

HIGH SCHOOL - LOCAL CHAPTER ANNUAL BUSINESS REPORT

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
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	<input type="radio"/>	1-5	<input type="radio"/>	6-10	<input type="radio"/>	11-15	<input type="radio"/>		
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	<input type="radio"/>	1-7	<input type="radio"/>	8-14	<input type="radio"/>	15-20	<input type="radio"/>		
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	<input type="radio"/>	1-5	<input type="radio"/>	6-10	<input type="radio"/>	11-15	<input type="radio"/>		
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	<input type="radio"/>	1-5	<input type="radio"/>	6-10	<input type="radio"/>	11-15	<input type="radio"/>		
Program of Work	Program of Work not included in report				Program of Work included in report					
	0		<input type="radio"/>		10		<input type="radio"/>			

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	<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 1 grammar or punctuation error			
	0	<input type="radio"/>	1-2	<input type="radio"/>	3-4	<input type="radio"/>	5	<input type="radio"/>		
Report Subtotal (100 max)										

Penalty Points

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

School: _____

State: _____

Judge's Signature: _____

Date: _____