

# Local Chapter

# Annual Business Report



# FBLA High School Competitive Events Guidelines

2022–2023

---

# Presentation Events

## Overview

These events consist of a presentation or interview with judges. The requirements for each event vary. Check specific event guidelines for requirements.

### Eligibility

States may submit four entries. Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.

### NLC Registration

Participants must be registered for the NLC and pay the national conference registration fee to participate in competitive events.

### Finals

Fifteen finalists, or an equal number from each group in the preliminary round, will advance to the final round.

American Enterprise Project  
Broadcast Journalism  
Business Ethics  
Business Financial Plan  
Business Plan  
Coding & Programming  
Community Service Project  
Computer Game & Simulation Programming  
Data Analysis  
Digital Animation – *MODIFIED*  
Digital Video Production  
E-business  
Electronic Career Portfolio  
Future Business Leader  
Graphic Design  
Introduction to Business Presentation  
Introduction to Public Speaking – *MODIFIED*  
Introduction to Social Media Strategy  
Job Interview  
Local Chapter Annual Business Report  
Mobile Application Development  
Partnership with Business Project  
Public Service Announcement  
Public Speaking – *MODIFIED*  
Publication Design  
Sales Presentation  
Social Media Strategies  
Website Design

## Local Chapter Annual Business Report

**Number of participants:** 1–3 (chapter)

**Equipment Setup Time:** 5 minutes (timer starts when 5 min. are up)

**Prep Time:** N/A

**Performance Time:** 7 minutes

**Warning Time:** 6 minutes

**Time Up:** 7 minutes

**Q&A:** Yes (3 minutes)

**Submission by 2nd Tuesday in May**

PDF must be uploaded

**# of Pages**

15

### Specific Guidelines

- Report should include the chapter's program of work.
- Report describes activities of the chapter that were conducted between the start of the previous State Leadership Conference and the current State Leadership Conference.

### Report Guidelines

- Competitors must prepare reports. Advisers and others are not permitted to write reports.
- The state chair/adviser must upload a PDF of the report by 11:59 p.m. Eastern Time on the second Tuesday in May.
- Front cover and table of contents are not counted against page limit.
- American Enterprise Project, Community Service, Local Chapter Annual Business Report, and Partnership with Business Project should include the name of school, state, name of the event, and year (20XX–XX) on the cover. Business Financial Plan and Business Plan should also include the names of participants.
- Reports must include a table of contents and page numbers.
- Divider pages and appendices are optional and must be included in the page

count.

- Pages must be numbered and formatted to fit on 8½" x 11" paper.
- Chapter reports start from previous State Leadership Conference to current State Leadership Conference.
- Follow the rating sheet sequence when writing the report.
- If information is not available for a criterion, include a statement to that effect in your report.
- Points will be deducted if the written project does not adhere to the guidelines.
- Project content is prejudged before the NLC. The presentation of the project is judged at the NLC.
- Prejudged materials, visual aids, and samples related to the project may be used during the presentation; however, no items may be left with the judges or audience.
- The report scores will be used to break a tie.
- Reports must be original, current, and not submitted for a previous NLC.
- Reports submitted for competition become the property of FBLA–PBL, Inc. These reports may be used for publication and/or reproduced for sale by the national association.

---

## Local Chapter Annual Business Report (CONT.)

### Performance Guidelines

- Visual aids related to the project may be used; however, no items may be left with the judges or audience.
- Final performances may be open to conference attendees, space permitting. Finalists may not view other competitors' performances in their event.

### Technology Guidelines

- Internet access will not be provided.
- Five minutes will be allowed to set up equipment or presentation items. When five minutes have elapsed, the timer will automatically start the seven-minute performance clock.
- See General Performance Event Guidelines for additional Technology guidelines.

### Penalty Points Deducted by Judges

- Competitors may be disqualified if they violate competitive event guidelines.
- Five points are deducted if competitors do not follow the dress code.
- Five points may be deducted for each instance of not following guidelines.

# HIGH SCHOOL - LOCAL CHAPTER ANNUAL BUSINESS REPORT

## Report Rating Sheet

(Mark one score per row AND write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
Include "State of the Chapter" remarks to current members by chapter president. Report on membership numbers and size of school and community.	This section is missing in the report		Part of this information is missing		All the information is included and easy to find		All the information is included, easy to find, and additional school and/or community information is given			
	0	<input type="radio"/>	1-5	<input type="radio"/>	6-10	<input type="radio"/>	11-15	<input type="radio"/>		
Report activities to benefit chapter and its members: <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Leadership development</li> <li>• Career exploration and preparation</li> <li>• Business partnerships</li> <li>• Chapter fundraising</li> <li>• Public relations and chapter publicity</li> </ul>	This section is missing in the report		There is at least one activity listed in four of the components		There is at least one activity mentioned in each component listed in this section		Multiple activities are reported in all components listed			
	0	<input type="radio"/>	1-7	<input type="radio"/>	8-14	<input type="radio"/>	15-20	<input type="radio"/>		
Describe activities to benefit other individuals and organizations: <ul style="list-style-type: none"> <li>• State and national projects</li> <li>• Other community service projects</li> </ul>	This section is missing in the report		There is at least one activity listed in one component		There is at least one activity mentioned in each component listed in this section		Multiple activities are reported in all components listed			
	0	<input type="radio"/>	1-5	<input type="radio"/>	6-10	<input type="radio"/>	11-15	<input type="radio"/>		
Include conferences attended and recognition received: <ul style="list-style-type: none"> <li>• Participation in FBLA conferences</li> <li>• Other chapter and individual recognition earned</li> <li>• Competitive event winners and participation</li> </ul>	This section is missing in the report		There is at least one activity listed in one component		There is at least one activity mentioned in each component listed in this section		Multiple activities are reported in all components listed			
	0	<input type="radio"/>	1-5	<input type="radio"/>	6-10	<input type="radio"/>	11-15	<input type="radio"/>		
Program of Work	Program of Work not included in report				Program of Work included in report					
	0		<input type="radio"/>		10		<input type="radio"/>			

### Report Format

Arrange information according to rating sheet (See above expectation items)	Missing one or more sections and/or does not follow rating sheet		All information presented, but order inconsistent with rating sheet		Information arranged according to the rating sheet		Presented in the correct order and includes written transitions between sections			
	0	<input type="radio"/>	1-3	<input type="radio"/>	4-7	<input type="radio"/>	8-10	<input type="radio"/>		
Format and design a business report	Does not format document		Inconsistent formatting, excessive white space, and/or unrelated graphics and/or photos		Consistent formatting throughout the report		Utilizes full bleed, effective use of space, related defined graphics, and consistent formatting			
	0	<input type="radio"/>	1-3	<input type="radio"/>	4-7	<input type="radio"/>	8-10	<input type="radio"/>		
Include correct grammar, punctuation, and spelling	More than 5 grammar, punctuation, or spelling errors		3-4 grammar, punctuation, or spelling errors		No spelling errors. and not more than 2 grammar or punctuation errors		No spelling errors, and not more than 1 grammar or punctuation error			
	0	<input type="radio"/>	1-2	<input type="radio"/>	3-4	<input type="radio"/>	5	<input type="radio"/>		
<b>Report Subtotal (100 max)</b>										

### Penalty Points

Deduct 5 points for each instance of report/project guidelines not being followed	- ____	<input type="radio"/>	<b>Total Penalty</b>	- ____	
<b>Grand Total</b>					

School: \_\_\_\_\_

State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# HIGH SCHOOL - LOCAL CHAPTER ANNUAL BUSINESS REPORT

## Performance Rating Sheet

Preliminary Round     Final Round

(Mark one score per row AND write score in the Points Earned column. Use Tie Breaker column to add or subtract points to break ties.)

Expectation Item	Not Demonstrated		Below Expectations		Meets Expectations		Exceeds Expectations		Points Earned	Tie Breaker
	0	○	1-5	○	6-10	○	11-15	○		
Describe chapter's program of work and summary of year's activities	0	○	1-5	○	6-10	○	11-15	○		
Describe activities to benefit chapter and its members: <ul style="list-style-type: none"> <li>Recruitment</li> <li>Leadership development</li> <li>Career exploration and preparation</li> <li>Business partnerships</li> <li>Chapter fundraising</li> <li>Public relations and chapter publicity</li> </ul>	0	○	1-7	○	8-14	○	15-20	○		
Describe activities to benefit other individuals and organizations: <ul style="list-style-type: none"> <li>State and national projects</li> <li>Other community service projects</li> </ul>	0	○	1-7	○	8-14	○	15-20	○		
Describe conferences attended and recognition received: <ul style="list-style-type: none"> <li>Participation in FBLA conferences</li> <li>Other chapter and individual recognition earned</li> <li>Competitive event winners and participation</li> </ul>	0	○	1-7	○	8-14	○	15-20	○		

### Delivery Skills

Statements are well-organized and clearly stated	0	○	1-3	○	4-7	○	8-10	○		
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	○	1-2	○	3-4	○	5	○		
Demonstrates the ability to effectively answer questions	0	○	1-3	○	4-7	○	8-10	○		
<b>Performance Subtotal (100 max)</b>										

### Penalty Points (Mark all that apply)

Dress Code not followed	-5	○	Deduct 5 points for each instance of guidelines not being followed	-	○	<b>Total Penalty</b>	-	
<b>Performance Total</b>								
<b>Report Total (100 max)</b>								
<b>Grand Total</b>								

School: \_\_\_\_\_

State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

# General Performance Event Guidelines

## Performance Guidelines

- Fifteen competitors/teams or an equal number from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary performances for an event, two competitors/teams from each section will advance to the final round.
- In the case of team events, all team members are expected to actively participate in the performance.
- Each competitor must compete in all parts of an event for award eligibility.
- Competitors cannot be replaced or substituted for prejudged events except for the chapter events— American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. **PLEASE NOTE** that competitive events start the morning before the opening session of NLC.
- All competitors must comply with the FBLA dress code.
- Prejudged materials and résumés will not be returned.

- No animals (except authorized service animals) will be allowed for use in any competitive events.

## Technology Guidelines

- Competitors present directly from a laptop/ device in the preliminary round. Screens and projectors are not allowed for use during preliminary round competition, and competitors are not allowed to bring their own. Power will not be available.
- Competitors can present with and bring any of the following into the performance as long as it fits on the small table in front of the judges table or is held by the competitors:
  - Laptop
  - Tablet
  - Mobile phone
  - External monitor that is approximately the size of a laptop monitor
- The following will be provided for the final round of technology presentation events: screen, power, table, and projector. It is up to final round competitors to determine if they wish to use the provided technology.
- Participants using laptops or other devices that do not have an HDMI port will need to provide their own adapters.

**NOTE:** Technology Guidelines continued on the next page.

---

# General Performance Event Guidelines

## *Technology Guidelines (cont.)*

- Internet access will be provided for:
  - Coding & Programming
  - Computer Game & Simulation Programming
  - Data Analysis
  - Digital Animation
  - Digital Video Production
  - E-business
  - Electronic Career Portfolio
  - Introduction to Social Media Strategy
  - Mobile Application Development
  - Public Service Announcement
  - Social Media Strategies
  - Website Design
- Internet access may not be Wi-Fi, so competitors should plan appropriately when selecting laptops/devices on which to present.
- Please note that Internet reliability at any conference venue cannot be guaranteed. Always have a backup plan in case Internet connections go down.

## **Performance Competencies**

- Demonstrate excellent verbal communication skill.
- Display effective decision-making and problem-solving skills.
- Express self-confidence and poise.
- Work well as a team when applicable.
- Exhibit logic and systematic understanding.
- Conduct a professional business presentation.
- Answer questions effectively (when applicable).

## **Penalty Points Deducted by Judges**

- Competitors may be disqualified if they violate competitive event guidelines.
- Five points are deducted if competitors do not follow the dress code.
- Five points may be deducted for each instance of not following guidelines.



---

# General Performance Event Guidelines

## Audience

- Preliminary performances are not open to conference attendees.
- Final performances may be open to conference attendees, space permitting (except for interview and prep/case events). Finalists may not view other competitors' performances in their event.
- Recording performances is prohibited.
- All electronic devices must be turned off.
- All attendees must follow the dress code and wear their name badge; however, the badge may be removed when presenting.
- All attendees are asked to remain quiet while in competitive event areas.

---

# General Competitive Events Guidelines

The general event guidelines below are applicable to all FBLA High School national competitive events. Please review and follow these guidelines when competing at the national level. When competing at the state level, check the state guidelines since they may differ.

**All members and advisers are responsible for reading and following competitive event guidelines.**

## Eligibility

- **Dues:** Competitors must have paid FBLA national and state dues by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **NLC Registration:** Participants must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- **Deadlines:** The state chair, or designee, must register each state competitor on the official online entry forms by 11:59 p.m. Eastern Time on the second Tuesday in May.
- Each state may submit four entries in all events.
- Each competitor can only compete in one individual/team event and one chapter event.
- Each competitor must compete in all parts of an event for award eligibility.
- A team shall consist of two or three members. The exception is Parliamentary Procedure, which must be a team of four or five members.
- All members of a team must consist of individuals from the same chapter.
- If competitors are late for a competitive event, there are no guarantees they will get to compete. Competitive event schedules cannot be changed. **PLEASE NOTE** that competitive events start in the morning before the opening session of NLC.
- Competitors may be disqualified if they violate competitive event guidelines.
- Picture identification (drivers' license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.

---

# General Competitive Events Guidelines

## Repeat Competitors

- **Members** may compete in an event at NLC more than once if they have not previously placed in the top ten of that event at NLC. If a member places in the top ten of an event at NLC, they are no longer eligible to compete in that event. This eliminates the exceptions for team events that were previously in place, as this change will now affect all events.
- **Modified Events:** A competitor may compete in the same event when the event is modified, regardless of placement at a National Leadership Conference. Note, if the only modification is a name change, competitors may not compete in the renamed event if they have previously placed in the top ten at the National Leadership Conference.
- **Chapter Events:** Competitors may compete in a chapter event as many times as they wish, regardless of placement at a previous National Leadership Conference (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project).
- **Pilot Event:** Competition in a pilot event does not disqualify a competitor from competing in the same event if it becomes an official competitive event. The participant may compete in another event as well as a pilot event.

## Breaking Ties

- **Objective Tests:** Ties are broken by comparing the correct number of answers to the last 10 questions on the exam. If a tie remains, the competitor who completed the test in a shorter amount of time will place higher. If this does not break the tie, answers to the last 20 questions will be reviewed to determine the winner.
- **Objective and Production Tests:** The production test scores will be used to break a tie.
- **Objective Tests and Performances:** The objective test score will be used to break a tie based on the tie-breaking criteria of objective tests.
- **Reports/Projects and Performances:** The report/project scores will be used to break a tie.
- **Performances:** Judges must break ties and all judges' decisions are final.

---

# General Competitive Events Guidelines

## National Deadlines

- State chair/adviser must register all competitors for NLC competitive events online by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged components (reports and projects) must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.
- All prejudged projects and reports must be submitted electronically.
- All production tests must be submitted by 11:59 p.m. Eastern Time on the third Tuesday in May.
- All production tests must be uploaded online on the required platform.
- State chair/adviser may make name changes only (no additional entries) by 11:59 p.m. Eastern Time on the first Tuesday in June. Competitor drops are the only changes allowed after this date and onsite.

## National Awards

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10.

## Americans With Disabilities Act (ADA)

- FBLA-PBL meets the criteria specified in the Americans with Disabilities Act for all participants who [submit an accommodation form](#).
- The form must be submitted by 11:59 p.m. Eastern Time on the second Tuesday in May.

## Recording of Presentations

- No unauthorized audio or video recording devices will be allowed in any competitive event. Participants in the performance events should be aware the national association reserves the right to record any performance for use in study or training materials.