

# PARTNERSHIP WITH BUSINESS PROJECT

This event recognizes FBLA chapters that develop and implement the most innovative, creative, and effective partnership plan. The purpose of this project is to learn about a business through communication and interaction with the business community.

## PROJECT COMPETENCIES

- have outstanding written and verbal communication skills
- report in proper business style
- spelling and grammar correct
- describe project development and implementation
- explain business partnership
- report results of the project and analyze project's successes and areas for improvement

## NBEA STANDARDS REINFORCED BY EVENT

Career Development: workplace expectations

Communication: foundations, organizational

Entrepreneurship: management

Information Technology: application software, input technologies, information retrieval, privacy and ethics

Management: management functions

**CAREER CLUSTER(S):** Business, Management & Administration; Information Technology; Marketing, Sales, & Service

## ELIGIBILITY

All active local chapters are eligible.

1. Competitors must be on record in the FBLA state and national offices as paying dues by February 15.
2. Participants must be selected in accordance with the regulations of the local chapter and the state association.
3. Participants must not have won first place at a State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
4. Participants failing to report on time for the event will not be permitted to compete.
5. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.

## OVERVIEW

This event consists of 2 parts: a prejudged report and a performance component. Participants are required to complete all parts to be eligible.

This project describes activities designed to bring business leaders and FBLA members together in a positive working relationship through innovative programs. The report should describe the planning and implementation of activities that build a partnership between business leaders and chapter members for the purpose of learning about a business. This event should not be a chapter fund-raising project. 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 presentation should explain project development and implementation. Specifically, the performance should address the business partnership, member involvement, and results of the project.

## REPORT GUIDELINES

### General

1. Student members, not advisers, must prepare the report.
2. Each chapter competing in this event must submit two (2) copies of the report to be received in the State Office by March 5.
3. Reports must describe activities of the chapter that were conducted between the start of the previous State Business Leadership Conference and start of the current State Business Leadership Conference.
4. Reports submitted for competition become the property of Washington State FBLA. These reports may be used for publication and/or reproduce for sale by the association.
5. Penalty points will be given if the written project doesn't adhere to the guidelines.
6. The fifteen (15) chapters with the highest scores on the project report will proceed to the oral presentation.

### Report Cover

1. Report covers must be cover stock, index stock, or card stock and include both a front and a back cover.
2. Report covers are not counted against the page limit and may contain other information unless they are cut out.

3. Front cover contains the following information: name of school, state, name of event, and year (200x-201x).
4. Cut-out cover stock covers are allowed, but the page containing cover information is included in the page count.
5. 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 as report covers.
6. All reports must be bound (e.g., tape binding, spiral binding).

#### **Report Contents**

1. **Report formats must follow the same sequence shown on the rating sheet.** If information is not available for a particular criterion, an appropriate statement should be included in the report.
2. Reports must not exceed 30 pages. (A title page, divider pages, and appendices are optional and are included in the page count.)
3. Pages are numbered and must be on 8 ½" by 11" paper. Each side of the paper providing information is counted as a page. Pages must not be laminated or bound in sheet protectors.
4. Copies should be sent rather than important original documents. No items may be attached to any page in the report.

#### **PERFORMANCE GUIDELINES**

1. Based on the highest prejudged project scores, up to fifteen (15) teams of one to three (1 to 3) members will be selected to give an oral presentation.
2. Five (5) minutes will be allowed to set up and remove equipment or presentation items. The chapter must provide all equipment for the presentation.
3. Visual aids and samples specifically related to the project may be used; however, no items may be left with the judges or audience.
4. Teams will have seven (7) minutes to describe the project and the results obtained.
5. A timekeeper will stand at six (6) minutes and again at seven (7) 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.
6. Following each presentation, the judges will conduct a three-minute (3) question-and-answer period.
7. Team members, not advisers, must perform all aspects of the presentation including speaking, set-up, and operating audiovisual equipment. Other representatives of the chapter may not provide assistance.
8. All team members are expected to actively participate in the performance.
9. The performance is open to conference attendees who are not performing participants of this event.
10. The final ranking is determined by the scores from the written report and the oral presentation. In the case of a tie, the written report score will be used to determine the final rankings.

#### **JUDGING**

Reports will be reviewed by a panel of judges to determine if chapters have complied with event eligibility and regulations. A panel of judges will select the winners. All decisions of the judges are final.

#### **STATE AWARDS**

The number of awards presented at the State Business Leadership Conference is determined by judges and/or number of entries. The maximum number will be five (5).

#### **NATIONAL ENTRIES**

Washington State may enter two (2) winning projects in National Competition.



# PARTNERSHIP WITH BUSINESS PROJECT

## Performance Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Description of project development and strategies used to implement the partnership	0	1-7	8-14	15-20	
Degree of chapter involvement	0	1-5	6-10	11-15	
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	
<b>Delivery</b>					
Thoughts and statements are well-organized and clearly stated; appropriate business language used	0	1-3	4-7	8-10	
Participant(s) demonstrate self-confidence, poise, assertiveness, and good diction	0	1-2	3-4	5	
Demonstrated ability to effectively answer questions	0	1-3	4-7	8-10	
<b>Subtotal</b>				<b>/100 max.</b>	
<b>Time Penalty</b> Deduct five (5) points for presentation over seven (7) minutes. Time:					
<b>Penalty</b> Deduct five (5) points for failure to follow guidelines.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Total Points</b>				<b>/100 max.</b>	
<b>Report Score</b>				<b>/100 max.</b>	
<b>Final Score</b> (add total points and report score)				<b>/200 max.</b>	

Student Name(s):				
School:				
Judge's Signature:		Date:		

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator



# PARTNERSHIP WITH BUSINESS PROJECT

## Report Rating Sheet

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Report Content</b>					
<b>Development</b>	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	
<b>Implementation</b>	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	
<b>Format</b>					
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	
<b>Subtotal</b>	<b>/100 max.</b>				
<b>Penalty Points:</b> 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, <input type="checkbox"/> 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 _____					
<b>Total Points</b>	<b>/100 max.</b>				

Student Name(s):				
School:				
Judge's Signature:		Date:		

Judge's Comments:

VERIFICATION  
(scores checked)  
 Administrator