
Community Service Project

This event recognizes FBLA chapters that successfully implement community service projects to serve the citizens of their community.

Competencies

Reports must describe one chapter project that serves the community. The project must be in the interest of the community and be designed for chapter participation rather than individual participation. Local chapters are encouraged to perform a wide range of service activities but to focus on one project in detail for this report.

This event consists of two (2) parts:

- Pre-judged Written Report
- Performance Component

Report Competencies

- arrange report logically and in proper business style
- demonstrate good written communication skills
- describe project development and implementation

Performance Competencies

- answer questions effectively
- demonstrate ability to make a businesslike presentation
- demonstrate effective verbal communication skills
- demonstrate ability to work as a team
- describe project development and implementation
- explain content logically and systematically

Business Education Curriculum Standard(s):

Communication; Management; Marketing

State Eligibility

Each local chapter may enter one (1) report. The local chapter must be on record in the Pennsylvania state and the FBLA-PBL national offices as having paid dues by January 31 of the current school year.

The top 10 rated reports from among those submitted will be required to give an oral presentation at the SLC. For the oral presentation, one to three (1-3) members from each chapter may be part of the team to present that oral presentation. Those members may already be qualified to compete at the SLC in another event, or the chapter may choose other members to attend the SLC to participate in this oral presentation.

At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified

State Regulations

Pre-Judged Written Report

1. Report formats **must** follow the same sequence shown on the rating sheet found in these guidelines. If the information is not available for a particular criterion, include a statement to that effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format.
2. Written reports **must** adhere to the following technical requirements. Penalty points will be given if the written project doesn't adhere to the report cover and report contents guidelines.

A. Report Covers

- (1) Front cover is **not** counted against the page limit.
- (2) Front covers **must** contain the following information: the name of the school, the state, name of the event, name(s) of students (if applicable) and the year (20xx-20xx).

B. Report Contents

- (1) A one-page description of the plan should be the first page of the report.
 - (2) Reports **must** contain a table of contents with page numbers.
 - (3) Follow the rating sheet sequence in writing the report. If information is not available for a particular criterion, include a statement to that effect in the report.
 - (4) Pages must be numbered and must be sized for 8 ½" x 11."
 - (5) Reports must not exceed fifteen (15) pages excluding the front cover and the description (a title page, divider pages, and appendices are optional and must be included in the page count).
3. Reports must be prepared by student members, not advisers. Local chapter advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
 4. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
 5. Penalty points will be given if the written project doesn't adhere to the guidelines.
 6. Reports must be prepared by student members, not advisers. Local chapter advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
 7. FBLA-PBL encourages local chapters to cooperate on projects during the year. However, each chapter involved in the project must write and submit an independent report.
 8. Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the start of the current State Leadership Conference.

State Procedure

1. The event consists of two parts: (1) submission of a written project, and (2) performance.
2. At the State Leadership Conference, the chapter adviser must confirm students' participation in the event. Participants who are not confirmed will be disqualified.
3. If advancing to the final round, participants are required to complete both parts to be eligible to win an award.

Preconference Requirements

1. The participant(s) must submit the following items:
 - a. An event entry form, which is posted on the PA FBLA web site, certified by the local chapter adviser.
2. **The materials must be received by the PA FBLA Executive Director/State Chairman by the deadline date published at www.pafbla.org/importantdates.php, which is posted on the PA FBLA web site. Failure to submit these documents by the received by date will result in the participants being disqualified.**
3. A PDF of the report must be uploaded by the chapter adviser and received by the deadline posted on the www.pafbla.org website. The report will be uploaded attached to the online event entry form.

Oral Presentation

1. A maximum of three (3) members may represent the chapter in making the oral presentation. The members may already be qualified to attend the SLC in another competitive event, or the chapter may choose 1-3 additional members to attend the SLC to make the presentation.
2. Participation in a chapter event oral presentation will not preclude a member from competing in an individual or team competitive event. The chapter adviser must check the conference schedule to make sure all participants have no conflicts with other competitive events.
3. Five (5) minutes will be allowed to set up and remove equipment or presentation items.
4. The chapter must provide the computer for the event. A LCD projector, screen, table, and electrical power will be provided on-site. Participants that will be utilizing Apple products or other devices that do not have a VGA port will need to provide their own adapters.
5. Visual aids and samples related to the project may be used; however, no items may be left with the judges or audience.
6. The individual or team members must perform all aspects of the presentation (e.g., speaking, set-up, operating audiovisual equipment). Other representatives of the chapter may not provide assistance.
7. All individuals or team members are expected to actively participate in the performance.
8. Teams will have seven (7) minutes to describe the project and the results obtained.
9. At the end of six (6) minutes, a timekeeper will stand until noticed and hold up a colored time card indicating one minute is left, and at seven (7) minutes the timekeeper will stand and hold up a colored time card indicating time is up. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes.
10. Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.
11. The performance is open to all conference attendees, except performing participants of this event. If participants of the event view other presentations before or after their scheduled presentation time, they (or their team if they are part of one) will be disqualified.
12. **The participant must comply with the PA FBLA Dress Code which can be found at www.pafbla.org/dresscode.php. If the participant does not comply, he or she will not be admitted to the oral presentation areas until he or she is in compliance.**

State Judging

Reports will be screened to determine if chapters have complied with event eligibility and regulations. A panel of judges will then select the winners, and all decisions of the judges are final.

If there is a tie after the written portion in determining the top 10 finalists to attend the SLC, ties will be broken based on the following:

First Tiebreaker

- Total points of the *Content* section on the Report Rating Sheet.

Second Tiebreaker

- Total points of the “Clear and concise presentation with logical arrangement of information following the rating sheet categories” category of the *Report Format* section on the Report Rating sheet.

Third Tiebreaker

- Total points of the “Correct grammar, punctuation, spelling, and acceptable business style” category of the *Report Format* section on the Report Rating Sheet.

If there is a tie after the written portion and the oral presentation portion of the event, ties will be broken based on the following:

First Tiebreaker

- Total points of the Report Rating Sheet.

Second Tiebreaker

- Total points of the *Content* section on the Performance Rating Sheet.

Third Tiebreaker

- Total points of the “Demonstrates the ability to effectively answer questions” category of the *Delivery* section on the Performance Rating Sheet.

Tiebreaker implementation examples can be found in this handbook or at www.pafbla.org/tiebreakers.php.

State Awards

The state will present a maximum of ten (10) awards at the State Leadership Conference.

National Conference Eligibility

The first-, second-, third-, and fourth-place award winning projects at the State Leadership Conference are eligible for entry at the National Leadership Conference. All NLC qualifiers will be expected to present a seven-minute oral presentation at the NLC. Advisers and participants should refer to the latest edition of the National Chapter Management Handbook for official National Leadership Conference event guidelines.

In the event that the local chapter of the first-, second-, third-, or fourth-place winning project cannot attend the National Leadership Conference or does not wish to have its project submitted for competition at the National Leadership Conference, it is the responsibility of the:

local chapter adviser

- to contact the PA FBLA Executive Director/State Chairman about not participating at the National Leadership Conference.

PA FBLA Executive Director/State Chairman

- to contact the next eligible award winner about participating at the National Leadership Conference.



COMMUNITY SERVICE PROJECT

Report Rating Sheet

Revised 2017-18

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Project has specific goals and provides service to the community and its citizens	0	1-3	4-7	8-10	
Describe research into school and/or community needs	0	1–5	6–10	11–15	
Describe planning, development, and implementation of project	0	1-7	8-14	15-20	
Show evidence of publicity received	0	1-3	4-7	8-10	
Report benefits to and degree of impact on the school and/or community	0	1-3	4-7	8-10	
Evaluate the project	0	1-3	4-7	8-10	
Report Format					
Arrange information according to rating sheet (See above Expectation Items)	0	1–3	4–7	8–10	
Format and design a business report	0	1-3	4-7	8-10	
Include correct grammar, punctuation, and spelling	0	1	2-3	4-5	
Subtotal				/100 max.	
Penalty Points Deduct five (5) points for not adhering to Report Guidelines					
Total Points				/100 max.	

School: _____ Region: _____

Name(s) _____

Judge's Signature: _____ Date: _____

Judge's Comments:



COMMUNITY SERVICE PROJECT

Performance Rating Sheet

Revised 2017-18

☐ Final Round

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Expectation Item					
Describes project development and strategies used to implement project	0	1-7	8-14	15-20	
Describes research into school or community needs	0	1-5	6-10	11-15	
Appropriate level of chapter member involvement in project	0	1-3	4-7	8-10	
Degree of impact on the community and its citizens	0	1-7	8-14	15-20	
Evidence of publicity received	0	1	2-3	4-5	
Student evaluation of project effectiveness	0	1	2-3	4-5	
Delivery Skills					
Statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Demonstrates self-confidence, poise, assertiveness, and good voice projection	0	1	2-3	4-5	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal				/100 max.	
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Penalty: Deduct five (5) points for not following guidelines					
Total Points				/100 max.	
Report Score				/100 max.	
Final Score (add total points and report score)				/200 max.	

School: _____ Region: _____

Name(s) _____

Judge's
Signature: _____

Date: _____

Judge's Comments: