



# Chapter in Review Portfolio – Virginia 2021 *(all changes for state competition in red)*



**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 LEVELS

- Level 1:** through grade 8
- Level 2:** grades 9-10
- Level 3:** grades 11–12
- Level 4:** Postsecondary

See chart on page 2 in the introduction section of the state manual for more information on competition levels. Virginia chapters may have **up to 3 entries in each level**, as eligible.

### ELIGIBILITY & GENERAL INFORMATION

1. Review all “General Policies” in the introduction section of the state manual beginning on page 8 prior to event planning and preparation.
2. ~~Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual presentation at in-person competitions.~~
3. Chapters with multiple entries in this event must submit different projects for each entry. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference, and must be the work of the participant(s) only.
4. ~~National Leadership Conference (in-person competition) participants will view the online orientation video found on the official FCCLA YouTube channel, available in early June. Each entry must complete and submit the required form to the event room consultant at the time of competition. Only one form per entry is required. Contact State Advisers for orientation procedures for competitions held prior to National Leadership Conference.~~ If events are held virtually, these points will be automatically awarded to all participants.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	<del>Equipment Provided for In-Person Competition</del>	Competition Dress Code	<del>In-Person Competition Participant Set-Up/Prep Time</del>	<del>In-Person Competition Room Consultant &amp; Evaluator Review Time</del>	Maximum Oral Presentation Time	<del>In-Person Competition Evaluation Interview Time</del>	<del>In-Person Competition Total-Event Time</del>
1-3	Portfolio, Oral Presentation	<del>Table—yes Electrical Access—no Wall Space—no Supplies—no</del>	Official dress - or- Professional dress – or costume appropriate to event		<del>10 minutes prior to presentation</del>	<del>In-person: 1-min. warning at 14 min.; stopped at 15 min. Virtual: 16 min. to include additional questions</del>	<del>5 minutes</del>	<del>35 minutes</del>

PRESENTATION ELEMENTS ALLOWED									
Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/Pointers	Skits	Presentation Equipment	Visuals
✓	✓	✓			✓		✓	✓	

## CHAPTER IN REVIEW PORTFOLIO

### Procedures and Time Requirements for In-Person Competition

Each entry will submit a <i>portfolio</i> ( <i>hardcopy</i> or electronic) to the event room consultant at the designated participation time.	
10 minutes	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio</i> before the presentation begins.
15 minutes	The oral presentation may be up to 15 minutes in length. A one-minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes. If audio and/or visual recordings are used, they are limited to a 3-minute playing time during the presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

### Procedures and Time Requirements for Virtual Competition

Each entry will post the required documents (as specified below) following instructions from the state or national organization prior to the competition.	
Portfolio File	Upload one (1) PDF portfolio file, designed so that viewers are able to scroll through the digital document. This must be an online file and not require the viewer to download it. Follow the page limits as described below.
Oral Presentation Video (to include Question Responses)	The oral presentation may be up to 16 minutes in length, <u>including</u> the responses to the two questions listed in the specifications. If audio and/or visual recordings are used, they are limited to a 3-minute playing time during the presentation. Each participant must introduce themselves by name, chapter, and level. Video recordings are to be made of participants as they present their STAR Event project, as if they were presenting at an in-person competition. A voiceover of the video recording or presentation is not allowed. The video file <del>can</del> <b>MUST</b> be an embedded video, video link to YouTube, Vimeo, or Google Drive, but must not require the viewer to download it. The display will be used in the oral presentation recording.
Automatic Scoring	Participants will automatically receive full points on the Point Summary Form and the Rubric for the following items: Registration Packet, Event Online Orientation Documentation, and Punctuality.

## 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*. For virtual competition, the portfolio **must be uploaded as one PDF file** – multiple files, images, or other file types will not be accepted. The hardcopy portfolio will be used in the oral presentation recording.

### 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. For virtual competition, the electronic portfolio slides **must be uploaded as one PDF file** -multiple files, images, or other file types will not be accepted. The electronic portfolio will be used in the oral presentation recording.

## Chapter in Review Portfolio (continued)

1-8 ½" x 11" page or 1 slide	<i>Project Identification Page</i>	<i>Plain paper</i> or slide, with no <i>graphics</i> 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 <i>portfolio</i> in the order in which the parts appear.
1-8 ½" x 11" page or 2 slides	FCCLA <i>Planning Process</i> Summary Page	Summarize how each step of the <i>Planning Process</i> was used to plan and implement the chapter's program of work; use of the <i>Planning Process</i> 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 Student Portal, and include signed proof of submission in the <i>portfolio</i> .
0–9	<i>Content Divider Pages</i> or Sections	Use 0 to 9 <i>content divider/section</i> pages or slides. <i>Content divider/section</i> pages may be tabbed, may contain a title, a section name, <i>graphic</i> elements, thematic decorations, and/or page numbers. They must not include any other <i>content</i> .
Up to 35 8 ½" x 11" pages or 45 slides	<i>Membership Campaigns</i>	Actively recruit new members and maintain <i>current</i> ones through creative and innovative <i>campaigns</i> .
	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.
Up to 35 8 ½" x 11" pages or 45 slides	Leadership, Competitive, Cooperative, and Individualized Projects/Activities	Engage chapter members in leadership activities, competitive events, cooperative projects, and individualized activities.
	<i>Community Service</i> Activities	Plan and conduct service activities benefiting the school and/or <i>community</i> .
	Chapter Resource Development	Maintain adequate chapter finances through fundraising <i>campaigns</i> or other efforts.
	Chapter Budget	Document the flow of money in and out of the chapter budget for the <i>current</i> year. Budget template available in the FCCLA Adviser Portal and Student Portal.
	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.
	<i>Portfolio Appearance</i>	<i>Portfolio</i> should be neat, legible, <i>professional</i> , creative and use correct grammar and spelling.

### Oral Presentation

The oral presentation may be up to ~~15 minutes in length~~ (16 minutes for virtual competition) 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.

## Chapter in Review Portfolio (continued)

Body Language/Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of <i>portfolio</i> and notes or notecards if used. Wear FCCLA official dress, professional dress, or costume appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	<p>Provide clear and concise answers to evaluators' questions regarding project. <del>Questions are asked after the presentation.</del></p> <p>For virtual competitions, include responses to the following questions at the end of the oral presentation:</p> <ol style="list-style-type: none"><li>1. What is one skill that you learned or improved upon during your project that you will use in school next year or in your future career?</li><li>2. What obstacles caused challenges in your work, and how did you address them?</li></ol>



# STAR Events Point Summary Form

## CHAPTER IN REVIEW PORTFOLIO

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

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, 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. Check with one of the Lead Consultants if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points						
<b>Registration Packet</b> 0 or 3 points	Picked up by adviser or designated adult during scheduled time No <b>0</b> Yes <b>3</b>		3						
<b>Event Online Orientation Documentation</b> 0 or 2 points	<b>0</b> Official documentation not provided at presentation time or signed by adviser	<b>2</b> Official documentation provided at presentation time and signed by adviser	2						
<b>Hardcopy Portfolio</b> 0–1 point or <b>Electronic Portfolio</b> 0–1 point	<b>0</b> Binder is not the official FCCLA binder	<b>1</b> Binder is the official FCCLA binder							
	<b>0</b> Electronic Portfolio not in viewable format to the evaluators	<b>1</b> Electronic Portfolio in viewable format to the evaluators							
<b>Portfolio Pages</b> 0–3 points	<b>0</b> Portfolio exceeds the page limit	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>1</b></td> <td style="text-align: center;"><b>2</b></td> <td style="text-align: center;"><b>3</b></td> </tr> <tr> <td style="text-align: center;"><b>2 or more errors</b></td> <td style="text-align: center;"><b>1 error</b></td> <td style="text-align: center;"><b>no errors</b></td> </tr> </table> Portfolio contains no more than 48 single-sided pages or 59 slides completed correctly, including: <ul style="list-style-type: none"> <li>• 1 project ID page or slide</li> <li>• 1 table of contents page or slide</li> <li>• 1 Planning Process summary page or 2 slides</li> <li>• Project Summary Submission Proof</li> <li>• Up to 9 content divider pages or slides</li> <li>• Up to 35 content pages or 45 content slides</li> </ul>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2 or more errors</b>	<b>1 error</b>	<b>no errors</b>	
<b>1</b>	<b>2</b>	<b>3</b>							
<b>2 or more errors</b>	<b>1 error</b>	<b>no errors</b>							
<b>Punctuality</b> 0–1 point	<b>0</b> Participant was late for presentation	<b>1</b> Participant was on time for presentation	1						
<b>EVALUATORS' SCORES</b>		<b>ROOM CONSULTANT TOTAL</b>							
Evaluator 1 _____	Initials _____	(10 points possible)							
Evaluator 2 _____	Initials _____	<b>AVERAGE EVALUATOR SCORE</b>							
Evaluator 3 _____	Initials _____	(90 points possible)	_ . _						
Total Score _____	divided by number of evaluators	<b>FINAL SCORE</b>							
_____	= <b>AVERAGE EVALUATOR SCORE</b>	(Average Evaluator Score plus Room Consultant Total)	_ . _						
	<i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i>								

**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

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Level \_\_\_\_\_

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

# Chapter in Review Portfolio Rubric (continued)

Points

ORAL PRESENTATION							
<b>Organization/ Delivery</b> 0 – 10 points	<b>0</b> Presentation is not done or presented briefly and does not cover components of the project	<b>1 2</b> Presentation covers some topic elements	<b>3 4</b> Presentation covers all topic elements but with minimal information	<b>5 6</b> Presentation gives complete information but does not explain the project well	<b>7 8</b> Presentation covers information completely but does not flow well	<b>9 10</b> Presentation covers all relevant information with a seamless and logical delivery	
<b>Program of Work</b> 0-5 points	<b>0</b> None evident	<b>1</b> Missing or lacks variety	<b>2 3</b> Focuses on a few areas	<b>4 5</b> Shows variety/creativity with comprehensive member involvement. Reflects Purposes of FCCLA			
<b>Use of Portfolio during Presentation</b> 0-5 points	<b>0</b> Portfolio not used during presentation	<b>1</b> Portfolio used to limit amount of speaking time	<b>2</b> Portfolio used minimally during presentation	<b>3</b> Portfolio incorporated throughout presentation	<b>4</b> Portfolio used effectively throughout presentation	<b>5</b> Presentation moves seamlessly between oral presentation and portfolio	
<b>Voice – pitch, tempo, volume</b> 0-3 points	<b>0</b> Voice qualities not used effectively	<b>1</b> Voice quality is adequate	<b>2</b> Voice quality is good, but could improve	<b>3</b> Voice quality is outstanding and pleasing			
<b>Body Language/ Clothing Choice</b> 0-3 points	<b>0</b> Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing	<b>1</b> Gestures, posture, mannerisms and eye contact is inconsistent/clothing is appropriate	<b>2</b> Gestures, posture, mannerisms, eye contact, and clothing are appropriate	<b>3</b> Gestures, posture, mannerisms, eye contact, and clothing enhance presentation			
<b>Grammar/Word Usage/ Pronunciation</b> 0-3 points	<b>0</b> Extensive (more than 5) grammatical and pronunciation errors	<b>1</b> Some (3-5) grammatical and pronunciation errors	<b>2</b> Few (1-2) grammatical and pronunciation errors	<b>3</b> Presentation has no grammatical or pronunciation errors			
<b>Responses to Evaluators' Questions</b> 0-5 points	<b>0</b> Did not answer evaluators' questions	<b>1</b> Unable to answer some questions	<b>2</b> Responded to all questions but without ease or accuracy	<b>3</b> Responded adequately to all questions	<b>4</b> Gave appropriate responses to evaluators' questions	<b>5</b> Responses to questions were appropriate and given without hesitation	

**Evaluator's Comments – include two things done well and 2 opportunities for improvement:**

**TOTAL**  
(90 points possible)

Evaluator # \_\_\_\_\_

Evaluator Initial \_\_\_\_\_

Room Consultant Initial \_\_\_\_\_