Local Chapter Activities Report – Middle Level

This event recognizes FBLA-Middle Level chapters that effectively summarize their year's activities.

Description

This report should summarize the activities of the local chapter between the start of the previous State Leadership Conference and the current State Leadership Conference. This report meets one of the requirements for the Outstanding Chapter Award of Merit program.

Business Education Curriculum Standards:
Communication

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.

For chapters to be eligible for state and national recognition, the report must be RECEIVED by February 18, 2012. Middle level members are not eligible to attend the Pennsylvania State Leadership Conference.

National Eligibility

Each state may submit the top two (2) reports from its active local middle level chapters who are on record in the FBLA-PBL national office as having paid dues by January 31 of the current school year.

All middle level FBLA members in grades 5 through 8 are eligible for this event.

State Regulations

1. The report must be RECEIVED by no later than February 18, 2012 and mailed to the PA FBLA Staff Assistant/Middle Level Coordinator. Reports must be accompanied by the cover sheet.
2. The report must be prepared by student members, not advisers. Local advisers should serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in an acceptable business style.
3. The report must adhere to the following guidelines: Points will be deducted or reports will be disqualified for not meeting the following guidelines:

Procedure

The report should follow the Rating Sheet.

Report Contents

1. Reports must not exceed a total of five pages, including cover sheet and other documentation.
2. Pages must be on standard 8 ½" x 11" paper.
3. Pages may not be laminated or bound in sheet protectors.
4. Reports may be single- or double-spaced.
5. Each side of the paper providing information is counted as a page.
6. Copies should be sent rather than important original documents.
7. Scrapbooks and loose or bulky exhibits are not acceptable.
8. Reports should be stapled in the upper left-hand corner with the cover sheet.
9. Reports must describe activities of the chapter that were conducted during the current school year.

3 copies of the report and cover sheet should be mailed to:

Mr. Luke Skerpon
PA FBLA Staff Assistant/Middle Level Coordinator
287 Hamilton Hall
University Park, PA 16802

Please do not use signature required on delivery method.

State Judging

Ties will be broken as follows:

First Tiebreaker: Total points of the *Service to school and community* section on the rating sheet.

Second Tiebreaker: Total points of the *Leadership development for officers and members* section on the rating sheet.

Local Recognition

Local chapters may decide the number and type of awards or recognition to be presented locally.

State Recognition

The state FBLA office will provide certificates of participation to local chapters who participate in this event. After comparing the results of all participating chapters in the state, recognition will be issued to the 1st and 2nd place winners in this event.

National Recognition

Each state may submit two winning projects that will be recognized by the national center on the FBLA-PBL web site.

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Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Service to school and community	0	1-5	6-10	11-15	
Recruitment of members	0	1-5	6-10	11-15	
Leadership development for officers and members	0	1-5	6-10	11-15	
Support of FBLA-PBL national and state projects	0	1-5	6-10	11-15	
Public relations – evidence of publicity	0	1-5	6-10	11-15	
Format of Report					
Clear and concise presentation with logical arrangement of information	0	1-3	4-7	8-10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1-5	6-10	11-15	
Total Points					/100 max
Submission Penalty: Deduct five (5) points for failing to submit entry form with report					
Final Score					/100 max

School: _____

City: _____ Region: _____

Judge's Signature: _____ Date: _____

Judge's Comments: