

Community Service Project

This event recognizes FBLA chapters that successfully implement service projects to serve the citizens of their community.

Project Purpose

Reports must describe one chapter project that serves the community. The projects 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 projects, but to focus on one project in detail for this report.

Business Education Curriculum Standards:

Communication, Management, Marketing

Eligibility

Each active chapter may submit one entry in this event.

Procedure

Note: Please refer to the Special Event Guidelines at the beginning of this section for additional information.

Written Report

Report formats must follow the same sequence shown on the rating sheet. If information is not available for a particular criterion, include a statement to the effect in the report. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged. The reports will be prejudged according to the attached rating sheet.

Please note: reports must be submitted online in PDF format via the online submission tool by the published deadline.

Oral Presentation

The top ten reports from each chapter will present oral presentations at the State Business Leadership Conference. Up to three (3) members of each local chapter selected for the finals will give an oral presentation. Five minutes (5) will be allowed to set up equipment and seven (7) minutes will be allowed for the oral presentation, which will describe the project and the results obtained. The chapter must provide all equipment for the presentation. Visual aids and samples specifically related to the project may be used in the final presentation. However, no times may be left with the judges or audience.

A timekeeper will stand at six (6) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over seven (7) minutes. Following each presentation, the judges may conduct a three (3) minute question-and-answer period.

The performance is open to conference attendees, except performing participants of this event.



Community Service Project

Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of project Statement of project goals Service to the community and its citizens	0	1 – 5	6 – 10	11 – 15	
Scope and intensity of project Planning and development Implementation	0	1 – 5	6 – 10	11 – 15	
	0	1 – 5	6 – 10	11 – 15	
Benefits to and impact on the community	0	1 – 8	9 – 17	18 – 25	
Evidence to publicity	0	1 – 2	3 – 4	5	
Format of Report					
Clear and concise presentation with logical arrangements of information	0	1 – 3	4 – 7	8 – 10	
Creativity of written presentation, design, and graphics	0	1 – 2	3 – 4	5	
Correct grammar, punctuation, spelling, and acceptable business style	0	1 – 3	4 – 7	8 – 10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points each for not adhering to Report Guidelines (maximum of twenty [20] points): <input type="checkbox"/> cover incorrect <input type="checkbox"/> missing table of contents & page numbers <input type="checkbox"/> binding incorrect <input type="checkbox"/> over thirty (30) pages, pasted items <input type="checkbox"/> no page numbers in report <input type="checkbox"/> 2 copies of report not received <input type="checkbox"/> report format does not follow rating sheet Total Penalty Points _____					
Total Points					/100 max.

School: _____

Judge's Name: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



Community Service Project

Oral Presentation Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Delivery					
Voice quality and diction	0	1 – 3	4 – 7	8 – 10	
Poise and professional appearance	0	1 – 3	4 – 7	8 – 10	
Self-confidence and assertiveness	0	1 – 2	3 – 4	5	
Explanation of the Project					
Description of project development and strategies used to implement project	0	1 – 8	9 – 17	18 – 25	
Appropriate level of member involvement	0	1 – 3	4 – 7	8 – 10	
Degree of impact on the community and its citizens	0	1 – 7	8 – 14	15 – 20	
Evidence of publicity received	0	1 – 2	3 – 4	5	
Student evaluation of project effectiveness	0	1 – 2	3 – 4	5	
Demonstration of ability to effectively answer questions	0	1 – 3	4 – 7	8 – 10	
Total Points					/100 max.
Time Penalty Points	Deduct five (5) points for presentations over 7 minutes. Time:				
Dress Code Penalty	Deduct five (5) points when dress code is not followed.				
Presentation Score					/100 max.
Report Score					/100 max.
Final Score					/200 max.

School: _____

Judge's Name: _____

Judge's Signature: _____ Date: _____

Judge's Comments: