

*This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.*

## **Overview**

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

## **Guidelines**

The report should follow the Rating Sheet.

1. Reports must not exceed a total of five (5) pages, including cover sheet and other documentation.
2. Pages must be on standard 8.5" x 11" paper and may not be laminated or bound in sheet protectors.
3. Each side of the paper providing information is counted as a page.
4. Copies should be sent rather than important original documents.
5. Reports should be stapled in the upper left-hand corner with the cover sheet (page 20).
6. Reports must describe activities of the chapter that were conducted during the current school year.

## **AWARDS**

Two awards will be given.



# Local Chapter Activities Report

## Rating Sheet FBLA–Middle Level

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Service to school and community	0	1–5	6–10	11–15	
Recruitment of members	0	1–5	6–10	11–15	
Leadership development for officers and members	0	1–5	6–10	11–15	
Support of FBLA-PBL national and state projects	0	1–5	6–10	11–15	
Public relations—evidence of publicity	0	1–5	6–10	11–15	
<b>Format of Report</b>					
Clear and concise presentation with logical arrangements of information	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error)	0	1–5	6–10	11–15	
<b>Total Points</b>	<b>/100 max.</b>				

Name(s): \_\_\_\_\_

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

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

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

Judge's Comments: