

CHAPTER SERVICE PROJECT MANUAL

Rubric

Evaluation Criteria							Points					
Manual 0-2 points	0 No manual is presented		1 Manual not contained in the official FCCLA Scrapbook		2 Manual presented in official FCCLA scrapbook							
Project Identification Page and/or Table of Contents 0-5 points	0 Both Project Identification Page and Table of Contents are missing		1 Project Identification Page OR Table of Contents is missing.		2 3 Project Identification Page and Table of Contents is present but includes incorrect information or exceeds one page		4 5 Project Identification Page and Table of Contents is present and completed correctly					
FCCLA Planning Process Summary Page 0-5 points	0 Planning Process summary not provided		1 Inadequate steps in the Planning Process are presented		2 All Planning Process steps are presented but not summarized		3 All Planning Process steps are summarized. Planning Process exceed 1 page		4 Evidence that the Planning Process was utilized to plan project		5 Planning Process is used to plan the project. Each step is fully explained	
Identify Concerns (Addresses a Specific Page) 0-5 points	0 No evidence shown		1 Inadequate Steps in the Planning Process are presented		2 Project needs are addressed but somewhat unclear		3 Project addresses need for family, school, community or FCS		4 5 Research methods were used to identify an urgent and significant need for family, school, community, global or for FCS, gather data and are described in detail			
Identify Concerns (Target Audience) 0-3 points	0 No mention of the intended audience		1 Little consideration for intended audience		2 It is evident that the project was designed for the intended audience		3 Project is appropriate for the specific attributes of the intended audience					
Set a Goal (Goals/Mission) 0-3 points	0 Goals are missing		1 Goals are limited in scope		2 Goals and mission are explained		3 Goals/mission relate to the needs and rationale for the project is evident					
Set a Goal (Reflects FCCLA Purposes) 0-3 points	0 Did not refer to purpose		1 FCCLA purposes are briefly mentioned		2 3 The link to FCCLA purposes is explained							
Set a Goal (FCS Content and Skills) 0-3 points	0 FCS not mentioned		1 Relationship of project to FCS is not mentioned		2 The project relates to FCS knowledge and skills		3 Project is related to the national FCS standards. Participant members use many difference FCS skills in plans and action					
Form Plan (Project Scope) 0-3 points	0 No evidence		1 Project limited in scope		2 Project may be similar to other efforts or an annual event. Challenges and barriers are evaluated		3 Project involves, multiple partners, planning meetings, task description and efforts, has a wide scope, uses technology, and is unique. Barriers are considered and resolved.					
Form a Plan (Project's Organization) 0-4 points	0 Little organization is evident		1 Organization is difficult to follow, not concise, not thorough		2 The plan is thorough, but could be organized more efficiently to make communication with volunteers effective		3 The plan is thorough and is organized in sequence		4 The project members identified standards, examined alternative actions, considered consequences of various alternatives, and selected acceptable alternatives			
Form a Plan (Cooperative Efforts/Partners) 0-3 points	0 No evidence shown		1 Cooperative effort is limited		2 Partners are limited in scope		3 Extensive effort to involve partners. Participant(s) were creative and thoughtful in recruiting cooperative partners					
Form a Plan (Work Plan) 0-3 points	0 No work plan		1 The project work plan of assigned tasks has limited details		2 Work plan has some details and evidence of planning		3 Work plan is explained in detail and is extensive					

Form a Plan (Activities/Tasks and Roles) 0-3 points	0 None indicated	1 Project's activities are limited and involve limited members	2 Project involves most members and plan includes detailed activates/roles/tasks	3 Project extends beyond the membership to include community, school or additional volunteers		
Form a Plan (Timeline) 0-3 points	0 No timeline	1 A limited timeline is explained	2 Timeline explained with some detail. A work plan of assigned tasks has limited details	3 Timeline has many steps and processes, tasks are explained		
Form a Plan (Budget) 0-3points	0 No budget provided	1 Budget is evident	2 Budget reflects the project's goals	3 Budget is detailed and thoughtful, additional resources were sought and described. Many partners are evident to assist with the resources of the project		
Form a Plan (Increase Awareness Public Relations) 0-3 points	0 No activities shown	1 Efforts are evident the project increases awareness of FCCLA and FCS	2 Multiple strategies for media, outreach and publicity are evident	3 Project positively increased awareness of FCCLA and FCS with many of these audiences: peers, the community, public-at-large, elected officials, school administrators, and school board		
Act (Project Impact) 0-3 points	0 Impact missing	1 Impact on community or chapter members is explained in a limited way	2 Impact of project is shown and evident in a variety of methods and data, statistics, survey, and information	3 Impact is significant with data, statistics, Surveys, and information		
Act (Youth Involved and Volunteer Recruitment) 0-2 points	0 Project is not youth-led. Volunteers were not recruited	1 Project is youth led and members volunteered	2 Project is youth-led. Volunteers were recruited beyond chapter membership with people not usually invited to participate (older persons, cultural diversity, persons with special needs)			
Act (Uniqueness) 0-3 points	0 Project is not unique	1 Project has not been done previously or is a project designed to a similar effort	2 3 Project is unique in its approach to solve a problem or meet a need			
Follow Up Evaluation 0-4 points	0 No evidence of follow up	1 Limited evidence of follow up and evaluation	2 Evaluation is evident. Some strategies are used for follow up	3 Evaluation involves multiple strategies, interviews, surveys, pre and post test, reports. Follow up includes plans for replication and appreciation and recognition.	4 Evaluation involves multiple strategies, interviews, surveys, pre and post test, reports. Evaluation methods used technology. Follow up includes plans for replication, future efforts, lessons learned, and appreciation and recognition.	
Manual 0-5 points	0 Manual not used during presentation	1 Manual has many errors and is not aesthetically pleasing	2 Manual has minimal appeal	3 Manual needs some improvement in content and design	4 Manual has good word, color, and design choice	5 Manual is creative, appropriate, and of high quality
Organization/Delivery 0-10 points	0 Presentation is not done or speaks briefly and does not cover components of this project	1 2 Presentation covers some topic elements	3 4 Presentation covers all topic elements but with minimal information	5 6 Presentation gives complete information but does not explain the project well	7 8 Presentation covers information completely but does not flow well	9 10 Presentation covers all relevant information with a seamless and logical delivery

Use of Manual During Presentation 0-5 points	0 Manual is not used during presentation	1 Manual is used limited amount of speaking time	2 Manual is used minimally during presentation	3 Manual incorporated throughout presentation	4 Manual used effectively throughout the presentation	5 Presentation moves seamlessly between oral presentation and manual	
Voice-Pitch Tempo, Volume 0-3 points	0 No voice qualities are used effectively	1 Voice quality is adequate		2 Body language is good and clothing is professional		3 Voice quality is outstanding and pleasing to listen to	
Body Language/ Clothing Choice 0-3 points	0 Body language shows nervousness and unease/inappropriate clothing	1 Body language shows minimal amount of nervousness/ clothing is appropriate		2 Body language is good and clothing is professional		3 Body language and clothing choice both enhance the presentation	
Grammar/Word Usage/ Pronunciation 0-3 points	0 Extensive (more than 5) grammatical and pronunciation errors)	1 Some (3-5) grammatical and pronunciation errors		2 Few (1-2) grammatical and pronunciation errors		3 Presentation has no grammatical or pronunciation errors	
Responses to Judges' Questions 0-5 points	0 Did not answer judges' questions	1 Unable to answer some questions	2 Responded to all questions, but without ease or accuracy	3 Responded adequately to all questions	4 Gave appropriate responses to questions	5 Responses to questions were appropriate and given without hesitation	

Reason for point deduction _____

SUBTOTAL	
Point deductions from one judge's rubrics	
GRAND TOTAL	

Comments:

Verification of total scores (please initial)

Judge

Event Chair

Tally Room