

# LOCAL CHAPTER ANNUAL BUSINESS REPORT

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

## **Eligibility**

Each chapter may submit one (1) report authored by up to three (3) members.

## **Overview**

The report should include the chapter's annual business; follow the rating sheet sequence in writing the report. Projects used for other PBL reports may be included.

## **Report Guidelines**

### **Report—General**

- Student members, not advisers, must prepare reports.
- Reports must describe activities of the chapter that were conducted between the start of the previous State Leadership Conference and start of the current State Leadership Conference.
- Reports submitted for competition become the property of FBLA-PBL, Inc. These reports may be used for publication and/or reproduced for sale by the national association and will not be returned.
- Penalty points will be given if the written project does not adhere to the guidelines.

### **Report Cover**

- Report covers must be of a weight such as cover stock, index stock, or card stock and include both a front and back cover.
- Report covers are not counted against the page limit and may contain other information unless they are cut out.
- Covers may not be in plastic binders, be laminated, or have a plastic sheet overlaying the printed cover. No items, such as labels or decals, may be attached to the front cover. Two- or three-ring binders are not acceptable report covers.
- Cutout covers are allowed, but the page containing the cover information is included in the page count.
- Front cover contains the following information: name of the school, state, name of the event, and year (201x–1x)
- All reports must be bound (e.g., tape binding, spiral binding).

### **Report Contents**

- Table of contents with page numbers.
- Letter for membership by chapter president.
- 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.
- Pages are numbered and must be on 8 1/2" x 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
- Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and are included in the page count.)
- No items may be attached to any page in the report.

### **Report Competencies**

- arrange report logically and in proper business style
- demonstrate good written communication skills
- describe project development and implementation
- explain local chapter organization and characteristics of chapter
- document productivity and recognition of chapter

**REFERENCE: Local Chapter Annual Business Report—Report RATING SHEET-31**