

SETTING UP YOUR “STAR SYSTEM”

Create an **Advisor ONLY Notebook** in which are found:

- National STAR Manual
- Nebraska STAR Handbook
- District Policies concerning STAR, including rotational plan for District STAR Coordinator
- Current Year Section – for all information received concerning STAR during the current year.

Rationale:

1. When you go to a manual or handbook, you will be more assured that all of the pages are still in the respective resource, if YOU file them back from where you take them.
2. Be inserting updates when they are received, you are assured that you are using the most recent copy.
3. You should have all of the information you need related to participation in District and State STAR each year, and you know where to look for it.

Create a **MEMBER FILE** (or box) in which are found:

1. General Information

- A labeled folder with several copies of the Student STAR Helplist
- A labeled folder with several copies of the Allowable Presentation Elements
- A labeled folder with several copies of the Preparing a Bibliography and Citing Internet Sources
- A labeled folder with several copies of the Planning Process
- A labeled folder with several copies of the STAR Event Glossary
- A labeled folder with several copies Planning Process symbols of various sizes for use on display boards or in manuals
- A label folder with several copies of FCCLA “At-a-Glance” for the current school year

2. Specific Event Information

- A labeled folder for each event with several copies of the event rules, rating sheet and point deduction sheet enclosed
- An expandable folder behind each labeled folder in which “stuff” gathered during the year can be placed and easily found (newspaper clippings, photographs, thank you cards, programs, etc.)

3. Supplies

- New file folders and labels
- Official FCCLA manuals and extra manual pages, so that the manuals can be re-used from year to year
- Lightweight cardboard display boards and/or foam display boards that can be re-used
- Tag board
- Paper in assorted colors for printing and mounting pictures
- Stencil or lettering templates

Rationale:

1. It will save you many trips to the copy machine and you can have an officer assume responsibility for keeping the member only file up to date. Make it a policy that when the copies in a given file are nearly gone, students need to let you or the officer responsible for STAR know; they should NEVER take the last copy of any item.
2. Students can work independently, yet with the information and resources they need to be successful.

Remember, the advisor facilitates the work of the student. . . but NEVER put yourself in the position of doing the work for the student; you simply don't have the time to do that!

ADVISORS GUIDE - - - - STUDENTS DO