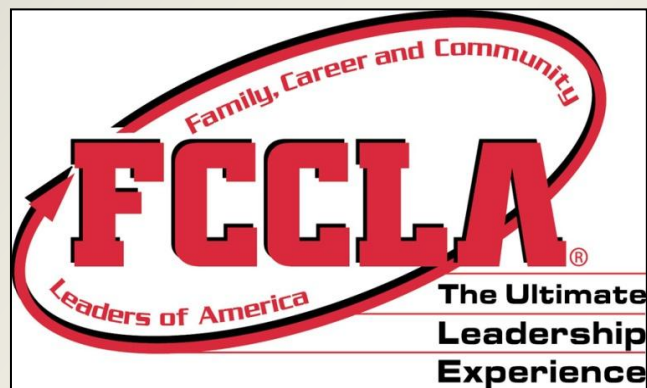


MONTANA EVENTS MANUAL



*Rules, Guidelines & Competitive Events
for Montana FCCLA*

December 2011

CONTENTS

Forward	3
Framework for Planning FCCLA Participation Activities	4
Montana Competitive Events.....	5
Event Categories	6
Proficiency/STAR Events Award System	6
Proficiency/STAR Events Rules	7
STAR Events "Call Back" Procedures.....	9
Proficiency Events Point Deductions.....	10
Special Needs Students	10
Note to Advisers.....	10

STATE COMPETITIVE EVENTS (Available for competition at district and state level)

Montana Knowledge Quest	11
-------------------------------	----

PROFICIENCY EVENTS (Available for competition at state level)

Bus Person Food Service Proficiency Event.....	13
Child Care Service/Learning Center Proficiency Event	16
Montana Food Producers Education Display Proficiency Event	19
Storytelling/Child Development Proficiency Event	23
Wait Person Food Service Proficiency Event.....	27
Appendix A. Member Code of Conduct.....	32

FORWARD

Family and Consumer Sciences (FCS) is the comprehensive body of skills, research, and knowledge that helps people make informed decisions about their well being, relationships, and resources to achieve optimal quality of life. The field represents many areas, including human development, personal and family finance, housing and interior design, food science, nutrition and wellness, textiles and apparel, and family relations.

The focus of Family and Consumer Sciences Education Programs in Montana is to introduce middle school and high school students to the skills and professions needed to meet the needs of individuals and families, be it their own or those with whom they interact, to create healthy and sustainable families.

Family, Career and Community Leaders of America (FCCLA), a Career and Technical Student Organization, is an integral part of the Family and Consumer Sciences Education Program. The skills learned in FCS Education Programs are applied through experiential learning projects within the classroom and through the FCCLA.

The National Board of Directors of FCCLA approved the implementation of national competitive activities, on a limited scale, at the 1983 National Leadership Meeting. In order to maximize opportunities for FCCLA chapter members and to enhance and extend the family and consumer sciences instructional program, while maintaining the unique characteristics of the organization, a framework of competitive participation activities was developed.

Many changes and additions have taken place since 1983 regarding competitive activities. In 2010, the National FCCLA Organization changed and expanded to an all encompassing title of Competitive Events. National FCCLA Competitive Events include FCCLA Contests, Family & Consumer Sciences Knowledge Bowl, Skill Demonstration Events, and STAR Events (Students Taking Action with Recognition).

Montana FCCLA offers students two levels of competition. The first level of competition is National STAR Events. Students interested in competing in STAR Events should consult the latest edition of the National Competitive Events Guide. STAR Event competitions are offered at the local, state and national levels.

The second level of competition offered is Montana Proficiency Events. During the 1982-83 school year, Montana FCCLA implemented the use of recognition activities by offering the Proficiency Events at the local and state levels.

Proficiency Events are student-structured activities in which student and/or chapter performance is evaluated in relation to a standard level of achievement. All students may obtain the highest levels of achievements. Proficiency Events are similar to STAR Events in their structure; however, they culminate at the state level.

Montana also offers a local Competitive Event, the Montana Knowledge Quest activity.

This manual serves as the Rules, Guidelines & Competitive Events Manual for all Montana FCCLA activities.

Throughout this manual, the term Entrant refers to an individual or a team.

FRAMEWORK FOR PLANNING FCCLA PARTICIPATION ACTIVITIES

1. Objective

To assist students in promoting personal growth and leadership development through Family and Consumer Sciences Education by developing skills for life necessary in families, communities, and workplaces.

2. Content

Family and Consumer Sciences subject matter focusing on the multiple roles of family member, wage earner, and community leader.

3. Process

Student participation activities shall:

- Be student initiated, planned, implemented and evaluated with guidance from advisers;
- Provide students with skills to cope in both competitive, cooperative and individualized environments;
- Develop individual growth, group process and decision-making skills;
- Be an integral part of the Family and Consumer Sciences Education curriculum within the school system.

4. Activities

Family, Career and Community Leaders of America participation activities at the local, state and national levels shall be consistent with these stated objectives, content and processes.

MONTANA COMPETITIVE EVENTS

Montana offers three types of competitive activities at the local and state level: Montana Knowledge Quest, Montana Proficiency Events, and National STAR Events.

Montana Knowledge Quest is an activity to encourage members to learn more about the FCCLA organization and reinforce knowledge learned in Family and Consumer Sciences (FCS) courses. It culminates at the state level.

Montana Proficiency Events are student-structured activities in which student and/or chapter performance is evaluated in relation to a standard level of achievement. All students may obtain the highest levels of achievements. Proficiency Events are similar to STAR Events in their structure; however, they culminate at the state level. Proficiency Events currently include the following events:

1. **Bus Person Food Service** is an individual event. Entrant will demonstrate their ability to clear and reset tables quietly with maximum efficiency. After serving water to the customer, the Entrant answers pertinent questions about typical bus person responsibilities.
2. **Child Care Service/Learning Center** is an individual or team event. A team is no more than 3 persons, but may have less. The Entrant will display a Learning Center that had been presented to preschool children (ages 3-5) which teaches concepts related to the current announced theme. Entrant will demonstrate his/her understanding and ability to meet the needs of preschool children.
3. **Montana Food Producer Educational Display** is an individual event. The Entrant will prepare a display that will educate students, families and members of the community on some aspect of the promoted Montana Food Producer industry.
4. **Storytelling/Child Development** is an individual event. Entrant will demonstrate his/her ability to select or create a story appropriate for telling to children ages 3-5. After introducing and presenting the story, the Entrant will answer questions related to the uses of stories with young children.
5. **Waitperson Food Service** is an individual event. Entrant will greet the guest, present a menu, inform them of specials, take an order, and serve the order; also, the Entrant will answer the oral questions presented by the judges.

National STAR Events (Students Taking Action with Recognition) are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and career preparation.

Students interested in competing in STAR Events should consult the annual Montana SLC Events List posted on the Montana FCCLA Web site at the beginning of the school for a list of current events offered. Students should also reference the latest edition of the National Competitive Events Guide posted on the National FCCLA Web site for event rules.

EVENT CATEGORIES

1. An event category is determined by the Entrant's grade in school during the school year preceding the National Leadership Conference.
2. Event categories are defined as:
 - Junior – FCCLA chapter members through grade 9; who are identified as *comprehensive members* through national affiliation;
 - Senior – FCCLA chapter members in grades 10-12; who are identified as *comprehensive members* through national affiliation;
 - Occupational (Only applies to STAR Events) – FCCLA chapter members in grades 10-12; who have been or are currently enrolled in occupational Family and Consumer Sciences coursework as approved by the Montana Office of Public Instruction Family & Consumer Sciences Education Specialist; and who are identified as *occupational members* through national affiliation.
3. A team composed of middle school/junior high (through grade 9) and high school (grades 10-12) members shall enter the senior category.

PROFICIENCY/STAR EVENTS AWARD SYSTEM

The following award system is followed in Montana at the state level; the National Competitive Events Guide, available on the National FCCLA Web site, outlines the award system used at the national level, which may vary.

Entrants will be evaluated on a point system. Each Entrant will be demonstrating proficiency to the degree that points are accumulated sufficient to earn certificate of participation, bronze, silver or gold will receive that award at the Awards Program during the annual State Leadership Conference.

Gold	1 st place	90 to 100 percent
Silver	2 nd place	80 to 89 percent
Bronze	3 rd place	60 to 79 percent
Certificate of Participation		Under 59 percent

PROFICIENCY/STAR EVENTS RULES

1. Proficiency & STAR Events offered at the State Leadership Conference will be determined by the State Adviser with guidance from the Advisory Board at the summer board meeting. Events offered will be based on number of entrants from previous years, Family & Consumer Sciences content and available resources. The approved SLC Events List will be posted to the MT FCCLA Web site at the beginning of each school year.
2. Entrants in events must have been enrolled or be currently enrolled in a Family and Consumer Sciences and/or related occupations program.
3. Entrants must be paid members of an FCCLA affiliated chapter in good standing by **February 1st**.
4. A chapter may have a maximum of 2 entrants in any Proficiency Event/STAR Event competition. (i.e. 2 teams or 1 team and 1 individual or 2 individuals.)
5. Team events may have one, two or three participants from the same chapter.
6. No substitutes or alternates will be allowed to take the original entrant's place in individual events. The only time a team substitute is allowed is to replace the fourth member of 4-member Parliamentary Procedure Team.
7. Each student may enter only one individual and one team event. A student may not enter the same event as an individual and as a member of a team.
8. Entrants must follow On-Line Event Registration requirements in order to be able to compete at the State Leadership Conference. Entrants not registered on-line will be disqualified.
9. Each participant registering to compete in a Proficiency or STAR Event will pay a non-refundable Event Registration Fee of \$5.00.
10. Entrant's national affiliation must match event category registration at the state level. (i.e. comprehensive members registered for junior or senior category; occupational members registered for occupational category; please refer to the event categories section on previous page for additional information)
11. Notification of participation cancellations should be given to the Event Lead Coordinator at the earliest possible date prior to the competition.
12. During orientation, entrants will be given complete detailed instructions for each event, including written instruction sheets where appropriate. Failure to attend orientation/test/application will result in disqualification.
13. Any entrant arriving after the beginning of the orientation/test/application period may participate at the discretion of the Event Lead Coordinator.
14. Entrant must be on time for assigned competition unless he/she had informed the Event Lead Coordinator, prior to the day of competition, of a conflict with another FCCLA conference responsibility. Unless there is an event conflict, the entrant will be disqualified for tardiness.

15. Entrant must supply all equipment, supplies and utensils, unless otherwise specified for the event.
16. Entrants MUST be appropriately dressed for each event as stated in the approved Montana FCCLA Dress Code, which can be found on the Montana FCCLA Web site.
17. Entrants waiting to compete must be respectful of others in the event area.
18. No cell phone use policy during Proficiency and STAR Events.
19. There will be no talking in the event rooms. All instruction should be done prior to the event. Any coaching at the event will disqualify the student.
20. Observers may be allowed in events at the discretion of the State Adviser. The State Adviser will determine and announce which events, if any, will allow observers during the callback portion of the event only. Rules for observation will be distributed and posted at the State Leadership Conference.
21. Scores and results of the event will be kept confidential until the awards are given. The decision of the judges is final. *Any questions or concerns regarding the decisions of the judges should be submitted in writing to the state office within 10 working days of the conference.*
22. Once an entrant wins a gold award in Proficiency Event, he/she may not compete in any category in the same event again.

The following apply to STAR Event competition ONLY at the State Leadership Conference:

23. When an entrant wins a gold award at the state level, they are encouraged to enter a different event in the future.

If a chapter wishes to enter a team event that the chapter has already earned a gold in during previous years, the team (composed of 2 – 3 members) may not be composed of more than one person who competed previously nor can the team work on the same project as was previously done. For Parliamentary Procedure teams, no more than 50 percent of the same team members may enter together again as a State Leadership Conference team.

If a member has competed in an individual or team STAR Event at the FCCLA National Leadership Conference, they may not enter the same event, under any category, again.
24. If the highest entrant in a STAR event does not score 90% or above, a team composed of the Event Lead Coordinator and Assistant Event Coordinator of the STAR event, the State STAR/Proficiency Events Management Team, and the Adviser of the entrant involved will convene to determine if the project is of sufficient quality to earn the right to advance to the National level of competition. Meeting will take place prior to announcement of STAR Events winners at the State Leadership Conference.
25. STAR Events requiring a binder must use the official FCCLA binder available for purchase from API (see National FCCLA Web site). The rings can identify the official binder: round rings are current; D-rings are old style.

STAR EVENTS “CALL BACK” PROCEDURES

1. Students will be called for “Call Backs”:
 - a. When there are **two or more sets of judges** for an event, the two top scoring entrants with each set of judges will return for “Call Backs.”
 - b. If there is a scoring tie, entrants will be called back.
 - c. If there are no golds in an event, the top two silver entrants will be called back if their score is between 85-89. If the entrants still have a silver after their “Call Back” presentation, there will be a meeting of the chapter adviser, the STAR Event Management Team, Event Lead Coordinator and one judge to determine whether the presentation was of national quality and whether the event could be improved by July to send to national conference.
 - d. There will be “Call Backs” for STAR Events only.
2. Score sheets **from both the first judging** and the “Call Backs” will be returned to the entrants.
3. **The score on the “Call Back Score Sheet” will be the entrant’s final score.** The Event Lead Coordinator should label the “Call Back” sheet so entrants know which sheet is the official score.
4. Any judges who know or are from the same chapter as the competing entrants will be asked to leave and not participate in the “Call Backs”.
5. If a situation arises where all the judges are either from the same community as entrants in the “Call Backs” or are related to entrants in the “Call Backs” a complete new set of judges will be arranged. The STAR Events Management Team will be responsible to find two non-partial judges to complete the judging.
6. If the Event Lead Coordinator is from a chapter involved in “Call Back,” that coordinator should both turn over the responsibilities to the assistant and not remain in the judging room during the competition. Both coordinators and/or Management Team should tally scores if ‘home’ chapters are involved.
7. If an entrant does not show up for scheduled “Call Backs” on time, they will be eliminated from the “Call Backs.”
8. All “Call Backs” receive a Gold medal unless all “Call Backs” have silver, then the highest score receives the TOP award.

PROFICIENCY EVENTS POINT DEDUCTIONS (in addition to those stated on each event rule/procedure sheet):

Failure to turn in required materials as stated in the event rules, at the on-site registration and orientation session will result in the loss of 5 points for each item or copy missing with a maximum of 10 points total.

Failure to follow dimension rules for displays will result in the loss of 5 points.

Failure to follow page rules for manuals or summary reports will result in the loss of 5 points for each page that extends beyond the specified number of pages and/or does not follow the rules for page content.

Failure to follow the rules in areas not addressed under “Point Deduction” will result in a loss of points deducted from the rating sheets at the discretion of the Events Management Team and Event Lead Coordinator.

SPECIAL NEEDS STUDENTS

Students with special needs are encouraged to participate in Proficiency and/or STAR Events. Advisers will indicate the specific needs of the Entrant at the approval stage of the On-Line Event Registration process. Scoring for the event will be at the discretion of the judges.

ADVISERS: Be sure to consult your district as to the policy and forms required to identify a special needs student as outlined FERPA.

NOTE TO ADVISERS:

Specific event rules appear with each Proficiency and STAR Event. Please read and have your students read the event guidelines thoroughly. If you have further questions, contact the State Adviser’s office.

MONTANA KNOWLEDGE QUEST STATE COMPETITIVE EVENT

Montana's Knowledge Quest (KQ) was established to encourage members to learn more about the FCCLA organization and reinforce knowledge learned in Family and Consumer Sciences (FCS) courses. This is not a Proficiency or STAR Event; it is just a fun added experience developed by Montana FCCLA for its members. KQ gives members an opportunity to compete at the District Meeting to earn a 'position' on the District KQ team at the State Leadership Conference (SLC). This activity encourages members within a district to have the chance to interact with members from other chapters in their district. KQ team members are asked to also participate in a Career Track, Leadership Seminar, Proficiency or STAR Event during SLC. This activity culminates at the State Leadership Conference.

The State Executive Council (SEC) writes the district KQ test during their summer meeting; the state adviser along with SEC advisers and state chapter parent will review and finalize the test. The test will consist of 2/3 questions on FCCLA and 1/3 questions on basic FCS facts. FCCLA questions are covered in the Study Guide written yearly by the SEC and posted on the Montana FCCLA Web site; no study guide will be provided for FCS facts.

Level 1 – KQ Guidelines for District Meetings

Each district officer team will determine at their pre-planning meeting if their district will offer Knowledge Quest at their upcoming District Meeting. If yes, follow the instructions below.

1. Each chapter is asked to sign up four members to take the written KQ test at the District Meeting. Copies of the test should be made in advance by the district president. It is recommended a team of district advisers correct the tests using the provided test key.
2. The top four test scores will determine the four member team for each district. A first and second alternate (next highest scores) should also be announced in case a team member cannot attend the state conference. The names and chapters of these four team members as well as the alternates must be submitted by the district president to the state adviser immediately after the district meeting.
3. If a team member doesn't attend state conference, it is up to that member to inform the district president as early as possible so that the president may contact the alternate to prepare for the activity.

Level 2 – KQ Guidelines for SLC

At the state level, the KQ is held on Monday afternoon of the conference and is played similar to the Jeopardy game. The number of rounds in this tournament is dependent on the number of district teams entered.

1. Team members' advisers must indicate which of their students are participating in the KQ during SLC with the registration forms submitted to the State Executive Secretary.
2. Location and time of KQ can be found in the SLC program received during SLC registration. All competing KQ participants need to be present at the starting time.
3. The moderator will prepare a double elimination bracket using the list of KQ teams submitted to the State Adviser. This bracket will be posted outside the KQ room the day of the competition.

4. Buzzers will be used during each round of the competition.
5. The moderator reads the questions for each round, and only the first answer from the team member who buzzes in will be accepted. The moderator will determine if the answer given by the team member matches the correct answer. If there is a question about the acceptability of the answer, the moderator may consult with the room judge.
6. Judge's decisions are final.
7. No spectators are allowed until the final round.
8. If a team member is in call-backs for a STAR Event, the team can compete without the member or use the 1st alternate if one was submitted at registration time.

BUS PERSON FOOD SERVICE PROFICIENCY EVENT

Bus Person Food Service is an individual event. Entrant will demonstrate their ability to clear and reset tables quietly with maximum efficiency. After serving water to the customer, the Entrant answers pertinent questions about typical bus person responsibilities.

Rules/Procedures

1. The event will consist of the completion of the assigned task and response to oral questions. Eighty percent of the score will be based on performance; twenty percent on the oral questions.
2. Entrant will wear black/navy dress slacks/skirt and a white blouse/shirt and shoes appropriate for dining room service.
3. Entrant will leave the service area clean and ready for the next Entrant.
4. Each Entrant will perform the following duties:
 - a. Set table.
 - b. Pour water for guests and refill beverages.
 - c. Respond to oral questions.
 - d. Bus tables after guests leave.
5. Entrant will work as a team with Entrants in the Waitperson event. Bus person will be responsible for setting the table. Waitperson will be responsible for serving lunch to the judges. Waitperson can correct any mistake made by the bus person while setting the table.

Chairs of Bus Person and Waitperson Events will assign teams.

6. Orientation will include a tour of the facilities to acquaint the entrants with the location of equipment and the dining room situation. Failure to attend the orientation will **disqualify** the Entrant.

Suggestions to Help Entrants Prepare for Event

1. Are you looking your best? Are your shoes clean? Is your shirt pressed?
2. Do you know how to make a customer feel welcome?
3. Are you self-confident?
4. Do you know how to properly set a table?
5. Do you know how to handle dishes and flatware in the proper (sanitary) manner?
6. Do you know how to avoid breakage of dishes and glasses?
7. Are your bus tubs or trays spotless?
8. If it is your restaurant's policy to separate flatware from dishes, are you doing it?
9. Is your bar towel clean?
10. Can you pour water and coffee without spilling?
11. Can you work rapidly?
12. Do you know what your employer expects from you? (Your duties, etc.)
13. Know why you chose to work in a restaurant. Why do you like it, and why do you think you are good at what you do?

Sample Oral Questions

1. Name some of the duties of a bus person.
2. How can a bus person assist the waitperson?
3. What qualities does an employer look for in a bus person?
4. List two of the approved areas for napkin placement.
5. Name some important safety rules.

Chapter: _____

Entrant: _____

BUS PERSON FOOD SERVICE

Rating Sheet

Category: JR ____ SR ____

Instructions: Write in the appropriate rating under the Score column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Possible Points	Judge's Score	Comments
<u>PERSONAL APPEARANCE:</u> <ul style="list-style-type: none"> Uniform or dress and grooming (no gum) 	10		
<u>BUSING DUTIES:</u> <ul style="list-style-type: none"> Proper placement of silverware, water glasses, coffee cups, etc. Proper placement of salt and pepper shakers, sugar 	20		
<u>ARRANGEMENT OF BUS TRAY:</u> <ul style="list-style-type: none"> Clearing glassware, dishes, flatware Sanitation 	15		
<u>SERVING DUITES:</u> <ul style="list-style-type: none"> Filling water glasses, refill beverages 	5		
<u>ATTITUDE:</u> <ul style="list-style-type: none"> Show interest and pride in work Responds to instruction Works speedily but quietly; time serving 	30		
<u>VERBAL SCORE:</u>	20		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Judges Initials: _____

Coordinator Initials: _____

Assistant Coordinator Initials: _____

CHILD CARE SERVICE/LEARNING CENTER PROFICIENCY EVENT

Child Care Service/Learning Center is an individual or team event. A team is no more than 3 persons, but may have less. The Entrant will display a Learning Center that had been presented to preschool children (ages 3-5) which teaches concepts related to the current announced theme. Entrant will demonstrate his/her understanding and ability to meet the needs of preschool children.

NOTE: The theme will be posted at the beginning of each school year on the Montana FCCLA Web site at www.mtfccla.org.

Rules/Procedures

1. The Learning Center will be prepared and presented to a target group prior to state conference. The Proof of Presentation Form on page 15 of this manual must be signed by the Chapter Advisor, an adult observer and given to the Chairperson of this event at on-site registration/orientation at the state leadership conference. Failure to present this proof will disqualify the Entrant.
2. The center may be designed for children to use independently or with assistance from the FCCLA member.
3. The center must be setup and removed from the designated area during the specified times during the State Leadership Conference.
4. Tables will be available for exhibiting a freestanding Learning Center. Each Entrant will have a 3' wide x 3' deep space. **Exceeding the dimensions will result in the loss of 5 points.**
5. Entrant will provide all supplies, equipment, etc. needed.
6. Entrant will introduce their display to the interviewers with a one to two minute explanation of why they chose to teach the concept(s) to preschool children and what they learned about children during their prior presentation.
7. The event consists of the Learning Center, supplemental materials (see rating sheet) and verbal response. Sixty percent of the score is based on the center (appearance, educational context and effectiveness), twenty percent on the supplemental materials and twenty percent on the oral questions.

Chapter: _____

Entrant: _____

CHILD CARE SERVICE CENTER/LEARNING CENTER

Rating Sheet

Category: JR ____ SR ____

Evaluation Criteria	Possible Points	Judge's Score	Comments
<u>APPEARANCE:</u> <ul style="list-style-type: none">• Overall attractiveness and creativity of the Learning Center• Accessible• Use of color• Visual appeal• Attracts attention• Holds attention	15		
<u>EDUCATIONAL CONTENT:</u> <ul style="list-style-type: none">• Age appropriate• Stimulating• "Hands-on" activities• Challenges imagination• Originality	25		
<u>EFFECTIVENESS:</u> <ul style="list-style-type: none">• Activity selected meets the objectives of the Learning Center• Follows current announced theme.	20		
<u>SUPPLEMENTAL MATERIALS:</u> <ul style="list-style-type: none">• Goal statement• Two to four objectives• Facilitator instructions for center use• Proof center has been presented to target group	20		
<u>VERBAL SCORE</u>	20		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Judges Initials: _____

Coordinator Initials: _____

Assistant Coordinator Initials: _____

PROOF OF PRESENTATION FORM

Chapter: _____

Entrant: _____

Signature of Chapter Adviser: _____

Signature of Adult Observer: _____

CHILD CARE SERVICE/LEARNING CENTER

Rating Sheet

Category: JR _____ SR _____

Instructions: Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Comments
<p><u>APPEARANCE:</u></p> <ul style="list-style-type: none"> • Overall attractiveness and creativity of the Learning Center • Accessible • Use of color • Visual appearance • Attracts attention • Holds attention 	
<p><u>EDUCATIONAL CONTENT:</u></p> <ul style="list-style-type: none"> • Age appropriate • Stimulating • “Hands-on” activities • Challenges imagination • Originality 	
<p><u>EFFECTIVENESS:</u></p> <ul style="list-style-type: none"> • Activity selected meets the objectives of the Learning Center • Follows current announced theme 	
<p><u>SUPPLEMENTAL MATERIALS:</u></p> <ul style="list-style-type: none"> • Goal statement • Two to four objectives • Facilitator instructions for center use • Proof center has been presented to target group 	
<p><u>VERBAL SKILLS</u></p>	

MONTANA FOOD PRODUCER EDUCATIONAL DISPLAY PROFICIENCY EVENT

Montana Food Producer Educational Display is an individual event. The Entrant will prepare a display that will educate students, families and members of the community on some aspect of the promoted Montana Food Producer industry.

Rules/Procedures

1. Montana food producer industry topics will be available on a rotational basis and will be posted on the Montana FCCLA Web site at the beginning of the school year. Topics may include but are not limited to:
 - Beef
 - Dairy
 - Grain
 - Pork
 - Poultry
 - Sheep & lamb
2. The Entrant will prepare the display before coming to the conference. Displays will be set up in the designated display areas. The Entrant will provide all supplies and equipment needed. Each display must be removed at the announced time.
3. There will be tables available for exhibiting displays. Each display must fit within a 3' wide x 3' deep x 3' high space. **Exceeding the dimensions will result in a loss of 5 points.**
4. The educational display must be exhibited once (1) prior to the State FCCLA Leadership Conference. The Proof of Presentation Form on page 22 of this manual must be signed by the Chapter Advisor or an adult observer and given to the Chairperson of this event at on-site registration/orientation at the State Leadership Conference. Failure to present proof will disqualify the Entrant.
5. Possible exhibition locations:
 - Leadership activities (meetings, conferences, etc.)
 - Community service activities, health fairs, school open houses
 - Meetings (homemaker clubs, industry meetings, etc.)
 - Promotional presentations (cook offs, fairs, etc.)
 - Recognition activities
 - Other
6. The display should be educational in nature and illustrate one or more basic educational concepts related to the food producer industry. The display may include, but not be limited to:
 - Nutrition and health
 - Preparation methods
 - Buy-man-ship
 - Products or by-products
 - Wholesomeness
 - Industry
 - Cuts and grades
 - Economics
 - Any other appropriate topic

7. The event consists of a one to two minute introduction and explanation of the display and the response of the Entrant to oral questions related to the display. Eighty percent of the score is based on the display and twenty percent on the introduction and response to oral questions.

8. Based on the chosen topics, appropriate sponsors will be selected each year. Participating sponsors may present a cash award to the chapter with the top display in their producer area at the Awards Ceremony at the conclusion of the State Leadership Conference. Sponsors may include but are not limited to:
 - ❑ Montana CattleWomen, Inc.
 - ❑ Montana Grain Growers Association
 - ❑ Montana Pork Producers Council
 - ❑ Montana Sheep & Lamb Producers
 - ❑ Montana Wheat & Barley Committee
 - ❑ Western Dairy Council

Chapter: _____

Entrant: _____

MONTANA FOOD PRODUCER EDUCATION DISPLAY

Rating Sheet

Category: JR ____ SR ____

Instructions: Write in the appropriate rating under the Score column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Possible Points	Judge's Score	Comments
<u>APPEARANCE:</u> <ul style="list-style-type: none">• All parts easily seen• Lettering legible, distinguishable• Colors and visibility• Attracts and holds attention• Overall attractiveness and creativity of display	25		
<u>EXPLANATORY MATERIALS:</u> <ul style="list-style-type: none">• Illustrations, pictures, equipment informative and appropriate for display	5		
<u>EDUCATIONAL CONTENT:</u> <ul style="list-style-type: none">• Increases awareness and informs the public about one or more aspects related to the food producer industry	50		
<u>VERBAL SCORE</u>	20		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Judges Initials: _____

Coordinator Initials: _____

Assistant Coordinator Initials: _____

PROOF OF PRESENTATION FORM

Chapter: _____

Entrant: _____

Place Exhibited: _____

Signature of Chapter Adviser: _____

Signature of Adult Observer: _____

MONTANA FOOD PRODUCER EDUCATION DISPLAY

Rating Sheet

Category: JR _____ SR _____

Instructions: Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Comments
<u>APPEARANCE:</u> <ul style="list-style-type: none"> • All parts easily seen • Lettering legible, distinguishable • Colors and visibility • Attracts and holds attention • Overall attractiveness and creativity of display 	
<u>EXPLANATORY MATERIALS:</u> <ul style="list-style-type: none"> • Illustrations, pictures, equipment informative and appropriate for display 	
<u>EDUCATIONAL CONTENT:</u> <ul style="list-style-type: none"> • Increases awareness and informs the public about one or more aspects related to the food producer industry 	
<u>VERBAL SKILLS:</u>	

STORYTELLING/CHILD DEVELOPMENT PROFICIENCY EVENT

Storytelling/Child Development is an individual event. Entrant will demonstrate his/her ability to select or create a story appropriate for telling to children ages 3-5. After introducing and presenting the story, the Entrant will answer questions related to the uses of stories with young children.

Rules/Procedures

1. Since this event is held offsite at the State Leadership Conference, no Entrant will be allowed to compete in a second event.
2. The story will be prepared and told to a target group once prior to the State Leadership Conference. The Proof of Presentation Form on page 26 of this manual must be signed by the Chapter Adviser, an adult observer and given to the Event Lead Coordinator of this event at on-site registration at the State Leadership Conference. Failure to present this proof will disqualify the Entrant.
3. Entrant will dress professionally for employment in a children's day-care center.
4. Each Entrant will be given a 10-minute preparation period in a room other than the event room.
5. Before the contest, the Entrants will select a storybook or create a story for 3 to 5 year-old children that can be adapted to a storytelling situation.
6. At the beginning of the presentation, the Entrant will introduce him/herself to the judges.
7. The Entrant will plan a suitable pre-story introduction. The purpose of the introduction is to gain the attention of the children and build anticipation for the story. The Entrant should incorporate his/her name, the name of the story and his/her reason for selecting the story, into his/her introduction.
8. Throughout the storytelling event, Entrants may use props, finger-play, songs, visit from a puppet, flannel board or conversation about the story. Entrants may show their creativity through their voice. Props are not required. Good props or good use of voice can fulfill the requirement for creativity.
9. A conclusion for the story should be presented. The ending lets the children know that the story is finished and may include a review or clarification of ideas.
10. The time limit for the presentation will be 15 minutes. Each Entrant may spend less than the allowed time when giving the presentation, but may not spend more than 15 minutes, including introduction. The timekeeper will hold up a card when there are 5 minutes remaining and again when there is 1 minute remaining. The Entrant will be stopped after 15 minutes.
11. Entrant is required to bring any supplies needed. No food items are permitted.
12. The event will consist of both the prepared presentation and the response to oral questions.

Suggestions to Help Entrants Prepare for Event

As a role model for children:

1. Are you dressed appropriately yet comfortably?
2. Are you enthusiastic about the story?
3. Have you practiced your story and checked pronunciations?
4. Do you have all your supplies?
5. Can children see you and your book comfortably when you present?
6. Is the story appropriate for 3-5 year-olds?
7. What interesting elements does the story have (author, setting)?

Sample Oral Questions

1. Cite two examples that show how stories and books can be used to build positive behavior in young children.
2. What qualities of stories and storytelling capture a child's interest?
3. What should you do when a child disrupts a story?
4. Why might a child enjoy hearing the same story over and over?
5. Other than enjoyment and entertainment, what might a child gain from hearing stories?
6. Why did you choose this story?
7. Why do you feel stories are important for young children?

(This event was adapted from the ***New Hampshire HERO Proficiency Handbook.***)

Chapter: _____

Entrant: _____

Story Title: _____

STORYTELLING/CHILD DEVELOPMENT

Rating Sheet

Category: JR ____ SR ____

Instructions: Write in the appropriate rating under the Score column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Possible Points	Judge's Score	Comments
<u>INTRODUCTION:</u> <ul style="list-style-type: none">• Builds anticipation for story• Gives reason for choice of story• Appropriate dress	20		
<u>VOICE QUALITY:</u> <ul style="list-style-type: none">• Clear, distinct, appropriate• Voice fluctuation	15		
<u>CREATIVITY:</u> <ul style="list-style-type: none">• Held children's attention• Reflected mood of the story• Eye contact made with group• Props – appropriate to story and age level – if used	25		
<u>ENDING:</u> <ul style="list-style-type: none">• A reinforcement of the learning from the story• Appropriate conclusion	10		
<u>SELECTION:</u> <ul style="list-style-type: none">• Appropriate to age level• Stimulation to child's imagination	15		
<u>RESPONSE TO QUESTIONS</u>	15		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Judges Initials: _____

Coordinator Initials: _____

Assistant Coordinator Initials: _____

PROOF OF PRESENTATION FORM

Chapter: _____

Entrant: _____

Story Title: _____

Signature of Chapter Adviser: _____

Signature of Adult Observer: _____

STORYTELLING/CHILD DEVELOPMENT

Rating Sheet

Category: JR _____ SR _____

Instructions: Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Comments
<u>INTRODUCTION:</u> <ul style="list-style-type: none"> • Builds anticipation for story • Gives reason for choice of story • Appropriate dress 	
<u>VOICE QUALITY:</u> <ul style="list-style-type: none"> • Clear, distinct, appropriate • Voice fluctuation 	
<u>CREATIVITY:</u> <ul style="list-style-type: none"> • Held children’s attention • Reflected mood of the story • Eye contact made with group • Props – appropriate to story and age level – if used 	
<u>ENDING:</u> <ul style="list-style-type: none"> • A reinforcement of the learning from the story • Appropriate conclusion 	
<u>VERBAL SKILLS:</u> <ul style="list-style-type: none"> • Appropriate to age level and attention span • Stimulation to child’s imagination 	
<u>RESPONSE TO QUESTIONS</u>	

WAITPERSON FOOD SERVICE PROFICIENCY EVENT

Waitperson Food Service is an individual event. Entrant will greet the guest, present a menu, inform them of specials, take an order, and serve the order; also, the Entrant will answer the oral questions presented by the judges.

Rules/Procedures

1. The event will consist of the completion of the assigned problem(s), and response to oral questions. Eighty percent of the score will be based on performance; twenty percent on the oral questions.
2. Entrants will wear black/navy dress slacks/skirt and a white blouse/shirt and shoes appropriate for dining room service. Optional accessories may include trays, aprons, towels and ties.
3. Entrant will work as a team with Entrants in the Bus Person event. Bus person will be responsible for setting the table. Waitperson will be responsible for serving lunch to the judges. Waitperson can correct any mistake made by the bus person while setting the table.

Event Lead Coordinators of Bus Person and Waitperson Events will assign teams.

4. Each Entrant will perform the following duties:
 - a. Approach table and suggest special.
 - b. Take order and write up guest check.
 - c. Serve beverage and entrees.
 - d. Clear order.
 - e. Suggest and serve dessert.
 - f. Add guest check. (May use calculator provided by Entrant.)
 - g. Present guest check.
 - h. Respond to oral questions.
5. All Entrants will use the same menu and guest checks, which will be provided. Samples of each are enclosed, though these may not be the ones actually used for the event. Prices will be included on the menu; standard abbreviations should be used. Entrant must provide a **pen** to write the order.
6. Entrants will be given ten minutes before the event to familiarize themselves with the menu and supplies before participating.
7. There will be two judges assigned to each Entrant. The judges will be the guests the Entrant is serving and will observe the Entrant at the service station.
8. Orientation will include a tour of the facilities to acquaint the entrants with the location of equipment and dining room situation. Failure to attend the orientation will **disqualify** the Entrant.

Suggestions to Help Entrants Prepare for Event

1. Are you looking your best? Are your shoes clean? Is your shirt pressed?
2. Do you know how to approach a customer? (Do you say “hello” and make him/her feel welcome?)
3. Are you smiling and friendly at all times?
4. Are you self-confident?
5. Do you clear unused place settings?
6. Do you know how all items on the menu are prepared?
7. Do you know how to take an order properly?
8. Find out how, by suggesting an item or an additional item, you can increase the total of your guest check and make your boss happy.
9. Do you know the proper and sanitary manner of handling dishes?
10. Can you carry dishes or a tray without appearing unsure of yourself?
11. Do you ask your customer if he/she is happy with the food or requires anything else?
12. Do you write the check properly?
13. Do you say “thank you” and make the customer want to return?
14. It is important to know what your employer expects from you. If you don’t know, find out. Does he want loyalty, honesty, fast service, dependability, etc.?
15. Know why you chose to work in a restaurant. Why do you like it, and why do you think you are good at what you do?
16. Do you know how to place food in front of the customer?
17. Try not to be nervous – judges don’t bite.

Sample Oral Questions

(Not a drawn question by Entrant. To be decided by Event Lead Coordinator the morning of the event.)

1. What is suggestive selling? How would you use it in your restaurant?
2. Why are you working as a waitperson?
3. What qualities does an employer look for in a waitperson?
4. What does a customer want most from a waitperson?
5. What would you do with a customer who refuses to pay for his/her order?



Ryan's Grill



Appetizers	
Chips and Salsa	\$2.95
French Onion Soup	3.95
<i>With croutons and melted cheese</i>	
Vegetarian Chili	2.95
Cup	
Bowl	3.95
Soup du Jour	2.95
Cup	
Bowl	3.95
Smoked Chicken Quesadilla	5.95
<i>With sweet corn and jack cheddar</i>	
Jalapeno Poppers	5.95
<i>Peppers stuffed with cheese, served with spicy dipping sauce</i>	
Buffalo Wings	4.95
Regular	
Large	6.95
Chicken Tenders	7.95
<i>Served with honey-mustard sauce</i>	
Mozzarella Sticks	5.95
<i>Served with marinara sauce</i>	



Salads

Oriental Chicken Salad	\$7.95
<i>Assorted greens, sesame-ginger vinaigrette, grilled teriyaki chicken</i>	
Cobb Salad	7.95
<i>Cobb leaves, grilled chicken, avocado, Cheddar, tomato, bacon, egg</i>	
Caesar Salad	4.95
Regular	
With grilled chicken	7.95
House Salad	3.95



Entrées	
Ryan's Burger	\$5.95
<i>7 oz. burger served with tomato, lettuce, onion and a side of French fries</i>	
Fish and Chips	7.95
<i>Served with tartar sauce and a side of french fries</i>	
Spaghetti with Meatballs	8.95
<i>Served with a house salad and garlic cheese toast</i>	
Stir-fry Chicken over Rice	9.95
<i>With garden-fresh grilled vegetables</i>	
Grilled Garlic Chicken	11.95
<i>Served with baby red potatoes and a house salad</i>	
Grilled Fresh Salmon	13.95
<i>Served with horseradish sauce, grilled vegetables, baby red potatoes and a house salad</i>	
Broiled Tenderloin Steak	12.95
<i>Served with grilled vegetables, baked potato and a house salad</i>	
Grilled New York Sirloin	13.95
<i>10 oz. Sirloin served with grilled vegetables, baked potato and a house salad</i>	
Ryan's Prime Rib	16.95
<i>14 oz. Prime Rib served with grilled vegetables, baked potato and a house salad</i>	



Beverages	
Soda	\$1.50
Coffee/Tea	1.25
Juice	1.25
Sparkling Water	1.50

Chapter: _____

Entrant: _____

WAITPERSON EVENT

Rating Sheet

Category: JR ____ SR ____

Instructions: Write in the appropriate rating under the Score column. Where information or evidence is missing, assign a "0". Total the points. Make comments to help entrants know where they did well or need improvement.

Evaluation Criteria	Possible Points	Judge's Score	Comments
<u>PERSONAL APPEARANCE:</u> <ul style="list-style-type: none"> • Uniform or dress and grooming (no gum) 	10		
<u>CUSTOMER RELATIONS:</u> <ul style="list-style-type: none"> • Approach, greeting • Communication with customer 	20		
<u>CUSTOMER SERVICE:</u> <ul style="list-style-type: none"> • Menu knowledge • Order taken correctly, suggestive selling • Dishes handled properly, food served properly; served in appropriate sequence and in a timely manner • Guest check written and tabulated correctly • Sanitation rules followed 	50		
<u>INTERVIEW (VERBAL SKILLS):</u> <ul style="list-style-type: none"> • Answered all questions effectively • Had knowledge of table service and menu terminology • Volunteered information • Poised 	20		
TOTAL SCORE	100		
LESS PENALTY (Specify reason)			
FINAL SCORE			

Judges Initials: _____

Coordinator Initials: _____

Assistant Coordinator Initials: _____



MEMBER CODE OF CONDUCT

FCCLA LOCAL, PRE-PLANNING, DISTRICT, CLUSTER, STATE AND NATIONAL LEADERSHIP CONFERENCE AND OTHER RELATED ACTIVITIES OF THE ORGANIZATION

This form must be read and signed by the student, parent, adviser/school representative and administrator.

1. Behavior at all times should reflect a positive, professional image of you, your school, the state of Montana and the FCCLA organization. Students are representatives of their school district. As such, they must comply with the Board of Trustees policies regarding student conduct.
2. Students will follow the approved Montana FCCLA Dress Code available on the Montana FCCLA website. Only students appropriately dressed will be allowed to participate.
3. Students shall attend all general sessions, workshops and related activities in conjunction with the meeting for which they are registered.
4. Any accidents, injuries or illnesses should be reported to the adult chaperone or state advisor immediately. A copy of this signed Code of Conduct and a medical release form will be retained by the school and one will be brought to the conference by the advisor/school representative.
5. All students will observe the curfew issued and be quiet in their assigned rooms. Unnecessary noises at any hour shall be avoided in respect to other guests.
6. Students will keep their advisor/adult chaperones informed of their activities and whereabouts at all times. The student shall spend the night or nights at the assigned hotel in his/her assigned room. Delegates are to remain on the conference premises unless permission to leave has been granted by the local advisor/adult chaperone, and the student is in the company of another adult upon departure.
7. Students must refrain from the use or possession of illegal drugs, tobacco or alcohol in any form. Possession is defined as having in one's belongings such as a purse or luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco or alcohol are in one's hotel/motel room or in another person's possession at any time during the FCCLA activity.
8. Students are not allowed in the sleeping rooms of the opposite gender, except when an advisor/adult chaperone is present.
9. Students shall not deface property, litter the premises, and/or put at risk the health and well-being of self or others. Any damages to property, furnishings or buildings shall be paid for by the individual or individuals responsible.
10. The enforcement of the Code of Conduct is the responsibility of the advisor/school representative. The advisor/school representative will be calling the school administrator for direction. For violation of any of the above, parents will be contacted and students may be sent home at their own expense.
11. The advisor/school representative has submitted this Code of Conduct to the school administration and/or Board of Trustees.
12. Any action detrimental to FCCLA image will not be tolerated and may result in disciplinary action up to and including dismissal from the organization.

I have read, understand and agree to abide by and support the above regulations.

Student

Date

Parent or Guardian

Telephone Number of Parent/Guardian

Adviser/School Representative

School Name and District Number

School Administrator

Administrator Phone Number