

**Pennsylvania**  
**Phi Beta Lambda**  
**41<sup>st</sup> Annual**  
**State Leadership Conference**  
**March 30<sup>th</sup> – April 1<sup>st</sup> 2012**  
**Eisenhower Hotel &**  
**Conference Center**  
**Gettysburg, PA**

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# ***GENERAL INFORMATION***

## CHECKLIST

This list will help ensure the accuracy of mailed conference materials. Please double check that you are mailing the correct information to the correct person. Please note there are some forms that must be mailed and other forms are submitted online.

### **The following forms need to be submitted by February 17, 2012:**

- All Competitive Event Forms
- Conference Registration
- Guest Tickets
- Voting Delegates
- Parade of Presidents

### **The following forms need to be submitted by Monday, March 5, 2012:**

- State Officer Candidate Forms
  - Hotel Reservation
    - ❖ Must be received by March 5th, 2012 to ensure rooms and conference rate
    - ❖ The Form can be found in this packet and on the PA PBL website: [www.papbl.org](http://www.papbl.org)
    - ❖ Print out and Fax to:  
Eisenhower Hotel & Conference Center  
717-334-6066
- Send Payment Directly to the HOTEL for Rooms**

**Payment for PA State Leadership Registration and Guest Tickets should be sent by February 17<sup>th</sup>, 2012. Please note there is no refund available after February 17, 2012.**

**Mail Check payable to "Pennsylvania Phi Beta Lambda" to:**

Mrs. Barbra Gehan  
PA PBL Conference Coordinator  
4281 Smith Road  
Furlong, PA 18925

## TENTATIVE SCHEDULE

### FRIDAY, MARCH 30, 2012

2:00 - 7:00 PM	Conference Registration
4:00 PM	Hotel Check-in
4:30 - 6:30 PM	Free time/Meal on your own
5:30 - 7:00 PM	Campaign Booths Open
6:30 - 7:00 PM	Voting Delegates Meeting
7:00 - 9:00 PM	First General Session
9:00 - 10:00 PM	Campaign Caucus
9:30 - 10:30 PM	Advisor/Alumni Reception
10:00 - 12:00 AM	Networking Activities

- ❖ Candidate Interviews & Campaign Material Approval (interview times will be scheduled with the student and advisor prior to the SLC)
- ❖ Judges & Proctors Orientation will be immediately following the campaign caucus and all advisors will be assigned judging duties.

### SATURDAY, MARCH 31, 2012

7:00 - 9:00 AM	Breakfast Buffet
8:00 - 5:15 PM	Campaign Booths Open
8:00 - 3:00 PM	Competitive Events
9:30 - 10:30 PM	Workshop Block I
10:40 - 11:40 PM	Workshop Block II
11:45 - 1:00 PM	Lunch
1:00 - 4:00 PM	Workshop Block III
1:15 - 2:15 PM	Advisor Roundtable * this may be held after the second general session due to testing
1:15 - 2:15 PM	Chapter Presidents' Roundtable
4:30 - 5:30 PM	Second General Session
5:30 - 6:30 PM	Free Time
6:30 - 10:00 PM	Awards Banquet & Ceremony

### SUNDAY, APRIL 1, 2012

8:30-10:30 AM:	Transitional Meeting (Newly-Elected Officers)
11:00 AM:	Hotel Checkout

# ***CONFERENCE FORMS***

## STATE CONFERENCE REGISTRATION FORM

**REGISTRATION FEES:**      Students: \$80 per student (This includes 3 meals on Saturday)  
   Advisors: \$50 per advisor

**DEADLINE:** February 17, 2012. No late registration will be accepted.

**SPECIAL NOTE:** Membership Dues must be paid in full for students running for office and/or participating in competitive events by February 17, 2012.

College or University: \_\_\_\_\_

Chapter President: \_\_\_\_\_

Chapter Advisor(s): \_\_\_\_\_

*Advisors are required to assist with judging and other aspects at the SLC.*

Contact Phone Number: \_\_\_\_\_

Please type/print the names of all conference attendees below:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make checks payable to “**Pennsylvania Phi Beta Lambda**” and **submit form to:**

Mrs. Barbra Gehan  
PA PBL Conference Coordinator  
4281 Smith Road  
Furlong, PA 18925  
[bgehan@papbl.org](mailto:bgehan@papbl.org)

**Please also email a copy of this form to:**

Mrs. Heather Deakin  
PA PBL Testing Coordinator  
[hdeakin@papbl.org](mailto:hdeakin@papbl.org)

**Remember:** The **DEADLINE** is **February 17, 2012**. All forms must be **submitted by** this date!

*No refunds after the forms are submitted.*

\*\*\*THIS FORM CAN BE COPIED FOR ADDITIONAL ATTENDEES\*\*\*

**\*\* Please remember to submit your school's certificate sponsor, see page 25 for more information \*\***

## VOTING DELEGATES

This form must be submitted online by **February 17, 2012:**

**Mrs. Heather Deakin**

[hdeakin@papbl.org](mailto:hdeakin@papbl.org)

Voting delegates at the State Leadership Conference are based upon the number of paid members for the 2011 - 2012 school year.

Number of Voting Delegates will be determined as follows:

0 – 49 paid members	2 voting delegates
50 – 99 members	3 voting delegates
100 or more paid members	4 voting delegates

Membership dues must be paid to National Membership, **no later than February 17, 2012**. Chapters must submit their membership dues so that the chapters' number of voting delegates for the 2012 State Leadership Conference can be accurately determined.

Voting delegate responsibilities will include:

Attendance at the following events:

- Opening General Session
- Second General Session
- Campaign Caucus
- Visit to Campaign Booths

Voting delegates are encouraged to ask the candidates questions at the campaign caucus in order to make a more informed decision.

Voting delegate's votes should reflect the views of the entire chapter. Therefore, the Voting Delegate should meet with other chapter members to discuss voting decisions.

Please list the names of your voting delegates:

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

## AWARDS BANQUET & CEREMONY

This year there will be a dinner buffet offered with a selection of different entrées and sides. Please note that extra tickets for the awards program and dinner can still be purchased.

**Please inform us of any special dietary requests of any members, advisors or guests on the line below. If none, please put N/A.**

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## EXTRA AWARDS BANQUET & CEREMONY TICKETS

Extra tickets to the awards banquet on Saturday, March 31, 2012 will be sold for a price of \$40.00 each.  
*These tickets are for guests only, not for Phi Beta Lambda members.*

Please specify the number of guest tickets below:

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Please enclose a check payable to “**Pennsylvania Phi Beta Lambda**” for all guest tickets. This is to be sent with your conference registration, **due February 17, 2012**. Guest tickets can be picked up at the Registration Table.

**All tickets must be paid for in advance and no refunds after due date.**

## LOCAL CHAPTER PRESIDENTS' ROUNDTABLE

**Submit this form online by February 17, 2012:**

**Mr. Alex Baran**

[abaran@papbl.org](mailto:abaran@papbl.org)

This year the State Executive Council will be hosting a Local Chapter Presidents' Roundtable on Saturday, March 31, 2012. This will provide an opportunity for Local Chapter Presidents to share ideas and network together. The State Executive Council would like to encourage all chapters to send their Chapter President to the roundtable.

College or University: \_\_\_\_\_

Chapter President's Name: \_\_\_\_\_

\_\_\_\_\_ I will attend the Presidents' Roundtable

\_\_\_\_\_ I am regrettably unable to attend the President's Roundtable

## PARADE OF PRESIDENTS

Each Local Chapter President will be introduced at the opening of the second general session. In the space provided below, please provide a brief description of your chapter's activities and events during the past year. [This may also be submitted in a Microsoft Word Document. Please limit to a couple paragraphs or list using bullet points.](#)

**Please type.**

School/Chapter: \_\_\_\_\_

President's Name: \_\_\_\_\_

Chapter Activities:

---

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# ***HOTEL REGISTRATION***

## HOTEL INFORMATION

All reservations must be received through FAX: 717-334-6066

### Name & Location:

Eisenhower Hotel & Conference Center  
2634 Emmitsburg Road  
Gettysburg, PA 17325

### Room Rates (per room per night):

SINGLE	\$109.00 (PLUS 11 % TOTAL TAXES) 1 KING BED (Advisors Only)
DOUBLE	\$109.00 (PLUS 11 % TOTAL TAXES) 2 DOUBLE BEDS
TRIPLE	\$109.00 (PLUS 11 % TOTAL TAXES) 2 DOUBLE BEDS
QUAD	\$109.00 (PLUS 11 % TOTAL TAXES) 2 DOUBLE BEDS

### Check In/Out:

Check In after 4:00 PM  
Check Out 11:00 AM

**Deadline:** ALL RESERVATIONS MUST BE RECEIVED BY **MARCH 5, 2012**. All unreserved rooms in the block will be released to the public after March 5, 2012. The Eisenhower Hotel and Conference Center will accept reservations on a first-come, first-serve basis after that date.

**Payment:** All reservations must be guaranteed by a major credit card or a check mailed to the hotel. If you do not guarantee your room, or make full payment by the deadline, your reservation will not be confirmed.

### Make checks payable to:

Eisenhower Hotel & Conference Center  
2634 Emmitsburg Road  
Gettysburg, PA 17325

**NOTE: It is the understanding of the Pennsylvania Phi Beta Lambda State Executive Council and the Eisenhower Hotel and Conference Center that if there are damages to any room, the local chapter and those who occupy the room will be fully responsible and will be charged accordingly. Any incidentals incurred during the stay must be paid before departure. No one will be permitted to checkout of the hotel until all incidentals for their room have been paid. NO EXCEPTIONS!!!**



# ***COMPETITIVE EVENTS***

# Competitive Events

## SPECIAL NOTES REGARDING COMPETITIVE EVENTS

1. PA Phi Beta Lambda will not be able to offer all components of all events at the SLC. Please be aware that if we are not offering a component, the student will have to compete in all components at the National Leadership Conference. Please refer to your 2011 - 2012 National Competitive Event Guidelines to see what the guidelines for each event are.
2. The events on the next pages are broken into sections of what is offered for the SLC. Please adhere to all dates in the headings. There are materials for several events that are due at Registration at the SLC and some that need to be mailed. [Late submissions will be disqualified.](#)
3. Pennsylvania PBL will again be providing all objective tests via online testing. **All events that contain an objective component will have the objective component taken online at the home school prior to the SLC.** Please be sure to refer to the event description in the National Competitive Event Guidelines to see if your event is affected. In addition to the objective online testing there are some events that have home site production components to complete prior to the SLC.
4. Many events are now available for either individuals or teams. Please be clear on whether or not students will be competing as an individual or a team. In many events, each chapter is able to have 2 individuals or 2 teams compete. If it is not clear that the students are registered as a team or individual, then they will be registered as individuals.
5. Students may compete in any two events at the State Leadership Conference. (This includes events taken prior to the State Leadership Conference and team events)
6. PA PBL follows the National Competitive Event Guidelines for all testing items. It is imperative that each contestant refer to the 2011 - 2012 edition of the National PBL Competitive Event Guidelines regarding testing procedures, qualifications for tests, and guidelines. (This is available by visiting [www.fbla-pbl.org](http://www.fbla-pbl.org) under PBL tab, Competitive Events)
7. Please note that the Parliamentary Procedures team event will not be offered this year. Individuals are still invited to compete by taking the written exam. The individual scoring highest on the written exam and meeting **all other criteria for the state office** will be named the state parliamentarian.
8. The following events are Home Site Production Testing Events, where the **objective and production components will be completed at the home school prior SLC. Two (2) members per chapter may compete in these events:**
  - Computer Applications
  - Word Processing
  - Desktop Publishing (2 on a team, 2 teams per chapter)
  - Database Design & Applications
9. The following are special awards and recognition. The forms for these events must be received by **at registration by 6pm on Friday, March 30, 2012:**
  - Outstanding Chapter Criteria (this is available on the state website: [www.papbl.org](http://www.papbl.org))
  - Who's Who Guidelines (this is available on the state website: [www.papbl.org](http://www.papbl.org))
  - Business Person of the Year (see page 23)
  - Advisor of the Year (see page 23)
10. Please see the National Guidelines for the correct formats and topics for events. Many events have forms that must be received by **at registration by 6pm on Friday, March 30, 2012.**

**A change this year will be to submit all prejudged materials and testing forms at registration by 6pm on Friday, March 30, 2012 to:**

Mrs. Heather Deakin  
PA PBL Testing Coordinator  
[hdeakin@papbl.org](mailto:hdeakin@papbl.org)

# Competitive Events

## GUIDELINES

**Each student may register for two events.**

For many events, each school may submit three contestants per event with the following exceptions:

**Only two (2) contestants/teams from each chapter will be permitted to compete in:**

- Business Communication
- Computer Applications
- Database Design and Applications
- Website Design
- Client Services
- Desktop Publishing
- Sales Presentation
- Word Processing

**Only one (1) member per chapter may compete in:**

- Mr. /Ms. Future Business Executive (1 male/1 female)
- Impromptu Speaking
- Public Speaking
- Mr. /Ms. Future Business Teacher (1 male/1 female)
- Job Interview

The first and second place winners in all events will be given the option of competing at the national conference held June 24 – 27, 2012, in San Antonio, TX.

When preparing for events, be sure to use the 2011 – 2012 edition of the National Phi Beta Lambda Competitive Events Guidelines. The 2011 – 2012 Competitive Events Guidelines can be found on the national website: [www.fbla-pbl.org](http://www.fbla-pbl.org).

### **The Event Registration is broken up by components being offered at the 2012 PA PBL SLC**

*Please note that some events are offered as an Individual (I), Team (T), Both (I or T) or Chapter (CH). A Team can be 2 or 3 members. If you have 2 students who would like to compete in an event that can be either an individual or a team and they want to compete as individuals, please place both their names in the #1 slots or include a (I) after their name. For Teams please be sure to include a (T) after each person's name in the team.*

# Competitive Events

## OBJECTIVE COMPETITIVE EVENTS

For the following events, we will be offering the **Objective** component **only**

- Accounting Analysis & Decision Making (I or T)
- Accounting for Professionals (I)
- Accounting Principles (I)
- Business Law (I)
- Computer Concepts (I)
- Contemporary Sports Issues (I)
- Cyber Security (I)
- Economic Analysis & Decision Making (I or T)
- Financial Analysis & Decision Making (I or T)
- Financial Concepts (I)
- Financial Services (I or T)
- Information Management (I)
- International Business (I)
- Justice Administration (I)
- Macroeconomics (I)
- Management Concept (I)
- Marketing Concepts (I)
- Microeconomics (I)
- Networking Concepts (I)
- Parliamentary Procedure (I)
- Project Management (I)
- Retail Management (I)
- Sports Management & Marketing (I)
- Statistical Analysis (I)
- Strategic Analysis & Decision Making (I or T)
- Telecommunications (I)

## OBJECTIVE and PERFORMANCE COMPETITIVE EVENTS

For the following events, we will be offering the **Objective and Performance** Components **Only**

- Business Decision Making (T)
- Help Desk (I)
- Hospitality Management (I or T)
- Human Resource Management (I or T)
- Management Analysis & Decision Making (I or T)
- Marketing Analysis & Decision Making (I or T)
- Network Design (T)

## PERFORMANCE COMPETITIVE EVENTS

For the following events, we will be offering the **Performance** Component **Only**

- Business Ethics (T)
- Impromptu Speaking (I)
- Integrated Marketing Campaign (I or T)
- Sales Presentation (I)
- Business Presentation (I or T)
- Client Service (I)
- Emerging Business Issues (T)
- Public Speaking (I)

## PREJUDGED COMPETITIVE EVENTS

For the following events, we will be offering the **Prejudged** Event Component **Only**  
**\*These events have projects or forms that are due to the testing coordinator at registration on Friday, March 30<sup>th</sup> by 6pm\***

- Community Service Project (CH)
- Digital Video Production (I or T)
- Gold Seal Chapter Award (CH)
- Local Chapter Annual Business Report (CH)
- Website Design (I or T)
- Who's Who in PBL

# Competitive Events

## PREJUDGED & PERFORMANCE COMPETITIVE EVENTS

For the following events, we will be offering the **Prejudged** and **Performance** Event Components **Only**

**\* These events have projects or forms that are due to the testing coordinator at registration on Friday, March 30<sup>th</sup> by 6pm \***

- Computer Game & Simulation Programming (I or T)
- Future Business Executive (I) (hand in at SLC registration, March 30, 2012)
- Future Business Teacher (I) (hand in at SLC registration, March 30, 2012)
- Free Enterprise Project (CH)
- Job Interview (I) (hand in at SLC registration, March 30, 2012)
- Small Business Management Plan (I or T)

## OBJECTIVE AND PRODUCTION TEST EVENTS

*Objective Tests will be taken via online testing.*

**Production Tests will be sent to the advisor via email after the conference registration form has been submitted and is due to the testing coordinator at registration on Friday, March 30<sup>th</sup> by 6pm.**

- Word Processing (I)
- Desktop Publishing (T)
- Computer Applications (I)
- Database Design and Applications (I)

## OBJECTIVE & WRITTEN COMPETITIVE EVENTS

*\*The Objective Component will be taken via online testing.*

***\*Change this year for the SLC ONLY the Written Component will also be completed at the same time as the objective portion. Written Component submissions must be emailed or post marked by 5pm, March 16<sup>th</sup>.\****

Please send to:

Mrs. Heather Deakin  
434 Woodland Ave.  
Horsham, PA 19044  
hdeakin@papbl.org

- Business Communication (I)

## ONLINE OBJECTIVE TESTING

If you are registering for any competitive event with an **objective component** to the event, this form must be completed.

**Passwords and instructions will be E-MAILED to the chapter advisor only.**

State Leadership Conference registration and active membership will be verified prior to passwords being sent. Any member who wishes to compete must be registered for the SLC. If the member is not registered, access to the online test will not be granted. **Members must physically attend the 2012 State Leadership Conference in order to place in their competitions at the State Leadership Conference and to be eligible to compete at the 2012 National Leadership Conference in San Antonio, TX. THERE WILL BE NO EXCEPTIONS!**

The passwords and instructions should be sent to: (These will not be sent to Chapter Presidents.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

The online competitive events will be available from March 5th to March 16th, 2012 ONLY. There will be no testing allowed after 5:00 PM, March 16, 2012.

Person who will proctor the administration of the test: \_\_\_\_\_

*This person must be a professional not associated with Phi Beta Lambda.*

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

We strongly recommend that chapters complete the online testing as a group. Any questions or issues concerning testing access will only be answered if the question is from the Proctor during the testing period (March 5 –March 16, 2012). To protect the integrity of the competitions, we ask that all proctors request to see a student ID to verify that the correct student is being provided the password to the correct test.

This form must be submitted Online by **FEBRUARY 17, 2012**, or send via email to: **[hdeakin@papbl.org](mailto:hdeakin@papbl.org)**.

# ***STATE OFFICER ELECTIONS***

## TO RUN OR NOT TO RUN???

Serving as a Pennsylvania Phi Beta Lambda state officer is a rewarding experience that you will never forget! Before making a final decision on your candidacy for state office, please review the list of State Officer Duties below. Please also take the time to review the Pennsylvania State Chapter bylaws and officer handbook. These items can be found on the state website, [www.papbl.org](http://www.papbl.org). If you have further questions about running for state office, please do not hesitate to contact a state officer or advisor.

### State Officer Duties

All officers will work with the state advisors to develop goals and state events for the year. They will then be responsible for developing and implementing action plans to accomplish these goals. Each officer will be responsible for maintaining contact with a list of local chapters. Officers must be willing to work as a team and remain in constant contact to further Pennsylvania Phi Beta Lambda.

In addition State Officers are required to attend the following:

- Transitional Meeting (The last day of the SLC, April 1, 2012)
- Officer Training Retreat ( a weekend in May/June)
- The National Leadership Conference and Institute for Leaders (IFL June 23-24, 2011; NLC June 24-27, 2012)
- Approximately 7 SEC Meetings (Usually on Saturday or Sunday)
- The State Fall Organization Orientations (Usually October/November)
- The National Fall Leadership Conference (November 16-17, 2012 TBD)
- The State Leadership Conference (April 2013)
- Various FBLA Events
- Visit Local Chapters as necessary

The State Chapter will provide financial assistance to the officer team to attend these events.

## PENNSYLVANIA CAMPAIGN GUIDELINES FOR STATE AND NATIONAL OFFICE

1. Not more than two members from a local chapter may run for a state office.
2. If there is more than one person interested in running for a PBL national office, there shall be a run-off at the State Leadership Conference.
3. There shall be **no campaigning prior to the state conference** outside of the notification to your local chapter. Please refer to the Officer Handbook and bylaws for more information.
4. All candidates will meet with the State Executive Council prior to the first general session on Friday, March 30, 2012. During this meeting, each candidate will have a pre-screening interview with the Executive Council members. At this meeting, each candidate is responsible for having a sample of all campaign materials so that they may be approved. Each candidate must also submit two copies of their campaign expenses. This expense report shall be composed of itemized expenditures, all donations, and the source of the donations. Campaign expenses may not exceed \$100. This does not include cash donations or donated items, only actual out of pocket expenses.
5. Each candidate is responsible for submitting a letter of intent, a summary of qualifications, a copy of his/her resume, a photograph, and two letters of recommendation to the Executive Council.
6. Each candidate will be designated to an area in the hotel to set up his/her campaign booth, after meeting with the Executive Council and prior to the first general session.
7. Campaigning shall not be permitted until one hour before the first general session. All campaigning and campaign materials are to be limited to the assigned campaign area, with the exception of the room in which the general session is held. For example, flyers may be placed on chairs.
8. All candidates will be introduced at the first general session. Campaign speeches will be given at this time.
9. Campaign speeches are limited to five minutes for the office of state president and four minutes for all other candidates. All introductions by campaign managers and skits, if any, should be included in the above time limits.
10. Delegate attendance and participation in campaign caucus is encouraged during the conference. Be prepared to participate in the caucus.
11. Campaigning is not permitted after the last scheduled caucus on Friday night but may resume Saturday morning.
12. All candidates are responsible for clearing all campaign materials from their designated area immediately following the close of the second general session on Saturday, March 31, 2012.



# ***AWARDS***

## CERTIFICATE SPONSORS

The State Executive Council is **requiring that ALL CHAPTERS submit at least one thirty dollar (\$30) sponsor** to defray the cost of award certificates. Potential sponsors include your local Phi Beta Lambda chapter, your college or university, or local businesses.

Remember each certificate sponsor your chapter recruits will earn your chapter points on the Outstanding Chapter Criteria. A Sponsorship of 30 dollars will cover the cost of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place certificates for an event.

Complete the form for each certificate sponsor. All sponsors will be listed in the State Leadership Conference Program. **Make checks payable to "Pennsylvania Phi Beta Lambda"**. Below are the Competitive Events for the 2012 Pennsylvania Phi Beta Lambda State Leadership Conference.

Accounting Analysis & Decision Making	Emerging Business Issues	Management Concepts
Accounting for Professionals	Financial Analysis & Decision Making	Marketing Analysis & Decision Making
Accounting Principles	Financial Concepts	Marketing Concepts
Business Communication	Financial Services	Microeconomics
Business Decision Making	Free Enterprise Project	Network Design
Business Ethics	Future Business Executive	Networking Concepts
Business Law	Future Business Teacher	Parliamentary Procedure
Business Presentation	Gold Seal Chapter Award of Merit	Project Management
Businessperson of the Year	Help Desk	Public Speaking
Client Service	Hospitality Management	Retail Management
Community Service Project	Human Resource Management	Sales Presentation
Computer Applications	Impromptu Speaking	Small Business Management Plan
Computer Concepts	Information Management	Sports Management and Marketing
Computer Game & Simulation Programming	Integrated Marketing Campaign	Statistical Analysis
Contemporary Sports Issues	International Business	Strategic Analysis & Decision Making
Cyber Security	Job Interview	Telecommunications
Database Design & Applications	Justice Administration	Web Site Design
Desktop Publishing	Local Chapter Annual Business Report	Who's Who in PBL
Digital Video Production	Macroeconomics	Word Processing
Economic Analysis & Decision Making	Management Analysis & Decision Making	

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Event Sponsor Preference: \_\_\_\_\_

**Submit form by February 17, 2012 with registration payment to:**

Mrs. Barbra Gehan  
PA PBL Conference Coordinator  
4281 Smith Road  
Furlong, PA 18925

## ADVISOR OF THE YEAR NOMINATION

Advisors play a pivotal role in the development of each Phi Beta Lambda Chapter. Nominating your advisor for the Advisor of the Year award is a great way to thank them for all their hard work. In order to nominate your chapter advisor, please prepare a letter detailing why your advisor deserves this award.

**Nomination letter must be received on or before registration March 30, 2012 by 6pm. Please email your submission to:**

Mrs. Heather Deakin  
PA PBL Testing Coordinator  
hdeakin@papbl.org

## BUSINESSPERSON OF THE YEAR AWARD

Each year, Phi Beta Lambda recognizes an outstanding person in the business community at the State Leadership Conference. This is your opportunity for your chapter to submit a candidate for the award. [Please type this form or provide the information in a Microsoft Word Document.](#)

Name: \_\_\_\_\_

Business Title: \_\_\_\_\_

Business address: \_\_\_\_\_

\_\_\_\_\_

Phone number: (        ) \_\_\_\_\_

**Please state why your chapter feels this person should be nominated for Businessperson of the Year.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nomination letter must be received on or before registration March 30, 2012 by 6pm. Please email your submission to:**

Mrs. Heather Deakin  
PA PBL Testing Coordinator  
hdeakin@papbl.org

**GOLD SEAL AWARD OF MERIT**  
**41st Annual Pennsylvania Phi Beta Lambda**  
**Outstanding Chapter Criteria**  
**2011 - 2012**

The criteria for this award (see Outstanding Chapter Criteria online. First, it will serve as a guide in preparing for local chapter activities. Secondly, it will be used to determine the outstanding chapters in the state. Thirdly, it will be used to recommend to the national office those chapters that should receive the Hollis and Kitty Guy Gold Seal Chapter Award of Merit at the 2012 National Leadership Conference in San Antonio, TX.

1. **The chapter advisor must complete this form in its entirety**
2. **Supporting materials must be typed, logically presented, bound or placed in a pocket folder, and received by the deadline set.**
3. **This form must be received at registration on Friday, March 30<sup>th</sup> by 6pm.**

**Total Points** (from Outstanding Chapter Criteria): \_\_\_\_\_

**Chapter:** \_\_\_\_\_

**President's name:** \_\_\_\_\_

**Advisor's name:** \_\_\_\_\_

**Advisor's school address:** \_\_\_\_\_

**Advisor's phone:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_

.....  
**NOTE:** *The PA Testing Coordinator reserves the right to confirm any and all information submitted with appropriate sources for official confirmation. Should **the PA Testing coordinator**, or **Barbra Gehan** , find any chapters demonstrating unprofessional and unethical behavior by attempting to claim points in multiple categories, not adhering to the March 1, 2011 –February 29, 2012 dates, or claiming points through the duties and responsibilities of chapter state officers, no points will be awarded to those items.*

**REPORTS ARE TO BE SUBMITTED AT REGISTRATION BY 6pm. ANY REPORTS RECEIVED AFTER 6pm ON FRIDAY, MARCH 30<sup>TH</sup> WILL BE DISQUALIFIED.**

**41st Annual Pennsylvania Phi Beta Lambda  
Outstanding Chapter Criteria for the  
Gold Seal Award of Merit of 2011-2012**

**Please see the PA PBL website for the criteria and form.**

**THIS IS TO BE SUBMITTED AT REGISTRATION BY 6pm. ANY ENTRIES RECEIVED AFTER 6pm ON FRIDAY,  
MARCH 30<sup>TH</sup> WILL BE DISQUALIFIED.**

**PENNSYLVANIA PHI BETA LAMBDA  
WHO'S WHO GUIDELINES  
(CUMULATIVE)  
2011-2012**

**INSTRUCTIONS:**

1. Each chapter is eligible to nominate one person for this award. **The chapter advisor must complete this form accurately and completely.** The Who's Who in Pennsylvania Phi Beta Lambda Award is automatic to at least one nominated student in each chapter. In the case that the chapter has a state officer, it can still nominate one other person for this honor.
2. Certificates will be presented to each Phi Beta Lambda member for whom the chapter advisor submits a completed form. The Phi Beta Lambda member with the most points will be chosen as Pennsylvania's designee to receive the Who's Who in National Phi Beta Lambda Award at the 2012 National Leadership Conference in San Antonio, TX. By attending the National Leadership Conference, the designee will be entitled to receive the competitive event reimbursement from the state.
3. If a chapter does not want to make a choice between several highly active Phi Beta Lambda members, more than one student from each chapter can be nominated. The judges will then choose the chapter's award winner.
4. **Supporting materials must be typed, logically presented, and bound or placed in a pocket folder.**
5. **This form must be received at registration on Friday, March 30<sup>th</sup> by 6pm.**
6. Please submit this form at registration.
7. Any questions regarding this form should also be directed to Mrs. Heather Deakin or Mrs. Barbra Gehan
8. The Who's Who criteria are cumulative. Submissions should include the member's entire Phi Beta Lambda career.

**NOTE: THE PENNSYLVANIA COMPETITIVE EVENTS COORDINATOR RESERVES THE RIGHT TO CONFIRM ANY AND ALL INFORMATION SUBMITTED WITH APPROPRIATE SOURCES FOR OFFICIAL CONFIRMATION.**

**Please see the PA PBL website for the criteria and form.**

# ***MISCELLANEOUS INFORMATION***

# FBLA-PBL Standards of Professional Conduct

## FBLA-PBL Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for the National Leadership Conference. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.)
4. Keep your advisers informed of your activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages (for those under 21 years of age) and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Participants must obey the rules of these facilities. The facilities have the right to ask a member or members to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels that have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement. Local and state advisers are responsible for the supervision of delegate conduct.

## Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, and dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement officials.

## FBLA-PBL Dress Code

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions.

Professional attire acceptable for official FBLA-PBL activities includes:

### Males

- Business suit with collar dress shirt and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie.
- Banded collar shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks.

### Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress.
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes.

### Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, **see-through**, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

*CLARIFICATION—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted*