

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 student information is correct** (student grade in school, correct spelling of name).
- _____ 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 Conference” button at the top of the homepage or click on the "Competition" 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. 23) 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.; *STAR Attendants do not count for this obligation – we can run events without STAR Attendants but we cannot run events without room consultants and evaluators*). 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. 25). **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. 25), **Student Evaluator Application** (p. 24), and **STAR Attendant Recommendation** (p. 26) 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. 27) 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 8-22) and specific event guidelines (state events posted on the website and rules for national events in the *STAR Events Guide*) 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.