

# 2023-24 Competitive Events Guidelines

## Local Chapter Annual Business Report



Local Chapter Annual Business Report provides chapter members with the opportunity to share their chapter's Program of Work and activities for the year. This competitive event consists of a pre-judged report and presentation component.

### Event Overview

**Division:** High School

**Event Type:** Team of 1, 2 or 3 members present the chapter project

**Event Category:** Chapter Event

**Event Elements:** Pre-judged Report & Presentation

**Pre-judged Component:** 17-page report due May 7, 2024

**Presentation Time:** 3-minute set-up, 7-minute presentation time, 3-minute question & answer time

**NACE Connections:** Career & Self-Development, Critical Thinking, Communication, Leadership, Professionalism, Teamwork

**Equipment Provided by Competitors:** Technology and presentation items for preliminary and final round presentation

**Equipment Provided by FBLA:** Table for preliminary round presentation; table, power, projector & screen for final round presentation

### District

This is a state-only event.

### State

Each chapter can submit one project. Presentation events will have a 1-minute set-up time. Presentations will happen in a large ballroom, and all competitors will present in the preliminary round. Colorado FBLA will not be providing power, a projector, or screen for final presentations.

### National

*Policy and Procedures Manual*

- Competitors should be familiar with the Competitive Events Policy & Procedures Manual, found on the Competitive Events page on [www.fbla.org](http://www.fbla.org).

*Eligibility*

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year.
- Members must be registered for the NLC and pay the national conference registration fee in order to participate in competitive events.
- Members must stay in an official FBLA hotel in order to compete.
- Each state may submit four entries.
- Each competitor can only compete in one individual/team event and one chapter event (American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, Partnership with Business Project).
- Competitors must set up their presentation by themselves.

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- Each competitor must compete in all parts of an event for award eligibility.
- All members of a team must consist of individuals from the same chapter.
- Picture identification (driver's license, passport, state-issued identification, or school-issued identification) is required when checking in for competitive events.
- If competitors are late for a presentation time, they will be allowed to compete until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event. Competitive events start in the morning before the Opening Session of NLC.

### *Recognition*

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

### *Event Administration*

- This event has three parts: pre-judged, preliminary presentation, and final presentation
- Pre-judged Report
  - **Submission Deadline:** A PDF of the report must be uploaded in the conference registration system by May 7, 2024.
  - **Number of Pages:** The report will be no more than seventeen (17) pages.
  - Report Specifics
    - The first page (front cover) should include the name of school, state, name of the event, and school year (2023-24) on the cover.
    - The second page must include a table of contents and each page must be numbered.
    - Divider pages and appendices are optional and must be included in the page count.
    - Reports must describe chapter activities conducted from the end of the 2023 State Leadership Conference to the end of the 2024 State Leadership Conference.
  - Reports should follow the rating sheet sequence.
  - Competitors must prepare reports. Advisers and others are not permitted to write reports. Reports must be original, current, and not submitted for a previous NLC.
  - Pages must be formatted to fit on 8 ½" x 11" paper.
  - The report is pre-judged before the NLC.
  - Pre-judged materials will not be returned. Reports submitted for competition become the property of FBLA. These reports may be used for publication and/or reproduced for sale by FBLA.
- Preliminary Presentation
  - **Equipment Set-up Time:** 3 minutes
  - **Presentation Time:** 7 minutes (one-minute warning)
  - **Question & Answer Time:** 3 minutes
  - **Internet Access:** Not provided
  - The presentation is judged at the NLC. Preliminary presentations are not open to conference attendees. The presentation will take place in a large, open area, with a booth size of approximately 12' x 12'.

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- Competitors/teams are randomly assigned to sections.
- Competitors present directly from a laptop/device. Screens and projectors are not allowed for use, and competitors are not allowed to bring their own. Power will not be available.
- Competitors can present with and bring any of the following technology into the presentation 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
- Pre-judged 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.
- When the equipment set-up time has elapsed, the timer will automatically start the seven-minute presentation time.
- If performing as a team, all team members are expected to actively participate in the presentation.
- No animals (except authorized service animals) will be allowed for use in any competitive event.
- Final Presentation
  - **Equipment Set-up Time:** 3 minutes
  - **Presentation Time:** 7 minutes (one-minute warning)
  - **Question & Answer Time:** 3 minutes
  - **Internet Access:** Not provided
  - An equal number of competitors/teams from each section in the preliminary round will advance to the final round. When there are more than five sections of preliminary presentations for an event, two competitors/teams from each section will advance to the final round.
  - Final presentations may be open to conference attendees, space permitting. Finalists may not view other competitors' presentation in their event.
  - Competitors can present with and bring any of the following technology into the presentation 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 if it occurs in a conference room: screen, power, table, and projector. Competitors using laptops or other devices that do not have an HDMI port will need to provide their own adapters. It is up to final-round competitors to determine if they wish to use the technology provided.
  - Pre-judged 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.
  - When the equipment set-up time has elapsed, the timer will automatically start the seven-minute presentation time.

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- If performing as a team, all team members are expected to actively participate in the presentation.
- No animals (except authorized service animals) will be allowed for use in any competitive event.

### *Scoring*

- The report score will be added to the preliminary presentation score to determine the finalists.
- The normalized report score (using standard deviation) will be added to the final presentation score to determine the top winners.
- The report score will be used to break a tie.

### *Americans with Disabilities Act (ADA)*

- FBLA meets the criteria specified in the Americans with Disabilities Act for all competitors with accommodations submitted through the conference registration system by the registration deadline.

### *Recording of Presentations*

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

### *Penalty Points*

- Competitors may be disqualified if they violate the Competitive Event Guidelines or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late for their assigned presentation time.

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### Local Chapter Annual Business Report Pre-judged Report Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Include “State of the Chapter” remarks to current member by chapter president.</b> <b>Report on membership numbers and size of school and community.</b>	<i>This section is missing in the report</i>	<i>Part of this information is missing</i>	<i>All the information is included and easy to find</i>	<i>All the information is included, easy to find, and additional school and/or community information is given</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Program of Work</b>	<i>Program of Work not included in report</i>		<i>Program of Work included in report</i>		
	0 points		10 points		
<b>Report activities to benefit chapter and its members:</b> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Leadership Development</li> <li>• Career Exploration &amp; Preparation</li> <li>• Business Partnerships</li> <li>• Chapter Fundraising</li> <li>• Public Relations &amp; Chapter Publicity</li> </ul>	<i>This section is missing in the report</i>	<i>There is at least one activity listed in four of the components</i>	<i>There is at least one activity mentioned in each component listed in this section</i>	<i>Multiple activities are reported in all components listed</i>	
	0 points	1-9 points	10-16 points	17-20 points	
<b>Describe activities to benefit other individuals and organizations:</b> <ul style="list-style-type: none"> <li>• State &amp; National Projects</li> <li>• Other community service projects</li> </ul>	<i>This section is missing in the report</i>	<i>There is at least one activity listed in one component</i>	<i>There is at least one activity mentioned in each component listed in this section</i>	<i>Multiple activities are reported in all components listed</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Include conferences attended and recognition received:</b> <ul style="list-style-type: none"> <li>• Participation in FBLA conferences</li> <li>• Other chapter and individual recognitions earned</li> <li>• Competitive event winners and participation</li> </ul>	<i>This section is missing in the report</i>	<i>There is at least one activity listed in one component</i>	<i>There is at least one activity mentioned in each component listed in this section</i>	<i>Multiple activities are reported in all components listed</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Report Format</b>					
<b>Guidelines followed and report arranged according to rating sheet (See above Expectation Items)</b>	<i>Missing one or more sections and/or does not follow rating sheet</i>	<i>All information presented, but order inconsistent with rating sheet</i>	<i>Information arranged according to rating sheet</i>	<i>Presented in the correct order and includes written transitions between sections</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Format and design a business report</b>	<i>Does not format document</i>	<i>Inconsistent formatting, excessive white space, and/or unrelated graphics and/or photos</i>	<i>Consistent formatting throughout the report</i>	<i>Utilizes full bleed, effective use of space, related defined graphics, and consistent formatting</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Include correct grammar, punctuation, and spelling</b>	<i>More than 5 grammar, punctuation, or spelling errors</i>	<i>3-4 grammar, punctuation, or spelling errors</i>	<i>No spelling errors, and not more than 2 grammar or punctuation errors</i>	<i>No spelling error, and not more than 1 grammar or punctuation error</i>	
	0 points	1-2 points	3-4 points	5 points	
<b>Report Total (100 points)</b>					
Name(s):					
School:					
Judge Signature:					Date:
Comments:					

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### Local Chapter Annual Business Report Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Describe chapter's program of work and summary of year's activities	<i>No evidence of chapter's program of work and summary of year's activities presented</i>	<i>Chapter's program of work and summary of year's activities explained briefly</i>	<i>Chapter's program of work and summary of year's activities clearly outlined</i>	<i>Chapter's program of work and summary of year's activities clearly outlined. Activities are chronological and clearly explained</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Describe activities to benefit chapter and its members: <ul style="list-style-type: none"> <li>Recruitment</li> <li>Leadership Development</li> <li>Career Exploration &amp; Preparation</li> <li>Business Partnerships</li> <li>Chapter Fundraising</li> <li>Public Relations &amp; Chapter Publicity</li> </ul>	<i>No evidence of activities</i>	<i>There is at least one activity described in two of the components listed</i>	<i>There is at least one activity described in four of the components listed</i>	<i>There is at least one activity described in all components listed</i>	
	0 points	1-9 points	10-16 points	17-20 points	
Describe activities to benefit other individuals and organizations: <ul style="list-style-type: none"> <li>State &amp; National Projects</li> <li>Other community service projects</li> </ul>	<i>No evidence of activities</i>	<i>There is at least one activity described in one of the components listed</i>	<i>There is at least one activity described in each component listed</i>	<i>Multiple activities are described in all components listed</i>	
	0 points	1-9 points	10-16 points	17-20 points	
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>	<i>No evidence of conferences attended, and recognition received</i>	<i>Described at least two activities in relation to conferences attended, and recognition received</i>	<i>Described at least three activities in relation to conferences attended, and recognition received</i>	<i>Described four or more activities in relation to conferences attended, and recognition received</i>	
	0 points	1-9 points	10-16 points	17-20 points	
<b>Presentation Delivery</b>					
Statements are well-organized and clearly stated	<i>Competitor(s) did not appear prepared</i>	<i>Competitor(s) were prepared, but flow was not logical</i>	<i>Presentation flowed in logical sequence</i>	<i>Presentation flowed in a logical sequence; statements were well organized</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	<i>Competitor(s) did not demonstrate self-confidence</i>	<i>Competitor(s) demonstrated self-confidence and poise</i>	<i>Competitor(s) demonstrated self-confidence, poise, and good voice projection</i>	<i>Competitor(s) demonstrated self-confidence, poise, good voice projection, and assertiveness</i>	
	0 points	1-2 points	3-4 points	5 points	
Demonstrates the ability to effectively answer questions	<i>Unable to answer questions</i>	<i>Does not completely answer questions</i>	<i>Completely answers questions</i>	<i>Interacted with the judges in the process of completely answering questions</i>	
	0 points	1-6 points	7-8 points	9-10 points	
<b>Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)</b>					
<b>Presentation Total (100 points)</b>					

Name(s):	
School:	
Judge Signature:	Date:
Comments:	