

OUTSTANDING LOCAL CHAPTER AWARD

ELIGIBILITY

All local chapters are eligible.

Each local chapter must be on record in the FBLA state and national office as paying dues by February 15 of the current school year. Receipt of purchase orders will not be considered payment for this award.

1. All advisers of the local chapter must be dues paying member(s) of the Washington State Business Education Association.

GUIDELINES

1. Each local chapter must submit a copy of the Local Chapter Annual Business Report (in addition to the annual report entry) and entry form to be **received** by the state office by March 5.
2. Each chapter must submit a written chapter goal statement.
3. Each chapter must meet a minimum of five suggested criteria listed below.
4. The suggested criteria for the Outstanding Local Chapter Award should serve as a guide for the judges in the evaluation process. Criteria may include:
 - A. Conducted projects or programs identified with the goals of FBLA
 - B. Recruitment of professional members
 - C. Sent representatives to FBLA regional, state, and national conferences
 - D. Participated in the Business Achievement Awards Program
 - E. Encouraged other schools to organize FBLA or PBL chapters
 - F. Participated in state and national project/program(s) for the current year
 - G. Planned and conducted visitations to business and industry
 - H. Conducted financial development projects
 - I. Invited business people and other professionals to become involved in chapter activities
 - J. Promoted FBLA
 - K. Conducted a public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage.
 - L. Recruited at least one new chapter with at least five (5) members.

STATE AWARDS

The number of awards presented at the State Business Leadership Conference will be one. This award is sponsored by Washington State Business Education Association. The winning chapter will receive a \$50 stipend.

REFERENCE

Outstanding Local Chapter Award Rating Sheet, see Appendix A

OUTSTANDING LOCAL CHAPTER ENTRY FORM

1. Complete the information requested below.
2. Complete a written chapter goal statement.
3. Attach a copy of your LOCAL CHAPTER ANNUAL BUSINESS REPORT.
4. List the pages of your LOCAL CHAPTER ANNUAL BUSINESS REPORT that support at least five of the following suggested criteria:
 - A. _____ Conducted projects or programs identified with the goals of FBLA
 - B. _____ Recruitment of professional members
 - C. _____ Sent representatives to FBLA regional, state, or national conferences
 - D. _____ Participated in the Business Achievement Awards Program
 - E. _____ Encouraged other schools to organize FBLA or PBL chapters
 - F. _____ Participated in state and national project/program(s) for the current year
 - G. _____ Planned and conducted visitations to business and industry
 - H. _____ Conducted financial development projects
 - I. _____ Invited business people and other professionals to become involved in chapter activities
 - J. _____ Promoted FBLA
 - K. _____ Conducted a public relations in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage
 - L. _____ Recruited at least one new chapter with at least five (5) members
5. This form must be **received** in the state office no later than March 5.

School Name _____

Signed _____ Date _____
Local Chapter Adviser

Signed _____ Date _____
Local Chapter President



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Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Format of Report					
Grammar/Spelling	0	1	2-3	4-5	
Design/Format	0	1	2-3	4-5	
Goal Statement	0	1-4	5-7	8-10	
Chapter Activities					
Projects/programs identified with goals of FBLA	0	1-4	5-7	8-10	
Recruitment of Professional Members	0	1	2-3	4-5	
Attendance at Regional/ State/National Conferences	0	1	2-3	4-5	
Business Achievement Awards Participation		1	2-3	4-5	
Sponsored Chapters		1	2-3	4-5	
State/National project participation		1	2-3	4-5	
Membership Involvement					
Business/Industry Visits	0	1	2-3	4-5	
Financial Development	0	1-4	5-7	8-10	
Professional Involvement	0	1-4	5-7	8-10	
FBLA Promotion	0	1-4	5-7	8-10	
Public Relations Activity	0	1-4	5-7	8-10	
Total Points					/100 max.

School:			
Judge's Signature:		Date:	

Judge's Comments:

VERIFICATION
 (scores checked)
 Administrator