



FBLA 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
	0	○	5	○	10	○	15	○		
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			
Report activities to benefit chapter and its members: Recruitment Leadership development Career exploration and preparation Business partnerships Chapter fundraising Public relations and chapter publicity	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			
Describe activities to benefit other individuals and organizations: State and national projects Other community service projects	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			
Include conferences attended and recognition received: Participation in FBLA conferences Other chapter and individual recognition earned Competitive event winners and participation	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			

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 ○	3 ○	7 ○	10 ○		
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 ○	3 ○	7 ○	10 ○		
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 ○	1 ○	3 ○	5 ○		
Report Subtotal (100 max)						

Penalty Points

Report Guidelines not followed	-5	○	Total Penalty	-	
			Grand Total		

School: _____

State: _____

Judge's Signature: _____

Date: _____