

Pennsylvania
Phi Beta Lambda

Annual

State Leadership Conference

April - 2011

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. **ALL FORMS MUST BE SUBMITTED ONLINE BY MARCH 4, 2011.**

The following forms need to be Submitted:

- All Competitive Event Forms
- Conference Registration
- Meal Form
- Voting Delegate
- Parade of Presidents
- State Officer Candidate Forms
- Hotel Reservation
 - Must be received by March 4th, 2011 to ensure rooms and conference rate
 - The Form can be found online
 - Print out and Fax to:
 - Eisenhower Hotel and Conference Center
 - 2634 Emmitsburg Road
 - Gettysburg, PA 17325
 - Phone: 717-334-8121 * Fax: 717-334-6066

Send Payment Directly to the HOTEL for Rooms

Payment for PA State Leadership Registration should be sent by March , 2011.

Mail To Check:

Mrs. Barbra Gehan
PA PBL Conference Coordinator
P.O. Box 97
Wycombe, PA 18980

TENTATIVE SCHEDULE

FRIDAY, APRIL 1, 2011

2:00-7:00 PM	Conference Registration
4:00 PM	Hotel Check-in
4:30-5:30 PM	Candidate Interviews & Campaign Material Approval
4:30-6:30 PM	Free time/Meal on your own
5:30-6:30 PM	Judges & Proctors Orientation
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

SATURDAY, APRIL 2, 2011

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
1:15-2:15 PM	Chapter Presidents' Roundtable
4:30-6:00 PM	Second General Session
6:00 – 7:00 PM	Free Time
7:00 – 10:00 PM	Awards Banquet & Ceremony

SUNDAY, APRIL 3, 2011

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: March 4, 2011. 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 March 4, 2011.

College or University: _____

Chapter President: _____

Chapter Advisor(s): _____

Check if advisors are willing to assist at the conference

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
P.O. Box 97
Wycombe, PA 18980
bgehan@papbl.org

Remember: The **DEADLINE** is **March 4, 2011**. All forms must be **submitted by** this date!
No refunds after the forms are submitted.

THIS FORM CAN BE COPIED FOR ADDITONAL ATTENDEES

VOTING DELEGATES

This form must be submitted online by March 4, 2011:

Voting delegates at the State Leadership Conference are based upon the number of paid members for the 2010 - 2011 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 March 4, 2011**. Chapters must submit their membership dues so that the chapters' number of voting delegates for the 2011 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. _____

LOCAL CHAPTER PRESIDENTS' ROUNDTABLE

Submit this form online by March 4, 2011:

This year the State Executive Council will be hosting a Local Chapter Presidents' Roundtable on Saturday, April 2, 2011. 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 regrettfully unable to attend the Presidents' Roundtable

PARADE OF PRESIDENTS

Each Local Chapter President will be introduced at the opening of the second general session. The blurb that you provide below about your chapter will be read during the introduction.

Please type.

School/Chapter: _____

President's Name: _____

Chapter Activities:

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.

EXTRA AWARDS BANQUET & CEREMONY TICKETS

Extra tickets to the awards banquet on Saturday, April 2, 2011 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:

Please enclose a check payable to "Pennsylvania Phi Beta Lambda" for all guest tickets. Guest tickets can be picked up at the Registration Table.

HOTEL REGISTRATION

HOTEL INFORMATION

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

Name & Location:

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

Room Rates (per room per night):

SINGLE	\$109.00 (PLUS 11 % TOTAL TAXES)	1 KING BED
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 4, 2011**. All unreserved rooms in the block will be released to the public after March 4, 2011. 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 and 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

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 2010 - 2011 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 BEFORE the SLC.
3. In order to promote professionalism, we are including a list of due dates for materials. Please adhere to these deadlines. **Late submissions will be disqualified.**
4. 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.
5. 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.
6. 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)
7. PA PBL follows the National Competitive Event Guidelines for all testing items. It is imperative that each contestant refers to the 2010 - 2011 edition of the National PBL Competitive Event Guidelines regarding testing procedures, qualifications for tests, and guidelines.
8. 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.
9. The following reports are provided in the packet or online and must be received by **March 4, 2011**:
 - **Outstanding Chapter Criteria**
 - **Who's Who Guidelines**
 - **Business Person of the Year**
 - **Advisor of the Year**
10. Please visit the National Website for additional testing forms and the topics for events. Please note, many events have materials due to the testing coordinator before **March 25, 2011**.

Submit all prejudged materials and testing forms so that they are received by March 25, 2011 to:

Mrs. Heather Deakin
PA PBL Competitive Events Coordinator
P.O. Box 97
Wycombe, PA 18980
hdeakin@papbl.org

Please indicate on a note in the envelope the particular event items that are enclosed.

Important Notes

We are stressing promptness and professionalism. Please pay close attention to deadlines, dates, and addresses. Professional attire is required for all sessions, workshops, and competitive events, at the SLC. The State Leadership Conference will be following the dress code that Nationals have sent to us, which is enclosed in this packet.

Competitive Events

Type the contestant's name on all the competitive event forms to prevent their names from being misspelled. Fill out this form **ONLINE** by the **DEADLINE: March 4, 2011**. Send to:

Mrs. Heather Deakin
PA PBL Competitive Events Coordinator
P.O. Box 97
Wycombe, PA 18980
hdeakin@papbl.org

GUIDELINES

Only two (2) contestants from each chapter will be permitted to enter each competitive event with the following exceptions.

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

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

The first and second place winners in all events will be given the option of competing at the national conference held in the summer of 2011 in Orlando, FL.

When preparing for events, be sure to use the 2010 – 2011 edition of the National Phi Beta Lambda Competitive Events Guidelines. The 2010 – 2011 Competitive Events Guidelines can be found on the national website: **www.fbla-pbl.org**.

The Event Registration is broken up by components being offered at the 2011 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

OBJECTIVE COMPETITIVE EVENTS

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

- Accounting Principles (I)
- Business Law (I)
- Computer Concepts (I)
- Contemporary Sports Issues (I)
- Cyber Security (I)
- Economic Analysis & Decision Making (I)
- Financial Analysis & Decision Making (I)
- Financial Concepts (I)
- Financial Services (I or T)
- Information Management (I)
- International Business (I)
- Management Concept (I)
- Marketing Concepts (I or T)
- 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)
- Telecommunications (I)

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.

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)
- Business Presentation (I or T)
- Client Service (I)
- Emerging Business Issues (T)
- Impromptu Speaking (I)
- Integrated Marketing Campaign (I or T)
- Public Speaking (I)
- Sales Presentation (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 by March 25, 2011

- Community Service Project (CH)
- Digital Video Production (I or T)
- Local Chapter Annual Business Report (CH)
- Web Site Design (I or T)
- Who's Who in FBLA-PBL (Due 3/4/11)

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 by March 25, 2011

- Computer Game & Simulation Programming (I or T)
- Free Enterprise Project (CH)
- Future Business Executive (I) (hand in at SLC registration, April 1, 2011)
- Future Business Teacher (I) (hand in at SLC registration, April 1, 2011)
- Job Interview (I) (hand in at SLC registration, April 1, 2011)
- Small Business Management Plan (I or T)

OBJECTIVE & WRITTEN COMPETITIVE EVENTS

The Objective Component will be taken via online testing. The Written Component will be at the State Leadership Conference

- Business Communication (I)

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 by March 25, 2011.

- Word Processing (I)
- Desktop Publishing (T)
- Computer Applications (I)
- Database Design and Applications (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 2011 State Leadership Conference in order to place in their competitions at the State Leadership Conference and to be eligible to compete at the 2011 National Leadership Conference in Orlando, FL. 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 14th to March 25th, 2011 ONLY. There will be no testing allowed after 5:00 PM, March 25, 2011.

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 14 –March 25, 2011). 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 **MARCH 4, 2011, send to:**

Mrs. Heather Deakin
PA PBL Competitive Events Coordinator
P.O. Box 97
Wycombe, PA 18980
hdeakin@papbl.org

STATE OFFICER ELECTIONS

TO RUN OR NOT TO RUN???

Deciding to run for a state office is a big decision but one you will not regret. Being a Pennsylvania Phi Beta Lambda officer is an experience you will never forget or ever duplicate. Holding a state office is a lot of work, but even more fun. Before making a final decision on announcing candidacy, please take a few moments to review the following State Officer duties.

Also, please review the Pennsylvania State Chapter bylaws found on the website. If you have any questions regarding state officer positions or campaign guidelines, please contact a state officer.

State Officer Duties

All officers will work with the 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 3, 2011)
- Officer Training Retreat (Weekend in May)
- The National Leadership Conference and Institute for Leaders (IFL June 22-23, 2011; NLC June 23-26, 2011)
- Approximately 7 SEC Meetings (Usually on Saturday or Sunday)
- The State Fall Organization Orientations (Usually October/November)
- The National Fall Leadership Conference (November 4-5, 2011)
- The State Leadership Conference (April 2012)
- 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 at a time.
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** except for distribution of a resume to local chapters, only after the candidate has been approved.
4. All candidates will meet with the State Executive Council prior to the first general session on Friday, April 1, 2011. 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 copy of his/her resume and a photograph to the Executive Council. This material will be posted in the hotel for viewing by all members of Phi Beta Lambda prior to elections.
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 by 5:15 PM on Saturday, April 2, 2011. However, material may be placed on attendance chairs in the second general session.

APPLICATION FOR CANDIDATES FOR PENNSYLVANIA PHI BETA LAMBDA STATE OFFICE

Any member who meets the qualifications to run for state office and is willing to accept the responsibilities which are listed in Article VII of the state chapter bylaws is eligible to run for a state office listed below. According to state guidelines, the candidate must have transportation to attend all state executive council functions and you will be expected to attend a training session in May.

Review the attached candidate and campaign guidelines before completing this form. The following must be attached to this form:

- A well formulated and professional letter of intent. Please consider the following questions:
What qualities and skills do you possess that qualify you for this position? Why do you want to be a state officer? What experiences do you have with teamwork and leadership? What benefits will you bring to the team?
- Two letters of recommendations (1 from your chapter advisor and 1 from a business professor or employer)
- A resume and photo

Note: If interested in applying for a national office, email Mrs. Barbra Gehan at bgehan@papbl.org.

Check one:

- President Vice President Secretary Treasurer
- Reporter Parliamentarian (This office is appointed to the person who scores the highest on the Parliamentarian Procedures event and meets all other requirements for state office. The score on the event must be above 50% and will take the place of campaigning.)

NAME: _____

CHAPTER/SCHOOL: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

If elected, what method of transportation do you intend to use? _____

Candidate Signature

Date

The PA PBL State Executive Council will consult and review applications and vote to approve candidates.

*You will be contacted by telephone as to whether you have been preliminarily approved for candidacy. Please note that prior to the beginning of the conference on **Friday, April 1, 2011**, there will be a mandatory meeting for all candidates. During this brief meeting, the council will review campaign materials for approval and interview each candidate. Your exact interview time will be sent to you prior to the conference.*

Approved by: _____
Chapter Advisor

Please note: Any candidate not securing the signature/endorsement of their chapter advisor will be ineligible.
Submit this form by March 4, 2011 to:

Mrs. Barbra Gehan
PA PBL Conference Coordinator
P.O. Box 97

bgehan@papbl.org

AWARDS

CERTIFICATE SPONSORS

The State Executive Council is requiring that **ALL CHAPTERS** submit at least **one 30 dollar 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 , , and 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 2011 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 **March 4, 2011 registration payment to:**

Mrs. Barbra Gehan
PA PBL Conference Coordinator
P.O. Box 97
Wycombe, PA 18980
bgehan@papbl.org

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 by March 4, 2011. Submit to:

Mrs. Heather Deakin
PA PBL Competitive Events Coordinator
P.O. Box 97
Wycombe, PA 18980
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.

Name: _____

Business Title: _____

Business address: _____

Phone number: () _____

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

Nomination form must be received by March 4, 2011. Send to:

Mrs. Heather Deakin
PA PBL Competitive Events Coordinator
P.O. Box 97
Wycombe, PA 18980
hdeakin@papbl.org

GOLD SEAL AWARD OF MERIT
40th Annual Pennsylvania Phi Beta Lambda
Outstanding Chapter Criteria
2010 - 2011

The criteria for this award have a threefold purpose. 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 2011 National Leadership Conference in Orlando, FL.

1. **The chapter advisor must complete this form in its entirety**
2. **Supporting materials must be typewritten, logically presented, bound or placed in a pocket folder, and received by the deadline set.**
3. **This form must be received by March 4, 2011.**

Total Points (from form found on the website): _____

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, 2010 –February 28, 2011 dates, or claiming points through the duties and responsibilities of chapter state officers, no points will be awarded to those items.*

ANY REPORTS RECEIVED AFTER MARCH 4, 2011 WILL BE DISQUALIFIED.

SUBMIT COMPLETED FORM TO:

Mrs. Heather Deakin
PA PBL Competitive Events Coordinator
P.O. Box 97
Wycombe, PA 18980
hdeakin@papbl.org

Please see the PA PBL website (www.papbl.org) for the criteria and form.

**PENNSYLVANIA PHI BETA LAMBDA
WHO'S WHO GUIDELINES
(CUMULATIVE)
2010-2011**

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 2011 National Leadership Conference in Orlando, FL. 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 by March 4, 2011.**
6. Please send this completed form to:

Mrs. Heather Deakin
PA PBL Competitive Events Coordinator
P.O. Box 97
Wycombe, PA 18980
hdeakin@papbl.org

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 (www.papbl.org) 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.
- 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