



## Outstanding Chapter Member Portfolio--State Only Event

**Outstanding Chapter Member Portfolio, an individual event**, recognizes members who participate in a variety of chapter functions and activities. The portfolio provides evidence that the member contributes toward a balanced chapter program of work.

### EVENT CATEGORY

**Junior:** through grade 9

**Senior:** grades 10-12

**Occupational:** grades 10-12

### CAREER CLUSTERS

- **Human Services**
- **Education and Training**
- **Hospitality and Tourism**

### PROCEDURES & TIME REQUIREMENTS

1. Each participant will submit a portfolio to the event room consultant at the designated participation time.
2. The participant will have 5 minutes to set up the event. Other persons may not assist.
3. Room consultants and evaluators will have 10 minutes to preview the portfolio during the setup time.
4. The oral presentation may be up to 10 minutes in length. A one-minute warning will be given at 9 minutes. The participant will be stopped at 10 minutes.
5. Following the presentation, the evaluators will have 5 minutes to interview the participant.
6. Evaluators will have up to 5 minutes to use the rubric to score and write comments for each participant.

### ELIGIBILITY & GENERAL INFORMATION

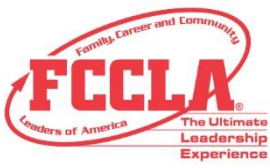
1. Participation is open to any nationally affiliated member through grade 12 prior to regional and state competition.
2. Spectators are not allowed to view this event.
3. Participant's grade is determined by grade placement during the current school year.
4. The project needs to be conducted between August 31 and April 1 of the current school year.
5. Portfolio contents should be contained in the FCCLA binder.
6. Audio and/or video are not allowed.
7. A table will be provided. Participants must bring all other necessary supplies/or equipment.
8. Presentation elements allowed will be an easel, the portfolio, and presentation equipment.
9. Portfolios will be returned to the participant after the evaluation is complete.

## Outstanding Member Portfolio Specifications

The Outstanding Chapter Member Portfolio is a factual representation of the participant's participation in chapter functions/activities. This compilation of materials must be contained in a FCCLA binder. The portfolio must be neat, legible, professional looking and use correct grammar and spelling. The portfolio will contain: 1 project identification page, 1 planning process summary page, and no more than 20 content pages.

Content pages are to be single-sided only.

Project Identification Page	8 ½" x 11" project identification page includes: name of event, category of event, participant name, chapter name, and school.
FCCLA Planning Process Summary	Summarize how each step of the planning process was used to plan and develop the portfolio – one page
Community Service	Evidence of participation in 2 events with explanation of this member's responsibilities
Financial Planning	Evidence of participation in 1 fund raising activity and 1 example of money management for chapter activity/committee with explanation of this member's responsibilities
Member Promotion and Retention	Evidence of participation in 1 membership promotion activity and 1 membership retention strategy with explanation of this member's responsibilities
Leadership Development	Evidence of attending 1 leadership training with explanation of knowledge/skills gained and 1 example of leadership role assumed in chapter by this member
State and National Programs	Evidence of participation in 2 programs with explanation of this member's responsibilities
Public Relations and Chapter Communication	Evidence of spreading the word about FCCLA to audiences outside the school setting and/or conducting communication on behalf of chapter with explanation of this member's responsibilities, provide 2 examples
Chapter Meetings, Ceremonies and Recognition Activities	Evidence of 2 separate times when member assumed responsibility during these functions with explanation of this member's responsibilities
Social and Recreation	Evidence of 2 chapter activities and explanation of this member's responsibilities
Knowledge of FCCLA	Document new knowledge this member has learned about FCCLA this year
FACS Course(s)	Provide evidence of knowledge/skills this member learned in a FACS course this year.
Essay	Write essay in response to question, "How will the skills you have gained this year through FCCLA influence your future?" no more than 250 words
21 <sup>st</sup> Century Skills	In essay include multiple 21 <sup>st</sup> Century Skills developed and examples
Appearance	Must be neat, legible, professional, and use correct grammar and spelling.



## STAR Events Point Summary Form Outstanding Chapter Member

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team # \_\_\_\_\_ Station # \_\_\_\_\_ Category \_\_\_\_\_

### DIRECTIONS:

1. Make sure all information at top is correct. If a student named is not participating, cross their name(s) off. If a team does not show, please write "No Show" across the top and return with other forms. Do NOT change team or station numbers.
2. Before student presentation, the room consultants 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 staple all items related to the presentation together.
4. At the end of competition in the room, double check all scores, names, and team numbers to ensure accuracy. Sort results by team order and turn in to the Tabulations Center.
5. Please check with the STAR Event Coordinator or FCCLA State Adviser if there are any questions regarding the evaluation process.

<b>ROOM CONSULTANT CHECK</b>			<b>Points</b>
<b>Registration/Orientation</b> 0 or 3 points	Portfolio handed in to Tabulation Room No <b>0</b>	Portfolio not handed in to Tabulation Room Yes <b>3</b>	
<b>Hardcopy Portfolio</b> 0-3 points	<b>0</b> Binder is not the official FCCLA binder	<b>3</b> Binder is the official FCCLA binder	
<b>Portfolio Pages</b> 0-4 points	<b>0</b> Portfolio exceeds the page limit. (The portfolio will contain: 1 project identification page, 1 planning process summary page, and no more than 20 content pages.)	<b>2</b> <b>3</b> <b>4</b> <b>2 or more errors</b> <b>1 error</b> <b>no errors</b> The portfolio examples will provide evidence that the member contributed towards a balanced chapter program of work that contains the following: <ul style="list-style-type: none"> <li>Community Service</li> <li>Financial Planning (fund raising, managing funds)</li> <li>Membership Promotion and Retention</li> <li>Leadership Development</li> <li>State and National Programs</li> <li>Public Relations and Chapter Communication</li> <li>Chapter Meetings, Ceremonies and Recognition Activities</li> <li>Social and Recognition</li> <li>Knowledge of FCCLA</li> <li>Essay Question</li> <li>21<sup>st</sup> Century Skills Examples</li> <li>Appearance</li> </ul>	

**EVALUATORS' SCORES**

Evaluator 1 \_\_\_\_\_ Initials \_\_\_\_\_  
 Evaluator 2 \_\_\_\_\_ Initials \_\_\_\_\_  
 Evaluator 3 \_\_\_\_\_ Initials \_\_\_\_\_  
 Total Score \_\_\_\_\_ divided by number of evaluators

= **AVERAGE EVALUATOR SCORE**  
*Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)*

**ROOM CONSULTANT TOTAL**

(10 points possible)

**AVERAGE EVALUATOR SCORE**

(90 points possible)

**FINAL SCORE**

(Average Evaluator Score plus Room Consultant Total)

**RATING ACHIEVED** (circle one)    **Gold:** 90-100    **Silver:** 70-89.99    **Bronze:** 1-69.99

**VERIFICATION OF FINAL SCORE AND RATING** (please initial)

Evaluator 1 \_\_\_\_\_ Evaluator 2 \_\_\_\_\_ Evaluator 3 \_\_\_\_\_ Adult Room Consultant \_\_\_\_\_ STAR Events Coordinator \_\_\_\_\_



## Outstanding Chapter Member Rubric

Name of Participant \_\_\_\_\_

Chapter \_\_\_\_\_ State \_\_\_\_\_ Team# \_\_\_\_\_ Station# \_\_\_\_\_ Category \_\_\_\_\_

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	Comments
<b>Portfolio</b>							
Summarized each step of the planning process used to plan and develop the portfolio – one page.	1	2	3	4	5		
<b>Community Service-</b> Evidence of participation in 2 events with explanation of member responsibilities.	1	2	3	4	5		
<b>Financial Planning-</b> Evidence of participation in 1 fund raising activity and 1 example of money management for chapter activity/committee with explanation of this member's responsibilities.	1	2	3	4	5		
<b>Member Promotion and Retention-</b> Evidence of participation in 1 membership promotion activity and 1 membership retention strategy with explanation of this member's responsibilities.	1	2	3	4	5		
<b>Leadership Development-</b> Evidence of attending 1 leadership training with explanation of knowledge/skills gained and 1 example of leadership role assumed in chapter by this member.	1	2	3	4	5		
<b>State and National Programs-</b> Evidence of participation in 2 programs with explanation of this member's responsibilities.	1	2	3	4	5		
<b>Chapter Communication/Public Relations-</b> Evidence of spreading the word about FCCLA to audiences outside the school setting and/or conducting communication on behalf of chapter with explanation of this member's responsibilities, provide 2 examples.	1	2	3	4	5		
<b>Chapter Meetings, Ceremonies &amp; Recognition Activities-</b> Evidence of 2 separate times when member assumed responsibility during these functions with explanation of this member's responsibilities.	1	2	3	4	5		
<b>Social and Recreation-</b> Evidence of 2 chapter activities and explanation of this member's responsibilities.	1	2	3	4	5		
<b>Knowledge of FCCLA-</b> Documented new knowledge learned about FCCLA this year.	1	2	3	4	5		
<b>Family &amp; Consumer Sciences Coursework-</b> Provide evidence of knowledge/skills this member learned in a FACS course this year.	1	2	3	4	5		

## Outstanding Chapter Member Rubric *(continued)*

<b>Essay-</b> Written essay in response to question, "How will the skills you have gained this year through FCCLA influence your future?" In essay include multiple 21st Century Skills developed and examples (no more than 250 words).	1	2	3	4	5		
No more than 20 content pages (excludes Project ID Page & planning process summary), contained in notebook or binder (no larger than 12" high & 11" wide), each page with title.	1	2	3	4	5		
Portfolio Appearance- Must be neat, legible, professional, and use correct grammar and spelling.	1	2	3	4	5		
<b>Oral Presentation</b>							
Organized, sequential, concise and thorough in presentation of portfolio.	1	2	3	4	5		
Used appropriate gestures, posture, mannerisms, eye contact; handled notes, samples and examples appropriately.	1	2	3	4	5		
Neatly dressed in appropriate dress code clothing.	1	2	3	4	5		
Provided clear, thoughtful answers to evaluators' questions.	1	2	3	4	5		

**Evaluator's Comments:**

TOTAL  
(90 points possible)

Evaluator Initials \_\_\_\_\_  
Room Consultant Initials \_\_\_\_\_  
STAR Events Coordinator Initials \_\_\_\_\_