

FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

2012 National Leadership Conference

July 8-12, 2012

Orlando, Florida



December Release

Competitive Events Information

COMPETITIVE EVENTS INFORMATION

Contact: Christine Hollingsworth, Competitive Events Manager
starevents@fcclainc.org • 660/620-8839

The 2011-2012 *Competitive Events Guide*, located online, is the guide by which the 2012 events will be conducted.

DEADLINES:

- February 1** STAR Events: Online STAR Events, Level I registrations deadline.
- March 1** STAR Events: National membership affiliation deadline – late membership affiliations are charged a \$50 processing fee.
- STAR Events: Membership transfer deadline – late membership transfers are considered late membership affiliations and are charged a \$50 processing fee.
- March 15** STAR Events: Online STAR Events, Level II invitations sent to participants and chapter advisers, copied to state advisers.
- May 1** STAR Events: States with state competitions on or prior to April 24: participant registration and fees deadline is **May 1, 2012, 11:59 p.m. EDT**. Registrations submitted after this date without prior approval of a state registration extension will incur a late fee*.
- Knowledge Bowl: Level 4 qualifying teams confirmation form deadline.
- Skill Demonstration Events: National qualifying participant registration and fees deadline, May 1, 2012, 11:59 p.m. EDT. Registrations submitted after this date without prior approval of a state registration extension will incur a late fee*.
- May 15** STAR Events: States with state competitions occurring on or after April 25: participant registration and fees deadline is **May 15, 2012, 11:59 p.m. EDT**. Registrations submitted after this date without prior approval of an extension will incur a late fee.*
- May 15** STAR Events: Evaluators and Room Consultant nomination deadline. States must submit one evaluator or room consultant for every three STAR Events participants registered.
- May 1-15** STAR Events: Late participant registration deadline - additional fee of \$100.00 per event/category registration*.
- May 15-June 1** STAR Events: A \$10.00 substitution fee will be assessed for all participant substitutions made during this time period. Students substituted after May 15 will not be guaranteed a certificate. Substitutions submitted after June 1 are considered new registrations and incur the \$200.00 late fee.
- May 16** Registrations received after the May 15 late participant registration deadline will incur an additional \$200.00 late fee per event/category registration*. Students registered after May 15 will not be guaranteed a certificate.

June 1

Late membership affiliation form and payment received deadline.

June 15

All STAR Events participants, volunteers, and state advisers will receive information from national headquarters regarding participation information and scheduling. The information will also direct participants, advisers, and volunteers to the national FCCLA website for further details. It is incredibly important that participants, volunteers, and advisers read all information mailed, emailed, or posted online.

*Please note that all late fees are in addition to the \$40.00 per participant STAR Events registration fees and the national membership affiliation fee of \$9.00 per student.

Competitive Events: FACS Knowledge Bowl, Skill Demonstration Events, and STAR EVENTS

STAR Events (**Students Taking Action with Recognition**) begins its twenty-ninth year at the 2012 National Leadership Conference. This year states may submit entries in 31 different events, including for the first time, postsecondary participants (in limited events).

The Family and Consumer Sciences Knowledge Bowl will mark its third year at the 2012 National Leadership Conference. Skill Demonstration Events make their first appearance at National Leadership Conference with three events – Culinary Food Art, Culinary Knife Skills, and Impromptu Speaking.

Schedule

Competitive Events activities will be held Sunday through Thursday, July 8-12, 2012. A tentative Competitive Events schedule will be located on the FCCLA national website in December. This schedule is subject to change primarily due to potential differences between anticipated and actual registration numbers. Participants and volunteers should be prepared to be flexible in their conference planning until a final schedule is published on the FCCLA national website in late-May.

There will be some overlapping with conference events; and Competitive Events participants and volunteers cannot participate in everything. Competitive Event activities should take priority over other conference options for all participants. If a participant is also required to attend a conflicting conference session, they should contact national headquarters so appropriate arrangement can be made, if possible. State advisers should indicate potential conflicts or special instructions for volunteer placements on the nomination form so they can be scheduled appropriately. The following groups/events may have scheduling conflicts:

- National Officers and National Officer Candidates
- Nominating Committee Members
- Voting Delegates (Elections & Business Session)
- State Officers
- National Connection Team Members
- National Membership Network Team Members
- National Program Team Members
- National Competitive Events Network Members
- Knowledge Bowl Participants
- Tours
- Workshop Leaders

Please note that students may not compete in both Skill Demonstration Events and STAR Events. They must choose which event in which to participate prior to the registration deadline.

Mandatory Sessions for Competitive Events are:

- Skill Demonstration Events and STAR Events: Registration (Saturday or Sunday) – Chapter Advisers Only**
- Skill Demonstration Events and STAR Events: Event Participation (Monday, Tuesday, or Wednesday)
- STAR Events: **Culinary Arts** Additional Requirement: Orientation and Test (Sunday)
- STAR Events: **Parliamentary Procedure** Additional Requirement: Knowledge Test Session (Sunday)
- FACS Knowledge Bowl: Orientation and Competition (Wednesday)

**During the 2012 National Leadership Conference, chapter advisers will be responsible for picking up all STAR Events and Skill Demonstration Events registration materials and distributing it to their participants. If the chapter adviser is not available during the specified time(s), they may request their packet be released to their state adviser or other designated adult.

All events will have an orientation session on Sunday afternoon. This session is not required, [**exception:** *Culinary Arts and Parliamentary Procedure are required to attend the orientation session*] but attendance is highly recommended.

The Competitive Events Recognition Session is not required, but participants will not be awarded medals if they are not present to walk across the stage or send a substitute in their place. STAR Events: One medal is given to each individual who walks across stage. Medals will not be given out before or after the sessions except in extreme circumstances as determined by the Competitive Events Manager. Skill Demonstration Events: Trophies will be awarded to only the 1st, 2nd and 3rd place recipients. All Skill Demonstration Event participants will receive a certificate of participation in their registration packet. Family and Consumer Sciences Knowledge Bowl: Participants will receive certificates of participation in their registration packet. The Family and Consumer Sciences Knowledge Bowl winners will be recognized during the Closing General Session of the National Leadership Conference.

Participant Registration

STAR Events: States with state competitions on or prior to April 24 must submit all STAR Events registrations online to FCCLA national headquarters by May 1, 2012. States with state competitions on or after April 25 must submit all STAR Events registrations online to FCCLA national headquarters by May 15, 2012. A fee of \$40 to cover room rental, certificates, recognition session expenses, awards, and supplies will be charged to each participant in STAR Events. Payments of \$40 per participant (STAR Events fees) are to be postmarked to the FCCLA lock box by May 1, 2012.

STAR Events Registration, FCCLA
*Lock Box Operations, Dept. S
P.O. Box 718
Baltimore, MD 21203-0718

Any requests for extensions outside the parameters listed must be made in writing to the Competitive Events Manager no later than April 1.

Late registrations without an approved extension will be accepted until May 15 with an additional \$100.00 fee per event/category. Registrations will be accepted after May 15 until the National Leadership Conference for an additional fee of \$200.00 per event/category.

Substitutions will be accepted as stated in the *2011-2012 Competitive Events Guide* until June 1, as long as eligibility requirements are met and national membership affiliation verification and fees are submitted prior to the June 1 late membership deadline.

Please be aware that participants who are registered or substituted after May 15, 2012 may not receive a certificate following competition.

When registering STAR Events participants, please double check the spelling of each participant's name. Also, due to the expense of providing display space and electrical outlets for the display events (engineer fees, installation, etc.), please check with participants to determine their specifications before submitting a request. Changes to names and display event specifications are not guaranteed to go into effect if received after June 15. Please ensure information is accurate before submitting registrations.

Competitive Event Participant Eligibility

To be eligible to participate in national Competitive Events, participants*** are required to register for the entire National Leadership Conference and to stay at one of the official convention hotels for the duration of the

conference (Sunday-Wednesday nights). Competitive Events participants attending the National Leadership Conference and not staying at one of the official convention hotels will not be permitted to compete in national STAR Events unless they reside within 30 miles of the conference location. A list of official convention hotels is provided in the December Release document for general National Leadership Conference information.

***Postsecondary participants (only) are encouraged, but not required, to stay at one of the official convention hotels for the duration of their participation.

STAR Events: All STAR Events participants must be affiliated on the national level by March 1, 2012. States should check participant affiliations prior to allowing competition at the state level to ensure that national qualifying participants will not be questioned on their affiliation.

If a participant's verification of affiliation is not found by national staff or if it shows contradictory information to the student's registration, the participant's chapter adviser will be contacted in May to provide verification or to correct the discrepancy. If a participant is not affiliated, they may affiliate until June 1 by completing a Late Membership Affiliation Form and paying the \$50 late fee in addition to state and national dues. The form is included in this document and will be available on the FCCLA national website on March 1.

Participants who need to transfer from one chapter to another due to a change in schools or courses should complete a Membership Transfer Form by March 1. This form is also used if an adviser has incorrectly affiliated a participant and needs to change information on their affiliation to ensure the participant is eligible for the STAR Event in which he/she is competing. The Membership Transfer form is available in this document and on the FCCLA national website. Membership transfer forms will not be accepted after March 1. Any corrections or transfers following March 1 will be considered late membership affiliations and should use the corresponding form and pay the \$50 late fee.

Volunteer Nominations

With the continued growth of Competitive Events, increased numbers of volunteers are needed. We depend on chapter and state advisers to provide us with these individuals. **We need state assistance by having each state involved in STAR Events send one volunteer per every three STAR Events participants.** State assistance in this area is crucial if STAR Events are to continue to succeed. Assisting with the events is a worthwhile and rewarding experience. If you have students or adults experienced and knowledgeable about state and national STAR Events who are good organizers and can help with the management or evaluation of these events, please nominate them. Please remember that the quality of these events is dependant on the quality of evaluators. If you have business and industry contacts in the Orlando area or attending the conference, please nominate these individuals to be evaluators and indicate their area of expertise. When nominating individuals as volunteers, please remember we choose evaluators and room consultants based on state adviser recommendations. The more information provided in the nomination form regarding volunteer experience and availability, the more successfully national staff can conduct volunteer placement.

Though national staff does their best to assign volunteers to their first choice of event or position, this is not always possible so please make these volunteers aware that they may be needed elsewhere. Nominations for evaluators and room consultants must be submitted by May 15, 2012. Volunteers will be notified of their selection and assignment in early June. If their assignment conflicts with another obligation during the meeting, they should contact national headquarters to change days or cancel. In order to decrease the amount of confusion due to volunteer changes and cancellations, state advisers should provide as much information as possible about potential conflicts during the online nomination process. Contact the Competitive Events Intern at national headquarters for further information.

Those who are nominated may not be selected to serve as a room consultant or evaluator if there is an excess of volunteers. If not initially selected, volunteers will automatically be placed on the substitute/relief volunteer list

and will remain there until a placement can be made. This may be anywhere from immediately following the original June notification to an onsite placement. All submitted volunteers are expected to follow through with their placement whether it is a specific event or a substitute/relief volunteer position onsite at National Leadership Conference unless the volunteer or state adviser contacts national headquarters to cancel.

Advisers seeking a Continuing Education Unit (CEU) will be required to serve as a Competitive Events volunteer on Monday or Tuesday of the conference to complete their form. Advisers will purchase CEUs directly through their conference registration, but they should also take necessary steps in the STAR Events volunteer nomination process to ensure they can complete their CEU requirements. Those advisers interested in obtaining a CEU should have their state adviser complete or approve their STAR Events volunteer nomination form with "CEU" in the Additional Information/Comments box so they can have a priority volunteer placement. The CEU form will require the signature of the event Lead or Assistant Lead Consultant for attending the Sunday afternoon volunteer orientation and for completing the volunteer assignment on Monday or Tuesday.

Student and Adviser members of the Competitive Events Network will also be expected to participate as a volunteer for one of the Competitive Events, and will be assigned by the Competitive Events Intern.

Confirmations

In May, state advisers will receive an emailed confirmation of their participant registrations and assigned volunteers from national staff. If a participant's name does not appear or the registration is incorrect, or if there is a known conflict with any volunteer's assignment on the state adviser's Competitive Events confirmation lists, the state adviser should contact national headquarters immediately so changes can be made prior to the participant and volunteer confirmation mailings.

In June, national headquarters will mail postcard confirmations to all STAR Events participants and volunteer information regarding participation in the events. The information will also direct students, advisers, and volunteers to the FCCLA national website for more information. It is incredibly important that participants and volunteers carefully read the information mailed and posted online upon arrival as this is the only information they will be given prior to arriving on site. If a STAR Events participant does not receive the STAR Events information by June 15 or if information in the confirmation is incorrect, he/she should contact the Competitive Events Intern at national headquarters immediately.



COMPETITIVE EVENTS REGISTRATION INSTRUCTIONS

Family and Consumer Sciences Knowledge Bowl: Registration is the responsibility of the qualifying team's chapter adviser and is handled directly with national staff.

Skill Demonstration Events: Registration is the responsibility of the qualifying participant's chapter adviser and is handled directly with national staff.

STAR Events:

1. The state advisers should determine who is responsible for registering national STAR Events participants with national headquarters. This may be done by the state adviser, state staff, a single chapter adviser volunteer, or by individual chapter advisers. If individual chapter advisers will be registering their own students, a state contact will be responsible for approving registrations and nominations and managing national STAR Events information.
2. The state adviser should make national headquarters aware of who in the state will be responsible for managing national STAR Events information when requested.
3. This individual will receive an email from info@fclclainc.org on March 1 with instructions on how to set up their national STAR Events registration system account. This account should be activated no later than April 1 so national staff can ensure that all states have access to the registration system. Please email starevents@fclclainc.org if the account activation email is not received by March 1.
4. The person in the state responsible for managing national STAR Events participants should gather all of the information needed from national qualifying participants following their selection and acceptance to represent the state at the 2012 FCCLA National Leadership Conference. Participant registration and volunteer information forms are available on the state advisers' section of the FCCLA website to assist in this process.
5. States with state competitions on or prior to April 24 must submit all STAR Events registrations online to FCCLA national headquarters by May 1, 2012. States with state competitions on or after April 25 must submit all STAR Events registrations online to FCCLA national headquarters by May 15, 2012. Registration is \$40 for each STAR Events participant. [*Competitive Events registrations are non-refundable*] This payment should be sent to the FCCLA Lockbox, postmarked no later than May 1 to:.

STAR Events Registration, FCCLA
*Lock Box Operations, Dept. S
P.O. Box 718
Baltimore, MD 21203-0718

6. The state confirmation will be emailed mid to late-May. Confirmations should be read carefully to ensure that all participants were correctly registered and received by national headquarters. Volunteer assignment confirmations should be reviewed to ensure the absence of conflicts or errors.
7. The following materials are or will be available on the state advisers section of the FCCLA national website to assist in registering for national STAR Events:
 - **Participant Registration Form** (State Use Only) – to collect information concerning national qualifying individuals or teams in order to submit or approve accurate and complete online registration forms. These forms cannot be sent in for official national registration.

- **Volunteer Nomination Forms** (State Use Only) – to collect information concerning national volunteers, (one for Business & Industry and one for FCCLA constituents), in order to submit accurate and complete online nomination forms. These forms cannot be sent in for official national registration.
- **State Adviser Registration Instructions** – step-by-step guide for setting up a state STAR Events registration manager’s account, activating chapter adviser accounts, submitting and approving participant registrations, and submitting and approving volunteer nominations.
- **Chapter Adviser Registration Instructions** – step-by step guide for setting up a chapter adviser STAR Events registration account, submitting participant registrations, and submitting volunteer nominations.
- **2012 Tentative Competitive Events Schedule** – use this for initial planning with Competitive Events participants and volunteers. Please know that the schedule will not be final until all participant registrations have been processed. Check the FCCLA national website for the final version of the schedule in late-May.