

THIS EMAIL IS SENT ON OR AROUND JUNE 1 TO ALL ASSIGNED VOLUNTEERS

Thank you for being part of a 2020 Virtual STAR Events Evaluation Team! You have been assigned as follows:

(Volunteer Name)

(Evaluation Team Assignment)

The following resources from FCCLA are being provided to help make this experience the best it can be. These resources include:

1. **Volunteer Orientation Video.** Please go to <https://youtu.be/2E3Uj3YLdE> to view the Virtual Competitive Events Volunteer video, located on FCCLA's YouTube channel.
2. **Access To The Event Dropbox Folder.** Beginning on June 2 or 3, you will receive an email from Dropbox letting you know a folder had been shared with you. Each event is divided into individual event competition stations, mirroring the structure of an in-person competition. Event Lead Consultants have access to all station folders with their event. Station Room Consultants have access to their station materials and Evaluator folders. Evaluators have access to their Evaluator folder only. If you don't already have Dropbox on your computer, you will need to download it.
3. **Volunteer Handbook.** In the Dropbox folder, you can access your event's Volunteer Handbook. Reading through this document will prepare you for your evaluation team role. In this document will be your instructions, the event guidelines, some resource pages, and a document you can use to verify your participation in this process.
4. **Event Scoring Documents.** In the Dropbox folder, you will have access to scoring files for the entries within your competition station. Adult Room Consultants will have Point Summary Form Excel files, and Evaluators will have Rubric Excel files. Each rubric file has the link to the project you will be evaluating. You should be able to click on the link to open the website or online folder for the project. If the link does not automatically open when clicked, please copy and paste it into your browser. If you have multiple screens or devices at your workstation, it's easy to have the student site up on one screen and the rubric on the other. If the link doesn't open in one browser, please try another one on your device, if available.
 - All rubric files have certain cells protected. The cells available for your use are the score and comments columns. If you run into a document on a student site that is not publicly accessible, do not request access. Notify your event lead consultant. All files were to be publicly available by the participant. Chapters were to provide their documentation and oral presentation video in an online folder or project website. If you unable to open a document or link, make a notation of that in your scoring documents. Due to many technology restrictions within school districts, you may notice a wide variety of platforms used to present this information.
 - Please note that some chapters may post multiple entries on one website page or in one folder. They were instructed to clearly label the files. Please take the time to compare information from your rubric to the information you see on the screen so that you are confident you are evaluating the correct project. If you need assistance, please contact your event lead consultant.
 - Scores will tabulate automatically. Please take care to only give the points allowable for a certain criterion – for example, do not give five points when the maximum points allowed are three points.
5. **Assigned Contacts.** If you have any problems or questions, please do not hesitate to contact your Event Lead Consultant. Contact information is in your Volunteer Handbook.

Again, thank you for your service in our first ever Virtual National STAR Events! We could not conduct this virtual experience without your participation.