

Wisconsin FBLA Entry Submission

All Levels – RLC/SLC/NLC

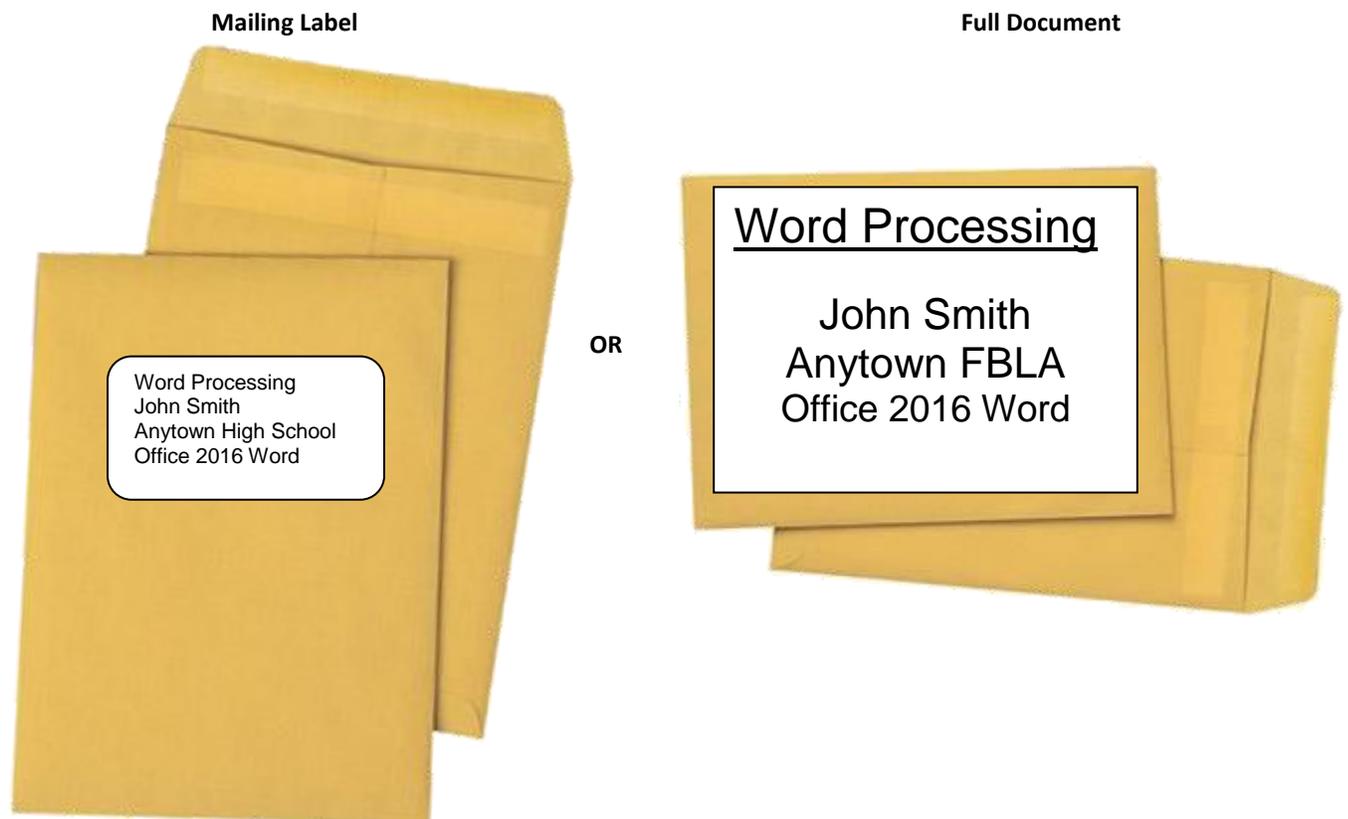
For any set of documents, entry submissions (including Middle Level), etc. (i.e. Mobile Application Development, Word Process, Local Chapter Annual Business Report) this submission policy is in effect. **Failure to submit materials in this format will result in a five (5) point deduction from the overall score.**

All prejudged and skill event documents and materials **MUST** be placed into a large (9" x 12" or the like) catalog or clasp envelope. Each event entry will be different. Please refer to the Competitive Event Guidelines for requirements for each event. For example, a submission for Mobile Application Development would include: two (2) copies of CD/DVD/USB. For Word Processing, a completed submission would include: an Administrator's Release Form, a copy of the test packet, the Format Guide, completed documents for the test, as well as folded or crossed out copies of unused printouts.

Each envelope **MUST** be labeled with the following information:

- Event
- Participant(s) Name
- School
- Software Used

The label can take either of the following formats:



FBLA Standards of Mailability

Use for the following competitive events:

- Computer Applications
- Word Processing

Materials submitted in these events are graded against the standard of zero errors and business-like format.

The Format Guide must be followed for proper formatting of any type of word processing documents.

In grading these materials, the following errors will make the copy mailable with slight corrections:

(Penalty of 2 points per error)

- Omission of a nonessential part of a document
(Examples: reference initials, enclosure notation, etc.)
- Minor errors in vertical placement
- Minor errors in horizontal placement
- Minor spacing errors
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence

The following errors will make the copy mailable with serious corrections:

(Penalty of 5 points per error)

- Failure to follow specific directions
- Keying or spelling errors
- Inserted or omitted words that change the meaning of the sentence
- Omission of essential parts of a document
(Examples: date, inside address, etc.)

FORMAT GUIDE

This is available for download via the National FBLA-PBL Web site at www.fbla-pbl.org.