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**SMALL BUSINESS INSTITUTE® STUDENT COMPETITION**

**2022/2023 Guidelines – Awarded at 2023 Annual Conference**

**Denver, CO**

|  |  |  |  |
| --- | --- | --- | --- |
| Competition | Chuck McDowell Business Plan Competition | Project of the Year Competition | Student Venture Competition |
| Feasibility/Comprehensive Study For A 3rd Party Client (undergrad & grad category) |  | √ |  |
| Feasibility/Comprehensive Study For A Student (undergrad & grad category) |  |  | √ |
| Specialized/Consulting For A 3rd Party Client (undergrad & grad category) |  | √ |  |
| Specialized/Consulting For A Student Venture (undergrad & grad category) |  |  | √ |
| Business Plan For A 3rd Party Client | √ |  |  |
| Business Plan For A Student Venture | √ |  |  |
| Maximum Number Of Submissions Per University | 2 | 1/category | |
| Maximum Number of Submissions Per Faculty Lead | 2 | 1/category, 2 total | 1/category, 2 total |
| Teams Invited To Conference | Top 9 | Top 1-3 per category | Top 1-3 per category |
| Due Date | Feb. 1, 2023 | Dec. 1, 2022 | Dec. 1, 2022 |
| Competition Period Covered | Jan. – Dec. 2022 | July ’21 – June ‘22 | July ’21 – June ‘22 |
| Prize Money | $10,000 | $0 | $0 |
| Plaques For Winning Teams | √ | √ | √ |
| Graduate & Undergraduate Categories |  | √ | √ |
| Maximum Number of Students per Team | 2 | 6 | 6 |
| Entry Fee: If paying by Credit Card – you may contact the SBI administration. Phone: 601-924- 3489 If you do not wish to pay by credit card, please make your check payable to "SBI" and mail to: SBI, PO Box 115, Clinton, MS 39060. | $0 for SBI in good standing (2 entries)  $125 for non-SBI members (2 entries) | $0 for SBI in good standing (2 entries)  $125 for non-SBI members (2 entries) | $0 for SBI in good standing (2 entries)  $125 for non-SBI members (2 entries) |
| Submission Link | [SBI Student Project Entry Form](https://forms.gle/H5nTT3WD2q7bXBg36) | | |
| Judging Rubric | [Business Plan POY Judging Rubric](https://forms.gle/uiLXa6z6JDkCJGyg7) | [SBI Judging Form: Feasibility/Comprehensive Analysis](https://forms.gle/1KVk6Uu2d4ayWNxv8), [SBI Judging Form: Consulting/Specialized](https://forms.gle/CBw2gVCqSKbwYswE7) | [Student Venture Judging Rubric](https://forms.gle/BggRaDmsBkBQtGsx7) |
| Conference Presentation | 10-minute presentation  1-minute elevator pitch | Poster Presentation | Poster Presentation |
| Judging Requirements by Faculty Lead | 3 / entry | 3 / entry | 3 / entry |
| Final Judging | Finals at conference | Prior to Conference | Prior to Conference |
| Submission Requirements | One PDF document for the Business Plan. Business Plans must follow the outline described below.   * The Title/Cover Page and Table of Contents (Does not count as part of the 10 business plan pages.) * Title/Cover Page (Does not count toward the 10 business plan pages) * Table of Contents (Does not count toward the 10 business plan pages) * Executive Summary * Business Mission and Vision * Business Description * Market Analysis * Description of Products & Services * Organization & Management * Marketing & Sales Strategy * Financials (Must have at least a detailed 5-year projected cash flow with annual income statements and balance sheets) * Appendices (Up to 10 pages of appendices) * [Affidavit for Client release](https://forms.gle/9ypQ9XNPmYWngAcJ6) (Does not count towards page count) * 7-minute video summarizing your business plan * Have all individuals who are in the YouTube presentation compete a [Photo/Video Release form](https://drive.google.com/file/d/1MymWXTTB6NX3tJSAulGGBv2n4HCcyZb_/view?usp=sharing). Does NOT count toward page count. | * [Electronic submission](https://forms.gle/8TpPt74LRtm4hkVv7) (through the POY management system) * File Format: *one* inclusive, contiguous PDF document. Any separate files (such as appendices) should be merged into that one file * 100-page limit all inclusive. (each page, including title, appendices, etc. count toward the 100-page limit) * 12 pt font for report text * Double-­spaced report text * Each page shall be numbered consecutively * [Affidavit for Client release](https://forms.gle/9ypQ9XNPmYWngAcJ6) | * Convert poster PowerPoint presentation into a PDF * Record a 7-minute video summarizing your poster * Have all individuals who are in the YouTube presentation compete a [Photo/Video Release form](https://drive.google.com/file/d/1MymWXTTB6NX3tJSAulGGBv2n4HCcyZb_/view?usp=sharing).   Combine all photo/video releases into a single PDF for uploading into the Participant Submission Form.   * [Affidavit for Client release](https://forms.gle/9ypQ9XNPmYWngAcJ6) |
| Questions? | * Contact Jana Minifie: [jm13@txstate.edu](mailto:jm13@txstate.edu?subject=2023%20SBI%20POY%20Submission) | | |