

COMMUNITY SERVICE PROJECT
EVALUATION FORM

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