

Chapter Showcase Manual

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 the section on event categories for more information.

ELIGIBILITY

1. Chapters may submit one *manual* entry in this event.
2. Participation is open to any nationally affiliated FCCLA chapter member.
3. The Chapter Showcase 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 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.
5. Chapters **cannot** enter both a Chapter Showcase Display and Chapter Showcase Manual.

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** 15 minutes in length but must be at least 10 minutes. 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. Participant(s) must bring all necessary supplies and/or equipment. Wall space will not be available.
2. Participant(s) 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 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 national FCCLA 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 8 1/2" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name(s), chapter name, school, city, state, FCCLA national region, and project title. For project identification pages mounted on a scrapbook page, <i>graphics</i> 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> Summary Page	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> 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> .
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Meetings and Ceremonies	Hold and attend chapter, 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, & Individualized Activities	Engage chapter members in cooperative, competitive, and individualized activities.
Community Service Activities	Plan and conduct service projects benefiting the school and/or community.
Chapter Resource Development	Maintain adequate chapter finances through fundraising campaigns or other efforts.
Chapter Budget	Documents the flow of money in and out of the chapter budget for the current year.
State and <i>National Programs</i>	Complete project activities related to state and <i>national programs</i> .
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, creative, and <i>professional</i> and use correct grammar and spelling.

Oral Presentation

The oral presentation of the project **may be up to** 15 minutes in length but must be at least 10 minutes 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 allows and reflects the Purposes of FCCLA and Family and Consumer Sciences and 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 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. Questions are asked after the presentation.

STAR Events Point Summary Form Chapter Showcase 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
Registration 0-5 points	0 Did not attend/incomplete team attendance	5 The individual or ALL participating members of the team attended	
Manual 0-1 point	0 Manual is not the Official FCCLA scrapbook	1 Manual is the Official FCCLA scrapbook	
Portfolio Pages 0-1 point	0 Manual exceeds the page limit	1 Manual contains no more than 16 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 point	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**

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 _____

