

Texas FCCLA 2024

Lead Consultant Orientation



TEXAS
STATE ASSOCIATION

WELCOME



Please review these slides and then complete the Lead Consultant Quiz. Print the completion page and turn it in at the on-site orientation.

You must attend the brief on-site orientation. Orientation will be offered on Friday (and possibly on Thursday). If you attend the Thursday orientation, you still need to come on Friday morning to pick up your materials and text your entries for check-in on Friday morning in the orientation room.

IMPORTANT INFORMATION

- You need to bring your own laptop or tablet that runs Google Chrome with you to the conference.
- Arrive early to the conference site to get connected to the internet.

WELCOME



- Thank you!
- Please place cell phones on silent during orientation and competition.
- Advisors may not be a Lead Consultant in an event that their students are competing in at ANY region for the current school year. Let the region advisor know if there is an issue so that you can be moved to a different event.

NEW THIS YEAR



- Costumes no longer permitted in any event. Dress Code required for most events except those that require Chef's attire or Texas Serving Up Success.
- Point Summary Form Adjustments Include: Dress Code - Lead Consultants now score one point; Lead Consultants now score 8 points total; changes on wording
- Project Identification Page: "plain paper with no graphics or decorations" was removed so it can now have graphics.
- Those with electronic portfolios **may** leave an exact printed, stapled paper copy for evaluators to use during scoring (no binders or file folders), **but it is not required.**
- Baking and Pastry: bringing cookies this year in addition to cake decorating; different region vs. state rules/rubrics
- Parliamentary Procedure: test on-site; Lead Consultant monitors; staff adds scores
- Texas Cupcake Presentation: a safety and sanitation section was added

NEW INFORMATION



- If there is more than one Lead Consultant in your event, please make sure each person logs in to Judge Pro and scores at least one entry so FCCLA has a record of your attendance.
- **New Last Year:** If participants are not at the competition room at their scheduled competition time, they have 30 minutes from that time to arrive and can still compete but will lose the points for punctuality on the rubric (Lead Consultants will fit them in the schedule where they can). If participants arrive after the 30 minute window, the individual/team will not compete.

EVENT MATERIALS: LEAD CONSULTANT BAG



- On-site, you will receive a supply bag
- Evaluator/lead consultant gifts
- Signs
- Other materials specific to your event

EVENT MATERIALS: LEAD CONSULTANT BAG



- Lead Consultant Envelope:
 - Name badges/ribbons
 - Judging Tickets
 - Lead Consultant Checklist
 - Lead Consultant Specific Event Information
 - Sign In Sheet (1 copy is provided; Leads will keep and return to headquarters after each level finishes)
 - Time Schedules
 - Pick-up time flyer
 - Event Rules (1 printed copy provided; evaluators can access in Judge Pro)
 - Tally Sheets
 - Case Studies/Tests

SCHEDULE FOR THE DAY



- For regular Friday events that begin competition at 9:30 a.m.:
 - Lead Consultant Orientation at 7:30 a.m.
 - Stay in this orientation room to send check in texts from 8:00 – 9:00 a.m. or until you have heard from all entries
 - Go to your event room at 9:00 a.m. to conduct evaluator specific orientation and follow up on any late check ins/prepare for competition
 - Begin competition at 9:30 a.m.
- ****Thursday events and early/late start events have different times. Refer to the event schedule for times.**

CHECK-IN PROCEDURES



- Check in will be via text message on the day of competition. The advisor listed as the primary advisor in the national FCCLA portal will receive the text message.
- Use the Sign In Sheet provided to get advisor cell phone numbers.
- Text each entry's advisor (**using the script**) between the times listed on the top of the schedule to confirm the entry will be competing. Text on time! Advisors must respond by the time listed on the schedule to confirm.
- For regular Friday events that begin competition at 9:30 a.m.:
 - Text from 8:00 a.m. – 9:00 a.m. in the orientation room
 - Advisors have until 9:15 a.m. to respond and confirm entries
 - Late check in response with \$25 late fee: 9:16 a.m. – 9:30 a.m.
 - If advisors do not respond or if the response is after 9:30 a.m., the entry is considered a no-show and will be disqualified.
- ****Thursday events and early/late start events have different times. Refer to the event schedule for times.**

CHECK-IN NOTES



- Please use text message only for check-in so that FCCLA has a written record of times and responses. No phone calls please. Please **TEXT ON TIME during the time listed on the top of the schedule!**
- Please send individual text messages to each advisor, not group/mass text messages.
- If you are a Lead Consultant for a two-day event, only text the entries competing on the current day. Do not text entries competing the next day.
- Please use the script on the following slide!

CHECK-IN TEXT SCRIPT



- Use the following script to send for check in:

“Good Morning, this is (insert Lead Consultant name), the Texas FCCLA Lead Consultant for (insert event & level name). Please respond with your name, your chapter name, and a Yes or a No if your entry(s) in this event will or will not be competing today.”

SIGN IN SHEET



- Use the Sign In sheet to get advisor cell phone numbers.
- As entries compete: If any members on a team are not present, please mark them off on the sign in sheet.
- Mark any no-shows on the sign in sheet.
- Do not lose this sheet! Please have it ready to turn in to headquarters with the tally sheet at the end of the level.

SAMPLE SIGN IN SHEET



2018 State FCCLA Leadership Conference

SIGN IN SHEET

ADVOCACY JUNIOR

Lead Consultant Timekeeper
 Tally Room
 Extra Volunteer 3

School	ID	# Team Members	Name(s)	Adviser	Adviser Cell	Signature
Alief Taylor FCCLA 19969	1835-1	3	Kaitlyn Nguyen, Leslie Agbai, Lucy Liu	Detra Dabney	(832) 541-1239	
Anton FCCLA 14334	1023-1	2	Brandon Castillo, Bridget Thomas	Nancy Moore	(806) 241-2775	
Brownwood Middle School FCCLA 14118	1084-1	1	Mia McCorkle	Ann Costa	(325) 200-9009	
Cayuga FCCLA 17597	3114-1	1	Lexi Marshall	Erika Goolsby	(903) 875-4907	
Coahoma FCCLA 14541	1149-1	3	Brianna Coskey, Jadyrn Barnes, Kathryn Manning	Jerriann Malone	(806) 202-9935	
Guthrie FCCLA 12436	3303-1	3	Faith Keasler, Zac Ballard, Coulter Reel	Cassie Daniel	(281) 794-7186	
International Leadership of Texas Keller-Saginaw High School 19774	3351-1	3	Moriah Scott, Kaylee Donald, Hannah Floyd	Nicole Raczy	(682) 554-4604	
Kirbyville Cisd FCCLA 13920	1407-1	1	Madolynn Smith	Andrea Maas	(409) 594-6466	
Sterling City FCCLA 11877	3729-1	3	Hanna Tatro, Taytem Davis, Halie Carlson	Jana Barnes	(325) 227-9821	
Tioga High School FCCLA 11962	1754-1	2	Morgan Cowling, Amanda Parks	Christi Crowe	(903) 815-2102	
Participant Count: 22						

LATE CHECK-INS



- If advisors respond during the late check in time window (times listed on the top of the schedule), they owe a \$25 late check in fee.
- Make a note of any late check ins on the sign in sheet and let the advisors know that payment must be made in event headquarters by 5:00 p.m. that day. Send the advisor to headquarters.

NO-SHOWS



- If advisors do not respond or if the response is after the time listed on the schedule, the entry is considered a no-show and will be disqualified/unable to compete. **Direct the advisor to discuss with staff in headquarters.** Mark the entry as a no-show on the sign in sheet.
- If advisors respond “No,” that they will not be competing, mark them as a no-show on the sign in sheet.

AFTER CHECK-IN: ADJUST SCHEDULE

- After check-in has ended, if there are any no shows, please adjust **both** copies of the schedule. (Two copies in your materials)
- Remember... take the **last team** scheduled in that level and move up into the no show time slot of the same level.
 - Do **NOT** mix levels. Do **NOT** move participants from one day to another. **Do NOT change every team's competition time.**
 - Immediately post one on the outside of the door and keep one to give to evaluators.
- ***Notify advisors of the updated schedule, especially if their entry's competition time changed. Remind advisors to have the competitors arrive at the room 30 minutes prior to their new scheduled competition time.**

POST OUTSIDE THE DOOR



- Adjusted Time Schedule
 - Mark off teams as they finish
- “Pick Up Materials” sign
 - If you are sharing a competition room with another lead consultant, please coordinate times.

CONDUCT EVALUATOR SPECIFIC ORIENTATION

- Go to your competition room to meet your evaluators for **evaluator specific orientation**. Times to be announced at on-site orientation.
- Evaluators will have general orientation in the morning. They will move to the event room following orientation to meet you.
- Go over the specifics of the event. One printed copy of the rules is provided for you. Evaluators can access the event rules and rubrics directly through Judge Pro.
 - Event Rules and Rubrics
 - Specific Event Information
- Stress that confidentiality is **IMPERATIVE!**
- Start competition on time!

AT COMPETITION TIME



- You may text the advisors if you are running ahead/behind or if an entry does not show up on time for their presentation.
- As participants arrive for their competition time, check the chapter name, participant names, and number of participants.
- Ensure that team member names match those listed on the Sign in Sheet. If they do not, ask for the signed substitution form from event headquarters.
- For an individual who is part of a team but is no longer competing, cross their name off of the sign in sheet. Indicate the number of team members that competed on the sign in sheet.

SAMPLE FORMS



On-Site Competitive Event Substitution Form

Substitutes must be affiliated members of FCCLA prior to substitution. This form with the \$25 fee per substitution must be received in the competitive event headquarters room prior to event check-in time on the day of competition.

Please check one:

_____ Region I _____ Region II _____ Region III
_____ Region IV _____ Region V _____ State

Chapter ID Number: _____ Chapter Name: _____

Event Name: _____

_____ Level 1 (through grade 8)
_____ Level 2 (grades 9 – 10)
_____ Level 3 (grades 11 – 12)

Team Identifier: _____

Name of Original Participant: _____

Name of Replacing Participant: _____ Grade: _____

Advisor Signature: _____

Event Staff Signature: _____

Date: _____

Payment Receipt

Amount Paid: _____ Form of Payment: _____

Received By: _____

On-Site Competitive Event Team Member Addition Form

FOR USE AT REGION COMPETITION ONLY

Competitors may be added to an existing team (if the event rules allow) for a \$25 fee plus the competitive event entry fee and conference registration fee. The deadline to add competitors to a team is before the scheduled competition time at the region conference. Competitors may not be added to a team after that time. Competitors may not be added to teams between region and state or between state and national.

Please check one:

_____ Region I _____ Region II _____ Region III
_____ Region IV _____ Region V

Chapter ID Number: _____ Chapter Name: _____

Event Name: _____

_____ Level 1 (through grade 8)
_____ Level 2 (grades 9 – 10)
_____ Level 3 (grades 11 – 12)

Team Identifier: _____

Name of Participant to be added: _____ Grade: _____

Advisor Signature: _____

Event Staff Signature: _____

Date: _____

Payment Receipt

Amount Paid: _____ Form of Payment: _____

Received By: _____

AT COMPETITION TIME



- Teams may decrease in size from the number that was originally registered – mark off name(s) on the sign in sheet
- Teams may now increase in size at region competition **ONLY** (not at state). If the event rules allow, competitors may be added to an existing team before their competition time with the appropriate form from Texas FCCLA staff (pictured on previous slide).
- If the number of participants decreases, make a note of the actual number of participants competing on the team on the Sign in Sheet. Cross of the name(s) of the individual(s) not competing on the sign in sheet.
- Parliamentary Procedure teams **MUST** have 4 – 8 participants.

AT COMPETITION TIME



- Texas Mystery Basket is closed to spectators at both region and state competition.
- Check to make sure the rubric you are using in Judge Pro matches the names/school name of the entry that is presenting.
- Screens and access to an electrical outlet are not provided.
- If participants are not at the competition room at their scheduled competition time, they have 30 minutes from that time to arrive and can still compete but will lose the points for punctuality on the rubric (fit them in the schedule where you can). If participants arrive after the 30 minute window, the individual/team will not compete.

CONDUCTING THE EVENT



- Participants will turn in all event materials (file folders, portfolios, envelopes, etc.) at their competition time. Participants will declare the type of portfolio at competition time.
- In events with a choice between a hard copy portfolio and electronic portfolio, ask participants which type they are submitting and make a note. Once a type of portfolio is selected, participants may not switch to the other type. Participants should not bring both types of portfolios. Participants should bring only one portfolio.
- Distribute participant materials to evaluators (folder, portfolio, etc.)
- During set-up time, review materials and complete point summary form
- Measure displays (for display events)
- Direct participants to complete case studies (for events with case studies)

CONDUCTING THE EVENT



- Ask evaluators if they are ready for participants to enter and then introduce participant(s) by name to the evaluators.
- At competition time, ask the team to come in and set up while evaluators review the documents.
- Begin and end timing. Monitor the time closely.
 - Give a one minute warning.
 - When time is up, the participant must stop.
- Use a second stopwatch to time audio/audiovisual playing time in events that allow.
- Announce audibly when time is up
- Participants may not exceed the amount of playing time for audiovisual recordings specified in the event rules. Please stop participants before their recording exceeds the specified amount of time.
- Evaluators can then take off any points for the organization of the presentation, etc. if the presentation is not complete – but not an automatic deduction because they were stopped.


CONDUCTING THE EVENT



- Allow evaluators to interview participants following the presentation according to the time allowed in the event rules.
- Dismiss the participants at the conclusion of the allotted time. If the presentation concludes before the end of the allotted time, they can be dismissed. Displays should be carried out by the participants at the end of their presentation, not left behind for the evaluators. Lead Consultants/Evaluators may take a photo of each display if necessary to remember the presentation. Do not share these photos.
- Direct evaluators to discuss and score the rubrics.
- Complete the Point Summary Form in Judge Pro for each entry. See Point Summary Form slides later in this presentation for details.
- **Please follow the time requirements in order as listed in the event guidelines. Do not make changes to the order of the items during each entry's slot.**

EVENT REQUIREMENTS



- If participants do not follow the event guidelines or the definition of the event, or prepare an item that does not align with the current event scenario, their sample/display/project will not be considered for evaluation. However, the participant can still participate in the competition by giving an oral presentation and will only be evaluated based on that presentation.
- For Texas events, requirements that may result in implementation of this rule are noted with this symbol. 
- For all other STAR events, the requirements are not noted with the symbol, however, the policy still applies.
- If you encounter a project that fails to meet the guideline above, please contact FCCLA staff in headquarters.

DISPLAYS AND PORTFOLIOS

- Displays should be carried out by the participant(s) at the end of their presentation, not left behind. Lead Consultants/Evaluators may take a photo of each display if necessary to remember the presentation.
- Portfolios and file folders should remain in the competition room until 30 minutes after the last entry competes. Then they should be taken to the event headquarters room.
- Those with electronic portfolios **may** leave an exact printed, stapled paper copy for evaluators to use during scoring (no binders or file folders), **but it is not required.**

ELECTRONIC PORTFOLIO PROCESS

- At presentation time, have team member(s) enter the room and allow them to set-up their computer for evaluators.
- Team members leave the room and evaluators preview the presentation.
- Invite team members back in and allow them to set-up for their presentation in the allotted time.
- Do not keep electronic devices. Students with electronic portfolios **may** submit an exact printed stapled paper copy for the evaluators to review during scoring (no binders or file folders), **but it is not required.**

SPECIFIC EVENT INFORMATION

- **Parliamentary Procedure:** Tables and chairs may not be moved in the demonstration room. Please stop participants if they begin to move tables and chairs. (Check-in table is outside door)
- **Parliamentary Procedure:** Participants will test on-site. The Lead Consultant will monitor testing. Texas FCCLA staff will add participant test scores to your point total after scores are transferred to the scoring site.
- Check measurements and award points for those events with specific allowable dimensions.
- All events are closed to spectators. Texas Mystery Basket competition is now closed to spectators at both region and state competition.

SPECIFIC EVENT INFORMATION

- **Points should not be deducted anywhere on the rubric if students are wearing masks during their presentation.**
- **Culinary Arts:** individuals are allowed to take one photo of their own final product after competition. There is **not** a point summary form for Culinary Arts. Individuals must bring the completed Culinary Arts Time Management Plan at competition time. There are 2 sets of laminated number cards to assign a number to each individual's station and plate.
- **Texas Serving Up Success:** each level has a separate box and menu. Be sure to pack the boxes back the same way.

WIFI

Network Name:

Password:

LOGGING IN TO JUDGE PRO

- Dedicated time now for Lead Consultants to make sure you can log in
- Use the following slides/instructions to ensure you can log in
- If there are two Lead Consultants in an event, both will be able to log in to Judge Pro, however, you will not be able to change the scores the other Lead Consultant already scored.
- Internet connectivity issues: make sure the device's WiFi is enabled/that the WiFi switch is on
- **If there is more than one Lead Consultant in your event, please make sure each person logs in to Judge Pro and scores at least one entry so FCCLA has a record of your attendance.**

LOGGING IN TO JUDGE PRO

- You will need a computer or tablet that runs Google Chrome to access Judge Pro. You may score on a phone, but it may be easier to view on a laptop or tablet.
- You will be given a Judging Ticket. There are two options to log in:
 - **Option 1:** type the URL on the ticket into your browser web address bar. Enter the Event Code and Password on the ticket.
 - **Option 2:** Scan the QR code on the device that you are going to use to score.

Judging Ticket

Event: Event Management Level 2, Sec 1

Event Code: em2-e1-1 Password: sgtrzmin



URL: <http://judgespro.registermychapter.com/event/fclajp-demo/conf/demo-shannon>

Please keep this paper safe. Do NOT let it be seen by anyone except yourself.

OPTION 1: URL Log On

JUDGES COMPETITIVE EVENT EVALUATIONS

Login

Event Code

Event Code

Password

Password

Submit

Login

First Name

shannon

Last Name

beck

Cell Phone Number

(555) 555-5555

Email Address

shannon@gmail.com

Submit

Judging Ticket

Event: Event Management Level 2, Sec 1

Event Code: em2-e2-1 Password: sgtrzmin



URL: <http://judgespro.registermychapter.com/event/fcclajp-demo/conf/demo-shannon>

Please keep this paper safe. Do NOT let it be seen by anyone except yourself.

OPTION 2: QR Code Log On

Judging Ticket

Event: Event Management Level 2, Sec 1

Event Code: em2-e2-1 Password: sgtrzmin



URL: <http://judgespro.registermychapter.com/event/fcclajp-demo/conf/demo-shannon>

Please keep this paper safe. Do NOT let it be seen by anyone except yourself.

Login

First Name

Last Name

Cell Phone Number

Email Address

Submit

If you want to scan the QR code on a laptop, go to this website:

<https://www.the-qr-code-generator.com/scan>

LOGGING IN TO JUDGE PRO

- Enter your first name, last name, phone number, and e-mail address.
- If you have to log out and log back in, all text MUST be EXACTLY the same when you log in again, including upper case/lower case text.
- If it is not EXACTLY the same, the system will think you are a new person and you won't be able to access the rubrics you've already scored.
- If you are evaluating multiple events/levels, you will have a separate ticket for each event. You will need to log in separately for each.

Login

First Name

Shannon

Last Name

Beck

Cell Phone Number

(555) 555-5555

Email Address

shannon@registermychapter.com

Submit

Login

First Name

shannon

Last Name

beck

Cell Phone Number

(555) 555-5555

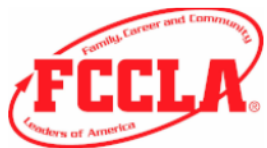
Email Address

shannon@gmail.com

Submit

LOGGING IN TO JUDGE PRO

- Answer the question that appears. If you are representing a school/chapter for the volunteer policy, please type the name of the school/chapter. If you are not representing a school/chapter, please type “none.”



JUDGES COMPETITIVE EVENT EVALUATIONS








Welcome text text Logout

What school/FCCLA chapter are you representing to fulfill the Texas FCCLA volunteer policy? If none, type "none."





Save

JUDGE PRO

- Once you log in, you will see a list of the entries in the event. Click on the “Evaluate” button to start scoring that entry.

	Participant ID(s)/Team #	Student(s) First Name	Student(s) Last Name	Title	Attachments	Score	Evaluation Completed
	HTR2-3355-1	Natalie Annie Jazzmin			No		No
	HTR2-1912-1	Madison Julia			No		No
	HTR2-3521-1	Denise			No		No
	HTR2-3135-1	Rosa MaryAngel			No		No
	HTR2-3241-2	Melanie Valerie			No		No
	HTR2-1009-2	Natalia Jessica			No		No
	HTR2-3554-1	Destiny Anzela			No		No

- A yellow “Evaluate” button means that the evaluation has not been started or opened.
- A red “Evaluate” button means that the evaluation button has been opened but not submitted.
- A green “Evaluate” button means that you have submitted the evaluation and it cannot be modified. You will have to contact staff to have it released back to you if you wish to make changes.

	Participant ID(s)/Team #	Student(s) First Name	Student(s) Last Name	Title	Attachments	DQ	No Show	Score	Evaluation Completed
	ADHS-2057-1	Allison Jasmine			No	<input type="checkbox"/>	<input type="checkbox"/>	38	Yes
	ADHS-2030-1	Nayoung Ethan			No	<input type="checkbox"/>	<input type="checkbox"/>	9	No
	ADHS-2030-2	Erin Jessica Cindy			No	<input type="checkbox"/>	<input type="checkbox"/>		No
	ADHS-2052-1	Jeremy			No	<input type="checkbox"/>	<input type="checkbox"/>		No

JUDGE PRO

- **IMPORTANT:** Once **ALL ENTRIES** have been scored/completed in one level, click “Submit Event Evaluations” at the top of the screen. You **do not** want to submit event evaluations until you have scored all entries in that level. If you submit before you have finished, you will **NOT** be able to make changes to the evaluations that were submitted.

TYPES OF POINT SUMMARY FORMS

Display event



CHAPTER IN REVIEW DISPLAY STAR EVENTS POINT SUMMARY FORM

Participant Name: _____ State: _____ Team #: _____ Station #: _____ Level: _____
 Chapter: _____ State: _____ Team #: _____ Station #: _____ Level: _____

- Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, write "No Show" across the top and return with other forms. Do NOT change team or station numbers.
- Before student presentation, the room consultants must check participants' display using the criteria and standards listed below and fill in the boxes.
- Confirm STAR Competition(s) is mandatory solely for participation at the National Leadership Conference. States have the authority to decide whether this requirement applies to picking up the registration packet and confirming the event/schedule accuracy OR attending a state-specific orientation.
- At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
- At the end of competition in the room, double check all scores, names and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead Consultant.
- Check with one of the Lead Consultants if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK		POINTS	
Confirm STAR Competition(s) 0 or 1 point	Confirmed STAR Competition(s) schedule in the FCCLA Adviser Portal by the deadline (National Leadership Conference Only)	0 No	1 Yes
Event Online Orientation Form 0 or 1 point	Online Orientation Form not completed in the Student Portal by the deadline	0	1
Display Set-Up 0 or 1 point	Participants did not set up their display within allotted time period	0	1
Display Dimensions 0 or 1 point	Display does not fit with the appropriate dimensions/objects not returned within display after presentation	0	1
Project Identification Page 0 or 1 point	Project ID page is missing or incomplete	0	1
Project Summary Form Submission Proof 0 or 1 point	Project Summary Form Submission missing	0	1
Punctuality 0 or 1 point	Participant was late for presentation	0	1
Dress Code 0 or 1 point	Event dress code was not followed	0	1
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Evaluator 2: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Evaluator 3: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Total Score: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
RATING ACHIEVED (circle one)		Rounded only to the nearest hundredth (i.e., 79.99 not 80.00)	
VERIFICATION OF FINAL SCORE & RATING (please initial)		Gold: 90-100 Silver: 70-89.99 Bronze: 1-69.99	
Evaluator 1: _____	Evaluator 2: _____	Evaluator 3: _____	Adult Room Consultant: _____
		Event Lead Consultant: _____	

File Folder event



INTERIOR DESIGN STAR EVENTS POINT SUMMARY FORM

Participant Name: _____ State: _____ Team #: _____ Station #: _____ Level: _____
 Chapter: _____ State: _____ Team #: _____ Station #: _____ Level: _____

- Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, write "No Show" across the top and return with other forms. Do NOT change team or station numbers.
- Before student presentation, the room consultants must check participants' file folder using the criteria and standards listed below and fill in the boxes.
- Confirm STAR Competition(s) is mandatory solely for participation at the National Leadership Conference. States have the authority to decide whether this requirement applies to picking up the registration packet and confirming the event/schedule accuracy OR attending a state-specific orientation.
- At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
- At the end of competition in the room, double check all scores, names and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead Consultant.
- Check with the Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK		POINTS	
Confirm STAR Competition(s) 0 or 1 point	Confirmed STAR Competition(s) schedule in the FCCLA Adviser Portal by the deadline (National Leadership Conference Only)	0 No	1 Yes
Event Online Orientation Form 0 or 1 point	Online Orientation Form not completed in the Student Portal by the deadline	0	1
File Folder 0-4 points	No File Folder presented	0	1
	File Folder either presented with incorrect labeling and insufficient materials for evaluators (less than 3 copies of contents) or content is incomplete	2	3
	File Folder is presented with correct labeling and evaluators material	3	4
Punctuality 0 or 1 point	Participant was late for presentation	0	1
Dress Code 0 or 1 point	Event dress code was not followed	0	1
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Evaluator 2: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Evaluator 3: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Total Score: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
RATING ACHIEVED (circle one)		Gold: 70-100 Silver: 70-89.99 Bronze: 1-69.99	
VERIFICATION OF FINAL SCORE & RATING (please initial)		Gold: 90-100 Silver: 70-89.99 Bronze: 1-69.99	
Evaluator 1: _____	Evaluator 2: _____	Evaluator 3: _____	Adult Room Consultant: _____
		Event Lead Consultant: _____	

Portfolio event



CAREER INVESTIGATION STAR EVENTS POINT SUMMARY FORM

Participant Name: _____ State: _____ Team #: _____ Station #: _____ Level: _____
 Chapter: _____ State: _____ Team #: _____ Station #: _____ Level: _____

- Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, write "No Show" across the top and return with other forms. Do NOT change team or station numbers.
- Before student presentation, the room consultants must check participants' portfolio using the criteria and standards listed below and fill in the boxes.
- Confirm STAR Competition(s) is mandatory solely for participation at the National Leadership Conference. States have the authority to decide whether this requirement applies to picking up the registration packet and confirming the event/schedule accuracy OR attending a state-specific orientation.
- At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and staple all items related to the presentation together.
- At the end of competition in the room, double check all scores, names and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead Consultant.
- Check with one of the Lead Consultants if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK		POINTS	
Confirm STAR Competition 0 or 1 point	Confirmed STAR Competition schedule in the FCCLA Adviser Portal by the deadline (National Leadership Conference Only)	0 No	1 Yes
Event Online Orientation Form 0 or 1 point	Online Orientation Form not completed in the Student Portal by the deadline	0	1
Hardcopy Portfolio 0 or 1 point OR Electronic Portfolio 0 or 1 point	Binder is not the official FCCLA binder	0	1
	Binder is the official FCCLA binder	1	1
Portfolio Pages 0-3 points	The portfolio is not in viewable format to the evaluators	0	1
	The portfolio exceeds the page limit	0	1
Punctuality 0 or 1 point	Participant was late for presentation	0	1
Dress Code 0 or 1 point	Event dress code was not followed	0	1
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Evaluator 2: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Evaluator 3: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
Total Score: _____	Initials: _____	= AVERAGE EVALUATOR SCORE	
RATING ACHIEVED (circle one)		Gold: 90-100 Silver: 70-89.99 Bronze: 1-69.99	
VERIFICATION OF FINAL SCORE & RATING (please initial)		Gold: 90-100 Silver: 70-89.99 Bronze: 1-69.99	
Evaluator 1: _____	Evaluator 2: _____	Evaluator 3: _____	Adult Room Consultant: _____
		Event Lead Consultant: _____	

*Exceptions: certain other events have varying types of point summary forms

SCORING: POINT SUMMARY FORM

- Culinary Arts and Proficiency Events do **not** have Point Summary Forms, so these Lead Consultants will not log into Judge Pro.
- There is nothing subjective about what is scored.
- Lead Consultants will be checking for required paperwork, official binders, numbers of pages, etc.
- Be sure to check the names and score the correct rubric for the correct student(s)!
- Do not remove points if the national region is listed on participant materials. The state region (I, II, III, IV, V) OR the national region (southern) are acceptable.
- You will be required to provide feedback for the participants. Please provide constructive comments/suggestions and ideas for improvement.
- **If there are any no-shows, don't click on any buttons or put in any scores in Judge Pro.**

SCORING: POINT SUMMARY FORM

- The evaluators score 92 points of the final score. The Lead Consultant scores the remaining 8 points of the final score using this form.
- **Confirm STAR Competition(s):** the one point should be given to entries as long as they complete the mandatory check-in on time.
- **Event Online Orientation Form:** Texas does not have online orientations. The one point should be automatically given to all participants at region and state competition.
- **Punctuality:** the one point should be given as long as the entry is on time for their presentation. If participants are not at the competition room at their scheduled competition time, they have 30 minutes from that time to arrive and can still compete but will lose the point(s) for punctuality. If participants arrive after the 30 minute window, they will not compete.
- **Dress Code:** the one point should be given as long as the participants follow the event dress code. Costumes are no longer permitted in any event. All events require official dress except for events which require chef's attire or Texas Serving Up Success. See the slide detailing the Texas FCCLA Dress Code.
- **Other point values:** vary depending on the type of event

Scoring the Point Summary Form in Judge Pro

Room Consultant Check			Points
Confirm STAR Competition(s) 0 or 1 point	Confirmed STAR Competition schedule in the FCCLA Adviser Portal by the deadline (National Leadership Conference Only)		<input type="text"/>
	<input type="button" value="NO (0)"/>	<input type="button" value="YES (1)"/>	
Event Online Orientation Form 0 or 1 point	<input type="button" value="0"/> Online Orientation Form not completed in the Student Portal by the deadline	<input type="button" value="1"/> Online Orientation Form completed in the Student Portal by the deadline	<input type="text"/>
Hardcopy Portfolio 0 or 1 point -OR- Electronic Portfolio 0 or 1 point	<input type="button" value="0"/> Binder is not the official FCCLA binder -OR- Electronic Portfolio not in viewable format to the evaluators	<input type="button" value="1"/> Binder is the official FCCLA binder -OR- Electronic Portfolio in viewable format to the evaluators	<input type="text"/>
Portfolio Pages 0-3 points	<input type="button" value="0"/> Portfolio exceeds the page limit	<input type="button" value="1"/> At least 2 errors The portfolio is completed correctly and does not exceed 48 single-sided pages or 59 slides, including: <ul style="list-style-type: none"> • 1 Project ID page or slide • 1 Table of contents page or slide • 1 Planning Process summary page or 2 slides • Project Summary Form submission proof • Up to 7 content divider pages or slides • Up to 36 content pages or 47 content slides 	<input type="text"/>
Punctuality 0 or 1 point	<input type="button" value="0"/> Participant was late for presentation	<input type="button" value="1"/> Participant was on time for presentation	<input type="text"/>
Dress Code 0 or 1 point	<input type="button" value="0"/> Event dress code was not followed	<input type="button" value="1"/> Event dress code was followed	<input type="text"/>
ROOM CONSULTANT TOTAL (8 points possible)			0

After you have reviewed the project, you can score the rubric. It will say “Room Consultant” but it is the Lead Consultant Rubric.

1. Click the number of points you'd like to award on each section. If there are multiple point options, it should pop up with an option for you to select which one.
2. The number of points you selected should pre-populate on the far right hand column under “Points.”
3. The bottom should automatically calculate the total score.

TEXAS FCCLA DRESS CODE

Texas FCCLA members, advisors, and guests are required to adhere to the Texas FCCLA dress code outlined below for all Texas FCCLA Conferences. Any attendees in the conference area should be in official dress at all times.

STUDENTS

- FCCLA red blazer is encouraged
- Red, black, or white polo or professional shirt (long or short sleeves)
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- Jeans, t-shirts, athletic wear are NOT acceptable

ADVISORS / CHAPERONES / GUESTS

- Business professional
- Jeans, t-shirts, athletic wear are NOT acceptable

ALL ATTENDEES: Official conference name badges must be worn to all conference functions.

- Costumes are no longer allowed in any event.
- All events require official dress except for events which require chef's attire or Texas Serving Up Success.

FCCLA® TEXAS

JUDGE PRO SUMMARY & TIPS

- **Step 1:** connect to the internet
- **Step 2:** log in to Judge Pro (either scan the QR code or type the URL)
- **Step 3:** type your information and answer the volunteer question
- **Step 4:** start scoring!

- Each person has their own set of judge login tickets; they are **NOT** interchangeable
- Be sure to match the chapter ID and participant names to score the correct entry; in Judge Pro, they are not in the same order as the schedule
- You **must** submit comments; please include at least two things done well and two opportunities for improvement; why did you give that score?
- If an entry is a no-show, don't click on anything into their rubrics at all
- Contact Jennifer if you have any trouble

FINAL SCORES AND RANKINGS

- The two evaluator scores will be transferred to the scoring site and averaged. The Lead Consultant score will be added to the average to get the final score. Then the top 10 are ranked in each event.
- ONLY if the final score is a 60 or above can they be placed in the top 5.
- Ties are NOT allowed in the top 10.
- The decision of the evaluators is final.

REQUIRED: TALLY SHEET



- You must use the Tally Sheet to keep track of final total scores, rankings, and to avoid ties and check point gaps. This will speed up the process turning in materials to headquarters at the end of the day.
- **If ratings are not consistent, remind evaluators that we ask evaluation teams to be within a 10 point range.**
- Ties are not allowed in the top 10.
- Transfer scores to the Tally Sheet and rank from 1st – 10th place.
- Staff will verify scores and check for ties in headquarters as each level finishes.
- **DO NOT ROUND SCORES**
- See the following slide for how to fill out the tally sheet correctly

SAMPLE TALLY SHEET



Will be printed on light blue paper; please review below to see how to fill it out

2022 Region I Leadership Conference

CAREER INVESTIGATION LEVEL 3

TALLY SHEET

Please enter the scores for each evaluator for each participant below, then average each participants score.

Participant Name	School	Eval. 1	Eval. 2	Eval. 3	Avg. Score	Room Consultant	Final Score	Rank
1023002-Alex Garcia	Childress High School 10970	78	81		79.5	6	85.5	2
1028005-Evan Alvarado	Colorado FCCLA 2 11425	67	74		70.5	7	77.5	3
1115003-Abby Newsom	Vega FCCLA 13600	89	91		90	7	97	1

Participant Count: 3

Comments:

Section 1

I certify these results to be true and accurate to the best of my knowledge.

Lead Consultant
 Evaluator 1
 Evaluator 2
 Evaluator 3

Signature: _____
 Signature: _____
 Signature: _____

Door Monitor
 Runner
 Timekeeper
 Tally Room
 Extra Volunteer 3

Signature: _____
 Signature: _____
 Signature: _____
 Signature: _____

***Signatures not required**
***DO NOT ROUND SCORES**

WHEN A LEVEL IS COMPLETED

- **IMPORTANT:** Once **ALL ENTRIES** have been scored/completed in one level, click “Submit Event Evaluations” at the top of the screen. You **do not** want to submit event evaluations until you have scored all entries. If you submit before you have finished, you will **NOT** be able to make changes to the evaluations that were submitted.
- Make sure you and the evaluators have all submitted your evaluations in Judge Pro for that level
- Send the **Sign In Sheet**, on-site substitution forms (if any) and **Tally Sheet** for that level to headquarters so the level can be checked for point gaps and ties.

WHEN ALL LEVELS ARE COMPLETE

- Wait for the 30 minute time posted to the door for participants to return to pick up their materials.
- Gather materials (lead consultant packets, bag, evaluator packets, door signs, event sign, calculators, etc.) along with any materials that the participants did not pick-up and return all items to headquarters.
- Get evaluator contact numbers in case a problem arises.
- Thank evaluators, give them their gift (in your bag), and walk with them to the headquarters room. Make sure all scores were submitted in Judge Pro. Bring the last level's sign in sheet, substitution forms (if any), and Tally Sheet, and turn in to FCCLA staff. Staff will verify that there are no ties before Lead Consultants and Evaluators leave.

OTHER NOTES



- If mistakes are found after scores are checked and evaluators have already left, be prepared to call evaluators to discuss and work out the placement of entries.
- Be sure headquarters gets all of the Sign In Sheets at the end of the day.
- **Please do not write on** the large manila envelopes, rules, case studies, or other re-usable materials. Please return all envelopes, papers, judging tickets, materials to headquarters. FCCLA uses some of these items again the next week.
- **Please return judge tickets to staff at the end of the day so they do not get in the wrong hands. Please keep judge tickets away from students.**

TWO-DAY EVENTS



- For events that continue over two days:
 - Only send check-in texts for the entries that are competing that day.
 - Please tally at the end of each day for the entries that competed that day. (If Leads change the second day, they can't see the scores you already completed, so please tally each day.)
 - Please keep all project materials (portfolios, file folders, etc.) until the end of the second day of competition.
 - Be sure not to lose the judge tickets! Please place them in the Lead Consultant bag so they do not get in the wrong hands.
 - All materials (Lead Consultant Bag, papers, tally sheets, judge tickets, etc.) **MUST** be returned to headquarters overnight.

OTHER NOTES

- Any disqualifications are the determination of the STAR Event Management Team, not the Lead Consultants and Evaluators. Any potential disqualification should be brought to the attention of the team immediately.
- Students with special needs may require accommodations. This will be made known to you – the participant should present their IEP to you.
- IT IS EXTREMELY IMPORTANT THAT YOU DO NOT DISCUSS ANY FINAL SCORES/RANKINGS WITH ANYONE!
- Please give any suggestions for improvement of the event to FCCLA staff.
- Please do not take off points for something that is not on the rubric unless you've consulted with headquarters.
- Please contact headquarters if you or the evaluators have any rule questions.

OTHER NOTES



- Keep evaluators on time, but do not rush the students!
- Evaluators and Lead Consultants will have meals; served in the ____ room; for events that run later than ____ p.m., volunteers get dinner as well.
- Texas Serving Up Success: please use the inventory list to pack the boxes once the event is complete.
- Only the top 5 advance to state
- Please do not share photos taken during competition with anyone other than the evaluators.
- **Please**...put cell phones on silent and call back later (for evaluators, lead consultants or room consultants.)
- NO one other than participants and helpers in room (NO advisors).
- Bronze/silver/gold do NOT matter in Texas. Tell evaluators not to change scores to give a certain medal type because only the final rankings and scores matter.

PLANNING PROCESS



The FCCLA Planning Process for Individual and Team Action

The Planning Process is a decision-making tool that supports the organization's overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects. A blank FCCLA Planning Process template may be downloaded from the national website or the FCCLA Advisor or Student Portal. This template may be modified, but all headings must be used, in the correct order. The FCCLA logo, STAR Events logo, and Planning Process graphics are encouraged but not required.



Identify concerns

The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on one idea around which your chapter would like to build a project.

- Brainstorm to generate ideas or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable idea or project that interested and concerns the majority or all of your members.



Set a goal

The arrow stands for deciding which direction you will take. It points toward the goal or end result.

- Get a clear mental picture of what you want to accomplish and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.



Form a plan

The square represents the coming together of ideas – the who, what, where, when and how of your plan.

- Decide what needs to be done to reach your goal
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required on your part.
- List other available resources, such as people, places, publications, and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face, and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.



Act

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out your group or individual plan.
- Use *family* and *community* members, advisors, committees, task forces, and advisory groups when needed.



Follow up

The broken squares suggest examining the project piece by piece. This symbol also represents a "window" through which to view and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.

Planning Process Form: the template may be modified, but all headings must be used, in the correct order. The logos and graphics are encouraged but not required.

SAMPLE CITATION SHEETS



FCCLA Quick Reference Chart

MLA and APA Citation Style



Several STAR Events require participants to use MLA or APA citation style to cite all references. If help is needed, first ask the chapter adviser or other teachers for print or online resources available to students.

More detailed information on MLA and APA citation styles can be found on these websites:

MLA Style - www.mla.org/style/ APA Style - www.apastyle.org/

The Purdue Online Writing Lab has a very helpful "Research and Citation" section here - <http://owl.english.purdue.edu/owl/>

Citation Machine™ automatically generates citations in MLA and APA format. www.citationmachine.net

	MLA	APA
Books		
One Author	Baldwin, Grant. <i>Reality Check</i> . Priority Productions, 2008.	Baldwin, G. (2008). <i>Reality check</i> . Priority Productions.
Two or Three Authors	Notbohm, Ellen, and Veronica Zysk. <i>Ten Things Your Student with Autism Wishes You Knew</i> . Future Horizons, 2006.	Notbohm, E., & Zysk, V. (2006). <i>Ten things your student with autism wishes you knew</i> . Future Horizons.
Corporate/ Organization Author	<i>The Handbook to Ultimate Leadership</i> . Family, Career and Community Leaders of America, 2009.	Family, Career and Community Leaders of America. (2009). <i>The handbook to ultimate leadership</i> .
Encyclopedia/ Dictionary	Chandler, John W. "Leadership Challenges in the Twenty-First Century." <i>Encyclopedia of Leadership</i> , edited by James MacGregor Burns, vol. 1, Sage Publications, 2004, pp. 399-401.	Chandler, J. W. (2004). Leadership challenges in the twenty-first century. In J. M. Burns (Ed.), <i>Encyclopedia of leadership</i> (Vol. 1, pp. 399-401). Sage Publications.
Periodicals		
Magazine	Belsky, Scott. "Get Inspired." <i>Entrepreneur</i> , Sept. 2012, pp. 58-60.	Belsky, S. (2012, September). Get inspired. <i>Entrepreneur</i> , 58-60.
Newspaper	Downs, Stacy. "More Apps in the House." <i>The Kansas City Star</i> , 26 Aug. 2012, p. C1.	Downs, S. (2012, August 26). More apps in the house. <i>The Kansas City Star</i> , C1.

Online Sources		
Page from Website	Keller, Amy. "Teen Driving Guide." <i>Consumer Notice</i> , 11 Feb. 2022, www.consumernotice.org/personal-injury/traffic-safety/teen-driving-guide/ .	Keller, A. (2022, February 11). <i>Teen driving guide</i> . Consumer Notice. https://www.consumernotice.org/personal-injury/traffic-safety/teen-driving-guide/
Image from a Website	Gschmeissner, Steve. <i>Lung Cancer Cell Division</i> . 21 Aug. 2012. <i>Science Photo Library</i> , www.sciencephoto.com/media/254100/view/lu ng-cancer-cell-division .	Gschmeissner, S. (2012). <i>Lung cancer cell division</i> [Online image]. Science Photo Library. https://www.sciencephoto.com/media/254100/view/lung-cancer-cell-division
E-Mail	Benjamin, Michael. E-mail to the author. 15 May 2022.	E-mails are not included in the list of references, but are parenthetically cited in main text: (M. Benjamin, personal communication, May 15, 2022)
Tweet	ACTE [@actecareertech]. "Students involved in #CTE organizations have higher motivation, grades, engagement & employability skills #careertech #edchat." <i>Twitter</i> , 16 Aug. 2012, twitter.com/actecareertech/status/236121789154091009 .	ACTE [@actecareertech]. (2012, August 16). <i>Students involved in #CTE organizations have higher motivation, grades, engagement & employability skills #careertech #edchat</i> [Tweet]. <i>Twitter</i> . https://twitter.com/actecareertech/status/236121789154091009
Multimedia Sources		
Video or Film	<i>Pressure Cooker</i> . Directed by Mark Becker and Jennifer Grausman, Bev Pictures, 2008.	Becker, M., & Grausman, J. (Directors). (2008). <i>Pressure cooker</i> [Film]. Bev Pictures.
Podcast	"Best of Not My Job Musicians." <i>Wait Wait...Don't Tell Me!</i> , hosted by Peter Sagal, 4 June 2016. <i>NPR</i> , one.npr.org/?sharedMediaId=480772644:480772650 .	Sagal, P. (Host). (2016, June 4). Best of not my job musicians [Audio podcast episode]. In <i>Wait wait...don't tell me!</i> <i>NPR</i> . https://one.npr.org/?sharedMediaId=480772644:480772650
YouTube Video	"2019 NLC Promo." <i>YouTube</i> , uploaded by Family, Career and Community Leaders of America, 11 Mar. 2019, www.youtube.com/watch?v=04PV2bNJ8EI .	Family, Career and Community Leaders of America. (2019, March 11). <i>2019 NLC promo</i> [Video]. <i>YouTube</i> . https://www.youtube.com/watch?v=04PV2bNJ8EI

These are very basic citations. To determine how to cite resources not listed, please refer to the websites listed on page 1 or the current editions of the MLA or APA Style Manuals.

FACILITY MAPS

PLANNING ROOMS



- Early Childhood Education—
- Hospitality, Tourism, and Recreation –
- Interpersonal Communications –
- Parliamentary Procedure testing –
- Promote & Publicize FCCLA—
- Monitor and time the team. Volunteers should NOT be talking on the phone while the participants are working.

IF YOU NEED ASSISTANCE



If you encounter any issues during scoring, please contact either the Region Advisor for your region or Jennifer Sams, Director of Programs.

Region I Advisor

Nancy Moore
nmoore@texasfccla.org
(806) 241-2775

Region II & III Advisor

Cindy Holton
cholton@texasfccla.org
(254) 855-2027

Region IV & V Advisor

Judy Engleman
jengleman@texasfccla.org
(430) 216-8140

Texas FCCLA Director of Programs

Jennifer Sams - jsams@texasfccla.org
Call or Text: (512) 270-1068

QUESTIONS?



Uncover the
POSSIBILITIES

FCCLA[®]

TEXAS

THANK YOU SO MUCH FOR YOUR HELP!

Please complete the Lead Consultant Orientation Quiz and print out the completion page. Bring it with you to the on-site orientation at the conference you are attending to help.

Quiz: <https://forms.gle/WGoyyT4WDKY9nPVbA>