



FCCLA/LifeSmarts Knowledge Bowl Volunteer Handbook



FCCLA/LifeSmarts Knowledge Bowl

2017–2018 Competition Guidelines



The Ultimate Leadership Experience and The Ultimate Consumer Challenge - Combined!

This three-level team competition tests FCCLA members' knowledge in the six content areas:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)
6. FCCLA Knowledge

Questions come from a variety of sources. Preparation resources include resources found at www.lifesmarts.org, and in Family and Consumer Sciences textbooks, reference guides, content area websites, the FCCLA website, and other local or online resources.

All Level I–3 teams should be comprised of five affiliated FCCLA members (affiliated at both the state and national level in order to register to compete) from the same chapter. Chapters may have more than one team. Team members may be mixed in grade level, affiliation type, and FACS course background. All level I–3 competitors must be registered for the conference at which their competition level takes place. Conference name tags must be worn at all times during the competition. Teams with less than five members are ineligible to compete.

LEVEL I — Part 1 - TeamSmarts Quiz and Online Qualification

September 18 – October 27

In order to compete, teams must be registered at www.LifeSmarts.org and be registered to attend the National Cluster Meeting. An unlimited number of teams may register with LifeSmarts, but team registration for the National Cluster Meeting is limited to the first 40 teams per National Cluster Meeting location. All teams competing at the National Cluster Meetings must complete this round. If less than five members take the TeamSmarts Quiz, the team is ineligible to continue in competition. Team members may not compete in another competitive event at the National Cluster Meeting.

The TeamSmarts Quiz consists of 100 questions in each of the following content areas:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)

Following the instructions at www.LifeSmarts.org the adviser registers and creates the FCCLA team. Students register as directed. The adviser must indicate one student to be the team's captain. The TeamSmarts quiz is only available through the team captain's login.

The scores from the TeamSmarts round will be combined with scores from the Quiz Bee round in Level II competition at the National Cluster Meeting to determine team placement and live competition round qualifying.

LEVEL I – Part 2 — National Cluster Meeting

November

All participants must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting. An unlimited number of teams may register with LifeSmarts, but team registration for the National Cluster Meeting is limited to the first 40 teams per National Cluster Meeting location.

Quiz Bee

On location, scores from the TeamSmarts quiz will be combined with the scores from the Quiz Bee competition. The Quiz Bee competition consists of participants divided into each of the five competition categories. Each participant is guaranteed to be asked a minimum of 10 questions in their topic category, in a "spelling bee" style format. Two points are awarded for each correct answer, up to twenty (20) points per participant, or 100 points per team. No spectators are allowed for the Quiz Bee competition.

Scores from the TeamSmarts quiz and the Quiz Bee competition are combined. The top sixteen (16) teams advance to the live competition rounds at the National Cluster Meeting. Teams are seeded into four groups of four teams, based on their combined scores.

Pool Play

Teams are assigned to one of four competition pools, and compete in this pool for the remainder of the competition. Teams compete in a round robin tournament (teams take turns playing each other), with up to six matches total. Scores are cumulative. The top-scoring team in each pool automatically qualifies for Level III competition at the National Leadership Conference. The four second-place teams pair off to compete in one final match, and the two winners qualify for Level III competition. A total of six (6) teams may qualify from each of the National Cluster Meeting locations. Spectators are allowed during Pool Play competition.

If an odd- number of teams are competing, byes will go to the highest seeded team(s).

All rooms will use the same questions, and teams will stay in the same room for the duration of pool play. Level II rounds consist of two parts—Head-to-Head Individual Questions as well as Team Questions. In the Head-to-Head round, one multiple choice question from Categories 1-5 will be asked, with up to two open-ended bonus questions asked after each correct answer. Participants should sit in order, based upon their individual topic category. In the Team Questions part of the round, all questions are open ended and randomly assorted. Three questions will be asked in each of the categories except FCCLA Knowledge, which will have one question per round.

During the Head-to-Head round, questions will be asked in the following order:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)

During the Team round, questions are open-ended and randomly assorted. Of the 16 Team questions, there are guaranteed to be 3 questions from Categories 1-5 and 1 question from Category 6, FCCLA Knowledge. Anyone may buzz in to answer a Team

question, unless someone from that team has already given an incorrect response. If a participant gives an incorrect answer, the question is reread and asked of the other team.

Teams are guaranteed to play at least 2 matches in a pool of 3 teams, and guaranteed 3 matches in a pool of 4 teams. Matches in each pool will occur simultaneously in different rooms, or as space allows with a holding room. All rooms will use the same questions. Since teams are scored based on the total points accumulated over all the matches (rather than a win-loss record) pool play matches may end in a draw.

Once all pool play matches have finished, each team will have the following scores added together to form their final Cluster Cumulative Score: TeamSmarts Quiz, Quiz Bee, and the 2 or 3 matches played in Pool Play. The team in each pool with the highest Cluster Cumulative Score will automatically advance to Level III, which will take place at the National Leadership Conference.

The teams with the second highest scores in each pool will be paired into a final play-off match, where cumulative scores will have no impact. The team with the higher score wins and will advance to Level III.

TIES: Ties will only be broken between teams in the same pool, and only for 1st or 2nd place in the pool. The first tie-breaker will be determined by total points gained during the pool play buzzer matches. The second tie-breaker, if needed, will be determined by who won during the head-to-head round between the tied teams.

Should any ties remain, the final tiebreaker will go to the team with the highest level I score and the lowest time.

The 4 teams that placed second in their pools will be paired into a final play-off match. Play will follow the same rules as other buzzer matches (Head-to-Head followed by Team questions). If the score is tied at the end of the play-off match, a tie-breaker must be used. Three additional Team questions will be asked, with each question worth one point. The team with the highest score after 3 questions wins. If there is still a tie, a sudden-death question will be asked.

The six advancing teams will compete in Level III, which will take place at the following National Leadership Conference. The teams who did not advance in Level I competition are still eligible to qualify for Level III through the "Second Chance Round" in Level II.

Level II – Online "Second Chance Round" Qualification

January 1 – January 31

National TeamSmarts Quiz as "Second Chance Round"

Teams who were registered for the National Cluster Meeting, but did not qualify for the National Leadership Conference (including those that were not among the first 40 to register for Level I) have a second chance to earn one of four qualifying spots for the Level III National Leadership Conference competition. Teams will take the National TeamSmarts quiz in January, similar in format to the Level I TeamSmarts quiz teams took in the fall, but with new questions. Teams that registered online for Level I competition will not have to re-register. The Second Chance "FCCLA TeamSmarts Quiz" will automatically appear in the team captain's page.

The four top-scoring teams will advance to Level III competition, and will carry this score to the National Leadership Conference.

The 12 winning teams from Level I who qualified for Level III competition at a National Cluster Meeting must also take the National LifeSmarts TeamSmarts quiz, as this will be the teams' first event in the Level III competition at National Leadership Conference.

National TeamSmarts Quiz as "National LifeSmarts Championship Qualifier"

Regardless of Level I or Level II competition status, any number of FCCLA teams may take the National TeamSmarts Quiz in January to qualify for LifeSmarts' National Championships. At least one FCCLA team will earn an invitation to compete at the National LifeSmarts Championship in San Diego, California, April 21-24, 2018, to compete against championships teams from

across the United States. The winning team will receive a stipend to help cover the cost of travel and accommodations to that event.

LEVEL III—Championship at National Leadership Conference

July

Participants must be registered for the week of the National Leadership Conference and must stay at one of the official conference hotels. Hotel reservations will be verified prior to the meeting. Team members may not compete in another competitive event at the National Leadership Conference.

16 teams will qualify for the National Championship – 12 teams from National Cluster Meetings and 4 teams from the “Second Chance Round” in January. Alternates will be selected based upon scores from the “Second Chance Round” TeamSmarts quiz (for example, the team with the 5th highest score on the quiz will be the 1st alternate, continuing down the rankings until all alternate positions are filled.) Teams must confirm National Championship participation by April 1.

Orientation and Pool Play

Teams are assigned to one of four competition pools based upon the winter TeamSmarts scores. Each pool will have four teams and each team will play three matches. The winter TeamSmarts score plus the scores from the three matches will be combined to determine the top team from each pool. Pools will play simultaneously and the questions for each round will be the same in each pool. As space allows, teams may have to wait in a holding room.

Once all pool play matches have finished, each team will have the following scores added together to form their final NLC Cumulative Score: TeamSmarts Quiz (from January), and the three matches played in Pool Play. The team in each pool with the highest NLC Cumulative Score will automatically advance to the knockout bracket.

The four remaining teams with the highest NLC Cumulative Score will also advance to the knockout bracket. It is possible for more than one non-winning team from the same pool to qualify.

Cumulative score tiebreakers will be similar to the tiebreakers used during Level II Pool Play at Cluster Meeting. First, ties for 1st place in each pool must be broken before ties for the 4 non-winner spots are broken. If teams are in the same pool, the tiebreaker will be determined by total points gained during the total pool play buzzer matches. The second tie-breaker, if needed, will be determined by who won the head-to-head round between tied teams.

For ties between teams in different pools, only the first tie-breaker will apply. In the event that competition pools are of different sizes, the second tiebreaker will be the highest average points per match.

Should any ties remain, the final tiebreaker will go to the team with the highest Level II score (Online TeamSmarts quiz from January) and lowest time.

Knockout Bracket

The four pool winners and the next four top-scoring teams will be seeded into an 8-team single elimination bracket. Winners advance through the bracket until the top two finalists are determined. The top two teams will compete in one final match during a general session to determine first and second place. The remaining teams will be ranked based on cumulative scores.

Level III rounds are similar in format to Level II rounds. Each round will consist of two parts — Head-to-Head Individual Questions as well as Team Questions. In the Head-to-Head round, one multiple choice question from Categories 1-5 will be asked, with up to two open-ended bonus questions asked after each correct answer. Participants should sit in order, based upon their individual topic category. In the Team Questions part of the round, all questions are open ended and randomly assorted. Three questions will be asked in each of the categories except FCCLA Knowledge, which will have one question per round.

During the Head-to-Head round, questions will be asked in the following order:

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)

During the Team round, questions are open-ended and randomly assorted. Of the 16 Team questions, there are guaranteed to be 3 questions from Categories 1-5 and 1 question from Category 6, FCCLA Knowledge. Anyone may buzz in to answer a Team Question, unless someone from that team has already given an incorrect response. If a participant gives an incorrect answer, the question is reread and asked to the other team.

Buzzer Round Rules of Play

Head-to-Head Individual Questions Rules

Questions in the head-to-head individual part of the round are multiple choice. Each team member is assigned a number corresponding to the category he or she has selected as their focus topic.

1. Personal Finance
2. Consumer Rights & Responsibilities (to include Family, Career & Community Studies)
3. Technology (to include Fashion & Housing Design)
4. Health & Safety (to include Food Science & Nutrition and Early Childhood & Human Development)
5. Environment (to include Hospitality, Tourism & Recreation)

These questions are asked only to the player on each team with the corresponding number. After the question and answer choices are read to team members #1, whichever individual buzzes in first has 10 seconds to respond. The individual cannot confer with team members. Individuals may give the full answer or the letter (a, b, or c) associated with the answer. If the player gives a correct answer, his or her team is awarded 5 points, and the moderator will ask up to two additional bonus questions for that individual. A minimum of 5 and a maximum of 15 questions will be asked in this round.

If the individual who has buzzed in cannot answer in the time allowed, or gives an incorrect answer, the opposing individual team member has 10 seconds to provide an answer.

If a member buzzes in before the entire question is read, the moderator will stop reading the question or answer choices. The individual must give an answer within 10 seconds. If the answer is incorrect, the moderator will re-read the question and answer choices to the corresponding player on the opposing team. He or she will have 10 seconds to buzz in and provide a response.

If neither individual buzzes in within 10 seconds, or both members give incorrect answers, the moderator will give the correct answer.

If a player correctly answers the multiple-choice question, that player will be asked an open-ended follow-up question. If the follow-up question is answered correctly, then a second open-ended follow-up question will be asked to that player. Up to two follow-up questions may be asked after each multiple-choice question.

If either follow-up question is not answered correctly, the question set ends. The corresponding player on the other team will not get an opportunity to answer the follow-up questions. Play continues with the next set, an Individual question asked to the players in the next position.

Each correct answer is worth 5 points. There is no deduction for incorrect answers.

This process is repeated for all team members.

Upon completion of the head-to-head part of the round, scores will be tabulated by the scorekeeper and announced by the moderator.

Team Questions Rules

Questions in the team questions part of the round are open ended. The moderator will ask a question, and the first person to hit his or her button will have the opportunity to answer. These questions are open to all players on the team, though only one player per team may buzz in to answer each question.

A player may buzz in before the entire question is read. If this happens, the moderator will stop reading the question and will call on the player who buzzed in. The team member who buzzed in has 10 seconds to answer the question. The team may confer both orally and in writing until a team member buzzes in. Once the team has buzzed in, conferring must stop. Only the team member who buzzed in will be allowed to answer the question.

If an incorrect answer is given, the moderator will begin re-reading the question, and members from the other team may buzz in at any time.

If no one buzzes in within 10 seconds after the question has been read, or both teams give incorrect answers, the moderator will give the correct answer.

Each correct answer is worth 10 points. There is no deduction for incorrect answers.

This process will continue through all 16 open ended questions. Upon completion of the team questions, scores will be tabulated and announced by the scorekeeper and moderator. If there is a winner, the winner will be announced. If there is a tie that must be broken, tie breaker question(s) will be read.

Tie Breaker Round Rules

Tie breaker questions are open-ended, and are randomly selected from the six topic categories. Each correct answer is worth one point. There is no deduction for incorrect answers. The first team that buzzes in will have 10 seconds to answer. The team that wins the best of three tie breaker questions will be declared the winner. If there is still a tie after a round of three tie breaker questions, one "sudden death" tie breaker question will be used.

General Rules

Acceptability of Answers

Only the first answer from the team member who buzzes in and is recognized will be accepted. Only one team member may buzz in per question. The moderator will determine if the answer given by the competitor matches the correct answer. If there is a question about the acceptability of the answer, the moderator may consult with the room judge.

Appeals

During the Team round of a buzzer match, a team may appeal a response ruled incorrect by raising a Challenge card, which requests that question be thrown out and a new question asked in its place. The team may only issue a Challenge when points are not awarded in response to an answer given by one of the team members. Challenges may not be issued once points have been awarded for the question. Teams may not challenge during the Head-to-Head round. Teams may not challenge a response given by the opposing team.

The Challenge card must be raised before play moves on (either before the question is re-read for the other team, or if the other team has given a response, before the next question in the match is read). Any player on the team may issue the challenge.

Once the challenged question is thrown out, the new question is open only to the teams who were eligible to answer the question when the Challenge was issued.

Each team is awarded two Challenge cards for each level of competition (2 cards at Cluster Meeting and 2 cards at NLC). Unused Challenge cards do not carry over to the next level of competition.

Consultation

Team members may confer with one another both orally and in writing until a team member buzzes in. From the time a competitor buzzes in until the time the moderator announces whether the answer is correct or incorrect, no one on that team should speak or write notes to another. If consultation continues while a team member has buzzed in, his/her answer will not be accepted even if it is correct. Team members of the opposing team may consult while a competitor on the other team is answering the question.

Dress Code

Participants should follow the approved FCCLA conference dress code for participation in all levels of competition.

Moderator/Judge/Question Error

If the moderator misspeaks or misreads a question, but catches the mistake prior to either team buzzing in, they may repeat the question correctly and the time for answering will begin again at 10 seconds.

The judge and/or moderator may decide that a replacement question should be used if an answer is prematurely given by the moderator, judge, or spectator, or if the way a question is read is deemed unfair for either or both teams. Replacement questions will not be used if a competitor reveals the correct answer out of turn or if a competitor or spectator disagrees with the determination of the moderator and judge.

Repeating of Questions

Individual team members may request a multiple choice question to be repeated during the Head- to-Head Individual Round. No open-ended questions will be repeated once they have been read in their entirety. If there is an issue in which the moderator feels the question should be repeated (noise interference or equipment problem) they may repeat the question at their discretion.

Spectator/Participant Conduct and Sportsmanship

When competition is open to spectators (students, advisers, chaperones, alumni, and other conference attendees), spectators are not allowed to enter or leave the competition room during play. Spectators are prohibited from cheering, visual signaling, audible conversations, and the use of cell phones during competition. Any spectators who disrupt the round in any way or are thought to be communicating with competitors will be asked to leave by the room judge or moderator. The room judge and moderator have the authority to control the competition atmosphere within their room.

Disputes concerning their judgment should be directed to the LifeSmart staff, Competitive Events Manager or the on-site national staff person who is overseeing the competition.

Good sportsmanship is expected of all participants, advisers, chapter members, and other spectators.

Poor sportsmanship on the part of any team member or their supporters may result in disqualification. Any use of extremely negative behavior (such as the use of profanity or yelling) will result in immediate disqualification of the team.

No videotaping, audio recording, or photography is allowed during live competition without prior approval of FCCLA.

Substitution

Substitution of team members between Level II and Level III will be allowed. Substitutions must be made prior to June 1. Substituted competitors must be affiliated members of the same FCCLA chapter to qualify.

Teams will be sent a confirmation of their Level III participation via email by March 1. Any changes made to the composition of a Level III team must be made in writing by the chapter adviser or team captain to competitiveevents@fcclainc.org by June 1. Changes may be made any time between December 1 and June 1 of the current school year.

Team Captain

Each team should select one of its members to serve as the team captain. This member will be responsible for picking up team materials. The team captain will be indicated on the registration form and will be designated on their place card.

Team Holding Room

All teams in Level I and III are required to report at a designated time, and may be required to remain in a holding room when not competing. Failure to report to the holding room prior to the start of the first round of competition will result in a team receiving an automatic loss in the first round. Teams are disqualified if not in the holding room by the time the first round of competition is completed. Teams may utilize printed study material. The use of cell phones, or other electronic devices which may record, publish or receive information are prohibited. Laptops with a Wi-Fi connection disabled are allowed only when using the FCCLA Knowledge Bowl Prep Program DVD.

Unanswered Questions

If a question is not answered by either team, no points will be awarded or lost and no replacement question will be given. The moderator will give the correct answer and move on to the next question.

Writing Instruments

Paper and pencils for each competitor will be provided by FCCLA. Competitors will not be allowed to bring any writing tools or paper into the competition room.

Knowledge Bowl Overview



	Level I: Direct Qualifying (must complete Parts 1 and 2)		Level II: "Second Chance Round" and National LifeSmarts Championship Qualifying Round	Level III: National Championship	
	Part 1 - Online Test 9/18 – 10/27, 2017	Part 2 - National Cluster Meetings November, 2017	Online Test 1/1 – 1/31, 2018	National Leadership Conference July 2018	
Who?	Any team of 5 FCCLA members (must be affiliated and register for NCM)	The first 40 teams to register for each National Cluster Meeting	Any team that registered for Level I, but didn't qualify for Level III	16 teams 12 Level I winners + 4 Level II winners	
Competition Process	<ul style="list-style-type: none"> Adviser registers team for National Cluster Meeting Adviser creates coach account and registers team at www.lifesmarts.org Students register as team players and take practice quizzes Adviser appoints team captain When test window opens, the quiz appears automatically in the captain's folder Team captain leads team through Online TeamSmarts quiz 	Day 1: Orientation and "Quiz Bee" Competition	<ul style="list-style-type: none"> Teams who competed in the fall do not need to re-register Adviser coach may substitute players on online team Teams keep taking practice quizzes until window opens When test window opens, quiz appears automatically in the captain's folder Team captain leads team through Online TeamSmarts quiz 	Orientation and Pool Play <ul style="list-style-type: none"> Teams seeded into 4 pools of 4, each team plays a buzzer match vs. the other 3 teams in their pool Scores accumulate, top-scoring team in each pool advances to Day 2 The next 4 highest-scoring teams across all pools also advance to Day 2 	
		-Top 16 teams seeded -		Day 2: Buzzer Match Pool Play <ul style="list-style-type: none"> Teams seeded into 4 pools of 4, each team plays a buzzer match vs. the other 3 teams in their pool Scores accumulate – highest scoring team in each pool qualifies for Level III. Second place teams in each pool play-off for 2 additional Level III spots. 	-Top 8 teams seeded -
		Knockout Bracket Seeded teams play head-to-head until 2 finalist teams remain			
Who advances?	The first 40 teams to register for each National Cluster Meeting	6 teams from each Cluster Meeting	<ul style="list-style-type: none"> 4 teams with the highest scores nationwide; alternates if Level I teams decline NLC invitation Highest-scoring chapter receives \$2500 stipend to represent FCCLA at National LifeSmarts Championship, April 21-24, 2018, San Diego, CA 	Two finalist teams play for the Championship during National Leadership Conference General Session	
Notes:	Anyone who didn't qualify in Level I can earn a "Second Chance" spot in Level II		Level I winners must also take the test because it is part of their Level III cumulative score		

Reference Sheet for Officials

FCCLA/LifeSmarts Knowledge Bowl

<p style="text-align: center;">Head-to-Head Questions <i>10 seconds to buzz</i> <i>10 seconds to answer</i> Correct answers worth 5 points</p> <ul style="list-style-type: none"> - Starting question is for 1st person on each team, starting from Moderator's left and going right (buzzers are used for 1st question in each set) - Students cannot confer on 1st question - If 1st question on page answered correctly, only the team that got points can answer the 2nd question in the set (buzzers are not used) - Students can confer on 2nd & 3rd questions - Only ask the 3rd question if the 1st and 2nd questions were answered correctly - If any question ends without a correct answer given, then that set ends. You do not ask the remaining questions. - Move to the next person on each team, repeat until all 5 question sets are used. 	<p style="text-align: center;">Team Questions <i>10 seconds to buzz</i> <i>10 seconds to answer</i> Correct answers worth 10 points</p> <ul style="list-style-type: none"> - Questions open to all players (buzzers are used) - Students may buzz in while the question is being read, but may not answer until recognized by Moderator - Once a question starts, students may not confer with each other until question is finished - If an incorrect answer is given, reread the question from the beginning, the remaining teams have an opportunity to answer
	<p style="text-align: center;">Tiebreakers ONLY WHEN A WINNER IS NECESSARY</p> <ul style="list-style-type: none"> - 3 challenge questions asked (higher score wins) - Team round rules apply - If there is still a tie, ask 2nd set of 3 questions - If there is still a tie, ask 1 sudden-death question from the extra questions

Reference Sheet for Officials

Duties for Competition Officials

RM Door Monitor

- Welcomes teams and guests to the competition
- Sets the pace of the competition; gets to decide when breaks are held
- Introduces the Moderator at the beginning of each session (after each break)

MD Moderator

- Sets the tone of the game, keeps the competition matches positive & fast-paced
- Before 1st match, introduces himself/herself and asks other officials to do same
- Reads directly from the question script
- Recognizes team when they buzz in (students cannot answer until recognized)
- Reads the correct answer to each question asked, it helps the audience follow along (this includes lightning round and team activities, if time permits)

NOTE: If the answer given by the student is not listed as a possible answer, defer the question to the judge for a ruling.

JG Judge

- Are called upon by the Moderator to rule on ambiguous responses
- May confer with other officials on a ruling, but the Judge will announce ruling
- Cannot give partial-credit for responses
- Cannot ask students to clarify their answer, must rule based upon what the student says
- Knows and understands all the competition rules, and will enforce them at all times
- Can ask QM to re-read a question, use a new question, or stop the match to explain a rule

NOTE: The judge resolves all disputes. The decisions of the judge are FINAL.

ALSO: Avoid speaking too loudly during deliberations, do not let the students hear what you are saying. The Judge should keep the ruling short, either “that is correct” or “I’m sorry, we cannot accept that answer.”

SK Scorekeeper

- Tracks the points earned by each team on stage and makes sure scores are correct
- Returns completed scoresheets to the head official in the holding room

TK Timekeeper

- Tracks the time in which answers are given
- Manages the buzzer system and resets the buzzers when necessary

CAREER EXPLORATION THROUGH FCCLA

FCCLA made a concentrated effort to illustrate the connection of FCCLA and Family and Consumer Sciences (FACS) to career pathways and hosted a focus group to assist us in this process. A survey of business and industry stakeholders found that FCCLA most directly supports career pathways in the hospitality and tourism, visual arts and design, education and training, and human services careers.

FCCLA National Programs and Competitive Events support CTE students' development of knowledge and skills, enhancing the classroom experience and career pathway initiatives. FCCLA is integrated into FACS and is intracurricular, exposing students to work-based learning, business and industry networks, and industry-recognized certifications. FCCLA members explore career opportunities and build their real world skills by developing projects, engaging and participating in events, and competing regionally and nationally for scholarships and awards.



HOSPITALITY AND TOURISM

The management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

Possible careers include:

- Restaurant, food service, lounge, casino, coffee shop, or catering owner, operator, or manager
- Hotel, motel, resort, or bed and breakfast owner, operator, or manager
- Tour company owner, operator, or manager
- Meeting and convention planner
- Interpreter or translator
- Tourism and travel services marketing manager

VISUAL ARTS AND DESIGN

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Possible careers include:

- Stage designer
- Fashion/apparel designer or illustrator
- Interior designer
- Home furnishing coordinator
- Textile designer or chemist
- Costume designer

EDUCATION AND TRAINING

Planning, managing, and providing education and training services and related learning support services.

Possible careers include:

- Superintendent, principal, or administrator
- Teacher or instructor
- Preschool or kindergarten teacher
- Clinical, developmental, or social psychologist
- Social worker
- Counselor
- Teacher assistant
- Parent educator
- Child care worker
- Coach
- Recreation worker
- Sign language interpreter

HUMAN SERVICES

Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.

Possible careers include:

- Child care worker
- Child, family, or school social worker
- Director of childcare facility
- Preschool teacher
- Parent educator
- School counselor
- Sociologist
- Social services worker
- Personal or home care aide
- Leisure activities counselor
- Recreation worker
- Consumer credit counselor
- Personal financial advisor
- Consumer goods or services retailing representative or buyer
- Cosmetologist, hairdresser, or hairstylist



The FCCLA Planning Process for Individual and Team Action

The *Planning Process* is a decision-making tool that supports the organization’s overall philosophy about youth-centered leadership and personal growth. It can be used to determine group action in a chapter or class or to plan individual projects.

 Go to <http://fcclainc.org/programs/resources.php> to download a blank FCCLA Planning Process template. This template may be modified, but all headings must be used, in the correct order. The FCCLA logo, STAR Events logo, and Planning Process graphics are encouraged but not required.



IDENTIFY CONCERNS

The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

- Brainstorm to generate ideas, or state the activity or problem you want to address if already determined.
- Evaluate your list and narrow it down to a workable idea or project that interests and concerns the majority or all of your members.



SET A GOAL

The arrow stands for deciding which direction you will take. It points toward the goal or end result.

- Get a clear mental picture of what you want to accomplish, and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider resources available to you.



FORM A PLAN

The square represents the coming together of ideas—the who, what, where, when, and how of your plan.

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required on your part.
- List other available resources, such as people, places, publications, and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face, and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.



ACT

The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting on the plan.

- Carry out your group or individual plan.
- Use *family* and *community* members, advisers, committees, task forces, and advisory groups when needed.



FOLLOW UP

The broken squares suggest examining the project piece by piece. This symbol also represents a “window” through which to review and evaluate the plan.

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.