

Local Chapter Annual Business Report Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Include "State of the Chapter" remarks to current members by chapter president. Report on membership numbers and size of school and community.	This section is missing in the report	Part of this information is missing	All the information is included and easy to find	All the information is included, easy to find, and additional school and/or community information is given	
	0	1-5	6-10	11-15	
Report activities to benefit chapter and its members: <ul style="list-style-type: none"> Recruitment Leadership development Career exploration and preparation Business partnerships Chapter fundraising Public relations and chapter publicity 	This section is missing in the report	There is at least one activity listed in four of the components	There is at least one activity mentioned in each component listed in this section	Multiple activities are reported in all components listed	
	0	1-7	8-14	15-20	
Describe activities to benefit other individuals and organizations: <ul style="list-style-type: none"> State and national projects Other community service projects 	This section is missing in the report	There is at least one activity listed in one component	There is at least one activity mentioned in each component listed in this section	Multiple activities are reported in all components listed	
	0	1-5	6-10	11-15	
Include conferences attended and recognition received: <ul style="list-style-type: none"> Participation in FBLA conferences Other chapter and individual recognition earned Competitive event winners and participation 	This section is missing in the report	There is at least one activity listed in one component	There is at least one activity mentioned in each component listed in this section	Multiple activities are reported in all components listed	
	0	1-5	6-10	11-15	
Program of Work	Program of Work not included in report		Program of Work included in report		
	0		10		

Report Format

Arrange information according to rating sheet (See above expectation items)	Missing one or more sections and/or does not follow rating sheet	All information presented, but order inconsistent with rating sheet	Information arranged according to the rating sheet	Presented in the correct order and includes written transitions between sections	
	0	1-3	4-7	8-10	
Format and design a business report	Does not format document	Inconsistent formatting, excessive white space, and/or unrelated graphics and/or photos	Consistent formatting throughout the report	Utilizes full bleed, effective use of space, related defined graphics, and consistent formatting	
	0	1-3	4-7	8-10	
Include correct grammar, punctuation, and spelling	More than 5 grammar, punctuation, or spelling errors	3-4 grammar, punctuation, or spelling errors	No spelling errors. and not more than 2 grammar or punctuation errors	No spelling errors, and not more than 1 grammar or punctuation error	
	0	1-2	3-4	5	
Report Subtotal (100 max)					
Penalty Points. Report Guidelines not followed			-5	Total Penalty	-
				Grand Total	

School: _____

Judge's Signature: _____

Date: _____

Judge's Comments: _____
