



CIRCLES OF EXCELLENCE

Parameters for Period 4	How to Earn a Point	Curriculum
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	OPS - 5 SALES - 10
Submitted a 20-page 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 including all components with a facilitator signature and do not qualify for the NBPC will receive 2 points.	MGT - 6 MRK - 8 FIN - 12 DESIGN - 10
Qualified for the National Business Plan Competition (NBPC)	Received notification from Regional Team on qualification	MGT - 6 MRK - 8 FIN - 12 DESIGN - 10
Received Top 20 Recognition for the NBPC	Advanced to the Semifinal Round of the NBPC	MGT - 6 MRK - 8 FIN - 12 DESIGN - 10
Qualified for the National Marketing Competition	Received notification from National Team on qualification	MRK - 5
Qualified for the National Human Resources Competition	Received notification from National Team on qualification	HR - 10 HR - 13
Qualified for the National Finance Competition	Received notification from National Team on qualification	FIN - 12
Processed at least one Payroll (Mar/Apr)	Submit payroll to employees through the Firm Bank Account	ACCT - 10 ACCT - 11
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	FIN - 2 BR - 3
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	FIN - 2
Proof of sales made by the firm to individuals or other VE businesses	Evidence of sales in the Firm Bank Account	OPS - 2
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	PF - 3.1 OPS - 3
Submitted the 941 Withholding Payroll Tax Form (Mar/Apr)	Submit the 941 Withholding Payroll Tax Form	ACCT - 10 FIN - 18



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Processed the 941 Remittance payment (Mar/Apr)	Submit 941 remittance payment to VE Payroll Tax (Account #630907102) through the Firm Bank Account	ACCT - 10 FIN - 18
Submitted the Sales Tax Form (Mar/Apr)	Submit the State and Local Sales Tax Form	FIN - 17
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	FIN - 17
Used TurboTax to file 1040 Income Tax Form	Submit evidence of TurboTax usage through Personal Income Tax - Form 1040	ACCT - 17
Completed at least one international transaction (incoming only)	Evidence of sales with a firm outside of the United States in the Firm Bank Account	SALES - 11 DESIGN - 11