

# **STAR REGISTRATION INSTRUCTIONS – 2009**

<b>District STAR Coordinator</b>	<p><b><u>Two weeks after District STAR events, but no later than February 15:</u></b>  District STAR Coordinator submits the Chapter and names of students representing the district on the electronic forms:</p> <ol style="list-style-type: none"> <li>1. District STAR Results – Junior</li> <li>2. District STAR Results – Senior</li> <li>3. District STAR Results – Combined</li> </ol> <p>Be sure to provide the following information:</p> <ul style="list-style-type: none"> <li>• Focus on Children – Check the circle if electricity is needed. (This impacts the schedule so is very important.)</li> <li>• Interpersonal Communications – From the drop-down menu choose ONE of the following categories: Community, Peer, Family, Employment, or School</li> </ul>
	<p><b><u>By March 2:</u></b>  Registration form, Payment Form and Specific Event Schedules are posted on STAR section of Nebraska FCCLA website. Names for whom national affiliation has not been confirmed will be highlighted in red on the specific event schedules. Advisors must submit proof of affiliation for those students to the State Office, received by March 15, or a 5 point penalty will be assessed.</p>
<b>Local Advisors with State STAR Participants</b>	<p><b><u>By March 13:</u></b>  Advisors complete electronic STAR registration:</p> <ol style="list-style-type: none"> <li>1. Participants Names – are names spelled correctly? If not, email Shirley Baum with the correct spelling. If a substitute is needed, an email must be sent to Shirley Baum with the name of the event, which participant is being replaced, and the name of the substitute.</li> <li>2. Table – Indicate “yes” or “no”</li> <li>3. Electrical Outlet – confirm or indicate “yes” or “no”</li> <li>4. Represent Nebraska at Nationals – indicate “yes” or “no”  It is understood that the advisor has communicated to the student and the parent/guardian that the financial responsibility for attending the National Leadership Meeting will be assumed by the entrant, his/her family and/or the local chapter/school. The State Association pays only the STAR registration fee which is currently \$40/person.</li> <li>5. Title of Presentation/Job Title/Brief Description</li> <li>6. Confirm the category for Interpersonal Relationships – only ONE category can be listed (and should be referred to in the presentation).</li> <li>7. Save you work to a file on your computer</li> <li>8. Email as an attachment to Rhonda Wisdom (rhonda.wisdom@nebraska.gov)</li> </ol>
	<p><b><u>By March 28:</u></b></p> <ol style="list-style-type: none"> <li>1. All students identified in the March 1 notification MUST be affiliated with national FCCLA and a copy of the affiliation received by the state office on March 28 or they will be disqualified.</li> <li>2. A one point deduction will be assessed for each required cell that is not completed. Contact will be made with an advisor ONLY if the information concerning representation at National STAR is not completed; a one point deduction will still be assessed.</li> <li>3. STAR payment must be received at Graftons or a late fee of \$25 is assessed.</li> <li>4. At 3:30 PM, the schedule becomes final.</li> </ol>