



CLERKS – All Events

Prior to STAR Events

- Read the rules for your event thoroughly.

At STAR Events

- Attend facilitators meeting to review specific responsibilities.**
- Check your room set-up**, prior to the event,.
- Compile information from the evaluators' rubrics onto the Tally Sheet.** This is the official record kept by the regional/state office at the completion of STAR Events.
- Create a second copy of the Point Summary Form** for the regional/state office.
- Double check** to make sure there are **written comments** for points not awarded.
- Notify the Lead Consultant** if the evaluator scores are more than 10 points apart.
- Check with the evaluator to clarify information that is unclear.
- Paperclip all forms** (three rubrics – one from each evaluator, tally sheet, two copies of the point summary form) together for each presentation and return to the lead consultant.
- Do not discuss ratings** with anyone prior to Recognition Session.