

SOUTH DAKOTA

**FAMILY, CAREER AND COMMUNITY
LEADERS OF AMERICA**



2023-2024

REGION CONSULTANT

HANDBOOK



INTRODUCTION

FCCLA Region Consultant Handbook for STAR Events

This book has been developed for the Region Consultants of South Dakota FCCLA STAR Events. When preparing the outline and content of this handbook it was the intent to have rules, guidelines, planning tips, evaluation forms, orientation agendas and tabulation procedures in one place for Region Consultants to use and follow.

General information and methods of doing specific tasks included in the ***South Dakota FCCLA STAR Event Region Consultant Handbook*** were collected from advisers representing several FCCLA Regions in the state. The guidelines that are printed in this book were thought through and written in order that--

- 1) all FCCLA members would be treated fairly and uniformly across the state; and
- 2) each Region Consultant would have guidelines intended to help him/her conduct Region STAR Events efficiently and effectively.

This book is dedicated to the many dedicated South Dakota FCCLA advisers who have served as Region FCCLA STAR Event Consultants and have given so much time and effort in helping FCCLA members develop self-confidence as well as academic and leadership skills. A special thank you goes to those advisers who have provided comments and ideas for helping to make the role of the Region STAR Event Consultants efficient and effective.

NOTE:

Discuss with region officer advisers/administrators any COVID and/or other health related restrictions in your region that is in the best interest for the health and safety of your members and advisers.

Professional Presentation is the only STAR Event being held at Region Meetings for the 2023-2024 school year.

Knowledge Bowl Teams will compete as Junior (through grade 9), and Senior (grades 10-12)

TABLE OF CONTENTS

<u>Section of Book</u>	<u>Page Number</u>
Introduction	2
Background of State FCCLA STAR Events	5
Responsibilities of STAR Event Region Consultant	6-9
Prior to Region Meeting	6-7
Day of Region Meeting	8
Following Region Meeting	8-9
At State Meeting	9
Rules and Guidelines in	9-10
Organizing and Conducting Region STAR Events	
Registration: Region Level	
Participants Competing in STAR Events	11
Registration Process	11
Registration Fees	11
Registration Form	12
Ratings: Region Level	12
Region Level Optional Awards	
Top Superiors	12
Top Honors	12
Tabulation Room Responsibilities	13
Sample: STAR Event Cancellation Form	14
Sample: STAR Event Chapter Responsibilities	14
Sample: STAR Event Schedule	14
STAR Events Allowable Presentation Elements	15
STAR Events Summary Chart	15
Terms Related to State STAR Events	15
Evaluators/Judges of STAR Events	
Qualifications	16
Responsibilities	16
Criteria for Evaluation	17

<u>Section of Book</u>	<u>Page Number</u>
Orientation Agendas	
Orientation for STAR Event Student Participants	18
Reminders for STAR Event Participants	19
Time Keepers and Door Keepers Guidelines	20
Professional Presentation	
Orientation for STAR Event Evaluators	21-23
Sample Questions to Ask	24

NATIONAL STAR EVENT MANUAL GENERAL GUIDELINES

Professional Presentation <i>2023-2024 Competitive Events Guide</i>	pg 377-387
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FORMS TO BE DUPLICATED FOR REGION MEETING – USE FOLLOWING PAGES FROM 2022-2023 COMPETITIVE EVENTS GUIDE: COLOR CODE VARIOUS LEVELS TO KEEP TRACK OF DIFFERENT LEVELS OF RUBRICS

STAR Event - Point Summary Forms/Rubric Sheets	
<i>2023-2024 Competitive Events Guide</i>	
Professional Presentation Point Summary Form	pg 381
Professional Presentation Rubric (Scaffolded Event – 3 levels of rubrics)	
Level 1 Rubric – pages 382-383	
Level 2 Rubric – pages 384-385	
Level 3 Rubric – pages 386-387	

BACKGROUND OF STATE FCCLA STAR EVENTS

Purpose and Objectives of FCCLA STAR Events

State FCCLA STAR Events have been developed to help individuals and/or FCCLA chapters acquire in-depth learning or develop a project about a certain topic area or issue and convey this knowledge to others. It is intended to be a learning experience for family and consumer sciences education students and FCCLA members.

STAR Events are learning experiences that give students an opportunity to research in-depth a particular topic and to present the material in a creative manner.

STAR Events relate directly to subject matter taught in family and consumer sciences education and content specific classes. The events are “hands on” evidence of Family, Career and Community Leaders of America as an integral part of the classroom.

STAR Events are divided into three categories:

- Level 1 (Up through grade 8)
- Level 2 (Grades 9-10)
- Level 3 (Grades 11-12)

And into three different types of events:

- Foundational
- Leadership
- Career Preparation

STAR Events encourage active student participation and recognize accomplishments of youth. The belief that everyone can be successful is the foundation of these events. Cooperation and competition are stressed in positive, constructive ways. Respect and interaction between youth and adults are fostered by establishing teams of adult evaluators and event consultants.

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 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	LEVEL 4
FCCLA chapter members through grade 8	FCCLA chapter members in grades 9-10	FCCLA chapter members in grades 11-12	Postsecondary Members (grade 13 +)

- A team composed of members of mixed grade levels (through grade 12) 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.
- Level 4 (Postsecondary) entries may not include members through grade 12.

RESPONSIBILITIES OF THE STAR EVENT REGION CONSULTANT

Prior to Region Meeting:

1. Attend Region officer and adviser planning meeting. Serve as an Ex-Officio Member of the Region Executive Council. Participate in the discussion regarding the beginning and ending times of the meeting to include sufficient time for STAR event orientation, presentations, and tabulation; number and size of rooms available for presentations; secure map of the facility; due dates required for registrations; and efficient use of time for STAR Event recognition ceremony.
2. Notify all chapters as to their individual responsibilities -- i.e. number of evaluators needed, timekeepers, doorkeepers, tabulators, runners, etc. Have timekeepers bring a stopwatch to use in each room.
3. Arrange for tables and easels for each room used for STAR Event presentations. Advisers can be assigned to bring easels for specific room. Evaluators also need two (2) chairs and a table or writing surface to evaluate participants.
4. Prepare time and event schedule for all STAR Events. To schedule events, the following procedures can be followed:
 - a. Sort registrations by **Level 1, Level 2, and Level 3** categories for – Professional Presentation STAR Event.
 - b. Schedule so all students from the same chapter are not presenting in the same room and do not have a judge from their town/chapter.
 - c. Pull individuals/teams for each category (Level 1, Level 2, Level 3) out of a hat OR some other random method and assign the first “X” number to Room #1, the next “X” to Room #2, etc. (The “X” number is determined by the number that can be presented in the time available and allowed for in the region meeting schedule.)
 - d. Assign rooms to the event(s).
 - e. If more than one category is to be assigned to the same room, assign participants to a time beginning with Level 1 category first, followed by Level 2 category, etc. (If there are a sufficient number of Level 1, Level 2, and Level 3 participants to fill a room, an entire room can be assigned without having to combine the age categories.)
 - f. Prepare a master chart/list of participants, times of presentations, and rooms assigned to be sent to the chapters prior to the Region Meeting and for use in the tabulation room.
 - g. Prepare a list of participants and assigned times for an individual event to be given to evaluators at the STAR Event orientation session and one to be placed outside of the assigned rooms used for STAR Events.
 - h. Check with the Region officer and adviser as to what members are officer candidates and/or state leadership team members in order to avoid time conflicts for these participants.
5. Certificates will be prepared by the State Adviser delivered to Region Consultant prior to start of region meeting. Medal stickers delivered to Region Consultant prior to start of region meeting.

6. Arrange for evaluator Rubric Rating Sheets and a STAR Event Point Summary Form for each entry to be used by the STAR Event evaluators. Be sure the correct rubric is assigned for specific level of competitors. Professional Presentation has 3 different rubrics that will need to be color coded for easier organization/judging/sorting. A minimum of two (2) score sheets and one (1) point summary form per entry are needed.
NOTE: Different Rubric Rating Sheets are needed for each event offered at the Region Meeting. Options for reproducing evaluation rating sheets can be as follows:
 - Region pays for copy costs.
 - Schools/chapters share in duplication costs by copying a specified number of copies and forwarding copies to the Region Consultant prior to the Region Meeting.
 - Region Consultant furnishes copies for all events.
7. Prepare STAR Event evaluator packets to be distributed at the time of the evaluator's orientation session. Packet is to include:
 - a) Two (2) Rubric Rating sheets per entry plus one (1) STAR Event Point Summary Form per entry. – **Color coded for number needed for each level of competition.**
 - b) Event rules and guidelines
 - c) List of questions to ask participants
 - d) Copy of national **2023-2024 Competitive Events Guide** “Glossary”
 - e) Name badges (if not received at the registration desk)
 - f) Meal ticket (optional or can be provided by chapter)
8. Arrange for equipment needed for the STAR Event Tabulation Room. Equipment and materials needed are:

- Calculators	- Stapler and staples
- Colored pens	- Scratch paper
- Extra copies of event schedule	- Pens
- Tape - scotch and masking tape	- Highlighters
- STAR Event Registration Form master copy	- Paper clips
9. Secure large manila envelopes or file folders for each chapter participating in STAR Events. Print in bold, large letters the name of the chapter on each envelope/folder. These envelopes/folders will later be used for holding all STAR Event rating sheets for students participating from a chapter. These envelopes/folders are to be distributed to the designated chapter adviser at the conclusion of the STAR Event recognition.
10. Certificates will be sent in alphabetical order by chapter for ease in retrieval later.
11. Arrange for any additional materials or equipment that is needed for the STAR Event.
12. Arrange for STAR Event Tabulation Room helpers. Optional ways to secure people to help in the tabulation room can be as follows:
 - members of community clubs
 - senior citizens
 - parents of members and/or region officers
 - FCCLA alumni members

It is recommended to have a limited number of advisers assisting in the tabulation room in order to have advisers available to supervise all members in attendance at the meeting.

13. Arrange for instructing STAR Event Tabulation Room helpers as to their job responsibilities. Station responsibilities are on page 11.
14. Save all forms and papers sent from advisers to the Region Consultant until the Region Meeting has been completed. These sheets can be used to verify registration, cancellations, spelling of student names, etc.

DAY OF THE REGION MEETING:

1. Arrange for Event Room signs and Event Time Schedule to be placed on the door of each room used for STAR Events.
2. Arrange for a sheet(s) to be placed at the registration table to receive STAR Event cancellations from chapters attending. Sample on page 12.
3. Use cancellation sheets to finalize master schedule chart, certificates, and master registration form in order to save time and efforts later in trying to locate "lost" students.
4. Arrange tabulation room for efficient and effective handling of evaluation rating sheets.
 - a. Individual to check if evaluators/judges have scored all items on the evaluation rating sheets. Check off entrants name on the master schedule. (1 person)
 - b. Individuals to add scores; divide by two to figure averages on Point Summary Form. Record score average (number) on bottom of rating sheet and circle. Second person will recheck score. (2 people)
 - c. Individuals to mark average scores and ratings (G=Gold, S=Silver, B=Bronze) on the Master STAR Event registration form and to enter score on master sheet/chart for each event. (1 person)
 - d. Individual to locate certificate and adhere appropriate sticker to certificates and place evaluation rating sheets into appropriate folders by school/chapter and place certificate in appropriate folder/envelope by chapter. (1 person)
5. Conduct STAR Event evaluators' orientation session.
6. See that all evaluators are available and in rooms at appointed times. Doorkeepers are to report back to Tabulation Room if evaluators are not in assigned room at appointed times.
7. Orientate individuals staffing the Tabulation Room.
8. Supervise tabulation room and answer questions as they arise. It works best if only individuals working on tabulation scores are allowed in the tabulation room.
9. Double check that all participants presenting received a score and the correct score is written on the master list state staff person brings.
10. Organize recognition session by giving announcements, directions, ratings, etc.
11. Send Master STAR Event Score Record Form and extra stickers home with state staff person.

FOLLOWING THE REGION MEETING:

1. Arrange for all STAR Event signs and schedules to be removed from rooms/doors.
2. Collect and keep all master STAR Event schedules and registration forms.
3. Correct master registration form for changes made following initial tabulation.
4. Write thank you notes to Tabulation Room helpers.
5. Prepare final report of total participants, things to change for another year, etc. Report should be filed in the Region Consultant's notebook and sent/passed on to Region Consultant for the following year.

AT THE STATE MEETING:

1. Upon special request, conduct orientation session for STAR Event participants or STAR Event evaluators for a specific STAR Event.
2. Assist, if needed, in the coordination of STAR Event "Top Superior" run-offs.

RULES & GUIDELINES IN ORGANIZING & CONDUCTING REGION STAR EVENTS

CANCELLATION/RESCHEDULING GUIDELINES

1. The Region STAR Event Consultant and the Region officer advisers are to work together in order to make the decision for the Region Meeting cancellation due to inclement weather conditions.
2. Contact the State FCCLA Office immediately when the decision is made.
3. A makeup meeting for evaluating student Region STAR Events can be arranged following the original Region Meeting date if:
 - a. the Region Meeting is rescheduled due to inclement weather.
 - b. the student has a conflict with another school-sponsored activity and arrangements are impossible to coordinate or accommodate both events.
 - c. school administrations will not allow a chapter to attend the Region Meeting because of inclement weather or previously scheduled school events.
4. In the event that the evaluation of STAR Events is to be rescheduled, the Region STAR Consultant is to be in charge of the rescheduled meeting.
 - a. Effort is to be made to accommodate the schedule of all those involved.
 - b. The rescheduled meeting is to be held at one location for all participants with evaluators coming from more than one community. Evaluators are not to be from the same community as the participants being judged.
 - c. The same procedures for evaluators and participants are to be followed at the rescheduled meeting as on the day of the regularly scheduled Region Meeting.
5. If the conflict affects only a few STAR Event participants, students should be encouraged to attend another Region Meeting in which the student(s) could participate. The Region Consultant and Region Officer Advisers should confer to determine if there is sufficient need for a make-up STAR Event meeting.
6. If chapter members are going to participate in STAR Events in another region, the local chapter adviser should contact the other Region STAR Event Consultant as soon as possible so an alternative schedule can be arranged. Those chapters bringing five (5) or more events should also provide an evaluator/judge for the meeting.

QUESTIONS

1. Questions relating to STAR Events rules, procedures, etc. that arise during the day of the Region Meeting are to be directed to the Region Consultant. If the Region Consultant is not able to answer the questions or is not sure of the correct procedure, the Region STAR Event Consultant is to ask the state staff person to assist in making the decision.
2. When receiving questions relating to scores received, ratings, placing, or comments from evaluators, follow this procedure:
 - a. Double check figures and totals on the evaluation rating sheets, etc. If a mistake has been made, correct it, exchange sticker if needed, correct rating on master registration form.
 - b. Double check rating scores and compare with rating sheet as to what placing require various point totals.
 - c. If one evaluator awards a certain point value and the other evaluator forgets to mark the points -- locate the evaluator and request that a score be entered for the appropriate item. If the evaluation takes place after the Region Meeting day -- award the same point value as the first evaluator did on each rating sheet.
 - d. If an evaluator does not score several criteria items or consistently forgets to mark points, return rating sheets to the evaluator and have him/her complete the rating sheet.
 - e. Region Consultants or State Staff persons are not to change evaluator's comments or points awarded. If a question arises from an evaluator's score or comments (other than a, b, c, or d described above) have the student and/or adviser forward the original rating sheet to the State FCCLA Adviser.
3. Each Region has the discretion to have a second STAR Event presentation day for FCCLA members joining the second semester. The second STAR Event evaluation should be scheduled on or before February 10th.
4. In the event of having to reschedule STAR Event presentations, each Region has the discretion to allow students that did not receive a superior rating the first time to enter again. The re-entry has to be in an event with a different topic in order to qualify. All other rules and procedures have to be followed. The local adviser and Region Consultant are to check for change in topic and event. The registration fee of \$3.00 is to be collected the second time.

REGISTRATION: REGION LEVEL

PARTICIPANTS COMPETING IN STAR EVENTS:

Each entrant/participant in every STAR Event must be a paid state and national FCCLA member. Dues for members need to be submitted to the National FCCLA Headquarters prior to the Region Meeting. Members may enter no more than one STAR Event at the Region Level.

REGISTRATION PROCESS:

The Region STAR Event Registration is found on the FCCLA website using the DLG system. If your Region is not utilizing the DLG system, use the form on the state FCCLA website, www.sdfccla.org. When completed, the form will be the official registration for the Region Level STAR Events – Professional Presentation. Entries are to be completed by the specified Region deadline.

REGISTRATION FEES:

Each individual participant in a **Professional Presentation** entering at the Region Level must pay a STAR Event Entry fee of \$3.00. All chapters must pay an entry fee for each chapter member that participates in an event.

STAR Event entry fees are to be paid for by each participant entering at the Region Meeting. These fees are used to pay for certificates, mailings, medals, plaques and assists State STAR Event winners to attend the National Meeting. The dollar figure set for fees only cover expenses. For the members that receive a superior rating at the region level and advance to the State Level an additional fee will be charged at the time of state meeting registration.

Chapter advisers will make all region meeting registration checks out to said region. Region treasurer will issue a check to SD FCCLA for STAR Event and Knowledge Bowl registration fees. The state office will invoice each region for DLG fees, STAR Event & Knowledge Bowl registration fees once DLG invoice has been received after all region meetings have been held. All checks to cover STAR Event and Knowledge Bowl registration fees, and DLG fees are to be made out to SD FCCLA once the final region invoice has been received. Registration for all Region STAR Events and Knowledge Bowl are to be completed on-line utilizing DLG system by the date set by FCCLA Region executive council members. The check for the region registration fees should be sent to:

South Dakota FCCLA
103 Wenona Hall
Box 507
SDSU
Brookings, SD 57007

REGION LEVEL STAR EVENTS

REGISTRATION FORM-Professional Presentation Event

Registration form can be found on SD FCCLA website: www.sdfccla.org utilizing the DLG Registration system log into the system and register.

A set of directions for Region STAR Event registration can also be found on the website.

The State Adviser and the Region Consultant will both receive an electronic copy of the finished STAR Event Registration in the DLG System. The State Adviser will compile a master copy for each Region. The master copy will be the formal record of scores received by each participant. The master copy will be sent with State Adviser or state office representative that attends said region meeting.

RATINGS: REGION LEVEL

Professional Presentation STAR Event

GOLD	90-100 total points	Gold Sticker
Silver	70-89.99 total points	Silver Sticker
Bronze	1-69.99 total points	Bronze Sticker

Scores are not to be rounded up.

At the time of the Recognition Ceremony, students presenting at the Region Level are to receive the following:

- **Certificate** with appropriate sticker affixed for each participant
- **Evaluation Rubric sheets** with written comments (one from each judge/evaluator) and the **Point Summary Form**. Rubric rating sheets can be distributed directly to the participants during the recognition ceremony or given to the adviser in a single packet.

REGION LEVEL OPTIONAL AWARDS

TOP SUPERIORS:

It is the choice of the Region Executive Council to decide if Top Superior recognition will be awarded at the Region Meeting. If the Region so chooses to recognize Top Superiors, expenses are to be taken from region funds and do not come from State STAR Event registration fees.

TOP HONORS AWARD:

If a Region Executive Council chooses to use only the top scores or another method of averaging STAR Event scores, the Region will need to purchase their own trophy, rename the award, and recognize the winning chapter at the Region Meeting. A form is located on the SD FCCLA website to tally TOP Honors Award.

TABULATION ROOM - RESPONSIBILITIES

STATION #1:

(2 people)

Check that evaluators/judges have scored all items on the evaluation/rubric rating sheets.

Check off entrants name on the schedule as evaluation/rubric forms are brought to the Tabulation Room.

Add scores from evaluation/rubric forms and the Point Summary Form and average scores by adding the total of two (2) scores and divide by two (2).

Record average score on the bottom of the rating sheet and circle final score.

STATION #2:

(1 person)

Record average score and placing (G=Gold, S=Silver, B=Bronze) on STAR Event Registration Form.

By event, write STAR Event participant name, school, and rating on master sheet/chart. (Provided by state office)

STATION #3:

(1 person)

Locate certificate(s) for participants as named on the evaluation rating sheets.

Affix appropriate sticker to the certificate.

File evaluation/rubric rating sheets into appropriate chapter folder/envelope.

SAMPLE:

STAR EVENT CANCELLATION FORM

(TO BE PLACED AT THE REGISTRATION TABLE
AND GIVEN TO REGION CONSULTANT)

CHAPTER NAME

EVENT TITLE

**PARTICIPANT'S
NAME**

**SCHEDULED
TIME**

SAMPLE:

STAR EVENT CHAPTER RESPONSIBILITIES

Events	Room	Judges	Door-Time Keeper
	200	Sioux Valley/DeSmet	Dell Rapids
	204	SDSU/Elkton	DeSmet
	206	Brookings/Baltic	Howard

SAMPLE:

STAR EVENT SCHEDULE

Room #	104 Professional Presentation	105 Professional Presentation	106 Professional Presentation	109 Job Interview
Door/Time Keepers	Chapter A	Chapter B	Chapter C	Chapter D
Judges	Lucy Lews Isaac Pike	Jean Jones Kim Kites	Sam Snow Wes West	Mary Michaels Pete Pike
11:00	Jr	Jr	Sr	Sr
11:15	Jr	Jr	Sr	Sr
11:30	Jr	Jr	Sr	Sr
11:45	Jr	Jr	Sr	Sr
12:00	Jr	Jr	Sr	Sr
Lunch	Lunch	Lunch	Lunch	Lunch
12:45	Jr	Sr	Occ	Occ
1:00	Jr	Sr	Occ	Occ

REGION STAR Event Allowable Presentation Elements

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

NOTE: Costumes are NOT allowed in any STAR Event except Culinary Arts Event – chef uniform.

STAR Events Summary Chart

General Information	Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided	Competition Dress Code
Professional Presentation Level 1 Level 2 Level 3	1-3	File Folder, Oral Presentation, Visuals	Table – yes Electrical Access – no Wall Space – no Supplies – no Wi-Fi – No	FCCLA Official dress

TERMS RELATED TO STATE STAR EVENTS

Region Level or Meeting - Refers to the Region FCCLA Meeting held during the fall or winter at the six FCCLA regions in South Dakota.

STAR Events - "Students Taking Action with Recognition"; events in which chapter, leadership, and achievement projects are presented at the state and national level. STAR Events are presented at the State FCCLA Level in order to qualify and be selected to go on to the National Level.

State Level or Conference - Refers to the South Dakota State FCCLA Conference held each spring.

National Level or Conference - Refers to the National FCCLA affiliation or FCCLA National Leadership Conference held each summer.

State FCCLA Office - State FCCLA office is where the state adviser is located which is in Brookings.

Region STAR Event Consultant - The Region FCCLA Adviser in charge of coordinating and scheduling the Region STAR Event competition. This person is selected differently in each Region and serves a "term" running from the time following the State Meeting of one year until the State Meeting of the next year.

EVALUATORS/JUDGES OF STAR EVENTS

Qualifications:

Evaluators may be from the following:

- a. Individuals knowledgeable in the field
- b. College students majoring in Family and Consumer Sciences
- c. Former FCCLA members
- d. FCCLA alumni members
- e. Chapter parents

No middle school or high school students will be used as evaluators for STAR Events at the Region or State level in South Dakota.

Responsibilities:

Each evaluator/judge should:

1. Become familiar with the rules and rubric rating sheets
2. Look over the STAR Event guidelines and Planning Process sheet of each entry as student(s) set up for the presentation.
3. Establish an atmosphere so that team members will leave with a positive attitude. This can be accomplished with friendly introductions, positive suggestions, sincere compliments, praise, and constructive comments for improvement.
4. Indicate to student(s) when to begin the presentation and timing.
5. Realize that this is not a "speech" contest, but a creative way of telling others what has been learned.
6. Be aware of the level (1, 2 or 3) the student is working at and do not expect higher level work.
7. Remember that participants are junior and senior high school students with little or no experience in giving public presentations.
8. Watch for sex bias information.
9. Ask questions that pertain to the presentation.
10. Ask each student if he/she may have any questions.
11. Complete an evaluation rating sheet for each individual or team participants.
12. Make a list of constructive comments on how to improve the presentation.
13. Provide positive comments to emphasize the things the student(s) did well.
14. Disregard the "format" of the planning process form. The icons do not have to be included on the sheet and the information maybe in a paragraph format, but all 5 steps need to be included.

Criteria for Evaluation:

Evaluators are to realize that this is not a “speech” contest but a creative way to tell others what has been learned.

Evaluators are to look over the written materials of each entry as the individual/team members are setting up for the presentation.

Evaluators are to be sure that the STAR Event topic chosen by the participant(s) meet the STAR Event objective as stated in the national **2023-2024 Competitive Events Guide**.

Evaluators are to watch for sex bias information.

Evaluators are to establish an atmosphere so that team members will leave with a positive attitude. This may be accomplished by friendly introductions, positive suggestions, sincere compliments, praise, and constructive comments.

Evaluators are to be aware of the level (1, 2, or 3) the student is working at and is not to expect higher level work.

Evaluators are to rate participants in each event against a standard set of criteria. There is no limit to the number of awards given in each category.

Each evaluator is to complete an evaluation form for each presentation that he/she judges. It is important that evaluators write comments on the evaluation rating forms for each participant. Judges should not be more than 10 points apart; review scores and make sure scores are no more than 10 points apart.

Evaluation rating sheets are to be totaled and averaged by the event chairperson and/or tabulation room workers.

Evaluators may confer after each participant to verify that the information was given and is accurate, but evaluators are not to compare individual scores.

Evaluators are to look for and evaluate the criteria set forth on the rating sheet.

Evaluators are to ask the questions of the participants in order to score the section on “Response to Evaluators Questions.”

ORIENTATION FOR STAR EVENT STUDENT PARTICIPANTS

An orientation session for FCCLA members participating in STAR Events at the Region Meeting is optional. Having an orientation for students can be beneficial. The orientation can help the events go smoothly and more quickly if students know what procedures will be used and what is expected of them before, during, and following the presentations.

The following is a sample of an agenda for an orientation session that is to be conducted for FCCLA members participating in STAR Events.

- I. Welcome**
- II. Introduction of Region STAR Event Consultant or person in charge.**
- III. Purpose of STAR Events**
- IV. General format that is to be followed for each event and participant**
 - A. Professional Presentation -**
 - Use STAR Event Guidelines & Rubrics to Review Rules**
 - 1. Set up time - what to do and time limit (5 minutes)
 - 2. Time to give file folder information to room consultant/evaluators
 - 3. Time allowed for presentation (10 minutes maximum)
Use of time cards during the presentation (1 minute card shown at 9 minutes and presentation stopped at 10 minutes)
New judge requirement- Include comments-two things done well and two opportunities for improvement.
 - 4. Questioning by evaluators (5 minutes)
 - 5. Take down time by participants
 - 6. Pick up file folder information from evaluators

Reminders for STAR Event Participants

STAR Event Participants are to:

1. Double check schedule immediately following the orientation for exact times of presentations.
2. Check schedule for cancellations and re-calculate starting times.
3. Arrive at assigned room at least 15 minutes prior to scheduled time.
4. Be aware of how doorkeepers and timekeepers will be used.
5. Be aware of the time line for turning in file folder and the time needed by evaluators to go over printed materials prior to presentations.
6. Wait until evaluators indicate the time to start presentation.
7. Wait one event (15 minutes) period following the presentation/interview to pick up file folder from the evaluators. (Depending on region procedure)
8. Show courtesy to participants when viewing other presenters -- no talking, no entering or leaving room during presentations, etc.
9. Smile and have fun.
10. Remember that you know the information so don't be shy about sharing it with others.

TIME KEEPER AND DOOR KEEPER GUIDELINES

DOOR KEEPER:

Doorkeepers are to report to the assigned room ten minutes ahead of the first event to meet the evaluators/judges in the room.

The job of the doorkeeper is to:

Open the door before and after each STAR Event presentation -- no one is to enter the room during a presentation and the door is to be kept closed during the time of each presentation;

The following steps may be completed by an adult or adviser instead of the doorkeeper at region meetings.

Receive the evaluation/rubric rating sheets from the evaluators/judges – doorkeepers are to check to be sure that all scores are filled in or circled. If any item on the rating sheet has been missed, the rating/rubric sheets are to be returned to the evaluator/judge to be completed;

Take the evaluation/rubric rating sheets to the STAR Event Tabulation Room when the evaluators/judges have completed evaluating two or three presentations

No information is to be shared with anyone regarding scores or comments written from the evaluators.

TIME KEEPER:

Timekeepers are to report to the assigned room ten minutes ahead of the first event to meet evaluators/judges.

The responsibilities of the timekeepers are to:

Accurately time -- **with a stop watch** -- each STAR Event presentation;

Notify the evaluators/judges as to the length of the presentation at the conclusion of each presentation.

ORIENTATION FOR STAR EVENT EVALUATORS

Professional Presentation

Orientation Agenda:

I. Welcome and Thank You

II. Role of the Evaluator

- A. Fairness
- B. Consistency
- C. Not to compare between participants
- D. Follow guidelines and purpose of event
- E. Be aware of skills and abilities of the age group being evaluated.

III. Specific Event Rationale

- A. Learning that is to have taken place by completing the event is to be reflected in presentation information and from questions.
- B. Presentation is to deal with issues related to family and consumer sciences and how FCCLA members can address these issues.
This is not a factual lecture or a "how-to" presentation/demonstration.

IV. Categories and Differences

- A. Level 1 Category - Grades through grade 8
 - 1. Knowledge level
 - a. Beginning level, more basic understanding of topic
 - b. Resources are more basic
 - 2. Presentation skills
 - a. Not perfect speakers
 - b. May need to use note cards for assistance
- B. Level 2 Category - Grades 9 - 10
 - 1. Knowledge level
 - a. More advanced and in-depth coverage of topic
 - 2. Presentation skills
 - a. More advanced and polished
 - b. Should not be reading from note cards or script
- C. Level 3 Category – Grades 11-12
 - 1. Knowledge level
 - a. Highest level, most in-depth understanding of topic
 - 2. Presentation skills
 - a. Most advanced and very polished
 - b. Should not be reading from note cards or script

V. Procedures/Management of Event

- A. Equipment/items provided in each room
 - 1. Table
 - 2. Easels are to be provided by participants unless furnished by region
- B. Set-up by student
 - 1. No assistance may be used while setting up inside of event room
 - 2. 5-minute time limit for all set up - including electronic equipment
- C. Student(s) is to hand file folder to evaluators at beginning of set up
 - 1. Evaluators are to look through file folder - check for contents, grammar, spelling, neatness, etc. and complete Point Summary Sheet.
- D. Evaluators indicate when participants are to begin

- E. Participants present
- F. Evaluators ask questions of participants
- G. Evaluators required to include two things done well and two opportunities for improvement
- H. Evaluators are to hand file folders back unless evaluators desire to hold it for further review
- I. Complete evaluation Rubric Rating Sheets and hand in to tabulation room or runner on a regular basis

VI. File Folder

- A. **File folder must be labeled (typed or hand written) in the top left, landscape corner of the file folder with the following information: name of event, event level, participant's name(s), and state**
- B. File Folder will contain **three (3) identical sets of information stapled separately** of the items listed below to the event room consultant at designated participation time.
 - 1. **Project Identification Page**
 - a. One 8 ½ X 11" page on plain paper, with no graphics or decorations
 - b. **Must include participant's name(s), chapter name, school, city, state, event name, level, and project title**
 - 2. **Planning Process Summary Page**
 - a. May use paragraph format or form with icons
 - b. Planning process used to plan and present Professional Presentation
 - 3. **Evidence of Online Project Summary Submission**
 - a. Completed online project summary form located on the STAR Events Resources page of the FCCLA national website and include proof of submission in the file folder.
 - 4. **Documentation of** prior presentations to audiences
 - a. Level 1 – Present 1 prior professional presentation to different audiences. Include a copy of thank you note provided to audience as proof of presentation.
 - b. Level 2 – Present 2 prior professional presentations to different audiences of at least 5 individuals. Include news clippings/photos and copies of the thank you notes provided to audience as proof of presentation.
 - c. Level 3 – Present 3 prior presentations to different audiences of at least 5 individuals. Include news clippings/photos and copies of the thank you notes provided to audience as proof of presentation.
 - 5. **Works Cited/Bibliography**
 - a. Organized, consistent format
 - b. Use MLA or APA citation style to cite all references
 - c. Alphabetical order
 - d. Reliable and current (appropriate for topic/issue)

VII. Oral Presentation

- A. Length of presentation
 - 1. May be up to 10 minutes
 - 2. Warning is to be given at 9 minutes
 - 3. Participant will be stopped at 10 minutes
 - 4. Audio recordings are limited to 1 minute playing time
 - 5. If computer monitor is used for visuals, audio recording (music and/or sounds are limited to 1 minute playing time)

- B. Presentation should include the following:
1. **Introduction** – (0-5 points) Highly original, catches interest
 2. **Knowledge of Subject Matter** – (0-15 points) present current data and information to support viewpoints and issues of concern and at least 3 current sources provided to support viewpoints and issues
 3. **Relationship of Family and Consumer Sciences Coursework/Standards** – (0-3 points)
Relationship between FCS coursework and project is evident and explained well.
 4. **Methods or Techniques to Address Issues of Concern** – (0-12 points) suggested methods or techniques FCCLA members can use to address the issues of concern well detailed
 5. **Summary** – (0-5 points) summarize 2 major presentation points and/or issues of concern in detail
 6. **Length of Presentation** (0-3 points) an appropriate length within the 10-minute timeframe and covered appropriate amount of time on each topic.
 7. **Organization/Delivery** – (0-10 points) presentation covers all relevant information with seamless and logical delivery
 8. **Voice-pitch, tempo, volume** – (0-3 points) voice quality is good and pleasing
 8. **Body language** – (0-2 points) use appropriate body language including gestures, posture, mannerism, eye contact and appropriate handling of visuals and notes or note cards if used are appropriate
 9. **Grammar/Word Usage/Pronunciation** – (0-3 points) use proper grammar and pronunciation

VIII. Questioning by Evaluators

- A. At conclusion of presentation - evaluators must ask questions of participants
1. **Responses to Evaluators Questions** – (0-3 points) appropriate and given without hesitation

IX. Visual Aids

1. **Effectively Illustrate Content** – (0-5 points) support, illustrate and/or complement content of presentation
2. **Creativity of Visuals** – (0-5 points) highly original, appealing, and creative
3. **Use of Visuals** – (0-5 points) aids visible to
Presentation moves seamlessly between oral presentation & visuals

IX. Evaluation Rubric Rating Sheet - points awarded and deducted

- A. Point Guidelines
1. Points are deducted in section associated with the issue
 - a. If illustrations or examples are difficult to see = “appearance” or “effectively illustrate” content

- b. If something is missing in file folder = deduct in area that is missing
 - 2. No bonus points may be awarded
 - 3. Area completely missing = 0 points are to be awarded
 - 4. Point out that numerical score needs to be circled and written in score column
 - 5. Evaluators do not need to total score in order to save time
- B. Written Comments
- 1. 4 Comments must be provided-two things done well and two opportunities for improvement in box to left of total score
 - a. Be courteous and positive in writing comments

Sample Questions to Ask STAR Event Participants

The following questions are samples of those that could be asked of participants following STAR Event presentations:

1. What did you personally learn from this STAR Event?
2. Why did you select this project or topic?
3. How might this benefit you in the future?
4. Ask any specific question you might have concerning or relating to the skill or topic presented.
5. Did you learn anything during your research for this event that surprised you?
6. Did you change your mind or attitudes after reading the information?
7. How are you going to tell others of the information you found?
8. Is this information important to know?
9. Have you given this presentation to other groups? What were their reactions to this information?
10. What group in your community would be interested in this information?
11. Where did you find the best information regarding this issue?
12. Why did you select this topic to do your research on for this event?
13. If you had this to do over again, would you have selected the same topic? Why or why not