Chapter in Review Portfolio

Chapter in Review Portfolio, 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 ***portfolio*** and an **oral presentation.**

EVENT LEVELS

Level 1: through grade 8
Level 2: grades 9-10
Level 3: grades 11–12
Level 4: Postsecondary

See page 10 for more information on event levels.

ELIGIBILITY & GENERAL INFORMATION

1. Review "Eligibility and General Rules for All Levels of Competition" on page 11 prior to event planning and preparation.
2. Participants are encouraged to bring fully charged devices such as laptops, tablets, etc., to use for audiovisual presentation at competitions.
3. Chapters with multiple entries in this event must submit different projects for each entry. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year before the National Leadership Conference, and must be the work of the participant(s) only.
4. National Leadership Conference participants will view the online orientation video found on the official FCCLA YouTube channel, available in early June. Each entry must complete and submit the required form to the event room consultant at the time of competition. Only one form per entry is required. Contact State Advisers for orientation procedures for competitions held prior to National Leadership Conference.

GENERAL INFORMATION

Number of Participants per Entry	Prepare Ahead of Time	Equipment Provided for Competition	Competition Dress Code	Participant Set Up / Prep Time	Room Consultant & Evaluator Review Time	Maximum Oral Presentation Time	Evaluation Interview Time	Total Event Time
1-3	Portfolio, Oral Presentation	Table – yes Electrical Access – no Wall Space – no Supplies - no	Official dress - or- Professional dress – or costume appropriate to event		10 minutes prior to presentation	1-min. warning at 14 min.; stopped at 15 min.	5 minutes	35 minutes

PRESENTATION ELEMENTS ALLOWED

Audio	Costumes	Easel(s)	File Folder	Flip Chart(s)	Portfolio	Props/ Pointers	Skits	Presentation Equipment	Visuals
■	■	■			■		■	■	

CHAPTER IN REVIEW PORTFOLIO

Procedures and Time Requirements for Competition

Each entry will submit a *portfolio* (*hardcopy* or electronic) to the event room consultant at the designated participation time.	
10 minutes	Room consultants and evaluators will have 10 minutes to preview the *portfolio* before the presentation begins.
15 minutes	The oral presentation may be up to 15 minutes in length. A one-minute warning will be given at 14 minutes. Participants will be stopped at 15 minutes. If audio and/or visual recordings are used, they are limited to a 3-minute playing time during the presentation.
5 minutes	Following the presentation, evaluators will have 5 minutes to interview participants.
5 minutes	Evaluators will have up to 5 minutes to use the rubric to score and write comments for participants.

Specifications

Hardcopy Portfolio
The *portfolio* is a collection of materials used to document and illustrate the chapter's program of work. Materials must be contained in the official STAR Events binder obtained from the FCCLA national emblematic supplier. A decorative and/or informative cover may be included. All materials, including the *content divider pages*, must fit within the cover, be one-sided, and may not exceed 48 pages, as described below. Divider page tabs may extend up to 1" outside the cover. Once a *hardcopy portfolio* has been turned in to evaluators, participants may not switch to an electronic *portfolio*.

Electronic Portfolio
An *electronic portfolio* may be either in PowerPoint, Prezi, or other electronic format that can be viewed by the evaluators and room consultants prior to the oral presentation. The *electronic portfolio* and the hardware (method) to view it (i.e., equipment, files, projectors, screens, laptops) will be turned in to the room consultant at the designated participation time. Participants assume the responsibility of providing the technology used to show the evaluators the project. Once an *electronic portfolio* is turned in to the evaluators, participants may not switch to a *hardcopy portfolio*. *Portfolio* may not exceed 59 slides, as described below.

1-8 ½" x 11" page or 1 slide	*Project Identification Page*	*Plain paper* or slide, with no *graphics* or decorations; must include participant's name(s), chapter name, school, city, state, event name, and project title.
1-8 ½" x 11" page or 1 slide	Table of Contents	List the parts of the *portfolio* in the order in which the parts appear.
1-8 ½" x 11" page or 2 slides	FCCLA *Planning Process* Summary Page	Summarize how each step of the *Planning Process* was used to plan and implement the chapter's program of work; use of the *Planning Process* may also be described in the oral presentation.
1	Evidence of Online Project Summary Submission	Complete the online project summary form located on the "Surveys" tab of the FCCLA Student Portal, and include signed proof of submission in the *portfolio*.
0–9	*Content Divider Pages* or Sections	Use 0 to 9 *content divider*/section pages or slides. *Content divider*/section pages may be tabbed, may contain a title, a section name, *graphic* elements, thematic decorations, and/or page numbers. They must not include any other *content*.

Up to 35 8 ½" x 11" pages or 45 slides	Membership *Campaign*s	Actively recruit new members and maintain *current* ones through creative and innovative *campaigns*.
	Meetings	Schedule and indicate attendance at chapter, district/regional, state, and/or national meetings.
	Recognition Activities	Conduct and participate in ceremonies; and recognize chapter members for their efforts.
	Leadership, Competitive, Cooperative, and Individualized Projects/Activities	Engage chapter members in leadership activities, competitive events, cooperative projects, and individualized activities.
	Community Service Activities	Plan and conduct service activities benefiting the school and/or *community*.
	Chapter Resource Development	Maintain adequate chapter finances through fundraising *campaigns* or other efforts.
	Chapter Budget	Document the flow of money in and out of the chapter budget for the *current* year. Budget template available in the FCCLA Adviser Portal and Student Portal.
	State and National Programs	Complete project activities related to state and national programs.
	Public Relations Efforts	Use a variety of public relations techniques to increase public awareness of FCCLA and Family and Consumer Sciences and/or related careers.
	Portfolio Appearance	*Portfolio* should be neat, legible, *professional*, creative and use correct grammar and spelling.

Oral Presentation

The oral presentation may be up to 15 minutes in length 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. Participants may use audio and/or visual recordings, but they are limited to a 3-minute playing time.

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 *portfolio* and notes or notecards if used. Wear FCCLA official dress, professional dress, or costume appropriate for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, 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 IN REVIEW PORTFOLIO

Name of Participant _____

Chapter_____ State_____ Team #_____ Station #_____ Level_____

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, 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 Lead Consultant.
5. Check with one of the Lead Consultants if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Registration Packet 0 *or* 3 points	Picked up by adviser or designated adult during scheduled time No **0**	Yes **3**	
Event Online Orientation Documentation 0 *or* 2 points	**0** Official documentation not provided at presentation time or signed by adviser	**2** Official documentation provided at presentation time and signed by adviser	
Hardcopy Portfolio 0–1 point or **Electronic Portfolio** 0–1 point	**0** Binder is not the official FCCLA binder **0** Electronic Portfolio not in viewable format to the evaluators	**1** Binder is the official FCCLA binder **1** Electronic Portfolio in viewable format to the evaluators	
Portfolio Pages 0–3 points	**0** Portfolio exceeds the page limit	**1** **2** **3** **2 or more errors** **1 error** **no errors** Portfolio contains no more than 48 single-sided pages or 59 slides completed correctly, including: • 1 project ID page or slide • 1 table of contents page or slide • 1 Planning Process summary page or 2 slides • Project Summary Submission Proof • Up to 9 content divider pages or slides • Up to 35 content pages or 45 content slides	
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**
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_____ Event Lead Consultant_____

CHAPTER IN REVIEW PORTFOLIO
Rubric

Name of Participant _____

Chapter_____ State_____ Team #_____ Station #_____ Level_____

PORTFOLIO							Points
FCCLA Planning Process Summary Page 0–5 points	**0** Planning Process summary not provided	**1** Inadequate steps in the Planning Process are presented	**2** All Planning Process steps are presented but not summarized	**3** All Planning Process steps are summarized	**4** Evidence that the Planning Process was utilized to plan project	**5** The Planning Process is used to plan the project. Each step is fully explained	
Membership Campaigns 0–5 points	**0** Not evident	**1** 1 or no campaign shown		**2 3** Campaigns described		**4 5** Campaigns are creative, thorough and successful	
Meetings 0-3 points	**0** No evidence shown	**1** Meetings held/attended		**2** Meetings scheduled but attendance not indicated		**3** Meetings appropriately scheduled with attendance noted at chapter, district/regional, state and/or national levels	
Recognition Activities 0–3 points	**0** Not evident	**1** Limited or no activities shown		**2** Recognition activities are held appropriately		**3** Recognition activities are creative and built into each event, multiple strategies	
Leadership, Competitive, Cooperative, and Individualized Projects and Activities 0-10 points	**0** No activities listed	**1 2** Members participate in 1 of the 4 areas identified	**3 4** Members participate in 2 of the 4 areas identified	**5 6** Members participate in 3 of the 4 areas identified	**7 8** Members participate in each of the 4 areas identified	**9 10** Members are engaged in each of the 4 areas identified. Strategies result in activities which support and strengthen the program of work	
Community Service Activities 0–5 points	**0** Not evident	**1** 1 or no activities shown	**2** Limited service activities shown	**3** Service activities are evident and effective	**4** 2 or more creative and effective service activities with multiple partnerships	**5** Extensive service activities and effective results	
Chapter Resource Development 0–5 points	**0** No evidence shown	**1** Limited evidence of resource development	**2** 1/more fundraisers or events to generate resources	**3** Multiple fund development activities with varied results	**4** Fundraisers and resources sought effectively	**5** A developed system of seeking resources, fundraisers, donations	
Chapter Budget 0–5 points	**0** No evidence shown	**1** Budget is evident but lacks information details	**2** Budget is evident and may be incomplete	**3** Budget is adequate but not extensive	**4** Budget is detailed	**5** Budget is detailed and follows generally accepted accounting procedures	
State and National Programs 0–5 points	**0** Not evident	**1** 1 program with limited scope	**2** 2 or less activities	**3** 2 or more activities	**4** 3 or 4 activities shown with effective results	**5** 5 or more activities shows with effective results	
Public Relations Efforts 0–5 points	**0** No evidence	**1** 1 activity shown		**2 3** 2 or more activities shown		**4 5** 3 or more creative and effective activities with a variety of methods including technology	
Portfolio 0-5 points	**0** Portfolio not used during presentation	**1** Portfolio has many errors and is not aesthetically pleasing	**2** Portfolio has minimal appeal	**3** Portfolio has good word, color, and design choices	**4** Portfolio has good word, color, and design choice	**5** Portfolio is creative, appropriate and of high quality	

Chapter in Review Portfolio Rubric (continued)

Points

ORAL PRESENTATION

Organization/ Delivery 0 – 10 points	**0** Presentation is not done or presented briefly and does not cover components of the project	**1 2** Presentation covers some topic elements	**3 4** Presentation covers all topic elements but with minimal information	**5 6** Presentation gives complete information but does not explain the project well	**7 8** Presentation covers information completely but does not flow well	**9 10** Presentation covers all relevant information with a seamless and logical delivery	
Program of Work 0-5 points	**0** Not evident		**1** Missing or lacks variety		**2 3** Focuses on a few areas	**4 5** Shows variety/creativity with comprehensive member involvement. Reflects Purposes of FCCLA	
Use of Portfolio during Presentation 0-5 points	**0** Portfolio not used during presentation	**1** Portfolio used to limit amount of speaking time	**2** Portfolio used minimally during presentation	**3** Portfolio incorporated throughout presentation	**4** Portfolio used effectively throughout presentation	**5** Presentation moves seamlessly between oral presentation and portfolio	
Voice – pitch, tempo, volume 0-3 points	**0** Voice qualities not used effectively		**1** Voice quality is adequate		**2** Voice quality is good, but could improve	**3** Voice quality is outstanding and pleasing	
Body Language/ Clothing Choice 0-3 points	**0** Uses inappropriate gestures, posture or mannerisms, avoids eye contact/inappropriate clothing		**1** Gestures, posture, mannerisms and eye contact is inconsistent/ clothing is appropriate		**2** Gestures, posture, mannerisms, eye contact, and clothing are appropriate	**3** Gestures, posture, mannerisms, eye contact, and clothing enhance presentation	
Grammar/Word Usage/ Pronunciation 0-3 points	**0** Extensive (more than 5) grammatical and pronunciation errors		**1** Some (3-5) grammatical and pronunciation errors		**2** Few (1-2) grammatical and pronunciation errors	**3** Presentation has no grammatical or pronunciation errors	
Responses to Evaluators' Questions 0-5 points	**0** Did not answer evaluators' questions	**1** Unable to answer some questions	**2** Responded to all questions but without ease or accuracy	**3** Responded adequately to all questions	**4** Gave appropriate responses to evaluators' questions	**5** Responses to questions were appropriate and given without hesitation	

Evaluator's Comments – include two things done well and 2 opportunities for improvement:

TOTAL
(90 points possible)

Evaluator # _____

Evaluator Initial _____

Room Consultant Initial _____

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