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# Management Manual

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**Missouri Association**

**Family, Career and Community Leaders of America**

*Revised December 2011*

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## HOW TO USE THIS MANUAL

The *Missouri STAR Events Management Manual, Revised 2011*, was 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.

**Included in this manual are forms that MUST be returned to the state FCCLA office by the February 15 received deadline.** The STAR Events Summary Sheet, listing regional/district winners advancing to state STAR Events, must be completed and returned with the appropriate entry and affiliation forms. Those advancing to state STAR Events will not be completing any additional forms – event coordinators are responsible for forwarding their entries and affiliation forms! Send only the entry and affiliation forms for the top two Gold winners advancing to state STAR Events.

## PROCEDURES FOR HOSTING STAR EVENTS

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

1. The host institution, in cooperation with the first vice president and advisors from the regions involved in regional/district STAR Events, will establish the most satisfactory date for regional/district STAR Events.
2. An entry fee for each contestant will be established by the host institution in concurrence with the first vice presidents and advisors 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, and recognition session expenses. The fee for the Culinary Arts Event may be higher than the other fees to cover the cost of food.
3. An announcement of the regional/district STAR Events, scheduled date(s), entry form deadline, entry fee information (Chapter Summary Sheet of Entries), Participant Authorization Form, and any other information determined by the host institution, will be mailed to all schools in the region/district 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.
4. If regional/district STAR Events is scheduled at a time when inclement weather may cause cancellation, an alternate date should be set and procedures to be followed in case of cancellation and should be published with the entry forms.
5. Entry forms for the regional/district and state STAR Events are included in the *Missouri FCCLA Guide to STAR Events, Revised 2011*. This guide is available online at the Missouri FCCLA website, [www.mofccla.org](http://www.mofccla.org). The deadline for submitting the entry forms will be set by the host institution.
6. A list of all chapters affiliated with the regional, state and national associations by **December 20** will be sent to all host institutions and regional first vice presidents and advisors. Any chapters not affiliated by these dates are ineligible for STAR Events competition.
7. Following the deadline for receiving entry forms, the host institution will acknowledge, via letter or e-mail, the receipt of the entry forms and general time schedule for the participants in the STAR Events. 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.
8. The event coordinator of STAR Events at the host institution will obtain suggestions, from the regional first vice presidents and advisors, of FCCLA members to serve as youth room consultants, advisors 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 host institution 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.

9. 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.
10. A hospitality room for advisors is a nice gesture if space is available. A waiting area for participants may also be needed.
11. An official scorekeeper 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 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.
12. The coordinator of the event or another individual selected to represent the host institution will serve as master of ceremonies for the recognition session.
13. The coordinator of the STAR Events will obtain an appropriate number of signed certificates from the state FCCLA Advisor. Certificates should be requested a minimum of two weeks prior to the event date, to allow for printing and mailing time. This person will be responsible for selecting any other awards to be used.
14. The host institution will either provide a news release form for each participant to take to their local paper or provide news releases, through the institutions news and information service, to the local newspapers of participants.
15. Following regional/district 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 advisors immediately after the recognition session.
16. Each host institution will design and administer an evaluation of regional/district STAR Events to participants, advisors, consultants and evaluators.

17. ***Additional Suggestions***

- It is helpful if the mailing to family and consumer sciences departments, announcing the STAR Events, includes an introduction to STAR Events and reminders about entry forms, eligibility, and disqualification. This mailing should also include information about how to access the *STAR Events Manual* on the National FCCLA website ([www.fcclainc.org](http://www.fcclainc.org)), and the *Missouri Guide to STAR Events* on the state website ([www.mofccla.org](http://www.mofccla.org)).
- It will be helpful if name tags are provided to identify the event coordinator, lead consultants, room consultants, evaluators, FCCLA member observers, and participants.

## EVENT COORDINATOR

### ***Prior to the Event***

1. Secure the lead consultants for each event.
2. Work with regional first vice president and advisors to identify youth and adult room consultants and evaluators.
3. Screen applications of participants to verify eligibility.
4. Develop master lists of participants, room consultants, and evaluators.
5. Reserve rooms and order equipment for each event.
6. Develop a schedule for the events.
7. Order supplies and arrange for food functions.
8. Compose letters and assemble packets of information going to participants, room consultants, and evaluators.
9. Compose a letter to Culinary Arts participants telling them what utensils to bring and what they can expect at the event.
10. Develop forms necessary for management of the events.
11. Plan orientation and recognition sessions.
12. Make arrangements for photography at the recognition session (optional).

### ***At Regional/District Event***

1. Set up STAR Events Information Center.
2. Assemble STAR Events supplies and equipment.
3. Meet with lead consultants, room consultants, and evaluators.
4. Provide checklist of information for lead consultants.
5. Preside over orientation session.
6. Oversee the events.
7. Oversee the tabulation of scores and the awards.
8. Coordinate the recognition session.

### ***Following the Event***

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

## LEAD CONSULTANT

### *Prior to the Event*

1. Read the event rules 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. Review the participant, room consultant, and evaluator lists.
3. Bring a calculator for totaling event rubric sheets.
4. Review materials assemble for the event including:
  - Event rubrics;
  - extra event guidelines;
  - evaluator's name tags; and
  - tally summary sheets.
5. Register participants 30 minutes before general orientation session.
  - check attendance on master participation list; and
  - collect participant authorization forms
6. Attend orientation session where participants and event assistants receive general instructions.
7. Meet with event participants to give specific instructions for the event.
  - 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;
  - inform participants of set-up times for displays and manuals;
  - review locations of events (at end of orientation, if time allows, take participants to actual room locations for your 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 if event has one, and importance of consistency; and
  - discuss management of event
9. Meet with evaluators from your event.
  - review event procedures;
  - issue name tags if needed;
  - 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 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 forms, when applicable. Monitor consistency!
12. If event allows spectators, make sure that event participants serve as spectators only after they have already competed.
13. Make it possible for evaluators to confer among themselves in private before sharing comments with participants.
14. Monitor progress of events. Discuss problems with the coordinator.
15. Supervise the totaling of the event rubrics and collect rubrics and point summary forms from room consultants at the end of the event.
16. Complete the final forms.
  - collect all event rubrics and point summary forms and check for accuracy;
  - complete Tally Summary Sheets and Listing of Awards; and
  - **do not discuss final ratings with anyone prior to the recognition session**
17. Return all event supplies to STAR Events Information Center.
18. Supervise the removal of displays, portfolios, manuals, etc., if allowed in event.
19. 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 for participants.
3. Attend the orientation session for evaluators.
4. Attend recognition session and assist lead consultant as needed.

### *Youth Consultants — All Events*

1. Bring a watch or stopwatch for timing events.
2. Obtain supplies for the room from lead consultant.
3. Assist adult room consultant as needed.
4. Arrange event rubrics in order of participation.
5. Inform participants of their scheduled participation time.
6. Post the time schedule of participants outside the room.
7. Introduce each participant or team to the evaluators.
8. Make sure that all spectators have left the room before evaluators begin their questioning (if allowed).
9. See that evaluators get refreshments midway through the event.
10. 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.
11. Collect event rubrics at the end of each presentation and give to adult room consultant.
12. Thank evaluators at the end of the session.
- 13. Do not discuss final ratings with anyone prior to the recognition session.**

### *Adult Consultants — All Events*

1. Assist Lead Consultant as needed.
2. Bring a calculator for totaling scores.
3. Arrive 30 minutes early to check room set up and equipment. Assist participants with ordered equipment, if needed.

4. Complete point summary forms, if applicable. Staple the point summary form to the event rubrics.
5. Serve as a gatekeeper for the events and have spectators observe the rules for each event.
6. Check off participants' names from time schedule as they prepare to give presentation.
7. See that evaluators make constructive and thorough comments on event rubric sheets.
8. Keep evaluators on schedule and check for blank spaces on event rubrics.
9. 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. If ratings are not consistent, remind evaluators that we request a 10-point scoring range. **Double check the addition.**
10. Return any supplies to the lead consultant.
11. Assist with monitoring materials if public viewing is allowed, if time permits. Monitor the removal of materials.
12. **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 their own evaluation.*** Participants are asked to evaluate themselves as well as hear the evaluations others make about them.
- ***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 or they wouldn't have made it to district or state level events. 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 as an evaluator you strive for the following:

- ***Consensus.*** Although evaluator scores will vary, it is important that a consensus is reached between and evaluation team in regards to the event criteria. Please attempt to rate participants within a 10-point range.
- ***Consistency.*** Attempt to rate students similarly when the performance is similar.
- ***Fairness.*** Do not let any influencing factors interfere with your beliefs concerning the presentation. When offering constructive criticism, keep in mind the feelings of the individual.
- ***Honesty and Sincerity.*** Make simple forthright statements of your beliefs concerning the presentation. When offering constructive criticism, keep in mind the feelings of the individual.
- ***Attention to Detail.*** Be very specific in your evaluation comments. Rather than “You did a fine job,” highlight the areas where they did a fine job.
- ***Constructive Comments.*** Focus primarily on what the person 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.

## 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 for your assigned event and the event rubric criteria. Question any criteria not understood.
- Before each participant begins, you will receive an event rubric for the participant and 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 you to work on your ratings and comments.
- When completing the event rubric, mark the numerical scores in each category and *write comments* on the sheet. Written comments serve as a valuable source of feedback for the individuals and teams. Be sure to check for any blank score boxes.
- If unsure about something, ask the participants to explain or clarify.
- Score the participant entry and discuss the presentation in private with the other evaluators of your 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.
- The students participating in the Junior Category of STAR Events are typically students in grades 6 – 9. For many of these students, this is their first time utilizing FCCLA skills and family and consumer sciences education knowledge in a competitive manner. Some will be better prepared than others. While their ratings should reflect their 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 Junior Category entries have scores that average no lower than 60 points. If you are asked to adjust your scores, please do so to reach the minimum average score of 60. Remember one of the purposes of competing is to help our students find where they should improve. We appreciate the time you take in writing constructive comments for improvement of their projects. Each student will receive a medal — bronze, silver or gold.
- 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 on your event with the event lead consultant. Your comments are welcomed and appreciated.

# STAR EVENTS SUMMARY SHEET

REGION \_\_\_\_\_

Participants Selected for State STAR Events Must be the Top Two GOLD Winners

| <i>EVENT</i>                | <i>CATEGORY</i>     | <i>SCHOOL NAME</i> | <i>PARTICIPANT(S) NAME(S)</i> |
|-----------------------------|---------------------|--------------------|-------------------------------|
| <b>ADVOCACY</b>             | <b>Junior</b>       | 1.<br><br>2.       | 1.<br><br>2.                  |
|                             | <b>Senior</b>       | 1.<br><br>2.       | 1.<br><br>2.                  |
|                             | <b>Occupational</b> | 1.<br><br>2.       | 1.<br><br>2.                  |
| <b>APPLIED TECHNOLOGY</b>   | <b>Junior</b>       | 1.<br><br>2.       | 1.<br><br>2.                  |
|                             | <b>Senior</b>       | 1.<br><br>2.       | 1.<br><br>2.                  |
|                             | <b>Occupational</b> | 1.<br><br>2.       | 1.<br><br>2.                  |
| <b>CAREER INVESTIGATION</b> | <b>Junior</b>       | 1.<br><br>2.       | 1.<br><br>2.                  |
|                             | <b>Senior</b>       | 1.<br><br>2.       | 1.<br><br>2.                  |

|  |                     |          |          |
|--|---------------------|----------|----------|
| <b>CHAPTER SERVICE<br/>PROJECT<br/>(DISPLAY)</b> | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|  | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|  | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>CHAPTER SERVICE<br/>PROJECT<br/>(MANUAL)</b>  | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|  | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|  | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>CHAPTER SHOWCASE<br/>(DISPLAY)</b>            | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|  | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |

|                                      |                              |          |          |
|--------------------------------------|------------------------------|----------|----------|
|                                      | <b>Occupational</b>          | 1.<br>2. | 1.<br>2. |
| <b>CHAPTER SHOWCASE<br/>(MANUAL)</b> | <b>Junior</b>                | 1.<br>2. | 1.<br>2. |
|                                      | <b>Senior</b>                | 1.<br>2. | 1.<br>2. |
|                                      | <b>Occupational</b>          | 1.<br>2. | 1.<br>2. |
| <b>CULINARY ARTS</b>                 | <b>Occupational<br/>Only</b> | 1.<br>2. | 1.<br>2. |
| <b>EARLY CHILDHOOD</b>               | <b>Occupational<br/>Only</b> | 1.<br>2. | 1.<br>2. |
| <b>ENTREPRENEURSHIP</b>              | <b>Junior</b>                | 1.<br>2. | 1.<br>2. |

|                                     |                     |          |          |
|-------------------------------------|---------------------|----------|----------|
|                                     | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                                     | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>ENVIRONMENTAL<br/>AMBASSADOR</b> | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                                     | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                                     | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>FASHION<br/>CONSTRUCTION</b>     | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                                     | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>FASHION DESIGN</b>               | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |

|                          |                     |          |          |
|--------------------------|---------------------|----------|----------|
|                          | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>FCCLA KNOWLEDGE</b>   | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                          | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                          | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>FOCUS ON CHILDREN</b> | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                          | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                          | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>FOOD INNOVATIONS</b>  | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |

|   |                     |          |          |
|---|---------------------|----------|----------|
|   | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>HOSPITALITY,<br/>TOURISM,<br/>RECREATION</b> | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>ILLUSTRATED TALK</b>                         | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |

|   |                     |          |          |
|---|---------------------|----------|----------|
| <b>IMPROMPTU<br/>SPEAKING</b>           | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>INTERIOR DESIGN</b>                  | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>INTERPERSONAL<br/>COMMUNICATIONS</b> | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|   | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |

|                            |                     |          |          |
|----------------------------|---------------------|----------|----------|
| <b>JOB INTERVIEW</b>       | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                            | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>LEADERSHIP</b>          | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                            | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>LIFE EVENT PLANNING</b> | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                            | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                            | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |

|                                    |                     |          |          |
|------------------------------------|---------------------|----------|----------|
| <b>NATIONAL PROGRAMS IN ACTION</b> | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                                    | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                                    | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>NUTRITION AND WELLNESS</b>      | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                                    | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                                    | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |

|   |                     |              |              |
|---|---------------------|--------------|--------------|
| <b>PARLIAMENTARY<br/>PROCEDURE</b>      | <b>Junior</b>       | 1.<br><br>2. | 1.<br><br>2. |
|   | <b>Senior</b>       | 1.<br><br>2. | 1.<br><br>2. |
|   | <b>Occupational</b> | 1.<br><br>2. | 1.<br><br>2. |
| <b>PROMOTE AND<br/>PUBLICIZE FCCLA!</b> | <b>Junior</b>       | 1.<br><br>2. | 1.<br><br>2. |
|   | <b>Senior</b>       | 1.<br><br>2. | 1.<br><br>2. |
|   | <b>Occupational</b> | 1.<br><br>2. | 1.<br><br>2. |

|                             |                     |          |          |
|-----------------------------|---------------------|----------|----------|
| <b>RECYCLE AND REDESIGN</b> | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                             | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                             | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |
| <b>TEACH AND TRAIN</b>      | <b>Junior</b>       | 1.<br>2. | 1.<br>2. |
|                             | <b>Senior</b>       | 1.<br>2. | 1.<br>2. |
|                             | <b>Occupational</b> | 1.<br>2. | 1.<br>2. |

**Return the summary sheet and entry forms for participants advancing to state with attached affiliation forms immediately following regional/district STAR Events to:**

Gayla Westergaard, State Advisor  
 Missouri FCCLA  
 Department of Elementary and Secondary Education  
 P.O. Box 480  
 Jefferson City, MO 65102-0480

**Please note: It is your responsibility to meet the February 15 received deadline!**