

# **Career Development Events (CDE)**

*Students Taking Action with Recognition Events (STAR)*

## **Handbook**



## **Purpose**

Ohio Family, Career and Community Leaders of America (FCCLA), Career Development Events (CDEs) and (STAR Events) are educational activities that are organized and conducted by the Ohio Department of Education, Office of Career-Technical Education and Family and Consumer Sciences (FCS). CDEs are designed to assess student competence and technical skills as detailed in the Family and Consumer Sciences, Hospitality and Tourism, Education and Training, Human Services and Visual Arts and Design Career Field Content Standards.

They are the motivating force that stimulates career interests and personal development of middle school and high school students enrolled in Family and Consumer Sciences course(s) or related career field program/course(s). Career Development Event information including, Ohio only events, may be found at [www.ohiofccla.org](http://www.ohiofccla.org). Periodically, revisions may occur to CDE operations. All revisions will be found on the Ohio FCCLA website.

## **Intra-Curricular Opportunities**

The Family and Consumer Sciences education program expands across four additional career fields while giving students experiences beyond the classroom. Every ray provides:



- a benefit to students
- the classroom is the hands-on experiential learning of the content
- FCCLA is the leadership, professional skills and personal growth portion
- Career fields is the authentic real world skills
- college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called employability skills.

## **Accommodations for Disabilities**

FCCLA members with disabilities, as properly identified by a valued team, if professional (such as IEP team, Section 504 coordinator, certified psychologist, physician) will be reasonably accommodated in state events. Participants who require accommodations in an event should complete the Accommodations Request found on the Ohio FCCLA website – Career Development Events at least 30 days before the event. A state staff member will contact the adviser to determine the best process for the participant if granted.

## **Categories**

An event category is determined by the member's current enrollment in Family and Consumer Sciences course(s) or related career field course(s) taught by a person approved by the state education system to teach Family and Consumer Sciences courses or related career field content areas with paid state and national dues.

*Event Categories* are defined as:

- Level One – grades up to 8<sup>th</sup> grade
- Level Two – grades 9 and 10
- Level Three – grades 11 - 12

## **Career Development Events (CDEs)**

*(See Appendix for a complete list of Career Development Events)*

CDEs are competitive events in which members are recognized for proficiency and achievement in chapter and individual projects, leadership skills, career preparation and offer individual skill development and application of learning through the following activities:

- Cooperative— teams work to accomplish specific goals
- Individualized —an individual member works alone to accomplish specific goals
- Competitive —individual or team performance is measured by an established set of criteria

Individual events evaluate one member's performance and team events evaluate members or chapter's performance as one entry. Team events may have up to three members from the same chapter. CDEs promote the FCCLA Mission to focus on the multiple roles of a family member, wage earner, and community leader. Each event is designed to help members develop specific lifetime skills in character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

- **Career Preparation Events** are for members interested in a specific career area. While many events are available at all three category levels there will be a few that are content specific (i.e. Culinary Arts, Early Childhood Education, etc.).
- **Professional Skills Events** build basic career competencies that students can use to enhance skills for employment, leadership and specific skills set.
- **Ohio Events** are developed in partnership with the Ohio Department of Education post-secondary and industry leaders. These events are not eligible to proceed to the national level and are content specific.
- **Online Events** have two participation levels. In Level I, members submit their online digital project for evaluation. In Level II, the fifteen (15) highest scoring entries are invited to present their digital project, plus an oral presentation, at the National Leadership Conference.

Career Preparation, Professional Skills and Online Event rules and rubrics can be found on the National FCCLA Information Portal at [www.fcclainc.org](http://www.fcclainc.org) Ohio events rules and rubrics can be found on the Career Development Events tab found at [www.ohiofccla.org](http://www.ohiofccla.org).

## **General information**

- All CDE projects must be completed in the one-year span beginning July 1 and ending June 30.
- **Chapter advisers should ensure that identical CDE presentation(s) are not entered more than once.** However, projects entered in any event may be included in the Chapter in Review Portfolio or Chapter in Review Display.
- Chapters are only allowed to enter one entry in Chapter in Review Display and Portfolio per category.
- Spectators are not allowed to observe any portion of any CDE. Videotaping and/ or audio recording of events is not allowed. \*Exception: Media and Business & Industry partners may be escorted into events with prior approval and arrangements made through State Staff.
- Members are to maintain a professional attitude and appearance during CDE events.
- Members are responsible for their own event materials. Any items left behind are not the responsibility FCCLA and will be discarded.
- Regional CDEs are coordinated by the Ohio Department of Education, Office of Career-Technical Education, Family and Consumer Sciences.

## **Dress Code**

Student dress should contribute to the positive, professional image of FCCLA. Follow event specifications for dress and wear appropriate clothing for the nature of the presentation. Unless otherwise specified, appropriate clothing in events which do not allow costumes includes professional attire (any appropriate colors) or the official FCCLA blazer/uniform meeting the Ohio Dress Code.

*FCCLA Official Dress* – Professional white or black, shirt, neckwear options can include neckwear from the official emblematic supplier, black or red tie; black or red bow tie; single strand of pearls; red, black, and /or white scarf; or no neckwear; black bottoms (slacks, skirt, sheath dress); shoes (black preferred); FCCLA red blazer.

*Costume* – Clothing worn by someone who is trying to look like or portray a different person or thing, often related to a specific presentation or project theme

*Professional Chef Attire* – For Regionals: Chef coat/jacket; industry pants or commercial uniform pants; apron, hair covering or chef hat; closed-toe, low heel, kitchen shoes made with non-slip soles and sealed non-melting uppers (no canvas shoes). Facial jewelry is concealed with bandages. No additional jewelry, with exception of a watch. Facial hair permitted, if appropriate covering is used. Hair properly restrained with hairnet if hair extends past the neckline, Minimal makeup, no cologne or nail polish.

All graphics will be covered with cloth tape including school name.

For State: All participants must be in the official FCCLA Chef coat, hat and apron. With all of the above specifications followed.

*(See Appendix for a complete list of competition dress by specific event)*

## **Locations and Dates**

- State Staff will set dates and locations for CDE's by regions
- Locations are on a two year rotation

## **Registration**

- CDE registration November 15 through the close of business on December 15 .
- Each participant must be a paid affiliated member.
- After December 15 chapters, may not add additional events.
- Any affiliated member can replace a participant in an event.
- **No refunds** will be issued for cancelled CDE event.
- ***Annual Teacher Acknowledgement and Certification Form*** must be submitted before members can register for CDE's.
- Chapters who miss the deadline must call the state office to request a late submission within 24 hours of the closing of registration.
- ***Adopted BOD Policy (2016)*** ([www.ohiofccla.org/home/governance](http://www.ohiofccla.org/home/governance))
- ***A \$50.00 late fee, in addition to the event fees, will be charged upon approval by the State Adviser. The late fee will increase by \$50.00 each week thereafter with no submissions granted after January 15.***

## **Competitor Qualification Requirements**

- CDEs are open to all affiliated middle school and high school students current or previously enrolled in Ohio Department of Education, Office of Career Technical Education approved Family and Consumer Sciences course(s) and/or related career field course(s).
- Members may only represent the school where they are currently enrolled.
- Level One and Level Two members may compete in one team CDE, and one individual CDE.
- Level Three members may compete in one team and one individual Ohio Event along with one team and /or one individual national contender event if applicable.
- All members must sign the **Ohio FCCLA Program and Event Release of Liability and Consent Form**.
- Should a member of a team be absent at the preliminary event, it is a local decision if the member(s) move forward in that event.

## **Regional Results and Recognition**

- Once scores are verified by the Tally Room all scores are final.
- Regional competitors will receive a gold, silver or bronze medal.
- Certificates of participation will be available on the Ohio FCCLA Website.

## **State Qualifiers**

- Top 10 entries in category, in each event, with the qualifying score will advance to state competition. Each region will be given representation.
- A rating of 75 or above to qualify for state competition.
- Results are posted seven (7) business days after the last regional event. The results shall be declared official and no changes will be made after seven (7) business days from initial release.

## **State Results and Recognition**

- Once scores are verified by the Tally Room all scores are final.
- Ties will be broken following Nationals policy.
- State competitors earning a gold rating will be recognized on stage and receive a medal.
- Competitors with the top three scores in each category, in each event will receive a trophy.
- All members or representatives must attend the recognition session to receive their award.

## **National Qualifiers**

- It is **expected** that the top two places (announced at State) in each event, in each category will advance to Nationals to compete.
- The top place in Culinary Team and Pastry Tray will advance to Nationals.
- Members may only qualify for one event at the National level.
- A rating of 80 or above is needed to qualify for Nationals.
- Results are posted seven (7) business days of the event. The results shall be declared official and no changes will be made after seven (7) business days from initial release.
- Advisers of National Qualifiers are **expected** to serve as a judge, lead or room consultant at National Leadership Conference.

## **Importance of Chapter Advisers Serving as Event Volunteers**

Chapter advisers are subject matter experts in both Family and Consumer Sciences, Hospitality and Tourism, Education and Training and FCCLA. As subject matter experts, they serve an important role in providing essential information about FCCLA, Family and Consumer Sciences, Hospitality and Tourism, Education and Training curriculum, and Career-Technical Education to both members and other adult volunteers. Without chapter advisers serving as event volunteers, evaluation teams may lack critical context and subject matter information that could negatively impact final scoring.

## **Adviser Expectations**

- Serve as a judge/lead/assistant lead at Regional, State and Nationals.
- Provide volunteers to be judges based on registration requirements.
- No one with participants in a specific category/event may judge that category/event.
- Cannot be in any designated judging areas with your students.
- Must exercise professional decorum.

## ***Annual Teacher Acknowledgement and Certification of Compliance***

The Annual Teacher Acknowledgement and Certification of Compliance Form will be found in Career Development Events registration. Advisers must complete before submitting registration.

## ***Ohio FCCLA Program and Event Release of Liability and Consent Form***

Adviser(s) must obtain a signed Ohio FCCLA Program and Event Release of Liability and Consent form from each member and carry it with them at any sanctioned Career Development Event.

## **Violations of General Rules**

Violations of any of the general rules may be grounds for the State FCCLA Staff to disqualify the participants in the event.

## **Inclement Weather Policy**

If inclement weather, emergency or other unforeseen situations are affecting the area or region of and Ohio FCCLA Career Development Event, a decision may be made to delay or cancel. These decisions are made after consulting the national weather service, local weather forecasters, and area law enforcement. The safety of our students, advisers, and partners is our first and foremost priority.

If a level 2 or level 3 snow emergency exists on the event date in the host location of a CTSO event, the event will be cancelled. However, during inclement weather not resulting in a level 2 or 3 snow emergency at the event site, the State FCCLA Staff will consult appropriate experts (such as but not limited to the National Weather Service) to assess potential hazards and consider options for amending event start times or participation schedules to facilitate safer travels, event postponement or cancellation.

Schools will be notified by email and/or telephone of any cancellations or delays as soon as possible after the decision has been made. If such conditions develop during the night and warrant a delay or Cancellation after early morning travel has begun, every attempt will be made to notify advisers through personal cell phones, local media outlets, and alerting state law enforcement.

## CAREER DEVELOPMENT EVENTS AT\_A\_GLANCE

Name of Event	Level One	Level Two	Level Three	Individual	Team
Career Investigation	x	x	x	x	
Chapter in Review Display	x	x	x		x
Chapter in Review Portfolio	x	x	x		x
Chapter Service Project Display	x	x	x		x
Chapter Service Project Portfolio	x	x	x		x
Culinary Math Management (Content Specific)			x	x	x
Culinary Team (Culinary Arts) (Content Specific)			x		x
Curriculum Unit Development (Content Specific)			x	x	
Decorated Cake			x	x	
Early Childhood Education (Content Specific)			x	x	x
Entrepreneurship	x	x	x	x	x
Event Management	x	x	x	x	x
Fashion Construction (Content Specific)		x	x	x	
Fashion Design (Content Specific)			x	x	x
Focus on Children	x	x	x	x	x
Food Innovation	x	x	x	x	x
Garde Manger (Content Specific)			x	x	
Hospitality, Tourism & Recreation (Content Specific)			x	x	x
Interior Design (Content Specific)			x	x	x
Interpersonal Communication	x	x	x	x	x
Job Interview			x	x	
Language and Literacy (Content Specific)			x	x	
Lesson Preparation Team (Content Specific)			x		x
Leadership			x	x	
National Programs in Action	x	x	x	x	x
Nutrition and Wellness	x	x	x	x	x
Observation and Assessment (Content Specific)			x	x	
Parliamentary Procedure	x	x	x		x
Pastry Tray (Baking and Pastry) (Content Specific)			x	x	
Product Development			x		x
Professional Presentation	x	x	x	x	x

Name of Event	Level One	Level Two	Level Three	Individual	Team
Promote and Publicize FCCLA!	x	x	x	x	x
Public Policy Advocate	x	x	x	x	x
Repurpose and Redesign	x	x	x	x	x
Sports Nutrition	x	x	x	x	x
Sustainability Challenge	x	x	x	x	x
Teach and Train	x	x	x	x	x

## PROFESSIONAL DRESS CODE BY EVENTS

### Official Dress or Professional Dress (No Costumes)

Culinary Math Management	Language and Literacy
Career Investigation	Leadership
Curriculum Unit Development	Lesson Preparation Team
Entrepreneurship	Nutrition and Wellness
Event Management	Observation and Assessment
Fashion Construction	Parliamentary Procedure
Fashion Design	Public Policy Advocate
Hospitality, Tourism & Recreation	Professional Presentation
Interior Design	Repurpose and Redesign
Job Interview	Sports Nutrition
	Teach and Train

### Official Dress or Professional Dress or Costume

Chapter in Review Display or Portfolio	Food Innovations
Chapter Service Project Display or Portfolio	Professional Presentation
Early Childhood Education	Interpersonal Communications
Sustainability Challenge	National Programs in Action
Focus on Children	Promote and Publicize FCCLA!

### Professional Chef Attire

Baking and Pastry (Pastry Tray)	Decorated Cake
Culinary Arts (Culinary Team)	Garde Manger

Production Development