

# ARIZONA ONLY

## CHAPTER SCRAPBOOK - -Description “STATE” EVENT ONLY

### Purpose:

To measure the effectiveness and extent of documentation of a chapter’s activities. The scrapbook prepared by a chapter’s members, serves as a continuing record of those activities and is prepared annually.

### Specifications:

Scrapbooks must adhere to the following guidelines or points will be deducted:

- All entries must be submitted in one scrapbook no later than the designated due date for the State Leadership Conference registration. Each scrapbook must carry the name of the chapter, chapter number, and the year it represents.
- The period of time which chapter activities cover in the Chapter Scrapbook will be from the beginning of the chapter’s immediate past State Leadership Conference to the beginning of the chapter’s State Leadership Conference for the current year.
- The documentation will be limited to one volume containing no more than 100 pages. Both sides of the sheet may be used if desired. (If material is presented on both sides, one sheet will be counted as two pages of documentation.) Divider pages will not be counted and there shall not be more than 10 divider pages, if any.
- Scrapbook pages must be numbered.
- A table of contents must be included.
- The standardized FBLA/PBL scrapbook cover is suggested but not required for use. The scrapbook can be purchased by visiting [www.fblamarketplace.com](http://www.fblamarketplace.com) and measures 11 ¾” x 12 ½”. **This cover is not a requirement and will not affect your score one way or the other.**
- Scrapbooks may include pictures, newspaper clippings, letters, secretary’s minutes, local art work, and scripts of programs depicting the activities of the chapter. A chapter shall not accept and/or utilize help (professional or otherwise) from outside sources.
- Scrapbooks may contain any information or material related to activities of the local chapter which accurately portray the work of the chapter. Scrapbooks shall not contain unrelated material about local communities or other no-related outside activities.
- Creativity through design and use of meaningful graphics is strongly encouraged.

### Entries:

Each chapter will be limited to one (1) entry. Each chapter is urged to submit an entry.

- Scrapbook is due at the registration table at the State Leadership Conference. **DO NOT MAIL YOUR SCRAPBOOK AHEAD OF TIME.** Scrapbooks will be scored onsite and returned at the end of the conference.

*This is an Arizona FBLA event only; therefore, winners will not continue to National competition.*

**CHAPTER SCRAPBOOK (Arizona Event Only) Arizona Rating Sheet**

*Points given may range between zero and the maximum number indicated.*

**CHAPTER INFORMATION**

Cover page including name of Chapter, chapter number and year represented 5\_\_\_\_\_

**TABLE OF CONTENTS** 5\_\_\_\_\_

**PAGE NUMBERS** 5\_\_\_\_\_

**CONTENTS**

Scope of activities 10\_\_\_\_\_

Organization of materials 10\_\_\_\_\_

Completeness of information 10\_\_\_\_\_

Informative captions 10\_\_\_\_\_

**FORMAT OF REPORT**

Correct grammar, spelling, punctuation 15\_\_\_\_\_

Design and graphics 30\_\_\_\_\_

**TOTAL POINTS** 100\_\_\_\_\_

**DISQUALIFICATION**

Exceeds 100 pages

**SCHOOL NAME:** \_\_\_\_\_

**JUDGE'S COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**JUDGE'S SIGNATURE:** \_\_\_\_\_