**COMMUNITY SERVICE PROJECT**

**PROCEDURES**

* Review the event guidelines below
* This event recognizes FBLA chapters who have successfully implemented a community service project to serve the citizens of the community.
* Report must describe a chapter project that serves and conforms to the guidelines and format stated below.
* Project must be in the interest of the local community and be designed for chapter rather than individual participation.
* STATE ONLY event. Entry form for SLC registration must be sent to the state adviser’s office received first class mail by the date specified in by SLC….. date to mail is \_\_\_\_\_\_\_\_\_\_\_\_.
* REGULATIONS must be formatted as follows:
  1. Report must be keyed in the order of the questions listed below in the Report Format section
  2. The report should be no more than five (5) pages including the cover sheet and attachments.
  3. Pages must be on standard 8 ½ x 11 paper.
  4. Pages may not be laminated or bound in sheet protectors.
  5. Report may be single or double-spaced.
  6. Copies should be sent rather than important original documents.
  7. Scrapbooks and loose or bulky exhibits are not acceptable.
  8. Reports should be stapled in the upper left-hand corner with the cover sheet.
  9. Report must describe a community service activity that was conducted during the current school year.
* Report must be prepared by student members, not adviser. Advisors can serve as consultants to ensure that the report is well organized, contains substantiated statements, and is written in a business style.
* **Report Format…..:**
  1. Describe the chapter’s Community Service Project
  2. State the purpose and goals of the project. The purpose goals should be keyed as numbers or bullets.
  3. Describe how the chapter chose this particular project as a community service activity.
  4. Describe the steps the chapter members used to plan and develop the project.
  5. Describe how the chapter completed the project.
  6. Describe why this project is unique.
  7. Explain the benefits and impact your project had on the community and its citizens.
  8. Explain and give evidence of how the project was publicized by attaching at least one article or flyer.
  9. You may incorporate pictures into the report.

**COVERSHEET**



**Cover Sheet for**

**ML COMMUNITY SERVICE PROJECT**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_

Chapter Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City State Zip

Principal’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adviser(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

