

# EVENT ENTRY FORM

## LOCAL CHAPTER ANNUAL BUSINESS REPORT

School Name \_\_\_\_\_ Region \_\_\_\_\_

School Address \_\_\_\_\_

Adviser Signature (typed name acceptable) \_\_\_\_\_

Date \_\_\_\_\_

Adviser School Phone \_\_\_\_\_

Adviser Cell Phone \_\_\_\_\_

Adviser School E-mail Address \_\_\_\_\_

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E-mail Address to Which the Dropbox Share Invitation Will Be E-mailed (serves as dropbox logon)

**RECEIVED BY Date for Submission:**

**February 21, 2014, no later than 11:59 pm**

### **Important Information:**

1. The event entry form must be e-mailed to the PA FBLA Executive Director no later than one week prior to your submission of the project. It may be done earlier.
2. One copy of the project will be uploaded to the PA FBLA dropbox. DO NOT mail any paper copies; do not mail any copies on CD, DVD, or flash drive. Once the event entry form is received, instructions will be e-mailed to the adviser how and where to upload the digital copy for evaluation.
3. The adviser must be able to upload to the PA FBLA dropbox—not share the file from his/her personal dropbox.
4. The digital file must be one single PDF file. Separate components will not be accepted.
5. The PDF file may be in color or black/white. Other formats other than PDF will not be accepted.
6. The members creating the project, as well as the adviser, must review the guidelines for this event and ensure that all requirements are met.

### **Finalists:**

The top 10 finalists will be notified that they will be eligible to attend the 2014 state conference. That notification will occur no later than January 18, 2014, so that registration and lodging forms may be revised. The adviser will then provide notification of the names of students who will be participating in the oral presentation regarding the project. The adviser may choose up to three students to make the presentation, and those students may come from students already attending the conference, or they may be additional students assigned to this event.

### **Guidelines:**

Guidelines for this event are found in the PA FBLA Policy/Leadership Handbook. Guidelines are also found on the PA FBLA website at [www.pafbla.org](http://www.pafbla.org). At the left side of the main page, look for “competitive events.” An alphabetical list of events will be found at that location. Click on the title to display the event guidelines.