

LOCAL CHAPTER ANNUAL BUSINESS REPORT (HAMDEN L. FORKNER AWARD)

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. The Hamden L. Forkner Award recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

REPORT COMPETENCIES

- report in proper business style and logically arranged
- spelling and grammar correct
- describe report development
- local chapter organization and characteristics of chapter explained
- productivity and recognition of chapter documented

PERFORMANCE COMPETENCIES

- display outstanding verbal communication skills
- describe project

NBEA STANDARDS REINFORCED BY EVENT

Communication: foundations, technological

Information Technology: application software

Marketing: foundations

CAREER CLUSTER(S): Business, Management & Administration; Finance; Information Technology; Marketing, Sales, & Service

ELIGIBILITY

All active local chapters are eligible. Competitors in this event must be on record in the FBLA state and national offices as paying dues by February 15.

OVERVIEW

The report should include the chapter's annual business; follow the rating sheet sequence in writing the report. Projects used for other FBLA reports may be included.

REPORT GUIDELINES

1. Each chapter competing in this event must submit two (2) copies of one report for receipt in the state office by March 10. If the report is being submitted for Gold Seal Chapter Award of Merit, a third copy must be submitted.
2. Penalty points will be given if the written project doesn't adhere to the report cover and report content guidelines.
3. Written reports must adhere to the following technical requirements:
 - a. 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.
 - b. Report Covers
 - 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, 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 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, name of the event, and year (200x-0x)
 - All reports must be bound (e.g., tape binding, spiral binding).
 - c. General Requirements
 - **Report formats must follow the same sequence shown on the rating sheet.** If information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.
 - Reports must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
 - FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
 - Reports must describe activities of the chapter that were conducted between the first day of the previous State Business Leadership Conference and the first day 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 association.
4. Entries must adhere to all of these regulations or will be disqualified.

PERFORMANCE GUIDELINES (State Only)

1. Based on the highest prejudged project scores a maximum of fifteen (15) chapters will be selected to make an oral presentation at SBLC.
2. The team members must perform all aspects of the presentation (e.g., speaking, report)
3. Visual aids and samples may **not** be used. Copies of reports only will be allowed in the presentation.
4. Teams will have seven (7) minutes to describe the report.
5. 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.
6. The judges will interact with the members of the team during the presentation.
7. Performances are open to conference attendees, except performing participants of this event.
8. Scores from the written report as well as the preliminary oral presentation will determine the finalists.
9. 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 screening committee to determine if chapters have complied with event eligibility and regulations. A panel of judges selects the winners. In the case of a tie after scores have been tabulated, adherence to the format guide will be used to determine the final rankings. All judges' decisions 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 reports for national competition. See National Guidelines concerning specific rules.



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Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (stockholders)	0	1-2	3-4	5	
Chapter Information Included	0	1-2	3-4	5	
<ul style="list-style-type: none"> • Number of members • Size of school and community • When and where the chapter was organized 					
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
Leadership development for officers and members	0	1-3	4-7	8-10	
Preparation of students for business careers	0	1-2	3-4	5	
Service to the school and community	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups	0	1-2	3-4	5	
Participation in public relations and activities	0	1-2	3-4	5	
Support of FBLA national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
Recognition					
For FBLA competitive events and activities	0	1-2	3-4	5	
For school, community, business, and industry activities	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-2	3-4	5	
Design and graphics	0	1-2	3-4	5	
Subtotal	/100 max.				
Penalty Points: 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					
Total Points	/100 max.				

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

Judge's Comments:

VERIFICATION
 (scores checked)
 Administrator



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Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Description of annual business report development	0	1-8	9-18	19-25	
Level of member involvement in chapter activities	0	1-3	4-7	8-10	
Breadth of impact on the community and its citizens	0	1-7	8-14	15-20	
Student evaluation of chapter success	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Delivery					
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	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/100 max.
Final Score					/200 max.

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

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator