



# CIRCLES OF EXCELLENCE

Parameters for Period 2	How to Earn a Point
Participated in at least one trade show (Regional or National in Nov/Dec)	Register for an online trade show or live trade show on <a href="#">Marketplace Tools</a>
Participated in the National Company Branding Competition	Submit the company branding kit through the <a href="#">Competitions Manager</a>
Submitted the Executive Summary for the Business Plan Competition	Submit an Executive Summary through the <a href="#">Competitions Manager</a>
Processed at least one Payroll (Nov/Dec)	Submit payroll to employees through the <a href="#">Firm Bank Account</a>
Processed at least one Rent payment (Nov/Dec)	Submit payment to VE Realty (Account #630907080) through the <a href="#">Firm Bank Account</a> or notify RD of rent payment to a VE firm
Processed at least one Utilities payment (Nov/Dec)	Submit payment to VE Utilities (Account #630907072) through the <a href="#">Firm Bank Account</a> or notify RD of utilities payment to a VE firm
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 <a href="#">Personal Student Bank Account</a>
Evidence of QuickBooks account setup	Submit screenshot of QuickBooks bank account setup to the <a href="#">QBO Account Setup Form</a>
Submitted the 941 Withholding Payroll Tax Form* (Nov/Dec)	Submit the <a href="#">941 Withholding Payroll Tax Form</a>
Processed the 941 Remittance payment* (Nov/Dec)	Submit 941 Remittance payment to VE Payroll Tax (Account #630907102) through the <a href="#">Firm Bank Account</a>
Developed a Risk Management plan	Submit to the <a href="#">Risk Management Plan Submission Form</a>
Established a Corporate Social Responsibility policy	Submit to the <a href="#">Corporate Social Responsibility Policy Form</a>
Proof of purchased merchandise to sell or purchase of supplies to make products	Purchase merchandise order on the <a href="#">Wholesale Marketplace</a> and submit payment to VE Wholesale Marketplace (Account #630907145) through the <a href="#">Firm Bank Account</a>
Processed payment for General Liability or Workers Compensation insurance*	Submit insurance payment to VE Business Insurance (Account #630907153) or VE Workers Compensation (Account #630907153) through the <a href="#">Firm Bank Account</a> or notify RD of insurance payment to a VE firm