

# COMMUNITY SERVICE PROJECT

## EVALUATION FORM

		Exceeds Expectations	Meets Expectations	Below Expectations	Little/No Value	Judged Score
<b>PRESENTATION</b>	1.	Opening presentation: description of the project; organization, clarity and effectiveness of the presentation	8-7	6-5	4-2	1-0
		<b>To what extent did the chapter representatives utilize Project Management skills to:</b>				
	2.	<ul style="list-style-type: none"> <li>▪ Initiate the project? (max 5)</li> <li>▪ Execute and control the project? (max 5)</li> </ul>	10-9	8-7	6-4	3-0
	3.	<ul style="list-style-type: none"> <li>▪ Manage the project schedule? (max 5)</li> <li>▪ Manage the project teams? (max 5)</li> </ul>	10-9	8-7	6-4	3-0
	4.	Evaluate and close the project?	5	4	3-2	1-0
	5.	Overall performance, organization of information and selection and use of graphic aids	7-6	5-4	3-2	1-0
		Presentation Total Points (maximum 40)				
<b>WRITTEN ENTRY</b>		<b>Executive Summary</b>				
	6.	1-3 page description of the project.	4	3	2	1-0
		<b>Introduction</b>				
	7.	Historic background of the selected community service/charity; (max 4) description of the local DECA chapter, school and community (max 4)	8-7	6-5	4-2	1-0
		<b>Contributions to a Needed Community Service or Charity</b>				
	8.	Purpose of the project (max 5) with rationale for selecting the community service or charitable project (max 5)	10-8	7	6-5	4-0
	9.	Description of the benefits of the project to the chapter and chapter members' understanding of leadership development, social intelligence and community service	5	4	3-2	1-0
		<b>Organization and Implementation</b>				
	10.	Organizational chart, member involvement and job description	5	4	3-2	1-0
	11.	Description of the project and documentation	5	4	3-2	1-0
	12.	Impact goal for the beneficiary	4	3	2	1-0
		<b>Evaluation and Recommendations</b>				
	13.	Evaluation of the project (max 5) and impact of the community service or charitable project (max 5)	10-8	7	6-5	4-0
	14.	Recommendation(s) for future projects	4	3	2	1-0
		<b>Appearance and Word Usage</b>				
15.	Professional layout, neatness, proper grammar, spelling and word usage	5	4	3-2	1-0	
		Written Entry Total Points (maximum 60)				
		<b>Total Score</b>				