



LOCAL CHAPTER ANNUAL BUSINESS REPORT

Type: Chapter Prejudged Report

Submission: PDF

Rating Sheet: <http://www.fbla-pbl.org/media/Local-Chapter-Annual-Business-Report-FBLA-Rating-Sheet.pdf>

Specific Guidelines

- Divider pages and appendices are optional and must be included in the page count.
- 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 adviser must upload a PDF of the report by the annually established due date.
- Front cover is not counted against page limit.
- Project cover page should include the name of school, state, name of the event, and year (20XX-XX) on the cover.
- Divider pages and appendices are optional and must be included in the page count.
- Reports must include a table of contents and page numbers.
- Pages must be numbered and formatted to fit on 8-½"x11" paper.
- 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 the particular criterion, include a statement to that effect in your report.
- Points will be deducted if the written project doesn't adhere to the guidelines.
- Project content is prejudged before the SLC.
- Reports must be original, current, and not submitted for a previous SLC.
- Reports must follow these guidelines for Gold Seal Chapter eligibility.

Eligibility

- Each chapter may submit one entry.

A panel of judges will select the winners; all decisions are final. The number of awards presented will be determined by the judges. The maximum number of awards will be three (3) at the regional level and five (5) at the state level.