and conduct the events by serving as timekeepers, door monitors, and runners.

You will be judging the members on their presentation and the chairperson of each event will give you specific information and instructions. Every event has a schedule of when each team or individual will compete. Even though you want to be thorough and fair, you need to try to stay on schedule as closely as possible. If you spend too much time on each team or individual, you will not be finished until extremely late.

Breaks are scheduled during the day. The event hospitality room is located in _____ . The restrooms are located _____ .

(STATE Events meals are located in _____ .)

Open your envelope and review the items in your packets.

- Find your name badge. Place your name and the name of your event on the badge.
- You will find pencils, paper and a schedule of events and a program.
- An expense form is included for parking (if needed).

(Go over Judge's General Information and Instruction in the Management Manual)

Introduce the event chairpersons by event to the judges. Event chairpersons will accompany judges to the event room for further instructions.

- _____ 6. Keep record of all judges that are used.
- _____ 7. Monitor closely the management of all events.
- _____ 8. Monitor closely the scoring process and total score process.
- _____ 9. Verify the top achievers in each event, and help with other event activities as needed.
- _____ 10. Assist in posting top achievers prior to the final general session.
- _____ 11. Prepare awards table at region/state meetings. Assist with awards ceremony.
- _____ 12. Collect all materials pertaining to events at the conclusion of the region meeting. Prepare boxes for shipping.

After the Region Event

- _____ 1. Submit to the State Competitive Event officers Advisor a list of 25 judges secured for the state meeting within 3 days following each regional meeting. Include name of judge, event judged, phone number, email address and address.

Prior to the State Event

- _____ 1. Follow up with 25 judges from your region that agreed to assist at the State Meeting.
- _____ 2. Monitor the 25 judges to insure their attendance; replace if necessary. Send the new names to the State Vice President of Competitive Events in charge of judges.

EVENT COORDINATOR - Continued

- _____3. Help prepare judges packets on site at the state meeting to include items identified in the Management Manual.

At the State Event

- _____1. Work with event director and check room arrangements. Verify that the proper equipment and supplies are in the proper place.
- _____2. Conduct orientation session for judges.
- _____3. Keep record of all judges that are used.
- _____4. Monitor closely the management of all events.
- _____5. Monitor closely the scoring process and total score process.
- _____6. Verify the top achievers in each event, and help with other event activities as needed.
- _____7. Assist with posting top 6 achievers prior to final general session.
- _____8. Prepare awards table at region/state meetings. Assist with awards ceremony.
- _____9. Collect all materials pertaining to events at the conclusion of the state meeting. Prepare boxes for shipping.

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Responsibilities and General Instructions

Duties performed by *Assistant Event Coordinator (Advisor of Vice President of Competitive Events)*:

- ____ 1. Carefully read the Competitive Event Guidebook and Management Manual to become familiar with each event.
- ____ 2. Advise and assist the Vice President of Competitive Events to insure the completion of all responsibilities listed below for conducting events.
Insuring to:
 - Correspond with the event director to determine the number of participants per event and location of events.
 - Bring materials listed below (see directions to Competitive Event Officers) to the region meeting.
- ____ 3. Monitor Event Headquarters Room, Tally Room and all event rooms.
- ____ 4. If necessary, assign someone to monitor the break room for event helpers.
- ____ 5. Maintain frequent contact with the event director and event coordinator and assist as needed.
- ____ 6. Reinforce the importance of returning all supplies to the Events Headquarters Room.
- ____ 7. Insure that the event chairperson signs the Tally/Ranking Sheet after ranking has been verified by FCCLA Staff.
- ____ 8. Check to insure that completed participant rating sheets are placed in the self-addressed stamped envelopes. The participant's name and advisor's name must appear on the outside of the envelope. Mail participant's rating sheets the day after all of the events have ended.
- ____ 9. Collect all measuring devices, tape, etc. Collect signs and mark them off on the STAR Event Signs list. Separate unused folders, pins, etc. Repack for shipping. These tasks should be done during the completion of the events.
- ____ 10. Monitor Events Tally Room to insure occupancy of assigned personnel only.

- ____11. Remove all event materials from the Events Headquarters Room.

At the Event

Duties performed by Advisor of Vice President of Competitive Events assigned to securing *JUDGES*:

- ____1. Prepare large poster with events listed with room name/number and judge's names.
- ____2. Attend and assist the orientation session for judges.
- As judges enter, check off judges and monitor no-shows/alternates.

Duties performed by Advisor of Vice President of Competitive Events assigned to securing *CHAIRS*:

- ____1. Prepare large poster with events listed with room name/number and chair's names.
- ____2. Attend and assist at the orientation session for event chairpersons.
- Prepare and place signs in the Event Chair Orientation so that as the event chairpersons arrive they can locate their assigned seats. Place file folder with chair orientation information at each seat (on table or chair).
 - Place chair bag, box, etc. (materials for event) at back of room for chair to pick up on the way out OR at next to seat sign - whatever works best for location.
 - As chairs enter, check off chairs and monitor no-shows/alternates.

Responsibilities and General Instructions

Duties performed by Vice President of Competitive Events:

Prior to Event

Duties performed by Vice President of Competitive Events assigned to securing *Chairpersons*:

- ____1. Secure one event chairperson for every event room using the following guidelines:
- a. Send letters of invitation to potential event chairpersons asking for their assistance'

- b. Send a letter of confirmation upon receipt of consent from event chairperson. Include in the letter the dates, times and location for the orientation and events :(building and room number, etc.) Also, give the chairs specific instructions on how to download a copy of the general guidelines and the event specific guidelines in the STAR/Proficiency Event Management Manual for the event they will chair.

____2. Send chairperson contact information to the Event Director.

Duties performed by Vice President of Competitive Events assigned to securing *Judges*:

____1. Obtain list from the event coordinator of confirmed judges and any judges not being used (if any).

____2. Send a letter of confirmation to secured judges received from event coordinator. Include in the letter the date for the events, time for general judges orientation, approximate time judge will complete their duties, location of events (building and room number, etc.) and location of the judge's orientation. Indicate the specific event the judge will be judging. **If the Culinary Arts event is at another site, have those judges report to the site where the Culinary Arts event will be held for their orientation and event).** Also include the following:

Judges General Information and Instructions (Management Manual)
The Evaluation Process
Judge's Specific Information and Instruction (Management Manual)
Specific Event Rules (see Competitive Events Guidebook)
Specific Event Rubric (see Competitive Events Guidebook)

____3. Send a letter to potential judges not being used. Thank them for volunteering to assist with the events. If they are going to attend the meeting anyway, ask them to check in at headquarters room at ____ time to see if their service is needed.

Prior to Event

Duties performed by *BOTH* Vice Presidents of Competitive Events:

____1. Carefully read the Competitive Events Guidebook and Management Manual to become familiar with each STAR Event and Proficiency Events.

- ____2. Participate in the STAR/Proficiency Event Task Force Meeting with assistance of the event director, event coordinator, assistant event coordinator and FCCLA Staff.
- ____3. Correspond with the event director to determine the number of participants per event and location of each event.

At The Event

Duties Performed by *BOTH* Vice Presidents of Competitive Events:

- ____1. Meet with event director, FCCLA staff, event coordinator and assistant event coordinator to review plans for event management. Discuss:
 - Room changes that might have occurred
 - Posting of event signs
 - Placing 3X5 cards on display table/spaces
 - Preparing chairpersons packets
 - Completing judges packets and other details related to the meeting
- ____2. Attend executive council meeting (for all officers).
- ____3. Supply a container (box, envelope, bag, etc.) for each event chairperson for each event room.
- ____4. Prepare chair containers with supplies provided by state office and take to appropriate room. (See Chairperson Checklist in the **Management Manual**.)
- ____5. Bring the following items to the meeting.

See list on page 22.

 - 3x5 cards to number display tables/spaces
 - Event rules (one copy for each chairperson)
 - Brown envelope (9"X12") - one for each category of each event
 - Paper clips
 - Three to six (3-6) stop watches
- ____6. Prepare index cards for events requiring displays, etc., using room charts provided by the event director. Index cards will include school name, team identifier, and equipment needs.
- ____7. Post event signs for each event at designated locations.
- ____8. Conduct orientation session for Room Consultants (door monitors, time keepers and runners). Refer to Room Consultants Responsibility List found in the **Management Manual**. Prepare a poster that list all events

(with room names/numbers), chairpersons for each event and room consultants for each event. Check off the room consultants as they enter the room.

- ____9. Attend and assist, as needed, at the orientation session for event chairpersons and/or judges.

After the Event

Duties performed by both Vice Presidents of Competitive Events:

- ____1. Send appropriate thank you letters as soon as possible following the meeting.
- ____2. Plan to attend the state meeting to assist with all the event responsibilities.

Duties performed by Vice President of Competitive Events assigned to securing judges:

- ____1. Compile a list of the judges, including all contact information and place in your officer notebook that will be passed on to your replacement officer. Send the list to the event director.

ITEMS FOR CHAIRPERSON PACKETS

Chair Folder	Chair Checklist	
	Agenda of all rooms & times	
	Roll Sheet	
	Labels for each event & teams	
	Affiliation Verification Forms -3	
	Time schedules – 2 sets	
	“Pick-up Times” Signs □“Dress Code” Signs	
	Judges Specific Orientation -3	
	*Event rules	
	Layouts for displays	
	Sample detailed time schedules (Interpersonal, Promote & Publicize, Early Childhood, etc.)	
	Event chart with equipment list	
	Point Deduction Sheet	
	Tally Placement Sheet	
	Lunch Tickets/Break Tickets	
	STAR Event Box checklist	
Chair envelope/bag	Pencils - 4	
	Calculator - 3	
	Highlighter	
	Judges gifts	
	*Paper clips	
	*Transparent Tape	
	Pencil Sharpener	
	*Brown envelope/s for tally sheets	
	Stop Watches – 1/event room 2/event room for: Applied Tech, Chapter Serv. Display, Chapter Show. Display, Early Childhood, Entrepreneurship, Fashion Construction, Fashion Design, □Focus on Children, Food Innovations, Hospitality, Illustrated Talk, Interpersonal Communications, □National Programs, □Promote & Publicize	
	Signs – 1 min. warning, quiet please Parl. Pro.: 5 min. & 1 min	
	Tape Measure – □Chapter Service, Chapter Showcase, Fashion Construction, Fashion Design, Focus on Children, Food Innovations, Recycle & Redesign, & Interior Design	
	Measuring Form –□ Chapter Service, Chapter Showcase, Fashion Construction, Fashion Design, Focus on Children, Food Innovations, Recycle & Redesign, & Interior Design	

	Masking Tape –□ Chapter Service, Chapter Showcase, Fashion Construction, Fashion Design, Focus on Children, Food Innovations, Recycle & Redesign, & Interior Design	
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ADDITIONAL MATERIALS

Chair Envelope/Bag	Parliamentary Procedure Secretary Minutes, □ Treasurer Report, □ New Items for Business, □ Motion Cards, □ Roberts Rules of Order, □ Note Cards	
Chair Envelope/Bag	Interpersonal Communication Case Studies, □ Note Cards	
Chair Envelope/Bag	Hospitality Case Studies, □ Note Cards	
Chair Envelope/Bag □	Culinary Arts □ Recipes, □ Directions & Bus Schedule	
Chair Envelope/Bag	Early Childhood Specific Situations	
Chair Envelope/Bag	Serving Up Success □ Situation cards, □ Menu, □ Guest checks	
Chair Envelope/Bag	Job Interview Job Application, □ Dictionary	
Chair Envelope/Bag	Chapter Service Display □ 2 clip boards per room/event	
Chair Envelope/Bag	Chapter Showcase Display □ 2 clip boards per room/event	
Chair Envelope/Bag	Focus on Children □ 2 clip boards per room/event	
Chair Envelope/Bag	Fashion Construction 2 clip boards per room/event	
Chair Envelope/Bag	Fashion Design 2 clip boards per room/event	
Chair Envelope/Bag	Food Innovations 2 clip boards per room/event	
Chair Envelope/Bag	Promote & Publicize Writing sample	
Chair Envelope/Bag	Recycle and Redesign 2 clip boards per room/event	
Chair Envelope/Bag	Mystery Basket □ index cards □, Planning Sheet, 2 □ evaluation sheet	
Chair Envelope/Bag	Advocacy Case studies	

* Items that Competitive Event Officers bring to the meeting - everything else is supplied by FCCLA.

EVENT CHAIRPERSON

Responsibilities & General Instructions

Prior to the Event

- _____ 1. Carefully read the Competitive Events Guidebook and the Management Manual for the event assigned.
- _____ 2. Submit to the Vice President of Competitive Events the names of possible judges.
- _____ 3. Secure door monitors, timekeepers, and runners for each event. Based upon the number of participants in the event and the number of rooms used, additional room consultants may be needed.
- _____ 4. Bring a stopwatch for the timekeeper in your event room. Kitchen timers or second hand watches **CANNOT** be used.

At the Event

- _____ 1. Attend the orientation session conducted by the event director to review overall plans for the events.
- _____ 2. Become familiar with location of event room.
- _____ 3. Meet with room consultants if necessary, to review their roles and specific responsibilities. (The Vice President of Competitive Events conducts the orientation for them.)
- _____ 4. Check room setup for requested equipment and supplies.
- _____ 5. Conduct judge's specific orientation session for the event assigned. Refer to the Judges — Specific Information and Instruction section of the Management Manual for items to be discussed in the judge's orientation session.
 - a. Review management of event using Competitive Events Guidebook.
 - b. Discuss specific information and instructions for judges.
 - c. Review Point Deduction Sheet and specific rubrics
- _____ 6. Work at the STAR/Proficiency Event Registration with STAR Event and Proficiency Event participants for the event assigned.
 - a. At least one (1) team member must check-in at the STAR/Proficiency Event Registration or the individual/team will be disqualified. Those present must know the participant's names of their entire team.
 - b. As participants enter room check off school name and number of participants' on the Roll Call Sheet.
 - c. Insure that participant(s) names have been highlighted on the FCCLA Confirmation Receipt. If FCCLA Confirmation Receipt is not turned in,

EVENT CHAIRPERSON - Continued

have participant(s) complete the Affiliation Verification Form. Place Team Label on paperwork. Instruct participants to take the carbon copy to their advisor.

- d. Oversee the collection of event materials.
- e. Paper clip the #10, self addressed, stamped envelope (if the participant wants to receive rubrics after competition) to the rubrics. Participant's name and advisor's name must appear on the outside of the envelope. One envelope per team may be submitted.
- f. Inform participants of the set up times for their displays. (only for display events)
- g. Inform participants of the actual assigned event room.
- h. Inform participants that the readjusted time schedule will be posted to the event room door at _____ time.
- i. Remind participants to arrive at the event room thirty minutes prior to scheduled time of actual presentation.

- _____ 7. Verify attendance and adjust, if necessary, two (2) sets of the time schedule (post one on the door of the event room, give one to the judges).
- a. If a participant or team representative does not check-in at the STAR/Proficiency Event Registration, the time previously assigned to that participant can be reassigned to the last team on the list for that day.(i.e., a Friday participant cannot be moved to Thursday). Continue the same process until all vacant time slots are filled. Do not mix categories.

- _____ 8. Have FCCLA Confirmation Receipt or Affiliation Verification Form and Roll Call sheet ready to be picked up by region officers after the STAR/Proficiency Event Registration period has ended. Do **not** send envelopes.

At the Event – Other Responsibilities

- _____ 9. Monitor event room during the set-up period (only Chapter Service Project Display, Chapter Showcase Display, Fashion Construction, Fashion Design, Focus on Children, Food Innovations, and Recycle and Redesign events).
- _____ 10. Record measurement of display on measurement chart for those events, which require measurement of display. (Judge will check chart and measurement of display.)
- _____ 11. Follow time schedules as closely as possible, allowing adequate time for judges to score rubrics.

EVENT CHAIRPERSON - Continued

- _____ 12. Use the following procedure for conducting the event:
 - a. Distribute participant information to judges.
 - b. Ask judges if they are ready for participants to enter.
 - c. Introduce participant by name to judges.
 - d. Indicate to timekeeper when participant is to begin.
 - e. Use a second stop watch to time audio – audiovisual playing time in events that allow.
 - f. Dismiss the participant(s) at the conclusion of the scheduled presentation time. If the participant concludes before the end of the allotted time, the participant can be dismissed.
- _____ 13. Collect rubrics and verify total scores of each participant/team. Be sure the score is clearly recorded in the “Score” column of the rubric and the value circled. If a judge fails to record a score, return it to the judge for correction.
- _____ 14. Transfer rubric scores from each judge to the Tally/Ranking Sheet. After all teams have competed, rank teams in order from 1st – 10th place.
- _____ 15. In the event of a tie, judges should determine the placement of the top ten achievers. Retain judges until final ten places of participants/teams have been determined and they sign off on the Tally/Ranking Sheet.
- _____ 16. Reinforce confidentiality of all event materials.
- _____ 17. Give judges an appreciation gift (in chair boxes) and thank them for judging.
- _____ 18. Take all materials, rubrics and Tally/Ranking Sheet to the STAR/Proficiency Event Headquarters room for final verification of ranking.
- _____ 19. Make adjustments to the Tally/Ranking Sheet, if necessary, and sign off.

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ROOM CONSULTANT - TIMEKEEPERS

Responsibilities & General Instructions

1. Carefully read the Competitive Events Guidebook and the Management Manual to become familiar with the event assigned.
2. Assist the event chairperson in any way, as requested.
3. Use a stopwatch to monitor time. (Kitchen timers or second hand watches may not be used).
4. Assist in the collection of participants' paperwork (Affiliation Confirmation Receipt, self-addressed stamped envelope and/or folder/portfolio) at the STAR/Proficiency Event Registration and collect any other required material.
5. Place participants' paperwork or folders in the order of competition time as indicated on the time schedule for that event (if event requires one).
6. Keep accurate time so that no one exceeds the time limits of the event and the event stays on schedule.
7. A one (1) minute warning sign should be displayed when the team has one (1) minute left to complete their presentation. When time is "up" a verbal "stop" will be announced. Signs will be provided.

Parliamentary Procedure - The time will begin when the gavel is tapped at the beginning of the opening ceremony and will be stopped when the gavel is used at the beginning of the closing ceremony. Each team should be given a five (5) minute warning and a one (1) minute warning.

8. Use the time-table on the next page to determine the time allotment for participants in the event.

ROOM CONSULTANT - TIMEKEEPERS

Event	Categories			Type of Event		Time allotment (minutes)					Total Time per participant/team
	Junior (7-9)	Senior (10-12)	Occupational Specific (10-12)	Team	Individual	Setup	Judges Viewing	Presentation/ Introduction	Questions	Warnings	
Advocacy	x	x	x	x	x	10 10 minutes for case study	15	10	5	1	50
Applied Technology	x	x	x	x	x	5	10	15	5	1	35
Career Investigations	x	x	n/a	n/a	x	n/a	15	10	5	1	30
Chapter Service Project Display	x	x	x	x	n/a	30*	n/a	10	5	1	15**
Chapter Service Project Manual	x	x	x	x	n/a	n/a	5	10	5	1	20
Chapter Showcase Display	x	x	x	x	n/a	30*	n/a	15	5	1	20**
Chapter Showcase Manual	x	x	x	x	n/a	n/a	5	15	5	1	20
Culinary Arts	n/a	n/a	x	x	n/a	45***	n/a	60****	10	n/a	115
Early Childhood	n/a	n/a	x	n/a	x	30^^	30	15	5	1	50
Entrepreneurship	x	x	x	x	x	5	10	20	5	1	40
Focus on Children	x	x	x	x	x	30*	n/a	10	5	1	15**
Hospitality, Tourism and Recreation	n/a	x	x	x	x	10	15	10	5	1	25
Illustrated Talk	x	x	x	x	x	5	5	10	5	1	25
Interior Design	n/a	x	x	x	n/a	5	5	15	5	1	25
Interpersonal Communications	x	x	x	x	x	5 10 for case study	5	5	10^	1	35
Job Interview	n/a	x	x	n/a	x	n/a	15	20	5-10	1	45
Leadership	n/a	X	X	n/a	X	10	15	10	5	1	40
Life Event Planning	x	x	x	x	n/a	5	10	10	5	1	25
National Programs in Action	x	x	x	x	x	5	5	15	5	1	30
Nutrition and Wellness	X	X	X	n/a	X	10	15	10	5	1	45
Parliamentary Procedure°	x	x	x	x	n/a	5	n/a	20	10	5 & 1	35
Promote and Publicize FCCLA!	x	x	x	x	n/a	10	15	10	5	1	45
Recycle and Redesign	n/a	x	x	n/a	x	30	n/a	10	5	1	15
Teach and Train	x	x	x	n/a	x	5	10	10	5	1	30

ROOM CONSULTANT - TIMEKEEPERS

Fashion Design	n/a	x	x	n/a	x	30	n/a	5	5	1	10
Serving Up Success	n/a	x	x	n/a	x	5**	n/a	20	5	n/a	30

***All** teams will setup at the same time for these events.

** Total time for each team after the initial group setup time.

**To respond to simulation card

*** Allow 30 minutes for planning period and 15 minutes to clean up after preparation

**** Allow 1 hour to prepare the menu

^ Allow 5 minutes for question with judges after oral presentation and 3-5 after case study.

^^ To prepare lesson plan ◦ Team must consist of 4-8 members.

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ROOM CONSULTANT - DOOR MONITORS

Responsibilities & General Instructions

1. Carefully read the Competitive Events Guidebook and the Management Manual to become familiar with the Event assigned.
2. Assist event chairperson with the roll check of participants as they come to the STAR/Proficiency Event Registration. Check in should be done at a designated time.
3. Following the presentation, place participants' materials or folder in order of competition as indicated on the time schedule (if event requires one).
4. Check to see that all participants are wearing Event Participant badges.
5. Assist the event chairperson in any way requested.
6. Do not allow anyone to interrupt events in progress.
7. Keep noise outside the event room to a minimum.
8. Identify participants as they approach the event room.

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ROOM CONSULTANT - RUNNERS

Responsibilities & General Information

1. Carefully read the Competitive Events Guidebook and the Management Manual to become familiar with the Event assigned.
2. Assist the event chairperson as requested.
3. Assist the door monitor, if requested.
4. Keep all scores confidential.

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JUDGES

General Information & Instructions

1. Become familiar with the rules for your assigned event and the rubric criteria. Question any criteria not understood.
2. The chairs or judges do not determine disqualifications. Only the management team consisting of the Event Director, Event Coordinator and Assistant Event Coordinator will determine disqualifications.
3. Before each participant begins, you will receive pertinent information. You will be allowed a designated amount of time to review the information, as it is a part of their presentation and evaluation.
4. Three to five (3-5) minutes are allowed at the completion of each presentation for you to complete your ratings and comments on the rubrics, which are located in the packet you will receive at the event specific orientation.
5. When completing the rubric, circle the numerical score in each category, then record the score in the "Score" column. Not every line on the rubrics receives the same point value. Please total all rubrics and initial in the designated area.
6. An identification letter (A, or B) will be assigned to each judge by the Event Coordinator. If a participant has not followed the rules, points should be deducted on the rubric. Point deductions will be made only on Judge A's rubric. Judges should tell the participants the reasons for the point deductions, but should not discuss the actual number of points deducted or the final score. For all point deductions see below.
7. After the rubrics have been completed by the judges, the event chairperson will verify total score by initialing the rubric.
8. The event chairperson will transfer rubric scores from two (2) rubrics to the Tally/Ranking Sheet.
9. After all teams have competed, the event chairperson will rank the top ten (10) teams on the Tally/Ranking Sheet.
10. Please stay at the event site until the placement of participants in the event you judged has been completed. You will sign off on the Tally/Ranking Sheet after verifying the placement of the top 10 teams. In some cases there may, be a tie in the scores, and judges must decide the placement of the top achievers before being dismissed.
11. **It is extremely important that the final rankings not be discussed with anyone.**
12. The decision of the judges is final with the exception of disqualifications from ranking determined by the management team. In some cases this may occur after the teams have been ranked. In such cases the team with the next highest score will be moved up in ranking.
13. Discuss any suggestions for improvement of your event with the event chairperson. Your comments are welcomed and appreciated.

The following will advance from regional to state competition.

- top six (6) entries in Advocacy (each category)
- top six (6) entries in Applied Technology (each category)
- top six (6) entries in Career Investigations (each category)
- top six (6) entries in Chapter Service Project Display (each category)
- top six (6) entries in Chapter Service Project Manual (each category)
- top six (6) entries in Chapter Showcase Display (each category)
- top six (6) entries in Chapter Showcase Manual (each category)
- top three (3) entries in Culinary Arts

JUDGES - Continued

- top six (6) entries in Early Childhood
- top six (6) entries in Entrepreneurship (each category)
- top six (6) entries in Environmental Ambassador (each category)
- top six (6) entries in Fashion Construction (each category)
- top six (6) entries in Fashion Design (each category)
- top six (6) entries in Focus on Children (each category)
- top six (6) entries in Food Innovations (each category)
- top six (6) entries in Hospitality
- top six (6) entries in Illustrated Talk (each category)
- top six (6) entries in Interior Design (each category)
- top six (6) entries in Interpersonal Communications (each category)
- top six (6) entries in Job Interview (each category)
- top six (6) entries in Leadership (each category)
- top six (6) entries in Life Event Planning (each category)
- top three (3) entries in Mystery Basket*
- top six (6) entries in National Programs (each category)
- top six (6) entries in Nutrition and Wellness (each category)
- top six (6) entries in Parliamentary Procedure (each category)
- top six (6) entries in Promote and Publicize FCCLA! (each category)
- top six (6) entries in Recycle and Redesign (each category)
- top six (6) entries in Teach and Train (each category)
- top six (6) entries in Serving up Success (each category)*

The top entry(s) in each category advance from state to the national FCCLA competition.

- ***Mystery Basket and Serving Up Success will only advance to state competition***

The following achievers will advance from state to national competition.

Top Achievers in each category of:

- Advocacy
- Applied Technology
- Culinary Arts
- Entrepreneurship
- Environmental Ambassador
- Fashion Design
- Hospitality, Tourism and Recreation
- Illustrated Talk
- Interior Design
- Interpersonal Communications
- Leadership
- Life Event Planning
- Nutrition and Wellness
- Parliamentary Procedure
- Promote and Publicize FCCLA

Top two achievers in each category of:

- Career Investigation
- Chapter Service Display
- Chapter Service Manual
- Chapter Showcase Display
- Chapter Showcase Manual
- Early Childhood
- Fashion Construction
- Focus on Children
- Food Innovations
- Job Interview
- National Programs in Action
- Recycle and Redesign
- Teach and Train

JUDGES - Continued

Point Deductions

All deductions will be deducted from only Judge A's rubric.

For every STAR Event

-2 points will be deducted if equipment (screen, table or electricity) is requested on the entry form but is not used, or is used and not requested in all events.

-2 points if Project Identification Page exceeds one page in the events where this is required.

-2 points if 8 ½ " X 11" paper is not used in those events that designate the size.

Display Events

- A maximum of **10 points** will be deducted from the total score of Judge A's rubric if the display extends in any direction beyond the specified measurement. (This includes Chapter Service Project, Chapter Showcase, Fashion Design, Fashion Construction, Food Innovations, Focus on Children, Interior Design and Recycle and Redesign.)

*Partial inches will be rounded up to the next inch. **1 point** deduction will be given per inch, up to a maximum of **10 points**.

-2 points if objects are moved outside display area during presentation (Recycle & Redesign is an exception).

5 points if additional props/supplies are brought in at presentation time.

Binder/Notebook

-2 points if tabs extend beyond edges of portfolio

Manual Events

- A maximum of **5 points** will be deducted from the total score of Judge A's rubric if extra materials are placed on the table or easel other than the manual.

Audio and/or Visual Recordings

-5 points will be deducted on any audio and/or visual recordings used longer than designated time in the rules.

- **Advocacy**- May use audio and visuals limited to 1 minute playing time. Visual equipment with no audio may be used during the entire presentation.
- **Applied Technology**- Audio or audiovisual playing time is limited to 5 minutes-Visual may be used during entire presentation.
- **Career Investigation**- No audio or audiovisuals allowed.
- **Chapter Service Display**- Audio and/or audiovisual playing time is limited to 1 minute.
- **Chapter Service Manual**- No audio or audiovisuals allowed.
- **Chapter Showcase Display**- Audio and/or audiovisual playing time is limited to 1 minute.
- **Chapter Showcase Manual**- No audio or audiovisuals allowed.
- **Culinary Arts**- No audio or audiovisuals allowed.
- **Early Childhood**- No audio or audiovisuals allowed.
- **Entrepreneurship**- Audio or audiovisual recordings are limited to 1 minute. PowerPoint without sound may be used during the entire presentation.

JUDGES - Continued

- **Environmental Ambassador** - Audio and/or audiovisual playing time is limited to 5 minutes. Visual equipment, with no audio, may be used during the entire presentation.
- **Fashion Construction** – May use audiovisual equipment.
- **Fashion Design** – Audio or audiovisual recordings are limited to 1 minute. Visual equipment, with no audio, may be used during the entire presentation.
- **Focus on Children**- Audio and/or audiovisual playing time is limited to 1 minute.
- **Food Innovations** - Audio and/or audiovisual playing time is limited to 3 minutes. Visual equipment, with no audio, may be used during the entire presentation.
- **Hospitality**- No audio or audiovisuals allowed.
- **Illustrated Talk**- Audio and/or audiovisual playing time is limited to 1 minute.
- **Interior Design** - No audio or audiovisuals allowed.
- **Interpersonal Communications**- No audio or audiovisuals allowed.
- **Job Interview**- No audio or audiovisuals allowed.
- **Leadership**- May use audio and visuals limited to 3 minute playing time. Visual equipment with no audio may be used during the entire presentation.
- **Life Event Planning** – May use audiovisual equipment. No limited time.
- **National Programs in Action**- Audio and/or audiovisual playing time is limited to 1 minute.
- **Nutrition and Wellness**-May use audio and visuals limited to 1 minute playing time. Visual equipment with no audio may be used during the entire presentation.
- **Parliamentary Procedure**- No audio or audiovisuals allowed.
- **Promote and Publicize FCCLA!** - Audio or audiovisual playing time is limited to 5 minutes-Visual may be used during entire presentation.
- **Recycle and Redesign** - May use audiovisual equipment.
- **Mystery Basket** – No audio or audiovisuals allowed
- **Serving Up Success**- No audio or audiovisuals allowed.

Advocacy, Applied Technology, Career Investigation, Early Childhood, Leadership, Entrepreneurship, Environmental Ambassador, Hospitality, Job Interview, Life Event Planning, Nutrition and Wellness, Promote and Publicize & Teach and Train

-1 point per page will be deducted from the total score of Judge A's rating sheet when the content pages and/or divider pages exceed the designated amount. A maximum of **10 points** can be deducted.

Applied Technology, Entrepreneurship, Environmental Ambassador, Fashion Construction, Fashion Design, Food Innovations, Illustrated Talk, Interpersonal Communications, National Programs in Action, Promote and Publicize, Recycle and Redesign, & Teach and Train

-2 points if wall space is used

Early Childhood Event

-2 points if box exceeds specified size

Entrepreneurship-Business Plan

-1 point per page will be deducted from the total score of Judge A's rating sheet when the business plan and/or divider pages exceed the designated amount. A maximum of **10 points** can be deducted.

Illustrated Talk

JUDGES - Continued

-5 points will be deducted from the total score of Judge A's rating sheet for presentation topics that do not meet required specifications.

Parliamentary Procedure

-2 points will be deducted from the total scores of Judges A's rating sheet if tables and/or chairs are changed from the existing room set-up.

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The Evaluation Process

A judge plays a key role in the events. In fact, as a judge, you play a key role in determining whether the experience is a positive or negative one for the student participants. It is the goal of the Events to make participation a positive experience for all participants, regardless of the ratings they receive. This can be accomplished by a considerate, sensitive and fair evaluation process. The evaluation procedures attempt to accomplish the following:

- Focus on the achievement of youth. The evaluation process must stress what students do well and give them credit and recognition for it.
- Promote interaction between youth and adults. Adults are included on the evaluation to provide an opportunity for them to share and exchange views from their own level of experience.
- Measure achievements against a standard criterion rather than against another student. All efforts should be made to rate the individual or team against the criteria on the rubric rather than comparing them to previous presentations.
- Recognize that all students are winners. Each participant has winning qualities or they would not have chosen to be entered. The evaluation process must reaffirm to the students what those winning qualities are.

Judges make important value judgments about a student's accomplishments. Participants will accept these opinions and evaluations provided certain conditions are met. It is important that as a judge you strive for the following:

- **Consistency.** Attempt to rate the students similarly when the performance is similar.
- **Fairness.** Do not let influencing factors interfere with your evaluation of a participant's presentation.
- **Honesty and Sincerity.** Make simple, forthright statements of your beliefs concerning the presentation.
- **Specificity.** Be very specific in your evaluation comments. Rather than "You did a fine job," highlight the areas where they did a fine job.
- **Positiveness.** Focus primarily on what the participant did well.

Positive comments and thoughtful, constructive suggestions will benefit the participant the most in the long run. Avoid negatives — that is what the participant is likely to remember the longest.

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ADVOCACY

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Allow students five (5) minutes to set up.
4. Event chairperson and judges will have fifteen (15) minutes to view the portfolio prior to the oral presentation.
5. Participants will have ten (10) minutes to complete the case study portion of the event.
6. Warn and stop participants according to the rules. The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. There is no minimum length of time for this event.
7. If audio or audiovisual recordings are used, they are limited to one (1) minutes playing time during the presentation. Visual equipment, without audio, may be used during the entire presentation.
8. Following the presentation, judges will have 5 minutes to interview participant(s).
9. Make it possible for judges to score rubrics without interruption.
10. Keep judges on schedule — allowing approximately 30 minutes for each entry.
11. Send one (1) portfolio with participants when they leave. Indicate time for the second portfolio to be picked up.
12. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

ADVOCACY- Continued

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to 10th grade) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit 2 portfolios (one must be the official FCCLA Portfolio obtained from the National FCCLA store and one may be a copy) to the event chairperson at the STAR/Proficiency Event Registration.
2. Participants will have 5 minutes to set up for the event. A table will be provided. Electrical outlets and screen must be requested on the entry form (Chair has a list of request). Extension cords and power strips are not provided. Wall space will not be available. Other persons may not assist.
3. The hardcopy portfolio is a collection of materials used to document and illustrate the project work. Materials must be contained in a notebook or binder (one obtained from the FCCLA national emblematic supplier and the other may be a copy). A decorative and/or informative cover may be included. All materials, including the divider pages and tabs, must fit within the cover. It must contain no more than 35 pages:
 - **1 Project Identification Page** One 8 ½ “ X 11” page or one slide on plain paper with no graphics and decorations; must contain participants’ names, chapter name, school, city, state, region and title of team project.
 - **1 Table of Contents Page**
 - **1 Planning Process Summary** One 8 ½” X 11” summary page or 2 slides of how each step of the Planning Process was used to plan and implement the project. It should not exceed one page. Use of the Planning Process may also be described in the oral presentation.
 - **0-7 divider pages** may be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers; they must not include any other content.
 - **Up to 35 content pages**
 - All pages except divider pages must be 8 ½ X 11. Manuals, scrapbooks and photo albums are not allowed in this event.
4. Participants will be given ten (10) minutes during competition to complete the case study of the event. They will develop and plan for how to approach advocating for the issue based on what they learned through their experience using the Advocacy Case Study Form. The form will be turned into the judges prior to the oral presentation.
5. The oral presentation may be up to ten minutes in length. A one-minute warning will be given at nine minutes. Participants will be stopped at ten minutes with no point deductions. Note cards may be used. **IF** audio or audiovisual recordings are used, they are limited to one minute playing time during the presentation. Visual technology, with no audio, may be used during the entire presentation. Participants may use any combination of props, materials, supplies, and/or equipment to demonstrate how to carry out the project.
6. Following this presentation, judges will have five minutes to question participants about the project then discuss strengths and weaknesses with the participants.

ADVOCACY- Continued

7. The Advocacy project shall be developed and completed during a one-year span, starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
8. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
9. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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APPLIED TECHNOLOGY

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Allow students five (5) minutes to set up.
4. Make it possible for judges to score rubrics without interruption.
5. Keep judges on schedule — allowing approximately 30 minutes for each entry.
6. Send one (1) portfolio with participants when they leave. Indicate time for the second portfolio to be picked up.
7. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

APPLIED TECHNOLOGY - continued

JUDGES – SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit 2 portfolios (one must be contained in the official FCCLA notebook/binder obtained from the National FCCLA store, the other may be a copy) at the STAR Event Registration.
2. Judges will have ten minutes to view the **portfolio** prior to the oral presentation. Participants will set up during the last five minutes of this time. Other persons may not assist. The portfolio is a collection of materials used to document and illustrate the work of the project.
3. Materials may be contained in a notebook or binder with no more than 34 pages:
 - **1 Project Identification Page** (8 ½" X 11" page) containing participants' names, chapter name, school, city, state, region and project title on plain white or colored paper in black ink. No other information, graphics or decorations/borders should be placed on this page.
 - **1 Planning Process Summary Page** (summarize how each step of the planning process was used to plan and implement the project. It should not exceed one 8 ½" X 11" page. Use of the Planning Process may also be described in the oral presentation).
 - **1 Table of Contents Page.**
 - **0-6 divider pages** (may not include content but colored paper and graphics are allowed.).
 - **Up to 25 content pages** (Relationship to Family and Consumer Sciences, Evidence of Problem-Solving Skills, Evidence of Technology Used, Evidence of Applied Academics, works Cited/Bibliography). Chairperson will inform judges of the number of pages and dividers in the portfolio and what equipment was requested.
4. All documents must fit within the portfolio and all pages must be one-sided only. Tabs can be used on the divider pages. Manuals, scrapbooks and photo albums are not allowed in this event. Portfolio must be neat, legible, professional and use correct grammar and spelling. Internet connections will not be provided.
5. The oral presentation may be up to fifteen minutes in length. A one-minute warning will be given at fourteen minutes. Participants will be stopped at fifteen minutes with no point deductions. The presentation may not be prerecorded. Participants may use any combination of props, materials, supplies and/or equipment to demonstrate how to carry out the project. Note cards may be used.
6. Following this presentation, judges will have five minutes to interview participants about the project then discuss strengths and weaknesses with the participants. Questions should attempt to clarify or explain information in regard to the chapter's activities/projects. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA Applied Technology rubric/rating sheets.

APPLIED TECHNOLOGY - continued

7. **IF** audio or audiovisual recordings are used, they are limited to five (5) minutes playing time during the presentation. Visual technology, with no audio, may be used during the entire presentation.
8. One of the portfolios will be kept for judges to use later, if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio at the end of the event. The presentation will be judged using the Applied Technology rubric.
9. The Applied Technology project shall be developed and completed during a one-year span, starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
10. A table will be provided. Electrical outlets and screen must be requested on the entry form (Chairperson will have a list of requests). Extension cords and power strips are not provided. Wall space will not be available. Participant may bring a tabletop easel.
11. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.) should be deducted from only Judge A's rating sheet. See Point Deduction Sheet.
12. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.
13. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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CAREER INVESTIGATIONS

EVENT CHAIRPERSONS - SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Place portfolio on the table in front of the judges prior to the participant entering the competition room.
4. Know the time schedule for the event:
 - a. *Judges will preview the portfolio for up to fifteen (15) minutes.*
 - b. *Participants will have 5 minutes to set up for the event. Other persons may not assist.*
 - c. *Participants are allowed up to ten (10) minutes for oral presentation. No other visuals except for the portfolio are allowed.*
 - d. *Judges are allowed five (5) minutes to interview the participants.*
 - e. *Judges have three to five (3-5) minutes to tally.*
3. Make it possible for judges to score rubrics without interruption.
4. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.
5. Send one (1) portfolio with participants when they leave. Indicate time for the second portfolio to be picked up.

CAREER INVESTIGATIONS - Continued

JUDGES – SPECIFIC INFORMATION

Individual Event

Junior (up to grade 10) Senior (10-12)

1. Each participant will submit two portfolios (one must be contained in the official FCCLA notebook/binder obtained from the National FCCLA store, the other may be a copy) to the Event Chairperson at the STAR/Proficiency Event Registration. Judges will take up to fifteen minutes to preview the portfolio before presentation.
2. The portfolio is a collection of materials used to document and illustrate the role of self-assessment in career selection, career research, career planning and career-related experiences in business, industry, agencies and/or organizations.
3. Materials may be contained in the portfolio/binder with **no more than 35 pages**:
 - **1 Project Identification Page** (include 8 ½ “ X 11” page) containing participants’ name, chapter name, school, city, state, region and career title selected on white or colored plain paper in black ink. No other information, graphics or decorations/borders should be placed on the Project Identification Page.
 - **1 Planning Process Summary Page** (summarize how each step of the Planning Process was used to plan and implement the project. It should not exceed one 8 ½ “ X 11” page).
 - **1 Table of Contents Page.**
 - **0-7 divider pages** (must be tabbed and may contain a title, a section, graphic elements, thematic decorations, and/or page numbers; may not include any other content but colored paper and graphics are allowed).
 - **Up to 25 content pages** (including self-Assessment, career research, experiences with business, industry, agencies and organizations, samples of school work, career planning, and works cited/ bibliography.)
4. All documents must fit within the portfolio. All pages within the portfolio must be one-sided only.
5. The portfolio will be used during the oral presentation. No other visual or audiovisuals will be permitted. Note cards may be used. A table will be provided. Participant may bring a tabletop easel.
6. The oral presentation may be up to ten minutes in length. A one-minute warning will be given at nine minutes. The participant will be stopped at ten minutes with no point deduction. The presentation should describe research and career exploration efforts in detail.
7. Following the presentation judges will have five minutes to interview the participant about their project. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the Career Investigation FCCLA rubric/rating sheets. One of the portfolios will be kept for

CAREER INVESTIGATIONS - Continued

judges to use later if necessary, and the other one will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio at the end of the event

8. The Career Investigation project shall be developed and completed during a one- the regional, state or national leadership meeting.
9. The Career Investigation project and all supporting material must be planned, conducted and prepared by the participant only.
10. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc) should be deducted from only Judge A's rating sheet. See Point Deduction Sheet.
11. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.
12. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

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CHAPTER SERVICE PROJECT DISPLAY

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Insure that tables have been labeled by the Vice President of Competitive Events with identification for each participant/team.
2. Conduct Specific Orientation for judges.
3. Coordinate the setup of the event according to the labeled tables. Allow thirty (30) minutes to set up. Computers may be used as part of the display. Note: Setup time remains the same. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures. Equipment should not be left overnight in the competition room.
4. Check for placement of special equipment ordered (electrical outlets, etc.). No orders can be made at the meeting.
5. Allow only requested equipment to be used.
6. Allow only designated chapter participants to set up displays. Failure to follow dimension rules for displays will result in a deduction of points from judge A's rubric.
7. Remind participants to mark outer edges of display with masking tape prior to leaving the display area. (This needs to be completed during setup time.)
8. Following set up time, record measurements for each display on STAR Events Measuring Sheet measuring from inside edge of tape to inside edge of tape. (see Management Manual)
9. Indicate time for dismantling of displays.
10. Check visuals or props used during the oral presentation of the display making sure they are contained within the dimensions of the display and that the movement of the display, during the presentation, occurs within the original dimension only. Participants may not carry in any additional visuals or props for the oral presentation. According to the rules in the glossary, costumes are not considered to be props. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter equipment.)
11. Make it possible for judges to score rubrics without interruption.
12. Keep judges on schedule — allowing approximately twenty-five (25) minutes for each entry.
13. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

CHAPTER SERVICE PROJECT DISPLAY - continued

JUDGES – SPECIFIC INFORMATION

Team Event (1-3 Members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Judges will take no more than five minutes to view the display prior to the oral presentation.
2. Display may be either freestanding or tabletop. Freestanding displays should not exceed a space 48" deep by 60" wide by 72" high. Tabletop displays should not exceed a space 30" deep by 48" wide by 48" high, including any audiovisual equipment. Information or props outside the display will be considered part of the display and subject to penalty (storage items, boxes below the table, etc.). Electrical cords are not considered to be in measured dimensions. Failure to follow dimension rules for displays will result in a deduction of points.
3. Tables and electrical outlets must be requested on the entry form. (The Chair has a list of requested equipment). Extension cords and power strips are not provided. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
4. Scrapbooks, flip charts, manuals and photo albums are not allowed.
5. Each display must include a:
 - **Project Identification Page** One 8 ½ " X 11" page on plain paper, with no graphics or decorations; must include project title, participants' names, chapter name, school, city, state, and region. No other information, graphics or decorations/borders should be placed on the Project Identification Page.
 - **Planning Process Summary Page** (summarize how each step of the Planning Process was used to plan and implement the project. It should not exceed one 8 ½ " X 11" page. Use of the Planning Process may also be described in the oral presentation). The Project Identification Page and/or the Planning Process summary page may be attached to the display or included within the dimensions of the display space.)
6. The oral presentation may be up to ten minutes in length. The presentation should explain the specifics of the project and its outcomes. A one-minute warning will be given at nine minutes. The participant will be stopped at ten minutes with no point deduction. There is no minimum length of time for this event. The presenters may use note cards.
7. Visuals or props used during the oral presentation of the display must be contained within the dimensions of the display, and the movement of the display during the presentation must occur only within the original dimension. The display may be used as a visual during the oral presentation. Participant/s may not carry in any additional visuals or props for the oral presentation. According to the glossary, costumes are not considered to be props. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter equipment).

CHAPTER SERVICE PROJECT DISPLAY - continued

8. If audio and/or visual recordings are used, they are limited to 1 minute playing time during the presentation. Presentation may not be prerecorded.
9. Following the presentation judges will have five minutes to interview the participant/s about their chapter's project. Following the interview, judges will have a maximum of five minutes to use the FCCLA Chapter Service Display rubric to score the presentation and make specific constructive/positive comments on the rubric/rating sheets, which will help participant(s) to improve the presentation.
10. The Chapter Service Project shall be developed and completed during a one-year span starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
11. The presentation and project materials submitted must be planned, conducted and evaluated only by chapter members.
12. Any point deduction (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
13. The top six achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

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CHAPTER SERVICE PROJECT MANUAL

EVENT CHAIRPERSONS – SPECIFIC INFORMATION

1. Collect participant's manuals at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Indicate a time and place for teams to pick up manuals after the event competition.
4. Place manual on the table in front of the judges prior to participant(s) entering competition room.
5. Check to make sure all pages are contained in a manual and all pages must fit within the dimensions of the cover. All pages must be one-sided only.
6. Pointers, including lasers, are not allowed in the manual event.
7. Make it possible for judges to score rubrics without interruption
8. Keep judges on schedule – allowing approximately twenty (20) minutes for each entry. Judges will have five (5) minutes to preview the manual before presentation begins. The oral presentation may be up to ten (10) minutes in length. Following the presentation judges will have five (5) minutes to interview participants.
9. The top six achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

CHAPTER SERVICE PROJECT MANUAL - continued

JUDGES – SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Judges will take no more than five minutes to view the manual prior to the oral presentation.
2. A manual (must be the official FCCLA Scrapbook from the National FCCLA store) may be used to document and illustrate the work of **one** project.
3. All pages must be contained in the official scrapbook and all pages must fit within the dimensions of the cover. All pages must be one-sided only.
4. The manual must include
 - **1 Project Identification Page** (include one 8 ½ “ X 11” page) containing project title, participants’ names, chapter name, school, city, state, and region on plain white or colored paper in black ink. For Project Identification Pages mounted on a scrapbook page, graphics and decorative elements must be outside the 8 ½ “ X 11” page and must not touch or overlap the Project Identification Page.
 - **1 Table of Contents Page.**
 - **1 Planning Process Summary Page** (summarize how each step of the Planning Process was used to plan and implement the project. It should not exceed one 8 ½” X 11” page. Use of the Planning Process may also be described in the oral presentation). The Project Identification Page and/or the Planning Process Summary Page may be attached to the display or included within the dimensions of the display space.
 - **0-3 divider pages** (may be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers; they must not include any other content).
 - **Up to 10 content pages.**
5. A table will be provided. The manual will be placed on the table, in front of the judges, before the participant/s enter the room. Participants may not carry in additional visuals or props for the oral presentation. According to the glossary, costumes are not considered to be props. Pointers, including lasers, are not allowed in the manual event.
6. The oral presentation may be up to ten minutes in length. The presentation should explain the specifics of the project and its outcomes. A one-minute warning will be given at nine minutes. The participant will be stopped at ten minutes with no point deduction. The manual may be used as a visual during the oral presentation. The presenters may use note cards.
7. Following the presentation judges will have five minutes to interview the participant/s about their chapter’s project. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA Chapter Service Manual rubric/rating sheets.

CHAPTER SERVICE PROJECT MANUAL - continued

8. The Chapter Service Project shall be developed and completed during a one-year span starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
9. The presentation and project materials submitted must be planned, conducted and evaluated only by chapter members.
10. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
11. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

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CHAPTER SHOWCASE DISPLAY

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Insure that the tables/floor have been labeled by the Vice President of Competitive Events with identification for each participant/team.
2. Conduct Specific Orientation for judges.
3. Coordinate the setup of the event according to the labeled tables. Allow thirty (30) minutes to set up. Computers may be used as part of the display. Note: Setup time remains the same. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures. Equipment should not be left overnight.
4. Check for placement of special equipment ordered (electrical outlets, etc.). No orders can be made at the meeting.
5. Allow only requested equipment to be used.
6. Allow only designated chapter participants to set up displays. Failure to follow dimension rules for displays will result in a deduction of points from one judge's rubric.
7. Remind participants to mark outer edges of display with masking tape prior to leaving the display area. (This needs to be completed during setup time.)
8. Following set up time, record measurements for each display on STAR Events Measuring Sheet measuring from the inside of the tape. (see Management Manual)
9. Indicate time for dismantling of displays.
10. Check visuals or props used during the oral presentation of the display making sure they are contained within the dimensions of the display, and that the movement of the display during the presentation occur within the original dimension only. Participants may not carry in additional visuals or props for the oral presentation. According to the glossary costumes are not considered to be props. (Exception: if displays are set one day and presentation is not scheduled until the following day teams may bring in computers. FCCLA is not responsible for local chapter equipment.)
11. Scrapbook, flip charts, manuals and photo albums are not allowed.
12. Make it possible for judges to score rubrics without interruption.
13. Keep judges on schedule — allowing approximately twenty (20) minutes for each entry.
14. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

CHAPTER SHOWCASE DISPLAY - Continued

JUDGES — SPECIFIC INFORMATION

Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Judges will take no more than five minutes to view the display prior to the oral presentation.
2. Display may be either freestanding or tabletop. Freestanding displays should not exceed a space 48" deep by 60" wide by 72" high. Tabletop displays should not exceed a space 30" deep by 48" wide by 48" high, including any audiovisual equipment. Information or props outside the display will be considered part of the display and subject to penalty (storage items, boxes below the table, etc.). Electrical cords are not considered to be in measured dimensions. Failure to follow dimension rules for displays will result in a deduction of points.
3. Scrapbooks, flip charts, manuals and photo albums are not allowed.
4. Each display must include a
 - **Project Identification Page** One 8 ½ " X 11" page on plain paper, with no graphics or decorations; must include project title, participants' names, chapter name, school, city, state, and region. For project identification pages mounted on a display, graphics and decorative elements must be outside the 8 ½ " X 11 page and must not touch or overlap the project identification page.
 - **Planning Process Summary Page** One 8 ½ " X 11" summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation. The Project Identification Page and/or the Planning Process Summary Page may be attached to the display or included within the dimensions of the display space.
5. The oral presentation may be up to 15 minutes in length. A one-minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes. There is no minimum length of time for this event. The presentation describes the chapter's year long program of work and how it was implemented. Participants may use audio and/or visual recordings, but they are limited to 1 minute playing time. Note cards are allowed.
6. Visuals or props used during the oral presentation of the display must be contained within the dimensions of the display, and the movement of the display during the presentation must occur only within the original dimension. The display may be used as a visual during the oral presentation. Participants may not carry in additional visuals or props for the oral presentation. According to the glossary, costumes are not considered to be props. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter equipment).
7. Following the presentation judges will have five minutes to interview the participant(s) about their chapter's program of work and public relations techniques and review the display. Following the interview, judges may use a maximum of five minutes to score

CHAPTER SHOWCASE DISPLAY - Continued

and write constructive/positive comments on the Chapter Showcase Display FCCLA rubric/rating sheets.

8. Tables and electrical outlets must be requested on the entry form. (Chair has a list of requested equipment). Extension cords and power strips are not provided.
- 9 . Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
- 10.The top six (6) achievers in each category at the regional level will advance to the State level competition and the top two (2) achievers at state competition will advance to national competition.

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CHAPTER SHOWCASE MANUAL

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect manuals at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Place manual on the table in front of the judges prior to participant(s) entering competition room.
4. Indicate a time and place for teams to pick up manuals.
5. Check to make sure all pages are contained in a scrapbook and fit within the dimensions of the cover. All pages must be one-sided only.
6. Pointers, including lasers, are not allowed in the manual event.
7. Make it possible for judges to score rubrics without interruption.
8. Keep judges on schedule — allowing approximately twenty-five (25) minutes for each entry. Judges will have five (5) minutes to preview the manual before presentation begins. The oral presentation may be up to fifteen (15) minutes in length. Following the presentation judges will have five (5) minutes to interview participants.
9. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

CHAPTER SHOWCASE MANUAL - continued

JUDGES — SPECIFIC INFORMATION

Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Prior to the oral presentation, judges will take no more than five minutes to view the manual (must be the official FCCLA scrapbook obtained from the national FCCLA store) that was turned in a registration to the chairperson.
2. A table will be provided. The manual will be placed on the table in front of the judges before the participant/s enter the room. No additional props, decorations or extras are allowed.
3. The manual must include a
 - **Project Identification Page** (One 8 ½" X 11" page) containing project title, participants' names, chapter name, school, city, state and region on plain paper with no graphics or decorations. For Project Identification Pages mounted on a scrapbook page, graphics and decorative elements must be outside the 8 ½ " X 11" page and must not touch or overlap the Project Identification Page.
 - **Table of Contents**
 - **Planning Process Summary Page** (summarize how each step of the Planning Process was used to plan and implement the project. It should not exceed one 8 ½ " X 11" page. Use of the Planning Process may also be described in the oral presentation).
 - **Divider pages** may be tabbed and may contain title, a section name, graphic elements, thematic decorations, and or page numbers; they must not include any other content. All pages must be one-sided only. All pages must fit within the dimensions of the cover of the scrapbook.
4. Participants may not carry in additional visuals or props for the oral presentation. The manual may be used as a visual during the oral presentation. According to the glossary, costumes are not considered to be props. Note cards are allowed. Pointers, including lasers, are not allowed.
5. The oral presentation may be up to 15 minutes in length. A one-minute warning be given at 14 minutes. Participants will be stopped at 15 minutes. There is no minimum length of time for this event. The presentation describes the chapter's year long program of work and how it was implemented.
6. Following the presentation judges will have five minutes to interview the participant(s) about their chapter's program of work and public relations techniques. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA Chapter Showcase Manual rubric/rating sheets.

CHAPTER SHOWCASE MANUAL - continued

7. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.

8. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

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CULINARY ARTS

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Assign a helper to supervise arrival and departure of participant's on buses (if necessary).
2. Conduct Specific Orientation for judges (at competition site).
3. See that all food for each shift is set out and ready as participants enter the food preparation area.
4. Give necessary forms to teams.
5. Give signals to participants when to start for each phase of the event.
6. Monitor participants to prohibit talking to anyone outside their team during the waiting period.
7. Keep judges on schedule. Participants will have a thirty (30) minute planning period, a sixty (60) minute preparation period, a 10-minute period to write a team evaluation and a 15-minute cleanup period.
8. Give the signal when participants' time expires and then ask participants to bring prepared plates to the judges.
9. Allow 15 minutes for the participants to cleanup while judges' taste and rate the foods.
10. Set up food for the second group (if necessary).
11. Dismiss participants when each team's evaluations are completed.
12. Assist with cleanup as needed.
13. Assist with coordinating an activity for participants having to wait for a later shift.
14. The top six (6) teams will be announced and recognized on stage and the top three (3) teams at the regional level will advance to the state level competition and the top team at state competition will advance to national competition.

CULINARY ARTS - Continued

JUDGES — SPECIFIC INFORMATION

Team Event (3 members)
Occupational Specific (10-12)

1. Two (2) adults who are currently working in the culinary arts industry will serve on the evaluation team.
2. Judges will use the FCCLA Culinary Arts rubric to score each team throughout the session by observing their work habits, techniques, development and use of planning sheet, project presentation, appearance, taste and creativity as well as the written team evaluation sheet. Add specific constructive/positive comments on the FCCLA Culinary Arts rubric/rating sheets, which will help participant(s) to improve the presentation. Then, if time allows, judges will met with participants to discuss strengths and suggestions for improvement.
3. Recipes and all food items will be provided. No other food products, garnishes or condiments may be brought to the event.
4. A General Equipment and Tool Requirements list is provided the participants. Only items on the list may be brought to the event. One equipment tub per team will be allowed.
5. The food preparation area will be organized in such a way that judges can observe each participant. Two identical plates will be prepared: one will be used for tasting; one will be placed on display.
6. Following a thirty-minute planning period, participants will have up to 60 minutes to prepare three or more foods items. All participant teams will be preparing the same assigned menu. Ten minutes (10) will be used to write a team evaluation. Fifteen minutes are provided for clean up by participants.
7. Any point deductions should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
8. The top three (3) teams in each category at the regional level will advance to the state level competition and the top team at state competition will advance to national competition.

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EARLY CHILDHOOD

EVENT CHAIRPERSONS - SPECIFIC INFORMATION

1. Collect participant's materials at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. See that judges have copies of specific situations including lesson topics for all age ranges.
4. Monitor progress of presentations to keep on schedule.
5. Know the time schedule for the event:
 - a. Participants turn in materials at the STAR/Proficiency Event Registration.
 - b. Participants are given specific situations and lesson topics and are allowed thirty (30) minutes to plan appropriate lesson.
 - c. Presentation of lesson may be up to fifteen (15) minutes in length. One (1) minute warning is given at fourteen (14) minutes.
 - d. Judges review and questions are five (5) minutes in length.
6. Take measurements of containers during the lesson plan preparation. The container and lid must be no larger than 17 ½ long x 14 ½ wide and 11 ½ deep.
7. Dismiss participants after final review.
8. Make it possible for judges to score rubrics without interruption.
9. The top six (6) achievers at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

EARLY CHILDHOOD - continued

JUDGES -SPECIFIC INFORMATION

Individual Event
Occupationally Specific (10-12)

1. Individuals will submit two portfolios (one must be the official FCCLA notebook/binder obtained from the National FCCLA store, one may be a copy) with required documents to the chairperson at the STAR/Proficiency Event Registration.
2. The portfolio is a collection of materials used to document and illustrate the knowledge of the participant in the areas listed on the rating sheet.
3. Materials must be contained in a 1 – 1 ½ “ notebook /binder with no more than 33 pages:
 - **1 Project Identification Page** (one 8 ½ “ X 11” page) containing participant’s name, chapter name, school, city, state, region and selected age range (2-3, 4-5 or 6-8 years) on plain paper. No other information, graphics or decorations/borders should be placed on the Project Identification Page.
 - **1 Planning Process Summary Page** (summarize how each step of the planning process was used to complete the portfolio and prepare for the event. It should not exceed one 8 ½ “ X 11” page).
 - **1 Table of Contents Page**
 - **0-5 divider pages** (Divider pages may be tabbed and may contain a title, a section, graphic elements, thematic decoration, and/or page numbers; they must not contain any other content).
 - **Up to 25 content pages.**
4. All documents must fit within the dimensions of the notebook/binder. All pages must be one-sided only.
5. Judges will preview the portfolios 30 minutes before the presentation.
6. Participants will select an age category and be given a specific situation including lesson topics (age ranges of 2-3 year, 4-5 year, 6-8 years old). They will have 30 minutes to plan an appropriate activity using materials from the supply list and organizing the presentation. The Activity Plan Topics may include, but are not limited to general themes such as physical activity, science and reading readiness. Participants must complete a written activity plan for their presentation and shall use the form provided by the association. The activity plan form used must include the activity objective, materials/supplies to be used, necessary setup for the activity (i.e. where will the activity take place and what will the teacher be doing during the activity), plus step-by-step directions for implementing the activity.

EARLY CHILDHOOD - continued

7. The presentation of the lesson may be up to 15 minutes in length. A one-minute warning will be given at fourteen minutes. The participant will be stopped at fifteen minutes. There is no minimum length of time for the lesson.
8. Following the presentation, judges will question participants for up to five minutes. Following the interview, judges will have a maximum of five minutes to use the FCCLA Early Childhood rubric to score the presentation and add specific constructive/positive comments which will help participant(s) to improve the presentation. One of the portfolios will be kept for judges to use later if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio at the end of the event.
9. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
10. The top six achievers in each category at the regional level will advance to the state level competition and the top two achievers at state competition will advance to national competition.

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ENTREPRENEURSHIP - Continued

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Monitor progress of presentations to keep them on schedule.
4. Know the time schedule for this event:
 - Judges will have ten (10) minutes to view the business plan prior to the oral presentation. Set up time will begin the last five (5) minutes of the judge's preview time.
 - Five (5) minutes will be allowed for set-up. Note: Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures.
 - Participant is allowed up to twenty (20) minutes to present the business plan.
 - Computers may be used as part of the presentation.
 - Judges are allowed no more than five (5) minutes to interview participants.
5. Make it possible for judges to score rubrics without interruption.
6. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

ENTREPRENEURSHIP - Continued

JUDGES – SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to 10) Senior (10-12) Occupationally Specific (10-12)

1. Participants will submit two (2) portfolios (one must be contained in the official FCCLA notebook/binder obtained from the National FCCLA store) to the Event Chairperson at the STAR/Proficiency Event Registration.
2. Judges will have 10 minutes to view the portfolio/business plan prior to the oral presentation. Students will set up during the last five minutes of this time. Other persons **may not** assist in setting up.
3. The portfolio will present items researched and developed in a written business description for establishing a small business. The portfolio is a collection of materials used to document and illustrate the work of the project. Materials may not extend past the edges of the binder. A decorative and/or informative cover may be included. All materials, including the divider pages and tabs, must fit within the cover. The portfolio must contain no more than 63 pages which include:
 - **1 Project Identification Page** One 8 ½ “ X 11” page on plain paper containing participants’ names, chapter name, school, city, state, region and project title. No other information, graphics or decorations/borders should be placed on the project identification page.
 - **1 Table of Contents Page**
 - **1 Planning Process Summary Page** One 8 ½ “ X 11” summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation.
 - **0-10 divider pages** Divider pages may be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers; they must not include any other content.
 - **No more than 50 content pages.**
4. Participants will have five (5) minutes to set up. A table will be provided. Participants must bring all other necessary supplies and/or equipment. Participants may bring a table top easel. Electrical outlets and screen must be requested on the entry form (Chair has a list of request). Extension cords and power strips are not provided. Wall space will not be available.
5. The oral presentation of the business plan may be up to 20 minutes in length. A 1-minute warning will be given at 19 minutes. Participants will be stopped at 20 minutes. There is no minimum length of time for the presentation. Visual aids should be used throughout the presentation, and the business plan may be used as a visual. If audio or audio/visual recordings are used they are limited to 1 minute playing time during the presentation. PowerPoint without sound may be used during the entire presentation. Note cards may be used.

ENTREPRENEURSHIP - Continued

6. Distribution of product samples or other materials are not allowed.

7. Following the presentation, judges will have up to 5 minutes to interview the participant. Following the interview, judges will have a maximum of five minutes to use the FCCLA Entrepreneurship rubric to score the presentation and add specific constructive/positive comments which will help participant(s) to improve the presentation. One portfolio will be kept for judges to use later if necessary. The participant will pick up the portfolio at the end of the event.

8. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See point deduction sheet for deductions.

9. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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ENVIRONMENTAL AMBASSADOR

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Allow students five (5) minutes to set up.
4. The five current environment issues will be posted on the STAR Events page of the FCCLA national website on August 1.
5. Make it possible for judges to score rubrics without interruption.
6. Keep judges on schedule — allowing approximately 30 minutes for each entry.
7. Send one (1) portfolio with participants when they leave. Indicate time for the second portfolio to be picked up.
8. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

ENVIRONMENTAL AMBASSADOR - continued

JUDGES – SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit 2 portfolios (one must be contained in the official FCCLA notebook/binder obtained from the National FCCLA store, the other may be a copy) at the STAR/Proficiency Event Registration.
2. Judges will have 15 minutes to view the **portfolio** prior to the oral presentation. Participants will set up during the last five minutes of this time. Other persons may not assist. The portfolio is a collection of materials used to document and illustrate the work of the project.
3. Materials may be contained in a notebook or binder with no more than 45 pages:
 - **1 Project Identification Page** One"8 ½ X 11" page on plain paper, with no graphics or decorations; must include participant's name, chapter name, school, city, state, region and project title.
 - **1 Planning Process Summary Page** One"8 ½ X 11" summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation.
 - **1 Table of Contents Page.**
 - **0-7 divider pages** Divider pages must be tabbed and may contain a title, a section, graphic elements, thematic decorations, and/or page numbers; they must not include any other content
 - **Up to 35 content pages**
4. All documents must fit within the portfolio and all pages must be one-sided only. Manuals, scrapbooks and photo albums are not allowed in this event. Portfolio must be neat, legible, professional and use correct grammar and spelling. Internet connections will not be provided.
5. The oral presentation may be up to fifteen minutes in length. A one-minute warning will be given at fourteen minutes. Participants will be stopped at fifteen minutes with no point deductions. The presentation may not be prerecorded. Participants may use any combination of props, materials, supplies and/or equipment to demonstrate how to carry out the project. Note cards may be used.
6. Following this presentation, judges will have five minutes to interview participants about the project. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA Applied Technology rubric/rating sheets.
7. **IF** audio or audiovisual recordings are used, they are limited to five (5) minutes playing time during the presentation. Visual technology, with no audio, may be used during the entire presentation.

ENVIRONMENTAL AMBASSADOR - continued

8. One of the portfolios will be kept for judges to use later, if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant/s will pick up the remaining portfolio at the end of the event.
9. The Environmental Ambassador project shall be developed and completed during a one-year span, starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
10. A table will be provided. Electrical outlets and screen must be requested on the entry form (Chairperson will have a list of requests). Extension cords and power strips are not provided. Wall space will not be available. Participant may bring an easel.
11. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.) should be deducted from only Judge A's rating sheet. See Point Deduction Sheet.
12. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.
13. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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FASHION CONSTRUCTION

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Insure that the tables/floor have been labeled by the Vice President of Competitive Events with identification for each participant/team.
2. Conduct Specific Orientation for judges.
3. Coordinate the setup of the event according to the labeled tables. Allow thirty (30) minutes to set up. Computers may be used as part of the display. Note: Setup time remains the same. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures. Equipment should not be left overnight.
4. Check for placement of special equipment ordered (electrical outlets, etc.). No orders can be made at the meeting.
5. Allow only requested equipment to be used.
6. Allow only designated chapter participants to set up displays. Failure to follow dimension rules for displays will result in a deduction of points from one judge's rubric.
7. Remind participants to mark outer edges of display with masking tape prior to leaving the display area. (This needs to be completed during setup time.)
8. Following set up time, record measurements for each display on STAR Events Measuring Sheet measuring from the inside of the tape. (see Management Manual)
9. Indicate time for dismantling of displays.
10. Check visuals or props used during the oral presentation of the display making sure they are contained within the dimensions of the display, and that the movement of the display during the presentation occurs within the original dimension only. Participants may not carry in additional visuals or props for the oral presentation. (Exception: if displays are set one day and presentation is not scheduled until the following day teams may bring in computers. FCCLA is not responsible for local chapter equipment.)
11. Judges and Chairs will have up to 10 minutes to inspect the garment or ensemble before the participant is brought in.
12. Costumes/uniforms and file folders are not allowed.
13. Make it possible for judges to score rubrics without interruption.
14. Keep judges on schedule — allowing approximately twenty (20) minutes for each entry.
15. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

FASHION CONSTRUCTION - Continued

JUDGES — SPECIFIC INFORMATION

Individual Event

Senior (10-12) Occupationally Specific (10-12)

1. Judges will take no more than 10 minutes to inspect the garment or ensemble for the skill areas prior to the oral presentation.
2. Display may be either freestanding or tabletop. Freestanding displays should not exceed a space 48" deep by 60" wide by 72" high. Tabletop displays should not exceed a space 30" deep by 48" wide by 48" high, including any audiovisual equipment. Information or props outside the display will be considered part of the display and subject to penalty (storage items, boxes below the table, etc.). Participants using a tabletop display are allowed a standing mannequin in addition to their table space. Electrical cords are not considered to be in measured dimensions. Failure to follow dimension rules for displays will result in a deduction of points.
3. Scrapbooks, flip charts, manuals and photo albums are not allowed.
4. Each display must include a
 - **Project Identification Page** One 8 1/2" x 11" page on plain paper, with no graphics or decorations; must include participant's name, chapter name, school, city, state, region, and project title.
 - **Planning Process Summary Page** One 8 1/2" x 11" summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation.
 - **Fabric Profile**
 - **Cost Itemization**
 - **Time Log**
 - **Photo Storyboard**
 - **Coordinates**

The display May Contain, but they are NOT required:

- **Thematic props or decorations**
 - **Audiovisual**
 - **Mannequins**
5. The oral presentation should be 4 to 5 minutes in length. A one-minute warning will be given at 4 minutes. Participants will be stopped at 5 minutes. The presentation is to describe efforts in detail. Note cards are allowed.
 6. Visuals or props used during the oral presentation of the display must be contained within the dimensions of the display, and the movement of the display during the presentation must occur only within the original dimension. The display may be used as a visual during the oral presentation. Participants may not carry in additional visuals or props for the oral presentation. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter

FASHION CONSTRUCTION - Continued

equipment).

7. Following the presentation judges will have five minutes to interview the participant. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the Fashion Construction FCCLA rubric/rating sheets.
8. Tables and electrical outlets must be requested on the entry form. (Chair has a list of requested equipment). Extension cords and power strips are not provided.
- 9 . Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
- 10.The top six (6) achievers in each category at the regional level will advance to the State level competition and the top two (2) achievers at state competition will advance to national competition.

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FASHION DESIGN

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Insure that the tables/floor have been labeled by the Vice President of Competitive Events with identification for each participant/team.
2. Collect portfolios at STAR/Proficiency Event registration along with other documentation.
3. Conduct Specific Orientation for judges.
4. Coordinate the setup of the event according to the labeled tables. Allow thirty (30) minutes to set up. Computers may be used as part of the display. Note: Setup time remains the same. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures. Equipment should not be left overnight.
5. Check for placement of special equipment ordered (electrical outlets, etc.). No orders can be made at the meeting.
6. Allow only designated chapter participants to set up displays. Failure to follow dimension rules for displays will result in a deduction of points from one judge's rubric.
7. Remind participants to mark outer edges of display with masking tape prior to leaving the display area. (This needs to be completed during setup time.)
8. Following set up time, record measurements for each display on STAR Events Measuring Sheet measuring from the inside of the tape. (see Management Manual)
9. Indicate time for dismantling of displays.
10. Check visuals or props used during the oral presentation of the display making sure they are contained within the dimensions of the display, and that the movement of the display during the presentation occur within the original dimension only. Participants may not carry in additional visuals or props for the oral presentation. (Exception: if displays are set one day and presentation is not scheduled until the following day teams may bring in computers. FCCLA is not responsible for local chapter equipment.)
11. Judges and Chairs will have up to 15 minutes to preview the portfolio and sample garment before the participant is brought in.
12. Costumes/uniforms, skits, manuals, and file folders are not allowed.
13. Make it possible for judges to score rubrics without interruption.
14. Keep judges on schedule — allowing approximately twenty (20) minutes for each entry.
15. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

JUDGES — SPECIFIC INFORMATION Individual Event

Senior (10-12) Occupationally Specific (10-12)

1. Judges will take no more than 15 minutes to preview the portfolio and sample garment prior to the oral presentation.
2. Costumes/Uniforms, File Folder, Manuals & Skits are not allowed.
3. **The portfolio** must include no more than 45 pages:
 - **Project Identification Page** One 8 1/2" x 11" page on plain paper, with no graphics or decorations; must include participant's name, chapter name, school, city, state, region, and project title.
 - **Table of content page**
 - **Planning Process Summary Page** One 8 1/2" x 11" summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation.
 - **0-7 divider pages** Divider pages may be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers; they must not include any other content.
 - **Up to 35 content pages** All pages must be 8 1/2" x 11" and be one-sided only and fit within the cover.

The Collection Sample: Consist of one actual size prototype of a design from the six collection designs which is created solely by the participant.

 - **Collection Sample Pattern** Develop a flat pattern for the sample
 - **Collection Sample Condition** Actual size and well constructed
4. The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. The presentation is to describe efforts in detail. Note cards are allowed.
5. The presentation may not be prerecorded. If audio or audiovisual equipment is used, it is limited to 1 minute playing time during the presentation. Visual equipment, with no audio, may be used throughout the oral presentation. Participants may use any combination of props, materials, supplies and/or equipment to demonstration how to carry out the project.
6. Following the presentation judges will have five minutes to interview the participant. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the Fashion Construction FCCLA rubric/rating sheets.
7. Tables and electrical outlets must be requested on the entry form. (Chair has a list of requested equipment). Extension cords and power strips are not provided.
8. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
9. The top six (6) achievers in each category at the regional level will advance to the State level competition and the top achiever at state competition will advance to national competition.

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FOCUS ON CHILDREN

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Insure that the tables/floor have been labeled by the Vice President of Competitive Events with identification for each participant/team.
2. Conduct Specific Orientation for judges.
3. Allow display entries thirty (30) minutes to set up project displays. Computers may be used as part of the display. Note: Setup time remains the same. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures.
4. Allow only equipment requested by the participant(s) to be used.
5. Allow only designated participants to set up the presentation. No other individuals are allowed to assist.
6. Remind participants to mark outer edges of display with masking tape prior to leaving the display area. (This needs to be completed during setup time.)
7. Following set up time, record measurements for each display on STAR Events Measuring Sheet measuring from inside edge of tape to inside edge of tape. (see Sample Forms in Management Manual)
8. Make it possible for judges to score rubrics without interruption.
9. Keep judges on schedule — allowing approximately twenty (20) minutes for each entry.
10. Time schedule for each participant are:
 - Up to ten (10) minute oral presentation of project
 - Five (5) minutes for judges to interview participants
11. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

FOCUS ON CHILDREN - continued

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Judges will take up to five minutes to view the display prior to the oral presentation.
2. Display may be either freestanding or tabletop. Freestanding displays should not exceed a space 48" deep by 60" wide by 72" high. Tabletop displays should not exceed a space 30" deep by 48" wide by 48" high, including any audiovisual equipment. Information or props outside the display will be considered part of the display and subject to penalty (storage items, boxes below the table, etc.).
3. Scrapbooks, flip charts, manuals and photo albums are not allowed.
4. Each display must include a
 - **Project Identification Page** (include 8 ½ " X 11") page containing project title, participants' names, chapter name, school, city, state and region on plain paper. No other information, graphics decorations/borders should be placed on the Project Identification Page.
 - **Planning Process Summary Page** (summarize how each step of the Planning Process was used to plan and implement the project. It should not exceed one 8 ½ " X 11" page. Use of the Planning Process may also be described in the oral presentation). The Project Identification Page and/or the Planning Process Summary Page may be attached to the display or included within the dimensions of the display space.
5. The oral presentation may be up to ten minutes in length. The presentation should summarize the project and display. A one-minute warning will be given at nine minutes. The participant will be stopped at ten minutes with no point deduction. There is no minimum length of time for this event. The presenters may use note cards.
6. If audio and/or visual recordings are used, they are limited to 1 minute playing time during the presentation. The presentation may not be prerecorded.
7. Visuals or props used during the oral presentation of the display must be contained within the dimensions of the display, and the movement of the display during the presentation must occur only within the original dimension. The display may be used as a visual during the oral presentation. Participants may not carry in additional visuals or props for the oral presentation. According to the glossary, costumes are not considered to be props. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter equipment).
8. Following the presentation judges will have five minutes to interview the participant(s) about their chapter's project. Following the interview, judges may use a maximum of five minutes to score and write comments on the rating sheets.

FOCUS ON CHILDREN - continued

9. The Focus on Children Event shall be developed and completed during a one year span starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
10. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
11. Tables and electrical outlets must be requested on the entry form. (Chair has a list of requested equipment). Extension cords and power strips are not provided.
12. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
13. Add specific constructive/positive comments on the rating sheet, which will help participant(s) to improve the presentation.
14. Participant will be evaluated on:

Display

- Project Identification Page
- FCCLA Planning Process Summary Page
- Addresses specific need
- Impacts children positively
- Applies child development concepts
- Ability of participants to work with children
- Appearance

Oral Presentation

- Organization/Deliver
- Addresses the Planning Process
- Knowledge of subject matter
- Use of display
- Voice and body language
- Grammar and pronunciation
- Responses to judges question

15. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two achievers at state competition will advance to national competition.

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FOOD INNOVATIONS

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Insure that tables have been labeled by the Vice President of Competitive Events with identification for each participant/team.
2. Conduct Specific Orientation for judges.
3. Coordinate the setup of the event according to the labeled tables. Allow thirty (30) minutes to set up. Computers may be used as part of the display. Note: Setup time remains the same. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures. Equipment should not be left overnight in the competition room.
4. Check for placement of special equipment ordered (electrical outlets, etc.). No orders can be made at the meeting.
5. Allow only requested equipment to be used.
6. Allow only designated chapter participants to set up displays. Failure to follow dimension rules for displays will result in a deduction of points from judge A's rubric.
7. Remind participants to mark outer edges of display with masking tape prior to leaving the display area. (This needs to be completed during setup time.)
8. Following set up time, record measurements for each display on STAR Events Measuring Sheet measuring from inside edge of tape to inside edge of tape. (see Management Manual)
9. Indicate time for dismantling of displays.
10. Check visuals or props used during the oral presentation of the display making sure they are contained within the dimensions of the display and that the movement of the display, during the presentation, occurs within the original dimension only. Participants may not carry in any additional visuals or props for the oral presentation. According to the rules in the glossary, costumes are not considered to be props. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter equipment.)
11. Make it possible for judges to score rubrics without interruption.
12. Keep judges on schedule — allowing approximately twenty-five (25) minutes for each entry.
13. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

FOOD INNOVATIONS - continued

JUDGES – SPECIFIC INFORMATION

Individual or Team Event (1-3 Members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Display may be either freestanding or tabletop. Freestanding displays should not exceed a space 48" deep by 60" wide by 72" high. Tabletop displays should not exceed a space 30" deep by 48" wide by 48" high, including any audiovisual equipment. Information or props outside the display will be considered part of the display and subject to penalty (storage items, boxes below the table, etc.). Electrical cords are not considered to be in measured dimensions. Failure to follow dimension rules for displays will result in a deduction of points.
2. Tables and electrical outlets must be requested on the entry form. (The Chair has a list of requested equipment). Extension cords and power strips are not provided. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
3. Scrapbooks, manuals and photo albums are not allowed.
4. Each display must include a:
 - **Project Identification Page** One 8 1/2" x 11" page on plain paper, with no graphics or decorations; must include participant's name(s), chapter name, school, city, state, region, and project title.
 - **Planning Process Summary Page** One 8 1/2" x 11" summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation.
5. The oral presentation may be up to 15 minutes in length. A one-minute warning will be given at 14 minutes. The participant will be stopped at 15 minutes with no point deduction. There is no minimum length of time for this event. The presenters may use note cards.
6. Visuals or props used during the oral presentation of the display must be contained within the dimensions of the display, and the movement of the display during the presentation must occur only within the original dimension. The display may be used as a visual during the oral presentation. Participant/s may not carry in any additional visuals or props for the oral presentation. According to the glossary, costumes are not considered to be props. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter equipment).
7. If audio and/or visual recordings are used, they are limited to 3 minutes playing time during the presentation. Visual equipment, with no audio, may be used during the entire presentation.
8. Following the presentation judges will have five minutes to interview the participant/s. Following the interview, judges will have 5 minutes to review the display. Judges will have a maximum of five minutes to use the FCCLA Chapter Service Display rubric to

FOOD INNOVATIONS - continued

score the presentation and make specific constructive/positive comments on the rubric/rating sheets, which will help participant(s) to improve the presentation.

9. The Food Innovations Project shall be developed and completed during a one-year span starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
10. The presentation and project materials submitted must be planned, conducted and evaluated only by chapter members.
11. Any point deduction (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
12. The top six achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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HOSPITALITY

EVENT CHAIRPERSONS - SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Monitor progress of presentations to keep on schedule.
4. Know the time schedule for the event:
 - Participants will have 10 minutes to set up for the event.
 - Participants are given a case study and are allowed ten (10) minutes to prepare a response. During that time judges will review the portfolio
 - Participants will give an oral presentation not to exceed ten (10) minutes. A one(1) minute warning will be given at nine (9) minutes. The participants will be stopped at ten (10) minutes with no point deductions.
 - If audio or audiovisual equipment is used, it is limited to 3 minutes playing time during the presentation.
 - Judges will have five (5) minutes to interview/question participants.
5. Make it possible for judges to score rubrics without interruption.
6. Dismiss participants after final review.
7. The top six (6) achievers at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

HOSPITALITY - continued

JUDGES -SPECIFIC INFORMATION

Individual or Team Event (1-3 members)
Occupationally Specific (10-12)

1. Each individual/team will submit two portfolios (one must be the official FCCLA portfolio obtained from the National FCCLA store) to the Event Chairperson at the STAR/Proficiency Event Registration.
2. The portfolio is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the portfolio. All materials, including the divider pages and tabs, must fit within the dimensions above. The portfolio/notebook must contain **no more than 45 pages**:
 - **1 Project Identification Page** (one 8 ½ " x 11" page) on plain paper, with no graphics or decorations; must include participants' names, chapter name, school, city state, and project title.
 - **1 Table of Contents Page.**
 - **Planning Process Summary Page** (one 8½ x 11" summary page) of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation).
 - **0-6 divider pages** (may be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and /or page numbers).
 - **Up to 34 content pages** (including a self-assessment summary, hospitality career pathway, customer service/customer relations concepts, customer service/customer relations investigation, customer service/customer relations guidelines, and works cited/bibliography). All pages must be one-sided only. All pages except divider pages must be 8 ½ " x 11".
3. Participants will give an oral presentation not to exceed ten minutes. The presentation shall briefly describe self-assessment and selection of career pathway; describe research and industry investigation; and present recommendations and guidelines for customer service/customer relations. A one-minute warning will be given at 9 minutes. The participants will be stopped at ten minutes with no point deduction. The portfolio shall be used and additional copies of the training manual portion of the portfolio **may** be furnished for the judges to use during the oral presentation. Note cards may be used. Visuals other than the portfolio are not allowed.
4. After the oral presentation, a case study will be given to each participant/team that relates to their project area. They will have ten minutes to prepare a response. Judges will review the portfolios while participants prepare the case study presentation.
5. The presentation of the case study may be up to five minutes in length. A one-minute warning will be given at four minutes. The participant/s will be stopped at five minutes with no point deductions.
6. Judges will question participants for up to five minutes and discuss project with each group.

HOSPITALITY - continued

7. The project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the current school year before the regional, state and/or National Leadership Meeting.
8. The project and all supporting materials must be planned, conducted, and prepared by the participants only.
9. A table will be provided. Participant may bring an easel.
10. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.) should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
11. Individuals will be judged on:

Portfolio

- Project Identification Page
- FCCLA Planning Process
- Self-Assessment Summary
- Hospitality career pathway
- Customer service/customer relations concepts
- Customer service/customer relations investigation
- Customer service/customer relations guidelines/training manual
- Works cited/bibliography
- Appearance

Oral Presentation

- Organization
- Knowledge of subject matter
- Use of portfolio
- Voice, grammar, body language

Case Study

- Knowledge of subject matter
- Appropriate solutions
- Responses to judges questions

12. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.
13. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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ILLUSTRATED TALK

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Check room for all equipment prior to the beginning of the event.
2. Conduct Specific Orientation for judges.
3. Collect participant's file folders at the STAR/Proficiency Event Registration.
4. Monitor progress of presentations to keep on schedule.
5. Know the time schedule for the event:
 - Five (5) minutes to set up. Other persons may not assist. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures.
 - Judges have five (5) minutes to review file folder before the presentation begins while participants set-up.
 - The oral presentation may be up to ten (10) minutes. (Timing starts as participant begins talking, warning cards should be held up with one (1) minute remaining). Participants will be stopped at ten (10) minutes with no point deduction.
 - Computers may be used as part of the presentation.
 - Following the presentation, judges will have five (5) minutes to interview participants.
 - Judges will have three to five (3 -5) minutes to tally after each presentation.
6. Make it possible for judges to score rubrics without interruption.
7. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

ILLUSTRATED TALK -continued

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit one letter-size file folder with required documents to the event chairperson at the STAR/Proficiency Event Registration. The manila file folder will have the following information (typed or legibly written) on the upper left corner: name of the STAR Event and category, participant/s name/s, and school, city, state and region. The file folder should contain two identical sets, with each set stapled and consisting of the following:
 - **1 Project Identification Page** One 8 ½ “ X 11” page on plain paper; must include participants’ name(s), chapter name, school, city, state, region and title of Illustrated Talk . No other information, graphics or decorations/borders should be placed on the project identification page.
 - **1 Planning Process Page** One 8 ½ “ X 11” summary page explaining how each step of the Planning Process was used to plan and present Illustrated Talk
 - **Outline of presentation** – no more than two pages.
 - **Documentation of three prior Illustrated Talk** Document three (only three) prior Illustrated Talk presentations, including date location, and proof of prior presentation, such as photos, news clippings and/or thank you notes
 - **Works cited/bibliography** – Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current. MLA format required.
2. Judges will have five minutes to preview the file folder before the presentation begins. Participants will use these five minutes to set up for the event. Other persons may not assist.
3. The oral presentation may be up to 10 minutes in length supported by visual aids (may include posters, charts, slides, transparencies, presentation software, puppets, etc.) about issues affecting the quality of individual life or occupational preparation, and is delivered to judges. The presentation should deal with issues related to family and consumer sciences and how FCCLA members can address these issues. Presentation topics that do not address issues concerning Family and Consumer Sciences and/or related occupation will have 5 points deducted from the total score on Judge A’s rating sheet. It is not a factual lecture or “how-to” presentation. Notes may be used during presentation. A one-minute warning will be given at 9 minutes. Participant/s will be stopped at 10 minutes with no point deduction. There is no minimum length of time for this event.
4. If audio recordings are used, they are limited to 1 minute playing time during the presentation. The use of video recordings is not allowed in this event.

ILLUSTRATED TALK -continued

5. Participants will be evaluated on the following:

File Folder

- Project Identification page
- FCCLA Planning Process Summary Page
- Outline of presentation
- Documentation of three prior presentations of the Illustrated Talk to different audiences
- Works cited/bibliography

Oral Presentation

- Introduction
- Relationship to Family and Consumer Sciences
- Knowledge of subject matter
- How FCCLA members can address concerns
- Summary and organization
- Voice and body language
- Grammar and pronunciation
- Responses to judges questions

Visual Aids

- Effectively illustrate content
- Creativity
- Appearance

6. Following the presentation, judges will have 5 minutes to interview participants.
7. A table will be provided. Participant must bring all other necessary supplies and/or equipment. Wall space will not be available. Electrical outlets and a screen must be requested on the entry form. (Chair has a list of equipment requested). Extension cords and power strips are not provided and the local chapter must provide other audiovisual equipment.
8. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
9. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.
10. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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INTERIOR DESIGN

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Coordinate the setup of the event room.
2. Conduct Specific Orientation for judges.
3. Collect participant's file folders and display at the STAR/Proficiency Event Registration.
4. Allow only chapter participants to set up displays when they arrive. There is a five (5) minute limit on set up. Failure to follow dimension rules for displays will result in a deduction of points from **one** judge's rubric. A table will be present for displaying of the display boards. Teams must provide their own easel.
5. Allow judges to preview the file folder during the participant set up time.
6. Following set up time, record measurements for each display board on STAR Events Measuring Sheet (see Sample Forms in the Management Manual).
7. Warn and stop participants according to rules. Participants will present up to a fifteen (15) minute oral presentation of their project to the judges. A one (1) minute warning will be given at fourteen (14) minutes. Participants will be stopped at fifteen (15) minutes with no point deductions
8. Dismiss participants and remind them to come back thirty (30) minutes after the last participant to pick up their file folder and display board(s).
9. Insure that the display board is the only visual that may be used during the presentation. Handouts, samples, etc. may be included on the display board.
10. Make it possible for judges to score rubrics without interruption.
11. Keep judges on schedule — allowing approximately twenty-five (25) minutes for each entry.
12. The top six (6) achievers in each category at the regional level will advance to the state level competition. The top achiever at the state competition will advance to national competition.

INTERIOR DESIGN - continued

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Senior (10-12) Occupationally Specific (10-12)

1. Participant/s will submit one letter-size file folder containing two identical sets stapled separately with the following items to the event chairperson at the STAR/Proficiency Event Registration. The file folder must be labeled in the top left corner with the name of event, category, participant's name, chapter, school, city, state, and region.
 - **Project Identification Page** One 8 ½" X 11" page on plain paper, with no graphics or decorations; must contain participants' name, school, city, state, region, and title of project.
 - **FCCLA Planning Process** (Summarize how each step of the planning process was used to plan an implement the project.) It should not exceed two 8 ½ "x 11" pages
 - **Project Budget** The project budget should break down the amount of money allotted for the space by furnishing and design elements (i.e. wall finish, furniture, lighting, accessories, etc.). Each item used in the design should be noted on the project budget. The budget should be on a single, one-sided sheet of 8 ½ " X 11" paper.
2. Participants are responsible for applying interior design skills learned in Family and Consumer Sciences (FCS) courses to design interiors to meet the living space needs of clients. Participants will create a floor plan, an elevation and a furniture/interior plan addressing the specifics of the design scenario.
3. Participant/s will enter room and set up their display board. There is a five-minute limit on set up. Judges will have five minutes to preview the file folder while the participant(s) set up. Once set up, the oral presentation will begin. A table will be provided for displaying of the display boards. The participant/team will prepare two single-sided presentation boards not to exceed 22" X 30" – one to display the design overview and one to display the interior design elements. Boards may be foam, mat or mat mounted on foam core.
 - **Samples Board** – display samples of wall and window treatments, floor covering, fabrics and other elements (woodwork, cabinets, etc.). Should give a very realistic and detailed vision of what the finished room would like.
 - **Design Board** - complete a room design for a living/dining room. Designs may be drawn by hand or generated using computer-aided design software on paper no to exceed two 8 ½ X 11 pages or one 11 X 17 page.
4. A standard sized business card must be attached to the display. The card must contain the participant) name/s, chapter name, school, city and state.
5. The oral presentation may be up to 15 minutes in length. A one-minute warning will be given at 1 minutes. Participants will be stopped at 15 minutes with no point deduction. The presentation is intended to be **two-way dialogue, as in a conversation or interview**, rather than a one-way illustrated talk. The display board

INTERIOR DESIGN - continued

must be used as a visual during the oral presentation. No audio and/or visual recordings may be used. Note cards may be used.

6. The display board is the only visual that may be used during the presentation. Handouts, samples, etc. may be included on the display board. Scrapbooks, flip charts, manuals and photo albums are not allowed.
7. Following the presentation, judges will step out of character as clients and will have 5 minutes to interview participants and view the display board.
8. Participants will be evaluated on:

Presentation Board

- Floor Plan
- Furniture Arrangement
- NKBA Planning Guidelines
- Wall Elevation
- Samples
- Principles of Design
- Originality of Design
- Thoughtfulness of Design
- Responsible Design
- Overall Effectiveness

Presentation to Clients

- Knowledge of Interior Design
 - Rational of Design Explained
 - Use of Display Boards
 - Voice
 - Body Language/Clothing Choice
 - Grammar/Word Usage/Pronunciation
 - Responses to Judges
9. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.
 10. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
 11. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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INTERPERSONAL COMMUNICATIONS

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's file folders at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. See that judges have copies of case studies for each of the areas: community, place of employment, family, school, peers, and other relatives.
4. Monitor progress of presentations to keep on schedule.
5. Know the time schedule for the event:
 - Five (5) minutes to set up
 - Five (5) minutes for judges to preview the file folder while participants set-up
 - Five (5) minutes for participants oral presentation
 - Five (5) minutes for judges to interview participant on knowledge of communication techniques
 - Ten (10) minutes for participant to prepare response to case study
 - Five (5) minutes for case study response
6. While the participant(s) completes the case study, judges will complete the rubric and then listen to the five (5)-minute oral presentation of the next participant.
7. Make it possible for judges to score rubrics without interruption.
8. Dismiss participant after final review with judges.
9. BECOME FAMILIAR WITH THE TIME SCHEDULE FOR THIS EVENT.
10. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

INTERPERSONAL COMMUNICATIONS - continued

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit **one** letter-size file folder with required documents to the event chairperson at the STAR/Proficiency Event Registration. The manila file folder will have the following information (typed or legibly written) on the upper left corner: name of the STAR Event and category, participant/s name/s, and school, city, state and region. The file folder should contain two identical sets, with each set stapled separately and consisting of the following:
 - **1 Project Identification Page** One 8 ½ " X 11" page on plain paper must include participant's name(s), chapter name, school, city, state, region, project title and chosen category of emphasis (i.e. family, peer groups, community, employment relationships or school groups) No graphics or decorations are allowed.
 - **1 Planning Process Page** One 8 ½ " X 11" summary page of how each step of the Planning Process was used to plan and implement the project; may also be described in the oral presentation.
 - **Works Cited/Bibliography** Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable and current. MLA format required.
2. Judges will have 5 minutes to preview the file folder before the presentation begins. Participants will use these 5 minutes to set up for the event. Other persons may not assist.
3. The project should be developed and completed during a one-year span starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
4. The oral presentation may be up to 5 minutes in length. A one-minute warning will be given at 4 minutes. Participants will be stopped at 5 minutes. There is no minimum length of time for this event. The presentation should describe the project in detail and discuss how communication techniques and methods such as verbal, nonverbal, written, active listening, on-on-one and/or conflict resolution were used. Following the presentation, judges will have 5 minutes to interview participants.
5. Only visuals that were used during the "ACT" step of the planning process for this project may be used during the oral presentation (e.g. handouts, charts, posters, etc.). Audio and or visual recordings are **not allowed** in this event. PowerPoint can be used without sound or video. Wall space will not be available.
6. A table will be provided. Electrical outlets and screen must be requested on the entry form (chair has a list of request). Extension cords and power strips are not provided.
7. Judges will be provided multiple copies of case studies pertaining to the participant's communication project. Judges will select one case study, which closely correlates to the participant's project (community, employment relationships, family, peer groups or school groups). The case study will be given to the participant/s and they will have

INTERPERSONAL COMMUNICATIONS - continued

10 minutes to prepare a response to the case study. A table will be provided in a separate room with no spectators. No prewritten material is allowed but blank note cards for the preparation of the case study response will be provided. While the participant(s) is completing the case study, judges will work on the rating sheet and then listen to the five-minute oral presentation of the next entry.

8. Participants will re-enter the room and have up to 5 minutes to present the case study response to judges. Judges may ask questions after the response.

9. Participants will be evaluated on:

File Folder

- Project Identification Page
- FCCLA Planning Process Summary Page
- Works cited/bibliography

Oral Presentation

- Organization
- FCCLA Planning Process incorporated
- Project rationale clearly stated
- Used appropriate techniques
- Evidence of project self-evaluation
- Impact on interpersonal communications; accomplishments
- Relation to FCCLA purposes and Family and Consumer Sciences
- Voice and body language
- Grammar and pronunciation
- Responses to judges questions

Case Study

- Knowledge of communication techniques
- Appropriate solutions
- Responses to judges questions

10. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.

11. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.

12. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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JOB INTERVIEW

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios (2) at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Provide job application form to participants during event registration. Allow 15 minutes to complete the form. Collect the form and place in participant's portfolio.
4. Allow judges 10 minutes to preview the portfolio and job application before the interview begins.
5. Monitor progress of interview to remain on schedule. Interview will last no more than 15 minutes.
6. Allow the participant's to take their application and one (1) portfolio following the interview. The second portfolio must be picked up within thirty (30) minutes after the last interview (at designated location).
7. Make it possible for judges to score rubrics without interruption.
8. Give judges the next portfolio to review while the next participant enters.
9. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

JUDGES - SPECIFIC INFORMATION

Individual Event

Senior (10-12) Occupationally Specific (10-12)

1. Participant will submit two portfolios (one must be the official FCCLA notebook/binder obtained from the National FCCLA store) to the event chairperson at the STAR/Proficiency Event Registration. At this time, the participant will have 15 minutes to fill out a job application (using blue or black ink). A dictionary will be provided in the application room. Participants may only use a copy of their resume and references to fill out the job application.
2. The portfolio is a collection of factual information that supports the job for which the participant is applying. Materials may be contained in a notebook/binder with no more than 33 pages:
 - **1 Project Identification** One 8 ½ " X 11" page on plain paper, with no graphics or decorations: must contain participant's name, chapter name, school, city, state, region and job title desired.
 - **1 Table of Contents Page.**
 - **1 Planning Process Summary Page** One 8 ½ " X 11" summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation.
 - **0-5 divider pages** (May be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers; they must not include any other content.)
 - **25 content pages** (including job specification sheet, business communication, educational enhancement opportunities, career related education, examples of special skills). All pages must be one-sided only. All pages except divider pages must be 8 ½ " x 11". All pre-prepared information should be typed.
3. Judges will have 10 minutes to preview the portfolio and job application before the interview begins. Participant will enter the room and be introduced to the judges by the chairperson.
4. The interview must be a minimum of 10 minutes, not to exceed 20 minutes in length. A one-minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes.
5. Participant may use the portfolio during the interview process and answer questions about the portfolio at this time. No other materials may be used during the interview. One of the portfolios will be given back to the participant at the end of the interview. One of the portfolios will be kept for judges to use later if necessary. The participant will pick up the remaining portfolio at the end of the event.
6. Participant must apply for a job that matches their current skills and relates to their career interests/goals and show how family and consumer sciences helped them become prepared for the job. Jobs appropriate for each category are:

- Senior – any job using skills that do not require intensive occupational training at the high school level (ex. Teacher’s aide, store clerk, lifeguard, volunteer child care provider or house sitter).
 - Occupationally Specific – any job using skills learned in job specific courses at the high school level (ex. culinary arts worker, child care provider, home health aide, display assistant, fashion coordinator)
7. Costumes/uniforms are not allowed. Thank you notes and follow-up letters are not allowed.
8. Each participant will be evaluated on:

Application

- Filled out in blue or black ink
- Accurate, neat, legible and contain correct grammar and spelling

Portfolio

- Project identification page
- FCCLA planning process
- Job specification sheet
- Business Communication
- Educational Enhancement Opportunities
- Career Related Education
- Examples of special skills
- Appearance

Interview

- Professional appearance
- Knowledge of Selected Job
- Communication skills
- Response to Judges’ Questions
- Use of portfolio
- Voice
- Body Language/Clothing Choice
- Grammar/Word Usage/Pronunciation

9. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be. Deduction from **only** Judge A’s rating sheet. See Point Deduction Sheet for deductions.
10. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to Improve the presentation.
11. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

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LEADERSHIP

EVENT CHAIRPERSONS - SPECIFIC INFORMATION

1. Collect participant's materials at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. See that judges have copies of specific situations including lesson topics for all age ranges.
4. Monitor progress of presentations to keep on schedule.
5. Know the time schedule for the event:
 - a. Participants turn in materials at the STAR/Proficiency Event Registration.
 - b. Participants are given specific situations and lesson topics and are allowed thirty (30) minutes to plan appropriate lesson.
 - c. Presentation of lesson may be up to fifteen (15) minutes in length. One (1) minute warning is given at fourteen (14) minutes.
 - d. Judges review and questions are five (5) minutes in length.
6. Take measurements of containers during the lesson plan preparation. The container and lid must be no larger than 17 ½ long x 14 ½ wide and 11 ½ deep.
7. Dismiss participants after final review.
8. Make it possible for judges to score rubrics without interruption.
9. The top six (6) achievers at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

LEADERSHIP - continued

JUDGES -SPECIFIC INFORMATION

Individual Event

Senior (grades 10-12)

Occupationally Specific (grades 10-12)

1. Individuals will submit two portfolios (one must be the official FCCLA notebook/binder obtained from the National FCCLA store, one may be a copy) with required documents to the chairperson at the STAR/Proficiency Event Registration.
2. The portfolio is a collection of materials used to document and illustrate the knowledge of the participant in the areas listed on the rating sheet.
3. Materials must be contained in the official portfolio from the National FCCLA store.
 - **1 Project Identification Page** (one 8 ½ " X 11" page) containing participant's name, chapter name, school, city, state, region and selected age range (2-3, 4-5 or 6-8 years) on plain paper. No other information, graphics or decorations/borders should be placed on the Project Identification Page.
 - **1 Planning Process Summary Page** (summarize how each step of the planning process was used to complete the portfolio and prepare for the event. It should not exceed one 8 ½ " X 11" page).
 - **1 Table of Contents Page**
 - **0-5 divider pages** (Divider pages may be tabbed and may contain a title, a section, graphic elements, thematic decoration, and/or page numbers; they must not contain any other content).
 - **Up to 35 content pages.**
 - **Divider pages may be tabbed and may contain specified items**
4. All documents must fit within the dimensions of the notebook/binder. All pages must be one-sided only. All pages except divider pages must be 8 ½ x 11".
5. Judges will preview the portfolios 30 minutes before the presentation.
6. The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at fourteen minutes. The participant will be stopped at fifteen minutes. There is no minimum length of time for the lesson.
7. Following the presentation, judges will question participants for up to five minutes. Following the interview, judges will have a maximum of five minutes to use the FCCLA Early Childhood rubric to score the presentation and add specific constructive/positive comments which will help participant(s) to improve the presentation. One of the portfolios will be kept for judges to use later if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio at the end of the event.

LEADERSHIP - continued

8. If audio or audiovisual recordings are used, they are limited to three (3) minutes playing time during the presentation. Visual equipment, with no audio, may be used during the entire presentation.
9. One of the portfolios will be kept for judges to use later if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio at the end of the event.
10. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
11. The top six achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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LIFE EVENT PLANNING

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Allow students five (5) minutes to set up.
4. Allow Judges ten (10) minutes to view the portfolio prior to the oral presentation. Warn and stop participants according to rules.
5. The oral presentation should be 5 to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes.
6. Participants may not wear costumes for this event.
7. Make it possible for judges to score rubrics without interruption.
8. Keep judges on schedule — allowing approximately 25 minutes for each entry.
9. Send one (1) portfolio with participants when they leave. Indicate time for the 2nd portfolio to be picked up.
10. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

LIFE EVENT PLANNING - Continued

JUDGES – SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit 2 portfolios (one must be the official FCCLA notebook/binder obtained from the National FCCLA store - the second portfolio does not need to be in the official FCCLA binder/notebook.) to the event chairperson the STAR.Proficiency Event Registration.
2. Judges will have ten minutes to view the **portfolio** prior to the oral presentation. Participants will set up during the last five minutes of this time. Other persons may not assist. The portfolio is a collection of materials used to document and illustrate the work of the project.
3. Materials may be contained in a notebook/portfolio with no more than 31 pages:
 - **1 Project Identification Page**
 - **1 Table of Contents**
 - **1-2 Planning Process Page(s)**
 - **1–3 Profile of Event**
 - **0-5 divider pages**
 - **3-12 comparison shopping pages**
 - **1-5 event plan pages**
 - **1-2 Resource Summary Pages**
 - **All documents** must fit within the portfolio and all pages must be one-sided only.
4. The oral presentation may be up to 5-10 minutes in length. A one-minute warning will be given at nine minutes. Participants will be stopped at ten minutes with no point deductions. The presentation is to describe research and planning efforts in detail. The participant will use the portfolio during the oral presentation. Note cards may be used.
5. Participants may use visuals including samples, objects, posters, charts, slides, transparencies, presentation software, and audiovisual equipment. Participants may not wear costumes for this event. Internet connections will not be provided.
6. A table will be provided. Participant may bring a tabletop easel. Electrical outlets and screen must be requested on the entry form (chair has a list of request). Extension cords and power strips are not provided. Wall space will not be available.
7. Following the presentation, judges may question participants for up to five minutes. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA Life Event Planning rubric/rating sheets. One of the portfolios will be kept for judges to use later if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio within 30 minutes after the end of the event.

LIFE EVENT PLANNING - Continued

8. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
9. The top six achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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NATIONAL PROGRAMS IN ACTION

EVENT CHAIRPERSONS - SPECIFIC INFORMATION

1. Check event room for all equipment prior to the beginning of the event.
2. Conduct Specific Orientation for judges.
3. Collect participant's file folder at the STAR/Proficiency Event Registration.
4. Monitor progress of presentations to keep on schedule.
5. Know the time schedule for the event:
 - Judges will have five (5) minutes to preview the file folder before the presentation begins.
 - Participants will have five (5) minutes to set up for the event. (This should be at the same time that judges are previewing folder.) Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures.
 - The oral presentation may be up to fifteen (15) minutes (see the National Programs in Action section of the Competitive Events Guidebook).
 - One (1) minute warning will be given at fourteen (14) minutes. The participant will be stopped at 15 minutes with no point deduction.
 - Judges will have five (5) minutes to interview participants to clarify information and determine knowledge following the summary.
6. Make it possible for judges to score rubrics without interruption.
7. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at the state competition will advance to national competition.

NATIONAL PROGRAMS IN ACTION - Continued

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit one letter-size file folder with required documents to the event chairperson at the STAR/Proficiency Event Registration.
The file folder must:
 - a) Be labeled in the top left corner with name of event, category, participant's name, state, and region.
 - b) Contain two identical sets of the:
 - **Project Identification Page** One 8 ½ " x 11" page on plain paper with no graphics or decorations; must include participant's name(s), chapter name, school, city, state, region, project title and name of the national program on which the project focuses.
 - **Planning Process Summary Page** (One 8 ½ " x 11" summary page of how each step of the planning process was used to plan and implement the project), with each set stapled.
2. Judges will have 5 minutes to preview the file folder before the presentation begins. Participants will use these 5 minutes to set up for the event. A table will be provided. Participants must bring all other necessary supplies and/or equipment. Electrical outlets and screen must be requested on the entry form (chair has a list of request). Extension cords and power strips are not provided. Wall space will not be available. Other persons may not assist.
3. The oral presentation may be up to 15 minutes in length. The presentation should deal with how each step of the planning process can be used to plan a national program project. A one-minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes with no points deducted. There is no minimum length of time for this event.
4. If audio or audio/visual recordings are used, they are limited to one minute playing time during the presentation. This includes any computer software (i.e. PowerPoint presentation, the audio portion cannot exceed one minute in length. PowerPoint presentations without audio are not limited.) If playing time is over 1 minute, points will be deducted from Judge A's rating sheet. Participants may use any combination of props, materials, supplies and/or equipment to demonstrate how to carry out their project.
5. Following the presentation, judges will have 5 minutes to interview participants. Following the interview, judges will have a maximum of five minutes to use the FCCLA rubric to score the presentation and add specific constructive/positive comments which will help participant(s) to improve the presentation.
6. The National Programs in Action project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the current school year before the regional, state and national Leadership Meeting. National FCCLA programs include all current programs except STAR Events.

NATIONAL PROGRAMS IN ACTION - Continued

7. The project and all supporting materials must be planned, conducted and prepared by the participants only.
8. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
9. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two achievers at state competition will advance to national competition.

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NUTRITION AND WELLNESS

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Allow students ten (10) minutes to set up.
4. Judges will have 15 minutes to preview portfolios.
5. Make it possible for judges to score rubrics without interruption.
6. Keep judges on schedule — allowing approximately 30 minutes for each entry.
7. Send one (1) portfolio with participants when they leave. Indicate time for the second portfolio to be picked up.
8. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

NUTRITION AND WELLNESS- continued

JUDGES – SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit 2 portfolios (one must be contained in the official FCCLA notebook/binder obtained from the National FCCLA store, the other may be a copy) or one electronic portfolio at the STAR Event Registration.
2. Judges will have 15 minutes to view the **portfolio** prior to the oral presentation. Participants will set up during the last five minutes of this time. Other persons may not assist. The portfolio is a collection of materials used to document and illustrate the work of the project.
3. Materials may be contained in a notebook or binder with no more than 45 pages:
 - **1 Project Identification Page** (8 ½" X 11" page) or one slide containing participants' names, chapter name, school, city, state, region and project title on plain white or colored paper in black ink. No other information, graphics or decorations/borders should be placed on this page.
 - **1 Planning Process Summary Page** (summarize how each step of the planning process was used to plan and implement the project). It should not exceed one 8 ½" X 11" page or 2 slides. Use of the Planning Process may also be described in the oral presentation).
 - **1 Table of Contents Page.**
 - **0-7 divider pages** (may not include content but colored paper and graphics are allowed.).
 - **Up to 35 content pages**
4. All documents must fit within the portfolio and all pages must be one-sided only. Tabs may be used on the divider pages. Manuals, scrapbooks and photo albums are not allowed in this event. Portfolio must be neat, legible, professional and use correct grammar and spelling. Internet connections will not be provided.
5. The oral presentation may be up to ten minutes in length. A one-minute warning will be given at fourteen minutes. Participants will be stopped at ten minutes with no point deductions. The presentation may not be prerecorded. Participants may use any combination of props, materials, supplies and/or equipment to demonstrate how to carry out the project. Note cards may be used.
6. Following this presentation, judges will have five minutes to interview participants about the project then discuss strengths and weaknesses with the participants. Questions should attempt to clarify or explain information in regard to the chapter's activities/projects. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA Applied Technology rubric/rating sheets.

NUTRITION AND WELLNESS- continued

7. **IF** audio or audiovisual recordings are used, they are limited to one (1) minute playing time during the presentation. Visual technology, with no audio, may be used during the entire presentation.
8. One of the portfolios will be kept for judges to use later, if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio at the end of the event. The presentation will be judged using the Nutrition and Wellness rubric.
9. The Nutrition and Wellness project shall be developed and completed during a one-year span, starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
10. A table will be provided. Electrical outlets and screen must be requested on the entry form (Chairperson will have a list of requests). Extension cords and power strips are not provided. Wall space will not be available. Participant may bring a tabletop easel.
11. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.) should be deducted from only Judge A's rating sheet. See Point Deduction Sheet.
12. Add specific constructive/positive comments on the rating sheets, which will help participant(s) to improve the presentation.
13. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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PARLIAMENTARY PROCEDURE

EVENT CHAIRPERSON — SPECIFIC INFORMATION

1. Check event room for all equipment and set-up is correct prior to the beginning of the event.
2. Conduct Specific Orientation for judges.
3. Collect participant's information at the STAR/Proficiency Event Registration.
4. Assist with administration of the skills test to participants. Participants will have 30 minutes to complete the test. Scores are transferred to rubric as part of the evaluation.
5. Monitor progress of presentations to keep on schedule.
6. Know the time schedule for the event:
 - Team will be given a maximum of five (5) minutes for **team** preparation. (see the Parliamentary Procedure section in the Competitive Events Guidebook).
 - At the appointed time, the team will present a Parliamentary Procedure demonstration meeting that may be up to twenty (20) minutes. A five (5) minute and a one (1) minute warning will be given. Participants will be stopped at 20 minutes with no point deduction.
7. Provide teams with 8 copies of the skeleton agenda, minutes from a previous meeting, treasurer's report, 8 copies of the two topics of new business and a copy of *Robert's Rules of Order Newly Revised 10th Edition*.
8. Know that Robert's Rules of Order, Newly Revised 10th Edition will be the only resource regarding parliamentary procedure.
9. Team must provide gavel and a pen and paper.
10. The team may use a watch or clock to monitor their time during the demonstration.
11. A stopwatch will be used to monitor official time during the demonstration.
12. After adjournment of the demonstration, judges have ten (10) minutes to question the team. The secretary's minutes are to be presented to the judges immediately following adjournment.
13. The demonstration should be a complete meeting from "call to order" to "adjournment" (gavel to gavel). The time will begin when the gavel is tapped at the beginning of the opening ceremony and will be stopped when the gavel is used at the beginning of the closing ceremony.
14. Make it possible for judges to score rubrics without interruption.
15. **All** copies of the minutes, agenda and treasurers' reports must be returned to the STAR Event Headquarters room.
16. The top six (6) teams in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

PARLIAMENTARY PROCEDURE - CONTINUED

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (4-8 members)

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. At the designated time, a team of four to eight members including a president, who will serve as chair, a secretary, a treasurer and up to five others who serve as chapter members will report to the room where they will be given a planning packet consisting of each of the following: 8 copies of the skeleton agenda, minutes from a previous meeting, treasurer's report, and 8 copies of the two topics of new business and a copy of Robert's Rules of Order New Revised 10th Edition.
2. Participants will have 5 minutes to prepare for the meeting. Discussion is allowed among team members during this time.
3. The demonstrated meeting may be up to 20 minutes in length (gavel to gavel of the FCCLA opening and closing ceremonies. Time will begin when the gavel is tapped at the beginning of the opening ceremony and will be stopped when the gavel is used at the **beginning** of the closing ceremony. *Teams should **not** use the gavel after each motion*). The demonstrated meeting should show the participants' knowledge of parliamentary law and their ability to perform designated skills and should follow the agenda given during the preparation time. In addition to points on the rating sheet, also included in the demonstration will be opening ceremony, call to order, previous meeting minutes, treasurer's report (to be read aloud), committee report, unfinished business (to be taken from the minutes), new business (subject cards to be drawn), closing ceremony and adjournment. All members of the team **must** actively participate during the demonstration except the secretary, who **may** participate. A five-minute and a one-minute warning will be given. Participants will be stopped at 20 minutes. There is no minimum length of time for this event.
4. Participants must bring a gavel, blank paper and pencils for taking notes and clean clipboard (optional).
5. Tables and chairs may not be moved. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and pertain to information received during planning time. Acceptable notes include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed.
6. Following adjournment of the meeting the secretary will immediately turn in the meeting notes. They may not be rewritten after the meeting; they **will not** be evaluated as final records/minutes. The Secretary's Record form must be used. A laptop computer or a word processor may not be used.
7. The judges will have 10 minutes to question the participants on the meeting and basic principles of parliamentary law at the conclusion of the demonstration. Following the questioning, judges will have a maximum of five minutes to use the FCCLA rubric to score the presentation and add specific constructive/positive comments which will help participant(s) to improve the presentation.

PARLIAMENTARY PROCEDURE - CONTINUED

8. The skills test administered prior to competition will be brought to headquarters for grading by the event chairperson. Scores will be averaged and returned to the chair and given to judges to average into team score.
9. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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PROMOTE AND PUBLICIZE!

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Collect participant's portfolios at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Allow students ten (10) minutes to set up.
4. Judges will have fifteen (15) minutes to view the portfolio prior to the oral presentation.
5. Give participants fifteen (15) minutes in a designated planning area to complete the written sample portion of the event while judges review portfolio.
6. Warn and stop participants according to the rules. The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. There is no minimum length of time for this event.
7. If audio or audiovisual recordings are used, they are limited to five (5) minutes playing time during the presentation. Visual equipment, without audio, may be used during the entire presentation.
8. Following the presentation, judges will have 5 minutes to interview participant(s).
9. Make it possible for judges to score rubrics without interruption.
10. Keep judges on schedule — allowing approximately 45 minutes for each entry.
11. Send one (1) portfolio with participants when they leave. Indicate time for the second portfolio to be picked up.
12. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3 members)

Junior (up to 10th grade) Senior (10-12) Occupationally Specific (10-12)

1. Each entry will submit 2 portfolios (one must be the official FCCLA Portfolio obtained from the National FCCLA store and one may be a copy) to the event chairperson at the STAR/Proficiency Event Registration.
2. Participants will have 10 minutes to set up for the event. A table will be provided. Electrical outlets and screen must be requested on the entry form (Chair has a list of request). Extension cords and power strips are not provided. Wall space will not be available. Other persons may not assist.
3. The participants will then be given 15 minutes in a designated planning room to complete the written sample portion of the event. The same writing sample will be assigned to all participants within the same category. Judges will have this time to view the portfolio.
4. The portfolio is a collection of materials used to document and illustrate the project work. Materials must be contained in a notebook or binder (one obtained from the FCCLA national emblematic supplier and the other may be a copy). A decorative and/or informative cover may be included. All materials, including the divider pages and tabs, must fit within the cover. It must contain no more than 35 pages:
 - **1 Project Identification Page** One 8 ½ “ X 11” page on plain paper with no graphics and decorations; must contain participants’ names, chapter name, school, city, state, region and title of team project.
 - **1 Table of Contents Page**
 - **1 Planning Process Summary** One 8 ½” X 11” summary page of how each step of the Planning Process was used to plan and implement the project. It should not exceed one page. Use of the Planning Process may also be described in the oral presentation.
 - **0-7 divider pages** may be tabbed and may contain a title, a section name, graphic elements, thematic decorations, and/or page numbers; they must not include any other content.
 - **Up to 25 content pages** including: **evidence of research; promotion plan description; evidence of campaign; evidence of technology used; evidence of public awareness & promotion; relationship to FCS; works cited/ bibliography.**
 - All pages except divider pages must be 8 ½ X 11. Manuals, scrapbooks and photo albums are not allowed in this event.
5. The oral presentation may be up to ten minutes in length. A one-minute warning will be given at nine minutes. Participants will be stopped at ten minutes with no point deductions. Note cards may be used. **IF** audio or audiovisual recordings are used, they are limited to five minutes playing time during the presentation. Visual technology, with no audio, may be used during the entire presentation. Participants may use any combination of props, materials, supplies, and/or equipment to demonstrate how to carry out the project.

6. Following this presentation, judges will have five minutes to question participants about the project then discuss strengths and weaknesses with the participants.

Following the questioning, judges will have a maximum of five minutes to use the FCCLA Promote & Publicize FCCLA rubric to score the presentation and add specific constructive/positive comments which will help participant(s) to improve the presentation. One of the portfolios will be kept for judges to use later if necessary. One of the portfolios will be given back to the participant at the end of the presentation. The participant will pick up the remaining portfolio at the end of the event.

7. The Promote & Publicize project shall be developed and completed during a one-year span, starting July 1 and ending June 30 of the current school year preceding the regional, state or national leadership meeting.
8. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
9. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top achiever at state competition will advance to national competition.

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RECYCLE AND REDESIGN

EVENT CHAIRPERSONS — SPECIFIC INFORMATION

1. Insure that the tables/floor have been labeled by the Vice President of Competitive Events with identification for each participant/team.
2. Conduct Specific Orientation for judges.
3. Collect Recycle and Redesign Skills Selection Chart from participants at registration.
4. Coordinate the setup of the event according to the labeled tables. Allow thirty (30) minutes to set up. Computers may be used as part of the display. Note: Setup time remains the same. Participants using computers are not allowed extra time to setup, nor are they allowed extra time due to system failures. Equipment should not be left overnight in the competition room. Failure to follow dimension rules for displays will result in a deduction of points from one judge's rubric.
5. Check for placement of special equipment ordered (electrical outlets, etc.). No orders can be made at the meeting.
6. If equipment is used that was not requested, points will be deducted from the Point Deduction Sheet.
7. Remind participants to mark outer edges of display with masking tape prior to leaving the display area. (This needs to be completed during setup time.)
8. Following set up time, record measurements for each display on STAR Events Measuring Sheet measuring from inside edge of tape to inside edge of tape. (see Management Manual)
9. Indicate time for dismantling of displays.
10. Check visuals or props used during the oral presentation of the display making sure they are contained within the dimensions of the display and that the movement of the display, during the presentation, occurs within the original dimension only. Participants may not carry in additional visuals or props for the oral presentation. (Exception: if displays are set one day and presentation is not scheduled until the following day, teams may bring in their computer on the day of competition. FCCLA is not responsible for local chapter equipment.)
11. Make it possible for judges to score rubrics without interruption.
12. Keep judges on schedule — allowing approximately fifteen (15) minutes for each entry.
13. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

RECYCLE AND REDESIGN - continued

JUDGES — SPECIFIC INFORMATION

Individual or Team Event (1-3)
Junior (up to 10) Senior (10-12)

1. At STAR Event Registration, participants will turn in one copy of the “Recycle and Redesign Skills Selection Chart” page with the 8 skills represented in the project checked on each copy. In the event that more than 8 skills are represented in a project, participants should have checked the eight that best reflect the quality and difficulty of work accomplished. If participants checked more than eight skills, the first eight on the list only will be evaluated.
2. Display may be either freestanding or tabletop. Freestanding displays should not exceed a space 48” deep by 60” wide by 72” high including any audiovisual equipment. Tabletop displays should not exceed a space 30” deep by 48” wide by 48” high, including any audiovisual equipment. Information or props outside the display will be considered part of the display and subject to penalty (tablecloths, storage items, boxes below the table, etc.). Electrical cords are not considered to be in measured dimensions. Failure to follow dimension rules for displays will result in a deduction of points.
3. Participants must bring all necessary supplies and/or equipment. Wall space will not be available. Scrapbooks, flip charts, manuals and photo albums are not allowed. Tables and electrical outlets must be requested on the entry form. (Chair has a list of requested equipment). Extension cords and power strips are not provided.
4. Each display must include:
 - **1 Project Identification Page** One 8 ½ “ X 11” page on plain paper must contain participants’ names, chapter name, school, city, state, region and project title. No other information, graphics or decorations/borders should be placed on the project identification page.
 - **1 Planning Process Summary** One 8 ½ “ X 11” summary page of how each step of the Planning Process was used to plan and implement the project. It should not exceed one 8 ½” X 11” page. Use of the Planning Process may also be described in the oral presentation.
 - **Each display must contain:** coordinates to complement the product, a material profile, cost itemization, time log and photo storyboard.
5. The display may contain these items, but they are not required: Thematic props or decorations, audiovisual, and/or mannequins. No live models.
6. Judges will view the display prior to the oral presentation.
7. Visuals or props used during the oral presentation of the display must be contained within the dimensions of the display, and the movement of the display during the presentation must occur only within the original dimension. The display may be used as a visual during the oral presentation. Participants may not carry in additional visuals or props for the oral presentation and may not model accessories. (Exception: if displays are set one day and presentation is not scheduled until the

RECYCLE AND REDESIGN - continued

following day, participants may bring in their computer on the day of competition.)
FCCLA is not responsible for local chapter equipment.

8. The oral presentation may be 5 to 10 minutes in length. The presentation should describe efforts in detail. A one-minute warning will be given at nine minutes. The participant will be stopped at ten minutes with no point deduction. The presenters may use note cards. Following the presentation judges will have five minutes to interview the participant/s. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA Recycle & Redesign rubric/rating sheets.
9. The presentation and project materials submitted must be planned, conducted and evaluated only by chapter members.
10. Any point deductions (equipment usage, size limitations, audio/visual time limits, etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
11. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two achievers at state competition will advance to national competition.

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TEACH AND TRAIN

EVENT CHAIRPERSONS - SPECIFIC INFORMATION

1. Collect participants' materials at the STAR/Proficiency Event Registration. Each participant will submit a portfolio (hard copy or electronic).
2. Conduct Specific Orientation for judges.
3. Know the time schedule for the event:
 - a. Participants are allowed five (5) minutes to set up.
 - b. Participants will inform judges of their chosen career area.
 - c. Judges will have ten (10) minutes to preview the portfolio. The electronic portfolio, if used, must be made accessible to the judges
 - d. Presentation of the activity may be up to ten (10) minutes in length. One (1) minute warning is given at nine (9) minutes. The participant will be stopped at ten (10) minutes with no point deduction.
 - e. Following the presentation, judges will have five (5) minutes to interview the participant.
4. Dismiss participants after final review.
5. Make it possible for judges to score rubrics without interruption.
6. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two (2) achievers at state competition will advance to national competition.

TEACH AND TRAIN - continued

JUDGES -SPECIFIC INFORMATION

Individual Event

Junior (up to grade 10) Senior (10-12) Occupationally Specific (10-12)

1. Each participant will submit a portfolio (electronic or hard copy - must be the official binder/notebook purchased from the National website) to the chairperson at STAR/Proficiency Event Registration. Judges will have 10 minutes to preview the portfolio and the participant will have 5 minutes to set up. Other persons may not assist.
2. The participant must make the electronic portfolio accessible to the judges. If presenting an electronic portfolio, participants may bring an LCD projector and computer equipment. Participants will inform the judges of their chosen career area.
3. The hardcopy portfolio must be the official FCCLA STAR Events binder/notebook obtained from the FCCLA national emblematic supplier. All pages must be one sided only. All pages except divider pages must be 8 ½ "X 11". The portfolio will be turned into the chairperson at the STAR/Proficiency Event registration.
4. The Hardcopy Portfolio should include no more than 35 pages or 45 slides, because slides have less content space than document pages.
 - **Project Identification Page** One slide or one 8 ½" x 11" page on plain paper; must contain participants' name, school, city, state, region and career investigated.
 - **Table of Contents Page** (one 8 ½ " x 11" page)
 - **FCCLA Planning Process Summary Page** One 8 ½" x 11" summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation
 - **Divider pages** (0-7 divider pages, may be tabbed and may contain a title, a section name, graphic elements, thematic decorations and/or page numbers
 - **Up to 25 pages including:**
 - Career Exploration and Self Assessment Summary Page
 - Lesson plan
 - Evidence of Use of Family & Consumer Sciences
 - Evidence of prior presentation
 - Works cited/bibliography
 - Shadowing Experience (Senior & Occupational only)
5. The Electronic Portfolio may be either a PowerPoint or an electronic document that can be viewed by the judges and event chairperson prior to the oral presentation. The electronic portfolio may be more than 35 pages; or 45 slides, because slides have less content than document pages.

TEACH AND TRAIN - continued

- **1 Project Identification Page** one slide or one 8 ½“ x 11” page on plain paper; must contain participants’ name, school, city, state, region and career investigated.
 - **1 Table of Contents Page** (one 8 ½ “ x 11” page or slide)

 - **FCCLA Planning Process Summary Page**
One 8 ½” x 11” summary page of how each step of the Planning Process was used to plan and implement the project; use of the Planning Process may also be described in the oral presentation
 - **Divider or Section slides:** may contain a title, a section name, graphic elements, thematic decorations and/or page numbers.
 - **Up to 25 pages including:**
 - Career Exploration and Self Assessment Summary Page
 - Evidence of prior presentation
 - Lesson plan
 - Family & Consumer Sciences Coursework
 - Works cited/bibliography
 - Shadowing Experience (Senior & Occupational only)
6. The participant should document Shadowing experiences with a “best practices” educator by including examples of documentation of the experience.
 7. The oral presentation may be up to 10 minutes. A one minute warning will be given at 9 minutes. At 10 minutes the participant will be stopped without point deduction. The presentation should describe research and career exploration and lesson/workshop plan efforts in detail. The portfolio will be used by the participant during the oral presentation.
 8. Following the presentation judges will have five minutes to interview the participant. Following the interview, judges may use a maximum of five minutes to score and write constructive/positive comments on the FCCLA rubric/rating sheets.
 9. Any point deductions (equipment usage, size limitations, audio/visual time limits etc.), should be deducted from only Judge A’s rating sheet. See Point Deduction Sheet for Deductions.
 10. The top six (6) achievers in each category at the regional level will advance to the state level competition and the top two achievers at state level with advance to national competition.

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MYSTERY BASKET

EVENT CHAIRPERSONS – SPECIFIC INFORMATION

1. Check event room, equipment, and set up to assure it is correct prior to the beginning of the event.
2. Conduct Specific Orientation for judges.
3. Collect participant's information at the STAR/Proficiency Event Registration.
4. Monitor the students as they compete.
5. Provide students with the competition packet: planning sheet, a product bag, index card, self evaluation.
6. Allow individuals 30 minutes to construct a Time Management Plan (using the Planning Sheet) a plated menu plan (utilizing the index card) and organize their work station.
7. Participants are not allowed to talk to anyone after receiving the competition packet.
8. Allow participants 60 minutes to prepare one plated meal. The meal must contain a single, standard serving portion of a protein, a starch and a vegetable. The Planned Menu, written on the index card, must be followed.
9. After 60 minutes, participants will present one plate for professional judge's evaluation on appearance, taste, temperature and texture.
10. Participants will have 10 minutes to complete the self evaluation sheet.
11. Participants will have 15 minutes to clean up their workstations.
12. Allow time for the judges to evaluate the products and complete the rubrics without interruption.
13. Collect all paper work from the participants.
14. The top six (6) achievers will be announced and recognized on stage at the regional level and the top three (3) achievers will advance to the state level competition. There is no national competition for this event.

MYSTERY BASKET - CONTINUED

JUDGES – SPECIFIC INFORMATION

Team Event (3 members)

Occupational Specific (10-12)

1. Two (2) adults who are currently working in the culinary arts industry will serve on a the evaluation team.
2. Judges will use the rubric to score each team throughout the session by observing their work habits, techniques, development and use of planning sheet, project presentation, appearance, taste and creativity as well as the written team evaluation sheet. Add specific constructive/positive comments on the FCCLA Mystery Basket rubric/rating sheets, which will help participant(s) to improve the presentation. Then if time allows, judges will meet with participants to discuss strengths and suggestions for improvement.
3. All food items will be provided. No other food products, garnishes or condiments may be brought to the event.
4. A General Equipment and Tool Recommended list is provided the participants. Any items deemed necessary for this event may be brought to the event; however, points will be deducted when a participant fails to display proper organization of their individual work space.
5. Participants will display all unused items and waste products, in separate bowls, for judges to inspect. Points will be deducted for more than normal amounts of wasted product.
6. Individuals will be handed a product bag (with exactly the same items in it) at the beginning of the Planning Period.
7. Planning Period - Individuals will have 30 minutes to construct a time management plan (utilizing the Planning Sheet), a plated menu plan (utilizing Index Cards that will be turned in to judges) and organize their work station. Once the Competition Packet has been received, participants are not allowed to speak to anyone.
8. Individuals will have 60 minutes to prepare one plated meal for presentation. The meal must contain a single, standard serving portion of a protein, a starch, and a vegetable. The planned menu, written on the index card, must be followed.
9. Participants will have 10 minutes to complete a Self Evaluation Sheet and 15 minutes to clean up their workstations.
10. Any point deductions should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
11. The top three (3) teams in each category at the regional level will advance to the state level competition. There is no national competition.

SERVING UP SUCCESS

EVENT CHAIRPERSONS - SPECIFIC INFORMATION

1. Collect participant's materials at the STAR/Proficiency Event Registration.
2. Conduct Specific Orientation for judges.
3. Make sure table is set properly for two (2) people and supplies are available on a table near the seating area.
4. Monitor progress of presentations to keep on schedule.
5. Know the time schedule for the event:
 - a. At the beginning of the event the participant will be handed a food and beverage situation written on an index card.
 - b. Participant is allowed five (5) minutes to complete their response to the situation.
 - c. Participant will simulate a restaurant's food service operation. The demonstration is not to exceed twenty (20) minutes in length. One (1) minute warning is given at nineteen (19) minutes with no point deduction.
 - d. Judges review and questions are five (5) minutes in length.
6. Dismiss participants after final review.
7. Make it possible for judges to score rubrics without interruption.
8. The top six (6) achievers at the regional level will advance to the state level competition. There is no national competition for this event.

SERVING UP SUCCESS - continued

JUDGES -SPECIFIC INFORMATION

Individual Event

Senior (10-12) Occupationally Specific (10-12)

1. Participant will submit one letter size file folder containing 2 identical sets, with each set stapled separately, of the items listed below at the STAR/Proficiency Event Registration.
2. The file folder must be labeled in the top left corner with name of event, category, participant's name, school, city, state and region and include the following information:
 - **Documentation of Work Based Learning** (Participants must provide documentation of at least one work-based learning experience. This can be a copy of hours completed and signed by the manager or a contract signed by the mentor, or the person the participant chooses to shadow.)
 - **Observation/Interview Form** (The form provided in the STAR/Proficiency Event Guidebook must be completed and signed by the manager.
 - **Restaurant Interview & Comprehensive Responses** (On one 8 ½ " x 11" plain paper, document a minimum of 5 questions [three required: 1) Tell me 3 advantages of being a server; 2) What type of training is needed in order to become an excellent server; 3) How do personality, attitude and communication skills help you interact with difficult situations that arise with customers and coworkers.
3. Prior to the event, the participant will be handed a food and beverage situation written on index card. The participant will have 5 minutes to write their response to the situation on the back of the situation card. The response will be reviewed by the judges prior to their demonstration. The participant will have time to justify their response to the situation after they have completed their serving simulation. Following the presentation judges will have five minutes to interview the participant. Following the interview, judges may use five minutes to score and write constructive/positive comments on the rubric/rating sheets.
4. The serving demonstration is not to exceed 20 minutes. A 1 minute warning will be given at 19 minutes and stopped at 20 minutes, with no point deduction. Students will simulate a restaurant's food service operation.
5. Participant will be responsible for:
 - Insuring the table is set correctly.
 - Greeting and seating guest (judges).
 - Serving guest by offering a menu, taking beverage orders, etc.
 - Recording food and beverage order correctly.
 - Serving food (food models) correctly and elegantly.

SERVING UP SUCCESS - continued

- Using proper precautions for health, safety, and sanitation.
 - Adding tax to the check at the rate of 6% and gratuity at the rate of 18%.
 - Clean the work area in prep for the next participant.
6. Any point deductions (equipment usage, size limitations, audio/visual time limits etc.), should be deducted from only Judge A's rating sheet. See Point Deduction Sheet for deductions.
 7. The top six (6) achievers in each category at the regional level will advance to the state level competition. There is no national competition.

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SAMPLE FCCLA CONFIRMATION RECEIPT

Tuesday, November 14, 2007

Thank you very much for your payment. If you find that any of the information on this receipt is inaccurate, please be sure to call our office at 512-306-0099.

All students listed below are eligible to participate in all 2007-08 FCCLA programs.

Chapter ID: 99999 Region: III

Chapter Name: Red Rose FCCLA

School Name: FCCLA

Advisor: Ms. Sharon Pierce

Number Members: 10

Total Amt Paid: \$160

Payment Receive Date: 11/14/2007

ROSTER INFORMATION:

Student Name	Gender	Grade	Course Type
Mike Allen	M	12	CT
Sue Brown	F	8	CT
Joe Brown	M	8	CT
Jennifer Cox	F	8	CT
Dawn Echols	F	10	CT
Jason Gonzalez	M	9	CT
Crystal Gonzalez	F	11	OS
Joe Smith	M	9	OS
Sherry Stone	F	10	CT
Chris Taylor	M	10	CT

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Judges Recommendation Form

Schools participating in STAR Events and Proficiency Events are encouraged to recommend judges but are not required to turn in a judge's name in order to enter competition. Judges may include business/professionals, college students, high school senior member with STAR or Proficiency Event experience, and teachers that are not active FCS teachers. **Please provide information so that potential judges can be contact anytime during the Winter break (Dec. 10- Jan.10). Please duplicate this sheet if you have more than 2 names to submit.**

Chapter Name: _____ Chapter I.D. Number: _____ Region: _____

School: _____ Address: _____

School Phone: _____ Chapter Advisors: _____

Chapter Advisor Cell Phone: _____

Chapter Advisor E-mail: _____ Home E-mail: _____

Events Entered: _____

Potential judge: (check one of the following)

Business-Adult _____ Senior High School Student _____ College Student _____

Name: _____

Address: _____ City: _____ Zip: _____

Telephone Number: _____ Cell Phone: _____

Home E-mail Address: _____

Professional Experience: _____

Prior STAR/Proficiency Events Judge: YES ___ NO ___ Explain: _____

Event(s) would like to judge: _____

Potential judge: (check one of the following)

Business-Adult _____ Senior High School Student _____ College Student _____

Name: _____

Address: _____ City: _____ Zip: _____

Telephone Number: _____ Cell Phone: _____

Home E-mail Address: _____

Professional Experience: _____

Prior STAR/Proficiency Events Judge: YES ___ NO ___ Explain: _____

Event(s) would like to judge: _____

Please submit form online at www.texasfccla.org under STAR/Proficiency Events or fax to 512-442-7100

*** I have contacted the potential judges listed above, and they are aware that they will receive further communication from an FCCLA officer.

Teacher Signature: _____ Date: _____

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STAR EVENTS MEASUREMENT SHEET

Check Event:

___ Chapter Service Project	___ Junior	___ Senior	___ Occupationally Specific
___ Chapter Showcase	___ Junior	___ Senior	___ Occupationally Specific
___ Focus on Children	___ Junior	___ Senior	___ Occupationally Specific
___ Fashion Construction		___ Senior	___ Occupationally Specific
___ Fashion Design		___ Senior	___ Occupationally Specific
___ Food Innovations	___ Junior	___ Senior	___ Occupationally Specific
___ Interior Design		___ Senior	___ Occupationally Specific
___ Recycle and Redesign	___ Junior	___ Senior	

Event Chairperson: _____

Dimensions: Freestanding not to exceed 48" deep by 60" wide by 72" high
 Tabletop not to exceed 30" deep by 48" wide by 48" high

Directions: Measure each display and record dimensions below. Before event begins return this sheet to your event chairperson. Highlight any measurements beyond the specified dimensions. If a dimension is in question, please double check measurements.

Group # / Group Name	Station #	Depth	Width	Height
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			

(Continued)

Group # / Group Name	Station #	Depth	Width	Height
	9			
	10			
	11			
	12			
	13			
	14			
	15			
	16			
	17			
	18			
	19			
	20			
	21			
	22			
	23			
	24			
	25			

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PARLIAMENTARY PROCEDURE

FCCLA SECRETARY'S RECORD

The meeting of the _____ FCCLA Chapter was
called to order at _____ on _____
by _____
Name of chapter
time of day
title
leader

There were _____ members present. Minutes of the previous meeting were approved as read (or as corrected).

The treasurer's report was given. The balance on hand was \$_____ (attach written report to minutes).

Committee Reports: (attach written report to minutes)

Unfinished Business:

New Business:

Program:

Meeting adjourned at _____. Respectfully submitted by _____, Secretary.

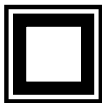
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Identify concerns



Set your goals



Form a plan (who, what when, where and how)



Act



Follow up

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APPLIED TECHNOLOGY RATING SHEET

Good Example

CHAPTER SERVICE PROJECT
 1. NAME
 2. NAME
 3. NAME
 CAMPUS NAME
 CHAPTER NAME
 ADVISOR

Instructions: Write the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Make comments to help participants identify their strengths and weaknesses.

Evaluation Criteria	Poor	Fair	Good	Very Good	Exec	Score	Comments
Project							-Used the planning process very well, your evaluation was excellent. -Use of up to date technology was right on track -Excellent job with critical thinking skills, imagined each possibility in depth
• Use of FCCLA planning process	1-2	3-4	5-6	7-8	9-10	9	
• Use of technology	1	2	3	4	5	4	
• Use of applied academics	1	2	3	4	5	4	
• Use of critical thinking skills	1	2	3	4	5	5	
• Use of problem solving skills	1	2	3	4	5	4	-Excellent job with critical thinking skills, imagined each possibility in depth
Portfolio (Specifications met:)							-Title page typewritten as required, however the statement of goals could have been made clearer. - Again, on the ball with the critical thinking skills -Watch for spelling & grammar errors, I suggest using common words instead of words where the meaning is not as clear.
• Title Page and statement of goals	1	2	3	4	5	4	
• Evidence of student awareness of critical thinking & problem solving	1	2	3	4	5	5	
• Journal of project progress	1	2	3	4	5	4	
• Bibliography	1	2	3	4	5	4	
• Work sample collection & evidence of process used to create work samples	1	2	3	4	5	4	
• Neat, legible, correct grammar and spelling	1	2	3	4	5	4	-Presentation flowed nicely, closing statements could have been stronger.
Presentation							-Very knowledgeable of FCS technology, keep up the good work -Be more matter of fact with your answers
• Organized oral presentation	1-2	3-4	5-6	7-8	9-10	8	
• Organized written summary	1	2	3	4	5	4	
• Demonstrated knowledge of applied academics & use of technology in family and consumer sciences	1-3	4-6	7-9	10-12	13-15	14	
• Provided clear and informed responses to judge's questions	1	2	3	4	5	4	

SUBTOTAL: 81

6-2000

Point deductions from one judge's rating sheet: 0

TOTAL: 81

Reason for point deduction: n/a

Verification of total score (Please initial)

(Judge)

(Event Chairperson)

(Tally Room)

APPLIED TECHNOLOGY RATING SHEET

CHAPTER SERVICE PROJECT

4. NAME _____

5. NAME _____

6. NAME _____

CAMPUS NAME _____

CHAPTER NAME _____

ADVISOR _____

Poor Example

Instructions: Write the appropriate rating under the "Score" column. Where information or evidence is missing, assign a "0". Make comments to help participants identify their strengths and weaknesses.

Evaluation Criteria	Poor	Fair	Good	Very Good	Exec	Score	Comments
Project							-A little jumbled! -Nice Job
• Use of FCCLA planning process	1-2	3-4	5-6	7-8	9-10	6	
• Use of technology	1	2	3	4	5	3	
• Use of applied academics	1	2	3	4	5	4	
• Use of critical thinking skills	1	2	3	4	5	3	
• Use of problem solving skills	1	2	3	4	5	3	
Portfolio (Specifications met:)							-Could have been clearer -Grammar
• Title Page and statement of goals	1	2	3	4	5	5	
• Evidence of student awareness of critical thinking & problem solving	1	2	3	4	5	4	
• Journal of project progress	1	2	3	4	5	4	
• Bibliography	1	2	3	4	5	4	
• Work sample collection & evidence of process used to create work samples	1	2	3	4	5	3	
• Neat, legible, correct grammar and spelling	1	2	3	4	5	3	
Presentation							Good Job - I enjoyed it
• Organized oral presentation	1-2	3-4	5-6	7-8	9-10	9	
• Organized written summary	1	2	3	4	5	3	
• Demonstrated knowledge of applied academics & use of technology in family and consumer sciences	1-3	4-6	7-9	10-12	13-15	11	
• Provided clear and informed responses to judge's questions	1	2	3	4	5	4	

6-2000

SUBTOTAL: 69

Point deductions from one judge's rating sheet: 2

TOTAL: 69

Reason for point deduction: _____

Verification of total score (Please initial)

(Judge)

(Event Chairperson)

(Tally Room)

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Applied Technology (Senior)

Transfer scores from each of the judge's rating sheets. Total scores from Judge A and B. Rank teams in order from 1st - 10th place. There are no ties. Mark all no shows. If any point deductions are made the reason must be explained on the rating sheet and must be within the guidelines of the Point Deduction Sheet. Have judges sign this sheet prior to leaving the event room.

Campus Name Chapter Name Advisor	Judge A Score	Judge B Score	Total Score	Final Ranking
6 Dimmitt High School Carter Chapter Marilyn Carter				
10 Guthrie Common School District Guthrie FCCLA Marianna Graves				
22 Muleshoe High School Muleshoe Amber Fuller				
23 Stanton High School Stanton H.S. FCCLA Team: A Jackie Nichols				
24 Stanton High School Stanton H.S. FCCLA Team: B Jackie Nichols				
25 Stanton High School Stanton H.S. FCCLA Team: C Jackie Nichols				
26 Stanton High School Stanton H.S. FCCLA Team: D Jackie Nichols				
36 New Deal ISD New Deal FCCLA Gladys Whithead				

Sign in event room:

Judge A _____

Judge B _____

Sign in STAR/Proficiency Event Headquarters room:

FCCLA staff member _____

Event chairperson _____

REGION AFFILIATION VERIFICATION FORM

If individual/ teams do not turn in the FCCLA Confirmation Receipt at orientation the chapter must pay a \$25 fee per individual/team for eligibility records to be checked. **Individual/Teams will not be disqualified if records show they are affiliated and eligible to compete.** Payment must be brought to the headquarters room prior to 5:00 p.m. the day of competition.

If any chapter is found to be ineligible or does not pay the verification fee by the specified time, the entrants will be allowed to compete but will not be eligible to place.

Please print the names of all team members to be checked for affiliation verification.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

I have read the above statement and understand the verification procedure.

Instructions for Event Chairperson:

1. Only have entrants fill out this form if FCCLA Confirmation Receipt is not turned in.
2. Attach all submitted paperwork to this form.
3. Place Team Label below.

Signature of Participant

Event

School; Advisor Name

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