
Local Chapter Annual Business Report

Hamden L. Forkner Award

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. The Hamden L. Forkner Award recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

Competencies

The report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the start of the current State Leadership Conference. Projects used for other FBLA reports may be included. The report should include the chapter's profile, productivity, recognition, and business procedures.

Report Competencies

- arrange report in proper business style and logically arranged
- correct spelling and grammar
- describe report development
- explain the local chapter organization and characteristics of the chapter
- document productivity and recognition of the chapter

Business Education Curriculum Standard(s):

Communication; Information Technology; 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. This is a chapter recognition event only; therefore, no members qualify to attend the State Leadership Conference as Local Chapter Annual Business Report participants. However, any member who assisted with the preparation of the report is eligible to compete in another individual or team event.

State Regulations

Written Report

1. Report formats **must** follow the same sequence shown on the rating sheet below for this event. If 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 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, the name of the event, name(s) of students (if applicable) and the year (20xx-20xx).

B. Report Contents

- (1) Reports **must** contain a table of contents with page numbers.
 - (2) Letter to membership by chapter president.
 - (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 (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. 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.
5. Penalty points will be given if the written project doesn't adhere to the guidelines.
6. The event is prejudged before the SLC.

State Procedure

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.

Conference Requirements

Oral Presentation

There is no oral presentation at the State Leadership Conference.

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. Ties will be broken based on the following:

First Tiebreaker

- Total points of the *Productivity* section on the rating sheet.

Second Tiebreaker

- Total points of the *Report Format* section on the rating sheet.

Third Tiebreaker

- Total points of the *Businesslike Procedures* section on the rating sheet.

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 reports at the State Leadership Conference are eligible for entry at the National Leadership Conference.

In the event that the local chapter of the first-, second-, third-, or fourth-place winning report does not wish to have its report 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.



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Report Rating Sheet

Revised 2017-18

	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Expectation Item					
Include "State of the Chapter" remarks to current members by chapter president. Report on membership numbers and size of school and community.	0	1-5	6-10	11-15	
Report activities to benefit chapter and its members: Recruitment Leadership development Career exploration and preparation Business partnerships Chapter fundraising Public relations and chapter publicity	0	1-7	8-14	15-20	
Describe activities to benefit other individuals and organizations: State and national projects Other community service projects	0	1-7	8-14	15-20	
Include conferences attended and recognition received: Participation in FBLA conferences Other chapter and individual recognition earned Competitive event winners and participation	0	1-7	8-14	15-20	
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 each for not adhering to Report Guidelines					_____
Total Points					/100 max.

School: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments: