



NM State STAR Event Handbook

INTRODUCTION

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. STAR Events offer 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

The seven state STAR Events categories tap into New Mexico Family, Career and Community Leaders of America mission of programming for youth in areas of personal growth, family life, vocational preparation and community involvement. Each is designed to help develop specific lifetime skills in planning, goal setting, decision making, communications techniques and leadership.

STAR Events encourage active student participation and emphasize the positive accomplishments of youth. The belief that all people are winners is the foundation of these events. Cooperation and competition are stressed in positive, constructive ways. Respect and interaction between youth and adults is fostered by establishing teams of adult and student evaluators and event managers. Performance is compared to established criteria rather than other individuals.

The STAR Events program includes three categories; junior, senior or occupational, thus allowing students from both junior high/middle school, senior high and occupational chapters to participate in the activities.

The State Level STAR Events program includes the following events:

Chapter Banner - Local chapters compete for recognition by developing a banner related to the State Leadership Conference theme.

Chapter Creed - First year members will demonstrate their public speaking ability to recite the FCCLA Creed without the use of notes.

Crudités Tray - Students demonstrate their ability to design and prepare an attractive, edible food tray.

Designer's Challenge – Students demonstrate skills in planning an interior or exterior space and budget representing the problem for the current year.

Pastry Arts/Decorated Cakes - Students prepare an artistic cake display using icing and frosting during an on-site competition.

Fashion Apparel Display - Students use Family and Consumer Sciences and/or related occupations skills to plan and develop a visual display for apparel in a creative and aesthetic manner.

Eat Smart. Play Hard. – Students plan, present and evaluate Eat Smart. Play Hard. program to 3rd grade students and teachers in their school district.

STATE LEVEL EVENTS

Event	Number of entries per District	Individual Event		Team Event
Chapter Banner				
Junior	Unlimited	X	or	X
Senior	Unlimited	X	or	X
Occupational	Unlimited	X	or	X
Chapter Creed				
Junior	3	X		
Senior	3	X		
Occupational	3	X		
Crudités Tray				
Junior	3	X	or	X
Senior	3	X	or	X
Occupational	3	X	or	X
Decorated Cake				
Junior	3	X		
Senior	3	X		
Occupational	3	X		
Fashion Apparel Display				
Junior	3	X	or	X
Senior	3	X	or	X
Occupational	3	X	or	X
Designer's Challenge				
Junior	3	X	or	X
Senior	3	X	or	X
Occupational	3	X	or	X
Eat Smart. Play Hard.				
Junior	Unlimited			X
Senior	Unlimited			X
Occupational	Unlimited			X

Section 1 - Overview

General Participant Requirements for State and National Level Events

1. All participants must be current members of an FCCLA chapter. **Dues must be received by the National FCCLA Office by January 1** or prior to your District/Regional Conference to qualify for participation at District/Regional or State Leadership Conference. Chapter advisors are responsible for membership. **A copy of your affiliation will be sent to the Regional Advisor prior to District/Regional competition to verify membership.**
2. Entries for all events must follow established policies and procedures. Students must compete at the district level in **ALL** events but Chapter Banner in order to compete at State Leadership Conference. Districts will be limited to the top three winners in each category of each event.
3. The deadline for submitting entries for District/State competition shall be determined by the Regional Advisor and State Advisor each year. Dates shall be published in the yearly calendar with reminders sent to each chapter. Substitutes will be accepted **prior** to State meeting until date indicated by the State Advisor. **No substitutes will be accepted on site.** Eligibility requirements must be met and membership verification must be submitted for each alternate.
4. An individual may participate in one state level event and one national level event per year, excluding Chapter Banner.
5. Individual events evaluate one member's individual performance. Team events evaluate several participants' or a chapter's performance as one entry. Team events may have up to three (3) participants, unless otherwise specified.
6. Students must attend State Leadership Conference to officially enter State and National STAR Events. First place state winners of National Level events must then attend National Leadership Conference to officially enter national STAR Events.

Evaluator Information

Evaluation teams are composed of individuals who are selected for their expertise in the event being evaluated. Business and industry provide some evaluators; other student and adult evaluators are nominated by local advisors. These nominees are expected to have had experience participating in similar events in their own schools and communities or have had leadership experiences that qualify them for this responsibility. Evaluators selected are notified prior to the State Leadership Conference.

Student evaluators must have participated in the event prior to evaluating that event. Students may not judge events that have participants from their chapters. The chapter advisor must sign the response form for student evaluators before it is returned to the State STAR Event Coordinator.

Evaluators are asked to make a brief oral summary at the end of each presentation, giving their overall impressions of participants' performance, highlighting strengths and stating where improvements are needed. During this feedback session, participants have the opportunity to share their general impressions of STAR Events with the evaluators and give suggestions and comments about the events.

A training session for evaluators is held prior to the State STAR Event competition. During this meeting, an explanation of the following will occur:

- STAR Event general information
- Philosophy behind the events
- What it takes to be a good evaluator
- Clarification of rating sheets
- Clarification of procedures
- Review of guidelines and rating sheet for specific event
- How to standardize evaluations

Room consultants will require written comments on the rating sheet from all evaluators.

Additional evaluation process information is found in the STAR Events Management Manual sent to each evaluator prior to the events.

STAR Events Fees

Each participant may pay a fee to help cover STAR Event expenses at the district/regional/state level competition, whether in a team or individual event. The fee will be determined by to Regional Advisor or the State Advisor prior to competition.

-Corporate donations are solicited for STAR Events. Participants are asked to show appreciation by writing thank you letters to corporate sponsors after the State Leadership Conference.

Section 2 - Rules and Regulations

Chapter Advisor Instructions

Chapter advisors are key to the success of STAR Events. Even though STAR Events are managed by the state and national organization, chapter advisors carry a major responsibility for preparing, selecting and monitoring the participants who represent their chapters.

Chapter advisor responsibilities include those listed below:

1. Ensure student success by following state and national rules when developing district and state events.
2. Circulate current guidelines to chapter members early in the year to inform students of state STAR Event regulations and timelines.
3. Help participants avoid the disappointment of being disqualified by checking their eligibility for the event before advancing them to state level competition. It is extremely important chapter advisors submit only those students' names who have met all the state and national guidelines.
4. Support the membership requirements for participants. The **January 1** deadline exists to prevent students from joining just when they know they have an opportunity to participate in state and national competition. Students will not be allowed to participate in state events without paying national dues. Membership in Family, Career and Community Leaders of America (local, state and national association) is **NOT OFFICIAL** until national dues are received at national headquarters. Membership begins with national affiliation.
5. Screen students thoroughly to assure they meet all criteria for participation in the events, including enforcing the **January 1** membership deadline. Chapter advisors are directly responsible for screening since the state office sometimes lacks information to make these judgments. The number one concern is fairness and chapter advisor commitment to this goal is essential.
6. Submit the applications for district/regional STAR Events competition and any fees required to the District/Regional Coordinator at least two weeks before the scheduled competition.
7. Inform participants of the State Conference Registration Packet sent to each chapter from the State office prior to the State Leadership Conference. Chapters not receiving the mailing should contact the FCCLA State office.
8. Attend Orientation with STAR Events participants at the State Leadership Conference and review rules to ensure successful transition from local and district to state competition.
9. Submit the online registration for STAR Events participants and participation fee no later than the date specified on the yearly calendar.
10. **A complete and signed Delegate and Medical Information form must be submitted for each participant.**

11. All event changes must be emailed to the State Advisor by the date indicated in the registration packet.
12. Identify qualified evaluators and event helpers-both youth and adults. Many people are required to manage the events and chapter advisors are key people in identifying volunteers. Because STAR Events operate on a limited budget, unpaid volunteers are essential. The quality of the evaluator is key to the success of STAR Events. All personnel selected should have expertise in the assigned event. Check the STAR Events Management Manual for evaluators' and helpers' specific duties.
13. Develop a plan for selecting STAR Events participants in consultation with chapter officers. Criteria should include-
 - Selection of participants in districts where there are no district events;
 - Selection of alternates;
 - Decision of how to break a tie among top-rated local event participants;
 - Financing STAR Events participants' travel to state meeting;
 - Circulating selection criteria to all members in the chapter.
14. Inform STAR Events participants of the State Leadership Conference schedule.
15. Students who qualify and attend National Competition **MAY NOT** enter that event at that level in future competition.
16. All ninth grade participants will automatically be placed at the Junior High Level, unless they are on a team with older members.

PARTICIPANT INSTRUCTIONS

Participating in STAR Events is an exciting, challenging and fun experience providing students with the opportunities to share their knowledge and hard work with others and recognizes them for their accomplishments. The instructions below will help you prepare for district and state STAR Event competition.

1. Read the guidelines thoroughly. They describe all rules and evaluation criteria.
2. In order to compete at the state level you must compete in corresponding district/regional level competition in all events except Chapter Banner, and place in the top three.
3. Submit the application, participation fee and member verification to the state office by the designated date on the yearly calendar, at least 3 weeks prior to state conference.
4. All ninth grade participants will automatically be placed at the Junior High level, unless competing as a team member with older members.
5. You will receive information concerning your participation from the state office before the State Leadership Conference. Plan to be available during the entire time block for your event, as well as for the orientation meeting and recognition session. Do not schedule yourself into other activities during these time periods.
6. Your scheduled participation time will be included in your registration packet. Please check with your advisor.

7. You must participate in the orientation session. Failure to attend will result in the loss of 10 points. Chapter advisors must also attend. During this meeting, the STAR Events Coordinator will:
 - Review the general schedule for all STAR Events
 - Review participants' responsibilities
 - Describe the evaluation procedure
8. Each STAR Event will have its own specific time schedule and sequence of activities. Read through the event rules for this information. Some general procedures to follow:
 - Arrive at the designated room 15 minutes prior to your participation time.
 - Be prepared for the evaluators to ask you questions after your performance.
 - Evaluators will take a few minutes to finish scoring your rating sheet and talk among themselves about your performance. Please move to the side or back of the room during this time.
 - Evaluators will discuss your performance with you for approximately five minutes.
 - Spectators are allowed to observe during portions of specified events if accommodations allow. The size of the audience will be determined by room size and setup. Talking and gesturing from the audience will not be permitted.
 - All typed pages must be typed on one side only.
9. The STAR Events Recognition Session is an opportunity for friends, advisors, and state officers to recognize your achievements and to share in your STAR Events participation excitement.
10. **NO SUPPLIES** will be available at the State Leadership Conference or from the STAR Events Information Center. Be sure to bring whatever you need. STAR Events participants must make arrangements ahead of time for any audiovisual equipment.
11. Take any questions you have to the STAR Events Headquarters.
12. Appearance should be appropriate for the event.

Section 3 - Policies

Disqualification

Disqualification is unfortunate to everyone concerned, participants, advisors and event managers. To avoid unnecessary disappointment, keep in mind the three causes for disqualifications:

1. **Failure to meet stated deadlines.** Registration must be received by the state office by designated deadline and membership dues must be received by national headquarters by **January 1**.
2. **Failure to attend orientation session.** There is no other convenient way to provide you with the information you need for participation.
3. **Failure to show up on time for your event.** Participants are requested to arrive 15 minutes before their scheduled event.

Point Deductions

1. **Failure to turn in required materials to the STAR Event Coordinator at orientation** will result in the loss of points (often 10 points).
 2. **Failure to follow the dimension rules for displays** will result in the loss of two (2) points per inch up to 10 points.
 3. **Failure to follow the page rules for manuals** will result in the loss of two (2) points per additional page and/or per page that does not follow the rules for overlapping/stacking up to 10 points.
 4. **Failure to follow page rules or number of copies for project summary pages, title pages, written summaries, portfolios, business plans, presentation outlines or participant file folder information** will result in the loss of two (2) points per missing copy or additional page up to 10 points.
 5. **Failure of file folders to be letter size and include the following information typed or written on the upper left corner** (name of STAR Event and category, participant name, school and district) will result in the loss of two (2) points.
- * Failure to follow the rules in areas not addressed under penalty points will result in a loss of points deducted from the rating sheet at the discretion of the event evaluators.

Awards

Participants will receive state recognition items including medals, certificates, and press release for local media. Recognition levels are – Gold Medal (highest level), Silver Medal, or Bronze Medal. The decision of the evaluators is final.

SECTION 4 – District

District Competition Operation

1. District competition will be held in the three designated regions
2. Competition from two separate districts may take place at the regional meeting site. Students from different districts do not compete against each other at the regional meeting, unless the chapter advisors in the two districts decide to do so.
3. District competition must be held early enough in the year to allow for state applications to be submitted by the designated deadline.
5. District competition must include all events except Chapter Banner.
6. The top three winners at the district level will be eligible to represent the district at the State STAR Events. Top winners will be determined by the participants with the highest score.
7. Certificates of Participation and Certificates of Appreciation are available from the State FCCLA office. The regional coordinator should request these certificates one month before scheduled competition.
8. District competition should follow all established rules and regulations for operation. The events should be run in accordance to state/national guidelines, as all events at the State Leadership Conference will follow published guidelines.
9. Schools in districts not holding district level competition must hold local competition or the student must obtain a vote of confidence by presenting the event at some form of local meeting.
10. The local chapter may submit only the top three winners in any of the above outlined events; however, the local advisor must contact all affiliated chapters within the district and invite them to participate in the local competition.

The total number of participants from each district is limited to three in all events except Chapter Banner.

11. Refer to the listing of regions and schools in the state by-laws to determine which District Competition your chapter will participate.

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