Pennsylvania Phi Beta Lambda
2015 – 2016
Welcome Packet

Welcome Back Pennsylvania Phi Beta Lambda!

This Welcome Packet is designed to provide members with vital information that will help give a jump-start to your chapter's school year. This packet is a useful tool for both well-established chapters, and chapters just getting off the ground, and can help answer many questions about Pennsylvania Phi Beta Lambda.

Be sure to take note of upcoming events, such as the State Fall Organization Orientation (SFOO), and other opportunities to network with chapters around the state. We also invite you to explore the webpage at www.PAPBL.org as well as our social media pages.

As your 2015-2016 State President, I am very excited to help your chapter reach its potential as proud members of the FBLA-PBL organization. Feel free to reach out to me with any concerns you may have related to PBL. All State Executive Council (SEC) contact information can be found at the end of the Welcome Packet.

Regards,

Alexander R. Gilbert
State President
Pennsylvania Phi Beta Lambda

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2015-2016 Pennsylvania Phi Beta Lambda Goals

In addition to the goals outlined by our national office, we as a State Executive Council feel that the state organization and its many chapters, have needs that are not explicitly met by the goals of national office. Throughout the year, we will not only strive to meet the goals of the national office, but we will also seek to achieve the goals set out below, that have been designed to address the needs of PA PBL.

1. Increase Membership:

As discussed at this past year's State Leadership Conference, PA PBL has broken a streak of decreasing membership by growing nearly 10%! We want to keep growing PA PBL to expand our network and provide more opportunities.

2. Improve Visibility:

The SEC are firmly believes that to best serve our state, we must understand the intricacies of the chapters that elected us into office. In order to do this, the SEC will be attending all state events and additionally, we are looking forward to attending individual chapter PBL executive and general body meetings with the goal of getting to know our members on a more personal level. We are also excited to be launching a new PA PBL website this year, which will allow chapters to connect and stay up-to-date on PBL activities happening across the state.

3. Connecting with Members

Both the National and PA Phi Beta Lambda officers have multiple opportunities to promote a cohesive environment amongst our chapters and to make the state more competitive on the national level. These opportunities include the Career and Membership Achievement Program (CMAP) and the Gold Seal Award. In addition to these national opportunities, the state also holds several competitions aimed to bring chapters together and highlight exceptional members.

4. Community Service.

PA PBL has a long standing commitment to community service through our national and state charities, the March of Dimes and the Ronald McDonald House. This year our goal is to continue and strengthen our relationships with these organizations through continued collection of aluminum can tabs and our basket raffle. In addition, the goal of the SEC is to increase overall community service in our chapters whether it be local or through support of our charities.

Pennsylvania Phi Beta Lambda Committees

Membership Committee

The Membership Committee will be seeking six to nine individuals to help produce and create marketing tools for PA PBL chapters to use on their campuses. Our main goal is to develop resources for a statewide recruiting effort and membership retention. We will create resources for new chapters and recourses for chapters to use based on their campus size. Applicants who are marketing majors and/or creative are encouraged to apply. Any questions about this committee please email State Secretary, Kara Meyer, papblsecretary@gmail.com.

Corporate Sponsorship Committee

The Corporate Sponsorship Committee will work to foster new and existing relationships with employers and companies in Pennsylvania. Committee members will be working hands on with the State Treasurer to acquire sponsorship for the State Leadership Conference, scholarships, and more. Each member will be assigned a region of Pennsylvania to analyze and seek out businesses for potential partnership. Applicants for this committee should have proficient skills in formal written and verbal communication. Any questions about this committee please email State Treasurer, Jen Johnson, papblsecretary@gmail.com.

Social Media Committee

The Social Media committee will be seeking two or three individuals to assist with their projects. Tasks will include posting on various platforms including LinkedIn, Facebook and Twitter. Possible ideas of expansion onto other social media platforms are being discussed and applicants should have a broad sense of how to work and promote events on various media platforms. Another responsibility of a committee member would be reaching out to other PBL social media sites and connecting with members from across the country. The overall goal of this committee is to promote events that PA PBL is doing and to better connect with members. Any questions about this committee please e-mail State Vice President, Adam Wychowanec, papblvp@gmail.com.

2015-2016 PENNSYLVANIA PHI BETA LAMBDA CALENDAR

MAY	30-31	State Executive Council Retreat: Altoona, PA
JULY	15	State Executive Council Meeting: Conference Call at 8:00 PM
	26	State Executive Council Meeting: Conference Call at 8:00 PM
AUGUST	23	State Executive Council Meeting: Conference Call at 8:00 PM
SEPTEMBER	10	(!) Postmark Deadline for all monthly Chapter Reports
	26	State Executive Council Meeting: 10:00 AM to 3:00 PM
OCTOBER	8	State Executive Council Meeting: Conference Call at 8:00 PM
	10	(!) Postmark Deadline for all monthly Chapter Reports
	15	**State Fall Organization Orientation (SFOO) Registration Deadline**
	15	**(!)** Chapter Registration and Dues Payment Deadline
	15	**(!)** PA PBL Chapter Contact Info Form Deadline
	18	State Executive Council Meeting: Conference Call at 8:00 PM
	24	**SFOO East – Bloomsburg University**
	24	**SFOO West – Robert Morris University**
NOVEMBER	10	(!) Postmark Deadline for all monthly Chapter Reports
	12	State Executive Council Meeting: Conference Call at 8:00 PM
	20-21	National Fall Leadership Conference(NFLC)- Baltimore, MD
DECEMBER	5	State Executive Council Meeting: 10:00 AM to 3:00 PM
	10	(!) Postmark Deadline for all monthly Chapter Reports
JANUARY	10	(!) Postmark Deadline for all monthly Chapter Reports
	11	State Executive Council Meeting: Conference Call at 8:00 PM
	18	**State Leadership Conference (SLC) Registration Packet Posted**
	10	(!) Postmark Deadline for all monthly Chapter Reports
	25	**State Leadership Conference (SLC) Registration Packet Re-posted**
FEBRUARY	10	(!) Postmark Deadline for all monthly Chapter Reports
	22	**(!) State Leadership Conference (SLC) Registration Deadline**
	22	(!) Deadline for PA PBL Outstanding Member of the Year Scholarship Application
	22	(!) Deadline for PA PBL Photography Internship Application
	25	State Executive Council Meeting: Conference Call at 8:00 PM
MARCH	**1 - 18**	**SLC Online Testing**
	10	(!) Postmark Deadline for all monthly Chapter Reports
	26-27	State Executive Council SLC Planning Meeting
APRIL	**8-9**	**State Leadership Conference**
	9	SEC Transition Meeting: 8:30 AM
JUNE	24-27	National Leadership Conference – Atlanta, Georgia

(!) = Deadline **Bold** = Conference/Conference Related

*Attention Chapter President

Pennsylvania Phi Beta Lambda Chapter Contact Information Form

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.15th you will receive 25 points for Outstanding Chapter Challenge. If your chapter has an executive board with a different structure, please feel free to attach a document listing your officers with their contact information and position. We welcome all officer contact information. This form must be submitted by e-mail.

Chapter Officers	Name	School E-Mail	Personal E-Mail
President:			
Vice President:			
Advisor:			

SCHOOL ADDRESS: _____

_____

Please e-mail this form by October 15, 2015 to:

Mr. Alexander Gilbert
PA PBL State President
papblsec@gmail.com

*Attention Chapter Vice President

SFOO West & SFOO East will be held on October 24th!

Start spreading the word! It is almost time for the annual State Fall Organization Orientation (SFOO)! SFOO West will be held at Robert Morris University and SFOO East will be held at Bloomsburg University.

These events are the first state functions that give local chapters a chance to come together for networking and leadership opportunities. For the convenience of the members, we offer two regional event options to attend. We strongly encourage every chapter to send a delegation to this event, as we feel that there is a lot of value to be taken away for members, officers, and advisors. It is only a single day event that begins with registration at 9 a.m. and ends by 2 p.m., so keep that in mind when making plans to attend.

Registration will be $10 per attendee. Refreshments will be provided.

What Is SFOO?

The goal of the State Fall Organization Orientation (SFOO) is to provide an opportunity for the chapters in Pennsylvania Phi Beta Lambda and the State Executive Council to discuss and learn from one another. 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.

Please email all questions to:

Mr. Adam Wychowanec
PA PBL State Vice President
papblvp@gmail.com

*Attention Chapter Treasurer

Here is a brief statement pertaining to dues for the upcoming school year. Hopefully, this will help when filling out your reports. Feel free to contact Jennifer Johnson, PA PBL State Treasurer, with any questions or concerns.

Membership Registration & Dues:

PBL dues are paid through the FBLA-PBL website (www.fbla-pbl.org). The Membership registration link is on the Phi Beta Lambda section of the site. **National dues are $10.00 per member and state dues are $15.00 per member for a total of $25.00 per member. Dues for your chapter's members are strongly encouraged to be paid by October 15, 2015.** If your chapter's members are unable to submit dues by this time or your chapter has members register at a later date, please contact Jen Johnson to make an arrangement for payment at a later date.

Treasurer's Reports:

In an effort to improve the financial health of our organization on the state level as well as all of our local chapters, the SEC cannot stress enough the importance of submitting the month-end Treasurer's Report by the second week of the following month. This provides us insight into the budget constraints that our local chapters face and allows the SEC to develop recruiting plans and state activities that meet these constraints. The reports also help us to identify potentially struggling chapters that could benefit from state guidance. In an effort to make this as simple as possible, the State Treasurer, Jen Johnson, has created a standard Excel document for each chapter to use. The form will be made available on the PA PBL Website listed here, http://www.papbl.org/resources/. Should you have any questions or concerns regarding the document please contact Jen at the email provided at the bottom of the page.

It is important to remember that this report is the official document that we will be using to calculate the donations and community service hours for the Community Service Awards. Submission of hours and donations not listed on the Treasurer's Report will not be accrued toward your school's total.

Please email all reports and/or questions to:

Ms. Jennifer Johnson
PA PBL State Treasurer
papbltreasurer@gmail.com

*Attention Chapter Secretary

Chapter Meeting Minutes:

The SEC is extremely interested in your chapter! When you tell us what you and your members are doing, we can plan on how to better serve you. As your local chapter secretary, it is your job to send in your chapter's meeting minutes once a month to State Secretary, Kara Meyer. These reports are due each month on the 10th. If you would like a template for submission, please contact Kara.

In addition, you can receive TEN POINTS towards the Outstanding Chapter Challenge for sending in your chapter's meeting minutes each month, e-mailed by the tenth of the following month. The e-mail is at the bottom of this page. If your chapter meets more than once per month, please compile the minutes into one monthly submission.

Please email all reports and/or questions to:

Ms. Kara Meyer
PA PBL State Secretary
papblsecretary@gmail.com

*Attention Chapter

PA PBL needs new photographs for the website!

Show off the great work your chapter is doing on your campus. This work can range from charitable efforts to fundraising, to business themed events. Whatever your chapter is doing to make your campus better, we want to see it! We will have a chapter spotlight that will be available for viewing on our website. Submitting pictures for the website will gain your chapter points on the Outstanding Chapter Challenge! We hope to see pictures from every chapter showing us all of the awesome activities that you are participating in and leading!

Submit your chapter news to be featured in the PA PBL Newsletter!

Let all of PA PBL hear about what your chapter is up to. We want to be able to spread the word about ideas, events, and programming that individual chapters are doing. By doing this, we will be able to both highlight the outstanding work of all of your individual chapters while at the same time strengthening every chapter in PA PBL by sharing what ideas work. The articles that you submit will be sent out via our newsletter as well as put on our blog located on our website. Submitting newsletter articles will also gain your chapter points on the Outstanding Chapter Challenge! We hope to see submissions from every chapter showing us the great job your chapter is doing!

Please send all submissions to:

Mr. Adam Wychowanec
Chairman of the Social Media Committee
papblvp@gmail.com

*Attention Chapter

OUTSTANDING COMMUNITY SERVICE AWARD

The State Executive Council wants to encourage all PA Phi Beta Lambda chapters to continue our state's rich tradition of community service. This year, PA Phi Beta Lambda will present two outstanding community service awards! Each award will include a $75 donation to the winning chapter. The award winning chapters will be selected based upon a number of factors, including the following:

- The impact of your community service—the nature of the organization(s) helped by your chapter's efforts; individuals who were assisted, etc.
- The % of your total chapter members who participated in the project(s)
- The amount of money that was raised, if that was an objective of your service efforts
- Creativity of the service project(s)

The State Council encourages all chapters to keep an accurate record of their various service activities during the year and to submit an application for the Outstanding Community Service Award as part of the registration for the 2016 State Leadership Conference. The official application for the award will be available in early November 2015.

Once again we will be collecting aluminum can tabs for the Ronald McDonald House, please save your tabs for the SLC!

Pennsylvania Phi Beta Lambda Outstanding Member of the Year Scholarship

This scholarship is designed to recognize outstanding Pennsylvania PBL members for their activity and involvement in the association at the local and state levels. A panel of judges will review the applications and one recipient will be chosen to receive this honor.

Application Receipt Deadline: February 22, 2016, by email submission

Individual Award: $500

Eligibility:

- Open to Pennsylvania PBL members who plan to continue to pursue a post -secondary or post-graduate education.
- Must have PBL membership dues paid.
- Must have achieved the Director Level of the CMAP program.

Application Procedure:

- Each application must be accompanied by a one-page cover letter summarizing PBL, career/business, leadership, and community activities; a resume outlining PBL activities, educational achievements, etc. and two letters of recommendation—one from a local chapter adviser and the other from a business/community leader.
- Applications must meet all of the criteria to be considered.

Submit all application materials in one email to: papblsec@gmail.com

Pennsylvania Phi Beta Lambda
Photography Internship

This internship is designed to give Pennsylvania PBL members a chance to use their photography skills to help the State Chapter. **In return for your services, PA PBL will pay you $125.** Please note that this professional experience would provide a great line item on any resume as well as a significant edge over other budding photographers.

Application Receipt Deadline: February 20, 2016, by email submission

Qualifications:

- Own a DSLR camera of at least 30-60 mpx
- Commit to taking the required number of photographs at each stage of the conference:
  - 50-100 Photographs at the opening ceremony
  - 250 Photographs during the workshops
  - 50-100 Photographs during meals
  - 100-300 Photographs during the Awards Ceremony
  - At least 1 Photograph of each individual chapter

  Note: The required number of photographs are to be used as a guideline. While we would like as many photos as possible, we are seeking quality that is not to be sacrificed for quantity. Pictures of all events noted are important, especially individual chapter photos. However, we are not in any way willing to ask you to sacrifice quality photography for the sake of a large photo bank at the end of SLC.
- **Submit a resume and small electronic portfolio of your photographic expertise which includes the following:**
  - Photographs taken in indoor settings as we will be hosting events in ballrooms, workshops, etc. that can be affected by lighting.
  - Portfolios should also include action shots and photos of people.
  - Please tailor the portfolio so that the State Executive Council can evaluate your ability to photograph people, indoor settings, photos where low quality lighting may be an issue, action shots, etc.

Please send all submissions to:

Mr. Alexander Gilbert
PA PBL State President
papblsec@gmail.com

2015-2016 PENNSYLVANIA STATE EXECUTIVE COUNCIL CONTACT INFORMATION

President
Alexander Gilbert
Drexel University
papblpresident@gmail.com

Vice President
Adam Wychowanec
Wilkes University
papblvp@gmail.com

Treasurer
Jennifer Johnson
Indiana University of Pennsylvania
papbltreasurer@gmail.com

Secretary
Kara Meyer
Bloomsburg University
papblsecretary@gmail.com

2015-2016 PENNSYLVANIA STATE COMMITTEE CONTACT INFORMATION

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State Advisor
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