

HIGH SCHOOL - BUSINESS FINANCIAL PLAN

Report Rating Sheet

(Mark one score per row **AND** write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

| Expectation Item | Not Demonstrated | | Below Expectations | | Meets Expectations | | Exceeds Expectations | | Points Earned | Tie Breaker |
|--|---|---|---|---|---|---|--|---|---------------|-------------|
| | 0 | ○ | 1-10 | ○ | 11-20 | ○ | 21-30 | ○ | | |
| Description of business, assumptions, and strategies to obtain loan | No description of business, assumptions OR strategies to obtain the loan is given | | Description of the business, assumptions, and strategies to obtain a loan are given, but one or more descriptions are vague | | Description of business, assumptions, and strategies to obtain the loan are provided and well written | | Description of business, assumptions, and strategies to obtain loan serves as a strong introduction and transitions into the remainder of the report | | | |
| | 0 | ○ | 1-10 | ○ | 11-20 | ○ | 21-30 | ○ | | |
| Describe Company: <ul style="list-style-type: none"> • Legal form of business • Company governance • Company location(s) • Long- and short-term goals | More than one of the components listed is not addressed | | Description of one or more components is limited OR one or more components is not described | | All components are described adequately | | All components are described adequately with supporting documentation | | | |
| | 0 | ○ | 1-10 | ○ | 11-20 | ○ | 21-30 | ○ | | |
| Discuss Operations and Management <ul style="list-style-type: none"> • Business facilities described • Management personnel identified • Workforce described (current and projected) | More than one of the components listed is not addressed | | Description of one or more components is limited OR one or more components is not described | | All components are described adequately | | All components are described adequately with supporting documentation | | | |
| | 0 | ○ | 1-10 | ○ | 11-20 | ○ | 21-30 | ○ | | |
| Present Target Market: <ul style="list-style-type: none"> • Target market defined (size, growth potential, needs) • Risks and potential adverse results identified, analyzed, and planned for | More than one of the components listed is not addressed | | Description of one or more components is limited OR one component is not described | | All components are described adequately | | All components are described adequately with supporting documentation | | | |
| | 0 | ○ | 1-10 | ○ | 11-20 | ○ | 21-30 | ○ | | |
| Include Financial Institution Information: <ul style="list-style-type: none"> • Name and type of financial institution for loan needs • Discuss loan request • Purpose of loan & amount requested • Itemized planned expenditures • Projections for future financial stability | More than one of the components listed is not addressed | | Description of one or more components is limited OR one or more components is not described | | All components are described adequately | | All components are described adequately with supporting documentation | | | |
| | 0 | ○ | 1-10 | ○ | 11-20 | ○ | 21-30 | ○ | | |
| Include supporting documentation | No Work Cited page is included in the report | | Project has a correctly formatted Work Cited page but other supporting documentation is missing or limited | | Project has a correctly formatted Work Cited page and other supporting documentation is provided | | Project has a correctly formatted Work Cited page and other supporting documentation in each section | | | |
| | 0 | ○ | 1-8 | ○ | 9-18 | ○ | 19-25 | ○ | | |

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Report Rating Sheet (continued)

Report Format

| | | | | | | | | | | |
|---|--|-----------------------|---|-----------------------|---|-----------------------|--|-----------------------|--|--|
| Arrange information according to rating sheet (See above Expectation Items) | Missing 1 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 | <input type="radio"/> | 1-3 | <input type="radio"/> | 4-7 | <input type="radio"/> | 8-10 | <input type="radio"/> | | |
| 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 | <input type="radio"/> | 1-3 | <input type="radio"/> | 4-7 | <input type="radio"/> | 8-10 | <input type="radio"/> | | |
| 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 one grammar or punctuation error | | | |
| | 0 | <input type="radio"/> | 1-2 | <input type="radio"/> | 3-4 | <input type="radio"/> | 5 | <input type="radio"/> | | |
| Report Subtotal (200 max) | | | | | | | | | | |

Penalty Points

| | | | | | |
|---|--------|-----------------------|----------------------|--------|--|
| Deduct 5 points for each instance of report/project guidelines not being followed | - ____ | <input type="radio"/> | Total Penalty | - ____ | |
| | | | Grand Total | | |

Name(s): _____

School: _____

State: _____

Judge's Signature: _____

Date: _____