

Chapter Events

AMERICAN ENTERPRISE PROJECT

Guidelines:

CMH pp. 61

Rating Sheets:

CMH pp. 83-84

State and National (Team)

- Each active chapter may enter **one** report with up to three members.
- Follow national guidelines for completion of the report and preliminary performance.
- Submit two printed and bound copies of the report to the New Jersey state office received by January 18.
 - Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
 - Report must be bound (tape binding, spiral binding, etc.).
 - Report page limit is 15.
- Reports will be prejudged and top five entries will be notified February 1 to prepare a presentation.
- Top five entries will participate in the performance component.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

COMMUNITY SERVICE PROJECT

Guidelines:

CMH pp. 61-62

Rating Sheets Report:

CMH p. 93-94

State and National (Team)

- Each active chapter may enter **one** report with up to three members.
- Follow national guidelines for completion of the report and preliminary performance.
- Submit two printed and bound copies of the report to the New Jersey state office received by January 18.
 - Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
 - Report must be bound (tape binding, spiral binding, etc.).
 - Report page limit is 15.
- Reports will be prejudged and top five entries will be notified February 1 to prepare a presentation.
- Top five entries will participate in the performance component.
- A maximum of five awards will be given at the FBLA State Leadership Conference

LOCAL CHAPTER ANNUAL BUSINESS REPORT (*Modified*)

Guidelines:

CMH pp. 61-62

Rating Sheets:

CMH pp. 118

State and National (Team)

- Each active chapter may enter **one** report with up to three members.
- Follow national guidelines for completion of the report.
- Submit two printed and bound copies of the report to the New Jersey state office received by January 18.
 - Report covers must be cover stock, index stock, or card stock; include both a front and back cover. Report covers are not counted against the page limit.
 - Report must be bound (tape binding, spiral binding, etc.).
 - Report page limit is 15.
 - Program of Work must be included.
- Reports will be prejudged.
- A maximum of five awards will be given at the FBLA State Leadership Conference.

GUIDELINES

Scrapbook—General

1. The scrapbook must be listed on the competitive event entry form which must be sent to the State Adviser by the date designated date (January 18). Only one scrapbook may be entered by each chapter.
2. Chapter scrapbooks must be planned, constructed, and prepared by chapter members and not the adviser. Scrapbook content must follow the **Rating Sheet**.

Scrapbook—Binder

3. The scrapbook binding must be **an official FBLA scrapbook obtained from the FBLA official supplier**. Paper within the scrapbook should be ordered from the official FBLA supplier to keep all books consistent for judging. Nothing may be written on or added to either side of the front or back covers of the scrapbook. Failure to adhere to this regulation will result in disqualification. The Adviser will be notified of the disqualification

Scrapbook—Contents

4. The **Title Page** must be the first page. It must contain the **Name of the Chapter** and **Date of submission** (which is the date of the SLC). It may also contain the names of the members who prepared the scrapbook and other pertinent information. A deduction will be made for failure to follow these instructions.
5. The scrapbook must have a **Table of Contents**. A deduction will be made for failure to follow this instruction.
6. Both sides of the pages may contain information; however, all pages must be **numbered**. There is no minimum number of pages. A deduction will be made; however, for scrapbooks exceeding 50 numbered pages.
7. **The scrapbook should be arranged and labeled in the following order:**
 - a. Chapter Organization including leadership/History
 - b. Chapter Conference Participation
 - c. Chapter Activities such as but not limited to Social Activities, Community Service, Professional Development, Awards and Recognition, etc.

JUDGING

Scrapbooks must be submitted to the state office by the January 18. Scrapbooks submitted after the stated deadline will not be judged and will be disqualified. The Adviser will be notified of the disqualification. Entries will be judged on content/purpose, arrangement (follows the rating sheet), accuracy, neatness/general appearance, and originality. Deductions will be made for errors such as keyboarding and spelling errors. A panel of judges will score the scrapbooks at the State Leadership Conference. The total from all judges' score sheets will determine the ranking of winners. Score sheets will be made available to advisers after the presentation of awards at the Awards Banquet.