

Nebraska FCCLA

STAR Events Handbook



2023-2024

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Introduction to STAR Events

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.

FCCLA STAR Events offer individual skill development and application of learning through the following activities:

- Cooperative: teams work to accomplish specific goals
- Individualized: an individual member works alone to accomplish specific goals
- Competitive: individual or team performance is measured by an established set of criteria

STAR Events promote the FCCLA Mission to focus on the multiple roles of family member, wage earner, and community leader. Each event is designed to help members develop specific lifetime skills in character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

STAR Events encourage active student participation and recognize accomplishments of youth. The belief that everyone can be successful is the foundation of these events. Cooperation and competition are stressed in positive, constructive ways. Respect and interaction between youth and adults are fostered by establishing teams of adult and youth evaluators and event managers.

Nebraska Events

Nebraska STAR Events enable members to demonstrate proficiency and achievement at the District and State level. Nebraska has decided to keep the levels for its Nebraska Only STAR Events as Junior and Senior. Individuals or teams research a topic and make a presentation using visuals in one of the following sub divisions:

- Nebraska Consumer Issues (Junior Category Only)
- Nebraska Family Challenges and Issues
- Nebraska Health and Wellness

National Events

These events are divided into four categories as listed below. These events enable members to demonstrate proficiency and achievement at the District, State, and National level.

- Foundational Events: These events, which build basic leadership and life skills, are for FCCLA members who want to get involved and improve upon themselves.
- Leadership Events: These events provide an opportunity for leaders to gain recognition for their work in their chapters. The event content is designed to be a chapter project led by the team who takes it to the competition.
- Career Preparation Events: These events for members exploring a specific career area. Most events are for Level 2 and Level 3 participants who have spent time building career specific skills and knowledge, but a few events are open to Level 1 participants who want to explore a specific career path.
 - Participants in Baking & Pastry, Culinary Arts, and Early Childhood Education should be currently enrolled or have been enrolled in related intermediate and/or capstone level courses to be eligible for competition.
- Online Events: These events have two participation levels. In Level I, participants submit their online, digital project for evaluation. The top 15 highest scoring entries are invited to present their digital project and an oral presentation, at the National Leadership Conference.

District STAR Events Coordinators

District	Name	Chapter	Email Address
1	Stefanie Wenz	Nebraska City	swenz@nebcityps.org
2	McKenzie Geier Sarah Morrow*	Lincoln Southwest	mgeier@lps.org smorrow@lps.org
3	Megan Dworak	Mead	mdworak@esu2.org
4	Tyra Hofferber*	Fillmore Central	tyra.reardon@fillmorecentral.org
5	Kristen Herchenbach	Madison	kherchenbach@esu8.org
6	Carol Kreutzer	Kearney	carkreutzer@kearneycats.com
7	Alina Surber	Wayne	Alsurbe1@waynebluedevils.org
8	Kim Scarborough*	Neligh-Oakdale	kscarborough@nowarriors.org
9	Pam Borrow	Ainsworth	pbarrow@ainsworthschools.org
10	Mikaela Franzen*	Theford	mikaela.franzen@thedfordschools.org
11	Misty Jaeger	Chase County	mjaeger@chasecountyschools.org
12	Anne Schmall	Scottsbluff	aschmall@sbps.net

*Identifies members of the Nebraska FCCLA STAR Events Advisory Committee.

Fees

Each participant in a team or individual event pays a fee to help cover STAR Event expenses such as room rental, certificates, evaluators, recognition session expenses, awards, and supplies. STAR Event fees are nonrefundable after the State Leadership Conference registration deadline.

- **District:** Districts may set their own fees as stated in their policies.
- **State:** \$15 per participant.

General Rules – also review p. 6-11 (Policies, Eligibility & General Rules, FAQ) of STAR Event Guidelines

1. All STAR Event projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference.
2. All STAR Event projects must be planned and prepared by the participant(s) only. Supporting resources are acceptable as long as participants are coordinating their use and resources are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non-participant work.
3. No projects can be entered in more than one category of a single event or in more than one event. However, projects entered in any event may be included in the Chapter in Review events.
4. Chapter advisers should ensure that identical presentations of the same project are not entered into STAR Events multiple years.
5. All STAR Event participants must complete the [Nebraska FCCLA STAR Event Project Information Form](#), which includes submitting their FCCLA Planning Process. This is in an effort to ensure that multiple projects are not entered and that projects are original from year to year.
6. Participants are responsible for their own event materials. Any items left behind are not the responsibility of Nebraska FCCLA and may be discarded.

Review the [Competitive Events Dates & Deadlines](#) on the national FCCLA website.

General Presentation and Format Rules

1. When using resources such as audio visuals or graphics, participants need to work to coordinate their use and ensure that resources are cited appropriately verbally and/or in print during the presentation to avoid false credit for unoriginal or non-participant work. Participants are encouraged to use original materials, items licensed for reuse, or items in which copyright permission has been granted.
2. Avoid using materials that may be dangerous to others or that may damage property (i.e. glass, acids, glitter, etc.) Any cost related to clean-up assessed by the facility will be passed on to the responsible chapter.
3. No electricity will be provided.
4. Participants are to maintain an appropriate appearance and attitude during all STAR Event activities.
5. Participants should be on time to avoid losing points.
6. Pages are to be single sided only and should be legible and in a size that is easy to read.
7. Participants may present in front, behind, or beside the designated table or space.
8. Any materials including technology or easels necessary to present must be provided by the participants.

Dress Code Policy

Student dress should contribute to the positive, professional image of FCCLA. Unless otherwise specified, appropriate clothing in events that do not allow chef attire is the attire that meets the [Nebraska FCCLA Dress Code](#). The red blazer is not required for participation at the district or state level but will be required for participation at the national level.

Disqualification

Disqualifications are unfortunate to everyone concerned. Students must be affiliated members of FCCLA by December 15; this means that payment must be received by national FCCLA by this date. At the district and state level, a disqualification may result due to the failure of a student to complete the [Nebraska FCCLA STAR Event Project Information Form](#).

Substitution

In the event that substitutions/changes need to occur within a STAR Event prior, during, or after competition, the following guidelines must be followed. Deviation from these guidelines at any time will result in the disqualification of the individual or team.

- At any point, if an individual who is competing as part of a group drops out for any reason, the team can compete without that group member. If the team advances to the next level, the individual who dropped may join back into the competition at that next level. The decision to allow that dropped individual to compete again is up to the discretion of the local chapter adviser. With the exception of Parliamentary Procedure, only members whose names appear on the original registration (district registration) can compete at the next level.
- In Parliamentary Procedure, if a member(s) drops, another member from that chapter may take their place without their name appearing on the original registration. Teams may only replace the same number of names as those that dropped from the original registration information.
- If the event is an individual event or it is an individual competing in a team event, absolutely no substitutions can take place at any time or at any competition level.

Advancing in STAR Events & Awards

The Nebraska Association will follow all scoring levels, guidelines, and rubrics provided by National FCCLA with the following exceptions:

- Nebraska STAR Events
- To receive a medal, students must score a minimum of 50 points

Advancement from the District level to the State level of competition is based on each District's policies. Advancement from the State level to the National level of competition is only permitted when the entry receives a Silver medal (70.00 points) or above.

All participants will receive a certificate for competing at the State Level. Medals will be awarded to member who receive 50 points or higher on the rubrics.

- 50-69.99 points — Bronze
- 70-89.99 points — Silver
- 90-100 points — Gold

The decision of the evaluators is final. Only when scoring errors are discovered which impact the medal placement, will scores be altered.

The top score at the State Level becomes the State Champion in that event and the second highest score becomes the Runner-Up. Both of these designations will qualify participants for the National STAR Event competition, as long as the entry receives a score above 70.00 points. If an individual or team drops out of an event, the next top finisher may be eligible if their scoring meets the minimum requirements.

Students with Accommodations

IEPs may be presented when students register, if accommodations are necessary for their specific event. This information will be shared with the event Evaluators and/or Room Consultant. Advisers must complete the [FCCLA Participant with Accommodations Form](#) prior to the District competition.

State Terms

Entry: a team or individual competing in a STAR Event

Event: a grouping of related presentation with a specific set of rules (i.e. Interpersonal Communications, Chapter in Review, etc.)

State Champion: The highest-rated presentation at the State STAR Event Competition

State Runner-Up: The second highest-rated presentation at the State STAR Event Competition

Sub-Division: Nebraska STAR Events are divided into three sub-divisions: Nebraska Consumer Issues, Nebraska Family Challenges and Issues, Nebraska Health & Wellness

Changes Between District, State, and National Competition

District Level	State Level	National Level
Extent of Individual Participation		
Determined at District level.	Each person is limited to one event.	Each person is limited to one event.
Documentation of Number of Presentations Required (Proof of Presentation) (only applies to Nebraska Consumer Issues, Nebraska Family Challenges & Issues, Nebraska Health & Wellness, Professional Presentation, and Sustainability Challenge)		
Determined at District level.	Three. One must represent an outreach to an audience containing individuals who are not FCCLA members. Professional Presentation and Sustainability Challenge Follow the guidelines presented in the STAR Event Guidelines. <i>District Competition DOES NOT count!</i>	Professional Presentation and Sustainability Challenge ONLY Level 1: 1 presentation Level 2: 2 presentations Level 3: 3 presentations <i>District & State Competitions DO NOT count as prior presentations!</i>
File Folder Label		
Name of STAR Event, Level Participant Name(s) Chapter, District	Name of STAR Event, Level Participant Name(s) Chapter, District	Name of STAR Event, Level Participant Name(s) Nebraska
*For Nebraska STAR Events, use the sub division titles (i.e. Nebraska Consumer Issues).		
Registration and Orientation		
Determined at the District level.	No on-site registration. At least one team member must be present at orientation to receive points.	Adviser only picks up registration packet. At least one participant must watch the online orientation video and submit the STAR Events Online Orientation Form by June 15.
Evaluators Required		
Determined at the District level.	1-3 entries = 1 evaluator 4-6 entries = 2 evaluators 7-9 entries = 3 evaluators 10+ entries = 4 evaluators Evaluators are not required to register for SLC, but a discounted registration rate is available, if they choose to stay for the duration of the conference.	1 volunteer required for every 3 STAR Event competitors from Nebraska. Evaluators must be registered for NLC or volunteer as a VIP evaluator.
Evaluator Minimum Qualifications		
Determined at the District level.	Students may only evaluate in STAR Events if they have competed in that event at the National level.	Volunteers may represent any subgroup including students, advisers, adults, alumni, and sponsors.
Portfolio Submission		
Determined at the District level.	All materials are submitted at the assigned competition time. If utilizing an electronic portfolio, competitors should ensure that the device has been charged. Entrants are asked to arrive at least 30 minutes prior to presentation time.	Participants should check guidelines relative to their specific event.

Supplemental Material Preparation Times – Case Studies, Tests, Writing Samples		
Determined at the District level.	<p>Tests, Case Studies, and Writing Samples will all be completed prior to the presentation time. This eliminates the need for a separate room to complete the requirements.</p> <p>Participants in the following events will complete their Test, Case Study, or Writing Sample on Sunday, April 7 from 5:00-5:30pm.</p> <ul style="list-style-type: none"> • Hospitality, Tourism, & Recreation • Interpersonal Communications • Parliamentary Procedure • Promote & Publicize FCCLA 	<p>Determined at the National level.</p> <p>Online testing window is May 1-31, 2024.</p> <ul style="list-style-type: none"> • Parliamentary Procedure
Handouts/Materials Given to Evaluators		
Not allowed; will be disregarded by the evaluators.	Not allowed; will be disregarded by the evaluators.	Not allowed; will be disregarded by the evaluators.
Handling a Tie		
<p>Determined at the District level.</p> <p>Refer to the National STAR Events Tie-Breaker Procedures (p. 19-20 in the National STAR Events Guidelines) when deciding how to break ties for specific events.</p>	<p>If a tie results in the first 3 positions, all efforts will be made to address it immediately so that the evaluators may make the determination.</p> <p>Participants may be asked to bring items back in or retake take an exam into order to break a tie.</p> <p>The National STAR Events Tie-Breaker Procedures (p. 19-20 in the National STAR Events Guidelines) will be used.</p>	<p>The National STAR Events Tie-Breaker Procedures (p. 19-20 in the National STAR Events Guidelines) will be used to break ties at the National level.</p>
Resolving Conflicts		
<p>The District shall have the authority to determine action to be taken when situations arise.</p>	<p>A STAR Events 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 competitions. A new committee is selected each year with one member being selected per region. The committee may include the Vice-President of Competitive Events and/or Competitive Events Intern.</p>	<p>Issues would be referred to the Competitive Events Advisory Team for consideration during the next revision.</p>

File Folders

If your event requires a file folder, follow guidelines in preparing the file folder.

- 1 file folder
- Three sets of requested materials, each set stapled separately. Check the specific event guidelines for what *exactly* should be included as requested materials.
- File folder must be labeled in the following way for each level of competition.
- The label should be placed on the outside of the folder in the top left corner.

Criteria

<i>District</i>	<i>State</i>	<i>National</i>
Name of STAR Event and Level Participant Name(s) Chapter, District	Name of STAR Event and Level Participant Name(s) Chapter, District	Name of STAR Event and Level Participant Name(s) Nebraska

Example

<i>District</i>	<i>State</i>	<i>National</i>
Nebraska Consumer Issues Junior Michael Doe Kearney, District 9	Professional Presentation Level 2 Julie Smith, Travis Johns Boone Central, District 5	Interior Design Level 3 Lucy Grace Nebraska

Works Cited Resources

Several STAR Events require participants to use MLA or APA citation style to cite all references. There are many resources available to assist with this including the FCCLA Quick Reference Chart found at <http://fcclainc.org/programs/resources.php>.

As a reminder to advisers and participants, just because something is cited, does not mean that you have permission to use it. Be diligent in protecting copyrighted work. If you have questions about what is okay to use, whether it be an image, song, document, or video clip, please visit the Fair Use Checklist through Columbia University for guidance at <http://copyright.columbia.edu/copyright/fair-use/fair-use-checklist/>.

Nebraska STAR Events

Nebraska STAR Event 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 the required documents, create and give an oral presentation emphasizing content and delivery and prepare visuals to illustrate the presentation.

Event	Ind. or Team	Category of Events	
		Junior	Senior
Nebraska Consumer Issues – <i>file folder, visuals, oral presentation</i>	1-3	✓	
Nebraska Family Challenges & Issues – <i>file folder, visuals, oral presentation</i>	1-3	✓	✓
Nebraska Health & Wellness – <i>file folder, visuals, oral presentation</i>	1-3	✓	✓

Nebraska STAR Event Guidelines can be found on the [Competitive Events page](#) of the Nebraska FCCLA website.



STAR Events Information and Entries Per State

An *individual event* is one that is completed by the individual. A *team event* is one that is completed by 1 – 3 *team* members. It's important to verify with your State Adviser to ensure compliance with state-level regulations regarding the maximum number of entries allowed per state, as this number might be lower than the national allowance.

Event	Entries per State	Individual Event	Team Event	Event	Entries per State	Individual Event	Team Event
Baking and Pastry				Fashion Construction			
				Level 1	2	■	or
				Level 2	2	■	or
Level 3 & 4	3	■		Level 3 & 4	2	■	or
Career Investigation				Fashion Design			
Level 1	2	■					
Level 2	2	■		Level 2	2	■	or ■
Level 3 & 4	2	■		Level 3 & 4	2	■	or ■
Chapter in Review Display				Focus on Children			
Level 1	2	■	or ■	Level 1	2	■	or ■
Level 2	2	■	or ■	Level 2	2	■	or ■
Level 3 & 4	2	■	or ■	Level 3 & 4	2	■	or ■
Chapter In Review Portfolio				Food Innovations			
Level 1	2	■	or ■	Level 1	2	■	or ■
Level 2	2	■	or ■	Level 2	2	■	or ■
Level 3 & 4	2	■	or ■	Level 3 & 4	2	■	or ■
Chapter Service Project Display				Hospitality, Tourism, and Recreation			
Level 1	2	■	or ■	Level 1	2	■	or ■
Level 2	2	■	or ■	Level 2	2	■	or ■
Level 3 & 4	2	■	or ■	Level 3 & 4	2	■	or ■
Chapter Service Project Portfolio				Interior Design			
Level 1	2	■	or ■	Level 1	2	■	or ■
Level 2	2	■	or ■	Level 2	2	■	or ■
Level 3 & 4	2	■	or ■	Level 3 & 4	2	■	or ■
Culinary Arts				Interpersonal Communications			
				Level 1	2	■	or ■
				Level 2	2	■	or ■
Level 3 & 4	3	■		Level 3 & 4	2	■	or ■
Early Childhood Education				Job Interview			
				Level 1	2	■	
Level 2	2	■		Level 2	2	■	
Level 3 & 4	2	■		Level 3 & 4	2	■	
Entrepreneurship				Leadership			
Level 1	2	■	or ■	Level 1	2	■	
Level 2	2	■	or ■	Level 2	2	■	
Level 3 & 4	2	■	or ■	Level 3 & 4	2	■	
Event Management				National Programs in Action			
Level 1	2	■	or ■	Level 1	2	■	or ■
Level 2	2	■	or ■	Level 2	2	■	or ■
Level 3 & 4	2	■	or ■	Level 3 & 4	2	■	or ■



STAR Events Information & Entries Per State
Information (CONTINUED)

Event	Entries per State	Individual Event	or	Team Event	Event	Entries per State	Individual Event	or	Team Event
National Programs in Action					Repurpose and Redesign				
Level 1	2	■	or	■	Level 1	2	■	or	■
Level 2	2	■	or	■	Level 2	2	■	or	■
Level 3 & 4	2	■	or	■	Level 3 & 4	2	■	or	■
Nutrition and Wellness					Say Yes to FCS Education				
Level 1	2	■	or	■	Level 1	2	■		
Level 2	2	■	or	■	Level 2	2	■		
Level 3 & 4	2	■	or	■	Level 3 & 4	2	■		
Parliamentary Procedure					Sports Nutrition				
Level 1	2			■	Level 1	2	■	or	■
Level 2	2			■	Level 2	2	■	or	■
Level 3 & 4	2			■	Level 3 & 4	2	■	or	■
Professional Presentation					Sustainability Challenge				
Level 1	2	■	or	■	Level 1	2	■	or	■
Level 2	2	■	or	■	Level 2	2	■	or	■
Level 3 & 4	2	■	or	■	Level 3 & 4	2	■	or	■
Promote and Publicize FCCLA					Teaching Strategies				
Level 1	2	■	or	■					
Level 2	2	■	or	■	Level 2	2	■		
Level 3 & 4	2	■	or	■	Level 3 & 4	2	■		
Public Policy Advocate					Teach or Train				
Level 1	2	■	or	■	Level 1	2	■		
Level 2	2	■	or	■	Level 2	2	■		
Level 3 & 4	2	■	or	■	Level 3 & 4	2	■		

Online STAR Events Information

Online STAR Events have two participation rounds. In the Preliminary Round, participants in each level submit their online, digital project for evaluation. The fifteen (15) highest scoring entries are invited to present their digital project, plus an oral presentation, at the National Leadership Conference.

Event	Entries per Chapter	Individual Event	or	Team Event	Event	Entries per Chapter	Individual Event	or	Team Event
Digital Stories for Change					Instructional Video Design				
Level 1	2	■	or	■	Level 1	2	■	or	■
Level 2	2	■	or	■	Level 2	2	■	or	■
Level 3 & 4	2	■	or	■	Level 3 & 4	2	■	or	■
FCCLA Chapter Website					Red Talks on Education				
Level 1	2	■	or	■	Level 1	2	■		
Level 2	2	■	or	■	Level 2	2	■		
Level 3 & 4	2	■	or	■	Level 3 & 4	2	■		
(Chapters may only choose one level for competition)									

COMPETITIVE EVENTS GLOSSARY

The Competitive Events glossary was developed to help clarify questions about terms. Be sure you understand the rules for your event. Make certain you are following the national rules if they are different from your state rules.

Audience: A group of listeners or readers of a work, program or performance.

Audio Equipment: Equipment used for the broadcasting of sound.

Audiovisual Equipment: Equipment that uses both sight and sound to present information.

Best Practices Educator: An educator who *models professional* qualities, continued *professional* development and the use of current instructional approaches and strategies for teaching and learning. A *best practices educator* is committed to incorporating various teaching methods and seeks to utilize relevant *content* to create a classroom that is student focused. The educator must be recognized by *peers* for excellence and be fully certified in his/her field.

Bibliography: An alphabetical list of sources of information in an organized, consistent format (i.e., APA, MLA) on a given subject, period, etc.; a list of books, articles, software, etc., used or referred to by an author.

Campaign: Activities to achieve a specific objective.

Career Readiness Practices: A set of skills, knowledge and behaviors developed by individuals to effectively navigate the job market, adapt to changing workplace dynamics and thrive in their chosen careers.

Career-Related Education: Knowledge obtained through school curriculum and *community* service projects/activities that enhances a student's ability to work in a specific occupation.

Classroom Situation: A situation in which there are multiple ages, learning styles, education levels and/or special needs represented in students who are gathered in one space for an individual lesson.

Clearly Defined Presentation Surface All materials on displays must be placed on a clearly defined presentation surface. Displays with a clearly defined front presentation surface (such as tri-fold boards) may not have items on the back of the board, as consultants/evaluators would not be expected to look behind a display for project components. Displays with multiple presentation sides may have materials on all clearly defined presentation surfaces. All materials must be easily viewed, accessible, and legible.

Community: A group of people living in the same locality and under the same governance; the region in which one lives (i.e., *family*, school, *peers*, town, city, *employment*, etc.).

Content: The subject or ideas contained in something written, said or represented.

Content Divider Pages: Pages of a *portfolio* that separate *content* sections and do not contain *content* but may include *graphic* elements, titles, logos, theme decorations, page numbers and/or a table of *contents* for a *content* section.

Content Pages: Pages of a *portfolio*, business plan or *portfolio* that contain information about the project; one side of page only.

Creative Thinking: The ability to generate new ideas.

Critical Thinking: The ability to use communication and problem-solving skills effectively to direct, monitor and evaluate.

Current: Current information may vary by *content* field. Current research must be up-to-date based on research and study in the field.

Digital Story: A mixture of computer-based images, text, recorded audio narration, video clips and/or music that focuses on a specific topic and contains a personal or particular point of view.

Dimensions: The stated or required size of a *display*, *portfolio* or container (i.e., measurements, number of pages, etc.). The measured *dimensions* include all items that are a part of the *display*, *portfolio* or container (tablecloths, *audiovisuals*, *props*, equipment, moving parts, etc.). Examples include but are not limited to: tablecloths placed under a *display*, a *display* with at least 1 panels when the panel(s) are extended and storage of items under or around the *display* table.

Display: An arrangement of material that includes but is not limited to: photos, project samples, etc. and is contained within a specified area that includes all materials, *visuals* and *audiovisual equipment* to be used for the presentation.

Easel: A stand or frame that may range in size used to hold materials upright, usually during a presentation or *display*.

Educational Enhancement Opportunity: Knowledge obtained through job shadowing, informational interviews or career research projects that enhances a specific career area.

Electronic Portfolio: An *electronic portfolio*, also known as a digital *portfolio*, is a collection of electronic evidence assembled and managed by a user. Such electronic evidence may include inputted text, electronic files such as Adobe® PDF files, multimedia, blog entries and hyperlinks.

Employment: The work in which one is engaged; an activity to which one devotes time; may or may not include wages.

Fabric Care: Method(s) of cleaning and making suitable for wear.

Fabric Characteristics: Information about a fabric including, ease of use, special requirements of constructing garments with this fabric, limitations/advantages of using the fabric and typical uses.

Family: At least two persons, sometimes living under one roof, who nurture and support one another physically and emotionally, share *resources*, share responsibility for decisions, share values and goals and have commitment to one another; environment created by caring people—regardless of blood, legal ties, adoption or marriage—where individuals learn to be productive members of society; a context for discovery where one can comfortably accept challenges, make mistakes, have successes, be self-expressive, and grow as an individual.

Fiber Content: The types and amounts of different fibers in a fabric or garment.

File Folder: A letter-size folder 8 ½" x 11" with one-fold on lower horizontal edge and open on the other 3 sides; may have a tab at the top or may be straight cut. Within the *file folder*, each set of materials must be stapled separately. *File folder* may be any color. Required labeling for STAR Events competition does not have to be printed on an adhesive label.

Flip Chart: A chart consisting of sheets hinged on one side that can be flipped over to present information sequentially.

Focus Group: A small group of individuals, not participating in the event, who test and/or evaluate an idea, event or product with the intent of suggesting revisions for improvement.

Graphic: A picture, border, map, *graphic* font or graph used for illustration or demonstration.

Hardcopy: Readable printed copy of the output of a machine, such as a computer. In-depth service project—A detailed project that

addresses one specific interest, concern or need.

Individual Event: An event completed by one person.

Lesson Plan: A set of plans for teaching a concept that includes objective(s), plan of action, time schedule, *resources*, supplies, equipment and evaluation process.

Mannequin: A full or partial human form that is or is close to actual body size which is used to *display* a garment or ensemble.

Model: A 3-D object which represents, in detail, the intent of a final version of a product.

National Programs: Frameworks for FCCLA action that encourage members to enhance their personal growth and build leadership skills.

Online Project Summary Form: An online form found under the Surveys Applications tab of the FCCLA Student Portal that has participants outline their projects. Individuals and teams are required to complete this form prior to their first competition. Only one submission per entry (team) is required.

Online Orientation Form: An online form found under the Surveys Applications tab of the FCCLA Student Portal that has National Leadership Conference qualifiers watch an orientation video and input their membership ID as verification. Must be completed by the posted deadline to receive points on the Point Summary Form. Only one submission per entry (team) is required.

Peer: A person who is equal to another in a particular category such as ability, age, rank and/or qualifications.

Peer Education: To provide with information, teach or instruct a person or group equal in ability, age, rank and/or qualifications (e.g., teens teaching teens).

Photo Album: A collection of photographs, either presented in a digital or printed format.

Plain Paper: 8 ½" x 11" paper with no *graphics* or design. Paper may be any solid color. Watermark is not allowed.

Planning Process: A five-step method (identify concerns, set a goal, form a plan, act and follow up) to help FCCLA chapter members and advisers plan individual, group or chapter activities.

Pointer: See *prop*. Laser *pointers* are not allowed.

Portfolio: A record/collection of a person's work organized in a format that best suits the project and meets the requirements of the event. *Portfolios* may be either *hardcopy* or electronic. See event specifications for allowable format.

Postconsumer Item: Any item which has been discarded by an end consumer. Examples include, but are not limited to, textiles, housewares, paper goods, sporting goods, etc.

Presentation Equipment: Equipment using sight and/or sound to present information. See also *audiovisual equipment*.

Problem Solving: The ability to recognize problems and devise and implement plans of action to solve the problems.

Professional: Worthy of the high standards of a profession.

Program of Work (POW): A comprehensive plan that outlines the goals, activities, and timeline of a specific project or organization, serving as a roadmap for achieving desired outcomes and objectives.

Project Identification Page: A page at the front of a document or *display* containing headings specifically called for by event rules.

Prop: An object used to enhance a theme or presentation (e.g., book, puppet, *pointer*, etc.) that does not include *visuals*, *audiovisuals* or uniforms. No live animals or people may be used as *props* or *visuals*. *Props* do not include *content*.

Prototype Formula: The ingredients, their quantities and the process directions used to produce a food item.

Public Policy—The governing policy within a *community* as embodied in its legislative and judicial enactments which serve as a basis for determining what acts are to be regarded as contrary to the public good.

Reliable: Sources must be respected in the field and information found in the source must be able to be backed up by other sources or legitimate research.

Resource Container: The *resource container* is a sturdy container with a lid holding resource materials and supplies assembled by the participant to plan and present the learning activity.

Resources: Any source of information or assistance in carrying out a project. May be any medium (e.g., book, internet, chapter member, speaker, etc.) but must be cited appropriately when used.

School Relationships: Relationships within an educational institution (e.g., student to student, student

to educator, student to organization, etc.).

Seating and Traffic Standards: Standards for the amount of space needed for and around seating areas with various levels of traffic

Skit: A short, rehearsed, theatrical sketch that could include interaction with others (also called role play).

Sound Business Practices: Practices that are comprehensive, ethical, realistic and profitable.

Team: A *team* may be composed of one, two or three participants from the same chapter and/or school with the following exception: The Parliamentary Procedure *team* may have four to eight participants from the same chapter and/or school.

Team Event: An event that can be completed by an entire chapter but may be presented by a *team* of one, two or three members.

Technology: A method, system or process for handling a specific, technical problem.

Presentation Equipment: Equipment used for visual projection without sound (e.g., projector, laptop, electronic tablet).

Unedited Video: A video recording that has not been altered or manipulated in any way except for basic trimming to remove unwanted footage. The video must be a continuous and uninterrupted recording of the performance or presentation without any cuts or splices

Visuals: Posters, charts, slides, presentation software, etc., which include *content*. *Visuals* must not replace required *content* within a *portfolio*.