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AMERICAN ENTERPRISE PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Purpose of Project • Project designed specifically to promote local understanding of and support for the American Enterprise system	0	1–5	6–10	11–15	
Research into school and/or community needs	0	1–2	3–4	5	
Planning and development of project	0	1–7	8–14	15–20	
Implementation of project	0	1–5	6–10	11–15	
Evaluation and Results • Benefits to and impact on the school and/or community	0	1–7	8–14	15–20	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of the written report and design	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 follows rating sheet					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



AMERICAN ENTERPRISE PROJECT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Description of project development and strategies used to implement project	0	1-5	6-10	11-15	
Description of research into school or community needs	0	1-3	4-7	8-10	
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	
Delivery					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
All team members actively participated in the presentation	0	1-2	3-4	5	
Professional and poised	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/100 max.
Final Score (add total points and report score)					/200 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BANKING & FINANCIAL SYSTEMS
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Demonstrates knowledge and understanding of banking and financial systems concepts	0	1-5	6-10	11-15	
Explanation					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Team members are forceful and show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS ETHICS
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Situation is understood and effectively defined	0	1-5	6-10	11-15	
Ethical dimensions of the problem are clearly defined	0	1-5	6-10	11-15	
Team's position is clearly stated	0	1-3	4-7	8-10	
Effective ethical solution is offered	0	1-5	6-10	11-15	
Questions answered completely and effectively	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well organized and clearly stated	0	1-5	6-10	11-15	
Team members demonstrate self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members actively participated in the presentation	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS FINANCIAL PLAN

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Synopsis • Summarizes the company, the purpose of the loan request, and the financial plan	0	1–10	11–20	21–30	
Company Description • Description of the business • Legal form of business • Company mission statement/vision • Company governance • Company location(s) • Long- and short-term goals	0	1–7	8–14	15–20	
Operations and Management • Business facilities described • Management personnel identified • Workforce described (current and projected)	0	1–7	8–14	15–20	
Target Market • Target market defined (size, growth potential, needs) • Effective analysis of market’s potential, current patterns, and sensitivities	0	1–10	11–20	21–30	
Financial Institution • Name and type of financial institution to which loan application is being made • Rationale for choosing this financial institution	0	1–8	9–18	19–25	
Loan Request • Purpose of loan and amount requested • Itemized planned expenditures • Plan for repayment • Projections for future stability of company	0	1–10	11–20	21–30	
Supporting Documents • Works cited page	0	1–5	6–10	11–15	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1–3	4–7	8–10	
Creativity of written presentation and design	0	1–3	4–7	8–10	
Correct grammar, punctuation, spelling, and acceptable business style	0	1–3	4–7	8–10	
Subtotal					/200 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 follows rating sheet _____					
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge’s Signature: _____ Date: _____

Judge’s Comments: _____



BUSINESS FINANCIAL PLAN

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Description of the plan and strategies to obtain loan	0	1-5	6-10	11-15	
Underlying assumptions explained and supported	0	1-3	4-7	8-10	
Risks and potential adverse results identified, analyzed, and planned for	0	1-5	6-10	11-15	
All aspects of the plan effectively presented	0	1-5	6-10	11-15	
Student evaluation of plan	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-3	4-7	8-10	
Professional and poised	0	1-2	3-4	5	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	/100 max.				
Report Score	/200 max.				
Final Score (add total points and report score)	/300 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS PLAN
Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Executive Summary • Convinces reader that business concept is sound and has a reasonable chance of success • Is concise and effectively written	0	1–7	8–14	15–20	
Company Description • Legal form of business • Effective date of business • Company mission statement/vision • Company governance • Company location(s) • Immediate development goals • Overview of company’s financial status	0	1–5	6–10	11–15	
Industry Analysis • Description of industry (size, growth rates, nature of competition, history) • Trends and strategic opportunities within industry	0	1–5	6–10	11–15	
Target Market • Target market defined (size, growth potential, needs) • Effective analysis of market’s potential, current patterns, and sensitivities	0	1–5	6–10	11–15	
Competition • Key competitors identified • Effective analysis of competitors’ strengths and weaknesses • Potential future competitors • Barriers to entry for new competitors identified	0	1–5	6–10	11–15	
Marketing Plan and Sales Strategy • Key message to be communicated identified • Options for message delivery identified and analyzed including Web process • Sales procedures and methods defined	0	1–5	6–10	11–15	
Operations • Business facilities described • Production plan defined and analyzed • Workforce plan defined and analyzed • Impact of technology	0	1–5	6–10	11–15	
Management and Organization • Key employees/principals identified and described • Board of directors, advisory committee, consultants, and other human resources identified and described • Plan for identifying, recruiting, and securing key participants described • Compensation and incentives plan	0	1–5	6–10	11–15	

(continued on next page)

Long-term Development • Long-term goals identified and documented • Risks and potential adverse results identified and analyzed • Strategy in place to take business toward long-term goals	0	1-5	6-10	11-15	
Financials • Type of accounting system to be used is identified • Financial projections, including monthly cash flow projections, are identified and reasonable • Financial assumptions clearly identified	0	1-7	8-14	15- 20	
Supporting Documents • May include works cited page, certifications, licenses, tax requirements, codes, technical descriptions, advance contracts, endorsements, etc.	0	1-5	6-10	11-15	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	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				/200 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 follows rating sheet _____					
Total Points				/200 max.	

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS PLAN

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation of the Plan					
Description of project development and strategies used to implement project	0	1-5	6-10	11-15	
Underlying assumptions explained and supported	0	1-3	4-7	8-10	
Risks and potential adverse results identified, analyzed, and planned for	0	1-5	6-10	11-15	
All aspects of the plan effectively presented	0	1-5	6-10	11-15	
Student evaluation of project effectiveness	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions regarding business start-up logistics	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
Professional and poised	0	1-2	3-4	5	
All members actively participate during presentation	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/200 max.
Final Score (add total points and report score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



BUSINESS PRESENTATION

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Presentation clearly related to topic	0	1-3	4-7	8-10	
Purpose clearly stated	0	1-3	4-7	8-10	
Well developed	0	1-3	4-7	8-10	
Suitability and accuracy of statements in presentation	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-3	4-7	8-10	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplished purpose	0	1-3	4-7	8-10	
Delivery					
Effective use of multimedia in presentation	0	1-3	4-7	8-10	
Thoughts and statements are well-organized and clearly stated		1-3	4-7	8-10	
Team members actively participate during the presentation	0	1-2	3-4	5	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



CLIENT SERVICE
Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Simulation is understood and well-defined	0	1-5	6-10	11-15	
Participant's position is clearly stated	0	1-5	6-10	11-15	
Effective solution is offered	0	1-5	6-10	11-15	
Demonstrates ability to effectively answer questions	0	1-5	6-10	11-15	
Delivery					
Thoughts and statements are well organized and clearly stated	0	1-5	6-10	11-15	
Participant demonstrates self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
Participant actively interacts with judges	0	1-5	6-10	11-15	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



COMMUNITY SERVICE PROJECT

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	
Planning and development of project	0	1-5	6-10	11-15	
Implementation of project	0	1-5	6-10	11-15	
Impact and benefits to the community	0	1-8	9-18	19-25	
Evidence of publicity	0	1-2	3-4	5	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of the written presentation and design	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 follows rating sheet _____					
Total Points					/100 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



COMMUNITY SERVICE PROJECT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Description of project development and strategies used to implement project	0	1-8	9-18	19-25	
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	
Delivery					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
Team members actively participate during the presentation	0	1-2	3-4	5	
Professional and poised	0	1-2	3-4	5	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed. _____					
Total Points	/100 max.				
Report Score	/100 max.				
Final Score	/200 max.				

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DESKTOP APPLICATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Program Readability and Style					
Appropriate names of variables used	0	1-2	3-4	5	
Commentary provided line-by-line and/or section is readable, useful, and complete	0	1-5	6-10	11-15	
General program documentation readable, useful, and complete	0	1-7	8-14	15-20	
Input/output and program parameters properly documented	0	1-2	3-4	5	
Readme file contains name, state, school, instructions, and algorithm	0	1-2	3-4	5	
Program Structure and Content					
Program is concise, does not contain unnecessary complexity	0	1-2	3-4	5	
Appropriate data types used	0	1-2	3-4	5	
Algorithms reliable and straightforward Unusual approaches should be well documented	0	1-5	6-10	11-15	
Algorithms did not impose any special limitations not described in the program instructions	0	1-3	4-7	8-10	
Results					
Program was error free	0	1-3	4-7	8-10	
The program handled user and/or data input errors well	0	1-5	6-10	11-15	
Program functioned as required and meets requirements	0	1-7	8-14	15-20	
Resulting outputs, screens, and messages were useful	0	1-7	8-14	15-20	
Subtotal					/150 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Total Points					/150 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DESKTOP APPLICATION PROGRAMMING

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation of Project					
Description of the problem	0	1-2	3-4	5	
Description of the planning process used to design the program	0	1-3	4-7	8-10	
Description of program documentation	0	1-3	4-7	8-10	
Description of input/output and program parameters	0	1-5	6-10	11-15	
Description of how the program flows	0	1-7	8-14	15-20	
Description of program structures	0	1-5	6-10	11-15	
Description of the usefulness of the program	0	1-2	3-4	5	
Delivery					
Organization of oral presentation	0	1-2	3-4	5	
Oral presentation delivery, including voice and self-confidence	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/150 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/150 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DIGITAL VIDEO PRODUCTION

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Theme properly developed	0	1-7	8-14	15-20	
Elements included in presentation are suitable, appropriate, and directed towards a specific audience	0	1-3	4-7	8-10	
Copyright laws have been followed and permissions are cited in readme file	0	1-3	4-7	8-10	
Presentation is clear and concise	0	1-7	8-14	15-20	
Effective use of innovative technology	0	1-7	8-14	15-20	
Proper use of grammar, spelling, punctuation, etc.	0	1-2	3-4	5	
Readme file	0	1-2	3-4	5	
Presentation					
Presentation includes an effective opening, body, and conclusion	0	1-7	8-14	15-20	
Transitions are effective and appealing	0	1-5	6-10	11-15	
Audio and visual elements coordinated and complimentary	0	1-5	6-10	11-15	
Audio Editing • Good quality • Appropriate volume	0	1-5	6-10	11-15	
Proper Use of Video Technology • Video uses multiple camera angles • Video is smooth and steady • Video is in focus	0	1-5	6-10	11-15	
Titles and graphics enhance overall quality or presentation	0	1-5	6-10	11-15	
Presentation effective at motivating audience to action	0	1-5	6-10	11-15	
Subtotal	/200 max.				
Time Penalty Deduct five (5) points for presentations over four (4) minutes. Time: _____					
Penalty Points Deduct five (5) points for not adhering to Guidelines. <input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Final Score	/200 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



DIGITAL VIDEO PRODUCTION

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Development and design process	0	1-7	8-14	15-20	
Use and development of the video	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-2	3-4	5	
Delivery					
Organization of oral presentation	0	1-3	4-7	8-10	
Oral presentation delivery, including voice and self-confidence	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



E-BUSINESS
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-3	4-7	8-10	
Format is consistent and appropriate	0	1-3	4-7	8-10	
Graphic design shows creativity, originality, and supports topic	0	1-5	6-10	11-15	
Site uses innovative technology tools and enhancements effectively	0	1-3	4-7	8-10	
Site Navigation					
All links are functional	0	1-7	8-14	15-20	
Links show consistent format	0	1-3	4-7	8-10	
Navigational path allows customers to make purchasing decisions easily	0	1-7	8-14	15-20	
Navigational scheme logical and effective	0	1-3	4-7	8-10	
Content					
Effectiveness of site	0	1-8	9-18	19-25	
Solution adequately addresses assigned topic	0	1-5	6-10	11-15	
Application Design					
Form fields are validated	0	1-5	6-10	11-15	
Transaction data is appropriately prepared for payment gateway on secured site	0	1-3	4-7	8-10	
Technical					
Proper use of grammar, spelling, etc.	0	1-3	4-7	8-10	
Site is compatible with multiple browsers	0	1-3	4-7	8-10	
Copyright laws have been followed, permissions are cited on the Web site, and the use of templates is identified at the bottom of the home page	0	1-3	4-7	8-10	
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



E-BUSINESS

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Development of the topic	0	1-7	8-14	15-20	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Development and design process	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Delivery					
Organization of oral presentation	0	1-3	4-7	8-10	
Oral presentation delivery, including voice and self-confidence	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Prejudged Score					/200 max.
Final Score (add total points and prejudged score)					/300 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



ELECTRONIC CAREER PORTFOLIO
Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Required items included: • Table of contents • Resume • Career summary	0	1–5	6–10	11–15	
Samples of work, achievements, and accomplishments (minimum of 4 samples)	0	1–7	8–14	15–20	
Items included appropriate for career choice	0	1–5	6–10	11–15	
Evidence of research in career summary; sources of information cited in proper copyright format	0	1–7	8–14	15–20	
Portfolio Usability					
Navigation is easy and effective	0	1–3	4–7	8–10	
Clear presentation with logical arrangement of information	0	1–3	4–7	8–10	
Correct English skills demonstrated	0	1–3	4–7	8–10	
Subtotal	/100 max.				
Penalty Points Deduct two (2) points for each spelling error (10 points maximum). _____					
Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Total Points	/100 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



EMERGING BUSINESS ISSUES

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Knowledge of Topic					
Understanding of issue/topic	0	1-3	4-7	8-10	
Flow and logic of content	0	1-7	8-14	15-20	
Quality of evidence	0	1-7	8-14	15-20	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Ability to Take a Position					
Persuasiveness	0	1-7	8-14	15-20	
Relevance of arguments	0	1-3	4-7	8-10	
Presentation Skills					
Voice, grammar, and articulation	0	1-2	3-4	5	
All team members actively participated in the presentation	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Check one: Affirmative presentation Negative presentation

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



ENTREPRENEURSHIP
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Explanation					
Thoughts and statements are well organized and clearly stated; appropriate business language is used	0	1-5	6-10	11-15	
Team members demonstrated self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participated actively during the presentation	0	1-2	3-4	5	
Demonstrated ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FUTURE BUSINESS LEADER
Interview Rating Sheet

Preliminary Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Leadership Ability					
Participation and leadership in FBLA-PBL	0	1-5	6-10	11-15	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-5	6-10	11-15	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1-3	4-7	8-10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Total Points					/100 max.
Objective Test Score					/100 max.
Final Score					/200 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



FUTURE BUSINESS LEADER

Interview Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Interview					
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Leadership Ability					
Participation and leadership in FBLA-PBL	0	1-5	6-10	11-15	
Participation in other school and/or community organizations	0	1-3	4-7	8-10	
Demonstration of outstanding achievement	0	1-3	4-7	8-10	
Career knowledge and career plans	0	1-5	6-10	11-15	
Application Materials					
Effectiveness of application materials (resume and letter of application)	0	1-3	4-7	8-10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Total Points					_____ x 80% =
Objective Test Score					_____ x 20% =
Final Score (add total points and objective test score)					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



GLOBAL BUSINESS
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Anticipated results are based on correct reasoning	0	1-5	6-10	11-15	
Explanation					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Team members are forceful and show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test Score (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



HELP DESK
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Problem Identification					
Described the situation(s)	0	1-3	4-7	8-10	
Problem/incident properly documented	0	1-3	4-7	8-10	
Issued a solution or recommendation(s); resolved problem	0	1-5	6-10	11-15	
Communication Skills					
Greeting and introduction	0	1-2	3-4	5	
Voice quality and diction	0	1-2	3-4	5	
Poise and professional appearance	0	1-2	3-4	5	
Self-confidence and assertiveness	0	1-2	3-4	5	
Politeness and professionalism in answering questions	0	1-2	3-4	5	
Demonstrated conflict resolution skills	0	1-2	3-4	5	
Closure	0	1-2	3-4	5	
Technology					
Basic hardware/software knowledge, used correct terminology	0	1-2	3-4	5	
Demonstrated ability to effectively answer client's technical questions	0	1-3	4-7	8-10	
Demonstrated troubleshooting skills and effective investigative methods	0	1-3	4-7	8-10	
Meets the needs of the client/customer	0	1-2	3-4	5	
Total Points					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



IMPROMPTU SPEAKING

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to the topic	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
Delivery					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Self confidence, initiative, and assertiveness	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



INTERNET APPLICATION PROGRAMMING

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-3	4-7	8-10	
Site uses innovative technology tools and enhancements effectively	0	1-5	6-10	11-15	
Content					
Effectiveness of site	0	1-3	4-7	8-10	
Solution adequately addresses assigned topic	0	1-5	6-10	11-15	
Application Design					
Form fields are validated	0	1-5	6-10	11-15	
Application optimized for speed	0	1-3	4-7	8-10	
Transaction data is appropriately prepared for assigned topic	0	1-3	4-7	8-10	
Results					
Program was error free	0	1-3	4-7	8-10	
The program handled user and/or data input errors well	0	1-5	6-10	11-15	
Program functioned as required and meets requirements	0	1-7	8-14	15-20	
Resulting outputs, screens, and messages were useful and correct	0	1-7	8-14	15-20	
Subtotal					/150 max.
Penalty Points Deduct five (5) points for not adhering to Guidelines.					
<input type="checkbox"/> 2 copies of media not received <input type="checkbox"/> Statement of Assurance not received <input type="checkbox"/> media labeled incorrectly _____					
Total Points					/150 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



INTERNET APPLICATION PROGRAMMING

Performance Rating Sheet

Preliminary Round Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation of Project					
Description of the problem	0	1-2	3-4	5	
Description of the planning process used to design the program	0	1-3	4-7	8-10	
Description of program documentation	0	1-3	4-7	8-10	
Description of input/output and program parameters	0	1-5	6-10	11-15	
Description of how the program flows	0	1-7	8-14	15-20	
Description of program structures	0	1-5	6-10	11-15	
Description of the usefulness of the program	0	1-2	3-4	5	
Delivery					
Organization of oral presentation	0	1-2	3-4	5	
Oral presentation delivery, including voice and self-confidence	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



JOB INTERVIEW
Interview Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Professional Presentation					
Professional appearance (meets dress code requirements)	0	1-3	4-7	8-10	
Proper greeting, introduction, and closing	0	1-3	4-7	8-10	
Poise, maturity, and attitude	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
Interview					
Demonstrates the ability to understand and respond to interview questions	0	1-3	4-7	8-10	
Illustrates adequate qualifications for the position	0	1-7	8-14	15-20	
Possesses career knowledge about the position	0	1-3	4-7	8-10	
Justifies career plans	0	1-3	4-7	8-10	
Application Materials					
Effectiveness of application materials (resume, letter of application, and application form)	0	1-3	4-7	8-10	
Subtotal					/100 max.
Penalty Points Deduct five (5) points for failure to fully follow the guidelines.					
Final Score					/100 max.

Name: _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



LOCAL CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
Letter to chapter membership (stockholders)	0	1-2	3-4	5	
Chapter Information Included • Number of members • Size of school and community • When and where the chapter was organized	0	1-2	3-4	5	
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 and activities	0	1-2	3-4	5	
Support of FBLA national and state projects	0	1-2	3-4	5	
Attendance and participation at state and nationally sponsored conferences	0	1-2	3-4	5	
Recognition					
For FBLA competitive events and activities	0	1-2	3-4	5	
For school, community, business, and industry activities	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	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 follows rating sheet					
Total Points	/100 max.				

School: _____ State: _____
 Judge's Signature: _____ Date: _____
 Judge's Comments:



MANAGEMENT DECISION MAKING

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Problem is understood and well-defined	0	1-5	6-10	11-15	
Alternatives are recognized with pros and cons stated and evaluated	0	1-5	6-10	11-15	
Logical solution is selected with positive and negative aspects of its implementation given	0	1-5	6-10	11-15	
Management's decision is clear	0	1-5	6-10	11-15	
Explanation					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-5	6-10	11-15	
Team members are forceful and show self-confidence, poise, and good voice projection	0	1-3	4-7	8-10	
All team members participate actively during the presentation	0	1-2	3-4	5	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/100 max.
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.
Objective Test (To be used in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



MANAGEMENT INFORMATION SYSTEMS

Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
System appropriate for size of business	0	1-3	4-7	8-10	
System solution is feasible and realistic given specified time frame	0	1-3	4-7	8-10	
Technology is currently available	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Information security issues are addressed	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-3	4-7	8-10	
Content					
Described the situation	0	1-3	4-7	8-10	
Issued a solution or recommendation	0	1-3	4-7	8-10	
Used correct terminology	0	1-3	4-7	8-10	
Effectiveness of the strategy presented	0	1-7	8-14	15-20	
Delivery					
Voice quality and diction	0	1-3	4-7	8-10	
Professional and poised	0	1-3	4-7	8-10	
Self-confidence and assertiveness	0	1-3	4-7	8-10	
Subtotal					/150 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time:					
Final Score					/150 max.
Objective Test Score (To be used only in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



NETWORK DESIGN
Performance Rating Sheet

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content and Recommendation					
Described the situation	0	1-3	4-7	8-10	
Resolved problem	0	1-3	4-7	8-10	
Used correct terminology	0	1-5	6-10	11-15	
Presented an effective strategy	0	1-10	11-20	21-25	
Technology					
System appropriate for size of business	0	1-5	6-10	11-15	
Technology is currently available	0	1-3	4-7	8-10	
Future needs are considered	0	1-3	4-7	8-10	
Meets the needs of the company	0	1-5	6-10	11-15	
Delivery					
Voice quality and diction	0	1-3	4-7	8-10	
Professional and poised	0	1-3	4-7	8-10	
Self-confident and assertive	0	1-3	4-7	8-10	
Demonstrates the ability to effectively answer questions	0	1-3	4-7	8-10	
Subtotal					/150 max.
Time Penalty Deduct five (5) points for presentations over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/150 max.
Objective Test Score (To be used only in the event of a tie.)					

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PARLIAMENTARY PROCEDURE

Performance Rating Sheet

Motions: Full value should be given for correctly handling the following actions on motions. For instance, if a motion does not require a second and the team handles this correctly, full credit should be given.

Motions: (M)ain, (S)ubsidiary, (P)rivileged, (I)ncidental, (B)ring Again

						Value	Score
Motions	M	S	P	I	B		
Made						5	
Seconded						5	
Stated						5	
Debate/no debate						5	
Put to vote						5	
Vote result announced						5	
Motions Performance Subtotal							
Business of the Meeting							
Problem quality (concise, complete, clear, germane)						15	
Directions followed						5	
Other business quality						10	
Business of the Meeting Performance Subtotal							
General Parliamentary Procedure							
Proper order of business						10	
Proper use of parliamentary terms						10	
Clarity of expression and voice projection						5	
Impartiality of presiding official						5	
Initiative of members						5	
Poise, dignity, and appearance						5	
General Parliamentary Procedure Performance Subtotal							
Subtotal						/100 max.	
Time Penalty Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time:							
Dress Code Penalty Deduct five (5) points when dress code is not followed.							
Total Points						_____ x 80% =	
Average Objective Test Score						_____ x 20% =	
Final Score						/100 max.	

Name(s): _____

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PARTNERSHIP WITH BUSINESS PROJECT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Report Content					
Development	0	1-2	3-4	5	
Description of the partnership goals					
Description of the planning activities used to build a partnership	0	1-3	4-7	8-10	
Roles of business leaders and chapter members in developing the partnership	0	1-2	3-4	5	
Implementation	0	1-5	6-10	11-15	
Description of the activities implemented to learn concepts of business operations					
Level of involvement from business leaders	0	1-2	3-4	5	
Roles of business leaders and chapter members in implementing the project	0	1-2	3-4	5	
Results, concepts learned, and impact of the project provided	0	1-5	6-10	11-15	
Degree of Involvement (e.g., hours spent, personal contact, and executives and department heads contacted)	0	1-3	4-7	8-10	
Examples of publicity and recognition received as a result of the partnership	0	1-2	3-4	5	
Format					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	0	1-3	4-7	8-10	
Creativity of written report and design	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 follows rating sheet _____					
Total Points	/100 max.				

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PARTNERSHIP WITH BUSINESS PROJECT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Description of project development and strategies used to implement the partnership	0	1-5	6-10	11-15	
Degree of chapter involvement	0	1-3	4-7	8-10	
Contact established with various levels of management within the business (i.e., president, officer, supervisor, owner)	0	1-5	6-10	11-15	
Information learned from management (i.e., business planning, organization, motivation, control, objectives, and goal setting)	0	1-5	6-10	11-15	
Evidence of publicity received	0	1-2	3-4	5	
Student evaluation of project effectiveness	0	1-2	3-4	5	
Demonstrated the ability to effectively answer questions	0	1-3	4-7	8-10	
Delivery					
Thoughts and statements are well-organized and clearly stated	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, assertiveness, and good diction	0	1-2	3-4	5	
Team members actively participate during the presentation	0	1-2	3-4	5	
Professional and poised	0	1-2	3-4	5	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation over seven (7) minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points					/100 max.
Report Score					/100 max.
Final Score (add total points and report score)					/200 max.

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PUBLIC SPEAKING I

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA–PBL goals	0	1–5	6–10	11–15	
Purpose clearly stated	0	1–3	4–7	8–10	
Suitability and accuracy of statements	0	1–2	3–4	5	
Organization					
Topic adequately developed	0	1–5	6–10	11–15	
Logical sequence of ideas	0	1–3	4–7	8–10	
Accomplishment of purpose	0	1–3	4–7	8–10	
Delivery					
Voice quality and diction	0	1–3	4–7	8–10	
Appropriate gestures and eye contact		1–3	4–7	8–10	
Self confidence, initiative, and assertiveness	0	1–2	3–4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1–3	4–7	8–10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 3:31 or over 4:29 minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



PUBLIC SPEAKING II

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Content					
Relation to FBLA-PBL goals	0	1-5	6-10	11-15	
Purpose clearly stated	0	1-3	4-7	8-10	
Suitability and accuracy of statements	0	1-2	3-4	5	
Organization					
Topic adequately developed	0	1-5	6-10	11-15	
Logical sequence of ideas	0	1-3	4-7	8-10	
Accomplishment of purpose	0	1-3	4-7	8-10	
Delivery					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact		1-3	4-7	8-10	
Self confidence, initiative, and assertiveness	0	1-2	3-4	5	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-3	4-7	8-10	
Subtotal					/100 max.
Time Penalty Deduct five (5) points for presentation under 4:31 or over 5:29 minutes. Time: _____					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Final Score					/100 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



STATE CHAPTER ANNUAL BUSINESS REPORT

Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Chapter Profile					
<ul style="list-style-type: none"> • Letter to chapter membership (stockholders) • Number of members • Size of state chapter • When and how the chapter was organized 	0	1-3	4-7	8-10	
Productivity					
Recruitment of members and chapters	0	1-2	3-4	5	
State officer assistance to local chapters	0	1-2	3-4	5	
Preparation of state and local officers for their duties	0	1-3	4-7	8-10	
Cooperation with business, professional, and service groups within the community	0	1-2	3-4	5	
Participation in public relations activities and newsletter preparation	0	1-3	4-7	8-10	
Development and promotion of FBLA-PBL state projects	0	1-3	4-7	8-10	
Support of FBLA-PBL national projects	0	1-2	3-4	5	
Implementation of state leadership conferences	0	1-2	3-4	5	
Attendance and participation at conferences sponsored by the association	0	1-2	3-4	5	
Businesslike Procedures					
Chapter management and organization	0	1-2	3-4	5	
Financial development, including fund-raising and financial statement	0	1-2	3-4	5	
Format of Report					
Clear and concise presentation with logical arrangement of information following the rating sheet categories	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 follows rating sheet					
Total Points	/100 max.				

State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



WEB SITE DEVELOPMENT

Production Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Page Layout and Design					
Fonts, colors, and graphics enhance aesthetic appeal	0	1-7	8-14	15-20	
Format is consistent and appropriate	0	1-3	4-7	8-10	
Graphic design shows creativity, originality, and supports theme	0	1-7	8-14	15-20	
Site uses innovative technology tools and enhancements effectively (i.e., streaming video/audio, flash, animation, etc.)	0	1-3	4-7	8-10	
Site Navigation					
All links are functional	0	1-3	4-7	8-10	
Links are consistent and support theme	0	1-3	4-7	8-10	
Navigational scheme is logical and effective	0	1-3	4-7	8-10	
Content					
Effectiveness of site	0	1-10	11-20	21-30	
Theme fully and effectively developed. Solution adequately addresses assigned topic	0	1-10	11-20	21-30	
Technical					
Proper use of grammar, spelling, punctuation, etc.	0	1-7	8-14	15-20	
Site is compatible with multiple browsers	0	1-3	4-7	8-10	
Copyright laws have been followed, permissions are cited on the Web site, and the use of templates identified at the bottom of the home page	0	1-7	8-14	15-20	
Total Points					/200 max.

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:



WEB SITE DEVELOPMENT

Performance Rating Sheet

Preliminary Round

Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
Explanation					
Development of the topic in the presentation	0	1-3	4-7	8-10	
Development and design process	0	1-7	8-14	15-20	
Use and the implementation of innovative technology	0	1-7	8-14	15-20	
Use and development of media elements (graphics, video, audio, etc.)	0	1-7	8-14	15-20	
Proper documentation of pictures, audio, etc.	0	1-3	4-7	8-10	
Demonstration of ability to effectively answer questions	0	1-2	3-4	5	
Delivery					
Organization of oral presentation	0	1-3	4-7	8-10	
Oral presentation delivery, including voice and self-confidence	0	1-2	3-4	5	
Subtotal	/100 max.				
Time Penalty Deduct five (5) points for presentations over five (5) minutes. Time:					
Dress Code Penalty Deduct five (5) points when dress code is not followed.					
Total Points	/100 max.				
Prejudged Score	/200 max.				
Final Score (add total points and prejudged score)	/300 max.				

Name(s): _____

School: _____ State: _____

Judge's Signature: _____ Date: _____

Judge's Comments:

