# Community Service Project – Middle Level

*This event recognizes FBLA Middle Level chapters that successfully implement a community service project 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.

- Arrange report logically and in proper business style
- Demonstrate good written communication skills
- Describe project development and implementation

**Business Education Curriculum Standards:**
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.

## 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. Reports must be keyed in the order of the questions listed below in the Report Format section.
2. The report must describe a community service activity that was conducted during the current school year.
3. The report should be no more than five pages including the cover sheet and attachments.
4. Pages must be on standard 8 ½" x 11" paper.
5. Each side of the paper providing information is counted as a page.

## Procedure

1. The participant(s) must submit the following items:
   a. An event entry form, which is posted on the PA FBLA website, certified by the local chapter.

   b. **The materials must be received by the PA FBLA Middle Level Coordinator by the deadline date published at www.pafbla.org/importantdates.php which is posted on the PA FBLA website.  Failure to submit these documents by the received by date will result in the participants being disqualified.**

   c. A PDF of the report must be uploaded by the chapter adviser and received by the deadline posted on the www.pafbla.org website.

## Report Format

The report will consist of questions and answers.  Key the following questions followed with your comments and description.

1. Describe the chapter's Community Service Project.
2. State the purpose and/or goals of the project.  The purpose and/or goals should be keyed as numbers or bullets.
3. Describe how the chapter chose this particular project as a community service activity.
4. Describe the steps the chapter members used to plan and develop the project.
5. Describe how the chapter completed the project.

6.   Describe why this project is unique.
7.   Explain the benefits and impact your project had on the community and its citizens.
8.   Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
9.   You may incorporate pictures into the report.

## State Judging

Ties will be broken as follows:

**First Tiebreaker:** Total points of the *Description of project* section on the rating sheet.

**Second Tiebreaker:** Total points of the *Description of project planning* and *development* 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 for local chapters to distribute to all members who participate in this event at the state level. After comparing the results of all participating members in the state, recognition will be issued to the 1st, 2nd and 3rd 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.

# COMMUNITY SERVICE PROJECT
**Report Rating Sheet**

| Evaluation Item | Not Demonstrated | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations | Points Earned |
|---|---|---|---|---|---|
| **Content** | | | | | |
| Description of project | 0 | 1–7 | 8–14 | 15–20 | |
| Statement of project goals | 0 | 1–3 | 4–7 | 8–10 | |
| Description of project choice | 0 | 1–3 | 4–7 | 8–10 | |
| Description of project planning and development | 0 | 1–3 | 4–7 | 8–10 | |
| Description of implementation | 0 | 1–3 | 4–7 | 8–10 | |
| Uniqueness of project | 0 | 1–2 | 3–4 | 5 | |
| Service to the community | 0 | 1–2 | 3–4 | 5 | |
| Evidence of publicity | 0 | 1–2 | 3–4 | 5 | |
| **Report Format** | | | | | |
| Followed project criteria | 0 | 1–3 | 4–7 | 8–10 | |
| Correct grammar, punctuation, spelling, and acceptable business style (deduct 1 point for each error) | 0 | 1–5 | 6–10 | 11–15 | |
| **Subtotal** | | | | | **/100 m** |
| **Penalty Points** Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): ❑ over five (5) pages ❑ no page numbers ❑ report format does not follow rating sheet ❑ entry labeled incorrectly on the upload _____ | | | | | |
| **Total Points** | | | | | **/100 m** |

School: _____     Region: _____

Name(s) _____

_____

_____

Judge's Signature:

_____     Date: _____

Judge's Comments: