



CHAPTER SERVICE PROJECT PORTFOLIO VIRTUAL



Chapter Service Project Display, a *team event*, recognizes chapters that develop and implement an *in-depth service project* that makes a worthwhile contribution to *families, schools, and communities*. Students must use Family and Consumer Sciences/Career Field *content* and skills to address and act on a *community need*. Participants must prepare an **electronic portfolio**, and a **video presentation**.

EVENT LEVEL:

Level One (through grade 8)

Level Two (grades 9-10)

Level Three (grades 11-12)

CONTENT STANDARDS ALIGNMENT

See OhioFCCLA.org (Adviser Tab) for detailed event alignment information to course content standards, national educational initiatives, and standards.

CAREER CLUSTERS

- Education and Training
- Hospitality and Tourism
- Human Service
- Information Technology

ELIGIBILITY & PROCEDURES

1. Review “Eligibility and General Rules for All Levels of Competition” in national STAR event manual prior to event planning and preparation.
2. Each entry must post all required documents (as specified below) to their online folder.
3. All projects must be developed and completed during a one-year span beginning July 1 and ending June 30 of the school year and must be the work of the participants.
4. Chapters must verify accessibility of documents to the public, as Ohio FCCLA will not be able to assist with this verification. Each entry must have the following items posted to their project folder:
 - Electronic Portfolio
 - i. Participants must submit one (1) file with all slides, in order for viewing. It must be submitted as a PDF file, and not a downloadable PPT file (multiple scanned images files are not allowed) (Not all evaluators may have access to PowerPoint.)
 - One (1) oral presentation video needs to be available for public view and the URL should be included in the PDF file. Options include:
 - i. Embedded video
 - ii. Video link provided to direct source such as YouTube, Vimeo, or Google Drive
 - iii. Video files which require the reviewer to download are NOT allowed due to their potential size

TECHNOLOGY TIPS

1. Documents must be available and publicly accessible (check settings to ensure they can be viewed outside of the school district network)
2. All files must be clearly labeled using a descriptive file name, e.g. “Leadership – Level 2 – Gonzales.”
3. Be sure to publish all content. Have someone outside of your network check for access. Any document requiring additional access (such as Google doc) will not be able to be reviewed. Only documents that can be opened and viewed by the evaluation team can be scored!



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GENERAL INFORMATION

Submission of Project	There will be a specific timeline to upload documents/videos into the competition folder If the deadline is missed the project will not be evaluated Folder Name will be Chapter Name & Number_ Event Name_Level
Scoring Breakdown	Each team member will take the test – scores will be averaged Electronic Portfolio – team score Presentation Video– team score

Number of Participants per Entry	Prepare Ahead of Time	Competition Dress Code	Maximum Number of Slides, optional	Maximum Oral Presentation Time
1 - 3	Electronic Portfolio Presentation Video	Official FCCLA jacket preferred	30	10 minutes

ELECTRONIC PORTFOLIO SPECIFICATIONS		
1 slide	<i>Project Identification Page</i>	Plain slide – no graphics or decorations Information must include: Participants name – chapter name – school – city- event name and project title
1 slide	<i>Evidence of Online Project Summary Sheet</i>	Complete the online project summary form located on the “Surveys” tab of the FCCLA Portal and include proof of submission in the portfolio.
2 slides	<i>FCCLA Planning Process Summary Page</i>	Includes how each step of the <i>Planning Process</i> was used to plan and implement the project.
1 slide	<i>Table of Contents</i>	List the parts of the <i>portfolio</i> in the order in which the parts appear.
Up to 5 slides	<i>Content Divider Pages or Sections</i>	<i>Content divider/section</i> may contain a title, a section name, <i>graphic</i> elements, thematic decorations. They must not include any other <i>content</i> .
Up to 20 slides	<i>Identify Concerns: Address Specific Needs</i>	Project addresses an urgent and significant need in the school, <i>community</i> , and world. Research methods such as surveys, interviews, reports, readings, observations were used for gathering data. <i>Technology</i> may be used to gather data.
	<i>Identify Concerns: Target Audience</i>	Research and consideration were given to develop an appropriate project for a specific <i>audience</i> .
	<i>Set a Goal: Goals/Mission</i>	Project’s goals and mission are clear and stated based on needs and research.
	<i>Set a Goal: Reflects FCCLA Purposes</i>	Project is related to at least one of the organization’s eight purposes and may also relate to the mission of FCCLA or the organization’s strategic plans.
	<i>Set a Goal: Relates to Family and Consumer Sciences Content and Skill</i>	Project relates to Family and Consumer Sciences <i>content</i> , standards and the knowledge and skills members learned in Family and Consumer Sciences/Career Fields is utilized.



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	<i>Form a Plan: Scope</i>	Include evidence that the scope of the project is rigorous and thorough.
	<i>Form a Plan: Project Organization</i>	Project was planned with alternative actions, consequences of various actions and barriers or challenges addressed.
	<i>Form a Plan: Partners</i>	Include partnerships and cooperative actions taken.
	<i>Form a Plan: Work Plan</i>	Work plans for members and volunteers are detailed and specific.
	<i>Form a Plan: Timeline</i>	Project was planned for the time involved in implementing the project.
	<i>Form a Plan: Activities Tasks and Roles</i>	Activities were planned for various roles, tasks of the members and volunteers.
	<i>Form a Plan: Budget</i>	Project budget was developed to reflect the project goals and is detailed and thorough.
	<i>Form a Plan: Increase Awareness/ Public Relations</i>	Project plans include media outreach, involvement of elected officials, and positive messages about FCCLA and Family and Consumer Sciences/Career Fields
	<i>Act: Project Impact</i>	Include evidence that the intended impact of the project was reached or reasons why it was not.
	<i>Act: Youth Involved and Volunteer Recruitment</i>	Project is youth led and involves volunteers. Nontraditional volunteers (culturally inclusive, special needs, older people, etc.) are sought for their involvement.
	<i>Act: Uniqueness</i>	Project should be uniquely designed by youth to meet the needs and <i>audience</i> intended. Project that is an annual project, a previous project or not unique will not receive as many points on the rubric.
	<i>Follow Up: Evaluation and Follow-up</i>	Utilize methods for evaluation such as pre- and post-surveys, interviews, reports, observations, formal evaluations.
	<i>Appearance</i>	Slides must be neat, legible, professional Use correct grammar and spelling.



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VIDEO PRESENTATION SPECIFICATIONS	
Organization/Delivery	Deliver oral presentation in an organized, sequential manner, concisely and thoroughly summarize project.
Connection to Family and Consumer Sciences/ Career Fields Standards	Describe relationship of project content to Family and Consumer Sciences/Career Fields standards.
Knowledge of Self	Demonstrate thorough knowledge of self and the ways in which he/she grew during the project.
Use of Slides During Presentation	Use of slides to support, illustrate, or complement presentation. Can NOT use a voice over with the slides.
Voice	Speaks clearly with appropriate pitch, tempo, and volume.
Body Language/ Clothing Choice	Use appropriate body language including gestures, posture, mannerism, eye contact, and appropriate handling of notes or note cards if used. Wear appropriate clothing for the nature of the presentation.
Grammar/Word Usage/ Pronunciation	Use proper grammar, word usage, and pronunciation.



CAREER DEVELOPMENT EVENTS POINT SUMMARY FORM CHAPTER SERVICE PROJECT PORTFOLIO



Name of Member(s) _____

Chapter Name _____ Chapter Number _____ 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 number.
2. At the conclusion of evaluation, verify evaluator scores and fill in information below. Calculate the final score and ask for evaluators' verification. Place this form in folder with the completed rubrics.
3. At the end of the evaluation, double check all scores, names, and team numbers to ensure accuracy. Be sure there is **NOT** a 15-point discrepancy.
4. Make sure comments have been added.
5. Check with the Lead or Assistant Lead Consultant if there are any questions regarding the evaluation process.

ROOM CONSULTANT CHECK			Points
Event Online Orientation Documentation	0 Official documentation not provided at presentation time	2 Official documentation provided at presentation time with adviser signature	
Folder	8 points Labeled correctly Documents/Video labeled correctly Public accessible All documents uploaded by designated date		
TOTAT SCORE ABOVE			
Test Scores	Participant _____ Participant _____ Participant _____ Total Team Score _____	Total Team Score _____ Divided by # of participants on team _____ -Average Team Score _____ (20 points possible)	
Evaluators' Scores	Evaluator 1 _____ Evaluator 2 _____ Evaluator 3 _____		Average
Final Points	100 points <i>Rounded only to the nearest hundredth (i.e. 79.99 not 80.00)</i>		

RATED ACHIEVED (*mark one*)

_____ Gold 90 – 100

_____ Silver 70 – 89.99

_____ Bronze 1 – 69.99

Room Consultant Signature (*electronic*) _____



CHAPTER SERVICE PROJECT PORTFOLIO RUBRIC



Participants Name _____

Chapter # _____ State ____ Team # ____ Station # ____ Level ____

SLIDES	Possible Points 5 /Comments	Points
Viewable format for evaluators Contains no more than 30 slides Table of Content and Divider pages meet requirements listed Appearance of slides, neat, legible Slides are creative and high quality		
FCCLA PLANNING PROCESS	Possible Points 5 /Comments	
Used to plan the project Steps explain in detail Articulated with clear steps Evaluation methods stated Analyzed the impact of the project		
PROJECT	Possible Points 10 /Comments	
Research methods used to identify need Target audience identified Goals/mission related to need with rationale provided Reflects one or more of the FCCLA purposes and is explained Aligned to Family and Consumer Sciences/Career Field standards/coursework		
PROJECT SCOPE AND ORGANIZATION	Possible Points 15 /Comments	
Project work plan is detailed and well thought-out Timeline is detailed and tasks identified Participants recruited cooperative partners Project involves multiple partners Project barriers have been identified and a plan established		
PROJECT ACTIVITIES and IMPACT	Possible Points 20 /Comments	
Budget is detailed Significant impact of activity was made Data collected to determine activity impact Project increased public awareness, evidence is provided Multiple strategies of evaluation of project used, evidence provided		



CHAPTER SERVICE PROJECT PORTFOLIO RUBRIC



PRESENTATION	Possible Points 5 /Comments	
Clothing Choice Voice- pitch, tempo, volume Body Language Grammar – Word usage -pronunciation Meets presentation time requirement		
PRESENTATION CONTENT	Possible Points 10 /Comments	
Knowledge of Subject Matter Relationship of Family and Consumer Sciences/Career Field Coursework Use of slides during presentation Organization, seamless and relevant Delivery, eye contact, holds audience interests		