

FBLA-PBL Reports/Projects Checklist

American Enterprise Project
Business Financial Plan
Business Plan
Community Service Project
Local Chapter Annual Business Report
Partnership with Business Report

Please make sure you can answer "yes" to all the questions. Judges will deduct five (5) points each for not adhering to the following Report Guidelines (maximum of twenty [20] points):

- cover incorrect
- missing table of contents & page numbers
- meet page requirements
- no page numbers in report
- report format does not follow rating sheet.

Report Cover		Yes	No
Front report cover contains the following information: Name of School Name of State Name of the Event Date (2024 - 2025)			
Front and back covers should not exceed 9 ½" x 12".			
Report Contents		Yes	No
The report follows the same sequence as found on the rating sheets on the National website .			
Report contains a Table of Contents with page numbers.			
The following reports are limited to 15 pages: American Enterprise Project, Business Financial Plan, Community Service Project, Local Chapter Annual Business Report, and Partnership with Business Project. The Business Plan Report is limited to 30 pages or less. This is excluding front and back covers. Page count includes information on each side of a page, the table of contents, dividers, and appendices.			
Pages must be standard 8 ½" x 11."			
Reports are single- or double-spaced.			
State			
School			
Event			