

**New Hampshire
FCCLA
Association**

Proficiency Events

2006 Staff Handbook

JUDGE SECTION

REVISED 3/13/06

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

In addition to the information included here, you will need the following from our web page www.nhfccla.org Please print the following:

- **From the Proficiency handbook**
 - The information pages for your event
 - The rating sheet for your event
 - The glossary
- **From the staff handbook**
 - The specific duties for your event
 - The philosophy, goals and principals

If you must cancel:

- Please try to find a replacement, give him/her the event packet and notify the State Competition Coordinator ASAP.
- If you can't find a replacement, call ASAP.

Before the conference:

1. Read all the material included here as soon as possible.
2. Familiarize yourself with the rating sheet.
3. Learn the rating procedures. We cannot have ties because of the National Competitions.

When you arrive at the conference:

1. Upon arrival at the conference site:
 - a) Register at the FCCLA Event registration booth in the hotel lower lobby. You will receive a program, a nametag and a ribbon.
 - b) Look for the time & place of your orientation session (last minute changes will be posted on the wall).
2.
 - a) Attend orientation for all Judges, Chairpersons and Assistant Chairpersons.
 - b) Attend the general session with your chairperson.
 - c) Follow the students to the event room for their orientation, which will be done by your chairperson. Specific rules will be covered.
 - d) Remain in your event room to ask your chairperson for additional information.

APPLIED TECHNOLOGY EVENT JUDGING

- A. Read and follow instructions in the **General Duties and Instructions for All Judges**
- B. The chairperson will bring you a portfolio prepared by the participant. It must contain all items listed in the Applied Technology Event in the student proficiency handbook on the Web.
- C. The judges and chairperson will have 15 minutes to preview the portfolio.
- D. The participant will give an up to fifteen minutes oral presentation of their project.
- E. At the end of the student presentation, the judges will have 5 minutes to ask questions of the participant. Judges' questions (list of suggested questions included with mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

AWARD OF EXCELLENCE JUDGING

- A. Read and follow instructions in the **General Instructions and Duties for All Judges**.
- B. All chapters with 90 points or better qualify. Divide them in **one** Jr. Div. & **one** Sr. Div. (FCCLA are together for the Award of Excellence). The order of the interview will be: a) Jr. b) Sr. Within each division the chapter's interview time will be chosen at random by the judges.
- C. Make the Award of Excellence participants listing ASAP at the end of the Chapter Showcase Event. Use the poster provided.
- D. Give the listing to your chairperson; it must be posted at conference headquarters within 30 minutes after the end of the Chapter Showcase Event.
- E. When ready to start the interview, ask your chairperson to invite the first team in. The chapter team members do not need to be the same students who did the Chapter Showcase Event. Any member from a chapter with 90 points+ may be appointed for the Award of Excellence interview.
- F. The interview questions (list of suggested questions included with mailing) should be based on the criteria items on the rating sheet.
- G. When all the teams have been interviewed, proceed with the final rating.

GENERAL DUTIES FOR ALL JUDGES

1. **It is VERY important to stay on schedule.**
Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. Judges' rating must not be more than 10 points apart.

CAREER INVESTIGATION JUDGING

- A. Read and follow instructions in the General Instructions and Duties for All Judges
- B. The chairperson will bring you a portfolio prepared by the participant. It must contain all items listed on page 2 of the Career Investigation in the student proficiency handbook on the Web.
- C. The judges and chairperson will have 15 minutes to preview the portfolio **before the presentation**.
- D. Participants will have 5 minutes to set up **at the presentation time**.
- E. The participant will give an up to 10 minutes oral presentation of their project.
- F. At the end of the student presentation, the judges will have 5 minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

- 1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
- 2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
- 3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
- 4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
- 5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
- 6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
- 7. Ask chairperson to come back in the room and complete evaluation form.
- 8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
- 9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
- 10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
- 11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
- 12. Keep all information confidential.
- 13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
- 14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
- 15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
- 16. Judges' rating must not be more than 10 points apart.

CHAPTER SERVICE EVENT JUDGING – DISPLAY AND MANUAL

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. All items listed on page 2 of the Chapter Service Event for display and manual are listed in the student proficiency handbook on the Web and must be included in the manual or display. You will have 5 minutes to preview the display or manual. **The displays and manuals must be set up before the opening general session.**
3. The oral presentation **may be up to** 10 minutes in length. A one-minute warning will be give at 9 minutes. Participants will be stopped promptly at 10 minutes.
4. At the end of the student presentation, the judges will have five minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

CHAPTER SHOWCASE EVENT JUDGING – DISPLAY AND MANUAL

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. All items listed on page 2 of Chapter Showcase Event are listed in the student proficiency handbook on the Web, and must be included in the manual or display. You will have 5 minutes to preview the display or manual. **The displays & manuals must be set up before the opening session.**
3. The oral presentation **may be up too** 15 minutes in length. A one-minute warning will be given at 14 minutes. Participants will be promptly stopped at 15 minutes.
4. Following the presentation, judges will question participants about their chapter's program of work and public relations techniques for 5 minutes. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation/project and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in. competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

EARLY CHILDHOOD JUDGING

1. Read and follow instructions in the General Instructions and Duties for All Judges
2. All items listed on page 2 of the Early Childhood Event are listed in the student proficiency handbook on the Web, and must be included in the manual or display.
3. The judges and chairperson will have 30 minutes to preview the portfolio.
4. The participant will give an up to 15 minutes oral presentation of their project. A one-minute warning will be given at 14 minutes. The participant will be stopped at 15 minutes.
5. At the end of the student presentation, the judges will have 5 minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

ENTREPRENEURSHIP EVENT JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The event chairperson will bring you the participant(s) portfolio; it must include all items listed on page 2 of the Entrepreneurship Event located in the student handbook on the Web.
3. The event chairperson and judges will have 20 minutes to preview the portfolio. During those 20 minutes, the participant will set up for their presentation. A one-minute warning will be given at 19 minutes. Participant(s) will be stopped promptly at 20 minutes.
4. At the end of the student presentation, the judges will have 5 minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points pertaining to the proposed business.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

FOCUS ON CHILDREN EVENT JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The chairperson will bring you the participants' folder. See list of required items on page 2 of the Focus on Children Event in the student proficiency handbook on the Web.
3. The participant(s) will make an up to 10 minute oral introduction of the project. A one-minute warning will be given at 9 minutes. Participants will be promptly stopped at 10 minutes.
4. After the introduction, the judges will spend 5 minutes to view the display. There will be no additional information given by participants to the judges during the 5 minutes viewing.
5. Following the viewing, the judges will have 5 minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

Foods and Nutrition JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The chairperson will give you the participant's folder with 3 copies of the project summary form. You will have 5 minutes to preview the file folder before the presentation begins. During those 5 minutes the participant(s) will use that time to set up for the event. Other persons **may not** assist.
3. The participants will make an oral presentation of up to 10 minutes. Participants will be stopped at ten minutes. If presentation is too short, points must be deducted on the criteria sheet under demonstration time.
4. At the end of the student presentation, the judges will have five minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

ILLUSTRATED TALK EVENT JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The chairperson will bring you the participant(s) folder. It must contain all items listed on page 2 of the Illustrated Talk Event, located in the student proficiency handbook on the Web.
3. Judge will have 5 minutes to preview the folder. During those 5 minutes the participant(s) will set up; others may assist with the set-up.
4. Participant(s) will make an **up to** 10 minutes oral presentation. A one-minute warning will be given at 9 minutes. Participant(s) will be stopped promptly at 10 minutes.
5. At the end of the student presentation, the judges will have 5 minutes to ask questions of the participant(s). Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

INTERPERSONAL COMMUNICATIONS JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The chairperson and judges will have 5 minutes to preview the folder. During those 5 minutes the participants will set up for the event. Other persons **may not** assist.
3. The oral presentation may be up to 5 minutes. A one-minute warning will be given at the 4 minutes. Participant(s) will be stopped promptly at 5 minutes.
4. At the end of the student presentation, the judges will have 5 minutes to ask questions of the participant(s). Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.
5. Participant(s) will be given a written case study related to their project. In a separate room, they will have 10 minutes to prepare a response.
3. Participant(s) will have 5 minutes to present their response to you. Judges may ask questions after the presentation

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

JOB INTERVIEW EVENT JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. Participant will complete an application form in the reception room. The chairperson will bring the participant's application and portfolio to you.
3. Take up to 15 minutes to study the participant's application and portfolio. All items listed on page 2 of the Job Interview Event located in the student proficiency handbook on the web. These must be included in the portfolio.
4. Take turns asking the participant questions (list of suggested questions included in the confirmation mailing) during the interview (up to 20 minutes).

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

NATIONAL PROGRAM JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The chairperson will bring you the participants' folder. See list of required items on page 2 of the National Program Event located in the student proficiency handbook on the Web.
3. The judges and chairperson will have 5 minutes to preview the folder. During those 5 minutes the participant(s) will set up for their event. Others **may not** assist.
4. The participant(s) will make an up to 15 min. oral introduction of the project.
5. Following the viewing, the judges will have 5 minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

PARENTHOOD AND FAMILY LIVING EVENT JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The chairperson will give you the participant's folder with 3 copies of the project summary form. You will have 5 minutes to preview the file folder before the presentation begins. During those 5 minutes the participant(s) will use that time to set up for the event. Other persons **may not** assist.
3. The participants will make an oral presentation of up to 10 minutes. Participants will be stopped at ten minutes. If presentation is too short, points must be deducted on the criteria sheet under demonstration time.
4. At the end of the student presentation, the judges will have five minutes to ask questions of the participant. Judges' questions (list of suggested questions included in the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

STATE DISPLAY EVENT JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. The display summary must be attached to the display
3. Judges will have ten-twenty minutes to judge each display and complete the rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.**
Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

STORYTELLING EVENT JUDGING

1. Read and follow instructions in the **General Instructions and Duties for All Judges**
2. Participants will have 2 minutes to set up. Other persons may not assist with the set-up.
3. The oral presentation cannot be less than eight minutes and not more than ten minutes. Participants are stopped at ten minutes.
4. **Two points must be deducted for each minute less than the minimum.**
5. At the end of the student presentation, the judges will have 5 minutes to ask questions of the participant. Judges' questions (list of suggested questions included with the confirmation mailing) should be used to clarify points of presentation and knowledge of criteria included on rating sheets.

GENERAL DUTIES AND INSTRUCTIONS FOR ALL JUDGES

1. **It is VERY important to stay on schedule.** Timing starts when judges indicate. Ask the chairperson to bring the first participant in.
2. Each judge will use a separate rating sheet for each team or one per participant in individual event. Total rating sheets with adding machine w/tape. Staple tape to each sheet.
3. The chairperson will give you ONE Point Summary Form per team or individual participants. The deduction section will already be completed.
4. Enter the rating of each judge on the Point Summary Form. Average the score of the 3 judges. Remove the deduction point if applicable and enter the final score (average score minus deductions). Staple the three rating sheets together. Put the rating sheets in the final rating forms envelope provided.
5. **Judges may revise participant's rating sheet at any time during the day.** Judges' rating must not be more than 10 points apart.
6. After the last participant presentation, the chairperson & assistant must leave the room.
 - a) Take out all the rating sheets. Make any last minute changes or revisions.
 - b) Verify to be certain all criteria on every form have been rated. **NO BLANKS.**
 - c) Find the 1st, 2nd & 3rd place winners.
 - d) Write their name, place & average score on the final rating form.
 - e) Put final rating form in envelope & seal.
7. Ask chairperson to come back in the room and complete evaluation form.
8. It is essential for the judges to be familiar with the philosophy, goals, principles and purposes of these competitions. **Please remember that self-esteem and confidence can be permanently damaged with scores of 29-50. Be fair but be kind.**
9. Establish an atmosphere so that participants will feel a positive attitude. This can be accomplished by a friendly introduction, positive suggestions, sincere compliments & constructive criticism.
10. **According to the rules, the chairperson must stop the participant(s) at the maximum time.**
11. Remember these are high and junior high school students with little or no experience in giving demonstrations.
12. Keep all information confidential.
13. Remember that according to the rules, the chairperson and the assistant must leave the room with the participant(s) at the end of each presentation. If you want help, you need to ask them to stay.
14. Be aware that students will have access to the score sheets. **Therefore, it is important that all suggestions & criticisms written on the score sheets should be constructive & your scoring & tallies must be accurate.**
15. **Point deductions:** To eliminate most disqualifications, national has established a new point deductions system. The chairperson will complete the deduction section on the Point Summary Form. If you notice a mistake, ask your runner to notify the State Coordination that you need a clarification.
16. Judges' rating must not be more than 10 points apart.

FCCLA PROFICIENCY EVENTS

Judge Acceptance Form

RETURN by email, fax , phone or mail

TO: Yvette Marquis, C.F.C.S., NH FCCLA State Proficiency Event Coordinator

E-mail H: yvettem@bwn.net E-mail W: marquisy@cfsnh.org

Tel: H: 223-0834 H cell: 731-9799 H Fax: 223-0894 Tel: W cell: 494-0569

Mail: 13 Marion St, Concord, NH 03301

I received my competitions assignment for I was able to get all the necessary information from the web page.

NAME _____

If you have already submitted your address and tel. #, etc on the survey form, just enter your menu choice

school/work name _____

school/work address _____
street city zip

home address _____
street city zip

school/work phone _____ best time to call: _____

home phone _____ best time to call: _____

fax work _____ fax home _____

e-mail work _____ e-mail home _____

MENU CHOICE - SKIP IF YOU HAVE ALREADY GIVEN YOUR CHOICE

_____ Turkey sandwich _____ Ham/Cheese sandwich _____ Vegetarian sandwich

You will be able to choose the remaining item the day of the event