



# Career Development Events Handbook



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### **Purpose**

Ohio Family, Career and Community Leaders of America, Career Development Events (CDEs) are educational activities that are organized and conducted by the Ohio Department of Education, Office of Career-Technical Education, 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, and Education and Training 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 Events information including, Ohio only events, may be found at [www.ohiofcla.org](http://www.ohiofcla.org). Periodically, revisions may occur to CDE operations. All revisions will be found on the Ohio FCCLA website.

### **Intra-Curricular Opportunities**

Participation in CDEs is an exciting, challenging, and engaging experience. It provides opportunities for leadership development, professional growth and recognition. CDEs strengthen Family and Consumer Sciences and related career field programs by increasing student motivation, providing a framework for authentic learning experiences that enhance documented performance assessments.

### **Event Descriptions and Categories**

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, unless otherwise specified. All participants must follow the specific event rubric found at [www.ohiofcla.com](http://www.ohiofcla.com)

An event category is determined by the member's current enrollment in Family and Consumer Sciences course(s) or related career field course(s) that is taught or could be taught by a person approved by the state education system for teaching Family and Consumer Sciences courses or content areas and are affiliated members for Family, Career and Community Leaders of America.

*Event Categories* are defined as:

- *Junior* (Beginning)– FCCLA chapter member's grade 7 through 9, who are identified as comprehensive members on the national affiliation system.
- *Senior* (Advanced) – FCCLA chapter member's grades 10 through 12, who are identified as comprehensive members on the national affiliation system.
- *Occupational* (Career Field) – FCCLA chapter member's in grades 9-12, who have been or are currently enrolled in a related career field or course, who are identified as occupational on the national affiliation system.

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

*(See page 7-8 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, 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

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:** These events are for members interested in a specific career area.
- **Professional Skills Events:** These events build basic career competencies that members can use to enhance skills for employment.
- **Ohio Only:** leadership and specific skills sets. These events are developed in partnership with the Ohio Department of Education and industry leaders. These events are not eligible to proceed to the national level.
- **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. These participants will not be recognized at the state level.

## **General Information**

- All CDE projects must be completed in a one-year span beginning July 1 and ending June 30.
- Chapter advisers should insure that identical presentation(s) are not entered a CDE event 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 allowed to enter only one entry in Chapter in Review Display and one entry in Chapter in Review Portfolio per category.
- Chapters may only have one entry per Career Development Event 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.
  - o A display area may be available for viewing
- Members are to maintain a professional attitude and appearance during CDE events.
- Members are responsible for their own event material. Any items left behind are not the responsibility of FCCLA and maybe discarded.
- Regional CDEs are coordinated by the Ohio Department of Education, Office of Career-Technical Education, Family and Consumer Sciences.

### **Career Development Events Dress Guidelines**

The FCCLA official blazer dress is always appropriate and strongly encouraged, although not required (unless otherwise noted). Official dress includes:

- Professional white shirt
- Neckwear options can include the neckwear from the official emblematic supplier; black bow tie; single strand of pearls; res, black, and/or white scarf; or no neckwear
- Black bottoms (slacks, skirt, sheath dress)
- Shoes (black preferred)
- FCCLA red blazer
- Jeans, t-shirt, athletic wear are NOT acceptable

### **ADVISERS / CHAPERONES / GUESTS**

- Business professional
- Jeans, t-shirts, and athletic wear are NOT acceptable

*\*Polo shirts and oxford shirts are not required to have the FCCLA logo. All attire with the FCCLA logo must be purchased through the official FCCLA emblematic supplier. To purchase official FCCLA polo and oxford shirts, visit the [FCCLA store](http://www.co-store.com/fccla) at <http://www.co-store.com/fccla>.*

For participation in competition, 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 or uniforms includes professional attire (any appropriate colors), the official FCCLA blazer/uniform, or clothing which meets the conference dress code. If attending conference activities prior to or immediately after a CDE presentation, be prepared to change into clothing that meets the conference dress code.

All Culinary Arts State Qualifiers must wear the BOD approved Chef's Attire for competition which must be ordered from Chef's Works at <https://fccla.mybrightsites.com/pages/8444>

### **Locations and Dates**

- All Career Development Events will be held at locations and dates identified by State Staff.
- Culinary Arts Ohio Only Events will be held at separate location(s) and dates identified by State Staff.

## Registration

- CDE registration – November 15 through close of business on December 15.
- After December 15, chapters may not add additional events.
- By January 20, all names of affiliated participants must be entered in to the registration system. However, a student’s name may be changed up till the day of the event.
- Any affiliated member can replace a participant in an event.
- Each participant must be a paid affiliated member by midnight the night before the event.
- All CDE registration fees must be paid before competition date or competitor will be disqualified.
- **No refunds** will be issued for cancelled CDE events.
- **Annual Teacher Acknowledgement and Certification Form** must be agreed to before submission of CDE registration can be completed.
- Chapters who miss the deadline must call the state office to request permission for late submission
- **Adopted BOD Policy 2016 (link to policy)**
  - \* A \$50.00 late fee, in addition to the event fees, will be charged upon approval by the State Adviser(s). The late fee will increase by \$50.00 each week thereafter till January 1 with no submissions granted after January 15.

## Competitor Qualification Requirements

- CDEs are open to all affiliated middle school and high school students current or previous enrollment 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.
- Members in the Junior Category may compete in one team CDE, and one individual CDE.
- Members in the Senior Category may compete in one team and one individual Ohio Only Event. In addition to one team and one individual national CDE event.
- Members in the Occupational Category members may compete in one team and one individual Ohio Only Events. In addition to one team and one individual national CDE event.
- All members must sign the **Ohio FCCLA Program and Event Release of Liability and Consent** and return to the adviser before competing.
- 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 (Preliminary) Competitive Events

- Career Development events with less than 10 registered in each category, in each event will advance to state competition.
- Events advancing straight to state will have the option to attend regional conferences to receive an evaluation.
- Career Development Events moving directly to state will be announced by mid-January.

## State Qualifiers

- A rating of 75 or above is needed to qualify to state competition.
- The top 10 entries in each category, in each event, with the qualifying score will advance to state competition. Each region will be given representation.

### **State Results and Recognition**

- All results initialed by the Lead Event Chair are final.
- Gold, silver and bronze will be recognized at the Regional (preliminary) level.
- Gold only will be recognized at the state level.
- Top three places in each event that receive an 80 or above, in each category will be announced on stage.
- All members or representatives must attend the recognition session to receive their award.
- It is **expected** that the top two places (announced at State) in each event, in each category will advance to Nationals to compete.
- Results that are announced or posted are considered unofficial for a period of seven (7) business days of the release. The results shall be declared official and no changes will be made after seven (7) business days from initial release.

### **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 with the exception of Culinary Team. Only the top place will move forward to Nationals.
- National Qualifiers will be posted **seven** (7) business days after State Leadership Conference.
- A rating of 80 or above is needed to qualify for Nationals.
- Advisers of National Qualifiers are expected to serve a judge, lead or room consultant at National Leadership Conference.
- Members may only qualify for one event at National level.

### **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.

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

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.

### ***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.

### **Adviser Expectations**

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

### **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.



## Event Guidelines

An **individual** event is one that is completed by the individual.

A **team** event is one that is completed by team members (up to 3 members) unless otherwise specified.

A team event must be completed by the team members presenting the project, with the exception of Chapter Service Project, Chapter in Review, and Promote and Publicize FCCLA!, which reflect the efforts of other chapter members.

| Name of Event                       | Junior | Senior | Occupational | Individual | Team |
|-------------------------------------|--------|--------|--------------|------------|------|
| Advocacy                            | •      | •      | •            | •          | •    |
| Applied Math for Culinary           |        |        | •            | •          | •    |
| Career Investigation                | •      | •      | •            | •          |      |
| Chapter in Review Display           | •      | •      | •            |            | •    |
| Chapter Service Project Display     | •      | •      | •            |            | •    |
| Culinary Arts                       |        |        | •            |            | •    |
| Early Childhood Education           |        |        | •            | •          |      |
| Entrepreneurship                    | •      | •      | •            | •          | •    |
| Environmental Ambassador            | •      | •      | •            | •          | •    |
| Fashion Construction                |        | •      |              | •          |      |
| Fashion Design                      |        | •      |              | •          |      |
| Focus on Children                   | •      | •      | •            | •          | •    |
| Food Innovation                     | •      | •      | •            | •          | •    |
| Hospitality, Tourism and Recreation |        |        | •            | •          | •    |
| Illustrated Talk                    | •      | •      | •            | •          | •    |
| Interior Design                     |        | •      |              | •          | •    |
| Interpersonal Communication         | •      | •      | •            | •          | •    |
| Job Interview                       |        | •      | •            | •          |      |
| Leadership                          |        | •      | •            | •          |      |
| Life Event Planning                 | •      | •      | •            | •          | •    |
| National Programs in Action         | •      | •      | •            | •          | •    |
| Nutrition and Wellness              | •      | •      | •            | •          |      |
| Parliamentary Procedure             | •      | •      | •            |            | •    |
| Promote and Publicize FCCLA         | •      | •      | •            | •          | •    |
| Recycle and Redesign                | •      | •      | •            | •          |      |
| Sports Nutrition                    | •      | •      | •            | •          | •    |
| Teach and Train                     | •      | •      | •            | •          |      |

### Ohio Only Career Development Events

| Name of Event                     | Junior | Senior | Occupational | Individual | Team |
|-----------------------------------|--------|--------|--------------|------------|------|
| Creative Cakes                    |        | •      | •            | •          |      |
| Culinary Team                     |        |        | •            |            | •    |
| Curriculum Unit Development       |        |        | •            | •          |      |
| Event Planning                    |        |        | •            |            | •    |
| Garde Manger                      |        |        | •            | •          |      |
| Language and Literacy Development |        |        | •            | •          |      |
| Pastry Tray                       |        |        | •            | •          |      |
| Product Development               |        | •      | •            |            | •    |
| Specific Task Assessment Kit      |        |        | •            | •          |      |