

# 2024-25 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 submitted by SLC due date; May 13, 2025, for NLC

**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

### Region

This event begins at the state level.

### State

Reports are due uploaded to Blue Panda by the annual SLC due date. The reports will be prejudged as the preliminary score to determine finalists. The top ten (10) scoring reports chapters will present at the State Leadership Conference. Finalists will be announced the week of the conference if the event is on Friday; if the event is on Saturday, finalists will be announced at the opening session.

### National

#### Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
<b>Presentation</b>	<ul style="list-style-type: none"> <li>Technology and presentation items</li> <li>Conference-provided nametag</li> <li><a href="#">Photo identification</a></li> <li>Attire that meets the <a href="#">FBLA Dress Code</a></li> </ul>	<ul style="list-style-type: none"> <li>Table</li> </ul>

#### Important FBLA Documents

- Competitors should be familiar with the Competitive Events [Policy & Procedures Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

#### Eligibility

- FBLA membership dues are paid by 11:59 pm Eastern Time on March 1 of the current school year or prior to regional competition, whichever comes first.
- Members must be registered for the SLC/NLC and pay the conference registration fee to participate in competitive events.
- Members must stay in an official FBLA hotel block to compete.
- Each chapter may submit one entry for state competition; each state may submit four entries for national competition.

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- 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) at the national level. RLC/SLC competitors may compete in one objective test/one performance event/ and one chapter event.
- Competitors must set up their presentation by themselves.
- 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 (physical or digital: driver's license, passport, state-issued identification, or school-issued identification) matching the conference nametag is required when checking in for competitive events.
- If competitors are late for their assigned presentation time, they will be allowed to compete with a five-point penalty until such time that results are finalized, or the accommodation would impact the fairness and integrity of the event.
- Some competitive events start in the before the Opening Session of SLC/NLC. The schedules for competitive events are displayed in the local time of the NLC location. Competitive event schedules cannot be changed.

### *Recognition*

- The number of competitors will determine the number of winners. The maximum number of winners for each competitive event is 10/NLC; 5/SLC.
- The Local Chapter Annual Business Report Award is named after Hamden L. Forkner. Dr. Forkner was a professor of education at the Teachers College at Columbia University, where he developed the concept of what would become the Future Business Leaders of America.

### *Event Administration*

- This event has three parts: pre-judged, preliminary presentation, and presentation
- Pre-judged Report
  - **Submission Deadline:** A PDF of the report must be uploaded in the conference registration system by the annual SLC Due Date for state competition and by May 13, 2025 for national competition.
  - **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 (2024-25) 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 2024 State Leadership Conference to the end of the 2025 State Leadership Conference.
    - Restricted Items: QR codes and links cannot be included in the report.
  - Reports should follow the rating sheet sequence.
  - Chapter activity artifacts are included and accurately and professionally displayed.

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- Members must prepare 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 judged before the SLC/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.
- 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 SLC/NLC. Presentations are not open to conference attendees.
  - Timing: The presentation time is exclusive to the allotted times. Once the set-up time has been reached, the presentation time automatically begins. The presentation time shall not exceed the stated time, meaning that the set-up and Q&A time cannot be used as presentation time.
  - Technology
    - Competitors present directly from a device which includes a laptop, tablet, mobile phone, or external monitor (approximately the size of a laptop screen). Competitors can present with one or two devices. If presenting with two devices, one device must face the judges and one device must face the competitors.
    - Projectors and projector screens are not allowed for use, and competitors are not allowed to bring their own.
    - Wireless slide advancers (such as a presentation clicker or mouse) are allowed.
    - External speakers are not allowed. Only device audio can be used.
    - Power is not available.
  - Non-technology Items: Pre-judged reports, materials, notecards, 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.
  - Restricted Items: Animals (except authorized service animals), Food (for display only; may not be consumed by judges during the presentation), Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation)
  - Teamwork: If performing as a team, all team members are expected to actively participate in the presentation.

### *Scoring*

- The report score will be used to determine the finalists.
- The report score will be used to break a tie.
- All announced results are final upon the conclusion of the RLC/SLC/NLC.

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### *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 Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to 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 population 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	1-6 points	7-8 points	9-10 points	
<b>Program of Work</b>	<i>Program of Work not included in report</i>	<i>Program of Work is a calendar of activities/events</i>	<i>Program of Work is a calendar with some objectives</i>	<i>Program of Work is an extensive document with alignment to specific chapter goals &amp; objectives</i>	
	0 points	1-8 points	9-12 points	13-15 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 mentioned in each component listed in this section</i>	<i>There are two activities reported in each component listed in this section, with details shared</i>	<i>There are three or more activities reported in each component listed in this section, with details shared</i>	
	0 points	1-8 points	9-12 points	13-15 points	
<b>Describe activities to benefit other individuals and organizations:</b> <ul style="list-style-type: none"> <li>• State Projects &amp; Programs</li> <li>• National Projects &amp; Programs</li> <li>• Other community service projects</li> </ul>	<i>This section is missing in the report</i>	<i>There is at least one activity mentioned in each component listed in this section</i>	<i>There are two activities reported in each component listed in this section, with details shared</i>	<i>There are three or more activities reported in each component listed in this section, with details shared</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 mentioned in each component listed in this section</i>	<i>There are two activities reported in each component listed in this section, with details shared</i>	<i>There are three or more activities reported in each component listed in this section, with details shared</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>Had more than specified page count, 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, correct page count, and includes written transitions between sections</i>	
	0 points	1-6 points	7-8 points	9-10 points	

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Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Formatted and designed as 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	1-2 points	3-4 points	5 points	
<b>Chapter activity artifacts included accurately and professionally displayed.</b>	<i>No artifacts included</i>	<i>Artifacts included, but not professionally displayed</i>	<i>Artifacts included</i>	<i>Artifacts included and enhance the written report</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	

**Report Total (100 points)**

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, related to chapter goals/objectives 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 Projects &amp; Programs</li> <li>• National Projects &amp; Programs</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 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	
<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	

**Staff Only:** Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)

**Presentation Total (100 points)**

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

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Comments: