



Chapter Showcase Manual, a *team event*, recognizes chapters that develop and implement a well-balanced program of work and promote FCCLA and Family and Consumer Sciences and/or related occupations and skills to the *community*. Participants must prepare a **manual** and an **oral presentation**.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10–12

Occupational: grades 10–12

See page 29 for more information on event categories.

ELIGIBILITY

1. States may submit two *manual* entries in each category of this event.
2. Participation is open to any nationally affiliated FCCLA chapter member.
3. The Chapter Showcase project 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.
4. The Chapter Showcase Manual project 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.

PROCEDURES & TIME REQUIREMENTS

1. Each entry will submit the manual to the event room consultant at the designated participation time.
2. Room consultants and evaluators will have 5 minutes to preview the manual before the presentation begins.
3. The oral presentation **may be up to** 15 minutes in length. A one minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes.
4. Following the presentation, evaluators will have 5 minutes to interview participants.
5. Evaluators will use the rubric to score and write comments for participants. Then, evaluators will meet with each other to discuss participants' strengths and suggestions for improvement.
6. The total time required for this event is approximately 25 minutes.

GENERAL INFORMATION

1. A table will be provided. Participants must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Spectators may not observe any portion of this event.
3. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *manual* may be used as a *visual* during the oral presentation.
4. Words in *italics* are defined in the glossary.
5. See **Allowable Presentation Elements**.
Allowed: *Costumes/Uniforms, Skits*.
Not Allowed: *Audio, Easel(s), File Folder, Props/Pointers, Visual Equipment, Visuals*.



CHAPTER SHOWCASE MANUAL Specifications



Manual

A *manual* may be used to document and illustrate the chapter's program of work.

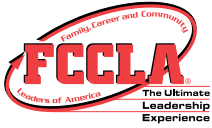
The *manual* will contain 1 *project identification page*, 1 table of contents page, 1 *Planning Process* summary page, 0–6 *divider pages*, and up to 35 *content pages*. All pages must be contained in an FCCLA scrapbook obtained from the FCCLA national emblematic supplier, and all pages must fit within the *dimensions* of the cover. *Divider pages* may be tabbed and may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers; they must not include any other *content*. All pages must be one-sided only.

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participants' names, chapter name, school, city, state, FCCLA national region, and project title. For <i>project identification pages</i> mounted on a scrapbook page, <i>graphics</i> and decorative elements must be outside the 8½" x 11" page and must not touch or overlap the <i>project identification page</i> .
FCCLA <i>Planning Process</i> Summary Page	One 8½" x 11" summary page of how each step of the <i>Planning Process</i> was used to plan and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
Membership Campaigns	Actively recruit new members and maintain current ones through creative and innovative <i>campaigns</i> .
Meetings and Ceremonies	Hold and attend chapter, district/regional, state, and national meetings.
Recognition Activities	Conduct and participate in ceremonies; and recognize chapter members for their efforts.
Leadership Activities	Engage chapter members in leadership activities.
Cooperative, Competitive, and Individualized Activities	Engage chapter members in cooperative, competitive, and individualized activities.
Community Service Activities	Plan and conduct service projects benefiting the school and/or <i>community</i> .
Chapter Resource Development	Maintain adequate chapter finances through fundraising <i>campaigns</i> or other efforts.
Chapter Budget	Document the flow of money in and out of the chapter budget for the current year.
Public Relations Efforts	Use a variety of public relations techniques to increase public awareness of FCCLA and Family and Consumer Sciences and/or related occupations.
Appearance	<i>Manual</i> should be neat, legible, <i>professional</i> , and creative and use correct grammar and spelling.

Oral Presentation

The oral presentation **may be up to** 15 minutes in length and is delivered to evaluators. The presentation should describe the chapter's year-long program of work and how it was implemented. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *manual* may be used as a *visual* during the oral presentation.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize program of work.
Program of Work	Discuss how program of work reflects the Purposes and Family and Consumer Sciences and allows members to develop leadership, management, communication, and personal skills by planning, conducting, and evaluating a well-balanced program of work.
Voice	Speak clearly with appropriate pitch, tempo, and volume.
Body Language/Clothing Choice	Use appropriate body language including gestures, posture, mannerisms, eye contact, and appropriate handling of <i>manual</i> and notes or notecards if used.
Grammar/Word Usage/Pronunciation	Use proper grammar and pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.



STAR Events Point Summary Form CHAPTER SHOWCASE MANUAL



Name(s) of Participant(s) _____

State _____ Team # _____ Group # _____

Category _____

DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms. Do **NOT** change team or group numbers.
2. Before student presentation, the room consultants must check participants' *manual* using the criteria and standards listed below and fill in the boxes.
3. At the conclusion of presentation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in front of the completed rubrics and paper clip all items related to the presentation together. Please do **NOT** staple.
4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Lead or Assistant Lead Consultant.
5. Please check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration 0 or 5 points	0 Did not attend/incomplete team attendance	5 The individual or ALL participating members of the team attended	
Manual 0–1 points	0 Manual is not the Official FCCLA scrapbook	1 Manual is the Official FCCLA scrapbook	
Manual Pages 0–1 points	0 Manual exceeds the page limit	1 Manual contains no more than 44 pages including: • 1 project ID page • 1 table of contents page • 1 Planning Process summary page • Up to 6 divider pages • Up to 35 content pages	
Project Identification Page 0–2 points	0 Project ID page is missing	1 Project ID page is present but includes incorrect information	2 Project ID page is present and completed correctly
Punctuality 0–1 points	0 Participant was late for presentation	1 Participant was on time for presentation	

EVALUATORS' SCORES

Evaluator 1 _____ Initials _____

Evaluator 2 _____ Initials _____

Evaluator 3 _____ Initials _____

Total Score _____ divided by number of evaluators

= AVERAGE EVALUATOR SCORE

ROOM CONSULTANT TOTAL

(10 points possible)

AVERAGE EVALUATOR SCORE

(90 points possible)

FINAL SCORE

(Average Evaluator Score plus Room Consultant Total)

RATING ACHIEVED (circle one)

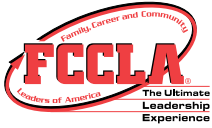
Gold: 90–100

Silver: 70–89.99

Bronze: 1–69.99

VERIFICATION OF FINAL SCORE AND RATING (please initial)

Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____ Adult Room Consultant _____ Event Lead Consultant _____



CHAPTER SHOWCASE MANUAL

Rubric



Name(s) of Participant(s) _____

State _____ Team # _____ Group # _____

Category _____

MANUAL							Points
FCCLA Planning Process Summary Page 0-5 points	0 Planning Process summary not provided	1 Inadequate steps in the Planning Process are presented	2 All Planning Process steps are presented but not summarized	3 All Planning Process steps are summarized	4 Evidence that the Planning Process was utilized to plan project	5 The Planning Process is used to plan the project. Each step is fully explained	
Membership Campaigns 0-5 points	0 Not evident	1 1 or no campaign shown	2-3 Campaigns described	4-5 Campaigns are creative, thorough and successful			
Meetings & Ceremonies 0-3 points	0 No evidence shown	1 Meetings held/attended	2 Ceremonies at meetings	3 Meetings were appropriately scheduled with all necessary ceremonies held throughout the year			
Recognition Activities 0-3 points	0 Not evident	1 Limited or no activities shown	2 Recognition activities are held appropriately	3 Recognition activities are creative and built into each event, multiple strategies			
Leadership Activities 0-5 points	0 No activities shown	1 1 activity shown	2 2 or more indepth activities	3 Leadership activities evident in many events	4 2 or more creative and in depth activities for multiple strategies for developing leadership	5 Many Leadership development activities are evident in annual chapter program of work	
Cooperative, Competitive, and Individualized Activities 0-5 points	0 Not evident	1 1 or no activities shown	2 2 activities shown	3 Many activities for varied types of strategies	4 2 or more creative and thorough activities	5 Many strategies for various learning and leadership styles and effective results	
Community Service Activities 0-5 points	0 Not evident	1 1 or no activities shown	2 Limited service activities shown	3 Service activities are evident and effective	4 2 or more creative and effective service activities with multiple partnerships	5 Extensive service activities and effective results	
Chapter Resource Development 0-5 points	0 No evidence shown	1 Limited evidence of resource development	2 1 or more fundraisers or events to generate resources	3 Multiple fund development activities with varied results	4 Fundraisers and resources sought effectively	5 A developed system of seeking resources, fundraisers, donations	
Chapter Budget 0-5 points	0 No evidence shown	1 Budget is evident but lacks information details	2 Budget is evident and may be incomplete	3 Budget is adequate but not extensive	4 Budget is detailed	5 Budget is detailed and follows generally accepted accounting procedures	
State and National Programs 0-5 points	0 Not evident	1 1 program with limited scope	2 2 or less activities	3 2 or more activities	4 3 or 4 activities shown with effective results	5 5/more creative and comprehensive activities. Many members involved, impressive results	
Public Relations Efforts 0-5 points	0 No evidence	1 1 or no activities shown	2-3 2 or more activities shown	4-5 3 or more creative and effective activities with a variety of methods including technology			

Chapter Showcase Manual Rubric (continued)

Points

Manual 0–5 points	0 Manual not used during presentation	1 Manual has many errors and is not aesthetically pleasing	2 Manual has minimal appeal	3 Manual needs some improvement in content and design	4 Manual has good word, color, and design choice	5 Manual is creative, appropriate and of high quality	
ORAL PRESENTATION							
Organization/Delivery 0–10 points	0 Presentation is not done or speaks briefly and does not cover components of the project	1–2 Presentation covers some topic elements	3–4 Presentation covers all topic elements but with minimal information	5–6 Presentation gives complete information but does not explain the project well	7–8 Presentation covers information completely but does not flow well	9–10 Presentation covers all relevant information with a seamless and logical delivery	
Program of Work 0–5 points	0 Not evident	1 Missing or lacks variety	2–3 Focuses on a few areas	4–5 Shows variety/creativity with comprehensive member involvement. Reflects Purposes of FCCLA			
Use of Manual during Presentation 0–5 points	0 Manual is not used during presentation	1 Manual used to limit amount of speaking time	2 Manual is used minimally during presentation	3 Manual incorporated throughout presentation	4 Manual used effectively throughout presentation	5 Presentation moves seamlessly between oral presentation and display	
Voice—pitch, tempo, volume 0–3 points	0 No voice qualities are used effectively	1 Voice quality is adequate	2 Voice quality is good, but could improve	3 Voice quality is outstanding and pleasing to listen to			
Body Language Clothing Choice 0–3 points	0 Body language shows nervousness and unease/inappropriate clothing	1 Body language shows minimal amount of nervousness/clothing is appropriate	2 Body language is good and clothing is professional	3 Body language and clothing choice both enhance the presentation			
Grammar/Word Usage/Pronunciation 0–3 points	0 Extensive (more than 5) grammatical and pronunciation errors	1 Some (3–5) grammatical and pronunciation errors	2 Few (1–2) grammatical and pronunciation errors	3 Presentation has no grammatical or pronunciation errors			
Responses to Evaluators' Questions 0–5 points	0 Did not answer evaluators' questions	1 Unable to answer some questions	2 Responded to all questions, but without ease or accuracy	3 Responded adequately to all questions	4 Gave appropriate responses to evaluators' questions	5 Responses to questions were appropriate and given without hesitation	

CHAPTER SHOWCASE MANUAL

Evaluator's Comments:

TOTAL
(90 points possible)