

COMMUNITY SERVICE PROJECT

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

COMPETENCIES

- answer questions effectively
- demonstrate ability to make a businesslike presentation
- demonstrate good verbal communication skills
- describe project development and implementation
- explanation is logical and systematic

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** (2) copies of one project to be **received** by the state office by March 5, the SBLC registration deadline. All active local chapters are eligible.

1. 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.
2. Participants must be selected in accordance with the regulations of the local chapter and the state association.
3. Participants must not have won first place at a State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
4. Participants failing to report on time for the event will not be permitted to compete.
5. Participants failing to submit materials for receipt in the State Office by March 5 will be disqualified.
6. 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. Participants are required to complete all parts to be eligible to win an award. 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 5.
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 the 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.
 - 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 unless they are cut out.
- 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 (201x–201x)
- 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.
- The performance should address the community served, member involvement, and results of the project.
- Five minutes (5) will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation. A screen will be provided
- All team members must participate in 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 not provide 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 and again at seven (7) minutes. When the presentation is finished, the timekeeper will announce the time used. Judges will note 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.
- 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. The judges will then select the winners. A panel of judges will evaluate the oral presentations. Final rank is determined by totaling the written report scores and the oral presentation scores. The report score will be used to break a tie. 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

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
Appropriate level of chapter involvement in the project	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-15	16-20	
Evidence of publicity received	0	1-2	3-4	5	
Effective student evaluation of project	0	1-2	3-4	5	
Delivery					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Penalty Deduct five (5) points for failure to follow guidelines.					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/100 max.
Final Score (add total points and report score)					/200 max.

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

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator



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Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
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	
Report Format					
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	
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 <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages <input type="checkbox"/> attached items <input type="checkbox"/> no page numbers <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:			
Judge's Signature:		Date:	

Judge's Comments:

VERIFICATION
(scores checked)
 Administrator