

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report

Local Chapter Annual Business Report gives chapter members the opportunity to document and present their Program of Work and accomplishments from the year. This event includes a pre-judged asset and a live presentation, highlighting the chapter's goals, activities, and overall impact.



Event Overview	
Division	High School
Event Type	Team of 1, 2, or 3 members
Event Category	Chapter
Event Elements	Pre-judged Asset and Presentation

Event Information:	
National Leadership Conference: Timing Structure: • Equipment Set-Up: 3 minutes ○ No interaction allowed with judges during this time. • Presentation: 7 minutes ○ A one-minute warning will be provided • Question & Answer (Q&A): 3 minutes Important: Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period. Important Notes: • Internet Access: Not provided • PDF Prejudge Asset submission due by state set date • Event Schedule Notes: ○ Some events may begin before the Opening Session. ○ All schedules are posted in local time for the NLC host city. ○ Schedule changes are not permitted.	State/Region: Review Region and State Sections further on in this document.

*** Event specifics are continued below. Review the document in its entirety.

Region

Not a region event.

State

State Eligibility

Each chapter may enter one (1) team consisting of 1, 2, or 3 members of active local chapters in FBLA Connect, the FBLA membership system. An active chapter is defined as having members “pending or paid” at the time of the RLC registration deadline submitted by the region adviser to the Executive Director and published on the PA FBLA website.

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



In order to be registered for this event, student data is imported into Blue Panda, the event registration and competitive events management system, from FBLA Connect. Students are imported and able to be registered only if identified as having “pending or paid” membership. “Paid” membership is defined as a dues payment for the student received by National FBLA; “pending” membership is defined as membership for which payment is due to National FBLA 60 days from the date the student appears on the membership invoice.

Finalists for this event will be an equal number advancing from the preliminary round groups to a maximum of 15. Finalists will be notified by the PA FBLA Executive Director/State Chairman by the date indicated at <https://www.pafbla.org/about-pafbla/important-dates/> on the FBLA web page. Finalists 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.

A member can compete in only one chapter event and one individual/team event.

A member can compete in a chapter event more than once.

State Regulations

Pre-Judged Written Report and Presentation via Zoom

1. Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and the posted due date.
2. 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.
3. 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 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) 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.
 - (3) Pages must be numbered and must be sized for 8 ½” x 11.”
 - (4) Reports must not exceed seventeen (17) pages (a title page, divider pages, and appendices are optional and must be included in the page count). Table of Contents and Front Cover **ARE** included in the page count.
 - (5) Reports must describe chapter activities conducted from the end of the 2026 State Leadership Conference to the end of the 2027 State Leadership Conference.
 - (6) The report does not need to follow the FBLA Production Test Reference Guide, formerly known as the FBLA Format Guide.
4. Links and QR codes are restricted items in pre-judge reports; links and QR codes during presentations are for display purposes only.

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



5. 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.
6. The Zoom presentation needs to be consistent with the presentation that will be given in person at Hershey should the chapter advance. All competitors must participate in the presentation of the project. The presentation should follow the presentation rating sheet.
7. FBLA 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. Penalty points will be given if the written project doesn't adhere to the guidelines.

State Procedure

Preconference Requirements

1. **The materials must be received by the PA FBLA Executive Director/State Chairman by the deadline date published at <https://www.pafbla.org/about-pafbla/important-dates/>, which is posted on the PA FBLA web site. Failure to submit these items in Blue Panda by the received by date will result in the participants being disqualified.**
2. Teams will be allowed to select a presentation time on the published date from a set timeframe once registration has closed. Once a presentation time has been selected, it cannot be changed. If a competitor does not select a time to present, one will be randomly assigned from the remaining time slots. At the selected presentation time, competitors will join a Zoom meeting. Competitors will then give their presentation to a panel of judges during the meeting.
3. Competitors may join Zoom individually from multiple computers or as a team from one computer.
4. Competitors may join Zoom from school, home, or other location.
5. Competitors may be seated or standing during the Zoom presentation.
6. **The participants must comply with the PA FBLA Dress Code which can be found at <https://www.pafbla.org/about-pafbla/dress-code/>. If the participants do not comply, points will be deducted UNLESS there is an egregious violation.**
7. Competitors will be allowed to share their screens during the presentation.
8. Competitors will not be allowed to use chat, whiteboard, or any other features in Zoom other than to share their screen.
9. The team members must perform all aspects of the presentation (e.g., speaking, setup, operating AV equipment, etc.) Other representatives of the chapter may provide no additional assistance.
10. All team members must actively participate in the presentation and be visible to the judges.
11. Visual aids and samples specifically related to the project may be used in the presentations. However, no items may be left after the presentation with either the judges or the audience.
12. Advisers may not participate during the actual delivery of the presentation, including assisting with setup, distribution of handouts, operation of audiovisual equipment, etc.
13. Five (5) minutes will be allowed to set up and remove equipment or presentation items.
14. Seven (7) minutes will be given to describe the project and the results obtained.
15. At the end of six (6) minutes, a timekeeper will give a one-minute warning, and at seven (7) minutes the timekeeper will announce "TIME". When time is called, the presenter must end the presentation.
16. Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.
17. Links and QR codes (for display only; cannot be clicked or scanned by judges before, during, or after the presentation).

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



18. A PDF of the report must be uploaded by the chapter adviser to Blue Panda and received by the deadline posted on the www.pafbla.org website.
19. Up to 15 finalists will be announced based on the combined score of the report and presentation on Zoom.
20. After the announcement of the finalists, reports and presentations can be changed in preparation for the state competition.
21. The pre-judged report score will be used in the final round and combined with the score from the live performance. The Zoom presentation score will not be used in the final round.
22. The Zoom presentation will not have an audience.

Conference Requirements

1. The event consists of two parts: (1) submission of a written report and Zoom presentation and (2) performance.
2. Participants are required to complete both parts to be eligible to win an award.

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 one to three (1-3) additional members to attend the SLC to make the presentation. The members do not have to be the same members used in the pre-recorded video submission.
2. The team members must perform all aspects of the presentation (e.g., speaking, setup, operating AV equipment, etc.) Other representatives of the chapter may provide no additional assistance.
3. All team members must actively participate in the presentation.
4. Participation in a chapter event oral presentation will not preclude a member from competing in an individual or team competitive event. Chapter advisers will be contacted regarding possible conflicts in scheduling events.
5. Visual aids and samples specifically related to the project may be used in the presentations. However, no items may be left after the presentation with either the judges or the audience.
6. Advisers may not participate during the actual delivery of the presentation, including assisting with setup, distribution of handouts, operation of audiovisual equipment, etc.
7. Five (5) minutes will be allowed to set up and remove equipment or presentation items.
8. Seven (7) minutes will be given to describe the project and the results obtained.
9. The chapter must provide the computer for the event. An 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 an HDMI port will need to provide their own adapters.
10. At the end of six (6) minutes, a timekeeper will stand until noticed and hold up a colored timecard indicating one minute is left, and at seven (7) minutes the timekeeper will stand and hold up a colored timecard indicating time is up. When time is called, the presenter must end the presentation.
11. Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.
12. 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.
13. **The participants must comply with the PA FBLA Dress Code which can be found at <https://www.pafbla.org/about-pafbla/dress-code/>. If the participants do not comply, points will be deducted UNLESS there is an egregious violation.**

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



State Judging

The preliminary round will be the report score and the Zoom presentation score combined. A panel of judges will then select the finalists, and all decisions of the judges are final.

The final round ranking will be based solely on the live presentation given in the final round. The prejudged report score and the Zoom presentation score will not be used in the final round.

Judges must make a definitive decision on ranking. Ties are not permitted. The decision of the judges is final.

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 (7) oral presentation of the project at the NLC and submit in a PDF of the report in Blue Panda by the posted deadlines.

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.

National

Required Competition Items

	Items Competitor Must Provide	Items FBLA Provides
Preliminary Presentation	• Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code • Technology and presentation items	• Table
Final Presentation	• Conference-provided nametag • Photo identification • Attire that meets the FBLA Dress Code • Technology and presentation items, including any adapter or cord needed beyond an HDMI connection	• Table • Power • Projector with HDMI cord • Projector screen

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



Eligibility Requirements

To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:

- **Membership Deadline:** FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Conference Registration:** Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement:** To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits:** Each state may submit up to four entries per event.
- **Event Participation Limits:** Each member may participate in:
 - o One individual or team event, and
 - o One chapter event (e.g., *Community Service Project* or *Local Chapter Annual Business Report*).
- **Participation Requirement:** To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Team Composition:** All members of a team must be from the same local chapter.
- **Identification at Check-in:** Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **Late Arrivals:** Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. If judges have left the competitive event area, it is no longer possible to compete. Five penalty points will be assessed for late arrivals in any competitive event.

Event Administration

This event consists of three phases: a pre-judged asset, preliminary presentation, and a final presentation.

Pre-judged Asset Details: Report

Submission Deadline

- A PDF of the report must be uploaded through the conference registration system by the state-specified deadline.

Asset Requirements:

- All content must be original and created specifically for this competition.
- QR codes and links are not allowed in the asset.
- Advisers or others may not assist in preparing the project. It must be created entirely by the competitor(s).
- Assets must be new, original work and may not have been submitted at any previous National Leadership Conference.

Judging & Ownership

- Assets will be judged prior to the National Leadership Conference (NLC).
- Pre-judged assets will not be returned. All submitted projects become the property of FBLA and may be published or reproduced for promotional purposes.

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



Event Specific Information

- **Number of Pages:** The report will be no more than seventeen (17) pages.
- Reports should follow the rating sheet sequence and be formatted to fit on 8 ½" x 11" paper.
- The first page (front cover) should include the name of school, state, and school year (2026-2027) on the cover.
- The second page must include a table of contents and each page must be numbered.
- Divider pages and appendices are optional and must be included in the page count.
- Reports must describe chapter activities conducted from the end of the 2026 State Leadership Conference to the end of the 2027 State Leadership Conference.
- Supporting materials related to chapter activities are clearly presented, relevant to the project, and displayed professionally.
- **Note:** The report does not need to follow the FBLA Production Test Reference Guide, formerly known as the FBLA Format Guide.

Preliminary Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Important:** Time allocations are exclusive. The presentation must begin immediately after the 3-minute set-up time concludes. Time may not be shifted between segments. Competitors will not interact with judges during the set-up period.

Venue & Format

- Presentations occur in-person at the National Leadership Conference (NLC).
- Competitors/teams are randomly assigned to presentation sections.
- Presentations will take place in a large, open area with a designated space of approximately 10' x 10', which includes a table and chairs for the judges.
- The preliminary round is closed to conference attendees and audience.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- Projectors and projector screens are not permitted, and competitors may not bring their own.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- External speakers are not allowed; audio must come directly from the presenting device(s).
- Electricity will not be available.

Non-Technology Items

- Pre-judged asset, visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information: Competitors should incorporate the following aspects in the presentation

- Presentations must describe chapter activities conducted from the end of the 2026 State Leadership Conference to the end of the 2027 State Leadership Conference.
- **Outline the Program of Work and Chapter Activities:** Explain the chapter's program of work and summarize the year's activities in a clear, chronological format. Connect each activity to chapter goals and objectives.
- **Describe Member-Focused Activities:** Highlight chapter efforts that support members in the areas mentioned in the rating sheet.
- **Describe Community and State/National Service:** Include service initiatives that benefit others, as mentioned in the rating sheet.
- **Summarize Conferences and Recognition:** Provide details about these areas listed in the rating sheet.

Final Presentation Details

Timing Structure

- **Equipment Set-Up:** 3 minutes
- **Presentation:** 7 minutes (a one-minute warning will be provided)
- **Question & Answer (Q&A):** 3 minutes
- **Note:** Each time segment is exclusive. Once the 3-minute set-up period ends, the 7-minute presentation time begins automatically. Competitors may not shift time between segments. Competitors will not interact with judges during the set-up period.

Advancement to Finals

- The top-scoring competitors or teams from each preliminary section will advance to the final round in equal numbers.
- The number of competitors or teams advancing to the final round depends on the number of preliminary sections:
 - 2 sections: Top 6 from each section advance
 - 3 sections: Top 4 from each section advance
 - 4 sections: Top 3 from each section advance
 - 5 sections: Top 3 from each section advance
 - More than 5 sections: Top 2 from each section advance

Audience & Viewing Rules

- Final presentations may be open to conference attendees, depending on space availability.

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



- Finalists may not view other presentations in their own event.

Technology Guidelines

- **Internet Access:** Not provided
- Presentations must be delivered using one or two personal devices (laptop, tablet, mobile phone, or monitor approximately laptop-sized).
- If using two devices, one must face the judges and the other must face the presenters.
- If the final round takes place in a conference room, the following equipment will be provided: a projector, projector screen, power access, and a table.
- Competitors using laptops or devices without an HDMI port must bring their own compatible adapters.
- It is the responsibility of final-round competitors to decide whether or not to use the provided technology.
- Wireless slide advancers (e.g., presentation clickers or mice) are allowed.
- Electricity will not be available.

Non-Technology Items

- Pre-judged asset, visual aids, samples, notes, and other physical materials related to the project may be used.
- Items may be placed on the provided table or on the judges table, if space allows.
- No items may be left with the judges following the presentation.

Restricted Items

- Animals, except for authorized service animals.
- Food, which may be used for display only and may not be consumed by judges.
- Links and QR codes, which may be shown but may not be scanned or clicked by judges at any time.

Research

- Information must be supported by credible, well-documented sources.
- Any use of copyrighted material, images, logos, or trademarks must be properly documented.

Team Expectations

- In team presentations, all members must actively participate in the delivery of the presentation.

Event Specific Information: Competitors should incorporate the following aspects in the presentation

- Presentations must describe chapter activities conducted from the end of the 2026 State Leadership Conference to the end of the 2027 State Leadership Conference.
- **Outline the Program of Work and Chapter Activities:** Explain the chapter's program of work and summarize the year's activities in a clear, chronological format. Connect each activity to chapter goals and objectives.
- **Describe Member-Focused Activities:** Highlight chapter efforts that support members in the areas mentioned in the rating sheet.
- **Describe Community and State/National Service:** Include service initiatives that benefit others, as mentioned in the rating sheet.
- **Summarize Conferences and Recognition:** Provide details about these areas listed in the rating sheet.

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



Scoring

- The pre-judged asset score will be added to the preliminary presentation round scores to determine which competitors or teams advance to the final round from each section.
- The final presentation score determines the top winners.
- Pre-judged asset score will be used to break a tie.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points

- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition

- A maximum of 10 entries (individuals or teams) may be recognized per event.
- The Local Chapter Annual Business Report Award is named after Hamden L. Forkner. Dr. Forkner was a professor of education at the Teachers College at Columbia University, where he developed the concept of what would become the Future Business Leaders of America.

Americans with Disabilities Act (ADA)

- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Recording of Presentations

- Unauthorized audio or video recording is strictly prohibited in all competitive events.
- FBLA reserves the right to record presentations for educational, training, or archival purposes. Competitors should be aware that their presentations may be recorded by FBLA-authorized personnel.

Important FBLA Documents

- Competitors should be familiar with the [Competitive Events Operations Manual](#), [Honor Code](#), [Code of Conduct](#), and [Dress Code](#).

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report

Local Chapter Annual Business Report Pre-Judged Asset (Report) Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Include “State of the Chapter” remarks to current members by chapter president. Report on membership numbers and population size of school and community.	<i>No remarks or data on membership, school, or community population are included.</i>	<i>Remarks are vague or incomplete, and membership or population data are missing or unclear.</i>	<i>Includes a clear message from the chapter president and provides accurate membership, school, and community population data.</i>	<i>Include “State of the Chapter” remarks to current member by chapter president. Report on membership numbers and population size of school and community.</i>	
	0 points	1-6 points	7-8 points	9-10 points	
Program of Work	<i>Program of Work not included in report</i>	<i>Program of Work is a calendar of activities/events</i>	<i>Program of Work is a calendar with some objectives</i>	<i>Program of Work is an extensive document with alignment to specific chapter goals & objectives</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Report activities to benefit chapter and its members: • Recruitment • Leadership Development • Career Exploration & Preparation • Business Partnerships • Chapter Fundraising • Public Relations & Chapter Publicity	<i>No activities in the listed areas are described or included in the report.</i>	<i>Few activities are mentioned, with limited explanation or unclear connection to chapter/member benefit.</i>	<i>Includes relevant activities in most listed areas with clear descriptions of how they supported the chapter and its members.</i>	<i>Thoroughly details a wide range of well-executed activities in all areas, clearly demonstrating meaningful impact on chapter growth and member development.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Describe activities to benefit other individuals and organizations: • State Projects & Programs • National Projects & Programs • Other community service projects	<i>No activities benefiting others or outside organizations are described in the report.</i>	<i>Mentions a few activities with minimal detail or unclear connection to state, national, or community service efforts.</i>	<i>Describes relevant activities supporting state, national, and community service initiatives, with clear explanation of purpose and outcomes.</i>	<i>Provides detailed, well-organized descriptions of impactful activities across all categories, highlighting meaningful service, collaboration, and results beyond the chapter.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Include conferences attended and recognition received: • Participation in FBLA conferences • Other chapter and individual recognitions earned • Competitive event winners and participation	<i>No conferences, recognitions, or competitive event participation are mentioned.</i>	<i>Includes limited or unclear details about conference attendance or recognition, with minimal connection to chapter involvement.</i>	<i>Clearly outlines conference participation, recognitions earned, and competitive event results with appropriate detail.</i>	<i>Provides a comprehensive and well-organized summary of conference involvement, awards, and competitive successes, demonstrating strong chapter engagement and achievement.</i>	
	0 points	1-8 points	9-12 points	13-15 points	
Report Format					
Formatted and designed as business report Note: does not need to follow Production Test Reference Guide	<i>Does not format document</i>	<i>Inconsistent formatting, excessive white space, and/or unrelated graphics and/or photos</i>	<i>Consistent formatting throughout the report</i>	<i>Utilizes full bleed, effective use of space, related defined graphics, and consistent formatting</i>	
	0 points	1-2 points	3-4 points	5 points	

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter activity documentation included accurately and professionally displayed.	No documentation included	Documentation included, but not professionally displayed	Documentation included	Documentation included and enhance the written report	
	0 points	1-6 points	7-8 points	9-10 points	
Include correct grammar, punctuation, and spelling	5 or more grammar, punctuation, or spelling errors	3-4 grammar, punctuation, or spelling errors	No more than 2 grammar, punctuation, or spelling errors	No more than 1 grammar, punctuation, or spelling error	
	0 points	1-2 points	3-4 points	5 points	
Guideline Protocols					
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: ✓ Report was submitted as PDF ✓ Links or QR codes were not used (unless in citations) ✓ Report was 17 pages or under ✓ Report followed the sequence of the rating sheet & formatted for 8 ½" x 11" paper ✓ Cover Page with all criteria listed, table of contents included, all pages are numbered			
		0 points	1-10 points		
Pre-judged Asset Total (100 points)					
Name(s):					
School:					Section:
Judge Signature:					Date:

Comments:

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



Local Chapter Annual Business Report Presentation Rating Sheet

Expectation Item	Not Demonstrated	Below Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Describe chapter's program of work and summary of year's activities	No evidence of chapter's program of work and summary of year's activities presented	Chapter's program of work and summary of year's activities explained briefly	Chapter's program of work and summary of year's activities clearly outlined	Chapter's program of work and summary of year's activities clearly outlined. Activities are chronological, related to chapter goals/objectives and clearly explained	
	0 points	1-8 points	9-12 points	13-15 points	
Describe activities to benefit chapter and its members: • Recruitment • Leadership Development • Career Exploration & Preparation • Business Partnerships • Chapter Fundraising • Public Relations & Chapter Publicity	No evidence of activities	There is at least one activity described in two of the components listed	There is at least one activity described in four of the components listed	There is at least one activity described in all components listed	
	0 points	1-9 points	10-16 points	17-20 points	
Describe activities to benefit other individuals and organizations: • State Projects & Programs • National Projects & Programs • Other community service projects	No evidence of activities	There is at least one activity described in one of the components listed	There is at least one activity described in each component listed	Multiple activities are described in all components listed	
	0 points	1-9 points	10-16 points	17-20 points	
Describe conferences attended and recognition received: • Participation in FBLA conferences • Other chapter and individual recognition earned • Competitive event winners and participation	No evidence of activities	There is at least one activity described in one of the components listed	There is at least one activity described in each component listed	Multiple activities are described in all components listed	
	0 points	1-9 points	10-16 points	17-20 points	
Presentation Delivery					
Statements are well-organized and clearly stated	Competitor(s) did not appear prepared	Competitor(s) were prepared, but flow was not logical	Presentation flowed in logical sequence	Presentation flowed in a logical sequence; statements were well organized	
	0 points	1-6 points	7-8 points	9-10 points	
Consistently displays confidence, poised body language, engaging eye contact, and effective voice projection.	Did not demonstrate any of the listed skills	Demonstrated 1-2 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated 3 of the listed skills (confidence, body language, eye contact, or voice projection)	Demonstrated all skills, enhancing the overall presentation	
	0 points	1-2 points	3-4 points	5 points	

2026-2027 Competitive Events Guidelines

Local Chapter Annual Business Report



Demonstrates the ability to effectively answer questions	Does not respond to questions or responses are completely off-topic.	Provides incomplete or unclear answers that show limited understanding.	Responds accurately and clearly to most questions, showing adequate understanding.	Responds confidently with clear, accurate, and thoughtful answers that enhance the overall presentation.	
	0 points	1-6 points	7-8 points	9-10 points	
Presentation Protocols					
Adherence to Competitive Events Guidelines	Competitor(s) Did Not Follow Guidelines	Execution Aligned with Guidelines: ✓ Used only allowable technology devices (sizing specs followed; maximum of two, with only one facing judges at a time) ✓ Presentation aligned with the assigned topic ✓ Maintained professional boundaries during set-up time (no interaction with judges) ✓ Did not leave materials behind after the presentation ✓ Links or QR codes were displayed appropriately (not clicked or scanned by judges) ✓ Audio was presented without external speakers (preliminary round) ✓ Avoided use of food or live animals			
		0 points	1-10 points		
Staff Only: Penalty Points (5 points for dress code penalty and/or 5 points for late arrival penalty)					
Presentation Total (110 points)					
Name(s):					
School:					Section:
Judge Signature:					Date:
Comments:					