

**Advanced
Integrating
Applications Unit**

4

**Portfolio Project
1 Put on a Play**



Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Created an Excel worksheet			
Named the worksheet Sponsors			
Included columns for <i>Donor Name, Type of Contribution, and Amount</i>			
Keyed the names of 20 donors			
Included names of classmates and local companies			
Indicated whether the type of each contribution is personal or corporate			
Entered contributions from \$25 to over \$200			
Checked to make sure the contribution amounts are reasonable			
Created subtotals for personal and corporate contributions and created a grand total			
Followed your teacher's instructions for saving the worksheet to your Portfolio Folder			