

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. Participants in this event must be on record in the FBLA state and national offices as paying dues by February 6.
2. Chapters failing to submit materials for receipt in the state office by March 9 will be disqualified.

OVERVIEW

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

GUIDELINES

Report—General

1. Student members, not advisors, must prepare reports.
2. 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.
3. Each chapter competing in this event must submit **one** (1) pdf copy of one project **received** by the state office by March 9. Copies must be uploaded to the WAFBLA Dropbox at <http://www.dropbox.com>. Your chapter must create one Dropbox account for your Chapter's entry(ies). In your account your chapter will create a folder named as your school; i.e., Wonderful High School. The uploaded entries must be named as the competitor's first and last name and event; i.e., john-doe-local-chapter-annual-business-report.jpg. Your chapter must share their folder with localchapterannualreport@wafbla.org. All uploads must be submitted and the chapter folder must be shared by midnight on March 9. Designs not uploaded by this date and time will not be graded.
4. If the report is being submitted for Gold Seal Chapter Award of Merit, the Gold Seal entry form must be included with the submission.
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 are not counted against the page limit and may contain other information.

- Front cover must contain the following information: name of the school, state, name of the event, name of students if applicable, and year (201x–201x)

Report Contents

- Table of contents with page numbers.
- Letter to membership by chapter president
- **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
- Pages are numbered and must be sized for 8 1/2" x 11" paper.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and are included in the page count.)

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 three (3) winning reports for national competition. See National Guidelines concerning specific rules.

REFERENCE

Local Chapter Annual Business Report Rating Sheet, see Appendix A



FBLA LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Revised 2014-15

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Introduction					
“State of the Chapter” remarks to current members by chapter president <ul style="list-style-type: none"> • Number of members • Size of school and community 	0	1–3	4–7	8–10	
Comments:					
Activities to Benefit Chapter and Its Members					
Recruitment activities	0	1–2	3–4	5	
Leadership development	0	1–2	3–4	5	
Career exploration and preparation	0	1–2	3–4	5	
Business partnerships	0	1–2	3–4	5	
Chapter fundraising	0	1–2	3–4	5	
Public relations activities and chapter publicity	0	1–2	3–4	5	
Comments:					
Activities to Benefit Other Individuals and Organizations					
State and national projects	0	1–3	4–7	8–10	
Other community service projects	0	1–3	4–7	8–10	
Comments:					
Conferences and Recognition					
Participation in FBLA conferences	0	1–3	4–7	8–10	
Other chapter and individual recognitions earned	0	1–3	4–7	8–10	
Competitive event winners and participants	0	1–2	3–4	5	
Comments:					
Report Format					
Clear, concise presentation with logical arrangement of information following the rating sheet categories	0	1–2	3–4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–2	3–4	5	
Design and graphics are appropriate for purpose	0	1–2	3–4	5	
Comments:					
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of fifteen [15] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents <input type="checkbox"/> over fifteen (15) pages <input type="checkbox"/> no page numbers <input type="checkbox"/> report format does not follow rating sheet					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments: