Chapter in Review Portfolio, a *team event,* recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and Family and Consumer Sciences and/or related occupations and skills to the *community.* Participants must prepare a *portfolio* and an **oral presentation.**

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10–12

Occupational: grades 10–12

See page 9, item #2 in the introduction section of the state manual for more information on event categories.

STANDARDS ALIGNMENTS

See STAR Events Resources Page for detailed event alignment information to national educational initiatives and standards.

CAREER CLUSTERS
- Arts, A/V Technology & Communications
- Hospitality & Tourism
- Marketing

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a *portfolio* (*hardcopy* or electronic) to the event room consultant at the designated participation time.

2. Room consultants and evaluators will have 10 minutes to preview the *portfolio* before the presentation begins.

3. The oral presentation **may be up to** 15 minutes in length. A 1-minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes.

4. If audio and/or visual recordings are used, they are limited to a 3-minute playing time during the presentation.

5. Following the presentation, evaluators will have 5 minutes to interview participants.

6. Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

ELIGIBILITY & GENERAL INFORMATION

1. Review "General Policies" in the introduction section of the state manual on pages 8-18 prior to event planning and preparation.

2. A table will be provided. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.

3. **Access to an electrical outlet will not be provided.** Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual presentation. At state competition, however, if an electrical outlet is available in the competition room or station, participants are free to use it. Tables may not be moved in order to be closer to the outlet and extension cords will not be provided.

GENERAL INFORMATION

Individual or Team Event	Prepare Ahead of Time	Equipment Provided	Electrical Access	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
Team	Portfolio, Oral Presentation	Table	Not provided		10 minutes prior to presentation	1-minute warning at 14 minutes; stopped at 15 minutes	5 minutes	35 minutes

PRESENTATION ELEMENTS ALLOWED

Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals
■	■	■			■		■	■	

CHAPTER IN REVIEW PORTFOLIO
Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the chapter's program of work. Materials must be contained in the official STAR Events binder obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *content divider pages*, must fit within the cover, be one-sided, and may not exceed 48 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* has been turned in to evaluators, participants may not switch to an electronic *portfolio*.

Electronic Portfolio

An *electronic portfolio* may be either in PowerPoint, Prezi, or other electronic format that can be viewed by the evaluators and room consultants prior to the oral presentation. The *electronic portfolio* and the hardware (method) to view it (i.e., equipment, files, projectors, screens, laptops) will be turned in to the room consultant at the designated participation time. Participants assume the responsibility of providing the technology used to show the evaluators the project. Once an *electronic portfolio* is turned in to the evaluators, participants may not switch to a *hardcopy portfolio*. *Portfolio* may not exceed 59 slides, as described below.

1-8 ½" x 11" page or 1 slide	*Project Identification Page*	*Plain paper* or slide, with no *graphics* or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title.
1-8 ½" x 11" page or 1 slide	Table of Contents	List the parts of the *portfolio* in the order in which the parts appear.
1-8 ½" x 11" page or 2 slides	FCCLA *Planning Process* Summary Page	Summarize how each step of the *Planning Process* was used to plan and implement the chapter's program of work; use of the *Planning Process* may also be described in the oral presentation.
1	Evidence of Online Project Summary Submission	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include proof of submission in the *portfolio*.
0–9	*Content Divider Pages* or Sections	Use 0 to 9 *content divider*/section pages or slides. *Content divider*/section pages may be tabbed, may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers. They must not include any other *content*.
Up to 35 8 ½" x 11" pages or 45 slides	Membership *Campaign*s	Actively recruit new members and maintain *current* ones through creative and innovative *campaigns*.
	Meetings	Schedule and indicate attendance at chapter, district/regional, state, and/or national meetings.
	Recognition Activities	Conduct and participate in ceremonies; and recognize chapter members for their efforts.
	Leadership, Competitive, Cooperative, and Individualized Projects/Activities	Engage chapter members in leadership activities, competitive events, cooperative projects, and individualized activities.
	Community Service Activities	Plan and conduct service projects benefiting the school and/or *community*.
	Chapter Resource Development	Maintain adequate chapter finances through fundraising *campaigns* or other efforts.
	Chapter Budget	Document the flow of money in and out of the chapter budget for the *current* year. Budget template available at www.fcclainc.org/content/resources.
	State and National Programs	Complete project activities related to state and national programs.
	Public Relations Efforts	Use a variety of public relations techniques to increase public awareness of FCCLA and Family and Consumer Sciences and/or related careers.
	Portfolio Appearance	*Portfolio* should be neat, legible, *professional*, creative and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 15 minutes in length and is delivered to evaluators. The presentation should describe the chapter's year-long program of work and how it was implemented. Participants may not carry in additional *visuals* or *props* for the oral presentation. Participants may use audio and/or visual recordings, but they are limited to a 3-minute playing time.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize program of work.
Program of Work	Discuss how program of work allows and reflects the Purposes of FCCLA and Family and Consumer Sciences and members to develop leadership, management, communication, and personal skills by planning, conducting, and evaluating a well-balanced program of work.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of *portfolio* and notes or notecards if used. Wear appropriate clothing for the nature of the presentations.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

DIRECTIONS:

1. 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, please write "No Show" across the top and return with other forms. Do **NOT** change team or station numbers.
2. Before student presentation, the room consultants must check participants' portfolio using the criteria and standards listed below and fill in the boxes.
3. 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.
4. 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.
5. Please check with the Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Check-in 0 *or* 5 points	**0** Did not attend participant check-in	**5** Attended participant check-in	
Hardcopy Portfolio 0–1 point or **Electronic Portfolio** 0–1 point	**0** Binder is not the official FCCLA binder **0** Electronic Portfolio not in viewable format to the evaluators	**1** Binder is the official FCCLA binder **1** Electronic Portfolio in viewable format to the evaluators	
Portfolio Pages 0–3 points	**0** Portfolio exceeds the page limit	**1**　　**2**　　**3** **2 or more errors**　**1 error**　**no errors** Portfolio contains no more than 48 single-sided pages or 59 slides completed correctly, including: • 1 project ID page or slide • 1 table of contents page or slide • 1 Planning Process summary page or 2 slides • Project Summary Submission Proof • Up to 9 content divider pages or slides • Up to 35 content pages or 45 content slides	
Punctuality 0–1 point	**0** Participant was late for presentation	**1** Participant was on time for presentation	

EVALUATORS' SCORES		
Evaluator 1_____	Initials _____	

ROOM CONSULTANT TOTAL
(10 points possible)

Evaluator 2_____　Initials _____

Evaluator 3_____　Initials _____　**AVERAGE EVALUATOR SCORE**
(90 points possible)　_ _ . _ _

Total Score_____　divided by number of evaluators　**FINAL SCORE**

_____　= **AVERAGE EVALUATOR SCORE**　(Average Evaluator Score plus
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)　Room Consultant Total)　_ _ . _ _

RATING ACHIEVED (circle one)　　**Gold:** 90-100　　**Silver:** 70-89.99　　**Bronze:** 1-69.99
VERIFICATION OF FINAL SCORE AND RATING (please initial)

Evaluator 1_____　　Evaluator 2_____　Evaluator 3_____　Adult Room Consultant_____　Event Lead Consultant_____

CHAPTER IN REVIEW PORTFOLIO
Rubric

PORTFOLIO						Points
FCCLA Planning Process Summary Page 0–5 points	**0** Planning Process summary not provided	**1** Inadequate steps in the Planning Process are presented	**2** All Planning Process steps are presented but not summarized	**3** All Planning Process steps are summarized	**4** Evidence that the Planning Process was utilized to plan project	**5** The Planning Process is used to plan the project. Each step is fully explained	
Membership Campaigns 0–5 points	**0** Not evident	**1** 1 or no campaign shown	**2 3** Campaigns described		**4 5** Campaigns are creative, thorough and successful		
Meetings 0-3 points	**0** No evidence shown	**1** Meetings held/attended	**2** Meetings scheduled but attendance not indicated	**3** Meetings appropriately scheduled with attendance noted at chapter, district/regional, state and/or national levels			
Recognition Activities 0–3 points	**0** Not evident	**1** Limited or no activities shown	**2** Recognition activities are held appropriately	**3** Recognition activities are creative and built into each event, multiple strategies			
Leadership, Competitive, Cooperative, and Individualized Projects and Activities 0-10 points	**0** No activities listed	**1 2** Members participate in 1 of the 4 areas identified	**3 4** Members participate in 2 of the 4 areas identified	**5 6** Members participate in 3 of the 4 areas identified	**7 8** Members participate in each of the 4 areas identified	**9 10** Members are engaged in each of the 4 areas identified. Strategies result in activities which support and strengthen the program of work	★
Community Service Activities 0–5 points	**0** Not evident	**1** 1 or no activities shown	**2** Limited service activities shown	**3** Service activities are evident and effective	**4** 2 or more creative and effective service activities with multiple partnerships	**5** Extensive service activities and effective results	
Chapter Resource Development 0–5 points	**0** No evidence shown	**1** Limited evidence of resource development	**2** 1/more fundraisers or events to generate resources	**3** Multiple fund development activities with varied results	**4** Fundraisers and resources sought effectively	**5** A developed system of seeking resources, fundraisers, donations	
Chapter Budget 0–5 points	**0** No evidence shown	**1** Budget is evident but lacks information details	**2** Budget is evident and may be incomplete	**3** Budget is adequate but not extensive	**4** Budget is detailed	**5** Budget is detailed and follows generally accepted accounting procedures	
State and National Programs 0–5 points	**0** Not evident	**1** 1 program with limited scope	**2** 2 or less activities	**3** 2 or more activities	**4** 3 or 4 activities shown with effective results	**5** 5 or more activities shows with effective results	★ ★
Public Relations Efforts 0–5 points	**0** No evidence	**1** 1 activity shown	**2 3** 2 or more activities shown		**4 5** 3 or more creative and effective activities with a variety of methods including technology		★ ★ ★
Portfolio 0-5 points	**0** Portfolio not used during presentation	**1** Portfolio has many errors and is not aesthetically pleasing	**2** Portfolio has minimal appeal	**3** Portfolio has good word, color, and design choices	**4** Portfolio has good word, color, and design choice	**5** Portfolio is creative, appropriate and of high quality	

Chapter in Review Portfolio Rubric (continued)

ORAL PRESENTATION						Points
Organization/ Delivery 0 – 10 points	**0** Presentation is not done or presented briefly and does not cover components of the project	**1 2** Presentation covers some topic elements	**3 4** Presentation covers all topic elements but with minimal information	**5 6** Presentation gives complete information but does not explain the project well	**7 8** Presentation covers information completely but does not flow well	**9 10** Presentation covers all relevant information with a seamless and logical delivery	
Program of Work 0-5 points	**0** Not evident	**1** Missing or lacks variety	**2 3** Focuses on a few areas		**4 5** Shows variety/creativity with comprehensive member involvement. Reflects Purposes of FCCLA	
Use of Portfolio during Presentation 0-5 points	**0** Portfolio not used during presentation	**1** Portfolio used to limit amount of speaking time	**2** Portfolio used minimally during presentation	**3** Portfolio incorporated throughout presentation	**4** Portfolio used effectively throughout presentation	**5** Presentation moves seamlessly between oral presentation and portfolio	
Voice – pitch, tempo, volume 0-3 points	**0** Voice qualities not used effectively	**1** Voice quality is adequate	**2** Voice quality is good, but could improve		**3** Voice quality is outstanding and pleasing	
Body Language/ Clothing Choice 0-3 points	**0** Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing	**1** Gestures, posture, mannerisms and eye contact is inconsistent/ clothing is appropriate	**2** Gestures, posture, mannerisms, eye contact, and clothing are appropriate		**3** Gestures, posture, mannerisms, eye contact, and clothing enhance presentation	
Grammar/Word Usage/ Pronunciation 0-3 points	**0** Extensive (more than 5) grammatical and pronunciation errors	**1** Some (3-5) grammatical and pronunciation errors	**2** Few (1-2) grammatical and pronunciation errors		**3** Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	**0** Did not answer evaluators' questions	**1** Unable to answer some questions	**2** Responded to all questions but without ease or accuracy	**3** Responded adequately to all questions	**4** Gave appropriate responses to evaluators' questions	**5** Responses to questions were appropriate and given without hesitation	

Evaluator's Comments:

TOTAL

(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____