

*Pennsylvania
Phi Beta Lambda
2009-2010
Welcome Packet*



Simply the Best!





Dear Local Phi Beta Lambda Chapter:

Welcome to the 2009-2010 year of Phi Beta Lambda! This Welcome Packet, prepared by your State Executive Council, contains much important Pennsylvania Phi Beta Lambda information that you need to help get the year off to a great start. Be sure to check out the items below:

- **State Fall Organization Orientations (SFOO) registration and promotional materials:** The State Fall Organization Orientations are conferences, held in October in both the Eastern and Western parts of the state. I am confident that you will find this year's SFOO more beneficial than ever. The agenda includes a lot of information about PA PBL's upcoming year, and is a great opportunity to network with PBL members from other schools.
- **Local Chapter Contact Information:** Local chapter officer contact information is **CRITICAL** in ensuring open communication between the SEC and the local chapters. Please mail or e-mail this information ASAP. If the form is received by October 12, 2009, the chapter will get 25 points for the Outstanding Chapter Challenge. If the SEC does not receive this form, we cannot guarantee that the necessary information will reach the chapter in a timely manner.
- **Who's Who Program Guidelines:** What better way to recognize and thank your most active members than via a Who's Who nomination!
- **Outstanding Chapter Challenge:** PA PBL has a lot of highly active, impressive chapters and we're looking forward to another very competitive year of the Outstanding Chapter Challenge!
- **State Goals:** The State Executive Council has set goals for this upcoming year to make PA PBL an even better organization and to help YOU and your chapter excel! Please take a look at the goals and talk with your chapter about ways you can help PA PBL meet its 2009-2010 goals.
- **State Officer Personal Chapter Involvement Schools:** Have a question? Need some advice? Contact your PCI Officer, and be sure to watch for communication from them throughout the year!
- **State Executive Council Contact Information:** Feel free to contact your State Executive Council at any time with questions, comments, suggestions, or just to say "hi!"

I hope everyone has an exciting, successful year of Pennsylvania Phi Beta Lambda! The rest of the State Executive Council and I are looking forward to working with you!

Sincerely,

Lisa M Beers

State President

Pennsylvania Phi Beta Lambda



Dear Phi Beta Lambda Members and Advisors,

Last year Pennsylvania Phi Beta Lambda had a great year, and this year is sure to be even better. I am excited to be the 2009-2010 Pennsylvania State President and work with my fellow officers, as well as the members and advisors, advance our organization.

My name is Lisa Beers and I am currently a senior at Bloomsburg University working on my Bachelor's Degree in Accounting with a concentration in Fraud Examination. I have previously served as state reporter and various positions at my local chapter. I have been involved with Phi Beta Lambda-Future Business Leaders since I was a freshman in high school.

One of my goals is to secure twenty competitive events sponsorships at the State Leadership Conference of \$100 each. This will increase the value of the state leadership conference as well as the competitiveness in the events. The State Executive Council cannot do this alone; we are asking the chapters to work with us in securing these sponsorships. For those of us who have been able to attend a National Leadership Conference we know what a great opportunity it is, and we want to let all of our State Leadership Conference winners have the chance to represent PA PBL in Nashville this summer.

I have begun working on another one of my goals which is to continue with the Habitat for Humanity State Help Out Days and encourage participation in the Ronald McDonald House Charities, which is new this year. I have started to plan the Help Out Days for the upcoming school year and when I finalize those dates they will be e-mailed to the chapters, as well as posted in the E-News and our PA PBL website.

Finally, my last goal is one that PA PBL has done a great job with in the past, and that is to increase National Leadership Conference winners. I plan to do this by raising awareness of State and National resources that are available for PBL members.

Be sure to check out the contact page and feel free to contact me if you have any questions. Each chapter should have received the updated Chapter Handbook, if you have not, please visit the national website (www.fbla-pbl.org) and print a copy; there are a lot of important updates to review. I enjoyed meeting a lot of you last year and I am looking forward to getting to know even more Phi Beta Lambda members this year. Don't forget to check the website for updates throughout the year.

Sincerely,

Lisa M Beers

State President

Pennsylvania Phi Beta Lambda



Dear Local Chapter Members and Advisors:

There is no doubt in my mind that Pennsylvania Phi Beta Lambda's 2009-2010 year is going to be one to remember. It will be a year of increased growth and success, a year of memories made and records broken, a year in which Pennsylvania will build and expand upon the incredible foundation constructed during previous years. I cannot wait to witness and participate as this year's Vice President in the extraordinary success I know is awaiting PA PBL and its members.

My name is Holly Schoch, and I am currently a sophomore at Bucknell University where I am studying International Relations and Spanish with a minor in Italian. I have been involved in FBLA-PBL for six years, serving PA FBLA on the state level for two of these years. The passion I have for this organization is unequivocal to any other activity of mine, and I cannot express to you how excited I am to serve as your Vice President for the 2009-2010 year.

For this year, I will be focusing on obtaining corporate sponsorship to help finance the SLC, but also to increase the amount that members receive upon winning their competitive event. Although I will work as hard as possible to obtain these sponsors for PA PBL, this is a goal that each and every one of you can participate in and help make a reality. I encouraged any member who has a business contact or a family member who owns their own business, who may be interested in being a sponsor for this dynamic organization, to contact either myself or one of the other state officers.

It is also a personal goal of mine to become as involved as possible with PA's PBL members. With that said, I would be ecstatic to attend any local events, meetings, or whatever else your chapter has planned. I am a firm believer that a true leader does not accomplish things by hiding in the shadows, but by immersing themselves among the people that they are supposed to serve, finding out what it is that drives you, inspires you, and what keeps you coming back as a PA PBL member. You elected me as your Vice President, and I intend on making you proud of that decision.

Again, I look forward to working with all of you this year, and I hope that as you come up with ideas and suggestions, you will not hesitate to contact me.

Sincerely,

Holly Schoch

State Vice President

Pennsylvania Phi Beta Lambda



Dear Phi Beta Lambda Members and Advisors,

The 2009-2010 Phi Beta Lambda year has quickly arrived! My name is Michelle Havrilla, and it is my honor to serve you, PA PBL, as your 2009-2010 State Secretary. I am currently a sophomore at Bucknell University studying Management and German. I have been an active member for FBLA for 4 years as well as 2 years in PBL.

During my first year of college, I chartered Bucknell's first ever Phi Beta Lambda Chapter. I am extremely passionate about this organization and I am more than excited to continue along this journey with you.

One of my goals this year is to increase membership. Every year, the SEC works hard to help PA PBL expand and develop. This year the state officers and I have decided to specifically break this goal into three sections to raise the bar to a new standard. These segments include increasing overall membership to 600 students, retaining our current twenty-six active chapters, and to add four new chapters. The other goal of mine this year is to have all of the active local chapters registered and dues paid by October 12th. Through each officer's Personal Chapter Involvement (PCI), we are sure to have a successful year and achieve these goals.

Again, I am excited, as well as proud to serve as your 2009-2010 Pennsylvania Phi Beta Lambda State Secretary. I love meeting new people and trying new experiences. PBL is an organization that can do this for both you and me. I look forward to personally meeting many of you. Please contact me by phone or e-mail at anytime. I am always available to support your local chapter!

Sincerely,

Michelle R. Havrilla

State Secretary

Pennsylvania Phi Beta Lambda



Dear Phi Beta Lambda members and advisors,

My name is Chuck DeCarlo, and I am your 2009-2010 Pennsylvania Phi Beta Lambda State Treasurer. I am currently a senior at Indiana University of Pennsylvania, I am working on dual baccalaureates in Accounting and Finance, and also a minor in Economics. I have been an active member of my local chapter for the past three years, and I will be more involved with my local chapter this year than ever.

Along with you, I am very excited to start this school year and to get involved with PA and National PBL events starting with the SFOOs (State Fall Officer Orientation) this October. If you are interested in attending a SFOO, get in touch with one of your state officers for more information. Our state officers and advisors are prepared to lead your chapter in the right direction with any questions or concerns that you may have about any PBL issues.

As State Treasurer, I shall assist the state financial advisor, Bob Kollar, in keeping an accurate record of receipts, deposits, and disbursements of the state chapter and shall be responsible for keeping the records of the state chapter membership and membership dues. I will also present an annual report of fiscal activity to the local chapters and proposed budget for the current fiscal year. Along with those duties, I will also have six PCI (Personal Chapter Involvement) schools that I will be in regular contact with; California University of Pennsylvania, Waynesburg University, Laurel Business Institute, DuBois University, South Hills School of Business – Altoona, and Duquesne University.

I hope that you and your state chapter have a great and successful year. Do not forget that if you have any questions about anything PBL related, contact a state officer.

Sincerely,

Chuck DeCarlo

State Treasurer

Pennsylvania Phi Beta Lambda



Dear Phi Beta Lambda Members and Advisors,

My name is Michelle Hovanetz, and I am proud to serve this year as your PA PBL State Reporter. I am currently a sophomore at Bloomsburg University and am pursuing my Bachelor's Degree in Marketing with a minor in Theatre. This is my sixth year of involvement with the FBLA-PBL organization, and I hope to help make it the best yet.

The State Executive Council has worked together to develop goals which we feel will help PA PBL grow and thrive. This year I will be working to expand awareness and involvement in the Career and Membership Achievement Program (CMAP), as well as overseeing our work to raise money for the March of Dimes. I've put together a flyer on CMAP which is located in the Welcome Packet; be sure to check it out! I would be happy to hear from any members who have questions or interest in either the March of Dimes or CMAP. In addition, I will be releasing the E-News, which can be found on our website, bi-monthly. I encourage each chapter to submit photos and/or articles to me so that your activities and accomplishments can be recognized in our newsletter.

I enjoyed getting to know many of you so far this year at both the SLC and the NLC in Anaheim, CA. Hopefully, I will have the opportunity to meet even more members and advisors throughout this year and next, and I look forward to visiting with different chapters. Again, I cannot stress enough how honored I am to be serving such a fantastic organization, and I hope no one hesitates to contact me with any questions, comments, or suggestions. Have a great year!

Sincerely,

Michelle Hovanetz

State Reporter

Pennsylvania Phi Beta Lambda

2009-2010 Pennsylvania Phi Beta Lambda Goals

1. Membership:
 - a. Increase PA PBL membership to 600 students
 - b. Retain the 26 current chapters
 - c. Activate 4 new chapters
2. Secure 20 competitive events sponsorships at the State Leadership Conference of \$100 each.
3. Raise \$10,000 from corporate sponsorships for the State Leadership Conference.
4. All of local chapters will be registered and will have paid dues by October 12, 2009.
5. Increase PA PBL Professional Division membership by 75% via increased alumni relations efforts at the state and local level.
6. Raise a statewide total of \$1,000 for the March of Dimes.
7. Continue participation in the PA PBL service project, Habitat for Humanity, and encourage participation in the Ronald McDonald House Charities as an alternate state service project.
8. Strengthen the relationship between FBLA and PBL by attendance at FBLA conferences and workshops as well as through local chapter initiatives.
9. Increase NLC award winners by supporting local chapters in raising awareness of State and National resources.
10. Increase awareness of the SEC through membership at monthly meetings, and generate interest in serving the organization at the state level.
11. Increase awareness and participation in the Who's Who and Outstanding Chapter Challenge programs.
12. Increase involvement in Career and Membership Achievement Program (CMAP) throughout Pennsylvania.



PA PBL Chapter Contact Information Form

Attention Chapter President:

Communication is the key to a great organization. In order to maintain and improve communication between the State Executive Council and you, the local chapter, please provide the following information. If you return this form by Oct. 12th you will receive 25 points for Outstanding Chapter Challenge. This form may be submitted by mail or e-mail.

Chapter Officers	Phone Number	School E-Mail	Personal E-Mail
President:			
Vice President:			
Secretary:			
Treasurer:			
Reporter:			
Historian:			
Parliamentarian:			
Other:			
Advisor:			

SCHOOL ADDRESS: _____

Please send or e-mail this form by October 12, 2009 to:

Lisa Beers- PA Phi Beta Lambda
 450 South Cottonwood Road
 Northampton, PA 18067
lbeers@papbl.org

2009-2010 PENNSYLVANIA PHI BETA LAMBDA CALENDAR

SEPTEMBER	15 E-News Release Date
	19 State Executive Council Meeting -Bucknell University 9:00am
OCTOBER	3 State Fall Organization Orientation East - Alvernia College 5 (!) Postmark Deadline for Treasurer's Report 5 (!) Outstanding Chapter Challenge Points Submission 9 Hotel Deadline for the National Fall Leadership Conference - Baltimore Maryland 12 Officer Contact Form Due Deadline for member registration for Outstanding Chapter Challenge 15 E-News Submission Deadline 17 State Fall Organization Orientation West - California Univ. of PA
NOVEMBER	5 (!) Postmark Deadline for Treasurer's Report 5 (!) Outstanding Chapter Challenge Points Submission 6 - 7 National Fall Leadership Conference - Baltimore Maryland 15 E-News Release Date
DECEMBER	5 (!) Postmark Deadline for Treasurer's Report 5 (!) Outstanding Chapter Challenge Points Submission 15 E-News Submission Deadline
JANUARY	5 (!) Postmark Deadline for Treasurer's Report 5 (!) Outstanding Chapter Challenge Points Submission 10 State Executive Council Meeting: 9:00 AM to 3:00 PM -Location TBA 15 E-News Release Date
FEBRUARY	5 (!) Postmark Deadline for Treasurer's Report 5 (!) Outstanding Chapter Challenge Points Submission 15 E-News Submission Deadline 20 State Executive Council Meeting: 9:00 AM to 3:00 PM -Location TBA
MARCH	5 (!) Postmark Deadline for Treasurer's Report 5 (!) Outstanding Chapter Challenge Points Submission <u>6 (!) SLC Registraton Deadline, Who's Who, Business Person of the Year & Outstanding Chapter Challenge Submission Deadline</u> 20 State Executive Council Meeting SLC Headquarters - Holiday Inn Harrisburg East 15 E-News Release Date 16 - 27 <u>SLC Online Testing</u>
APRIL	9 - 11 State Leadership Conference - Holiday Inn Harrisburg East 11 SEC Transition Meeting: 8:30 AM
JUNE	9-12 National Leadership Conference - Nashville TN

(!) = Deadline

Bold = Conference/Conference Related

*Outstanding Chapter Challenge Points must be submitted by the 5th of each month to the President (Lbeers@papbl.org) using the Excel file in order to claim points and receive recognition on the website.

CHECK THE WEBSITE OFTEN FOR UPDATES AND REMINDERS!

Attention Chapter Treasurer:

Here is some important information to help make your job as treasurer a little bit easier. If you have any questions about anything, please do not hesitate to send me an e-mail or call.

Membership Registration & Dues:

To pay dues, go to www.fbla-pbl.org and find the Membership Registration link on the Phi Beta Lambda section of the site. National dues are \$10 per member and state dues are \$14 per member for a total of \$24 per member. Strive to have the dues for your chapter's members submitted by October 12, 2009. Each member who is submitted by that date will receive a subscription to the *PBL Business Leader*. This is also an easy way to earn twelve points for your chapter towards the Outstanding Chapter Challenge (six points for state dues and six points for national dues).

Treasurer's Reports:

You can receive **TEN POINTS** towards the **Outstanding Chapter Challenge** for each monthly treasurer report postmarked or e-mailed by the fifth of the following month. My e-mail and mailing addresses are at the bottom of this page.

Example:

School Name

School Address

Date

Beginning Cash Balance \$XXXX.XX

Inflows \$XXXX.XX

Outflows \$(XXXX.XX)

Net Inflows (Outflows) for Month \$XXXX.XX

Ending Cash Balance \$XXXX.XX

Treasurer's Name and Signature

Thank you! Please contact me with any questions.

Please send your treasurer's reports to:

E-mail: Cdecarlo@papbl.org

or

Mailing address: Chuck DeCarlo

2767 Crimson Hawks

Indiana, PA 15705-2767

2009-2010 PA PBL PCI Schools

Lisa Beers, President

Alvernia University
Everest Institute
Indiana University of Pennsylvania
McCann School of Business and Technology
South Hills School of Business and Technology-Philipsburg

Holly Schoch, Vice President

Arcadia University
Central Pennsylvania College
Chestnut Hill College
Pennsylvania State University
South Hills School of Business and Technology- State College

Michelle Havrilla, Secretary

Bloomsburg University
Elizabethtown College
Harrisburg Area Community College
Lebanon Valley College
University of Pittsburgh

Chuck DeCarlo, Treasurer

California University of Pennsylvania
DuBois University
Duquesne University
Laurel Business Institute
South Hills School of Business and Technology-Altoona
Waynesburg University

Michelle Hovantez, Reporter

Bucknell University
Drexel University
Montgomery County Community College
Shippensburg University
Temple University



2009-2010 PENNSYLVANIA STATE EXECUTIVE COUNCIL

CONTACT INFORMATION

President

Lisa Beers
Lbeers@papbl.org
(610) 462-7471

State Chairperson

Barbra Gehan
bgehan@papbl.org
(267) 738-1888

Vice President

Holly Schoch
hschoch@papbl.org
(570) 401-4908

State Testing Coordinator

Heather Deakin
hdeakin@papbl.org
(215) 601-6524

Secretary

Michelle Havrilla
mhavrilla@papbl.org
(570) 436-5842

State Financial Advisor

Bob Kollar
bkollar@papbl.org
(412) 889-0688

Treasurer

Chuck DeCarlo
cdecarlo@papbl.org
(724) 261-8691

State Web Master

Josh Wolfe
jwolfe@papbl.org
(717) 813-2515

Reporter

Michelle Hovanetz
mhovanetz@papbl.org
(570) 578-4283

CMAP

Career and Membership Achievement Program

What is CMAP?

CMAP is a recognition program for PBL members who complete various activities pertaining to the words surrounding the PBL crest: Service, Education, and Progress. There are three levels of awards: Director, Executive, and President. Each award builds upon the former. Pins are awarded to members who complete the program. Participation is simple, and the awards are a great way to gain recognition for your hard work with PBL, not to mention, a great addition to your resume! Not only do you take away the award, but the experiences that go along with the activities you complete. These also look fantastic. Don't pass up the chance to be recognized by both PBL now, and employers in the future, for your commitment to this organization!

How to Participate:

- Go online to www.fbla-pbl.org. Click on Phi Beta Lambda along the top of the site, and from the drop down menu select "Career and Membership Achievement Program." Review the requirements.
- Notify your advisor that you wish to participate in CMAP. They must then log in to the National site (www.fbla-pbl.org) and register the student by clicking on the level of CMAP which the student wishes to complete. (A how-to can be found by clicking the link for "Career and Membership Award Program Tips" toward the bottom of the page.)
- Once registered, begin submitting your achievements!
- When all the requirements are fulfilled, a pin is earned and you can move on to the next award level.
- Not all awards need to be completed in one year. You're free to complete them as you find the time.
- Director Award pins are awarded at the local chapter level, pins for the Executive Award will be awarded at the SLC, and pins for the Presidential Award are awarded at the NLC along with a ribbon and certificate of recognition.

For more information, contact:

Michelle Hovanetz
PA PBL State Reporter
mhovanetz@papbl.org
(570) 578-4283



SFOO

State Fall Organization Orientation

Save the Date!

The goal of the State Fall Organization Orientation (SFOO) is to provide an opportunity for the chapters in Pennsylvania Phi Beta Lambda to get to know and learn from the State Executive Council members and each other.

Through interaction, activities, and open forums, we will discover new ways to better provide for our members. SFOO is a great opportunity for new members to learn what PBL is about and for experienced members, officers, and advisors to learn more about PBL and how to improve their local chapters.

The end result is to create a stronger statewide relationship by building better communication within Pennsylvania Phi Beta Lambda and sharing ideas and experiences with one another in an interactive and open environment.

Activities Include:

- ◆ Icebreakers
- ◆ Interactive Discussions on
 - Recruiting
 - FBLA Involvement
 - Professional Membership
 - Habitat for Humanity
 - Corporate Partnerships
- ◆ State Officer Q&A
- ◆ March of Dimes Mini Walk
- ◆ Professional Development Activities
- ◆ And More!

DID YOU KNOW?

Attending SFOO will earn your chapter **6 points** towards the Outstanding Chapter Challenge!

Also, you can individually earn **8 points** towards the Who's Who award!

There will be a \$5 registration fee per attendee.

Registration information will be sent out shortly.

SFOO East

October 3rd

Alvernia University

SFOO West

October 17th

California University of Pennsylvania

2009 State Fall Organization Orientation (SFOO) Registration Form

Chapter: _____

Select a date and location to attend:

___ SFOO East October 3, 2009 @ Alvernia University

___ SFOO West October 17, 2009 @ California University of Pennsylvania

Enter names, officer positions (if applicable), and e-mail addresses on the form below.

Total members: _____ X \$5.00 = \$ _____

Name	E-mail Address

DEADLINES

SFOO EAST: POSTMARKED NO LATER THAN TUESDAY, SEPTEMBER 22

SFOO WEST: POSTMARKED NO LATER THAN FRIDAY, OCTOBER 2

Include only one check or money order for the entire amount. **DO NOT SEND CASH.** Write your check/money order to: **Pennsylvania Phi Beta Lambda**

Send form and payment to:
 Bob Kollar
 Duquesne University
 Palumbo-Donahue School of Business
 600 Forbes Avenue
 8th Floor Rockwell Hall
 Pittsburgh, PA 15282

Did you know that if you attend the SFOO, you can earn 8 points individually for the Who's Who for each SFOO you attend? Did you also know that if your chapter had representation at the SFOO(s), your chapter will receive 8 points for the Outstanding Chapter Challenge?