

New York State FCCLA STAR Events

Adviser Checklist

Directions: Discuss with interested chapter members the opportunities and obligations available to them if they present a STAR Event. Invite a member that has presented a STAR Event in the past to share his/her experiences.

- 1. Distribute information about STAR Events to your members. (Either through meetings, a letter, or the reproducible pamphlet.)
- 2. After the members have chosen an event, give them copies of all the forms needed:
 - General Requirements page (pg. 9)
 - Allowable Presentation Elements page (pg. 15)
 - Pages for their event
 - Checklist for Participants (NYS checklist and pg. 28)
 - Event information page (pg. 11)
 - Participant Instructions page (pg. 25)
 - Glossary (pg. 250 – 252)
- 3. Review rubrics for chosen events and clarify questions with Janet Stout.
- 4. To avoid disqualification, make sure student(s) are eligible for the event they have chosen.

- [] 5. Obtain registration forms online on the NYS FCCLA website, www.nysfccla.org, (in Jan.) and mail/email completed form to your **District Adviser**. (that form contains information on the event, level, participants names, addresses, email addresses, the school and the adviser's name.)
- [] 6. Ensure that the registration form for state events is sent in by the **District Adviser** by the state's deadline, along with the event fee.
- [] 7. After the students have completed their projects, go over all requirements with them and make sure all guidelines have been met.
- [] 8. Ensure that students are aware of the state policy for repeating an event or project. The State and National organization is not able to identify projects that have been presented at previous meetings. (pg. 16) : must be an entirely different "**event content**" than a previous time [may not be an actual repeat]. i.e. job interview – different field, updated portfolio and resume'; STAR Events must be presented on the present school year topic/event.
- [] 9. Support the membership requirements for participants. **Students should not be allowed to participate in state events unless state and national dues are paid.** (pg. 16)
- [] 10. Assist students in setting up opportunities to present their event as often as possible with a variety of evaluators to assist them in presenting the best STAR event possible. Make sure actual event rubrics are used for these evaluations. Help students to use suggestions received to upgrade their event presentation.

2010-2011 NYS Dates to REMEMBER

March 1, 2011

National Membership deadline (postmark date)

No later than **February 25, 2011**

NYS Participant registration deadline