

Life Event Planning

Life Event Planning is an *individual* or *team event* that recognizes participants who apply skills learned in Family and Consumer Sciences courses to manage the costs of an event. An event is defined here as any upcoming occasion that will bring changes and/or new experiences and accompanying financial challenges. Examples of events include, but are not limited to:

- Preparing to move into a dormitory room
- Hosting a party or/other celebration
- Operating a vehicle for one month
- Taking a school or personal trip
- Hosting a family reunion
- Paying initial costs of a new job
- Managing costs of attending the prom
- Paying school expenses for one grade

Participants select an event, determine the amount they can budget for the event, and prepare in advance an event portfolio. At the event site, participants present their portfolios to the evaluators.

EVENT CATEGORIES

Junior: through grade 9

Senior: grades 10-12

Occupational: grades 10-12

ELIGIBILITY

1. Chapters may submit one entry in each category of this event.
2. Participation is open to any nationally affiliated FCCLA member.
3. The Life Event Planning 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.
4. The 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 Meeting.
5. Participants must have completed a course or a unit of study in consumer management or financial education in a Family and Consumer Sciences program or must have completed a unit of the FCCLA Financial Fitness national program.

PROCEDURES & TIME REQUIREMENTS

1. **Each entry will submit a *portfolio* to the Event Chairperson at orientation.**
2. Event Chairpersons and evaluators will have 10 minutes to preview the *portfolio* before the presentation begins.
3. The participant will have 5 minutes to set up for the event. Other persons may not assist.
4. 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. The participant will be stopped at 10 minutes.
5. Following the presentation, evaluators will have 5 minutes to interview the participant.
6. Evaluators will use the rubric to score and write comments for the participant.
7. The total time required for this event is approximately 30 minutes.
8. Specifications for the *portfolio* are charted on the following page.

GENERAL INFORMATION

1. A table will be provided.
2. **Allowable Presentation Elements:** *Audio, Easel(s), Visual Equipment, Visuals.*
Not Allowed: *Costumes/Uniforms, File Folders, Props/Pointers, Skits.*

Life Event Planning Specifications

Portfolio

The *portfolio* is a collection of materials used to document and illustrate the work of the project. Materials must be contained in the official FCCLA STAR Events binder/notebook obtained from the national FCCLA emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *divider pages* and tabs, must fit within the cover. The binder/notebook must contain no more than 31 pages: 1 *project identification page*, 1 table of contents page, 0–5 *divider pages*, 1–2 *Planning Process* summary page(s), 1–3 *profile of event page(s)*, 3–12 *comparison shopping pages*, 1–5 *event plan page(s)*, and 1–2 *resource summary page(s)*. All pages must be one-sided only. All pages except *divider pages* must be 8½" x 11". The *portfolio* will be turned in to the Event Chairperson at orientation..

<i>Project Identification Page</i>	One 8½" x 11" page on <i>plain paper</i> , with no <i>graphics</i> or decorations; must include participant's name, chapter name, school, city, state, FCCLA national region, and project title.
Divider Pages	0–5 divider pages, may be tabbed; may contain a title, section name, graphics, thematic decorations, and/or page numbers; may be larger than 8½" x 11", but still must fit within cover dimensions; should not include other content.
FCCLA <i>Planning Process</i> Summary Page	One to two 8½" x 11" page(s) summarizing how each step of the <i>Planning Process</i> was used to plan Summary Page and implement the project; use of the <i>Planning Process</i> may also be described in the oral presentation.
Profile of Event	One to three pages containing a profile of the selected event; must include type of event; (see examples in event description), a description of the role of needs and wants in the situation, a goal statement(s) for the project, a description of the role of values and/or priorities in the situation, and a summary of challenges involved in developing a workable financial plan.
Comparison Shopping	Three to twelve pages; must include evidence of comparison shopping for at least five goods and/or services; graphics may be used; develop your own format. Comparison shopping is defined here as an examination of the costs and features of two or more forms or sources of a specific product or service.
Event Plan	One to five pages using the chart format provided (see sample below); must include sources and amount of income budgeted, a list of all products/services to be acquired, sources selected, key features considered, quantities, unit costs, and total costs. Graphics may be used.
Resource Summary	One to two pages; must include list of at least six resources, both human and nonhuman, used to complete the project, including sources of product/service information and sources of advice; use an organized, consistent format; include a paragraph at the beginning of the list to summarize what was learned about use of resources while completing the project.
Appearance	<i>Portfolio</i> must be neat, legible, and <i>professional</i> and use correct grammar and spelling.

Life Event Planning Specifications (continued)

Oral Presentation

The oral presentation **should be 7 to 10** minutes in length and is delivered to evaluators. The presentation is to describe research and planning efforts in detail. The *portfolio* will be used by the participant during the oral presentation. Participants may use visuals including samples, objects, posters, charts, slides, transparencies, presentation software, and audiovisual equipment.

Organization/Delivery	Deliver oral presentation in an organized, sequential manner; concisely and thoroughly summarize research.
Knowledge of Subject Matter	Demonstrate knowledge of financial planning.
Explanation of Financial Situation	Clearly and thoroughly explain the role of needs, wants, goals, values, priorities, and challenges in the financial situation.
Explanation of Decisions Involved in Financial Plan	Explain a minimum of three decisions that were involved in the financial plan.
Summary	Summarize ways in which financial planning was helpful.
Use of <i>Portfolio</i> and <i>Visuals</i>	Use <i>portfolio</i> to describe all phases of the project. Use original, creative, and appealing <i>visuals</i> to enhance the presentation
Voice	Speak clearly with appropriate pitch, volume, and tempo.
Body Language/Clothing Choice	Use appropriate body language. Wear appropriate clothing for the nature of the presentation.
Grammar/Word Usage/Pronunciation	Use proper grammar and word usage. Use proper pronunciation.
Responses to Evaluators' Questions	Provide clear and concise answers to evaluators' questions regarding project. Questions are asked after the presentation.

Sample Excerpt: Event Plan

Name of Member Iwanna B. Prepared Date Juvember 32, 20XX

Title of Financial Planning Project "Happy Birthday, Sis"

Goal To host a surprise birthday party for my sister and pay all costs myself

INCOME		EXPENDITURES						
Source	Amount of Income	Product	Service	Source	Key Features	Quantity	Cost	Total Cost
Income, part-time job	\$225	NA	Rent Clubhouse	Local Civic-Clubhouse	Low Cost, safe neighborhood, space to dance	1 day and night	\$75–25 (deposit returned)	\$50
Savings	\$200	Vegetable Tray/Dip	NA	Neighborhood Deli	Low cost, tasty, healthy	1 to feed 50 people	\$35	\$35

STAR Events Point Summary Form Life Event Planning

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' *portfolio* 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	
Portfolio 0-1 point	0 Binder is not the official FCCLA binder and/or materials do not fit within the binder	1 Binder is the official FCCLA binder and materials fit within the binder	
Portfolio Pages 0-1 point	0 Portfolio exceeds the page limit or is missing one or more places of required information	1 Portfolio contains no more than 31 single-sided pages including: • 1 project ID page • 1 table of contents page • Up to 5 divider pages • 1-2 Planning Process summary page • 3-12 comparison shopping pages • 1-5 event plan pages • 1-2 resource summary 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 _____

