

Local Chapter Annual Business Report

Hamden L. Forkner Award

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of business. The Hamden L. Forkner Award recognizes FBLA chapters that effectively summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

Report Purpose

The report should summarize the activities of the local chapter between the start of the previous State Business Leadership Conference and the start of the current State Business Leadership Conference. Projects used for other FBLA reports may be included. The report should include the chapter's profiles, productivity, recognition, and business procedures.

Business Education Curriculum Standards:

Communication, Information Technology

Eligibility

Each chapter in good standing may enter one report.

Procedure

Note: Please refer to the Special Event Guidelines for Reports for additional information.

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 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.

Creativity through design and use of meaningful graphics is encouraged.

Please note: Reports are to be submitted as a PDF via our online submission tool. Do not mail reports to the state office.



Local Chapter Annual Business Report

Written Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter members (stockholders) ∇ Number of members ∇ Size of school and community ∇ When and where the chapter was organized	0	1 – 3	4 – 7	8 – 10	
Productivity					
Recruitment of members and chapters	0	1 – 2	3 – 4	5	
Leadership development for officers and members	0	1 – 3	4 – 7	8 – 10	
Preparation of students for business careers	0	1 – 2	3 – 4	5	
Service to the school and community	0	1 – 3	4 – 7	8 – 10	
Cooperation with business, professional, and service groups	0	1 – 2	3 – 4	5	
Participation in public relations activities	0	1 – 2	3 – 4	5	
Support of FBLA-PBL national and state projects	0	1 – 2	3 – 4	5	
Attendance and participation at state and nationally sponsored events	0	1 – 2	3 – 4	5	
Recognition					
For FBLA-PBL competitive events and activities	0	1 – 2	3 – 4	5 – 6	
For school, community, business and industry activities	0	1 – 2	3	4	
Businesslike procedures					
Chapter management and organization	0	1 – 2	3 – 4	5	
Financial development, including fundraising and financial statement	0	1 – 2	3 – 4	5	
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 – 2	3 – 4	5	
Design and graphics	0	1 – 2	3 – 4	5	
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.

Names: _____ School: _____
 Judge's Name: _____ Judge's Signature: _____
 Date: _____ Judge's Comments (on back)