

# Chapter Service Project Manual

Chapter Service Project Manual, a *team event*, recognizes chapters that develop and implement an *in-depth service project* that makes a worthwhile contribution to *families*, schools, and *communities*. Students must use Family and Consumer Sciences *content* and skills to address and take action on a *community* need. Participants must prepare a **manual** and an **oral presentation**.

## EVENT CATEGORIES

**Junior:** through grade 9

**Senior:** grades 10-12

**Occupational:** grades 10-12

See the section on event categories for more information.

## ELIGIBILITY

1. Chapters may submit one *manual* entry in each category of this event.
2. Participation is open to any nationally affiliated FCCLA chapter member.
3. The Chapter Service Project must be developed and completed within a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference.
4. The Chapter Service Project 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.
5. Chapters may choose to enter both a Chapter Service Project Display and Chapter Service Project Manual, but must select different service projects for each.
6. A project entered in this event may not be entered in any other STAR Event, but may be a part of the Chapter Showcase Event.

## PROCEDURES & TIME REQUIREMENTS

1. **Before the opening general session, participants will have 30 minutes to turn in a *manual*.** Only participants are allowed in the setup area. Other persons may not assist. *Manuals* not turned in at designated time will not be allowed during the presentation.
2. Event Chairpersons and evaluators will have 5 minutes to preview the manual before the presentation begins.
3. The oral presentation **may be up to** 10 minutes in length but must be at least 7 minutes. A one-minute warning will be given at 9 minutes. Participants will be stopped at 10 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 20 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. Participants may not carry in additional *visuals* or *props* for the oral presentation. The *manual* may be used as a visual during the presentation.
3. Words in *italics* are defined in the glossary.
4. **Allowable Presentation Elements:**  
*Costumes/Uniforms, Skits.*  
**Not Allowed:** *Audio, Easel(s), File Folders, Props/Pointers, Visual Equipment, Visuals.*

# Chapter Service Project Manual Specifications

## Manual

A *manual* may be used to document and illustrate the work of one project.

The *manual* will contain **1 project identification page, 1 table of contents, 1 planning process summary page, 0-3 divider pages, and up to 10 content pages**. All pages must be contained in an FCCLA scrapbook obtained from the 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.

## Oral Presentation

The oral presentation **may be up to 10** minutes in length but must be at least 7 minutes and is delivered to evaluators. The presentation should explain the specifics of the project and its outcomes. 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.

## Evaluation Criteria

<i>Project Identification Page</i>	One 8 1/2" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's names, chapter name, school, city, state, FCCLA national region, and project title. For <i>project identification pages</i> mounted on a scrapbook page, graphics and decorative elements must be outside the 8 1/2" x 11" page and must not touch or overlap the project identification page.
FCCLA <i>Planning Process</i>	One 8 1/2" 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> should be described more in depth in the oral presentation.
<i>Manual</i>	<i>Manual</i> should be neat, legible, creative, and <i>professional</i> and use correct grammar and spelling.
<i>Identify Concerns: Address Specific Needs</i>	Project addresses an urgent and significant need in the school, community, and world. Research methods such as surveys, interviews, reports, readings, observations were used for gathering data. Technology may have been used to gather data.
<i>Identify Concerns: Target Audience</i>	Research and consideration was given to develop an appropriate project for a specific audience.
<i>Set a Goal: Goals Mission</i>	Project's goals and mission are clear and stated based on needs and research.
<i>Set a Goal: Reflects FCCLA Purposes</i>	Project is related to at least one of the organization's eight purposes, and may also relate to the mission of FCCLA or the organization's strategic plans.
<i>Set a Goal: Relates to Family and Consumer Sciences</i>	Project relates to family and consumer sciences content, standards and the knowledge and skills of members learned in family and consumer sciences areas is utilized.
<i>Form a Plan: Scope</i>	Include evidence that the scope of the project is rigorous and thorough.
<i>Form a Plan: Project</i>	Project was planned with alternative actions, consequences of various actions and

Organization	barriers or challenges addressed.
<i>Form a Plan: Partners</i>	Include partnerships and cooperative actions taken.
<i>Form a Plan: Work Plan</i>	Work plans for members and volunteers are detailed and specific.
<i>Form a Plan: Timeline</i>	Project was planned for the time involved in implementing the project.
<i>Form a Plan: Activities Tasks and Roles</i>	Activities were planned for various roles, tasks of the members and volunteers.
<i>Form a Plan: Budget</i>	Project budget was developed to reflect the project goals and is detailed and thorough.
<i>Form a Plan: Increase Awareness/Public Relations</i>	Project plans include media outreach, involvement of elected officials, and positive messages about FCCLA and Family and Consumer Sciences.
<i>Act: Project Impact</i>	Include evidence that the intended impact of the project was reached or reasons why it was not.
<i>Act: Youth Involved and Volunteer Recruitment</i>	Project is youth-led and involves volunteers. Nontraditional volunteers (Culturally inclusive, special needs, older people, etc) are sought for their involvement.
<i>Act: Uniqueness</i>	Project should be uniquely designed by youth to meet the needs and audience intended. Project that is an annual project, a previous project or not unique will not receive as many points on the rubric.
<i>Follow Up: Evaluation and Follow up</i>	Utilize methods for evaluation such as pre- and post-surveys, interviews, reports, observations, and formal evaluations.
Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize project.
Use of <i>Manual</i> during Presentation	Design original, appealing manual, use these effectively during the presentation.
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 display and notes or note cards 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. Adjust communication to the evaluators' questions. All team members involved in responding to questions.

## STAR Events Point Summary Form Chapter Service Project Manual

Category (circle one):            Junior            Senior            Occupational

Participant's Name(s): \_\_\_\_\_

Participant(s) Number: \_\_\_\_\_

**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, Event Chairperson 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.

ROOM CONSULTANT CHECK			POINTS
<b>Registration</b> 0-5 points	<b>0</b> Did not attend/incomplete team attendance	<b>5</b> The individual or ALL participating members of the team attended	
<b>Manual</b> 0-1 point	<b>0</b> Manual is not the Official FCCLA scrapbook	<b>1</b> Manual is the Official FCCLA scrapbook	
<b>Portfolio Pages</b> 0-1 point	<b>0</b> Manual exceeds the page limit	<b>1</b> Manual contains no more than 16 pages including: • 1 project ID page • 1 table of contents page • 1 Planning Process summary page • Up to 3 divider pages • Up to 10 content pages	
<b>Project Identification Page</b> 0-2 points	<b>0</b> Project ID page is missing	<b>1</b> Project ID page is present but includes incorrect information	<b>2</b> Project ID page is present and completed correctly
<b>Punctuality</b> 0-1 point	<b>0</b> Participant was late for presentation	<b>1</b> 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**

**Event Chairperson 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) Eval. 1 \_\_\_\_\_ Eval. 2 \_\_\_\_\_ Eval. 3 \_\_\_\_\_ Chair \_\_\_\_\_