2/24/12

Major Corrections to the FCCLA 2011-2012 Competitive Events Guide

Please make the following corrections to the 2011-2012 Competitive Events Guide. Notify starevents@fcclainc.org if you find other corrections that should be made.

Skill Demonstration Events

Culinary Food Art

- Page 13 – Procedures and Time Requirements: 3. Participants will bring all necessary tools and equipment for this event, per list provided in event specifications. ~~*Additional items are not allowed.*~~

- Page 15 – Food Art Preparation – Equipment, Tools, and Techniques: ….Tools may include but are not limited to: *cutting board and mat***, small chef's knife, vegetable peeler, paring knife, channel knife, zester, fork, aspic cutters, apple peeler/corer, v-shaped knife, crinkle cutter, scissors, flex blade knife, frill picks, *disposable gloves**, appropriate items for sanitation**, small compost/waste bucket or bowl***, 9" white paper plate", bowl for ice bath, towels. ** Required to bring.

Culinary Knife Skills

- Page 20 – Knife Skills/Food Presentation – Overall Product Appearance and Presentation: Prepare knife cuts consistently, with ~~*creative presentations and*~~ appropriate proportions. Demonstrate high quality of workmanship.

- Page 22 – Rubric – Knife Skills/Food Presentation: *All references to creativity are removed.* Points remain unchanged.

Impromptu Speaking

- Page 27 – Rubric – Point Distribution: "Relationship to Family and Consumer Sciences Coursework and/or Related Careers" and "Relationship to FCCLA Programs, Purposes, and Activities" *point distribution changes from 10 points to 15 points. 0, 1-3, 4-6, 7-9, 10-12, and 13-15.*

STAR Events

Environmental Ambassador

- Printed page 54 – Presentation Elements – ~~*"*Visual Equipment is allowed only for presentation of electronic portfolio."*~~ Visual equipment is allowed.

Illustrated Talk

- Printed page 70 – Point Summary Form - Room Consultant Check - File Folder: 2. File Folder is presented with correct labeling and sufficient evaluators material. ·Project ID Page ·Planning Process Summary Page ~~*·Presentation Outline*~~ ·Prior Presentation Documentation ·Works Cited

Leadership

- Printed page 88 – Leadership Specifications, Mentee Reflection: Include a reflection completed by the mentee using the questions on page ~~*241*~~ *94*. If the mentee is not….

- Printed page 93 – The Student Leadership Practices Inventory instructions have changed on the Wiley website. Please use the instructions as provided beginning on page 4 of this document. (updated 2/24/12)

Life Event Planning

- Printed page 95 – Procedures & Time Requirements: 1. Each ~~*participant*~~ *entry* will submit a portfolio (hard copy or electronic) to the event room consultant at the designated participation time.

- Printed page 97 – Electronic Portfolio: ….The electronic portfolio may be no more than 31 pages or ~~*41*~~ *42* slides……

- Printed page 99 – Point Summary Form – Room Consultant Check – Portfolio: 1. Portfolio contains no more than 31 single-sided content pages or ~~*41*~~ *42* content slides including: 3-12 comparison shopping pages or ~~*2-7*~~ *5-17* slides. Add 1-3 profile of event pages or 2-5 slides (was missing from the Point Summary Form).

Portfolio contains no more than 31 single-sided content pages or 42 content slides including:

- 1 project ID page or slide
- 1 table of contents page or slide
- Up to 5 divider pages or slides
- 1–2 Planning Process summary pages or 2–3 slides
- 1-3 profile of event pages or 2-5 slides
- 3–12 comparison shopping pages or 5-17 slides
- 1–5 event plan pages or 2–7 slides
- 1–2 resource summary pages or 2–3 slides

Nutrition and Wellness

- Please note that the USDA continues to change their resources from “MyPyramid” to “MyPlate” and that the links posted in the guide have changed. Please utilize the latest versions of the materials as needed for nutrition and wellness tracking and goals.

Parliamentary Procedure

- Printed page 113 – General Information: 5. ***Robert’s Rules of Order Newly Revised*** ~~***10th***~~ ***11th Edition*** will be used as the authority for this event.

National Programs in Action

- Printed page 167 – Oral Presentation: The oral presentation may be up to ~~*15*~~ *10* minutes in length and is delivered to evaluators.

Promote and Publicize FCCLA!

- Printed page 175 – Writing Sample: The participant(s) will be given ~~*15*~~ *10* minutes to develop the assigned writing sample to demonstrate their knowledge of skills needed in the communications field.

Early Childhood

- Printed page 192 – Presentation Skills: The oral presentation of the activity plan may be up to ~~*15*~~ *10* minutes in length and is delivered to evaluators.

Teach and Train

- Printed page 243 – Point Summary Form: Portfolio Pages – 1 –

  Portfolio contains no more than 35 single-sided pages or 45 slides including:
  - 1 project ID page or slide
  - 1 table of contents page or slide
  - 1 Planning Process summary page or 2 slides
  - Up to 7 divider pages or slides
  - Up to ~~*35*~~ *25* content pages or ~~*45*~~ *35* content slides
  - ~~*Evidence of prior presentation*~~

The evidence of prior presentation is still required. For the Junior category, it is included in the content pages. For the senior and occupational categories, it is included in the Shadowing Reflection Summary, found on page 249. The Shadowing Reflection Summary, which includes all information on page 249, should not exceed 2 pages in length.

Digital Stories for Change

- Printed page 252 – Eligibility: 1. Any nationally affiliated FCCLA chapter ~~*member*~~ may submit one entry in each category.

No Kid Hungry National Outreach Project

- Printed page 266 – Eligibility: 1. Any nationally affiliated FCCLA chapter ~~*member*~~ may submit **one** entry from either the junior, senior or occupational category.

- Printed page 266 – Procedures: Level I, #8. **The use of copyrighted music, photographs, or graphics ~~in the digital video~~ will disqualify the entry.** Music, photographs, text,….

Virtual Poster

- Printed page 277 – Eligibility: 1. Any nationally affiliated FCCLA chapter ~~*member*~~ may submit one entry in each category.

Single Leader Instructions for Completing Student LPI Online

As a First time Purchaser of LPI, completing the LPI consists of 8 simple steps; Purchasing a Token, Registering, Adding the token to your account, Creating the Assessment, Completing the self assessment, Assigning Observers, Monitoring Observer Progress, and Generating / Downloading the report.

1. Purchase the token

Please go here: http://www.studentleadershipchallenge.com/products.aspx

And then click on "Purchase Now!" to enter the shopping cart to purchase your token.

2. Register

When you purchased your tokens you were required to create an account for our shopping cart system. However, this login **is not** valid for LPI. Once you have purchased your tokens, please to go:

http://www.lpionline.com/lpi/

Then, click on Register Now, and fill out the required fields. Once your account is created you will be logged into the LPI system, and taken to the Dashboard.

3. Add the Tokens to your Account

Shortly after you complete your purchase you should receiving an email from auto-confirm@wiley.com with a title of, "Your order with Jossey-Bass/Pfeiffer."

Inside that email you will see an order number listed. You will need this information to retrieve your tokens (add them to your account).

1. Log into LPI
2. Click on Tokens
3. Locate the heading that says "Retrieve Tokens Purchased From".
4. Next to Wiley, please enter your order/account number from your confirmation email
5. You should then receive a message that the retrieval was successful.

   Note: If you receive an error message double-check your entries and try again

4. Create the Assignment

Once the token has been retrieved, you can now create the assessment. Click on HOME at the top left of the screen to return to the Dashboard. You should not see an Administrator Heading. Click on Create Assignments to begin.

NOTE: A video walkthrough can be found Here.

1. Select the Add Individual Leaders and click Next.
2. Click Add a new folder, then enter the folder name and select Save
3. Click on the box next to the folder you created, and click Next
4. Enter in the email address of the person taking the survey, and click Add
5. Enter the Leader First and Last name, and click Next
6. Click on the calendar to set both the leader and observer complete by (due) dates

7. Click Next
8. Click on the calendar to set both the leader and observer delivery dates and click Next
9. Review your choices, and then click Confirm.
10. If you have added yourself in as the leader, go back to the LPI online homepage, and skip to step 5

5. Leader Register

Once the Assessment is created, and email will be sent from notifications@lpionline.com with a subject line that reads, ***"Welcome to the Student Leadership Practices Inventory"***

The leader will then need to click on the link in the welcome email which will take them to the registration page. They will then need to complete the same registration process that was done in step 2

If you have created the assessment for yourself, just click on Start Assessment on the Dashboard to begin.

6. Complete the Assessment

When the leader completes the registration process they will be logged into LPI. Once they are logged in, they can complete the Self survey by clicking on "Take Assessment." They will need to Click Submit at the end of the survey to have the answers recorded.

Note: Once the assessment is submitted, the survey cannot be reopened/ changed.

7. Assign Observers

Once the self assessment is submitted the leader will be asked to answer some demographic questions and can then Add Observers by clicking on the Next button. Once the demographic questions are answered/skipped, they then click on Add /Manage observers.

1. Enter in the name/ email address for the first observer and click on Add (repeat as necessary)
2. Once you have entered in all of your observers, make sure that their information is correct, and then click on Save. They will then be emailed a welcome notification on the date specified.

Some time the leader adds Observers into the LPI system they may want to send them a personal email to alert them to the fact they are asking them to complete this survey for you, and stress the deadline. Let them know that they, too, will receive an email from notifications@lpionline.com with the link and initial log on information (this is generated automatically by the system). The Observes will also need to go through the registration process, and set up a new password for themselves.

Note: an email template is available that you can use. It is available here

8. Monitor Observers

The leader or administrator may return to the site at any time to monitor how many of the Observers have responded and send a reminder email to those who have not yet completed the survey by clicking on the "Remind All" button. This will send a reminder **ONLY** to those who have not yet completed the survey. Or you can resend the initial invitation to just one Observer if they did not receive it.

9. Generate the report

Once the Leader and observers have completed the assessment the Administrator will then need to generate the report:

NOTE: A video walkthrough can be found Here.

1. Click on Reports at the LPI Dashboard.
2. Click on Request Reports
3. Select a report type by choosing the relevant radio button. (Note: LPI Individual offers only Individual Reports, not Comparative or Combined ones.)
4. If you're generating an Individual Report, you have a choice of report formats. Select the relevant format radio buttons. If you're generating a Comparative or Combined Report, you can only select PDF
5. Click the Next button to move on to the Request Reports screen.
6. In the bar on the left of the screen, click the name of the Folder that contains the assignment you want to generate a report for.
7. (Optional.) If you have a long list of Leaders and need to filter out some assignments to make it easier to find the one you want, choose All Assignments, Active Assignments, or Inactive Assignments from the View drop-down list.
8. (Optional.) You can also filter out assignments by clicking the Calendar icons next to the Between and And boxes. This filters the list down to only those assignments that fall between those dates.
9. When you've found the assignment(s) you want to generate a report for, click the check box(es) to select and click the Add Selected to Request button at the bottom of the screen. A Selected Assignments area appears at the bottom of the screen listing any and all assignments you've selected. The process varies slightly for Combined Reports. Instead of clicking the Add Selected to Request button at the bottom of the screen, click the Next button. Then jump ahead to Step 9 to continue.
10. If you need to select other assignments, click the Back button (within LPI, not in your browser) to go back and select more assignments. If you've chosen all the assignments you want to include, click Next.
11. On the Reports Requested screen that appears, click Confirm. After you click Confirm, you see a confirmation screen letting you know that your report was generated, and will be given a confirmation number.

10. Download Report

Reports that the administrator have previously generated will be available within 24 hours. However, they are typically available much sooner. To download the reports, please do the following:

1. Click on Reports at the LPI Dashboard.
2. Click on View Reports
3. Locate the report request that you wish to download
4. Click on Download, and download the report to your computer.
5. You will then need to unzip the reports, and either print them or distribute them to your leaders.

NOTE: Only reports with a status of Download can be downloaded.

NOTE: If you do not remember which report request contains the leaders you are looking for, please click on the request and the contents of that request will be shown.

Trouble?

If you experience any issues with your survey and need assistance please contact Wiley Technical Support though the support site at: http://lpi.custhelp.com/.