



CIRCLES OF EXCELLENCE

Parameters for Period 4	How to Earn a Point
Participated in at least one trade show (Regional or National in Mar/Apr)	Register for an online trade show or live trade show on Marketplace Tools
Submitted a written business plan*	Submit a written business plan as part of the National Business Plan Competition or through the Written Business Plan Submission Form . Firms that submit a written business plan and do not qualify for the NBPC will receive 2 points.
Qualified for the National Business Plan Competition (NBPC)	Received notification from Regional Team on qualification
Received Top 20 Recognition for the NBPC	Advanced to the Semifinal Round of the NBPC
Qualified for the National Marketing Competition	Received notification from National Team on qualification
Qualified for the National Human Resources Competition	Received notification from National Team on qualification
Qualified for the National Finance Competition	Received notification from National Team on qualification
Processed at least one Payroll (Mar/Apr)	Submit payroll to employees through the Firm Bank Account
Processed at least one Rent payment (Mar/Apr)	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 (Mar/Apr)	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 in Mar/Apr 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 (Mar/Apr)	Submit the 941 Withholding Payroll Tax Form
Processed the 941 Remittance payment (Mar/Apr)	Submit 941 remittance payment to VE Payroll Tax (Account #630907102) through the Firm Bank Account
Submitted the Sales Tax Form (Mar/Apr)	Submit the State and Local Sales Tax Form
Submitted the Sales Tax Payment (Mar/Apr)	Submit sales tax payment to VE Sales Tax (Account #630907099) through the Firm Bank Account or notify RD firm does not require sales tax
Used TurboTax to file 1040 Income Tax Form	Submit evidence of TurboTax usage through Personal Income Tax - Form 1040
Completed at least one international transaction (incoming only)	Evidence of sales with a firm outside of the United States in the Firm Bank Account