



National STAR Events Hospitality, Tourism, and Recreation Case Study



Culinary

You are the manager of a hotel restaurant and arrive on site to find that your freezers stopped working during the night. It is a holiday and food distributors are closed. There is a luncheon scheduled in a few hours and most of the prepared food was being stored in the freezer. How do you handle this situation?

Lodging

You are the manager of a five-star hotel. On the day a large youth convention arrives, many members of your reservation staff call in sick. There are not enough employees available to check guests into their hotel rooms. What back-up plan do you have available to accommodate a situation of this nature?

Recreation

You are a trained leader of a ski club for amateur adults that has a weekend retreat scheduled in Aspen, Colorado. One member of the group is particularly fearful of heights and refuses to participate. How do you facilitate activities to accommodate all members of the group?

Tourism

You are the travel coordinator for a group of tourists visiting city museums. During one of the stops, you notice a group member intentionally breaking museum rules by touching exhibits, taking photographs, and bringing snacks and drinks out of their bag while in the exhibits area. You know this particular museum is very strict and the actions of this group member may impact your ability to bring in future tours. How do you proceed?

Event Coordination

A large conference is will be taking place in the hotel next week and the sewer line needs to be replaced under the half of the meeting space. Your conference contact doesn't want to reschedule as many are coming from out of town. How will you handle this situation?

Parliamentary Procedure Planning Guide

- The Parliamentary Procedure STAR Events Knowledge Test may include the following general test topics, with questions sourced from the National Association of Parliamentarians (NAP). To enhance your preparation, make use of the NAP's study guide.
 - 1. Items in a standard order of business
 - 2. Ending a meeting
 - 3. Rules of Debate
 - 4. Making, modifying, or changing motions
 - 5. Committees
 - 6. Time limits
 - 7. Giving reports
 - 8. Unfinished business
 - 9. Amendments
 - 10. Unanimous consent

PARLIAMENTARY PROCEDURE

All Levels

PARLIAMENTARY PROCEDURE

2025 STAR EVENTS

AGENDA

June 30, 2024

1. Reading and Approval of Minutes
2. Reports of
 - a. Officers
 - b. Standing Committees
 - c. Special Committees
3. Special Orders
4. Unfinished Business and General Orders
5. New Business
6. Closing Ceremony
7. Adjournment

PARLIAMENTARY PROCEDURE

ALL LEVELS

_____ **FCCLA Chapter Minutes**
June 30, 2024

The regular monthly meeting of the _____ FCCLA Chapter was held on Wednesday, February 14, 2024, in the school Meeting Room at _____ School. The meeting was called to order at 1:15 p.m. by President _____. The minutes of the Wednesday, February 14, 2024, meeting were approved as read

The president verified the presence of a quorum. There were 29 members present.

Treasurer _____ reported a balance on hand of \$871.19.

STANDING COMMITTEES

The FCCLA National Programs committee chairperson moved that the chapter should host a Yeti Cooler Raffle to fundraise for the State Leadership Conference. The motion was approved. The FCCLA National Programs Committee was directed to report the details of the plan at the April 5 chapter meeting.

UNFINISHED BUSINESS/GENERAL ORDERS

The motion by _____, to host a Basic of Culinary event to teach elementary students how to prepare basic recipes, was referred to a committee of three, to be appointed by the president and is to report at the June meeting. The motion to refer was adopted. The president appointed _____ chairman, _____, and _____ with instructions to report at the next meeting.

NEW BUSINESS

_____ moved to participate in a community program over the summer that teaches high school students financial literacy skills as they prepare for college. _____ moved to postpone the motion to April 5 meeting. The motion to postpone was adopted.

Secretary

Date of Approval _____

PARLIAMENTARY PROCEDURE

All Levels

**Financial Report
June 30, 2024**

Balance on Hand, May 1, 2024 **\$674.89**

Receipts

Movie Night \$ 95.00
Chocolate Covered Strawberry Sale \$ 235.00

Total Receipts **\$330.00**

Disbursements

Movie Night Supplies \$ 46.25
Chocolate Covered Strawberry Supplies \$ 87.45

Total Disbursements **\$133.70**

Balance on Hand, May 31, 2024 **\$871.19**

Treasurer

NEW BUSINESS

- 1) In light of promoting healthy lifestyles, your chapter wants to plan a “Healthy Living” fair that includes activities and information on nutrition, exercise, and mental well-being.
- 2) Your chapter has been invited to collaborate with the local food bank to run a food drive and prepare meals for families in need.
- 3) The Local PTA has asked your chapter to present at their next meeting about the impact of FCCLA projects on student leadership and community involvement.
- 4) Your chapter plans to participate in a global youth service day by organizing activities that benefit the community. What activities can your chapter do to raise awareness and funds?
- 5) A report indicates that many students at your school struggle with mental health issues. What initiatives can your chapter undertake to support mental health awareness and resources in your school?
- 6) To address the rising concern of financial literacy among teens, your chapter wants to create workshops focused on budgeting, saving, and smart financial habits for high school students.

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