



MISSOURI
STATE ASSOCIATION

Regional STAR Events Management Manual

Revised September 2019

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HOW TO USE THIS MANUAL

The *Missouri Regional STAR Events Management Manual, Revised 2019*, is designed to help event coordinators with the task of organizing regional/district STAR Events. Divided into sections, this manual has pertinent information that must be distributed to FCCLA chapters, event consultants, and evaluators. Please make copies as needed.

The STAR Events Summary Sheet, listing regional winners advancing to state STAR Events, must be completed and returned by February 1. These forms are posted on the MO FCCLA webpage. Those advancing to state STAR Events will not be completing any additional forms.

PROCEDURES FOR HOSTING STAR EVENTS

The host institution will be responsible for the management of the event.

1. All regions will follow the state established registration deadline of **December 20**.
2. An entry fee for each participant will be established by the host institution in concurrence with the first vice presidents and advisers from the regions involved. This fee should be adequate to cover the costs of such items as room rental, certificates, awards, supplies for the events, recognition session, and online management system expenses. The fee for the Culinary Arts Event may be higher than the other fees to cover the cost of food and facility use.
3. An announcement of the regional STAR Events, scheduled date(s), entry deadline, entry fee information, and any other information determined by the host institution will be mailed or emailed to all schools in the region which have family and consumer sciences programs. All schools, regardless of the status of FCCLA in those programs, will receive this mailing. This information should be distributed to schools no later than **December 1**. It will be helpful to include in this mailing a map marking the location of the event on campus, parking areas, and information about sources for lunch and estimated costs.
4. Due to regional STAR Events being scheduled at a time when inclement weather may cause cancellation, an alternate date must be set and procedures to be followed in case of cancellation and must be published.
5. Entry for regional STAR Events is done through an online process.
6. The *Missouri FCCLA Guide to STAR Events, Revised 2019* is available online at the Missouri FCCLA website, www.mofccla.org.
7. All chapters and members affiliated and paid with the regional, state and national associations by **December 20** will be imported into the online management system. Any chapters not affiliated by these dates are ineligible for STAR Events competition.
8. The host institution will prepare a general time schedule for the participants in STAR Events.
9. The event coordinator of STAR Events at the host institution will obtain suggestions from the regional first vice presidents and advisers of FCCLA members to serve as youth room consultants, advisers to serve as lead consultants, and other professionals to serve as evaluators. The event coordinator will be responsible for the final decision regarding who will serve in these roles. Upper division college and university students may be used for evaluators and room consultants. The event coordinator will be responsible for inviting these individuals to serve and providing them with copies of the procedures and guidelines for the specific event in which they will assist, their responsibilities, and the time schedule involved. The coordinator may wish to model this after the volunteer handbooks provided at the state level.

10. The host institution will be responsible for registration of participants and guests on the day of the STAR Events. Students from the host institution may serve at the various registration desks and as guides to help participants locate the room in which their event is scheduled. It may be helpful to post maps around the event location to assist participants in finding their event location.
11. A hospitality room for advisers and/or volunteers is a nice gesture if space is available. A waiting area for participants may also be needed.
12. An official scorekeeper(s) will be appointed to check the scores reported by the lead consultants and to prepare the certificates for the bronze, silver, and gold medal participants. In addition, this individual will verify the top gold participants in each event from each region. **The top two gold entries (with the exception of FCCLA Knowledge and Say Yes to FCS Education) from each region in each event and each category will be eligible to participate in state STAR Events.** A list of all participants and the recognition received should be made prior to the recognition session.
13. The coordinator of the event, first vice president or another individual selected to represent the host institution will serve as master of ceremonies for the recognition session.
14. The coordinator of the STAR Events will receive an electronic copy of certificates and should be signed by the regional adviser and regional president. The certificate should be used as needed for participants. This person will be responsible for selecting any other awards to be given.
15. The host institution or first vice president will provide a news release form for each participant to take to his/her local paper or provide news releases, through the institutions news and information service, and to the local newspapers of participants.
16. Following regional STAR Events, the host institution will mail the participants score sheets to participants who have provided stamped self-addressed envelopes, or arrangements may be made to have these picked up by chapter advisers immediately after the recognition session.
17. Each host institution will administer an evaluation provided by the state association of regional STAR Events to participants, advisers, consultants and evaluators. A copy of these evaluations must be submitted to the state office by **February 1**.
18. *Additional Suggestions*
 - It is helpful if the mailing to family and consumer sciences departments announcing STAR Events includes an introduction to STAR Events and reminders about entry guidelines, eligibility, and disqualification. This mailing should also include information about how to access the *National FCCLA Competitive Events Guide*, and the *Missouri Guide to STAR Events* on the state website (www.mofccla.org).
 - It will be helpful if name tags are provided to identify the event coordinator, lead consultants, room consultants, evaluators, and participants.

REMINDER CHECKLIST

Use this checklist to help plan regional STAR Events. This list may change based on the needs of the region.

- Prepare online management system for entries and competition
- Nametags
- Decide if food/hospitality room will be provided and make necessary arrangements including volunteers to manage
- Order materials
 - Medals and other awards
 - Gifts (optional)
 - Writing utensils (pens and pencils)
 - Paper clips
 - Manila envelopes for packets
 - Sticky notes
 - Scotch tape/painters tape (for posting signs)
 - Erasers
 - Pencil sharpeners (if needed)
 - Purchase/acquire paper for certificates
- Continually check for state and national updates to events
- Secure volunteers
 - Contact volunteers for: lead consultants, room consultants, youth consultants (if possible), evaluators, and food services (if needed)
 - Remember to secure substitute volunteers that will be available on short notice
 - If possible, send information to volunteers prior to their arrival (mail or email). Possible information includes:
 - Rubrics
 - Event Schedule
 - STAR Events Information Sheet
 - Planning Process
 - Glossary
 - General Evaluator Information
 - The Evaluation Process
 - Responsibilities for role from *Regional STAR Events Management Manual*
 - Q&A Guide from National Competitive Events Guide
 - FCCLA Quick Reference Chart for MLA and APA Citation Style
 - STAR Event Policies from National Competitive Events Guide
 - Eligibility and General Rules for All Levels of Competition from national manual
 - National Programs listing from National Manual
 - Event Information from National Manual
- Make sure writing materials are usable (sharpen pencils, etc)
- Will volunteers be recognized? How? (certificates, etc)
- Copy
 - Knowledge Test (1 per participant)-place in sealed envelope to be opened on site by lead consultant
 - Knowledge Test Key- place in sealed envelope to be opened on site by lead consultant after participants have taken the test
 - Applied Math for Culinary Management Test- place in sealed envelope to be opened on site by lead consultant
 - Applied Math for Culinary Management Test Key- place in sealed envelope to be opened on site by lead consultant after participants have taken the test.
 - Parliamentary Procedure Test (1 per participant)-place in sealed envelope to be opened on site by lead consultant
 - Parliamentary Procedure Test Key – place in sealed envelope to be opened on site by lead consultant after participants have taken the test

- Parliamentary Procedure Planning Packet (1 per participant and evaluators)- place in sealed envelope to be opened on site by lead consultant
- Secure copies of Roberts Rules of Order (most recent edition)
- Culinary Arts Menus (1 per participant and evaluators)-ONE SIDED ONLY
- Certificates
- Press releases for chapter packets (or place online)
- Case Studies/Writing Prompts and forms as needed
 - Advocacy
 - Early Childhood Education
 - Promote and Publicize FCCLA!
 - Applied Math for Culinary Management
 - Hospitality, Tourism and Recreation
 - Interpersonal Communication
- Rubrics and Point Summary Forms for each team/individual (1 rubric for each evaluator, 1 point summary form per team/individual)
- Evaluation forms provided by state association
- Map of location/event rooms
- 1 minute, Stop, and 5 minute warning signs for events (1 of each per room, with the exception of 5-minute which is only for Parliamentary Procedure)
- Schedule of event (1 for posting, 1 for room consultant, 1 for each chapter with a participant)
- Culinary Arts
 - Decide the number of teams and necessary amounts of ingredients
 - Create an equipment list to be sent to teams prior to event
 - Teams should supply almost all equipment except large items
 - Secure location for event
 - Clipboards for day of event for evaluators
- Prepare chapter packets (pre-label)
 - Press release
 - Completed rubrics
 - Certificates (if not given at recognition session)
- Contact information for local news media in case of cancellation
- Contact information for advisers in case of cancellation
- In STAR Events notification, include when and where recognition session will occur
- Secure a welcome presenter (if needed)
- If using a large area for multiple events, create a layout of room identifying events. Also create a sign for each station. If doing this it is important to stagger the events to prevent multiple groups from presenting next to each other at the same time.
- Lead consultant information
 - Blank copy of rubric and event guidelines
 - Labeled rubric for each team/individual (1 for each evaluator)
 - Labeled point summary form
 - Supplies needed in room (writing utensils, paperclips, sticky notes, gifts, etc)
 - Tally Sheets (preferably with participant names filled in)
 - Nametags for volunteers in that room
 - Warning and stop cards
 - Layout diagram (if needed)
- Registration
 - Fees
 - How is registration (check-in) going to work on the day of event?
 - How are schedule changes (cancellations) being communicated to lead consultants?
- Is there enough equipment at your location? (tables, chairs, etc)
- Create script or checklist of what needs to be discussed at various orientations and recognition session
- Have a copier available the day of event
- Will a microphone be needed for an opening session and/or recognition session
- Tally Room

- Ink pens (to write corrections to mathematical errors)
- Calculators
- Paper clips
- Highlighter (might use to highlight names of participants advancing)
- Pre-labeled chapter envelopes
- Scotch tape
- Staplers
- Certificates (or paper if printing day of event)
- A way to collect evaluation forms
- Volunteers to assist in room
 - Check math on rating sheets
 - Stuff packets
 - Post ratings (optional)
 - Print certificates (if not pre-printed)
 - Separate supplies as they are returned
 - Complete necessary state forms

EVENT COORDINATOR

Prior to the Event

1. Prepare mailing to all school districts with a family and consumer sciences program. (See Procedures for Hosting STAR Events section of this manual).
2. Prepare online management system for entries and competition.
3. Throughout the process, it is important to check the national portal for updates to the national competitive events manual.
4. Secure the lead consultants for each event and other volunteers.
5. Work with regional first vice president and advisers to identify youth and adult room consultants and evaluators.
6. Develop master lists of participants, room consultants, and evaluators.
7. Reserve rooms and purchase supplies (medals, certificates, etc) for each event.
8. Develop a schedule for the events.
9. Prepare arrangements for food functions (as needed).
10. Compose letters and assemble packets of information going to participants, room consultants, and evaluators.
11. Compose a letter to Culinary Arts participants telling them what equipment to bring and what they can expect at the event. Include the recipe selected for regional competition.
12. Develop forms as necessary for management of the events.
13. Plan orientation and recognition sessions.
14. Make arrangements for photography at the recognition session (optional).
15. Prepare certificates for day of event.
16. Prepare news release.
17. Prepare nametags.

At Regional Event

1. Set up STAR Events information center and registration area.
2. Post any information that would be beneficial the day of the event for participants, volunteers, and advisers.
3. Assemble STAR Events supplies and equipment.
4. Register participants at least 30 minutes before general orientation session. Check attendance on master participation list.
5. Meet with lead consultants, room consultants, and evaluators.
6. Provide checklist of information for lead consultants.
7. Preside over orientation session.

8. Oversee the events.
9. Oversee the tabulation of scores and the awards.
10. Prepare listing of participants and recognition received.
11. Coordinate the recognition session.
12. Distribute participant scoring sheets (may be done following event).

Following the Event

1. Send thank-you letters to evaluators, lead consultants, and room consultants.
2. Submit a written evaluation of the event to the state office.

LEAD CONSULTANT

Prior to the Event

1. Read the event rules and information provided thoroughly in order to conduct an event consistent with the overall purpose of STAR Events.
2. Secure assistants for the event if requested by the coordinator.

At Regional/District Event

1. Meet with the event coordinator to review overall plans.
2. Remind all volunteers in room to turn off electronic devices or place in airplane mode
3. Review the participant, room consultant, and evaluator lists.
4. Bring a calculator for totaling event rubric sheets.
5. Review materials assembled for the event including:
 - Event rubrics;
 - Event guidelines;
 - Evaluator name tags; and
 - Tally summary sheets.
6. Attend/Lead orientation session where participants and event assistants receive general instructions.
7. Meet with event participants to give specific instructions for the event (if requested).
 - briefly describe purpose of the event;
 - review specific event rules and procedures;
 - clarify participant questions;
 - review step by step how the event will be handled including how evaluators will interact with them;
 - review evaluation process;
 - inform students of specific time of their presentation (distribute individual time sheets);
 - synchronize watches with participants;
 - review event time schedule;
 - review locations of events (at end of orientation, if time allows, take participants to actual room locations for event); and
 - remind participants of the spectator policies
8. Meet with room consultants to discuss their roles and specific responsibilities.
 - issue name tags;
 - issue additional event guidelines (if needed);
 - review event rubric procedures;
 - discuss spectator policies;
 - review point summary form, and importance of consistency; and
 - discuss management of event
9. Meet with evaluators for event.
 - review event procedures;
 - issue name tags, if needed;
 - distribute gifts, if available;
 - review **thoroughly** the rules for the event and ask for questions;
 - explain each item on the event rubric thoroughly and ask for questions;
 - discuss rubric calculation procedures;
 - remind evaluators to stay until the rubrics and summary forms are verified by the scoring coordinator;
 - remind evaluators of scoring policies (junior category minimum and 10-point spread rule);

- remind evaluators to make comments verbally and on event rubrics; and
 - **remind evaluators that results are not to be shared prior to the recognition session**
10. Have room consultants post the participant schedule outside the event room(s).
 11. Supervise the completion of point summary form. Monitor consistency!
 12. Make it possible for evaluators to confer among themselves in private before sharing comments with participants.
 13. Monitor progress of events. Discuss problems with the coordinator.
 14. Supervise the totaling of the event rubrics and collect rubrics and point summary forms from room consultants at the end of the event.
 15. Complete the final forms.
 - collect all event rubrics and point summary forms and check for accuracy;
 - complete Tally Summary Sheets and Listing of Awards (if requested); and
 - **do not discuss final ratings with anyone prior to the recognition session**
 16. Return all event supplies to STAR Events information center.
 17. Attend the Recognition Session and assist as needed.

Following the Event

1. Submit a written evaluation of the event to the coordinator.

ROOM CONSULTANTS — General Responsibilities

Prior to the Event

1. Read the event guidelines and management manual thoroughly.

At Regional/District Event

1. Meet with event lead consultant to review specific responsibilities.
2. Attend orientation session(s) as requested.
3. Bring a calculator for totaling scores.
4. Arrange event rubrics in order of participation.
5. Prior to the event check room set up and materials.
6. If the event requires a portfolio or file folder, collect from participant while he/she set up. Record points on the corresponding point summary form, and confer with event lead consultant if there are any questions. Then give the portfolio to evaluators and encourage them to score the corresponding section of the rubric.
7. Check off participants' names from time schedule as they prepare to give presentation.
8. Encourage evaluators to make constructive and thorough comments on event rubric sheets.
9. Keep evaluators on schedule and check for blank spaces on event rubrics.
10. Total points on event rubrics and point summary forms and indicate rating. Show evaluators the final rating for each participant and have them initial each point summary form for verification. Check that all junior category participants receive no less than a 60 on their rubric. If ratings are not consistent, remind evaluators that we request a 10-point scoring range. **Double check the addition.**
11. Return any supplies to the lead consultant.
12. **Do not discuss final ratings with anyone prior to the recognition session.**
13. Attend recognition session and assist lead consultant as needed.

Youth Consultants (if available) — All Events

1. Bring a watch or stopwatch for timing events and serve as the timekeeper.
2. Obtain supplies for the room from lead consultant (if requested).
3. Assist adult room consultant as needed.
4. Inform participants of their scheduled participation time (if schedule is not posted outside room).
5. Post the time schedule of participants outside the room (if available).
6. Introduce each participant or team to the evaluators.
7. See that evaluators get refreshments as needed.

8. Usher participants to the side or hallway while evaluators discuss among themselves and finish their ratings. Notify participants when evaluators are ready to provide feedback. Dismiss participants when feedback is completed.
9. Collect event rubrics at the end of each presentation and give to adult room consultant or lead consultant.
10. Thank evaluators at the end of the session.
- 11. Do not discuss final ratings with anyone prior to the recognition session.**

THE EVALUATION PROCESS

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

- ***Focus on the achievements of youth.*** The evaluation process must stress what students do well and give them credit and recognition for it.
- ***Promote interaction between youth and adults.*** Student and adult evaluation teams have been created to enable youth and adults to share responsibility and exchange views from their level of experience.
- ***Encourage youth to take an active role in his/her own evaluation.*** Participants are asked to evaluate themselves as well as review the comments evaluators make about their performance.
- ***Measure achievements against a standard rather than against another student.*** All efforts should be made to rate the individual or team against the criteria on the event rubric rather than comparing them to previous presentations.
- ***Recognize that all students are winners.*** Each participant has winning qualities. The evaluation process must reaffirm to students what those winning qualities are.

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

- ***Consensus.*** Although evaluator scores will vary, it is important that a consensus is reached between an evaluation team in regards to the event criteria. Please attempt to rate participants within a 10-point range.
- ***Consistency.*** Attempt to rate participants similarly when the performance is similar.
- ***Fairness.*** Do not let any influencing factors interfere with the presentation. When offering constructive criticism, keep in mind the feelings of the individual.
- ***Honesty and Sincerity.*** Make simple forthright statements of beliefs concerning the presentation. When offering constructive criticism, keep in mind the feelings of the individual.
- ***Attention to Detail.*** Be very specific in evaluation comments. Rather than “You did a fine job,” highlight the areas where the participant did a fine job.
- ***Feedback.*** Focus primarily on what the participant did well. Don’t overload on the negatives — that’s what the participant is likely to remember the longest. Positive comments and thoughtful, constructive suggestions will benefit the participant the most in the long run.

Many thanks – evaluators make these events possible!

EVALUATORS — GENERAL INFORMATION AND INSTRUCTIONS

Three evaluators are assigned to each evaluation team. Most evaluation teams consist of two adults and one student member. If unavoidable, two individuals may be allowed to proceed as the evaluation team.

Become familiar with the rules, point summary forms, and the rubric criteria for the assigned event. Question any criteria not understood.

Before each participant begins, an event rubric for the participant will be provided as well as any other pertinent information. Take a few minutes to review the information as it is a part of their presentation and evaluation.

Time is allowed at the completion of each presentation for evaluators to work (quickly) on ratings and comments.

When completing the rubric circle the chosen score AND write the appropriate rating in the points column. Please write comments on the bottom of the rubric. Written comments serve as a valuable source of feedback for the individuals and teams. Be sure to check for any blank score boxes. Record total points. Verify point total and initial by the total point box.

If unsure about something, ask the participant(s) to explain or clarify.

Do not request that participant(s) hand items to an evaluator – instead, please stand up for a closer look. Participants are told not to hand items to evaluators as that can make them lose points if there are dimension restrictions for their event.

Score the participant entry and discuss the presentation in private with the other evaluators of the team. Spend a few minutes reviewing the strengths and areas for improvement of the presentation with the participants. **Do not inform participants of their score and/or rating.**

Compare ratings with other evaluators and discuss the scores given to each participant. The adult room consultant will then total scores and determine the average rating. Together, the evaluators will review the score and come to consensus on the rating. (Although evaluator scores will vary, try to bring the scoring to be within a 10-point range.) If the scores are outside a 10-point range, discuss the criteria and make sure there is consensus between evaluators. If agreed, attempt to standardize the participants score. All scores should be whole numbers (i.e. do not give individual rating categories 2.5 out of 5 points). Total scores should NOT be rounded.

A student participating in level 1STAR Events are typically students in grades 6 – 8. For many of these students, this is his/her first time utilizing FCCLA skills and family and consumer sciences education knowledge in a competitive manner. Some will be better prepared than others. While the ratings should reflect the overall accomplishment, at this level of competition, no student is a failure. Receiving a score below 60 translates to an “F” in the mind of a middle school student. Therefore, room consultants will be reviewing the scores to ensure that all level 1 entries have scores that average no lower than 60 points. If an evaluator is asked to adjust scores, please do so to reach the minimum average score of 60. Remember one of the purposes of competing is to help the students find where he/she should improve. FCCLA appreciates the time taken in writing constructive comments for improvement of participant projects. Each student will receive a medal — bronze, silver or gold.

Each team of room consultants will complete a point summary form for each individual or team. Evaluators should verify the point total and initial.

Rubrics and point summary forms are to be turned in to the room consultant at the end of the presentation, NOT held by evaluators until the end of the day to be adjusted.

The decision of the evaluators is final.

IT IS IMPORTANT THAT THE FINAL RATINGS ARE NOT DISCUSSED WITH ANYONE PRIOR TO THE RECOGNITION SESSION.

Discuss any suggestions for improvement for the event with the event lead consultant. Evaluator comments are welcomed and appreciated and help make improvements for the next year.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.