

## CHECKLIST FOR ADVISERS

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- \_\_\_\_\_ Pay state and national dues for all students participating in STAR Events on or before February 15, or receive pre-approval for an extension. **Chapters are encouraged to affiliate online well before the February 15 deadline, which was set primarily to encourage participation by students enrolled in second semester classes. Verify that students are properly affiliated (i.e. grade, comprehensive vs occupational) and that you have spelled their names correctly.**
- \_\_\_\_\_ Handle the combined registration for the State Leadership & Recognition Conference and STAR Events competition by the posted deadline. All students involved in STAR Events must also register for and participate in the state conference. Refer to the Virginia FCCLA website for more information ([www.virginiafccla.org](http://www.virginiafccla.org)) – click on the “State Leadership & Recognition Conference” button at the top of the homepage or click on the “STAR Events” button.
- \_\_\_\_\_ Verify that students were not planning to enter more than one event, whether an online STAR Event or an event that is held at the state conference.
- \_\_\_\_\_ Postmark entry fee payment within the designated deadline, or late fees will apply. Advisers will be notified of any incomplete information and a deadline will be given for submitting that.
- \_\_\_\_\_ Complete **Adviser Volunteer** form (p. 19) and email on or before February 15 or complete in the online conference registration site. Please note: each chapter entering STAR Events is required to provide at least one qualified individual to assist with the events (room consultant, evaluator, etc.). This means you may need chaperones for your students while you are involved. If you are unable to assist, you must provide a qualified adult from your area (chaperone, alumni member, etc.) to replace you (see form on p. 21).
- \_\_\_\_\_ Complete **Adult Evaluator Recommendation** (p. 21), **Student Evaluator Application** (p. 20), and **STAR Attendant Recommendation** (p. 22) forms if you have qualified people to recommend and email on or before February 15, or complete this information in the online conference registration site.
- \_\_\_\_\_ Make any necessary changes on the **Participant Substitution/Late Changes** (p. 23) form by the required deadline or email [debbiewillfccla@comcast.net](mailto:debbiewillfccla@comcast.net) with your changes.
- \_\_\_\_\_ Ensure that identical presentations of the same project are not entered in STAR Events more than one year.
- \_\_\_\_\_ Review all general (pages 8-24) and specific event guidelines (event rules from the state manual on the Virginia FCCLA STAR Events section of the state website) with student participants. The adviser’s role is to provide guidance to the chapter members entering STAR Events, but **not** to do the tasks for them that are required. Once projects and/or presentations are completed, have participants double-check that all event requirements have been met.
- \_\_\_\_\_ Ensure that all participants from your chapter are following the Virginia FCCLA Dress Code and are participating in all conference sessions.

*NOTE: Final STAR Events information and updates will be emailed to each chapter no later*

*than 2 weeks before the competition date.*