Administrative Support Team

(255)

REGIONAL – 2016

**Production**

Job 1 – T-Shirt Designs \_\_\_\_\_ (100 points)

Job 2 – Hours of Service Form \_\_\_\_\_ (100 points)

Job 3 – Spreadsheet \_\_\_\_\_ (100 points)

Job 4 – Report \_\_\_\_\_ (100 points)

Job 5 – Thank You Letter \_\_\_\_\_ (100 points)

TOTAL \_\_\_\_\_ (500 points)

**Judge/Graders: Please double check and verify all scores and answer keys!**

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*Workplace Skills Assessment Program* competition.

**GENERAL INSTRUCTIONS**

1. Check that this test booklet contains Jobs 1-5.
2. Correct all errors. Copy is graded on production standards along with additional criteria.
3. In places you normally use your reference initials, use your contestant/team number.
Your name or initials should **NOT** appear on any work your team submits. Key your contestant/team number and job number in the footer in the lower left corner of **all** work submitted unless specified otherwise.
4. If you finish before the end of the testing time, notify the proctor. Time may be a factor in determining the winner in the event of a tie.
5. When turning in your contest, the jobs should be arranged in numeric order. Use your time wisely. You have 90 minutes to complete this test.

**TEAM INSTRUCTIONS**

You are part of the administrative support team for Professional Business Associates, 5454 Cleveland Avenue, Columbus, OH 43231-4021. You work in the Human Resources Department under the direction Julie Smith, Human Resources Director.

As you know, we have adopted Special Services as our service project for the employees here at Professional Business Associates. As a company, we have not been doing a good job of keeping track of the hours and various services performed by our associates. Therefore, we are asking for your assistance in helping us perform tasks which will help us to better document our service hours.

As the administrative assistant support team assigned to HR, complete the following five tasks:

* T-Shirt Designs
* Service Hours Form
* Spreadsheet of Hours Served
* Report – “Benefits of Volunteering”
* Thank-You Letter to Participants

**Grading Rubric**

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB** | **CRITERIA** | **POINTS POSSIBLE** | **POINTS** |
| **Job 1—****T-Shirt Designs*****100 points*** | **Production Standards** | **0 errors = 30 points****1 error = 27 points****2 errors = 21 points****3+ errors = 0 points** |  |
| **Design 1 - Creativity** | **0-20 points** |  |
| **Design 2 - Creativity** | **0-20 points** |  |
| **Logo – Design** | **0-20 points** |  |
| **Printouts – Horizontally Flipped (2)** | **0-10points**  |  |
| **Job 2—****Service Hours Form*****100 points*** | **Production Standards** | **0 errors = 50 points****1 error = 45 points****2 errors = 35 points****3+ errors = 0 points** |  |
|  | **Design of Form** | **0-40 points** |  |
|  | **Logo Included** | **0-10 points** |  |
| **Job 3—** **Spreadsheet of Hours*****100 points*** | **Production Standards** | **0 errors = 60 points****1 error = 54 points****2 errors = 42 points****3+ errors = 0 points** |  |
| **Title Included** | **0-10 points** |  |
| **Total Line Included** | **0-10 points** |  |
| **Sorted – Total Hours – Descending** | **0-10 points** |  |
| **Printout – Formulas** | **0-10 points** |  |
| **Job 4—****Report****“Benefits of Volunteering:*****100 points***  | **Production Standards** | **0 errors = 100 points****1 error = 90 points****2 errors = 70 points****3+ errors = 0 points** |  |
| **Job 5—****Thank You Letter*100 points*** | **Production Standards** | **0 errors = 40 points****1 error = 36 points****2 errors = 28 points****3+ errors = 0 points** |  |
| **Content** | **0-30 points** |  |
| **Letterhead – Design/Complete** | **0-20 points** |  |
| **Watermark – “Draft”** | **0-10 points** |  |
| ***TOTAL POINTS*** |  | **500 Points** |  |

**Job 1—T-Shirt Designs – 100 Points**

***Refer to Rubric for Point Breakdown***

**Job 2—Hours of Service Form – 100 Points**

***Refer to Rubric for Point Breakdown***

**Job 3—Spreadsheet – 100 Points**

**Printout 1 – Total Line and Sorted by Hours in Descending Order**

|  |
| --- |
| **Professional Business AssociatesSpecial ServicesTotal Hours Donated** |
| **Department** | **Total Hours Donated** |
| Marketing | 225 |
| Human Resources | 200 |
| Administrative Support | 200 |
| Information Technology | 125 |
| Financial Services | 75 |
| Administration | 40 |
| **Total Hours** | **865** |

**Printout 2 – With Formulas:**

|  |
| --- |
| **Professional Business AssociatesSpecial ServicesTotal Hours Donated** |
| **Department** | **Total Hours Donated** |
| Marketing | 225 |
| Information Technology | 125 |
| Human Resources | 200 |
| Financial Services | 75 |
| Administrative Support | 200 |
| Administration | 40 |
| **Total Hours** | **=SUM(B3:B8)** |

**Job 4—Report – 100 Points**

***Note to Grader***:

Bullets may be single or double spaced.

|  |  |
| --- | --- |
| 0 Errors | 100 points |
| 1 Error | 90 points |
| 2 Errors | 70 points |
| 3+ Errors | 0 points |

Julie Smith

Nancy Wells

CEO

(use current date in military style)

# Benefits of Volunteering

Perhaps the first and biggest benefit people get from volunteering is the satisfaction of incorporating service into their lives and making a difference in their community and country.
 The intangible benefits alone—such as pride, satisfaction, and accomplishment—are worthwhile reasons to serve. In addition, when we share our time and talents we:

• Solve Problems
• Strengthen Communities
• Improve Lives
• Connect to Others
• Transform Our Own Lives

### Benefit Your Health

Over the past two decades we have also seen a growing body of research that indicates volunteering provides individual health benefits in addition to social ones. This research, which is

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presented by CNCS in a report titled “[The Health Benefits of Volunteering: A Review of Recent Research](http://www.nationalservice.gov/about/role_impact/performance_research.asp#HBR),” has established a strong relationship between volunteering and health: those who volunteer have lower mortality rates, greater functional ability, and lower rates of depression later in life than those who do not volunteer.

Comparisons of the health benefits of volunteering for different age groups have also shown that older volunteers are the most likely to receive greater benefits from volunteering, whether because they are more likely to face higher incidence of illness or because volunteering provides them with physical and social activity and a sense of purpose at a time when their social roles are changing.

Some of these findings also indicate that volunteers who devote a “considerable” amount of time to volunteer activities (about 100 hours per year) are most likely to exhibit positive health outcomes.

**Job 5 – Thank You Letter**

***Refer to Rubric for Point Breakdown***

Compose a draft of a letter we can send to our employees thanking them for their participation in our service project, Special Services, this year.

This year we did the following: raised more than $25,000 in funds; donated more than 10,000 hours of service to the organization; participated in more than 50 events throughout the year; and had a 95 percent participation rate by our employees.

* Before keying the letter, design an appropriate letterhead. Include all necessary parts in the letterhead. Afterwards, use the letterhead, and compose and key the letter.
* Use the current date.
* Include the Special Services Logo on the letter. *Designed in Job 1*
* Nancy Wells, CEO, will be signing the letter on behalf of Professional Business Associates.
* Include a “Draft” watermark on the letter.
* Print letter.