

# COMMUNITY SERVICE PROJECT

This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of the community.

## COMPETENCIES

- have outstanding written and verbal communication skills
- report in proper business style
- spelling and correct grammar
- describe project development and implementation
- describe benefits to the community

## NBEA STANDARDS REINFORCED BY EVENT

Communication: foundations, technological

Management: technology and information management

Marketing: marketing plan

**CAREER CLUSTER(S):** *Business, Management & Administration; Information Technology*

## ELIGIBILITY

All active local chapters may submit two copies of one project to be **received** by the state office by March 10, the SBLC registration deadline. All active local chapters are eligible. Competitors (up to three [3] members) in this event must be on record in the FBLA state and national offices as paying dues by February 15.

1. Participants must be selected in accordance with the regulations of the local chapter and the state association.
2. Participants must not have won first place at a State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
3. Participants failing to report on time for the event will not be permitted to compete.
4. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## OVERVIEW

This event consists of two (2) parts: a prejudged report and a performance component. Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities, but to focus on one project in detail for this report.

## GUIDELINES

1. Each chapter competing in this event must submit **two (2)** copies of the report to be **received** in the state office by March 10.
2. The Report and Performance Guidelines are as follows:

### Report—General

- Student members, not advisers, must prepare reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Business Leadership Conference and start of the current State Business Leadership Conference.
- Reports submitted for competition become the property of Washington State FBLA. These reports may be used for publication and/or reproduced for sale by the state association.
- All team members must participate in the presentation.
- Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

### Report Cover

- Report covers must be cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout cover stock covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (200x–200x)
- All reports must be bound (e.g., tape binding, spiral binding).

### Report Contents

- Table of contents with page numbers
- Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.

- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and must be included in the page count.)
- Copies should be sent rather than important original documents. No items may be attached to any page in the report.

#### **PERFORMANCE GUIDELINES**

- Based on the highest prejudged project scores a maximum of fifteen (15) chapters will be selected to make an oral presentation at SBLC.
- Five minutes (5) will be allowed to set up equipment or presentation items. The chapter must provide all equipment for the presentation.
- The team members must perform all aspects of the presentation (e.g., speaking, setup, operating audiovisual equipment). Other representatives of the chapter may provide no additional assistance.
- Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
- Teams will have seven (7) minutes to describe the project and the results obtained.
- A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
- Following each presentation, judges will conduct a three (3) minute question-answer period.
- Performances are open to conference attendees, except performing participants of this event.
- Scores from the written report as well as the preliminary oral presentation will determine the finalists.
- The final ranking is determined by the scores from the written report and the oral presentation. In the case of a tie, the written report score will be used to determine the final rankings.

#### **JUDGING**

Reports will be reviewed by a panel of judges to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Business Leadership Conference is determined by judges and/or number of entries. The maximum number will be five (5).

#### **NATIONAL ENTRIES**

Washington State may enter two (2) winning projects in National Competition.



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## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Explanation</b>					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Appropriate level of member involvement	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
Team members actively participate during the presentation	0	1-2	3-4	5	
Professional and poised	0	1-2	3-4	5	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>	<b>/100 max.</b>				
<b>Report Score</b>	<b>/100 max.</b>				
<b>Final Score</b>	<b>/200 max.</b>				

Student Name(s):			
School:		State:	
Judge's Signature:		Date:	

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator



# COMMUNITY SERVICE PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Purpose of Project • Statement of project goals • Service to the community and its citizens	0	1-5	6-10	11-15	
Planning and development of project	0	1-5	6-10	11-15	
Implementation of project	0	1-5	6-10	11-15	
Impact and benefits to the community	0	1-8	9-18	19-25	
Evidence of publicity	0	1-2	3-4	5	
<b>Format</b>					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of the written presentation and design	0	1-2	3-4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-3	4-7	8-10	
<b>Subtotal</b>					<b>/100 m</b>
<b>Penalty Points</b> Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet					
<b>Total Points</b>					<b>/100 m</b>

Student Name(s):			
School:		State:	
Judge's Signature:		Date:	

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator