

NEBRASKA STAR HANDBOOK



**2009-2010
Revision**

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CREDITS

The Nebraska Association of FCCLA, an affiliate of the national FCCLA organization, appreciates the time and talents of the MANY members and advisors who have served either on the original SEARCH task force or one of the revision committees. Each year the District STAR Coordinators review this document and make suggested changes. As of 2009-2010, any information found in the National STAR manual is NOT repeated in this document.

INTRODUCING STAR

(*Students Taking Action with Recognition*)

The STAR program encourages active participation and emphasizes the positive accomplishments of FCCLA members. The objective of this program is to assist students in developing leadership, citizenship, and occupational knowledge and skills for personal, family and community living through family and consumer sciences education. The program is designed to be a learning experience for members and as such may be undertaken as an independent project or may be integrated into classroom instruction.

Student participation in STAR shall:

- be student initiated, planned, implemented and evaluated with guidance from advisers;
- provide students with skills to succeed in both competitive and cooperative environments;
- develop individual growth, group process and decision-making skills; and,
- be an integral part of the family and consumer sciences curriculum within the school system.

Events are structured activities in which a student's performance is evaluated in relation to a standard level of achievement. It is possible for all students to obtain the highest level of achievement. The emphasis of the STAR program is on recognition and not on competition. Ratings are based on the efforts of each individual or team member. All entrants receive recognition, as well as constructive suggestions.

Some basic philosophies which have governed the development of the STAR program are:

- Students deserve recognition.
- Cooperation is encouraged through the events which are open to team participation.
- Events will increase the involvement of FCCLA members in the community and world in which they live.
- Events are structured to promote cooperation and competition in a positive and constructive environment.
- Participation in the program is voluntary.

There are two major categories of events:

- I. NEBRASKA STAR — events which enable members to demonstrate proficiency and achievement at the DISTRICT AND STATE level.

In the Presentation Events, individuals or teams research a topic and make a presentation using visuals in one of the following sub-divisions:

- A. Consumer Issues (Jr. High only)
- B. Family Challenges & Issues
- C. Health & Wellness

In the Written Test Event, individuals are tested over their knowledge of a specific area:

- D. Parliamentary Procedure (Jr. High only)

- II. NATIONAL STAR — events which enable members to demonstrate proficiency and achievement at the DISTRICT, STATE, AND NATIONAL level.

Refer to the National STAR Manual for the listing and descriptions of national events. Annually the Star District Coordinators determine which of the national events will be offered within Nebraska; NOT ALL NATIONAL EVENTS ARE OFFERED.

PARTICIPATION IN STAR EVENTS

Fees, determined annually, are charged for participating in the STAR events at each level to cover the costs of mailings, paper, supplies, evaluators' expenses, certificates/awards, and related expenses.

- Local Level It is suggested that larger chapters conduct local events to allow all members to participate if they wish. This will also determine who should enter the District STAR events. The local adviser should be contacted concerning questions at this level.
- District Level Each district must develop written guidelines clearly indicating any variation from the state and national processes and/or rules. **It is recommended that these guidelines be reviewed a minimum of every five years. A copy of the present guidelines must be submitted to the State Office of FCCLA.**
- State Level This Handbook outlines the processes and rules that will be followed at the Nebraska STAR events. Only presentations given as part of the District STAR events are eligible to advance to state. **Questions about state events should be addressed to the FCCLA State Adviser at 402-471-4814.**
- National Level The National STAR Events Manual outlines the processes and rules that will be followed at the National STAR events. The Nebraska STAR Handbook clarifies where difference occur in the operation of the specific event at the District and State levels. Only presentations given as part of the National STAR events at the state level are eligible to advance to national, except for Culinary Arts. **Questions about national events should be addressed through the FCCLA State Adviser at 402-471-4814.**

**SCOPE OF STAR PROGRAM IN NEBRASKA FCCLA
2009-2010**

EVENT	# entrants In event	CATEGORY OF EVENTS		
		Up to 9	10-12	Combined
NEBRASKA STAR — District & State (See State STAR Handbook for detailed information)				
Consumer Issues	1-3	YES	NO	NO
Family Challenges & Issues	1-3	YES	YES	NO
Health & Wellness	1-3	YES	YES	NO
Parliamentary Procedure Written Test	1	YES	NO	NO
NATIONAL STAR — District, State & National (See National STAR Manual for detailed information)				
Applied Technology	1-3	YES	YES	NO
Career Investigation	1	YES	YES	NO
Chapter Service Project - Manual	1-3	YES	YES	NO
Chapter Service Project – Display	1-3	YES	YES	NO
Chapter Showcase - Manual	1-3	YES	YES	NO
Chapter Showcase – Display	1-3	YES	YES	NO
Culinary Arts (Occupational members in ProStart Schools ONLY)	3	NO	YES	NO
Entrepreneurship	1-3	YES	YES	NO
Focus on Children	1-3	YES	YES	NO
Illustrated Talk	1-3	YES	YES	NO
Interior Design	1-3	NO	YES	NO
Interpersonal Communications	1-3	YES	YES	NO
Job Interview	1	NO	YES	NO
Life Event Planning	1-3	NO	YES	NO
National Programs in Action	1-3	YES	YES	NO
Parliamentary Procedure	4-8	NO	NO	YES
Promote & Publicize FCCLA	1-3	YES	YES	NO
Recycle and Redesign	1	YES	YES	NO
Teach and Train	1	NO	YES	NO

CHART OF DIFFERENCES AMONG NATIONAL, STATE AND DISTRICT EVENTS

NATIONAL	STATE	DISTRICT
<i>Extent of Individual Participation</i>		
Each person is limited to participation in one event.	Each person is limited to participation in one event.	Determined at District Level
<i>Documentation of Number of Presentations Required (Proof of Presentation)</i> (Only applies to Consumer Issues, Family Challenges & Issues, Health & Wellness, and Illustrated Talk)		
Three. Nebraska representatives are encouraged to use only presentations to groups, NOT the state or district competition.	Three. One must represent an outreach to an audience containing persons who are not FCCLA members. If the district STAR competition is used as one, do NOT include the rating sheet as documentation.	Determined at District Level
<i>File Folder Label</i>		
<ul style="list-style-type: none"> · Name of STAR event and Category (Jr or Sr) · Participant(s) Name · State FCCLA National Region* <p><small>*Nebraska is in the Central Region</small></p>	<ul style="list-style-type: none"> · Name of STAR event* and Category (Jr or Sr) · Participant(s) Name · Chapter and the Nebraska FCCLA District number <p><small>* In State STAR events, use the Sub-Division titles.</small></p>	<ul style="list-style-type: none"> · Name of STAR event* and Category (Jr or Sr) · Participant(s) Name · Chapter and Nebraska FCCLA District number. <p><small>* In State STAR events, use the Sub-Division titles.</small></p>
<i>Project Identification Page</i>		
ALWAYS follow the NATIONAL rules concerning the specific information that is required on this page. Nebraska is in the Central Region.		
<i>Registration and Orientation</i>		
All MUST attend registration or the event is disqualified. Orientation is optional, but HIGHLY encouraged.	There is no registration. At least one team member must be present at orientation.	Determined at district level.
<i>Evaluation Process</i>		
Evaluators will score and write comments on each entry and then spend a few minutes reviewing the strengths and areas for improvement of the presentation with the participants. It is recommended that evaluator ratings be within a 10-point range of each other.	Evaluators will score and write comments on respective rating sheet. It is recommended (not required) that evaluator ratings be within a 10-point range of each other.	Evaluators will score and write comments on respective rating sheet. It is recommended (not required) that evaluator ratings be within a 10-point range of each other.

Chapter Service and Chapter Showcase		
Participants have 30 minutes to set up for event in the space specified by the Lead Consultant.	Participants submit manual to Room Consultant during orientation. There is no separate set up time.	Set-up determined at district level.
Job Interview		
Participants will report at the designated time to complete the job application and turn in their portfolio to the room consultant.	All participants will complete application at the same time. The portfolio will be submitted to the room consultant during orientation.	Determined at District Level
Parliamentary Procedure		
Each room operates independently of each other	Teams are given a written test to determine placement in either the championship or consolation demonstration round.	Determined at District level
Resolving Conflicts		
Issues would be referred to the STAR events Advisory Team for consideration during next revision.	At the annual meeting of the District STAR Coordinators a STAR Advisory Committee is selected for the purpose of resolving issues that may arise in the District (only if they cannot be resolved at that level) and State level program/ events. A new committee is selected each year with one member being selected per region. The current year's coordinators shall select this committee.	The District Association shall have the authority to determine action to be taken when situations arise. A minimum of three persons, including students and adults, and each representing different chapters not related to the situation, shall decide what action shall be taken.
Handouts to Evaluators or Audience		
Participants are NOT to distribute materials or product samples unless allowed in the specific event rules.	Not allowed; will be disregarded by evaluator	Not allowed; will be disregarded by evaluator
Advancing from Preliminary to Final Round		
Not an issue	The highest-rated individual from each preliminary round will advance to the final round.	Determined at District Level; generally not an issue
Easels		
Not provided	Only provided in the Cornhusker when appropriate for the event.	Determined at District Level

INFORMATION THAT APPLIES TO BOTH NEBRASKA STAR AND NATIONAL STAR EVENTS

DEFINITION OF TERMS

Category	Grade level (ex. Senior High, Junior High)
Sub-Division	Nebraska STAR is divided into three areas of emphasis: Consumer Issues, Family Challenges and Issues, and Health & Wellness.
Entrant	A person who gives either an individual presentation or is a member of a team presentation
Event	A grouping of related presentations with a specific set of rules. (ex. Interpersonal Communications, Illustrated Talk, etc)
Team	Consists of one to three persons, except for Parliamentary Procedure (4-8).
State Champion	The highest-rated presentation at the State STAR Event.
State Runner-Up	The second highest-rated presentation at the State STAR Event.

ELIGIBILITY FOR PARTICIPATION AT STATE LEVEL

1. Each entrant must be an FCCLA member with dues submitted to the National FCCLA Association before participating in an event at either district or state. Districts are encouraged to require copies of affiliation forms as part of their event registration process. Entrants at state STAR must appear on affiliation form received by National FCCLA no later than February 1. NOTE: A state STAR participant can avoid disqualification by paying a \$30 late processing fee, plus their state and national dues, by March 1. After March 1, the entrant is disqualified.
2. If any member of a team is a Senior High (10-12) student, that team must enter the Senior High category.
3. Students participating as a team must be members of the same FCCLA chapter.
4. A student may enter only one event at state regardless of whether they are individual or team events.
5. The same presentation cannot be used more than once.
6. State Officer Team members may participate in all events, except Job Interview and Parliamentary Procedure. Peer Education Team members may participate in all events, but their presentation cannot be one that was developed/given as part of their team responsibilities.
7. All Nebraska FCCLA members may participate in all STAR events even if they do not intend to participate at the national level. The decision concerning whether an individual wishes to represent Nebraska at the national level must be indicated when you register at the state level. It is suggested that entrants indicate "Yes" unless they are **certain** that they are unable to attend nationals.
8. A substitute will be allowed in team events only. If one person is unable to participate in a team event, another member is allowed to take that person's place. No more than one substitution is allowed per event. No alternates will be allowed in individual events.

GENERAL RULES CONCERNING PRESENTATIONS

1. When using audio-visuals, entrants must use original rather than commercially produced materials. Students must comply with copyright laws.
2. Entrants are cautioned to avoid using materials that may be dangerous to others or may damage property (i.e., glass, acids, etc.). Any costs related to clean-up assessed by the facility will be passed on to the responsible chapter.
3. **Any facility charges related to equipment or electrical outlets will be assessed to the chapter. Effective with the 2010 State Conference, Pershing Auditorium will be charging \$20 for each electrical connection in the auditorium. As a result, any Focus on Children event needing an electrical outlet will be charged \$20 in addition to the STAR registration fee.**
4. Entrants should be appropriately groomed and dressed for the event and award presentation.

FORMAT INSTRUCTIONS

1. All typed pages must be typed on one side only.
2. Printed, typed and written materials must be legible and in a size that is easy to read.

DISQUALIFICATION

Disqualification are unfortunate to everyone concerned — participants, parents, advisers, and event managers. Disqualifications will occur only under the conditions outlined.

Causes for Disqualification

1. Failure to send dues to national headquarters by March 1st. Districts are encouraged to have all entrants affiliated prior to District events. To be assured our records are up-to-date, send a copy of any affiliation sent to the national office after December 15 to the state office as it takes several weeks for items to be processed through the national office.
2. Failure to be on time for your event presentation. At the state level, participants are requested to arrive 15 minutes before scheduled time.

Note: There are no longer Point Deductions, the items formerly used for assessing point deductions are now built into the rating sheets.

AWARD DECISIONS

The decision of the evaluators is final. Only when scoring errors are discovered which positively impact medal placement will the STAR Coordinator alter the evaluator's decision.

ADVISER RESPONSIBILITIES

Advisers are the key to the success of STAR events. Local advisers carry a major responsibility for introducing all members to the program and coaching/monitoring the participants who represent their chapter. *Remember that all work must be completed by the participants, not by you — you function only as an adviser!*


Adviser responsibilities include:

1. **BECOME FAMILIAR WITH STAR.** Read this manual thoroughly as it outlines all the rules and regulations related to STAR events in general and the Nebraska STAR events. Read the STAR Events Manual from National FCCLA; rules for the National events are **not** reproduced within this state manual. *NOTE: Rules found in the Nebraska STAR Handbook also apply to the National STAR events at the state competition.* While you are at district and state leadership meeting, observe events with which you are not familiar OR assign students to observe different events and then have them serve as resources to other students. New advisers are encouraged to contact advisers who have active STAR programs for advice. Perhaps a student from a neighboring school would be willing to help your students get started. Check out the videos/DVDs available from the State FCCLA office for yourself and your students. The National office is also producing videos; watch for how to access them.
2. **USE THIS BOOK AS A MASTER.** Duplicate forms and other pages as needed and return original pages to book. Be sure to update manual whenever revisions are sent to you; every page is dated for ease in keeping the manual updated.
3. **SUPPORT THE MEMBERSHIP REQUIREMENT.** Membership is not official until national dues are received at national headquarters. Participation in district events is limited to official members. Students should not be allowed to participate without paying dues.
4. **ENCOURAGE PARTICIPATION.** STAR provides the opportunity for all members to become actively involved in a project which will result in recognition. While you encourage and help, keep in mind that the work is to be completed by students...the adviser supports them in their work.
5. **DUPLICATE STUDENT HELPLIST.** This resource, found on the next page, should be provided to each student who is participating in a STAR event. It may be personalized locally if desired.
6. **HELP AVOID DISAPPOINTMENT.** Check eligibility requirements for each event. Assist students in selecting events appropriate for their ability, age, and interests. Emphasize that this is a learning experience and an opportunity for growth — the doing is much more important than the award. While STAR is a competitive program, keep students focused more on the learning and growing aspects as opposed to “winning”.
7. **MEET ALL DEADLINES.** Submit the appropriate forms and fees by specified deadlines. Failure to do so may result in disqualification or penalties for your students even when the adviser may have assumed that responsibility.
8. **IDENTIFY EVALUATORS.** The district and state events all require a large number of volunteer evaluators. The quality of the evaluators is important to the success of STAR events. Personnel selected should have expertise in the assigned event. Local advisers may serve as evaluators; at the state level, they may not evaluate an event in which their chapter has an entry.

STUDENT STAR HELPLIST

Participating in STAR is an exciting, challenging, and fun experience. It provides you opportunities to share your knowledge and hard work with others and you are recognized for your accomplishments. Use this list to insure that your participation is a rewarding learning experience.

- 1. Pay your dues to become a member and check with your adviser to make sure your name is on a national affiliation form.
- 2. Use the Planning Process as you select your project and while you are carrying it out. Be sure to include in your presentation how the Planning Process was used. How you do it — whether it is written or oral — will depend on your specific event rules.
- 3. Select an event. Identify your abilities and interests, and choose something that will challenge you. Consult with your adviser for your final decision.
- 4. Obtain your own copy of event rules and rating sheets. Read them thoroughly.
- 5. Obtain the appropriate district entry form for your event and fill it out completely. Check with your adviser to make sure it is sent in by the deadline.
- 6. Develop your project and/or presentation using a variety of resources. Be sure resources are current and reliable.
- 7. If your event requires/allows visual aids, use your creativity to enhance your project. Be sure NOT to duplicate copyrighted materials.
- 8. Share your project with others by presenting it to school and community *groups*. If your event requires proof of prior presentation, be sure to save photographs, thank-you notes, newspaper clippings or other things (i.e. comments and signatures of observers) to prove your presentation. Practices, such as giving the presentation to one person (friend, parent or teacher), should not be considered presentations. In Nebraska STAR Events, one presentation must be an outreach to an audience containing persons who are not FCCLA members.
- 9. If your event requires it, follow guidelines in preparing ONE (1) file folder containing THREE (3) sets of requested materials – each set stapled together. The file folder must be labeled in the following way:

	CRITERIA	EXAMPLE
	Name of Event, Category Participant(s) name(s) Chapter, Nebraska FCCLA Dist. Number	Illustrated Talk – Senior Julie Smith, Travis Johns Millard South – District 3

- 10. How to cite works in a bibliography, including Internet sources, can be found in this manual. It is a resource; you are NOT required to use this format if your school has adopted another standard format.
- 11. Just before competition, once again review the rating sheet and event rules to make sure you have followed all of the requirements.
- 13. Get your own personal copy of the competition schedule for your event.
- 14. Be prepared for evaluators' questions. The questions may relate to the content of your presentation, materials you prepared or used in your presentation and/or the process by which you prepared your presentation.

HAVE FUNMay you find SUCCESS and GROWTH as a result of your involvement in STAR !!!

PREPARING A BIBLIOGRAPHY (Works Cited)

A bibliography (commonly referred to as works cited) is an **alphabetical** list of the sources used in a report or other work. If there is more than one line in an entry, all but the first are indented. Entries are single-spaced; double-spacing is used between entries. A period is always used after the author's name(s) and at the end of an entry. Only the first author's name is reversed; if there are more than three authors, the first author's name is followed by et al.

The following chart and information is a model that **may be used**; however, it is **NOT required** that a specific format is used so if your local school has adopted a different model, you may elect to use that format.

MODEL BIBLIOGRAPHICAL ENTRIES	
Book - One Author	Bragg, Ruth E. <u>Changes & Choices</u> . South Holland, Illinois: Goodheart-Wilcox, 1993.
Book - Two Authors	Thompson, Patricia J. and Theodora Faiola-Priest. <u>Lifeplans</u> . Cincinnati: South-Western, 1987.
Book - More than three authors or editors	Kolodny, Nancy J., et al. <u>Smart Choices</u> . Boston: Little, Brown and Company, 1986. Note: For a book with more than three editors, simply add <i>eds.</i> after the <i>et al.</i>
Book - A single work from an anthology	Poe, Edgar Allen. "The Raven" <u>Selected Stories & Poems</u> . Ed. Joseph Wood Krutch. Danbury: Grolier Enterprises, 1978.
Cartoons (1)	Trudeau, Garry. "Doonesbury." Cartoon. <u>Chicago Tribune</u> 23 Dec. 1998, sec.5:6.
Computer Software (1)	<u>Wordstar Professional</u> . Vers. 4. Computer software. MicroPro, 1987. IBM PC-DOS 2.0, 256KB, disk.
Encyclopedia Article – signed	Haseltine, William A. "AIDS" <u>Encyclopedia Americana</u> , 1993. Note: It is not necessary to give full publication information for encyclopedias. If the article is followed by the author's initials rather than a complete name, check in the index of authors (usually located in the front of each volume) for the author's full name.
Encyclopedia Article - unsigned (1)	"Costume." <u>Encyclopedia Americana</u> , 1995.
Lectures, Speeches, and Addresses (1)	Angelou, Maya. Address. Opening General Session. NCTE Convention. Adam's Mark Hotel, St. Louis. 18 Nov. 1988.
Signed article in a weekly	Shapiro, Joseph P. "Teenage Sex: Just Say 'Wait'." <u>U.S. News & World Report</u> 26 July 1993: 56-59.
Unsigned article in a weekly	"Health Report." <u>Time</u> 26 July 1993: 20.
Signed article in a monthly	Franklin-Barbajosa. "DNA Profiling: The New Science of Identity" <u>National Geographic</u> May 1992: 112-124.
Signed newspaper article	Andrews, Edmund L. "A Chip That Allows Parents to Censor TV Sex and Violence." <u>The New York Times</u> 18 July 1993, sec.3:14.
Unsigned editorial or story	"Workshop Slated July 20 on Home-Based Businesses." <u>Valentine Newspaper</u> 14 July 1993, sec.1:1. Note: For an unsigned story, simply omit <i>Editorial</i>
Signed pamphlet	Laird, Jean E. <u>The Metrics Are Coming</u> . Burlington, Iowa: National Research Bureau, 1976.

Pamphlet with no author, publisher, or date	<u>Pedestrian Safety</u> . [United States]: n.p., n.d. Note: List the country of publication (in brackets) if known.
Personal Interview (1) or consultation	Brooks, Sarah. Personal interview. 15 Oct. 1996.
Recording	Frost, Robert. "The Road Not Taken." <u>Robert Frost Reads His Poetry</u> . Caedmon, TC 1060, 1956.
Radio or television program	"The Lost Generation." <u>Brokow Report</u> . NBC, 28 July 1993. Note: Other information (director, producer, narrator, writer) may be listed if appropriate.
Videotapes, filmstrips, slide programs (1)	<u>Going Back, A Return to Vietnam</u> . Videocassette. Virginia Productions, 1982. 55 min. Note: Cite the medium (filmstrip, slide, etc.) After the title.

Primary Source: Sebranek, Patrick, et al. The Write Source Burlington, Wisconsin: The Write Source, 1987.

Additional Source (1): Sebranek, Patrick, et al. Writers Inc Wilmington, Massachusetts: Write Source, 1996.

CITING INTERNET SOURCES

Electronic Mail (Email)

Structure

Author of email message. Subject line of the message. [Online] Available email: student@address.edu from Author@address.edu, date of document or download.

Example

Jones, Tom. Nile River Research Project results. [Online] Available email: student5@smallvillehigh.edu from ert@informns.k12.mn.us, September 25, 1996.

Gopher

Structure

Author. Title of gopher item. [Online] Available gopher://address/path, date of document or download.

Example

Kinyon, John. India: A Country in Transition. [Online] Available gopher://gopher.india.gov:70/11/papers/trans, October 5, 1996.

File Transfer Protocol (Ftp)

Structure

Author. Title of item. [Online] Available ftp: address, path/filename, date of document or download.

Example

Gates, Gary. Shakespeare and his Muse. [Online] Available ftp://ftp.guten.net/bard/muse.txt, October 1, 1996.

Telnet

Structure

Author. Title of item. [Online] Available telnet://address, path, date of document or download.

Examples

Brady, Larry E. Map of Iraqi Troop Movements for 1/9/96. [Online] Available <telnet://fedworld.gov>, Government Information/CIA/Maps/Latest Maps/Iraq, November 10, 1997.

Jackson, Fred. Statistical Weather Data for Ohio, January 1996. [Online] Available telnet://weather.machine.umich.edu, Weather Data/January 1996/States/Zooms/Ohio, February 25, 1997.

World Wide Web (WWW)

Structure

Author. Title of item. [Online] Available <http://address/filename>, date of document or download.

Examples

DiStefano, Vince. Guidelines for better writing. [Online] Available
<http://www.usa.net/~vined/home/better-writing.html>, January 9, 1996.

Yule, James. The Cold War Revisited: A Splintered Germany. [Online] Available
<http://usa.coldwar.server.gov/index/cold.war/countries/former.soviet.block/G/germany.html>,
November 5, 1996.

Usenet Newsgroups

Structure

Author. Title of item. [Online] Available <news://group>, date of document or download.

Examples

Brown, David. Educational Insights 1995. [Online] Available <news://k12.ed.research>, December 27,
1996.

Madige, Ellen. How to Build a Better Mousetrap. [Online] Available
<news://sci.tech.inventions.mousetrap>, January 16, 1997.

Internet Relay Chat (IRC)

Structure

Name of online speaker. [Online] Available IRC: [telnet \(site address\)](telnet://site/address), IRC channel name, date of
session.

Examples

McBane, Lisa. [Online] Available IRC: [telnet world.sensemedia.net:6677](telnet://world.sensemedia.net:6677), #egypt, March 8, 1996.

Frappe, Francois. [Online] Available IRC: [telnet france.irc.edu:1234](telnet://france.irc.edu:1234), #france, January 23, 1996.

Online images

Structure

Description or title of image. [Online Image] Available <http://address/filename>, date of document or
download.

Example

Hubble Space Telescope release in the Space Shuttle's Payload Bay. [Online Image] Available
<http://explorer.arc.nasa.gov/pub/SPACE/GIF/s31-04-015.gif>, October 1, 1996.

Online sounds

Structure

Description or title of sound. [Online Sound] Available <http://address/filename>, date of document or
download.

Example

Reflections on Apollo. [Online Sound] Available
http://town.hall.org/radio/IMS/NASA/100394_nasa_01_ITR.au, September 25, 1996.

Online video clips

Structure

Description or title of video clip. [Online Video Clip] Available <http://address/filename>, date of
document or download.

Example

Shoemaker-Levy Comet enters Jupiter's atmosphere and breaks up. [Online Video Clip] Available
<http://ftp.cribx1.u-bordeaux.fr/astro/anim/s19/breakingup.mpg>, March 5, 1996.

NEBRASKA STAR PRESENTATION EVENTS

Nebraska STAR Presentation Events, an individual or team event, recognizes participants who make an oral presentation about issues related to Family and Consumer Sciences. Participants must prepare a file folder containing an outline of the speech, planning process and other evidence, an oral presentation emphasizing content and delivery and visuals used to illustrate the presentation. **The Nebraska STAR events are based on the National Illustrated Talk event; refer to Illustrated Talk chart for allowable presentation elements.**

EVENT CATEGORIES

1. Junior: through grade 9
2. Senior: grades 10-12

SPECIFIC EVENT SUB-DIVISIONS

- **Consumer Issues** — Examples are: resource management, consumer decisions related to clothing /foods/housing etc., money management, advertising. Also, any issue related to the Financial Fitness program. (Junior High ONLY)

- **Family Challenges & Issues** — Examples are: living with peers, human growth and development, parenting issues, changing lifestyles, multi-generational living. Also, any issue related to the Families First program.

- **Health & Wellness** — Examples are: emotional well-being, relationship of nutrition and health, dieting and weight control, drug use/abuse. Also, any issues related to the Student Body program.

ELIGIBILITY

1. Districts may submit one entry in each sub-division of each event category.
2. Participation is open to any nationally affiliated FCCLA chapter member.
3. The State STAR presentation must be developed and completed within a one-year span beginning July 1 and ending prior to the State Leadership Conference.
4. Participant must register for the State Leadership Meeting to officially enter the event. There is no advancement beyond the state level.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit a file folder with required documents to the event room consultant at orientation. (Districts may vary)

2. Room consultants and evaluators will have 5 minutes to preview the file folder before the presentation begins.

3. Participants will have 5 minutes to set up for the event. Other persons may not assist.

4. The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 minutes.

5. If audio recordings are used, they are limited to 1 minute playing time during the presentation.

6. Following the presentation, evaluators will have 5 minutes to interview participants.

7. Evaluators will use the rating sheet to score and write comments for each participant.

8. The total time required for this event is approximately 25 minutes.

GENERAL INFORMATION

1. A table and easel will be provided. Participants must bring all other necessary supplies and/or equipment. Wall space and screens may not be available.

2. Electrical outlets must be requested on the Specific Event Form. Extension cords are provided; power strips are not provided.

3. Spectators may observe the presentation of this event if space allows.

4. The file folder will have the following information (typed or legibly written) on the upper left corner:
 - name of event (specific event sub-division)
 - category (jr or sr)
 - participant(s) name(s)
 - chapter and Nebraska FCCLA district number

NEBRASKA STAR PRESENTATION SPECIFICATIONS

FILE FOLDER

Participant will submit one letter-size folder containing three identical sets, with each set stapled, of the items listed below to the event room consultant at the designated time. (Note: At state, the designated time is during orientation.) The file folder must be labeled in the top left corner with name of event (sub-division), category, participant(s) name, chapter and Nebraska FCCLA district number.

Identification Page	Include 8 ½" x 11" identification page containing participant's name, school, city, state FCCLA district, and title of presentation on plain paper. No other information, graphics or borders should be placed on this page.
FCCLA Planning Process Summary Page	Summarize how each step of the planning process was used to plan and present the topic. It should not exceed one page. Steps should be clearly labeled.
Outline of Presentation	Outline the presentation in no more than two pages. Do NOT include a script of your presentation.
Documentation of Three Prior Presentations of the talk to Different Audiences	Document three (only three) prior presentations, including date/ location/ and proof of prior presentation, such as photos, news clippings, and/or thank you notes. It is recommended that one represent an outreach to an audience containing persons who are not FCCLA members.
Work Cited/Bibliography	Use an organized, consistent format to cite all references in alphabetical order. Resources should be reliable, current and appropriate to topic.

ORAL PRESENTATION

The oral presentation may be up to 10 minutes in length and is delivered to evaluators and, if space permits, spectators. The presentation should deal with issues related to the sub-division and include how these issues can be addressed by FCCLA members. Handouts and samples can NOT be distributed.

Introduction	Use creative methods to capture audience attention
Relationship to Family & Consumer Sciences and/or FCCLA Purposes	Reflect views and knowledge on issues of concern related to family and consumer sciences and/or the purposes of FCCLA
Knowledge of Subject Matter	Present current data and information to support viewpoints and issues of concern.
How FCCLA Members Can Address Concerns	Describe suggested methods or techniques FCCLA members can use to address the issues of concern.
Summary	Summarize major points and/or issues of concern.
Organization	Deliver oral presentation in an organized, sequential manner as outlined.
Voice	Speak clearly with appropriate pitch, tempo and volume.
Body Language	Use appropriate body language including gestures, posture, mannerisms, eye contact and appropriate handling of note or note cards, if used.
Grammar and Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluator's questions. Questions are asked after the presentation and may be related to content or clarification of any evaluation criteria on the rating sheet.

VISUAL AIDS

Visual aids include, but are not limited to, PowerPoint, iMovie, puppets, slides, compact discs, and/or charts. Pre-recorded audio is limited to one minute total playing time during the presentation.

Effectively Illustrate Content	Enhances and/or complements content of presentation.
Creativity	Use creative methods to illustrate presentation.
Appearance	Presentation aids must be visible to audience, neat and legible and use correct grammar and spelling.

Nebraska STAR Events Point Summary Form

Event: ___ Consumer Issues ___ Family Challenges & Issues ___ Health & Wellness

Name of Participant(s) _____

Chapter _____ Category: ___ Junior ___ Senior

Directions:

1. Make sure all information above is correct. If a student named is not participating, cross their name(s) off. If a team does not show, write "no show" across the top and return with other forms.
2. Before student presentation, the room consultant must check participants' file folder using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and paper clip all items related to the presentation together.
4. At the end of competition, double check all scores to assure accuracy. Transfer total points to Official Results Form. Organize results by order of presentation, place Official Results on top and turn in to the Tally Room.
5. Please check with the State STAR Coordinator (or assistant) if there are any questions regarding the evaluation process.

TO BE COMPLETED BY ROOM CONSULTANT, EXCEPT FOR SECTION NOTED			
Registration and Orientation 0-5 points	Registration completed: <i>(Completed by State STAR staff prior to SLC)</i> More than one reminder – 0 points; One reminder – 1 point; No reminders – 2 points		
	Orientation attendance: More than 5 minutes late – 0 points; 2-5 minutes late – 2 points; On time – 3 points		
File Folder 0-2 points	0 No file folder	1 File folder presented with incorrect labeling/ insufficient materials for evaluators (less than 3 copies of contents)	2 File folder is presented with correct labeling and sufficient evaluator material <ul style="list-style-type: none">• Project ID Page• Planning Process Summary• Presentation Outline• Prior Presentation Documentation• Works Cited
Project Identification Page 0-2 points	0 Project ID page is missing	1 Project ID page is present but includes incorrect information	2 Project ID page is present and completed correctly
Punctuality 0-1 points	0 Late for presentation		1 On time for presentation
EVALUATORS SCORES Evaluator 1 _____ Initials _____ Evaluator 2 _____ Initials _____ Evaluator 3 _____ Initials _____ Total Score _____ (this number divided by number of evaluators for final score)			ROOM CONSULTANT TOTAL (10 points possible)
			AVERAGE EVALUATOR SCORE (90 points possible)
			FINAL SCORE (100 Points possible)
RATING ACHIEVED: Gold: 90-100 Silver: 70-89.99 Bronze: 1-69.99			

NEBRASKA STAR EVENT RUBRIC

EVENT: ___ Consumer Issues ___ Family Challenges & Issues ___ Health & Wellness

CATEGORY: ___ Junior ___ Senior

Name(s) _____ **Chapter:** _____

EVALUATION CRITERIA & DESCRIPTORS							POINTS
FCCLA Planning Process Summary Page 0-5 points	0 Planning Process Summary Not Provided	1 Inadequate steps in the Planning Process are presented	2 All Planning Process steps are presented but not summarized	3 All Planning Process steps are summarized	4 Evidence that the Planning Process was utilized to plan project	5 The Planning Process is used to plan the project. Each step is fully explained	
Outline of Presentation 0-3 point	0 Not provided	1 Very limited; disorganized	2 Adequate information presented; organization is good but could be improved	3 Excellent information clearly organized and easy to follow			
Introduction 0-5 points	0 No obvious introduction	1 Introduction not relevant or appropriate for the presentation	2 Introduction not effective in capturing attention	3 Somewhat creative and attention getting	4 Creative introduction	5 Introduction captured attention immediately	
Relationship of Family and Consumer Sciences to selected topic 0-10 points	0 No obvious relationship	1-2 Not mentioned in presentation; no stated relationship when asked	3-4 Not mentioned in presentation; weak response to question	5-6 Relationship implied in presentation OR excellent response to question	7-8 Relationship clear to segments of the presentation	9-10 Relationship integrated throughout presentation	
Knowledge of Subject matter 0-10 points	0 Did not mention any methods and techniques	1-2 Minimal evidence of knowledge	3-4 Some evidence of knowledge	5-6 Evidence of knowledge, but not used effectively in the presentation	7-8 Evidence of knowledge. Presentation is enhanced by participant's knowledge	9-10 Evidence of thorough knowledge. Effective presentation of current data and information to support viewpoints and issues of concern	
Methods or Techniques to Address the Issues of Concern 0-10 points	0 Did not mention any methods and techniques	1-2 Methods and techniques were given, but not explained	3-4 Methods and techniques were given, but not clearly explained	5-6 Issues were examined with some methods and techniques to solve these concerns	7-8 Methods and techniques were given and thoroughly explained in which one imagines consequences, conceptualized alternatives, and empathizes	9-10 Multiple strategies are examined. Critical thinking is used to focus on deciding what to believe or do	
Summary 0-5 points	0 Not provided	1-2 Poor summary with weak conclusion	3-4 Provided a summary but concluding statement could be stronger	5 Excellent summary with strong concluding statement			
Length of Presentation 0-3 point	0 Did not speak	1 Spoke very briefly or was stopped	2 Spoke an appropriate length but could have expanded more on presentation	3 The presentation was within 10 minutes and all information was covered for an appropriate length of time			

EVALUATION CRITERIA & DESCRIPTORS							POINTS
Organization 0-10 points	0 Presentation is not done or speaks briefly and does not cover components of the project	1-2 Presentation covers some topic elements	3-4 Presentation covers all topic elements but with minimal information	5-6 Presentation gives complete information, but does not explain the project well	7-8 Presentation covers information completely and explains project fully	9-10 Presentation covers all relevant information completely and explaining projects with a seamless and logical delivery	
Voice – pitch, tempo, volume 0-3 points	0 No voice qualities are used effectively	1 Voice quality is adequate	2 Voice is good, but could improve	3 Voice quality is outstanding and pleasing to listen to			
Body Language 0-3 points	0 Body language shows nervousness and unease; inappropriate clothing	1 Body language shows minimal amount of nervousness; clothing is appropriate	2 Body language is good and clothing is professional	3 Body language and clothing choice both enhance the presentation			
Grammar/Word Usage/Pronunciation 0-3 points	0 Extensive (more than 5) grammatical and pronunciation errors	1 Some (3-5) grammatical and pronunciation errors	2 Few (1-2) grammatical and pronunciation errors	3 Presentation has no grammatical or pronunciation errors			
Responses to Evaluators' Questions 0-5 points	0 Did not answer evaluator's questions	1 Unable to answer some questions	2 Responded to some questions, but without ease or accuracy	3 Responded adequately to all questions	4 Gave appropriate responses to evaluators' questions	5 Responses to questions were appropriate and given without hesitation	
VISUAL AIDS							POINTS
Effectively Illustrate Content 0-5 points	0 Visuals not provided	1-2 Visuals are weak in supporting the presentation	3-4 Visuals support the presentation but do not complement the content	5 Visuals support and complement the presentation			
Creative Visuals to Enhance Presentation 0-5 points	0 Visual are not used during the presentation	1-2 Visuals not original; lacking appeal	3-4 Somewhat original and appealing	5 Highly original; very appealing			
Use of Visuals during presentation 0-5 points	0 Visuals not used during presentation	1 Visuals used to limit amount of speaking time	2 Visuals used minimally during presentation	3 Visuals incorporated throughout presentation	4 Visuals used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and visuals	

EVALUATOR'S COMMENTS:

TOTAL: _____

NEBRASKA STAR PARLIAMENTARY PROCEDURE WRITTEN EVENT

Nebraska STAR Parliamentary Procedure Written Test is an individual event. The purpose of this event is to allow FCCLA members to demonstrate their knowledge about parliamentary procedure.

EVENT CATEGORY

1. Junior: through grade 9

ELIGIBILITY

1. Each district may submit two (2) entries in this event. Selection will be determined at each districts' discretion.
2. Participants must be affiliated FCCLA members who are **not** on the Parliamentary Procedure Team that advances to state level from their district.
3. Participants must register for the State Leadership Conference to officially enter the event. There is **no** advancement beyond the state level.

GENERAL INFORMATION

1. The test will consist of **25 multiple choice or true/false questions** based on the most recent edition of Roberts Rules of Order Newly Revised.
2. The participants will take the same test as the Parliamentary Procedure teams; generally at the same time and location.
3. The test must be completed in the allotted 30- minute time period.
4. Participants need to bring their own #2 pencil.
5. There will be no orientation for this event; however, participants are expected to be punctual so that other test-takers are not disturbed.
6. Participants scores will be rank-ordered and medals assigned according to natural breaks in the earned scores.
7. Only participants and those administering the test will be allowed in the room.
8. There is no rating sheet for this event.

STATE MANAGEMENT

NOTE: The information found in this section is applicable to the operation of the State STAR events. Be sure to check with your District STAR Coordinator to verify what your district uses and the deadlines & appropriate mailing addresses.

POLICIES, PROCESSES AND PROCEDURES

ADVANCING FROM DISTRICT TO STATE:

Only gold and silver medalists may advance from District to State, except that the two highest rated participants in Parliamentary Procedure-Jr High may advance regardless of score.

STUDENT EVALUATORS – STATE EVENTS:

Any high school student who has represented Nebraska at National STAR or has been a State Champion at state STAR may serve as an evaluator at state events. Individuals are generally placed in the Junior High category of the event in which they participated, unless there is a member from their chapter in that category. Should that be true, they may be placed in the Senior High category. Students serving as evaluators may not represent their district in STAR in the year they serve as an evaluator. A message will be sent to the FCS listserv in early September notifying advisors of this opportunity; they are responsible for notifying the State STAR Coordinator with the names and contact information for any high school student who is interested.

STATE REGISTRATION PROCESS:

1. Around the first week in March the state website will be updated to reflect State STAR information, including the schedule for each event and the registration fee being charged for the present year. The schedule is developed by the State STAR Coordinator. State Officer Candidates and Peer Education candidates will be scheduled into morning time slots unless the event is not scheduled during that time. This is necessary so they are free for afternoon interviews. State Officers will be scheduled into early afternoon time slots so they are available for other responsibilities related to the conference.
2. Participants and advisors should review the schedule IMMEDIATELY to make sure everything is accurate and that there are no time conflicts. The State STAR Coordinator must be informed of any changes by the stated deadlines.
3. The chapter adviser and/or participants must complete and submit by the stated deadline:
 - **the on-line information required for each Specific Event** that will advance to state competition.
 - **the FCCLA – State STAR Payment Form and fees to the accounting office.**

Shortly after the stated deadline, chapters not submitting any information or incomplete information will be sent an email requesting the needed information. A point deduction will be taken as indicated on the rating sheet.

5. Each participant pays a fee for each event entered, whether in a team or individual event.

STATE PARTICIPANT ORIENTATION PROCESS:

1. The event Room Consultant is responsible for conducting an orientation for participants. Only **ONE** orientation will be held per event. At least one member of a team (or a representative) is required to attend this orientation. Whoever attends must bring all materials that are required to be submitted at orientation. A point deduction will be taken as indicated on the rating sheet.
2. During the orientation, students will be given complete instructions for each event including a review of the schedule. Students must give the Room Consultant appropriate materials during orientation (the “designated time” at state competition) or be subject to a point deduction as indicated on the rating sheet.
3. If any presentation is disqualified or does not attend orientation, the events scheduled last will be moved into the earlier slots when possible. This cannot be done if the parents of any of the participants from any involved chapter were intending to attend the presentation.

OBSERVATION OF STATE STAR EVENTS:

BY STUDENTS AND PARENTS:

Events held in Pershing and the State Office Building are NOT observable. Only events held in the Cornhusker will be observable. Exceptions are:

1. More than one presentation is being given simultaneously in the same room.
2. The room is too small to accommodate observers.
3. The room is used as a hallway to access another room.

BY ADVISERS:

1. Events open to student observation are open to advisor observation.
2. Events NOT open to student observation are open to advisor observation under the following conditions:
 - a. The room is large enough to accommodate observers.
 - b. An advisor must check in with the Room Consultant and provide name and chapter.
 - c. The advisor observer may NOT observe an event prior to own students’ presentation in that event and may not observe more than two presentations within a given event.
 - d. Advisor observer may not record any portion of the event.
 - e. Advisor observer must leave room prior to the questioning session.
 - f. Room Consultant may limit the number of advisor observers in the room.
 - g. Room Consultant may request advisor observers to leave if they are being disruptive or violating any of the above rules.

PROCESSES RELATED TO SPECIFIC STATE EVENTS:

PARLIAMENTARY PROCEDURE EVENT:

Stage One - Written Test: All team members will be given a knowledge test consisting of **25** objective questions. There is a time limit of 30 minutes. **An average score will be computed for each team and be included on the rating sheet.** In addition, the average will be used as the basis for determining which teams advance to the championship and consolation demonstration events.

Stage Two - Demonstration: Teams will be evenly divided between the championship and consolation round; in the case of an uneven number of teams, the championship round will consist of the larger number of teams. The schedule will be developed considering other State Leadership Conference obligations. Demonstrations will be evaluated using the rating sheet found in the National STAR manual. Medals will be awarded to each team member using the following rating scale: Gold 90-100, Silver 70-89.99; Bronze 0-69.99.

Advancing to National: The team with the highest score in the championship round will be the one named as the State Champion and National STAR Representative.

JOB INTERVIEW EVENT:

Application and Orientation

A common time will be used for all participants to complete the application. The Room Consultant will be responsible for providing an orientation for all participants in that category.

Preliminary Round

Participants will be evenly divided among two rooms with two evaluators assigned to each room. The highest-rated participant from each room will advance to the Final Round.

Final Round

The two finalists will be interviewed by one evaluator from each of the preliminary rooms. The application completed in the morning will be used for the final round; there will NOT be any additional orientation. A state champion and runner-up will be named.

OTHER EVENTS REQUIRING PRELIMINARY ROUNDS:

The top rated event in each preliminary round will advance to the finalist round. When possible, one evaluator from each preliminary room will be assigned to evaluate the final round.

ADVANCING FROM STATE TO NATIONAL COMPETITION:

1. Only entrants competing at the State level are eligible to represent Nebraska at STAR events held in conjunction with the National Leadership Conference.
2. Only entrants indicating "Yes" in the area asking whether they will represent Nebraska at the national STAR event are eligible to advance.
3. If the top rated presentation is not able to advance, the next highest rated presentation will be given the opportunity to represent the state. Only gold and silver presentations will be considered for advancement.
4. **The State Association will pay the national STAR registration fee for the highest-rated individual or team in each event. If the runner-up wishes to attend nationals, they may do so at their own expense.**
5. **All members (and their advisors) wishing to represent Nebraska at National STAR must attend the meeting held during State Leadership Conference to receive information and submit the needed forms.**

Note: The top-rated presentation will be honored as "State Champion". If the State Champion is unable to advance to nationals, the Nebraska representative will, when possible, be announced during the STAR Awards session at State Leadership Conference.

ROOM CONSULTANT'S DUTIES

NAMING OF ROOM CONSULTANTS:

Each district is to provide a minimum of two Room Consultants for State STAR. The District STAR Coordinators from the present year and the next year are generally the persons who serve in this capacity. If either of these persons has another State Leadership Conference responsibility (i.e. State Advisory Board or Peer Adult Coordinator), then a substitute must be secured within the district. If a district has a two-year term for the STAR Coordinator position, then another adviser from that district must be named. **Because of the expansion in the Nebraska STAR program, some districts will need to provide more than two persons who serve as room consultants. College students or seniors in high school who have represented Nebraska at nationals or who have been named as State Champions may also serve as Room Consultants for the event in which they competed.**

ORIENTATION FOR ROOM CONSULTANTS:

There will be an orientation for room consultants held prior to the start of the State STAR events. **All** room consultants are expected to attend this orientation. **In the past it has been held on Sunday evening; it may be moved to Sunday afternoon to accommodate any events that begin on Sunday evening.**

PRIOR TO EVENT DAY:

- **It is VERY IMPORTANT that you study the specific event for which you are serving as Room Consultant.** If there are any questions concerning the event, contact the State STAR Coordinator.
- Select student(s) to serve as "Student Assistants" for your event and inform them of responsibilities. They may serve as timers, doorkeepers, runners, and as short-term relief for you. Specific responsibilities vary with each event; it is up to each Room Consultant to determine the number of Student Assistants needed and their specific responsibilities.
- Remember to bring with you:
 - a stop-watch to time event
 - a calculator to verify scores
- **Attend Room Consultant Orientation at which time you will receive a packet of materials, including event rules, two copies of the schedule, time signs, pencils, rating sheets and any additional information and materials required to conduct your specific event. The only items you need to bring are a stop-watch and a calculator.**

STAR EVENTS DAY:

1. Well in advance of the event, check your room for proper arrangement and post signs. Evaluators table should be located within 15 feet of the presentation area. There should be a table and chairs for you near the entrance to the room.
2. Conduct participant orientation meeting (15 minutes) before the event for all student entrants. It is important that all items on this agenda are addressed.
 - ___ a. Introduce self and assistants. Be sure ribbons are worn for easy identification.
 - ___ b. Welcome entrants; congratulate them on being representatives from their district to the state event. Make them feel welcome and special!!!
 - ___ c. Call roll for entrants. POLICY: At least one entrant or a representative must attend the orientation session. **We MUST be consistent in enforcing the point deductions as found on the rating sheets.**
 - ___ d. Collect appropriate materials from participants — these are clearly listed in the event rules. Basically all folders, manuals and portfolios are submitted during orientation so there is less chance of participants losing them during the day

- ___ e. Review events time table reminding each entrant of their specific time for presentation. State that event schedule will be posted outside each event room and there will also be a master schedule at the registration desk.
 - ___ f. Review appropriate general regulations for all STAR events and the appropriate specific event rules and procedures.
 - ___ g. Open the session to questions.
 - ___ h. Announce there will not be a waiting room for entrants, but there will be chairs available outside each event room when possible.
 - ___ i. Have all entrants set their watches with the same time as so everyone will be synchronized and there will be no "excuses" for late arrivals.
3. Facilitate a Team Meeting with evaluators assigned to your event (15 minutes). An outline for doing this will be shared with you at the Room Consultant orientation. A general orientation for all evaluators will be provided by the State STAR Coordinator. Approximately 15 minutes will be scheduled prior to beginning the evaluation process to allow the Room Consultant to provide information specific to the particular event.
4. During the events:
- ___ a. Provide evaluators with materials submitted by students during their orientation.
 - ___ b. Conduct event according to event rules. Use time cards at designated times as stated in the rules.
 - ___ c. Report any problems which arise to State STAR Coordinator OR the assistant STAR Coordinator.
 - ___ d. Assist the evaluators as needed — clarification of rules, sharpening pencils, directing to breaks. In the appropriate events, the room consultant shall be responsible for measuring displays and counting pages in manuals and completes the point deduction sheet. Evaluators should be informed of any point deductions.
 - * ___ e. Collect rating sheets after each presentation. Keep them in your possession; do not leave in the room. Check to be sure each rating sheet is complete and math is correct. Enter results on Official Event Report Form. Average the scores carrying the math out two digits (ex. 98.66). Scores may be rounded. Deduct any penalty points.
5. After the events are completed:
- ___ a. Ask evaluators to remain until you complete last few rating sheets. If there is a tie, the evaluators are to break the tie and determine the "State Champion" and the "Runner-Up".
 - ___ b. Thank the evaluators for their assistance.
 - * ___ c. Take the official results, student rating sheets, materials submitted by students, and all materials used in conducting your event to the State STAR Coordinator or to the Headquarters area.
 - ___ e. Remember that all scores remain confidential until after Awards Ceremony.

* THESE RESPONSIBILITIES ARE FOR ROOM CONSULTANT ONLY; STUDENT ASSISTANTS MAY NOT ASSIST WITH THESE TASKS.

EVALUATOR INFORMATION

SELECTION AND TRAINING OF EVALUATORS:

1. The State STAR Coordinator (or assistant) is responsible for securing qualified evaluators from diverse backgrounds. Nebraska STAR events will have two evaluators; National STAR events will have two or three evaluators. Persons named as evaluators must be available to attend orientation and stay throughout the entire event.
 - a. Persons who have graduated high school may serve as evaluators but, if under age 25, are assigned to events not having participants from that school.
 - b. High school students may serve as evaluators if they previously represented Nebraska at National STAR OR if they are seniors who have participated in a previous state competition. In either situation, students will be assigned to evaluate events in which they have participated and will not be assigned to any event in which their school is scheduled. Not more than one high school student can be on a specific evaluator team.
2. Each evaluator will receive a packet of information, at least one week prior to the event, containing event rules and appropriate supplemental materials that will assist them in understanding their responsibilities.

A few key points:

 - (a) Points will be deducted according to the established process.
 - (b) Each evaluator will complete rating sheet independently; however, it is recommended that the ratings (final score) be within a 10-point range.
 - (c) When deductions are made, written comments will be provided to support those deductions.
 - (d) Evaluators are to keep in mind that these students are either Junior or Senior High students and adjust their expectations to that level.
 - (e) Evaluators will total scores on each rating sheet and give them to Room Consultant after each presentation. The Room Consultant will verify the scores. The Room Consultant will average the scores, make any deductions, and announce to the evaluators who will named as "State Champion" and "Runner-Up". Evaluators are responsible for breaking all ties.
 - (f) Results of the event will be kept confidential until the awards session.
3. The State STAR Coordinator will conduct a general orientation for evaluators during which the mechanics (i.e., lunch arrangements, breaks, parking, etc.) will be discussed, reminders of general rules highlighted, and questions from evaluators will be addressed.
4. Approximately 15 minutes will be allocated for a team meeting between the Room Consultant and Evaluators of a specific event to review the operating procedures and rules of that event before the evaluation process begins. During this time the Room Consultant will provide the evaluators with any student-submitted materials, distribute rating sheets and other materials, and clarify rules.

Note: The Room Consultant (or Student Assistant) will:

- serve as time-keeper and inform evaluators of any time penalties immediately upon completion of each specific presentation
- be responsible for measuring displays and counting pages in the manual and inform evaluators of any violations of rules.

BACKGROUND INFORMATION FOR EVALUATORS:

The STAR program is designed to provide a positive learning experience for FCCLA members. This can be accomplished by establishing a friendly atmosphere, providing positive suggestions and constructive criticism, and being sincere in giving compliments and praise.

The following expectations are provided to help you understand your role and to insure consistency among events.

1. Evaluators will review STAR rules prior to orientation. Event rules will be followed exactly as written.
2. Evaluators will attend orientation session during which time guidelines and rating sheets are reviewed and procedures clarified.
3. Evaluators must be present during the entire event to better assure consistency in ratings.
4. Evaluators should remain impartial and not show favoritism toward an individual, chapter, or district.
5. Entrants will be evaluated by each individual evaluator, using the event rating sheet. Ratings should be based on the quality of a presentation without regard to the number and type of medals awarded within an event. In most cases, the rating sheets provide an opportunity to evaluate the process used in developing the project or presentation as well as the presentation itself. It is recommended that evaluator ratings be within a ten-point range of each other.
6. If there is anything you did not understand or you felt you might have missed, ASK the students before deducting points!
7. Evaluators should prepare for the questioning phase of the event. Questioning of students should be done in a "private" manner, although observers are allowed to remain in the room. Questions should be based on the presentation, sources of information, the PLANNING PROCESS, or any other appropriate, related information.
8. Evaluators should give positive feedback and constructive suggestions whenever possible. Rating sheets are returned to the participants. These actions emphasize the importance of the event as a learning experience.
9. Evaluators should make sure that points have been awarded in each section of the rating sheet and total points received. Rating sheets are given to the Room Consultant, who is responsible for checking math and determining average scores of all evaluators. Round the average scores two decimal points (i.e. 93.50)
10. The averaged score becomes the final rating to determine medals:
Gold, 100-90 points Silver, 70-89.99 points Bronze, 0-69.99 points
(Only gold or silver medalists are eligible to advance to National competition)
11. A "State Champion" and "Runner-Up" is awarded in each event. Evaluators are expected to break all ties.
12. Evaluators will keep all information confidential until results are announced and/or posted by STAR Coordinator.
13. Evaluators are encouraged to submit an evaluation form on which they give suggestions to improve the event. Constructive suggestions are appreciated and will be considered when planning future events.

***Focus on the achievements of Youth!
Reinforce that ALL students are Winners because
they are representing their District at State!***