

# FCCLA STAR Events Volunteer Handbook:

## Life Event Planning



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**PLEASE BE SURE TO BRING THIS HANDBOOK AND YOUR CONFIRMATION MAILING TO THE ROOM CONSULTANT AND EVALUATOR ORIENTATION AT THE 2009 NATIONAL LEADERSHIP CONFERENCE.**



June 1, 2009

Dear STAR Events Volunteer:

Family, Career and Community Leaders of America (FCCLA) sincerely appreciates your willingness to serve as a volunteer for STAR Events during the 2009 National Leadership Conference in Nashville, Tennessee. The success of the national STAR Events is dependent upon the support, cooperation, and assistance of many people. Your event assignment and orientation schedule are below and specific information about your assignment is enclosed.

Part of the philosophy of STAR Events is that establishing a team of adult and youth evaluators for each event fosters respect and interaction between youth and adults. STAR Events volunteer teams are typically made up of two adult evaluators, one student evaluator, one adult room consultant, and one student room consultant. You will meet your team at the orientation session which is conducted prior to the events for clarifying rules, answering questions, explaining the evaluation process, and reviewing the philosophy associated with the events. This orientation is very important in ensuring that both volunteers and the participants have a positive experience so volunteers *MUST* attend the designated orientation session listed below.

**Required Events:**

**Life Event Planning Orientation Schedule**

- Students, Chapter Advisers, and Chaperone Volunteers – Sunday, July 12 – 4:00-5:00 p.m. – Canal B
- Business and Industry Evaluators – Tuesday, July 14 – 7:00-7:45 a.m. – Bayou B

**Volunteer Assignment** Life Event Planning – Tuesday, July 14 – 7:00 a.m.-4:00 p.m. (lunch will be provided)  
Please see the enclosure for your specific room assignment.

You are also invited to attend the STAR Events Recognition Sessions on Thursday, July 16 in the Delta Ballroom of the Gaylord Opryland Resort. Participants from the Central and Pacific Regions will be honored at the 8:00 a.m. session and the North Atlantic and Southern Regions will be recognized at the 10:30 a.m. session. You are welcome to attend either session as volunteers will be recognized at both. Please join us to take a bow for all of your hard work and help recognize all of the outstanding students.

In addition to the information in this mailing, the Life Event Planning Volunteer Handbook on the Programs/STAR Events page of the FCCLA national website, [www.fcclainc.org](http://www.fcclainc.org), will provide you with more information and further directions on your specific duties. Please read this information carefully, familiarize yourself with the rules and procedures *BEFORE* your arrival at the National Leadership Conference. Please bring all mailed and online materials with you to the orientation and event.

If you need additional information or clarification prior to your arrival in Nashville, please contact RanDee Platt, Competitive Events Intern, at 703-476-4900 x253. Onsite, the STAR Events Information Center, located at the Delta D Registration Desk of the Gaylord Opryland Resort, will be open Sunday, July 12 through Wednesday, July 15 for your convenience.

The FCCLA competitive events team looks forward to meeting you and working together in Nashville! This is an exciting and rewarding time for all of us. STAR Events participants are fortunate to have your commitment and support.

Sincerely,

Edie Doane  
Competitive Events Coordinator

RanDee Platt  
Competitive Events Intern



# INFORMATION

*Family, Career and Community Leaders of America, Inc. (FCCLA) is a nonprofit national career and technical student organization for young men and women in Family and Consumer Sciences Education or as defined by your state Department of Education in public and private schools through grade 12.*

## MISSION

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
- Career preparation.

## PURPOSES

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for making decisions and for assuming responsibilities.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote Family and Consumer Sciences and related occupations.

## PROGRAM EMPHASIS

FCCLA –

- Is the only in-school student organization with the family as its central focus.
- Is a career and technical student organization that functions as an integral part of the Family and Consumer Sciences education curriculum and operates within the school system.
- Provides opportunities for active student participation at local, state and national levels.

## MEMBERSHIP

FCCLA has a national membership of approximately 220,000 young men and women in 7,500 local chapters. There are 53 state associations including the District of Columbia, Puerto Rico and the Virgin Islands.

Since its founding in 1945, FCCLA has involved more than ten million youth. Former members are eligible to participate through Alumni & Associates.

## GOVERNANCE

Ten national officers (students) are elected by the voting delegates at the annual National Leadership Conference and together make up the National Executive Council.

The National Board of Directors is composed of adult representatives from education and business and four youth representatives.

State associations and local chapters elect their own youth officers. State programs come under the direction of Family and Consumer Sciences education staff. Chapter advisers are Family and Consumer Sciences teachers.

## FINANCIAL AND COOPERATIVE SUPPORT

FCCLA is supported primarily by student membership dues. Additional funds are raised from individuals, corporations and foundations. FCCLA is endorsed by the U.S. Department of Education (Office of Vocational and Adult Education) and the American Association of Family and Consumer Sciences (AAFCS).



# STAR EVENTS

## STUDENTS TAKING ACTION WITH RECOGNITION

### STAR EVENTS FACT SHEET

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.

#### STRUCTURE

Family, Career and Community Leaders of America's STAR Events competition offers individual skill development and application of learning through the following activities:

- **cooperative**--teams work to accomplish specific goals
- **individualized**--members work alone to accomplish specific goals
- **competitive**--individual or team performance measured by an established set of criteria.

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

#### PHILOSOPHY

The goals of STAR Events are--

- Active student participation and recognition of youth accomplishments.
- Cooperation and competition are stressed in positive and constructive ways and teamwork is encouraged.
- In addition to participating in STAR Events, members are involved in planning, conducting, and evaluating the events.
- STAR Events are designed to emphasize the positive accomplishments of youth.
- Respect and interaction between youth and adults are fostered by establishing teams of adult and youth evaluators and event managers.
- Members are evaluated against a set of standard criteria rather than against another individual.
- The belief that all people are winners is the foundation of these events and procedures.

#### EVALUATION/RECOGNITION

STAR Events evaluation and recognition procedures were developed around the belief that all participants are winners.

- Participants must advance from local, district/region, and state levels to be selected for national-level participation. Thus, this is an earned honor.
- All participants receive recognition for their achievements in the form of medals and certificates.
- The evaluation teams determine whether recognition should be gold, silver, or bronze.
- Members receive gold, silver, or bronze medals to commemorate their achievements at a STAR Events Recognition Session.

## **NATIONAL STAR EVENTS**

STAR Events currently includes the following competitions:

Applied Technology

Career Investigation

Chapter Service Project (Display and Manual)

Chapter Showcase (Display and Manual)

Culinary Arts

Early Childhood

Entrepreneurship

Fashion Construction

Focus on Children

Hospitality

Illustrated Talk

Interior Design

Interpersonal Communications

Job Interview

Life Event Planning

National Programs in Action

Parliamentary Procedure

Promote and Publicize FCCLA!

Recycle and Redesign

Teach and Train

### **For more information contact—**

Edie Doane, Competitive Events Coordinator  
Family, Career and Community Leaders of America, Inc.  
1910 Association Drive  
Reston, VA 20191-1584  
(703) 476-4900  
(703) 860-2713 fax

# 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.



## 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.



**Life Event Planning** is an *individual or team event* that recognizes participants who apply skills learned in Family and Consumer Sciences courses to manage the costs of an event. An event is defined here as any upcoming occasion that will bring changes and/or new experiences and accompanying financial challenges. Examples of events include, but are not limited to:

- preparing to move into a dormitory room
- hosting a party/other celebration
- operating a vehicle for one month
- taking a school or personal trip
- hosting a family reunion
- paying initial costs of a new job
- managing costs of attending the prom
- paying school expenses for one grade level.

Participants select an event, determine the amount they can budget for the event, and prepare in advance an event *portfolio*. At the event site, participants present their *portfolios* to the evaluators.

## EVENT CATEGORIES

**Junior:** through grade 9

**Senior:** grades 10–12

**Occupational:** grades 10–12

## ELIGIBILITY

1. States may submit one entry in each category of this event.
2. Participation is open to any nationally affiliated FCCLA member.
3. The Life Event Planning project must be planned and prepared by the participant using the provided **Event Plan**.
4. The project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference.
5. 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.

## PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a *portfolio* to the event room consultant at the designated time for participation.
2. Room consultants and evaluators will have 10 minutes to preview the *portfolio* before the presentation begins.
3. The participant will have 5 minutes to set up for the event. Other persons may not assist.
4. The oral presentation **should be 5 to 10** minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.
5. Following the presentation, evaluators will have 5 minutes to interview the participant.
6. Evaluators will use the rubric to score and write comments for each participant.
7. The total time required for this event is approximately 30 minutes.
8. Specifications for the *portfolio* are charted on the following page.

## GENERAL INFORMATION

1. A table will be provided.
2. Participant(s) may bring an easel(s).
3. Participant(s) may use *visuals*—including samples, objects, posters, charts, slides, transparencies, presentation software, and audiovisual equipment.
4. Participant(s) may not wear costumes for this event.
5. Spectators may not observe any portion of this event.
6. See **Allowable Presentation Elements** chart on page 13.



# LIFE EVENT PLANNING Specifications



## 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/notebook obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 31 pages: 1 *project identification page*, 1 table of contents page, 0–5 *divider pages*, 1–2 *Planning Process* summary page(s), 1–3 profile of event page(s), 3–12 comparison shopping pages, 1–5 event plan page(s), and 1–2 resource summary page(s). All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". *Stacking/overlapping* is not allowed in the *portfolio*. The *portfolio* will be turned in to the room consultant at the designated participation time.

Project Identification Page	One 8½" 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, FCCLA national region, and project title.
Divider Pages	0–5 divider pages, may be tabbed; may contain a title, section name, graphics, thematic decorations, and/or page numbers; may be larger than 8½" x 11", but still must fit within cover dimensions; should not include other content.
FCCLA Planning Process	One to two 8½" x 11" page(s) summarizing how each step of the <i>Planning Process</i> was used to plan Summary Page and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
Profile of Event	One to three pages containing a profile of the selected event; must include type of event; (see examples in event description), a description of the role of needs and wants in the situation, a goal statement(s) for the project, a description of the role of values and/or priorities in the situation, and a summary of challenges involved in developing a workable financial plan.
Comparison Shopping	Three to twelve pages; must include evidence of comparison shopping for at least five goods and/or services; graphics may be used; develop your own format. Comparison shopping is defined here as an examination of the costs and features of two or more forms or sources of a specific product or service.
Event Plan	One to five pages using the chart format provided (see sample below); must include sources and amount of income budgeted, a list of all products/services to be acquired, sources selected, key features considered, quantities, unit costs, and total costs. Graphics may be used.
Resource Summary	One to two pages; must include list of at least six resources, both human and nonhuman, used to complete the project, including sources of product/service information and sources of advice; use an organized, consistent format; include a paragraph at the beginning of the list to summarize what was learned about use of resources while completing the project.
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

## Life Event Planning Specifications (continued)

### Oral Presentation

The oral presentation **should be 5 to 10** minutes in length and is delivered to evaluators. The presentation is to describe research and planning efforts in detail. The *portfolio* will be used by the participant during the oral presentation. Participants may use visuals including samples, objects, posters, charts, slides, transparencies, presentation software, and audiovisual equipment.

Length of Presentation	The presentation should be 5 to 10 minutes in length.
Creative Introduction	Use a creative introduction that immediately captures the interest and attention of the audience.
Explanation of Financial Situation	Clearly and thoroughly explain the role of needs, wants, goals, values, priorities, and challenges in the financial situation.
Explanation of Decisions Involved in Financial Plan	Explain a minimum of three decisions that were involved in the financial plan.
Voice Qualities	Speak clearly with appropriate pitch, volume, and tempo.
Pronunciation	Use proper pronunciation.
Grammar/Word usage	Use proper grammar and word usage.
Body Language	Use appropriate body language.
Organization	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Use of portfolio	Use portfolio to describe all phases of the project.
Visuals	Use original, creative, and appealing visuals to enhance the presentation.
Summary	Summarize ways in which financial planning was helpful.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.
Knowledge	Demonstrate knowledge of financial planning.

### Sample Excerpt: Event Plan

Name of Member Iwanna B. Prepared Date June 30, 20XX

Title of Project "Happy Birthday, Sis"

Goal To host a surprise birthday party for my sister and pay all costs myself

INCOME		EXPENDITURES						
Source	Amount of Income	Product	Service	Source	Key Features	Quantity	Cost	Total Cost
Income, part-time job	\$225	NA	Rent Clubhouse	Local Civic-Clubhouse	Low cost, safe neighborhood, space to dance	1 day and night	\$75-25 (deposit returned)	\$50
savings	\$200	Vegetable Tray/Dip	NA	Neighborhood Deli	Low cost, tasty, healthy	1 to feed 50 people	\$35	\$35



# STAR Events Point Summary Form LIFE EVENT PLANNING



LIFE EVENT PLANNING

Name(s) of Participant(s) \_\_\_\_\_

State \_\_\_\_\_ Team # \_\_\_\_\_ Group # \_\_\_\_\_

Category  Junior  Senior  Occupational

**DIRECTIONS:**

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, please write "No Show" across the top and return with other forms. Do **NOT** change team or group 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 paper clip all items related to the presentation together. Please do **NOT** staple.
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. Please check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
<b>Registration</b> 0 or 5 points	<b>0</b> Did not attend/incomplete team attendance	<b>5</b> The individual or ALL participating members of the team attended	
<b>Portfolio</b> 0–1 points	<b>0</b> Binder is not the Official FCCLA Binder	<b>1</b> Binder is the Official FCCLA Binder	
<b>Portfolio Pages</b> 0–1 points	<b>0</b> Portfolio exceeds the page limit	<b>1</b> Portfolio contains no more than 31 pages including: • 1 project ID page • 1 table of contents page • Up to 5 divider pages • 1–2 Planning Process summary pages • 3–12 comparison shopping pages • 1–5 event plan pages • 1–2 resource summary pages	
<b>Project Identification Page</b> 0–2 points	<b>0</b> Project ID page is missing	<b>1</b> Project ID page is present but includes incorrect information	<b>2</b> Project ID page is present and completed correctly
<b>Punctuality</b> 0–1 points	<b>0</b> Participant was late for presentation	<b>1</b> 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**

**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)

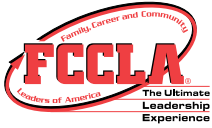
**Gold:** 90–100

**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 \_\_\_\_\_



# LIFE EVENT PLANNING Rubric



Name(s) of Participant(s) \_\_\_\_\_

State \_\_\_\_\_ Team # \_\_\_\_\_ Group # \_\_\_\_\_

Category:  Junior     Senior     Occupational

PORTFOLIO							Points
<b>FCCLA Planning Process Summary Page</b> 0–5 points	<b>0</b> Planning Process summary not provided	<b>1</b> Inadequate steps in the Planning Process are presented	<b>2</b> All Planning Process steps are presented but not summarized	<b>3</b> All Planning Process steps are summarized	<b>4</b> Evidence that the Planning Process was utilized to plan project	<b>5</b> The Planning Process is used to plan the project. Each step is fully explained	
<b>Profile of Event Role of needs/wants</b> 0–3 points	<b>0</b> Not included	<b>1</b> Explanation unclear		<b>2</b> Explained partially		<b>3</b> Explained thoroughly	
<b>Profile of Event Goal statement(s)</b> 0–2 points	<b>0</b> Goals(s) of project not stated		<b>1</b> Goal(s) of project stated		<b>2</b> Goal(s) of project stated and is measurable, specific, and appropriate for the project		
<b>Profile of Event Role of Values and/or Priorities</b> 0–2 points	<b>0</b> Role of values/priorities not stated		<b>1</b> Role of values/priorities stated, but unclear		<b>2</b> Role of values/priorities stated clearly and thoroughly		
<b>Profile of Event Description of Financial Challenges</b> 0–3 points	<b>0</b> Financial challenges were not described		<b>1</b> Challenge(s) described partially, but unclear		<b>2</b> Challenges partially described		<b>3</b> Challenges described clearly and thoroughly
<b>Comparison Shopping Format</b> 0–3 points	<b>0</b> Disorganized, lacks consistent format		<b>1</b> Format difficult to interpret		<b>2</b> Format understandable, but could be organized more effectively		<b>3</b> Format clear and effective
<b>Comparison Shopping Sources Identified</b> 0–3 points	<b>0</b> No sources stated for goods/services		<b>1</b> Only 1 or 2 sources identified		<b>2</b> 3 or 4 sources identified and explained fully		<b>3</b> 5 or more sources identified and explained fully and consistently
<b>Comparison Shopping Key Considerations</b> 0–3 points	<b>0</b> No key features identified as considerations		<b>1</b> Identified for up to 1/3 of items		<b>2</b> Identified for up to 2/3 of items		<b>3</b> Identified for 100% of items in a clear, consistent, and understandable format
<b>Comparison Shopping Quantities of Goods and Services</b> 0–3 points	<b>0</b> No quantities shown		<b>1</b> Quantities shown for up to 1/3 of items		<b>2</b> Quantities shown for up to 2/3 of items		<b>3</b> Quantities shown for up to 100% of items
<b>Event Plan List of goods/services</b> 0–3 points	<b>0</b> Most needed goods/services omitted		<b>1</b> Many needed goods/services omitted		<b>2</b> Most needed goods/services listed		<b>3</b> All needed goods/services listed
<b>Event Plan Quantities and costs</b> 0–3 points	<b>0</b> Quantities and costs not shown		<b>1</b> Shown for up to 1/3 of items		<b>2</b> Shown for up to 2/3 of items		<b>3</b> Shown for more than 2/3 or all items
<b>Resources Summary Variety of Resources</b> 0–3 points	<b>0</b> Only one type of resource, no variety		<b>1</b> 2–3 types of resources, minimal variety		<b>2</b> 4–5 types of resources, some variety		<b>3</b> 6 or more types of resources
<b>Resources Summary Format Used</b> 0–2 points	<b>0</b> Disorganized, lacks consistent format		<b>1</b> Format difficult to interpret		<b>2</b> Format clear and effective		
<b>Resources Summary Summary of Learnings</b> 0–3 points	<b>0</b> No paragraph of learnings		<b>1</b> Summary of learnings unclear		<b>2</b> Only partially explained		<b>3</b> Explained clearly and thoroughly

# Life Event Planning Rubric (continued)

ORAL PRESENTATION							Points
<b>Creative Introduction</b> 0–3 points	<b>0</b> No introduction	<b>1</b> Not effective in capturing attention	<b>2</b> Somewhat creative/attention-getting	<b>3</b> Creative, captured attention immediately			
<b>Oral Presentation</b> 0–10 points	<b>0</b> Presentation is not done or speaks briefly and does not cover components of the project	<b>1–2</b> Presentation covers some topic elements	<b>3–4</b> Presentation covers all topic elements but with minimal information	<b>5–6</b> Presentation gives complete information but does not explain the project well	<b>7–8</b> Presentation covers information completely but does not flow well	<b>9–10</b> Presentation covers all relevant information with a seamless and logical delivery	
<b>Knowledge of Subject Matter</b> 0–5 points	<b>0</b> Little or no evidence of knowledge	<b>1</b> Minimal evidence of knowledge	<b>2</b> Some evidence of knowledge	<b>3</b> Knowledge of subject matter is evident but not shared in presentation	<b>4</b> Knowledge of subject matter is evident and shared at times in presentation	<b>5</b> Knowledge of subject matter is evident and incorporated throughout the presentation	
<b>Explained Financial Situation</b> <i>1. needs and wants</i> <i>2. goal(s)</i> <i>3. values and priorities</i> <i>4. financial challenges</i> 0–4 points	<b>0</b> None of the four elements are explained, either partially or in full	<b>1</b> 1–2 elements explained, either partially or in full	<b>2</b> 3 elements explained, either partially or in full	<b>3</b> All 4 elements explained, but one or more is incomplete	<b>4</b> All 4 elements explained clearly and thoroughly and thoroughly unclear or		
<b>Explained Decisions Involved in Developing Financial Plan for Event</b> 0–5 points	<b>0</b> Did not mention/explain any decisions	<b>1</b> Mentioned one decision, did not explain	<b>2</b> Mentioned two decisions, did not explain	<b>3</b> Explained one decision	<b>4</b> Explained two decisions	<b>5</b> Explained three or more decisions	
<b>Summary of Ways in Which Financial Planning was Helpful</b> 0–3 points	<b>0</b> No summary given	<b>1</b> Summary was ineffective	<b>2</b> Somewhat effective summary	<b>3</b> Highly effective summary			
<b>Use of Portfolio and Visuals During Presentation</b> 0–5 points	<b>0</b> Portfolio and visuals are not used during presentation	<b>1</b> Portfolio and visuals are used to limit amount of speaking time	<b>2</b> Portfolio and visuals are used minimally during presentation	<b>3</b> Portfolio and visuals are incorporated throughout presentation	<b>4</b> Portfolio and visuals used effectively throughout presentation	<b>5</b> Presentation moves seamlessly between oral presentation, portfolio, and visuals.	
<b>Voice—pitch tempo, volume</b> 0–3 points	<b>0</b> No voice qualities are used effectively	<b>1</b> Voice quality is adequate	<b>2</b> Voice is good, but could improve	<b>3</b> Voice quality is outstanding and pleasing to listen to			
<b>Body Language</b> 0–3 points	<b>0</b> Body language shows nervousness and unease/ inappropriate clothing	<b>1</b> Body language shows minimal amount of nervousness/ clothing is appropriate	<b>2</b> Body language is good and clothing is professional	<b>3</b> Body language and clothing choice both enhance the presentation			
<b>Grammar/ Word Usage/ Pronunciation</b> 0–3 points	<b>0</b> Extensive (more than 5) grammatical and pronunciation errors	<b>1</b> Some (3–5) grammatical and pronunciation errors	<b>2</b> Few (1–2) grammatical and pronunciation errors	<b>3</b> Presentation has no grammatical or pronunciation errors			
<b>Responses to Evaluators' Questions</b> 0–5 points	<b>0</b> Did not answer evaluators' questions	<b>1</b> Unable to answer some questions	<b>2</b> Responded to all questions, but without ease or accuracy	<b>3</b> Responded adequately to all questions	<b>4</b> Gave appropriate responses to evaluators' questions	<b>5</b> Responses to questions were appropriate and given without hesitation	

## Evaluator's Comments:

**TOTAL**



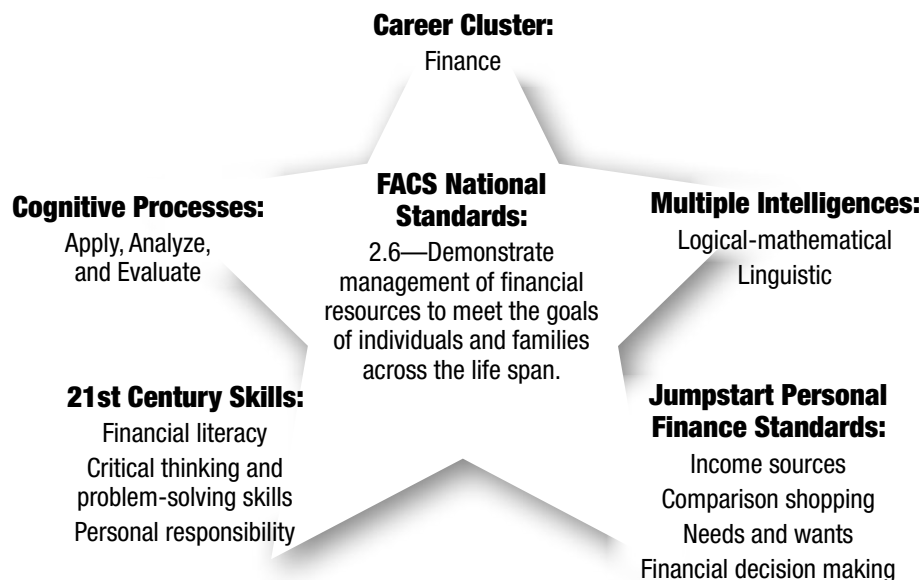
## Life Event Planning Teaching Tips for Advisers

The Life Event Planning event empowers participants by teaching them to take responsibility for their financial situations. Participants use a budgeted amount of money and develop a financial plan that enables them to achieve a short-term goal related to a real-life event. The effectiveness of planning predicts the outcomes of the project.

This event works well as a class learning activity. Write on the board the following message, starting with very large letters, gradually diminishing, with the last couple of

**Don't Forget to Plan Ahead**

letters barely fitting into the remaining space. Have students copy the quote in their notes. Have them think of a time when their failure to plan ahead caused problems and write about the type of planning they should have done and the problems that resulted without it. Have students summarize by writing a simile comparing the lack of financial planning with the sign. Use the prompt: “Failing to do financial planning is like this sign because...” (For example: Failing to do financial planning is like this sign because, when you don't plan ahead and use your resources carefully, you are likely to run out of money before all of your needs are met.) Follow up by writing on the board: “Failing to plan is like planning to fail.” Discuss.



The STAR Events glossary was developed to help clarify questions about terms in the *STAR Events Manual*. 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.

**Applied academics**—The use of knowledge from general coursework (communication, math, science, social science) in projects related to Family and Consumer Sciences.

**Audience**—A group of listeners, or readers of a work, program, or performance.

**Audio equipment**—Equipment used for the broadcasting of sound (e.g., compact disc, cassette player, etc.).

**Audiovisual equipment**—Equipment that uses both sight and sound to present information (e.g., television, video-cassette recorder, LCD projector, etc.).

**Bibliography**—An alphabetical list of sources of information in an organized, consistent format (i.e. APA, Chicago, 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.

**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.).

**Comprehensive Student**—Students enrolled in general courses in a Family and Consumer Sciences program.

**Content**—The subject or ideas contained in something written, said, or represented.

**Content pages**—Pages of a *manual*, business plan, or *portfolio* that contain information about the project; one side of page only with no *stacking/overlapping*.

**Costume/Uniform**—Clothing of a distinctive design or fashion worn by members of a particular group and serving as a means of identification.

**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.

**Dimensions**—The stated or required size of a *display*, *manual*, *portfolio*, or container (i.e., measurements, number of pages, etc.). The measured *dimensions* include all items that are a part of the *display*, *manual*, *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., used to showcase a chapter's service project, chapter program of work, or a Focus on Children project, and is contained within a specified area that includes all materials, *visuals*, and *audio-visual equipment* to be used for the presentation.

**Divider pages**—Pages of a *manual* or *portfolio* that separate 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 section.

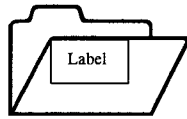
**Easel**—A stand or frame that may range in size used to hold materials upright, usually during a presentation or display.

**Electronic Portfolio**—An electronic portfolio, also known as an **e-portfolio** or **digital portfolio**, is a collection of electronic evidence assembled and managed by a user, usually on the Web (also called Webfolio). Such electronic evidence may include inputted text, electronic files such as Microsoft Word and Adobe PDF files, images, multimedia, blog entries, and hyperlinks. E-portfolios are both demonstrations of the user's abilities and platforms for self-expression, and, if they are online, they can be maintained dynamically over time. Some e-portfolio applications permit varying degrees of audience access, so the same portfolio might be used for multiple purposes.

**Employment**—The work in which one is engaged; an activity to which one devotes time; may or may not include wages.

**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.

**File folder**—A letter-size folder 8½" 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.



**Flip chart**—A chart consisting of sheets hinged on one side that can be flipped over to present information sequentially.

**Graphic**—A picture, border, map, graphic font, or graph used for illustration or demonstration.

**Hard copy**—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.

**Manual**—An arrangement of materials in an FCCLA scrapbook containing information about an in-depth chapter service project or chapter program of work that may include but is not limited to pictures, news clippings, and program booklets.

**National programs**—Frameworks for FCCLA action that encourage members to enhance their personal growth and build leadership skills.

**Occupational student**—An *occupational student* is one who has completed or is currently taking a concentrated program that prepares individuals for paid *employment*.

**Overlapping**—See *stacking*.

**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).

**Plain paper**—8½" x 11" paper with no *graphics* or design. Paper may be any color.

**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.

**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. Portfolio may be either hardcopy or electronic. See event specifications for allowable format.

**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*. Live objects are not allowed.

**School-based learning**—Knowledge obtained through school curriculum and *community* service projects/activities that enhances a student's ability to work in a specific occupation.

**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).

**Stacking/Overlapping**—Placing more than one piece of paper, program, or catalog on a page so when the page is fully extended it covers another document on that page. If this occurs it is counted as two or more *content* pages. Participants may avoid *stacking/overlapping* penalties by gluing or laminating items or sealing sheet protectors when used.

**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.

## STAR Events Glossary (continued)

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**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.

**Uniform**—See *costume*.

**Visual equipment**—Equipment used for visual projection without sound (e.g., projectors, VCRs, LCD projector).

**Visuals**—Posters, charts, slides, transparencies, presentation software, etc.

**Work-based learning**—Knowledge obtained through job shadowing, informational interviews, or career research projects that enhances a specific *occupational* area.

# **EVALUATOR INFORMATION**

**Life Event Planning**

## EVALUATORS— GENERAL INFORMATION AND INSTRUCTIONS

- ❑ Evaluation teams typically consist of two adults and one student member.
- ❑ Become familiar with the rules, point summary forms, and the rubric sheet criteria for your assigned event. Question any criteria not understood. Remember that individual state event rules often differ from national event rules and that national rules must be followed for the national event.
- ❑ Before each participant begins, you will receive a rubric sheet, point summary form, and other pertinent information about the participant. Take a few minutes to preview the information, as it is a part of their presentation and evaluation.
- ❑ Time is allowed at the completion of each presentation for you to work (quickly) on your ratings and comments.
- ❑ When completing the rubric sheet, fill in the correct score bubble. Write the appropriate rating in the score column and *write comments* on the back of the rubric sheet. Written comments serve as a valuable source of feedback for the individuals and teams. Record total points. Verify point total and initial.
- ❑ If unsure about anything concerning the presentation, ask the participants to explain or clarify.
- ❑ Do not request that participants hand you items—instead, please stand up for a closer look.
- ❑ Score the participant entry and discuss the presentation in private with the other evaluators on your team. Spend a few minutes reviewing the strengths and areas for improvement of the presentation. Do NOT inform participants of their score and/or rating.
- ❑ Compare ratings with other evaluators and discuss the scores given to each student. The adult room consultant will then total scores and determine the average rating. Together, the evaluators will review the score and come to a consensus on the rating. Although evaluator scores will vary, (we recommend that all three evaluator ratings be within a 10-point range.) If the scores are outside a 10-point range, discuss the criteria and make sure there is a consensus between evaluators to standardize the participants score. **Rounding off points: Scores should NOT be rounded.**
- ❑ Each team of evaluators will complete a point summary form for each individual or team. Verify point total and initial. Include the point summary form for each individual or team even if there are no point deductions.
- ❑ Rubric sheets and point summary forms are to be turned in to the room consultant at the end of the presentation, *NOT* held by evaluators until the end of the day to be adjusted.
- ❑ The decisions of the evaluators are final.
- ❑ Do not discuss the final ratings with anyone prior to the Recognition Sessions.
- ❑ Discuss any suggestions for improvement on your event with the event lead consultant. Your comments are welcomed and appreciated.

# THE EVALUATION PROCESS

Evaluators play a key role in STAR Events. In fact, evaluators play a key role in determining whether the experience is a positive or negative one for the student participants. **It is the goal of STAR Events to make participation a positive experience for all participants, regardless of the ratings they receive.** A considerate, sensitive, and fair evaluation process can accomplish this. The evaluation procedures attempt to accomplish the following:

- ❑ ***Focus on the achievements of youth.*** The evaluation process must stress what students do well and give them credit and recognition.
- ❑ ***Promote interaction between youth and adults.*** Student and adult evaluation teams have been created to enable youth and adults to share responsibility and exchange views from their level of experience.
- ❑ ***Encourage youth to take an active role in their own evaluation.*** Participants are asked to evaluate themselves as well as review the comments evaluators make about their performance.
- ❑ ***Measure achievements against standard criteria rather than against another student.*** All efforts should be made to rate the individual or team against the criteria on the rubric rather than comparing them to previous presentations.
- ❑ ***Recognize that all students are winners.*** Each participant has winning qualities or they would not have made it to the national level STAR Events. The evaluation process must reaffirm to students what those winning qualities are.

Evaluators make important value judgments about a student's accomplishments. Participants will accept these opinions and evaluations provided certain conditions are met. It is important, that as an evaluator, you strive for the following:

- ❑ ***Consensus.*** Although evaluator scores will vary, it is important that a consensus is reached between an evaluation team in regards to the event criteria. Please attempt to have the evaluation rating of participants within a 10-point range.
- ❑ ***Consistency.*** Attempt to rate students consistently when their performance is similar.
- ❑ ***Fairness.*** Do not let influencing factors interfere with your evaluation of a participant(s) presentation. If you know the individual(s) or feel influenced in any way, ask that the participant(s) be sent to another team for evaluation.
- ❑ ***Honesty and Sincerity.*** Make simple, forthright statements of your beliefs concerning the presentation. When offering constructive criticism, keep in mind the feelings of the individual(s).
- ❑ ***Attention to Detail.*** Be very specific in your evaluation comments. Rather than "You did a fine job," highlight the areas where they did a fine job.
- ❑ ***Feedback.*** Focus primarily on what the participant did well. Don't overload on the negatives—that's what the participant is likely to remember the longest. Positive comments and thoughtful, constructive suggestions will benefit the participant the most in the long run.

**Many thanks—evaluators make these events possible!**

## LIFE EVENT PLANNING

## EVALUATOR

- Review the participant's **portfolio** 15 minutes prior to the presentation.
- Participants may give up to a 10 minute oral presentation of their project to the evaluators. Following the oral presentation, evaluators will have 5 minutes to question participant and determine their knowledge of the subject or to ask for clarification.
- Score the entry and discuss in private with the other evaluators on your team.
- Spend a few minutes reviewing strengths and areas for improvement of the presentation. Make written remarks on the rubric or the provided comment sheets.
- Complete the rubric and initial your rubric next to the "Total Score" box at the bottom of the second page.
- Submit your final rubric and any additional comment sheets to the adult room consultant for review.
- Once the adult room consultant has finished reviewing and totaling the participant's score, double check for accuracy and initial the Point Summary Form where directed.
- At the end of the day complete the evaluator evaluations form and submit to the youth room consultant.
- Thank the room consultants for their assistance and work throughout the day.

**DO NOT INFORM PARTICIPANTS OF THEIR SCORE OR RATING!**

**ROOM  
CONSULTANT  
INFORMATION**

**Life Event Planning**

## *Prior to the Event*

- ❑ Read all information provided through the mail and online from FCCLA national headquarters for room consultants in your event thoroughly.
- ❑ **Bring a calculator to the National Leadership Conference** for totaling points.

## *At the National Leadership Conference*

- ❑ Attend room consultants meeting to review specific responsibilities.
- ❑ Assist with participant registration/orientation.
- ❑ Prior to the event, check your room setup and materials. Review room consultant information and organize evaluator materials.
- ❑ Serve as doorkeeper for the event and enforce the no spectator policy.
- ❑ Check off participant names on time schedule when they present.
- ❑ Collect and review participants' portfolios while they are setting up. Record points on the corresponding point summary form, and confer with the event lead consultant if there are any questions. Then give the portfolios to evaluators and encourage them to score the "Portfolio" section of the rubric.
- ❑ Following the participants' presentations, encourage evaluators to make constructive **and** thorough comments on the rubrics or provided comment sheets.
- ❑ Keep evaluators on schedule and check for blank areas on rubrics.
- ❑ Total points on rubrics and point summary form, and indicate final rating. Show evaluators final ratings for each participant and have evaluator initial their rubric next to the total points box and in the space provided on the point summary form. If ratings are not consistent, remind evaluators that we ask evaluation teams to be within a 10-point range.
- ❑ Collect and return rubrics and point summary forms to the Assistant Lead Consultant in team number order.
- ❑ Collect and return supplies to the Assistant Lead Consultant.
- ❑ Assist with Recognition Sessions as needed.
- ❑ Do not discuss ratings with anyone prior to Recognition Sessions.

## *Prior to the Event*

- ❑ Read all information provided through the mail and online from FCCLA national headquarters for room consultants in your event thoroughly.
- ❑ **Bring a stopwatch to National Leadership Conference** for timing events. A wristwatch is not acceptable.

## *At the National Leadership Conference*

- ❑ Attend room consultants meeting to review specific responsibilities.
- ❑ Assist adult room consultants as needed.
- ❑ Introduce each participant or team to the evaluators.
- ❑ Serve as timekeeper for the event.
  - allow participants 5 minutes to setup; other persons may not assist
  - allow the adult room consultant and evaluators 10 minutes to review the portfolio
  - begin timing when participants begin their oral presentation
  - hold up warning card at 9 minutes (one minute warning)
  - stop participants at 10 minutes
  - allow 5 minutes for questioning by evaluators
- ❑ Direct participants outside of the event room after the 5 minutes of questions so evaluators may complete rubrics.
- ❑ Have participants complete the STAR Events evaluation form and collect completed forms to give to the Assistant Lead Consultant at the end of the day.
- ❑ Thank the participants for their work and presentation.
- ❑ Allow evaluators a few minutes to write comments and discuss the entry among themselves before bringing in the next participant.
- ❑ Collect rubrics and point summary form at the end of each presentation, and give to adult room consultant.
- ❑ Give evaluators the next portfolio to review once they have finished scoring.
- ❑ At the end of the day complete the room consultant evaluation form and collect completed evaluations from the evaluators and adult room consultant. Return evaluations to the Assistant Lead Consultant with the other competition materials.
- ❑ Thank evaluators at the end of the event.
- ❑ Assist with Recognition Sessions as needed.
- ❑ Do not discuss ratings with anyone prior to Recognition Sessions.