



VIRGINIA FCCLA STAR EVENTS MANUAL



2018-2019 Edition



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It is **critical** that the general policies above (pages 8-24) be thoroughly reviewed along with the relevant event rules from the list below:

National Events

Advocacy
 Applied Math for Culinary Management
 Career Investigation
 Chapter Service Project Display
 Chapter Service Project Portfolio
 Chapter in Review Display
 Chapter in Review Portfolio
 Culinary Arts
 Early Childhood Education
 Entrepreneurship
 Environmental Ambassador
 Fashion Construction
 Fashion Design
 Focus on Children
 Food Innovations
 Hospitality, Tourism, and Recreation
 Illustrated Talk
 Interior Design
 Interpersonal Communications
 Job Interview
 Leadership
 Life Event Planning
 National Programs in Action
 Nutrition and Wellness
 Parliamentary Procedure
 Promote and Publicize FCCLA!
 Recycle and Redesign
 Say Yes to FCS Education
 Sports Nutrition
 Teach and Train

State Events – Live

Classic Knife Cuts/Chicken
 Fabrication

State Events – Exhibit

Culinary Arts Exhibit

National Online Events

Digital Stories for Change
 FCCLA Chapter Website
 (note: these events are not implemented at state competition. Members who choose to enter an online STAR event **may not** also enter a STAR event at state competition.)

INTRODUCTION

STAR Events - **S**tudents **T**aking **A**ction with **R**ecognition - are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. Participation in STAR Events is an exciting, challenging, and fun experience. It provides opportunities for FCCLA members to share knowledge and hard work with others, and to be recognized for their accomplishments.

The *Virginia FCCLA STAR Events Manual* has been designed to provide participants, advisers, and event personnel a comprehensive overview of STAR Events offered to all members in our state.

STAR Events are designed to strengthen the Family & Consumer Sciences program by:

- increasing student motivation and providing a framework for authentic learning experiences.
- providing students with skills to cope in both competitive and cooperative environments.
- helping students develop individual growth, group process, and decision making skills so they can enter the workplace as productive employees.
- complementing the National Standards for Family and Consumer Sciences, Common Career Technical Core Career Ready Practices, Career Clusters, 21st Century Skills, and the FCCLA national programs.

High school comprehensive and occupational members and middle-level members may participate in events to demonstrate individual and group skills, knowledge, and achievements gained through class and chapter activities. All participating members receive a gold, silver, or bronze medal. A sample "Certificate of Achievement" is included in this manual for use at the local level.

The Virginia Association sponsors two types of STAR Events.

- **National STAR Events:** These events are the same as those sponsored by the national association, and Virginia winners may compete with representatives from other states at the National Leadership Conference. National STAR Events are all "live," requiring student performance in the presence of the evaluators.
- **State STAR Events:** These events are in addition to the national STAR Events and are held only at the state level. Winners are recognized, but do **not** move on to national competition. State STAR Events consist of both career portfolio exhibits and live events.

The event information chart on the following page summarizes all STAR Events by category and level of participation.

STAR Events Information

*** Virginia chapters may have two entries in each category at the 2019 state competition*

National STAR Events	Junior (through grade 9)	Senior (grades 10-12)	Occupational (grades 10-12)
Advocacy	•	•	•
Applied Math for Culinary Mgmt.			•
Career Investigation	•	•	•
Chapter Service Project Display	•	•	•
Chapter Service Project Portfolio	•	•	•
Chapter in Review Display	•	•	•
Chapter in Review Portfolio	•	•	•
Culinary Arts			•
Early Childhood Education			•
Entrepreneurship	•	•	•
Environmental Ambassador	•	•	•
Fashion Construction		• **	• **
Fashion Design		• **	• **
Focus on Children	•	•	•
Food Innovations	•	•	•
Hospitality, Tourism and Recreation		•	•
Illustrated Talk	•	•	•
Interior Design		• **	• **
Interpersonal Communications	•	•	•
Job Interview		•	•
Leadership		• **	• **
Life Event Planning	•	•	•
National Programs in Action	•	•	•
Nutrition and Wellness	•	•	•
Parliamentary Procedure	•	•	•
Promote and Publicize FCCLA!	•	•	•
Recycle and Redesign	•	•	•
Say Yes to FCS Education		•	•
Sports Nutrition	•	•	•
Teach and Train	•	•	•
State STAR Events – Live			
Classic Knife Cuts & Chicken Fabrication			•
State STAR Events – Exhibit			
Culinary Arts Exhibit			•



★ **Advocacy**-a national individual or team event, recognizes participants for identifying a concern and advocating for the issue in an effort to positively affect a policy or law.

★ **Applied Math for Culinary Management**-a national individual or team event, recognizes participants who use FACS skills to demonstrate the application of mathematical concepts in the culinary arts industry.

★ **Career Investigation**-a national individual event, recognizes participants who perform self-assessments, research and explore a career, set career goals, create a plan for achieving goals, and describe the relationship of FACS coursework to the selected career.

★ **Chapter Service Project**-a national individual or team event, recognizes chapters that develop and implement an in-depth service project that makes a worthwhile contribution to families, schools, and communities. Student(s) must use FACS and/or related occupations skills to address and take action on a community need.

★ **Chapter in Review**-a national individual or team event, recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and FACS and/or related occupations skills to the community.

★ **Culinary Arts**-a national team event, recognizes participants for their ability to work as members of a team to produce a quality meal using industrial culinary arts techniques and equipment. Participants are currently enrolled, or have been previously enrolled, in a work focus culinary arts training program.

★ **Early Childhood Education**-a national individual event, recognizes participants who demonstrate their ability to use the knowledge and skills gained from their enrollment in a work focus early childhood education program.

★ **Entrepreneurship**-a national individual or team event, recognizes participants who develop a plan for a small business using FACS skills and sound business practices. The business must relate to an area of FACS education or related occupations.

★ **Environmental Ambassador**-a national individual or team event, recognizes participants who address environmental issues that adversely impact human health and well-being, and who actively empower others to get involved.

★ **Fashion Construction**-a national individual event, recognizes participants who apply fashion construction skills learned in FACS courses and create a display using samples of their skills.

★ **Fashion Design**-a national individual event, recognizes participants who apply fashion design skills learned in FACS courses to design and market clothing styles.

★ **Focus on Children**-a national individual or team event, recognizes participants who use FACS skills to plan and conduct a child development project that has a positive impact on children and the community.

★ **Food Innovations**-a national individual or team event, recognizes participants who 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.

★ **Hospitality, Tourism, & Recreation**-a national individual or team event, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in a hospitality program to create a hypothetical or real business.

★ **Illustrated Talk**-a national individual or team event, recognizes participants who make an oral presentation about issues concerning FACS and/or related occupations. Participants use visuals to illustrate content of the presentation.

★ **Interior Design**-a national individual or team event, recognizes participants who apply skills learned in FACS courses to design interiors to meet the living space needs of clients.

★ **Interpersonal Communications**-a national individual or team event, recognizes participants who use FACS and/or related occupations skills and apply communication techniques to develop a project designed to strengthen communication in a chosen category.

★ **Job Interview**-a national individual event, recognizes participants who use FACS and/or related occupations skills to develop a portfolio, participate in an interview, and communicate a personal understanding of job requirements.

★ **Leadership**-a national individual event, recognizes participants who investigate their leadership ability and develop a mentorship relationship to further their leadership development.

★ **Life Event Planning**-a national individual or team event, recognizes participants who apply skills learned in FACS courses to manage the costs of an event.

★ **National Programs in Action**-a national individual or team event, recognizes participants who explain how the Planning Process was used to plan and implement a national program project.

★ **Nutrition and Wellness**-a national individual event, recognize participants for determining goals and strategies for improving overall health.

★ **Parliamentary Procedure**-a national team event, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting.

★ **Promote and Publicize FCCLA!**-a national individual or team event, recognizes participants who use communication skills and techniques to educate their schools and communities about FCCLA in order to “grow” chapters and strengthen FACS and FCCLA programs.

★ **Recycle and Redesign**-a national individual event, recognizes participants who apply skills learned in FACS to recycle a used fashion, home, or other post-consumer item into a new product.

★ **Say Yes to FCS Education**-a national individual event, recognizes participants who demonstrate the knowledge and skills needed to explore and experience the career of being a Family and Consumer Sciences educator.

★ **Sports Nutrition**-a national individual or team event, recognizes participants who use FACS skills to plan and develop an individualized nutritional plan to meet the needs of a competitive student athlete in a specific sport. In advance, participants will prepare a sample nutrition and hydration plan based upon nutritional and energy needs of the student athlete.

★ **Teach and Train**-a national individual event, recognizes participants for their exploration of the education and training fields through research and hands-on experience.

State STAR Events

★ **Culinary Arts Exhibit**-a state individual event, recognizes participants for their ability to perform self-assessments, research and explore a career in an area of Family & Consumer Sciences, set career goals, and create a plan for achieving goals. Categories in this event include: Breads, Decorated Cake, Patisserie/Confectionery, and Show Pieces.

★ **Classic Knife Cuts and Chicken Fabrication**-a state individual event, showcases participants’ ability to perform knife cuts according to industry standards.

Students may choose to instead participate in one of the following online national events:

★ **Digital Stories for Change**

★ **FCCLA Chapter Website**

Details can be found in the national Competitive Events Guide, presented only online with a possible advancement to national competition, if selected. These events are not run at state competition. Members who enter an online event **cannot** also enter an event at state competition.

SAMPLE NEWS RELEASE

FOR IMMEDIATE RELEASE

(Date)

Contact: *(Your name)*
(School name)
(Address)
(Phone/Fax/Email)

Local Students to Attend State Competition

(City) FCCLA members from *(name of school)* will participate in state level STAR Events, to be held *(dates of SLRC)* during the State Leadership and Recognition Conference in *(city)*. STAR Events (Students Taking Action with Recognition) participants will demonstrate the skills they have acquired in family and consumer sciences courses.

According to chapter adviser *(your name here)*, members plan and implement individual and chapter projects that focus on family, career, and community service. STAR Events allow members to showcase these projects with presentations, displays, and exhibits.

(List participant's names and events here.)

FCCLA, founded in 1945, is the only national in-school youth organization with the family as its central focus. Throughout the years, over 9 million youth have participated in FCCLA. STAR Events promote FCCLA's mission to focus on the multiple roles of family member, wage earner, and community leader. Each event is designed to help members develop specific lifetime skills in character development, creative and critical thinking, interpersonal communications, practical knowledge, and career preparation.

###



Certificate of Achievement

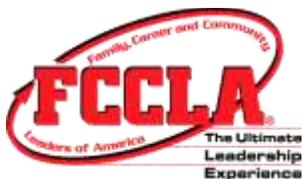
awarded to

(Insert Student's Name)



Signature

Date





FCCLA Planning Process Summary Page Template



(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



SET A GOAL



FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



ACT



FOLLOW UP



GENERAL POLICIES

Students shall....

1. pay dues to the national organization by the stated deadline, through the chapter adviser.
2. enter only one event, whether an online event or an event held at state competition.
3. arrive 30 minutes early for event set up and participation.
4. use only assigned areas for preparation and set up of displays and exhibits. Do not assist other participants with event set up, unless they are members of your own team.
5. follow specific rules as stated for competition from both the national manual (if in a national event) and/or from the state manual or risk possible point deductions or disqualification.
6. be available during the entire time the event takes place including any live event run-offs, if applicable, as well as the Recognition Session.
7. follow the Virginia FCCLA Dress Code for STAR Events and all conference sessions.

Advisers shall....

1. review all national and state event guidelines from the relevant manuals with participants to ensure student success.
2. adhere to February 15 deadline for **online** affiliation and event entries, and the **received** deadline for substitutions or other late changes. STAR Events registration should be handled **online** and **non-refundable fees** must be sent **within the designated deadline** (or late fees will apply) to the address indicated on the registration invoice.
3. verify that any one student has entered only one event, whether live event, online event, or career portfolio exhibit event. Members who enter an online event **may not** also enter a STAR Event at state competition.
4. ensure that students are eligible for the event they have chosen based on grade, affiliation, and/or coursework.
5. ensure that the chapter provides at least one qualified person to assist with STAR Events management (i.e. room consultant, adult or youth evaluator). Advisers are especially needed as room consultants and evaluators to provide FACS and FCCLA content expertise.
6. ensure that STAR Events participants are registered for the state conference and participate in **all** conference sessions, including general sessions and workshops.
7. enforce the conference dress code for all persons representing your chapter.
8. refrain from entering event set up area.
9. refrain from coaching or assisting students during live events or during exhibit set up.
10. ensure that identical presentations of the same project are not entered in STAR Events more than one year.

ELIGIBILITY

1. Students must be affiliated members through grade 12 of the state and national FCCLA organizations as of February 15 of the school year in which the event is held. **Chapters are encouraged to affiliate well before the February 15 deadline, which was set primarily to encourage participation by students enrolled in second semester classes.** Affiliation is handled by the chapter adviser on the national website.
2. Students entering the junior (through grade 9) or senior (grades 10-12) category must be currently or previously enrolled in a foundational course and identified as "comprehensive" on the chapter's affiliation. Students entering the occupational (grades 10-12) category must be currently or previously enrolled in a job-training course and identified as "occupational" on the chapter's affiliation.
3. The participant must officially register for and attend the State Leadership and Recognition Conference (all general sessions, workshops, etc.) to enter an event.
4. The chapter adviser must complete online STAR Events and conference registration for all students, submit volunteer form(s) or sign up online, and submit one (1) copy of the online invoice with a check for payment of registration fees. Payment must be postmarked within the designated deadline, or late fees will apply. Online registration must be done on or before February 15 to get the \$20 early registration entry fee (it may be possible to receive an extension on this deadline, but only if pre-approved by Debbie Will. A late registration fee for approved registrations after February 15 will be assessed, and will either be \$40 per person or \$60 per participant, depending on the date of the late registration). **No exceptions** on the late registration fee will be made.
5. In the unfortunate event that an adviser makes a mistake on a STAR Events registration that is not discovered until after the substitution/final change deadline, it may be possible for event coordinators to still make these changes – decisions will be made on a case by case basis and will depend largely on numbers of entries already scheduled in the affected event/s, however, there is no guarantee that changes can be made. An administrative fee of no more than \$70 per participant (less the cost of entry fees already paid) will be assessed for any changes that are able to be made, and will be invoiced to the chapter following the conference.
6. State officers may not participate in STAR Events at state conference, however, current state officers are allowed to participate in an online event. State officer candidates may participate in STAR Events at the state level but may not advance to national competition (if eligible) if elected to a state office.
7. Substitute participants and changes to existing registrations may be entered by completing and submitting the Participant Substitution/Late Change Form (see page 23) or by email to Debbie Will. Adherence to deadline dates and to eligibility for the event/category will be strictly enforced.
8. An individual member may not participate in more than one event in a given year. Members cannot enter an online event and an event at state competition.
9. Individual events evaluate one member's performance. Team events evaluate several members' or a chapter's performance as one entry. Team events may have up to three participants from the same chapter, with the exception of Parliamentary Procedure, which may have four to eight participants.

10. A team composed of both junior comprehensive (through grade 9) and senior comprehensive (grades 10-12) participants must enter the senior category. A team composed of both senior comprehensive members and occupational (grades 10-12) members must enter the senior category. A team composed of both junior and occupational members must enter the senior category.
11. Regarding the live Culinary Arts event: In schools where there is more than one chapter, multiple teams per school are allowed only as space permits. Because of the technical nature of this event, advisers must ensure that students entering are properly trained and are experienced in the use of commercial kitchen equipment. **Students in Introduction to Culinary Arts courses** will not meet the skill level required to be successful in this event and are not allowed to enter.

LIVE EVENTS PARTICIPATION

1. Each participant is responsible for reporting for check-in at the designated time. Failure to do so will result in a loss of five (5) points on the Virginia FCCLA Point Summary Form.
2. Students must report directly to their assigned event room at the designated time for check-in and then to determine order for live event presentation.
3. Participants may not receive assistance for event set up.
4. Where displays are used, all visuals, props, tablecloths, and other materials must be contained within the dimensions of the display. Items may not be stored beneath table or behind display.
5. Participants must report to the presentation room 30 minutes prior to assigned presentation time, unless instructed otherwise in the event procedures.
6. Participants may present in front, behind, or beside the designated table or space. Participants may not place items on the consultant or evaluator tables.
7. Participants **are not allowed** to distribute any materials to evaluators, unless the event rules specifically allow it. Evaluators are not allowed to keep any items given to them by STAR Events participants.
8. Participants must be prepared for the evaluators to ask questions following the presentation and must remain in the event room until dismissed by the evaluators.
9. No project can be entered in more than one category of a single event, or in more than one event. However, projects entered in any event may be included in the Chapter in Review event.
10. Unless a statement to the contrary appears in the guidelines for a specific event, **all entries must be the sole work of the registered individual or team entrant**, prepared under the instructional guidance of the adviser **as of July 1 of the current school year**.
11. If a participant fails to follow event rules or event definition, or prepares an item not based on the current event scenarios, then the sample/display/project is ineligible for evaluation. The participant will still be able to compete with an oral presentation and will only be scored on the oral presentation.
12. If a Project Identification Page is required for the event, it must be on plain paper with no graphics or decorations. The page may be printed on white or any solid-colored paper.

13. All materials must be easily viewed, accessible, and legible.
14. Participants are expected to attend other scheduled conference activities when not involved in their events.
15. Participants must assume responsibility for all personal property and event materials. Any items left behind are not the responsibility of Virginia FCCLA and may be discarded by staff of the conference facility.
16. Each participant is to provide all equipment and supplies, including one or more easels, laptop computers, etc. (if needed) required for his or her event. No supplies will be available from event personnel or headquarters. Extension cords and Internet connections are not provided.
17. Participants are to maintain a professional appearance and attitude during all STAR Event activities, including the recognition session. **Blue denim in any article of clothing is not allowed** in any session of the State Leadership and Recognition Conference. The FCCLA official blazer is always appropriate. Other appropriate dress for competitive events and the recognition session includes: polo shirts, blouses, collared shirts, sweaters, jackets, skirts, slacks, dresses, and suits. For participation in competition, follow event specifications for dress and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately after a STAR Event presentation, be prepared to change into clothing that meets the conference dress code.

DISQUALIFICATION

Disqualification is unfortunate for all who have worked so hard – participants, advisers, and event volunteers. To avoid disappointment, keep the following in mind:

1. **Failure to arrive in a timely manner for event presentation** – participants should arrive 30 minutes before their scheduled event presentation and may be disqualified if more than 15 minutes late.
2. **Electronic Device Policy** – Communication devices (including but not limited to wearable technology, cell phones, PDAs, iPods, and laptops) are prohibited in any activity in which an unfair advantage could result. Examples are the knowledge assessment for state officer candidates and STAR Events setup and competitions (unless specifically required for the event). The possession of these items will result in disqualification. Rather than bringing these items into event set-up or competition and face disqualification, students are encouraged to leave them with an adviser or a trusted friend until finished with the event. Room consultants may hold the devices for participants, if necessary.
3. **Behavior that negatively affects the management of STAR Events or failure to display a positive image of the FCCLA organization before, during, or after participating in STAR Events** – this applies to both students and adults. Such behavior may result in disqualification for the student(s) and/or adult(s) and/or eligibility of the student(s) and/or adult(s) for participation the following year.

STAR EVENTS ASSISTANCE

The state STAR Events program cannot happen without the help of qualified advisers, students, parents, administrators, and community leaders. A 21-member volunteer STAR Events Management Team works throughout the year on event planning. However, the success of STAR Events is dependent upon chapter help on the day of the state competition. Opportunities for involvement range from serving as a room consultant or evaluator to helping with registration. Each chapter entering STAR Events is **required to provide at least one** qualified individual to assist with the events. This means

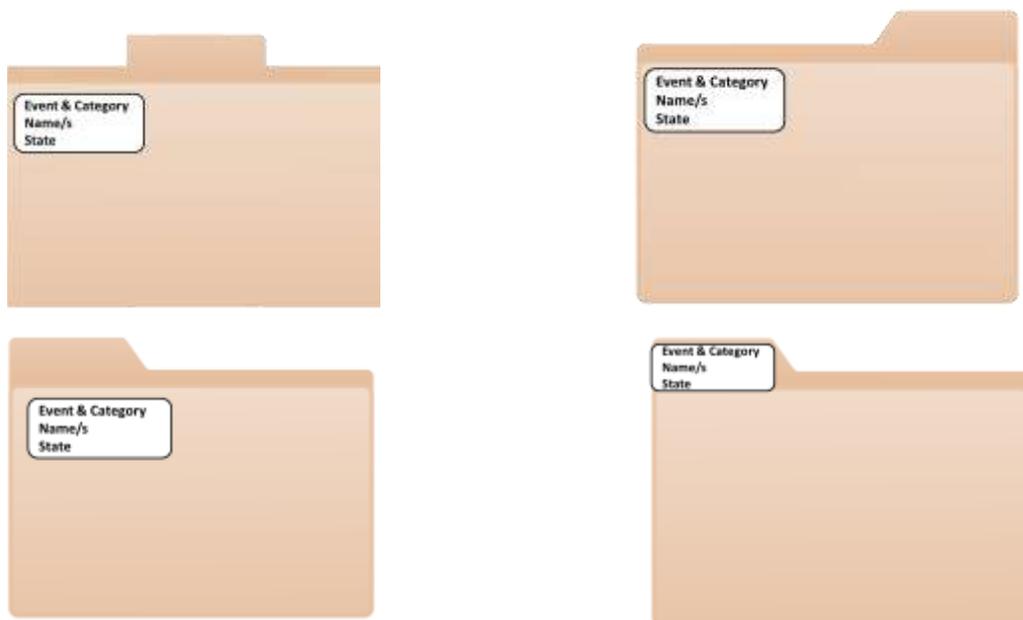
advisers may need chaperones for the chapter's participants while the adviser is involved. If the adviser is unable to assist, the chapter must provide another qualified adult from the area to serve in the adviser's place. An Adviser Volunteer Form (p. 19), Adult Evaluator Recommendation (p. 21), and Student Evaluator Application (p. 20) form is provided elsewhere in this section for this purpose.

AMERICANS WITH DISABILITIES ACT

If any student participating in STAR Events is a person with a disability and desires any assistive devices, services, or other accommodations to participate in this activity, please contact Debbie Will at debbiewillFCCLA@comcast.net or (804) 364-2529 to discuss accommodations at least two weeks prior to the event.

FORMAT INSTRUCTIONS FOR LIVE EVENT MATERIALS

1. All content pages must be one-sided only.
2. In events where bibliographies are to be included, **MLA or APA format is required**. A "Quick Reference Citation Chart" for these formats can be found on the national website at <http://fcclainc.org/programs/documents/FCCLAQuickReferenceCitationChart2017.pdf>.
3. Printed, typed, and written materials must be neat, legible, professional, and in a style and size that is easy to read.
4. All materials must contain correct grammar and spelling.
5. Where file folders are required, each participant/team entry must provide **only one** letter-size file folder. The file folder is to contain three identical sets, each set stapled separately. The folder must be of the type that has one fold on the lower horizontal edge and open on the other three sides, and that has a tab at the top or may be straight cut. File folders are required in the following events: Applied Math for Culinary Management, Fashion Construction, Illustrated Talk, Interior Design, Interpersonal Communications, National Programs in Action, and Sports Nutrition. The file folder may be **any color**.
6. File folders must be letter size (8-1/2" x 11") and include the following information typed or hand-written in the **upper left corner** when viewed with the folder in a horizontal position: name of event and category, participant(s) name(s), and state. See diagram below for placement of folder information. Paper labels are not required.



EVENT TIE BREAKERS

Tie breakers will be used, if necessary, to help determine the overall winner in a particular event. If scores are tied so that a winner cannot be determined, the tie will be broken by the highest score on the first tie breaker (★). If those scores are tied, the second tie breaker will be used (★★), followed by the third tie breaker (★★★). If those scores are also tied, it is up to the evaluators to make the final determination. Tie breakers are noted on the rubrics for each event.

STAR EVENTS MARKETING

Media, business and industry partners, and/or FCCLA official photographers may be escorted into events with prior approval. Arrangements are made through FCCLA state staff. No other spectators are allowed to observe any portion of any STAR Event.

EVALUATION

1. At the conclusion of each presentation or exhibit observation, the evaluators score the entry - using **whole numbers only**, and write constructive comments using the event rubrics.
2. Each evaluator totals his or her rubric and returns it to the event room consultant. Room consultants will encourage evaluators to re-evaluate scores if there is more than a 10-point spread.
3. The room consultant completes the tabulation by
 - ★ checking each rubric for correct total.
 - ★ tallying each evaluator's total score for each individual or team entry.
 - ★ computing and recording the average score for each entry.
 - ★ adding earned points from the point summary form to the average score.
 - ★ verifying that there are no ties between first and second place, and between second and third place in any event category.
 - ★ notifying evaluators of final scores for verification of rankings.
4. The lead consultant collects rubrics and verifies tabulation for assignment of trophies and gold, silver, and bronze medals. The state trophy for each event is awarded to the individual or team with the highest final score, regardless of medal received. Trophy winners and second place winners in national events will be eligible to advance to national competition (exception: in Culinary Arts, only the state trophy winner is eligible to advance); if any individual or team is unable to participate in national competition, the next-highest scoring individual or team may be given that opportunity.
5. Evaluators must remain until scores have been verified and they have been dismissed by the lead consultant.
6. If multiple sets of evaluators are needed for any category of an event, the **top two** individuals or teams with the highest average score from each set of evaluators would make a second presentation before another evaluation team in order to determine the 1st and 2nd place winners. Participants in any event requiring multiple sets of evaluators will be made aware of that fact and will follow the guidelines given by event personnel regarding runoff notifications and time and locations of second presentations. Presentation requirements may be adjusted as necessary to meet time restrictions and will be communicated to chapters involved in advance of the competition.
7. Scores awarded are final. All rubrics and Point Summary Forms will be returned to the chapter.

AWARDS PRESENTATION

1. All medals and trophies will be awarded at the STAR Events recognition session during the State Leadership and Recognition Conference. The State Executive Council will determine when this session will take place. Each participant **must be present** during this session and report to the stage when your chapter name is called in order to receive his or her award. Awards will not be available following this session.
2. Advisers must pick up an exit packet for your chapter at the conclusion of the STAR Events recognition session. This packet will contain all rubrics, participant medals, applicable event materials (file folders, etc.), and information on national competition (if eligible). Exit packets will not be mailed.
3. **Blue denim in any article of clothing is not allowed** in any state conference session, including the STAR Events recognition session. STAR Events participants who report to the session wearing jeans will be sent out to change clothes. Wearing blue jeans goes against the professional image and high standards of Virginia FCCLA.



Frequently Asked Questions

Family, Career and Community Leaders of America. (2018). *2018-2019 Competitive Events Guide*. Reston, VA.

1. **Instead of creating a freestanding or tabletop display, can I create a PowerPoint presentation as my display?** No.
2. **If my project's product is too large to transport to competition, can we provide photos instead of bringing the product to competition?** No, the product must be present at competition for appropriate evaluation.
3. **If using something other than PowerPoint for an electronic portfolio, how do I count "slides?"** A slide is defined as a single slide in PowerPoint, or a single path/transition in another format, such as Prezi. If using a website, information presented in one screen view would be considered one slide.
4. **Can I provide 3 laptops/iPads/devices in my presentation, one for each evaluator?** No, only one device may be used to present an electronic portfolio. Nothing may be handed to the evaluators.
5. **Can slides be of any color?** Yes, but not all color choices may be appropriate for legibility and viewing.
6. **Can I use a remote to advance electronic slides?** Yes. Pointers or props may not be allowed in your event.
7. **Can a student turn in both a hardcopy and present their portfolio in a PowerPoint?** No. Students must choose one type of portfolio format. For hardcopy portfolios, visuals may be used to support, illustrate, or complement the presentation, if allowed in the event. If using a laptop or tablet as a visual (where allowed) along with a hardcopy portfolio, it may not be used to present information intended to be included in the portfolio.
8. **If a member graduates in December, are they still eligible to compete in STAR Events?** School districts set eligibility requirements for participation in local FCCLA chapter activities, including STAR Events. Upon local and/or state eligibility determination, any nationally affiliated member may participate in STAR Events, based upon individual event eligibility criteria.
9. **Can a member compete in both an online STAR Event and another STAR Event?** No. They may only compete in one STAR Event in any given year.
10. **Are participants required to use manila folders from the FCCLA supplier?** No. For the 2018-2019 school year, the file folder with the line for "National Region" will still be available from the FCCLA Store, and may be used by chapters. No point deduction for using or providing national region should be assessed. For the 2019-2020 school year, points will not be fully earned if any additional information is included on any file folder used in competition.
11. **Can students use FCCLA copyrighted material in STAR Events projects?** Yes, as long as the project is not used for commercial purposes or sold. All FCCLA resources must be cited appropriately.
12. **In an event with file folder, does it matter what color they are?** No.
13. **In portfolio events, are content divider pages required?** If the event specifications give a range of pages/slides, such as 0 – 9, then a participant may have zero divider pages, and not be penalized. Please note that evaluators may include lack of dividers as they determine point allocations in the event rubric, related to portfolio appearance and organization.
14. **Can content pages have graphics or decorations?** Yes, any page that does not specify to use plain paper may have graphic or decorative elements.
15. **Is a font considered a graphic?** If the font is a graphic font, then it is a graphic. Unless specified, fonts may be in any color.

16. **Do we have to use the FCCLA templates provided, or can we retype it on our own computer?** The template provided can be modified but all of the information, including headings, must be used in the correct order on any document created and remain within the page limits given in event specifications. The logos are encouraged but are not required.
17. **Can an iPad be used in place of note cards?** Yes, as long as those devices are not used for recording, publishing, or receiving information during the presentation. They should be placed in airplane mode prior to the start of the event.
18. **How should we address budgets and evaluations when the project has not yet been completed at the time of regional/state competition?** For presentations prior to National Leadership Conference, participants should give the anticipated numbers (budgets). Evaluation plans should be presented in detail (evaluation methods, instruments, anticipated outcomes). This information should be updated for projects advancing to national competition. Projects are to be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before National Leadership Conference.
19. **Is a digital photo frame/iPad/etc. used to display photos, considered a photo album?** If it is displaying multiple photos as a hardcopy album would, it would be considered a photo album.
20. **On the Project Identification Page, how should "event name" be listed? Should category be included?** Either "Career Investigation" or "Career Investigation – Junior" will be accepted as correct.
21. **Would a music stand be considered an easel?** If being used to "hold materials upright, usually during a presentation or display" then it would be considered an easel.
22. **If a participant places too many copies in a file folder, are penalty points assessed?** No. Additional materials should be removed and not considered in evaluation.
23. **Can we laminate pages?** Yes, but all laminated pages must still meet any size requirements as stated in event guidelines.
24. **If I have a multi-page document and place it in a sheet protector, is that counted as one content page?** Multiple pages within a sheet protector will count as more than one page, unless the sheet protector is sealed and only one page is able to be viewed.
25. **If there is an electrical outlet available, can we use it?** FCCLA will not prevent a student from using an outlet (if allowed in event guidelines), but access is not provided. Competition setup (location of tables, chairs, display area) will not be adjusted to accommodate electrical outlet usage.
26. **When should I submit the Online Project Summary Form?** This should be submitted prior to your first competition. If necessary, resubmit the form with updated information if needed.
27. **Can I reduce the size of the Online Project Summary Form for my display?** Yes, but it must remain legible and easily read by the event consultant.
28. **Is the Event Online Orientation available for all levels of competition (regional, district, state)?** The online orientation is required for students competing at the 2019 National Leadership Conference. Each entry must complete and submit the STAR Events Online Orientation form to the event room consultant at the time of competition. The forms are not to be included within a portfolio, or placed on a display. Forms are accepted at the time of completion, and not during or after the presentation. Only one form per entry (team or participant) is required. There is no onsite or online orientation for participants at state competition.
29. **Are accommodations made for special needs students?** See page 12 - "Americans With Disabilities Act".

SUGGESTIONS FOR STUDENTS

PREPARATION

1. Discuss the event you or a team wish to enter with your adviser (the adviser's role is to help guide the student through the event, assisting in any way possible, but **not** doing the tasks required). You may also wish to talk to other teachers who are willing to offer suggestions. These individuals could be asked to assist with proofreading and editing your work, or with listening to your oral presentation and offering feedback. For example, the business teacher may offer helpful tips for a job application or interview. Consider all suggestions and advice before making the final decision about your entry.
2. Read all the rules before you begin, including general guidelines. If you are entering one of the national events you can find the rules on the Virginia FCCLA website (http://www.virginiafccla.org/star_manual.html) by mid-November.
3. Look over your event's rubric and double check that you have covered all necessary elements (oral presentation, portfolio, display, etc.).
4. Read references both to prepare your project and to prepare for any questions you might be asked by the evaluators. Also, investigate and use community resources.
5. Outline what you plan to do. Utilize the FCCLA Planning Process whenever possible.
6. Make a schedule of when each part of the event should be completed, and stick to your own deadlines. This will help you use your time efficiently.
7. Perfect practice makes perfect:
 - ★ Hold practice contests as part of your local FCCLA activities.
 - ★ Have someone listen to your presentation, making suggestions for improvement.
 - ★ Make as many presentations as possible to other classes, organizations, civic groups, etc. to ensure precision and quality.
8. Be prepared to respond to evaluators' questions about your project.

PRESENTATION

9. Review the criteria and the rubric the evaluators will use in scoring your performance.
10. Be appropriately dressed and groomed. Physical appearance and cleanliness are critical requirements and will enter into evaluation of all events.
11. Remember that the most important goal of this activity is for you to develop self-confidence and gain new experiences. Confidence and poise result from thorough preparation.

FOLLOW-UP

12. Participate in all activities of the state conference. The many sessions offered, in addition to your STAR Events participation, will provide leadership training valuable for your future success.
13. Attend the STAR Events recognition session and walk across the stage when your chapter's name is called in order to receive your award. Because FCCLA is an organization to prepare young people for future professional roles in their families, careers, and communities, no blue denim in any article of clothing is allowed at this session. Adhere to the dress code for state conference activities.

CHECKLIST FOR ADVISERS

- _____ 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) – 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). **Please note** that the chapter adviser as a volunteer serves as a critical subject matter expert. Without chapter advisers as room consultants and evaluators, evaluation teams may negatively impact scoring due to that lack of subject matter and CTE content.
- _____ 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 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.

PLEASE NOTE: Final STAR Events information and updates will be emailed to each chapter no later than 2 weeks before the competition date.

ADVISER VOLUNTEER FORM

Because the success of STAR Events depends on you, the adviser, each chapter is **required** to participate in STAR Events management at the state level. This means you may need chaperones for your students while you are involved in STAR Events. If you are unable to assist with STAR Events, you must provide a qualified adult from your area (chaperone, alumni member, etc.) to replace you (see form on page 19).

Please complete and return this form to Debbie Will on or before February 15.

School Name: _____ School Division: _____
 Address: _____ City, State, Zip _____
 School Phone: () _____
 Chapter Adviser Signing Up to Help: _____
 Adviser's Home Phone: () _____ Adviser's Cell Phone: () _____
 Adviser's Email Address: _____

NOTE: Due to our conflict-of-interest policy, advisers cannot work directly with an event where your own chapter has an entry.

Please check one or more of the following in section 1 and section 2:

1 – Participation Opportunity

Areas of greatest need:

- Event Room Consultant
- Event Evaluator

Limited openings:

- Run-off Evaluator for a live event

- Put me wherever you need me!

2 – Events

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Advocacy <input type="checkbox"/> Applied Math for Culinary Management <u>and</u> <i>Classic Knife Cuts/Chicken Fabrication*</i> <input type="checkbox"/> Career Investigation <input type="checkbox"/> Chapter Service Project <input type="checkbox"/> Chapter in Review <input type="checkbox"/> Culinary Arts <input type="checkbox"/> <i>Culinary Arts Exhibit*</i> <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Environmental Ambassador <input type="checkbox"/> Fashion Construction <u>and</u> Fashion Design <input type="checkbox"/> Focus on Children | <ul style="list-style-type: none"> <input type="checkbox"/> Food Innovations <input type="checkbox"/> Hospitality/Tourism/Rec. <input type="checkbox"/> Illustrated Talk <input type="checkbox"/> Interior Design <input type="checkbox"/> Interpersonal Communications <input type="checkbox"/> Job Interview <input type="checkbox"/> Leadership <input type="checkbox"/> Life Event Planning <input type="checkbox"/> National Programs in Action <input type="checkbox"/> Nutrition and Wellness <input type="checkbox"/> Parliamentary Procedure <input type="checkbox"/> Promote and Publicize FCCLA <input type="checkbox"/> Recycle and Redesign <input type="checkbox"/> Say Yes to FCS Education <input type="checkbox"/> Sports Nutrition <input type="checkbox"/> Teach and Train |
|--|---|

**state events*

I have already been contacted by a member of the STAR Events Management Team and I have volunteered to be a room consultant or evaluator for: (event) _____

Email on or before February 15 to:
Debbie Will, Virginia FCCLA State Adviser
debbiewillFCCLA@comcast.net

STUDENT EVALUATOR APPLICATION

The success of STAR Events depends on the availability of qualified evaluators. Please nominate students who **have had previous STAR Events experience** and who would make capable, effective, and fair evaluators. These students need to be mature and able to work with a team of adults in judging.

Please complete and return this form to Debbie Will on or before February 15.

School Name:

School Division:

Address:

City, State, Zip

School Phone: ()

Chapter Adviser:

Adviser's Home Phone: ()

Adviser's Email Address:

Adviser's Cell Phone: ()

Student's name:

Student's grade:

Student's/Adviser's Email address:

Qualifications/Past STAR Events Experience (this section must be completed in detail – students will not be used as evaluators without previous STAR Events experience). Please do not nominate middle school students as evaluators:

Mark all events suitable for this student:

- Advocacy
- Career Investigation
- Chapter Service Project
- Chapter in Review
- Entrepreneurship
- Environmental Ambassador
- Focus on Children
- Food Innovations
- Illustrated Talk
- Interpersonal Communications

- Job Interview
- Leadership
- Life Event Planning
- National Programs in Action
- Nutrition and Wellness
- Parliamentary Procedure
- Promote and Publicize FCCLA
- Recycle and Redesign
- Sports Nutrition
- Teach and Train

Email on or before February 15 to:
Debbie Will, Virginia FCCLA State Adviser
debbiewillFCCLA@comcast.net

ADULT EVALUATOR RECOMMENDATION

The success of STAR Events depends on the availability of qualified adult evaluators. Please nominate other advisers, teachers, administrators, parents, or community leaders who would make capable, effective, and fair evaluators.

Please complete and return this form to Debbie Will on or before February 15.

Adult's name: _____ **Adult's Daytime Phone:** ()

Cell Phone: ()

Adult's address: _____ **City, State, Zip** _____

Adult's Email address: _____

Qualifications, including previous experience with STAR Events/number of years as a previous evaluator:

Personal Connection to any Particular Virginia School/s:

School Division/s:

Mark all events suitable for this evaluator:

- | | |
|---|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Illustrated Talk |
| <input type="checkbox"/> Applied Math for Culinary Management* <u>and</u> | <input type="checkbox"/> Interior Design* |
| <input type="checkbox"/> Classic Knife Cuts/Chicken Fabrication* | <input type="checkbox"/> Interpersonal Communications |
| <input type="checkbox"/> Career Investigation | <input type="checkbox"/> Job Interview |
| <input type="checkbox"/> Chapter Service Project | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Chapter in Review | <input type="checkbox"/> Life Event Planning |
| <input type="checkbox"/> Culinary Arts* | <input type="checkbox"/> National Programs in Action |
| <input type="checkbox"/> Culinary Arts Exhibit* | <input type="checkbox"/> Nutrition and Wellness |
| <input type="checkbox"/> Early Childhood Education* | <input type="checkbox"/> Parliamentary Procedure |
| <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> Promote and Publicize FCCLA |
| <input type="checkbox"/> Environmental Ambassador | <input type="checkbox"/> Recycle and Redesign |
| <input type="checkbox"/> Fashion Construction* <u>and</u> Fashion Design* | <input type="checkbox"/> Say Yes to FCS Education |
| <input type="checkbox"/> Focus on Children | <input type="checkbox"/> Sports Nutrition |
| <input type="checkbox"/> Food Innovations | <input type="checkbox"/> Teach and Train |
| <input type="checkbox"/> Hospitality/Tourism/Recreation* | |

*(*must be in business/industry in that occupation)*

Email on or before February 15 to:
Debbie Will, Virginia FCCLA State Adviser
debbiewillFCCLA@comcast.net

STAR ATTENDANT RECOMMENDATION

STAR Attendants are student members who assist in headquarters, with general STAR Events assignments, or in a particular event room. Student assistance is very important to the success of STAR Events. Please provide names of students from your chapter who are responsible, dependable, and willing to work for the day. Copy this form if you have more chapter members available to help. **NOT ALL RECOMMENDED ARE GUARANTEED A POSITION**; students in excess of the number needed may be put on a back-up list. **Students who are competing in STAR Events cannot also serve as STAR Attendants.**

Please complete and return this form to Debbie Will on or before February 15.

School Name:

School Division:

Address:

City, State, Zip

School Phone: ()

Chapter Adviser:

Adviser's Home Phone: ()

Adviser's Email Address:

Adviser's Cell Phone: ()

Student's name:

Student's/Adviser's Email address:

Interest: (please check all that apply)

Headquarters (*p.m. only*)

State exhibit event set-up door monitor (*early a.m. only*)

Assist Room Consultant in (*may check more than one*):

Advocacy

Hospitality/Tourism/Recreation

Applied Math for Culinary Management and
Classic Knife Cuts/Chicken Fabrication

Illustrated Talk

Career Investigation

Interior Design

Chapter Service Project

Interpersonal Communications

Chapter in Review

Job Interview

Culinary Arts

Leadership

Culinary Arts Exhibit

Life Event Planning

Early Childhood Education

National Programs in Action

Entrepreneurship

Nutrition and Wellness

Environmental Ambassador

Parliamentary Procedure

Fashion Construction and Fashion Design

Promote and Publicize FCCLA

Focus on Children

Recycle and Redesign

Food Innovations

Say Yes to FCS Education

Sports Nutrition

Teach and Train

Email on or before February 15 to:

Debbie Will, Virginia FCCLA State Adviser

debbiewillFCCLA@comcast.net

PARTICIPANT SUBSTITUTION/LATE CHANGE FORM

Chapter Name:

School Division:

School Name:

School Phone: ()

Chapter Adviser:

Adviser Home Number: ()

Adviser's Email Address:

Adviser Cell Number: ()

EVENT	CATEGORY	PARTICIPANT PREVIOUSLY ENTERED	NAME OF SUBSTITUTE <u>OR</u> CHANGE TO BE MADE

Return this form by email as indicated below on or before the dates listed. **NOTE: This is a received date.**

Email to:

Debbie Will, Virginia FCCLA State Adviser
debbiewillFCCLA@comcast.net

- For events at the State Leadership and Recognition Conference: 2 weeks prior to conference
- For events at the National Leadership Conference (fees will apply): June 1

NATIONAL COMPETITIVE EVENTS GUIDE INFORMATION

The **most current edition** of the national manual is provided to affiliated chapters through your affiliation portal. For the 2018 state competition, rules for all events (both national and state events) will be found as a download in the state manual posted on the STAR Events pages at http://www.virginiafccla.org/star_manual.html.

Management procedures for all events are determined by the Board of Directors at the state level. Any references to management issues in the national manual pertain only to events held at the National Leadership Conference in the summer. Advisers should thoroughly review and understand Virginia's policies, beginning on page 8 of this introduction section for events at state competition.

All participants who advance to national competition in July must use the national manual that can be accessed from your chapter's affiliation portal. Please note that the national *Competitive Events Guide* includes additional sections for the FCCLA/LifeSmarts Knowledge Bowl, Skill Demonstration Events held at National Cluster Meetings in the fall, and Postsecondary events. Advisers and members should look at only the STAR Events section for events held at state competition and in preparation to advance to national competition in the summer.