

2019 2020



Competitive Events Guide





Contents

Introduction to Competitive Events	3
Career Pathways through FCCLA	4
FCCLA/LifeSmarts Knowledge Bowl	6
Knowledge Matters Virtual Business Challenge – Personal Finance	14
Skill Demonstration Events	16
Challenge Events	18
Culinary Food Art	20
Culinary Knife Skills	25
Fashion Sketch	30
FCCLA Creed Speaking & Interpretation	36
Impromptu Speaking	41
Interior Design Sketch	46
Interviewing Skills	51
Pastry Arts Technical Decorating	56
Speak Out for FCCLA	61
#TeachFCS	65
Technology in Teaching	69
Toys that Teach	75
STAR Events	80
Event Information and Entries Per State	81
Policies	83
Eligibility and General Rules for All Levels of Competition	85
Event Management Information/Importance of Chapter Adviser Volunteers	86
Frequently Asked Questions	87
Checklist for the Adviser	89
Checklist for Participants	90
FCCLA National Programs List	91
The FCCLA Planning Process	92
STAR Events Dates to Remember	93
Specific Information for State Advisers	94
Requirements/Policies for National Leadership Conference Participants	95
National STAR Events Tie Breaker Procedures	97

STAR Event Guidelines

Baking and Pastry	99
Career Investigation	106
Chapter in Review Display	112
Chapter in Review Portfolio	118
Chapter Service Project Display	124
Chapter Service Project Portfolio	130
Culinary Arts	136
Culinary Math Management	148
Digital Stories for Change (Online Event)	154
Early Childhood Education	165
Entrepreneurship	173
Event Management	179
Fashion Construction	193
Fashion Design	201
FCCLA Chapter Website (Online Event)	208
Focus on Children	217
Food Innovations	223
Hospitality, Tourism, and Recreation	230
Instructional Video Design (Online Event)	239
Interior Design	250
Interpersonal Communications	256
Job Interview	263
Leadership	269
National Programs in Action	277
Nutrition and Wellness	283
Parliamentary Procedure	290
Professional Presentation	299
Promote and Publicize FCCLA!	305
Public Policy Advocate	311
Repurpose and Redesign	317
Say Yes to FCS Education	325
Sports Nutrition	340
Sustainability Challenge	346
Teach and Train	352

Resources	366
Glossary	367

Introduction

To Competitive Events



Family, Career and Community Leaders of America (FCCLA) is pleased to provide a comprehensive Competitive Events Guide for use by staff, state and chapter advisers, and members.

FCCLA's competitive events offer the following annual activities:

- **FCCLA/LifeSmarts Knowledge Bowl** is a three-level, team competition that challenges students' knowledge of all aspects of Family and Consumer Sciences and FCCLA.
- The **Knowledge Matters FCCLA Virtual Business Challenge - Personal Finance** contest encourages members to test their skills in personal finance, using a competition version of the Virtual Business – Personal Finance classroom software.
- **Skill Demonstration Events** provide opportunities for members to demonstrate college and career-ready skills in Family and Consumer Sciences and related occupations. Competitions take place online or at the National Fall Conference.
- **STAR Events (Students Taking Action with Recognition)** recognize members for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. STAR Events offer individual skill development and application of learning through cooperative, individualized, and competitive activities.

Competitive events promote the FCCLA Mission to focus on the multiple roles of family member, wage earner, and community leader. Each event and activity is designed to help members develop specific lifetime skills in character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

Competitive events provide additional opportunities to showcase college and career-ready knowledge, skills and abilities; promote the FCCLA chapter as an integral part of the Family and Consumer Sciences education program; and to connect with peers and the community.

Please note that words and terms in italics are defined in the glossary, located at the end of this document.

Family, Career and Community Leaders of America®
1910 Association Drive | Reston, VA 20191-1584 www.fcclainc.org
competitiveevents@fcclainc.org
starevents@fcclainc.org

CAREER PATHWAYS THROUGH FCCLA



HUMAN SERVICES

Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.

Possible careers include:

- Child, family, or school social worker
- Director of childcare facility
- School counselor
- Sociologist
- Social services worker
- Personal or home care aide
- Leisure activities counselor
- Recreation worker
- Consumer credit counselor
- Personal financial advisor
- Consumer goods or services retailing representative or buyer
- Cosmetologist, hairdresser, or hairstylist

HOSPITALITY AND TOURISM

The management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

Possible careers include:

- Restaurant, food service, lounge, casino, coffee shop, or catering owner, operator, or manager
- Hotel, motel, resort, or bed and breakfast owner, operator, or manager
- Tour company owner, operator, or manager
- Meeting and convention planner
- Interpreter or translator
- Tourism and travel services marketing manager

EDUCATION AND TRAINING

Planning, managing, and providing education and training services and related learning support services.

Possible careers include:

- Superintendent, principal, or administrator
- Teacher or instructor
- Preschool or kindergarten teacher
- Clinical, developmental, or social psychologist
- Social worker
- Counselor
- Teacher assistant
- Parent educator
- Child care worker
- Coach
- Recreation worker
- Sign language interpreter

VISUAL ARTS AND DESIGN

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

- Stage designer
- Fashion/apparel designer or illustrator
- Interior designer
- Home furnishing coordinator
- Textile designer or chemist
- Costume designer

REAL WORLD SKILLS

Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called "employability skills."

- **Applied Academic Skills:** Communications, Math, Science, Basic Literacy
- **Critical Thinking Skills:** Problem Solving, Organization & Planning
- **Resource Management:** Time, Money, Materials & Personnel
- **Information Use**
- **Communication Skills**
- **Interpersonal Skills:** Leadership, Teamwork & Negotiation
- **Personal Qualities**
- **Systems Thinking:** Teamwork & Project Management
- **Technology Use**



Explore Career Pathways Through FCCLA COMPETITIVE EVENTS



Competitive Events can help members develop and refine skills for career success in the following Career Pathways: Human Services, Hospitality and Tourism, Education and Training, and Visual Arts and Design . Use this chart to identify which Competitive Events are most suited to each Career Pathway.

	Skill Demonstration Event	STAR Event	Other	Education and Training	Hospitality and Tourism	Human Services	Visual Arts and Design	Real World Skills
FCCLA/LifeSmarts Knowledge Bowl	•		•		•	•		•
Knowledge Matters Virtual Business Challenge			•			•		•
Challenge Events (Testing)	•			•	•	•	•	•
Culinary Food Art	•				•			•
Culinary Knife Skills	•				•			•
Fashion Sketch	•						•	•
FCCLA Creed Speaking & Interpretation	•					•	•	•
Impromptu Speaking	•					•	•	•
Interior Design Sketch	•						•	•
Interviewing Skills	•					•	•	•
Pastry Arts Technical Decorating Skills	•				•			•
Speak Out for FCCLA	•					•	•	•
#TeachFCS	•			•				•
Technology in Teaching	•			•				•
Toys that Teach	•							•
Baking and Pastry		•			•			•
Career Investigation		•		•	•	•	•	•
Chapter in Review Display		•			•	•	•	•
Chapter in Review Portfolio		•			•	•	•	•
Chapter Service Project Display		•		•	•	•	•	•
Chapter Service Project Portfolio		•		•	•	•	•	•
Culinary Arts		•			•			•
Culinary Math Management		•			•			•
Digital Stories for Change		•		•	•	•	•	•
Early Childhood Education		•		•	•	•		•
Entrepreneurship		•		•	•	•	•	•
Event Management		•			•	•		•
Fashion Construction		•					•	•
Fashion Design		•					•	•
FCCLA Chapter Website		•				•	•	•
Focus on Children		•		•	•	•		•
Food Innovations		•			•			•
Hospitality, Tourism, and Recreation		•			•		•	•
Instructional Video Design		•		•			•	•
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 and Train		•		•				•

FCCLA/LifeSmarts Knowledge Bowl

2019–2020 Competition Guidelines



The Ultimate Leadership Experience and The Ultimate Consumer Challenge - Combined!

This three-level team competition tests FCCLA members' knowledge in the six content areas:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)
6. FCCLA Knowledge

Questions come from a variety of sources. Preparation resources include resources found at www.lifesmarts.org, and in Family and Consumer Sciences textbooks, reference guides, content area websites, the FCCLA website, and other local or online resources.

All teams should be comprised of five affiliated FCCLA members (affiliated at both the state and national level in order to register to compete) from the same chapter. Chapters may have more than one team. Team members may be mixed in grade level and FCS course background. All competitors must be registered for the conference at which their competition takes place. Conference name tags must be worn at all times during the competition. Teams with less than five members are ineligible to compete.

TeamSmarts Quiz and Online Qualification

September 1 – October 31

In order to compete, teams must be registered at www.LifeSmarts.org and be registered to attend the National Fall Conference. An unlimited number of teams may register with LifeSmarts, but team registration for the National Fall Conference is limited to the first 40 teams. All teams competing at the National Fall Conference must complete this round. All team members are expected to work together to take the TeamSmarts Quiz. If less than five members take the TeamSmarts Quiz, the team is ineligible to continue in competition. Team members may not compete in another competitive event at the National Fall Conference.

The TeamSmarts Quiz consists of 100 questions from the following content areas:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)

Following the instructions at www.LifeSmarts.org the adviser registers and creates the FCCLA team. Students register as directed. The adviser must indicate one student to be the team’s captain. The TeamSmarts quiz is only available through the team captain’s login.

The scores from the TeamSmarts round will be combined with scores from the Quiz Bee round in competition at the National Fall Conference to determine team placement and live competition round qualifying.

National Fall Conference

November

All participants must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting. An unlimited number of teams may register with LifeSmarts, but team registration for the National Fall Conference is limited to the first 40 teams.

Quiz Bee

On location, scores from the TeamSmarts quiz will be combined with the scores from the Quiz Bee competition. The Quiz Bee competition consists of participants divided into each of the five competition categories. Each participant is guaranteed to be asked a minimum of 10 questions in their topic category, in a “spelling bee” style format. Two points are awarded for each correct answer, up to twenty (20) points per participant, or 100 points per team. No spectators are allowed for the Quiz Bee competition.

Scores from the TeamSmarts quiz and the Quiz Bee competition are combined. The top twenty-four (24) teams advance to the live competition rounds at the National Fall Conference. Teams are seeded into four groups of six teams, based on their combined scores.

Pool Play

Teams are assigned to one of four competition pools, and compete in this pool for the remainder of the competition. Teams compete in a round robin tournament (teams take turns playing each other), with up to six matches total. Scores are cumulative. The two top-scoring teams in each pool automatically qualify for competition at the National Leadership Conference. All other teams pair off to compete in one final match, and the winners qualify for National Leadership Conference competition. Spectators are allowed during Pool Play competition.

If an odd number of teams are competing, competition will be adjusted, and if byes are used they will go to the highest seeded team(s).

All rooms will use the same questions, and teams will stay in the same room for the duration of pool play. Rounds consist of two parts—Head-to-Head Individual Questions as well as Team Questions. In the Head-to-Head round, one multiple choice question from Categories 1-5 will be asked, with up to two open-ended bonus questions asked after each correct answer. Participants will sit in order, based upon their individual topic category. In the Team Questions part of the round, all questions are open ended and randomly assorted. Three questions will be asked in each of the categories except FCCLA Knowledge, which will have one question per round.

During the Head-to-Head round, questions will be asked in the following order:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)

During the Team round, questions are open-ended and randomly assorted. Of the 16 Team questions, there are guaranteed to be 3 questions from Categories 1-5 and 1 question from Category 6, FCCLA Knowledge. Anyone may buzz in to answer a Team question,

unless someone from that team has already given an incorrect response. If a participant gives an incorrect answer, the question is reread and asked of the other team.

Teams are guaranteed to play at least 2 matches in a pool of 3 teams, and guaranteed 4 matches in a pool of 6 teams. Matches in each pool will occur simultaneously in different rooms, or as space allows with a holding room. All rooms will use the same questions. Since teams are scored based on the total points accumulated over all the matches (rather than a win-loss record) pool play matches may end in a draw.

Once all pool play matches have finished, each team will have the following scores added together to form their final Cumulative Score: TeamSmarts Quiz, Quiz Bee, and the matches played in Pool Play. The two teams in each pool with the highest Cumulative Scores will automatically advance to the National Leadership Conference.

TIES: Ties will only be broken between teams in the same pool, and only for 2nd or 3rd place in the pool. The first tie-breaker will be determined by total points gained during the pool play buzzer matches. The second tie-breaker, if needed, will be determined by who won during the head-to-head round between the tied teams. Should any ties remain, the final tiebreaker will go to the team with the highest level I score and the lowest time.

All other teams will be seeded by scores (scores will be adjusted if pools are of varying sizes) and compete in play-off matches where the winning team in each match advances to the National Leadership Conference. Play will follow the same rules as other buzzer matches (Head-to-Head followed by Team questions). If the score is tied at the end of the play-off match, a tie-breaker must be used. Three additional Team questions will be asked, with each question worth one point. The team with the highest score after 3 questions wins. If there is still a tie, a sudden-death question will be asked.

TIES: When seeding teams for the knockout matches the tiebreaker will go to the team with the highest TeamSmarts score and the lowest time.

The sixteen advancing teams will compete at the following National Leadership Conference. The teams who did not advance will be ranked, based on cumulative scores, as alternates.

Online Testing for National Leadership Conference Qualifiers

All sixteen and all alternate National Qualifying teams will take the National TeamSmarts quiz in March, similar in format to the TeamSmarts quiz teams took in the fall, but with new questions. Teams that registered online for NFC competition will not have to re-register. The "FCCLA TeamSmarts Quiz" will automatically appear in the team captain's page.

This will be the teams' first event in the Level III competition at National Leadership Conference.

Championship at National Leadership Conference

July

16 teams will qualify for the National Championship from the National Fall Conference. Final National Leadership Conference alternates will be selected based upon scores from the March TeamSmarts quiz. Teams must confirm National Championship participation by April 1. Alternates will be notified of available openings, should they become available.

Orientation and Pool Play

Teams are assigned to one of four competition pools based upon the March TeamSmarts scores. Each pool will have four teams and each team will play three matches. The March TeamSmarts score plus the scores from the three matches will be combined to determine the top team from each pool. Pools will play simultaneously and the questions for each round will be the same in each pool. As space allows, teams may have to wait in a holding room.

Once all pool play matches have finished, each team will have the following scores added together to form their final National Leadership Conference Cumulative Score: TeamSmarts Quiz (from March), and the three matches played in Pool Play. The team

in each pool with the highest National Leadership Conference Cumulative Score will automatically advance to the knockout bracket.

The four remaining teams with the highest National Leadership Conference Cumulative Score will also advance to the knockout bracket. It is possible for more than one non-winning team from the same pool to qualify.

Cumulative score tiebreakers will be similar to the tiebreakers used during Pool Play at the National Fall Conference. First, ties for 1st place in each pool must be broken before ties for the 4 non-winner spots are broken. If teams are in the same pool, the tiebreaker will be determined by total points gained during the total pool play buzzer matches. The second tie-breaker, if needed, will be determined by who won the head-to-head round between tied teams.

For ties between teams in different pools, only the first tie-breaker will apply. In the event that competition pools are of different sizes, the second tiebreaker will be the highest average points per match.

Should any ties remain, the final tiebreaker will go to the team with the highest score from the Online TeamSmarts quiz from March and lowest time.

Knockout Bracket

The four pool winners and the next four top-scoring teams will be seeded into an 8-team single elimination bracket. Winners advance through the bracket until the top two finalists are determined. The top two teams will compete in one final match during a general session to determine first and second place. The remaining teams will be ranked based on cumulative scores.

Each round will consist of two parts — Head-to-Head Individual Questions as well as Team Questions. In the Head-to-Head round, one multiple choice question from Categories 1-5 will be asked, with up to two open-ended bonus questions asked after each correct answer. Participants should sit in order, based upon their individual topic category. In the Team Questions part of the round, all questions are open ended and randomly assorted. Three questions will be asked in each of the categories except FCCLA Knowledge, which will have one question per round.

During the Head-to-Head round, questions will be asked in the following order:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)

During the Team round, questions are open-ended and randomly assorted. Of the 16 Team questions, there are guaranteed to be 3 questions from Categories 1-5 and 1 question from Category 6, FCCLA Knowledge. Anyone may buzz in to answer a Team Question, unless someone from that team has already given an incorrect response. If a participant gives an incorrect answer, the question is reread and asked to the other team.

Buzzer Round Rules of Play

Head-to-Head Individual Questions Rules

Questions in the head-to-head individual part of the round are multiple choice. Each team member is assigned a number corresponding to the category he or she has selected as their focus topic.

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)

5. Environment (to include Hospitality, Tourism & Recreation)

These questions are asked only to the player on each team with the corresponding number. After the question and answer choices are read to team members #1, whichever individual buzzes in first has 10 seconds to respond. The individual cannot confer with team members. Individuals may give the full answer or the letter (a, b, or c) associated with the answer. If the player gives a correct answer, his or her team is awarded 5 points, and the moderator will ask up to two additional bonus questions for that individual. A minimum of 5 and a maximum of 15 questions will be asked in this round.

If the individual who has buzzed in cannot answer in the time allowed, or gives an incorrect answer, the opposing individual team member has 10 seconds to provide an answer.

If a member buzzes in before the entire question is read, the moderator will stop reading the question or answer choices. The individual must give an answer within 10 seconds. If the answer is incorrect, the moderator will re-read the question and answer choices to the corresponding player on the opposing team. He or she will have 10 seconds to buzz in and provide a response.

If neither individual buzzes in within 10 seconds, or both members give incorrect answers, the moderator will give the correct answer.

If a player correctly answers the multiple-choice question, that player will be asked an open-ended follow-up question. If the follow-up question is answered correctly, then a second open-ended follow-up question will be asked to that player. Up to two follow-up questions may be asked after each multiple-choice question.

If either follow-up question is not answered correctly, the question set ends. The corresponding player on the other team will not get an opportunity to answer the follow-up questions. Play continues with the next set, an Individual question asked to the players in the next position.

Each correct answer is worth 5 points. There is no deduction for incorrect answers.

This process is repeated for all team members.

Upon completion of the head-to-head part of the round, scores will be tabulated by the scorekeeper and announced by the moderator.

Team Questions Rules

Questions in the team questions part of the round are open ended. The moderator will ask a question, and the first person to hit his or her button will have the opportunity to answer. These questions are open to all players on the team, though only one player per team may buzz in to answer each question.

A player may buzz in before the entire question is read. If this happens, the moderator will stop reading the question and will call on the player who buzzed in. The team member who buzzed in has 10 seconds to answer the question. The team may confer both orally and in writing until a team member buzzes in. Once the team has buzzed in, conferring must stop. Only the team member who buzzed in will be allowed to answer the question.

If an incorrect answer is given, the moderator will begin re-reading the question, and members from the other team may buzz in at any time.

If no one buzzes in within 10 seconds after the question has been read, or both teams give incorrect answers, the moderator will give the correct answer.

Each correct answer is worth 10 points. There is no deduction for incorrect answers.

This process will continue through all 16 open ended questions. Upon completion of the team questions, scores will be tabulated and announced by the scorekeeper and moderator. If there is a winner, the winner will be announced. If there is a tie that must be broken, tie breaker question(s) will be read.

Tie Breaker Round Rules

Tie breaker questions are open-ended, and are randomly selected from the six topic categories. Each correct answer is worth one point. There is no deduction for incorrect answers. The first team that buzzes in will have 10 seconds to answer. The team that wins the best of three tie breaker questions will be declared the winner. If there is still a tie after a round of three tie breaker questions, one “sudden death” tie breaker question will be used.

General Rules

Acceptability of Answers

Only the first answer from the team member who buzzes in and is recognized will be accepted. Only one team member may buzz in per question. The moderator will determine if the answer given by the competitor matches the correct answer. If there is a question about the acceptability of the answer, the moderator may consult with the room judge.

Appeals

During the Team round of a buzzer match, a team may appeal a response ruled incorrect by raising a Challenge card, which requests that question be thrown out and a new question asked in its place. The team may only issue a Challenge when points are not awarded in response to an answer given by one of the team members. Challenges may not be issued once points have been awarded for the question. Teams may not challenge during the Head-to-Head round. Teams may not challenge a response given by the opposing team.

The Challenge card must be raised before play moves on (either before the question is re-read for the other team, or if the other team has given a response, before the next question in the match is read). Any player on the team may issue the challenge. Once the challenged question is thrown out, the new question is open only to the teams who were eligible to answer the question when the Challenge was issued.

Each team is awarded two Challenge cards for each level of competition (2 cards at National Leadership Conference and 2 cards at National Leadership Conference). Unused Challenge cards do not carry over to the next level of competition.

Consultation

Team members may confer with one another both orally and in writing until a team member buzzes in. From the time a competitor buzzes in until the time the moderator announces whether the answer is correct or incorrect, no one on that team should speak or write notes to another. If consultation continues while a team member has buzzed in, his/her answer will not be accepted even if it is correct. Team members of the opposing team may consult while a competitor on the other team is answering the question.

Dress Code

Participants should follow the approved FCCLA conference dress code for participation in all levels of competition.

Moderator/Judge/Question Error

If the moderator misspeaks or misreads a question, but catches the mistake prior to either team buzzing in, they may repeat the question correctly and the time for answering will begin again at 10 seconds.

The judge and/or moderator may decide that a replacement question should be used if an answer is prematurely given by the moderator, judge, or spectator, or if the way a question is read is deemed unfair for either or both teams. Replacement questions will not be used if a competitor reveals the correct answer out of turn or if a competitor or spectator disagrees with the determination of the moderator and judge.

Repeating of Questions

Individual team members may request a multiple-choice question to be repeated during the Head- to-Head Individual Round. No open-ended questions will be repeated once they have been read in their entirety. If there is an issue in which the

moderator feels the question should be repeated (noise interference or equipment problem) they may repeat the question at their discretion.

Spectator/Participant Conduct and Sportsmanship

When competition is open to spectators (students, advisers, chaperones, alumni, and other conference attendees), spectators are not allowed to enter or leave the competition room during play. Spectators are prohibited from cheering, visual signaling, audible conversations, and the use of cell phones during competition. Any spectators who disrupt the round in any way or are thought to be communicating with competitors will be asked to leave by the room judge or moderator. The room judge and moderator have the authority to control the competition atmosphere within their room.

Disputes concerning their judgment should be directed to the LifeSmarts staff, Competitive Events Manager or the on-site national staff person who is overseeing the competition.

Good sportsmanship is expected of all participants, advisers, chapter members, and other spectators.

Poor sportsmanship on the part of any team member or their supporters may result in disqualification. Any use of extremely negative behavior (such as the use of profanity or yelling) will result in immediate disqualification of the team.

No videotaping, audio recording, or photography is allowed during live competition without prior approval of FCCLA.

Substitution

Substitution of team members between Level II and Level III will be allowed. Substitutions must be made prior to June 1. Substituted competitors must be affiliated members of the same FCCLA chapter to qualify.

Teams will be sent a confirmation of their Level III participation via email by March 1. Any changes made to the composition of a Level III team must be made in writing by the chapter adviser or team captain to competitiveevents@fcclainc.org by June 1. Changes may be made any time between December 1 and June 1 of the current school year.

Team Captain

Each team should select one of its members to serve as the team captain. This member will be responsible for picking up team materials. The team captain will be indicated on the registration form and will be designated on their place card.

Team Holding Room

All teams in Level I and III are required to report at a designated time, and may be required to remain in a holding room when not competing. Failure to report to the holding room prior to the start of the first round of competition will result in a team receiving an automatic loss in the first round. Teams are disqualified if not in the holding room by the time the first round of competition is completed. Teams may utilize printed study material. The use of cell phones, or other electronic devices which may record, publish or receive information are prohibited.

Unanswered Questions

If a question is not answered by either team, no points will be awarded or lost and no replacement question will be given. The moderator will give the correct answer and move on to the next question.

Writing Instruments

Paper and pencils for each competitor will be provided by FCCLA. Competitors will not be allowed to bring any writing tools or paper into the competition room.

Knowledge Bowl Overview



	Direct Qualifying (must complete Parts 1 and 2)		Online TeamSmarts Quiz	National Championship
	Part 1 - Online Test 9/1 – 10/31, 2019	Part 2 - National Fall Conference, November, 2019	Online Test 3/1 – 3/31, 2020	National Leadership Conference July 2020
Who?	Any team of 5 FCCLA members (must be affiliated and register for National Fall Conference)	The first 40 teams to register for National Fall Conference	Any team that registered for National Fall Conference, but didn't qualify for National Leadership Conference	16 teams
Competition Process	<ul style="list-style-type: none"> Adviser registers team for National Fall Conference Adviser creates coach account and registers team at www.lifesmarts.org Students register as team players and take practice quizzes Adviser appoints team captain When test window opens, the quiz appears automatically in the captain's folder Team captain leads team through Online TeamSmarts quiz 	Day 1: Orientation and "Quiz Bee" Competition -Top 24 teams seeded -	<ul style="list-style-type: none"> Teams who competed in the fall do not need to re-register Adviser coach may substitute players on online team Teams keep taking practice quizzes until window opens When test window opens, quiz appears automatically in the captain's folder Team captain leads team through Online TeamSmarts quiz 	Orientation and Pool Play <ul style="list-style-type: none"> Teams seeded into 4 pools of 4, each team plays a buzzer match vs. the other 3 teams in their pool Scores accumulate, top-scoring team in each pool advances to knockout bracket The next 4 highest-scoring teams across all pools also advance to knockout bracket
		Day 2: Buzzer Match Pool Play <ul style="list-style-type: none"> Teams seeded into 4 pools of 6, each team plays a buzzer match vs. the other teams in their pool Scores accumulate – highest scoring team in each pool qualifies for NLC. Second place teams in each pool play-off for 2 additional NLC spots. 		-Top 8 teams seeded -
				Knockout Bracket Seeded teams play head-to-head until 2 finalist teams remain
Who advances?	The first 40 teams to register for National Fall Conference	16 teams	<ul style="list-style-type: none"> 16 teams – score is part of their NLC score 	Two finalist teams play for the Championship during National Leadership Conference General Session

FCCLA/Knowledge Matters Virtual Business Challenge –Personal Finance



ABOUT

The FCCLA Virtual Business Challenge-Personal Finance contest encourages FCCLA members to test their skills in personal finance. This competition is a free event for affiliated FCCLA members. Participating members utilize a competition version of the Virtual Business – Personal Finance classroom software. Virtual Business simulations are currently being used in over 8,000 classrooms in 50 states and Canada. Virtual Business is a software program that was created by Knowledge Matters. The initial feasibility research was funded by a U.S. Department of Education SBIR Contract.

COMPETITION

The FCCLA Virtual Business Challenge consists of two competition rounds. Registration begins October 9, 2019. Round One will begin on October 22, 2019 at 10AM EST and will end on November 15, 2019 at 5PM EST. Round Two will begin on February 3, 2020 at 10AM EST and will end on February 28, 2020, at 5PM EST. Teams may participate in one or both rounds. The National Championship Round will be held online from March 23, 2020 – April 3, 2020 and will only be open to qualifying teams.

The Challenge will focus upon different concepts found within the simulation. FCCLA members will not be able to control every concept found under the Actions Menu. Teams are only able to manipulate the actions enabled for that specific Challenge. All other concepts will be set adequately and controlled for the teams. Assignments explaining Challenge goals and objectives will be available within the competition files.

The Challenge competition file will only be available from the dates as listed above. During the qualifying rounds, participants may run through the competition files as many times as they wish during the competition period. The competition file is complete once teams have run the file for two virtual years. At this point, the team's score will be automatically submitted to the Knowledge Matters' website.

After uploading a score, teams may visit the ranking's page in order to see where they rank nationally and by state. Teams may upload as many scores as they wish because Knowledge Matters will always rank teams based upon their best score. At the completion of each challenge, the top nationally ranked teams will receive website recognition. Top teams from each challenge will compete in a final online round. The winning teams of the National Championship Round Challenge will receive National Leadership Conference travel awards of \$1000 (1st place), \$500 (2nd place) and \$250 (3rd place) to attend the National Leadership Conference and participate in the Knowledge Matters exhibit to demonstrate the simulation and assist with simulation demonstrations.

The Challenge will start at 10:00AM EST on the start date for each round. No score submission will be accepted after 5:00PM EST on the last day of the Challenge round. Each file is time and date stamped upon receipt for validation. Files will be automatically scored, ranked and posted under the ranking's page.

FCCLA RULES – VIRTUAL BUSINESS CHALLENGE-PERSONAL FINANCE

ELIGIBILITY: Only affiliated FCCLA members in grades 9-12 are eligible. Students must be a paid, affiliated member prior to the submission of any Virtual Business Challenge-Personal Finance file to Knowledge Matters. An FCCLA chapter may have as many teams as it can support according to the team membership rules. All membership questions will be handled by FCCLA. Chapters may participate in the FCCLA Virtual Business Challenge-Personal Finance during Round One (October 22-November 15, 2019) and/or Round Two (February 3 – February 28, 2020).

TEAM MEMBERSHIP: Entries may be created by an individual member or by a team, not to exceed three (3) members. A Team Member cannot be on more than one team at a time. No additional team members may be added once a team has registered. All rankings and prizes are based on the team and not the individual. Members are unable to participate in any other National Leadership Conference competitive event (STAR Event or FCCLA/LifeSmarts Knowledge Bowl) if they have placed 1st, 2nd, or 3rd in the National Championship Round. All rankings and prizes are based on the team and not the individual.

If a Team Member drops off a Team or a Team is to be dissolved, an email from the Team's FCCLA Adviser acknowledging the removal must be sent to VBCCentral@KnowledgeMatters.com stating the team name and the Team Member(s) to be removed. An acknowledgment from Knowledge Matters confirming the Team Member update will be sent back to the Team's FCCLA Adviser. If this acknowledgment is not received, it will be the Team's responsibility to resubmit the request via the Team's Adviser. Once the acknowledgment is received, the individual is free to register a new team. All maintenance and compliance monitoring of the Teams will be the responsibility of the Team's FCCLA Adviser. FCCLA chapters may have as many teams as it can support according to the Team Membership rules. Team names must generally adhere to FCCLA's code of ethics. Team names deemed inappropriate according to National FCCLA will have their team name changed to the name of their local chapter without notice. National FCCLA will have the ultimate authority to resolve Team Membership and name disputes.

CODE OF CONDUCT: Participants agree to compete by the Rules of Competition. Participants further agree that all work submitted is work done by the participant or the participant's registered teammates. Participants understand that any attempt to hack or cheat the simulation is grounds for removal from the competition and possible further actions. Participants agree to refer any questions on what may constitute a cheat to Knowledge Matters for a decision. Inquiries must be submitted through the Knowledge Matters' support system, and must contain "Official Ruling Requested" within the title of the inquiry.

UPDATE: It has come to our attention that a former competitor may be offering assistance to teams via social media. As a reminder, it is against the rules of this event to accept or pay for assistance from anyone not a member of your team, including former Virtual Business Challenge competitors.

All participants agree to be bound by the following Honor Code: I pledge that all work submitted is that of me or my teammates, solely. I have received no outside help with the challenge. I pledge not to hack or cheat in any way and agree to report others that I am aware of who hack or cheat.

Additionally, because the VBCs are interstate competitions for prize money, participants who hack or cheat may be subject to penalties under federal, state or local cybercrime or anti-hacking laws.

DRESS CODE: Team members participating in the Knowledge Matters Exhibit demonstration at the National Leadership Conference must wear clothing that meets the FCCLA Dress Code Policy, as published by FCCLA.

QUALIFIER RULES: The top eight nationally ranked teams from each qualifying round will qualify to compete in the National Championship Round. Teams that qualify during Round One may participate in Round Two, but will not be ranked in the Round Two challenge.

SCORES: A team's actual numeric score will not be posted on the rankings page. Bars symbolizing a team's score will be posted instead. Numeric amounts will not be released during the Challenge rounds. In the event of a tie, the team with the earliest file submission will rank higher, so it is important to get your files ranked early in the Challenge.

DISCLAIMER

Each team and its members are responsible for having read all the guidelines. National FCCLA and Knowledge Matters, Inc. are not responsible for an entry that is late, lost, misdirected, or not received. Only entries that are received by Knowledge Matters, Inc. will be eligible for scoring and ranking. All technical issues should be directed to our support team as soon as possible for resolution. Because of the wide variation in computer systems, Knowledge Matters, Inc. assumes no responsibility for the performance of its software on participants' computers. It is the team members' responsibility to read the Late Breaking News/FAQ's located on the Knowledge Matters web page for updates.



Skill Demonstration Events Policies

Skill Demonstration Events provide opportunities for members to demonstrate college and career-ready skills in Family and Consumer Sciences and related occupations. Competitions take place at the National Fall Conference.

To compete in Skill Demonstration Events, members must have FCCLA national dues paid when registering online for the National Fall Conference. Registrations are first-come, first-served until the event is full.

Awards

1st, 2nd, and 3rd place event winners will each receive awards during the Closing General Session of the National Fall Conference. All participants may download a certificate of participation.

Skill Demonstration Events Policies

1. Each chapter may submit up to three (3) entries in each Skill Demonstration Event. Entries are available on a first come, first served basis. The number of entries available in each event is determined by the available conference facility and schedule. Members may only participate in one Skill Demonstration Event per year. They may not compete on a FCCLA/LifeSmarts Knowledge Bowl team during the National Fall Conference.
2. Participation is open to members who:
 - are an affiliated member at the time of registration and registered to compete by the required deadline;
 - meet specific event requirements or prerequisites; and
 - are registered to attend the National Fall Conference and are staying at one of the official convention hotels.
3. Disqualification may occur when:
 - participants fail to arrive in a timely manner for check in and fail to remain in the participant holding room (if required);
 - failure to secure appropriate hotel accommodations;
 - participants discuss the event with other participants or receive coaching from spectators; or
 - students or adults participate in behavior that negatively affects the management of the events or fail to display a positive image of the FCCLA organization before, during, or after participation in the Skill Demonstration Event. The penalty of disqualification is determined by the available members of the Competitive Events Advisory Team and FCCLA national staff.
4. Substitutions prior to the meeting are allowed as long as eligibility requirements are met. No substitutions are allowed on site.
5. Each participant pays a fee to help cover event expenses—i.e., room rental, awards, and supplies. Skill Demonstration Event registration fees are nonrefundable.
6. Participants are expected to adhere to the published dress code for all general sessions and workshops. For participation in competition, follow event specifications and wear appropriate clothing for the nature of the presentation. If attending conference activities prior to or immediately following competition, be prepared to change into clothing that meets the conference dress code.



Skill Demonstration Events

NAME OF EVENT	Level 1 Level 2 Level 3			EVENT PREREQUISITE	ROTATION SCHEDULE		
	1	2	3		2019	2020	2021
Culinary Food Art		■	■	Culinary Arts industry training program or Family and Consumer Sciences Course preparing for a career in culinary arts or hospitality careers		■	
Culinary Knife Skills		■	■		■	■	■
Fashion Sketch		■	■	Course in fashion or apparel design	■		■
FCCLA Creed Speaking & Interpretation	■	■		First year FCCLA member, through grade 10	■		■
Impromptu Speaking	■	■	■	None	■	■	■
Interior Design Sketch		■	■	Course in housing or interior design		■	
Interviewing Skills	■	■	■	None		■	
Pastry Arts Technical Decorating Skills		■	■	Culinary Arts industry training program or Family and Consumer Sciences Course preparing for a career in culinary arts or hospitality careers	■		■
Speak Out for FCCLA	■	■	■	Completion of the Power of One Unit "Speak Out for FCCLA"	■		■
#TeachFCS	■	■	■	None		■	
Toys that Teach	■	■	■	None		■	
Technology in Teaching	■	■	■	None	■		■
Consumer Math	■	■	■	None	■	■	■
Culinary Math		■	■		■	■	■
Early Childhood	■	■	■		■	■	■
Education and Training		■	■		■	■	■
Fashion Construction and Design		■	■		■	■	■
FCCLA Knowledge	■	■	■		■	■	■
Hospitality, Tourism and Recreation		■	■		■	■	■
Interior Design		■	■		■	■	■
Nutrition	■	■	■		■	■	■
Science in FCS	■	■	■		■	■	■



Online Challenge Testing

Consumer Math Challenge, an individual event, is an applied academic math test which allows participants to complete everyday consumer challenges related to Family and Consumer Sciences subject matter, including personal finance and consumer education concepts. *Levels 1, 2, and 3*

Culinary Math Challenge, an individual event, is an applied academic math test which allows participants to solve common culinary arts problems using math skills including measurements, fractions, decimals, conversions, yield percents and costs. *Levels 2 and 3*

Education and Training Challenge, an individual event, is a knowledge and skill test which allows participants to demonstrate their knowledge of education and training concepts. *Levels 2 and 3*

Early Childhood Challenge, an individual event, is a knowledge and skill test which allows participants to demonstrate their knowledge of child development and early childhood education concepts. *Levels 1, 2, and 3*

Fashion Construction and Design Challenge, an individual event, is a knowledge and skill test which allows participants to demonstrate their knowledge of fashion construction and design subject matter, including vocabulary, elements and principles of design, and textile knowledge. – *Levels 2 and 3*

FCCLA Knowledge Challenge, an individual event, is a knowledge and skill test which allows participants to demonstrate their knowledge of FCCLA's programs, activities, leadership, and chapter management. *Levels 1, 2 and 3*

Hospitality, Tourism and Recreation Challenge, an individual event, is a knowledge and skills challenge which allows participants to demonstrate their knowledge of hospitality, tourism and recreation content. *Levels 2 and 3*

Interior Design Challenge, an individual event, is a knowledge and skill test which allows participants to demonstrate their knowledge of interior design concepts, including elements and principles of design, color and light, materials and finishes, and residential and commercial design. *Levels 2 and 3*

Nutrition Challenge, an individual event, is a knowledge and skill test which allows participants to demonstrate their knowledge of nutrition, wellness, and health concepts. *Levels 1, 2, and 3*

Science in FCS Challenge, an individual event, is a knowledge and skills test which allows participants to demonstrate their knowledge of science and technology concepts related to food, health and textile sciences. *Levels 1, 2, and 3*

EVENT LEVELS

Level 1: through grade 8

Level 2 - grades 9-10

Level 3 - grades 11–12

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries at National Fall Conference will be available on a first come, first served basis.
2. Participation is open to any nationally affiliated FCCLA member.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must complete a proctored, online test during the designated testing window, October 21-25, 2019. A school administrator (principal, counselor, curriculum director, etc.) will serve as the test proctor. Chapter advisers may not serve as the testing proctor.
2. The proctor must supervise the students throughout the entire testing time. **Students may not take the test at home.**
3. Participants are allowed to bring a pencil with eraser and one calculator. Calculator applications on mobile devices such as a phone or electronic tablet are not allowed during testing.

4. If a student has a question about a test item, proctors can repeat the question for the student, but cannot help the student come up with the answer. The proctor must ensure that the student is not using resources during the exam. Participants may not bring reference materials for use during testing.
5. Only the registered student may take the exam.
6. Students will need computer and internet access. Students can test simultaneously with the only limitation being the number of computers that are available at the testing location.
7. For a student to take a test, they will need their Membership ID number and the password. Information on the password will be provided to the adviser after the registration date closes.
8. Once the student has logged on to the Student Testing Site, the student must NOT leave the testing window until the test is submitted.
9. All unfinished answers are scored as incorrect answers.
10. The test has a time limit - the timer is located in the upper right-hand corner of the screen once the student starts the test.
11. When the test is completed, the student must click the "SUBMIT" button at the bottom of the test in order for the test to be scored and recorded.
12. If a student has an emergency, they must select the "X" in the upper right-hand corner of the screen. Once the student is able to return to finish the test, the student will logon with their Membership ID and the password. Participants will have up to sixty (60) minutes to complete the fifty (50) question test. Questions will be a combination of multiple choice, true/false, open-ended and may require the student to show his/her work in reaching the answer.
13. The adviser and proctor will sign a testing verification form, which must be returned to FCCLA in order for the participant to be eligible for an award.
14. Scored tests will not be returned to the participants.



SKILL DEMONSTRATION EVENT

Culinary Food Art -NOT OFFERED IN 2019-2020



Culinary Food Art, an individual event, will showcase the best of participants' creative and artistic skills in utilizing an assortment of fruits and vegetables to design and create an interesting food art item.

EVENT LEVELS

- Level 2: grades 9-10
- Level 3: grades 11–12

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis.
2. The number of entries will be determined by the conference facility and schedule.
3. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences culinary arts industry training program, as determined by their state department of education. Students enrolled in general food and nutrition courses not preparing them for a career or employment in culinary arts are not eligible.
4. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must check in to the event holding room where they will:
 - be given a brief overview of the event
 - present tools and equipment for an equipment check, including the properly stored (washed, uncut) food items.
2. Participants will bring all necessary tools and equipment for this event, as listed in event specifications, to prepare their food art. No electric tools are allowed. Participants may not bring reference materials for use in the holding room.
3. Participants will remain in the holding room until their assigned presentation time and following presentation may not return to the holding room.
4. At the designated time, participants will have 5 minutes to set up the work station, 25 minutes to produce the food art, and 5 minutes to clean the work area.
5. Evaluators will score participants as they work and will complete the scoring within the 5-minute clean-up time period.
6. Total event time per rotation is 40 minutes.

GENERAL INFORMATION

1. Table space and ice will be provided. Each participant will have approximately 6' of work space.
2. Entries will be scored by industry standards and participants must follow proper sanitation procedures.
3. Spectators are allowed to observe this event, as space allows. Participants may only observe after they have already presented.
4. Participants are not allowed to discuss this event with other participants or receive coaching from any spectators. Doing so will result in disqualification.
5. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.

CULINARY FOOD ART

Specifications

Safety and Appearance

Clean and appropriate uniform including *professional* chef attire (chef coat/jacket; industry pants or commercial uniform pants; apron; hair covering or chef hat; closed-toe, low heel, kitchen shoes made with non-slip soles and sealed non-melting uppers (canvas shoes are not appropriate). Facial jewelry is concealed with bandages. No additional jewelry, with the exception of a watch, is allowed. Facial hair is permitted if appropriate covering is used. Hair is properly restrained with hairnet if hair extends past the neck line. Minimal makeup, no cologne or nail polish. Acceptable graphics on the uniform include the FCCLA logo, school, chapter, or state name or logo, and individual name. No additional logos are permitted.

Clothing and Appearance	Wear appropriate clothing and head covering, and present a well-groomed appearance.
Safety and Sanitation	Keep work area clean and organized, and demonstrate appropriate safety and sanitation procedures according to industry standards. Complete final cleanup after event within the designated time period.

Food Art Preparation

Each participant will select a minimum of three (3) or a maximum of five (5) different food items from the list below to use in their food art. Participants must bring all food (properly stored, washed, uncut), required tools and supplies listed below to the event. No electrical tools are allowed. Participants will demonstrate industry standards in use of equipment, tools, and techniques. Participants will prepare creative food art that meets industry standards without having excessive waste.

Food Art Design	Participant will develop a hand-drawn food art design on one 8 ½" x 11" paper, using up to two (2) each of the 3–5 selected food items. The design will be used during competition and will be reviewed by evaluators in comparison to the final product.
Equipment, Tools, and Techniques	Participant must provide all tools and equipment needed for preparing a creative garnish or food art. No electric tools will be allowed. Required equipment/tools are: <div style="text-align: center;"> cutting board and mat disposable gloves prepared sanitizing solution 9" white paper plate small compost/waste bucket or bowl towels </div> Equipment participants may bring, but are not limited to, include: small chef's knife, vegetable peeler, paring knife, channel knife, zester fork, aspic cutters, toothpicks or skewers, apple peeler/corer, v-shaped knife, crinkle cutter, scissors, and flex blade knife.
Food Art Construction	Participant will use up to two each of the 3–5 selected food items from this list. All items must be uncut, whole, and unpeeled. No pre-processed items are allowed. No additional food items are allowed. <div style="text-align: center;"> Any varieties of the following: carrot – celery – citrus (lemon, lime, or orange) – cucumber – kale – kiwi - melon - mushroom – onion - parsley - peppers –pineapple - potato – radish – tomato – squash – star fruit - strawberry </div> The 8 ½" x 11" design drawing and the complete food art will be displayed on the paper plate by the end of the preparation time (25 minutes).
Mise en place/Time Management	Demonstrate careful planning for completing tasks efficiently.

CULINARY FOOD ART

Equipment Check In Form

Name of Participant _____

Chapter _____ State _____ Level _____

No electric tools will be allowed. Each student must have their own set of equipment and may not share items during competition.

Participants bringing all items as required will earn 5 points on the Point Summary Form.

Required Equipment/Tools/Supplies:

- Food Art Design (one 8½" x 11" paper)
- Up to 2 each of the 3–5 selected food items (check below)
- Cutting board and mat
- Disposable gloves
- Prepared sanitizer
- 9" white paper plate
- Small compost/waste bucket or bowl
- Towels

Choose up to two each of the 3-5 selected food items – no additional food items are allowed. Only whole, uncut, unpeeled items are allowed.

Check which 3-5 items used by participant:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Carrot | <input type="checkbox"/> Parsley |
| <input type="checkbox"/> Celery | <input type="checkbox"/> Peppers |
| <input type="checkbox"/> Citrus (lemon, lime, or orange) | <input type="checkbox"/> Pineapple |
| <input type="checkbox"/> Cucumber | <input type="checkbox"/> Potato |
| <input type="checkbox"/> Kale | <input type="checkbox"/> Radish |
| <input type="checkbox"/> Kiwi | <input type="checkbox"/> Tomato |
| <input type="checkbox"/> Melon | <input type="checkbox"/> Squash |
| <input type="checkbox"/> Mushroom | <input type="checkbox"/> Star fruit |
| <input type="checkbox"/> Onion | <input type="checkbox"/> Strawberry |

Equipment participants may bring, **but are not limited to**, include: small chef's knife, vegetable peeler, paring knife, channel knife, zester fork, aspic cutters, toothpicks or skewers, apple peeler/corer, v-shaped knife, crinkle cutter, scissors, and flex blade knife. **NO ELECTRIC TOOLS.**

Event Consultant/Volunteer Initials _____



CULINARY FOOD ART Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Check-in 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
Required Equipment 0 or 5 points	0 Did not bring all required equipment per participant	5 Brought all required equipment per participant	
EVALUATORS' SCORES			ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____		(10 points possible)
Evaluator 2 _____	Initials _____		AVERAGE EVALUATOR SCORE
			(90 points possible)
Total Score _____	divided by number of evaluators		FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE		(Average Evaluator Score plus Room Consultant Total)
VERIFICATION OF FINAL SCORE AND RANK (please initial)			FINAL RANK



CULINARY FOOD ART Rubric

Name of Participant _____

Chapter _____ State _____ Level _____

SAFETY AND APPEARANCE				
Clothing and Appearance 0-10 points	0-1-2-3-4 Non-professional appearance, attire and/or grooming	5-6-7-8 Neat appearance, attire, and grooming, but lacks professionalism	9-10 Professional appearance, attire and grooming	
Safety and Sanitation 0-10 points	0-1-2-3-4 Disregard of safety and sanitation practices, creating unsafe situation during preparation	5-6-7-8 Shows minimal safety and sanitation concerns during preparation	9-10 Follows all safety and sanitation practices	
Clean Up 0 or 5 points	0 Work area not completed	5 Work area completely cleaned upon completion of event		
FOOD ART PREPARATION AND PRESENTATION				
Food Art Design 0- 5 points	0-1 Design was not hand drawn, did not include approved food items, and completed food art is not comparable to original design	2-3 Hand-drawn design, includes 3-5 approved food items, but completed food art is altered from original design	4-5 Hand-drawn design includes 3-5 approved food items. Completed food art is comparable to original design	
Equipment, Tools, and Techniques 0-15 points	0-1-2-3 Selection and usage of tools/equipment lacks understanding and demonstration of skills	4-5-6-7 Selection and usage of tools/equipment demonstrates some industry techniques	8-9-10-11 Selection and usage of tools/equipment demonstrated most industry techniques	12-13-14-15 Selects and uses all tools and equipment correctly
Mise en place, Time Management Scraps and Waste 0-10 points	0-1-2-3-4 Did not manage time or utilize mise en place to complete each task, excessive waste	5-6-7-8 Managed time and mise en place to complete most tasks on time, some waste	9-10 Utilized time and mise en place to complete each task on time, minimum waste	
Degree of Difficulty 0-10 points	0-1-2-3-4 Fair techniques, some evidence of skill/performance, somewhat organized	5-6-7-8 Good techniques, student is competent in skill/performance, organized	9-10 High quality techniques, superior skill/performance, well organized	
Craftsmanship/ Quality of Work 0-10 points	0-1-2-3-4 Lacks workmanship, some unacceptable proportions	5-6-7-8 Competent workmanship, acceptable proportions	9-10 Extremely high quality workmanship, accurate proportions, sturdy or stable if moved	
Use of Food Items 0-5 points	0-1 Not all of the food items brought were used in the food art presentation	2-3 All food items brought were used in the food art presentation	4-5 All food items brought were used creatively in the final food art presentation	
Creativity 0-10 points	0-1-2-3-4 Little or no creativity shown, no originality	5-6-7-8 Creative but not unique	9-10 Highly creative and unique approach, original	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(90 points possible)

Evaluator's Comments:



SKILL DEMONSTRATION EVENT

Culinary Knife Skills



Culinary Knife Skills, an individual event, will showcase the best of participants' knife skills. Participants will produce six uniform pieces for each knife cut meeting industry standards and demonstrate proper safety and sanitation procedures.

EVENT LEVELS

- Level 2: grades 9-10
- Level 3: grades 11-12

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences culinary arts industry training program, as determined by their state department of education. Students enrolled in general food and nutrition courses not preparing them for a career or employment in culinary arts are not eligible.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event check-in where they will:
 - be given a brief overview of the event
 - present tools and equipment for an equipment check, including the properly stored (washed, uncut) food items.
2. Participants will bring all necessary tools and equipment for this event, as listed in event specifications. Additional items are not allowed. Participants may not bring reference materials for use in the holding room.
3. Participants will remain in the holding room until their assigned presentation time and following presentation may not return to the holding room.
4. At the designated time, participants will have 5 minutes to set up the work station, 15 minutes to produce and arrange each of the knife cuts, 5 minutes to clean the work area.
5. Evaluators will score participants as they work and will complete the scoring within the 5-minute clean-up time period.
6. Total event time per rotation is 30 minutes.

GENERAL INFORMATION

1. Table space will be provided. Each participant will have approximately 6' of work space.
2. Entries will be scored by industry standards and participants must follow proper sanitation procedures.
3. Participants must bring one each of the following vegetables: carrot, potato, onion.
4. Spectators are allowed to observe this event, as space allows. Participants may only observe after they have already presented.
5. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.

CULINARY KNIFE SKILLS Specifications

Safety and Appearance

Clean and appropriate uniform including *professional* chef attire (chef coat/jacket; industry pants or commercial uniform pants; apron; hair covering or chef hat; closed-toe, low heel, kitchen shoes made with non-slip soles and sealed non-melting uppers (canvas shoes are not appropriate). Facial jewelry is concealed with bandages. No additional jewelry, with the exception of a watch, is allowed. Facial hair is permitted if appropriate covering is used. Hair is properly restrained with hairnet if hair extends past the neck line. Minimal makeup, no cologne or nail polish. Acceptable graphics on the uniform include the FCCLA logo, school, chapter, or state name or logo, and individual name. No additional logos are permitted.

Clothing and Appearance	Wear appropriate clothing and head covering and present a well-groomed appearance.
Safety and Sanitation	Keep work area clean and organized, and demonstrate appropriate safety and sanitation procedures according to industry standards. Participants have 5 minutes to set up their work area, and 5 minutes to clean the work area upon completion of the knife cuts.

Food Production

Participants may bring only the items listed below to the event. No other equipment will be allowed in the competition site. Additional items will be removed from the participants until after they have finished competing. Participants will demonstrate industry standards in use of equipment, tools, and techniques.

Equipment, Tools, and Techniques	Use proper equipment, tools, products, vocabulary, and techniques. No external rulers are allowed. Only the following tools are allowed: Vegetable peeler – paring knife – 8” or 10” French knife – cutting board and mat parchment paper and pen – prepared sanitizer – towels – gloves – ½ sheet pan – small compost/waste bucket or bowl
Food Product	Participants must bring one each of each of the following vegetables: carrot, potato, onion. No substitutions are allowed. All items must be uncut, whole, and unpeeled. No pre-processed items are
Time Management/Scraps and Wasting of Supplies	Demonstrate careful planning for completing tasks efficiently. All scraps will be presented for evaluation of product waste.

Knife Skills/Food Presentation

The participant will present all food items for evaluation of appearance, temperature and waste at the end of the competition. There will be no extra time allowed to complete preparation or presentation. All work must stop at the time limit. Evaluation will be based on industry standards.

Knife Cuts	A total of six (6) uniform and appropriate pieces are cut from the vegetable provided to demonstrate three (3) of the following list: Julienne; fine julienne; brunoise; fine brunoise; small, medium, large dice; paysanne; batonnet; rondelle; peel and small dice. Event evaluators will determine which three (3) cuts from specific vegetables all participants will demonstrate during the competition. Dimensions are based on the basic classical knife cuts described in American Culinary Federation (ACF) published guidelines. Knife cuts will be displayed on one (1) 1/2 sheet pan, and all cuts will be identified using the pen and parchment paper.
Overall Product Appearance and Presentation	Prepare knife cuts consistently, with appropriate proportions. Demonstrate a high quality of workmanship.

CULINARY KNIFE SKILLS

Equipment Check In Form

Name of Participant _____

Chapter _____

State _____

Level _____

Only the following items are allowed in Culinary Knife Skills. Any additional items will not be allowed for competition and must be removed from the participant's supplies. Each student must have their own set of equipment and may not share items during competition.

Participants bringing all items as required will earn 5 points on the Point Summary Form.

- Vegetable peeler
- Paring knife
- 8" or 10" French knife
- Cutting board and mat
- Parchment paper
- Pen
- Prepared sanitizer
- Towels
- Gloves
- 1/2 sheet pan
- Small compost/waste bucket or bowl
- One each: carrot, onion, and potato

Event Consultant/Volunteer Initials _____



CULINARY KNIFE SKILLS

Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If a participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Check-in 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
Required Equipment 0 or 5 points	0 Did not bring all required equipment per participant	5 Brought all required equipment per participant	
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1 _____	Initials _____	(10 points possible)	
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE	
		(90 points possible)	
Total Score _____	divided by number of evaluators	FINAL SCORE	
_____	= AVERAGE EVALUATOR SCORE	(Average Evaluator Score plus Room Consultant Total)	
		FINAL RANK	
VERIFICATION OF FINAL SCORE AND RANK (please initial)			



CULINARY KNIFE SKILLS Rubric

Name of Participant _____

Chapter _____ State _____ Level _____

SAFETY AND APPEARANCE					Points	
Clothing and Appearance 0-10 points	0-1-2-3-4	Non-professional appearance, attire and/or grooming	5-6-7-8	Neat appearance, attire and grooming, but lacks professionalism	9-10	
				Professional appearance, attire and grooming		
Safety and Sanitation 0-10 points	0-1-2-3-4	Disregard of safety and sanitation practices, creating unsafe situation during preparation	5-6-7-8	Shows minimal safety and sanitation concerns during preparation	9-10	
				Follows all safety and sanitation practices		
Clean Up 0-5 points	0	Work area not completely cleaned upon completion of event	5	Work area completely cleaned upon completion of event		
FOOD PRODUCTION						
Equipment, Tools, and Techniques 0-10 points	0-1-2-3-4	Selection and usage of tools/equipment lacks understanding and demonstration of skills	5-6-7-8	Selection and usage of tools/equipment occasionally lacks appropriate industry techniques	9-10	
				Selects and uses all tools and equipment correctly		
Mise en place, Time Management Scraps and Waste 0-10 points	0-1-2-3-4	Did not manage time or utilize mise en place to complete each task, excessive waste	5-6-7-8	Managed time and mise en place to complete most tasks on time, some waste	9-10	
				Utilized time and mise en place to complete each task on time, minimum waste		
KNIFE SKILLS/FOOD PRESENTATION						
Overall Product Appearance and Presentation <i>Consistent, correct proportions</i> 0-15 points	0-1-2-3	Lacks workmanship, some of the display unacceptable proportions	4-5-6-7	Ordinary quality of workmanship, improvement needed in proportions	8-9-10-11	
				Competent workmanship, acceptable proportions	12-13-14-15	
				Extremely high-quality workmanship, accurate proportions		
Knife Cut #1: _____ 0-10 points	0-1	Incorrect cut or not uniform in size or shape	2-3-4	Correct but pieces inconsistent in size and shape	5-6-7	
				Correct cut, nearly all consistent in size and shape	8-9-10	
				Correct cut, identical in size and shape		
Knife Cut #2: _____ 0-10 points	0-1	Incorrect cut or not uniform in size or shape	2-3-4	Correct but pieces inconsistent in size and shape	5-6-7	
				Correct cut, nearly all consistent in size and shape	8-9-10	
				Correct cut, identical in size and shape		
Knife Cut #3: _____ 0-10 points	0-1	Incorrect cut or not uniform in size or shape	2-3-4	Correct but pieces inconsistent in size and shape	5-6-7	
				Correct cut, nearly all consistent in size and shape	8-9-10	
				Correct cut, identical in size and shape		

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(90 points possible)

Evaluator's Comments:



SKILL DEMONSTRATION EVENT

Fashion Sketch



Fashion Sketch, an individual event, recognizes members for their ability to design and sketch a croquis based upon a provided design scenario.

EVENT LEVELS

- Level 2: grades 9-10
- Level 3: grades 11-12

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event check in session where they will be given a brief overview of the event.
2. At the designated participation time, the event consultant will give the participant a design scenario. Using the design scenario, participants will have 40 minutes to design, sketch, color croquis, and complete the Elements and Principles of Design worksheet.
3. Participants are required to bring the following supplies: 1 *file folder* (plain, of any color); colored pencils, crayons, and/or markers; erasers; pencil sharpener(s), and ruler(s). No reference materials are allowed. FCCLA will provide one copy of the Elements and Principles of Design worksheet, one croquis, and *plain paper* per participant. Participants may draw their own croquis if they choose. Croquis of various sexes, ages, and body sizes will be provided.
4. At the designated time, participants will deliver an oral presentation of up to 5 minutes in length, using the completed croquis and completed Elements and Principles of Design worksheet. A 1-minute warning will be given at 4 minutes. Participants will be asked to stop at 5 minutes. Following the oral presentation, the participant will provide the completed croquis and worksheet to evaluators in the *file folder*.
5. Evaluators have up to 5 minutes to ask questions, score, and write comments for each entry. The decision of the evaluators is final.
6. Contents of the *file folder* will be returned to the participant with the scored rubrics.
7. Total time required for participation in this event is approximately 50 minutes including design, sketching, croquis, completion of Elements and Principles of Design worksheet, oral presentation, and evaluator scoring.

GENERAL INFORMATION

1. A table will be provided.
2. Spectators are not allowed.
3. Participants are not allowed to discuss the event with other participants. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

FASHION SKETCH Specifications

Fashion Sketching

At the designated time, each participant will receive a design scenario. Participants will have 40 minutes to design, sketch, and color one outfit on a croquis. Participants will complete the Principles and Elements of Design worksheet.

Sketching Techniques	Produce a design that is neatly rendered, sketched, colored and includes extra details (zippers, stitching, buttons, seam lines, etc.)
Design Scenario	Make appropriate choices to meet the design scenario.
Elements of Design	Evidence that all four parts of the elements of design are included in the sketch—color, line, texture, and shape.
Principles of Design	Evidence that all five parts of the principles of design are include in the sketch— proportion, balance, rhythm, emphasis, and harmony.
Accessories	Incorporate accessories into sketch—jewelry, gloves, hats, sunglasses, scarves, handkerchiefs, etc.
Creative and Original Designs	Execute original thought and planned out designs of croquis.
Craftsmanship	Croquis is clean and crisp with no excessive eraser marks. Outline the croquis in black pen or pencil.

Oral Presentation

The oral presentation may be up to five (5) minutes in length and is delivered to evaluators. Evaluators will ask questions following the presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project. This delivery will need to explain the use of elements and principles of design in the sketch.
Content Knowledge	Show evidence of fashion design knowledge and skills. Participants may use the Elements and Principles of Design worksheet, if desired.
Voice	Speak with appropriate force, pitch, and articulation.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, and mannerisms. Wear clothing that meets the conference dress code.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project. Questions are asked after the presentation.



FASHION SKETCH Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition in the room, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Check In 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
File Folder and Supplies 0 or 5 points	0 Did not bring all required supplies participant	5 Brought all required supplies per participant	
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL (10 points possible)	
Evaluator 1 _____	Initials _____	AVERAGE EVALUATOR SCORE (90 points possible)	
Evaluator 2 _____	Initials _____	FINAL SCORE (Average Evaluator Score plus Room Consultant Total)	
Total Score _____	divided by number of evaluators	FINAL RANK	
_____	= AVERAGE EVALUATOR SCORE		
VERIFICATION OF FINAL SCORE AND RANK (please initial)			



FASHION SKETCH Rubric

Name of Participant _____

Chapter _____

State _____

Level _____

SKETCH					Points
Sketching Technique 0-14 points	0-1-2-3 No attempt has been made to add realistic detail, shading or a variety of line to add texture and interest	4-5-6-7 An attempt has been made to add realistic detail, shading or a variety of line to add texture and interest	8-9-10-11 Student is able to add realistic detail, shading or a variety of line to add texture and interest	12-13-14 Drawing techniques are applied in an expressive, thoughtful manner to add realistic detail, shading or a variety of lines to add texture and interest	
Design Scenario 0-4 points	0 The situation was not taken into consideration when planning the outfit	1-2-3 Situation was somewhat considered, but not fully realized in the planning of the outfit	4 Situation was taken into consideration when planning this outfit		
Elements of Design 0-14 points	0-1-2-3 Only one element was utilized in the outfit	4-5-6-7 Only two out of the four elements were visible in the outfit	8-9-10-11 Only three out of the four elements were visible in the outfit	12-13-14 It was evident that color, shape, texture, and line all played a role in designing the outfit	
Principles of Design 0-14 points	0-1-2-3 Only one principle was utilized in the outfit	4-5-6-7 Only two or three out of the five elements were visible in the outfit	8-9-10-11 Only four out of the five elements were visible in the outfit	12-13-14 It was evident that balance, rhythm, proportion, emphasis and harmony all played a role in designing the outfit	
Accessories 0-3 points	0 No evidence of accessories	1 One accessory was used	2 Accessories were used to complement the outfit, but were not various in assortments	3 Accessories were creatively used to complement the basic outfit. Various types of accessories were included	
Creative and Original Design 0-3 points	0 Design shows little or no evidence of original thought	1 Design lacks sincere originality	2 Design demonstrates originality	3 Design demonstrates a unique level of originality	
Craftsmanship 0-3 points	0 Final sketch is not outlined. There are excessive erase marks. Lacks neat and clean presentation	1 Final figure somewhat outlined. There are some eraser marks on sketch. It is neat and somewhat clean presentation	2 Final figure mostly outlined with eraser marks not apparent. There are some small scuffs or other markings on paper. It is a neat and clean presentation	3 Final figure outlined with eraser marks not apparent. There are no scuffs or other markings on paper. It is a neat and clean presentation	
ORAL PRESENTATION					
Organization/Delivery 0-10 points	0-1-2 Presentation is not completed or does not explain the elements and principles of design	3-4-5 Presentation covers all project elements and principles of design, however with minimal explanation	6-7-8 Presentation gives complete information the elements and principles of design, however it does not flow well	9-10 Presentation covers all relevant information with a seamless and logical delivery	
Content Knowledge 0-5 points	0 None shared or information shared was incorrect	1-2 Minimal knowledge shared during presentation	3-4 Knowledge of fashion design concepts is evident and shared at times during the presentation	5 Knowledge of fashion design concepts is evident and incorporated throughout the presentation	
Voice 0-5 points	0 No voice qualities are used effectively	1-2 Voice quality is adequate	3-4 Voice quality is good, though could improve	5 Voice quality is outstanding and pleasing to listen to	

Fashion Sketch (continued)

					Points
Body Language/Clothing Choice 0- 5points	0 Body language shows nervousness and unease/inappropriate clothing	1-2 Body language shows minimal amount of nervousness/ appropriate conference attire	3-4 Body language portrays participant at ease/ appropriate conference attire	5 Body language enhances the presentation/ appropriate conference attire	
Grammar/Word Usage Pronunciation 0-5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluators' questions	1-2 Responses to questions did not indicate adequate understanding of skills needed	3-4 Responses to questions were appropriate and reflect good understanding of skills needed	5 Responses to questions were appropriate and reflect excellent understanding of skills needed	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(95 points possible)

Evaluator's Comments:



FASHION SKETCH

Skill Demonstration Events

Elements and Principles of Design Worksheet

Name of Participant _____

Chapter _____ State _____ Level _____

To be completed by participant at the designated participation time. Place completed worksheet in file folder, along with completed croquis, and provide to evaluators following the oral presentation.

Elements of Design

Element	Explain Element and how it has been incorporated in the sketch
Line	
Shape	
Texture	
Color	

Principles of Design

Principle	Explain the Principle and how it has been utilized in the sketch
Proportion	
Balance	
Emphasis	
Rhythm	
Harmony	



SKILL DEMONSTRATION EVENT

FCCLA Creed Speaking & Interpretation



FCCLA Creed Speaking & Interpretation, an individual event, recognizes first-year members through grade 10 for their ability to recite and interpret the FCCLA creed it within the context of their personal philosophy. This event provides an opportunity for members to gain self-confidence in public speaking while learning the values and philosophy expressed by the organization in which they hold membership.

EVENT LEVELS

- Level 1 (through grade 8) and Level 2 (grades 9-10). **Available only to new, first year members.**

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any first year nationally affiliated FCCLA member through grade 10.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the conference.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. At the designated time, an event volunteer will introduce each participant. The participant may not offer introductory remarks or concluding remarks. The participant will greet or thank the evaluators and shake their hands either before or after their event presentation.
3. The individual participant will recite the creed from memory to the evaluators. There is a maximum of 2 minutes for the creed presentation. Once the participant has begun reciting the creed, he/she may not stop and start over.
4. Participants may not use note cards. No other presentation elements such as music or *visuals* are allowed.
5. At the conclusion of the creed presentation, the evaluators will ask the participant to answer three (3) questions concerning the meaning of the creed and how the creed fits the participant's personal philosophy. There will be a 3-minute time limit for questions and answers.
6. Evaluators will score and write comments for each entry for approximately 5 minutes. The decision of the evaluators is final.
7. Total time required for participation in this event is approximately 10 minutes including presentation, questions, and evaluator scoring.

GENERAL INFORMATION

1. No additional set-up is provided.
2. Spectators are not allowed.
3. Participants are not allowed to discuss the event with other participants. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

FCCLA CREED SPEAKING & INTERPRETATION Specifications

Presentation and Interview

At the designated time, an event volunteer will introduce each participant. The participant may not offer introductory remarks or concluding remarks. The participant will greet or thank the evaluators and shake their hands either before or after their event presentation.

The individual participant will recite the creed from memory to the evaluators. There is a maximum of two (2) minutes for the creed presentation. Once the participant has begun reciting the creed, he/she may not stop and start over. At the conclusion of the creed presentation, the evaluators will ask the participant to answer three (3) questions concerning the meaning of the creed and how the creed fits the participant's personal philosophy. There will be a 3-minute time limit for questions and answers.

Creed Memorization	Orally deliver the FCCLA creed in the correct order and with all the correct words.
Stage Presence/ Professionalism	Deliver creed and interpretation with poise, confidence and ease. Greet or thank evaluators and shake their hands in a <i>professional</i> manner.
Gestures/Mannerisms	Use appropriate gestures, movements that enhance the presentation.
Posture	Stand straight and face the <i>audience</i> in a relaxed and natural way.
Eye Contact	Maintain eye contact with evaluators and <i>audience</i> .
Enthusiasm	Facial expressions and body language generate a strong interest and enthusiasm about the topics.
Voice	Speak with appropriate force, pitch, and articulation.
Tempo	Use tempo or pauses to improve meaning and/or add dramatic impact.
Volume	Speak loudly enough to be heard by all throughout the presentation.
Clothing Choice	Wear clothing that meets the conference dress code.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation in both creed presentation and interpretation responses.
Interpretation and Responses to Questions	Answer questions with concise, well-constructed, honest responses, and places the answers in context of their personal philosophy.



FCCLA CREED SPEAKING & INTERPRETATION Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Participant Check In 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL (5 points possible)	
Evaluator 1 _____	Initials _____	AVERAGE EVALUATOR SCORE (95 points possible)	
Evaluator 2 _____	Initials _____	FINAL SCORE (Average Evaluator Score plus Room Consultant Total)	
Total Score _____	divided by number of evaluators	FINAL RANK	
_____	= AVERAGE EVALUATOR SCORE		
VERIFICATION OF FINAL SCORE AND RANK (please initial)			



FCCLA CREED SPEAKING & INTERPRETATION Rubric

Name of Participant _____

Chapter _____

State _____

Level _____

PRESENTATION					
	0-1-2-3	4-5-6-7	8-9-10-11	12-13-14-15	16-17-18
Creed Memorization 0-18 points	Attempted to recite the creed, started but did not finish	Recited the creed but omitted one or more sentences	Recited the creed but not in the correct order	Recited the creed in correct order, with 2 errors or omissions	Recited the creed in correct order with no more than 1 error or omission
Stage Presence/ Professionalism 0-17 points	Delivery and interpretation were shaky, overly nervous, or overaggressive did not greet or thank evaluators and shake hands	Fair delivery and interpretation, somewhat nervous, poise and confidence, and interaction with evaluators needs improvement	Good delivery, interpretation and poise, though did not greet or thank evaluators	Good delivery and interpretation, speaks with poise, confidence and ease. Greeted or thanked evaluators and shook hands in a professional manner	Excellent delivery and interpretation, speaks with poise, confidence and ease. Greeted or thanked evaluators and shook hands in a professional manner
Gestures/ Mannerisms 0-5 points	0 None used	1-2 Overuse of hand motions, too much movement	3-4 Limited use of gestures	5 Gestures appear natural and are appropriate	
Posture 0-5 points	0 Poor posture, turns away from audience	1-2 Leans, sways, slouches, or posture is very tense	3-4 Generally good posture and faces audience	5 Straight posture, relaxed and faces audience	
Eye Contact 0-5 points	0 No eye contact with evaluators or audience	1-2 Limited eye contact with evaluators or audience	3-4 Inconsistent eye contact with evaluators or audience	5 Good eye contact with evaluators or audience	
Enthusiasm 0-5 points	0 No enthusiasm for the presentation	1-2 Very little use of facial expression or body language. Did not generate much interest in topic	3-4 Facial expressions are body language are used to try to generate enthusiasm but seem somewhat forced	5 Facial expressions are body language sometimes generate a strong interest and enthusiasm about the topic in others	
Voice 0-5 points	0 Monotone voice, no difficult to understand words	1-2 Below average use of emphasis, pitch and articulation	3-4 Good use of emphasis, pitch, and articulation	5 Excellent use of force, emphasis, pitch, and articulation	
Tempo 0-5 points	0 Tempo or pauses were used in such a way that they were very distracting	1-2 Tempo or pauses were not used to improve meaning or dramatic impact	3-4 Tempo or pauses were intentionally used but were not effective in improving meaning or dramatic impact	5 Tempo or pauses were helpful in improving meaning or dramatic impact	
Volume 0-5 points	0 Unable to hear the presentation	1-2 Volume often too soft to be heard by all	3-4 Volume is loud enough to be heard by all at least 80% of the time	5 Volume is loud enough to be heard at least 90% of the time	
Clothing Choice 0-5 points	0 Inappropriate clothing not meeting dress code	1-2 Appropriate conference attire but clothing is wrinkled, ill fitting, or stained	3-4 Appropriate conference attire	5 Appropriate conference attire, fits well and gives best impression	

FCCLA Creed Speaking & Interpretation Rubric (continued)

						Points
Grammar/Word Usage/ Pronunciation 0-5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors		
Interpretation and Responses to Questions 0-15 points	0-1-2 Does not respond to questions	3-4-5-6 Answers but fails to elaborate or explain, or shows little understanding of the Creed	7-8-9 Appropriate responses but appear rehearsed, unsure, or does not reflect good understanding of the Creed	10-11-12 Concise, well-constructed, and genuine responses that convey thought, meaning and understanding of the Creed	13-14-15 Concise, well-constructed and genuine responses that convey thought, meaning and understanding of the Creed within the context of their personal philosophy	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(95 points possible)

Evaluator's Comments:



SKILL DEMONSTRATION EVENT

Impromptu Speaking



Impromptu Speaking, an individual event, recognizes participants for their ability to address a topic relating to FCCLA and Family and Consumer Sciences without prior preparation. The ability to express one's thoughts in an impromptu situation while maintaining poise, self-confidence, logical organization of point, and conversational speaking are important assets in family, career and *community* situations.

EVENT LEVELS

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

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES AND TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. The participant may see the three topics before choosing one to use. The topics will relate to FCCLA purposes, activities, current programs and/or Family and Consumer Sciences topics.
3. Participants may not bring reference materials for use during the 10-minute preparation period.
4. One 4" x 6" card may be used during the preparation and performance. Information may be written on both sides of the note card. The note card must be left with the event consultant at the conclusion of the oral presentation.
5. An event volunteer will introduce each participant. The participant will introduce the speech topic by title only.
6. Each speech should be 4 minutes in length. A 1-minute warning will be given at 3 minutes. Participants will be asked to stop at 4 minutes.
7. Evaluators will score and write comments for each entry for approximately 5 minutes.
8. Total time required for participation in this event is approximately 20 minutes including preparation time, presentation, and evaluator scoring.

GENERAL INFORMATION

1. A table and lectern will be provided.
2. Spectators are not allowed.
3. Participants are not allowed to discuss the event with other participants. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

IMPROMPTU SPEAKING

Specifications

Oral Presentation

The oral presentation may be up to 4 minutes in length and is delivered to evaluators. The presentation should be based upon the topic chosen and should not be scripted.

Introduction	Uses creative methods to capture <i>audience</i> attention.
Relationship to Family and Consumer Sciences and/or Related Careers	Reflect views and knowledge of issues related to areas of Family and Consumer Sciences and/or related careers.
Relationship to FCCLA Purposes, Programs, and/or Activities	Referenced FCCLA purposes, programs, or activities in relationship to the chosen topic.
Purpose and Focus	Establishes a purpose early in the presentation and maintains a clear focus throughout the oral presentation.
Idea Organization	Ideas effectively organized and remain aligned with chosen topic.
Topic Development	Fully addresses the chosen topic and the oral presentation is not scripted.
Summary/Ending	Summarize major points related to the chosen topic.
Delivery: Enthusiasm	Facial expressions and body language generate a strong interest and enthusiasm about the topics in others.
Delivery: Tempo	Use tempo or pauses to improve meaning and/or add dramatic impact.
Delivery: Volume	Speak loudly enough to be heard by all throughout the presentation.
Delivery: Eye Contact	Maintain eye contact with evaluators and <i>audience</i> .
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, and mannerisms. Wear appropriate clothing for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.



IMPROMPTU SPEAKING

Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Check-in 0 or 5 points	0	Did not arrive on time for participant check in	5
		Arrived on time for participant check in	
EVALUATORS' SCORES			ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____	(5 points possible)	
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE	
		(95 points possible)	
Total Score _____	divided by number of evaluators		FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE		(Average Evaluator Score plus Room Consultant Total)
VERIFICATION OF FINAL SCORE AND RANK (please initial)			FINAL RANK



IMPROMPTU SPEAKING

Rubric

Name of Participant _____

Chapter _____

State _____

Level _____

ORAL PRESENTATION						
Introduction 0-8 points	0 No obvious introduction	1-2 Introduction not effective in capturing attention		3-4-5 Somewhat creative and attention getting		6-7-8 Introduction captured attention immediately
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well
Relationship to FCCLA Programs, Purposes and Activities 0-15 points	0 No evidence of relationship to FCCLA	1-2-3 Referenced FCCLA purposes, programs, or activities but not in relation to topic	4-5-6 Used 1 example of FCCLA purposes, programs or activities in relation to topic	7-8-9 Used 2 examples of FCCLA purposes, programs, or activities in relation to topic	10-11-12 Used 3 or more examples of FCCLA purposes, programs, or activities in relation to topic	13-14-15 Used 4 or more examples of FCCLA purposes, programs, or activities in relation to the topic
Purpose and Focus 0-8 points	0 Purpose and focus is missing	1-2 Purpose and focus is weak and difficult to figure out		3-4-5 Purpose and focus is implied, but fairly clear		6-7-8 Establishes a purpose early and maintains focus for most of presentation
Idea Organization 0-8 points	0 Ideas not organized, hard to follow, audience left confused by disorganization	1-2 Ideas lack coherence, consistency and flow, audience makes assumptions to follow		3-4-5 Ideas mostly coherent but not clearly supported in project flow, portions are hard to follow		6-7-8 Ideas mostly coherent and organized, project flow is easily followed
Topic Development 0-8 points	0 Presentation is not related to chosen topic	1-2 Very little relationship between presentation and chosen topic		3-4-5 Presentation somewhat centers on chosen topic		6-7-8 Topic is generally addressed and developed
Summary/Ending 0-8 points	0 Ending is abrupt, weak, or missing	1-2 Ending is somewhat developed, but does not provide closure		3-4-5 Ending meets average audience expectations		6-7-8 Ending is creative and closes the project well
Delivery: Enthusiasm 0-5 points	0 No enthusiasm for presentation	1-2 Very little use of facial expressions or body language. Did not generate must interest in topic		3-4 Facial expressions and body language are used to try to generate enthusiasm, but not genuine		5 Facial expressions and body language sometimes generate a strong interest and enthusiasm about topic
Delivery: Tempo 0-5 points	0 Tempo or pauses were used in such a way that they were very distracting	1-2 Tempo or pauses were not used to improve meaning or dramatic impact		3-4 Tempo or pauses were intentionally used but were not effective in improving meaning or dramatic impact		5 Tempo or pauses were helpful in improving meaning or dramatic impact
Delivery: Volume 0-5 points	0 Unable to hear the presentation	1-2 Volume often too soft to be heard		3-4 Volume is loud enough to be heard at least 80% of the time		5 Volume is loud enough to be heard at least 90% of the time
Delivery: Eye Contact 0-5 points	0 No eye contact with evaluators	1-2 Limited eye contact		3-4 Inconsistent eye contact		5 Good eye contact
Body Language/Clothing Choice 0-5 points	0 Body language shows nervousness and unease/inappropriate clothing	1-2 Body language shows minimal amount of nervousness/ clothing is appropriate		3-4 Body language portrays participant at ease and clothing is professional		5 Body language and clothing choice both enhance the presentation

Impromptu Speaking (continued)

					Points
Grammar/Word Usage/Pronunciation 0–5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1–2 Some (3–5) grammatical and pronunciation errors	3–4 Few (1–2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors	
Time 0–5 points	0 Presentation is less than 1 minute	1–2 Presentation is less than 2 minutes	3–4 Presentation is between 2 and 2:59 minutes in length	5 Presentation is 3–4 minutes in length	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

Evaluator's Comments:

TOTAL
(90 points possible)



SKILL DEMONSTRATION EVENT

Interior Design Sketch – NOT OFFERED IN 2019-2020



Interior Design Sketch, an individual event, recognizes members for their ability to problem solve, design, and sketch an interior design space using the provided interior design scenario.

EVENT LEVELS

- Level 2: grades 9–10
- Level 3: grades 11–12

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member. Members must be affiliated at the time of event registration.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. At the designated participation time, the event consultant will give the participant a design problem. Once instructed, participants have 35 minutes to sketch, for one identified room, a floor plan to scale with furniture arrangements, draw the circulation patterns for the overall plan, and complete the Floor Plan Evaluation Sheet.
3. Participants are required to bring the following supplies: 1 file folder (plain, of any color); pencil; blue, green and red colored pencils; erasers; pencil sharpener(s), and architect scale(s). No reference materials are allowed. FCCLA will provide one copy of the Floor Plan Evaluation Sheet, graph paper, furniture symbol chart, and floor plan per participant. Participants may bring their own graph paper if they choose.
4. At the designated time, participants will deliver an oral presentation of up to 5 minutes in length, using the completed sketch and completed Floor Plan Evaluation Sheet. A 1-minute warning will be given at 4 minutes. Participants will be asked to stop at 5 minutes. Following the oral presentation, the participant will provide the completed sketch, floor plan, and worksheet to evaluators in the file folder.
5. Evaluators have up to 5 minutes to ask questions, score, and write comments for each entry. The decision of the evaluators is final.
6. Contents of the file folder will be returned to the participant with the scored rubrics.
7. Total time required for participation in this event is approximately 45 minutes including sketching and completion of Floor Plan Evaluation Sheet, oral presentation, and evaluator scoring.

GENERAL INFORMATION

1. A table will be provided.
2. Spectators are not allowed.
3. Participants are not allowed to discuss the event with other participants after competing. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

INTERIOR DESIGN SKETCH Specifications

Interior Sketching

At the designated participation time, the event consultant will give the participant a design problem and a residential or commercial floor plan. Once instructed, participants have 35 minutes to sketch, for one identified room, a floor plan to scale with furniture arrangements, and complete the Floor Plan Evaluation Sheet.

Floor Plan Drawn to Scale	Produce a floor plan for the identified room correctly drawn to a consistent $\frac{1}{4}'' = 1'$ scale, with all architectural features indicated appropriately. Add, move, or remove doorways and windows, if desired. The dimensions of the room or its location in the provided floor plan cannot be changed.
Furniture Arrangements	Roughly sketch in furniture arrangements, to scale, for the identified room only. Arrangement will reflect appropriate furniture arrangement and includes balance/form, focal point/emphasis, line/harmony, and proportion. Grouping arrangements are appropriate for normal conversations.

Oral Presentation

The oral presentation may be up to five (5) minutes in length and is delivered to evaluators. Evaluators will ask questions following the presentation.

Oral Presentation	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project. This delivery will need to explain how the design solves the problem, functions well, and address circulation patterns and appropriate furniture arrangement.
Content Knowledge	Show evidence of interior design knowledge and skills. Participants may use the Floor Plan Evaluation worksheet, if desired.
Voice	Speak with appropriate force, pitch, and articulation.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, and mannerisms. Wear clothing that meets the conference dress code.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project. Questions are asked after the presentation.



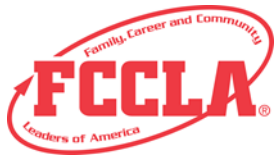
INTERIOR DESIGN SKETCH Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Orientation/Holding Room 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
File Folder and Supplies 0 or 5 points	0 Did not bring all required supplies participant	5 Brought all required supplies per participant	
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL (10 points possible)	
Evaluator 1 _____	Initials _____	AVERAGE EVALUATOR SCORE (90 points possible)	
Evaluator 2 _____	Initials _____	FINAL SCORE (Average Evaluator Score plus Room Consultant Total)	
Total Score _____	divided by number of evaluators	FINAL RANK	
_____	= AVERAGE EVALUATOR SCORE		
VERIFICATION OF FINAL SCORE AND RANK (please initial)			



INTERIOR DESIGN SKETCH Rubric

Name of Participant _____

Chapter _____ State _____ Level _____

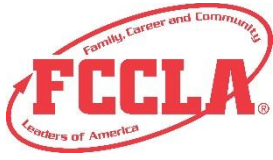
SKETCHING					Points
Floor Plan Drawn to Scale 0-10 points	0-1-2 Scale not used, architectural features incorrect, and/or dimensions incorrect	3-4-5-6-7 1/4" scale used, but not consistently. Some architectural features shown and drawn, dimensions mostly correct	8-9-10 1/4" scale used consistently. All architectural features shown and drawn correctly with correct dimensions		
Furniture Arrangement 0-15 points	0 No furniture arrangement shown	1-2-3-4-5 Arrangement negatively impacts circulation, does not reflect identified principles of design	6-7-8-9-10 Arrangement positively impacts circulation or reflects identified principles of design, but not both	11-12-13-14-15 Arrangement positively impacts circulation and reflects identified principles of design	
Floor Plan Evaluation Sheet – Identified Room 0-20 points	0-1-2-3-4-5 Did not attempt or provided very limited information	6-7-8-9-10 Design choices are somewhat explained but show limited understanding of design problem	11-12-13-14-15 Design choices are explained and show general understanding of design problem	16-17-18-19-20 Design choices are explained fully and reflect thorough understanding of design problem	
Floor Plan Evaluation Sheet - Overall 0-10 points	0-1-2 Did not attempt or provided very limited information	3-4-5 Responses mostly appropriate but reflect limited understanding	6-7-8 Responses appropriate and reflect general understanding	9-10 Responses appropriate and reflect thorough understanding	
ORAL PRESENTATION					
Organization/Delivery 0-10 points	0-1-2 Presentation is not completed or not explained well	3-4-5 Presentation covers all project elements, with minimal explanation	6-7-8 Presentation gives complete information; it does not flow well	9-10 Presentation covers all relevant information with a seamless and logical delivery	
Content Knowledge 0-5 points	0 None shared or information shared was incorrect	1-2 Minimal knowledge shared during presentation	3-4 Knowledge of interior design concepts is evident and shared at times during the presentation	5 Knowledge of interior design concepts is evident and incorporated throughout the presentation	
Voice 0-5 points	0 No voice qualities are used effectively	1-2 Voice quality is adequate	3-4 Voice quality is good, though could improve	5 Voice quality is outstanding and pleasing to listen to	
Body Language/Clothing Choice 0-5 points	0 Body language shows nervousness and unease/inappropriate clothing	1-2 Body language shows minimal amount of nervousness/ appropriate conference attire	3-4 Body language portrays participant at ease/appropriate conference attire	5 Body language enhances the presentation/ appropriate conference attire	
Grammar/Word Usage/Pronunciation 0-5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluators' questions	1-2 Responses to questions did not indicate adequate understanding of skills needed	3-4 Responses to questions were appropriate and reflect good understanding of skills needed	5 Responses to questions were appropriate and reflect excellent understanding of skills needed	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(90 points possible)

Evaluator's Comments:



INTERIOR DESIGN SKETCH

Floor Plan Evaluation Sheet

Name of Participant _____

Chapter _____ State _____ Level _____

Place completed worksheet in file folder, along with floor plan and sketch.

Answer the following questions for the one room identified in the design problem.	
Explain how you addressed the following with your furniture arrangement choices.	
<i>1 - Balance and Form</i>	
<i>2 - Focal Point or Emphasis</i>	
<i>3 - Line and Harmony</i>	
<i>4 - Proportion</i>	
Answer the following questions for the overall floor plan.	
Explain any recommended changes to the floor plan to meet the needs identified in the design scenario.	



SKILL DEMONSTRATION EVENT

Interviewing Skills – NOT OFFERED IN 2019-2020



Interviewing Skills, an individual event, recognizes members for their ability to prepare employment materials and utilize job interviewing skills for an entry level position in an area of Family and Consumer Sciences and/or related occupations utilizing Family and Consumer Sciences knowledge and skills. This event provides an opportunity for members to gain self-confidence and demonstrate job seeking skills.

EVENT LEVELS

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

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member. Members must be affiliated at the time of event registration.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. At the designated time, an event volunteer will direct the participant to their interview table.
3. The individual participant will provide a completed resume and cover letter to the evaluator. No other presentation elements are allowed.
4. The evaluator has 5 minutes to review the documents, and 5 minutes to conduct the interview using a combination of common interview questions and questions generated by a review of the individual resume and cover letter.
5. Evaluator will score and write comments for each entry for approximately 5 minutes. The decision of the evaluators is final.
6. Total time required for participation in this event is approximately 15 minutes including presentation, questions, and evaluator scoring.

GENERAL INFORMATION

1. Participants must apply for an entry level position in an area of Family and Consumer Sciences and/or related occupations utilizing the participant's current Family and Consumer Sciences knowledge and skills, and the position must match the participant's current level of education.
2. A table and 2 chairs will be provided (one for participant, one for evaluator). Multiple interviews will take place in the same room.
3. Spectators are not allowed.
4. Participants are not allowed to discuss the event with other participants after competing. Doing so will result in disqualification.
5. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
6. Participants should follow the approved conference dress code for participation in this event.

INTERVIEWING SKILLS Specifications

Cover Letter and Resume

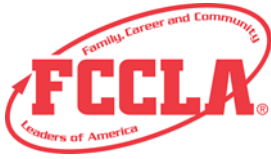
Each participant will provide a cover letter and resume, reflecting their current skills and education. The job applied for must be for an entry level position in an area of Family and Consumer Sciences and/or related occupations utilizing the participant's current Family and Consumer Sciences knowledge and skills, and the position must match the participant's current level of education.

Cover Letter	Maximum of one 8 ½" x 11" page in length, using appropriate layout, spacing, alignment, and letter format. Includes opening paragraph indicating position for which applying, and what is included with the letter; middle paragraph with strengths, skills, knowledge and personality characteristics highlighted; and closing paragraph with request for interview, providing contact information.
Resume	Maximum of two 8 ½" x 11" pages in length, using appropriate layout, spacing, alignment, and formatting, using reverse chronological order (most recent listed first). References are not required.
Overall Appearance and Neatness	Use consistent font style and appropriate font size for readability. Resume is typed, clean, and in good condition.
Resume Criteria	Include the following information: <ul style="list-style-type: none"> • participant name and school contact information • career objective • education and training • work and volunteer experience, relevant skills • activities, honors and awards
Spelling/Grammar	Use proper spelling, punctuation, capitalization, word usage, and grammar.

Interview

The interview will be up to 5 minutes in length, using common interview questions and questions generated by review of the individual cover letter and resume.

Introduction and First Impression	Create a positive first impression by greeting evaluator with firm handshake, appropriate eye contact and smile, and initiates introduction. Include the name of the position in the introduction.
Gestures/Mannerisms	Use natural and appropriate gestures and movements during interview.
Posture	Maintain appropriate posture during interview.
Eye Contact	Maintain eye contact with evaluator throughout interview.
Voice	Speak with appropriate volume and articulation.
Appearance	Clothing meets the conference dress code and is neat, pressed, clean, and fits properly. Professional appearance and grooming.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation in interview responses.
Responses to Evaluator Questions	Provide clear and concise answers to interview questions.



INTERVIEWING SKILLS Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Orientation 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL (5 points possible)	
Evaluator 1 _____	Initials _____	EVALUATOR SCORE (95 points possible)	
Total Score _____	divided by number of evaluators	FINAL SCORE (Evaluator Score plus Room Consultant Total)	
_____	= AVERAGE EVALUATOR SCORE	FINAL RANK	
VERIFICATION OF FINAL SCORE AND RANK (please initial)			



INTERVIEWING SKILLS

Rubric

Name of Participant _____

Chapter _____

State _____

Level _____

COVER LETTER AND RESUME						Points
Cover Letter 0–11 points	0 Not provided	1-2-3 Does not use appropriate layout, spacing/alignment, or format, or missing opening, middle or closing paragraph content	4-5-6 Minimal information is provided but letter is not well written or organized, inconsistent formatting	7-8-9 Appropriate layout, spacing/alignment and format. Opening, middle, and closing paragraphs contain required information	10-11 Appropriate layout, spacing/alignment and format. Opening, middle, and closing paragraphs contain required information, is well written and organized and presents participant as strong candidate for position	
Resume Organization 0–11 points	0 Not provided	1-2-3 Name or contact information missing/unclear, sections not clear or missing, no clear patterns in how experiences listed	4-5-6 Name and contact information incomplete, inconsistent section titles/dates/locations, inconsistent use of reverse chronological order	7-8-9 Name and contact information listed on top, titles/dates/locations listed, reverse chronological order followed	10-11 Name and contact information listed on top, section titles/dates/locations consistent and clear, experiences listed in reverse chronological order	
Resume Content 0-11 points	0 Not provided	1-2-3 Education section incomplete, no use of outcomes/accomplishments, too wordy, information irrelevant to position	4-5-6 Education section unclear, statements repetitive or not well developed, ineffective descriptions, not targeted to position	7-8-9 Education section complete, accomplishments included, concise wording, keywords/skills somewhat targeted to position	10-11 Education section complete, well developed accomplishment statements, concise and descriptive wording used, keywords/skills targeted to position	
Overall Appearance and Neatness 0–6 points	0 Damaged and unprofessional documents	1-2 Documents are not neat, have inconsistent formatting, or illegible.	3-4 Neat, legible, inconsistent formatting.	5-6 Consistent style and formatting, neat, legible, and professional.		
Resume Criteria 0–6 points	0 Contains 3 or less of listed criteria	1-2 Contains 4-6 of the listed criteria	3-4 Contains 7 of the 9 listed criteria	5-6 Contains name, address, contact information, objective, education and training, qualification highlights, work history and relevant experience, activities, honors and awards		
Spelling/Grammar 0–5 points	0 Extensive (more than 5) errors	1-2 Some (3-5) errors	3-4 Few (1-2) errors	5 No errors		
INTERVIEW						
Introduction and First Impression 0-5 points	0 No introduction or greeting	1-2 Does not shake hands, minimal eye contact, does not initiate introduction	3-4 Weak or overly strong handshake, adequate eye contact and smile, and initiates introduction	5 Firm handshake, good eye contact and smile, initiates introduction, and includes name of position		

Gestures/ Mannerisms 0-3 points	0 Inappropriate use of gestures or mannerisms	1 Overuse of gestures or mannerisms	2 Appropriate use of gestures/mannerisms	3 Natural and appropriate use of gestures/mannerisms	
Posture 0-3 points	0 Inappropriate use of posture, not professional	1 Too stiff or too relaxed in posture	2 Posture is appropriately used	3 Posture indicates interest in interview and is professional	
Eye Contact 0-3 points	0 Little or no eye contact	1 Aggressive or unnatural eye contact throughout interview	2 Inconsistent eye contact throughout interview	3 Maintains appropriate eye contact throughout entire interview	
Voice 0-3 points	0 Voice qualities not used effectively	1 Voice quality is overly loud or quiet, not well articulated	2 Voice quality is inconsistent in volume and articulation	3 Voice quality is appropriate in volume and articulation	
Appearance 0-3 points	0 Meets dress code, clothing is wrinkled or dirty, personal appearance/grooming is not professional	1 Meets dress code, clothing is clean but not pressed or fits improperly, or inconsistent personal appearance/grooming	2 Meets dress code, clothing is clean and pressed, personal appearance/grooming is mostly professional	3 Meets dress code, clothing is pressed and clean, fits well, and personal appearance/grooming is professional	
Grammar/Word Usage/ Pronunciation 0-5 points	0 Extensive (more than 5) grammatical or pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 No grammatical or pronunciation errors	
Responses to Evaluator Questions 0-20 points	0 Does not answer questions or participate in interview	1-2-3-4-5 Interview is brief, participant does not carry on a conversation or is unable to answer questions, does not understand position	6-7-8-9-10 Participant answers most questions well, but without ease or accuracy	11-12-13-14-15 Participant is poised, answers questions well, and gives appropriate responses	16-17-18-19-20 Participant is confident and poised, personable, answers questions appropriately and without hesitation

VERIFICATION OF SCORE (please initial)

Evaluator _____

Room Consultant _____

Event Consultant _____

TOTAL
(90 points possible)

Evaluator's Comments:



SKILL DEMONSTRATION EVENT

Pastry Arts Technical Decorating Skills



Pastry Arts Technical Decorating Skills, an individual event, recognizes participants for their ability to demonstrate their skill producing cake decorations using pastry arts equipment and techniques. Participants will prepare and present a sample board based on event specifications.

EVENT LEVELS

- Level 2: grades 9–10
- Level 3: grades 11–12

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in this event. Entries at National Fall Conference will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences culinary arts industry training program, as determined by their state department of education. Students enrolled in general food and nutrition courses not preparing them for a career or employment in culinary arts are not eligible.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will:
 - be given a brief overview of the event
 - present tools and equipment for the equipment check.
2. Participants will bring all necessary tools and equipment for this event, as listed in event specifications. Additional items are not allowed.
3. Participants will remain in the holding room until their assigned presentation time and following presentation may not return to the holding room.
4. Participants may not bring reference materials for use in the holding room or competition.
5. At the designated time, participants will have 5 minutes to set up the work station, 30 minutes to produce the requested samples, and 5 minutes to clean the work area at the completion of the event.
6. Evaluators will score participants as they work and will complete the scoring within the 5-minute clean-up time period.
7. Total event time per rotation is 40 minutes.

GENERAL INFORMATION

1. Table space will be provided. Each participant will have approximately 6' of work space.
2. Entries will be scored by industry standards and participants must follow proper sanitation procedures.
3. Participants must bring items as listed on the Equipment Check In Form. Participants may choose what size decorating tips to demonstrate.
4. Spectators are allowed to observe this event, as space allows. Participants may only observe after they have already presented.
5. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
6. Terms in italics are defined in the glossary in the National Competitive Events Guide.

PASTRY ARTS TECHNICAL DECORATING SKILLS

Specifications

Safety and Appearance

Clean and appropriate uniform including *professional* chef attire (chef coat/jacket; industry pants or commercial uniform pants; apron; hair covering or chef hat; closed-toe, low heel, kitchen shoes made with non-slip soles and sealed non-melting uppers (canvas shoes are not appropriate). Facial jewelry is concealed with bandages. No additional jewelry, with the exception of a watch, is allowed. Facial hair is permitted if appropriate covering is used. Hair is properly restrained with hairnet if hair extends past the neck line. Minimal makeup, no cologne or nail polish. Acceptable graphics on the uniform include the FCCLA logo, school, chapter, or state name or logo, and individual name. No additional logos are permitted.

Clothing and Appearance	Wear appropriate clothing and head covering and present a well-groomed appearance.
Safety and Sanitation	Keep work area clean and organized, and demonstrate appropriate safety and sanitation procedures according to industry standards. Participants have 5 minutes to set up their work area, and 5 minutes to clean the work area upon completion of the products.

Equipment/Product

Participants may bring only the items listed below to the event. No other equipment will be allowed in the competition site. Additional items will be removed from the participants until after they have finished competing. Participants will demonstrate industry standards in use of equipment, tools, and techniques.

Equipment, Tools, and Techniques	Use proper equipment, tools, products, vocabulary, and techniques. Only equipment listed on the Equipment Check In Form are allowed in this event. No additional products or supplies will be available onsite.
----------------------------------	---

Food Production

The participant will prepare a sample board using information provided in the Client Sample Request Document. This document will be provided at the time of competition. There will be no extra time allowed to complete preparation or presentation. All work must stop at the time limit. Evaluation will be based on the quality of techniques as compared to acceptable commercial cake decorating.

Client Sample Request Document	At the time of competition, participants will be given the Client Sample Request Document. This document will give participants the following information: <ul style="list-style-type: none"> • type of event • product type (cake, cupcakes or cookies), size, and shape • icing colors to be used • writing sample <ul style="list-style-type: none"> ○ --border samples ○ --flower samples ○ --additional design elements
Decorating Skills and Techniques	Participants will produce samples as requested in the Client Sample Request Document. Any of the following decorating skills may be included in the request: numbers, individual flowers, flower clusters, script writing, block writing, borders, and any other design elements, as requested. Skills may include, but are not limited to: Cornelli lace, brush embroidery, flower petals and blossoms, roses, stems with leaves, shells, stars, ruffles, beadwork, lattice, scrolls. Additional design elements may include balloons, bows, baby booties, or other basic figures.
Overall Appearance and Presentation	Appropriate sizing of elements used for size of product, clean workmanship and display of techniques.



PASTRY ARTS DECORATING SKILLS Equipment Check In Form

Name of Participant _____

Chapter _____ State _____ Level _____

Only the following items are allowed in Pastry Arts Technical Decorating Skills. Any additional items will not be allowed for competition and must be removed from the participant's supplies. Each student must have their own set of equipment and may not share items during competition.

Participants bringing all items as required will earn 5 points on the Point Summary Form.

- 3# white icing in one container (no icing will be provided or available onsite)
- Towels or paper towels
- Gloves
- Prepared Sanitizer
- Gel or Paste Icing color set (participant's choice of brand)
- Spatulas and/or mixing spoons
- Flower Nail(s)
- Brush for brushed embroidery
- Pastry bags and couplers, any size/type (bags may be preassembled with couplers but may not be filled with icing.)
- Containers for mixing colors
- 19" x 14" grease-proof cake/sample board
- nonskid mat to place under sample board
- Pastry tips (participants may choose what size)
 - -Round (#3, #7, #10, #12)
 - -Open Star (#14, #17, #20, #172)
 - -Closed Star (#27, #28, #30, #35)
 - -Basket Weave (#46, #47, #48)
 - -Leaf (#68, #69, #112)
 - -Drop Flower (#107, #109, #190, #2C, #1C, #1F)
 - -Petal (#60, #104, #116)
 - -Ruffle (#87, #340, #353)

Event Consultant/Volunteer Initials _____



PASTRY ARTS TECHNICAL DECORATING SKILLS

Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If a participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Check-in 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
Required Equipment 0 or 5 points	0 Did not bring all required equipment per participant	5 Brought all required equipment per participant	
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1 _____	Initials _____	(10 points possible)	
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE	
		(90 points possible)	
Total Score _____	divided by number of evaluators	FINAL SCORE	
_____	= AVERAGE EVALUATOR SCORE	(Average Evaluator Score plus Room Consultant Total)	
VERIFICATION OF FINAL SCORE AND RANK (please initial)		FINAL RANK	



PASTRY ARTS TECHNICAL DECORATING SKILLS

Rubric

Name of Participant _____

Chapter _____ State _____ Level _____

SAFETY AND APPEARANCE					Points
Clothing and Appearance 0-10 points		0-1-2-3-4	5-6-7-8	9-10	
	Non-professional appearance, attire and/or grooming		Neat appearance, attire and grooming, but lacks professionalism	Professional appearance, attire and grooming	
Safety and Sanitation 0-10 points		0-1-2-3-4	5-6-7-8	9-10	
	Disregard of safety and sanitation practices, creating unsafe situation during preparation		Shows minimal safety and sanitation concerns during preparation	Follows all safety and sanitation practices	
Set up and Clean Up 0-10 points		0	5	10	
	Work area not organized, not cleaned upon completion of event, time limits not met		Work area mostly organized, completely cleaned upon completion of event within time limits	Work area organized, completely cleaned upon completion of event within time limits	
EQUIPMENT AND TOOLS					
Equipment, Tools, and Techniques 0-10 points		0-1-2-3-4	5-6-7-8	9-10	
	Selection and usage of tools/equipment lacks understanding and demonstration of skills		Selection and usage of tools/equipment occasionally lacks appropriate industry techniques	Selects and uses all tools and equipment correctly	
SAMPLE BOARD					
Numbers 0-5 points		0	1-2	3-4	5
	Did not attempt	Demonstration of skill is below acceptable commercial quality expectation	Demonstration of skill meets acceptable commercial quality expectation	Demonstration of skill meets or exceeds commercial quality expectations	
Script Writing 0-5 points		0	1-2	3-4	5
	Did not attempt	Demonstration of skill is below acceptable commercial quality expectation	Demonstration of skill meets acceptable commercial quality expectation	Demonstration of skill meets or exceeds commercial quality expectations	
Block Writing 0-5 points		0	1-2	3-4	5
	Did not attempt	Demonstration of skill is below acceptable commercial quality expectation	Demonstration of skill meets acceptable commercial quality expectation	Demonstration of skill meets or exceeds commercial quality expectations	
Flowers 0-5 points		0	1-2	3-4	5
	Did not attempt	Demonstration of skill is below acceptable commercial quality expectation	Demonstration of skill meets acceptable commercial quality expectation	Demonstration of skill meets or exceeds commercial quality expectations	
Border 0-5 points		0	1-2	3-4	5
	Did not attempt	Demonstration of skill is below acceptable commercial quality expectation	Demonstration of skill meets acceptable commercial quality expectation	Demonstration of skill meets or exceeds commercial quality expectations	
Additional Required Element As Defined by Client Request 0-5 points		0	1-2	3-4	5
	Did not attempt	Demonstration of skill is below acceptable commercial quality expectation	Demonstration of skill meets acceptable commercial quality expectation	Demonstration of skill meets or exceeds commercial quality expectations	
Design Elements 0-5 points		0	1-2	3-4	5
	Did not attempt	Demonstration of skill is below acceptable commercial quality expectation	Demonstration of skill meets acceptable commercial quality expectation	Demonstration of skill meets or exceeds commercial quality expectations	
Overall Appearance and Presentation 0-15 points		0-1-2-3	4-5-6-7	8-9-10-11	12-13-14-15
	Below acceptable commercial expectation for appearance, presentation, color, size, and workmanship for most items	Below acceptable commercial expectation for appearance, presentation, color, size, and workmanship for some items	Meets acceptable quality commercial expectations for appearance, presentation, color, size, and workmanship	Meets or exceeds commercial quality expectations for appearance, presentation, color, size, and workmanship	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(90 points possible)

Evaluator's Comments:



SKILL DEMONSTRATION EVENT

Speak Out for FCCLA



Speak Out for FCCLA, an individual event, recognizes members for their ability to utilize marketing and public speaking skills to promote Family and Consumer Sciences and FCCLA membership through participation in the FCCLA national program Power of One unit, “Speak Out for FCCLA.”

EVENT LEVELS

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

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member.
3. Participants must have completed the “Speak Out for FCCLA” unit of the FCCLA national program, Power of One. Completion verification is the responsibility of the local chapter adviser and is not required to be submitted to National FCCLA.
4. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. Participants may not bring reference materials for use in the holding room. Participants are allowed to bring note cards and presentation promotional materials (if required).
3. At the designated participation time, participants will have up to 5 minutes to set up any presentation materials or *visuals*. Oral presentation may be up to 5 minutes in length. A 1-minute warning will be given at 4 minutes. Participants will be asked to stop at 5 minutes. Participants may use note cards.
4. Evaluators will score and write comments for each entry for approximately 5 minutes. The decision of the evaluators is final.
5. Total time required for participation in this event is approximately 15 minutes including set up, presentation, and evaluator scoring.

GENERAL INFORMATION

1. A table will be provided. Participant must bring any necessary supplies for demonstration of project. Wall space and electrical access will not be provided.
2. Spectators are not allowed.
3. Participants are not allowed to discuss the event with other participants. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

SPEAK OUT FOR FCCLA Specifications

Oral Presentation

At the designated time, an event volunteer will introduce each participant. Participants have up to 5 minutes to set up for their presentation, but others may not assist. No electrical access or wall space will be available.

The oral presentation may be up to five (5) minutes in length and is delivered to the evaluators. The oral presentation should explain the specifics of the Speak Out for FCCLA project and utilize marketing and promotional *content* (membership posters, brochures, video *content*, etc.) as *visuals*.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Promotion of Family and Consumer Sciences and FCCLA	Describe the efforts taken to promote the family and consumer sciences program and FCCLA through the project. Include information on life skills, and college and career readiness benefits of involvement in Family and Consumer Sciences and FCCLA.
Use of the FCCLA Planning Process	Explain how each step of the FCCLA <i>Planning Process</i> was used to implement the project.
Project Impact on Personal Leadership Skills	Describe how the project has impacted your personal leadership skills.
Quality and Use of Marketing and Promotional Content/Visuals	Create quality marketing and promotional <i>content</i> that effectively support the Speak Out for FCCLA project and membership.
Voice	Speak with appropriate force, pitch, and articulation.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, and mannerisms. Wear clothing that meets the conference dress code.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the impact of the project. Questions are asked after the presentation.



SPEAK OUT FOR FCCLA Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Orientation/Holding Room 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
EVALUATORS' SCORES			ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____		(5 points possible)
Evaluator 2 _____	Initials _____		AVERAGE EVALUATOR SCORE
			(95 points possible)
Total Score _____	divided by number of evaluators		FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE		(Average Evaluator Score plus Room Consultant Total)
VERIFICATION OF FINAL SCORE AND RANK (please initial)			FINAL RANK



SPEAK OUT FOR FCCLA

Rubric

Name of Participant _____

Chapter _____ State _____ Level _____

ORAL PRESENTATION					Points
Organization/Delivery 0-11 points	0-1-2 Presentation is not done or does not cover all project elements	3-4-5 Presentation covers all project elements though with minimal information	6-7-8 Presentation gives complete information though does not flow well	9-10-11 Presentation covers all relevant information with a seamless and logical delivery	
Promotion of Family and Consumer Sciences and FCCLA 0-16 points	0-1-2-3 Very little effort to promote FCS and FCCLA	4-5-6-7-8 Efforts to promote FCS and FCCLA did not include college and career readiness information	9-10-11-12 Efforts to promote FCS and FCCLA included some college and career readiness information, and life skills	13-14-15-16 Excellent promotion of FCS and FCCLA in terms of college and career readiness, as well as other life skills	
Use of the FCCLA Planning Process 0-16 points	0-1-2-3 Inadequate explanation or omission of use of the planning process	4-5-6-7-8 Minimal explanation of how the planning process was used	9-10-11-12 Good explanation of how the planning process was used	13-14-15-16 Fully explained how each step of the planning process was used	
Project Impact on Personal Leadership Skills 0-16 points	0-1-2-3 Inadequate description or omission in presentation	4-5-6-7-8 Minimal description of project impact on personal leadership skills	9-10-11-12 Good explanation of project impact on personal leadership skills	13-14-15-16 Fully described impact of project on personal leadership skills	
Quality and Use of Marketing and Promotional Content/Visuals 0-16 points	0-1-2-3 Content and quality of promotion materials is poorly executed	4-5-6-7-8 Content and quality of promotional materials is inconsistently executed	9-10-11-12 Content and quality of promotional materials is well executed	13-14-15-16 Content and quality of promotional materials is highly executed and could serve as a model for others	
Voice 0-5 points	0 No voice qualities are used effectively	1-2 Voice quality is adequate	3-4 Voice quality is good, though could improve	5 Voice quality is outstanding and pleasing to listen to	
Body Language/ Clothing Choice 0-5 points	0 Body language shows nervousness and unease/ inappropriate clothing	1-2 Body language shows minimal amount of nervousness/appropriate conference attire	3-4 Body language portrays participant at ease/ appropriate conference attire	5 Body language enhances the presentation/appropriate conference attire	
Grammar/ Word Usage/ Pronunciation 0-5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluators' questions	1-2 Responses to questions did not indicate adequate understanding of skills needed	3-4 Responses to questions were appropriate and reflect good understanding of skills needed	5 Responses to questions were appropriate and reflect excellent understanding of skills needed	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(95 points possible)

Evaluator's Comments:



SKILL DEMONSTRATION EVENT

#TeachFCS – NOT OFFERED IN 2019-2020



#TeachFCS, an individual event, will showcase participants' marketing and public relations skills to plan and implement a week-long public relations project to encourage teaching Family and Consumer Sciences Education as a potential career choice. A minimum of 3 promotional activities must be planned and implemented prior to competition.

EVENT LEVELS

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

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. Participants may not bring reference materials for use in the holding room. Participants are allowed to bring note cards and project materials.
3. At the designated participation time, participants will have up to 5 minutes to set up any presentation materials or *visuals*. Oral presentation may be up to 5 minutes in length. A 1-minute warning will be given at 4 minutes. Participants will be asked to stop at 5 minutes. Participants may use note cards.
4. Evaluators will score and write comments for each entry for approximately 5 minutes. The decision of the evaluators is final.
5. Total time required for participation in this event is approximately 15 minutes including set up, presentation, and evaluator scoring.

GENERAL INFORMATION

1. A table will be provided. Participant must bring any necessary supplies for demonstration of project. Wall space and electrical access will not be provided.
2. Spectators are not allowed to observe this event.
3. Participants are not allowed to discuss the event with other participants. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

#TeachFCS Specifications

Oral Presentation

At the designated time, an event volunteer will introduce each participant. Participants have up to 5 minutes to set up for their presentation, but others may not assist. No electrical access or wall space will be available.

Participants will create a week-long public relations project to encourage teaching Family and Consumer Sciences Education as a potential career choice. Activities may include, but are not limited to social media activities, displays and exhibits, group presentations, and college and career fairs. The oral presentation may be up to five (5) minutes in length and is delivered to the evaluators. The oral presentation should explain the specifics of the week-long #TeachFCS project and utilize project promotional content (posters, display, websites, audiovisual content, etc.) as *visuals*.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Promotion of Family and Consumer Sciences and FCCLA	Describe the efforts taken to promote the family and consumer sciences program and FCCLA through the project. Include information on life skills, and college and career readiness benefits of involvement in Family and Consumer Sciences and FCCLA.
Use of the FCCLA Planning Process	Explain how each step of the FCCLA <i>Planning Process</i> was used to implement the project.
Promotional Activities and Plan	Describe the promotional activities for the project, and include the daily activity plan. A minimum of 3 promotional activities must be planned and implemented prior to competition. All activities must relate to encourage FCS Education as a career choice. Create quality promotional activities that effectively promote the project and could serve as a model for other campaigns.
Voice	Speak with appropriate force, pitch, and articulation.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, and mannerisms. Wear clothing that meets the conference dress code.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the impact of the project. Questions are asked after the presentation.



#TeachFCS Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Orientation/Holding Room 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in	
EVALUATORS' SCORES			ROOM CONSULTANT TOTAL (5 points possible)
Evaluator 1 _____	Initials _____		
Evaluator 2 _____	Initials _____		
Total Score _____	divided by number of evaluators		AVERAGE EVALUATOR SCORE (95 points possible)
_____	= AVERAGE EVALUATOR SCORE		FINAL SCORE (Average Evaluator Score plus Room Consultant Total)
VERIFICATION OF FINAL SCORE AND RANK (please initial)			FINAL RANK



#TeachFCS Rubric

Name of Participant _____

Chapter _____ State _____ Level _____

ORAL PRESENTATION					Points
Organization/Delivery 0-11 points	0-1-2 Presentation is not done or does not cover all project elements	3-4-5 Presentation covers all project elements though with minimal information	6-7-8 Presentation gives complete information though does not flow well	9-10-11 Presentation covers all relevant information with a seamless and logical delivery	
Promotion of Family and Consumer Sciences and FCCLA 0-16 points	0-1-2-3 Very little effort to promote FCS and FCCLA	4-5-6-7-8 Efforts to promote FCS and FCCLA did not include college and career readiness information	9-10-11-12 Efforts to promote FCS and FCCLA included some college and career readiness information, and life skills	13-14-15-16 Excellent promotion of FCS and FCCLA in terms of college and career readiness, as well as other life skills	
Use of the FCCLA Planning Process 0-16 points	0-1-2-3 Inadequate explanation or omission of use of the planning process	4-5-6-7-8 Minimal explanation of how the planning process was used	9-10-11-12 Good explanation of how the planning process was used	13-14-15-16 Fully explained how each step of the planning process was used	
Promotional Activities and Plan 0-16 points	0-1-2-3 Inadequate description or less than 3 of activities planned and implemented	4-5-6-7-8 Limited description of activities, activities repetitious	9-10-11-12 Good explanation and variety of project activities	13-14-15-16 3 activities and implementation fully described, included variety and impact of project activities	
Quality of Promotional Activities 0-16 points	0-1-2-3 Content and quality of promotion activities is poorly executed	4-5-6-7-8 Content and quality of promotional activities inconsistently executed	9-10-11-12 Content and quality of promotional activities well executed	13-14-15-16 Content and quality of promotional activities is highly executed and could serve as a model for others	
Voice 0-5 points	0 No voice qualities are used effectively	1-2 Voice quality is adequate	3-4 Voice quality is good, though could improve	5 Voice quality is outstanding and pleasing to listen to	
Body Language/ Clothing Choice 0-5 points	0 Body language shows nervousness and unease/ inappropriate clothing	1-2 Body language shows minimal amount of nervousness/appropriate conference attire	3-4 Body language portrays participant at ease/ appropriate conference attire	5 Body language enhances the presentation/appropriate conference attire	
Grammar/ Word Usage/ Pronunciation 0-5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluators' questions	1-2 Responses to questions did not indicate adequate understanding of skills needed	3-4 Responses to questions were appropriate and reflect good understanding of skills needed	5 Responses to questions were appropriate and reflect excellent understanding of skills needed	

VERIFICATION OF SCORE (please initial)

Evaluator _____ Room Consultant _____ Event Consultant _____

TOTAL
(90 points possible)

Evaluator's Comments:



SKILL DEMONSTRATION EVENT

Technology in Teaching



Technology in Teaching, an individual event, recognizes members for their ability to select and critically evaluate an application (app) for use as part of a class offered in the Family and Consumer Sciences program. Ahead of time, members review the app using the provided checklist, prepare an oral presentation, and demonstrate the app to evaluators.

EVENT LEVELS

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

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries at National Fall Conference will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES & TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. Participants may not bring reference materials for use in the holding room. Participants are allowed to bring note cards, the completed project, and demonstration supplies.
3. At the designated participation time, the participant will give two (2) completed copies of the Application Checklist to evaluators for use during the oral presentation. The copies will not be returned.
4. Participants will have up to 5 minutes to set up their demonstration, if needed. Oral presentations may be up to 5 minutes in length. A 1-minute warning will be given at 4 minutes. Participants will be asked to stop at 5 minutes.
5. Participants may use note cards. Items required for demonstration of the app are permitted.
6. Evaluators will score and write comments for each entry for approximately 5 minutes. The decision of the evaluators is final.
7. Total time required for participation in this event is approximately 15 minutes including set up, presentation, and evaluator scoring.

GENERAL INFORMATION

1. A table will be provided. Participant must bring any necessary supplies for demonstration of project. Wall space, Internet access, *audiovisual equipment*, and electrical access will not be provided.
2. Spectators are not allowed.
3. Participants are not allowed to discuss the event with other participants. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

TECHNOLOGY IN TEACHING

Specifications

Application Selection and Checklist

Each participant will select and critically evaluate an app for a tablet that could be used by students as part of a class offered in the Family and Consumer Sciences program. Examples may include, but are not limited to, apps related to early childhood, parenting and human development, health and fitness, fashion or interior design, online safety, or classroom or consumer tools. The member will submit (2) copies of the completed App Review Checklist, to be given to the evaluators prior to the start of the oral presentation.

Oral Presentation and Demonstration

The oral presentation may be up to five (5) minutes in length and is delivered to the evaluators. The oral presentation should contain pertinent information from the review checklist. The app should be demonstrated during the presentation. Only items required for use in demonstrating the app are permitted. The participant may demonstrate the app on a tablet, or use a larger screen device. The participant may approach the evaluators to demonstrate the app, but evaluators are not required to actively participate in the demonstration. The app should be able to be demonstrated without an Internet connection, but if a connection is available, it may be used. FCCLA does not provide wall space, *audiovisual equipment*, electrical access, or Internet access.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project research.
Educational Technology Instructional Concepts	Demonstrate knowledge of educational technology instructional concepts in relation to use of the app in learning and instruction.
Demonstration Techniques	Demonstrate use of the app, pointing out any unique aspects of design, safety, or adaptive uses for special needs learners, if applicable. Demonstration supports project research, is <i>professional</i> , and provides opportunities for evaluators to view applicable app <i>content</i> .
Relationship to Family and Consumer Sciences	Describe the relationship of the application to Family and Consumer Sciences coursework and/or standards.
<i>Audience</i> and Purpose	Describe the <i>audience</i> , developmental goals, and age appropriateness in the context of the application's intended purpose.
Classroom/Educational Use	Explain how the app may be used in the classroom or educational program, including strengths, areas of improvement, or modifications required.
Learning Opportunities	Describe the ways that the app supports learning opportunities, as indicated in the app checklist.
Final Recommendations	Provide final recommendation(s) on the use of the app in the intended educational setting.
Voice	Speak with appropriate force, pitch, and articulation.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, and mannerisms. Wear clothing that meets the conference dress code.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project. Questions are asked after the presentation.



TECHNOLOGY IN TEACHING

Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Orientation 0 or 5 points	0	5	
	Did not arrive on time for participant check in	Arrived on time for participant check in	
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1 _____	Initials _____	(5 points possible)	
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE	
		(95 points possible)	
Total Score _____	divided by number of evaluators	FINAL SCORE	
_____	= AVERAGE EVALUATOR SCORE	(Average Evaluator Score plus Room Consultant Total)	
VERIFICATION OF FINAL SCORE AND RANK (please initial)		FINAL RANK	



TECHNOLOGY IN TEACHING

Rubric

Name of Participant _____

Chapter _____ State _____ Level _____

APPLICATION CHECKLIST					Points
Application General Information Provided 0-3 points	0 0 or 1 general information items provided	1 2 general information items provided	2 3 general information items provided	3 4 general information items provided	
Relationship to Family and Consumer Sciences Indicated 0 or 1 points	0 None checked		1 At least one area checked and/or specified		
Audience 0-4 points	0 Not identified	1 Audience identified	2 Audience, developmental goals and age appropriateness identified	3-4 Audience, developmental goals and age appropriateness are identified and explained	
Purpose 0-4 points	0 Not identified	1 Purpose minimally identified	2 Purpose identified and described	3-4 Purpose identified and described in relation to use	
Classroom/Educational Use 0-4 points	0 Not identified	1 Minimally explained or examples given are not appropriate	2 Use identified and described with at least one appropriate example	3-4 Use identified and described with at least two appropriate examples	
Strengths/Areas of Improvement 0-4 points	0 Not identified	1 Only strengths or only areas of improvement are identified, not both	2 Strengths and areas of improvement are identified	3-4 Strengths, areas of improvement, or modifications required for successful implementation are identified	
Learning Opportunities 0-4 points	0 Not identified	1 Incorrectly identified or unsupportive examples	2 Appropriately identified but not supported with example(s)	3-4 Appropriately identified and supported with at least one example for each area	
Final Recommendations 0 or 1 point	0 None checked		1 One recommendation checked		
ORAL PRESENTATION					
Organization/Delivery 0-10 points	0-1-2 Presentation is not done or does not cover all project elements	3-4-5 Presentation covers all project elements though with minimal information	6-7-8 Presentation gives complete information though does not flow well	9-10 Presentation covers all relevant information with a seamless and logical delivery	
Educational Technology Instructional Concepts 0-5 points	0 None shared or information shared was incorrect	1-2 Minimal knowledge shared during presentation	3-4 Knowledge of educational technology instructional concepts is evident and shared at times during presentation	5 Knowledge of educational technology instructional concepts is evident and incorporated throughout the presentation	
Demonstration Techniques 0-5 points	0 Not demonstrated	1-2 Minimally demonstrates design and safety; limited support of project research; difficult to view app content	3-4 Generally demonstrates design and safety; supports project research, is professional, and evaluators can view app content	5 Thoroughly demonstrates unique aspects of design, safety, adaptive uses for special needs learners (if applicable); supports project research, is professional, and provides opportunities for evaluators to view app content	
Relationship to Family and Consumer Sciences 0-5 points	0 Not identified	1-2 Relationship to FCS coursework is questionable for implementation	3-4 Relationship to FCS coursework is generally appropriate	5 Relationship to FCS coursework is appropriate, evident and explained well	
Audience and Purpose 0-7 points	0 Not identified	1-2-3 Limited information for audience, developmental goals, age appropriateness, and intended purpose are provided	4-5-6 General information for audience, developmental goals, age appropriateness, and context of intended purpose are provided	7 Detailed information for audience, developmental goals, age appropriateness, and context of intended purpose are provided	

Classroom/Educational Use 0-8 points	0 Not identified	1-2-3 Explains use of app in classroom or educational program; includes strengths or areas of improvement	4-5-6 Explains and provides examples of use of app in classroom or educational program, including strengths and areas of improvement	7-8 Explains and provides realistic examples of use of app in classroom or educational program, including strengths, areas of improvement, or modifications required	
Learning Opportunities 0-5 points	0 Not identified	1-2 Explains identified learning opportunities	3-4 Explains and provides at least one example for each identified learning opportunity	5 Explains and provides one or more realistic example for each identified opportunity	
Final Recommendations 0-5 points	0 Not identified	1-2 Recommendation contradicts checklist content	3-4 Recommendation explained, but not fully supported by checklist content	5 Recommendation explained well and fully supported by checklist content	
Voice 0-5 points	0 No voice qualities are used effectively	1-2 Voice quality is adequate	3-4 Voice quality is good, though could improve	5 Voice quality is outstanding and pleasing to listen to	
Body Language/Clothing Choice 0-5 points	0 Body language shows nervousness and unease; inappropriate clothing	1-2 Body language shows minimal amount of nervousness; appropriate conference attire	3-4 Body language portray participant at ease; appropriate conference	5 Body language enhances presentation; appropriate conference attire	
Grammar/Word Usage/Pronunciation 0-5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluators' questions	1-2 Response to questions did not indicate adequate knowledge/ understanding of skills needed	3-4 Responses to questions were appropriate and reflect good knowledge/ understanding of skills needed	5 Responses to questions were appropriate and reflect excellent knowledge/ understanding of skills needed	

VERIFICATION OF SCORE (please initial)

Evaluator _____

Room Consultant _____

Event Consultant _____

TOTAL
(90 points possible)

Evaluator's Comments:



TECHNOLOGY IN TEACHING

Technology in Teaching App Review Checklist

Name of Participant _____

Chapter _____ State _____ Level _____

Bring two (2) copies of this completed worksheet to give to the evaluators prior to your oral presentation and app demonstration.

APPLICATION GENERAL INFORMATION

Application Title:

Application Publisher/Developer:

Version and Date:

Price:

RELATIONSHIP TO FAMILY AND CONSUMER SCIENCES

App relates to these area(s) of Family and Consumer Sciences:

Career Exploration and Entrepreneurship

Consumer Education and Personal Finance

Culinary Arts

Early Childhood, Family, Parenting and Human Development

Education and Teaching

Food Science, Dietetics, Nutrition and Wellness

Hospitality, Tourism and Recreation

Housing and Interior Design

Textiles, Fashion and Apparel

Other, please specify

AUDIENCE AND PURPOSE

Define the audience for this app. Is it developmentally and age appropriate?

What is the purpose of this app?

CLASSROOM/EDUCATIONAL USE

Explain how the app may be used in the classroom or educational program.

What are the strengths of this app?

What areas need improvement? Are there any modifications for educational use?

LEARNING OPPORTUNITIES

In which areas does this app provide opportunities for learning, and provide one example for each area identified.

Collaboration and Idea Sharing – example:

Feedback and assessment – example:

Creativity and Imagination – example:

Higher order thinking skills – example:

Diversity – example:

Increase understanding – example:

Engagement and Interaction – example:

Problem solving – example:

FINAL RECOMMENDATION

Not recommended for use

Recommended for use, but only with modifications

Recommended for use



SKILL DEMONSTRATION EVENT

Toys That Teach – NOT OFFERED IN 2019-2020



Toys That Teach, an individual event, recognizes members for their ability to design, build, and demonstrate an original homemade toy which provides learning and play for either an individual child or a small group of children. The toy is to be constructed of common, everyday household items, meet safety guidelines, and be easy to carry and use.

EVENT LEVELS

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

ELIGIBILITY

1. Each chapter may submit up to three (3) entries in each level of this event. Entries will be available on a first come, first served basis. The number of entries will be determined by the conference facility and schedule.
2. Participation is open to any nationally affiliated FCCLA member.
3. Participants must be registered to attend the National Fall Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting.

PROCEDURES AND TIME REQUIREMENTS

1. Participants must attend an event orientation session where they will be given a brief overview of the event.
2. Participants may not bring reference materials for use in the holding room. Participants are allowed to bring note cards, the completed project, and demonstration supplies (if required).
3. At the designated participation time, the participant will give two (2) completed copies of the Toy Design Worksheet to evaluators for use during the oral presentation. The copies will not be returned.
4. Participants will have up to 5 minutes to set up their toy demonstration, if needed. Oral presentations may be up to 5 minutes in length. A 1-minute warning will be given at 4 minutes. Participants will be asked to stop at 5 minutes.
5. Participants may use note cards. Items required for demonstration of the toy are permitted.
6. Evaluators will score and write comments for each entry for approximately 5 minutes. The decision of the evaluators is final.
7. Total time required for participation in this event is approximately 15 minutes including set up, presentation, and evaluator scoring.

GENERAL INFORMATION

1. A table will be provided. Participant must bring any necessary supplies for demonstration of project. Wall space and electrical access will not be provided.
2. Spectators are not allowed.
3. Participants are not allowed to discuss the event with other participants. Doing so will result in disqualification.
4. Presentations may not be recorded or photographed during competition, except by the official FCCLA photographer.
5. Participants should follow the approved conference dress code for participation in this event.

TOYS THAT TEACH Specifications

Toy Design

Each participant will design and construct an original toy for a child that meets the developmental and educational needs of a specific age group. Safety should be a primary concern in the planning and construction of the toy. Two (2) copies of the completed Toy Design Worksheet will be given to the evaluators prior to the start of the oral presentation.

Name of Toy	Choose a creative name for the original toy.
Age Group	Design and construct an original toy to meet the developmental needs of one of the following age groups: Birth–12 months; 12 months–24 months; 2–4 years; or 5–7 years.
Category of Play	Select applicable category of play such as: quiet play, active play, cooperative play, manipulative play, make-believe play, creative play, and learning play.
Design and Construction	Construct a toy using common, everyday items. Items may include, but are not limited to: paper goods, containers, household objects, sewing and craft items, and wood. Toy is creative, stimulates play, visually appealing, and well-made.
Safety, Sanitation and Storage	Design and construct the toy to meet safety and sanitation needs for the selected age group.

Oral Presentation

The oral presentation may be up to five (5) minutes in length and is delivered to the evaluators. The oral presentation should explain the specifics of the project. The toy should be demonstrated during the presentation. Only items required for use in demonstrating the toy are permitted.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Child Development	Show evidence of child development knowledge and skills by explaining how the toy addresses the developmental and educational needs of the selected age group.
Safety, Sanitation and Storage	Describe safety and sanitation considerations for the selected age group and how this has been addressed in the toy design. Explain how the toy should be maintained, cleaned, and stored.
Appeal for Children/Adults	Explain why the toy would appeal to children of the selected age group, and to adults who may recreate or purchase this toy for a child.
Toy Demonstration	Demonstrate use of the toy, pointing out any unique aspects of design, safety, or adaptive uses for special needs children, if applicable.
Voice	Speak with appropriate force, pitch, and articulation.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, and mannerisms. Wear clothing that meets the conference dress code.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the project. Questions are asked after the presentation.



TOYS THAT TEACH Point Summary Form

Name of Participant _____

Chapter _____ State _____ Level _____

1. Make sure all information at top is correct. If the participant does not show, write "No Show" across the top and return with other forms.
2. At the conclusion of scoring, 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 participant together.
3. At the end of competition, double check all scores and participant information to ensure accuracy.
4. Check with the Event Consultant or National FCCLA Staff if there are any questions regarding the evaluation process.

Orientation 0 or 5 points	0 Did not arrive on time for participant check in	5 Arrived on time for participant check in
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____	(5 points possible)
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE
Total Score _____	divided by number of evaluators	(95 points possible)
_____	= AVERAGE EVALUATOR SCORE	FINAL SCORE
		(Average Evaluator Score plus Room Consultant Total)
VERIFICATION OF FINAL SCORE AND RANK (please initial)		FINAL RANK



TOYS THAT TEACH

Rubric

Name of Participant _____

Chapter _____

State _____

Level _____

TOY DESIGN					Points
Toy Design Worksheet 0-15 points	0-1-2-3 Did not provide or not completed	4-5-6-7 Minimal information, many grammar or spelling errors	8-9-10-11 Completed with all required information, lacking detail, minor grammar or spelling errors	12-13-14-15 Completed with all required information, details given, correct grammar and spelling	
Age Appropriateness/ Play Category 0-15 points	0-1-2-3 Not age appropriate or does not address play category	4-5-6-7 Limited age appropriateness or application to play category	8-9-10-11 Generally age appropriate and addresses the selected play category	12-13-14-15 Toy is age appropriate and correctly addresses the selected play category	
Design and Construction 0-10 points	0-1-2 Little creativity shown, does not stimulate play, is not appealing, and is poorly made	3-4-5 Inconsistent in efforts of creativity, play, appeal, and construction	6-7-8 Generally creative, stimulates play, appealing, well-made	9-10 Used a variety of materials, is creative, stimulates play, visually appealing, and well-made/durable	
Knowledge of Child Development 0-10 points	0-1-2 None shared or information shared was incorrect	3-4-5 Minimal knowledge shared during presentation	6-7-8 Knowledge of child development is evident and shared at times in the presentation	9-10 Knowledge of child development is evident and incorporated throughout the presentation	
Safety, Sanitation Storage 0-10 points	0-1-2 Toy does not meet safety, sanitation, or storage needs for selected age group	3-4-5 Toy needs multiple changes to meet safety standards, be easy to clean/sanitize, and store	6-7-8 With minor changes, toy would pose no known safety hazard, be easy to clean/sanitize, and store	9-10 Toy poses no known safety hazards, is easy to clean/sanitize, and store	
Appeal of Toy to Children or Adults 0-5 points	0 Toy is not appealing	1-2 Toy is minimally appealing	3-4 Toy is generally appealing	5 Toy has high appeal	
Toy Demonstration 0-10 points	0 Did not demonstrate toy	1-2-3-4 Demonstrated toy but did not point out unique features	5-6-7-8 Toy use, safety, and unique aspects demonstrated	8-9-10 Toy use, safety, unique aspects, and adaptive uses demonstrated	
Voice 0-5 points	0 No voice qualities are used effectively	1-2 Voice quality is adequate	3-4 Voice quality is good, though could improve	5 Voice quality is outstanding and pleasing to listen to	
Body Language/ Clothing Choice 0-5 points	0 Body language shows nervousness and unease/ inappropriate clothing	1-2 Body language shows minimal amount of nervousness/ appropriate conference attire	3-4 Body language portrays participant at ease/ appropriate conference attire	5 Body language enhances the presentation/ appropriate conference attire	
Grammar/Word Usage/Pronunciation 0-5 points	0 Extensive (more than 5) grammatical and pronunciation errors	1-2 Some (3-5) grammatical and pronunciation errors	3-4 Few (1-2) grammatical and pronunciation errors	5 Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluators' questions	1-2 Responses to questions did not indicate adequate understanding of skills needed	3-4 Responses to questions were appropriate and reflect good understanding of skills needed	5 Responses to questions were appropriate and reflect excellent understanding of skills needed	

VERIFICATION OF SCORE (please initial)

Evaluator _____

Room Consultant _____

Event Consultant _____

TOTAL
(95 points possible)

Evaluator's Comments:



TOYS THAT TEACH

Toy Design Worksheet

Name of Participant _____

Chapter _____ State _____ Level _____

Bring two (2) copies of this completed worksheet to give to the evaluators prior to your oral presentation.

Name of Toy	Child Age Group	Category of Play
<p>Developmental and Educational Needs: <i>How does this toy meet the developmental and educational needs of the selected age group?</i></p> 		
<p>Appeal: <i>Describe how this toy will appeal to children of selected age group, and to adults who may recreate or purchase this toy for a child.</i></p> 		
<p>Supplies: <i>List the common, everyday items used to create the toy.</i></p> 		
<p>Safety: <i>What safety concerns did you address in design and construction?</i></p> 	<p>Suggested Storage and Care:</p> 	

STAR Events



Students Taking Action with Recognition

STAR Events (Students Taking Action with Recognition) are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation. STAR Events promote the FCCLA Mission to focus on the multiple roles of family member, wage earner, and community leader and offer individual skill development and application of learning through the following activities:

- cooperative—teams work to accomplish specific goals
- individualized—an individual member works alone to accomplish specific goals
- competitive—individual or team performance is measured by an established set of criteria.

Foundational Events			
<i>Events which build basic leadership and life skills for members who want to get involved and improve upon themselves.</i>			
Career Investigation	Entrepreneurship	Focus on Children	Interpersonal Communications
Job Interview	Leadership	Nutrition and Wellness	Parliamentary Procedure
Professional Presentation	Repurpose and Redesign	Sustainability Challenge	
Leadership Events			
<i>Events which provide opportunities for leaders to gain recognition for their work in chapters. Event content is designed to be a chapter project lead by the team who takes it to competition.</i>			
Chapter in Review Display	Chapter in Review Portfolio	Chapter Service Project Display	Chapter Service Project Portfolio
National Programs in Action	Promote and Publicize FCCLA!	Public Policy Advocate	
Career Focused Events			
<i>Events for members exploring a specific career area. Most events are for Level 2 and Level 3 participants who have spent time building career specific skills and knowledge, but a few events are open to Level 1 participants who want to explore a specific career path.</i>			
Baking and Pastry	Culinary Arts	Culinary Math Management	Early Childhood Education
Event Management	Fashion Construction	Fashion Design	Food Innovations
Hospitality, Tourism, and Recreation	Interior Design	Say Yes to FCS Education	Sports Nutrition
Teach and Train			
Online Events			
<i>Events which have a focus on the integration of family and consumer sciences content through a digital delivery. Preliminary Round participants submit projects for online evaluation. The top 15 highest scoring entries in each level are invited to present their digital project, plus an oral presentation, at the National Leadership Conference.</i>			
FCCLA Chapter Website		Digital Stories for Change	
Instructional Video Design			

STAR Event Information and Entries Per State

An *individual event* is one that is completed by the individual. A *team event* is one that is completed by *team* members, with the exception of Chapter Service Project, Chapter in Review, and Promote and Publicize FCCLA!, which reflect the efforts of other chapter members.

Event	Entries per State	Individual Event	Team Event	Event	Entries per State	Individual Event	Team Event
Baking and Pastry				Food Innovations			
Level 3	1		■	Level 1	2	■	or ■
Career Investigation				Level 2	2	■	or ■
Level 1	2	■		Level 3	2	■	or ■
Level 2	2	■		Hospitality, Tourism, and Recreation			
Level 3	2	■		Level 2	2	■	or ■
Chapter in Review Display				Level 3	2	■	or ■
Level 1	2		■	Interior Design			
Level 2	2		■	Level 2	2	■	or ■
Level 3	2		■	Level 3	2	■	or ■
Chapter In Review Portfolio				Interpersonal Communications			
Level 1	2		■	Level 1	2	■	or ■
Level 2	2		■	Level 2	2	■	or ■
Level 3	2		■	Level 3	2	■	or ■
Chapter Service Project Display				Job Interview			
Level 1	2		■	Level 2	2	■	
Level 2	2		■	Level 3	2	■	
Level 3	2		■	Leadership			
Chapter Service Project Portfolio				Level 2	2	■	
Level 1	2		■	Level 3	2	■	
Level 2	2		■	National Programs in Action			
Level 3	2		■	Level 1	2	■	or ■
Culinary Arts				Level 2	2	■	or ■
Level 3	1		■	Level 3	2	■	or ■
Culinary Math Management				Nutrition and Wellness			
Level 3	2	■	or ■	Level 1	2	■	or ■
Early Childhood Education				Level 2	2	■	or ■
Level 3	2	■		Level 3	2	■	or ■
Entrepreneurship				Parliamentary Procedure			
Level 1	2	■	or ■	Level 1	2		■
Level 2	2	■	or ■	Level 2	2		■
Level 3	2	■	or ■	Level 3	2		■
Event Management				Professional Presentation			
Level 1	2	■	or ■	Level 1	2	■	or ■
Level 2	2	■	or ■	Level 2	2	■	or ■
Level 3	2	■	or ■	Level 3	2	■	or ■
Fashion Construction				Promote and Publicize FCCLA!			
Level 2	2	■		Level 1	2	■	or ■
Level 3	2	■		Level 2	2	■	or ■
Fashion Design				Level 3	2	■	or ■
Level 2	2	■	or ■	Public Policy Advocate			
Level 3	2	■	or ■	Level 1	2	■	or ■
Focus on Children				Level 2	2	■	or ■
Level 1	2	■	or ■	Level 3	2	■	or ■
Level 2	2	■	or ■	Repurpose and Redesign			
Level 3	2	■	or ■	Level 1	2	■	or ■
				Level 2	2	■	or ■
				Level 3	2	■	or ■

Event Information (continued)

Event	Entries per State	Individual Event		Team Event	Event	Entries per State	Individual Event		Team Event
Say Yes to FCS Education					Sustainability Challenge				
Level 2	2	■			Level 1	2	■	or	■
Level 3	2	■			Level 2	2	■	or	■
Sports Nutrition					Teach and Train				
Level 1	2	■	or	■	Level 1	2	■		
Level 2	2	■	or	■	Level 2	2	■		
Level 3	2	■	or	■	Level 3	2	■		

Online STAR Event Information

Online STAR Events have two participation rounds. In the Preliminary Round, participants in each level submit their online, digital project for evaluation. The fifteen (15) highest scoring entries are invited to present their digital project, plus an oral presentation, at the National Leadership Conference.

Event	Entries per Chapter	Individual Event		Team Event	Event	Entries per Chapter	Individual Event		Team Event
Digital Stories for Change					FCCLA Chapter Website				
Level 1	2	■	or	■	Levels 1, 2 or 3	1	■	or	■
Level 2	2	■	or	■	(chapters may only choose one level for competition)				
Level 3	2	■	or	■					
Instructional Video Design									
Level 1	2	■	or	■					
Level 2	2	■	or	■					
Level 3	2	■	or	■					

Policies



ACCOMMODATIONS FOR DISABILITIES

FCCLA members with disabilities as properly identified by a valued team of professionals (such as an IEP team, Section 504 coordinator, certified psychologist, physician) will be reasonably accommodated in national events. Participants who require accommodation in their event should indicate a special needs request during the national event registration, or 60 days prior to the event. A national staff member will contact the adviser to determine the best process for the participant. For regional/district/state competitions, please contact the state adviser.

DISQUALIFICATION

Disqualification is unfortunate for everyone concerned—participants, advisers, and event managers. To avoid unnecessary disappointment, keep in mind the four causes for disqualification.

1. Failure to affiliate with national headquarters by May 31. Only affiliated members may register for national STAR Events. See “Membership” for details on affiliation.
2. Failure to arrive in a timely manner for event presentation. Participants are encouraged to arrive 30 minutes before their scheduled event presentation and may be disqualified if more than 15 minutes late.
3. Participation of students or adults in behavior that negatively affects the management of STAR Events or failure to display a positive image of the FCCLA organization before, during, or after participation in STAR Events may result in disqualification of students or adults and/or eligibility of the student(s) and/or adults(s) for participation the following year. The penalty is determined by the Competitive Events Advisory Team.
4. Failure to register for the National Leadership Conference and follow the published housing policies. All participants must be registered for National Leadership Conference Weekly Registration and stay within the official hotel block for the duration of the conference dates. STAR Events participants attending the National Leadership Conference and not staying within the conference hotel block will not be permitted to compete in national STAR Events.

DRESS POLICY

Student dress should contribute to the positive, professional image of FCCLA. STAR Events participants are expected to adhere to the published conference dress code for all conference sessions, including the state STAR Events Recognition Sessions. For participation in competition, follow event specifications for dress, and wear appropriate clothing for the nature of the presentation. Unless otherwise specified, appropriate clothing in events which do not allow costumes includes professional attire (any appropriate colors) or the official FCCLA blazer/uniform meeting the National Leadership Conference dress code. If attending conference activities prior to or immediately after a STAR Events presentation, be prepared to change into clothing that meets the conference dress code.

EVENT DESCRIPTION AND LEVELS

Individual events evaluate one member’s performance. Team events evaluate several participants’ or a chapter’s performance as one entry. Team events may have one, two, or three participants from the same chapter, with the exception of Baking and Pastry and Culinary Arts, which requires only that students be from the same state and Parliamentary Procedure, which may have four to eight participants from the same chapter.

Entry into a particular level is determined by the participant’s grade in school during the school year preceding the National Leadership Conference, and in some cases, enrollment in a specific course or program, as outlined in the event eligibility section.

LEVEL 1	LEVEL 2	LEVEL 3
FCCLA chapter members through grade 8	FCCLA chapter members in grades 9-10	FCCLA chapter members in grades 11-12

- A team composed of members of mixed grade levels must enter at the level of the highest 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.

MEMBERSHIP

A student is not considered an affiliated FCCLA member at any level (local, state, and/or national) until all membership dues are received at national headquarters. Only affiliated members are eligible to compete in any level of STAR Events. States should not allow members to participate in regional or state events unless national membership is verified. Note: Although the national membership deadline is May 31, states require earlier deadlines for competition. Verify all state deadlines with the state adviser.



Participants must compete in the level based upon their grade as recorded for membership affiliation and must reflect the actual grade level for the current school year. Students must compete with the chapter where their membership is held.

In addition to membership deadlines are STAR Events registration deadlines. Please ensure that all registrations are submitted in a timely manner to avoid disqualification or late fees at the regional, state, and national levels.

STATE SELECTION PROCEDURES

Members are not required to participate in state events prior to national STAR Events, though they must be selected by state-established procedures.

Eligibility and General Rules for All Levels of Competition

1. An individual member may participate in only one national STAR Event in any given year. Participation is open to any nationally affiliated FCCLA chapter member. Events may have additional eligibility requirements. States may limit the number of times a member may compete in an event; please check with the state adviser.
2. Participants must follow national rules for competition, or risk possible disqualification or loss of points. If national rules vary from state event rules, entries need to be changed to comply with national rules.
3. All STAR Events 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.
4. All STAR Events projects must be planned and prepared by the participant(s) only. Supporting resources are acceptable as long as participants are coordinating their use and resources are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non- participant work. Participants are encouraged to use original materials, items licensed for reuse, or items in which copyright permission has been granted.
5. State and chapter advisers should ensure that identical presentations of the same project are not entered into STAR Events in one year or in multiple years.
6. Participants are not allowed to distribute any materials to the evaluators unless the event rules specifically allow it. Evaluators are not allowed to keep any items given to them by STAR Events participants.
7. No projects 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 events.
8. Chapters are allowed to enter only one entry in Chapter in Review Display and one entry in Chapter in Review Portfolio per level.
9. Chapters are allowed to enter only one entry in FCCLA Chapter Website.
10. Spectators are not allowed to observe any portion of any STAR Event. Videotaping and/ or audio recording of events is not allowed. *Exception: Media and Business & Industry partners may be escorted into events with prior approval and arrangements made through national competitive events staff. States may set policies for exceptions on the state level.
11. Participants are to maintain a professional appearance and attitude during all STAR Events activities.
12. Participants are responsible for their own event materials, and may not have others assist them with event setup, including moving items into the competition area. Any items left behind are not the responsibility of FCCLA and may be discarded.
13. STAR Events resources (topics, scenarios, templates, etc.) can be found online at <http://fcclainc.org/programs/resources.php>. Look for this icon next to events which have resources on the FCCLA National Website. 
14. For Fashion Construction, Fashion Design, and Repurpose and Redesign events, lingerie and swimsuits are not allowed. Clothing that does not meet acceptable standards of modesty/appropriateness for a school function or setting is prohibited.
15. Participants may present in front, behind, or beside the designated table or space. Participants may not place items on the consultant or evaluator tables.
16. All materials on displays must be placed on a clearly defined presentation surface. Displays with a clearly defined front presentation surface (such as tri-fold boards) may not have items on the back of the board, as consultants/evaluators would not be expected to look behind a display for project components. Displays with multiple presentation sides may have materials on all clearly defined presentation surfaces. All materials must be easily viewed, accessible, and legible.
17. No live animals or people can be used as props or visuals. Only registered event participants may present in competition.
18. If a participant fails to adhere to event guidelines or event definition, or prepares an item not based on the current event scenario, 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. 

Event Management Information

Many individuals are needed to assist in the management of STAR Events. Both student members and adults play an important role in the success of the events. Throughout the events, cooperation and respect between youth and adults is encouraged and fostered by providing individuals the opportunity to work in youth/adult teams. The belief that youth are capable of assuming important roles has been the key to the success of this system. Specific management responsibilities are found in the STAR Events Management Manual and will be available prior to the event.

Event volunteers include:

- Lead Coordinator
- Assistant Lead Coordinator
- Event Lead Consultants
- Room Consultants
- Evaluators - Members, Subject Matter Experts (Advisers), Business, Industry, Community Members (Adults)

Evaluation teams are composed of youth and adults who are selected for their expertise in a specific event area. Business and industry and community members comprise some of the evaluators. Nominees should have previous experience participating in similar events or leadership experiences that qualify them for this responsibility. An orientation session for evaluators/room consultants is held prior to STAR Events, where the lead consultant will provide general STAR Events information, review the STAR Events philosophy, evaluation techniques, and clarify procedures, rules and rubrics.

Importance of Chapter Advisers Serving as Event Volunteers

Chapter advisers are subject matter experts in both Family and Consumer Sciences and FCCLA. As subject matter experts, they serve an important role in providing essential information about FCCLA, Family and Consumer Sciences curriculum, and career and technical education to both members and other adult volunteers. Without chapter advisers serving as event volunteers (lead and assist lead consultants, room consultants, evaluators) evaluation teams may lack critical context and subject matter information that could negatively impact final scoring. At the National Leadership Conference, all volunteers receive documentation of the hours devoted to competitive events. This documentation may be used by volunteers to assist with professional development certification, as allowed by local and/or state policies.



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. **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. STAR Events participants may not compete in any other competitive event at the National Leadership Conference.
10. **Are participants required to use manila folders from the FCCLA supplier?** No. For the 2019-2020 school year, the file folder with the line for "National Region" will no longer be available from the FCCLA Store and should not be used. Points will not be fully earned if any additional information is included on any file folder used in competition.
11. **Can students use FCCLA copyrighted material in STAR Events projects?** Yes, as long as the project is not used for commercial purposes or sold. All FCCLA resources must be cited appropriately.
12. **In an event with file folder, does it matter what color they are, 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 regional/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.
21. **Would a music stand be considered an easel?** If being used to “hold materials upright, usually during a presentation or display” then it would be considered an easel.
22. **If a participant places too many copies in a file folder, are penalty points assessed?** No. Additional materials should be removed and not considered in evaluation.
23. **Can we laminate pages?** Yes, but all laminated pages must still meet any size requirements as stated in event guidelines.
24. **If I have a multi-page document and place it in a sheet protector, is that counted as one content page?** Multiple pages within a sheet protector will count as more than one page, unless the sheet protector is sealed and only one page is able to be viewed.
25. **If there is an electrical outlet available, can we use it?** FCCLA will not prevent a student from using an outlet (if allowed in event guidelines), but access is not provided. Competition setup (location of tables, chairs, display area) will not be adjusted to accommodate electrical outlet usage.
26. **When should I submit the Online Project Summary Form?** This should be submitted prior to your first competition. If necessary, resubmit the form with updated information if needed.
27. **Can I reduce the size of the Online Project Summary Form for my display?** Yes, but it must remain legible and easily read by the event consultant.
28. **Is the Event Online Orientation available for all levels of competition (regional, district, state)?** The online orientation is required for students competing at the 2020 National Leadership Conference. Each entry must complete and submit the STAR Events Online Orientation form to the event room consultant at the time of competition. The forms are not to be included within a portfolio, or placed on a display. Forms are accepted at the time of competition, and not during or after the presentation. Only one form per entry (team or participant) is required. States may choose to require an onsite orientation or may develop an online orientation. Please confirm state procedures with your state adviser.
29. **Are accommodations made for special needs students?** FCCLA members with disabilities as properly identified by a valued team of professionals (such as an IEP team, Section 504 coordinator, certified psychologist, physician) will be reasonably accommodated in national events. Participants who require accommodation in their event should indicate a special needs request during event registration. A national staff member will contact the adviser to determine the best process for the participant. For regional/district/state competitions, please contact the state adviser.



Checklist for the Adviser



This checklist is designed to give you, the adviser, an organized view of STAR Events and to ensure all requirements for the students have been met. Please read all information carefully and completely to ensure you and your student(s) understand all requirements.

- 1. Distribute information about STAR Events to your members and provide access to the Competitive Events Guide
- 2. After the members have chosen their events, give them copies or electronic access to:
 - Policies, Eligibility and General Rules for ALL levels of competition
 - Checklist for Participants
 - STAR Events resources (topics, scenarios, templates, etc.) found online at <http://fcclainc.org/programs/resources.php>.
 - Pages for their event
 - Glossary
- 3. To avoid disqualification, make sure students are eligible for the event they have chosen.
- 4. Ensure that students' state and **national** dues have been paid by deadline dates. Students must be nationally affiliated.
- 5. Ensure that the registration for local, regional, or state events is sent in by the state's deadline.
- 6. After the students have completed their projects, go over all requirements with them and make sure all guidelines have been met.

Intra-curricular Opportunities

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. STAR Events strengthen the Family and Consumer Sciences program by increasing student motivation and providing a framework for authentic learning experiences. Many of the events can be used, with some adjustment, as the basis for classroom projects or activities.

Chapter advisers have access to lesson plans and more through the FCCLA Portal, through adviser professional development webinars, and adviser sessions at state and national FCCLA conferences.

Alignment of STAR Events to national educational initiatives and standards, Career Clusters, and National Standards for Family and Consumer Sciences can be downloaded at <http://fcclainc.org/programs/resources.php>.



Checklist for Participants

- 1. Ensure that your chapter, state, and national dues are paid by the deadline dates.
- 2. Choose an event.
- 3. Read through the guidelines and rules carefully.
- 4. Check Policies, Eligibility and General Rules in addition to your event Guidelines.
- 5. Obtain current STAR Events *resources* (if applicable) such as menus, scenarios, or templates at <http://fcclainc.org/programs/resources.php>. Some resources may be only available through the FCCLA Portal (ask your adviser for assistance).
- 6. Complete all parts of the project (Oral Presentation, *Portfolio*, *Display*, etc.).
- 7. Be sure to read the glossary for more clarification of *italicized* words.
- 8. Look over your event's rubric and Point Summary Form, and double check that you have covered all required elements.
- 9. Go through all rules again with your adviser, to make sure you have completed everything that is required correctly.
- 10. Practice going through your STAR Event many times to assure precision and quality. Have someone critique your materials and your performance, and consider incorporating their suggestions.



2019–2020 National Programs

FCCLA national programs were developed to build and strengthen students' leadership skills.



Career Connection is a program that guides students to learn more about themselves, the workplace, and careers so that they can put themselves on the pathway to future success.



Community Service is a program that guides students to develop, plan, carry out, and evaluate service-learning projects that improve the quality of life in their communities.



FACTS—Families Acting for Community Traffic Safety is a national peer education program through which students strive to save lives through personal, vehicle, and road safety.



Families First is a national peer education program through which youth gain a better understanding of how families work and learn skills to become strong family members.



Financial Fitness involves youth teaching one another how to earn, spend, save, and protect money wisely.



Power of One is a program that helps students find and use their personal power. Members set their own goals, work to achieve them, and enjoy the results.



STOP the Violence—Students Taking On Prevention is a program that empowers youth with attitudes, skills, and resources in order to recognize, report, and reduce youth violence.



Student Body is a peer education program that helps young people discover and practice how to be healthy, fit, real, and resilient.

The FCCLA Planning Process for Individual and Team Action

The *Planning Process* is a decision-making tool that supports the organization’s overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.



Go to <http://fcclainc.org/programs/resources.php> to download a blank FCCLA Planning Process 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

The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

- Brainstorm to generate ideas, or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable idea or project that interests and concerns the majority or all of your members.



SET A GOAL

The arrow stands for deciding which direction you will take. It points toward the goal or end result.

- Get a clear mental picture of what you want to accomplish, and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.



FORM A PLAN

The square represents the coming together of ideas—the who, what, where, when, and how of your plan.

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required on your part.
- List other available resources, such as people, places, publications, and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face, and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.



ACT

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out your group or individual plan.
- Use *family* and *community* members, advisers, committees, task forces, and advisory groups when needed.



FOLLOW UP

The broken squares suggest examining the project piece by piece. This symbol also represents a “window” through which to review and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.



STAR Events Dates to Remember



A student is not considered an affiliated FCCLA member at any level (local, state, and/or national) until all membership dues are received at national headquarters. Only affiliated members are eligible to compete in any levels of STAR Events. States should not allow members to participate in regional or state events unless national membership is verified. **Note: In order to register for national STAR Events, members must be affiliated at the time of registration. Consult your state adviser to determine the state affiliation deadline for participation in STAR Events.**

February 1

Online STAR Events, Level I entry deadline.

March 15

Online STAR Events, Level II invitations are sent to chapter and state advisers.

May – Deadlines to be published in the 2020 National Leadership Conference Guide

States with state competitions on or prior to April 24: participant registration and fees deadline of May (TBA), 5:00 p.m. EDT. Registrations submitted after this date without prior approval of a state registration extension will incur a late fee.

States with state competitions on or after April 25: participant registration and fees deadline of May (TBA), 5:00 p.m. EDT. Registrations submitted after this date without prior approval of a state registration extension will incur a late fee.

Participants registering after the published deadline through June 1 will pay an additional late participant registration fee of \$100 per event/level registration. Beginning June 1, 5:01 PM EDT, the late registration fee will be an additional \$200 per event/level registration. Late registrations will not be guaranteed a printed certificate.

Substitutions will not be permitted after the published STAR Events substitution deadline.

May 31

Membership affiliation submitted online and payment received deadline.

June 1–15

Event locations and logistical information for STAR participants and volunteers will be posted online. It is important that participants, advisers, and volunteers read all information mailed, emailed, or posted online at www.fcclainc.org. Online Event Orientations will be available for National Leadership Conference participants.

Please note that all late fees are in addition to the participant registration fee(s) and the national membership affiliation fee. Ensure that the registration and affiliation for local, regional, or state events is sent in by the state's deadline.



Specific Information for State Advisers



FCCLA state advisers are key to the success of STAR Events. Although STAR Events are managed by the national organization, state advisers carry a major responsibility for preparing, selecting, and monitoring their state participation.

1. Ensure student success by following national event rules when developing state events.
2. Develop a plan for selecting STAR Events participants. Criteria should include:
 - Participant selection when state-level events do not designate a first, second, and third place
 - Participant selection in states where there are no state events
 - Selection of substitutes for regional, district, and state STAR Events
 - Method of breaking a tie between top-rated state event participants
 - Policy for STAR Events participants' travel to the National Leadership Conference
 - Notification of all local chapters regarding the above information.
3. Help participants avoid disqualification by checking their eligibility for the event before advancing them to national-level competition. It is extremely important that state advisers submit and approve only those who have met all national rules. Screen applicants thoroughly. State advisers are directly responsible for screening since the national office lacks information to make these judgments. The number one concern is fairness, and state adviser commitment is essential to this goal. Careful supervision at the state level will eliminate the need for disqualification or loss of points at the national level.
4. Notify participants, their advisers, and any chaperones of the STAR Events information posted online at www.fcclainc.org throughout the year. Specific information for National Leadership Conference participants is posted in June, containing important information participants must know about before arriving at the national conference.
5. Submit all national STAR Events qualifiers through the national FCCLA Portal. Ensure that all qualifiers are submitted in the correct event/level, and meet event eligibility requirements.
6. Meet with national STAR Events participants prior to the National Leadership Conference and review national STAR Events rules and procedures to ensure successful transition from state to national competition. Inform participants of the Event Online Orientation requirements and the full National Leadership Conference schedule.
7. State advisers are key in identifying qualified evaluators, room consultants, and event volunteers—both youth and adults. Because STAR Events operate on a limited budget, unpaid volunteers are essential. **States are responsible for providing one evaluator and/or room consultant for every three event participants.** Refer to the STAR Events Management Manual for evaluator's and room consultants' specific duties. Ensure volunteers fulfill their duties onsite.
8. Enforce national policy on behavior at the National Leadership Conference. (See Disqualification section.)
9. Approve any substitutions for STAR Events, as directed in the FCCLA Portal, if substitutes meet the event eligibility requirement and state selection policies, and is submitted prior to the substitution deadline.
10. Collect participant rubrics at the Competitive Events Headquarters or as determined by national competitive events staff.



Requirements/Policies for National Leadership Conference Participants



Chapter Substitution Policy

Once a chapter has registered a student as a National STAR Events participant, a substitution from that chapter is permitted in the case of a team event, but only if the substitute meets the eligibility requirements of that event. All substitutions must be approved by the state adviser. Substitutions are not permitted in individual events. Substitutions are not permitted after June 1 for National STAR Events. States may determine substitution policies for STAR Events at the district, regional, or state levels.

Competitive Events Advisory Team

Resolution to situations not addressed in policies or in event guidelines will be determined in consultation between national FCCLA staff and members of the Competitive Events Advisory Team.

Conference Registration and Housing

Delegates, Competitors, and National Officer Candidates attending the National Leadership Conference must register to attend the entire conference and stay within the official meeting/conference hotel block for the length of the conference. In any extenuating circumstances, a written waiver may be submitted via the State Adviser to National staff for consideration.

Dress Policy

Refer to the Dress Policy in the “Policies” section.

National Participation Schedule

A tentative competition schedule and event registration, orientation information (if offered onsite) will be posted in February with the National Leadership Conference promotional materials. Specific instructions concerning event locations and logistics will be posted by June 1.

Chapter advisers will receive the scheduled participation times for their chapter’s participants during the Competitive Events Registration Packet Pick Up. Changing schedules with other participants is not permitted. Participants are required to be available during the entire time their event takes place. Do not schedule other activities during these time periods. Once competition schedules are distributed, changes are not made for any scheduling conflicts.

Chapter advisers will be responsible for picking up all STAR Events registration materials and distributing it to their STAR Events participants. At this time the chapter adviser or adult designee will:

- Confirm participant attendance and no-shows
- Receive participant information, which may include ribbons, participation times, specific event materials, and recognition session information
- Sign acknowledgement of receipt of materials

Any packets not picked up and signed during the specified Competitive Events registration time(s) will result in participants not receiving the 3 points for registration. Participants are still eligible to compete at their scheduled time. Any packets not picked up during the specified time(s) will be identified as a late pick-up. Chapter advisers may pick up these materials during normal conference registration hours. Questions regarding STAR Events will be handled at the Competitive Events Headquarters only.

National Recognition, Awards and Scoring

The top three placements in each event and level will receive recognition during a National Leadership Conference general session. Given the large number of competitors in National STAR Events, FCCLA has established the use of standard deviation to determine placement in events which require more than one competition station. The use of the standard deviation formula helps balance differences in scoring between evaluators in competition stations. The use of the formula does not eliminate the possibility of ties; therefore, tiebreaker procedures will be utilized as needed. No ties will be allowed for 1st, 2nd, or 3rd place, but ties may remain for additional placements. Once scores are submitted by event consultants, the top 10 scores in each event, after standard deviation is applied, will be reviewed to determine accuracy. **All scores are considered final for placement recognition, and no scores will be changed once the top 10 scores are validated by event officials and entered into the scoring database.**

Participants will receive recognition at the following levels. These levels are determined by score, without the application of standard deviation.

Gold (90 – 100)

Silver (70 – 89.99)

Bronze (1 – 69.99)

Each entry is evaluated by a standard set of criteria. There is no limit to the number of medals given for each level in any level. STAR Events participants must attend their State Recognition Session to receive a medal.

National STAR Events Registration Deadlines

Online STAR Events, Level I entries due by 5:00 p.m., EST, February 1.

States with state competitions on or prior to April 24 must submit all STAR Events registrations online to FCCLA national headquarters by 5:00 p.m., EDT, May 1.

States with state competitions on or after April 25 must submit all STAR Events registrations online to FCCLA national headquarters by 5:00 p.m., EDT, May 15.

Participants registering after the published deadlines through June 1 will pay an additional late participant registration fee of \$100 per event/level registration. Beginning June 1 at 5:01 PM EDT, the late registration fee will be an additional \$200 per event/level registration. Late registrations will not be guaranteed a printed certificate.

Substitutions will not be permitted after the published STAR Events substitution deadline.

Online Orientation Sessions

All entries will receive 2 points for submitting the STAR Event Online Orientation form, to be completed after viewing the event orientation session video, posted on the national FCCLA website. During this presentation the STAR Events schedule, participant's responsibilities, general event schedule and evaluation procedure will be reviewed. Each entry must complete and submit the STAR Events Online Orientation form to the event room consultant at the time of competition. Only one form per entry (team or participant) is required.

All rules apply even if the participant decides not to complete the orientation session. FCCLA does not assume responsibility for any problems resulting from participants who choose not to complete and document their participation.

Online Testing

Culinary Math Management and Parliamentary Procedure participants are required to take their event tests during an online testing window, May 4-20, 2020. This test will not be offered onsite at the National Leadership Conference. Participants not taking the test online during the testing window will lose the testing points.

Special Needs Requests

FCCLA members with disabilities as properly identified by a valued team of professionals (such as an IEP team, Section 504 coordinator, certified psychologist, physician) will be reasonably accommodated in national events. Participants who require accommodation in their event should indicate a special needs request during the national event registration. A national staff member will contact the adviser to determine the best process for the participant.

STAR Events Registration Fees

Each participant in a team or individual event pays a fee to help cover STAR Events expenses— room rental, volunteer meals, recognition session expenses, medals, and event supplies. In addition to the participant entry fee, online STAR Events, Level II entries pay a technology fee to provide Internet access and equipment. The national STAR Event participant fee is posted in the National Leadership Conference information. **STAR Events fees are nonrefundable.**

Supplies, Equipment and Electrical Access

Participants must bring all needed supplies with them to competition. Supplies will not be available from the National Leadership Conference Headquarters or Competitive Events Headquarters.

Access to an electrical outlet will not be provided unless required for a participant classified under the provisions of the Individuals with Disabilities Education Act. This request must be made during the national STAR Events registration process. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for presentations, as allowed per event guidelines.



NATIONAL STAR EVENTS TIE-BREAKER PROCEDURES



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
★ Workload Shared & Time Efficiency ★★ Safety ★★★ Sanitation	★ Career Planning ★★ Evidence of Career Research ★★★ Self Assessment
CHAPTER IN REVIEW DISPLAY AND PORTFOLIO	CHAPTER SERVICE PROJECT DISPLAY AND PORTFOLIO
★ Leadership activities ★★ State and national programs ★★★ Public relations efforts	★ Project impact ★★ Addresses a specific need ★★★ Increase awareness/public relations
CULINARY ARTS	CULINARY MATH MANAGEMENT
★ Workload Shared & Time Efficiency ★★ Safety ★★★ Sanitation	★ Visuals: effectively illustrate content ★★ Oral presentation; knowledge of subject matter ★★★ Point Summary Form: average team score on test
DIGITAL STORIES FOR CHANGE	EARLY CHILDHOOD EDUCATION
★ Project Summary ★★ Creativity and Design ★★★ Technical Quality Images or Video	★ Evidence of developmental knowledge ★★ Lesson plans ★★★ Activity planning form: setting, supplies, activity
ENTREPRENEURSHIP	EVENT MANAGEMENT
★ Business description ★★ Organizational chart ★★★ Budget	★ Planning and Implementation Timeline ★★ Projected Budget and Options ★★★ Oral presentation – Knowledge of Event Planning and Management
FASHION CONSTRUCTION	FASHION DESIGN
★ Knowledge of construction ★★ Display ★★★ Selected skill area (overall score)	★ Collection design ★★ Career path ★★★ Fabric profiles
FCCLA CHAPTER WEBSITE	FOCUS ON CHILDREN
★ Promotion of FCS and FCCLA ★★ Membership Information ★★★ Program of Work	★ Applies child development concepts ★★ Impacts children and community positively ★★★ Addresses a specific need
FOOD INNOVATIONS	HOSPITALITY, TOURISM, AND RECREATION
★ Original prototype formula(s) ★★ Nutrition information ★★★ Product testing method	★ Background research ★★ Customer service strategy ★★★ Business web site: client services and knowledge of respective focus area
INSTRUCTIONAL VIDEO DESIGN	INTERIOR DESIGN
★ Video Design Worksheet ★★ Content ★★★ Technical Quality	★ Originality of design ★★ Scaled room floor plan ★★★ Use of display boards during presentation
INTERPERSONAL COMMUNICATIONS	JOB INTERVIEW
★ Case study response: knowledge of communication techniques ★★ Oral presentation – Impact on interpersonal communications ★★★ Oral presentation – Use of appropriate techniques	★ Career Related Education ★★ Educational Enhancement Opportunities ★★★ Business Communication

<p style="text-align: center;">LEADERSHIP</p> <ul style="list-style-type: none"> ★ Leadership Profile & Employability Skills Checklist ★★ Leadership inventory summary ★★★ Leadership reflection 	<p style="text-align: center;">NATIONAL PROGRAMS IN ACTION</p> <ul style="list-style-type: none"> ★ Identify concerns: knowledge of the national program ★★ Act: action taken on plan ★★★ Form a plan: organization
<p style="text-align: center;">NUTRITION AND WELLNESS</p> <ul style="list-style-type: none"> ★ Evidence of nutrition and wellness research ★★ Knowledge of subject matter ★★★ Nutrition and wellness goals 	<p style="text-align: center;">PARLIAMENTARY PROCEDURE</p> <ul style="list-style-type: none"> ★ Proper use of parliamentary law ★★ Demonstration time and quality ★★★ Team participation
<p style="text-align: center;">PROFESSIONAL PRESENTATION</p> <ul style="list-style-type: none"> ★ Visuals/props – Creativity to enhance presentation ★★ Visuals/props effectively illustrate content ★★★ Oral presentation – Knowledge of subject matter 	<p style="text-align: center;">PROMOTE AND PUBLICIZE FCCLA</p> <ul style="list-style-type: none"> ★ Promotion plan description ★★ Evidence of research ★★★ Evidence of campaign
<p style="text-align: center;">PUBLIC POLICY ADVOCATE</p> <ul style="list-style-type: none"> ★ Issue research ★★ Methods of Action ★★★ Results of Advocacy/Action Plan Assessment 	<p style="text-align: center;">REPURPOSE AND REDESIGN</p> <ul style="list-style-type: none"> ★ Design and construction skills – Overall quality of workmanship ★★ Display ★★★ Design and construction skills – Selected skill areas (overall score)
<p style="text-align: center;">SAY YES TO FCS EDUCATION</p> <ul style="list-style-type: none"> ★ FCS Education Research Summary ★★ Classroom Observation Summary ★★★ FCCLA Integration Plan 	<p style="text-align: center;">SPORTS NUTRITION</p> <ul style="list-style-type: none"> ★ Nutrient evaluation ★★ Sport and training summary pages ★★★ Nutrition and hydration plan
<p style="text-align: center;">SUSTAINABILITY CHALLENGE</p> <ul style="list-style-type: none"> ★ Creativity and multiplication of project ★★ Knowledge of the relationship of environmental concern to participants’ home, school, and/or community ★★★ Scope of educational presentation 	<p style="text-align: center;">TEACH AND TRAIN</p> <ul style="list-style-type: none"> ★ Career exploration ★★ Evidence of technology used ★★★ Lesson/workshop plan: organization

Thank you to Virginia FCCLA for original development of this tie-breaker guide



Baking and Pastry



Baking and Pastry, a team event, recognizes participants who demonstrate their baking and pastry skills through the preparation of a quick bread, choux pastry, cookie, and shaped yeast bread.

EVENT LEVELS

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences culinary arts industry training program, as determined by their state department of education. Students enrolled in general food and nutrition courses not preparing them for a career or employment in culinary arts are not eligible.



3. Each team must complete the online project summary form located on the “Surveys” tab of the FCCLA Portal and provide signed proof of submission at the assigned participation time.
4. The competition recipes and equipment list for National Leadership Conference will be posted on the FCCLA national website on April 1. Any necessary large equipment will be provided. Only items on the list may be brought to the event. Any items not on the equipment list will be removed and returned to the participant after clean up. For regional/state competitions, recipes and equipment lists will be provided by the host facility and/or state association.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1 -3	Equipment	Large equipment, food	Chef’s uniform as described	15 minutes prep time	15 minutes uniform and equipment check	2 hours 45 minutes food production	15 minutes cleanup	3 hours and 30 minutes

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

BAKING AND PASTRY

Procedures and Time Requirements

Participants will report to the designated room at the specified time with all required equipment, and wearing appropriate, clean attire. Teams will turn in a prepared time management plan prepared on the published recipes. <i>Teams</i> will be given a menu and all required recipes and ingredients.	
15 minutes	Uniform and equipment inventory check. Time management plan returned at the end of equipment check.
15 minutes	Identical food items will be available to each team. No other food products, garnishes, or condiments may be brought to the event. <i>Teams</i> will have 20 minutes to organize work area, obtain supplies, and adapt the time management plan, if required. Examples of allowable activities include placing equipment, verifying oven temperatures, measuring products, and clean/wash products. No products may be cut, peeled, sliced, etc.
2 hours 45 minutes	Participants will be given 2 hours and 45 minutes to prepare the required products according to recipe specifications.
15 minutes	Participants will have 15 minutes to clean up their workstations.

Specifications

Uniform and Appearance

Participants will be well groomed and wear appropriate, clean attire meeting the following standards:

Uniform, Jewelry and Personal Hygiene	Clean and appropriate <i>uniform</i> including <i>professional</i> chef attire (chef coat/jacket; industry pants or commercial <i>uniform</i> pants; apron; hair covering or chef hat; closed-toe, low heel, kitchen shoes made with non-slip soles and sealed non-melting uppers (canvas shoes are not appropriate). Facial jewelry is concealed with bandages. No additional jewelry, with the exception of a watch, is allowed. Facial hair is permitted if appropriate covering is used. Hair is properly restrained with hairnet if hair extends past the neck line. Minimal makeup, no cologne or nail polish. Acceptable graphics on the Culinary Arts uniform include the FCCLA logo, school, chapter, or state name or logo, and individual name. No additional logos are permitted. If required, additional logos may be covered with white cloth tape.
---------------------------------------	---

Safety and Sanitation

Participants, and their work areas, are kept sanitary and organized, meeting the following standards:

Safety and Sanitation	Work station is kept neat, clean and organized in a safe and sanitary manner. Hand washing is done frequently. Food contact surfaces are cleaned and sanitized frequently. Proper knife safety is demonstrated and small equipment is handled properly, according to industry standards. Complete final cleanup and return supplies after event within designated time period. Baked goods internal temperature is taken at center to reach required/desired food temperature.
-----------------------	--

Product Production

Participants will have 2 hours and 45 minutes to prepare food products. Participants should be proficient in the preparation of all required food products. Participants will demonstrate industry standards in the use of equipment, tools, and techniques. Participants will follow directions and recipes to prepare food products that meet industry standards for appearance and taste. The *team* will present all items for evaluation at the end of the 2 hours and 45 minutes period. There will be no extra time allowed to complete preparation or presentation. All work must stop at the 2 hours and 45 minutes time limit.

Equipment, Tools, and Techniques	Use proper equipment, tools, products, vocabulary, and techniques in the preparation of required items, including the use of scales for measuring ingredients and equal division of dough and batter.
Work Organization	Works effectively and workstation is organized to complete tasks within time allowed.
Mise en Place	Work as an effective, contributing team and display organizational skills. Mise en place is well executed.
Product Appearance	Products have appropriate color and doneness, are properly shaped and have visual appeal.
Product Consistency	Size, shape, and/or color of products meet or exceed industry expectations. Correct amount (yield) of items has been produced.
Baking Principles and Techniques	Follow directions of recipes in proper sequence to demonstrate correct baking principles.
Product Taste and Texture	Flavors and textures meet or exceed industry expectations.



Baking and Pastry

STAR Events Point Summary Form

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. At the conclusion of evaluation, 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.
3. At the end of competition, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.
4. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Proof of Project Summary Form Submission 0 or 1 point	0 Not presented to Room Consultant at participation time	1 Presented to Room Consultant at participation time	
Uniform and Appearance 1 to 3 points	1 Unprofessional uniform/attire by all team members or includes graphics/logo not permitted in event	2 Unprofessional appearance or attire by some members as marked below: __hair/beard restraints missing __kitchen shoes not worn __Jewelry uncovered __personal grooming does not meet guidelines	3 Professional attire worn by all team members: __hair/beard restraints __kitchen shoes __no visible jewelry and facial jewelry covered with bandage __personal grooming meets guidelines
Time Management Plan 0-1 point	0 Not included or incomplete	1 Included and complete for all team members and products	
EVALUATORS' SCORES			ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____		(10 points possible)
Evaluator 2 _____	Initials _____		AVERAGE EVALUATOR SCORE
Evaluator 3 _____	Initials _____		(90 points possible)
Total Score _____	divided by number of evaluators		FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE		(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 _____



BAKING AND PASTRY

Rubric

Name(s) of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

SAFETY AND SANITATION					Points
Safety 0-3 points	0	1	2	3	
	Station is disorganized, safety is disregarded	Station is lacking neatness and organization, questionable knife and small equipment safety	Station is neat and organized, knife safety is good and most small equipment is handled safely and properly	Station is very neat and organized, all knives and small equipment are handled safely and properly. Internal temperature correct and taken at center	
Sanitation 0-2 points	0	1	2		
	Disregards safety and created unsafe and unsanitary conditions	Shows minimal safety and sanitation practices, surfaces inconsistently cleaned and sanitized, inconsistent hand washing	Follows all safety and sanitation practices, food contact surfaces are cleaned and sanitized frequently, frequent hand washing		
FOOD PRODUCTION					
Equipment, Tools & Techniques 0-2 points	0	1	2		
	Selection and usage of tools/equipment lacks understanding and demonstration of skills	Selection and usage of tools/equipment demonstrate some industry techniques	Selects and uses all tools/equipment correctly and safely following industry techniques, including use of scales for measuring		
Workload Shared and Time Efficiency 0-2 points	0	1	2		
	All members are unskilled in individual tasks, workload is very unevenly distributed and team members are challenged to complete tasks	Some members are skilled in individual tasks while others seem challenged, work load is unevenly distributed and team members contribute unequally	All members are highly skilled in individual tasks, work load is evenly distributed and all team members contribute equally		
Mise en Place 0-1 points	0	1			
	Mise en place is poorly executed and team displays unacceptable organizational skills	Mise en place is well executed and team displays excellent organizational skills			
QUICK BREAD					
Appearance 0-5 points	0	1-2	3-4	5	
	Items are visually unappealing. Appear to be either under baked or burnt	Items are a slightly too light or too dark in color. Crust appears to be too soft	Slight color variance, good crust, shape is visually appealing	Exceptional color and doneness, with proper crust and crumb, visually appealing	
Consistency 0-5 points	0	1-2	3-4	5	
	Size, shape and/or color is inconsistent. Incorrect yield	Size, shape and/or color is inconsistent. Correct yield	Size, shape and/or color is consistent. Correct yield	Size, shape and/or color is exceptional and meets or exceeds industry expectations. Correct yield	
Principles and Techniques 0-5 points	0	1-2	3-4	5	
	Incorrect technique used throughout preparation	Product over or under mixed, incorrect proportions of ingredients	Product overmixed, tough or with tunnels	Correct techniques meeting industry standards for quick bread preparation	
Taste and Texture 0-5 points	0	1-2	3-4	5	
	Taste is bland, flavorless or bitter. Batter stood too long before baking. Coarse texture and unappealing	Items are lacking taste, crust is soft, product is dense and heavy. Little to no crumb	Well balanced flavor with pleasing exterior and interior texture, with good crumb	Flavor and texture meet or exceeds industry expectations	
CHOUX PASTRY					
Appearance 0-5 points	0	1-2	3-4	5	
	Items are visually unappealing. Appear to be either under baked or burnt	Items are a slightly too light or too dark in color. Lacks visual appeal.	Slight color variance, shape is good and visually appealing	Exceptional color and doneness, with excellent shape and is visually appealing	
Consistency 0-5 points	0	1-2	3-4	5	
	Size, shape and/or color is inconsistent. Incorrect yield	Size, shape and/or color is inconsistent. Correct yield	Size, shape and/or color is consistent. Correct yield	Size, shape and/or color is exceptional and meets or exceeds industry expectations. Correct yield	
Principles and Techniques 0-5 points	0	1-2	3-4	5	
	Incorrect technique used throughout preparation	Product under or overmixed, incorrect proportions of ingredients	Product mixed correctly, but ingredient proportions not correct	Correct techniques meeting industry standards for choux pastry	
Taste and Texture 0-5 points	0	1-2	3-4	5	
			Well balanced flavor and texture		

	Taste is bland, flavorless or bitter. Soggy interior.	Items are lacking taste, failed to rise and/or collapsed		Flavor and texture meets or exceeds industry expectations	
COOKIE					
Appearance 0-5 points	0 Items are visually unappealing. Appear to be either under baked or burnt	1-2 Items are a slightly too light or too dark in color.	3-4 Slight color variance, good crust, shape is uniform	5 Exceptional color and doneness, properly shaped and visually appealing	
Consistency 0-5 points	0 Size, shape and/or color is inconsistent. Incorrect yield	1-2 Size, shape and/or color is inconsistent. Correct yield	3-4 Size, shape and/or color is consistent. Correct yield	5 Size, shape and/or color is exceptional and meets or exceeds industry expectations. Correct yield	
Principles and Techniques 0-5 points	0 Incorrect technique used throughout preparation	1-2 Product over or under mixed, incorrect proportions of ingredients	3-4 Product mixed correctly, but ingredient proportions not correct	5 Correct techniques meeting industry standards for cookie preparation	
Taste and Texture 0-5 points	0 Taste is bland, flavorless or bitter. Dough was overworked or product not cooled properly	1-2 Items are lacking taste, cookies spread too much, are stiff, or too crumbly	3-4 Well balanced flavor with pleasing exterior and interior texture	5 Flavor and texture meet or exceeds industry expectations	
SHAPED YEAST BREAD					
Appearance 0-5 points	0 Items are visually unappealing. Appear to be either under baked or burnt	1-2 Items are a slightly too light or too dark in color. Crust appears to be too soft or tough	3-4 Slight color variance, good crust, shape is visually appealing, but cracks or blisters	5 Exceptional color and doneness, properly shaped, visually appealing	
Consistency 0-5 points	0 Size, shape and/or color is inconsistent. Incorrect yield	1-2 Size, shape and/or color shows few inconsistencies. Correct yield	3-4 Size, shape and/or color is consistent. Correct yield	5 Size, shape and/or color is exceptional and meets or exceeds industry expectations. Correct yield	
Principles and Techniques 0-5 points	0 Incorrect technique used throughout preparation	1-2 Product over or under mixed, incorrect proportions of ingredients, incorrect rising time	3-4 Product mixed correctly with adequate rising time	5 Correct techniques meeting industry standards for shaped yeast bread preparation	
Taste and Texture 0-5 points	0 Taste is bland, flavorless or bitter. Crumble, dry, coarse or wet interior texture	1-2 Items are lacking taste, crust is too soft or too tough, interior holes	3-4 Well balanced flavor with pleasing exterior and interior texture	5 Flavor and texture meets or exceeds industry expectations	

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

TOTAL

(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

BAKING AND PASTRY

Time Management Plan

Name of Member _____ State _____

Name of Member _____

Name of Member _____

Time	Activity	Member Responsible	Food Item/Equipment Needed



Career Investigation



Career Investigation, an *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 Family and Consumer Sciences coursework to the selected career. 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

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or- Professional dress appropriate to event	5 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

* Presentation Equipment is allowed only for presentation of electronic portfolio.

CAREER INVESTIGATION

Procedures and Time Requirements

Each participant will submit a portfolio (hardcopy or electronic) to the event room consultant at the designated participation time.	
10 minutes	The participant will have 10 minutes to set up any additional items for the event. Other persons may not assist.
	Room consultants and evaluators will have 10 minutes to preview the portfolio (hardcopy or electronic) during participant set up time. The participant must make the electronic portfolio accessible to evaluators
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview the participant.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 contain more than 36 pages. 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, and 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 47 slides, as described below.

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 career investigated.
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 Planning Process Summary Page	Summarize how each step of the <i>Planning Process</i> was used to plan and implement the project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-7	<i>Content Divider Pages</i> or Sections	Use 0 to 7 <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 25 8 ½" x 11" pages or 35 slides	Self-Assessment	Document evidence of self-assessment. Examples include examining personal interests, values, aptitudes, skills, personality traits, and learning styles. Describe the role of self-assessment in the selection of the specific career.
	Evidence of Career Research	Provide detailed research including job description; duties and responsibilities; qualifications; entry-level position and advancement opportunities; job outlook; and salary.

Career Investigation Specifications (continued)

Experiences with Business, Industry, Agencies, and Organizations	Document experiences in selected career field. Examples of documentation may include but are not limited to written summaries of interviews from business, industry, agency, organization personnel; written narrative of job shadowing or cooperative work experiences; and photographs.
Samples of School Work	Include examples or samples of Family and Consumer Sciences and academic coursework.
Use of Family and Consumer Sciences Coursework/Standards	Describe ways Family and Consumer Sciences coursework and/or standards will be used in selected career.
Career Planning	State career goals and create a plan for achieving goals. Include plans for high school and further education and training as well as extra-curricular and intra-curricular activities that will enhance possibilities for achieving goals.
Works Cited/Bibliography	Use MLA or APA citation style to cite all references. Resources should be <i>reliable</i> and <i>current</i> .
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation may be up to 10 minutes in length and is delivered to evaluators. The presentation is to describe research and career exploration efforts in detail. The *portfolio* will be used by the participant during the oral presentation. No other *visuals* or *audiovisual equipment* will be permitted.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Selected Career	Present <i>current</i> data and show evidence of knowledge of selected career.
Relationship of Family and Consumer Sciences Coursework/Standards	Describe the relationship of Family and Consumer Sciences coursework and/or standards to selected career.
Use of <i>Portfolio</i>	Use <i>portfolio</i> to describe all phases of the project.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.



CAREER INVESTIGATION Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

PORTFOLIO							
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	
Self Assessment 0–10 points	0 Not included	1 2 Vaguely referred to but incomplete evidence	3 4 Some evidence of self-assessment	5 6 Explained somewhat, but not documented sources of self-assessment	7 8 Documented resources used for self-assessment	9 10 Documented variety of resources used, described role of self-assessment in selection of career	
Evidence of Career Research 0–10 points	0 Not explained	1 2 Some research done but incomplete information	3 4 Research is current but from unreliable sources	5 6 Research is current but only partially describes job description	7 8 Research is current, appropriate for topic; from reliable sources	9 10 Research is current, from reliable sources, documented correctly, and appropriate for topic	
Experiences with Business, Industry, Agencies, and Organizations 0–5 points	0 No samples provided	1 Limited samples are provided	2 Limited experiences were undertaken	3 Few experiences explained; little variety of experiences	4 Good variety of experiences and of value to the career choice selected	5 Wide variety of valuable experiences and documentation is clear and easy to understand	
Samples of School Work 0–5 points	0 No samples provided	1 Limited number of samples provided	2 Limited samples of FCS or academic coursework	3 Samples of FCS and academic coursework are provided	4 Explanation and documented evidence of how school work will be used be in selected career	5 School work is explained thoroughly as to how it will be used in selected career	
Use of Family and Consumer Sciences Coursework and Standards 0–5 points	0 No explanation of FCS	1 Brief explanation provided of FCS coursework	2 Limited examples of Academic coursework as it relates to career choice	3 Brief explanation, limited evidence of how coursework will be used in selected career	4 Relationship of FCS coursework and standards to selected career is briefly explained	5 FCS coursework and standards are explained thoroughly and related to selected career	
Career Planning 0–5 points	0 No career goal stated	1 Briefly explained career goal(s)	2 States career goal(s) but no plan for achieving goal(s)	3 Brief explanation of career goal(s) and how to achieve the goal(s)	4 States career goal(s) that includes plan for education/ training and other activities for achieving goal(s)	5 Clearly states career goal(s) and includes thorough explanation of plan and activities for achievement of goal(s)	
Works Cited/ Bibliography 0–3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
Appearance 0–3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information			

Career Investigation Rubric (continued)

ORAL PRESENTATION							
Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	6 Presentation covers all relevant information with a seamless and logical delivery
Knowledge of Selected Career 0-5 points	0 Little evidence of career knowledge	1 Minimal evidence of career knowledge	2 Some evidence of career knowledge	3 Knowledge of career is evident but not effectively used in presentation	4 Knowledge of career is evident and shared at times in the presentation	5 Knowledge of career is evident and incorporated throughout the presentation	
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well	
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



Chapter in Review Display



Chapter in Review Display, 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 **display** and an **oral presentation**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 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.
3. Items within the *display* may be used as in- hand *visuals* during the oral presentation, but must be returned within *display dimensions* when done.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Display, Oral Presentation	Table or Freestanding space - yes Electrical Access – no Wall Space – no Supplies - no	Official dress -or- Professional dress – or costume appropriate to event	5 minutes	5 minutes after 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 DISPLAY



Procedures and Time Requirements

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	At the designated participation time, participants will have 5 minutes to set up a display. Other persons may not assist.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Following the interview, evaluators will have 5 minutes to review the display.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

Specifications

Display

The *display* may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including any *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). Scrapbooks, *flip charts*, *portfolios*, and *photo albums* are not allowed. Each *display* must include a *project identification page* and a *Planning Process* summary page.

<i>Project Identification Page</i>	One 8 ½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' name(s), chapter name, school, city, state, event name, and project title.
FCCLA <i>Planning Process</i> Summary Page	One 8 ½" x 11" summary page of 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.
Evidence of Online Project Summary Submission	
Membership <i>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.
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 projects 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	
State and <i>National Programs</i>	Complete project activities related to state and <i>national programs</i> .
Public Relations Efforts	Use a variety of public relations techniques to increase public awareness of FCCLA and Family and Consumer Sciences and/or related occupations.
Appearance	<i>Display</i> should be neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.

Chapter in Review Display Specifications (continued)

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 presenting a *display* may use audio and/or visual recordings, but they are limited to a 3-minute playing time. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a *visual* during the oral presentation.

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 <i>display</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	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



STAR Events Point Summary Form CHAPTER IN REVIEW DISPLAY

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' *display* 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Online Event Orientation Documentation 0 or 2 points	0	2	
	Official documentation not provided at presentation time or signed by adviser	Official documentation provided at presentation time and signed by adviser	
Display Set-Up 0-1 point	0	1	
	Participants did not set up their display within allotted time period	Participants set up display during allotted time period	
Display Dimensions 0-1 point	0	1	
	Does not fit with the appropriate dimensions/objects not returned within display after presentation	The display fits/objects returned within display after presentation	
Project Identification Page 0-1 point	0	1	
	Project ID page is missing or incomplete	Project ID page is present and completed correctly	
Project Summary Submission Proof 0-1 point	0	1	
	Project Summary Submission missing	Project Summary Submission present	
Punctuality 0-1 point	0	1	
	Participant was late for presentation	Participant was on time for presentation	

EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1 _____	Initials _____	(10 points possible)	
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE	
Evaluator 3 _____	Initials _____	(90 points possible)	_ . _ . _
Total Score _____	divided by number of evaluators	FINAL SCORE	
_____	= AVERAGE EVALUATOR SCORE	(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 DISPLAY Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

DISPLAY							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; no more than 1 page	
Membership Campaigns 0-5 points	0 Not evident	1 1 or no campaign shown	2 Campaigns described	3 Campaigns described	4 Campaigns are creative, thorough and successful	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	4 Meetings appropriately scheduled with attendance noted at chapter, district/regional, state and/or national levels	5 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 held appropriately	4 Recognition activities are creative and built into each event, multiple strategies	5 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 Members participate in 1 of the 4 areas identified	2 Members participate in 2 of the 4 areas identified	3 Members participate in 3 of the 4 areas identified	4 Members participate in each of the 4 areas identified	5 Members participate 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 2 or more activities shown	3 2 or more activities shown	4 3 or more creative and effective activities with a variety of methods including technology	5 3 or more creative and effective activities with a variety of methods including technology	
Display 0-5 points	0 Display not used during presentation	1 Display has many errors and is not aesthetically pleasing	2 Display has minimal appeal	3 Display has good word, color, and design choices	4 Display is creative, has good word, color, and design choice	5 Display is creative, appropriate and of high quality	

Chapter in Review Display Rubric (continued)

Points

ORAL PRESENTATION								
Organization/ Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation covers complete information but does not explain the project well	4 Presentation gives information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	6 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 Focuses on a few areas	3 Shows variety/creativity with comprehensive member involvement. Reflects Purposes of FCCLA	4 Shows variety/creativity with comprehensive member involvement. Reflects Purposes of FCCLA	5 Shows variety/creativity with comprehensive member involvement. Reflects Purposes of FCCLA		
Use of Display during Presentation 0-5 points	0 Display not used during presentation	1 Display used to limit amount of speaking time	2 Display used minimally during presentation	3 Display incorporated throughout presentation	4 Display used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and display		
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Chapter in Review Portfolio



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

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 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.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress – or costume appropriate to event		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

Procedures and Time Requirements

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	At the designated participation time, participants will have 5 minutes to set up a display. Other persons may not assist.
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.


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	<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 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.

Chapter in Review Portfolio (continued)

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.
	Community Service Activities	Plan and conduct service projects 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 at www.fcclainc.org .
	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	<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 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 <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	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



CHAPTER IN REVIEW PORTFOLIO Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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 Campaigns described	3 Campaigns described	4 Campaigns are creative, thorough and successful	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	4 Meetings appropriately scheduled with attendance noted at chapter, district/regional, state and/or national levels	5 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 held appropriately	4 Recognition activities are creative and built into each event, multiple strategies	5 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 Members participate in 1 of the 4 areas identified	2 Members participate in 2 of the 4 areas identified	3 Members participate in 3 of the 4 areas identified	4 Members participate in each of the 4 areas identified	5 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 shown with effective results	
Public Relations Efforts 0-5 points	0 No evidence	1 1 activity shown	2 2 or more activities shown	3 2 or more activities shown	4 3 or more creative and effective activities with a variety of methods including technology	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)

Points

ORAL PRESENTATION							
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 – include two things done well and 2 opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Chapter Service Project Display



Chapter Service Project Display, a *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 Family and Consumer Sciences *content* and skills to address and take action on a *community* need. Participants must prepare a **display** and an **oral presentation**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 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.
3. Items within the *display* may be used as in-hand *visuals* during the oral presentation, but must be returned within *display dimensions* when done.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Display, Oral Presentation	Table or freestanding space – yes Electrical Access – no Wall Space – Supplies - no	Official dress - or- Professional dress – or costume appropriate to event	5 minutes	5 minutes following presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

CHAPTER SERVICE PROJECT DISPLAY


Procedures and Time Requirements

5 minutes	At the designated participation time, participants will have 5 minutes to set up a display. Other persons may not assist.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio and/or visual recordings are used, they are limited to a 1-minute playing time during the presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Following the interview, evaluators will have 5 minutes to review the display.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

Specifications

Display

A *display* should be used to document and illustrate the work of one project, using clearly defined presentation surfaces. The *display* may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including any *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). Each *display* must include a *project identification page* and a *Planning Process* summary page.

<i>Project Identification Page</i>	One 8 ½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, event name, and project title.
FCCLA <i>Planning Process</i> Summary Page	One 8 ½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> should be described more in depth in the oral presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission on the display.
<i>Display</i>	<i>Display</i> should be neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.
<i>Identify Concerns: Address Specific Needs</i>	Project addresses an urgent and significant need in the school, <i>community</i> , and world. Research methods such as surveys, interviews, reports, readings, observations were used for gathering data. <i>Technology</i> may have been used to gather data.
<i>Identify Concerns: Target Audience</i>	Research and consideration were given to develop an appropriate project for a specific <i>audience</i> .
<i>Set a Goal: Goals/Mission</i>	Project's goals and mission are clear and stated based on needs and research.
<i>Set a Goal: Reflects FCCLA Purposes</i>	Project is related to at least one of the organization's eight purposes, and may also relate to the mission of FCCLA or the organization's strategic plans.
<i>Set a Goal: Relates to Family and Consumer Sciences Content and Skill</i>	Project relates to Family and Consumer Sciences <i>content</i> , standards and the knowledge and skills members learned in Family and Consumer Sciences areas is utilized.
<i>Form a Plan: Scope</i>	Include evidence that the scope of the project is rigorous and thorough.
<i>Form a Plan: Project Organization</i>	Project was planned with alternative actions, consequences of various actions and barriers or challenges addressed.
<i>Form a Plan: Partners</i>	Include partnerships and cooperative actions taken.
<i>Form a Plan: Work Plan</i>	Work plans for members and volunteers are detailed and specific.
<i>Form a Plan: Timeline</i>	Project was planned for the time involved in implementing the project.
<i>Form a Plan: Activities Tasks and Roles</i>	Activities were planned for various roles, tasks of the members and volunteers.

Chapter Service Project Display Specifications (continued)

<i>Form a Plan</i> : Budget	Project budget was developed to reflect the project goals and is detailed and thorough.
<i>Form a Plan</i> : Increase Awareness/ Public Relations	Project plans include media outreach, involvement of elected officials, and positive messages about FCCLA and Family and Consumer Sciences.
<i>Act</i> : Project Impact	Include evidence that the intended impact of the project was reached or reasons why it was not.
<i>Act</i> : Youth Involved and Volunteer Recruitment	Project is youth led and involves volunteers. Nontraditional volunteers (culturally inclusive, special needs, older people, etc.) are sought for their involvement.
<i>Act</i> : Uniqueness	Project should be uniquely designed by youth to meet the needs and <i>audience</i> intended. Project that is an annual project, a previous project or not unique will not receive as many points on the rubric.
<i>Follow Up</i> : Evaluation and Follow-up	Utilize methods for evaluation such as pre- and post-surveys, interviews, reports, observations, formal evaluations.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project and its outcomes. Participants presenting a *display* may use audio and/or visual recordings, but they are limited to 1-minute playing time. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *display* may be used as a *visual* during the oral presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Use of <i>Display</i>	Design original, appealing <i>display</i> . Use the <i>display</i> to support, illustrate, and complement the project description during the presentation.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language/ Clothing Choice	Use appropriate body language including posture, mannerisms, eye contact and appropriate handling of <i>display</i> and notes, or note cards 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	Provide clear and concise answers to evaluators' questions regarding project. Adjust communication to the evaluators' questions. All team members involved in responding to questions.



CHAPTER SERVICE PROJECT DISPLAY

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

DISPLAY						
FCCLA	0	1	2	3	4	5
Planning Process Summary Page 0-5 points	Planning Process summary not provided	Inadequate steps in the Planning Process are presented	All Planning Process steps are presented but not summarized	All Planning Process steps are summarized	Evidence that the Planning Process was utilized to plan project	The Planning Process is used to plan the project. Each step is fully explained; no more than 1 page
Display Appearance 0-5 points	Not used during presentation	Many errors and is not aesthetically pleasing	Has minimal appeal	Needs some improvement in content and design	Good word, color, and design choice	Creative, appropriate and of high quality
Addressed a Specific Need Identify Concerns 0-4 points	No evidence shown	Limited needs identified	Project needs are addressed but somewhat unclear or vague	Project addresses a need for family, school, community or Family and Consumer Sciences	Research methods were used to identify an urgent and significant need for school, community, global or for Family and Consumer Sciences, gather data and are described in detail	
Target Audience Identify Concerns 0-3 points	No mention of the intended audience	Little consideration for intended audience	It is evident that the project was designed for the intended audience	Project is appropriate for the specific attributes of the intended audience		
Goals/Mission Set a Goal 0-3 points	Goals are missing	Goals are limited in scope	Goals and mission are explained	Goals/mission relate to needs and rationale for the project is evident		
Reflects FCCLA Purposes Set a Goal 0-2 points	Did not refer to a purpose	FCCLA Purposes are briefly mentioned	The link to FCCLA Purposes is explained in detail			
Family and Consumer Sciences Content and Skills Set a Goal 0-3 points	FCS not mentioned	Relationship of project to Family and Consumer Sciences is not mentioned or vague	The project relates to Family and Consumer Sciences knowledge and skills	Project is related to the national FCS standards. Participant members use many different FCS skills in plans and action		
Project Scope Form a Plan 0-3 points	No evidence	Project is limited in scope	Project may be similar to other efforts or an annual event. Challenges and barriers are evaluated	Project involved planning meetings, task descriptions and efforts, has a wide scope, uses technology, and is unique. Barriers are considered and resolved		
Project's Organization Form a Plan 0-4 points	Little organization is evident	Organization is difficult to follow, not concise, not thorough	The plan is thorough, but could be organized more efficiently to make communication with volunteers effective	The plan is thorough and is organized in sequence	The project members identified standards, examined alternative actions, considered consequences of various alternative, and selected acceptable alternatives	
Cooperative Efforts/Partners Form a Plan 0-3 points	No evidence shown	Cooperative effort is limited	Partners are limited in scope	Extensive effort to involve 2 or more partners. Participant(s) were creative and thoughtful in recruiting cooperative partners		
Work Plan Form a Plan 0-3 points	No work plan	The project work plan of assigned tasks has limited details	Work plan has some details and evidence of planning	Work plan is explained in detail and is extensive		
Timeline Form a Plan 0-3 points	No timeline	A limited timeline is explained	Timeline explained with some detail. A work plan of assigned tasks has limited details	Timeline has many steps and processes, tasks are explained		
Activities/Tasks and Roles Form a Plan 0-3 points	None indicated	Project's activities are limited and involve limited members	Project involves most members and plan includes detailed activities/roles/tasks	Project extends beyond the membership to include community, school or additional volunteers		

Chapter Service Project Display Rubric (continued)

	Points			
Budget <i>Form a Plan</i> 0-3 points	0 No budget provided	1 Budget is evident	2 Budget reflects the project's goals	3 Budget is detailed and thoughtful with additional resources were sought and described. Many partners are evident to assist with the resources of the project
Increase Awareness Public Relations <i>Form a Plan</i> 0-3 points	0 No activities shown	1 Efforts are evident the project increases awareness of FCCLA and Family and Consumer Sciences	2 Multiple strategies for media, outreach and publicity are evident	3 Project positively increased awareness of FCCLA and FCS with many of these audiences: peers, community, public, elected officials, school administrators, and school board
Project Impact <i>Act</i> 0-3 points	0 Impact missing	1 Impact on community or chapter members is explained in a limited way	2 Impact of project is shown and evident in a variety of methods and data, statistics, surveys and information	3 Impact is significant with data, statistics, surveys and information
Youth Involved and Volunteer Recruitment <i>Act</i> 0-2 points	0 Project is not youth led. Volunteers were not recruited	1 Project is youth led and members volunteered	2 Project is youth-led. Volunteers were recruited beyond chapter membership with people not usually invited to participate (older persons, cultural diversity, persons with special needs)	
Uniqueness <i>Act</i> 0-2 points	0 Project is not unique	1 Project has been done previously or is a project designed to a similar effort	2 Project is unique in its approach to solve a problem or meet a need	
Evaluation <i>Follow Up</i> 0-4 points	0 No evidence of follow up	1 Limited evidence of follow up and evaluation	2 Evaluation is evident. Some strategies are used for follow up	3 Evaluation involves multiple strategies, interviews, surveys, pre and post tests, reports. Follow up includes plans for replication, and appreciation and recognition
4 Evaluation involves multiple strategies, interviews, surveys, pre and post tests, reports and used technology. Follow up includes replication plans, future efforts, lessons learned, and appreciation/recognition				

ORAL PRESENTATION

Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery
Use of Display during Presentation 0-5 points	0 Display not used during presentation	1 Display used to limit amount of speaking time	2 Display used minimally during presentation	3 Display incorporated throughout presentation	4 Display used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and display
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Chapter Service Project Portfolio



Chapter Service Project Portfolio, a *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 Family and Consumer Sciences *content* and skills to address and take action on a *community* need. 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

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress -or- Professional dress – or costume appropriate to event		5 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	25 minutes

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

* Presentation Equipment is allowed only for presentation of electronic portfolio.

CHAPTER SERVICE PROJECT PORTFOLIO

Procedures and Time Requirements

Each entry will submit a portfolio (hardcopy or electronic) to the event room consultant at the designated participation time.	
5 minutes	Room consultants and evaluators will have 5 minutes to preview the <i>portfolio</i> before the presentation begins.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes.
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.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. 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 19 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 30 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-5	<i>Content Divider Pages</i> or Sections	Use 0 to 5 <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> .
	<i>Portfolio Appearance</i>	<i>Portfolio</i> should be neat, legible.
	Identify Concerns: Address Special Needs	Project addresses an urgent and significant need in the school, <i>community</i> , and world. Research methods such as surveys, interviews, reports, readings, observations were used for gathering data. Technology may have been used to gather data.
	Identify Concerns: Target Audience	Research and consideration were given to develop an appropriate project for a specific <i>audience</i> .

Chapter Service Project Portfolio Specifications (continued)

Up to 10 8 ½" x 11" pages or 20 slides	Set a Goal: Goals/Mission	Project's goals and mission are clear and stated based on needs and research.
	Set a Goal: Reflects FCCLA Purposes	Project is related to at least one of the organization's eight purposes, and may also relate to the mission of FCCLA or the organization's strategic plan.
	Set a Goal: Relates to Family and Consumer Sciences	Project relates to family and consumer sciences <i>content</i> , standards and the knowledge and skills of members learned in family and consumer sciences areas is utilized.
	Form a Plan: Scope	Include evidence that the scope of the project is rigorous and thorough.
	Form a Plan: Project Organization	Project was planned with alternative actions, consequences of various actions and barriers or challenges addressed.
	Form a Plan: Partners	Include partnerships and cooperative actions taken.
	Form a Plan: Work Plan	Work plans for members and volunteers are detailed and specific.
	Form a Plan: Timeline	Project was planned for the time involved in implementing the project.
	Form a Plan: Activities, Tasks and Roles	Activities were planned for various roles, tasks of the members and volunteers.
	Form a Plan: Budget	Project budget was developed to reflect the project goals and is detailed and thorough.
	Form a Plan: Increase Awareness/Public Relations	Project plans include media outreach, involvement of elected officials, and positive messages about FCCLA and Family and Consumer Sciences.
	Act: Project Impact	Include evidence that the intended impact of the project was reached or reasons why it was not.
	Act: Youth Involved and Volunteer Recruitment	Project is youth-led and involves volunteers. Nontraditional volunteers (culturally inclusive, special needs, older people, etc.) are sought for their involvement.
	Act: Uniqueness	Project should be uniquely designed by youth to meet the needs and <i>audience</i> intended. Project that is an annual project, a previous project or not unique will not receive as many points on the rubric.
	Follow Up: Evaluation and Follow up	Utilize methods for evaluation such as pre- and post-surveys, interviews, reports, observations, and formal evaluations.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to the evaluators. The presentation should explain the specifics of the project and its outcomes. Participants may not carry in additional *visuals* or *props* for the oral presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize program of work.
Use of <i>Portfolio</i> During Presentation	Use the <i>portfolio</i> to describe all phases of the project.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/Clothing Choice	Use appropriate body language including posture, mannerisms, eye contact, and appropriate handling of <i>portfolio</i> and notes, or note cards 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	Provide clear and concise answers to evaluators' questions regarding project. Adjust communication to the evaluators' questions. All team members involved in responding to questions.



STAR Events Point Summary Form CHAPTER SERVICE PROJECT PORTFOLIO

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

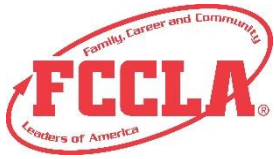
1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, write "No Show" across the top and return with other forms. Do **NOT** change team or station numbers.
2. Before student presentation, the room consultants must check 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder	
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 19 single-sided pages or 30 slides completed correctly, including: <ul style="list-style-type: none"> • 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 5 content divider pages or slides • Up to 10 content pages or 20 content slides 	
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	
EVALUATORS' SCORES			ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____		(10 points possible)
Evaluator 2 _____	Initials _____		AVERAGE EVALUATOR SCORE
Evaluator 3 _____	Initials _____		(90 points possible) _ . _ . _ .
Total Score _____	divided by number of evaluators		FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE		(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 SERVICE PROJECT PORTFOLIO Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Portfolio Appearance 0-5 points	0 Not used during presentation	1 Many errors and is not aesthetically pleasing	2 Has minimal appeal	3 Needs some improvement in content and design	4 Good word, color and design choice	5 Creative, appropriate and of high quality	
Addressed a Specific Need Identify Concerns 0-4 points	0 No evidence shown	1 Limited needs identified	2 Project needs are addressed but somewhat unclear or vague	3 Project addresses a need for family, school, community or Family and Consumer Sciences	4 Research methods were used to identify an urgent and significant need for school, community, global or for Family and Consumer Sciences, gather data and are described in detail		
Target Audience Identify Concerns 0-3 points	0 No mention of the intended audience	1 Little consideration for intended audience	2 It is evident that the project was designed for the intended audience	3 Project is appropriate for the specific attributes of the intended audience			
Goals/Mission Set a Goal 0-3 points	0 Goals are missing	1 Goals are limited in scope	2 Goals and mission are explained	3 Goals/mission relate to needs and rationale for the project is evident			
Reflects FCCLA Purposes Set a Goal 0-2 points	0 Did not refer to a purpose	1 FCCLA Purposes are briefly mentioned	2 The link to FCCLA Purposes is explained in detail				
Family and Consumer Sciences Content and Skills Set a Goal 0-3 points	0 FCS not mentioned	1 Relationship of project to Family and Consumer Sciences is not mentioned or vague	2 The project relates to Family and Consumer Sciences knowledge and skills	3 Project is related to the national FCS standards. Participant members use many different FCS skills in plans and action			
Project Scope Form a Plan 0-3 points	0 No evidence	1 Project is limited in scope	2 Project may be similar to other efforts or an annual event. Challenges and barriers are evaluated	3 Project involved multiple partners, planning meetings, task descriptions and efforts, has a wide scope, uses technology, and is unique. Barriers are considered and resolved			
Project's Organization Form a Plan 0-4 points	0 Little organization is evident	1 Organization is difficult to follow, not concise, not thorough	2 The plan is thorough, but could be organized more efficiently to make communication with volunteers effective	3 The plan is thorough and is organized in sequence	4 The project members identified standards, examined alternative actions, considered consequences of various alternative, and selected acceptable alternatives		
Cooperative Efforts/Partners Form a Plan 0-3 points	0 No evidence shown	1 Cooperative effort is limited	2 Partners are limited in scope	3 Extensive effort to involve partners. Participant(s) were creative and thoughtful in recruiting cooperative partners			
Work Plan Form a Plan 0-3 points	0 No work plan	1 The project work plan of assigned tasks has limited details	2 Work plan has some details and evidence of planning	3 Work plan is explained in detail and is extensive			
Timeline Form a Plan 0-3 points	0 No timeline	1 A limited timeline is explained	2 Timeline explained with some detail. A work plan of assigned tasks has limited details	3 Timeline has many steps and processes, tasks are explained			
Activities/Tasks and Roles Form a Plan 0-3 points	0 None indicated	1 Project's activities are limited and involve limited members	2 Project involves most members and plan includes detailed activities/roles/tasks	3 Project extends beyond the membership to include community, school or additional volunteers			

Chapter Service Project Portfolio Rubric (continued)

					Points	
Budget <i>Form a Plan</i> 0-3 points	0 No budget provided	1 Budget is evident	2 Budget reflects the project's goals	3 Budget is detailed and thoughtful with additional resources were sought and described. Many partners are evident to assist with the resources of the project		
Increase Awareness Public Relations <i>Form a Plan</i> 0-3 points	0 No activities shown	1 Efforts are evident the project increases awareness of FCCLA and Family and Consumer Sciences	2 Multiple strategies for media, outreach and publicity are evident	3 Project positively increased awareness of FCCLA and FCS with many of these audiences: peers, community, public, elected officials, school administrators, and school board		
Project Impact <i>Act</i> 0-3 points	0 Impact missing	1 Impact on community or chapter members is explained in a limited way	2 Impact of project is shown and evident in a variety of methods and data, statistics, surveys and information	3 Impact is significant with data, statistics, surveys and information		
Youth Involved and Volunteer Recruitment <i>Act</i> 0-2 points	0 Project is not youth led. Volunteers were not recruited	1 Project is youth-led and members volunteered	2 Project is youth-led. Volunteers were recruited beyond chapter membership with people not usually invited to participate (older persons, cultural diversity, persons with special needs)			
Uniqueness <i>Act</i> 0-2 points	0 Project is not unique	1 Project has been done previously or is a project designed to a similar effort	2 Project is unique in its approach to solve a problem or meet a need			
Evaluation <i>Follow Up</i> 0-4 points	0 No evidence of follow up	1 Limited evidence of follow up and evaluation	2 Evaluation is evident. Some strategies are used for follow up	3 Evaluation involves multiple strategies, interviews, surveys, pre and post tests, reports. Follow up includes plans for replication, and appreciation and recognition	4 Evaluation involves multiple strategies, interviews, surveys, pre and post tests, reports and used technology. Follow up includes replication plans, future efforts, lessons learned, and appreciation/recognition	
ORAL PRESENTATION						
Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____
Evaluator Initial ____
Room Consultant Initial _____

Culinary Arts, a *team event*, recognizes participants enrolled in a Family and Consumer Sciences culinary arts industry training program for their ability to work as members of a *team* to produce a quality meal using industrial culinary arts/food service techniques and equipment. *Teams* of participants must **develop a plan** for the time allotted, **prepare menu items** given to them at the time of the event, and **present their prepared items** to evaluators.

EVENT LEVEL

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Teams should be made up of up to three participants from the same chapter or state.
3. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences culinary arts industry training program, as determined by their state department of education. Students enrolled in general food and nutrition courses not preparing them for a career or employment in culinary arts are not eligible.



4. The competition menu and equipment list for the National Leadership Conference will be posted on the FCCLA national website by April 1. Any necessary large equipment will be provided for national competition. Only items on the list may be brought to the event. Any items not on the equipment list will be removed and returned to the team after clean-up. For regional/state competitions, menus and equipment lists will be provided by the host facility and/or state association.
5. Each team must complete the online project summary form located on the “Surveys” tab of the FCCLA Portal and provide signed proof of submission at the assigned participation time.
6. Participants will receive team scores on their personal appearance, and food production.
7. National Leadership Conference 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 prior to National Leadership Conference.



GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1 -3	Equipment	Large equipment, food	Chef’s uniform as described	20 minutes prep time	20 minutes equipment check	60 minutes food production	15 minutes cleanup	1 hour and 55 minutes

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

CULINARY ARTS

Procedures and Time Requirements

Participants will report to the designated room at the specified time with all required equipment and wearing appropriate, clean attire. Teams will turn in a prepared time management plan prepared on the published menu. <i>Teams</i> will be given a menu and all required recipes and ingredients.	
20 minutes	Uniform and equipment inventory check. Time management plan returned at the end of equipment check.
20 minutes	Identical food items will be available to each team. No other food products, garnishes, or condiments may be brought to the event. <i>Teams</i> will have 20 minutes to organize work area, obtain supplies, and adapt the time management plan, if required. Examples of allowable activities include placing equipment, verifying oven temperatures, measuring products, and clean/wash products. No products may be cut, peeled, sliced, etc.
60 minutes	<i>Teams</i> will have 60 minutes to prepare required food products according to recipe specifications.
10 minutes	After 60 minutes, participants will present two plates for evaluation of appearance, taste, and temperature.
5 minutes	Participants will have 15 minutes to clean up their workstations and return unused food to the central station.
5 minutes	Evaluators will use the rubric to score and write comments for each participant throughout the session by observing their work habits, techniques, development and use of planning sheet, product presentation, appearance, taste, and creativity. Then, evaluators will meet with each other to discuss participants' strengths and suggestions for improvement.

Specifications

Uniform and Appearance

Participants will be well groomed and wear appropriate, clean attire meeting the following standards:

Uniform, Jewelry and Personal Hygiene	Clean and appropriate <i>uniform</i> including <i>professional</i> chef attire (chef coat/jacket; industry pants or commercial <i>uniform</i> pants; apron; hair covering or chef hat; closed-toe, low heel, kitchen shoes made with non-slip soles and sealed non-melting uppers (canvas shoes are not appropriate). Facial jewelry is concealed with bandages. No additional jewelry, with the exception of a watch, is allowed. Facial hair is permitted if appropriate covering is used. Hair is properly restrained with hairnet if hair extends past the neck line. Minimal makeup, no cologne or nail polish. Acceptable graphics on the Culinary Arts uniform include the FCCLA logo, school, chapter, or state name or logo, and individual name. No additional logos are permitted. If required, additional logos may be covered with white cloth tape.
---------------------------------------	---

Safety and Sanitation

Participants, and their work areas, are kept sanitary and organized, meeting the following standards:

Safety and Sanitation	Work station is kept neat, clean and organized in a safe and sanitary manner. Hand washing is done frequently. Food contact surfaces are cleaned and sanitized frequently. Proper knife safety is demonstrated and small equipment is handled properly, according to industry standards. Complete final cleanup, and return supplies after event within designated time period.
-----------------------	---

Food Production

Participants will have 60 minutes to prepare food products and garnish. Participants should be proficient in the preparation of a minimum of three food products. Participants will demonstrate industry standards in the use of equipment, tools, and techniques. Participants will follow directions and recipes to prepare food products that meet industry standards for appearance and taste.

Equipment, Tools, and Techniques	Use proper equipment, tools, products, vocabulary, and techniques in the preparation of food products and garnishes. Use proper amount of product in food production and incorporate usable by-products or return to safe storage.
Shared Workload and Time Efficiency	Complete all tasks efficiently within the time allowed. Members evenly share the workload; equally contribute to the completion of the tasks, and display technical and leadership skills. Timeline is accurate.

Culinary Arts Specifications (continued)

Use of Products	Follow directions of recipes in proper sequence, amounts, and preparation. Incorporate usable by-products into recipes, if appropriate.
Mise en Place	Work as an effective, contributing team and display organizational skills. Mise en place is well executed.

Food Taste and Presentation

Each *team* will prepare two identical plates that have been attractively garnished. The *team* will present all plates for evaluation of appearance, taste, and temperature at the end of the 60-minute period. There will be no extra time allowed to complete preparation or presentation. All work must stop at the 60-minute time limit.

Plating and Presentation	Prepare two plates consistently, with appropriate portion size, functional garnish, and visual appeal.
Taste, Texture and Seasoning	Food items are prepared with appropriate color, texture, flavor, mouth feel, and appropriate seasoning and balance.
Cooking Methods and Technique	Preparation of product utilizing proper cooking methods and techniques. All food is served at safe and proper temperatures and with appropriate consistency. Maillard reaction is properly executed, as required by recipe.



CULINARY ARTS Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

SAFETY AND SANITATION					Points
Safety 0-10 points	0 Station is disorganized, safety is disregarded	1 2 3 4 Station is lacking neatness and organization, questionable knife and small equipment safety	5 6 7 8 Station is neat and organized, knife safety is good and most small equipment is handled safely and properly	9 10 Station is very neat and organized, all knives and small equipment are handled safely and properly.	
Sanitation 0-10 points	0 Disregards safety and created unsafe and unsanitary conditions	1 2 3 4 Shows minimal safety and sanitation practices, surfaces inconsistently cleaned and sanitized, inconsistent hand washing	5 6 7 8 Inconsistently follows most safety and sanitation practices, food contact surfaces are cleaned and sanitized occasionally, occasional hand washing	9 10 Follows all safety and sanitation practices, food contact surfaces are cleaned and sanitized frequently, frequent hand washing	
FOOD PRODUCTION					
Equipment, Tools & Techniques 0-10 points	0 Selection and usage of tools/equipment lacks understanding and demonstration of skills	1 2 3 4 Selection and usage of tools/equipment demonstrate some industry techniques	5 6 7 8 Selection and usage of tools/equipment demonstrates most industry techniques	9 10 Selects and uses all tools/equipment correctly and safely following industry techniques	
Workload Shared and Time Efficiency 0-5 points	0 All members are unskilled in individual tasks, workload is very unevenly distributed and team members are challenged to complete tasks. Timeline is not used	1 2 Some members are skilled in individual tasks while others seem challenged, work load is unevenly distributed and team members contribute unequally. Timeline is poorly developed	3 4 All members are adequately skilled in individual tasks, work load is evenly distributed and most team members contribute equally. Timeline is mostly accurate	5 All members are highly skilled in individual tasks, work load is evenly distributed and all team members contribute equally. Timeline is accurate	
Mise en Place 0-5 points	0 Mise en place is poorly executed and team displays unacceptable organizational skills	1 2 Mise en place is fairly organized and team displays marginal organizational skills	3 4 Mise en place is organized and team displays sufficient organizational skills	5 Mise en place is well executed and team displays excellent organizational skills	
Use of Products 0-5 points	0 Excess amount of products are prepared and used in each preparation. Useable by-products are not incorporated in the recipes or returned to safe storage	1 2 Uncalculated amounts of product are prepared and used in each preparation. Usable by-products are not incorporated properly into the recipes or returned to safe storage	3 4 Proper amount of product is prepared and used in most preparations. Some usable by-products are incorporated properly into the recipes or returned to safe storage	5 Proper amount of product is prepared and used in each preparation. Usable by-products are incorporated properly into the recipes or returned to safe storage	
FOOD ITEM #1					
Plating and Presentation 0-5 points	0 Items are visually unappealing. Use of non-functional garnish	1 2 Obvious over or under sized portions. Improper size and/or stained plate is used with smudges	3 4 Slightly over or under portion size. Proper size plate with some smudges. No evidence of non-functioning garnish	5 Clean plate, appropriate portion size. No evidence of non-functional garnishing. Visually appealing	
Taste, Texture & Seasoning 0-5 points	0 Poor use of contrasting colors and visible texture. All food items are seasoned incorrectly and out of balance with one another	1 2 Fair use of contrasting colors, visible texture, flavor and mouth feel. Most foods are seasoned incorrectly and are out of balance with one another	3 4 Good use of contrasting color, visible texture, flavor and mouth feel. Most foods are seasoned correctly and in balance with one another	5 Excellent use of contrasting colors, visible texture, flavor and mouth feel. Food items are all seasoned correctly and in balance with one another	
Cooking Methods & Technique 0-5 points	0 Improper cooking methods and techniques used. Food served at unsafe temperatures. All sauces/dressings are served at incorrect temperature or consistency. Maillard reaction is poorly executed, if required	1 2 Improper cooking methods and techniques used to produce food. Some food served at an unsafe or improper temperature. Most sauces/dressings are served at the incorrect temperature and consistency. Maillard reaction is improperly executed, if required	3 4 Proper cooking methods and techniques mostly used to produce quality food. Most food is served at a safe and proper temperature. Most sauces/dressings are served at the correct temperature and consistency. Maillard reaction is mostly properly executed, if required	5 Proper cooking methods and techniques used to produce quality food. Served at safe and proper temperatures. All sauces/dressings are served at the correct temperature and consistency. Maillard reaction is properly executed, if required.	

Culinary Arts Rubric (continued)

FOOD ITEM #2					
Plating and Presentation 0-5 points	0 Items are visually unappealing. Use of non-functional garnish	1 2 Obvious over or under sized portions. Improper size and/or stained plate is used with smudges	3 4 Slightly over or under portion size. Proper size plate with some smudges. No evidence of non-functioning garnish	5 Clean plate, appropriate portion size. No evidence of non-functional garnishing. Visually appealing	
Taste, Texture & Seasoning 0-5 points	0 Poor use of contrasting colors and visible texture. All food items are seasoned incorrectly and out of balance with one another	1 2 Fair use of contrasting colors, visible texture, flavor and mouth feel. Most foods are seasoned incorrectly and are out of balance with one another	3 4 Good use of contrasting color, visible texture, flavor and mouth feel. Most foods are seasoned correctly and in balance with one another	5 Excellent use of contrasting colors, visible texture, flavor and mouth feel. Food items are all seasoned correctly and in balance with one another	
Cooking Methods & Technique 0-5 points	0 Improper cooking methods and techniques used. Food served at unsafe temperatures. All sauces/dressings are served at incorrect temperature or consistency. Maillard reaction is poorly executed, if required	1 2 Improper cooking methods and techniques used to produce food. Some food served at an unsafe or improper temperature. Most sauces/dressings are served at the incorrect temperature and consistency. Maillard reaction is improperly executed, if required	3 4 Proper cooking methods and techniques mostly used to produce quality food. Most food is served at a safe and proper temperature. Most sauces/dressings are served at the correct temperature and consistency. Maillard reaction is mostly properly executed, if required	5 Proper cooking methods and techniques used to produce quality food. Served at safe and proper temperatures. All sauces/dressings are served at the correct temperature and consistency. Maillard reaction is properly executed, if required.	
FOOD ITEM #3					
Plating and Presentation 0-5 points	0 Items are visually unappealing. Use of non-functional garnish	1 2 Obvious over or under sized portions. Improper size and/or stained plate is used with smudges	3 4 Slightly over or under portion size. Proper size plate with some smudges. No evidence of non-functioning garnish	5 Clean plate, appropriate portion size. No evidence of non-functional garnishing. Visually appealing	
Taste, Texture & Seasoning 0-5 points	0 Poor use of contrasting colors and visible texture. All food items are seasoned incorrectly and out of balance with one another	1 2 Fair use of contrasting colors, visible texture, flavor and mouth feel. Most foods are seasoned incorrectly and are out of balance with one another	3 4 Good use of contrasting color, visible texture, flavor and mouth feel. Most foods are seasoned correctly and in balance with one another	5 Excellent use of contrasting colors, visible texture, flavor and mouth feel. Food items are all seasoned correctly and in balance with one another	
Cooking Methods & Technique 0-5 points	0 Improper cooking methods and techniques used. Food served at unsafe temperatures. All sauces/dressings are served at incorrect temperature or consistency. Maillard reaction is poorly executed, if required	1 2 Improper cooking methods and techniques used to produce food. Some food served at an unsafe or improper temperature. Most sauces/dressings are served at the incorrect temperature and consistency. Maillard reaction is improperly executed, if required	3 4 Proper cooking methods and techniques mostly used to produce quality food. Most food is served at a safe and proper temperature. Most sauces/dressings are served at the correct temperature and consistency. Maillard reaction is mostly properly executed, if required	5 Proper cooking methods and techniques used to produce quality food. Served at safe and proper temperatures. All sauces/dressings are served at the correct temperature and consistency. Maillard reaction is properly executed, if required.	

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

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



STAR Events Point Summary Form **CULINARY ARTS** *For use with 3 production and 2 tasting evaluators*

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. At the conclusion of evaluation, 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.
3. At the end of competition, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.
4. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Proof of Project Summary Form Submission 0 or 1 point	0 Not presented to Room Consultant at participation time	1 Presented to Room Consultant at participation time	
Uniform and Appearance 1 to 3 points	1 Unprofessional uniform/attire by all team members or includes graphics/logo not permitted in event	2 Unprofessional appearance or attire by some members as marked below: __hair/beard restraints missing __kitchen shoes not worn __Jewelry uncovered __personal grooming does not meet guidelines	3 Professional attire worn by all team members: __hair/beard restraints __kitchen shoes __no visible jewelry and facial jewelry covered with bandage __personal grooming meets guidelines
Time Schedule 0-1 point	0 Not included or incomplete	1 Time schedule included and complete for all team members and products	

PRODUCTION SCORES

Evaluator 1 _____ Initials _____
Evaluator 2 _____ Initials _____
Evaluator 3 _____ Initials _____
Total Score _____
divided by number of evaluators
= AVERAGE PRODUCTION SCORE

PLATING SCORES

Evaluator 4 _____ Initials _____
Evaluator 5 _____ Initials _____
Total Score _____
divided by number of evaluators
= AVERAGE PLATING SCORE

ROOM CONSULTANT TOTAL

(10 points possible)

AVERAGE PRODUCTION SCORE

(60 points possible)

AVERAGE PLATING SCORE

(30 points possible)

FINAL SCORE

(Average Evaluator Score plus Room Consultant Total)

Scores rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

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 _____ Evaluator 4 _____ Evaluator 5 _____ Adult Room Consultant _____ Event Lead Consultant _____



CULINARY ARTS Production Rubric

For use with 3 production and 2 tasting evaluators

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

SAFETY AND SANITATION						Points
Safety 0-10 points	0 Station is disorganized, safety is disregarded	1 2 3 4 Station is lacking neatness and organization, questionable knife and small equipment safety	5 6 7 8 Station is neat and organized, knife safety is good and most small equipment is handled safely and properly	9 10 Station is very neat and organized, all knives and small equipment are handled safely and properly. y		
Sanitation 0-10 points	0 Disregards safety and created unsafe and unsanitary conditions	1 2 3 4 Shows minimal safety and sanitation practices, surfaces inconsistently cleaned and sanitized, inconsistent hand washing	5 6 7 8 Inconsistently follows most safety and sanitation practices, food contact surfaces are cleaned and sanitized occasionally, occasional hand washing	9 10 Follows all safety and sanitation practices, food contact surfaces are cleaned and sanitized frequently, frequent hand washing		
FOOD PRODUCTION						
Equipment, Tools & Techniques 0-10 points	0 Selection and usage of tools/equipment lacks understanding and demonstration of skills	1 2 3 4 Selection and usage of tools/equipment demonstrate some industry techniques	5 6 7 8 Selection and usage of tools/equipment demonstrates most industry techniques	9 10 Selects and uses all tools/equipment correctly and safely following industry techniques		
Workload Shared and Time Efficiency 0-5 points	0 All members are unskilled in individual tasks, workload is very unevenly distributed and team members are challenged to complete tasks. Timeline is not used	1 2 Some members are skilled in individual tasks while others seem challenged, work load is unevenly distributed and team members contribute unequally. Timeline is poorly developed	3 4 All members are adequately skilled in individual tasks, work load is evenly distributed and most team members contribute equally. Timeline is mostly accurate	5 All members are highly skilled in individual tasks, work load is evenly distributed and all team members contribute equally. Timeline is accurate		
Mise en Place 0-5 points	0 Mise en place is poorly executed and team displays unacceptable organizational skills	1 2 Mise en place is fairly organized and team displays marginal organizational skills	3 4 Mise en place is organized and team displays sufficient organizational skills	5 Mise en place is well executed and team displays excellent organizational skills		
Use of Products 0-5 points	0 Excess amount of products are prepared and used in each preparation. Useable by-products are not incorporated in the recipes or returned to safe storage	1 2 Uncalculated amounts of product are prepared and used in each preparation. Usable by-products are not incorporated properly into the recipes or returned to safe storage	3 4 Proper amount of product is prepared and used in most preparations. Some usable by-products are incorporated properly into the recipes or returned to safe storage	5 Proper amount of product is prepared and used in each preparation. Usable by-products are incorporated properly into the recipes or returned to safe storage		
FOOD ITEM #1						
Cooking Methods & Technique 0-5 points	0 Improper cooking methods and techniques used. Food served at unsafe temperatures. All sauces/dressings are served at incorrect temperature or consistency. Maillard reaction is poorly executed, if required	1 2 Improper cooking methods and techniques used to produce food. Some food served at an unsafe or improper temperature. Most sauces/dressings are served at the incorrect temperature and consistency. Maillard reaction is improperly executed, if required	3 4 Proper cooking methods and techniques mostly used to produce quality food. Most food is served at a safe and proper temperature. Most sauces/dressings are served at the correct temperature and consistency. Maillard reaction is mostly properly executed, if required	5 Proper cooking methods and techniques used to produce quality food. Served at safe and proper temperatures. All sauces/dressings are served at the correct temperature and consistency. Maillard reaction is properly executed, if required.		
FOOD ITEM #2						
Cooking Methods & Technique 0-5 points	0 Improper cooking methods and techniques used. Food served at unsafe temperatures. All sauces/dressings are served at incorrect temperature or consistency. Maillard reaction is poorly executed, if required	1 2 Improper cooking methods and techniques used to produce food. Some food served at an unsafe or improper temperature. Most sauces/dressings are served at the incorrect temperature and consistency. Maillard reaction is improperly executed, if required	3 4 Proper cooking methods and techniques mostly used to produce quality food. Most food is served at a safe and proper temperature. Most sauces/dressings are served at the correct temperature and consistency. Maillard reaction is mostly properly executed, if required	5 Proper cooking methods and techniques used to produce quality food. Served at safe and proper temperatures. All sauces/dressings are served at the correct temperature and consistency. Maillard reaction is properly executed, if required.		

Culinary Arts Production Rubric (continued)

FOOD ITEM #3						
Cooking Methods & Technique 0-5 points	0	1	2	3	4	5
	Improper cooking methods and techniques used. Food served at unsafe temperatures. All sauces/dressings are served at incorrect temperature or consistency. Maillard reaction is poorly executed, if required	Improper cooking methods and techniques used to produce food. Some food served at an unsafe or improper temperature. Most sauces/dressings are served at the incorrect temperature and consistency. Maillard reaction is improperly executed, if required		Proper cooking methods and techniques mostly used to produce quality food. Most food is served at a safe and proper temperature. Most sauces/dressings are served at the correct temperature and consistency. Maillard reaction is mostly properly executed, if required		Proper cooking methods and techniques used to produce quality food. Served at safe and proper temperatures. All sauces/dressings are served at the correct temperature and consistency. Maillard reaction is properly executed, if required.

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

TOTAL
(60 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



CULINARY ARTS

Plating, Presentation and Tasting Rubric For use with 3 production and 2 tasting evaluators

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

FOOD ITEM #1					
Plating and Presentation 0-5 points	0 Items are visually unappealing. Use of non-functional garnish	1 2 Obvious over or under sized portions. Improper size and/or stained plate is used with smudges	3 4 Slightly over or under portion size. Proper size plate with some smudges. No evidence of non-functioning garnish	5 Clean plate, appropriate portion size. No evidence of non-functional garnishing. Visually appealing	
Taste, Texture & Seasoning 0-5 points	0 Poor use of contrasting colors and visible texture. All food items are seasoned incorrectly and out of balance with one another	1 2 Fair use of contrasting colors, visible texture, flavor and mouth feel. Most foods are seasoned incorrectly and are out of balance with one another	3 4 Good use of contrasting color, visible texture, flavor and mouth feel. Most foods are seasoned correctly and in balance with one another	5 Excellent use of contrasting colors, visible texture, flavor and mouth feel. Food items are all seasoned correctly and in balance with one another	
FOOD ITEM #2					
Plating and Presentation 0-5 points	0 Items are visually unappealing. Use of non-functional garnish	1 2 Obvious over or under sized portions. Improper size and/or stained plate is used with smudges	3 4 Slightly over or under portion size. Proper size plate with some smudges. No evidence of non-functioning garnish	5 Clean plate, appropriate portion size. No evidence of non-functional garnishing. Visually appealing	
Taste, Texture & Seasoning 0-5 points	0 Poor use of contrasting colors and visible texture. All food items are seasoned incorrectly and out of balance with one another	1 2 Fair use of contrasting colors, visible texture, flavor and mouth feel. Most foods are seasoned incorrectly and are out of balance with one another	3 4 Good use of contrasting color, visible texture, flavor and mouth feel. Most foods are seasoned correctly and in balance with one another	5 Excellent use of contrasting colors, visible texture, flavor and mouth feel. Food items are all seasoned correctly and in balance with one another	
FOOD ITEM #3					
Plating and Presentation 0-5 points	0 Items are visually unappealing. Use of non-functional garnish	1 2 Obvious over or under sized portions. Improper size and/or stained plate is used with smudges	3 4 Slightly over or under portion size. Proper size plate with some smudges. No evidence of non-functioning garnish	5 Clean plate, appropriate portion size. No evidence of non-functional garnishing. Visually appealing	
Taste, Texture & Seasoning 0-5 points	0 Poor use of contrasting colors and visible texture. All food items are seasoned incorrectly and out of balance with one another	1 2 Fair use of contrasting colors, visible texture, flavor and mouth feel. Most foods are seasoned incorrectly and are out of balance with one another	3 4 Good use of contrasting color, visible texture, flavor and mouth feel. Most foods are seasoned correctly and in balance with one another	5 Excellent use of contrasting colors, visible texture, flavor and mouth feel. Food items are all seasoned correctly and in balance with one another	

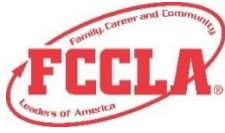
Evaluator's Comments – include two things done well and two opportunities for improvement:

TOTAL
(30 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



CULINARY ARTS Time Management Plan

Name of Member _____ State _____

Name of Member _____

Name of Member _____

Time	Activity	Member Responsible	Food Item/Equipment Needed

Culinary Arts Time Management Plan (continued)

Time	Activity	Member Responsible	Food Item/Equipment Needed



Culinary Math Management



Culinary Math Management, an *individual or team event*, recognizes participants who use Family and Consumer Sciences skills to create an oral presentation to demonstrate the application of mathematical concepts in the culinary arts industry using the annual topic. Prior to competition, participants must prepare a **file folder, oral presentation, and visuals**. On site, participants respond to a case study.

2019-2020 Topic: Recipe Costing and Profit



EVENT LEVELS

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences culinary arts industry training program, as determined by their state department of education. Students enrolled in general food and nutrition courses not preparing them for a career or employment in culinary arts are not eligible.



3. A case study document will be provided. Participants may bring a calculator, but not a mobile device with a calculator app, for the case study.
4. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for audiovisual presentation, if desired.
5. 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.
6. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	File Folder, Visuals, Oral Presentation	Table - Yes Electrical Access – No Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to this event	5 minutes setup/10 minutes case study	5 minutes prior to presentation	1-minute warning at 4 minutes; stopped at 5 minutes/10 minutes case study	5 minutes	30 minutes

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

CULINARY MATH MANAGEMENT

Procedures and Time Requirements

All National Leadership Conference participants will take the Culinary Math Management Test during the online testing window, May 4-20, 2020, following the online testing specifications. Participants will have 30 minutes to complete the test. Tests will be evaluated and the results will be factored into the team's final score.

Each entry will submit a <i>file folder</i> with required documents to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist. Room consultants and evaluators will have 5 minutes to preview the file folder before the presentation begins.
10 minutes	Participants(s) will be given 10 minutes to complete the case study in a separate case study room. The completed case study will be given to evaluators prior to the oral presentation.
5 minutes	The oral presentation may be up to 5 minutes in length. A one-minute warning will be given at 4 minutes. Participant(s) will be stopped at 5 minutes. If audio or audiovisual recordings are used, they are limited to a 1-minute playing time during the presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview the participant(s) about the oral presentation and the case study.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant. File folders will be returned to participants at the end of scoring.


Specifications

Test

All National Leadership Conference participants will take the Culinary Math Management test online prior to competition. Participants will have 30 minutes to complete the 20-question test. Test questions may include multiple choice, true/false, or multi-step *problem solving*. States will determine the method of administering the test at regional/district and state competitions.

File Folder

Participant(s) will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (either typed or handwritten) in the top left corner with name of event, event level, participant's name, and state.

1- 8 ½" x 11" page	<i>Project Identification Page</i>	Use <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant(s) name, chapter name, school, city, state, event name, and title of project.
1- 8 ½" x 11" page	FCCLA Planning Process	Summarize how each step of the <i>Planning Process</i> was used to develop the Culinary Math Management project.
1 	Evidence of Online Project Summary Submission	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>portfolio</i> .
1- 8 ½" x 11" page	<i>Works Cited/Bibliography</i>	Use MLA or APA citation style to cite all references. Resources should be <i>reliable</i> and <i>current</i> .

Case Study

Participants will be given a written case study, based on the annual topic, to evaluate their understanding of the application of mathematical concepts in culinary arts management. Each individual or team will complete one Culinary Math Management Case Study Form which will be turned in to the evaluators prior to the oral presentation. Work will take place within the case study room/station with no spectators. No pre-written material is allowed. Participant(s) will be provided blank Case Study Forms that should be used to respond and relay the developed solution(s). After oral presentation, evaluators have the opportunity to ask participants questions about the case study responses.

Knowledge of Subject	Show evidence of knowledge and subject.
Appropriate Solution(s)	Present solution(s) which are feasible and suitable for the situation.

Oral Presentation

The oral presentation may be up to 5 minutes in length and is delivered to evaluators. The presentation should illustrate the use of mathematics in culinary arts and **must be based on the annual topic** as listed in the event description. This is not based on a project, but serves as an illustration/demonstration of participant's knowledge of the annual topic and its application to the field.



Organization/ Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Subject Matter	Demonstrate thorough knowledge of culinary arts mathematics concepts.
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 <i>visuals</i> or notecards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the case study and presentation. Questions are asked after the presentation.

Visuals/Props

Visuals/props may include posters, charts, slides, presentation software, video, etc. and may be used to illustrate or demonstrate *content*. Audio/visual recordings are limited to one-minute playing time.

Effectively Illustrate <i>Content</i>	The <i>visuals</i> chosen to present the culinary arts mathematics concepts are clear, concise, and visually appealing.
Use of <i>Visuals</i>	<i>Visuals</i> support, illustrate, or complement presentation.



CULINARY MATH MANAGEMENT

STAR Events Point Summary Form

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' file folder 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	Official documentation not provided at presentation time or signed by adviser	Official documentation provided at presentation time and signed by adviser	0 2
Test Scores 0-20 points	Participant 1 _____ Participant 2 _____ Participant 3 _____ Total Team Score _____	Total Team Score _____ divided by # of participants on team _____ = Average Team Score _____ (20 points possible)	
File Folder 0-4 points	0 No File Folder presented	1 2 3 File Folder presented with incorrect labeling/insufficient materials for evaluators (less than 3 copies of contents)	4 File Folder is presented with correct labeling and sufficient evaluator materials • 1 Project ID Page • 1 Planning Process summary • 1 Project Summary Submission Proof • 1 Works Cited/Bibliography
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____
 Evaluator 2 _____ Initials _____
 Evaluator 3 _____ Initials _____
 Total Score _____ divided by number of evaluators
 _____ = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL

AVERAGE EVALUATOR SCORE

(30 points possible) _____

FINAL SCORE

(Average Evaluator Score plus 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 _____



CULINARY MATH MANAGEMENT

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

FILE FOLDER							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	
Works Cited/ Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
ORAL PRESENTATION							
Organization/ Delivery 0-5 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
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 0-3 points	0 Did not answer evaluators' questions	1 Unable to answer some questions	2 Responded adequately to all questions	3 Responses to questions were appropriate and given without hesitation			
VISUALS							
Effectively Illustrate Content 0-5 points	0 Visuals not provided	1 Visuals are weak in supporting the presentation	2 Visuals support the presentation but do not complement the content	3 Visuals support the presentation but do not complement the content	4 Visuals support the presentation but do not complement the content	5 Visuals support and complement the presentation	
Use of Visuals during Presentation 0-5 points	0 Visuals not used during presentation	1 Visuals used to limit amount of speaking time	2 Visuals used minimally during presentation	3 Visuals incorporated throughout presentation	4 Visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and visuals	

Culinary Math Management Rubric (continued)

Points

CASE STUDY																	
Knowledge of Subject Matter 0-15 points	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	No case study response provided	Case study is incomplete			Case study response included a limited amount of current data and knowledge				Case study response included an adequate amount of current data and knowledge				Case study response included extensive amount of current data and knowledge				
Appropriate Solutions 0-15 points	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	No case study response provided	Case study is incomplete			Solution was partially feasible or appropriate for the situation				Solution was adequate for the situation				Solution was feasible and appropriate for the situation, with each step of action apparent and well communicated				

Evaluator's Comments:

TOTAL
(70 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Digital Stories for Change



Digital Stories for Change, an *individual or team event*, recognizes participants who demonstrate their knowledge, skills, and abilities to actively identify an issue concerning families, careers, or communities; research the topic; and develop a *digital story* to advocate for positive change. **The topic for 2019–2020 is “Transforming Your Community, One Action at a Time.”** Participants should choose one way they can make a difference in their community and create a digital story to influence change in that area.

Preliminary Round: Participants must prepare a *digital story and project components* to be submitted online. **National Leadership Conference:** Fifteen (15) entries will be invited to present their *digital story*, plus an **oral presentation**, at the National Leadership Conference. Only entries with scores of 70 or above will be eligible for National Leadership Conference consideration.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.

2. 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.
3. National Leadership Conference 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 prior to National Leadership Conference.
4. The use of inappropriate music, graphics, or text will automatically disqualify the entry. Inappropriate materials are those that are obscene, profane, or explicit.
5. The use of copyrighted music, photographs, or graphics in the digital video may disqualify the entry. Music, photographs, text, trademarks, or names that are used in the project must be properly cited and documented. Only original items or items licensed for reuse are allowed. Most popular/commercial music is copyrighted and its use strictly limited. Participants are encouraged to use music with the appropriate license for reuse and publication on the Internet. Copyright laws must be followed.
6. Participants must follow state or district rules/guidelines for student privacy and use of photographs or student work when published online.




GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Digital Story, Project Components, Oral Presentation (Level II)	Table – yes Laptop and Internet Access – yes Electrical Access - yes	Official dress - or-Professional dress appropriate to this event	5 minutes		1-minute warning at 4 minutes; stopped at 5 minutes	5 minutes	25 minutes

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

* As a backup, participants may bring their digital story files on a USB drive. No additional Audio, Presentation Equipment, or Visuals other than the presentation of the digital story are allowed.

DIGITAL STORIES FOR CHANGE

Procedures and Time Requirements: Preliminary Round – Projects Due February 1

Participants create a <i>digital story</i> about an issue concerning families, careers, or communities using the 2019–2020 national topic (see event description). It is not a demonstration or “how to” presentation, nor a photo/video slide show.		
5 minutes	The total running time of the digital story must be no longer than five (5) minutes in length, to include the title and credits.	
Projects must be posted on the school/chapter website. Posted components include digital story with copyright notice, project storyboard, project identification page, project summary, and FCCLA Planning Process summary page. The video must be embedded on the website and a link provided to the original source (such as YouTube, Vimeo, etc.). The other required project components must be able to be opened in Microsoft Word or in PDF format.		

Entry Submission for Preliminary Round Competition

Preliminary Round entries will be submitted no later than 5:00 p.m. EST, February 1 in the FCCLA Portal. An entry fee will be required. Projects must be ready for evaluation at that time, and no changes may be made to projects until March 15.

Procedures and Time Requirements: National Leadership Conference



1. A table and laptop computer with Internet connections will be provided. As a backup, participants may bring their *digital story* files on a USB drive. Participants are not allowed to bring in any additional equipment. Note cards may be used in the oral presentation.
2. To prepare for the National Leadership Conference presentation, participants are encouraged to update their presentation based upon Preliminary Round evaluation feedback. Changes may be made after March 15.
3. Specifications for the computer hardware and software versions supplied by FCCLA for use at National Leadership Conference will be posted on the national FCCLA Website by June 1.

5 minutes	Participants will have 5 minutes to set up their presentation. Other persons may not assist.
5 minutes	Participants will play their digital video for the evaluators. The total running time of the <i>digital story</i> video may be up to 5 minutes in length. Videos will be stopped at 5 minutes.
5 minutes	Participants must include an oral presentation which may be up to 5 minutes in length. A one-minute warning will be given at 4 minutes. The participants will be stopped at 5 minutes.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview the participant and review the project website and/or video.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.

Specifications

Website

Projects must be posted on the school/chapter website. Posted components include: *digital story* video with copyright notice, project storyboard, *project identification page*, FCCLA *Planning Process* summary page. The video should be embedded on the website. The other required project components must be able to be opened in Microsoft Word or in PDF format.

1-8 ½" x 11" page	<i>Project Identification Page</i>	<i>Plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title. Must be posted on the website in Microsoft Word or PDF format.
1-8 ½" x 11" page	FCCLA <i>Planning Process</i> Summary Page	Summarize how each step of the <i>Planning Process</i> was used to plan and implement the project; Must be posted on the website in Microsoft Word or PDF format. For National Leadership Conference Phase II Participants Only: use of the <i>Planning Process</i> must also be described in the oral presentation.
1 	Evidence of Online Project Summary Submission	Participants should complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission on the website.
As Needed 	Storyboard Pages	Using the provided template, participants develop a detailed storyboard for the <i>digital story</i> project. The storyboard should be developed in sequential order to include scripting, narration, sounds/music, images, sketches or <i>graphics</i> , and technical aspects such as timing and design. Must be posted on the website in Microsoft Word or PDF format.
Up to 3 8 ½" x 11" pages	Project Summary Pages	Project summary pages to include the purpose of the project, relationship to areas of Family and Consumer Sciences and/or related careers, relevant research, background information that might help the <i>audience</i> understand the point of view of the project, and the change or awareness goal of the project. Must be posted on the website in Microsoft Word or PDF format.

Digital Story/Video

Participants create a *digital story* about an issue concerning families, careers, or communities using the **2019-2020 national topic (see event description)**. The *digital story/video* may be produced using video creation tools of the participants' choice, but must be posted online to the website and must be available for viewing online. **Do not provide a video download.**

Introduction	Create an introduction to the <i>digital story</i> that is original, catches interest, and relates to the purpose and focus of the <i>digital story</i> project. Must include FCCLA emblem in the introduction.
Purpose and Focus	The participants should establish a clear purpose, focus, and point of view early in the <i>digital story</i> and maintain this purpose and focus throughout the video presentation.
Subject Knowledge	Subject knowledge of the family, career, or <i>community</i> issue is clearly evident. All information presented in the video is appropriate and accurate.
Creativity and Design	Color, design, effects and creativity support the theme of the video. Should not distract the viewer from the purpose and focus.
Technical Quality—Sound	Sound quality—volume levels are adequate and consistent, clear sound (no crackling).
Technical Quality—Images or Video	Images used are original or licensed for reuse. Image or video quality is high resolution and there is no size distortion.
Technical Quality—Editing	Editing and production provides minimal, smooth, and effective transitions. Use of effects supports the story and maintains purpose and focus.
Works Cited/ <i>Bibliography</i>	All work is original, or copyright permissions are included; only items licensed for reuse are used. Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .

Digital Stories for Change Specifications (continued)

Licensing	A copyright or licensing statement is included in the video. Creative Commons licensing may be used— www.creativecommons.org .
Communication— Graphics/Images	<i>Graphics</i> , images, or video creates emotion to match the storyline, and communicates symbolism or metaphors. Images are well coordinated with music, sound, or narrative. (Slide shows are not an acceptable format). Only original <i>graphics</i> or images or those licensed for reuse may be used.
Communication— Text	Word, text or <i>graphic</i> choices are powerful, vivid, and descriptive to <i>audience</i> , and support the purpose and focus. Spelling, word choice, and grammar are used correctly.
Communication— Music/Sound	Music or sounds used in the video should significantly enrich the project, create the appropriate mood or tone, and is coordinated with text or images. Only original music or music licensed for reuse may be used.
Narration	A narration of the <i>digital story</i> should follow an original script. Narration should include one or more of the participants, and others, as desired. The main narration should be in English; other languages may be used to enhance the <i>digital story</i> . Diction, fluency, and flow supports or enhances the project.
Ending	Ending should bring closure to the <i>digital story</i> and engage the <i>audience</i> in reflective thinking or action toward change.

For National Leadership Conference Participants ONLY

Oral Presentation

Following the viewing of the *digital story* presentation by evaluators, participants will deliver an oral presentation, which **may be up to 5** minutes in length, to evaluators. The presentation should describe the research, planning, impact and personal learning of the participant as a result of the project. The presentation may not be prerecorded. No presentation elements are allowed during the oral presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Relationship to Family and Consumer Sciences Coursework and/or Related Careers	Describe relationship of project <i>content</i> to Family and Consumer Sciences and related careers.
Knowledge of Subject Matter	Demonstrate knowledge of subject matter, research, and impact of project on participant(s).
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.



DIGITAL STORIES FOR CHANGE—Preliminary Round

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

WEBSITE CONTENT – DOCUMENTATION													Points
Project Identification Page 0 or 4 points	0 Project Identification Page is missing, is not completed, or includes incorrect information					4 Project Identification Page is present, contains participants' names, chapter name, school, city, state, event name, and project title							
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							
Evidence of Online Project Summary Submission 0 or 1 point	0 Not provided					1 Signed proof of submission from the online form is included							
Storyboard 0-5 points	0 Not included	1 Very limited and disorganized	2 Does not include required elements	3 Includes most of the required elements and is generally followed	4 Includes all required elements and is followed	5 Is sequential, includes scripting, narration, sounds/music, image sketches or graphics, and technical aspects. Storyboard is followed							
Project Summary 0-15 points	0 Not provided	1 Purpose, FCS relationship, research, background information, and goal of the project is minimally explained and presented	2 Purpose, FCS relationship, research, background information, and goal of the project is inconsistently explained and presented	3 Purpose, FCS relationship, research, background information, and goal of the project is explained but lacking detail or is disorganized	4 Purpose, FCS relationship, research, background information, and goal of the project is explained and presented	5 Purpose of project, relationship to FCS areas and/or related careers, research, background information, and goal of the project is well explained and presented in an organized format							
DIGITAL STORY/VIDEO													
Introduction 0-5 points	0 No obvious introduction	1 Introduction not relevant or appropriate for the presentation or does not include FCCLA emblem	2 Introduction not effective in capturing attention, may not include the FCCLA emblem	3 Somewhat creative/attention getting, includes the FCCLA emblem	4 Creative introduction, includes the FCCLA emblem	5 Introduction captured attention immediately, includes the FCCLA emblem							
Purpose and Focus 0-5 points	0 Not included	1 Purpose, focus, and point of view is difficult to figure out	2 Purpose, focus, and point of view is inconsistent	3 Purpose, focus, and point of view is established but is not maintained throughout the presentation	4 Purpose, focus, and point of view is mostly clear and maintained throughout the presentation	5 Purpose, focus and point of view is clear and maintained throughout the presentation							
Subject Knowledge 0-5 points	0 Did not mention	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Evidence of knowledge, but not used effectively in the presentation	4 Evidence of knowledge. Presentation is enhanced by participant's knowledge	5 Evidence of thorough knowledge. Effective presentation of current data and information to support viewpoints and issues of concern							
Creativity and Design 0-5 points	0 Color, design and/or effects are over used or so minimal they distract from the purpose and focus	1 Color, design, and/or effects are inconsistent with purpose and focus and are not used effectively	2 Color, design, and/or effects neither enhance nor detract from the presentation	3 Color, design, and/or effects neither enhance nor detract from the presentation	4 Good use of color, design and/or effects to support the presentation	5 Excellent and appropriate use of color, design, effects, and original ideas to support the presentation							
Technical Quality Sound 0-5 points	0 No sound or music was used in the project	1 Sound quality is poor (crackling, volume issues)	2 Sound quality is inconsistent	3 Sound quality is consistent throughout the project, neither enhances nor detracts	4 Sound quality is good throughout	5 Sound quality is excellent throughout							

Digital Stories for Change (continued)

Points

Technical Quality Images or Video 0–5 points	0 Images or video was used without appropriate copyright permission	1 Images/video quality is poor (low resolution, size distortion) no use of copyrighted images or video	2 Images/video quality is inconsistent (low resolution, size distortion) no use of copyrighted images or video	3 Images/video quality is inconsistent—no use of copyrighted images or video	4 Images/video quality is good throughout—no use of copyrighted images or video	5 Images/video quality is excellent—high resolution, no distortion, no use of copyrighted images or video	
Technical Quality Editing 0–5 points	0 Not evident	1 Editing produces a product difficult to watch or follow	2 Inconsistent editing with under/over use of transitions and effects	3 Editing generally supports the presentation, neither enhances nor detracts from the presentation	4 Good editing and overall production to support the presentation	5 Excellent editing and production with smooth and effective transitions. Use of effects supports the presentation	
Documentation 0–5 points	0 None provided	1 Copyright is questionable and source list is incomplete	2 Copyright is questionable and sources are in inconsistent format	3 Copyright statements and permissions are included for most sources but in inconsistent format	4 Copyright statements and permissions are included for all sources. Complete list in a consistent format	5 Work is original, copyright statements with permissions granted are included for all sources. Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)	
Licensing 0 or 5 points	0 The video was not licensed by the participant			5 A Creative Commons license or copyright statement is included in the video			
Communication— Graphics/Images 0–5 points	0 No images or graphics were used	1 Images are not relevant to the project	2 Graphics, images, or video used do not match the storyline or enrich the project. Images not coordinated with music, sound, or narrative	3 Graphics, images, or video is inconsistently used and is not clearly matched with the storyline. Images not coordinated with music, sound, or narrative	4 Graphics, images, or video match most of the storyline, and communicate symbolism or metaphors. Images mostly coordinated with music, sound, or narrative	5 Graphics, images, or video creates emotion to match storyline, and communicate symbolism or metaphors. Images well-coordinated with music, sound, or narrative	
Communication— Text 0–5 points	0 No text was used	1 There are so many errors in word or text that it detracts from the project	2 Word or text does not enhance the project and contains errors	3 Word or text choices are appropriate but contain errors	4 Word or text choices are good and support the project idea	5 Word or text choices are powerful, vivid, and descriptive to audience	
Communication— Music/Sound 0–5 points	0 No music or sound	1 Music or sound is not relevant to the project, or is distracting	2 Music/sound is relevant but not coordinated with images	3 Music/sound neither enhances nor detracts from the project	4 Enriches the project, creates interest, and is mostly coordinated with images	5 Significantly enriches the project, creates appropriate mood/tone, and coordinated with images	
Narration 0–5 points	0 Not included	1 Is not relevant, does not match the storyline	2 Scripting is not original, does not match storyline. Voice quality, diction, fluency, and flow is not used effectively	3 Scripting relies on too many facts, quotes, or other non-original elements. Voice quality, diction, fluency and flow is average	4 Follows an original script, includes participant(s). Voice quality, diction, fluency, and flow is good	5 Follows an original script, includes participant(s). Voice quality, diction, fluency, and flow is excellent	
Ending 0–5 points	0 Ending is abrupt, weak, or video simply stops	1 2 Ending is somewhat developed but does not provide closure		3 4 Ending brings closure, but does not engage the audience in reflective thinking or action toward change		5 Ending brings closure and engages the audience in reflective thinking or action toward	

Evaluator’s Comments – include two things done well and two opportunities for improvement:

PRELIMINARY ROUND TOTAL
(100 points possible)



DIGITAL STORIES FOR CHANGE National Leadership Conference STAR Events Point Summary Form

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. 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.
3. 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 or Assistant Lead Consultant.
4. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK		Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3	
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL (6 points possible)
Evaluator 1 _____	Initials _____	AVERAGE EVALUATOR SCORE (134 points possible)
Evaluator 2 _____	Initials _____	
Evaluator 3 _____	Initials _____	
Total Score _____	divided by number of evaluators = AVERAGE EVALUATOR SCORE <i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i>	FINAL SCORE (Average Evaluator Score plus Room Consultant Total)
_____		____.____
		FINAL SCORE divided by 140 possible points = RATING SCORE PERCENTAGE

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 _____



DIGITAL STORIES FOR CHANGE

National Leadership Conference

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

WEBSITE CONTENT – DOCUMENTATION							Points
Project Identification Page 0 or 4 points	0 Project Identification Page is missing, is not completed, or includes incorrect information			4 Project Identification Page is present, contains participants' names, chapter name, school, city, state, event name, and project title			
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	
Evidence of Online Project Summary Submission 0 or 1 point	0 Not provided			1 Signed proof of submission from the online form is included			
Storyboard 0-5 points	0 Not included	1 Very limited and disorganized	2 Does not include required elements	3 Includes most of the required elements and is generally followed	4 Includes all required elements and is followed	5 Is sequential, includes scripting, narration, sounds/music, image sketches or graphics, and technical aspects. Storyboard is followed	
Project Summary 0-15 points	0 Not provided	1 Purpose, FCS relationship, research, background information, and goal of the project is minimally explained and presented	2 Purpose, FCS relationship, research, background information, and goal of the project is inconsistently explained and presented	3 Purpose, FCS relationship, research, background information, and goal of the project is explained but lacking detail or is disorganized	4 Purpose, FCS relationship, research, background information, and goal of the project is explained and presented	5 Purpose, FCS relationship to FCS areas and/or related careers, research, background information, and goal of the project is well explained and presented in an organized format	
DIGITAL STORY/VIDEO							Points
Introduction 0-5 points	0 No obvious introduction	1 Introduction not relevant or appropriate for the presentation	2 Introduction not effective in capturing attention	3 Somewhat creative/attention getting	4 Creative introduction	5 Introduction captured attention immediately. Includes the FCCLA emblem	
Purpose and Focus 0-5 points	0 Not included	1 Purpose, focus, and point of view is difficult to figure out	2 Purpose, focus, and point of view is inconsistent	3 Purpose, focus, and point of view is established but is not maintained throughout the presentation	4 Purpose, focus, and point of view is mostly clear and maintained throughout the presentation	5 Purpose, focus and point of view is clear and maintained throughout the presentation	
Subject Knowledge 0-5 points	0 Did not mention	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Evidence of knowledge, but not used effectively in the presentation	4 Evidence of knowledge. Presentation is enhanced by participant's knowledge	5 Evidence of thorough knowledge. Effective presentation of current data and information to support viewpoints and issues of concern	
Creativity and Design 0-5 points	0 Color, design and/or effects are over used or so minimal they distract from the purpose and focus	1 Color, design, and/or effects are inconsistent with purpose and focus and are not used effectively	2 Color, design, and/or effects neither enhance nor detract from the presentation	3 Color, design, and/or effects neither enhance nor detract from the presentation	4 Good use of color, design and/or effects to support the presentation	5 Excellent and appropriate use of color, design, effects, and original ideas to support the presentation	
Technical Quality Sound 0-5 points	0 No sound or music was used in the project	1 Sound quality is poor (crackling, volume issues)	2 Sound quality is inconsistent	3 Sound quality is consistent throughout the project, neither enhances nor detracts	4 Sound quality is good throughout	5 Sound quality is excellent throughout	

Digital Stories for Change (continued)

							Points
Technical Quality Images or Video 0–5 points	0 Images or video was used without appropriate copyright permission	1 Images/video quality is poor (low resolution, size distortion) no use of copyrighted images or video	2 Images/video quality is inconsistent (low resolution, size distortion) no use of copyrighted images or video	3 Images/video quality is inconsistent—no use of copyrighted images or video	4 Images/video quality is good throughout—no use of copyrighted images or video	5 Images/video quality is excellent—high resolution, no distortion, no use of copyrighted images or video	
Technical Quality Editing 0–5 points	0 Not evident	1 Editing produces a product difficult to watch or follow	2 Inconsistent editing with under/over use of transitions and effects	3 Editing generally supports the presentation, neither enhances nor detracts from the presentation	4 Good editing and overall production to support the presentation	5 Excellent editing and production with smooth and effective transitions. Use of effects supports the presentation	
Documentation 0–5 points	0 None provided	1 Copyright is questionable and source list is incomplete	2 Copyright is questionable and sources are in inconsistent format	3 Copyright statements and permissions are included for most sources but in inconsistent format	4 Copyright statements and permissions are included for all sources. Complete list in a consistent format	5 Work is original, copyright statements with permissions granted are included for all sources. Complete list of current and reliable resources, in MLA or APA style (see style sheet)	
Licensing 0 or 5 points	0 The video was not licensed by the participant			5 A Creative Commons license or copyright statement is included in the video			
Communication— Graphics/Images 0–5 points	0 No images or graphics were used	1 Images are not relevant to the project	2 Graphics, images, or video used do not match the storyline or enrich the project. Images not coordinated with music, sound, or narrative	3 Graphics, images, or video is inconsistently used and ins not clearly matched with the storyline. Images not coordinated with music, sound, or narrative	4 Graphics, images, or video match most of the storyline, and communicate symbolisms or metaphors. Images mostly coordinated with music, sound, or narrative	5 Graphics, images, or video creates emotion to match storyline, and communicate symbolism or metaphors. Images well-coordinated with music, sound, or narrative	
Communication— Text 0–5 points	0 No text was used	1 There are so many errors in word or text that it detracts from the project	2 Word or text does not enhance the project and contains errors	3 Word or text choices are appropriate but contain errors	4 Word or text choices are good and support the project idea	5 Word or text choices are powerful, vivid, and descriptive to audience	
Communication— Music/Sound 0–5 points	0 No music or sound	1 Music or sound is not relevant to the project, or is distracting	2 Music/sound is relevant but not coordinated with images	3 Music/sound neither enhances nor detracts from the project	4 Enriches the project, creates interest, and is mostly coordinated with images	5 Significantly enriches the project, creates appropriate mood/tone, and coordinated with images	
Narration 0–5 points	0 Not included	1 Is not relevant, does not match the storyline	2 Scripting is not original, does not match storyline. Voice quality, diction, fluency, and flow is not used effectively	3 Scripting relies on too many facts, quotes, or other non-original elements. Voice quality, diction, fluency and flow is average	4 Follows an original script, includes participant(s). Voice quality, diction, fluency, and flow is good	5 Follows an original script, includes participant(s). Voice quality, diction, fluency, and flow is excellent	
Ending 0–5 points	0 Ending is abrupt, weak, or video simply stops	1 2 Ending is somewhat developed but does not provide closure		3 4 Ending brings closure, but does not engage the audience in reflective thinking or action toward change		5 Ending brings closure and engages the audience in reflective thinking or action toward change	

Digital Stories for Change (continued)

ORAL PRESENTATION							Points
Organization/ Delivery 0 – 10 points	0 Presentation is not done or speaks 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	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 Not included	1 Minimal evidence FCS coursework relationship	2 Some knowledge of relationship to FCS coursework	3 Knowledge of FCS coursework but not shared	4 Knowledge of relationship to FCS is evident and shared	5 Knowledge of FCS relationship is evident and explained well	
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 – include two things done well and two opportunities for improvement:

LEVEL II TOTAL
(134 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

DIGITAL STORIES FOR CHANGE

Storyboard Template



Participant Name _____ Chapter ID # _____ State _____

Level _____ Title of Project _____

TITLE SLIDE/SCENE #	TIME:	SLIDE/SCENE #	TIME:	SLIDE/SCENE #	TIME:
<p>IMAGE</p> <p style="text-align: center;">Sketch, graphic or photo here</p>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Use this box to indicate transitions, if any are used </div>		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Use this box to indicate transitions, if any are used </div>	
<p>SCRIPT/NARRATION</p> <p style="text-align: center;">Write your script or narrative here</p>					
<p>MEDIA/DESIGN</p> <p style="text-align: center;">List specific media used—music, sound, voice recordings, video clips, photos, graphics, color themes, etc.</p>					



Early Childhood Education



Early Childhood Education, an *individual event*, recognizes participants who demonstrate their ability to use knowledge and skills gained from their enrollment in a Family and Consumer Sciences early childhood education program. Participants must prepare a **portfolio** and a **resource container**. On site, participants must plan and present to evaluators an activity related to the theme in **response to a case study** provided during the event and an **oral presentation** describing the activity.

2019–2020 Theme: “How We Travel”
(Transportation)



EVENT LEVEL

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.

2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences early childhood education training program, as determined by their state department of education. Students enrolled in general child or human development courses not preparing them for careers or employment in early childhood education are not eligible.
3. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1	Portfolio, Resource Container	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress – or costume appropriate to event	20 minutes planning	20 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	40 minutes

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

* Skits may not be used during the oral presentation but may be used during presentation of the onsite case study activity. Presentation Equipment is allowed only for presentation of electronic portfolio and Activity Plan Presentation. Visuals are limited to the content of the resource container and any software needed for Activity Plan Presentation.

EARLY CHILDHOOD EDUCATION

Procedures and Time Requirements

Each participant will submit a portfolio (hardcopy or electronic) to the event room consultant at the designated participation time and inform evaluators of their chosen age category (possible age categories of 2–3, 4–5, or 6–8 years old).	
Room consultant will check the resource container and give the case study to the participant to plan for the activity.	
20 minutes	Room consultants and evaluators will have 20 minutes to preview the portfolio while the participant plans the activity using materials from the resource container.
10 minutes	The presentation of the activity may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview the participant.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 38 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 49 slides, as described below.

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 Planning Process Summary Page	Summarize how each step of the <i>Planning Process</i> was used to plan and implement the project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0–4	<i>Content Divider Pages</i> or Sections	Use 0 to 4 <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 30 8 ½" x 11" pages or 40 slides	Documentation of Experience/ <i>Occupational Coursework</i>	Document evidence of units, courses, volunteer, and/or paid positions related to Early Childhood Education.
	<i>Lesson Plans</i>	Include 3–5 example <i>lesson plans</i> exhibiting a variety of Early Childhood Education concepts (e.g., science, math, music, art). Sample lesson plans may use format of the participant's choice.

Early Childhood Education Specifications (continued)

	Evidence of Skills	Show evidence of actual implementation of a <i>lesson plan(s)</i> included in <i>portfolio</i> (i.e. pictures, classroom teacher evaluation, samples of hands-on activities, handouts, etc.).
	Evidence of Developmental Knowledge	Show evidence of knowledge of age-appropriate activities based on developmental stages, ages 2–3, 4–5, or 6–8 years (i.e. chart, listing, diagram essay developed by the participant).

Activity Plan and Presentation

On site, the participant will be given a case study (type of activity, number of children, setting) and an activity topic related to the year’s theme for the age category that they have selected (possible age categories: of 2–3, 4–5, or 6–8 years old). Activity plan topics may include, but are not limited to, general areas such as physical activity, science, and reading readiness.

Participants must complete a written activity plan and adaptations required by the case study for their presentation using the blank form provided. Only the materials and supplies in the participant’s resource container may be used to complete the activity plan. Presentation Equipment is allowed for presentation of Activity Plan Presentation. Visuals are limited to the content of the resource container and any software needed for Activity Plan Presentation.

Activity Plan	Include learning objective, instructional strategies/rationale, setting, materials, activity, modifications, and assessment. Submit one copy.
Selection of Activity/Activities	Choose age-appropriate activities for early childhood activity plan.
Use of Resource Materials and Supplies	Use creativity, safety, and variety in completing activity plan.
Introduction	Express objectives, instructions, and directions with clarity.
Activity	Present activity with organization; focus on <i>content</i> , accuracy of information, age-level appropriateness, sequence of events/activities, pace, and transitions.
Wrap-up	Reinforce lesson objective with appropriate summary.

Presentation Skills

The oral presentation of the activity plan **may be up to** 10 minutes in length and is delivered to evaluators. Participants may choose to present the activity plan as a demonstration and/or explanation of the activity plan as implemented with children.

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 supplies and materials. 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	Provide clear and concise answers to evaluators’ questions regarding <i>lesson plan</i> and <i>portfolio</i> . Questions are asked after the presentation.

Resource Container

The resource container is a sturdy container with a lid that holds resource materials and supplies assembled by the participant for planning and presenting the learning activity. All materials must fit in the closed container. The container and lid must be no larger than 17 ½” wide x 14 ½” deep x 11 ½” high. A decorative and/or informative cover may be included. Materials and supplies may include, but are not limited to, any of the following: crayons, paper, scissors, markers, craft sticks, stapler, pencil, felt, hole punch, tape, socks, songs, straws, glue, yarn, story or picture books, resource books, and student-made items related to the theme, etc. Materials may be repurposed. Types and quantities of materials are determined by the participant and are limited only by the size of the container. Participants may not access Internet resources during planning time.

Resource Container	Assemble resources and supplies in a container. The container with lid should be no larger than 17 ½” wide x 14 ½” deep x 11 ½” high.
--------------------	---



EARLY CHILDHOOD EDUCATION STAR Events Point Summary Form

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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points						
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3								
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser							
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder							
	0 Electronic Portfolio not in viewable format to the evaluators	1 Electronic Portfolio in viewable format to the evaluators							
Portfolio Pages 0-3 points	0 Portfolio exceeds the page limit, Resource Container exceeds the size limit, or is not in a sturdy container with a lid	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>2 or more errors</td> <td>1 error</td> <td>no errors</td> </tr> </table> Portfolio contains no more than 38 single-sided pages or 49 slides completed correctly, including: <ul style="list-style-type: none"> • 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 4 content divider pages or slides • Up to 30 content pages or 40 content slides 	1	2	3	2 or more errors	1 error	no errors	
1	2	3							
2 or more errors	1 error	no errors							
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation							

EVALUATORS' SCORES	ROOM CONSULTANT TOTAL	
Evaluator 1 _____ Initials _____	(10 points possible)	
Evaluator 2 _____ Initials _____	AVERAGE EVALUATOR SCORE	
Evaluator 3 _____ Initials _____	(90 points possible)	_ . _ . _ .
Total Score _____	FINAL SCORE	
_____	(Average Evaluator Score plus 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 _____



EARLY CHILDHOOD EDUCATION Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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						
Documentation of Coursework 0-4 points	0 Portfolio does not have a documentation of coursework that is in the pathway, career cluster or occupation for Early Childhood Education	1 Portfolio shows some documentation of limited coursework and experience	2 Portfolio shows quality documentation of an adequate amount of coursework and experience	3 Portfolio shows quality documentation of superb coursework and experience	4 Portfolio shows excellent documentation of superb coursework and experience							
Lesson Plans 0-10 points	0 Lesson plans are missing	1 Lesson plans are from one early childhood concept	2 Lesson plans indicate an understanding of multiple childhood development concepts	3 Lesson plans are complete, indicate knowledge of developmental ages and stages, and are age appropriate	4 Lesson plans are complete with multiple evidence of the understanding of ages and stages and are age appropriate	5 Lesson plans are complete with multiple evidence of the understanding of ages and stages and are age appropriate	6 Lesson plans are complete with multiple evidence of the understanding of ages and stages and are age appropriate	7 Lesson plans are complete with multiple evidence of the understanding of ages and stages and are age appropriate	8 Lesson plans are complete with multiple evidence of the understanding of ages and stages and are age appropriate	9 Innovative, interesting and creative lesson plans show a depth of understanding and an application of developmental stages and are age appropriate	10 Innovative, interesting and creative lesson plans show a depth of understanding and an application of developmental stages and are age appropriate	
Evidence of Skills 0-4 points	0 Portfolio does not have evidence of skills	1 Portfolio has limited evidence of skills	2 Evidence is shown through multiple varieties	3 Evidence of skills is incredibly apparent through portfolio	4 Portfolio has high quality evidence of superb skills							
Evidence of Developmental Knowledge 0-4 points	0 Portfolio does not have evidence of developmental knowledge	1 Portfolio shows limited evidence of developmental knowledge	2 Portfolio shows evidence of developmental knowledge but it is somewhat unclear in its format	3 Evidence of developmental knowledge includes a chart, diagram, essay or graphic organizer to explain the concept	4 Portfolio indicates an exceptional level of developmental knowledge in a clear and organized format							
ACTIVITY							Points					
Activity Planning Form: Learning Objective and Instructional Strategies/Rationale 0-8 points	0 No written plan	1 A written plan is limited in scope	2 Written plan has one of these explained well: an objective and rationale	3 A written plan is evident with learning objective and rationale that is well thought out	4 Objective and rationale are well written and thought out. Outcomes are measurable							
Activity Planning Form: Setting, Materials, Activity 0-8 points	0 Not evident	1 Settings, materials and activity are all explained	2 Settings, materials and activities are well planned and detailed in description	3 Setting, materials, and activities are well planned with creativity and appropriateness for age level	4 Setting, materials, and activities have a variety of materials used. Resources are creative, safe, are appropriate for the activity							
Activity Planning Form: Modification and Assessment 0-8 points	0 No modification or assessment methods are evident	1 Includes some plans for modification and there are limited assessment methods listed	2 Modification plans are complete and there is a plan for assessment with multiple methods evident	3 Modification and assessment methods both indicate an understanding of adaptation, accommodations, and revision	4 Plans are creative and thoughtful. The activity includes physical activity, science, reading readiness or preparation which exceed case study requirements, modifications, and multiple assessment strategies							
Introduction 0-5 points	0 Introduction is missing	1 Introduction is limited	2 Introduction includes one objective	3 Introduction includes one or more objectives and limited instructions	4 Introduction includes objectives, instructions and directions with clarity	5 Introduction includes objectives, instructions and directions with clarity. Makes the activity seem fun and would engage children in learning						

Early Childhood Education Rubric (continued)

Points

ACTIVITY (continued)						
Activity 0-10 points	0 Activity is limited	1 2 Activity is evident with a focus on content	3 4 Activity is evident with a focus on content with extensive sequence evident	5 6 Activity is well organized. Has appropriate content, and is age appropriate	7 8 Activity is creative, well organized, rich in content and age appropriate	9 10 Activity is well organized, has rich content, is accurate, age level appropriate, has a sequence of activity, an appropriate pace and includes transitions
Use of Resources during Activity 0-5 points	0 Resources are not used during activity	1 Resources used to limit amount of speaking time	2 Resources are used minimally during activity	3 Resources are used effectively throughout activity	4 Activity is creative, well organized, rich in content and age appropriate	5 Activity moves seamlessly and effectively between teaching time and hands on time
Wrap Up 0-5 points	0 No wrap up	1 Limited wrap up is evident	2 The activity ends with a limited summary	3 The activity ends with an adequate summary	4 Activity ends with an appropriate summary as a reinforcement for the lesson	5 Activity ends with an appropriate summary as a reinforcement for the lesson and is clear what the lesson intended to accomplish
PRESENTATION SKILLS						
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



EARLY CHILDHOOD EDUCATION Activity Planning Form

Topic and Type of Activity:
Age Level:
Timeframe:
Learning Objectives: What knowledge or skills will this activity help children know and be able to do?
Instructional Strategies and Rationale: Why is this knowledge or skill important for children to know and be able to do at this age?
Setting: Briefly describe the location, furniture, and large equipment needed to carry out the activity with children.
Materials: What supplies and resources are needed?

Activity: Describe in detail the activity you plan to do with these children.

Modifications: How will you modify or adapt your plan to accommodate the classroom situation – multiple ages, special needs, etc.

Assessment: How will you evaluate the children’s achievement of the learning objectives?

Additional Notes:



Entrepreneurship



Entrepreneurship, an *individual or team event*, recognizes participants who develop a plan for a new small business using Family and Consumer Sciences skills and *sound business practices*. The business must relate to an area of Family and Consumer Sciences education or related occupations. Participants must prepare a **portfolio** containing a **written business plan**, which they are not required to have implemented, and an **oral presentation**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation, if desired.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table -yes Electrical access – no Wall Space – no Supplies - no	Official dress - or- Professional dress appropriate to event	15 minutes	15 minutes prior to presentation	1-minute warning at 19 minutes; stopped at 20 minutes	5 minutes	45 minutes

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

ENTREPRENEURSHIP

Procedures and Time Requirements

Each entry will submit a portfolio (hardcopy or electronic) to the event room consultant at the designated participation time.	
15 minutes	Participant(s) will have 15 minutes to set up for the event. Other persons may not assist. Room consultants and evaluators will have 15 minutes to preview the <i>portfolio (hardcopy or electronic)</i> during participant set up time. The participant must make the <i>electronic portfolio</i> accessible to evaluators.
20 minutes	The oral presentation may be up to 20 minutes in length. A one-minute warning will be given at 19 minutes. Participants will be stopped at 20 minutes. If audio or audiovisual recordings are used, they are limited to 3 minutes 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.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 64 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* has been turned in to the 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 75 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-10	<i>Content Divider Pages</i> or Sections	Use up to 10 <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> .

Entrepreneurship Specifications (continued)

Up to 50 8 ½" x 11" pages or 60 slides	Business Description	Include name of the new small business and mission statement. Describe services provided, hours of operation, demographics served, and business feasibility (including <i>community</i> survey data or market research).
	Facility	Describe site, space, utilities, and emergency procedures and maintenance plan.
	Supplies and Equipment	Include list of suppliers, inventory of equipment and supplies, and description of provisions for maintenance and repair.
	Organizational Chart	Describe job titles and tasks. Include hierarchy/departments as projected for business growth.
	Personnel Management	Describe hiring procedures, salaries and benefits, policies and procedures, key job descriptions, and evaluations/appraisals. Include all applicable forms and records.
	Funding Sources for Business	Describe methods and sources of funding, and include fee structures.
	Budget	Describe income, expenditures, financial procedures, and applicable tax information. Include all applicable forms.
	Laws, Regulations, and Codes	Describe health; environment; fire; insurance; zoning; and other local, county, and state codes. (Actual codebooks need not be included.) Provide appropriate governmental contact information.
	Marketing Plan	Describe advertising plan (including special events), and include sample advertisements to cover types of advertising chosen.
	Works Cited/Bibliography	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .
	Appearance	Business plan must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 20 minutes in length and is delivered to evaluators. The presentation should be *professional* in nature and summarize the business plan. The presentation cannot be prerecorded. If audio or audiovisual recordings are used, they are limited to 3 minutes playing time. *Visuals* should be used during the presentation. The *portfolio* may be used as a *visual*.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize business plan.
Knowledge of Subject Matter	Show evidence of mastery of entrepreneurial skills including facility management, budget and credit management, personnel management, and understanding of government regulations.
Use of <i>Portfolio</i> and <i>Visuals</i>	Use <i>portfolio</i> to describe all phases of the project. Use original, creative, and appealing <i>visuals</i> to enhance the presentation.
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 <i>visuals</i> and notes or notecards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the business plan. Questions are asked after the presentation.



ENTREPRENEURSHIP Point Summary Form

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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Online Event Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder	
	0 Electronic Portfolio not in viewable format to the evaluators	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 64 single-sided pages or 75 slides completed correctly, including: <ul style="list-style-type: none"> 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 10 content divider pages or slides Up to 50 content pages or 60 content slides 	
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	
EVALUATORS' SCORES Evaluator 1 _____ Initials _____ Evaluator 2 _____ Initials _____ Evaluator 3 _____ Initials _____ Total Score _____ divided by number of evaluators _____ = AVERAGE EVALUATOR SCORE <i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i>			ROOM CONSULTANT TOTAL (10 points possible) AVERAGE EVALUATOR SCORE (90 points possible) _____ . _____ FINAL SCORE (Average Evaluator Score plus 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 _____



ENTREPRENEURSHIP Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

PORTFOLIO							
FCCLA	0	1	2	3	4	5	
Planning Process Summary Page 0-5 points	Planning Process summary not provided	Inadequate steps in the Planning Process are presented	All Planning Process steps are presented but not summarized	All Planning Process steps are summarized	Evidence that the Planning Process was utilized to plan project	The Planning Process is used to plan the project. Each step is fully explained	
Business Description 0-5 points	Portfolio is missing Business Description	Business Description is not complete	Business Description is limited in scope	Business Description is complete but lacks clarity	Business Description adequately addresses all components of business	Well written description includes mission, services, hours, demographics and business feasibility	
Facility 0-5 points	Not evident	Portfolio does not describe facility	Facility is inadequately described	Facility is described. Utility needs described	Portfolio contains a description and a rendering of any space needed for business. Utility needs and emergency procedures are included	Portfolio contains a description and rendering of any space needed for business. Utility and site needs are included on drawing. A comprehensive emergency plan is included. Plan for facility maintenance is included	
Supplies and Equipment 0-5 points	Not evident	Inadequate list of supplies and equipment	Most supplies and equipment are listed	All supplies and equipment are listed in appropriate format	Supply and equipment list is comprehensive and contains future needs	Supply and equipment list contain suppliers and needs for every <i>Function of Business</i> . Maintenance and repair lists are part of maintenance plan	
Organizational Chart and Job Descriptions 0-5 points	Organizational chart is not included	No tasks are described	Organizational chart missing components	Organizational charts show all needed workforce	Organizational chart and job descriptions meet the current needs of the business	Organizational chart and job descriptions list all Key Employees and Officers of the Business and includes projected growth	
Personnel Management 0-5 points	Not evident	Hiring procedures, compensation information (salaries and benefits), policies and procedures, or evaluations are limited	Some hiring procedures, compensation, policies and procedures, and evaluation sheets are included	All hiring procedures, compensation plans, policies and procedures and evaluation sheets are included	Hiring procedures, compensation plans, policies and procedures have been developed to meet the needs of the business	Hiring procedures are clearly defined; compensation allows for future company expansion, policies and procedures meets the needs of the business and avoids legal challenges. Evaluation instruments have been well-designed and meet legal requirements	
Funding for Business 0-5 points	Funding proposal is not included	Funding proposal is minimal	Proposal shows limited knowledge of types and sources of funding. Fees are not included	Proposal shows limited knowledge of types and sources of funding. Fees are included.	Proposal shows good knowledge of business funding and sources of capital. Fees are competitive for industry	Project shows careful analysis of funding needs for current operations and future expansion. Fees reflect changes in business environment	
Budget 0-5 points	Budgetary listing of financials is missing	Tax codes are not cited	Budget meets some requirements. Tax information is missing	Budget lists all elements, including income, expenditures, accounting procedures, and tax information. Some forms are included	Budget contains all forms listed for operation of the business, including income and expense statements, accounting procedures and tax information	Budget is prepared according to generally accepted accounting procedures. A monthly income and expense statement is included. Tax forms are included	

Entrepreneurship Rubric (continued)

Points

Laws, Regulations, and Codes 0-5 points	0 Evidence is missing	1 Portfolio does not include health, environmental, fire insurance, and zoning regulations and codes are not included	2 Portfolio contains some copies of required laws, regulations, and codes	3 Portfolio contains all copies of required codes	4 Portfolio contains all applicable sections of laws, regulations, and codes. Includes contacts	5 Portfolio contains all applicable sections of laws, regulations, and codes; cites relevant sections and lists appropriate contacts overs	
Marketing Plan 0-5 points	0 Not evident	1 Presentation has a limited marketing plan	2 Marketing plan does not adequately cover promotional techniques. Advertisements do not promote business	3 Marketing plan covers types of advertising. Advertisements promote business	4 Marketing plan covers chosen types of advertising. Different themes are demonstrated	5 Marketing plan covers chosen types of advertising. Sample ads carry out comprehensive marketing plan	
Works Cited/ Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but contains grammatical or spelling errors and is poorly organized	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, and professional, correct grammar and spelling used; effective organization of information			
ORAL PRESENTATION							
Organization/ Delivery 0-10 points	0 Presentation is not done or presented briefly and does not cover components of 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 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	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals	
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



Event Management



Event Management is an *individual or team event* that recognizes participants who apply skills learned in Family and Consumer Sciences courses to plan an event for an educational institution, community or non-profit organization, business, or government institution. Participants must prepare a **portfolio** and **oral presentation**. Level 2 and 3 participants will also complete an **event volunteering experience**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants must have completed a course or a unit in consumer management or financial education in a Family and Consumer Sciences program or must have completed a unit of the FCCLA Financial Fitness national program.
3. The event must be planned for an educational institution, community or non-profit organization, business, or government institution. **Level 1 and 2** projects do not have to be implemented, but must be planned to take place between July 1, 2019 and June 30, 2020. **Level 3 projects must be completed prior to the National Leadership Conference.**
4. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation.
5. National Leadership Conference 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 prior to National Leadership Conference.



GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1 -3	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space - no Supplies - no	Official dress -or- Professional dress appropriate to event	5 minutes	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
■		■			■			■	

EVENT MANAGEMENT

Procedures and Time Requirements

Each entry will submit a portfolio (hardcopy or electronic) to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
10 minutes	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio (hardcopy or electronic)</i> during setup. The participant must make the <i>electronic portfolio</i> accessible to evaluators.
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. The oral presentation is a time for the participant(s), in the role of student event manager , to present to the evaluators, in the role of the client, the event proposal. The presentation is intended to be two-way dialogue, as in a conversation or interview, rather than a one-way presentation. If audio or audiovisual recordings are used, they are limited to 3 minutes playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire 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.



Specifications

As a student event manager, you approach your client (school administrator, city government staff, business manager, community non-profit director, etc.) with a proposal to implement a new event as a project for your career pathway program. In this project, you must prepare and present a pre-professional portfolio to the event organizers/sponsors, for their approval. Student event managers may not plan events which involve the consumption of alcohol, substances, or the involvement with activities violating local school district policy, which could include weapons, political campaigns, etc. Your project must meet the requirements as listed in the following event specifications, and your presentation to your client is your oral presentation for this event.




Event Volunteering Experience – Required for Level 2 and Level 3 Participants

Each team participant must volunteer at a school or community event in which at least 50 people attend, and which requires a minimum of 2 hours of volunteering service per team member. If all team members volunteer at the same event, only one Event Volunteering Experience Form is required. Submit a summary of the volunteering experience using the provided Event Volunteering Experience Summary Form. The event does not need to be related to the planned project.

Event Volunteering Experience Summary	<p>Using the Event Volunteering Experience form, include the following information. Include a copy of the completed form in portfolio, as indicated.</p> <ul style="list-style-type: none"> • Event Leadership – who is in charge • Event Goal and Objective(s) • How is success measured for this event? • How many volunteers are utilized at this event? • How is the event promoted/advertised? • What kinds of choices and decisions must the event organizers make? Venue, vendors, décor, marketing, technology, activities, safety, sponsors, etc.? • How do the event organizers handle the stress of the event? • What recommendations would you have to improve the event in the future? • Provide 1-2 Photos of the event documenting your participation
---------------------------------------	---

Event Management Specifications (continued)


The event must be planned for an educational institution, community or non-profit organization, business, or government institution. Level 1 and 2 projects do not have to be implemented, but must be planned to take place between July 1, 2019 and June 30, 2020. Level 3 projects must be completed prior to the National Leadership Conference.			
Allowable events	<ul style="list-style-type: none"> • Fundraisers – dinners, dances, tournaments, etc. • Holiday events – breakfast with Santa, Mother’s Day tea, etc. • Leadership conferences with multiple speakers or workshops • School or community dances • Youth or adult athletic tournaments – wrestling, softball, rodeos, etc. • Youth or adult non-athletic competitions/tournaments – speech, music, etc. • Community festivals or tourism events • College, career, or employments fairs • Award ceremonies – hall of fame, teacher of the year banquets, etc. 		
Prohibited events 	<ul style="list-style-type: none"> • FCCLA chapter meetings or classroom guest speakers • Individual or family parties or events • Events not meeting the event attendee or time requirements • Any event involving the consumption or sale of prohibited substances or violate school district policies 		
	Level 1	Level 2	Level 3
Minimum number of event attendees	50	100	150
Minimum time requirement of planned event	1 hour – may not exceed 1 day Does not need to be implemented.	3 hours – may not exceed 2 days. Does not need to be implemented.	4 hours – may include multiple days. Must be implemented before the National Leadership Conference.

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 65 pages, as described below. Divider page tabs may extend up to 1” outside the cover. Once a *hardcopy portfolio* has been turned in to the 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 77 slides, as described below.

	Appearance	Portfolio must be neat, legible, and professional and use correct grammar and spelling.
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 project; 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 signed proof of submission in the portfolio.

Event Management Specifications (continued)

1	Evidence of Eligibility	Provide documentation of completed a course or a unit in consumer management or financial education in a Family and Consumer Sciences program or completion of a unit of the FCCLA Financial Fitness national program.		
0 - 8	Content Divider Pages or Sections	Use 0 to 8 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 other content.		
SPECIFICATIONS BY LEVEL				
		LEVEL 1	LEVEL 2	LEVEL 3
Up to 2 8 ½" x 11" pages or 3 slides	Event Volunteering Experience		See requirements under Event Volunteering Experience section.	
	Event Proposal Introduction	Prepare written proposal introduction, providing a general event description, summary of the client needs and services the event planner will provide.	Prepare written proposal introduction (see Level 1) and include participant/team event experience. Only current information, educational level and experiences should be included. Format may be of participant's choice.	Prepare written proposal introduction (see Level 1) and include participant/team resume, including references listed (no letters of recommendation required). Only current information, educational level and experiences should be included. Format may be of participant's choice.
	Event Goal, Objective(s) and Evaluation	Provide event goal and objective(s) that are specific, measurable, attainable, realistic, and timely. Include evaluation criteria to be used to determine event success.		Provide event goal and objective(s) that are specific, measurable, attainable, realistic, and timely. Include evaluation criteria to be used to determine event success. Include sample of evaluation tool.
	Event Dates and Background Research	Determine event date options.	Determine event date options and provide pertinent background research to support holding the event.	Determine event date options and provide pertinent background research to support holding event. Include information on any similar events or community data to support event.
	Venue/Facility Space	Include selected facility maps or diagrams, inclement weather plans, parking restroom access, etc. to support venue choice.	Include two options for venue/facility. Provide facility maps or diagrams, inclement weather plans, parking, restroom access, etc. to support venue choice.	
	Event Personnel Chart	Include an organizational chart and brief role description of personnel roles required to successfully implement the event.		
	Health and Public Safety	Describe the plans to address health, public safety, or crisis management during the event.		
	Planning and Implementation Timeline	Create a planning and implementation timeline using the provided template. All information must be included.		
	Target Attendees and Recruitment Strategy	Provide demographic information on who is expected to attend and recruitment strategies. This may include, but is not limited to, demographics such as gender, age, income, education level, location, marital or parenting status, etc.		
	Sponsor/Advertiser/Exhibitor Recruitment	Identify potential sponsors, advertisers, and exhibitors	Identify potential sponsors, advertisers, and exhibitors, provide 1 recruitment sample method	Identify potential sponsors, advertisers, and exhibitors, provide 2 recruitment sample methods

Event Management Specifications (continued)

Up to 50 8 ½" x 11" pages or 60 slides, <i>continued</i>	Volunteer Recruitment Strategy	Explain the role of volunteers in event implementation and recruitment methods.	Explain the role of volunteers in event implementation, recruitment methods, volunteer duty descriptions and time requirement	Explain the role of volunteers in event implementation, recruitment methods, volunteer duty descriptions and time requirement and training information
	Projected Attendance	Estimate attendance and explain method of determining that number.		
	Suppliers and Vendors	List recommended suppliers and vendors for items such as food and beverage, decor, entertainment, paid staff, clean up, etc.		
	Activity Schedule	Provide a proposed schedule of activities for the event.		
	Event Marketing	Describe pre, during, and post event promotion. Include logo design, poster design, and 1 sample each (pre, during, post) of social media posts.	Describe pre, during, and post event promotion. Include logo design, poster design, and 2 samples each (pre, during, post) of social media posts.	Describe pre, during, and post event promotion. Include logo design, poster design, and 3 samples each (pre, during, post) of social media posts.
	Miscellaneous	Provide any additional pertinent details specific to this event, if required.		
	Projected Budget and Options	Include projected budget including any required deposits and costs associated with travel, lodging, mileage, food, etc. Format may be of participant's choice.	Include projected budget with two pricing tiers (Option A and Option B) including any required deposits and costs associated with travel, lodging, mileage, food, etc. Format may be of participant's choice.	Include projected budget with three pricing tiers (Option A, B, or C to reflect low, medium, or high costs) including any required deposits and costs associated with travel, lodging, mileage, food, etc. Format may be of participant's choice.

Presentation to Clients (Oral Presentation)

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. The presentation is a time for participant(s) in the role of student event manager/management team, to present to the evaluators, in the role of clients. The presentation is intended to be a two-way dialogue, as in a conversation or interview, rather than a one-sided presentation. The *portfolio* will be used by the participant during the presentation. If audio or audiovisual recordings are used, they are limited to 3 minutes playing time during the presentation. *Presentation equipment*, with no audio, may be used during the entire presentation.



SPECIFICATIONS BY LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
Knowledge of Event Planning and Management	Demonstrate knowledge of planning, budgeting, and managing costs of an event.	Demonstrate knowledge of planning, budgeting, and managing costs of an event. Explain which national FCCLA program which could be used to implement project.	Demonstrate knowledge of planning, budgeting, and managing costs of an event. Explain which national FCCLA program which could be used to implement project. Identify FCS career pathway connections.
Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.		
Use of <i>Portfolio</i>	Use <i>portfolio</i> to describe all phases of the proposal/project and to enhance the presentation.		
Voice	Speak clearly with appropriate pitch, volume, and tempo.		
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.		
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and proper pronunciation.		
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.		



EVENT MANAGEMENT

STAR Events Point Summary Form

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' *display* 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK		Points				
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3					
Event Online Orientation Documentation 0 or 2 points	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">0 Official documentation not provided at presentation time or signed by adviser</td> <td style="width: 50%; text-align: center; border: none;">2 Official documentation provided at presentation time and signed by adviser</td> </tr> </table>	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser			
0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser					
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">0 Binder is not the official FCCLA binder</td> <td style="width: 50%; text-align: center; border: none;">1 Binder is the official FCCLA binder</td> </tr> <tr> <td style="width: 50%; text-align: center; border: none;">0 Electronic Portfolio not in viewable format to the evaluators</td> <td style="width: 50%; text-align: center; border: none;">1 Electronic Portfolio in viewable format to the evaluators</td> </tr> </table>	0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder	0 Electronic Portfolio not in viewable format to the evaluators	1 Electronic Portfolio in viewable format to the evaluators	
0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder					
0 Electronic Portfolio not in viewable format to the evaluators	1 Electronic Portfolio in viewable format to the evaluators					
Portfolio Pages 0-3 points	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center; border: none;">0 Portfolio exceeds the page limit</td> <td style="width: 33%; text-align: center; border: none;">1 2 or more errors</td> <td style="width: 33%; text-align: center; border: none;">2 1 error</td> <td style="width: 33%; text-align: center; border: none;">3 no errors</td> </tr> </table> <p style="font-size: small; margin-top: 5px;">Portfolio contains no more than 65 single-sided pages or 77 slides completed correctly, including:</p> <ul style="list-style-type: none"> 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 Evidence of Eligibility Up to 8 content divider pages or slides Up to 50 content pages or 60 content slides 	0 Portfolio exceeds the page limit	1 2 or more errors	2 1 error	3 no errors	
0 Portfolio exceeds the page limit	1 2 or more errors	2 1 error	3 no errors			
Punctuality 0-1 point	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">0 Participant was late for presentation</td> <td style="width: 50%; text-align: center; border: none;">1 Participant was on time for presentation</td> </tr> </table>	0 Participant was late for presentation	1 Participant was on time for presentation			
0 Participant was late for presentation	1 Participant was on time for presentation					

<p>EVALUATORS' SCORES</p> <p>Evaluator 1 _____ Initials _____</p> <p>Evaluator 2 _____ Initials _____</p> <p>Evaluator 3 _____ Initials _____</p> <p>Total Score _____</p> <p style="text-align: center; font-size: small;">divided by number of evaluators = AVERAGE EVALUATOR SCORE <i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i></p>	<p style="text-align: right;">ROOM CONSULTANT TOTAL (10 points possible)</p> <hr style="border: 1px solid black;"/> <p style="text-align: right;">AVERAGE EVALUATOR SCORE (90 points possible) _ . _ _</p> <hr style="border: 1px solid black;"/> <p style="text-align: right;">FINAL SCORE (Average Evaluator Score plus Room Consultant Total) _ . _ _</p>
---	---

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 _____



EVENT MANAGEMENT

Rubric -Level 1

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

PORTFOLIO							
FCCLA	0	1	2	3	4	5	
Planning Process Summary Page 0-5 points	Planning Process summary not provided	Inadequate steps in the Planning Process are presented	All Planning Process steps are presented but not summarized	All Planning Process steps are summarized	Evidence that the Planning Process was utilized to plan project	The Planning Process is used to plan the project. Each step is fully explained	
Event Proposal Introduction 0-3 points	Not included	Includes event description but missing needs and services	Limited event description, summary of client needs and event planner services	2	Well-written introduction, general event description, summary of client needs and event planner services	3	
Event Goal, Objectives, and Evaluation 0-4 points	Not included	Goal and objective(s) are not specific, measurable, attainable, realistic, or timely; missing evaluation criteria	Goal and objective(s) are limited, may not be attainable, realistic, or timely; includes evaluation criteria	2	Goal and objective(s) are specific, some are measurable, attainable, realistic, or timely; includes evaluation criteria	3	Goal and objective(s) are specific, measurable, attainable, realistic, and timely; includes evaluation criteria
Event Dates and Background - Research 0-1 point		0 Not included			1 Event date options are included		
Venue/Facility Space 0-3 points	Not included	1 Space identified but no maps or other information provided		2 Space map or diagram provided, but no other supporting information		3 Includes maps, diagrams, weather plans, parking, and restroom access information to support choice	
Event Personnel Chart 0-3 points	Not included	1 Limited organizational chart with personnel or role descriptions provided		2 Organization chart with personnel and role descriptions provided		3 Detailed organization chart with personnel and role descriptions provided	
Health and Public Safety 0-3 points	Not included	1 Limited health, public safety or crisis management plans included		2 Health, public safety and crisis management plans included		3 Complete health, public safety and crisis management plans included	
Planning and Implementation Timeline 0-8 points	Not included	1 Includes some required data, unrealistic, tasks are not well distributed among members or in timing	2 Includes most required data, achievable, tasks are distributed among team members but timing is not realistic	3 Includes all required data, achievable, tasks are well distributed among team members in timing	4	5 Detailed and includes all required data, achievable, tasks are well distributed among team members in timing	6 7 8
Target Attendees and Recruitment Strategy 0-3 points	Not included	1 Limited demographic information and recruitment strategies are provided		2 Demographic information generally supports event goals. Recruitment strategies are realistic		3 Detailed demographic information supports event goals. Recruitment strategies are realistic	
Sponsor/Advertiser /Exhibitor Recruitment Strategy 0-2 points	Not included	1 A limited number of sponsors, advertisers and exhibitors are provided		2 Potential sponsors, advertisers and exhibitors are provided and support event goals			
Volunteer Recruitment Strategy 0-3 points	Not included	1 A listing of volunteers is provided		2 Listing of roles, estimated number of volunteers, and recruitment methods provided		3 Detailed listing of roles, estimated number of volunteers, and recruitment methods provided	
Projected Attendance 0-2 points	Not included	1 Estimated attendance provided		2 Estimated attendance and method of determining number provided			
Suppliers and Vendors 0-2 points	Not included	1 Limited listing provided		2 Detailed listing provided for goods and services			
Event Activity Schedule 0-2 points	Not included	1 Proposed schedule of activities provided		2 Detailed proposed schedule of activities provided			

Event Management Level 1 Rubric (continued)

Event Marketing 0-3 points	0 Not included	1 Did not include pre, during, and post event promotion plans or did not provide samples as required	2 Limited description of event promotion or did not document each sample as required	3 Described pre, during, and post event promotion. Documented logo design, poster design, and 1 sample each (pre, during, post) of social media posts
Projected Budget and Options 0-6 points	0 Not included	1 Budget but lacks detail, missing costs for significant items, or is unrealistic for event	2 Budget is limited in detail, includes some but not all costs	3 Detailed listing of projected budget including any required deposits and costs
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information

ORAL PRESENTATION

Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery
Knowledge of Event Planning and Management 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of planning, budgeting and managing costs is evident but not effectively used in presentation	4 Knowledge of planning, budgeting and managing costs is evident and shared at times in the presentation	5 Knowledge of planning, budgeting and managing costs is evident and incorporated throughout the presentation
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



EVENT MANAGEMENT Rubric -Level 2

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

PORTFOLIO									
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			
Event Volunteering Experience 0-5 points	0 Not included	1 Missing information for volunteering experience. Not all participants volunteered at an event	2 Missing information for volunteering experience.	3 Limited information provided for volunteering experience.	4 Information provided for volunteering experience. 1-2 photos	5 Detailed information provided for volunteering experience. 1-2 photos			
Event Proposal Introduction 0-3 points	0 Not included	1 Includes event description but missing needs, services, or team experience	2 Limited event description, summary of client needs, event planner services, and team experience		3 Well-written introduction, general event description, summary of client needs, event planner services, and team experience				
Event Goal, Objectives, and Evaluation 0-4 points	0 Not included	1 Goal and objective(s) are not specific, measurable, attainable, realistic, or timely; missing evaluation criteria	2 Goal and objective(s) are limited, may not be attainable, realistic, or timely; includes evaluation criteria	3 Goal and objective(s) are specific, some are measurable, attainable, realistic, or timely; includes evaluation criteria	4 Goal and objective(s) are specific, measurable, attainable, realistic, and timely; includes evaluation criteria				
Event Dates and Background - Research 0-1 point	0 Not included		1 Event date options are included. Background research to support event is provided						
Venue/Facility Space 0-3 points	0 Not included	1 One facility space identified or two identified but no maps or other information provided	2 Two facility options and maps or diagrams provided, but no other supporting information		3 Includes two facility options and maps, diagrams, weather plans, parking, and restroom access information to support choices				
Event Personnel Chart 0-2 points	0 Not included	1 Limited organizational chart with personnel or role descriptions provided		2 Detailed organization chart with personnel and role descriptions provided					
Health and Public Safety 0-2 points	0 Not included	1 Limited health, public safety or crisis management plans included		3 Complete health, public safety and crisis management plans included					
Planning and Implementation Timeline 0-8 points	0 Not included	1 Includes some required data, unrealistic, tasks are not well distributed among members or in timing	2 Includes most required data, achievable, tasks are distributed among team members but timing is not realistic	3 Includes all required data, achievable, tasks are well distributed among team members in in timing	4 Includes all required data, achievable, tasks are well distributed among team members in in timing	5 Includes all required data, achievable, tasks are well distributed among team members in in timing	6 Includes all required data, achievable, tasks are well distributed among team members in in timing	7 Detailed and includes all required data, achievable, tasks are well distributed among team members in timing	8 Detailed and includes all required data, achievable, tasks are well distributed among team members in timing
Target Attendees and Recruitment Strategy 0-3 points	0 Not included	1 Limited demographic information and recruitment strategies are provided		2 Demographic information generally supports event goals. Recruitment strategies are realistic		3 Detailed demographic information supports event goals. Recruitment strategies are realistic			
Sponsor/Advertiser /Exhibitor Recruitment Strategy 0-2 points	0 Not included	1 A limited number of sponsors, advertisers and exhibitors are provided, no sample provided		2 Potential sponsors, advertisers and exhibitors are provided and support event goals. 1 recruitment method sample provided					
Volunteer Recruitment Strategy 0-3 points	0 Not included	1 A listing of volunteers is provided but missing information as required		2 Listing of roles, estimated number of volunteers, recruitment methods, duties and time requirements provided.		3 Detailed listing of roles, estimated number of volunteers, recruitment methods, duties, and time requirements			
Projected Attendance 0 or 1 point	0 Not included	1 Estimated attendance and method of determining number provided							

Event Management Level 2 Rubric (continued)

Suppliers and Vendors 0 or 1 point	0 Not included	1 Detailed listing provided for goods and services	
Event Activity Schedule 0 or 1 point	0 Not included	1 Detailed proposed schedule of activities provided	
Event Marketing 0-3 points	0 Not included	1 Did not include pre, during, and post event promotion plans or did not provide samples as required	2 3 4 5 6 7 8 9 10 Limited description of event promotion or did not document 2 of each sample as required Described pre, during, and post event promotion. Documented logo design, poster design, and 2 samples each (pre, during, post) of social media posts
Projected Budget and Options 0-6 points	0 Not included	1 Budget but lacks detail, does not provide 2 pricing options, missing costs for significant items, or is unrealistic for event	2 3 4 5 6 7 8 9 10 Budget is limited in detail, includes 2 pricing options, but not all costs Detailed listing of projected budget with 2 pricing options, including any required deposits and costs
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 3 4 5 6 7 8 9 10 Portfolio is neat, legible, and professional, with correct grammar and spelling Neat, legible, professional, correct grammar and spelling used with effective organization of information

ORAL PRESENTATION

Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 2 3 4 5 6 7 8 9 10 Presentation covers some topic elements	1 2 3 4 5 6 7 8 9 10 Presentation covers all topic elements but with minimal information	1 2 3 4 5 6 7 8 9 10 Presentation gives complete information but does not explain the project well	1 2 3 4 5 6 7 8 9 10 Presentation covers information completely but does not flow well	1 2 3 4 5 6 7 8 9 10 Presentation covers all relevant information with a seamless and logical delivery
Knowledge of Event Planning and Management 0-5 points	0 Little or no evidence of knowledge	1 2 3 4 5 Minimal evidence of knowledge	1 2 3 4 5 Some evidence of knowledge	1 2 3 4 5 Knowledge of planning, budgeting and managing costs is evident but not effectively used in presentation	1 2 3 4 5 Knowledge of planning, budgeting and managing costs is evident and shared at times in the presentation	1 2 3 4 5 Knowledge of planning, budgeting and managing costs is evident and incorporated throughout the presentation. National program identified
Use of Portfolio during Presentation 0-5 points	0 Portfolio not used during presentation	1 2 3 4 5 Portfolio used to limit amount of speaking time	1 2 3 4 5 Portfolio used minimally during presentation	1 2 3 4 5 Portfolio incorporated throughout presentation	1 2 3 4 5 Portfolio used effectively throughout presentation	1 2 3 4 5 Presentation moves seamlessly between oral presentation and portfolio
Voice – pitch, tempo, volume 0-3 points	0 Voice qualities not used effectively	1 2 3 4 5 Voice quality is adequate	1 2 3 4 5 Voice quality is good, but could improve	1 2 3 4 5 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 2 3 4 5 Gestures, posture, mannerisms and eye contact is inconsistent/ clothing is appropriate	1 2 3 4 5 Gestures, posture, mannerisms, eye contact, and clothing are appropriate	1 2 3 4 5 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 2 3 4 5 Some (3-5) grammatical and pronunciation errors	1 2 3 4 5 Few (1-2) grammatical and pronunciation errors	1 2 3 4 5 Presentation has no grammatical or pronunciation errors		
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluators' questions	1 2 3 4 5 Unable to answer some questions	1 2 3 4 5 Responded to all questions but without ease or accuracy	1 2 3 4 5 Responded adequately to all questions	1 2 3 4 5 Gave appropriate responses to evaluators' questions	1 2 3 4 5 Responses to questions were appropriate and given without hesitation

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

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



EVENT MANAGEMENT

Rubric -Level 3

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

PORTFOLIO									
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			
Event Volunteering Experience 0-5 points	0 Not included	1 Missing information for volunteering experience. Not all participants volunteered at an event	2 Missing information for volunteering experience.	3 Limited information provided for volunteering experience.	4 Information provided for volunteering experience. 1-2 photos	5 Detailed information provided for volunteering experience. 1-2 photos			
Event Proposal Introduction 0-3 points	0 Not included	1 Includes event description but missing needs, services, or team resumes	2 Limited event description, summary of client needs, event planner services, and team resumes	3 Well-written introduction, general event description, summary of client needs, event planner services, and resumes					
Event Goal, Objectives, and Evaluation 0-4 points	0 Not included	1 Goal and objective(s) are not specific, measurable, attainable, realistic, or timely; missing evaluation criteria or sample tool	2 Goal and objective(s) are limited, may not be attainable, realistic, or timely; includes evaluation criteria and sample tool	3 Goal and objective(s) are specific, some are measurable, attainable, realistic, or timely; includes evaluation criteria and sample tool	4 Goal and objective(s) are specific, measurable, attainable, realistic, and timely; includes evaluation criteria and sample tool				
Event Dates and Background - Research 0-1 point	0 Not included	0		1 Event date options are included. Background research to support event is provided. Community data included to support event					
Venue/Facility Space 0-3 points	0 Not included	1 One facility space identified or two identified but no maps or other information provided	2 Two facility options and maps or diagrams provided, but no other supporting information	3 Includes two facility options and maps, diagrams, weather plans, parking, and restroom access information to support choices					
Event Personnel Chart 0-2 points	0 Not included	1 Limited organizational chart with personnel or role descriptions provided		2 Detailed organization chart with personnel and role descriptions provided					
Health and Public Safety 0-2 points	0 Not included	1 Limited health, public safety or crisis management plans included		3 Complete health, public safety and crisis management plans included					
Planning and Implementation Timeline 0-8 points	0 Not included	1 Includes some required data, unrealistic, tasks are not well distributed among members or in timing	2 Includes most required data, achievable, tasks are distributed among team members but timing is not realistic	3 Includes all required data, achievable, tasks are well distributed among team members in in timing	4 Includes all required data, achievable, tasks are well distributed among team members in in timing	5 Includes all required data, achievable, tasks are well distributed among team members in in timing	6 Includes all required data, achievable, tasks are well distributed among team members in in timing	7 Detailed and includes all required data, achievable, tasks are well distributed among team members in timing	8 Detailed and includes all required data, achievable, tasks are well distributed among team members in timing
Target Attendees and Recruitment Strategy 0-3 points	0 Not included	1 Limited demographic information and recruitment strategies are provided		2 Demographic information generally supports event goals. Recruitment strategies are realistic		3 Detailed demographic information supports event goals. Recruitment strategies are realistic			
Sponsor/Advertiser /Exhibitor Recruitment Strategy 0-2 points	0 Not included	1 A limited number of sponsors, advertisers and exhibitors are provided, 1 sample provided			2 Potential sponsors, advertisers and exhibitors are provided and support event goals. 2 recruitment method sample provided				
Volunteer Recruitment Strategy 0-3 points	0 Not included	1 A listing of volunteers is provided but missing information as required		2 Listing of roles, number of volunteers, recruitment methods, duties, time requirements and training		3 Detailed listing of roles, number of volunteers, recruitment methods, duties, time requirements and training			
Projected Attendance 0 or 1 point	0 Not included	1 Estimated attendance and method of determining number provided							
Suppliers and Vendors 0 or 1 point	0 Not included	1 Detailed listing provided for goods and services							

Event Management Level 3 Rubric (continued)

Event Activity Schedule 0 or 1 point	0 Not included		1 Detailed proposed schedule of activities provided					
Event Marketing 0-3 points	0 Not included	1 Did not include pre, during, and post event promotion plans or did not provide samples as required	2 Limited description of event promotion or did not document 3 of each sample as required	3 Described pre, during, and post event promotion. Documented logo design, poster design, and 3 samples each (pre, during, post) of social media posts				
Projected Budget and Options 0-6 points	0 Not included	1 Budget but lacks detail, does not provide 3 pricing options, missing costs for significant items, or is unrealistic for event	2 Budget is limited in detail, includes 3 pricing options, but not all costs	3 Detailed listing of projected budget with 3 pricing options, including any required deposits and costs		4 Detailed listing of projected budget with 3 pricing options, including any required deposits and costs		
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information				
ORAL PRESENTATION								
Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	6 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Event Planning and Management 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of planning, budgeting and managing costs is evident but not effectively used in presentation	4 Knowledge of planning, budgeting and managing costs is evident and shared at times in the presentation. National program identified	5 Knowledge of planning, budgeting and managing costs is evident and incorporated throughout the presentation. National program and career pathway identified	6 Knowledge of planning, budgeting and managing costs is evident and incorporated throughout the presentation. National program and career pathway identified	
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	6 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	6 Responses to questions were appropriate and given without hesitation	

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

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



EVENT VOLUNTEERING EXPERIENCE SUMMARY FORM

Required for Level 2 and 3. Complete this form and include it in your portfolio, along with 1-2 photos of the event documenting your participation. Volunteer at a community event in which at least 50 people attend, and which requires a minimum of 2 hours of volunteering service per team member. The event does not need to be related to the planned project.

Event Name	
Event Location	
Event Organizer/Manager	
What is the event goal?	
What is/are the event objective(s)?	
How is the success of the event measured?	
How many volunteers are involved, and what are their roles?	
How was the event promoted or advertised?	
What kinds of choices and decisions did the event organizers make?	
What were the challenges associated with this event? How were they handled by the event organizer/manager?	
What recommendations would you have to improve this event?	



EVENT MANAGEMENT PROJECT PLANNING AND IMPLEMENTATION TIMELINE TEMPLATE

Use this template (files provided at www.fcclainc.org) to document project planning and implementation data. The event must be planned for an educational institution, community or non-profit organization, business, or government institution. Level 1 and 2 projects do not have to be implemented, but must be planned to take place between July 1, 2019 and June 30, 2020. Level 3 projects must be completed prior to the National Leadership Conference.

Team Member Name(s):							
Date of Proposed Event:							
Start Date	Due Date	Date Completed	Activity	Task(s) Required to Complete Activity	Person Responsible	Resources Needed	Comments (include risks or variables which may impact completion)
<i>11/1/19</i>	<i>12/1/19</i>	<i>11/15/19</i>	<i>Reserve the Fine Arts Center for Fashion Show fundraiser</i>	<i>Email the facilities manager and complete the required forms</i>	<i>Antonio</i>	<i>Contact info Completed forms</i>	<i>Date availability Deposit funds availability</i>



Fashion Construction



Fashion Construction is an *individual event* that recognizes participants who apply Fashion Construction skills learned in Family and Consumer Sciences courses and create a *display* using samples of their skills. Using new materials, participants construct in advance a garment or ensemble that dresses both the upper and lower body of a child or adult. Garment/ensemble must include at least eight fashion construction techniques. Display finished product along with appropriate accessories. Participants must prepare a **display, sample garment, file folder, and an oral presentation.**

B-Sew Inn is the official sponsor of the Fashion Construction event.



EVENT LEVELS

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 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, if desired.
3. Participant may not carry in additional *visuals* or *props* for oral presentation. Items within the *display* (handouts, samples, etc.) may be used as in-hand *visuals* during the oral presentation, but must be returned within *display dimensions* when finished.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1	Display, Sample Garment, Oral Presentation, Skill Area Selection Chart	Table/ Freestanding Space – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	5 minutes	10 minutes	1-minute warning at 4 minutes; stopped at 5 minutes	5 minutes	30 minutes

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

FASHION CONSTRUCTION

Procedures and Time Requirements

Each entry will submit a file folder with the required documents to the event room consultant at the designated participation time.	
5 minutes	Participants will have 5 minutes to set up their <i>display</i> . Other persons may not assist.
10 minutes	Evaluators and room consultants will have up to 10 minutes to inspect the garment or ensemble for the skill areas indicated by the participant.
5 minutes	The oral presentation may be up to 5 minutes in length. A one-minute warning will be given at 4 minutes. Participants will be stopped at 5 minutes. If audio or audiovisual recordings are used, they are limited to 1-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.

Specifications

Display


A *display* should be used to document and illustrate the work of one project, using clearly defined presentation surfaces. The *display* may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including any *audiovisual equipment*. Participants using a tabletop *display* are allowed a standing *mannequin* in addition to their table space, however, all other information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). Participants using a freestanding *display* may use a standing *mannequin* or dress form within the *dimensions* of the freestanding space. Scrapbooks, *flip charts*, *portfolios*, and *photo albums* are not allowed. Each *display* must include the items as listed below:

Project Identification Page	One 8 ½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name, chapter name, school, city, state, event name, and project title.
FCCLA Planning Process Summary Page	One 8 ½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
Contents of Display	<p>The <i>display</i> must contain coordinates to complement the garment/ensemble/accessory, a fabric profile, cost itemization, and photo storyboard.</p> <p>Fabric Profile: A fabric profile should be prepared front side only on paper up to but not larger than 11" x 17" and displayed. The fabric profile will contain a fabric swatch or swatches of each fabric used to make the project and all available information about <i>fiber content</i> and fabric type—construction, finishes, properties, performance, and care.</p> <p>Cost itemization: A detailed cost itemization should be prepared front side only on 8 ½" x 11" paper and displayed. The cost itemization will show a list of all supplies/notions used to make the product with quantities, unit costs, and total costs.</p> <p>Photo Storyboard: A storyboard of photos telling the story of the project should be prepared front side only on paper not larger than 11" x 17" and displayed.</p> <p>Coordinates: Other garments/accessories that complement the project garment/ensemble or accessory should be arranged attractively in the <i>display</i> (may be placed on <i>mannequin</i>, if used).</p> <p><i>Note:</i> The <i>display</i> may not contain a live model. The participant may not model the garment/accessory during the presentation.</p>

Fashion Construction Specifications (continued)

File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (either typed or handwritten) in the top left corner with the name of event, event level, participant's name, and state.

Time Log	A log of time invested in designing and making the garment/accessory should be prepared front side only on 8 ½" x 11" paper. Total hours should be shown.
Skill Area Selection Chart	Completed copy of the Skill Area Selection Chart with eight (8) skills represented in the project.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission.

Oral Presentation

The oral presentation **may be up to 5** minutes in length and is delivered to evaluators. The presentation is to describe efforts in detail. Audio and audiovisual recordings are limited to 1-minute playing time during the presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Construction	Demonstrate knowledge of concepts related to the selected skill areas.
Use of <i>Visuals</i> and <i>Display</i>	Design original, appealing <i>visuals</i> and <i>display</i> . Use these effectively during the presentation.
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 notes or notecards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.

Construction Skills

Participants are to select a project that showcases their construction skills.

Construction	The construction should exhibit effective form and function.
Workmanship	The product should exhibit high quality workmanship and should be marketable.
Creativity	The design and product should reflect creativity, imagination, and innovation.
Fashion Construction Skill Area	Products will be evaluated on their choice of eight of the fashion construction skill areas.

Lingerie and swimsuits are not allowed. Clothing that does not meet acceptable standards of modesty/appropriateness for a school function or setting is prohibited.





FASHION CONSTRUCTION Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

DISPLAY							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; no more than 1 page	
Project ID Page 0 or 1 point	0 Project ID page is missing or incomplete			1 Project ID page is present and completed correctly			
Fabric Profile – Swatch and Size 0-1 point	0 No fabric swatch provided or profile on paper larger than 11" x 17"			1 Fabric swatch provided and profile is on paper not larger than 11" x 17"			
Fabric Profile – Fiber Content/Fabric Type 0-2 points	0 No information or incorrect information provided		1 Incomplete information provided or partial error in information		2 Correct information including construction, finishes, properties, performance, and care		
Cost Itemization Accuracy 0-3 points	0 No cost information		1 Many omissions in itemization and errors in calculations	2 Most items shown and only one or two errors in calculations		3 Completely accurate and thorough	
Photo Storyboard 0-3 points	0 No storyboard provided		1 Limited photographs and confusing arrangement	2 Adequate photographs arranged in a clear and logical format		3 Appropriate number of photographs, arranged well to tell a story	
Selection of Coordinates/Accessories 0-3 points	0 No coordinates or accessories used		1 Accessories detract from display	2 Somewhat complementary		3 Well chosen, very complementary	
Display Appearance 0-5 points	0 Display not used	1 Display has many errors, does not show evidence of originality and is not aesthetically pleasing	2 Display has minimal visual appeal and lacks originality	3 Display needs some improvement in content and design	4 Display has good word, color, and design choice	5 Display is creative, appropriate, and of high quality	
FILE FOLDER and ORAL PRESENTATION							
Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Construction 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of fashion construction is evident but not effectively used in presentation	4 Knowledge of fashion construction is evident and shared at times in the presentation	5 Knowledge of fashion construction is evident and incorporated throughout the presentation	
Use of Display during Presentation 0-5 points	0 Display not used during presentation	1 Display used to limit amount of speaking time	2 Display used minimally during presentation	3 Display incorporated throughout presentation	4 Display used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and display	
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	

Fashion Construction Rubric (continued)

						Points							
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	
CONSTRUCTION SKILLS													
Effectiveness of Product Construction 0-3 points	0	Both form and function need improvement	1	Satisfactory form or function, but not both	2	Good form and function	3	Outstanding form and function					
Overall Quality of Workmanship 0-3 points	0	Low quality, not marketable	1	Marginal quality of workmanship	2	Fair quality, somewhat marketable	3	Very good quality, marketable					
Creativity, Imagination, and Innovation 0-3 points	0	No evidence	1	Little evidence	2	Some evidence	3	Highly creative, innovative					
Selected Skill Areas 0-24 points	See separate <i>Fashion Construction Skill Area Rubric</i> for additional criteria ratings. Transfer total points earned for 8 selected skill areas to the "score" column at right												

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

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



FASHION CONSTRUCTION Skill Area Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

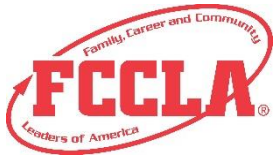
INSTRUCTIONS: Circle the appropriate rating for each of the eight selected skills and enter each rating in the “Points” column on the right. Provide comments on the page to help participants understand their ratings in terms of strengths and areas for improvement. Verify points total, and enter in the Selected Skill Area “Points” column on the *Fashion Construction Rubric*.

EVALUATION CRITERIA					Points
Possible Points: 0–24	NOT DONE	LOW QUALITY	QUALITY	EXCELLENT QUALITY	
<input type="checkbox"/> Sheer fabric or lace overlay	0	1	2	3	
<input type="checkbox"/> Napped fabric or one-way print	0	1	2	3	
<input type="checkbox"/> Darts, tucks, and/or pleats	0	1	2	3	
<input type="checkbox"/> Gathering, ruffles, shirring, ruching	0	1	2	3	
<input type="checkbox"/> Seam finish—stitched & pinked, bound, or serged	0	1	2	3	
<input type="checkbox"/> French, flat-felled, lapped, or slot seam	0	1	2	3	
<input type="checkbox"/> Shaped seams—princess or eased	0	1	2	3	
<input type="checkbox"/> Graded, trimmed, clipped, and/or notched seams	0	1	2	3	
<input type="checkbox"/> Set-in, raglan, or kimono sleeves	0	1	2	3	
<input type="checkbox"/> Shoulder or spaghetti straps	0	1	2	3	
<input type="checkbox"/> Zipper—centered, lapped, invisible, or separating fly front	0	1	2	3	
<input type="checkbox"/> Buttons—shank, sew-through, or covered	0	1	2	3	
<input type="checkbox"/> Buttonholes—hand or machine, bound, or loops	0	1	2	3	
<input type="checkbox"/> Collar, placket, tabs, or epaulets	0	1	2	3	
<input type="checkbox"/> Waistband or sleeve band	0	1	2	3	
<input type="checkbox"/> Pockets—patch, inseam, front hip, or welt	0	1	2	3	
<input type="checkbox"/> Facings—neckline, armhole, or hemline	0	1	2	3	
<input type="checkbox"/> Boning	0	1	2	3	
<input type="checkbox"/> Lining	0	1	2	3	
<input type="checkbox"/> Closures – grommets, hooks, eyes, snaps	0	1	2	3	
<input type="checkbox"/> Hand stitching other than hemming	0	1	2	3	
<input type="checkbox"/> Blind-stitched or rolled hem	0	1	2	3	
<input type="checkbox"/> Embellishments—applique, felting, smocking, piping, beading, or trims	0	1	2	3	
<input type="checkbox"/> 3-D, Laser Printing	0	1	2	3	
<input type="checkbox"/> Fiber optics, electronics/technology	0	1	2	3	
<input type="checkbox"/> Reversible design	0	1	2	3	
<input type="checkbox"/> Knit fabrics	0	1	2	3	

Evaluator’s Comments:

TOTAL SCORE FOR SKILL AREA

(24 points possible)



FASHION CONSTRUCTION

Skill Area Selection Chart

Name of Participant(s) _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

INSTRUCTIONS: Each participant’s project must represent at least 8 of the skills listed below. At participation time each participant will turn in 3 copies of this page with the 8 skills represented in the project checked. In the event that more than 8 skills are represented in a project, participants should check the eight that best reflect the quality and difficulty of work accomplished. If participants check more than eight skills, the first eight on the list only will be evaluated. **If this form is not completed and turned in at the designated participation time, evaluators will be unable to complete the Skill Area Rubric, resulting in “0” points awarded.**



FASHION CONSTRUCTION	
Include in your garment/ensemble a minimum of eight fashion construction skills from those listed below	
<input type="checkbox"/>	Sheer fabric or lace overlay
<input type="checkbox"/>	Napped fabric or one-way print
<input type="checkbox"/>	Darts, tucks, and/or pleats
<input type="checkbox"/>	Gathering, ruffles, shirring, ruching
<input type="checkbox"/>	Seam finish—stitched & pinked, bound, or serged
<input type="checkbox"/>	French, flat-felled, lapped, or slot seam
<input type="checkbox"/>	Shaped seams—princess or eased
<input type="checkbox"/>	Graded, trimmed, clipped, and/or notched seams
<input type="checkbox"/>	Set-in, raglan, or kimono sleeves
<input type="checkbox"/>	Shoulder or spaghetti straps
<input type="checkbox"/>	Zipper—centered, lapped, invisible, or separating fly front
<input type="checkbox"/>	Buttons—shank, sew-through, or covered
<input type="checkbox"/>	Buttonholes—hand or machine, bound, or loops
<input type="checkbox"/>	Collar, placket, tabs, or epaulets
<input type="checkbox"/>	Waistband or sleeve band
<input type="checkbox"/>	Pockets—patch, inseam, front hip, or welt
<input type="checkbox"/>	Facings—neckline, armhole, or hemline
<input type="checkbox"/>	Boning
<input type="checkbox"/>	Lining
<input type="checkbox"/>	Closures – grommets, hooks, eyes, snaps
<input type="checkbox"/>	Hand stitching other than hemming
<input type="checkbox"/>	Blind-stitched or rolled hem
<input type="checkbox"/>	Embellishments—applique, felting, smocking, piping, beading, or trims
<input type="checkbox"/>	3-D, Laser Printing
<input type="checkbox"/>	Fiber optics, electronics/technology
<input type="checkbox"/>	Reversible design
<input type="checkbox"/>	Knit fabrics

Fashion Design, an *individual or team* event, recognizes participants who apply fashion design skills learned in Family and Consumer Sciences courses to design and market clothing styles. Participants will develop a clothing label, research the intended *audience*, design the label’s first 4-piece collection, and construct one collection sample using an original flat pattern designed by the participant. Students will exhibit knowledge of all the aspects that surround design, including design basics, fabric choice, and pricing. For competition, participants must prepare a **portfolio**, **sample garment**, and an **oral presentation**.

EVENT LEVELS

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

Lingerie and swimsuits are not allowed. Clothing that does not meet acceptable standards of modesty/appropriateness for a school function or setting is prohibited. Designs must be for adults or children.



ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences course preparing them for careers or employment in the Visual Arts and Design career pathway.
3. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Sample Garment, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	5 minutes	15 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	40 minutes

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

FASHION DESIGN

Procedures and Time Requirements

Each entry will submit a <i>portfolio</i> to the event room consultant at the designated participation time.	
5 minutes	Participants will have 5 minutes to set up for the event. Other persons may not assist.
15 minutes	Room consultants and evaluators will have 15 minutes to preview the <i>portfolio</i> and sample garment before the presentation begins.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to 1-minute playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire 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.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 47 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 58 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-8	<i>Content Divider Pages</i> or Sections	Use 0 to 8 <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> .

Fashion Design Specifications (continued)

Up to 35 pages or 45 slides (continued)	Label and Explanation	Develop a clothing label. Present label and explain the market for clothing or accessories under this label and the inspiration for choice of this label, including any inspiration from historical trends or designers, and its market.
	Knowledge of the Intended Audience	Include buyer demographics and buyer appeal (describe the reasons behind clothing choices of the intended audience).
	Fabric Profile(s)	Define the criteria for selecting fabrics for the collection design and include fabric swatches for each material used with a description including, at minimum, the following information for each swatch: <ul style="list-style-type: none"> • General fabric appearance (plaid, solid, matte, shiny, etc.) • Fiber content • Fabric care • Fabric characteristics Each fabric profile should be no more than one half of an 8½" x 11" page.
	Collection Design	Develop a collection of four (4) original designs. Designs should cover both the top and bottom half of the body, but may include multiple garments. Each design should be on a separate page and be full color, drawn either by hand or with a digital program. All designs should include a design description, a swatch of the fabric(s) and sample trimming(s) and notions which would be used in production, as well as garment care information and intended sizes available. Information for each design may take up to two 8½" x 11" pages, or a total of up to 8 pages.
	Target Retailer	List target retailer(s) with an explanation for choices.
	Pricing	Develop a pricing range for the pieces of the collection design. Pricing should reflect both the manufacturing costs and preferences of the intended audience.
	Career Path	Develop a career path which includes five major goals for yourself as a fashion designer (i.e. attending a specific college, obtaining a specific position, starting a label) and action steps in achieving goals.
	Works Cited/Bibliography	Use MLA or APA citation style to cite all references. Resources should be reliable and current.
	Appearance	Portfolio must be neat, legible, and professional and use correct grammar and spelling.

Collection Sample

The collection sample will consist of one actual size prototype of a design from the four- piece collection which is constructed solely by the participant out of the intended production materials. The sample should be presented to evaluators with the portfolio prior to the presentation and should be displayed, with the collection sample pattern, during the presentation. The collection sample may be displayed using a mannequin, dress form, or other method chosen by the participant, but may not be modeled by the participant or another individual during the presentation. **Modification or use of a commercial pattern is not allowed. Participants may not modify a commercial or previously constructed garment.**

Collection Sample Pattern	Develop a flat pattern for the collection sample piece(s). The collection sample pattern is complete, all pieces and instructions are included, and appropriately labeled for assembly. Include the collection sample pattern.
Collection Sample Condition	The collection sample should be actual size, well-constructed by the participant, and appropriate for a professional presentation. The sample should demonstrate a basic knowledge of fashion construction skills and adequately represent the planned final product for future manufacturing.

Fashion Design Specifications (continued)

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to 1-minute playing time during the presentation. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Connection to Family and Consumer Sciences and Related Occupations	Describe relationship of project <i>content</i> to Family and Consumer Sciences and related occupations.
Knowledge of Textiles, Fashion, and Apparel	Demonstrate thorough knowledge and use of concepts, techniques, and vocabulary associated with textiles, fashion, and apparel.
Use of <i>Portfolio</i> and Collection Sample During Presentation	Use the <i>portfolio</i> and collection design to support, illustrate or complement presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.



FASHION DESIGN

Point Summary Form

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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder	
	0 Electronic Portfolio not in viewable format to the evaluators	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 47 single-sided pages or 58 slides completed correctly, including: <ul style="list-style-type: none"> 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 8 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			ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____		(10 points possible)
Evaluator 2 _____	Initials _____		AVERAGE EVALUATOR SCORE
Evaluator 3 _____	Initials _____		(90 points possible)
Total Score _____	divided by number of evaluators		FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE		(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 _____



FASHION DESIGN Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Label and Explanation 0-3 points	0 No label developed or explained	1 Label concept is present but not thoroughly thought out, explained well, creative, or appropriate for the audience	2 Label concept is two or more of the following: creative, appropriate for the intended audience, thoroughly thought out or explained well	3 Label concept is creative, appropriate for the intended audience, well thought out, patterns of buying behavior was researched and studied			
Knowledge of the Intended Audience 0-3 points	0 The participant displays no knowledge of the intended audience	1 The participant displays limited knowledge of the intended audience	2 The participant displays knowledge of the intended audience, but has not done research about preferences or buying patterns	3 The participant displays extensive knowledge of the intended audience, and is explained thoroughly			
Fabric Profiles 0-5 points	0 No fabric profiles provided	1 At least one of the fabrics used in the collection design is represented with an inadequate swatch and/or limited information for the four description requirements	2 Most fabrics used in the collection design are represented with an inadequate swatch and/or limited information for the four description requirements	3 Most fabrics used in the collection design are represented by a half page or less with a swatch and adequate information for the four description requirements	4 All fabrics used in the collection design are represented on a half-page or less with a swatch and adequate information for the four description requirements	5 All fabrics used in the collection design are represented on a half-page or less with a swatch and complete and appropriate information for the four description requirements	
Collection Design 0-12 points	0 No collection design provided	1 The collection design does not include four complete outfits	2 The collection design includes four complete outfits, but are poorly designed, have little regard for function and fit	3 The collection design includes four complete outfits which are well designed, but would not function or fit well	4 The collection design contains four complete full color outfits, well designed, proper fit and function, but do not show high potential for intended audience	5 The collection design contains four complete full color outfits, well designed, proper fit and function, and appeal highly to intended audience, and include all required information	
Target Retailer 0-2 points	0 No target retailer information provided	1 Both the list of potential retailers and explanations of choices are inadequate	2 The list is thorough and explanations are well thought out and complete				
Pricing 0-2 points	0 No pricing information provided	1 Some collection pieces are missing or pricing decisions are listed but or are not appropriate	2 All collection pieces are represented and pricing decisions are appropriate for the type, quality, and market of the garment				
Career Path 0-5 points	0 No career path provided	1 Includes two or less goals	2 Includes three goals	3 Includes four goals	4 Includes five career path goals, but they are not well written, realistic, achievable, or challenging	5 Includes five well written realistic, achievable, and challenging goals for various stages of career path	
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information			

Fashion Design Rubric (continued)

COLLECTION SAMPLE							Points
Collection Sample Pattern 0-4 points	0 Not provided	1 Some pattern pieces are included and assembly instructions are incomplete	2-3 All pattern pieces are included and complete assembly instructions are provided	4 All pattern pieces are included and labeled appropriately for easy assembly and clear step-by-step assembly instructions are provided			
Collection Sample Condition 0-4 points	0 Not provided	1 Collection sample is in poor condition and does not adequately represent the design	2-3 Collection sample is actual size and made out of the intended fabric	4 Collection sample is actual size and made out of the intended fabric. It is well constructed and appropriate for a professional presentation			
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	
Relationship to Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between project and FCS	1 Minimal evidence of project and FCS relationship	2 Some knowledge of relationship of project and FCS coursework	3 Knowledge of project and FCS coursework but not shared	4 Knowledge of project and relationship to FCS is evident and shared	5 Knowledge of project and FCS relationship is evident and explained well	
Knowledge of Textiles, Fashion, and Apparel 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Use of Portfolio and Collection Sample during Presentation 0-5 points	0 Portfolio and sample not used during presentation	1 Portfolio and sample used to limit amount of speaking time	2 Portfolio and sample used minimally during presentation	3 Portfolio and sample incorporated throughout presentation	4 Portfolio and sample used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and sample	
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator Initial _____

Room Consultant Initial _____

Evaluator # _____

FCCLA Chapter Website, an *individual or team event*, recognizes participants who use a chapter website to educate, inform, and involve members and the general public about the importance of the Family and Consumer Sciences program and the FCCLA chapter.

Preliminary Round: Participants must prepare a chapter website. **National Leadership Conference:** Fifteen (15) entries will be invited to present their chapter website plus an **oral presentation**, at the National Leadership Conference. Only entries with scores of 70 or above will be eligible for National Leadership Conference consideration.

EVENT LEVELS


Level 1: through grade 8

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Any nationally affiliated FCCLA chapter may submit only one entry in this event (must choose one level for competition).
3. If the chapter already has an existing website, the website for the current school year (July 1–June 30 as noted) must be revised in *content*, design, theme, color, etc., by the participant(s). If more than one chapter is in a school, they may not share the same website content for competition. 
4. National Leadership Conference 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 prior to National Leadership Conference.
5. The use of inappropriate or copyrighted music, photographs, or *graphics* may disqualify the entry.
6. Participants must follow state or district rules/guidelines for student privacy and use of photographs or student work when published online.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Website with required components	Table – yes Laptop, Internet Connection, Electrical Access - yes	Official dress -or- Professional dress appropriate to event	5 minutes		1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	25 minutes

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

* A USB Drive is allowed for backup presentation use only. No additional Audio, Presentation Equipment, or Visuals other than the presentation of the website are allowed.

FCCLA CHAPTER WEBSITE

Procedures and Time Requirements: Preliminary Round – Projects Due February 1

Participants create a chapter website to educate, inform, and involve members and the general public about the importance of the Family and Consumer Sciences program and the FCCLA chapter.
All website links must be active and settings set to “public” so that evaluators may view the website.
Social media sites only (such as Facebook) are not acceptable formats for the event but may be embedded or used in conjunction with the chapter website.
The website may be developed using website services, templates, or software of the participant’s choice. All links within the website must be active.



Entry Submission for Preliminary Round Competition

Preliminary Round entries will be submitted no later than 5:00 p.m. EST, February 1 in the FCCLA Portal. An entry fee will be required. Projects must be ready for evaluation at that time, and no changes may be made to website design following the February 1 deadline until March 15. Updates to calendars and other time sensitive information may be added as needed.

Procedures and Time Requirements: National Leadership Conference

1. A table and laptop computer with Internet connections will be provided. As a backup, participants may bring their website files on a USB drive. Participants are not allowed to bring in any additional equipment. Note cards may be used in the oral presentation.
2. To prepare for the National Leadership Conference presentation, participants are encouraged to update their presentation based upon Preliminary Round evaluation feedback. Changes may be made after March 15.
3. Specifications for the computer hardware and software versions supplied by FCCLA for use at National Leadership Conference will be posted on the national FCCLA Website by June 1.

5 minutes	Participants will have 5 minutes to set up their presentation. Other persons may not assist.
10 minutes	Participants will present their website as part of an oral presentation to evaluators. The presentation should describe the research, planning, impact and personal learning of the participant(s) as a result of the project. The oral presentation and presentation of the website may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. The participants will be stopped at 10 minutes.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview the participant and review the website.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.

Specifications


Website Content

Home Page	Include the national FCCLA emblem, introductory information, social media feed(s) from the local FCCLA chapter, school district, or national FCCLA, and a visitor counter/tracking tool to assess website use. The viewer should be able to locate the rest of the project components from this page.
-----------	---

The following information must be included in the chapter website as a separate page or subpage entitled “STAR Events Documentation.” It may be included as text on the website page, or if posted as a file, must be able to be opened in a Microsoft Word or PDF format.

1-8 ½” x 11” page	<i>Project Identification Page</i>	Plain background, 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	<i>FCCLA Planning Process Summary Page</i>	Summarize how each step of the <i>Planning Process</i> was used to plan and implement the project.

FCCLA Chapter Website (continued)

1		Evidence of Online Project Summary Submission	Participants should complete the online project summary form located on the “Surveys” tab of the FCCLA Portal, and include signed proof of submission on the chapter website.
As Needed		Copyright/Works Cited	Music, photographs, <i>graphics</i> , text, trademarks, or names that are used in the project must be properly cited and documented as either original or licensed for reuse. Only original items or items licensed for reuse are allowed. Most popular/commercial music is copyrighted and its use is strictly limited. Purchasing an item does not necessarily give permission to use in a public project. Copyright laws must be followed. Use MLA or APA citation style to cite all references.

The following *content* information should be included in the chapter website. There are no limits to the amount of website pages, subpages, tabs, etc. on the website, but the following information should be easily located upon review of the website.

Provide one website page, subpage, or tab for each (minimum 8)	Promotion of Family and Consumer Sciences	Include content to promote the local Family and Consumer Sciences program and FCCLA as an essential part of college and career readiness for all students. The information provided expands user knowledge and moves beyond expectations.
	Membership Information	Provide recruitment, retention, and membership recognition information for membership growth (membership costs and benefits, deadlines, etc.)
	Awards/Recognition	Acknowledge the awards and accomplishments the chapter and/or members have received in the past 2–3 years. Include local, regional/district, state, and/or national recognitions received.
	Chapter Leadership	Supply a list of the chapter officers and their responsibilities.
	Contact Information	Provide primary contact information and method(s) for the FCCLA chapter.
	Sponsors/Thank You Section	Highlight chapter sponsors and provide recognition for their support. Include working hyperlinks to FCCLA websites (regional/district, state, national) school website, and appropriate partners.
	Activities Information and Calendar	Include the chapter’s activity calendar and keep it up to date.
	Program of Work	Include local, state, and national programs in the chapter’s program of work. Program of work components include opportunities for personal growth, leadership development, recognition, career exploration, <i>community</i> outreach, social activities and fundraising.
	Browser Compatibility	Website is designed for viewing on a range of web-enabled devices (including smart phones and tablets) and compatible with the common web browsers (e.g., Chrome, Firefox, Internet Explorer, Safari). Apps created or utilized by the chapter may be included, but are not required.
	Appearance	Website must be neat, legible, and <i>professional</i> and use correct grammar and spelling.
	Navigation	All hyperlinks work, and the viewer can quickly locate project components and information. Viewer can easily move between pages.
	Licensing	License the website contents, using school district licensing requirements or Creative Commons (www.creativecommons.org).

For National Leadership Conference Participants ONLY

Oral Presentation

Participants will present their website as part of an oral presentation to evaluators. The presentation should describe the research, planning, impact and personal learning of the participant(s) as a result of the project. The oral presentation and presentation of the website may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. The participants will be stopped at 10 minutes. The presentation may not be prerecorded. No presentation elements are allowed during the oral presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner, concisely and thoroughly summarize project.
Relationship of Family and Consumer Sciences Coursework and/or Related Careers	Describe the relationship of project <i>content</i> to Family and Consumer Sciences and related careers.
Knowledge of Subject Matter	Demonstrate knowledge of subject matter, research, and impact of project on participant(s).
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluator's Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



FCCLA CHAPTER WEBSITE Preliminary Round Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

WEBSITE CONTENT – DOCUMENTATION							Points
Home Page 0-2 points	0 Site does not have a unique home page		1 2 Home page specific for chapter use. Includes FCCLA emblem, social media feed(s) and visitor tracker				
Project Identification Page 0-1 point	0 Project Identification Page is missing, is not completed, or includes incorrect information		1 Project Identification Page is present, contains participants' names, chapter name, school, city, state, event name, and project title				
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	
Evidence of Online Project Summary Submission 0 or 1 point	0 Not provided			1 Signed proof of submission from the online form is included			
Website Content Page, Subpage or Tabs for 8 minimum areas 0 or 1 point	0 Did not use one page, subpage, or tab for each			1 8 or more website pages, subpages, or tabs for information areas			
Documentation/ Works Cited/ Bibliography 0-5 points	0-1 None cited, or sources are cited but no permissions for using copyrighted work are included	2 Copyright is questionable and sources list is incomplete	3 Copyright statements and permissions are included for most sources but in inconsistent format	4 Copyright statements and permissions are included for all sources. Complete list in MLA or APA style	5 Work is original, copyright statements with permissions granted are included for all sources, in MLA or APA style		
WEBSITE CONTENT - INFORMATION							
Promotion of Family and Consumer Sciences and FCCLA 0-15 points	0 None provided	1 Website is limited in the promotion of FCCLA and FCS	2 Website promotes either FCCLA or FCS, but not both, inconsistent messages about the programs	3 Website promotes FCCLA and FCS as important. User is not moved beyond current expectations	4 Website promotes FCCLA and FCS as important. User is not moved beyond current expectations	5 Website promotes with enthusiasm FCCLA and FCS as essential for all students. Expands user knowledge and moves beyond expectations	
Membership Information 0-10 points	0 None provided	1 Limited information is provided for membership growth	2 Some information is provided for membership growth	3 Information to recruit, retain, and recognize membership is included	4 Growth oriented recruitment, retention, and membership recognition is provided	5 Growth oriented recruitment, retention, and membership recognition is provided	
Awards/ Recognition 0-5 points	0 None provided	1 Very few awards or recognitions included	2 Some chapter and/or member accomplishments provided on limited FCCLA levels	3 Chapter and/or member accomplishments are provided for all FCCLA levels	4 2-3 years of chapter and/or member accomplishments are provided for all FCCLA levels	5 2-3 years of chapter and/or member accomplishments are provided for all FCCLA levels	
Chapter Leadership 0-5 points	0 None provided	1 Chapter officers are listed	2 Chapter officers and responsibilities are provided	3 Chapter officers and detailed responsibilities are provided in an easy-to-read format	4 Chapter officers and detailed responsibilities are provided in an easy-to-read format	5 Chapter officers and detailed responsibilities are provided in an easy-to-read format	
Contact Information 0-5 points	0 None provided	1 Minimal information provided	2 Contact information provided but requires user to leave website	3 Contact information provided and integrated into website	4 Contact information provided and integrated into website	5 Contact information provided and integrated into website	
Sponsors/Thank You Section 0-10 points	0 None provided	1 Limited information and no links provided	2 1-3 partners are recognized and website links are included	3 4-5 partners are recognized and website links are included	4 4-5 partners are recognized, partnership is explained, and website links are included	5 4-5 partners are recognized, partnership is explained, and website links are included	
Activities Information and Calendar 0-5 points	0 None provided	1 Limited information provided, but no calendar is available	2 Limited information provided but calendar is not updated	3 General information about chapter activities and chapter calendar is up-to-date	4 Comprehensive information about chapter activities and chapter calendar is up-to-date	5 Comprehensive information about chapter activities and chapter calendar is up-to-date	

FCCLA Chapter Website Rubric (continued)

							Points					
Program of Work 0-10 points	0	1	2	3	4	5	6	7	8	9	10	
	None provided	Minimal information or activities included in program of work			Limited participation in local, state, and national programs, limited areas included in program of work		Good participation in local, state, and national programs in program of work		Excellent participation in local, state, and national programs is included in a comprehensive program of work			
WEBSITE CONTENT – DESIGN AND NAVIGATION												
Browser Compatibility 0-5 points	0	1	2		3		4		5			
	Website includes components that are not functional without additional plugins. Is not functional on mobile devices	Website includes components that are only functional on 1 browser, and is not functional for mobile device viewing		Website is functional for 1 or more browsers but is not functional for mobile device viewing		Website is fully functional in at least 2 browsers and is functional for mobile device viewing		Website is fully functional in at least 3 different browsers and is functional for mobile device viewing				
Appearance 0-5 points	0	1	2		3		4		5			
	Design choices negatively impact appearance. Many errors in word/text detract from the project	Design choices do not fully support the project. Noticeable errors begin to detract from the project		Design is inconsistently applied or not appropriate for audience. Some errors in spelling or grammar		Design is mostly professional, legible, and appropriate for audience. Minimal errors in word choices, spelling or grammar		Neat, professional, legible, and appropriate in appearance for audience. No errors in word choices, spelling or grammar				
Navigation 0-5 points	0	1	2		3		4		5			
	Very difficult to navigate site or find information. Does not return viewer to home page easily	Some hyperlinks broken, some information not easily located		Hyperlinks work. Information mostly easy to locate		All hyperlinks work and viewer can easily locate information and navigate site						
Licensing 0 or 5 points	0				5							
	The website was not licensed by the participant				A Creative Commons license or copyright statement is included on the website							

ROUND 1 TOTAL

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

(100 points possible)



FCCLA CHAPTER WEBSITE National Leadership Conference Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

WEBSITE CONTENT – DOCUMENTATION							Points
Home Page 0-2 points	0 Site does not have a unique home page	1 Home page specific for chapter use. Includes FCCLA emblem, social media feed(s) and visitor tracker	2				
Project Identification Page 0-1 point	0 Project Identification Page is missing, is not completed, or includes incorrect information	1 Project Identification Page is present, contains participants' names, chapter name, school, city, state, event name, and project title					
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	
Evidence of Online Project Summary Submission 0 or 1 point	0 Not provided	1 Signed proof of submission from the online form is included					
Website Content Page, Subpage or Tabs for 8 minimum areas 0 or 1 point	0 Did not use one page, subpage, or tab for each	1 8 or more website pages, subpages, or tabs for information areas					
Documentation/ Works Cited/ Bibliography 0-5 points	0 None cited, or sources are cited but no permissions for using copyrighted work are included	1 Copyright is questionable and sources list is incomplete	2 Copyright statements and permissions are included for most sources but in inconsistent format	3 Copyright statements and permissions are included for all sources. Complete list in MLA or APA style	4 Copyright statements and permissions are included for all sources. Complete list in MLA or APA style	5 Work is original, copyright statements with permissions granted are included for all sources, in MLA or APA style	
WEBSITE CONTENT - INFORMATION							
Promotion of Family and Consumer Sciences and FCCLA 0-15 points	0 None provided	1 Website is limited in the promotion of FCCLA and FCS	2 Website promotes either FCCLA or FCS, but not both, inconsistent messages about the programs	3 Website promotes FCCLA and FCS as important. User is not moved beyond current expectations	4 Website promotes FCCLA and FCS as essential for all students. Expands user knowledge and moves beyond expectation	5 Website promotes with enthusiasm FCCLA and FCS as essential for all students. Expands user knowledge and moves beyond expectation	
Membership Information 0-10 points	0 None provided	1 Limited information is provided for membership growth	2 Some information is provided for membership growth	3 Information to recruit, retain, and recognize membership is included	4 Growth oriented recruitment, retention, and membership recognition is provided	5 Growth oriented recruitment, retention, and membership recognition is provided	
Awards/ Recognition 0- 5 points	0 None provided	1 Very few awards or recognitions included	2 Some chapter and/or member accomplishments provided by on limited FCCLA levels	3 Chapter and/or member accomplishments are provided for all FCCLA levels	4 2-3 years of chapter and/or member accomplishments are provided for all FCCLA levels	5 2-3 years of chapter and/or member accomplishments are provided for all FCCLA levels	
Chapter Leadership 0-5 points	0 None provided	1 Chapter officers are listed	2 Chapter officers and responsibilities are provided	3 Chapter officers and detailed responsibilities are provided in an easy-to-read format	4 Chapter officers and detailed responsibilities are provided in an easy-to-read format	5 Chapter officers and detailed responsibilities are provided in an easy-to-read format	
Contact Information 0-5 points	0 None provided	1 Minimal information provided	2 Contact information provided but requires user to leave website	3 Contact information provided and integrated into website	4 Contact information provided and integrated into website	5 Contact information provided and integrated into website	
Sponsors/Thank You Section 0-10 points	0 None provided	1 Limited information and no links provided	2 1-3 partners are recognized and website links are included	3 4-5 partners are recognized and website links are included	4 4-5 partners are recognized, partnership is explained, and website links are included	5 4-5 partners are recognized, partnership is explained, and website links are included	
Activities Information and Calendar 0-5 points	0 None provided	1 Limited information provided, but no calendar is available	2 Limited information provided but calendar is not updated	3 General information about chapter activities and chapter calendar is up-to-date	4 Comprehensive information about chapter activities and chapter calendar is up-to-date	5 Comprehensive information about chapter activities and chapter calendar is up-to-date	

FCCLA Chapter Website Rubric (continued)

Points

Program of Work 0-10 points	0 None provided	1 Minimal information or activities included in program of work	2	3	4 Limited participation in local, state, and national programs, limited areas included in program of work	5	6	7 Good participation in local, state, and national programs in program of work	8	9	10 Excellent participation in local, state, and national programs is included in a comprehensive program of work	
WEBSITE CONTENT – DESIGN AND NAVIGATION												
Browser Compatibility 0-5 points	0 Website includes components that are not functional without additional plugins. Is not functional on mobile devices	1	2 Website includes components that are only functional on 1 browser, and is not functional for mobile device viewing	3 Website is functional for 1 or more browsers but is not functional for mobile device viewing	4 Website is fully functional in at least 2 browsers and is functional for mobile device viewing	5 Website is fully functional in at least 3 different browsers and is functional for mobile device viewing						
Appearance 0-5 points	0 Design choices negatively impact appearance. Many errors in word/text detract from the project	1	2 Design choices do not fully support the project. Noticeable errors begin to detract from the project	3 Design is inconsistently applied or not appropriate for audience. Some errors in spelling or grammar	4 Design is mostly professional, legible, and appropriate for audience. Minimal errors in word choices, spelling or grammar	5 Neat, professional, legible, and appropriate in appearance for audience. No errors in word choices, spelling or grammar						
Navigation 0-5 points	0 Very difficult to navigate site or find information. Does not return viewer to home page easily	1	2 Some hyperlinks broken, some information not easily located	3 Hyperlinks work. Information mostly easy to locate	4	5 All hyperlinks work and viewer can easily locate information and navigate site						
Licensing 0 or 5 points	0 The website was not licensed by the participant				5 A Creative Commons license or copyright statement is included on the website							
ORAL PRESENTATION												
Organization/Delivery 0 – 10 points	0 Presentation is not done or speaks 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	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3	4 Knowledge of subject matter is evident but not effectively used in presentation	5 Knowledge of subject matter is evident and shared at times in the presentation						
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well						
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 – include two things done well and two opportunities for improvement:

Evaluator # _____

ROUND 2 TOTAL

(134 points possible)

Evaluator Initial _____

Room Consultant Initial _____



Focus on Children



Focus on Children, an *individual or team event*, recognizes participants who use Family and Consumer Sciences skills to plan and conduct a child development project that has a positive impact on children and the *community*. Child development encompasses birth through adolescence. Participants must prepare a **display** and an **oral presentation**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for audiovisual presentation, if desired.
3. Items within the *display* may be used as in-hand *visuals* during the oral presentation, but must be returned within *display dimensions* when finished.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Display, Oral Presentation	Table/ Freestanding space – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or- Professional dress – or costume appropriate to event	5 minutes	5 minutes after presentation interview	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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


FOCUS ON CHILDREN

Procedures and Time Requirements

5 minutes	At the designated participation time, participant(s) will have 5 minutes to set up their <i>displays</i> . Other persons may not assist.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to 1-minute playing time during the presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Following the interview, evaluators will have 5 minutes to review the <i>display</i> .
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

Specifications

A *display* should be used to document and illustrate the work of one project, using clearly defined presentation surfaces. The *display* may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). Scrapbooks, *flip charts*, *portfolios*, and *photo albums* are not allowed. The *display* must include a *project identification page* and a *Planning Process* summary page.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission on the display.
Addresses a Specific Need	Address a specific and <i>current</i> child development issue, concern, or need.
Impacts Children and <i>Community</i> Positively	Show how project has a positive impact on children and the <i>community</i> .
Applies Child Development Concepts	Correctly apply child development skills and knowledge gained through Family and Consumer Sciences and/or related occupations program.
Ability of Participants to Work with Children	Show evidence of participants involved with children during the "ACT" step of the <i>Planning Process</i> .
Appearance	<i>Display</i> must be neat, legible, creative, <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation of the project **may be up to 10** minutes in length and is delivered to evaluators. The presentation should summarize the project and *display*. The presentation may not be prerecorded. If audio or audiovisual recordings are used, they are limited to 1-minute playing time.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner discussing all aspects of the <i>Planning Process</i> . Summarize project activities and accomplishments.
Identify Concerns	Identify the need to act and provide evidence and data to support decision.
Set a Goal	State a detailed and measurable goal.
Form a Plan	Develop a thorough and feasible plan of action.
Act	Execute plan and show support from others who assisted, partnered, or collaborated in the project.

Focus on Children Specifications (continued)

Follow Up	Evaluate project and identify the significance of the project and its outcome. Note ideas for improvement.
Knowledge of Subject Matter	Show evidence of child development knowledge and skills by using <i>current</i> data to support and describe the project. Research methods such as surveys, interviews, reports, readings, observations were used for gathering data. <i>Technology</i> may have been used to gather data.
Use of <i>Display</i>	Use the <i>display</i> to support, illustrate, and complement project description during the presentation.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/ Clothing Choice	Use appropriate body language including posture, mannerisms, eye contact and appropriate handling of <i>display</i> and notes, or note cards 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	Provide clear and concise answers to evaluators' questions regarding project. Adjust communication to the evaluator's questions. All <i>team</i> members involved in responding to questions.



FOCUS ON CHILDREN

Point Summary Form

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' *display* 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Online Event Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Display Set-Up 0-1 point	0 Participants did not set up their display within allotted time period	1 Participants set up display during allotted time period	
Display Dimensions 0-1 point	0 Does not fit with the appropriate dimensions/objects not returned within display after presentation	1 The display fits/objects returned within display after presentation	
Project Identification Page 0-1 point	0 Project ID page is missing or incomplete	1 Project ID page is present and completed correctly	
Project Summary Submission Proof 0-1 point	0 Project Summary Submission missing	1 Project Summary Submission present	
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____
 Evaluator 2 _____ Initials _____
 Evaluator 3 _____ Initials _____
 Total Score _____ divided by number of evaluators
 _____ = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL
(10 points possible)

AVERAGE EVALUATOR SCORE
(90 points possible)

FINAL SCORE
(Average Evaluator Score plus 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 _____



FOCUS ON CHILDREN Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

DISPLAY							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; no more than 1 page	
Addresses a Specific Need 0-5 points	0 Project did not address a specific child development need	1 Project did no show evidence of research	2 Project addressed a specific need, concern, or issue involving child development	3 Project addressed needs, concerns or issues involving child development which were researched	4 Project addressed a specific need, concern or issue involving child development. Research methods were used to gather this data and described	5 Extensive research and evaluation methods were presented to support the need	
Impacts Children and Community Positively 0-6 points	0 No evidence	1 Limited information on how the project impacted children or the community	2 Clear understanding of the positive effect on children, but not how it has impacted the community	3 Impact on the community was shown	4 Clear understanding of the positive impact on children and the community with various sources of data and information	5 6 Participants were able to analyze the impact of the project and showed understanding plus application of lessons learned	
Applies Child Development Concepts 0-5 points	0 No evidence of child development concepts being used	1 Child development concepts were limited	2 Little evidence of child development concepts being applied to the project	3 Child development concepts were known to the participants	4 Extensive evidence child development concepts were applied and utilized in the project	5 Participants could apply child development concepts utilized in the project to new and potential projects and learning	
Ability of Participants to Work with Children 0-5 points	0 No evidence of working with children	1 Evidence some of the participants worked with the children, but not all of them were actively involved	2 All participants were involved with working with children	3 Participants were involved with children and could articulate what they had learned	4 Evidence of all participants involved working with children during the "ACT" step of the Planning Process	5 Extensive evidence of the scope, impact and application of learning by the participants in their work with children	
Appearance 0-5 points	0 Display does not document or illustrate project	1 Display has many errors and is not aesthetically pleasing	2 Display has minimal appeal both in design and content	3 Display needs some improvement in content and design	4 Display is highly creative but lacks real content/Display has strong content and lacks creativity	5 Display is creative, appropriate, and of high quality/Display has good word, color, and design choices	
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	
Identify Concerns 0-5 points	0 No evidence of concerns	1 A limited explanation of concerns was given	2 Evidence of several concerns but no research or data given as reference	3 Evidence of 2 or more concerns were generated with some data	4 Evidence of 2 or more concerns were generated from current research and data	5 Much evidence and data included on identifying concerns	
Set a Goal 0-5 points	0 No goal was evident	1 Goal set was not attained or achievable in the time frame of the project	2 The goal was not clearly defined	3 Goal was defined in a limited manner	4 The goal was clearly defined, explained in detail, and partially measurable	5 Goal was explained, desired outcome was understood, and measurable	

Focus on Children Rubric (continued)

Form a Plan 0-5 points <i>Elements: who, what, when, where, how</i>	0 Not evident	1 Most elements clearly defined	2 3 or more elements were not clearly defined	3 2 elements were not clearly defined	4 1 element was not clearly defined	5 All elements were clearly defined	
Act 0-5 points	0 No evidence	1 Action was limited	2 The activity was acted upon but was not clear	3 Action was explained, plans were limited	4 The activity was acted upon to meet the goal	5 Action and plans included evidence of support from partners and collaborators	
Follow Up 0-5 points	0 No evidence	1 No clear understanding if the goal had been met or there were no notations of what improvements were needed	2 There were no notations of what ideas went well and what improvements were needed	3 Limited methods for evaluation were noted	4 Determination if the goal and concerns were met was noted	5 Evaluation methods were extensive and varied. Notations of what went well and ideas for improvement were noted	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of child development is evident but not effectively used in presentation	4 Knowledge of child development evident and shared at times in the presentation. Used current data but did not explain research methods	5 Knowledge of child development is evident and incorporated throughout presentation. Used current data to support project and research methods	
Use of Display during Presentation 0-5 points	0 Display not used during presentation	1 Display used to limit amount of speaking time	2 Display used minimally during presentation	3 Display incorporated throughout presentation	4 Display used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and display	
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)
Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



Food Innovations



Food Innovations, an *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. Participants must prepare a **display**, suggested **product packaging**, and an **oral presentation**.

2019–2020 COMPETITION TOPICS - All Food Innovations projects must be based on the correct topic as indicated on page 226.



EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 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.
3. Items within the *display* may be used as in- hand *visuals* during the oral presentation, but must be returned within *display dimensions* when finished.
4. Participants are not allowed to provide food product samples to the evaluators.
5. 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.
6. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION

Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Display, Product Packaging, Oral Presentation	Table/ Freestanding Space – yes Electrical Access – no Wall Space – no Supplies - no	Official dress -or- Professional dress – or costume appropriate to event	5 minutes	5 minutes following interview	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

PRESENTATION ELEMENTS ALLOWED

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

FOOD INNOVATIONS

Procedures and Time Requirements


5 minutes	At the designated participation time, participant(s) will have 5 minutes to set up their <i>display</i> . Other persons may not assist.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 3-minute playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Following the interview, evaluators will have 5 minutes to review the <i>display</i> .
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

Specifications

Display

A *display* should be used to document and illustrate the work of one project, using clearly defined presentation surfaces.

The *display* may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including any *audiovisual equipment*. Information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). Each *display* must include the following elements:

Project Identification Page	One 8 ½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title.
FCCLA Planning Process Summary Page	One 8 ½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the display.
Original Prototype Formula(s)	Present an original <i>prototype formula(s)</i> and the modified version(s) after each test and alteration, including the final formula(s). Changes from the previous version should be highlighted in each modified formula. The original <i>prototype formula(s)</i> must fit within the participants' level of the national food product topic. The final formula(s) may be from any stage of development, sufficient evidence is given to support the choice of the final formula(s) as the best option for manufacturing.
Product Testing Method	Participants will test their formula in <i>focus groups</i> and modify it two times. <i>Focus groups</i> should follow the following guidelines: Test #1—minimum five (5) individuals Test #2—minimum ten (10) individuals, who are part of the intended consumer <i>audience(s)</i> of the product. Display the method of evaluation for each stage of testing and include a sample of both negative and positive results from each stage. Selection of final product may occur at any stage of product testing.
Process Storyboard	Show pictures of the product at various stages of production and testing.
Nutrition Information	Level 1 —list of nutrients (no amounts needed) found in the product, exhaustive list of ingredients, allergy warnings, and consumption instructions, if needed. Level 2 and Level 3 —create a nutrition fact label for the product, following FDA guidelines, which includes the following items: serving size; amount per serving and % Daily Value of: total calories, fat calories, total fat, total carbohydrates, protein, sodium, and cholesterol; ingredients; allergy warnings; and consumption instructions.

Food Innovations Specifications (continued)

Equipment, Safety, and Sanitation	Develop a list of equipment used and safety precautions taken to ensure a safe test kitchen and sanitary product.
Product Summary	Includes product name, target market, appeal of product to target <i>audience</i> .
Actual and Suggested Pricing	Determine the actual cost of producing one serving and one package of the product. Develop a suggested price for retailing the product.
Appearance	The <i>display</i> must be neat, legible, <i>professional</i> and use correct grammar and spelling.

Suggested Product Packaging

The suggested product packaging should be an actual size, 3-D *model* of the intended product container, in addition to the *display*.

Design Effectiveness	The drawing or <i>model</i> should exhibit creativity and innovation and the design should be effective in containing, shipping, and storing the product. Include a description of actual materials to be used in the suggested product packaging.
Marketability	The packaging should be appealing to the target <i>audience</i> and contain all of the appropriate information to be ready for sale. Minimum information required: <ul style="list-style-type: none"> – Product Name – Nutrition Facts Label – Ingredient List – Allergy Warning – Consumption Instructions – Net Weight
Appearance	The drawing or <i>model</i> must be neat, legible, <i>professional</i> , and visually appealing.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to 3-minute playing time during the presentation. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Explanation of Product Choice	Explain why the particular food was chosen and its appeal to both the participant and potential consumers.
Knowledge of Subject Matter	Demonstrate thorough knowledge of food science, dietetics, and nutrition. Discuss the area of Food Science which was most directly relevant in creating and testing the <i>prototype formula</i> .
Use of <i>Display</i> and <i>Visuals</i> During Presentation	Use <i>display</i> and <i>visuals</i> to support, illustrate, or complement presentation.
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 notes or note cards 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	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

2019-2020 Competition Topics and Resource Information



Traditional American meal entrees rely heavily on animal-sourced ingredients such as meats, eggs, cheese, and milk. For the Food Innovations STAR Event, participants will develop a food product to be marketed for sale to the consumer group of their choice, replacing animal-sourced ingredients with plant-based ingredients.

Level 1 (through grade 8) – Develop a plant-based “traditional” breakfast entrée that is part of a healthy diet.

Level 2 (grades 9-10) – Develop a plant-based “traditional” lunch entrée that is part of a healthy diet.

Level 3 (grades 11-12) – Develop a plant-based “traditional” dinner entrée that is part of a healthy diet.

Sample Topic Resources:

<https://www.fooddive.com/news/plant-based-eating-makes-consumers-feel-healthier-study-says/542175/>

<https://www.forbes.com/sites/bernhardschroeder/2019/06/18/plant-based-food-products-started-with-milk-now-taking-on-meat-whats-next/#71ce076821da>



FOOD INNOVATIONS Point Summary Form

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' *display* 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Display Set-Up 0-1 point	0 Participants did not set up their display within allotted time period	1 Participants set up display during allotted time period	
Display Dimensions 0-1 point	0 Does not fit with the appropriate dimensions/objects not returned within display after presentation	1 The display fits/objects returned within display after presentation	
Project Identification Page 0-1 point	0 Project ID page is missing or incomplete	1 Project ID page is present and completed correctly	
Project Summary Submission Proof 0-1 point	0 Project Summary Submission missing	1 Project Summary Submission present	
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____
Evaluator 2 _____ Initials _____
Evaluator 3 _____ Initials _____
Total Score _____ divided by number of evaluators
= **AVERAGE EVALUATOR SCORE**
_____ *Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)*

ROOM CONSULTANT TOTAL

(10 points possible)

AVERAGE EVALUATOR SCORE

(90 points possible) _ . _ _

FINAL SCORE

(Average Evaluator Score plus 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 _____



FOOD INNOVATIONS Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

DISPLAY							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; no more than 1 page	
Original Prototype Formula(s) 0-10 points	0 No prototype formula(s) provided/formula(s) do not fit within the current food product topic	1 2 One or more versions of the prototype and final prototype presented and fit within the current food product topic	3 4 Original, each modified version, and final prototype formula(s) are presented and fit within the current food product topic, but are written poorly	5 6 Original, each modified version with the current formula(s) are well-written, fit the current food product topic, and track changes from previous versions	7 8 Prototype formula(s) are well-written, fits within the current food product topic, and tracks changes. The final formula(s) meet product goals and represents an adequate understanding of scientific and culinary principles	9 10 Prototype formula(s) are well-written, fits within the current food product topic, and tracks changes. The final formula(s) meet product goals and represents an extensive understanding of scientific and culinary principles	
Product Testing Method 0-10 points	0 No evidence of product testing provided	1 2 Product testing does not follow the specifications	3 4 Product testing followed specifications but the chosen method was not appropriate for the focus group audience	5 6 Product was tested twice according to specifications with an appropriate evaluation method for the focus group. Samples of the method and results are presented	7 8 Product was tested twice according to specifications with an appropriate evaluation method for the focus group. Samples of the method and results are presented. Most feedback from testing is implemented	9 10 Product was tested twice according to specifications with an appropriate evaluation method for the focus group. Samples of the method and results are presented in a professional manner. Most feedback from testing is well-implemented	
Process Storyboard 0-2 points	0 No process storyboard presented		1 Limited photographs, confusing arrangements		2 Appropriate number of photographs, arranged well to tell a story		
Nutrition Information 0-5 points	0 No nutrition information provided	1 Nutrition information does not meet specification requirements	2 Nutrition information is complete (see specifications for requirements) but most of the information is incorrect	3 Nutrition information is complete (see specifications for requirements) and the majority of the information is correct	4 Nutrition information is complete (see specifications for requirements) correct. Demonstrates an appropriate level of knowledge for participant level	5 Nutrition information is complete (see specifications for requirements) and correct. Demonstrates an advanced level of knowledge for participant level	
Equipment, Safety and Sanitation 0-3 points	0 No equipment list or safety and sanitation precautions	1 Both the equipment list is incomplete AND safety and sanitation precautions are inappropriate		2 The equipment list is incomplete OR safety and sanitation precautions are inappropriate	3 The equipment list is complete and safety and sanitation precautions are appropriate		
Product Summary 0-2 points	0 No product summary provided		1 Product summary is lacking information and/or is poorly written		2 Product summary is thorough and well-written		
Actual and Suggested Pricing 0-3 points	0 No pricing information provided	1 Actual cost of one serving and one package is missing or inaccurate AND suggested pricing is missing or inappropriate		2 Actual cost of one serving and one package is missing or inaccurate OR suggested pricing is missing or inappropriate	3 Actual cost of one serving and one package is accurate; suggested pricing is appropriate		
Appearance 0-3 points	0 Display is illegible and unorganized	1 Display is neat, but contains grammatical or spelling errors and is organized poorly		2 Display is neat, legible, and professional, with correct grammar and spelling	3 Neat and professional, correct grammar and spelling used, effective organization		

Food Innovations Rubric (continued)

Points

SUGGESTED PRODUCT PACKAGING						
Design Effectiveness 0-3 points	0 Suggested product packaging not provided	1 Packaging design does not exhibit creativity and innovation, and/or would not be effective in containing, shipping, and storing the product	2 Packaging design exhibits creativity and innovation, and would be effective in containing, shipping, and storing the product	3 Packaging design exhibits creativity and innovation, and would be effective in containing, shipping, and storing the product. Description of actual materials to be used is included		
Marketability 0-3 points	0 Suggested product packaging not provided	1 Packaging is missing required information (see specifications) and/or lacks visual appeal for the intended audience	2 Packaging contains all of the required information (see specifications) and has some visual appeal for the intended audience	3 Packaging contains all of the required information (see specifications) and has high visual appeal for the intended audience		
Appearance 0-2 points	0 Suggested product packaging not provided	1 Packaging is unprofessional, not of high quality and/or contains grammatical or spelling errors	2 Packaging is professional, of high quality, legible, and correct grammar and spelling used			
ORAL PRESENTATION						
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
Explanation of Product Choice 0-5 points	0 No product choice explanation	1 Product choice explanation was brief and product choice is not thought out or appropriate for topic and audience	2 Product choice explanation was brief but the product choice is appropriate for topic and audience	3 Product choice explanation was clear and thorough. Product choice is appropriate for topic and audience	4 Product choice explanation was clear and thorough. Some evidence that the product choice was thought out and appropriate for topic and target audience	5 Product choice explanation was clear and thorough. It is evident that the product choice was thought out and highly appropriate for topic and target audience
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation
Use of Display and Visuals during Presentation 0-5 points	0 Display and visuals not used during presentation	1 Display and visuals used to limit amount of speaking time	2 Display and visuals used minimally during presentation	3 Display and visuals incorporated throughout presentation	4 Display and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and display
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator Initial _____
Room Consultant Initial _____
Evaluator # _____



Hospitality, Tourism, and Recreation



Hospitality, Tourism, and Recreation, an *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. Project must relate to culinary, lodging, recreation, tourism, or event coordination. Participant(s) will research existing businesses which are similar to their project, develop basic business plan and client services information, and create a website that highlights the business. Participant(s) will demonstrate their customer service knowledge and ability to problem solve through an onsite case study. Participant(s) must prepare a **portfolio**, an **oral presentation**, and complete a **case study**.

EVENT LEVELS

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences course preparing them for careers or employment in the Hospitality and Tourism career pathway.
3. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	10 minutes/ 10 minutes case study	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	40 minutes

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

HOSPITALITY, TOURISM, AND RECREATION

Procedures and Time Requirements

Each entry will submit a <i>portfolio</i> to the event room consultant at the designated participation time.	
10 minutes	Participant(s) will have 10 minutes to set up for the event. Other persons may not assist.
10 minutes	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio</i> before the presentation begins, during participant set up time
10 minutes	Participants will be given 10 minutes to complete the case study in a separate case study room. Participants will turn the completed case study form in to evaluators prior to the oral presentation.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 3-minute playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire 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.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 47 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* is turned in to the 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 58 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-8	<i>Content Divider Pages</i> or Sections	Use 0 to 8 <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> .

Hospitality, Tourism, and Recreation Specifications (continued)

<p>Up to 35 8 ½" x 11" pages or 45 slides</p>	Project Focus Area	<p>Indicate the area of the project’s focus. The project may create a new Hospitality, Tourism, and Recreation focused business or it may rejuvenate an existing one. The project must be relatively local to the participant(s). The project focus area must be one of the following:</p> <ul style="list-style-type: none"> • Culinary—Restaurant or Catering • Lodging—Hotel or Resort • Recreation—Amusement or Leisure Services and Facilities • Tourism—City, County, Regional, or State Tourism Organization • Event Coordination—Organization Providing Corporate Meeting Planning, Conference Services, or Special Events Management
	Focus Area Career Summary	<p>Summarize up-to-date information about the selected hospitality focus area, including career specialties in that area, descriptions of entry-level and upper-level jobs, qualifications, skills required and preferred by employers, job outlook, and salary ranges.</p>
	Background Research	<p>Research three examples of high-quality hospitality businesses similar to that of the project’s focus. Researched businesses do not have to be local to the participant. Provide an overview of each business and determine at least five positive practices and five negative practices regarding the way each business meets or does not meet the needs and desires of its clients.</p>
	Business Mission Statement	<p>Develop a mission statement for the project’s business.</p>
	Target Client Profile	<p>Determine the market(s) the business will aim to reach and list target client demographics. Include the reasons potential clients would be interested in the services provided by the business.</p>
	Business Website	<p>Provide a comprehensive overview of the business. Participants should demonstrate their knowledge and work in, at least, the topics described below for their respective focus:</p> <p>Culinary:</p> <ul style="list-style-type: none"> • type(s) of cuisine • menu(s) • type(s) of service (buffet, plated, stations, carry-out, delivery, etc.) • pre-meal planning (restaurants-reservations, seating, catering- pre-event client meetings, tastings, etc.) • cost • directions • contact information <p>Lodging:</p> <ul style="list-style-type: none"> • type of atmosphere • type(s) of guest rooms • guest amenities and services • onsite and/or area dining and attractions • meeting/event space • cost • directions • contact information <p>Recreation:</p> <ul style="list-style-type: none"> • type of activity(s) • related services and amenities • required or optional training (e.g. skydiving, golf, etc.) • safety requirements • cost • directions • contact information

Hospitality, Tourism, and Recreation Specifications (continued)

Up to 35 8 ½" x 11" pages or 45 slides (continued)		<p>Tourism:</p> <ul style="list-style-type: none"> • area attractions, dining, shopping, and lodging • transportation information • tourist tips • visitor's guide • upcoming events • vacation packages and/or sample itineraries • cost • contact information <p>Event Coordination:</p> <ul style="list-style-type: none"> • type(s) of events/meetings • services provided • preferred suppliers • client meetings • risk management • cost • contact information <p>To deliver <i>content</i> for the Business Website section, create a website for the business using a free website builder (see <i>Resources</i> below). The website should easily allow potential and/or committed clients to fully understand and/or utilize the services and amenities provided. Include screen shots of the website in the <i>portfolio</i>. If an internet connection is available, participants may use their actual website rather than their <i>portfolio</i> to present the Business Website information only. The remainder of the project is presented through the hard copy or electronic portfolio. The website should be user-friendly.</p>
	Customer Service Strategy	Develop a method for receiving client praise and customer complaints. Describe the process for disseminating praise to staff and utilizing testimonials. Describe the process for handling customer complaints and preventing problems in the future.
	Works Cited/ <i>Bibliography</i>	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to a 3-minute playing time during the presentation. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Hospitality, Tourism, and Recreation	Demonstrate thorough knowledge of the hospitality, tourism, and recreational field and ability to apply knowledge to real-life situations, and its application to Family and Consumer Sciences-related concerns.
Use of <i>Portfolio</i> and <i>Visual</i> During Presentation	Use the <i>portfolio</i> and <i>visuals</i> to support, illustrate, or complement presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.

Hospitality, Tourism, and Recreation Specifications (continued)

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.

Case Study

Participant(s) will be given 10 minutes during competition to complete a written case study to evaluate their ability to respond to customer service/customer relations challenges. The case study will be a common issue directly related to the project focus area selected by the participant(s). Each *individual* or *team* will complete one Hospitality, Tourism, and Recreation Case Study Form which will be turned in to the evaluators prior to the oral presentation. Work will take place within the case study room with no spectators. No pre-written material is allowed. Participant(s) will be provided blank Case Study Forms that should be used to respond and relay the developed solution(s). Calculators are not allowed in the case study.

Knowledge of Subject	Show evidence of knowledge of subject.
Appropriate Solution(s)	Present solution(s) which are feasible and suitable for the situation.

Resources

Participant(s) should use one of the following or a similar service of their choice to design the business/*campaign* website:

- sites.google.com
- www.wix.com
- www.weebly.com



HOSPITALITY, TOURISM, AND RECREATION

Point Summary Form

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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	Official documentation not provided at presentation time or signed by adviser 0	Official documentation provided at presentation time and signed by adviser 2	
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	Binder is not the official FCCLA binder 0 Electronic Portfolio not in viewable format to the evaluators 0	Binder is the official FCCLA binder 1 Electronic Portfolio in viewable format to the evaluators 1	
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 47 single-sided pages or 58 slides completed correctly, including: <ul style="list-style-type: none"> • 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 8 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 _____
 Evaluator 2 _____ Initials _____
 Evaluator 3 _____ Initials _____
 Total Score _____

 divided by number of evaluators
 = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL

(10 points possible)

AVERAGE EVALUATOR SCORE

(90 points possible)

FINAL SCORE

(Average Evaluator Score plus 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 _____



HOSPITALITY, TOURISM, AND RECREATION Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Project Focus Area 0-1 point	0 No focus area identified			1 Focus area identified			
Focus Area Career Summary <i>(Careers, descriptions of entry-level and upper level jobs, qualifications, skills required and preferred job outlook, salary ranges)</i> 0-3 points	0 Career summary was not included	1 Summary was missing two or more components, and showed minimal knowledge and understanding of jobs in the focus area	2 Summary was missing one component, though showing knowledge and understanding of jobs in the focus area	3 Summary was complete, showing substantial knowledge and understanding of jobs in the focus area			
Background Research 0-5 points	0 No background research provided	1 Little research done using poor sources, and missing 1-2 businesses	2 Research is from appropriate sources, but missing one business	3 Research is from appropriate sources, covers three businesses, but missing some of the required positive and negative practices for each	4 Research is from appropriate sources, covers three businesses, and fully provides overview and five positive and five negative practices for each	5 Research is from appropriate sources, covers three businesses, fully provides overview and five positive and five negative practices for each. Information is effectively communicated in an organized manner	
Business Mission Statement 0-2 points	0 No business/campaign mission provided		1 Business/campaign mission is provided but poorly written or fails to convey message of what the business represents		2 Business/campaign mission is concise, well thought out, and conveys message of what the business represents		
Target Client Profile 0-2 points	0 No target client profile provided		1 Target client profile is incomplete or inaccurate		2 Target client profile accurately communicates audience and provides sensible reasons for their interest in the services/business		
Business Website: Comprehensive Overview 0-3 points	0 Website does not provide general information about business/campaign		1 Website partially communicates the purpose and general information about the business/campaign in an effective manner		2 Website fully communicates the purpose and general information about the business/campaign in an adequate manner		3 Website fully communicates the purpose and comprehensive overview of the business/campaign in an effective manner
Business Website: Client Services and Knowledge of Respective Area 0-10 points	0 Website does not provide information about client services	1 Website is missing 5 or more of the client services or topics required for focus area	2 Website is missing 3-4 of the client services or topics required for focus area	3 Website is missing 1-2 of the client services or topics required for focus area	4 Website is missing 1-2 of the client services or topics required for focus area	5 Website includes all topics required for the focus area, client services are well developed, thorough, and effectively communicated to potential clients	6 Website includes all topics required for the focus area, client services are well developed, thorough, and effectively communicated to potential clients. Demonstrates hospitality, tourism and recreational knowledge
Business Website: Ease of Use 0-2 points	0 Website is not provided		1 Website is confusing and difficult to navigate		2 Website effectively communicates information and is easy to navigate		
Business Website: Appearance and Design 0-2 points	0 Website is visually appealing		1 Website is visually appealing, but for the wrong market		2 Website is visually appealing for the target clientele		

Hospitality, Tourism, and Recreation Rubric (continued)

Points

Customer Service Strategy 0-5 points	0 No customer service strategy provided	1 Customer service strategy provided though poorly thought out	2 Developed a customer service strategy for receiving positive feedback and client complaints	3 Developed a customer service strategy for receiving positive feedback, criticism, and client complaints. Provides a process for staff recognition, though no plan for preventing future problems	4 Developed a customer service strategy for receiving positive feedback, criticism, and client complaints. Provides a process for staff recognition and prevention plan for future problems	5 Developed a customer service strategy for receiving positive feedback, criticism and client complaints. Provides a comprehensive process for staff recognition, utilization of testimonials, and prevention plan for future problems	
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information			
ORAL PRESENTATION							
Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals	
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/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	
CASE STUDY							
Knowledge of Subject 0-5 points	0 No case study provided	1 Case study is incomplete	2 Case study response did not show evidence of current data and knowledge	3 Case study response included a limited amount of current data and knowledge	4 Case study response included an adequate amount of current data and knowledge	5 Case study response included an extensive amount of current data and knowledge	
Appropriate Solutions 0-5 points	0 No case study provided	1 Case study is incomplete	2 Solution was not feasible or appropriate for the situation	3 Solution was adequate for the situation	4 Solution was partially feasible though appropriate for the situation	5 Solution was feasible and appropriate for the situation, with each step of action apparent and well communicated	

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

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

TOTAL

(90 points possible)

--



HOSPITALITY, TOURISM AND RECREATION Case Study Form

Name of Participant(s) _____

Chapter _____ State _____ Level ____

Participants will be given 10 minutes to complete the case study evaluating their ability to respond to customer service/customer relations challenges. Participants will turn in this completed form to evaluators prior to the oral presentation.

Level (choose one): Level 2 (grades 9-10) Level 3 (grades 11-12)

Project Focus (choose one): Culinary Lodging Recreation
 Tourism Event Coordination

Using the case study provided for the project focus selected above, what steps would you take in response?



Instructional Video Design



Instructional Video Design, an *individual or team event*, recognizes participants who demonstrate their knowledge, skills, and abilities to research, plan, and create an instructional video to deliver content as part of a lesson or unit of instruction.

Preliminary Round: Participants must prepare an instructional video and project components.

National Leadership Conference: Fifteen (15) entries will be invited to present their instructional video, project components, and an **oral presentation**, at the National Leadership Conference. Only entries with scores of 70 or above will be eligible for National Leadership Conference consideration.

EVENT LEVELS


Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. 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. 
3. National Leadership Conference 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 prior to National Leadership Conference.
4. The use of inappropriate music, graphics, or text will automatically disqualify the entry. Inappropriate materials are those that are obscene, profane, or explicit.
5. The use of copyrighted music, photographs, or graphics in the digital video may disqualify the entry. Music, photographs, text, trademarks, or names that are used in the project must be properly cited and documented. Only original items or items licensed for reuse are allowed. Most popular/commercial music is copyrighted and its use strictly limited. Participants are encouraged to use music with the appropriate license for reuse and publication on the Internet. Copyright laws must be followed.
6. Participants must follow state or district rules/guidelines for student privacy and use of photographs or student work when published online.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Instructional Video, Project Components, Oral Presentation (NLC)	Table – yes Laptop, Internet Connection, Electrical Access - yes	Official dress - or- Professional dress appropriate to event	5 minutes		1-minute warning at 4 minutes; stopped at 5 minutes	5 minutes	25 minutes

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

* As a backup, participants may bring their digital story files on a USB drive. No additional Audio, Presentation Equipment, or Visuals other than the presentation of the digital story are allowed.

INSTRUCTIONAL VIDEO DESIGN

Procedures and Time Requirements: Preliminary Round – Projects Due February 1

Participants create an instructional video as part of a lesson or unit of instruction. The course or topic may be of the student's choosing, but must meet local school district standards for appropriateness and be approved by the FCCLA chapter adviser.	
5 minutes	The total running time of the instructional video must be no longer than five (5) minutes in length, to include the title and credits.
Projects must be posted on the school/chapter website. Posted components include: instructional video(s) with copyright notice, video worksheet, project identification page, project summary, and FCCLA Planning Process summary page. The video(s) must be embedded on the website and a link provided to the original source (such as YouTube, Vimeo, etc.). The other required project components must be able to be opened in Microsoft Word or in PDF format.	

Entry Submission for Preliminary Round Competition

Preliminary Round entries will be submitted no later than 5:00 p.m. EST, February 1 in the FCCLA Portal. An entry fee will be required. Projects must be ready for evaluation at that time, and no changes may be made to until March 15

Procedures and Time Requirements: National Leadership Conference

1. A table and laptop computer with Internet connections will be provided. As a backup, participants may bring their website files on a USB drive. Participants are not allowed to bring in any additional equipment. Note cards may be used in the oral presentation.
2. To prepare for the National Leadership Conference presentation, participants are encouraged to update their presentation based upon Preliminary Round evaluation feedback. Changes may be made after March 15.
3. Specifications for the computer hardware and software versions supplied by FCCLA for use at National Leadership Conference will be posted on the national FCCLA Website by June 1.

5 minutes	Participants will have 5 minutes to set up their presentation. Other persons may not assist.
5 minutes	Participants will play their instructional video for the evaluators. The total running time of the instructional video may be up to 5 minutes in length. If creating a micro-video series, the series may not exceed 5 minutes. Videos will be stopped at 5 minutes.
5 minutes	Participants must include an oral presentation which may be up to 5 minutes in length. A one-minute warning will be given at 4 minutes. The participants will be stopped at 5 minutes.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview the participant and review the project website and/or video(s).
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.



Specifications

Website

Projects must be posted on the school/chapter website. Posted components include: instructional video with copyright notice, project storyboard, *project identification page*, *FCCLA Planning Process* summary page. The video should be embedded on the website. The other required project components must be able to be opened in Microsoft Word or in PDF format.

1-8 ½" x 11" page	<i>Project Identification Page</i>	<i>Plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title. Must be posted on the website in Microsoft Word or PDF format.
-------------------	------------------------------------	---

Instructional Video Design Specifications (continued)

1-8 ½" x 11" page	FCCLA <i>Planning Process</i> Summary Page	Summarize how each step of the <i>Planning Process</i> was used to plan and implement the project; Must be posted on the website in Microsoft Word or PDF format. For National Leadership Conference Participants Only: use of the <i>Planning Process</i> must also be described in the oral presentation.
1 	Evidence of Online Project Summary Submission	Participants should complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission on the website.
As Needed 	Video Worksheet	Using the provided template, participants develop a detailed video worksheet for the <i>instructional video</i> project. Must be posted on the website in Microsoft Word or PDF format.
Up to 3 8 ½" x 11" pages	Project Summary Pages	Project summary pages to include the purpose of the project, relationship to areas of Family and Consumer Sciences and/or related careers, relevant research, background information that might help the <i>audience</i> understand the point of view of the project, and the change or awareness goal of the project. Must be posted on the website in Microsoft Word or PDF format.

Instructional Video

Participants create an instructional video as part of a lesson or unit of instruction. The course or topic may be of the student's choosing, but must meet local school district standards for appropriateness and be approved by the FCCLA chapter adviser. The instructional video may be one of the following: a series of micro-videos, a tutorial video, a training video, a screencast, or a presentation/lecture video. The total time of the video(s) may not exceed 5 minutes. The instructional video may be produced using video creation tools of the participants' choice, but must be posted online to the website and must be available for viewing online. Do not provide a video download.

Introduction	Create an introduction that is engaging and clearly states video objective(s).
Content	Content reinforces and supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed.
Design	Video contains at least three key topics or steps. Instruction is clear, concise, and easy to follow. Video follows storyboard/scripting. Instruction is appropriate for intended age group.
Technical Quality	Editing and production provides good sound quality, volume, and clear images. Transitions, if used, are smooth and do not detract from the video.
Communication	Spelling, word choice, and grammar are used correctly. Tone and pace of narration is appropriate. Music, if used, is original or licensed for reuse. Visuals, if used, enhance communication.
Ending	Bring closure to the video and provide direction for the viewer to apply knowledge, reflect, or call to action.
Works Cited/ <i>Bibliography</i>	All work is original, or copyright permissions are included; only items licensed for reuse are used. Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .
Licensing	A copyright or licensing statement is included in the video. Creative Commons licensing may be used— www.creativecommons.org .

Instructional Video Design Specifications (continued)

For National Leadership Conference Participants ONLY

Oral Presentation

Following the viewing of the *digital story* presentation by evaluators, participants will deliver an oral presentation, which **may be up to** 5 minutes in length, to evaluators. The presentation should describe the research, planning, impact and personal learning of the participant as a result of the project. The presentation may not be prerecorded. No presentation elements are allowed during the oral presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Relationship to Family and Consumer Sciences	Describe relationship of project <i>content</i> to Family and Consumer Sciences and related careers.
Knowledge of Subject Matter	Demonstrate knowledge of subject matter, research, and impact of project on participant(s).
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.



INSTRUCTIONAL VIDEO DESIGN—Preliminary Round

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

WEBSITE CONTENT – DOCUMENTATION										Points							
Project Identification Page 0 or 4 points	0 Project Identification Page is missing, is not completed, or includes incorrect information				4 Project Identification Page is present, contains participants' names, chapter name, school, city, state, event name, and project title												
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											
Evidence of Online Project Summary Submission 0 or 1 point	0 Not provided				1 Signed proof of submission from the online form is included												
Video Design Worksheet 0-15 points	0 Not included	1 Worksheet planning is very limited and missing multiple components	2 Worksheet planning is very limited and missing multiple components	3 Worksheet planning is very limited and missing multiple components	4 Represents some planning but provided limited or unnecessary information	5 Represents some planning but provided limited or unnecessary information	6 Represents adequate planning but some information is missing	7 Represents adequate planning but some information is missing	8 Represents adequate planning but some information is missing	9 Represents adequate planning but some information is missing	10 Represents good planning with information in all field. All elements are appropriate for project and audiences	11 Represents good planning with information in all field. All elements are appropriate for project and audiences	12 Represents good planning with information in all field. All elements are appropriate for project and audiences	13 Represents outstanding planning with detailed information in all fields. All elements are appropriate for project and audience	14 Represents outstanding planning with detailed information in all fields. All elements are appropriate for project and audience	15 Represents outstanding planning with detailed information in all fields. All elements are appropriate for project and audience	
VIDEO CONTENT										Points							
Introduction 0-10 points	0 No obvious introduction	1 Introduction not relevant or appropriate for the presentation	2 Introduction not relevant or appropriate for the presentation	3 Introduction not effective in capturing attention, and did not state objectives	4 Introduction not effective in capturing attention, and did not state objectives	5 Captured attention, but did not state learning objectives	6 Captured attention, but did not state learning objectives	7 Mostly engaging and states learning objectives	8 Mostly engaging and states learning objectives	9 Original, engaging, clearly states learning objectives	10 Original, engaging, clearly states learning objectives						
Content 0-15 points	0 Content does not relate to learning objectives	1 Flawed understanding of content, may present inaccurate or incomplete information	2 Flawed understanding of content, may present inaccurate or incomplete information	3 Limited support of learning objectives and information is inconsistent	4 Limited support of learning objectives and information is inconsistent	5 Somewhat supports learning objectives. Information is appropriate, accurate, bias-free, but not current	6 Somewhat supports learning objectives. Information is appropriate, accurate, bias-free, but not current	7 Mostly supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed	8 Mostly supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed	9 Reinforces and supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed	10 Reinforces and supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed						
Design 0-10 points	0 Does not follow storyboard/scripting and is not appropriate for intended age group	1 Contains 1 topic or step, confusing, does not follow storyboard/scripting, questionable on age appropriateness	2 Contains 1 topic or step, confusing, does not follow storyboard/scripting, questionable on age appropriateness	3 Contains 2 topics or steps than three topics, difficult to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	4 Contains 2 topics or steps than three topics, difficult to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	5 Contains 3 topics or steps, somewhat clear to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	6 Contains 3 topics or steps, somewhat clear to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	7 Contains 3 topics or steps, instruction is clear and easy to follow. Mostly follows storyboard/ scripting. Appropriate for intended age groups	8 Contains 3 topics or steps, instruction is clear and easy to follow. Mostly follows storyboard/ scripting. Appropriate for intended age groups	9 Contains 3 or more topics or steps. Instruction is clear, concise, and easy to follow. Follows storyboard/ scripting. Appropriate for intended age group	10 Contains 3 or more topics or steps. Instruction is clear, concise, and easy to follow. Follows storyboard/ scripting. Appropriate for intended age group						
Technical Quality 0-10 points	0 No editing is evident	1 Editing produces a product difficult to watch or follow. Duration is significantly under or over 5 minutes.	2 Editing produces a product difficult to watch or follow. Duration is significantly under or over 5 minutes.	3 Editing and production do not enhance or are overused. Duration is over 5 minutes.	4 Editing and production do not enhance or are overused. Duration is over 5 minutes.	5 Editing and production are appropriate but some mistakes are noticeable. Does not exceed 5 minutes.	6 Editing and production are appropriate but some mistakes are noticeable. Does not exceed 5 minutes.	7 Good editing and production, sound quality, volume and images. Effects support project. Does not exceed 5 minutes.	8 Good editing and production, sound quality, volume and images. Effects support project. Does not exceed 5 minutes.	9 Excellent editing and production, sound quality, volume and images. Use of effects supports the project. Does not exceed 5 minutes.	10 Excellent editing and production, sound quality, volume and images. Use of effects supports the project. Does not exceed 5 minutes.						
Communication 0-10 points	0 No images, text, or sound used	1 Communication choices and errors distract rather than enhance project, items not licensed for reuse	2 Communication choices and errors distract rather than enhance project, items not licensed for reuse	3 Communication choices do not enhance project and licensing is questionable	4 Communication choices do not enhance project and licensing is questionable	5 Communication choices mostly enhance the project and are licensed for reuse	6 Communication choices mostly enhance the project and are licensed for reuse	7 Communication choices are appropriate for the project and are original or licensed for reuse	8 Communication choices are appropriate for the project and are original or licensed for reuse	9 Spelling, word choice, grammar, narration and visual enhance the project and are original or licensed for reuse	10 Spelling, word choice, grammar, narration and visual enhance the project and are original or licensed for reuse						
Ending 0-10 points	0 Abrupt, weak or video simply stops	1 Does not provide closure	2 Does not provide closure	3 Somewhat developed but closure does not provide direction for viewer	4 Somewhat developed but closure does not provide direction for viewer	5 Closure and directions are unclear	6 Closure and directions are unclear	7 Provides closure but direction is somewhat unclear	8 Provides closure but direction is somewhat unclear	9 Well-developed closure and provides direction to apply knowledge, reflect or call to action	10 Well-developed closure and provides direction to apply knowledge, reflect or call to action						

Documentation 0–5 points	0 Sources are cited but no permissions for using copyrighted work is included	1 Copyright is questionable and source list is incomplete	2 Copyright is questionable and sources are in inconsistent format	3 Copyright statements and permissions are included for most sources but in inconsistent format	4 Copyright statements and permissions are included for all sources. Complete list in a consistent format	5 Work is original, copyright statements with permissions granted are included for all sources. Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)	
Licensing 0 or 5 points	0 The video was not licensed by the participant			5 A Creative Commons license or copyright statement is included in the video			

Evaluator’s Comments:
PRELIMINARY ROUND TOTAL



INSTRUCTIONAL VIDEO DESIGN

National Leadership Conference Only

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

WEBSITE CONTENT – DOCUMENTATION										Points						
Project Identification Page 0 or 4 points	0 Project Identification Page is missing, is not completed, or includes incorrect information				4 Project Identification Page is present, contains participants' names, chapter name, school, city, state, event name, and project title											
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										
Evidence of Online Project Summary Submission 0 or 1 point	0 Not provided				1 Signed proof of submission from the online form is included											
Video Design Worksheet 0-15 points	0 Not included	1 Worksheet planning is very limited and missing multiple components	2 Worksheet planning is very limited and missing multiple components	3 Worksheet planning is very limited and missing multiple components	4 Represents some planning but provided limited or unnecessary information	5 Represents adequate planning but some information is missing	6 Represents adequate planning but some information is missing	7 Represents adequate planning but some information is missing	8 Represents adequate planning but some information is missing	9 Represents adequate planning but some information is missing	10 Represents good planning with information in all field. All elements are appropriate for project and audiences	11 Represents good planning with information in all field. All elements are appropriate for project and audiences	12 Represents good planning with information in all field. All elements are appropriate for project and audiences	13 Represents outstanding planning with detailed information in all fields. All elements are appropriate for project and audience	14 Represents outstanding planning with detailed information in all fields. All elements are appropriate for project and audience	15 Represents outstanding planning with detailed information in all fields. All elements are appropriate for project and audience
VIDEO CONTENT										Points						
Introduction 0-10 points	0 No obvious introduction	1 Introduction not relevant or appropriate for the presentation	2 Introduction not relevant or appropriate for the presentation	3 Introduction not effective in capturing attention, and did not state objectives	4 Introduction not effective in capturing attention, and did not state objectives	5 Captured attention, but did not state learning objectives	6 Captured attention, but did not state learning objectives	7 Mostly engaging and states learning objectives	8 Mostly engaging and states learning objectives	9 Original, engaging, clearly states learning objectives	10 Original, engaging, clearly states learning objectives					
Content 0-15 points	0 Content does not relate to learning objectives	1 Content does not relate to learning objectives	2 Flawed understanding of content, may present inaccurate or incomplete information	3 Limited support of learning objectives and information is inconsistent	4 Limited support of learning objectives and information is inconsistent	5 Somewhat supports learning objectives. Information is appropriate, accurate, bias-free, but not current	6 Somewhat supports learning objectives. Information is appropriate, accurate, bias-free, but not current	7 Mostly supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed	8 Mostly supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed	9 Reinforces and supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed	10 Reinforces and supports learning objectives. Information is appropriate, accurate, bias-free, and current. Important points are emphasized or repeated as needed					
Design 0-10 points	0 Does not follow storyboard/scripting and is not appropriate for intended age group	1 Does not follow storyboard/scripting and is not appropriate for intended age group	2 Contains 1 topic or step, confusing, does not follow storyboard/scripting, questionable on age appropriateness	3 Contains 2 topics or steps than three topics, difficult to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	4 Contains 2 topics or steps than three topics, difficult to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	5 Contains 3 topics or steps, somewhat clear to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	6 Contains 3 topics or steps, somewhat clear to follow, mostly follows storyboard/scripting, but questionable on age appropriateness	7 Contains 3 topics or steps, instruction is clear and easy to follow. Mostly follows storyboard/ scripting. Appropriate for intended age groups	8 Contains 3 topics or steps, instruction is clear and easy to follow. Mostly follows storyboard/ scripting. Appropriate for intended age groups	9 Contains 3 or more topics or steps. Instruction is clear, concise, and easy to follow. Follows storyboard/ scripting. Appropriate for intended age group	10 Contains 3 or more topics or steps. Instruction is clear, concise, and easy to follow. Follows storyboard/ scripting. Appropriate for intended age group					
Technical Quality 0-10 points	0 No editing is evident	1 Editing produces a product difficult to watch or follow. Duration is significantly under or over 5 minutes.	2 Editing produces a product difficult to watch or follow. Duration is significantly under or over 5 minutes.	3 Editing and production do not enhance or are overused. Duration is over 5 minutes.	4 Editing and production do not enhance or are overused. Duration is over 5 minutes.	5 Editing and production are appropriate but some mistakes are noticeable. Does not exceed 5 minutes.	6 Editing and production are appropriate but some mistakes are noticeable. Does not exceed 5 minutes.	7 Good editing and production, sound quality, volume and images. Effects support project. Does not exceed 5 minutes.	8 Good editing and production, sound quality, volume and images. Effects support project. Does not exceed 5 minutes.	9 Excellent editing and production, sound quality, volume and images. Use of effects supports the project. Does not exceed 5 minutes.	10 Excellent editing and production, sound quality, volume and images. Use of effects supports the project. Does not exceed 5 minutes.					
Communication 0-10 points	0 No images, text, or sound used	1 Communication choices and errors distract rather than enhance project, items not licensed for reuse	2 Communication choices and errors distract rather than enhance project, items not licensed for reuse	3 Communication choices do not enhance project and licensing is questionable	4 Communication choices do not enhance project and licensing is questionable	5 Communication choices mostly enhance the project and are licensed for reuse	6 Communication choices mostly enhance the project and are licensed for reuse	7 Communication choices are appropriate for the project and are original or licensed for reuse	8 Communication choices are appropriate for the project and are original or licensed for reuse	9 Spelling, word choice, grammar, narration and visual enhance the project and are original or licensed for reuse	10 Spelling, word choice, grammar, narration and visual enhance the project and are original or licensed for reuse					
Ending 0-10 points	0 Abrupt, weak or video simply stops	1 Does not provide closure	2 Does not provide closure	3 Somewhat developed but closure does not provide direction for viewer	4 Somewhat developed but closure does not provide direction for viewer	5 Closure and directions are unclear	6 Closure and directions are unclear	7 Provides closure but direction is somewhat unclear	8 Provides closure but direction is somewhat unclear	9 Well-developed closure and provides direction to apply knowledge, reflect or call to action	10 Well-developed closure and provides direction to apply knowledge, reflect or call to action					

Documentation 0-5 points	0 Sources are cited but no permissions for using copyrighted work is included	1 Copyright is questionable and source list is incomplete	2 Copyright is questionable and sources are in inconsistent format	3 Copyright statements and permissions are included for most sources but in inconsistent format	4 Copyright statements and permissions are included for all sources. Complete list in a consistent format	5 Work is original, copyright statements with permissions granted are included for all sources. Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)	
Licensing 0 or 5 points	0 The video was not licensed by the participant			5 A Creative Commons license or copyright statement is included in the video			
ORAL PRESENTATION							Points
Organization/Delivery 0-10 points	0 Presentation is not done or speaks briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 Not included	1 Minimal evidence FCS coursework relationship	2 Some knowledge of relationship to FCS coursework	3 Knowledge of FCS coursework but not shared	4 Knowledge of relationship to FCS is evident and shared	5 Knowledge of FCS relationship is evident and explained well	
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
(134 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Instructional Video Design Worksheet

One worksheet per video. If creating a micro-video series, use one worksheet for each video in the series.

Title of Video and Topic:	
<input type="checkbox"/> Micro-video Series <input type="checkbox"/> Tutorial <input type="checkbox"/> Training <input type="checkbox"/> Screencast <input type="checkbox"/> Presentation/Lecture	
Grade or Target Age Group Level:	
Video Duration <i>(Maximum 5 minutes, if creating a micro-video series, series must not exceed 5 minutes):</i>	
FCCLA Integration <i>(National Programs, Competitive Events, Meetings/Events, if applicable):</i>	
Video Learning Objective(s):	
National Family and Consumer Sciences Standards (or others as appropriate):	
Career Readiness Practices (Select all that apply):	
<ul style="list-style-type: none"> <input type="checkbox"/> Act as a responsible and contributing citizen and employee <input type="checkbox"/> Apply appropriate academic and technical skills <input type="checkbox"/> Attend to personal health and financial well-being <input type="checkbox"/> Communicate clearly and effectively and with reason <input type="checkbox"/> Consider the environmental, social and economic impacts of decisions <input type="checkbox"/> Demonstrate creativity and innovation <input type="checkbox"/> Employ valid and reliable research strategies 	<ul style="list-style-type: none"> <input type="checkbox"/> Utilize critical thinking to make sense of problems and persevere in solving them <input type="checkbox"/> Model integrity, ethical leadership and effective management <input type="checkbox"/> Plan education and career paths aligned to personal goals <input type="checkbox"/> Use technology to enhance productivity <input type="checkbox"/> Work productively in teams while using cultural global competence
Materials Needed to Create Video:	
Instructional Strategies:	

Key Topic/Step 1:

Timeframe:

Storyboard/Scripting (media/images/notes):

Key Topic/Step 2:

Timeframe:

Storyboard/Scripting (media/images/notes):

Key Topic/Step 3:

Timeframe:

Storyboard/Scripting (media/images/notes):

Summary/Ending (summary of key learning, next steps for viewer, and call to action for viewer):

Application or Assessment of Learning:

Source (If Applicable: cite any published or copyrighted materials used in this video):

Additional Notes:

Interior Design, an *individual* or *team event*, recognizes participants who apply interior design skills learned in Family and Consumer Sciences courses to design spaces to meet client needs. In advance, participants will create design deliverables addressing the specifics of the design scenario. Participants must prepare a **file folder**, an **oral presentation**, and **visuals**.

EVENT LEVELS

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Eligible participants are members who are currently or have been enrolled in a Family and Consumer sciences course preparing them for careers or employment in the Visual Arts and Design career pathway.
3. The design scenario that all participants must base their design will be available online by October 1.
4. To purchase the NBKA Kitchen and Bathroom Planning Guidelines with Access Standards, 2nd Edition eBook, visit www.nkba.org.



5. A 3-D model can be added to the floor plan board **if** there is room on the board in addition to the floor plans. The model would supplement the event requirements. Additions should only be considered if the student designer has extra time and the requirements are fulfilled - **no additional points will be earned**. Under "Presentation to Clients" that no other visuals or audiovisual equipment will be permitted. Participants should only be presenting the boards as described in the event specifications.
6. 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.
7. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	File Folder, Visuals, Oral Presentation	Table – Yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	5 minutes	10 minutes prior to presentation	1-minute warning at 14 minutes; stopped at 15 minutes	5 minutes	40 minutes

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

* Visuals are design and sample boards only.

INTERIOR DESIGN



Procedures and Time Requirements

Each entry will submit a <i>file folder</i> with required documents to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
10 minutes	Room consultants and evaluators will have 10 minutes to preview the <i>file folder</i> and <i>display</i> boards before each 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 or audiovisual recordings are used, they are limited to a 3-minute playing time during the presentation. The oral presentation is a time for the participant(s), in the role of student designer(s), to present to the evaluators, in the role of clients, the interior design. The presentation is intended to be two-way dialogue, as in a conversation or interview, rather than a one-way presentation.
5 minutes	Following the presentation, evaluators and participants will step out of character as designer(s) and clients for a 5-minute follow-up interview as evaluators and participant(s).
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants. File folders will be returned to participants at the end of scoring.

Specifications

File Folder

Participant(s) will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (either typed or handwritten) in the top left corner with name of event, event level, participant's name(s), and state.

Number and Size	Submit one letter-size <i>file folder</i> .
<i>Project Identification Page</i>	One 8 ½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, and title of project.
FCCLA <i>Planning Process</i> the Summary Page	One 8 ½" x 11" page summarizing how each step of the <i>Planning Process</i> was used to develop Interior Design project.
Evidence of Online Project Summary Submission	 Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>file folder</i> .
Client Invoice	 Create a client invoice, using the online template, to include costs for billable hours, five (5) furnishings/fixture samples as specified in the design scenario, and floor treatment. Additional information may be included on the invoice, but is not required. The client invoice must be on a single, one-sided sheet of 8 ½" x 11" paper.

Board Specifications

Each *individual* or *team* will prepare two to three single-sided presentation boards—one to display the design overview (Design Board) and one to two to display the interior design elements intended to meet the needs of the clients as stipulated in the Interior Design Scenario on the FCCLA national website (Samples Board). *Easels* may be used to present boards, but will not be provided.

Type of Board	Boards may be foam board, mat board, or mat board mounted on foam core.
Color	Board background must be either solid black or white.
Size	Boards may not exceed 22" x 30".
Business Card	Each board must have attached a standard size business card for the individual or team—to include participant's name(s), chapter name, school, city, and state.
Illustrations	Use appropriate and effective illustrations to display design choices.
Overall Effectiveness	Boards should be visually appealing and effectively convey the intended design to those who view them.

Interior Design Specifications (continued)

Design

Each individual or team will design spaces as indicated by the Interior Design Scenario, found in the STAR Events resources section of the FCCLA national website.



Floor Plan	Develop a floor plan that is correctly drawn to a consistent ¼"=1' scale, all architectural features indicated appropriately, and furniture arrangement displayed. Floor plans may be hand drawn or computer generated. Display on the Design Board.
Furniture Arrangement	Design a furniture arrangement that is good for form and function. Show appropriately on floor plan.
<i>NKBA Planning Guidelines</i>	Follow <i>NKBA Planning Guidelines</i> as indicated in the Design Scenario.
Specified Elevation	Create a 2-D, full color, elevation for the space specified in the Interior Design Scenario with a ½"=1' scale. May be either hand drawn or computer generated. Display on the Design Board.
Samples	Coordinate design choices for flooring, wall treatment, needed furniture, window coverings, accessories, and other as needed. Display samples of all design choices on the Samples Boards.
Principles of Design	Demonstrate a thorough knowledge of interior design principles and correctly apply knowledge.
Originality of Design	Develop an original design for the Interior Design Scenario.
Thoughtfulness of Design	Design a space that meets the needs of clients and their design style.
Responsible Design	Design a space that is appropriate for the well-being of both the clients' situation and health and the state of the environment.
Overall Effectiveness	Ensure the overall design is visually appealing and elements are functional and effective.

Presentation to Clients

The presentation to clients **may be up to** 15 minutes in length and is delivered to evaluators. The presentation is a time for participant(s), in the role of student designer, to present to the evaluators, in the role of clients. The presentation is intended to be a two-way dialogue, as in a conversation or interview, rather than a one-way presentation. No other *visuals* or *audiovisual equipment* will be permitted.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Interior Design	Demonstrate thorough research and knowledge of interior design.
Rationale of Design Explained	Demonstrate a thorough understanding of the clients' living space needs and style and industry standards including knowledge of the <i>NKBA Planning Guidelines</i> where appropriate.
Use of <i>Display</i> Boards	Use the design boards effectively during the presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.



INTERIOR DESIGN

Point Summary Form

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’ file folder 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
File Folder 0-4 points	0 Portfolio exceeds the page limit	1 2 3 File Folder presented with incorrect labeling/insufficient materials for evaluators (less than 3 copies of contents) or incomplete content	4 File Folder is presented with correct labeling and sufficient evaluators material • Project ID page • Planning Process summary • Project Summary Submission Proof • Client Invoice
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS’ SCORES

Evaluator 1 _____ Initials _____
 Evaluator 2 _____ Initials _____
 Evaluator 3 _____ Initials _____
 Total Score _____ divided by number of evaluators
 _____ = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL

(10 points possible)

AVERAGE EVALUATOR SCORE

(90 points possible) — . — —

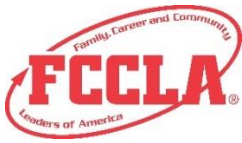
FINAL SCORE

(Average Evaluator Score plus 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 _____



INTERIOR DESIGN Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

FILE FOLDER CONTENTS							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	
Client Invoice 0-3 points	0 No client invoice provided	1 Does not include all required information, or contains errors; or exceeds one single-sided page		2-3 Clear and complete invoice in correct order with no errors, professional appearance			
BOARD SPECIFICATIONS							Points
Type of Board 0-1 point	0 Another type of board used			1 Foam, mat, or mat on foam used			
Color 0-1 point	0 Another color board used			1 Solid white or black board used			
Size 0-1 point	0 Board larger than 22" x 30"			1 Board did not exceed 22" x 30"			
Business Card 0-1 point	0 Does not fully meet specifications			1 Fully meets size/contents specification			
Illustrations 0-3 points	0 No illustrations used	1 Illustrations are limited in quality or quantity is below or above an appropriate amount	2 Illustrations are appropriate but not overly effective	3 Highly appropriate and effective illustrations			
Overall Effectiveness 0-3 points	0 Lacking in visual appeal	1 Minimal visual appeal	2 Some visual appeal		3 Great visual appeal, very effective		
DESIGN							Points
Scaled Room Floor Plan 0-10 points	0 Did not appear to use any scale and no architectural features shown		1 $\frac{1}{4}$ " scale used, but not consistently. Some architectural features shown and drawn	2-3 $\frac{1}{2}$ " scale used consistently. All architectural features shown and drawn correctly			
Furniture Arrangement 0-3 points	0 No furniture arrangement shown	1 Poorly arranged, both form and function	2 Good form OR function, not both		3 Well-arranged for form and function		
NKBA Planning Guidelines 0-1 point	0 Did not adhere to NKBA Planning Guidelines			1 Correctly followed NKBA Planning Guidelines where appropriate in design			
Specified Elevation 0-4 points	0 No elevation done	1 Incorrect scale used	2-3 Somewhat well-done/effective using $\frac{1}{2}$ " scale		4 Well-done, very effective using $\frac{1}{2}$ " scale		
Samples 0-3 points	0 No samples provided	1 Some samples, not all, provided	2 Some well-chosen, but not well coordinated		3 Well-chosen and coordinated		
Principles of Design 0-3 points	0 Principles of design not applied	1 Principles applied only minimally	2 Most principles of design applied		3 Principles of design applied consistently		
Originality of Design 0-3 points	0 Little evidence of originality	1 Some evidence of originality	2 Contains both creative elements and "copies"		3 Highly original design		
Thoughtfulness of Design 0-3 points	0 Design shows no consideration of clients' space needs	1 Some evidence of consideration of clients' needs or design style	2 Design meets clients' space needs but does not reflect design style		3 Design meets clients' space needs and design style		
Responsible Design 0-3 points	0 Design shows no consideration for the safety, healthy or welfare of the client or environment	1 Design shows evidence that the clients' safety and health were considered and environmentally responsible products were researched	2 Design incorporates some environmentally responsible materials and services and addresses safety and health concerns of the client		3 Design is highly responsible for both the clients' well-being and the environment		
Overall Effectiveness 0-3 points	0 Lacking in visual appeal	1 Some visual appeal	2 Minimal visual appeal		3 Great visual appeal, very effective		

Interior Design Rubric (continued)

Points

ORAL PRESENTATION										
Organization/ Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	6	7	8	9 10
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation				
Rationale of Design Decisions Explained 0-5 points	0 No rationale of design decisions explained	1 Design decisions are somewhat explained but show little understanding of clients' needs and style	2	3 Design decisions are explained thoroughly and show complete understanding of clients' needs and style	4	5 Design decisions are explained fully and reflect thorough understanding of clients' needs and style as well as industry standards				
Use of Display Boards during Presentation 0-3 points	0 Display boards are not used during presentation	1 Display boards used minimally during presentation; incorrect number of boards presented		2 2-3 display boards, as required were incorporated throughout presentation		3 Presentation moves seamlessly between oral presentation and 2-3 display boards as required				
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 0-4 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 Responses to questions were appropriate and given without hesitation				

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

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Interpersonal Communications



Interpersonal Communications, an *individual or team event*, recognizes participants who use Family and Consumer Sciences and/or related occupation skills and apply communication techniques to develop a project designed to strengthen communication in a chosen area: *community, employment relationships, family, peer groups, or school groups*. Participants must prepare a **file folder**, an **oral presentation**, and a **response to a related case study**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for visual presentation, if desired.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	File Folder, Oral Presentation	Table– yes Electrical Access - no Wall Space – no Supplies - no	Official dress -or- Professional dress – or costume appropriate to event	5 minutes set up/ 10 minutes case study	5 minutes prior to presentation	1-minute warning at 4 minutes; stopped at 5 minutes (same for case study)	5 minutes	30 minutes

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

INTERPERSONAL COMMUNICATIONS


Procedures and Time Requirements

Each entry will submit a <i>file folder</i> with required documents to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist. Room consultants and evaluators will have 5 minutes to preview the <i>file folder</i> during participant set up time.
10 minutes	Participant(s) will be given 10 minutes to complete the case study related to their project, in a separate case study room. The completed case study will be given to the evaluators prior to the oral presentation.
5 minutes	The oral presentation may be up to 5 minutes in length. A one-minute warning will be given at 4 minutes. Participant(s) will be stopped at 5 minutes.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participant(s) about the oral presentation and the case study.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participant(s). File folders will be returned to participants at the end of scoring.

Specifications

File Folder

Participant(s) must submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (typed or handwritten) in the top left corner with name of event, level, participant's name(s), and state.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name, project title, and chosen area of emphasis (i.e. <i>family, peer groups, school groups, community, or employment relationships</i>).
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; may also be described in the oral presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>file folder</i> .
<i>Works Cited/Bibliography</i>	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable and current</i> .

Oral Presentation

The oral presentation **may be up to 5** minutes in length and is delivered to evaluators. The presentation should describe project in detail and discuss how communication techniques and methods such as verbal, nonverbal, written, active listening, one-on-one, and/or conflict resolution were used. Audio and/or video recordings are not permitted.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Identify Concerns	Identify the need to act and provide two or more reasonable options or "alternative actions."
Set a Goal	State a detailed and measurable goal.
Form a Plan	Develop a thorough and feasible plan.
Act	Execute plan with a thorough understanding and application of communication techniques and solutions.
Follow Up	Evaluate project and express the significance of the project and its outcome.
Project Rationale Clearly Stated	Identify reason for implementing the project.
Use of Appropriate Techniques	Show evidence of communication techniques and methods used in the project, such as verbal, nonverbal, written, one-on-one, active listening, and/or conflict resolution.

Interpersonal Communications Specifications (continued)

Impact on Interpersonal Communications; Accomplishments	Show how an area of interpersonal communications was strengthened through the project.
Relationship to FCCLA Purposes and Family and Consumer Sciences	Explain direct connection to the purposes of FCCLA and Family and Consumer Sciences.
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 <i>visuals</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	Provide clear and concise answers to evaluators' questions regarding the project.

Case Study

Participants will be given a written case study to evaluate their understanding of communication techniques. The case study will relate to the area of the participant's project. Participant(s) will have 10 minutes to prepare a response. Work will take place in a separate room with no spectators. No pre-written material is allowed. Participant(s) will be provided blank Case Study Forms that should be used to respond and relay the developed solution(s).

Knowledge of Communication Techniques	Show evidence of awareness of methods for strengthening communication and of communication techniques.
Appropriate Solutions	Present feasible and suitable solutions for the situation.



INTERPERSONAL COMMUNICATIONS

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

FILE FOLDER							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	
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
ORAL PRESENTATION							
Organization/Delivery 0-10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Identify Concerns 0-4 points	0 No evidence of identifying concerns	1 Identifying concerns and needs are limited in scope	2 Participants use one or two methods to identify concerns	3 Participants use surveys, data collection, interviews or other methods to identify concerns	4 Participants identify the need to act; realize circumstances are uncertain and changing; and two or more reasonable options or alternative actions		
Set a Goal 0-4 points	0 Not evident	1 Goal is evident	2 Goal is clearly stated	3 Goal is thoroughly stated	4 Goal is stated in detail with measurable outcomes		
Form a Plan 0-4 points	0 Not evident	1 Plan is stated with some detail	2 Plan is detailed	3 Plan includes details, timelines, and alternatives	4 Plan is thorough, feasible and complete		
Act 0-4 points	0 Not evident	1 Action steps are evident	2 Plan is detailed in steps, tasks, and timelines	3 Plan included analysis of effects of communication technology in family, work, and community settings	4 Plan includes a thorough understanding and application of communication techniques and solutions		
Evaluation Follow-Up 0-4 points	0 No evidence	1 Some evaluation and follow-up is planned	2 Evaluation plans include multiple strategies	3 Evaluation and follow-up is detailed and varied in strategies	4 Evaluation and follow-up is extensive and includes evidence of Project Self-Evaluation		
Project Rationale Clearly Stated 0-5 points	0 No evidence	1 Project rationale is limited	2 Rationale for the project is clearly stated	3 Rationale for the project is stated in a convincing manner, citing reasons and data	4 Rationale for the project is thorough and compelling	5 Rationale for the project is thorough, a compelling and urgent need and well documented	
Use of Appropriate Techniques 0-5 points	0 No evidence	1 Participants understanding limited methods of communication techniques	2 Participants show some understanding of various communication techniques	3 Participants show understanding of two or three communication techniques	4 Participants show understanding and can apply various communication techniques	5 Participants effectively apply techniques that are effective and appropriate	

Interpersonal Communications Rubric (continued)

																Points	
Impact on Interpersonal Communications 0-15 points	0 Not evident	1 Participants show a limited knowledge of the impact of interpersonal communications through their project	2	3	4	5 Participants show areas of interpersonal communication that were strengthened by the project	6	7	8	9 Participants explain one or more of the following: --how similarities and differences among people affect conflict prevention and management in their project --how to create an environment that encourages and respects ideas and perspectives --apply the roles of decision making and problem solving in reducing and managing conflict	10	11	12	13 Participants show extensive knowledge and application of interpersonal communication that was strengthened by the project. Some of which might include those mentioned earlier and: --demonstrate processes for cooperating, compromising, and collaborating --demonstrate ethical behavior in family, workplace and community settings --demonstrate strategies to motivate, encourage, and build trust in group members --compare the relative merits of opposing points of view regarding current ethical issues	14	15	
Relationship to FCCLA Purposes and FCS 0-5 points	0 Not evident	1 Minimal evidence of FCCLA and FCS relationship	2 Some knowledge of relationship of FCCLA and FCS	3 Knowledge of FCCLA and FCS relationship but not shared	4 Knowledge of FCCLA and FCS relationship is evident and shared	5 Knowledge of FCCLA and FCS relationship is evident and well explained											
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											
CASE STUDY																	
Knowledge of Communication Techniques 0-4 points	0 Not evident in explanations	1 Knowledge of communication techniques is limited	2 Knowledge of communication techniques is evident in the case study response. Participants demonstrate effective listening and feedback techniques	3 Knowledge of communication techniques is thorough. Explain how similarities and differences among people affect conflict prevention and management	4 Knowledge of communication techniques is explained in detail. Apply ethical principles of communication												
Appropriate Solutions 0-4 points	0 Not evident	1 Participants share a limited response to one or two solutions	2 Participants share feasible and suitable solutions	3 Participants share many feasible and suitable solutions	4 Participants share extensive suitable solutions and insights												

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

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



INTERPERSONAL COMMUNICATIONS Case Study Form

Name of Participant(s) _____

Chapter _____ State _____ Level ____

Participants will be given 10 minutes to complete the case study to evaluate their understanding of communication techniques. Participants will turn in this completed form to evaluators prior to the oral presentation.

Level (choose one): Level 1 (through grade 8) Level 2 (grades 9-10) Level 3 (grades 11-12)

Project Focus (choose one):

Community Employment Relationships Family Peer Groups School Groups

Using the case study provided for the project focus selected above, what steps would you take in response?

Job Interview, an *individual event*, recognizes participants who use Family and Consumer Sciences and/or related occupations skills to develop a *portfolio*, participate in an interview, and communicate a personal understanding of job requirements. Participants must prepare a *portfolio*, including a **job application**, and express their communication skills and job knowledge through an **interview**.

EVENT LEVELS

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants should use the portfolio during the interview process and answer questions about the portfolio at this time. No other materials may be used during the interview.
3. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for electronic portfolio presentation.
4. Participant must apply for a job that matches their current skills, education level, and relates to their career interests/goals. Letters of recommendation must not be the work of the participant.
5. 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.
6. National Leadership Conference 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 prior to National Leadership Conference.




GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1	Portfolio and Job Application	Electrical Access - no	Official dress - or-Professional dress appropriate to event		15 minutes prior to presentation	1-minute warning at 19 minutes; stopped at 20 minutes		40 minutes

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

* Presentation Equipment is allowed only for presentation of electronic portfolio.

JOB INTERVIEW

Procedures and Time Requirements

Each participant will submit a <i>portfolio</i> (<i>hardcopy</i> or <i>electronic</i>) to the event room consultant at the designated participation time. A job application must be completed and included in the <i>portfolio</i> . Download the form from the STAR Events Resources page of the FCCLA national website. 	
15 minutes	Room consultants and evaluators will have 15 minutes to preview the <i>portfolio</i> (<i>hardcopy</i> or <i>electronic</i>). The participant must make the <i>electronic portfolio</i> accessible to evaluators.
5 minutes	The interview may be up to 20 minutes in length. A one-minute warning will be given at 19 minutes. The interview will be stopped at 20 minutes.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participant(s).



Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 36 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 47 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-5	<i>Content Divider Pages</i> or Sections	Use 0 to 5 <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> .
	Job Specification Sheet	Give name of employer, job title, short job description, required hours, and wages typically offered for this job. The selected job must match the participant's current skills, education level, and relate to future career interests and goals. 

Job Interview Specifications (continued)

Up to 27 pages or 37 slides (continued)	Business Communication	Include completed job application (download from the STAR Events Resources page of the FCCLA website), cover letter, resume, and two letters of recommendation (one from a school official, administrator, counselor, or teacher and one from an employer or other <i>community</i> representative). All student-created business communication documents should be complete; use correct spelling, grammar, and be consistently written; be of consistent font style and of appropriate size; use appropriate business format and color; be well organized; and match <i>current</i> skills and reflect future career interests and goals.
	Career-Related Education	Describe <i>career-related education</i> that enhances employability. Include a summary of school activities, career research projects, application of Family and Consumer Sciences and/or related occupations skills and their relationship to job, and an example of ability to communicate in written form.
	Educational Enhancement Opportunities	Describe <i>educational enhancement opportunities</i> that enhance employability. Include career development planning, summaries of job shadowing, internships, apprenticeships, informational interviews, or <i>community</i> service projects, and products developed during these experiences.
	Examples of Skills	Provide evidence of five skills, talents, and/or abilities related to job and career goals. These may be in any format but must fit within the <i>dimensions</i> of the <i>portfolio</i> . Audio and/or video recordings may be included in the <i>portfolio</i> but will not be considered by evaluators. Examples or samples of skills will be identified as such and are considered <i>content pages</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Interview

The interview **may be up to** 20 minutes in length and will be conducted by evaluators. Questions will pertain to participant's *current* skill level and the specific job for which they are applying. The *portfolio* should be used during the interview.

Knowledge of Selected Job	Show evidence of how present skills relate to job, including Family and Consumers Sciences and/or related occupations coursework, and evidence of knowledge of specific abilities needed to perform job.
Communication Skills	Display effective verbal and nonverbal skills: clarity of expression, eye contact, body language, voice, grammar, word usage and pronunciation, friendly, poised, and personable.
Response to Evaluators' Questions	Provide clear and concise answers to evaluators' interview questions.
Use of <i>Portfolio</i>	Use <i>portfolio</i> during interview to support understanding of job and emphasize skills.
<i>Professional</i> Appearance	Wear FCCLA official dress or professional dress appropriate for specific job interview.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, and eye contact throughout interview.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.



JOB INTERVIEW Point Summary Form

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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK				Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time			
	No	0	Yes	3
Event Online Orientation Documentation 0 or 2 points	0	2		
	Official documentation not provided at presentation time or signed by adviser	Official documentation provided at presentation time and signed by adviser		
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	0	1		
	Binder is not the official FCCLA binder	Binder is the official FCCLA binder		
	0	1		
	Electronic Portfolio not in viewable format to the evaluators	Electronic Portfolio in viewable format to the evaluators		
Portfolio Pages 0-3 points	0	1	2	3
	Portfolio exceeds the page limit	2 or more errors 1 error no errors Portfolio contains no more than 36 single-sided pages or 47 slides completed correctly, including: <ul style="list-style-type: none"> • 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 5 content divider pages or slides • Up to 27 content pages or 37 content slides 		
Punctuality 0-1 point	0	1		
	Participant was late for presentation	Participant was on time for presentation		

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____
 Evaluator 2 _____ Initials _____
 Evaluator 3 _____ Initials _____
 Total Score _____ divided by number of evaluators
 _____ = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL

(10 points possible)

AVERAGE EVALUATOR SCORE

(90 points possible) _ . _ . _ .

FINAL SCORE

(Average Evaluator Score plus 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 _____



JOB INTERVIEW Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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											
Job Specification Sheet 0-2 points	0 Job specification sheet not provided	1 1-4 items provided, or information is incomplete			2 All 5 items provided and are complete												
Business Communication 0-15 points	0 None apply	1-15: Score 1 point for each of these components															
		<input type="checkbox"/> Correct application used <input type="checkbox"/> Completed application <input type="checkbox"/> Cover letter <input type="checkbox"/> Resume <input type="checkbox"/> Recommendation letter #1		<input type="checkbox"/> Recommendation letter #2 <input type="checkbox"/> Correct spelling <input type="checkbox"/> Correct grammar <input type="checkbox"/> Consistent font style <input type="checkbox"/> Appropriate font size		<input type="checkbox"/> Appropriate business format <input type="checkbox"/> Consistently written <input type="checkbox"/> Well-organized <input type="checkbox"/> Reflects current skills and future goals <input type="checkbox"/> Appropriate colors used											
Career Related Education 0-5 points	0 Not included	1 Only one of the required items provided	2 Only two of four items provided	3 Three of four items provided	4 All four items provided but they lack information	5 All four items provided, thorough and professional											
Educational Enhancement Opportunities 0-5 points	0 Not included	1 Only one item provided	2 Two of three items provided but lack information	3 Two of three items provided completely	4 All three items provided but they lack information	5 All three items provided, thorough and professional											
Examples of Special Skills 0-5 points	0 Not included	1 Only one or two of the items provided	2 Only three of five items provided	3 Four of five items provided	4 Five items provided	5 All five items provided and relate well to job/career goals											
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly		2 Portfolio is neat, legible, and professional, with correct grammar and spelling		3 Neat, legible, professional, correct grammar and spelling used with effective organization of information											
INTERVIEW																	
Knowledge of Selected Job 0-10 points	0 Little evidence of job knowledge	1 Minimal evidence of job knowledge	2	3 Some evidence of job knowledge	4	5 Knowledge of job is evident but not in interview	6	7 Knowledge of job is evident and shared at times in the interview	8	9 Knowledge of job is evident and incorporated throughout the interview	10						
Communication Skills 0-10 points	0 Participant does not take part in interview	1 Interview is brief because participant does not carry on a conversation or answer questions with detail	2	3 Participant answers most questions well, but displays signs of self-consciousness or nervousness in nonverbal communication	4	5 Participant answers questions and relates to evaluators well	6	7 Participant shows confidence and personality during interview. Answers questions well	8	9 Participant is confident, poised, personable, relates well to evaluators, answers questions clearly and effectively	10						
Responses to Evaluators' Questions 0-15 points	0 Did not answer evaluators' questions	1 Unable to answer some questions	2	3	4 Responded to all questions, but without ease or accuracy	5	6	7 Responded adequately to all questions	8	9	10 Gave appropriate responses to evaluators' questions	11	12	13 Responses to questions were appropriate and given without hesitation	14	15	
Use of Portfolio During Interview 0-3 points	0 Portfolio is not used during interview	1 Portfolio is referenced but not used to support knowledge or skills			2 Portfolio used minimally to support knowledge and skills			3 Portfolio used appropriately to emphasize knowledge and skills									
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									

Job Interview Rubric (continued)

					Points
Body Language 0-3 points	0 Uses inappropriate gestures, posture or mannerisms, avoids eye contact	1 Gestures, posture, mannerisms and eye contact is inconsistent or distracting during interview	2 Gestures, posture, mannerisms, and eye contact are appropriately used during interview	3 Gestures, posture, mannerisms and eye contact contribute to a positive interview experience	
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	
Professional Appearance 0-3 points	0-1 Non-professional appearance, attire, and/or grooming	2 Neat appearance, attire and grooming	3 Professional appearance, attire and grooming		

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

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Leadership, an *individual* event, recognizes participants who actively evaluate and grow in their leadership potential. Participants investigate their leadership ability, assess leadership and employability skills, and develop and implement a plan to further their leadership development. Participants must prepare a **portfolio** and an **oral presentation**.

EVENT LEVELS

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

This event developed in partnership with Cottey College (www.cottey.edu).



ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	10 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

* Presentation Equipment is allowed only for presentation of electronic portfolio.

LEADERSHIP

Procedures and Time Requirements

Each participant will submit a <i>portfolio</i> (<i>hardcopy</i> or <i>electronic</i>) to the event room consultant at the designated participation time.	
10 minutes	Participant(s) will have 10 minutes to set up for the event. Other persons may not assist. Room consultants and evaluators will have 10 minutes to preview the <i>portfolio</i> (<i>hardcopy</i> or <i>electronic</i>) before the presentation begins, during participant set up time. The participant must make the <i>electronic portfolio</i> accessible to evaluators.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participant(s) will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 1-minute playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire 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 participant(s).



Specifications

Hardcopy Portfolio





The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 42 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 60 slides, as described below.

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, 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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-7	<i>Content Divider Pages</i> or Sections		Use 0 to 7 <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> .

Leadership Specifications (continued)

<p>Up to 31 8 ½" x 11" pages or 48 slides</p>	<p>Leadership Profile and Employability Skills Checklist </p>	<p>Using the “Personal Leadership Profile and Employability Skills Checklist Instructions” located on the STAR Events Resources page of the FCCLA national website, create a personal leadership profile, outlining leadership activities or experiences in the following areas:</p> <ul style="list-style-type: none"> • FCCLA (national programs, competitive events, Leadership Academy, local/regional/state/national leadership roles, etc.) • School (clubs, sports, activities, etc.) • Personal/Family/<i>Community</i> (employment, clubs, organizations, etc.) <p>Using the Employability Skills Checklist, indicate the employability skills that have been developed or improved through the leadership activity/experience identified. The leadership profile with identified skills should not exceed three 8½“x 11” pages or five slides.</p>
	<p>Leadership Competencies Inventory (Self) Analysis and Summary </p>	<p>Using the FCCLA Leadership Competencies Inventory (Self), located on the STAR Events Resources page of the National FCCLA website, participants will complete the inventory, analyze their results, and include a summary of the results. The participant may use graphs, narrative, bullet points, etc. to convey their inventory results in a way they believe is most effective. The summary should not exceed four 8½“x 11” pages or six slides.</p>
	<p>Leadership Competencies Inventory (Observer) Analysis and Image Awareness Summary </p>	<p>Using the FCCLA Leadership Competencies Inventory (Observer), located on the STAR Events Resources page of the National FCCLA website, participants will gather insight from three others who have observed their leadership skills. Of the three individuals chosen, at least one must be a teacher, adviser, or other adult; and at least one must be from another student (one who has observed the participant in a leadership role and is willing to give helpful and honest insight).</p> <p>Using the information gathered from the assessments, along with results from the Leadership Inventory, the student will develop an image awareness summary of their leadership strengths and areas for growth. This section should not exceed seven 8½“x 11” pages or ten slides.</p>
	<p>Admirable Leader Summary</p>	<p>Using the questions from the FCCLA Leadership Competencies Inventory (Self) as a guide, describe one significant person who has been or is a leader in the participant’s life. The description should include attributes of the person which contribute to their leadership. Participants may discuss how their relationship has been meaningful in the participant’s personal growth (may be leadership related or in another capacity). The Admirable Leaders Summary should not exceed one 8 ½“x11” page or two slides.</p>
	<p>Leadership Development Plan </p>	<p>Using information obtained from the FCCLA Leadership Competencies Inventory (Self), FCCLA Leadership Competencies Inventory (Observer), and Admirable Leader Summary sections, participants will use the Leadership Development Plan (LDP), located on the STAR Events Resources page of the National FCCLA website, to develop a Leadership Development Plan to address goals in areas of the participant’s personal leadership abilities. Goals should be short term and can pertain to any area of the participant’s leadership abilities and activities. Goals must be SMART (Specific, Measurable, Attainable, Realistic, and Time-Based). The Leadership Development Plan section of the portfolio should include the participant’s personal LDP and a detailed description of the progress and experience of working on each individual goal. This section should not exceed ten 8 ½“x 11” pages or fifteen slides.</p>

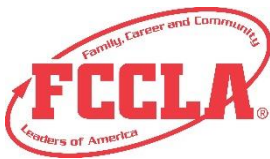
Leadership Specifications (continued)

	Outside Perspective Reflection	Include two reflections from a third-party who have witnessed the participant's efforts toward working on their LDP. The participant should explain what they are trying to achieve after developing the LDP and provide insight to the third-party to aid the reflection. The reflection should briefly describe the relationship and the observed effects of the LDP. It is highly recommended that these reflections come from two of the individuals who completed the FCCLA Leadership Competencies Inventory (Observer) insight that contributed to the Self Awareness section. Each Outside Perspective Reflection should include the third-party's name and relationship. This section should not exceed two 8 ½"x11" pages or four slides.
	Leadership Reflection	Include a summary reflection of the overall experience of developing leadership. This reflection should include a discussion of the impact of working toward goals on personal leadership effectiveness, what was learned, how he/she utilized and built upon leadership strengths and improved his/her weaknesses, what he/she will take from the experience for the future, their plan for future actions/development, and any other thoughts about leadership. This section should not exceed four 8 ½"x11" pages or six slides.
	Appearance	Portfolio must be neat, legible, and professional and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to a 1-minute playing time during the presentation. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Connection to Family and Consumer Sciences and Related Occupations	Describe relationship of project <i>content</i> to Family and Consumer Sciences and related occupations.
Knowledge of Self	Demonstrate thorough knowledge of self and the ways in which he/she grew during the project.
Use of <i>Portfolio</i> and <i>Visuals</i> During Presentation	Use the <i>portfolio and visuals</i> to support, illustrate, or complement presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators'	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



LEADERSHIP Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Leadership Profile and Employability Skills Checklist 0-5 points	0 Not included	1 Includes leadership profile or employability skills checklist, but not both	2 Includes FCCLA, school, and personal/family/community activities. Checklist completed but explanations are incomplete	3 Includes FCCLA, school, and personal/family/community activities. Checklist completed but explanation does not support identified skills	4 Includes FCCLA, school, and personal/family/community activities. Checklist completed and explanation generally identified skills	5 Includes FCCLA, school, and personal/family/community activities. Checklist completed and explanation supports identified skills	
Leadership Competencies Inventory (Self) Summary 0-5 points	0 Not included	1 Inventory results are presented	2 Inventory results are presented but analysis inconsistent with results	3 Analysis and summary communicate most inventory results	4 Analysis and summary adequately communicate inventory results	5 Detailed analysis and summary effectively communicate inventory results	
Leadership Competencies Inventory (Observer) and Image Awareness Summary 0-10 points	0 Not included	1 Image awareness includes feedback from less than 3 observers but does not include strengths or areas for growth	2 Image awareness includes feedback from 3 observers but does not include strengths or areas for growth	3 Image awareness includes feedback from 3 observers and summary of strengths and areas for growth	4 Image awareness includes feedback from 3 observers, reflection on own image, and summary of strengths and areas for growth	5 Image awareness includes feedback from 3 observers, significant reflection on own image, and summary of strengths and areas for growth	
Admirable Leader Summary 0-3 points	0 Not included	1 1 admirable leader with limited answers	2 1 admirable leader provided and partially addressed questions	3 1 admirable leader provided and thoroughly addressed all questions			
Leadership Development Plan Objective 1 0-3 points	0 Not included	1 Goals not appropriate as stated, not specific, measurable, attainable, realistic, or timely.	2 Goals mostly appropriate as stated, specific, measurable, attainable, realistic, and timely. Steps to reach goals are generally included	3 Goals appropriate as stated, specific, measurable, attainable, realistic, and timely. Steps to reach goals are included			
Leadership Development Plan Objective 2 0-3 points	0 Not included	1 Goals not appropriate as stated, not specific, measurable, attainable, realistic, or timely.	2 Goals mostly appropriate as stated, specific, measurable, attainable, realistic, and timely. Steps to reach goals are generally included	3 Goals appropriate as stated, specific, measurable, attainable, realistic, and timely. Steps to reach goals are included			
Leadership Development Plan Objective 3 0-3 points	0 Not included	1 Goals not appropriate as stated, not specific, measurable, attainable, realistic, or timely.	2 Goals mostly appropriate as stated, specific, measurable, attainable, realistic, and timely. Steps to reach goals are generally included	3 Goals appropriate as stated, specific, measurable, attainable, realistic, and timely. Steps to reach goals are included			
Outside Perspective Reflection 0-2 points	0 Not included	1 Only one summary included	2 Two summaries included				

Leadership Rubric (continued)

											Points	
Leadership Reflection 0-10 points	0 Not included	1 Reflection is included	2 Reflection shows little thought by the participant in their leadership ability, project experience, next steps, and future leadership	3 Reflection shows some thought by the participant in their leadership ability, project experience, next steps, and future leadership	4 Reflection shows some thought by the participant in their leadership ability, project experience, next steps, and future leadership	5 Reflection shows some thought by the participant in their leadership ability, project experience, next steps, and future leadership	6 Reflection shows some thought by the participant in their leadership ability, project experience, next steps, and future leadership	7 Reflection shows some thought by the participant in their leadership ability, project experience, next steps, and future leadership. Reflection is well written	8 Reflection shows some thought by the participant in their leadership ability, project experience, next steps, and future leadership. Reflection is well written	9 Reflection shows significant thought by the participant in their leadership ability, project experience, next steps, and future leadership. Reflection is well written and effectively communicates information	10 Reflection shows significant thought by the participant in their leadership ability, project experience, next steps, and future leadership. Reflection is well written and effectively communicates information	
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Portfolio is neat, legible, and professional, with correct grammar and spelling	4 Portfolio is neat, legible, and professional, with correct grammar and spelling	5 Portfolio is neat, legible, and professional, with correct grammar and spelling	6 Portfolio is neat, legible, and professional, with correct grammar and spelling	7 Portfolio is neat, legible, and professional, with correct grammar and spelling	8 Portfolio is neat, legible, and professional, with correct grammar and spelling	9 Portfolio is neat, legible, and professional, with correct grammar and spelling	10 Portfolio is neat, legible, and professional, with correct grammar and spelling	
ORAL PRESENTATION												
Organization/Delivery 0-10 points	0 Presentation is not done or speaks briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation covers all topic elements but with minimal information	4 Presentation covers all topic elements but with minimal information	5 Presentation gives complete information but does not explain the project well	6 Presentation gives complete information but does not explain the project well	7 Presentation covers information completely but does not flow well	8 Presentation covers information completely but does not flow well	9 Presentation covers all relevant information with a seamless and logical delivery	10 Presentation covers all relevant information with a seamless and logical delivery	
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well	6 Knowledge of career and relationship to FCS is evident and shared	7 Knowledge of career and relationship to FCS is evident and shared	8 Knowledge of career and relationship to FCS is evident and shared	9 Knowledge of career and FCS relationship is evident and explained well	10 Knowledge of career and FCS relationship is evident and explained well	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	6 Knowledge of subject matter is evident and shared at times in the presentation	7 Knowledge of subject matter is evident and shared at times in the presentation	8 Knowledge of subject matter is evident and shared at times in the presentation	9 Knowledge of subject matter is evident and incorporated throughout the presentation	10 Knowledge of subject matter is evident and incorporated throughout the presentation	
Use of Portfolio and Visuals during Presentation 0-4 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Portfolio and visuals used effectively throughout presentation	6 Portfolio and visuals incorporated throughout presentation	7 Portfolio and visuals incorporated throughout presentation	8 Portfolio and visuals incorporated throughout presentation	9 Portfolio and visuals used effectively throughout presentation	10 Portfolio and visuals used effectively throughout presentation	
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 good, but could improve	4 Voice quality is good, but could improve	5 Voice quality is good, but could improve	6 Voice quality is good, but could improve	7 Voice quality is good, but could improve	8 Voice quality is good, but could improve	9 Voice quality is outstanding and pleasing	10 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 are appropriate	4 Gestures, posture, mannerisms, eye contact, and clothing are appropriate	5 Gestures, posture, mannerisms, eye contact, and clothing are appropriate	6 Gestures, posture, mannerisms, eye contact, and clothing are appropriate	7 Gestures, posture, mannerisms, eye contact, and clothing are appropriate	8 Gestures, posture, mannerisms, eye contact, and clothing are appropriate	9 Gestures, posture, mannerisms, eye contact, and clothing enhance presentation	10 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	4 Presentation has no grammatical or pronunciation errors	5 Presentation has no grammatical or pronunciation errors	6 Presentation has no grammatical or pronunciation errors	7 Presentation has no grammatical or pronunciation errors	8 Presentation has no grammatical or pronunciation errors	9 Presentation has no grammatical or pronunciation errors	10 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	6 Responses to questions were appropriate and given without hesitation	7 Responses to questions were appropriate and given without hesitation	8 Responses to questions were appropriate and given without hesitation	9 Responses to questions were appropriate and given without hesitation	10 Responses to questions were appropriate and given without hesitation	

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

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____

To obtain the documents needed to complete this event, go to the STAR Events Resources page on the National FCCLA website.

For the Leadership STAR Event, participants will need the following online resources:

- Personal Leadership Profile and Employability Skills Checklist and Instructions
 - FCCLA Leadership Competencies Inventory (Observer)
 - FCCLA Leadership Competencies Inventory (Self)
 - Leadership Development Plan



National Programs in Action, an *individual* or *team event*, recognizes participants who explain how the *Planning Process* was used to plan and implement a *national program project*. Participants must prepare a **file folder**, an **oral presentation**, and **visuals**.

EVENT LEVEL

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Choose one of the FCCLA national programs from page 91.
3. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual presentation, if desired.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	File Folder, Oral Presentation, Visuals	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress -or- Professional dress – or costume appropriate to event	5 minutes	5 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	25 minutes

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

NATIONAL PROGRAMS IN ACTION


Procedures and Time Requirements

Each entry will submit a <i>file folder</i> with required documents to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist. Room consultants and evaluators will have 5 minutes to preview the <i>file folder</i> before the presentation begins.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participant(s) will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 1-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 participant(s). File folders will be returned to participants at the end of scoring.

Specifications

File Folder

Participant will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (either typed or handwritten) in the top left corner with name of event, level, participant's name(s), and state.

<i>Project Identification Page</i>	One 8 ½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decoration; must include participant's name(s), chapter name, school, city, state, event name, project title, and name of the national program on which the project focuses.
FCCLA <i>Planning Process</i> Summary Page	One 8 ½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project.
Evidence of Online Project Summary Submission	 Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>file folder</i> .

Oral Presentation

The oral presentation **may be up to 10** minutes in length and is delivered to evaluators. The presentation should deal with how each step of the *Planning Process* was used to plan and implement a *national program* project. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out their project. If audio or audiovisual recordings are used, they are limited to 1-minute playing time during the presentation.

<i>Identify Concerns</i> : Relationship to National Program	Explain local concerns and how the <i>national program</i> addresses the concerns.
<i>Identify Concerns</i> : Knowledge of the National Program	Review <i>national program</i> selected, its components, and its goals.
<i>Set a Goal</i> : Structure	State what you want to accomplish in concrete and measurable terms.
<i>Set a Goal</i> : Appropriate Goal	Express how goal relates to <i>national program</i> concerns and to the size and demographic nature of chapter and <i>community</i> to which members belong.
<i>Form a Plan</i> : Organization	Present plan in the chronological sequence in which it was accomplished.
<i>Form a Plan</i> : Logistics and Timeline	Determine who, what, when, where, and how; list abilities, skills, and knowledge required; list available <i>resources</i> ; identify possible barriers; include ways to recognize accomplishments.
<i>Act</i> : Action Taken on Plan	Explain how plan was carried out. Show specific steps used to complete project.
<i>Act</i> : Use of <i>Resources</i> and Partners	Identify attempts to develop relationships with partners and <i>resources</i> that enhance the project.
<i>Follow Up</i> : Publicity and Recognition	Share methods of publicizing project efforts and recognizing participants.

National Programs in Action Specifications, continued

<i>Follow Up: Evaluation</i>	Present methods of evaluating project. Include successes and areas of possible improvement.
Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Subject Matter	Show evidence of mastery of project area <i>content</i> by using <i>current</i> data to support and describe the project and explaining research conducted.
Relationship to Family and Consumer Sciences Coursework and/or Related Careers	Describe relationship of project <i>content</i> to Family and Consumer Sciences coursework.
Use of <i>Visuals</i> during Presentation	Use <i>visuals</i> to accentuate the oral presentation.
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 <i>visuals</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.
Response to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding subject matter. Questions are asked after the presentation.



NATIONAL PROGRAMS IN ACTION

Point Summary Form

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’ file folder 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
File Folder 0-4 points	0 No File Folder presented	1 2 3 File Folder presented with incorrect labeling/insufficient materials for evaluators (less than 3 copies of contents) or incomplete content	4 File Folder is presented with correct labeling and sufficient evaluators material • Project ID Page • Planning Process Summary • Project Summary Submission Proof
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS’ SCORES		ROOM CONSULTANT TOTAL
Evaluator 1 _____	Initials _____	(10 points possible)
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE
Evaluator 3 _____	Initials _____	(90 points possible)
Total Score _____	divided by number of evaluators	FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE	(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 _____



NATIONAL PROGRAMS IN ACTION Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

National Program (check one):

- | | |
|---|---|
| <input type="checkbox"/> Career Connection
<input type="checkbox"/> FACTS (Families Acting for Community Traffic Safety)
<input type="checkbox"/> Financial Fitness
<input type="checkbox"/> STOP the Violence | <input type="checkbox"/> Community Service
<input type="checkbox"/> Families First
<input type="checkbox"/> Power of One
<input type="checkbox"/> Student Body |
|---|---|

EVALUATION CRITERIA							Points
<i>Identify Concerns:</i> Relationship to the National Program 0-5 points	0 No concern is listed	1 Concern is identified	2 Concern is identified with 1-2 statements of the issue	3 Concern is identified with 2-3 statements of issue and how it relates to the national program	4 Concern is identified with 3 or more compelling statements of the need and relation to the national program	5 Concern is written well with 4 or more compelling statements of the need and relation to the national program	
<i>Identify Concerns:</i> Knowledge of the National Program 0-5 points	0 No knowledge apparent	1 Knowledge of the national program seems limited	2 Participant(s) seems to have sufficient knowledge but it is not explicitly stated	3 National program knowledge is explained in presentation	4 Extensive knowledge is apparent through the presentation	5 Extensive knowledge is explained and applied to the project	
<i>Set a Goal:</i> Structure 0-5 points	0 Goal is missing	1 Goal is simplistically stated	2 Goal is stated adequately	3 Goal is stated strongly with some steps identified	4 Goal is stated strongly; ambitious and clear steps are identified	5 Ambitious goal is stated, and articulated with clear steps and evaluation methods	
<i>Set a Goal:</i> Appropriate Goal 0-5 points	0 Goal is missing	1 Goal is inappropriate for the project	2 Goal is relevant but does not relate to a national program	3 Goal relates to a national program	4 Goal relates to an issue and a national program, but relevance is unclear	5 Goal explicitly states relationship to a community, school, national, or international issue, and a national program	
<i>Form a Plan:</i> Organization 0-5 points	0 No plan is presented	1 Plan is presented with minimal steps	2 Plan is stated with 3-5 steps	3 Plan is clearly stated with 3-5 steps and a timeline identified	4 Plan is multi-phased, chronologically sequenced, and has measurable expectations	5 Plan is multi-phased, chronologically sequenced, has measurable expectations and is realistic and challenging for participants' level	
<i>Form a Plan:</i> Logistics and Timeline 0-5 points	0 Plan does not include logistics	1 Logistical and timeline information have been considered, but no evidence is given in the plan	2 Logistics and timeline are somewhat unclear	3 Logistics and timeline have some gaps and need more detailed descriptions	4 Logistics and timeline are complete but could explain with more detail	5 Plan identified who, what, where, when, why, how, and lists abilities, resources, possible barriers, and ways to recognize and measure accomplishments	
<i>Act:</i> Action Taken on Plan 0-5 points	0 No action plan presented	1 Some actions are explained	2 All actions are explained	3 All actions are explained with mention of possible barriers and outcomes expected	4 Each action step is taken but explanation given is limited	5 Each action step is taken and full explanation is given of actions and outcomes	

National Programs in Action Rubric (continued)

Points

Act: Use of Resources and Partners 0-5 points	0 No evidence of partnerships or resources	1 Limited evidence of partnerships and resources	2 Evidence of partnerships and resources exploration, but no action to develop relationships was taken	3 Evidence of search for partners and resources with appropriate action to begin relationships	4 The project identifies action taken to identify and build relationships with partners and resources who are relevant to the project	5 The project identifies possibilities and attempts to develop relationships with partners and resources who enhance the project	
Follow Up: Publicity & Recognition 0-5 points	0 There are no publicity or recognition strategies	1 Publicity and recognition are acknowledged, but not an intentional component	2 Publicity and recognition strategies are limited in use	3 Publicity is utilized at many steps of the action plan, recognition is evident	4 Publicity is utilized throughout the action plan, recognition is evident and appropriate	5 Publicity is utilized throughout, recognition is evident. Both are creative and purposeful	
Follow Up: Evaluation 0-5 points	0 Evaluation methods are not evident in the plans	1 Evaluation methods are mentioned	2 Evaluation methods are included in the plans and results	3 Evaluation methods are evident, but their purpose and outcomes are insufficient	4 Evaluation methods are evident, purposefully used and broad outcomes are listed	5 Evaluation methods are evident, purposefully used, and measurable outcomes listed	
Organization/ Delivery 0 - 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in the presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Relationship to Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well	
Use of Visuals during Presentation 0-6 points	0 Visuals not used during presentation	1 Visuals used to limit amount of speaking time	2 Visuals used minimally during presentation	3 Visuals incorporated throughout presentation	4 Visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and visuals	
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Nutrition and Wellness, an *individual or team* event, recognizes participants who track food intake and physical activity for themselves, their *family*, or a *community* group and determine goals and strategies for improving their overall health. Participants must prepare a **portfolio, visuals** and an **oral presentation**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for *electronic portfolio* presentation.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Visuals, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or- Professional dress appropriate to event	10 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

NUTRITION AND WELLNESS

Procedures and Time Requirements

Each entry will submit a <i>portfolio</i> to the event room consultant at the designated participation time.	
10 minutes	Participant(s) will have 10 minutes to set up for the event. Other persons may not assist.
	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio (hardcopy or electronic)</i> before the presentation begins, during participant set up time. The participant must make the <i>electronic portfolio</i> available to evaluators.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participant(s) will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 1-minute playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire presentation. If audio or audiovisual recordings are used, they are limited to 1-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 participant(s).


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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* is turned in to the 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	<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 project; 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 Portal, and include signed proof of submission in the portfolio.
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> .

Nutrition and Wellness Specifications (continued)

Up to 35 8 ½" x 11" pages or 45 slides	Subject Profile See rubric to update	The participant(s) will detail the subject of their project including past and <i>current</i> nutrition and wellness information. Participants in each level should develop projects under the following subjects: Level 1 <ul style="list-style-type: none"> Choose one individual on the team. The project should concern the individual participant's own nutrition and wellness or the family's nutrition and wellness (the members of the immediate family or all those living in the residence together) Level 2 and Level 3 (choose one of the following two options) <ul style="list-style-type: none"> family: the project should concern one of the individual participant's family's nutrition and wellness (the members of the immediate family or all those living in the residence together) community: the project should be based on an institution or <i>campaign</i> in the participant's <i>community</i> (e.g. school, nursing home, early childhood center, specific restaurant, etc.)
	Nutrition and Wellness Research	The participant will research recommendations for nutrition and wellness using, but not limited to the <i>resources</i> listed in event specifications. Participants should determine at least three key nutrition issues and three key wellness issues which relate to their project area, then elaborate on <i>current</i> information about each item. Research should be summarized in no more than two 8 ½" x 11 pages or three slides.
	Nutrition and Wellness Tracking	The participant will track <i>current</i> nutritional intake and wellness activity for the project's subject(s) for one week (seven consecutive days). Tracking may be done using a website or app of the participant's choosing. The participant should summarize the week's tracking of the project's subject(s) for the <i>portfolio</i> .
	Nutrition and Wellness Concerns	The participant should outline the concerns of the project's subject(s) and develop goals for improving the nutrition and wellness plan of the subject(s) This includes health concerns, personal goals of the individual(s), etc.
	Nutrition and Wellness Goals	The participant will develop three to five goals for the project and steps that should be taken to reach the goals. * Please note: If health concerns are involved, the participant should seek the assistance of a trained professional (doctor, dietitian, personal trainer, etc.). Participants should not consider themselves experts in nutrition and wellness.
	Nutrition Plan	The participant will develop one recommended nutrition plan that includes four weeks' worth of menus that meet the nutritional needs of the project's subject (individual, family, or <i>community</i>) in accordance with the above goals. This should include all meals and snacks that would be consumed by the individual (Level 1), consumed by the family (Levels 1, 2, or 3) with recommendations for meals not eaten together, or served by the institution with general recommendations for other meals eaten by those individuals involved. The nutrition plan should be realistic in regards to the schedule of the subject(s).
	Wellness Plan	The participant will develop one recommended wellness plan that will meet the needs and help realize the goals of the subject(s). This should be a four-week comprehensive plan that includes all aspects of wellness (e.g. exercise, sleep, etc.).

Nutrition and Wellness Specifications (continued)

Up to 35 8 ½" x 11" pages or 45 slides (continued)	Implementation & Reflection	Discuss the nutrition and wellness plan with the subject (Level 1 reflects on it personally, or with the family; Levels 1,2, and 3with the individual(s) in charge of nutrition and wellness). Level 1 participants should try to implement their plan and reflect on the process and results of doing so. Levels 1, 2 and 3 participants should work with their family or the <i>community</i> to determine if the plan can be implemented and/or if any changes can be made based on the plan's recommendations. If changes are made, the participants should reflect on what differences were seen in those who took part.
	Works Cited/ <i>Bibliography</i>	Use MLA or APA citation style to cite all references. Resources should be <i>reliable</i> and <i>current</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to 1-minute playing time during the presentation. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Relationship to Family and Consumer Sciences Coursework and/or Related Careers	Describe relationship of project <i>content</i> to Family and Consumer Sciences and related careers.
Knowledge of Nutrition and Wellness	Demonstrate thorough knowledge of nutrition and wellness and ability to apply knowledge to real-life situations.
Use of <i>Portfolio</i> and <i>Visuals</i> During Presentation	Use the <i>portfolio</i> to describe all phases of the project. Use original, creative, and appealing <i>visuals</i> to support, illustrate, or complement presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.

Resources

- www.choosemyplate.gov
- www.fueluptoplay60.com
- www.fitness.gov
- www.usda.gov
- www.fda.gov
- www.actionforhealthykids.org
- www.niddk.nih.gov/health-information/weight-management/body-weight-planner



NUTRITION AND WELLNESS Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Subject Profile 0-10 points	0 Not provided	1 2 Profile is included but vaguely referred to	3 4 Profile has some evidence of self-assessment	5 6 Explained somewhat, but not documented sources of profile	7 8 Documented resources used for profile	9 10 Documented resources used, described role of profile in project	
Evidence of Research - Nutrition and Wellness 0-10 points	0 Not explained	1 2 Some research done but incomplete information, does not address both nutrition and wellness issues	3 4 Research does not address both nutrition and wellness issues, is current but from unreliable sources and does not adequately cover the topic	5 6 Research for 3 nutrition and 3 wellness issues is current, appropriate for topic, from reliable sources, does not adequately cover the topic	7 8 Research for 3 nutrition and 3 wellness issues is current, appropriate for topic, from reliable sources, and adequately covers the topic	9 10 Research for 3 nutrition and 3 wellness issues is current, from reliable sources, documented correctly, and extensively covers the topic	
Nutrition and Wellness Tracking 0-3 points	0 No subjects listed	1 Incomplete list of subjects and not current or appropriate for project	2 Complete list of subjects but incorrect style	3 Complete list of subjects, appropriate resources, in a consistent format			
Nutrition and Wellness Concerns 0-3 points	0 No concerns provided	1 Concern questions are addressed	2 All questions are answered and participant shows some reflection on their concerns and ways to improve if necessary	3 All questions are answered thoroughly and participant shows significant reflection on concerns and ways to improve if necessary			
Nutrition and Wellness Goals 0-5 points	0 No goals stated	1 1-3 goals are stated, but are not appropriate	2 3-5 appropriate goals are stated	3 3-5 appropriate goals are stated. Goals are some of the following: specific, measurable, attainable, realistic, and timely	4 3-5 appropriate goals are stated. Goals are some of the following: specific, measurable, attainable, realistic, and timely. Steps to reach goals are included	5 3-5 appropriate goals are stated. Goals are specific, measurable, attainable, realistic, and timely. Steps to reach goals are included	
Nutrition Plan 0-4 points	0 Not provided	1 2 Plan is included	3 4 Profile is included and complete				
Wellness Plan 0-3 points	0 No plan provided	1 Plan provided with no value or variety in experiences	2 Adequate plan provided with good variety and value of experiences	3 Extensive plan provided with a wide variety of appropriate and valuable experiences. Documentation is clear and easily understood			
Implementation and Reflection 0-5 points	0 No activity included	1 Activities poorly documented, reflection provided	2 Activities are adequately documented	3 Activities are adequately documented and partial reflection on results	4 Activities are adequately documented and reflection provided	5 Activities are effectively documented, reflection provided and recommendation for change included	
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information			

Nutrition and Wellness Rubric (continued)

Points

ORAL PRESENTATION								
Organization/ Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation gives complete information but does not explain the project well	5 Presentation covers information completely but does not flow well	6 Presentation covers all relevant information with a seamless and logical delivery	
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well		
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation		
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals		
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

Parliamentary Procedure, a *team event*, recognizes chapters that develop a working knowledge of parliamentary law and the ability to conduct an FCCLA business meeting. Participants must take a **Parliamentary Procedure Knowledge Test**, present a **demonstration meeting** using provided planning materials, and prepare **minutes** of the meeting.

Parliamentary Procedure is sponsored in part by National Association of Parliamentarians

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12



See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. The Parliamentary Procedure *team* will consist of four to eight members including a president who will serve as the chair, a secretary, a treasurer, and up to five others who will serve as chapter members. The chair will designate the members of the *team* who will serve as secretary and treasurer.
3. Each team must complete the online project summary form located on the “Surveys” tab of the FCCLA Portal,

and provide signed proof of submission at the assigned participation time.

4. A planning packet consisting of agenda, secretary’s record/minutes, blank secretary’s record, treasurer’s report, two topics of new business, and a copy of **Robert’s Rules of Order, Newly Revised, 11th Edition**, will be provided. Participants must bring a gavel and pencils for taking notes. Calculators are not allowed.
5. Prepared scripts are not allowed. Participants will be allowed to use notes that were prepared during the planning time and pertain to information received during planning time. Acceptable notes made on provided planning materials include committee reports and main motions. Notes regarding incidental and subsidiary motions are not allowed. All planning materials and notes will be collected at the end of the event. **Any teams using prepared materials will receive 0 points for Quality of Demonstration Discussion.**
6. Use of computers is not allowed. Participants may wear watches, but no cell phones or timers may be used.
7. National Leadership Conference 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 prior to National Leadership Conference.



GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
4-8	Online Test; bring gavel and pencils	Table and 8 chairs—yes Electrical Access – no Planning packet, Robert’s Rules Book - yes	Official dress - or-Professional dress appropriate to event	15 minutes prep time		20 minutes	15 minutes	50 minutes

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

PARLIAMENTARY PROCEDURE

Procedures and Time Requirements

All National Leadership Conference participants will take the Parliamentary Procedure Knowledge Test during the online testing window, May 4-20, 2020, following the online testing specifications. Participants will have 30 minutes to complete the test. Tests will be evaluated and the results will be factored into the *team's* final score.

At the designated time, participants will report to the planning room where they will be given one copy of each of the following: a skeleton agenda, minutes from a previous meeting, treasurer's report, two topics of new business, and a copy of <i>Robert's Rules of Order Newly Revised 11th Edition</i> . Possible topics of new business include, but are not limited to, the following: plans to increase chapter membership, fundraising ideas for local chapter, public relations or promotional projects, <i>community</i> service projects, and participation in FCCLA <i>national programs</i> .	
15 minutes	Participants will have 15 minutes to prepare for the meeting. (Planning may only happen during this 15-minute time frame.)
20 minutes	Participants will move to a demonstration room to present. The demonstrated meeting may be up to 20 minutes in length (rap of gavel for FCCLA Opening Ceremonies to final gavel rap of FCCLA Closing Ceremonies). A five-minute and a one-minute warning will be given. Participants will be stopped at 20 minutes.
	Following adjournment of the meeting, the secretary will turn in the secretary's record.
15 minutes	Evaluators will have up to 15 minutes to provide feedback, discuss, complete the rubric and write comments for participants.

Specifications

Knowledge Test

During the online testing window, all participants will have 30 minutes to take a test derived from questions and answers submitted by the National Association of Parliamentarians. The test scores of all participants on a team will be averaged to determine a team test score. This average will be worth 20% of the team's final score.

Demonstrated Meeting

The demonstrated meeting **may be up to 20** minutes in length and is presented to evaluators. The demonstrated meeting should show the participants' knowledge of parliamentary law and their ability to perform designated skills, and should follow the agenda given during the preparation time.

Proper Use of Parliamentary Law	Use parliamentary law according to <i>Robert's Rules of Order Newly Revised 11th Edition</i> .
Proper Recognition of Chair and All Members	Use proper procedure when addressing chair or members.
Coverage of Agenda	Address all agenda items properly. Items on agenda should include FCCLA opening ceremony, call to order, previous meeting minutes, treasurer's report, committee report(s), unfinished business, new business, FCCLA closing ceremony, and adjournment.
Main Motion	Demonstrate each ability correctly, in a proper sequence, and at an appropriate time during the meeting. NOTE: To receive credit for demonstrating each ability correctly, amendments may apply to one or more motions.
Amend a Motion	
Point of Order or Parliamentary Inquiry	
Division of the Assembly or Division of the Question	
Previous Question	
Request for Information	
Postpone to a Certain Time	
Refer to a Committee	
Lay on the Table	
Question of Privilege or Recess	

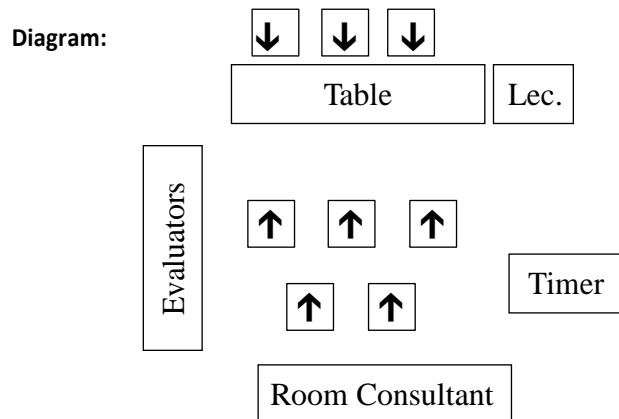
Parliamentary Procedure Specifications (continued)

Demonstration Time and Quality	Conduct an overall high-quality demonstration which lasts an appropriate amount of time required for <i>content</i> , debate, and involvement.
Clarity of Expression and Voice	State ideas and comments completely; use appropriate grammar, pronunciation, pitch, tempo, and volume. Discussion should flow naturally from one item on agenda to the next.
Poise	<i>Team</i> conducts itself in appropriate, <i>professional</i> , and poised manner.
Impartiality of Presiding Officer	Presiding officer uses entire <i>team</i> and their ideas.
<i>Team</i> Participation	Active participation by all members during opening and closing ceremonies and discussion (except the secretary).
Debate Includes FCCLA	Conduct meeting with accurate use of FCCLA Purposes, Mission, and facts throughout debate.

Secretary's Record

Secretary's record of the demonstrated meeting will be taken by the secretary during the meeting on the provided form. The record, upon completion, will be presented to the evaluators immediately following adjournment of the meeting. The secretary's record may not be rewritten after the meeting; it will not be evaluated as final minutes. The record will be evaluated for coverage of all meeting activities.

The *team* enters the demonstration room and is seated. Tables and chairs may not be moved.



Lec.—Lectern (Freestanding or Tabletop)

↑ Chair for participant



PARLIAMENTARY PROCEDURE Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

DEMONSTRATED MEETING					
Proper Use of Parliamentary Law 0–5 points	0 Team did not demonstrate any Parliamentary Law according to <i>Robert's Rules of Order Newly Revised 11th edition</i>	1–2 Team lacked basic understanding of parliamentary law according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	3–4 Team incorrectly carried out parliamentary procedures twice according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	5 Team carried out all procedures correctly according to <i>Robert's Rules of Order Newly Revised 11th Edition</i>	
Proper Recognition of Chair and All Members 0–3 points	0 Members were never recognized by chair before speaking	1 Proper recognition of the chair and members were met some of the time	2 Proper recognition of the chair and members were met most of the time	3 Chair and members were recognized properly at all times	
Coverage of Agenda 0–3 points	0 Team did not follow agenda	1 Team did not address all agenda items	2 Team addressed all agenda items, but some were not done properly	3 Team addressed all agenda items properly	
Main Motion 0–3 points	0 Team did not demonstrate a main motion	1 Team incorrectly attempted a main motion	2 Team stated a main motion without properly carrying it out	3 Team correctly demonstrated a main motion	
Amend a Motion 0–3 points	0 Team did not demonstrate amending a motion	1 Team did not complete the amendment of a motion	2 Team completed the amendment of a motion, but did so incorrectly	3 Team correctly amended a motion	
Point of Order or Parliamentary Inquiry 0–3 points	0 Team did not demonstrate a point of order or parliamentary inquiry	1 Team did not complete point of order or parliamentary inquiry	2 Team completed point of order or parliamentary inquiry, but did so incorrectly	3 Team correctly demonstrated a point of order or parliamentary inquiry	
Division of the Assembly or Division of the Question 0–3 points	0 Team did not demonstrate division of the assembly or division of the question	1 Team did not complete division of the assembly or division of the question	2 Team completed division of the assembly or division of the question, but did so incorrectly	3 Team correctly demonstrated division of the assembly or division of the question	
Previous Question 0–3 points	0 Team did not demonstrate previous question	1 Team did not complete previous question	2 Team completed previous question, but did so incorrectly	3 Team correctly demonstrated previous question	
Request for Information 0–3 points	0 Team did not demonstrate request for information	1 Team did not complete request for information	2 Team completed request for information, but did so incorrectly	3 Team correctly demonstrated request for information	
Postpone to a Certain Time 0–3 points	0 Team did not demonstrate postpone to a certain time	1 Team did not complete postpone to a certain time	2 Team completed postpone to a certain time, but did so incorrectly	3 Team correctly demonstrated postpone to a certain time	
Refer to a Committee 0–3 points	0 Team did not demonstrate refer to a committee	1 Team did not complete refer to a committee	2 Team completed refer to a committee, but did so incorrectly	3 Team correctly demonstrated refer to committee	
Lay on the Table 0–3 points	0 Team did not demonstrate lay on the table	1 Team did not complete lay on the table	2 Team completed lay on the table, but did so incorrectly	3 Team correctly demonstrated lay on the table	
Question of Privilege or Recess 0–3 points	0 Team did not demonstrate question of privilege or recess	1 Team did not complete question of privilege or recess	2 Team completed question of privilege or recess, but did so incompletely	3 Team correctly demonstrated question of privilege or recess	

Parliamentary Procedure Rubric (continued)

											Points										
Demonstration Time 0-3 points	0-1 10 minutes or less					2 10 – 15 minutes					3 15 – 20 minutes										
Quality of Demonstration Discussion 0-15 points	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
	Limited quality discussion and involvement of members					Quality of discussion and appropriate member involvement					Quality of discussion, diversity of viewpoints and appropriate involvement										
Clarity of Expression and Voice 0-3 points	0 Speech unclear, weak voice projection, incorrect pronunciation, poor grammar					1 Few team members use clear speech or voice projection, or pronunciation or proper grammar					2 Most team members use clear speech or voice projection, or pronunciation or proper grammar					3 Speech clear, projects voice, pronounces all words, no vocalized pauses, correct grammar					
Poise 0-3 points	0 Expressionless, no hand gestures, sways, no eye contact					1 Few team members use appropriate expression or hand gestures or posture or eye contact					2 Most team members use appropriate expression or hand gestures or posture or eye contact					3 Good expression, appropriate hand gestures, good posture, good eye contact					
Impartiality of Presiding Officer 0-3 points	0 Did not call on all members, states own opinion					1 The presiding officer rarely calls on all members and/or rules fairly on motions					2 The presiding officer usually calls on all members and/or rules fairly on motions					3 The presiding officer always calls on all members and/or rules fairly on motions					
Team Participation 0-3 points	0 Clearly there is no team participation					1 The meeting participation relies primarily on one or two members					2 Most team members are actively involved in the meeting					3 All team members were actively involved in carrying out the meeting (except secretary)					
Debate includes FCCLA Purposes 0-1 point	0 Team did not include FCCLA Purposes, Mission or facts										1 Team used FCCLA Purposes, Mission or facts in a majority of debate										
SECRETARY'S RECORD																					
Secretary's Record 0-2 points	0 Most information is missing and agenda items were not recorded					1 Unorganized and some agenda items not recorded					2 Organized and contain all required agenda items										

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

Points

TOTAL

(74 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



FCCLA Opening Ceremony



President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating, “We are members of Family, Career and Community Leaders of America®. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education.”

Officers:

“Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.”

Members:

“As we work toward the accomplishment of our goals, we learn cooperation, take responsibility, develop leadership, and give service.”

President:

“This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now in session. You may be seated.”

BRIEF FCCLA OPENING CEREMONY

The following is a short alternative opening ceremony.

President:

Gives a rap with the gavel signaling the officers and members to stand, then begins the meeting by stating, “We are members of Family, Career and Community Leaders of America®. Our mission is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation. This meeting of the ____ Chapter of Family, Career and Community Leaders of America® is now in session. You may be seated.”



FCCLA Closing Ceremony



President:

“Members, please stand. FCCLA members, we are challenged to accept the responsibility of making decisions that affect our lives today and the world tomorrow. Let us repeat our Creed.”

Members:

(Repeat Creed)

CREED

*We are the Family, Career and Community Leaders of America®.
We face the future with warm courage and high hope.*

*For we have the clear consciousness of seeking old and precious
values. For we are the builders of homes,
Homes for America’s future,
Homes where living will be the expression of everything that is good and
fair, Homes where truth and love and security and faith will be realities, not
dreams.*

*We are the Family, Career and Community Leaders of America®.
We face the future with warm courage and high hope.*

President:

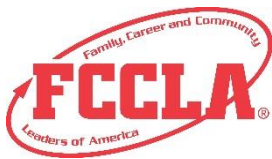
“This meeting of the _____ Chapter of Family, Career and Community Leaders of America® is now adjourned.” (Raps gavel.)

BRIEF FCCLA CLOSING CEREMONY

The following is a short alternative closing ceremony.

President:

“Members, please stand. FCCLA members are challenged to make a difference in the world by making decisions daily to assume responsibilities in their personal growth, family life, community involvement, and career and technical education. This meeting of Family, Career and Community Leaders of America® is now adjourned.” (Raps gavel.)



FCCLA Secretary's Record



Chapter Name _____ Presiding Officer _____

of members present _____ Date _____ Time _____ Place _____

Opening Ceremony YES NO Quorum present YES NO

Minutes of the previous meeting were read YES NO Approved YES NO

Corrections YES NO Notes: _____

Treasurer's Report YES NO Attached Filed for audit

Balance on hand _____

REPORTS, MOTIONS, ETC. Motion by Second Results, Actions

Committee Report

Written reports attached

Unfinished Business

New Business

Meeting adjourned at _____ Submitted by _____

Closing Ceremony YES NO Position held _____



Professional Presentation



Professional Presentation, an *individual or team event*, recognizes participants who make an oral presentation about issues concerning Family and Consumer Sciences and/or related occupations. Participants must prepare a **file folder**, an **oral presentation**, and **visuals**.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for audiovisual presentation, if desired.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	File Folder, Oral Presentation, Visuals	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	5 minutes	5 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	25 minutes

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

PROFESSIONAL PRESENTATION


Procedures and Time Requirements

Each entry will submit a file folder with required documents to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
	Room consultants and evaluators will have 5 minutes to preview the file folder before the presentation begins.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to 1-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. File folders will be returned to participants at the end of scoring.

Specifications

File Folder

Participants will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (typed or handwritten) in the top left corner with name of event, event level, participant's name(s), and state.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, event name and title of presentation.
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and present the presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>file folder</i> .
Documentation Delivery of Three Prior Professional Presentation to Different Audiences	Document the delivery of no more than three prior Professional Presentations, including date; location; and proof of prior presentation, such as photos, news clippings, and/or thank-you notes.
Works Cited/ <i>Bibliography</i>	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should deal with issues related to Family and Consumer Sciences and how these issues can be addressed by FCCLA members. It is not a factual lecture or "how-to" presentation.

Introduction	Use creative methods to capture <i>audience</i> attention.
Relationship to Family and Consumer Sciences and/or Related Careers	Reflect views and knowledge on issues of concern related to areas of Family and Consumer Sciences and/or related careers.
Knowledge of Subject Matter	Present <i>current</i> data and information to support viewpoints and issues of concern.
Methods or Techniques to Address the Issues of Concern	Describe suggested methods or techniques FCCLA members can use to address the issues of concern.
Summary	Summarize major points and/or issues of concern.
Length of Presentation	The presentation should be an appropriate length within the 10-minute timeframe for the information presented.
Organization/Delivery	Deliver oral presentation in an organized, sequential manner as outlined.

Professional Presentation Specifications (continued)

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 <i>visuals</i> and notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding subject matter. Questions are asked after the presentation.

Visuals/Props

Visuals/props may include posters, charts, slides, presentation software, puppets, etc. Audio and audiovisual recordings are limited to 1-minute playing time during the presentation.

Effectively Illustrate <i>Content</i>	Support, illustrate, and/or complement <i>content</i> of presentation.
Creativity of <i>Visuals</i>	Use creative methods to illustrate presentation.
Use of <i>Visuals</i>	Presentation aids must be visible to the <i>audience</i> ; neat, legible, and <i>professional</i> ; and use correct grammar and spelling.



PROFESSIONAL PRESENTATION

Point Summary Form

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' file folder 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	Official documentation not provided at presentation time or signed by adviser	Official documentation provided at presentation time and signed by adviser	0 2
File Folder 0-4 points	0 No File Folder presented	1 2 3 File Folder presented with incorrect labeling/insufficient materials for evaluators (less than 3 copies of contents) or incomplete content	4 File Folder is presented with correct labeling and sufficient evaluators materials <ul style="list-style-type: none"> Project ID page Planning Process Summary Project Summary Submission Proof Prior Professional Presentation Documentation Works Cited
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____
 Evaluator 2 _____ Initials _____
 Evaluator 3 _____ Initials _____
 Total Score _____

 = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL

(10 points possible)
AVERAGE EVALUATOR SCORE
 (90 points possible)

FINAL SCORE

(Average Evaluator Score plus 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 _____



PROFESSIONAL PRESENTATION Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

FILE FOLDER							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	
Works Cited/ Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
ORAL PRESENTATION							
Introduction 0-5 points	0 No obvious introduction	1 Introduction not relevant or appropriate for presentation	2 Introduction not effective in capturing attention	3 Somewhat creative/attention getting	4 Creative introductions	5 Introduction captured attention immediately	
Relationship to Family and Consumer Sciences and/or Related Careers 0-10 points	0 No evidence of relationship to FCS and/or related careers	1 Minimal evidence of relationship to FCS and/or related careers	2 Some knowledge of relationship to FCS and/or related careers	3 Knowledge of relationship to FCS and/or related careers, but not shared	4 Knowledge of relationship to FCS and/or related careers is evident and shared	5 Knowledge of relationship to FCS and/or related careers is evident and explained well	
Knowledge of Subject Matter 0-10 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Methods or Techniques to Address the Issues of Concern 0-10 points	0 Did not mention any methods of techniques	1 Methods and techniques were given, but not explained	2 Methods and techniques were given, but not clearly explained	3 Issues were examined with some methods and techniques to solve concerns	4 Methods and techniques were given and thoroughly explained in which one imagines consequences, conceptualizes alternatives, and empathizes	5 Multiple strategies are examined. Critical thinking is used to focus on deciding what to believe or do	
Summary 0-5 points	0 Not provided	1 Poor summary with weak conclusion	2 Provided a summary but concluding statement could be stronger	3 Provided a summary but concluding statement could be stronger	4 Excellent summary with strong concluding statement	5 Excellent summary with strong concluding statement	
Length of Presentation 0-3 points	0 Did not speak	1 Spoke very briefly or was stopped	2 Spoke an appropriate length but could have expanded more on presentation	3 The presentation was within 10 minutes and all information was covered for an appropriate length of time			
Organization/ Delivery 0-10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
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			

Professional Presentation Rubric (continued)

							Points
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	
VISUALS/PROPS							
Effectively Illustrate Content 0-5 points	0 Visuals not provided	1 Visuals are weak in supporting the presentation	2 Visuals support the presentation but do not complement the content	3 Visuals support the presentation but do not complement the content	4 Visuals support the presentation but do not complement the content	5 Visuals support and complement the presentation	
Creativity of Visuals to Enhance Presentation 0-5 points	0 Visuals not used during presentation	1 Visuals not original, lacking appeal or creativity	2 Visuals not original, lacking appeal or creativity	3 Somewhat creative, original and appealing	4 Somewhat creative, original and appealing	5 Highly original, very appealing, and creative	
Use of Visuals during Presentation 0-5 points	0 Visuals not used during presentation	1 Visuals used to limit amount of speaking time	2 Visuals used minimally during presentation	3 Visuals incorporated throughout presentation	4 Visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and visuals	

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

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____



Promote and Publicize FCCLA!



Promote and Publicize FCCLA! is an *individual or team event* that 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 Family and Consumer Sciences education. Participants must prepare an oral presentation and *portfolio*.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table - yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress – or costume appropriate to event	10 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	40 minutes

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

PROMOTE AND PUBLICIZE FCCLA!

Procedures and Time Requirements

Each entry will submit a <i>portfolio</i> (<i>hardcopy</i> or <i>electronic</i>) to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 10 minutes to set up for the event. Other persons may not assist.
	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio</i> before the presentation begins.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 5-minute playing time during the presentation. <i>Presentation equipment</i> , without audio, may be used during the entire presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
10 minutes	Participants will then be given 10 minutes to complete the writing sample portion of the event.
5 minutes	Evaluators will have 5 minutes to use the rubric to score and write comments for participants, review the writing sample, and meet with each other to discuss participants' strengths and suggestions for improvement


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 36 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 47 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-7	<i>Content Divider Pages</i> or Sections	Use 0 to 7 <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 25 pages or 35 slides	Evidence of Research	Document background research and <i>current</i> data supporting project concern. Examples of research include chapter history, school/student trends, <i>community</i> knowledge of FCCLA or Family and Consumer Sciences, etc. Cite all <i>resources</i> appropriately.
	Promotion Plan Description	A planned, cohesive promotion and publicity <i>campaign</i> with published goals and objectives for marketing and public relations efforts. Specify <i>current</i> year plans and timetable for implementation. Examples of promotion efforts include a new member packet, website, bulletins, brochures, letters to chapter members, school officials, and <i>community</i> members, handouts for FCCLA chapter events, and public relations aimed at other <i>professional</i> organizations. The results should be measurable, such as an increase in membership, increase in awareness of FCCLA, or greater motivation of its target <i>audience</i> .

Promote and Publicize FCCLA! Specifications (continued)

Up to 25 pages or 35 slides (<i>continued</i>)	Evidence of <i>Campaign</i>	Publicity about chapter events and individual chapter achievers that appears in appropriate promotional material, i.e. news articles.
	Evidence of <i>Technology</i> Used	Use <i>technology</i> to develop promotional materials that raise awareness and educate the school, parents, and members of the <i>community</i> about the importance of FCCLA, chapter activities, and Family and Consumer Sciences education. Examples of <i>technology</i> include, but are not limited to: computer applications, audio or video production, multimedia, slides, and photography. Hard copies/pictures must be included in <i>portfolio</i> .
	Evidence of Public Awareness and Promotion	Evidence of a successful promotion plan such as appropriate increase in chapter membership, increase in chapter event participation, increase in interest about FCCLA, increase in support from the school and/or <i>community</i> , or development of partnerships with <i>community resources</i> .
	Relationship to Family and Consumer Sciences	Describe relationship of project <i>content</i> to Family and Consumer Sciences and/or related occupations.
	Works Cited/ <i>Bibliography</i>	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to a 5-minute playing time during the presentation in addition to the speaking time. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Subject Matter	Show evidence of <i>current</i> data and knowledge of trends in <i>technology</i> and its application to Family and Consumer Sciences-related concerns.
Use of <i>Portfolio</i> and <i>Visuals</i>	Use <i>portfolio</i> to describe all phases of the project. Use original, creative, and appealing <i>visuals</i> to enhance the presentation.
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 notes or note cards 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 Evaluator's Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

Writing Sample

The participant(s) will be given 10 minutes to develop an outline of the assigned writing sample to demonstrate their knowledge of skills needed in the communications field. The same writing sample and corresponding information will be assigned to all participants within the same level and will be evaluated for the inclusion of correct parts and professionalism. Writing samples may include, but are not limited to media releases, public service announcements (PSA), media advisory, an in-school or *community* flyer, and preparing a photograph for publication.

Resources

- FCCLA Branding and Promotion Guide



PROMOTE AND PUBLICIZE FCCLA!

Point Summary Form

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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder	
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 36 single-sided pages or 47 slides completed correctly, including: <ul style="list-style-type: none"> • 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 7 content divider pages or slides • Up to 25 content pages or 35 content slides 	
Punctuality 0-1 point	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1 _____	Initials _____	(10 points possible)	
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE	
Evaluator 3 _____	Initials _____	(90 points possible)	— . — —
Total Score _____	divided by number of evaluators	FINAL SCORE	
_____	= AVERAGE EVALUATOR SCORE	(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 _____



PROMOTE AND PUBLICIZE FCCLA!

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Evidence of Research 0-4 points	0 Not explained	1 Some research done but incomplete information	2 Research is current but from unreliable sources	3 Research is current, appropriate for topic, from reliable sources	4 Research is current, documented correctly, and appropriate for topic		
Promotion Plan Description 0-10 points	0 Not evident	1 The promotion plan has ideas for a few projects and events	2 The promotion plan includes ideas for several projects and events	3 Promotion plan includes goals, objectives, and ideas for various projects and events throughout the year	4 Promotion plan has goals, objectives, and ideas for various projects and events throughout the year. The plan includes detailed descriptions and is professional in grammar and organization	5 Promotion plan is very detailed, creative, rigorous, encompassed several media, and challenges participants to learn and make contact in and out of their classrooms and schools	
Evidence of Campaign 0-10 points	0 No evidence provided	1 Portfolio contains very limited sample of the materials produced for the publicity campaign	2 Portfolio contains some of the materials produced for the campaign	3 Portfolio contains most of the materials produced for the campaign	4 Portfolio contains samples of all materials produced for the publicity campaign	5 There is an appropriate number of campaign materials and all are creative, innovative, professional and of high quality	
Evidence of Technology Used 0-3 points	0 No technology used in project	1 Technology used to develop project but not explained	2 Technology and techniques used to develop project are explained	3 Technology used to develop project and materials were developed to document project			
Evidence of Public Awareness and Promotion 0-5 points	0 Evidence is missing	1 The portfolio shows limited information regarding public awareness and promotion	2 The portfolio adequately addresses the area of public awareness and promotion	3 The portfolio extensively shows areas of public awareness and promotion	4 The portfolio shows areas of public awareness and promotion potential and the increase that occurred throughout the campaign	5 The portfolio shows areas of public awareness and promotion potential and the increase that occurred throughout the campaign, and opportunities or ideas for improvement	
Relationship to Family and Consumer Sciences and/or Related Occupations 0-5 points	0 Not included	1 Vaguely referred to	2 Explained, but done so poorly	3 Explained fully	4 Explained fully with evidence of some understanding of content area	5 Explained fully with evidence of mastery of the content area	
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information			

Promote and Publicize FCCLA! Rubric (continued)

Points

ORAL PRESENTATION							
Organization/ Delivery 0-10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	6 Presentation covers all relevant information with a seamless and logical delivery
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals	
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	
WRITING SAMPLE OUTLINE							
Knowledge of Public Relations 0-6 points	0 Writing sample outline not done	1 Demonstrates an attempt at sample but not real knowledge	2 Demonstrates some knowledge of required sample	3 Demonstrates high level of knowledge and skills and knowledge of required sample parts	4 Demonstrates high level of knowledge and skills and knowledge of required sample parts	5 Demonstrates high level of knowledge and skills and knowledge of required sample parts	6 Demonstrates high level of knowledge and skills and knowledge of required sample parts
Professionalism 0-2 points	0 Writing sample outline not done	1 Sample is unorganized and has grammatical errors	2 Sample is organized, neat, and without grammatical errors				

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

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

Public Policy Advocate, an *individual or team event*, recognizes participants who demonstrate their knowledge, skills, and abilities to actively identify a local, state, national or global concern, research the topic, identify a target *audience* and potential partnerships, form an action plan, and advocate for the issue in an effort to positively affect a policy or law. Participants must prepare a *portfolio* and **oral presentation**.

EVENT LEVELS


Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation.
3. Participants should design projects to advocate for in an effort to positively affect a policy or law. Projects related to general awareness of a topic do not meet the requirements of this event. 
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	10 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

PUBLIC POLICY ADVOCATE

Procedures and Time Requirements

Each entry will submit a <i>portfolio</i> (<i>hardcopy</i> or <i>electronic</i>) to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 10 minutes to set up for the event. Other persons may not assist.
	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio</i> during participant set up time.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 1-minute playing time during the presentation. <i>Presentation equipment</i> , without audio, may be used during the entire presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Evaluators will have 5 minutes to use the rubric to score and write comments for participants.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 50 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* is turned in to the 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 61 slides, as described below.

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 project; 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 on the FCCLA Portal, and include signed proof of submission in the portfolio.
0-11	<i>Content Divider Pages</i> or Sections	Use 0 to 11 <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	Issue Type	Choose an issue with which to conduct the project in an effort to positively affect a policy or law. The issue should be relevant, <i>current</i> , and based on an actual need observed by the participant(s). Indicate whether the issue is a local, state, national or global concern. If the issue could be addressed at multiple levels, the participant will choose one level on which to focus.
	Issue Research	Comprehensively describe the concern the project addresses, including points from all sides of the issue. Research should be based on factual information and pros and cons of each side of the issue should be addressed. Research should include the stakeholders in the issue and their position regarding the concern.
	Project Goals	Determine the goals of the project and write points of support for each of the goals throughout the project.

Public Policy Advocate Specifications (continued)

Elevator Speech	Develop a short, concise statement about the project's point of view and goals for the issue that can be used if given limited time or a chance meeting with someone who is interested in the participants' opinion.
Leave Behind	Using information from the issue research, project goals, and applicable statistics and data, participant should create a document no larger than one 8" x 11" page that could be left with individuals following a meeting to summarize and remind them of the participants' request. *If using an <i>electronic portfolio</i> , the one page document should be included in its original form to capture the exact document used in the project.
Target <i>Audience</i> Profile	Determine who best the participant(s) should direct their efforts toward and research the past opinions and actions of those individuals or groups. Include ways discovered to best reach the chosen <i>audience(s)</i> .
Partnerships	Research, identify, and interview individuals or groups who hold similar interests or values and could provide support for the participants' efforts. Include evidence of the participant(s) reaching out to individuals or groups and their response.
Methods of Action	Detail each of the methods of action used during the project. Meetings and presentations should be documented by summarizing who the participant(s) met with, time of the meeting, main discussion points, and any follow up planned/conducted, letters/articles should be included in the <i>portfolio</i> , etc.
Media Involvement	Include efforts and any successes in gaining media attention around the concern. This should include newspaper, radio, television, internet, social media, etc.
Results of Advocacy	Include information regarding the results of the participants' efforts, including actions taken by those they targeted, response from those approached, ideas for future improvement in advocacy methods, etc. Identify the most frequent concern regarding the issue encountered through the participants' targeted <i>audience</i> and include suggestions on how to counteract their opposition in the future.
Works Cited/ <i>Bibliography</i>	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to 1-minute playing time during the presentation. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Relationship to Family and Consumer Sciences Coursework and/or Related Careers	Describe relationship of project <i>content</i> to Family and Consumer Sciences and related careers.
Knowledge of <i>Public Policy</i>	Demonstrate thorough knowledge of <i>public policy</i> and ability to apply knowledge to real-life situations.
Use of <i>Portfolio</i> and <i>Visuals</i> During Presentation	Use the <i>portfolio</i> and <i>visuals</i> to support, illustrate, or complement presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.



PUBLIC POLICY ADVOCATE Point Summary Form

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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK	Points	
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0	Yes 3
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser
Hardcopy Portfolio 0-1 point or Electronic Portfolio 0-1 point	0 Binder is not the official FCCLA binder	1 Binder is the official FCCLA binder
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 50 single-sided pages or 61 slides completed correctly, including: <ul style="list-style-type: none"> 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 11 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 _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ divided by number of evaluators

_____ = **AVERAGE EVALUATOR SCORE**
Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)

ROOM CONSULTANT TOTAL

(10 points possible)

AVERAGE EVALUATOR SCORE

(90 points possible)

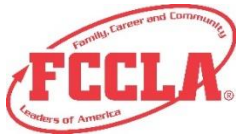
FINAL SCORE

(Average Evaluator Score plus 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 _____



PUBLIC POLICY ADVOCATE Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Issue Type 0-3 points	0 Not provided	1 Issue type identified, but is not related to a policy or law, or level of focus not identified	2 Issue type of policy or law, and level of focus identified as local, state, national or global	3 Issue type of policy or law, and level of local, state, national, or global focus identified, based on relevant, current and actual need			
Issue Research 0-5 points	0 Not included	1 Issue is mentioned	2 Issue is identified with limited research provided for one side of the issue	3 Issue is identified, researched, but it does not validate the concerns	4 Issue is identified, and evidence of the need is used to form the action plan	5 Issue is identified and researched with validity to the need for action, including various stakeholders identified and their position on the issue	
Project Goals 0-3 points	0 Not provided	1 Project goals are identified though missing points of support	2 Project goals are identified, with partial points of support included	3 Project goals and points of support for each goal is identified and well documented			
Elevator Speech/Leave Behind 0-5 points	0 Not included	1 Talking points are evident, not well developed	2 Talking points are evident and well developed, leave behind item is evident	3 Talking points and elevator speech are effective and on target for advocacy project, leave behind item is well designed	4	5	
Target Audience 0-3 points	0 Not included	1 Audience is mentioned but not thoroughly defined	2 Audience is defined but limited on past opinions and actions	3 Audience(s) are well defined, research on past opinions and actions, and provides method for reaching target audience(s)			
Evidence of Partnerships 0-3 points	0 No partnerships provided	1 Partnerships identified though lacks evidence of reaching out to or interviews with partners	2 Partnerships identified, researched and interviewed with evidence of reaching out	3			
Methods of Action 0-5 points	0 Not included	1 Steps inadequate	2 Presented but not organized	3 Steps are well organized, but does not include details of meeting, discussion, or follow up	4 Steps are presented, organized, summarized project explained, includes some meeting details	5 Plan is well developed and each step is fully explained, includes meeting details, discussion points, and follow up	
Media Involvement 0-3 points	0 Not included	1 Incomplete list of media resources, not current	2 Complete list of media resources, though fails to document efforts or successes	3 Extensive list of appropriate media sources from several various mediums and includes efforts and successes			
Results of Advocacy/Action Plan Assessment 0-5 points	0 No follow up was done	1 Outcomes inadequately stated, and no evaluation used	2 Outcomes inadequately stated, evaluation method used and results explained	3 Outcomes are measurable, complete and thoroughly done. A single evaluation method was used and results explained	4 Outcomes are measurable, complete and thoroughly done. Multiple methods were used and results are explained	5 Outcomes are measurable, complete and thoughtfully done. Multiple evaluation methods were used and results explained well. Plans to improve future efforts are included	
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (see style sheet)	3 Complete list of current and reliable resources, in MLA or APA style (see style sheet)			
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information			

Public Policy Advocate Rubric (continued)

ORAL PRESENTATION											
Organization/ Delivery 0–10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation gives complete information but does not explain the project well	5 Presentation gives complete information but does not explain the project well	6 Presentation gives complete information but does not explain the project well	7 Presentation covers information completely but does not flow well	8 Presentation covers information completely but does not flow well	9 Presentation covers all relevant information with a seamless and logical delivery	10 Presentation covers all relevant information with a seamless and logical delivery
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well					
Knowledge of Public Policy 0-10 points	0 Little or no evidence of knowledge of public policy	1 Minimal evidence of knowledge of public policy	2 Some evidence of knowledge of public policy	3 Knowledge of public policy is evident but not effectively used in presentation	4 Knowledge of public policy is evident and shared at times in the presentation	5 Knowledge of public policy is evident and incorporated throughout the presentation					
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals					
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



Repurpose and Redesign



Repurpose and Redesign is an *individual or team event* that recognizes participants who apply recycling and redesign skills learned in Family and Consumer Sciences courses and create a *display* using a sample of their skills. Participants select a **used** fashion, home, or other postconsumer item to repurpose into a new product. Participants will create a brand-new product, but may not simply embellish an old one. However, participants may use additional materials if needed to redesign and creatively embellish the new product. At the event site, participants set up their *displays* and present the results of their projects to evaluators.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 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, if desired.
3. Items within the *display* may be used as in-hand *visuals* during the oral presentation, but must be returned within *display dimensions* when finished.
4. 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.
5. National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Display, Oral Presentation, Skills Selection Chart	Table or Freestanding Space – no Electrical Access - no Wall Space – no Supplies - no	Official dress - or- Professional dress appropriate to event	5 minutes	10 minutes prior to presentation	1-minute warning at 4 minutes; stopped at 5 minutes	5 minutes	30 minutes

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

REPURPOSE AND REDESIGN

Procedures and Time Requirements


5 minutes	At the designated participation time, participants will have 5 minutes to set up their <i>display</i> and submit 3 copies of the completed Skills Selection Chart. Other persons may not assist.
10 minutes	Evaluators and room consultants will have up to 10 minutes to inspect the product for the skill areas indicated by the participant.
5 minutes	The oral presentation may be up to 5 minutes in length. A one-minute warning will be given at 4 minutes. Participants will be stopped at 5 minutes. If audio or audiovisual recordings are used, they are limited to a 1-minute playing time during the presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Evaluators will have 5 minutes to use the rubric to score and write comments for participants.

Specifications


Display

A *display* should be used to document and illustrate the work of one project, using clearly defined presentation surfaces.

The *display* may be either freestanding or tabletop. Freestanding *displays* should not exceed a space 48" deep by 60" wide by 72" high, including *audiovisual equipment*. Tabletop *displays* should not exceed a space 30" deep by 48" wide by 48" high, including any *audiovisual equipment*. Participants using a tabletop *display* are allowed a standing *mannequin* in addition to their table space, however, all other information or *props* outside the *display* will be considered part of the *display* and subject to penalty (tablecloths, storage items, boxes below the table, etc.). Scrapbooks, *flip charts*, *portfolios*, and *photo albums* are not allowed. Each *display* must include a *project identification page* and a *Planning Process* summary page.

<i>Project Identification Page</i>	One 8 ½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name, chapter name, school, city, state, event name, and project title.
FCCLA <i>Planning Process</i> Summary Page	One 8 ½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
Evidence of Online Project Summary Submission 	Complete the online project summary form located on the "Surveys" tab on the FCCLA Portal, and include signed proof of submission on the display.
Contents of <i>Display</i>	<p>The <i>display</i> must contain the project product, material profile, cost itemization, time log, and photo storyboard.</p> <p>Project Product: The project product must be included in the tabletop or freestanding display. Participants should be aware that for National Leadership Conference, significant shipping changes may apply for large or heavy items, and should plan accordingly.</p> <p>Material Profile: A material profile should be prepared front side only on paper not larger than 11" x 17" and displayed. The material profile will contain a sample of each material used to make the project and all available information about material <i>content</i> and type—construction, finishes, properties, performance, and care. Identify repurposed materials and new materials. For items not able to provide a sample, a short explanation of why (size, unable to deconstruct, etc.) must be provided, along with a clear, close up photo.</p> <p>Cost itemization: A detailed cost itemization should be prepared front side only on 8 ½" x 11" paper and displayed. The cost itemization will show a list of all supplies used to make the product with quantities, unit costs, and total costs.</p> <p>Time Log: A log of time invested in designing and making the product(s) should be prepared front side only on one 8 ½" x 11" paper and displayed. Total hours should be shown.</p> <p>Photo Storyboard: A storyboard of photos telling the story of the project should be prepared front side only on paper not larger than 11" x 17" and displayed.</p>

Repurpose and Redesign Specifications (continued)

<p>Contents of <i>Display</i>, continued</p>	<p>Other: The display may not contain a live model. The participant may not model the product (garment, accessory, etc., if applicable) during the presentation. If needed, a mannequin may be used, but is neither required nor provided.</p> <p>Marketing Plan (Optional): The participant may choose to demonstrate the marketability of their product by developing a brief marketing plan. The plan should include, but is not limited to basic marketing elements such as target market information, a product description, pricing options, promotional ideas, and possible places of sale. Information should be presented in the way the participant best sees fit.</p> <p><i>Please note: Lingerie and swimsuits are not allowed. Clothing that does not meet acceptable standards of modesty/appropriateness for a school function or setting is prohibited.</i></p> 
--	---

Oral Presentation

The oral presentation **may be up to 5** minutes in length and is delivered to evaluators. The presentation is to describe efforts in detail. If audio or audiovisual recordings are used, they are limited to 1-minute playing time during the presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Recycling and Environmental Sustainability	Demonstrate knowledge of concepts related to the selected skill areas.
Use of <i>Display</i>	Use the <i>display</i> to support, illustrate, and complement the project description during the presentation.
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 notes or notecards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
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.

Repurpose and Redesign Skills

Participants are to select a project that showcases their repurposing and redesign skills.

Design	The design should exhibit effective form and function, and provide opportunities for practical use and reuse, as applicable.
Workmanship	The product should exhibit high quality workmanship and should be marketable.
Creativity	The design and product should reflect creativity, imagination, and innovation.
Repurpose and Redesign Skills	Products will be evaluated on the 8 repurposing and redesign skills selected by the participant. See Repurpose and Redesign Skills Selection Chart.

REPURPOSE AND REDESIGN

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

DISPLAY							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; no more than 1 page	
Material Profile 0-6 points	0 No information provided	1 Information adequate	2	3 Most information provided	4	5 Very thorough information	
Cost Itemization 0-3 points	0 No cost itemization	1 Many omissions in itemization and errors in calculation	2	3 Most items shown and only one or two errors in calculation	4	5 Completely accurate and thorough	
Time Log 0-1 point	0 No time log provided, or does not meet specifications	1	2	3	4	5 Time log provided, front side only on one 8 1/2" x 11" paper, showing total hours	
Photo Storyboard 0-3 points	0 No storyboard in project	1 Limited photographs and confusing arrangement	2	3 Adequate photographs arranged in a clear and logical format	4	5 Appropriate number of photographs, arranged well to tell a story	
Display 0-5 points	0 Display not used during presentation	1 Display has many errors, does not show evidence of originality and is not aesthetically pleasing	2 Display has minimal visual appeal and lacks originality	3 Display needs some improvement in content and design	4 Display has good word, color, and design choice	5 Display is creative, appropriate, and of high quality	
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 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Repurposing and Environmental Sustainability 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of repurposing is evident but not effectively used in presentation	4 Knowledge of repurposing is evident and shared at times in the presentation	5 Knowledge of repurposing is evident and incorporated throughout the presentation	
Use of Display during Presentation 0-5 points	0 Display not used during presentation	1 Display used to limit amount of speaking time	2 Display used minimally during presentation	3 Display incorporated throughout presentation	4 Display used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and display	
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	4	5	
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	4	5	
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	4	5	
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	

Repurpose and Redesign Rubric (continued)

RECYCLING AND DESIGN SKILLS					Points
Effectiveness of Product Design 0-3 points	0 Form, function, and practicality of use needs improvement	1 Satisfactory form, function, but not practical use or reuse	2 Good form, function, and practicality of use or reuse	3 Outstanding form, function, and practicality of use or reuse	
Overall Quality of Workmanship 0-3 points	0 Low quality, not marketable	1 Marginal quality of workmanship	2 Fair quality, somewhat marketable	3 Very good quality, marketable	
Creativity, Imagination, and Innovation 0-3 points	0 No evidence	1 Little evidence	2 Some evidence	3 Highly creative, innovative	
Selected Skill Areas 0-24 points	See separate <i>Repurpose and Redesign Skill Area Rubric</i> for additional criteria ratings. Transfer total points earned for 8 selected skill areas to the "Points" column at right.				

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

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____



REPURPOSE AND REDESIGN Skill Area Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

INSTRUCTIONS: Circle the appropriate rating for each of the eight selected skills and enter each rating in the “Points” column on the right. Provide comments on the page to help participants understand their ratings in terms of strengths and areas for improvement. Verify points total, and enter in the Selected Skill Area “Points” column on the *Repurpose and Redesign Rubric*.

EVALUATION CRITERIA	Points
Possible Points: 0–24	
<input type="checkbox"/> Good choice of item for repurposing 0 = Not done 1 = Choose Better 2 = Good Choice 3 = Excellent Choice	
<input type="checkbox"/> More than one repurposed item in one product 0 = Not done 1 = Only One Item 2 = Two Items 3 = Two+ Items	
<input type="checkbox"/> Innovative use of repurposed item 0 = Not done 1 = Could Use Better 2 = Good Use 3 = Excellent Use	
<input type="checkbox"/> Conservation theme or slogan 0 = Not done 1 = Improve Theme 2 = Good Theme 3 = Excellent Theme	
<input type="checkbox"/> Design of an energy-saving product 0 = Not done 1 = Improve Design 2 = Good Design 3 = Excellent Design	
<input type="checkbox"/> Design of a product that promotes environmentalism 0 = Not done 1 = Improve Design 2 = Good Design 3 = Excellent Design	
<input type="checkbox"/> Sketch of accessory design 0 = Not done 1 = Inaccurate Sketch 2 = Good Sketch 3 = Excellent Sketch	
<input type="checkbox"/> Shaped seams, edges, and/or corners 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Pocket(s) 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Gathers and/or ruffles 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Strap, tie, or band 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Lining, facing, and/or interfacing 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Application of trims 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Use of embellishments 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Embroidery, hand or machine 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Napped fabric or one-way print 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Basic Marketing Plan 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Sanding, Painting, or Staining 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Gluing, stapling, sawing 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Application or use of decorative hardware 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Application or use of construction hardware 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	
<input type="checkbox"/> Wiring or fastening with various mediums 0 = Not done 1 = Improve Quality 2 = Good Quality 3 = Excellent Quality	

Evaluator’s Comments:

TOTAL SCORE FOR SKILL AREA

(24 points possible)



REPURPOSE AND REDESIGN Skills Selection Chart

Name of Participant _____

State _____ Level _____

INSTRUCTIONS: Each participant’s project must represent at least 8 of the skills listed below. At designated participation time, each participant will turn in 3 copies of this page with the 8 skills represented in the project checked. In the event that more than 8 skills are represented in a project, participants should check the eight that best reflect the quality and difficulty of work accomplished. If participants check more than eight skills, the first eight on the list only will be evaluated. **If this form is not completed and turned in at the designated participation time, evaluators will be unable to complete the Skill Area Rubric, resulting in “0” points awarded.**



Include in your design a minimum of eight repurposing and promotional skills from those listed below:	
<input type="checkbox"/> Good choice of item for repurposing	<input type="checkbox"/> Lining, facing, and/or interfacing
<input type="checkbox"/> More than one repurposed item in one product	<input type="checkbox"/> Application of trims
<input type="checkbox"/> Innovative use of repurposed item	<input type="checkbox"/> Use of embellishments
<input type="checkbox"/> Conservation theme or slogan	<input type="checkbox"/> Embroidery, hand or machine (created by participant, not purchased)
<input type="checkbox"/> Design of an energy-saving product	<input type="checkbox"/> Napped fabric or one-way print
<input type="checkbox"/> Design of a product that promotes environmentalism	<input type="checkbox"/> Basic marketing plan
<input type="checkbox"/> Strap, tie, or band	<input type="checkbox"/> Sanding, painting, or staining
<input type="checkbox"/> Sketch of accessory design	<input type="checkbox"/> Gluing, stapling, sawing
<input type="checkbox"/> Shaped seams, edges, and/or corners	<input type="checkbox"/> Application or use of decorative hardware
<input type="checkbox"/> Pocket(s)	<input type="checkbox"/> Application or use of construction hardware
<input type="checkbox"/> Gathers and/or ruffles	<input type="checkbox"/> Wiring or fastening with various mediums



Say Yes to FCS Education



Say Yes to FCS Education, an *individual event*, recognizes participants who demonstrate the knowledge and skills needed to explore and experience the career of being a Family and Consumer Sciences educator. Participants must prepare a portfolio, conduct classroom observations, plan and execute a lesson, develop an FCCLA integration plan, and deliver an oral presentation.

EVENT LEVELS

Level 2: grades 9–10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual presentation, if desired.
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 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress -or- Professional dress appropriate to event	5 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

SAY YES TO FCS EDUCATION

Procedures and Time Requirements

Each entry will submit a portfolio (hardcopy or electronic) to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
10 minutes	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio</i> before the presentation begins, during participant set up time. The participant must make the electronic portfolio accessible to evaluators.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 3-minute playing time during the presentation. Presentation equipment, with no audio, may be used during the entire presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Evaluators will have 5 minutes to use the rubric to score and write comments for participants.



Specifications

Hardcopy Portfolio





The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 26 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* has been turned in to the 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 36 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-6	<i>Content Divider Pages</i> or Sections	Use up to 6 <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 16 8 ½" x 11" pages or 25 slides	FCS Education Research Summary 	Research three (3) postsecondary institutions that offer Family and Consumer Sciences Education programs. Complete the information as requested in the Family and Consumer Sciences Education Research Summary. The Family and Consumer Sciences Education Research Summary should not exceed two 8 ½" x 11" pages or three slides.

Say Yes to FCS Education Specifications (continued)

<p>Up to 16 8 ½" x 11" pages or 25 slides, continued</p>	<p>FCS Educator Interview Summary </p>	<p>Using the questions and template provided, interview two <i>current</i> Family and Consumer Sciences Educators, one who is not employed at the school of the participant. Interviews may be conducted in-person or electronically. The Family and Consumer Sciences Educator Interview Summary should not exceed four 8 ½" x 11" pages or six slides.</p>
	<p>Classroom Observation Summary </p>	<p>Conduct a minimum of two (total) classroom observations - one (1) Family and Consumer Sciences classroom observation and one (1) classroom observation in another Career and Technical Education course (Business, Agriculture, etc.). Use the provided template to record observations, and include a summary of each observation as indicated. The Classroom Observation Summary should not exceed four 8 ½" x 11" pages or six slides.</p>
	<p>FCCLA Integration Plan </p>	<p>Identify three national FCCLA Programs for integration into the Family and Consumer Sciences curriculum. Complete the information required in the provided template. Activities should include leadership development, service, and career preparation. The FCCLA Integration Plan should not exceed two 8 ½" x 11" pages or three slides.</p>
	<p>FCS Marketing Lesson Plan, Implementation and Documentation </p>	<p>Prepare, implement, and document one Family and Consumer Sciences lesson plan marketing Family and Consumer Sciences Education to middle or high school students. The lesson should promote Family and Consumer Sciences Education as a career using information the participant has obtained through the FCS Education Research, Interviews, and Observations. Document the implementation of the lesson by use of follow up data and/or photographs.</p> <p>Planning: Indicate the topic, grade level, timeframe, FCCLA National Program and Competitive Events integration, learning objectives, national Family and Consumer Sciences standards and Career Readiness Practices selection.</p> <p>Organization: List all materials needed and describe the instructional strategies used to implement the lesson.</p> <p>Activities: Choose up to three activities to implement the lesson. Describe each activity; include activity timeframe, and materials needed.</p> <p>Assessment: Determine the assessment method(s) to evaluate the lesson and include ways to improve <i>content</i> and/or delivery.</p> <p>Other Resources: Develop resources needed to implement the lesson (handouts, etc.) and include them in portfolio as applicable.</p> <p>Sources and Notes: Include specific citations for materials used in lesson and any additional notes, as needed.</p> <p>The lesson plan should not exceed three 8 ½" x 11" pages or 6 slides.</p>
	<p>Works Cited/<i>Bibliography</i></p>	<p>Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i>.</p>
	<p>Appearance</p>	<p>Portfolio must be neat, legible, and professional and use correct grammar and spelling.</p>

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project and describe all project research and implementation. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to 3 minutes playing time during the presentation. The portfolio will be used by the participant during the oral presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
-----------------------	--

Say Yes to FCS Education Specifications (continued)

Knowledge of Subject Matter	Present <i>current</i> data and show evidence of knowledge of trends in Family and Consumer Sciences Education.
Relationship of Family and Consumer Sciences Coursework	Describe the relationship of Family and Consumer Sciences coursework to selected career, Career Cluster, and Pathway.
Use of <i>Portfolio and Visuals</i>	Use portfolio to describe all phases of the project. Use original, creative, and appealing visuals to enhance the presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluator's Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



SAY YES TO FCS EDUCATION

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
FCS Education Research Summary 0-5 points	0 Not included	1 Research for 1-3 institutions or state data is provided, but not both	2 Research is provided for 2-3 institutions and some state data is provided	3 Research is provided for 3 institutions and state data, but is limited or not complete	4 Research is provided for 3 institutions and includes state educational data	5 Research is complete for 3 institutions and includes detailed state educational data	
FCS Educator Interview Summary 0-5 points	0 Not included	1 Interviewed 1 or 2 FCS educators but provided limited responses or did not provide responses for each question	2 Interviewed 1-2 FCS educators and provided limited responses for 8-10 questions	3 Interviewed 2 FCS educators and provided responses for 8-10 questions for each interview	4 Interviewed 2 FCS Educators per guidelines. Provided responses for all 10 questions for each interview	5 Conducted 2 FCS Educator interviews per guidelines. Provided detailed responses for all 10 questions for each interview	
Classroom Observation Summary 0-10 points	0 Not included	1 Conducted 1 observation and provided required information	2 Conducted 2 observations but not per guidelines, or provided very limited information and summary	3 Conducted 2 observations per guidelines. Provided some descriptions/comments and limited summary of strengths, improvement, and takeaway	4 Conducted 2 observations per guidelines. Provided descriptions/comments, and good summary of strengths, improvement, and takeaway	5 Conducted 2 observations per guidelines. Provided detailed descriptions/comments, and thorough summary of strengths, improvement, and takeaway	
FCCLA Integration Plan 0-7 points	0 Not included	1 Plan is very limited and missing required components	2 Plan includes 1-2 national programs, descriptions, courses and standards, grade levels, recognition and activities, but is missing some required components	3 Plan includes 2-3 national programs, descriptions, courses and standards, grade levels, recognition and activities, but is missing some required components	4 Plan represents good use of 3 national programs, descriptions, courses and standards, grade levels, and recognition. Activities are appropriate, include leadership, service, and career development	5 Plan represents outstanding use of 3 national programs, descriptions, courses and standards, grade levels, and recognition. Activities are appropriate, include leadership, service, and career development	
FCS Marketing Lesson Plan: Planning 0-3 points	0 Shows no evidence of planning	1 Very limited information provided or missing required components	2 Planning is evident and includes all required components, but may not be appropriately identified	3 Topic, grade level, timeframe, FCCLA National Program and Competitive Events integration, learning objectives, national Family and Consumer Sciences standards and Career Readiness Practices selection are appropriate and clearly identified			
FCS Marketing Lesson Plan: Organization 0-3 points	0 Shows no organization	1 Materials list and description of instructional strategies is incomplete to support lesson objectives	2 Materials are listed, instructional strategies do not clearly support lesson objectives	3 All materials are listed, instructional strategies are clear and appropriate to meet lesson objectives			
FCS Marketing Lesson Plan: Activities 0-3 points	0 No activity included	1 1-3 activities are identified but are missing required components, or do not support lesson objectives	2 1-3 activities chosen to implement the lesson include basic description, timeframe, and materials needed to support lesson objectives	3 1-3 activities chosen to implement the lesson, each includes complete description, timeframe, and materials needed to support lesson objectives			
FCS Marketing Lesson Plan: Assessment 0-3 points	0 No follow up was done	1 Assessment methods are identified but do not adequately evaluate the lesson objective	2 Assessment method(s) chosen evaluate the lesson but do not include ways to improve content and/or delivery	3 Assessment method(s) chosen appropriately evaluate the lesson and include ways to improve content and/or delivery			

<i>FCS Marketing Lesson Plan: Other Resources</i> 0-3 points	0 Not included	1 Resources developed are incomplete to support lesson implementation	2 Resources developed are not required for lesson implementation	3 Resources developed appropriately support lesson implementation
<i>FCS Marketing Lesson Plan: Sources, Notes, and Documentation</i> 0-3 points	0 Not included	1 Citations are provided but lesson implementation documentation is not included	2 Citations for most materials used and lesson implementation documentation included	3 Citations for all materials used and lesson implementation documentation included
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information

ORAL PRESENTATION

Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	6	7	8	9	10
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not shared in presentation	4 Knowledge of subject matter is evident and shared at times in presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation					
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals					
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 – include two things done well and two opportunities for improvement:

Evaluator # _____ **TOTAL**
 Evaluator Initial _____ (90 points possible)

Room Consultant Initial _____



SAY YES TO FCS EDUCATION

Research Summary Instructions

Instructions: Research three (3) postsecondary institutions in or outside of your state that offer Family and Consumer Sciences Education programs, and complete the table below. Provide your state’s educational data by answering the questions below the table. Include this completed summary in the hardcopy or electronic portfolio.

	Institution #1	Institution #2	Institution #3
Name			
Location (City and State)			
FCS Teacher Educator Contact Information			
College/ Department offering FCS Education Degree			
Average Yearly Cost (In-State and Out-State)			
Minimum Program Entry Requirements			
Minimum Graduation Requirement (Hours)			

STATE EDUCATION DATA: _____
(name of state)

Number of Family and Consumer Sciences programs in your state (Elementary, Middle, or High School):

What is the job outlook for Family and Consumer Sciences Educators in your state?

What is the beginning teacher’s salary in your state?

What is the average teacher’s salary in your state? What impacts salaries for teachers in your state?

What continuing education or professional development is required to maintain certification in order to teach in your state?



SAY YES TO FCS EDUCATION

FCS Educator Interview Instructions

Interview two (2) currently employed Family and Consumer Sciences Educators using the following questions, one who is not employed within the same school as the participant. Interviews may be conducted in-person or electronically. Provide a summary of their responses, to not exceed four (4) pages (total) in length.

Name of Family and Consumer Sciences Educator Interviewed: _____

Name of Employer: _____

Elementary FCS Ed Middle School FCS Ed High School FCS Ed Postsecondary or Other FCS Ed

1. What is your undergraduate degree? If you have an advanced degree, what is it?
2. Why did you become a Family and Consumer Sciences Educator?
3. What parts of being a Family and Consumer Sciences Educator do you find most enjoyable?
4. What parts of being a Family and Consumer Sciences Educator do you find most challenging?
5. Do you integrate FCCLA into your courses and if so, how?
6. Why do teachers stay or leave this field?
7. What other career options are available to someone with your degree?
8. What professional content/technical skills would you consider essential to be a successful Family and Consumer Sciences Educator?
9. What personal/employability skills would you consider essential to be a successful Family and Consumer Sciences Educator?
10. What leadership, internship, work, or volunteer experiences would you recommend for students considering this career path?



SAY YES TO FCS EDUCATION

Classroom Observation Instructions

Instructions: Conduct a minimum of two (total) classroom observations – one in a Family and Consumer Sciences Education classroom and one classroom observation in another Career and Technical Education area. Use the template below to record your observations and include a summary as each observation as indicated on this form. Include this in the electronic or hardcopy portfolio.

Educator Observed: _____ Subject: _____ School: _____
 Grade Level: _____ Date and Time: _____

CRITERIA	DESCRIPTION/COMMENTS
1. Subject Matter Content - <i>knowledge of subject matter is evident and thorough</i>	
2. Organization - <i>organized, written lesson plan with clear objectives; class starts on time; regularly monitors online instruction</i>	
3. CTSO Integration – <i>instructor integrates FCCLA into the FCS classroom (appropriate CTSO for other CTE observation) through activities and/or assessment</i>	
4. Rapport - <i>instructor is respectful, fair, and impartial; provides feedback, encourages participation; positively interacts with students; shows enthusiasm</i>	
5. Teaching Methods - <i>relevant and variety of teaching methods, materials, techniques and technology; includes group involvement; focuses on and meets stated objectives</i>	
6. Presentation - <i>establishes online or classroom environment conducive to learning; maintains eye contact; clear voice and appropriate projection, enunciation, and standard English (or other language as appropriate)</i>	

7. Management - <i>uses time wisely, demonstrates leadership, maintains discipline; maintains appropriate online platform management</i>	
8. Sensitivity - <i>exhibits respect to students' personal culture, gender differences, or disabilities</i>	
9. Student assistance - <i>assists students with instructional/academic problems</i>	
10. Personal - <i>exhibits self-control, professional behavior and appearance</i>	
11. Physical Environment - <i>number of students; layout of room; distractions if present (temperature, noise, etc.)</i>	

Strengths Observed:

Potential Areas of Improvement:

Most meaningful “takeaway” from this observation:



SAY YES TO FCS EDUCATION

FCCLA Chapter Integration Plan

Instructions: Using the provided template, identify three (3) national FCCLA Programs and complete the FCCLA Chapter Integration Plan. This plan should not exceed 2 pages or 3 slides in length.

National FCCLA Program	National FCCLA Program (or Program Unit) Description	Possible Classroom Connection (Course Names)	National Family and Consumer Sciences Standards Alignment	Type of Recognition	Grade Levels	Description of Class Instructional Activity (project, assignment, etc.)
<i>FACTS – Families Acting for Community Traffic Safety</i>	<i>Unit: People – to understand and promote your role as a driver or passenger and keep yourself and others safe</i>	<i>Child Development</i>	<i>4.4.3 Implement strategies to teach health, safety, and sanitation habits. 15.3.1 Analyze community resources and services available to families.</i>	<ul style="list-style-type: none"> • <i>State and national FACTS program recognition</i> • <i>National Programs in Action STAR Event</i> 	<i>9-12</i>	<i>Guest speaker from the local hospital will present child safety seat information to the child development class. Students will create a safety tip card for possible placement in the hospital waiting room. Assessment by rubric.</i>
National FCCLA Program #1						
National FCCLA Program #2						
National FCCLA Program #3						



SAY YES TO FCS EDUCATION

Lesson Plan Template

Use this template, in the order given, when preparing lesson plan. Plan may not exceed 3 pages or 4 slides in length.

Topic:
Grade Level:
Timeframe:
FCCLA National Program(s) Integration:
FCCLA Competitive Event (STAR Event, Skill Demonstration Event, FCCLA/LifeSmarts Knowledge Bowl, Knowledge Matters) Integration:
Learning Objectives:
National Family and Consumer Sciences Standards:
Career Readiness Practices (Select all that apply): <ul style="list-style-type: none"><input type="checkbox"/> Act as a responsible and contributing citizen and employee<input type="checkbox"/> Apply appropriate academic and technical skills<input type="checkbox"/> Attend to personal health and financial well-being<input type="checkbox"/> Communicate clearly and effectively and with reason<input type="checkbox"/> Consider the environmental, social and economic impacts of decisions<input type="checkbox"/> Demonstrate creativity and innovation<input type="checkbox"/> Employ valid and reliable research strategies<input type="checkbox"/> Utilize critical thinking to make sense of problems and persevere in solving them<input type="checkbox"/> Model integrity, ethical leadership and effective management<input type="checkbox"/> Plan education and career paths aligned to personal goals<input type="checkbox"/> Use technology to enhance productivity<input type="checkbox"/> Work productively in teams while using cultural global competence

Materials Needed:

Instructional Strategies:

Activity 1:
Activity 1 Timeframe:
Activity 1 Materials Needed:
Directions:

Activity 2:
Activity 2 Timeframe:
Activity 2 Materials:
Directions:

Activity 3:
Activity 3 Timeframe:
Activity 3 Materials Needed:
Directions:

Assessment (ex. journal, rubric, test, portfolio, observation, formative, summative, pre/post test, etc):

Other Resources (ex. graphic organizer, handouts, PowerPoint presentation, etc.):

Source (If Applicable : cite any published or copyrighted materials used in this lesson plan):

Additional Notes:

Sports Nutrition, an *individual or team event*, recognizes participants who use Family and Consumer Sciences skills to plan and develop an individualized nutritional plan to meet the needs of a competitive student athlete in a specific sport. In advance, participants will prepare a sample nutrition and hydration plan based upon nutritional and energy needs of the student athlete. The participants must prepare a **file folder**, **visuals**, an **oral presentation**, and demonstrate a method to be used by the athlete to assist with nutrition management.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participants must have completed a course or unit in nutrition or sports nutrition in a Family and Consumer Sciences program.
3. The nutritional plan and management tool do not have to be implemented by the student athlete. **The selected student athlete should be someone other than the participant(s).**
4. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for visual presentation, if desired.
5. 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.
6. National Leadership Conference 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 prior to National Leadership Conference.




GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	File folder, Oral Presentation, Management Tool, Visuals	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress -or- Professional dress appropriate to event	5 minutes	5 minutes prior to presentation	1-minute warning at 14 minutes; stopped at 15 minutes	5 minutes	30 minutes

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

SPORTS NUTRITION


Procedures and Time Requirements

Each entry will submit a <i>file folder</i> with required documents to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist. Room consultants and evaluators will have 5 minutes to preview the <i>file folder</i> before each 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. The oral presentation is a time for the participant(s), in the role of student nutritionist/dietitian , to present to the evaluators, in the role of the student athlete, the nutritional plan and management tool. The presentation is intended to be two-way dialogue, as in a conversation or interview, rather than a one-way presentation. Students take on the role of the student nutritionist/dietitian. If audio or audiovisual recordings are used, they are limited to 3 minutes playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire presentation. 
5 minutes	Following the presentation, evaluators and participants will step out of character as nutritionist/dietitian and student athletes for a 5-minute follow-up interview as evaluators and participant(s).
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant. File folders will be returned to participants at the end of scoring.

Specifications

File Folder

Participant(s) will submit one letter-size *file folder* containing three identical sets, with each set stapled separately, of the items listed below to the event room consultant at the designated participation time. The *file folder* must be labeled (either typed or handwritten) in the top left corner with name of event, event level, participant's name, and state.

1- 8 ½" x 11" page	<i>Project Identification Page</i>	Use <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant(s) name, chapter name, school, city, state, event name, and title of project.
1- 8 ½" x 11" page	FCCLA <i>Planning Process Summary Page</i>	Summarize how each step of the <i>Planning Process</i> was used to develop the Sports Nutrition project.
1 	Evidence of Online Project Summary Submission	Complete the online project summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>portfolio</i> .
1 to 2- 8 ½" x 11" pages	Sport and Training Summary Pages	Summarize the specific physical demands, training schedule, frequency and length of competitions, and general nutritional and hydration needs of student athletes competing in this sport.
1- 8 ½" x 11" page	Student Athlete Demographic Page	Provide description of student athlete, including gender, first name, age, height, goal weight, and activity level. Include any specific health concerns (food preferences, food intolerances, dietary restrictions, physical disorders, cultural needs, etc.).
1- 8 ½" x 11" page	Student Athlete Daily Schedule Page	Outline the typical daily schedule of the student athlete, to include school schedule, training schedule, sleep, and other responsibilities (work, volunteering, tutoring, etc.). Should not reflect a competition day.
1- 8 ½" x 11" page	Works Cited/ <i>Bibliography</i>	Use MLA or APA citation style to cite all references. Resources should be <i>reliable</i> and <i>current</i> .

Nutritional Plan and Management Tool

The participant will develop a nutrition plan with specific, measurable, attainable, realistic, and timely goals; provide a nutritional evaluation, and present a management tool to be used by the student athlete.

Nutrition Plan Goals	Identify 3–5 goals the nutrition plan addresses, to include nutritional needs, hydration, and performance goals. In addition, identify if the plan is to maintain weight, encourage weight loss, or result in weight gain.
----------------------	--

Sports Nutrition Specifications (continued)

Nutrition and Hydration Plan	<p>Participants will develop a three day nutritional plan to include two non-competition days and one competition day. The plan should include hydration, specific food items and quantities for meals and snacks, timing, and calculation of energy intake (calories in) and estimated energy output (calories out). Nutrition plans should avoid substances that may have a negative impact on performance.</p> <p>Each day should include breakfast, lunch, dinner, and snacks. The schedule of eating may be modified to meet the student athlete's schedule and any items from the student athlete interview. Participants should assume all meals are prepared at home, but not necessarily eaten at home. Meals should be planned to include cultural needs, health, balance, variety and timing of nutrient intake for optimum performance.</p>
Nutritional Evaluation	Analyze each day of the nutritional plan using a nutrient analysis program of the participant's choice. Compare the nutritional analysis and the DRIs and RDAs for the student athlete. Make sure that the analysis meets the needs of the student athlete. Provide a rationale for any discrepancies.
Management Tool	Provide the student athlete with a suggested method to monitor and manage their nutritional plan and goals. This may involve technology (mobile applications, website tracking, etc.) or may be paper-pencil, stickers, etc. The management tool should meet the needs of the student athlete and be realistic given the student's daily schedule. The management tool can be commercially available or designed by the participant.

Presentation of Nutritional Plan and Management Tool to Student Athlete/Oral Presentation

The oral presentation is a time for the participant(s), **in the role of student nutritionist/dietitian**, to present to the evaluators, in the role of the student athlete, the nutritional plan and management tool. The presentation is intended to be a two-way dialogue, as in a conversation or interview, rather than a one-way presentation. The nutrition plan will be explained and the suggested management tool will be demonstrated during the presentation. If audio or visual recordings are used, it is limited to a 3-minute playing time during the presentation. Following the presentation, evaluators and participants will step out of character as nutritionist/dietitian and student athletes for a 5-minute follow-up interview as evaluators and participant(s).

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Subject Matter	Demonstrate thorough knowledge of sports nutrition related to the participant's chosen project.
Use of <i>Visuals</i> during Presentation	The <i>visuals</i> chosen present the nutritional plan in a way that is clear, concise, and visually appealing.
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 <i>visuals</i> or notecards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding the nutrition plan and management tool. Questions are asked after the presentation.



SPORTS NUTRITION

Point Summary Form

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' file folder 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 or Assistant Lead Consultant.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			
Registration Packet 0 or 3 points	Picked up by adviser or designated adult during scheduled time No 0 Yes 3		
Event Online Orientation Documentation 0 or 2 points	0 Official documentation not provided at presentation time or signed by adviser	2 Official documentation provided at presentation time and signed by adviser	
File Folder 0-4 points	0 No file folder presented	1 2 3 File Folder presented with incorrect labeling/insufficient materials for evaluators (less than 3 copies of contents) or incomplete content	4 File Folder is presented with correct labeling and sufficient evaluators material <ul style="list-style-type: none"> • Project ID page • Planning Process summary • Project Summary Submission Proof • 1-2 Sport and Training Summary page(s) • 1 Student Athlete Demographic page • 1 Student Athlete Daily Schedule page • 1 Works Cited/Bibliography
Punctuality 0-1 point	0 Participant was late for presentation		1 Participant was on time for presentation
EVALUATORS' SCORES		ROOM CONSULTANT TOTAL	
Evaluator 1 _____	Initials _____	(10 points possible)	
Evaluator 2 _____	Initials _____	AVERAGE EVALUATOR SCORE	
Evaluator 3 _____	Initials _____	(90 points possible)	
Total Score _____	divided by number of evaluators		FINAL SCORE
_____	= AVERAGE EVALUATOR SCORE		(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 _____



SPORTS NUTRITION Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

FILE FOLDER CONTENTS							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	
Sport and Training Summary Pages 0-8 points	0 Not provided	1 Missing two or more components and is poorly written	2 Missing one component or lacked detail	3 Missing one component or lacked detail	4 Missing one component or lacked detail	5 Provided specific physical demands, training schedule, frequency and length of competitions, and general nutritional and hydration needs of student athletes competing in this sport	
Student Athlete Demographic Page 0-3 points	0 Not provided	1 Missing two or more components and is poorly written	2 Missing one component and lacks details	3 Thorough description of student athlete, including gender, first name, age, height, goal weight, and activity level, as well as any specific health concerns			
Student Athlete Daily Schedule Page 0-3 points	0 Not provided	1 Missing two or more components and is poorly written	2 Missing one component and lacks details	3 Provide typical daily schedule to include school schedule, training schedule, sleep, and other responsibilities			
Works Cited/ Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)			
NUTRITION AND HYDRATION PLAN							
Nutrition Plan Goals 0-5 points	0 Not provided	1 1-3 goals are stated or do not address all required components	2 3-5 goals are stated, but do not address all required components	3 3-5 goals are stated, addressing all required components	4 3-5 appropriate goals are stated, addressing all required components	5 Addresses 3-5 goals, including nutritional needs, hydration, and performance. Weight goal is identified. Goals are specific, measurable, attainable, realistic and timely	
Nutrition and Hydration Plan 0-15 points	0 Not provided	1 Limited plan provided	2 Plan provided but not well explained	3 Plan provided and explained	4 Adequate plan provided with appropriate and realistic recommendations	5 Extensive plan provided appropriate and realistic recommendations. Documentation is clear and easy to understand	
Nutritional Evaluation 0-10 points	0 Not provided	1 Minimal information provided	2 Analysis is incomplete, or does not fully meet the needs	3 Analysis is complete but does not include information on DRIs or RDAs for the athlete	4 Analysis is complete, meets most needs and is presented in a consistent format	5 Analysis is complete, meets athlete needs, and discrepancies are explained, and presented in a consistent format	
Management Tool 0-5 points	0 Not provided	1 Difficult to use or understand, does not meet the needs of the athlete	2 Somewhat complicated, and does not meet the needs or schedule of the athlete	3 Easy to understand and use, does not appear to meet athlete's needs	4 Easy to understand and use, generally meets the needs of the athlete	5 Excellent, easy to understand and use, fully meets the athlete's needs and schedule	

Sports Nutrition (continued)

Points

ORAL PRESENTATION										
Organization/ Delivery 0–10 points	0 Presentation is not done or presented briefly and does not cover components of the project, or did not present in required roles of student nutritionist/dietitian and student athlete	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation gives information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	6	7	8	9 10
Knowledge of Subject Matter 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation				
Use of Visuals during Presentation 0-4 points	0 Visuals are not used during presentation	1 Limited use during presentation	2 Incorporated throughout presentation	3 Used effectively throughout presentation	4 Significantly enhances the presentation					
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

Sustainability Challenge, an *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. Participants will research one of the five 2019–2020 topics, investigate areas where they can make a difference, develop and carry out a *project* for their home, school, or *community*, and educate others in their school or *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

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
2. Participant(s) are encouraged to bring fully charged electronic devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation, if desired.
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 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 prior to National Leadership Conference.

2019–2020 COMPETITION TOPICS

All Sustainability Challenge projects must be based on one of the following topics.



1. Efforts to Reduce, Reuse, or Recycle
<https://www.epa.gov/recycle>
2. Efforts to promote chemical safety for families and communities
<https://www.epa.gov/environmental-topics/chemicals-and-toxics-topics>
3. Efforts to conserve fuel, including alternative fuels and advanced vehicles
<https://afdc.energy.gov/>
4. Efforts to increase usage of renewable energy
https://www.eia.gov/energyexplained/index.php?page=renewable_home
5. Efforts to produce healthy environments through sustainable design.
<https://www.gsa.gov/real-estate/design-construction/design-excellence/sustainability/sustainable-design>

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space-no Supplies - no	Official dress - or-Professional dress – or costume appropriate to event	5 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

SUSTAINABILITY CHALLENGE

Procedures and Time Requirements

Each entry will submit a <i>portfolio</i> (<i>hardcopy</i> or <i>electronic</i>) to the event room consultant at the designated participation time.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
10 minutes	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio</i> during participant set up time. The participant must make the <i>electronic portfolio</i> accessible to evaluators.
10 minutes	The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participant(s) will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to 3 minutes playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participant(s).
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.


Specifications

Hardcopy Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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	<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 project; use of the <i>Planning Process</i> may also be described in the oral presentation.
1	Evidence of Online <i>Project Summary</i> Submission 	Participants should complete the online <i>project</i> summary form located on the "Surveys" tab of the FCCLA Portal, and include signed proof of submission in the <i>portfolio</i> .
0–10	<i>Content Divider Pages</i> or Sections	Use 0 to 10 <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 34 8 ½" x 11" pages or 44 slides	Evidence of Research	Document background research and <i>current</i> data supporting project concern.
	Knowledge of the Relationship of Environmental Concern to Participants' Home, School, and/or <i>Community</i>	Identify the competition topic project chosen. Document the <i>current</i> and potential effects the environmental problem has on participants' homes, schools, and/or communities and ways individuals and groups of people can work stop, counteract, or reverse said problems.

Sustainability Challenge Specifications (continued)

Up to 34 pages or 44 slides (continued)	Creativity and Duplication of Project	The <i>project</i> should creatively combat the environmental concern as well as lend itself to active engagement with more people and/or duplication by others.
	Overall Environmental Responsibility of Project	The <i>project</i> should address the chosen environmental concern without causing additional harm to the environment. (i.e. if your project focus is on energy consumption it should specifically address energy consumption, but it should also not waste or misuse other <i>resources</i> .)
	Evaluation of Project	Evidence that participant(s) evaluated their <i>project</i> for effectiveness and ability to reach others.
	Evidence of Educational Presentations	Document three educational presentations which have taken place prior to competition; including date, location, and proof of presentation, such as photos, news clippings, and/or thank-you notes.
	Scope of Educational Presentations	Describe the <i>audience(s)</i> reached through educational presentations, including the reason for targeting specific <i>audiences</i> and the benefits of educating them on the environmental concern.
	Effectiveness of Educational Presentations	Document an evaluation of effective educational presentations. May be through <i>audience</i> members' change in activity, opinions, knowledge level, or other methods.
	Connection to Family and Consumer Sciences	Describe relationship of project <i>content</i> to Family and Consumer Sciences and/or related occupations.
	Works Cited/Bibliography	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation should explain the specifics of the project. The presentation may not be prerecorded. If audio or *audiovisual equipment* is used, it is limited to 3 minutes playing time during the presentation. *Presentation equipment*, with no audio, may be used throughout the oral presentation. Participants may use any combination of *props*, materials, supplies, and/or equipment to demonstrate how to carry out the project.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Knowledge of Environmental Concern	Show evidence of <i>current</i> data and knowledge of trends in the environmental concern topic area.
Use of <i>Portfolio</i> and <i>Visuals</i>	Use <i>portfolio</i> to describe all phases of the project. Use original, creative, and appealing <i>visuals</i> to enhance the presentation.
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 notes or note cards 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	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



SUSTAINABILITY CHALLENGE Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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		
Evidence of Research 0-5 points	0 Not explained	1 Some research done but incomplete information	2 Research is current but from unreliable sources and does not adequately cover the topic	3 Research is current, appropriate for topic, from reliable sources but does not adequately cover the topic	4 Research is current, appropriate for topic, from reliable sources, and adequately covers the topic	5 Research is from current, reliable sources, documented correctly, and extensively covers the topic		
Knowledge of the Relationship of Environmental Concern to Participants' Home, School, and/or Community 0-6 points	0 No relationship described	1 2 Explanation of how the participants' environment(s) is affected is inadequate and/or potential solution(s) for the problem are not provided		3 4 Explanation of how the participants' environment(s) is affected is adequate, potential solution(s) for the problem provided		5 6 Explanation of how the participants' environment(s) is affected is extensive, multiple potential solutions for the problem provided and are both thorough and practical		
Creativity and Duplication of Project 0-10 points	0 Project not completed	1 2 Project did not address concern	3 4 Project addressed the concern		5 6 Project effectively addressed concern and is easy for others to duplicate	7 8 Project creatively and effectively addressed the concern, reached a few other people, is easy for other to duplicate	9 10 Project creatively and effectively addressed the concern, reached a large number of people and is easy for others to duplicate	
Overall Environmental Responsibility of Project 0-4 points	0 No regard for environmental responsibility in project execution	1 Materials, resources, and activities used for the project were somewhat wasteful		2 Most materials, resources, and activities used for the project were chosen with respect to their environmental impact		3 4 Materials, resources and activities used for the project were thought out, chosen, and showed a thorough knowledge of environmental responsibility		
Evaluation of Project 0-3 points	0 No evaluation conducted	1 Evaluation method was unsuccessful		2 Evaluation was appropriate		3 Evaluation was thorough and appropriate. Ideas for positive changes are suggested		
Evidence of Educational Presentations 0-2 points	0 Evidence of three educational presentations is not included		1 Evidence of three educational presentations is included		2 Evidence of three educational presentations is included with the date, location, and one proof of completion			
Scope of Educational Presentations 0-5 points	0 No descriptions provided	1 Description of only one presentation provided	2 Description of only two presentations provided		3 Limited descriptions of all three educational presentations are included	4 Adequate descriptions of each educational presentation are included with information on the audience, why they were targeted, and what benefit(s) this particular group took from the presentation	5 Extensive descriptions of each educational presentation are included with information on the audience, why they were targeted, and what benefit(s) this particular group took from the presentation	
Effectiveness of Educational Presentations 0-5 points	0 No evidence of presentation effectiveness provided	1 2 Limited evidence of presentation effectiveness provided		3 Detailed evidence of presentation effectiveness provided.		4 5 Detailed evidence of presentation effectiveness provided. Ideas of how to improve effectiveness shared		

Sustainability Challenge Rubric (continued)

							Points
Connection to Family Consumer Sciences 0-5 points	0 Not included	1 Vaguely referred to	2 Explained but done so poorly	3 Explained fully	4 Explained fully with evidence of some understanding of content area	5 Explained fully with evidence of mastery of the content area	
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style <i>(see style sheet)</i>		3 Complete list of current and reliable resources, in MLA or APA style <i>(see style sheet)</i>		
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling		3 Neat, legible, professional, correct grammar and spelling used with effective organization of information		
ORAL PRESENTATION							
Organization/Delivery 0 – 10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Environmental Concern 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of subject matter is evident but not effectively used in presentation	4 Knowledge of subject matter is evident and shared at times in the presentation	5 Knowledge of subject matter is evident and incorporated throughout the presentation	
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals	
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 – include two things done well and two opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____
Evaluation Initial _____
Room Consultant Initial _____

Teach and Train, an individual event, recognizes participants who demonstrate their ability to explore and experience the career of teaching or training. Participants must prepare a **portfolio** of the teaching/training career, prepare and execute a complete lesson/workshop plan and an **oral presentation**. Level 2 and Level 3 participants will also complete a **shadowing experience** of a “best practices” educator.

EVENT LEVELS

Level 1: through grade 8

Level 2: grades 9-10

Level 3: grades 11–12

See page 83 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

- Review “Eligibility and General Rules for All Levels of Competition” on page 85 prior to event planning and preparation.
- Level 1:** Eligible participants are members who are currently or have been enrolled in a Family and Consumer Sciences child or human development unit or course. **Level 2 and Level 3:** Eligible participants must be or have been enrolled in a Family and Consumer Sciences course preparing them for careers or employment in the Education and Training or Human Services career pathways.

- The project developed for the Teach and Train event does not have to relate to a Family and Consumer Sciences curriculum area.
- Participant(s) are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual or *electronic portfolio* presentation, if desired.
- 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.
- National Leadership Conference 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 prior to National Leadership Conference.

GENERAL INFORMATION								
Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or-Professional dress appropriate to event	5 minutes	10 minutes prior to presentation	1-minute warning at 9 minutes; stopped at 10 minutes	5 minutes	30 minutes

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

TEACH AND TRAIN

Procedures and Time Requirements

Each participant will submit a <i>portfolio (hardcopy or electronic)</i> to the event room consultant at the designated participation time and inform evaluators of their chosen career area.	
5 minutes	Participant(s) will have 5 minutes to set up for the event. Other persons may not assist.
10 minutes	Room consultants and evaluators will have 10 minutes to preview the <i>portfolio (hardcopy or electronic)</i> . The participant must make the electronic portfolio accessible to evaluators.
10 minutes	The presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes. If audio or audiovisual recordings are used, they are limited to a 3-minute playing time during the presentation. <i>Presentation equipment</i> , with no audio, may be used during the entire presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participant(s).
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.


Specifications

Hardcopy Portfolio


The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA 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 38 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 49 slides, as described below.

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 project; 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 Portal, and include signed proof of submission in the <i>portfolio</i> .
0-6	<i>Content Divider Pages</i> or Sections	Use 0 to 6 <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> .

Teach and Train Specifications (continued)

Up to 28 8 ½" x 11" pages or 38 slides	Career Exploration Summary	Pages or slides that provide detailed research including job description; duties and responsibilities; qualifications; entry-level position and advancement opportunities; and job outlook. Refer to the Career Exploration and Self-Assessment Summary Page instruction sheet.
	Self-Assessment Document	Pages or slides that include examining personal interests, values, aptitudes, skills, personality traits, and learning styles. Refer to the Career Exploration and Self-Assessment Summary Page instruction sheet.
	Lesson Plan or Workshop Plan 	<p>Planning: Indicate the topic, grade level, timeframe, FCCLA National Program and Competitive Events integration (if applicable), national Family and Consumer Sciences standards and/or other national standards (as appropriate), and Career Readiness Practices selection(s).</p> <p>Organization: List all materials needed and describe the instructional strategies used to implement the lesson.</p> <p>Activities: Choose up to three activities to implement the lesson. Describe each activity; include activity timeframe and materials needed.</p> <p>Assessment: Determine the assessment method(s) to evaluate the lesson and include ways to improve content and/or delivery.</p> <p>Other Resources: Develop resources needed to implement the lesson (handouts, etc.) and include them in portfolio as applicable.</p> <p>Sources and Notes: Include specific citations for materials used in lesson and any additional notes, as needed.</p>
	Evidence of Prior Presentations	Pages or slides that show photos, written evidence, comments, evaluations, thank you notes, etc. that indicate the lesson or workshop was presented and the outcomes, including methods of improvement. Minimum of one presentation required.
	Evidence of <i>Technology</i> Used	Explain how <i>technology</i> was used to enhance the lesson or workshop planning and/or execution.
	Works Cited/ <i>Bibliography</i>	Use MLA or APA citation style to cite all references. <i>Resources</i> should be <i>reliable</i> and <i>current</i> .
	Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Shadowing Experience (Level 2 and Level 3 Participants Only)

Shadowing Experiences with a <i>Best Practices Educator</i>	Document experience of shadowing and interviewing an educator who is competent and professionally excellent in selected career field. Include examples of documentation of the shadowing experience. This may include, but is not limited to, written summaries of interviews from business, industry, agency, and organizations personnel; written narrative of job shadowing; and photographs of shadowing experience. This is to be included in the portfolio content pages.
---	---

Oral Presentation

The oral presentation **may be up to** 10 minutes in length and is delivered to evaluators. The presentation is to describe research and career exploration, and lesson/workshop plan efforts in detail. The *portfolio* will be used by the participant during the oral presentation.

The *portfolio*, including the career exploration and self-assessment summary, lesson/ workshop plan, and samples of the equipment, materials or supplies used are permitted to be used as visual aids during the *oral presentation*.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
-----------------------	--

Teach and Train Specifications (continued)

Knowledge of Selected Career	Present <i>current</i> data and show evidence of knowledge of selected career.
Relationship of Family and Consumer Sciences Coursework	Describe the relationship of Family and Consumer Sciences coursework to selected career. Career does not have to relate to a Family and Consumer Sciences curriculum area.
Use of <i>Portfolio</i> and <i>Visuals</i>	Use <i>portfolio</i> to describe all phases of the project. Use original, creative, and appealing <i>visuals</i> to enhance the presentation.
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 notes or note cards if used. Wear FCCLA official dress or professional dress appropriate for the nature of the presentation.
Grammar/Word Usage/Pronunciation	Use proper grammar, word usage, and pronunciation.
Responses to Evaluator's Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



TEACH AND TRAIN—Level 1

Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Career Exploration 0–5 points	0 Not included	1 Research is not current, and missing more than 3 topics	2 Research is current but from unreliable sources, missing 1–2 required topics	3 Research is current but only partially describes job or other topics	4 Research is current, appropriate for topic; from reliable sources	5 Research is current, documented correctly, and includes all six required topics	
Self-Assessment 0–5 points	0 Not included	1 Missing analysis of learning or thinking styles, personality traits analysis, and no career value stated	2 Covers areas of self-assessment with limited information and detail	3 Adequately addresses all areas of self-assessment	4 Examined personal interests in detail, and states career value, and analyzed styles	5 Examined personal interests in detail, clearly states career value, and analyzed styles	
Lesson/Workshop Plan: Planning 0–5 points	0 Shows no evidence of advance planning	1 Plan shows some consideration for audience members	2 Plan includes an objective and shows an adequate understanding of the audience	3 Plan includes an objective, uses predictable teaching methods, and shows understanding of the audience	4 Plan includes an objective and predictable teaching methods, shows understanding of audience, and indicates a connection to curriculum	5 Plan includes an objective and varied teaching methods, shows understanding of the audience, and completely connects the lesson to curriculum, describes desired outcomes	
Lesson/Workshop Plan: Organization 0–5 points	0 Shows no organization	1 Plan does not include an introduction and/or conclusion and content is difficult to follow	2 Plan includes an adequate introduction and conclusion with unorganized content	3 Plan includes a solid introduction and conclusion, but the content is somewhat unorganized. Includes some effort to include technology	4 Plan follows a logical organization with a creative and effective introduction and conclusion. Includes an effective use of technology	5 Plan includes a creative, attention getting introduction, excellently placed content and activities, and a solid, effective conclusion. Shows superb effort to maintain audience attention and produce a high level of learning. Includes an effective use of technology	
Lesson/Workshop Plan: Activity 0–5 points	0 No activity included	1 Activity plans are missing logistical and resource information. The activity is not creative or interesting and does not relate well to lesson/workshop	2 Activity plans include some logistical and resource information. The activity is not creative and does not tie to the lesson/workshop well	3 Activity plans include adequate logistical and resource information. Activity is interesting	4 Activity plans include excellent logistical and resource information. The activity(s) is interesting and beneficial to most audience members	5 Activity plans include logistical information and an extensive list of resources. Activity(s) is creative, interesting and enhances the quality of the lesson. All audience members would benefit from the activity	
Lesson/Workshop Plan: Follow Up 0–5 points	0 No follow up was done	1 Outcomes are inadequately stated. No evaluation was used.	2 Outcomes are inadequately stated. An evaluation method was used, but results are not presented	3 Outcomes are measurable and complete. A single evaluation method was used and results are explained	4 Outcomes are measurable, complete and thoughtfully done. Multiple evaluation methods were used and results are explained well	5 Outcomes are measurable, complete and thoughtfully done. Multiple evaluation methods were used and results explained well. Plans to improve the lesson/workshop are included	
Evidence of Technology Used 0–5 points	0 No technology used in lesson/workshop planning or execution	1 Technology used to develop or execute lesson/workshop not explained	2 Technology used to develop or execute lesson/workshop but not explained in portfolio	3 Technology and techniques used to develop or execute lesson/workshop are explained	4 Technology used to develop or execute lesson/workshop was explained thoroughly	5 Technology used to develop or execute lesson/workshop was explained thoroughly and materials were developed to document project	

Teach and Train—Level 1 Rubric (continued)

Points

Works Cited/ Bibliography 0–3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)		
Evidence of Prior Presentation 0–5 points	0 No prior presentation done	1 Participation indicates that the lesson/workshop plan was presented but shows no evidence of the prior presentation	2 Minimal evidence of prior presentation of the lesson/workshop plan	3 Extensive evidence of prior presentation of the lesson/workshop plan	4 Extensive evidence of prior presentation of the lesson/workshop plan. Some outcomes are listed	5 Extensive evidence of prior presentation of the lesson/workshop plan. Outcomes are listed and methods of improvement are indicated
Appearance 0–3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information		

ORAL PRESENTATION

Organization/ Delivery 0–10 points	0 Presentation is not done or presented briefly and does not cover components of the project	1 Presentation covers some topic elements	2 Presentation covers all topic elements but with minimal information	3 Presentation gives complete information but does not explain the project well	4 Presentation covers information completely but does not flow well	5 Presentation covers all relevant information with a seamless and logical delivery	
Knowledge of Selected Career 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of selected career is evident but not shared in presentation	4 Knowledge of selected career is evident and shared at times in presentation	5 Knowledge of selected career is evident and incorporated throughout the presentation	
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well	
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals	
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 – include two things done well and two opportunities for improvement:

Evaluator # _____

Evaluator Initial _____

TOTAL
(90 points possible)

Room Consultant Initial _____



TEACH AND TRAIN—Level 2 and Level 3 Rubric

Name of Participant _____

Chapter _____ State _____ Team # _____ Station # _____ Level _____

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	
Career Exploration 0–5 points	0 Not included	1 Research is not current, and missing more than 3 topics	2 Research is current but from unreliable sources, missing 1–2 required topics	3 Research is current but only partially describes job or other topics	4 Research is current, appropriate for topic; from reliable sources	5 Research is current, documented correctly, and includes all six required topics	
Self-Assessment 0–5 points	0 Not included	1 Missing analysis of learning or thinking styles, personality traits analysis, and no career value stated	2 Covers areas of self-assessment with limited information and detail	3 Adequately addresses all areas of self-assessment	4 Examined personal interests in detail, states career value, and analyzed styles	5 Examined personal interests in detail, clearly states career value, and analyzed styles	
Lesson/Workshop Plan: Planning 0–5 points	0 Shows no evidence of advance planning	1 Plan shows some consideration for audience members	2 Plan includes an objective and shows an adequate understanding of the audience	3 Plan includes an objective, uses predictable teaching methods, and shows understanding of the audience	4 Plan includes an objective and predictable teaching methods, shows understanding of audience, and indicates a connection to curriculum	5 Plan includes an objective and varied teaching methods, shows understanding of the audience, and completely connects the lesson to curriculum, describes desired outcomes	
Lesson/Workshop Plan: Organization 0–5 points	0 Shows no organization	1 Plan does not include an introduction and/or conclusion and content is difficult to follow	2 Plan includes an adequate introduction and conclusion with unorganized content	3 Plan includes a solid introduction and conclusion, but the content is somewhat unorganized. Includes some effort to include technology	4 Plan follows a logical organization with a creative and effective introduction and conclusion. Includes an effective use of technology	5 Plan includes a creative, attention getting introduction, excellently placed content and activities, and a solid, effective conclusion. Shows superb effort to maintain audience attention and produce a high level of learning. Includes an effective use of technology	
Lesson/Workshop Plan: Activity 0–5 points	0 No activity included	1 Activity plans are missing logistical and resource information. The activity is not creative or interesting and does not relate well to lesson/workshop	2 Activity plans include some logistical and resource information. The activity is not creative and does not tie to the lesson/workshop well	3 Activity plans include adequate logistical and resource information. Activity is interesting	4 Activity plans include excellent logistical and resource information. The activity(s) is interesting and beneficial to most audience members	5 Activity plans include logistical information and an extensive list of resources. Activity(s) is creative, interesting and enhances the quality of the lesson. All audience members would benefit from the activity	
Lesson/Workshop Plan: Follow Up 0–5 points	0 No follow up was done	1 Outcomes are inadequately stated. An evaluation method was used, but results are not presented	2 Outcomes are inadequately stated. An evaluation method was used, but results are not presented	3 Outcomes are measurable and complete. A single evaluation method was used and results are explained	4 Outcomes are measurable, complete and thoughtfully done. Multiple evaluation methods were used and results are explained well	5 Outcomes are measurable, complete and thoughtfully done. Multiple evaluation methods were used and results explained well. Plans to improve the lesson/workshop are included	
Evidence of Prior Presentation 0–5 points	0 No prior presentation done	1 Participation indicates that the lesson/workshop plan was presented but shows no evidence of the prior presentation	2 Minimal evidence of prior presentation of the lesson/workshop plan	3 Extensive evidence of prior presentation of the lesson/workshop plan	4 Extensive evidence of prior presentation of the lesson/workshop plan. Some outcomes are listed	5 Extensive evidence of prior presentation of the lesson/workshop plan. Outcomes are listed and methods of improvement are indicated	

Teach and Train—Level 2 and Level 3 Rubric (continued)

Points

Shadowing Experience 0-4 points	0 No shadowing experience done	1 Shadowing experience was done with a best practices educator	2 Shadowing experience done with a best practices educator but is documented minimally	3 Shadowing experience with a best practices educator is documented	4 Shadowing experience with a best practices educator is documented extensively. Participant indicates the effect of the experience on their future career plans.	
Evidence of Technology Used 0-4 points	0 No technology used in lesson/workshop planning or execution	1 Technology used to develop or execute lesson/workshop not explained	2 Technology used to develop or execute lesson/workshop but not explained in portfolio	3 Technology and techniques used to develop or execute lesson/workshop are explained	4 Technology used to develop or execute lesson/workshop was explained thoroughly and materials were developed to document project	
Works Cited/Bibliography 0-3 points	0 No resources listed	1 Resources are incomplete, not current, or not reliable for project	2 Reliable resources but incorrect style (<i>see style sheet</i>)	3 Complete list of current and reliable resources, in MLA or APA style (<i>see style sheet</i>)		
Appearance 0-3 points	0 Portfolio is illegible and unorganized	1 Portfolio is neat, but may contain grammatical or spelling errors and is organized poorly	2 Portfolio is neat, legible, and professional, with correct grammar and spelling	3 Neat, legible, professional, correct grammar and spelling used with effective organization of information		
ORAL PRESENTATION						
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
Knowledge of Selected Career 0-5 points	0 Little or no evidence of knowledge	1 Minimal evidence of knowledge	2 Some evidence of knowledge	3 Knowledge of selected career is evident but not shared in presentation	4 Knowledge of selected career is evident and shared at times in presentation	5 Knowledge of selected career is evident and incorporated throughout the presentation
Relationship of Family and Consumer Sciences Coursework and Standards 0-5 points	0 No evidence of relationship between career and FCS	1 Minimal evidence of career knowledge and FCS coursework relationship	2 Some knowledge of relationship of career and FCS coursework	3 Knowledge of career and FCS coursework but not shared	4 Knowledge of career and relationship to FCS is evident and shared	5 Knowledge of career and FCS relationship is evident and explained well
Use of Portfolio and Visuals during Presentation 0-5 points	0 Portfolio and visuals not used during presentation	1 Portfolio and visuals used to limit amount of speaking time	2 Portfolio and visuals used minimally during presentation	3 Portfolio and visuals incorporated throughout presentation	4 Portfolio and visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation, portfolio and visuals
Body Language/Clothing Choice/Voice 0-3 points	0 Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing, voice qualities not effectively used	1 Gestures, posture, mannerisms and eye contact is inconsistent/clothing is appropriate, voice quality is adequate	2 Gestures, posture, mannerisms, eye contact, and clothing are appropriate, voice quality is good	3 Gestures, posture, mannerisms, eye contact, and clothing enhance presentation, voice quality is outstanding		
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 – include two things done well and two opportunities for improvement:

Evaluator # _____
Evaluator Initial _____

TOTAL

(90 points possible)

Room Consultant Initial _____



TEACH AND TRAIN

Career Exploration and Self-Assessment Summary Page Instructions

Career Exploration and Self-Assessment summary should not exceed 3 pages in length or 5 slides. Use this outline with these headings, in this order, when preparing Career Exploration and Self-Assessment summary pages. Answers to these questions may be comprehensive and include data and resources for the information.

CAREER EXPLORATION (2 pages maximum):

1. What education path and qualifications are necessary for a career in the education/training field in which you are interested?
2. Please list a sample job description for your ideal education/training career.
3. What skills are needed for this career?
4. What is the current and future job outlook for this career?
5. Mentorship is a big component in education/training job sustainability. Who could be a mentor to you and what other measures could you take to ensure a long, enjoyable, and successful career?
6. What are the entry-level positions and opportunities for professional advancements in this career field?

SELF ASSESSMENT (1 page maximum):

1. Why are you personally interested in this career?
2. What personal skills and learning style do you have that indicate that you might be suited for this career choice?
3. Describe what appeals to you about a career in education or training?
4. What other aspects of your self-assessment have you considered?



TEACH AND TRAIN

Shadowing Reflection Summary Instructions

Level 2 and Level 3

Write a reflection on the shadowing experience of a *best practices* teacher or a corporate trainer. The Shadowing Reflection Summary should not exceed 3 pages in length or 5 slides. Use this outline in this order. Include this in the electronic or hardcopy portfolio.

I. Describe the shadowing experience, where, when, length of shadowing, why you chose this person to shadow, and the setting and classrooms or trainings sessions you observed.

II. Observations:

1. What observations did you make about room management techniques?
2. What observations did you make about the content/curriculum being taught?
3. How did the teacher or trainer manage the lesson?
4. What evidence did you see of planning?
5. Discuss with the teacher/ trainer the following.
 - The school's or organization's mission statement
 - The curriculum standards or guidelines.
 - The career of teaching/ training.
 - Maintaining a professional motivation for the career.
 - Their "best advice" to a new teacher/ trainer or a potential teacher/trainer.
 - Why did they choose the presentation strategies methods that were used?
 - How did they choose the activities?
 - How did they accommodate diverse learning styles, or accommodations needed, learning styles, language, cultural values, and ethical standards of teaching/ training?
6. Include other applicable observations.



TEACH AND TRAIN

Lesson/Workshop Plan

Use this template, in the order given, when preparing lesson/workshop plan. Plan may not exceed 3 pages or 4 slides in length.

Topic:
Grade Level:
Timeframe:
FCCLA National Program(s) Integration (if applicable):
FCCLA Competitive Event (STAR Event, Skill Demonstration Event, FCCLA/LifeSmarts Knowledge Bowl, Knowledge Matters) Integration (if applicable):
Learning Objectives:
National Family and Consumer Sciences Standards (or others as appropriate):
Career Readiness Practices (Select all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> Act as a responsible and contributing citizen and employee <input type="checkbox"/> Apply appropriate academic and technical skills <input type="checkbox"/> Attend to personal health and financial well-being <input type="checkbox"/> Communicate clearly and effectively and with reason <input type="checkbox"/> Consider the environmental, social and economic impacts of decisions <input type="checkbox"/> Demonstrate creativity and innovation <input type="checkbox"/> Employ valid and reliable research strategies <input type="checkbox"/> Utilize critical thinking to make sense of problems and persevere in solving them <input type="checkbox"/> Model integrity, ethical leadership and effective management <input type="checkbox"/> Plan education and career paths aligned to personal goals <input type="checkbox"/> Use technology to enhance productivity <input type="checkbox"/> Work productively in teams while using cultural global competence

FCCLA Lesson Plan Template, continued

Materials Needed:

Instructional Strategies:

Activity 1:

Activity 1 Timeframe:

Activity 1 Materials Needed:

Directions:

Activity 2:

Activity 2 Timeframe:

Activity 2 Materials:

Directions:

Activity 3:

Activity 3 Timeframe:

Activity 3 Materials Needed:

Directions:

Assessment (ex. journal, rubric, test, portfolio, observation, formative, summative, pre/post test, etc):

Other Resources (ex. graphic organizer, handouts, PowerPoint presentation, etc.):

Source (If Applicable: cite any published or copyrighted materials used in this lesson plan):

Additional Notes:



Additional Resources

- *FCCLA...The Handbook to Ultimate Leadership*
- *FCCLA Information Sheet*
- *Teen Times*
- FCCLA national website (www.fcclainc.org)
- Library
- Magazines
- Newspapers
- Books
- State Adviser
- Chapter Adviser
- School Personnel
- Other Youth Groups
- School Counselor
- Professionals in Subject Area
- Peers
- Family

The Career Clusters are being used with permission of the States' Career Clusters Initiative, www.careerclusters.org

PowerPoint and Microsoft Word are trademarks of the Microsoft group of companies.

Adobe PDF is a trademark of Adobe Systems Incorporated in the United States and/or other countries.



Competitive Events Glossary

The Competitive Events glossary was developed to help clarify questions about terms. Be sure you understand the rules for your event. Make certain you are following the national rules if they are different from your state rules.

Audience—A group of listeners, or readers of a work, program, or performance.

Audio equipment—Equipment used for the broadcasting of sound.

Audiovisual equipment—Equipment that uses both sight and sound to present information.

Best Practices Educator—An educator who models *professional* qualities, continued *professional* development and the use of current instructional approaches and strategies for teaching and learning. A best practices educator is committed to incorporating various teaching methods and seeks to utilize relevant *content* to create a classroom that is student focused. The educator should be recognized by *peers* for excellence and be fully certified in his/her field.

Bibliography—An alphabetical list of sources of information in an organized, consistent format (i.e. APA, MLA) on a given subject, period, etc.; a list of books, articles, software, etc., used or referred to by an author.

Campaign—Activities to achieve a specific objective.

Career-Related Education—Knowledge obtained through school curriculum and *community* service projects/activities that enhances a student's ability to work in a specific occupation.

Classroom Situation—a situation in which there are multiple ages, learning styles, education levels, and/or special needs represented in students who are gathered in one space for an individual lesson.

Community—A group of people living in the same locality and under the same governance; the region in which one lives (i.e., *family*, school, *peers*, town, city, *employment*, etc.).

Content—The subject or ideas contained in something written, said, or represented.

Content divider pages—Pages of a *portfolio* that separate content sections and do not contain *content* but may include *graphic* elements, titles, logos, theme decorations, page numbers, and/or a table of contents for a content section.

Content pages—Pages of a *portfolio*, business plan, or *portfolio* that contain information about the project; one side of page only.

Costume—Clothing worn by someone who is trying to look like or portray a different person or thing, often related to a specific presentation or project theme.

Creative thinking—The ability to generate new ideas.

Critical thinking—The ability to use communication and problem-solving skills effectively to direct, monitor, and evaluate.

Current—Current information may vary by *content* field. Current research should be up-to-date based on research and study in the field.

Digital Story—A mixture of computer-based images, text, recorded audio narration, video clips, and/or music that focuses on a specific topic, and contains a personal or particular point of view.

Dimensions—The stated or required size of a *display*, *portfolio*, or container (i.e., measurements, number of pages, etc.). The measured *dimensions* include all items that are a part of the *display*, *portfolio*, or container (tablecloths, audiovisuals, *props*, equipment, moving parts, etc.). Examples include but are not limited to: tablecloths placed under a *display*, a *display* with one or more panels when the panel(s) are extended, and storage of items under or around the *display* table.

Display—An arrangement of material that includes but is not limited to: photos, project samples, etc., and is contained within a specified area that includes all materials, *visuals*, and *audiovisual equipment* to be used for the presentation.

Easel—A stand or frame that may range in size used to hold materials upright, usually during a presentation or *display*.

Educational Enhancement Opportunity—Knowledge obtained through job shadowing, informational interviews, or career research projects that enhances a specific *career* area.

Competitive Events Glossary (continued)

Electronic Portfolio—An *electronic portfolio*, also known as a **digital portfolio**, is a collection of electronic evidence assembled and managed by a user. Such electronic evidence may include inputted text, electronic files such as Microsoft Word and Adobe® PDF files, multimedia, blog entries, and hyperlinks.

Employment—The work in which one is engaged; an activity to which one devotes time; may or may not include wages.

Fabric Care—Method(s) of cleaning and making suitable for wear.

Fabric Characteristics—Information about a fabric including, ease of use, special requirements of constructing garments with this fabric, limitations/advantages of using the fabric, and typical uses.

Family—Two or more persons, sometimes living under one roof, who nurture and support one another physically and emotionally, share *resources*, share responsibility for decisions, share values and goals, and have commitment to one another; environment created by caring people—regardless of blood, legal ties, adoption, or marriage—where individuals learn to be productive members of society; a context for discovery where one can comfortably accept challenges, make mistakes, have successes, be self-expressive, and grow as an individual.

Fiber Content—The types and amounts of different fibers in a fabric or garment.

File folder—A letter-size folder 8 ½" x 11" with one fold on lower horizontal edge and open on the other 3 sides; may have a tab at the top or may be straight cut. Within the *file folder*, each set of materials should be stapled separately. *File folder* may be any color. Required labeling for STAR Events competition does not have to be printed on an adhesive label.

Flip chart—A chart consisting of sheets hinged on one side that can be flipped over to present information sequentially.

Focus Group—A small group of individuals, not participating in the event, who test and/or evaluate an idea, event, or product with the intent of suggesting revisions for improvement.

Graphic—A picture, border, map, graphic font, or graph used for illustration or demonstration.

Hardcopy—Readable printed copy of the output of a machine, such as a computer.

In-depth service project—A detailed project that addresses one specific interest, concern, or need.

Individual event—An event completed by one person.

Lesson plan—A set of plans for teaching a concept that includes objective(s), plan of action, time schedule, *resources*, supplies, equipment, and evaluation process.

Mannequin—A full or partial human form that is or is close to actual body size which is used to display a garment or ensemble.

Model—A 3-D object which represents, in detail, the intent of a final version of a product.

National programs—Frameworks for FCCLA action that encourage members to enhance their personal growth and build leadership skills.

Peer—A person who is equal to another in a particular category such as ability, age, rank, and/or qualifications.

Peer education—To provide with information, teach, or instruct a person or group equal in ability, age, rank, and/or qualifications (e.g., teens teaching teens).

Photo Album—A collection of photographs, either presented in a digital or printed format.

Plain paper—8 ½" x 11" paper with no *graphics* or design. Paper may be any solid color. Watermark is not allowed.

Planning Process—A five-step method (identify concerns, set a goal, form a plan, act, and follow up) to help FCCLA chapter members and advisers plan individual, group, or chapter activities.

Pointer—See *prop*. Laser *pointers* are not allowed.

Competitive Events Glossary (continued)

Portfolio—A record/collection of a person’s work organized in a format that best suits the project and meets the requirements of the event. *Portfolios* may be either *hardcopy* or *electronic*. See event specifications for allowable format.

Postconsumer Item—Any item which has been discarded by an end consumer. Examples include, but are not limited to, textiles, housewares, paper goods, sporting goods, etc.

Presentation equipment – Equipment using sight and/or sound to present information. See also audiovisual equipment.

Problem solving—The ability to recognize problems and devise and implement plans of action to solve the problems.

Professional—Worthy of the high standards of a profession.

Project identification page—A page at the front of a document or *display* containing headings specifically called for by event rules.

Prop—An object used to enhance a theme or presentation (e.g., book, puppet, *pointer*, etc.) that does not include *visuals*, audiovisuals, or *costumes/uniforms*. No live animals or people may be used as props or visuals. Props do not include *content*.

Prototype Formula—The ingredients, their quantities, and the process directions used to produce a food item.

Public Policy – The governing policy within a *community* as embodied in its legislative and judicial enactments which serve as a basis for determining what acts are to be regarded as contrary to the public good.

Reliable—Sources should be respected in the field and information found in the source should be able to be backed up by other sources or legitimate research.

Resources—Any source of information or assistance in carrying out a project. May be any medium (e.g. book, internet, chapter member, speaker, etc.) but must be cited appropriately when used.

School relationships—Relationships within an educational institution (e.g., student to student, student to educator, student to organization, etc.).

Seating and Traffic Standards—Standards for the amount of space needed for and around seating areas with various levels of traffic produced by the National Kitchen and Bath Association (Kitchen Planning Guidelines 8 & 9). NKBA Planning Guidelines can be found online at: <http://www.nkba.com/guidelines/kitchen.aspx>.

Skit—A short, rehearsed, theatrical sketch that could include interaction with others (also called role play).

Sound business practices—Practices that are *comprehensive*, ethical, realistic, and profitable.

Team—A *team* may be composed of one, two, or three participants from the same chapter and/or school with the following exception: the Parliamentary Procedure *team* may have four to eight participants from the same chapter and/or school.

Team event—An event that can be completed by an entire chapter but may be presented by a *team* of one, two, or three members.

Technology—A method, system, or process for handling a specific, technical problem.

Presentation equipment—Equipment used for visual projection without sound (e.g., projector, laptop, electronic tablet).

Visuals—Posters, charts, slides, presentation software, etc., which include *content*. Visuals should not replace required content within a portfolio.



**Family, Career and Community Leaders of
America®**

1910 Association Drive | Reston, VA 20191

www.fcclainc.org

competitiveevents@fcclainc.org

starevents@fcclainc.org