



CIRCLES OF EXCELLENCE

Parameters for Period 3	How to Earn a Point
Participated in at least one trade show (Regional or National in Jan/Feb)	Register for an online trade show or live trade show on Marketplace Tools
Submitted the Board of Directors Quarterly Report for Q3 (from Nov to Jan)	Submit the report to the Board of Directors Quarterly Report Form
Participated in a local or regional qualifying round of the Business Plan Competition	Submit oral presentation slides through the Competitions Manager
Participated in a local or regional round of the FIN, HR, or MRK competitions	Submit presentation slides through the Competitions Manager
Participated in the National E-Commerce Website Competition	Submit company website URL through the Competitions Manager
Participated in the National Video Commercial Competition	Submit video commercial through the Competitions Manager
Processed at least one Payroll (Jan/Feb)	Submit payroll to employees through the Firm Bank Account
Processed at least one Rent payment (Jan/Feb)	Submit payment to VE Realty (Account #630907080) through the Firm Bank Account or notify RD of rent payment to a VE firm
Processed at least one Utilities payment (Jan/Feb)	Submit payment to VE Utilities (Account #630907072) through the Firm Bank Account or notify RD of utilities payment to a VE firm
Proof of sales made by the firm to individuals or other VE businesses	Evidence of sales in the Firm Bank Account
Evidence of student transactions (purchases made from student accounts in Jan/Feb with 80% of the students making at least one transaction)	Student purchase product/service from another firm through their Personal Student Bank Account
Submitted the 941 Withholding Payroll Tax Form (Jan/Feb)	Submit the 941 Withholding Payroll Tax Form
Processed the 941 Remittance payment (Jan/Feb)	Submit 941 remittance payment to VE Payroll Tax (Account #630907102) through the Firm Bank Account
Submitted the Sales Tax Form (Jan/Feb)	Submit the State and Local Sales Tax Form
Submitted the Sales Tax Payment (Jan/Feb)	Submit sales tax payment to VE Sales Tax (Account #630907099) through the Firm Bank Account or notify RD as firm that does not require sales tax