
Local Chapter Activities Report – Middle Level

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

Competencies

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. Projects used for other FBLA reports may be included. The report should include the chapter's profile, productivity, recognition and business procedures.

- 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 chapter

Business Education Curriculum Standards:

Communication; Information Technology; 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 Report Format section below.
2. Reports must not exceed a total of five pages, including cover sheet and other documentation.
3. Pages must be on standard 8 ½" x 11" paper.
4. Each side of the paper providing information is counted as a page.
5. Reports must describe activities of the chapter that were conducted during the current school year.

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 should follow the order of the Rating Sheet.

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 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.

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Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
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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: