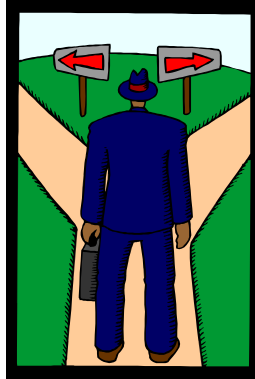


“The Road to your Success”



34th Annual
Pennsylvania
Phi Beta Lambda
State Leadership
Conference

April 15-17, 2005

Hosted By:
Pennsylvania PBL State Officers

Located at:
**Holiday Inn
Grantville, PA**

January 3, 2005

Dear Pennsylvania Phi Beta Lambda Members:

On behalf of Pennsylvania State Executive Council, we would like to invite you to the 34th Annual State Leadership Conference. Your State Council has been working hard to provide you with a well-rounded variety of events. All of us hope this will be a very successful conference for everyone.

This year the conference will be held at the Holiday Inn in Grantville, Pennsylvania (just outside of Harrisburg/Hershey PA), during the weekend of April 15-17, 2005. The website for the hotel is www.stayholiday.com

All of the information you will need for the conference is in the following pages. Please read them very carefully and submit the necessary information by the deadlines stated on the forms. Please note that the hotel and registration material deadline is March 15, 2005. **Deadline dates are crucial.** You will be disqualified for late forms. Please remember that you can check the website for any changes or updates about the conference.

I encourage each chapter to consider running a member for state or national office. The rules for candidacy and campaigning are enclosed. The deadline for this form is **MARCH 15, 2005.**

If you have any questions about the conference, please contact us:

Alex Kantor

1030 W. 3rd St.

SMC# 169

Willamsport, PA 17701

Barb Gehan

Lansdale School of Business

201 Church St

North Wales, PA 19454

We are looking forward to seeing you in April!

Sincerely,

Alex Kantor

Alex Kantor

Pennsylvania Phi Beta Lambda

State President

IMPORTANT NOTICE

NOTE: PLEASE CHECK ALL THE DATES ON THE APPROPRIATE FORMS. FORMS RECEIVED AFTER THESE DEADLINES WILL NOT BE ACCEPTED.

<u>Purpose of Forms</u>	<u>Names of Forms</u>
Information sheets, which you are to keep for your reference!	Instructions & Special Notes Voting Delegates & Dress Code Room Request Form
<u>Must be Received by</u> March 15, 2005. Send to: Ms. Sarah Hoffman PA Testing Coordinator & Conference Advisor 824 N. 5 th St Sunbury, PA 17801 570-286-7962 elizabeth91730@aol.com	Competitive Events Pages Home Site Testing Judging Preference Sheet Advisor of the Year Businessperson of the Year Who's Who of PA PBL Web Site Design Outstanding Chapter Criteria
<u>Must be Phoned by</u> March 15, 2005 Holiday Inn-Grantville, PA 717-469-0661	Hotel Registration Form
<u>Must be Received by</u> March 15, 2005. Send to: Antonia Dumas 819 Welsh Road Schwenksville, PA 19473	Conference Registration Form Banquet Meal Choices Extra Banquet Tickets Certificate Patrons
<u>Must be Received by</u> March 15, 2005. Send to: Alex Kantor 1030 W. 3 rd St SMC# 169 Williamsport, PA 17701	Parade of Presidents & Luncheon
<u>Must be Received by</u> March 15, 2005. Send to: Barbra Gehan Lansdale School of Business 201 Church Rd North Wales, PA 19454	Application for State Officers

*** For the Local Chapter Annual Business Report, Partnership with Business Project, and American Enterprise Project events, see the Chapter Management Handbook for event guidelines and submit entries to Ms. Sarah Hoffman, Testing Coordinator.**

2005 State Leadership Conference

TENTATIVE SCHEDULE

FRIDAY, APRIL 15, 2005

2:00-7:00 PM:	Conference Registration
4:00-till	Hotel Check-in
4:30-5:30 PM:	Approval of Campaign Materials and Candidates
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

SATURDAY, APRIL 16, 2005

7:00-8:30AM:	Breakfast Buffet
7:30-8:00 AM:	Judges& Proctors Orientation
8:00-12:00 PM:	Campaign Booths Open
8:00-12:00 PM:	Competitive Events
9:40-10:40 PM:	Workshop Block I
10:55-11:55 PM:	Workshop Block II
12:00-1:20 PM:	Open Lunch and President's Luncheon
1:25-2:25 PM:	Workshop Block III
1:25-2:25 PM:	Advisors Roundtable
3:15-5:15 PM:	Second General Session
5:15-6:30 PM:	Free Time
6:30-8:00 PM:	Awards Banquet
8:00-9:30 PM:	Awards Ceremony
10:30 – 1:30AM:	President's Ball (remain dressed in semi-formal attire)

SUNDAY, APRIL 17, 2005

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

Many of the forms in this packet will be available online soon for your convenience at www.papbl.org . Check the site frequently for their availability. All forms, online or in print, **MUST BE SUBMITTED ON TIME!!!** Absolutely no late forms will be accepted!

Everyone under the age of 21 is advised not to drink alcoholic beverages. The hotel will enforce strict penalties upon anyone caught drinking intoxicating beverages or doing any other illegal activities. Let's all have fun without letting it get out of control.

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference
April 15-17, 2005**

REGISTRATION FORM

Registration Fee: \$65.00 per person (includes three meals)

DEADLINE: Must be RECEIVED by March 15, 2005 to be able to attend the conference and compete. Membership dues must be paid in order to attend the State Leadership Conference. (Form may be copied for additional registrants.)

School/Chapter _____

Please type in the names so that we do not misspell any names.

- | | | | |
|----------|---------|-----------|-----------|
| 1. _____ | (Pres.) | 10. _____ | 19. _____ |
| 2. _____ | | 11. _____ | 20. _____ |
| 3. _____ | | 12. _____ | 21. _____ |
| 4. _____ | | 13. _____ | 22. _____ |
| 5. _____ | | 14. _____ | 23. _____ |
| 6. _____ | | 15. _____ | 24. _____ |
| 7. _____ | | 16. _____ | 25. _____ |
| 8. _____ | | 17. _____ | 26. _____ |
| 9. _____ | | 18. _____ | 27. _____ |

Advisors Fee: \$40.00 for meals. (See page 23)

Advisor: _____ **Advisor:** _____

Please make checks payable to **PA Phi Beta Lambda** and submit this form to:

Antonia Dumas
819 Welsh Road
Schwenksville, PA 19473

Remember: The **DEADLINE** is **March 15, 2005**. All forms must be **received by** this date! *No refunds after the forms are submitted.*

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference
April 15-17, 2005**

Please print the names of your members on the form to prevent them from being misspelled. Also, list additional rooms on a separate sheet of paper, using the format on the next page.

DEADLINE: March 15, 2005.

ALL RESERVATIONS MUST BE MADE BY USING THE PHONE NUMBER PROVIDED!

THERE WILL BE NO RESERVATIONS ACCEPTED BY MAIL!

Fax: 1-717-469-7755

Phone: 1-717-469-0661

ROOM REQUEST FORM

School/Chapter Name

School/Chapter Address

Telephone Number (____)_____

Arrival Date

_____ Time _____

Departure

Date _____ Time _____

Name of Contact Person under which the rooms from your Chapter will be listed:

Reference PA Phi Beta Lambda and provide “PHI” as registration code

NOTE: Reservations must be guaranteed in advance by credit card or payment of first night, as a deposit.

Continued on next page

ROOM REQUEST FORM

NAME (LAST, FIRST)
(M/F)

Room Number

1. _____	2. _____	
3. _____	4. _____	_____
1. _____	2. _____	
3. _____	4. _____	_____
1. _____	2. _____	
3. _____	4. _____	_____
1. _____	2. _____	
3. _____	4. _____	_____
1. _____	2. _____	
3. _____	4. _____	_____

**Registration Code:
PHI**

Use this code to ensure you receive the proper price for your room(s).

This form is for your own personal records only!

HOTEL ROOM PRICES:

The following rates are per room/per night.

SINGLE \$85.00 (PLUS 9% TOTAL TAXES) 1 KING BED
DOUBLE \$85.00 (PLUS 9% TOTAL TAXES) 2 DOUBLE BEDS
TRIPLE \$85.00 (PLUS 9% TOTAL TAXES) 2 DOUBLE BEDS
QUAD \$85.00 (PLUS 9% TOTAL TAXES) 2 DOUBLE BEDS

Remember, that the room rate is per night, not for the whole weekend!

ALL RESERVATIONS MUST BE RECEIVED NO LATER THAN MARCH 15, 2005 BY NOON. All unreserved rooms in the block will be released to the public after March 15, 2005. They will accept reservations on a first-come, first-serve basis after that date.

Please understand that your reservations must be guaranteed by a major credit card or you must pay for all reservations in full when mailing them to the hotel. **IF YOU DO NOT GUARANTEE YOUR ROOM, OR MAKE FULL PAYMENT BY THE DEADLINE, YOUR RESERVATION WILL NOT BE CONFIRMED.**

We urge each chapter to designate one person to handle registration for the entire chapter. One person should pick up packets from the registration table and provide the necessary information, and that person should take care of the check-in process at the hotel desk. **Any incidentals incurred during the stay must be paid before departure. NO ONE will be permitted to checkout of the Hotel until all incidentals are paid. NO EXCEPTIONS!!!**

NOTE: It is the understanding of the Pennsylvania Phi Beta Lambda State Executive Council and the Grantville Holiday Inn that if there is any room damages, the local chapter and those who occupy the room will be fully responsible and will be charged accordingly.

Please make checks payable to:

**Holiday Inn
HARRISBURG-HERSHEY
604 Station Road
Grantville, PA 17028**

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference
April 15-17, 2005**

BANQUET MEAL CHOICES

Members and advisors attending this year's State Leadership Conference will have a choice as to what meal they would like to have at the awards' banquet.

Please indicate on the following lines how many of each entree your chapter would like to reserve. **(The total number of meals should add up to the total number of people your chapter has registered.)**

School/Chapter _____

Menu Choice:

_____ Baked Stuffed Chicken Breast

_____ Baked Ham w/ pineapple sauce

_____ Vegetable Lasagna (No Meat)

If there is a need for a dietary request, please forward the information along with this form. The Grantville Holiday Inn will accommodate your special dietary need, but you must inform us of your request. This banquet meal form and your registration materials **MUST BE RECEIVED BY MARCH 15, 2005.** Please send to:

Antonia Dumas
819 Welsh Road
Schwenksville, PA 19473

NOTE: The above information should include only the dinner preferences for those members and advisors in your chapter registered for the conference. For information about extra banquet tickets for guests, please see the next page.

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference
April 15-17, 2005**

EXTRA BANQUET TICKETS

Extra tickets to the awards banquet on Saturday, April 16, 2005 will be sold for a price of \$25.00 each. *These tickets are for guests only, not for Phi Beta Lambda members.*

Please reserve extra banquet tickets by **March 15, 2005**, by making checks payable to Pennsylvania Phi Beta Lambda. You may pick up the tickets when you register at the conference.

To reserve extra tickets, please fill out this sheet and return it along with your registration materials and payment.

Send to:

Antonia Dumas
819 Welsh Road
Schwenksville, PA 19473

Chapter Name _____

Name of Person Requesting Extra Tickets _____

Number of Extra Tickets Requested:

_____ Baked Stuffed Chicken Breast

_____ Baked Ham with pineapple sauce

_____ Vegetable Lasagna (No Meat)

If your guest has a special dietary request, please inform us of the request. We will pass on the information to the Holiday Inn.

DATE: December 15, 2004
TO: Pennsylvania Local Chapter Presidents
FROM: Pennsylvania State President
SUBJECT: President's Luncheon and Parade of Presidents

Each year, at the state conference, Phi Beta Lambda recognizes its local chapter presidents by inviting them to a special President's Luncheon and by holding a Parade of Presidents during the second session. At these times, the rest of the PBL members get a chance to hear what your chapter has been doing throughout the year. It also gives the local presidents a chance to get to know one another better and to share their ideas. Please type a paragraph below describing activities your chapter has done this year or are planning to accomplish. Include any activities that your chapter is proud of, such as; fundraisers, banquets, or anything else. Also, please indicate if you will be attending the President's Luncheon on Saturday, April 16, 2005 from 12:00 p.m. - 1:20 p.m.

Note: This luncheon is to honor chapter Presidents ONLY. Please do not send someone else in the President's place.

Return this form along with your other materials by **March 15, 2005.**

Send to:

Alex Kantor
1030 W. 3rd St
SMC# 169
Williamsport, PA 17701

Note: PLEASE PRINT/WRITE LEGIBLY it may be read during the general session.

School/Chapter: _____

President's Name: _____

Activities:

I will be attending the President's Luncheon.

I will not be attending the President's Luncheon.

Note: All chapter presidents are invited to attend a President's Luncheon with Alex Kantor, Pennsylvania State President.

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference**

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 this award.

Please fill out the form below and send it to:

PA PBL Testing Coordinator
Ms. Sarah E. Hoffman
824 North Fifth Street
Sunbury, PA 17801

This form must be **received by March 15, 2005** Please attach a résumé of the nominee along with this application.

NAME _____

BUSINESS TITLE _____

BUSINESS ADDRESS _____

PHONE NUMBER (____) _____

**WHY YOUR CHAPTER FEELS THIS PERSON SHOULD BE NOMINATED FOR
BUSINESSPERSON OF THE YEAR: (This form must be typed.)**

(If necessary, please continue on a separate sheet of paper.)

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference**

ADVISOR OF THE YEAR NOMINATION

Dear Local Chapter Presidents:

I know as the final weeks approach, you are diligently preparing for the 34th Annual State Leadership Conference. I am sure that your preparation will be beneficial. All of the preparations for Conference Testing are going as planned. Please acknowledge this correspondence as a reminder to review the Testing Procedures and Guidelines carefully before coming to the State Leadership Conference.

The nomination is in your hands as the local Chapter President. You and your local chapter should prepare the letter and mail it to: Ms. Sarah Hoffman, The PA Testing Coordinator. Her address is as follows:

PA PBL Testing Coordinator
Ms. Sarah E. Hoffman
824 North Fifth Street
Sunbury, PA 17801

Please follow the **received** deadline of **March 15, 2005** for submitting your letter.

Good luck in your pre-State Leadership Conference planning.

2005 PHI BETA LAMBDA STATE LEADERSHIP CONFERENCE

CERTIFICATE PATRONS

To help defray the cost of the state conference, we are requesting that all members of Pennsylvania Phi Beta Lambda obtain sponsors to cover the cost of certificates for the competitive events. If your chapter is planning to attend, each chapter is expected to sponsor a set of three certificates for an approximate total cost of \$30.00. Please try and get certificate sponsors for the State Leadership Conference. Just as a reminder, the more certificate sponsors you can get, the more points your PBL chapter can receive in the Outstanding Chapter Criteria -- Gold Seal Award of Merit event.

Some ideas for obtaining certificate sponsors are businesses, organizations, and college faculty and staff. Your cooperation in this is greatly appreciated.

Listed below are the various competitive events for the 2005 PBL State Leadership Conference. A contribution of \$30.00 will help cover the cost of the 1st, 2nd, and 3rd place certificate for each event. Please complete the form below and submit it by March 15, 2005. Please submit one sheet for each sponsor. All certificate sponsors will be listed in the awards program. Checks are to be made payable to Pennsylvania Phi Beta Lambda.

Accounting Principles	Human Resource Management
Accounting for Professionals	Impromptu Speaking
Information Management	Business Communications
International Business	Business Decision Making
Marketing	Community Service Project
Computer Applications	Network Design
Computer Concepts	Multimedia Presentation
Desktop Publishing	Networking Concepts
Economics	Parliamentary Procedures
Emerging Business Issues	Finance
C++ Programming	Mr./Ms. Future Business Teacher
Public Speaking	Mr./Ms. Future Business Executive
Statistical Methods	Hospitality Management
Job Interview	Telecommunications
Business Law	Management
American Enterprise Project	Partnership with Business Report
Website Development	Sports Management & Marketing (NEW)
Local Chapter Annual Business Report	Word Processing
JAVA Programming	VISUAL BASIC Programming

1st choice _____

2nd choice _____

Individual/Company _____

Address _____

Telephone () _____

The DEADLINE is **March 15, 2005** Send to **Antonia Dumas**

819 Welsh Road
Schwenksville, PA 19473

Revised FBLA-PBL Dress Code for Advisers, Members, and Guests (As of November 2000)

Students as well as advisers, through their participation in FBLA-PBL, should develop a keen awareness of the image one's attire projects in the business world.

The purpose of the dress code is to uphold the professional image of the association and its members as well as to prepare students for the business world. Appropriate FBLA-PBL 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 tags are part of the dress code and must be worn at all times.

MALES

- * Business suit with collar dress shirt necktie or
- * Sport coat, dress slacks, collared shirt, and necktie or
- * Dress slacks, collared 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 and nylons

No visible body piercing, other than ears, on men or women.

*Inappropriate attire includes:

- 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, or low-cut blouses/tops/dresses
- T-shirts, lycra, spandex, mid-drift tops, tank tops, bathing suits
- sandals, athletic shoes, industrial work shoes, hiking boots, barefeet or over-the-knee boots
- athletic wear, including sneakers
- hats, flannel fabric clothing
- visible foundation garments

**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

Semi-formal/formal attire should be worn to the Awards Program & President's Ball.

New fashion trends may be in style but not necessarily appropriate. The best way to operate is to avoid walking the line. If there is a doubt, select something else to wear. Be a professional.

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference**

SPECIAL NOTES REGARDING COMPETITIVE EVENTS

1. **All contestants MUST furnish their own No. 2 pencils.**
2. All Mr. and Ms. Future Business Executive and Teacher contestants and Job Interview contestants must turn in their letters of application and resumes at the time of registration. They will not be accepted once the first general session begins, and the student will not be permitted to compete without penalty points being levied. If they are turned in after the start of the First General Session has begun, penalty will be deducted from the competitor's final score.
3. **It is imperative that each contestant refer to the 2004 -2005 edition of the National Awards Program Booklet regarding testing procedures, qualifications for tests, and guidelines.**
4. 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.
5. **The skill events: Computer Applications, Desktop Publishing, and Word Processing are Home Site Testing Events. The skill (hands-on) component will be done at your school prior to the SLC. The attached form must be received by March 15, 2005 and sent to:**

Ms. Sarah E. Hoffman
PA PBL Testing Coordinator
824 North Fifth Street
Sunbury, PA 17801

6. The following reports are provided in the packet and must be received by March 15, 2005:
Outstanding Chapter Criteria
Who's Who Guidelines
- 6a. The following formats are in the current *National Guidelines* and must be received by March 15, 2005:

American Enterprise Project	Page V-10, 11
Community Service Project	Page V- 24, 25
Local Chapter Annual Business Report	Page V-49, 50
Partnership with Business	Page V-59, 60
Web Site Development Award of Merit	Page V- 22, 23

These reports are to be sent to:

PA PBL Testing Coordinator
Ms. Sarah E. Hoffman
824 North Fifth Street
Sunbury, PA 17801

Please indicate on the envelope the particular report that is enclosed.

OF SPECIAL NOTICE

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. The State Leadership Conference will be following the dress code that Nationals have sent to us, which is enclosed in this packet.

**34th Annual Phi Beta Lambda
Pennsylvania State Leadership Conference
April 15-17, 2005**

School Name _____

COMPETITIVE EVENTS

Type the contestant's names on all the competitive events forms to prevent their names from being misspelled. Return this form, along with the registration materials, by the **DEADLINE: March 15, 2005.** Send to:

Ms. Sarah E. Hoffman
PA PBL Conference Advisor
824 North Fifth Street
Sunbury, PA 17801

R: _____ **Office Use Only** _____

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 (not over two years of college work)

The following events are Home Site Testing Events. The skill component will be completed at the home school prior to the SLC. At the SLC an objective concept test will be given. **Two (2) members per chapter may compete in these events:**

Computer Applications for Business (2 members per chapter)
Word Processing (2 members per chapter)
Desktop Publishing (2 on a team, 2 teams per chapter)

The first place winner in all events is given the option of competing at the national conference held in the summer of 2005. Should the first place winner not be able to attend, the second place winner will be given the chance to go to the national conference.

When preparing for events be sure to use the 2004-05 edition of the National Phi Beta Lambda Event Guideline. This is also available at www.FBLA-PBL.org website.

Also, please pay attention to the number of registration lines for each event. There are team events, which are clearly marked as team events. There are some testing events that only let you have one (1) member per chapter test in that event. The rest are two (2) members per chapter.

TEAM EVENTS

Business Decision-Making (must have three on a team, one team per chapter)

Business Plan (one, two or three on a team)

Desktop Publishing (must have two on a team, maximum of two teams per chapter)

Emerging Business Issues (two or three on a team)

Multimedia Presentation (one, two, or three on a team)

Network Design (two or three on a team)

Website Development (two or three on a team, one per chapter)

ONE MEMBER PER CHAPTER

COMPETITIVE EVENTS

***Events include interview, written exam/exercise, application

Ms./Mr. Future Business Executive***

Public Speaking

Ms./Mr. Future Business Teacher***

Job Interview ***(No more than 2 years of college)

Impromptu Speaking

Sales Presentation (NEW)

TWO MEMBERS PER CHAPTER
COMPETITIVE EVENTS

Accounting Principles (no more than 2 sem. of Acctg.)

Accounting for Professionals

Business Communications

Business Law

C++ Programming

Computer Applications for Business

Computer Concepts

Economics

Finance

Hospitality Management

Human Resource Management

Information Management

International Business

Marketing

Management

Network Design

Networking Concepts

Parliamentary Procedure

JAVA Programming

VISUAL BASIC Programming

Sports Management & Marketing (NEW in 2005)

Statistical Methods (formerly Quantative Methods)

Telecommunications

Word Processing

HOME SITE TESTING

If you are registering for one of the following events: Computer Applications, Desktop Publishing, and Word Processing, this form must be completed.

The number of lines under the event is the number of members each chapter can have in that category.

EVENTS

Computer Applications for Business

Word Processing

Desktop Publishing (2 on a team, maximum of 2 teams)

1. _____

2. _____

1. _____

2. _____

The test should be sent to:

Name: _____

Title: _____

Address: _____

Phone: (____) _____

E-mail address: _____

Who will proctor the administration of the test: _____

This person must be a professional not affiliated with PBL.

THIS FORM IS DUE ON **MARCH 15, 2005**

Please Send to: Ms. Sarah Hoffman
PA PBL Conference Advisor
824 N. 5th Street
Sunbury, PA 17801

JUDGING PREFERENCE SHEET

Listed below are the events to be administered at the Phi Beta Lambda State Leadership Conference in Grantville. It will be necessary for advisors and alumni to assist in the administration and scoring of various tests. Please list your name below if you are willing to serve in this capacity. Indicate your preference for a test by placing 1, 2 in the Test Selection section. Please type your name so that your name is not misspelled.

Name _____

Advisor _____ Alumni _____

School _____

Address _____

Phone _____

Test Selection

_____ Multimedia Presentation

_____ Website Design

_____ Public Speaking

_____ Impromptu Speaking

_____ Business Decision Making

_____ Emerging Business Issues

_____ Ms./Mr. Business Executive _____ Ms./Mr. Business Teacher

_____ Job Interview

Testing Center _____ grading tests and preparing certificates (9:30am- ?)

Assist with /Proctor for one hour written Objective Tests _____
(7:45am-9:30am)

***You may select more than one

The event you will be judging will be confirmed at least one week before the State Leadership Conference. **DEADLINE: March 15, 2005** send to:

Ms. Sarah Hoffman
PA PBL Conference Advisor
824 N. 5th Street
Sunbury, PA 17801

DATE: December 15, 2004
TO: Pennsylvania Phi Beta Lambda Advisors
FROM: Pennsylvania State Executive Council
SUBJECT: **VOTING DELEGATES**

Voting delegates at the State Leadership Conference are based upon the number of members who have **paid** their dues for the 2004-2005 school year. Chapters with more than 100 paid members will be allowed four (4) voting delegates; a chapter with 50-100 members will be allowed three (3) voting delegates; and a chapter with under 50 paid members will be allowed two (2) voting delegates.

Membership dues must be paid to the State Treasurer **no later than March 15, 2005**. You must get your membership dues in so that they can be counted, in determining the chapter's number of voting delegates for the 2004 State Leadership Conference.

Please indicate on your registration form with **asterisks (*)**, which members from your chapter will be serving as voting delegates at the 2005 State Leadership Conference.

NOTE: Advisors, please note that you do not have to pay the \$65.00 registration fee providing you help proctor or judge a competitive event. However, you will still be responsible for the \$40.00 fee for meals. Please fill out the Judges Preference sheet, which is included in this packet.

We encourage chapters to pay for your advisor to thank him or her for all he or she has done for you.

**PHI BETA LAMBDA
PENNSYLVANIA CAMPAIGN GUIDELINES
FOR STATE AND NATIONAL OFFICE**

01. Not more than two members from a local chapter may run for a state office.
02. 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.
03. 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.
04. All candidates will meet with the State Executive Council prior to the first general session on Friday, April 15, 2005. 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 \$50. This does not include cash donations or donated items, only actual out of pocket expenses.**
05. 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.
06. Each candidate will be designated 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.
07. 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.
08. All candidates will be introduced at the first general session. Campaign speeches will be given at this time.
09. 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 caucuses are encouraged during the conferences. Be prepared to participate in a number of caucuses.
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 12:00 PM on Saturday, April 16, 2005. 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 by-laws 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 April.

Review the attached candidate and campaign guidelines before completing this form.

Check one:

President Treasurer

Vice President Reporter

Secretary

NAME: _____

CHAPTER/SCHOOL: _____

ADDRESS: _____

TELEPHONE: _____

Please type your list of qualifications below (**local PBL offices held, offices in other business or approved organizations at your school, and out-of-school activities**). This information will be checked against the qualifications indicated in the state chapter by-laws.

**APPLICATION FOR STATE OFFICE
PAGE 2**

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 approved for candidacy. Please note that prior to the beginning of the conference on **Friday, April 15, 2005**, there will be a mandatory meeting for all candidates. During this brief meeting, the council will review campaign materials for approval.

Approved by: _____
Chapter Advisor

Please note: Any candidate not securing the signature/endorsement of chapter advisor will be ineligible.

State Advisor

THIS FORM MUST BE RECEIVED BY MARCH 15, 2005

Please send to: **Barbra Gehan**
PA PBL State Chair
Lansdale School of Business
201 Church Rd
North Wales, PA 19454

APPLICATION RECEIVED ON: _____

****Please attach a resume with this application****

**PENNSYLVANIA PHI BETA LAMBDA
WHO'S WHO GUIDELINES
(CUMULATIVE)
2004-2005**

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 PA Phi Beta Lambda Award is automatic to at least one nominated student in each chapter. If the chapter has a state officer, it can still nominate one other person for this honor.
2. Certificates will be presented to each PBL member for whom the chapter advisor submits a completed form. The PBL 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 2005 National Leadership Conference in Denver, Colorado. The recipient is not required to attend the NLC and is not 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 PBL 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 typewritten, logically presented, bound or placed in a pocket folder, and received by the deadline set.**
5. **This form must be received by March 15, 2005.**
6. Please send this completed form to:

PA PBL Testing Coordinator
Ms. Sarah E. Hoffman
824 North Fifth Street
Sunbury, PA 17801
7. Any questions regarding this form should also be directed to Ms. Sarah Hoffman.
8. The items in the Who's Who Criteria are cumulative, i.e., they include the member's entire PBL career.

NOTE: THE PA TESTING COORDINATOR RESERVES THE RIGHT TO CONFIRM ANY AND ALL INFORMATION SUBMITTED WITH APPROPRIATE SOURCES FOR OFFICIAL CONFIRMATION.

PENNSYLVANIA PHI BETA LAMBDA
WHO'S WHO GUIDELINES
(CUMULATIVE)
2004-2005

- ___ 1. The member paid state and national dues. On a separate sheet, list the years. (1 point per year)
- ___ 2. The member served as a state officer or state parliamentarian. List the office and year held on a separate sheet of paper. (8 points for each state office held)
- ___ 3. The member ran for but was not elected as a state officer. List the office sought and year on a separate sheet of paper. (2 points for each time)
- ___ 4. The member served as a national officer. List the office and year held on a separate sheet of paper. (10 points for each national office held)
- ___ 5. The member ran for but was not elected a national officer. List the office sought and the year on a separate sheet of paper. (5 points for each time)
- ___ 6. The member served as a local chapter officer. List the office held and the year on a separate sheet of paper. (5 points for each office)
- ___ 7. Attended prior to March 1, 2005, the National Leadership Conference. List on a separate sheet of paper the years attended and the place. (3 points)
- ___ 8. Attended prior to March 1, 2005, the Institute for Leaders. List on a separate sheet of paper the years attended and the place. (3 points)
- ___ 9. Attended prior to March 1, 2005 the National Fall Leadership Conference. List on a separate sheet of paper the years attended and the place. (4 points for each National Fall Leadership Conference attended)
- ___ 10. Attended prior to March 1, 2005 the State Leadership Conference. List on a separate sheet the year and place. (2 points for each State Leadership Conference attended)
- ___ 11. Attended prior to March 1, 2005 one of the State Fall Officer Orientations (SFOO). List on a separate sheet the date and place. (1 point)
- ___ 12. As of March 1, 2005, participated in an individual or team event at the State Leadership Conference (4 points). Indicate on a separate sheet the year and event.
- ___ 13. As of March 1, 2005, participated in an individual or team event at the National Leadership Conference (2 points). Indicate on a separate sheet the year and event.

Who's Who Guidelines

Page 2

- _____ 14. The member placed in the top 10 at the National Leadership Conference. Indicate on a separate sheet the year, event, and place. (5 points per event)
- _____ 15. The member spoke to a community organization such as Kiwanis, Lions, Jaycees, etc., about PBL prior to March 1, 2005. Indicate on a separate sheet the date of the meeting and the organization. (3 points per activity)
- _____ 16. The member traveled to another school prior to March 1, 2005 to encourage the organization of an FBLA or PBL chapter. List on a separate sheet the name of the school and the date. (4 points per visit)
- _____ 17. The member corresponded with another school to encourage the formation of and FBLA or PBL chapter. Attach copies of the correspondence. (2 point per contact school)
- _____ 18. The member participated in the state projects. Indicate on a separate sheet a description of participation in each activity. (2 points each)
- _____ 19. The member participated in the national project. Indicate on a separate sheet a description of participation in each activity. (2 points)
- _____ 20. A member participated in or served as a chairman/coordinator on a local level of a specific activity prior to March 1, 2005. Indicate on a separate sheet the activity and a description of the member's participation in that activity. (3 points per activity)
- _____ 21. The member spoke to a FBLA chapter or assisted in an FBLA activity other than chartering a chapter prior to March 1, 2005. Indicate on a separate sheet a description of each activity and the member's participation in it. (2 points per activity)
- _____ 22. The member is also a member of other (not social) organizations. Such as, American Marketing Association (not a fraternity/ sorties). Indicate on a separate sheet the name of the organizations. (1 point for each organization)
- _____ 23. The member participated in the national project (2 points).

_____ **TOTAL POINTS**

NOTE: The chapter advisor must submit this form.

Who's Who Guidelines
Page 3

Member Nominated: _____

Chapter: _____

Chapter Advisor's Signature _____

Date Submitted: _____

The completed form should be sent to:

PA PBL Testing Coordinator
Ms. Sarah E. Hoffman
824 North Fifth Street
Sunbury, PA 17801

ANY FORM RECEIVED AFTER MARCH 15, 2005 WILL BE REJECTED!!!

Date Received: _____

**34th Annual Pennsylvania Phi Beta Lambda
Outstanding Chapter Criteria
For the Gold Seal Award of Merit
2004-2005**

These criteria 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 2005 National Leadership Conference in Orlando, Florida.

- _____ 1. The chapter paid initial state and national dues by October 15, 2004.
(6 points each)
- _____ 2. Membership increased during the 2004 – 2005 school year over the 2003 – 2004 year:
- 5 – 15 percent increase = 2 points
16 – 25 percent increase = 3 points
26 – 35 percent increase = 4 points
36 – 45 percent increase = 5 points
46+ percent increase = 6 points
- _____ 3. Attach articles and/or pictures about local chapter activities, which appeared in the school or city newspaper between March 1, 2004 – March 1, 2005. Articles and/or pictures about the same activity that appeared in more than one newspaper is considered as one article. Attach a copy of each article and number each one that indicated a different activity. Announcements of meetings do not qualify for this item (5 point per article or picture for school newspaper and 10 points for local newspapers.)
- _____ 4. Indicate and describe on a separate sheet the chapter’s participation in television or radio programs promoting the goals and ideals of PBL, which occurred between March 1, 2004 – March 1, 2005. Announcements of meetings, fundraisers, activities, public bulletin boards or projects do not qualify for these points. (10 points)
- _____ 5. Indicate on a separate sheet the names, purpose, and dates of speakers whom participated in chapter functions between March 1, 2004 – March 1, 2005. Attach a copy of the agenda from the meeting in which the speaker appeared. Do not include speakers from conferences or workshops State and or Nationals (4 points each.)
- _____ 6. Indicate on a separate sheet the place, purpose, and date of a chapter field trip(s) that were business related and held between March 1, 2004 - March 1, 2005. (5 points each.)

Outstanding Chapter Criteria - Gold Seal Award of Merit

Page 2

- _____ 7. Indicate and describe on a separate sheet the chapter's participation in the national PBL project (March of Dimes) between March 1, 2004-March 1, 2005 (5 points for each \$25.00)
- _____ 8. Indicate and describe on a separate sheet the chapter's activity recognizing area: (Between March 1, 2004 – March 1, 2005)
- A. Business persons. (2 points)
- B. The chapter nominated an individual for the Pennsylvania Business Person of the Year Award for the 2003 State Leadership Conference. (4 points)
- C. If the chapter's (nominee was selected as the PA PBL Businessperson of the Year.) (6 points)
- _____ 9. Indicate and describe on a separate sheet the chapter's direct involvement with: (Between March 1, 2004 - March 1, 2005)
- A. Civic Organizations - (Examples: Kiwanis, Lions, Jaycees, etc.) (5 points each)
- B. Charitable Organizations – (Examples: Easter Seals, American Cancer Society) (5 points each)
- C. Professional Organizations - (Examples: PBEA, PVA, IMA, AMA, etc.) (5 points each)
- _____ 10. The chapter assisted its college, university, school, or department _____ with a joint activity between March 1, 2004 – March 1, 2005. (Examples: follow-up, open house, admissions, etc.) **(Must document all activities on separate sheet of paper)** (5 points each)
- _____ 11. The chapter submitted items to the state or national office for inclusion in the Business Leader, PA Express, PBEA Journal, the state website or any other professional publication between March 1, 2004 - March 1, 2005. Attach a copy of the article as it appeared print. Points for this category may not be included in #3. (5 points each)
- _____ 12. The chapter submitted monthly financial reports to the State Treasurer during the year between March 1, 2004 - March 1, 2005. Attach a copy of each report. (3 point each)

Outstanding Chapter Criteria – Gold Seal Award of Merit
Page 3

- _____ 13. The chapter had representation at the following conferences or workshops:
- A. 2004 State Leadership Conference –Williamsport, PA (5 points)**
 - B. 2004 National Leadership Conference – Denver, Colorado (5 points)**
 - C. 2004 State Fall Officer Orientation- TBA (2 points)**
 - D. 2004 National Fall Leadership Conference – TBA (4 points)**
 - E. 2004 Spring Workshop– TBA (2 points)**

NOTE: Indicate the number of members and advisors attending the event. **FOR EACH EVENT THAT THE CHAPTER ADVISOR ATTENDED, ADD ONE ADDITIONAL POINT.**

- _____ 14. The chapter ran a candidate for a state or national office between March 1, 2004 - March 1, 2005. Indicate on a separate sheet the name(s) of the candidate(s) and the office sought. (10 points for national candidates and 10 points for state candidates)
- _____ 15. The chapter successfully elected a candidate (or had an appointment) who served as a national or state officer between March 1, 2004 - March 1, 2005. (5 points each)
- _____ 16. The chapter entered or submitted between March 1, 2004 - March 1, 2005
- A. Annual Business Report at the 2004:
 - State Leadership Conference (15 points)
 - National Leadership Conference (10 points)
 - B. Outstanding Community Service Project at the 2004:
 - State Leadership Conference (15 points)
 - National Leadership Conference (10 points)

Outstanding Chapter Criteria – Gold Seal Award of Merit
Page 4

- C. American Enterprise Project at the 2004:
 - State Leadership Conference (15 points)
 - National Leadership Conference (10 points)
- D. Report for Partnership with Business at the 2004:
 - State Leadership Conference (15 points)
 - National Leadership Conference (10 points)
- E. Project HELP Activities Report 2004:
 - State Leadership Conference (15 points)
 - National Leadership Conference (10 points)

_____ 18. The chapter received:

- A. Gold Seal of Merit at the 2004:
 - State Leadership Conference
 - 1st place = (5 points)
 - 2nd place = (4 points)
 - 3rd place = (3 points)
 - National Leadership Conference
 - (5 points)
- B. Awards for reports, growth or attendance at the 2004:
 - State Leadership Conference
 - 1st place = (5 points)
 - 2nd place =(4 points)
 - 3rd place = (3 points)
 - National Leadership Conference
 - 1st place = (10 points)
 - 2nd place =(9 points etc. through 10th place)
 - National Fall Leadership Conference
 - (5 points)

Outstanding Chapter Criteria – Gold Seal Award of Merit

Page 5

- _____ 19. The individual chapter members receiving awards in competitive events between March 1, 2004 - March 1, 2005 at the:
- A. State Leadership Conference
 - 1st place = (5 points)
 - 2nd place = (4 points)
 - 3rd place = (3 points)
 - B. National Leadership Conference
 - 1st place = (10 points)
 - 2nd place = (9 points etc. through 10th place)
- _____ 20. The chapter held a meeting with or jointly conducted a project with FBLA (10 points each) or hosted a FBLA Workshop (15 points) between March 1, 2004 - March 1, 2005. On a separate sheet list event, date, and a detailed description. **(SEC has designated increased involvement with FBLA chapters as the state goals this year.)**
- _____ 21. List on a separate sheet the names of former chapter members, individuals or businesses the chapter has recruited to join as members of the Professional division of FBLA/PBL 2004-2005 State Project. (5 points for each member who joins between March 1, 2004 - March 1, 2005)
- _____ 22. The chapter chartered or reactivated an FBLA (30 points) or PBL chapter (30 points) between March 1, 2003 - March 1, 2004. No points can be awarded for a State officer's involvement.
- _____ 23. The chapter was successful in securing a trophy sponsor for the 2005 State Leadership Conference competitive event. Indicate on a separate sheet the name and address of the sponsor and the event. (10 points each)
- _____ 24. A member of the chapter (not including a state officer) gave a presentation to other chartered FBLA or PBL chapters, prospective chapters or outside professional organizations in (the chapter's local community.) Give a detailed description on a separate sheet naming the chapter or organization, and include a copy of a letter from the chapter or organization confirming the date and presentation. March 1, 2004 – March 1, 2005. (5 points each).

Outstanding Chapter Criteria – Gold Seal Award of Merit

Page 6

_____ 25. Advisors or local chapter members (other than State officers and committee members) attended a PA State Executive Council meeting between March 1, 2004 – March 1, 2005. On a separate sheet indicate the name of individual(s) attending, the date, and the location. (10 points per chapter, per meeting, and 10 points per advisor attending a meeting).

_____ 26. The chapter participated in a special activity during the Free Enterprise Day, November 2004 and/or FBLA/PBL week in February 2005. (5 points each). On a separate sheet list a detailed description of the activity and the date.

CHAPTER: _____

PRESIDENT’S NAME: _____

PRESIDENT’S ADDRESS: _____

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, Ms. Sarah Hoffman, find any chapters demonstrating unprofessional and unethical behavior by attempting to claim points in multiple categories, not adhering to the March 1, 2004 – March 1, 2005 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 15, 2005 will be DISQUALIFIED.

RECEIVED ON: _____

PLEASE SEND COMPLETED FORM TO:

PA PBL Testing Coordinator
Ms. Sarah E. Hoffman
824 North Fifth Street
Sunbury, PA 17801

ALL FORMS MUST BE RECEIVED BY MARCH 15, 2005