STEP 2   Start Date: Feb 4 **DUE DATE: <u>Mar 1</u>**

<u>Instructions</u>: Begin working on PPT & complete **SLIDE 1**

1. **Include each of the following on SLIDE 1:**

1. YOUR NAME
2. Name of Organization
3. Address
4. Phone Number
5. Pic LOGO of the organization
6. Website Address
7. Picture of you

2. Save PPT as: **SLIDE 1**
3. Upload PPT to OneNote by due date

GRADING CRITERIA for STEP 2:

- **All PPT's uploaded by DUE DATE will earn full credit provided all criteria is followed.**
- **PPT's not uploaded by DUE DATE will result in 1 letter grade lower for each class day received late.**

If file is uploaded to another Notebook by accident instead of the Class Notebook on OneNote, it is the same as not turning it in. Therefore, you will accrue a late grade once submitted correctly.