

New York State FCCLA STAR Events

**Participant Checklist**

**Directions:** Review the checklist, select a STAR event and check off each item as it is complete.

- 1. Ensure that your chapter, state, and **national** dues are paid by the deadline dates.
  
- 2. Choose an event.
  
- 3. Read through the rules carefully. Review the **rubric** step by step.
  
- 4. Check all guidelines and Allowable Presentation Elements. (Does your event allow, Audio, *Costumes*, *Props*, etc.?) See attached (p. 15.)
  
- 5. Complete all parts of the project. (Oral presentation, *Portfolio*, *Display*, *Manual*, etc.)
  
- 6. Be sure to read the glossary for more clarification of *italicized* words. (pg. 250 in *2010-2011 STAR Events Manual*.)
  
- 7. Look over your event’s rubric and Point Summary Form, and double check that you have covered all required elements. Are all elements easily identified? Could they be labeled more clearly?
  
- 8. Check and make sure you know the size parameter guidelines of your event and that you are within those guidelines. Make sure you practice staying within those guidelines.
  
- 9. Go through the rules again with your advisor; to make sure you have completed everything that is required correctly.
  
- 10. Practice going through your STAR Event many times to assure precision and quality. Have someone critique your materials and your performance and consider incorporating their suggestions.

- 11. Practice and know your verbal presentation so that minimal notes are needed.
- 12. Discuss event “attire” with your advisor. See page 26 in the STAR event manual.
- 13. Present your STAR Event in the same way you plan to do it at State Meeting before several evaluators– including faculty members that might evaluate parts of your presentation – ex. English teacher, Art teacher, Computer teacher, etc. Have them use the event rubric to evaluate your performance. If you need more practice or have changes, do it again for another evaluation. Consider and incorporate their suggestions.
- 14. Use specified folder, binder and/or board as stated in your event guidelines. Make sure these are labeled properly and in the right place.
- 15. Know that participants are **not** allowed to distribute any materials to the evaluators unless the event rules specifically allow it. Evaluators are not allowed to keep any items given to them by STAR Events participants. (page 19)
- 16. Know that you are responsible for making your own arrangements for audio and/or visual equipment. (page 26)
- 17. Recognize that if you are **not** in attendance at STAR Events orientation/registration session at State Meeting, that it will result in point deduction (per National rules.) This session takes place on Thursday afternoon of State Meeting.

**2011-2012 NYS Dates to REMEMBER**

**March 1, 2012**

National Membership deadline (postmark date)

No later than **February 25, 2012**

NYS Participant registration deadline

\*\*\* Your best resource for help in finding answers for your questions; for looking for advice on how to proceed; who might have insight that other’s lack; to discuss your progress, stumbling block or just plain ask for advice = **your advisor**. Don’t overlook the obvious.