

# 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

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

### NBEA STANDARDS REINFORCED BY EVENT

Communication: foundations, technological  
Information Technology: application software  
Marketing: foundations

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

### ELIGIBILITY

All active local chapters are eligible.

1. Competitors in this event must be on record in the FBLA state and national offices as paying dues by February 15.
2. Chapters failing to submit materials for receipt in the state office by March 5 will be disqualified.

### OVERVIEW

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

### GUIDELINES

#### Report—General

1. Student members, not advisers, must prepare reports.
2. Each chapter competing in this event must submit two (2) copies of the written report for receipt in the state office by March 5. If the report is being submitted for Gold Seal Chapter Award of Merit, a third copy must be submitted.
3. 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.
4. **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.
5. Penalty points will be given if the written project doesn't adhere to the guidelines.
6. 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.
7. This event is prejudged before the State Business Leadership Conference.

#### 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, 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, state, name of the event, and year (201x-1x)
- All reports must be bound (e.g., tape binding, spiral binding).

**Report Contents**

- Table of contents with page numbers.
- Letter to membership by chapter president
- 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 are included in the page count.)
- No items may be attached to any page in the report.

**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. 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	
<b>Chapter Profile</b>						
Letter to chapter membership (by chapter officer)	0	1-2	3-4	5		
Chapter Information Included • Number of members • Size of school and community • When and where the chapter was organized	0	1-2	3-4	5		
<b>Productivity</b>						
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		
<b>Recognition</b>						
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		
<b>Businesslike Procedures</b>						
Chapter management and organization	0	1-2	3-4	5		
Financial development, including fund-raising and financial statement	0	1-2	3-4	5		
<b>Report Format</b>						
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		
<b>Subtotal</b>					<b>/100 max.</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 <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						
<b>Total Points</b>					<b>/100 max.</b>	
Student Name(s):						
School:						
Judge's Signature:				Date:		

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator