Virginia FCCLA STAR Events Manual
2022-2023 Edition

INCREASE STUDENT MOTIVATION

By providing a framework for authentic learning experiences

COPING SKILLS LEARNED

for both competitive and cooperative environments

HELP STUDENTS DEVELOP

individual growth, group process, and decision making skills so they can enter the workplace as productive employees

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STAR EVENTS

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

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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 FCS, Common Career Technical Core Career Ready Practices, Career Clusters, 21st Century Skills, and the FCCLA national programs.

High school 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 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 level at state competition, except for*

National STAR Events	Level 1 (through grade 8)	Level 2 (grades 9-10)	Level 3 (grades 11-12)
Baking and Pastry			●
Career Investigation	●	●	●
Chapter Service Project Display	●	●	●
Chapter Service Project Portfolio	●	●	●
Chapter in Review Display*	●	●	●
Chapter in Review Portfolio*	●	●	●
Culinary Arts			●
Culinary Math Management			●
Early Childhood Education			●
Entrepreneurship	●	●	●
Event Management	●	●	●
Fashion Construction		●	●
Fashion Design		●	●
Focus on Children	●	●	●
Food Innovations	●	●	●
Hospitality, Tourism and Recreation		●	●
Interior Design		●	●
Interpersonal Communications	●	●	●
Job Interview		●	●
Leadership		●	●
National Programs in Action	●	●	●
Nutrition and Wellness	●	●	●
Parliamentary Procedure	●	●	●
Professional Presentation	●	●	●
Promote and Publicize FCCLA	●	●	●
Public Policy Advocate	●	●	●
Repurpose and Redesign	●	●	●
Say Yes to FCS Education		●	●
Sports Nutrition	●	●	●
Sustainability Challenge	●	●	●
Teach or Train	●	●	●
State STAR Events – Live			
Chicken Fabrication		●	●
Classic Knife Cuts		●	●
State Culinary Arts Exhibit		●	●

★ **Baking and Pastry,** a national individual event, recognizes participants who demonstrate their baking and pastry skills through the preparation of a quick bread, choux pastry, cookie, and demonstration of cake decorating skills.

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

★**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 FCS and/or related occupations and skills to the community.

★**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. Students must use FCS content and skills to address and take action on a community need.

★**Culinary Arts**-a national individual event, recognizes participants enrolled in occupational culinary arts training programs for their ability to produce a quality meal using industrial culinary arts/food service techniques and equipment.

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

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

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

★ **Event Management**-a national individual or team event, recognizes participants who apply skills learned in FCS courses to plan an event for an educational institution, community or non-profit organization, business, or government institution.

★**Fashion Construction**-a national individual event, recognizes participants who apply fashion construction skills learned in FCS courses and create a display using samples of their skills. The display includes the finished product along with appropriate accessories.

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

★**Focus on Children**-a national individual or team event, recognizes participants who use FCS skills to plan and conduct a child development project (birth through adolescence) 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. Participants will demonstrate their knowledge of food science, nutrition, food preparation safety, and product marketing.

★**Hospitality, Tourism, & Recreation**-a national individual or team event, recognizes participants who demonstrate their knowledge of the hospitality, tourism, and recreation industries and ability to translate their knowledge into a hypothetical or real business.

★**Interior Design**-a national individual or team event, recognizes participants who apply interior design skills learned in FCS courses to design spaces to meet client needs.

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

★**Job Interview**-a national individual event, recognizes participants who use FCS 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, assess leadership and employability skills, and develop and implement a plan to further their leadership development.

★**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 or team event, recognizes participants for determining goals and strategies for improving overall health for themselves, their family, or a community group.

★**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.

★**Professional Presentation,** an individual or team event, recognizes participants who make an oral presentation about issues concerning FCS and/or related occupations.

★**Promote and Publicize FCCLA**-a national individual or team event, recognizes participants who develop an FCCLA promotion and publicity campaign to raise awareness and educate the school, parents, and members of the community about the importance of FCCLA and FCS education.

★ **Public Policy Advocate**-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.

★ **Repurpose and Redesign**-a national individual or team event, recognizes participants who apply recycling and redesign skills learned in FCS courses to repurpose 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 an FCS educator.

★**Sports Nutrition**-a national individual or team event, recognizes participants who use FCS skills to plan and develop an individualized nutritional plan to meet the needs of a competitive student athlete in a specific sport.

★ **Sustainability Challenge**-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.

★**Teach or Train**-a national individual event, recognizes participants who demonstrate their ability to explore and experience the career of teaching or training.

State STAR Events
★**Classic Knife Cuts and Chicken Fabrication**-two separate state individual events that showcase participants' ability to perform knife cuts according to industry standards.

★**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 FCS, set career goals, and create a plan for achieving goals. Categories in this event include: Breads, Decorated Cake, Patisserie/Confectionery, and Show Pieces.

Students may choose to instead participate in one of the following online national events:
★**Digital Stories for Change**
★**FCCLA Chapter Website**
★**Instructional Video Design**
Details can be found in the national STAR Events Guide, presented 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 FCS 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 guidelines (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 as well as during 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 affiliation and event entries, and the **received** deadline for substitutions or other late changes. STAR Events registration must be handled online as part of the conference registration process, 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 state exhibit event. Members who enter a national 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 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 FCS 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 through the chapter's portal.

2. The participant must officially register for <u>and attend</u> the State Leadership and Recognition Conference (all general sessions, workshops, etc.) to enter an event.

3. The chapter adviser must complete online STAR Events <u>and</u> 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 $25 early registration entry fee (it may be possible to receive an extension on this deadline, but <u>only if pre-approved</u> by Deborah Will as some events will have reached capacity. A late registration fee for approved registrations after February 15 will be assessed, and will either be $50 per person or $75 per participant, depending on the date of the late registration). **No exceptions** on the late registration fee will be made.

4. The Board of Directors added a $10 event fee for each chapter entering Baking and Pastry, Chicken Fabrication, Classic Knife Cuts, and Culinary Arts to offset the cost of food.

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 <u>may</u> 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 <u>no guarantee</u> that changes can be made.

6. State officers may not participate in STAR Events at state conference, however, current state officers <u>are</u> allowed to participate in an online event. State officer candidates may participate in STAR Events at the state level but may <u>not</u> 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 27) or by email to Deborah 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 <u>cannot</u> enter a national online event and also 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 members of mixed grade levels must enter at the level of the <u>highest</u> participant member's grade level. Team events with only Level 2 (grades 9-10) or Level 3 (grades 11-12) may not include members through grade 8. Team events with only Level 3 (grades 11-12) may not include members through grade 10.

11. Regarding the Baking and Pastry and Culinary Arts events: In schools where there is more than one chapter, multiple entries per chapter are allowed only as space permits. Because of the technical nature of these events, 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 these events and are not allowed to enter.

12. Several events require current or previous enrollment in particular FCS courses in order for members to be eligible to enter that particular competitive event:
    - **Baking & Pastry, Classic Knife Cuts, Chicken Fabrication, Culinary Arts, Culinary Arts Exhibit, Culinary Math Management**~8275 - Culinary Arts I, 8276 - Culinary Arts II, 8279 - Culinary Arts Specialization, (8250/8249 – Introduction to Culinary Arts-not allowed for Baking &Pastry and Culinary Arts, however, these members may enter the state events)
    - **Early Childhood Education**~8285 - Early Childhood, Education, and Services I, 8286 - Early Childhood, Education, and Services II, 8234/8233 - Introduction to Early Childhood, Education, and Services
    - **Fashion Design**~8280 - Fashion Careers I, 8281 - Fashion Careers II, 8248/8247 - Introduction to Fashion Careers
    - **Hospitality, Tourism & Recreation**~8202 - Hospitality, Tourism, and Recreation I, 8203 - Hospitality, Tourism, and Recreation II, 8259/8258 - Introduction to Hospitality, Tourism, and Recreation, or Culinary Arts
    - **Interior Design**~8295 - Interior Design I, 8296 - Interior Design II, 8255/8254 - Introduction to Interior Design
    - **Teach or Train** Levels 2 and 3~8285 - Early Childhood, Education, and Services I, 8286 - Early Childhood, Education, and Services II, 8234/8233 - Introduction to Early Childhood, Education, and Services, 9062 - Virginia Teachers for Tomorrow I, 9072 - Virginia Teachers for Tomorrow II, 9061/9060 - Introduction to Virginia Teachers for Tomorrow

LIVE EVENTS PARTICIPATION

1. Each participant/team will automatically receive the one-point value on the Virginia FCCLA Point Summary Form for the Event Online Orientation Documentation. There is no participant orientation requirement for state competition.

2. Participants may not receive assistance for event set up.

3. 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.

4. Participants must report to the presentation room 30 minutes prior to assigned presentation time, unless instructed otherwise in the event procedures.

5. 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 or *electronic portfolio* 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.

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. No live animals or people can be used as props or visuals.

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 level 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 if they choose to do so, and will only be scored on the oral presentation. Requirements that may result in implementation of this rule are noted with this symbol:

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 their 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 closing recognition session. **Blue denim in any article of clothing is not allowed** in any session of the State Leadership and Recognition Conference. All STAR Events participants must follow the Virginia FCCLA conference dress code or 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 this technology is 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 to being an event evaluator. 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. 23), Adult Evaluator Recommendation (p. 25), and Student Evaluator Application (p. 24) 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 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 at https://drive.google.com/file/d/1i-qTIav5rz9WZePnJXL_mby6wbcDwn9E/view?usp=sharing

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: Culinary Math Management, Fashion Construction, Interior Design, Interpersonal Communications, National Programs in Action, Professional Presentation, 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 either a portrait **or** landscape position: name of event and event level, participant(s) name(s), and state. See diagram below for placement of folder information. <u>Required labeling for STAR Events competition does not have to be printed on an adhesive label and can also be hand-written.</u> Please also note: national FCCLA allows for folders to be labeled in either portrait or landscape orientation – the examples below show landscape only.
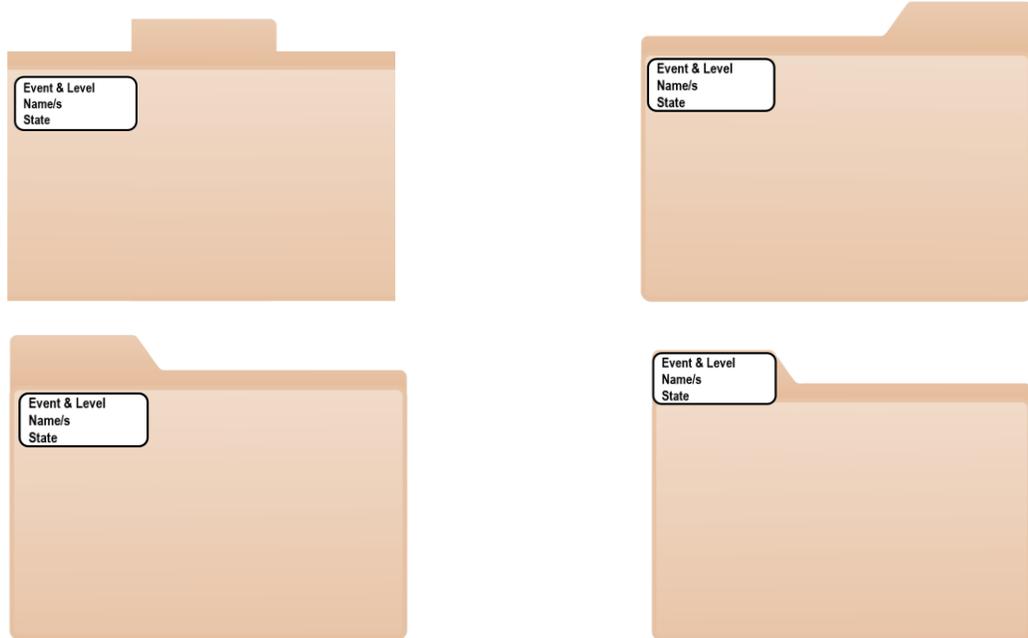
STAR EVENTS MARKETING

Media, business and industry partners, and/or FCCLA official photographers may be escorted into events with prior approval from event organizers. 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 their 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 Baking & Pastry and Culinary Arts, each state is allowed to advance their top three); 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, standard deviation will be used to compare scores and determine state winners.

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 Closing Session during the State Leadership and Recognition Conference. Each participant **must be present** during this session and report to the stage when your chapter name is called in order to receive their 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.), scholarship awards (if eligible), 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. Slacks for females are strongly encouraged when walking across the stage.

Frequently Asked Questions

1. **Instead of creating a freestanding or tabletop display, can I create a digital 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. **For competition, 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. Please note that 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.

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, or whether they are labeled in portrait or landscape orientation?** 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 or tablet 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 state competition?** For presentations prior to the 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/tablet/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 level be included?** Either "Career Investigation" or "Career Investigation – Level 1" will be accepted as correct, for example.

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. **Are accommodations made for special needs students?** See page 12 - "Americans With Disabilities Act".

Event Tiebreakers

The following tie breakers will be used, if necessary, to help determine the top event placements. 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 (★★★), and then by the score of the Point Summary Form. If those scores are also tied, it is up to evaluators to make the final determination based on review of the product in the event (portfolio, display, sample, etc.) *Ties are not allowed for 1st, 2nd, or 3rd places or for scholarships.*

BAKING AND PASTRY	CAREER INVESTIGATION
★ Mise en Place	★ Career Planning
★★ Safety	★★ Evidence of Career Research
★★★ Sanitation	★★★ Self Assessment
CHAPTER IN REVIEW DISPLAY AND PORTFOLIO	**CHAPTER SERVICE PROJECT DISPLAY AND PORTFOLIO**
★ Leadership, competitive, cooperative, and individualized projects and activities	★ Project impact
★★ State and national programs	★★ Addresses a specific need
★★★ Public relations efforts	★★★ Increase awareness/public relations
CHICKEN FABRICATION	**CLASSIC KNIFE CUTS**
★ Chicken Fabrication	★ Knife Cuts
★★ Food Safety and Sanitation	★★ Food Safety and Sanitation
★★★ Mise en Place, Time Management, Scraps and Waste	★★★ Mise en Place, Time Management, Scraps and Waste
CULINARY ARTS	**CULINARY ARTS EXHIBIT**
★ Mise en Place	★ References
★★ Safety	★★ Professional/Technical Skills
★★★ Sanitation	★★★ Professional Quality
CULINARY MATH MANAGEMENT	**EARLY CHILDHOOD EDUCATION**
★ Visuals: effectively illustrate content	★ Evidence of developmental knowledge
★★ Oral presentation; knowledge of subject matter	★★ Lesson plans
★★★ Point Summary Form: average team score on test	★★★ Activity planning form: setting, materials, activity
ENTREPRENEURSHIP	**EVENT MANAGEMENT**
★ Business description	★ Planning and Implementation Timeline
★★ Organizational chart	★★ Projected Budget and Options
★★★ Budget	★★★ Oral presentation – Knowledge of Event Planning and Management
FASHION CONSTRUCTION	**FASHION DESIGN**
★ Knowledge of construction	★ Collection design
★★ Display appearance	★★ Career path
★★★ Selected skill area (overall score)	★★★ Fabric profiles
FOCUS ON CHILDREN	**FOOD INNOVATIONS**
★ Applies child development concepts	★ Original prototype formula(s)
★★ Impacts children and community positively	★★ Nutrition information
★★★ Addresses a specific need	★★★ Product testing method
HOSPITALITY, TOURISM, AND RECREATION	**INTERIOR DESIGN**
★ Background research	★ Originality of design
★★ Customer service strategy	★★ Scaled room floor plan
★★★ Business website: client services and knowledge of respective focus area	★★★ Use of display boards during presentation
INTERPERSONAL COMMUNICATIONS	**JOB INTERVIEW**
★ Case study response: knowledge of communication techniques	★ Career Related Education
★★ Oral presentation – Impact on interpersonal communications	★★ Educational Enhancement Opportunities
★★★ Oral presentation – Use of appropriate techniques	★★★ Business Communication

LEADERSHIP	NATIONAL PROGRAMS IN ACTION
★ Leadership Profile & Employability Skills Checklist ★★ Leadership competencies inventory (self) summary ★★★ Leadership reflection	★ Identify concerns: knowledge of the national program ★★ Act: action taken on plan ★★★ Form a plan: organization
NUTRITION AND WELLNESS	**PARLIAMENTARY PROCEDURE**
★ Evidence of nutrition and wellness research ★★ Knowledge of nutrition and wellness ★★★ Nutrition and wellness goals	★ Proper use of parliamentary law ★★ Quality of demonstration discussion ★★★ Team participation
PROFESSIONAL PRESENTATION	**PROMOTE AND PUBLICIZE FCCLA**
★ Visuals/props – Creativity to enhance presentation ★★ Visuals/props effectively illustrate content ★★★ Oral presentation – Knowledge of subject matter	★ Promotion plan description and goals ★★ Evidence of research ★★★ Evidence of campaign
PUBLIC POLICY ADVOCATE	**REPURPOSE AND REDESIGN**
★ Issue research ★★ Methods of Action ★★★ Results of Advocacy/Action Plan Assessment	★ Design and construction skills – Overall quality of workmanship ★★ Display ★★★ Design and construction skills – Selected skill areas (overall score)
SAY YES TO FCS EDUCATION	**SPORTS NUTRITION**
★ FCS Education Research Summary ★★ Classroom Observation Summary ★★★ FCCLA Integration Plan	★ Nutrient evaluation ★★ Sport and training summary pages ★★★ Nutrition and hydration plan
SUSTAINABILITY CHALLENGE	**TEACH OR TRAIN**
★ Creativity and duplication of project ★★ Knowledge of the relationship of environmental concern to participants' home, school, and/or community ★★★ Scope of educational presentations	★ Career exploration ★★ Evidence of technology used ★★★ Lesson/workshop plan: organization

The national organization has acknowledged Virginia FCCLA for original development of this tie-breaker guide

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.

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; slacks for females are strongly encouraged when walking across the stage. 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 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 a national 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 or evaluator; *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 knowledge.

_____ 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 10-20) and specific event guidelines (state events posted on the website and rules for national events in the *STAR Events Guidelines*) 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 25). *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.*

Please complete and return this form to Deborah Will or complete online if registering for conference. Early submission results in top choices being more available.

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   **2 – Events**
Areas of greatest need:
___ Event Room Consultant   ___ Baking and Pastry   ___ Hospitality/Tourism/Rec.
___ Event Evaluator   ___ Career Investigation   ___ Interior Design
                                       ___ Chapter in Review   ___ Interpersonal Communications
                                       ___ Chapter Service Project   ___ Job Interview
                                       ___ Culinary Arts   ___ Leadership
                                       ___ *Culinary Arts Exhibit*   ___ National Programs in Action
                                       ___ Culinary Math Management   ___ Nutrition and Wellness
___ Put me wherever you   ___ *Classic Knife Cuts/Chicken ___ Parliamentary Procedure
     need me!   Fabrication*   ___ Professional Presentation
                                       ___ Early Childhood Education   ___ Promote and Publicize FCCLA
                                       ___ Entrepreneurship   ___ Public Policy Advocate
                                       ___ Event Management   ___ Repurpose and Redesign
                                       ___ Fashion Construction and   ___ Say Yes to FCS Education
                                            Fashion Design   ___ Sports Nutrition
                                       ___ Focus on Children   ___ Sustainability Challenge
                                       ___ Food Innovations   ___ Teach or 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) _____

Complete online if registering for conference or email to:
Deborah Will, Virginia FCCLA State Adviser
debbiewillFCCLA@comcast.net

STUDENT EVALUATOR APPLICATION

The success of STAR Events depends on the availability of <u>qualified</u> 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 Deborah Will or complete online if registering for conference. Early submission results in top choices being more available.

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 <u>must</u> be completed in detail – students will <u>not</u> 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:

___ Career Investigation	___ National Programs in Action
___ Chapter in Review	___ Nutrition and Wellness
___ Chapter Service Project	___ Parliamentary Procedure
___ Entrepreneurship	___ Professional Presentation
___ Event Management	___ Promote and Publicize FCCLA
___ Focus on Children	___ Public Policy Advocate
___ Food Innovations	___ Repurpose and Redesign
___ Interpersonal Communications	___ Sports Nutrition
___ Job Interview	___ Sustainability Challenge
___ Leadership	___ Teach or Train

Complete online if registering for conference or email to:
Deborah Will, Virginia FCCLA State Adviser
debbiewillFCCLA@comcast.net

ADULT EVALUATOR RECOMMENDATION

The success of STAR Events depends on the availability of <u>qualified</u> 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 Deborah Will or complete online if registering for conference. Early submission results in top choices being more available.

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:

___ Baking and Pastry*	___ Interior Design*
___ Career Investigation	___ Interpersonal Communications
___ Chapter in Review	___ Job Interview
___ Chapter Service Project	___ Leadership
___ Culinary Arts*	___ National Programs in Action
___ Culinary Arts Exhibit*	___ Nutrition and Wellness
___ Culinary Math Management <u>and</u> Classic Knife Cuts/Chicken Fabrication*	___ Parliamentary Procedure
	___ Professional Presentation
___ Early Childhood Education*	___ Promote and Publicize FCCLA
___ Entrepreneurship	___ Public Policy Advocate
___ Event Management	___ Repurpose and Redesign
___ Fashion Construction <u>and</u> Fashion Design*	___ Say Yes to FCS Education
___ Focus on Children	___ Sports Nutrition
___ Food Innovations	___ Sustainability Challenge
___ Hospitality, Tourism, and Recreation*	___ Teach or Train

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

___

Complete online if registering for conference or email to:
Deborah 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 <u>willing to work for the entire day</u>. 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 <u>cannot</u> also serve as STAR Attendants.**

Please complete and return this form to Deborah Will or complete online if registering for conference. Early submission results in top choices being more available.

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)***:**

___ Baking and Pastry	___ Interior Design
___ Career Investigation	___ Interpersonal Communications
___ Chapter in Review	___ Job Interview
___ Chapter Service Project	___ Leadership
___ Culinary Arts	___ National Programs in Action
___ Culinary Arts Exhibit	___ Nutrition and Wellness
___ Culinary Math Management <u>and</u> Classic Knife Cuts/Chicken Fabrication	___ Parliamentary Procedure
	___ Professional Presentation
___ Early Childhood Education	___ Promote and Publicize FCCLA
___ Entrepreneurship	___ Public Policy Advocate
___ Event Management	___ Repurpose and Redesign
___ Fashion Construction <u>and</u> Fashion Design	___ Say Yes to FCS Education
___ Focus on Children	___ Sports Nutrition
___ Food Innovations	___ Sustainability Challenge
___ Hospitality, Tourism, and Recreation	___ Teach or Train

Complete online if registering for conference or email to:
Deborah 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 OR 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:
> **Deborah 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 GUIDELINES INFORMATION

The **most current edition** of the national *STAR Events Guidelines* is provided to affiliated chapters through your affiliation portal.

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 10 of this introduction section for events at state competition.

All participants who advance to national competition in the summer must use the national guidelines that can be accessed from your chapter's affiliation portal. Please note that national competitive events include the FCCLA/LifeSmarts Knowledge Bowl, Skill Demonstration Events held at the Fall National Conference, and the Virtual Business Challenge. 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.