

EXECUTIVE BRANCH LEADERSHIP INSTITUTE

GUIDELINES FOR WRITTEN PROPOSAL

- Finished proposals can be no longer than two pages in length.
- Fonts shall be no smaller than 10-point.
- Students must provide a copy of the written proposal to each judge (3) at the beginning of each preliminary round of competition. This means you will need a total of 6 copies of your written proposal. If your team advances to the final competition, you will NOT be judged again on your written proposal, thus, NO copies are needed for this round.
- Format of written proposal should follow the outline and should address each of the following topics listed below.
- Remember, judges do not have much time to review each written proposal. You need to choose your words wisely as you present your issue and proposal. Be sure to make your point and support it in an efficient and concise manner.

OUTLINE FOR WRITTEN PROPOSAL

1. Title of Proposal
2. Department name and names of the team participants
3. Description of Department's problem
4. Description of the solution to the Department's problem
5. Probable proponents and opponents to your solution with rationale for both sides of argument
6. Anticipated impact of solution
7. Measures of success: How will you tangibly know you have solved the problem?
8. Timeline for implementation of the solution and who is responsible for carrying it out
9. Definitions of acronyms and technical terms, if necessary
10. Estimated cost of implementing your proposal

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GUIDELINES FOR ORAL PRESENTATIONS

- Oral presentations should include a brief overview (description/function) of the department represented by the team.
- All team members should be prepared to answer questions presented to the team.
- Written proposals should be used as an outline and/or reference for the oral presentation, but should not be all-inclusive and should not be read verbatim during the presentation
- Additional information and insight should be presented during the oral presentation and questioning.
- Oral presentations will be no more than 10 minutes and no less than 7 minutes in length.
- Judges will have up to 5 minutes for questions for both preliminary and final rounds.
- All members of the team shall participate in the oral presentation.
- Preliminary rounds of oral presentations will occur simultaneously with a five-minute break between each presentation. Preliminary rounds will be closed to observers, except for department chaperones and liaisons. Each department team will make two oral presentations to two different panels of judges.
- A final round will include the top three teams competing against one another. All remaining participants and chaperones will attend the final round. Judges and participants will have up to 5 minutes for questions after each presentation.
- Teams will be allowed to use a flip chart and handouts, but will not be allowed to utilize a laptop and LCD projector during the presentation.

SCORING

- Written proposals shall be valued at 20% of the final evaluation total
- Oral presentations shall be valued at 80% of the final evaluation total

AWARDS

- Three outstanding department teams shall receive a college scholarship award to be split equally among teammates.
- Three outstanding presenters shall receive individual college scholarship awards.