

ARKANSAS STATE CHAPTER PHI BETA LAMBDA HANDBOOK



A resource for information on Arkansas policies and procedures, state leadership conferences, competitive events, bylaws, and membership information.

Effective September 2011



Mike Beebe, Governor
William L. "Bill" Walker, Jr., Director

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ARKANSAS COLLEGES/UNIVERSITIES
(By regions)
2011-2012

REGION I

Arkansas State University/Mountain Home*	Mountain Home
Arkansas Tech University	Russellville
John Brown University	Siloam Springs
North Arkansas College*	Harrison
Arkansas Tech University/Ozark*	Ozark
Northwest Arkansas Community College	Bentonville
Northwest Technical Institute	Springdale
University of the Ozarks*	Clarksville
University of Arkansas at Fort Smith*	Fort Smith
University of Arkansas	Fayetteville

REGION II

Arkansas Northeastern College	Blytheville
Arkansas State University/Beebe*	Beebe
Arkansas State University/Heber Springs*	Heber Springs
Arkansas State University/Jonesboro*	Jonesboro
Arkansas State University/Newport	Newport
Arkansas State University/Searcy	Searcy
Black River Technical College*	Pocahontas
Central Baptist College	Conway
Crowley's Ridge Technical Institute	Forrest City
Arkansas State University Technical Center-Marked Tree	Marked Tree
East Arkansas Community College	Forrest City
Harding University	Searcy
Hendrix College*	Conway
Lyon College	Batesville
Mid-South Community College	West Memphis
Ozarka College	Melbourne
University of Arkansas Community College/Batesville	Batesville
University of Arkansas Community College/Morrilton*	Morrilton
University of Central Arkansas*	Conway
Williams Baptist College*	Walnut Ridge

* Denotes currently active PBL Chapters

REGION III

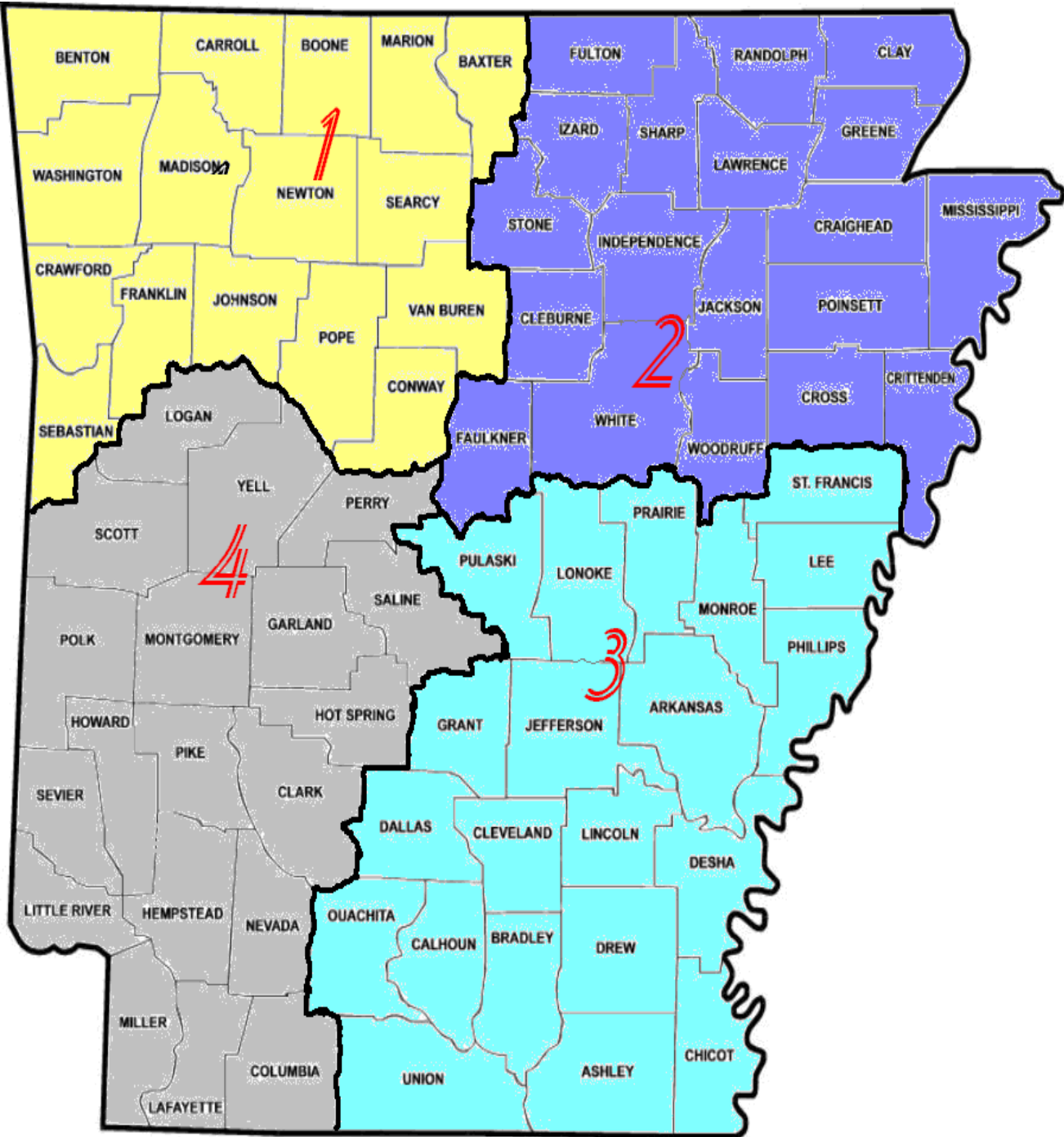
Arkansas Baptist College*	Little Rock
University of Arkansas at Monticello College of Technology-Crossett*	Crossett
University of Arkansas at Monticello College of Technology-McGehee	McGehee
Phillips Community College	Helena, DeWitt, Stuttgart
Philander Smith College*	Little Rock
Pulaski Technical College*	North Little Rock
South Arkansas Community College*	El Dorado
Remington College	Little Rock
Southeast Arkansas College*	Pine Bluff
Southern Arkansas University Tech*	Camden
University of Arkansas/Pine Bluff	Pine Bluff
University of Arkansas/Little Rock	Little Rock
University of Arkansas/Monticello*	Monticello

REGION IV

National Park Community College	Hot Springs
Henderson State University	Arkadelphia
Ouachita Baptist University	Arkadelphia
Ouachita Technical College	Malvern
Rich Mountain Community College	Mena
Southern Arkansas University*	Magnolia
University of Arkansas Community College/Hope	Hope
Cossatot Community College of the University of Arkansas	DeQueen

* Denotes currently active PBL Chapters

PHI BETA LAMBDA REGIONAL MAP



ARKANSAS PHI BETA LAMBDA POLICIES AND PROCEDURES

The Arkansas PBL policies and procedures were developed and approved by the PBL State Board of Directors in order for the state chapter to be consistent and uniform. These policies and procedures are effective December 8, 2004.

1. All local chapters shall be advised of competitive event changes no later than the State Fall Leadership Conference except in cases necessitated by national guideline changes.
2. Proposed changes in Arkansas competitive event guidelines, regulations, procedures, or awards must be submitted in writing to the State Board of Directors no later than 45 days prior to the Fall State Leadership Conference.
3. Reimbursements shall be for State Officers at the following rates:
 - Mileage of 20 cents is allowed per map mile traveled (limited to one vehicle per chapter).
 - Spring Leadership Conference formal attire allowance shall not exceed \$75, if applicable.
4. All local members and advisers may attend Executive Council Meetings. Advisers of state officers are ex-officio (nonvoting) members of the Executive Council and may discuss items of business but shall not make decisions for the Council. Everyone other than state officers and the state adviser shall take a gallery position.
5. As long as funds are available, the state organization shall pay the registration fee (or a portion thereof) for first-place winners representing Arkansas at the National Leadership Conference (NLC), one-half (or a portion thereof) the registration fee for second-place winners representing Arkansas at the NLC, and the registration fee (or a portion thereof) for the state officers attending the NLC and the National Fall Leadership Conference.
6. Refunds for state conference registration shall be made for one-half the amount and only in the event that an individual could not attend due to personal illness or emergency. Such requests must be made in writing by the local chapter adviser and sent to the state office no later than 10 days following the conference.
7. The dress code for PBL members shall be in accordance with national guidelines. Appropriate business attire is required for all general sessions, competitive events, and workshops for all conference attendees. (Refer to the National Chapter Management Handbook for a copy of the dress code.)
8. Any official correspondence sent by or expense incurred by state officers must have prior approval by the State Adviser.
9. Officially-assigned conference duties of state officers take **precedence** over any other activities, including participating in competitive events.

Revised 2002
Revised 2003
Revised 2005
Revised 2006
Revised 2009

B Y L A W S

ARKANSAS STATE CHAPTER PHI BETA LAMBDA

ARTICLE I Name

The name of this division of Arkansas FBLA-PBL, Inc. shall be "Phi Beta Lambda" and may be referred to as "PBL."

ARTICLE II Purpose

Section 1. The purpose of PBL is to provide opportunities for post-secondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility.

Section 2. The specific goals of PBL are to

- *Develop* competent, aggressive business leadership
- *Strengthen* the confidence of students in themselves and their work
- *Create* more interest in and understanding of American business enterprise
- *Encourage* members in the development of individual projects which contribute to the improvement of home, business, and community
- *Develop* character, prepare for useful citizenship, and foster patriotism
- *Encourage* and practice efficient money management
- *Encourage* scholarship and promote school loyalty
- *Assist* students in the establishment of occupational goals
- *Facilitate* the transition from school to work

ARTICLE III Classes of Membership

Section 1. Arkansas State Chapter of Phi Beta Lambda shall consist of members of chartered local chapters. These members shall hold membership in their respective local, state, and national chapters.

Active Members shall be students enrolled in business and/or business-related fields who accept the purpose of PBL and subscribe to its creed. Active members shall pay dues as established by PBL and may be eligible to participate in state competitive events, serve as voting delegates to the National and State Leadership Conference, hold national and state office, or to otherwise represent their state or local chapter as approved by their respective state or local advisers.

Professional Members shall be persons associated with or participating in the professional development of PBL as approved by local chapters. Such members may include local and state chapter advisers, business teachers, business teacher educators, state supervisor of business and office education, employers or supervisors of cooperative work-training students, advisory council members, and other persons contributing to the growth and development of PBL. Professional members shall pay dues as established by the National Office, but shall be ineligible to participate in events, serve as voting delegates, or hold office.

Honorary Life Members may be persons making significant contributions to the field of business and office education and to the growth and development of PBL. Honorary Life members may be recommended by local chapters and approved by the State Executive Council and by the State Board of Directors. These members shall not be eligible to vote or hold office and are not required to pay dues.

Section 2. The membership year shall be July 1 through June 30.

ARTICLE IV Governing Board

Section 1. The governing body of Phi Beta Lambda shall be the FBLA-PBL State Board of Directors that composed of the State Chairperson, FBLA State Adviser, PBL State Adviser, and State Presidents of FBLA, PBL, and the Professional Division.

Section 2. The State Executive Council shall be under the leadership of the State Board of Directors. This Council shall consist of the State Adviser, each State Officer, and each Officer's Adviser. The voting membership of the Council shall be comprised of the elected State Officers.

ARTICLE V Dues & Finances

Section 1. Annual state dues for PBL shall be five dollars (\$5), of which one dollar (\$1) shall be submitted to the Arkansas FBLA-PBL State Foundation. The National Office must receive dues of members no later than 30 days prior the State Spring Leadership Conference.

Section 2. All disbursements must be approved by the PBL State Adviser, and payment made by check. The check shall be signed by the State Chairperson and State Adviser.

Section 3. A financial statement shall be submitted to the delegates at the Spring and Fall Leadership Conferences.

- Section 4. The FBLA-PBL State Board of Directors or its designee shall conduct an annual audit of the financial records of the State Chapter within 30 days following the Spring Leadership Conference.
- Section 5. The fiscal year of Phi Beta Lambda shall begin July 1 and end on June 30 of the calendar year.

ARTICLE VI Officers and Elections

- Section 1. The Officers of Arkansas PBL shall consist of President, Executive Vice President of Membership, Director of Marketing and Public Relations, Director of Communications, Director of State Programs, Secretary-Treasurer, and Parliamentarian. No more than two (2) State Officers (excluding Parliamentarian) shall be from the same local chapter.
- Section 1A. The President, Executive Vice President of Membership, and Secretary Treasurer shall be nominated and elected annually at the Spring Leadership Conference. These officers shall be elected by a majority vote of local chapter voting delegates.
- Section 1B. The Director of Marketing and Public Relations, Director of Communications, and Director of State Programs shall be nominated and elected annually at the Fall Leadership Conference. These officers shall be elected by a majority vote of local chapter voting delegates.
- Section 2. Voting shall be by secret ballot. Should no candidate receive a majority in the first ballot, the two candidates with the largest number of votes shall be included in a second ballot. Each local chapter is represented by voting delegates as follows:
- | | |
|------------------|--------------------|
| Under 50 Members | 2 Voting Delegates |
| 50-100 Members | 3 Voting Delegates |
| Over 100 Members | 4 Voting Delegates |
- Section 3. The PBL member scoring the highest on the Parliamentary Procedure written test **who has one full year left in his/her educational program** and has submitted an application prior to taking the written test shall be appointed Parliamentarian. He/she shall be an ex-officio (non-voting) member of the State Executive Council and should attend all meetings.
- Section 4A. To be eligible for nomination to state office, a person must meet the following qualifications:
- be an active member in good standing in a recognized PBL chapter in Arkansas,
 - hold or have held an officer position in his/her local chapter or in a similar organization,
 - will be enrolled in school during their complete term of office, by carrying a minimum of six credit hours each semester, and
 - if currently serving as a state officer, the term of office must be expiring at the end of the conference where the officer is seeking nomination.
- Section 4B. Each interested person must submit an application to the State Adviser at least 15 days prior to the Spring Leadership Conference or Fall Leadership Conference.

Section 5A. Should a vacancy occur for the office of President, the Executive Vice President of Membership will serve the remainder of the term. The State Board of Directors will then accept applications for candidates who meet the officer qualifications and who shall be willing to serve the remainder of the Executive Vice President's term. For other vacancies, the President shall appoint the new officer with two-thirds consent of the Council. Preference shall be given to an individual from the vacating officer's chapter, providing that the individual meets all the qualifications for the position.

Section 5B. Exception to the above shall be for the office of Parliamentarian. Should a vacancy occur in the office of Parliamentarian, the individual who scored the next highest score on the Parliamentary Procedures test shall fill the vacant office, providing that the individual meets all the qualifications for the position.

Section 6. State Officers may be removed from office under the following condition(s):

- A. Two consecutive absences from their respective assignment, which includes Executive Council meetings, Leadership Conferences, and other assigned meetings.
- B. Failure to fulfill duties and/or obligations to acceptable standards as described in the Bylaws and in the State Officer Candidate Guide section of the Arkansas PBL State Handbook.
- C. Public misconduct, which may cause damage to the State Association's reputation or community standing.
- D. Failure to maintain school enrollment during both the fall and spring semesters of their term (year) in office, by carrying a minimum of six credit hours each academic term.

Removal Procedures

- A. Charges for removal must be initiated by any two (2) members of the Executive Council or any two members from the State Board of Directors.
- B. A committee of five (5) shall be appointed by the State Adviser and State Chairperson to hear dismissal charges. This shall consist of three (3) Executive Council members and two (2) members from the State Board of Directors, excluding the State Adviser.
- C. Once the disciplinary committee has been appointed, the Officer in question and his/her Adviser must be contacted in writing by certified letter with the special charges detailed.
- D. A formal hearing will be held in the State Office, Little Rock, Arkansas, 21 days after the date of certified, receipt requested letter to the Officer.
- E. During the hearing, the highest-ranking PBL State Officer will act as Chairperson of the Committee.
- F. The Officer in question must supply any materials and/or witnesses in his/her defense.
- G. Upon completion of the hearing, a decision by secret ballot will be made.
- H. It will take a two-thirds (2/3) vote of the full Disciplinary Committee for dismissal of the Officer in question.

ARTICLE VII Duties of State Officers

The duties of the State Officers shall be as follows and as set forth in the State Officer Candidate Guide and Application section of the Arkansas PBL State Handbook.

All Officers shall assist in planning, organizing, and attending to the details of the Fall and Spring Leadership Conferences.

All Officers are expected to attend National, Regional, and State Leadership Conferences, including Institute for Leaders.

During their term of office, all Officers will submit a monthly state officer report by the 5th of each month to the State President. The reports will be compiled by the State President and forwarded to the State Adviser for distribution to local chapters by the 15th of each month.

- Section 1: The **President** shall
- Serve as Chair of the State Executive Council
 - Preside over the Council meetings and business meetings of PBL
 - Serve as a member of the Board of Directors
 - Appoint appropriate committees and committee chairmen
 - Serve as an ex-officio, non-voting member of all committees
 - Create and publish the State Chapter Annual Business Report for distribution to local chapters by May 15th
 - Perform other duties for the promotion and development of local, state, and national PBL, including the Arkansas business community
 - Serve as an Ambassador for Arkansas PBL
 - Consider serving as an Honorary State Officer Adviser for the year following elected term of office

- Section 2: The **Executive Vice President of Membership** shall
- Establish, maintain, and coordinate recruitment and retention of members, chapters, Alumni, Professional Division members, and Lifetime members
 - Coordinate officer visits to active and inactive local chapters
 - Coordinate officer interaction with FBLA and travel to FBLA District and State Conferences.
 - Serve as an Ambassador for Arkansas PBL
 - Assume the responsibilities of the Office of President if the President is unable to complete his/her term of office

- Section 3: The **Director of Marketing and Public Relations** shall
- Develop and maintain promotional materials for State Chapter
 - Coordinate utilization of State Website to serve members and promote State Chapter
 - Develop and maintain corporate and business database and partnership relations around the state to foster continuous involvement with State Association
 - Coordinate interaction with Arkansas PBL Alumni, by creating and maintaining a database and fostering continuous Alumni involvement with State Association
 - Coordinate promotion of PBL to Arkansas FBLA
 - Serve as an Ambassador for Arkansas PBL

- Section 4: The **Director of Communications** shall
- Gather news from state chapter and local chapters to publish and distribute newsletters to members, inactive chapters, Alumni, Professional Division members, and business partners, etc.
 - Initiate communication with state and national officers to promote quality articles for national publications
 - Create press releases related to State Chapter activities and send to Local, State, and National media
 - Create and maintain local chapter adviser directory
 - Serve as an Ambassador for Arkansas PBL
- Section 5: The **Director of State Programs** shall
- Assist the State Adviser in planning of state conferences by coordinating workshop topics, workshop presenters, keynote speaker, etc.
 - Assist the State Adviser with competitive events guidelines and coordination
 - Coordinate State Chapter involvement with Arkansas Children's Hospital, the March of Dimes, and other nationally - and state - approved charitable organizations
 - Serve as an Ambassador for Arkansas PBL
- Section 6: The **Secretary-Treasurer** shall
- Keep an accurate record of all business meetings of the State Leadership Conferences and the State Executive Council
 - Promptly supply at least one copy of the minutes and substantiating reports to the President and State Adviser
 - Present a financial report to members at the Spring and Fall Leadership Conferences
 - Assist the President with the State Chapter Annual Business Report
 - Coordinate collection and preservation of souvenirs, mementos, programs, and other items that can serve to trace the history of the State Chapter
 - Serve as an Ambassador for Arkansas PBL
- Section 7: The **Parliamentarian** shall
- Advise the President of the orderly conduct of business in accordance with PBL Bylaws and the most recent version of Robert's Rules of Order Newly Revised
 - Coordinate preparation of Arkansas's Parliamentary Procedure team for National competition
 - Promote and facilitate state officer election process and procedures under direction of the State Adviser
 - Serve as an ex-officio (non-voting) member of the State Executive Council
 - Serve as an Ambassador for Arkansas PBL
- Section 8: These officers shall serve on the State Executive Council, and perform such duties as directed by the PBL President and the State Adviser and not inconsistent with the Bylaws and other rules adopted by PBL.

ARTICLE VIII Advisory Committee

An Advisory Committee to assist in the growth and development of PBL may be appointed as deemed necessary by the State Board of Directors. Recommendations of persons for such appointments shall be requested from the State Executive Council and local chapters.

ARTICLE IX
Meetings

- Section 1. The Spring Leadership Conference shall be held annually and at least 45 days prior to the National Leadership Conference.
- Section 2. The Fall Leadership Conference shall be held annually prior to November 30. The time and place shall be determined by the Executive Council.

ARTICLE X
Emblems and Colors

- Section 1. The official emblem and insignia item designs are described and protected from infringement by registration in the U. S. Patent Office under the Trademark Act of 1946. The State Chapter of PBL in cooperation with the National Chapter shall govern the wearing or displaying of this emblem.
- Section 2. Emblems and insignia shall be uniform in all local chapters and within special emphasis groups; they shall be those of PBL.
- Section 3. The official colors of PBL shall be blue and gold.

ARTICLE XI
Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised*, shall govern PBL in all cases to which they are applicable and in which they are not inconsistent with the rules of FBLA-PBL, Inc., these Bylaws, or any special rules of order that PBL may adopt.

ARTICLE XII
Amendments

Proposed amendments to these Bylaws shall be submitted in writing to the State Chairperson no later than 60 days prior to the Fall or Spring Leadership Conferences by authorized representatives of local chapters or by the State Officers. Proposed amendments shall be reviewed by the Executive Council and shall be approved by the Board of Directors before they are submitted to the voting delegates. **Amendments may be adopted by a two-thirds vote of the Voting Delegates attending the Fall or Spring Leadership Conference.** Voting shall be by secret ballot.

OFFICER GUIDE

Duties of State Officers

The duties of the State Officers shall be as follows and as set forth in the State Officer Candidate Guide and Application section of the Arkansas PBL State Handbook.

All Officers shall assist in planning, organizing, and attending to the details of the Fall and Spring Leadership Conferences.

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 - Perform other duties for the promotion and development of local, state, and national PBL, including the Arkansas business community
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 - Consider serving as an Honorary State Officer Adviser for the year following elected term of office
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 - Create and maintain local chapter adviser directory
 - Serve as an Ambassador for Arkansas PBL
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- Section 7: The **Parliamentarian** shall
- Advise the President of the orderly conduct of business in accordance with PBL Bylaws and the most recent version of Robert's Rules of Order Newly Revised
 - Coordinate preparation of Arkansas's Parliamentary Procedure team for National competition
 - Promote and facilitate state officer election process and procedures under direction of the State Adviser
 - Serve as an ex-officio (non-voting) member of the State Executive Council
 - Serve as an Ambassador for Arkansas PBL
- Section 8: These officers shall serve on the State Executive Council, and perform such duties as directed by the PBL President and the State Adviser and not inconsistent with the Bylaws and other rules adopted by PBL.

REMOVAL POLICY AND PROCEDURES

State Officers may be removed from office under the following condition(s):

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- E. Public misconduct, which may cause damage to the State Association's reputation or community standing.
- F. Failure to maintain school enrollment during both the fall and spring semesters of their term (year) in office by carrying a minimum of six credit hours each academic term.

Removal Procedures

- A. Charges for removal must be initiated by any two (2) members of the Executive Council or any two members from the State Board of Directors.
- B. A committee of five (5) shall be appointed by the State Adviser and State Chairperson to hear dismissal charges. This shall consist of three (3) Executive Council members and two (2) members from the State Board of Directors, excluding the State Adviser.
- C. Once the disciplinary committee has been appointed, the Officer in question and his/her adviser must be contacted in writing by certified letter with the special charges detailed.
- D. A formal hearing will be held in the State Office, Little Rock, Arkansas, 21 days after the date of certified, receipt requested letter to the officer.
- E. During the hearing, the highest-ranking PBL State officer will act as Chairperson of the committee.
- F. The officer in question must supply any materials and/or witnesses in his/her defense.
- G. Upon completion of the hearing, a decision by secret ballot will be made.
- H. It will take a two-thirds (2/3) vote of the full Disciplinary Committee for dismissal of the officer in question.

CODE OF CONDUCT

- State officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon PBL.
- State officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc.
- State officers shall abide by the official dress code.
- State officers shall be willing to take and follow instructions as directed by those responsible for them.
- State officers shall avoid places and actions that in any way could raise questions as to moral character and conduct.
- State officers shall treat all members equally.
- State officers shall communicate any circumstances which prevent carrying out predetermined assigned plans and duties at conferences to the state adviser. Remember, State officer duties have precedence over involvement in competitive events or other non-assignment activities.
- State officers shall not violate any state or federal laws.
- State officers are not permitted to wear any campaign materials at the State conferences nor are they allowed to campaign for a candidate or to serve as a campaign manager, except when campaigning for oneself.
- State officers must maintain school enrollment during both the fall and spring semesters of their year in office by carrying a minimum of six credit hours each term

CODE OF ETHICS

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and to take suggestions and criticisms directed toward the improvement of my work and me.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

I have read, understand, and agree to adhere to the Code of Ethics and understand that violation of any items in the Code of Conduct may be constituted as grounds for removal from office.

Candidate's Signature

Date

STATE AWARDS PROGRAM

The competitive events program at the State Leadership Conference represents the range of activities and focus of Phi Beta Lambda. These events are based on projects developed from the goals of FBLA-PBL.

Events fall into three categories: individual, team, and chapter events. **Students may enter two events not counting chapter or open events.**

Each chapter may enter students in events in accordance with the following guidelines:

- Written Objective Tests – 5 per school
- Individually-Judged Events – 3 per school
- Skill Events – 3 per school
- Team Events – 3 per school
- Chapter Events – 1 per school

If more than one Parliamentary Procedure team competes on the state level, the team that places first at the State Leadership Conference will represent Arkansas. The second team to represent Arkansas will consist of the students with the top five scores (excluding the members of the first place team) on the Parliamentary Procedure written test. If only one team competes on the state level, all members of that team will represent Arkansas.

Event guidelines are continuously revised. Review all guidelines and rating sheets in the current National Chapter Management Handbook and the Arkansas State Chapter Handbook. This manual contains guidelines, regulations, and rating sheets for Arkansas State Events only. Please refer to the National Chapter Management Handbook for all other competitive events.

Competitive Events Sponsorship – Competitive events can be sponsored by businesses, groups, or individuals. Event sponsors contribute \$50 to the state chapter, are recognized in the Awards Session program, and are given the opportunity to present the award at the Awards Session. Events are assigned on a first-come, first-served basis.

Awards Program – The top five winners in each event will be called to the stage and receive certificates and/or plaques. The top three winners in written national events and the top two winners in other national events will advance to the national competition at the National Leadership Conference.

Sweepstakes – Beginning with the 2005 State Leadership Conference, two sweepstakes trophies will be awarded: One for proprietary and one- or two-year institutions and one for four-year institutions. Refer to the sweepstakes accumulation sheet in this handbook for events eligible for sweepstake points.

**SAMPLE INFORMATION SHEET
COMPETITIVE EVENT SPONSORS**

Arkansas Future Business Leaders of America (FBLA)-Phi Beta Lambda (PBL) is seeking businesses to sponsor competitive events at the Arkansas PBL State Leadership Conference. A donation of \$50 will purchase testing materials and cover the expenses of an event. Last year over [insert number] students from all over the state attended the conference. [insert school name] had [insert number] students who participated and won over [insert number] awards.

FBLA-PBL, Inc. is a nonprofit 501(c)(3) education association of students preparing for careers in business and business related fields. The FBLA-PBL mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.

FBLA-PBL is officially endorsed by the American Management Association, Association for Career and Technical Education, Career College Association, March of Dimes, National Association of Parliamentarians, National Business Education Association, National Management Association, and the U.S. Department of Education.

Please consider sponsoring one of the competitive events at the [insert year] Arkansas PBL State Leadership Conference. You will be recognized in the Award Session program and have the opportunity to present the award at the conference. Sponsorship is awarded on a first-come, first-served basis so please list your top three event choices. Events for the [insert year] are listed on the next page.

1st Choice _____

2nd Choice _____

3rd Choice _____

If your organization is interested in sponsoring an event or if you have additional questions, please contact [insert local adviser name] at [insert phone number] or [insert e-mail address]. Thank you for the opportunity to share information about FBLA-PBL.

Please mail your donation to

[insert name, school, and mailing address]

COMPETITIVE EVENTS FOR [insert current year]

Accounting Analysis & Decision Making (I)
Accounting Principles (I)
Accounting for Professionals (I)
Administrative Services (S)
Business Communication (I)
Business Decision Making (T)
Business English (S)
Business Ethics (T)
Business Law (I)
Business Mathematics (S)
Business Presentation (T)
Businessperson of the Year
Chapter Theme Display – Multimedia (S)
Chapter Theme Display – Scrapbook (S)
Client Service (I)
Community Service Project (C)
Computer Applications (I)
Computer Concepts (I)
Computer Game & Simulation Programming (I) or (T)
Computerized Accounting (S)
Contemporary Sports Issues (I)
Cyber Security (I)
Database Design and Applications (I)
Desktop Publishing (T)
Digital Video Production (I) (T)
Economics Analysis and Decision Making (I)
Emerging Business Issues (T)
Financial Analysis and Decision Making (I)
Financial Concepts (I)
Financial Services (I) (T)
Free Enterprise (C)
Future Business Executive (I)
Future Business Teacher (I)
Help Desk (I)
Hospitality Management (I) (T)
Human Resource Management (I) (T)
Impromptu Speaking (I)
Information Management (I)
Integrated Marketing Campaign (I) (T)
International Business (I)
Job Interview (I)
Justice Administration (I)
Local Chapter Annual Business Report (C)
Machine Transcription (S)
Macroeconomics (I)
Medical Transcription (S)
Management Analysis and Decision Making (I) (T)
Management Concepts (I)
Marketing Analysis and Decision Making (I) (T)
Marketing Concepts (I)
Microeconomics (I)
Network Design (T)
Networking Concepts (I)
Parliamentary Procedure (T)
Project Management (I)
Public Speaking (I)
Retail Management (I)
Sales Presentation (I)
Small Business Management Plan (I) (T)
Sports Management and Marketing (I)
Statistical Analysis (I)
Strategic Analysis and Decision Making (I)
Telecommunications (I)
Web Site Design (I) (T)

C – chapter I – individual S – state T - team

ARKANSAS EVENTS

These events are state events only and are subject to the rules and regulations of the state chapter.

Administrative Services

Adviser Service Award

Arkansas Children's Hospital Project

Arkansas Children's Hospital Financial Report

Arkansas Gold Chapter Award of Merit

Business English

Business Mathematics

Chapter Theme Display—Multimedia

Chapter Theme Display—Scrapbook

Computerized Accounting

Machine Transcription

Medical Transcription

Member of the Year

Outstanding Local Adviser

PBL STATE EVENT

ADMINISTRATIVE SERVICES

Effective management of all aspects of an office is very important to the smooth, effective operation of every business. This event recognizes PBL members who possess knowledge of basic skills and procedures necessary to run a business office and make intelligent decisions.

CONTENT

The written objective test may include questions on human relations, communication skills, technology concepts, decision-making, business operations, database management, and ethics.

ELIGIBILITY

Each proprietary school and one- or two-year institution may enter five (5) participants who are on record in the state office as having paid dues 30 days prior to the state conference.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. The participants must be selected in accordance with the regulations of the state chapter.
3. The participants must not have placed in this event at a previous State Leadership Conference.
4. A local adviser must report to the event confirmation desk at the State Leadership Conference to verify event registration.
5. Participants failing to report on time for the event may be disqualified.
6. Participants must adhere to the dress code established by the National Board of Directors, or they will not be permitted to participate in the competitive event.

PROCEDURE

- A one-hour written test will be administered based on the previously listed CONTENT.
- Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

Objective tests will be machine graded. Ties will be broken by comparing the performance of the affected members on the last ten questions of the written exam.

STATE AWARDS

Five (5) awards will be presented at the State Spring Leadership Conference.

STATE EVENT ONLY

ADVISER SERVICE AWARD

The PBL Adviser Service Recognition Award honors PBL advisers who have served students through the association for a significant number of years.

ELIGIBILITY

Each local adviser is eligible for recognition after each five-year increment of service: 5, 10, 15, 20, etc.

PROCEDURE

1. Nominee must complete and mail the entry form to the state adviser by the deadline stated in the State Conference Packet.
2. An adviser may be recognized only **once** during each five-year increment.

STATE RECOGNITION

Each eligible adviser will receive a recognition certificate at the State Leadership Conference and be nominated by the state office for national recognition in this category.

ADVISER SERVICE AWARD

SERVICE HISTORY: Please indicate by dates all chapters where you have served as local adviser. **NOTE:** This award is given in five-year increments. Once an adviser receives the award for a five-year period, that adviser is not eligible until the next five-year period.

CHAPTER	FROM	TO	YEARS OF SERVICE

ELIGIBILITY: Please check the five-year increment for which you are eligible.

_____ 5 years

_____ 20 years

_____ 10 years

_____ 25 years

_____ 15 years

_____ 30 years

Have you received a previous Adviser Service Award _____ Yes _____ No

If yes, please give year received _____
Year

PBL STATE EVENT

ARKANSAS CHILDREN'S HOSPITAL PROJECT

This event recognizes chapters that make significant contributions in time and effort to support the Arkansas Children's Hospital project. The contributions collected will be used to purchase medical equipment and supplies as well as equipment to enhance the hospital environment. Through participation in this project, members learn the PBL "caring and sharing" spirit.

ELIGIBILITY

All active local chapters are eligible to participate.

REGULATIONS

1. The official figure used in considering the winners for this event is determined by the Arkansas Children's Hospital representative.
2. A chapter must submit all contributions to the Arkansas Children's Hospital. (The report form is for cross-reference purposes.)
3. The entry form must be received in the state office by the deadline established by the state adviser and must also be submitted separately from other paperwork, i.e. Gold Chapter Award of Merit.

STATE AWARDS

Awards are presented at the State Leadership Conference to the top three (3) local chapters.

STATE EVENT ONLY

**ARKANSAS CHILDREN'S HOSPITAL
FINANCIAL REPORT**

CHAPTER NAME _____ ADVISER _____

SCHOOL _____ TELEPHONE _____

MAILING ADDRESS _____

Date of Activity	Type of Activity	Amount Contributed	Total
		\$	\$
TOTAL AMOUNT RAISED			\$

I certify that the above information regarding funds raised is correct and that funds have been submitted to Arkansas Children's Hospital.

Local Adviser _____

PBL STATE EVENT

ARKANSAS GOLD CHAPTER AWARD OF MERIT

The Arkansas Gold Chapter Award of Merit recognizes local chapters that have actively participated in projects and programs identified with the state and national goals of Phi Beta Lambda.

ELIGIBILITY

All active local chapters are eligible to participate.

REGULATIONS

1. The entry form and documentation of each activity must be received in the state office by the deadline established by the state adviser.
2. A local adviser must report to the Events Confirmation Desk at the State Leadership Conference to verify event registration.

PROCEDURE

For each award, a list of requirements is itemized on the entry form. Please refer to the entry form following this page for specific requirements for each award category.

JUDGING

Judging will be based on completion of the entry form and attached documentation of each activity. All judges' decisions are final.

STATE AWARDS

All local chapters meeting the Gold Chapter Award criteria will be recognized at the State Leadership Conference. Chapters receiving Gold Chapter will be awarded five (5) points on Sweepstakes Points Accumulation Sheet.

THIS FORM AND REQUIRED DOCUMENTATION MUST BE SUBMITTED TO THE STATE ADVISER BY THE ESTABLISHED STATE CONFERENCE DEADLINES.

STATE EVENT ONLY

2011-12 ENTRY FORM – ARKANSAS GOLD CHAPTER AWARD OF MERIT

School _____ City _____

Adviser(s) _____

Check all items below that apply, fill in requested information, and attach required documentation.

1. Submitted a Local Chapter Annual Business Report

AND

Will participate at the SLC in a minimum of one (1) of the following:

- 1. Community Service Project
- 2. Free Enterprise Project

** 2. Recruited five (5) NEW Professional Division non-faculty members:

_____	_____
_____	_____
_____	_____

** 3. Submitted two (2) articles **WITH PICTURE** by deadline to the *Arkansas PBL Press*

- Fall
- Spring

4. Recruited businesses to sponsor one competitive event at \$50 for the State Leadership Conference

Business

Event

_____	_____
-------	-------

5. Provided officer and adviser information for the current state directory by the established deadline

6. Sent three (3) officers to the officer training workshop at the SFLC or to the IFL

Officer

SFLC/IFL

_____	_____
_____	_____

** () 7. Paid state and national dues by October 20

() 8. Each local chapter must participate in SIXTEEN (16) of the following:

** () a. Membership increase: previous year _____ present year _____

** () b. State Chapter Growth:

Inactive Chapter(s) Contacted _____

OR

Chapter(s) Reactivated or Chartered _____

** () c. Project Reach: Three (3) separate planned interactions with FBLA chapters

1. _____

2. _____

3. _____

** () d. Project Business: Documented interaction with three (3) business people

NAME/POSITION/COMPANY

(1) _____

(2) _____

(3) _____

AND

Businessperson of the Year entrant:

** () e. State-approved service projects--Submit documentation of participation in three (3) or more of the following:

() Arkansas Children's Hospital

() In Praise of Age

() March of Dimes

() Tourette Syndrome

() Gift of Life/ARORA

() Literacy Program

() Relay for Life

() Diaper Depot

() Make-A-Wish Foundation

() Other (must have prior approval from state office and attach that documentation) _____

** () f. Increase March of Dimes previous year donation by 15%

** () g. State-approved fundraisers (minimum of one):

- Country Meats
- CouponFundraising.com
- Entertainment Fundraising
- Otis Spunkmeyer
- Ozark Delight Candy Company
- Pride Distributors
- School Spirit Coffee
- Tom-Wat Fundraising

**** h. Retain professional members. (Include last year's membership list) Choose from the options below and complete the information.

One (1) point – Retained 30% of last year's members

Two (2) points – Retained 50% of last year's members

Three (3) points – Retained 70% of last year's members

** i. Participated in American Enterprise Day

** j. Participated in FBLA-PBL Week projects

k. Participated in Project Teamwork by sending the local chapter president or a representative to an Executive Council Meeting

Name: _____ Date: _____

#() l. Ran a candidate for state office, fall or spring of current school year

Name and Office sought _____

*** () m. Contributed a minimum of \$50 to Arkansas FBLA-PBL Foundation

** () n. Submitted an article to national ***ΦBA Business Leader***

** () o. Awarded one complimentary local PBL membership to a new member (Include last year's membership roster.)

** () p. Submitted three (3) articles about PBL that appeared in local or campus publications

() q. Created a display (multimedia or scrapbook) following the national theme and entered it at the State Leadership Conference

** () r. Sent registered chapter members to state or national conferences. You are only given credit for **one** option.

(1) Five (5) to State Fall Leadership Conference **OR**

_____	_____
_____	_____

(2) Three (3) to National Fall Leadership Conference **OR**

_____	_____

(3) Ten (10) to State Spring Leadership Conference

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

** () r. Completed one level of CMAP program by two members

Member

Level

Member

Level

- # Counts as 2 in the total of 16 requirements
- ## This workshop is mandatory. Each chapter must send at least three (3) officers.
- ### Counts as either one, two, or three of the sixteen (16) requirements
- ** Requires attached documentation (may be copies)
- *** Attach copy of check

PBL STATE EVENT

BUSINESS ENGLISH

Knowledge of basic Business English is essential for a career in business and office occupations. This event measures the contestant's understanding of correct grammar, punctuation, capitalization, and spelling.

CONTENT

The written objective test may include grammar, punctuation, capitalization, numbers and word division.

ELIGIBILITY

Each proprietary school and one- or two-year institution may enter five (5) contestants who are on record in the state office as having paid dues 30 days prior to the state conference.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. The participants must be selected in accordance with the regulations of the state chapter.
3. The participants must not have placed in this event at a previous State Leadership Conference.
4. Participants failing to report on time for the event may be disqualified.
5. Participants must adhere to the dress code.

PROCEDURE

- A one-hour (1) written objective test based on the previously listed **CONTENT** will be administered at the State Leadership Conference.
- Participants must furnish their own No. 2 pencils and erasers for this event.

JUDGING

The test will be machine graded. Ties will be broken by comparing the performance of the affected members on the last ten questions of the written exam. All judges' decisions are final.

STATE AWARDS

Five (5) awards will be presented at the State Leadership Conference.

STATE EVENT ONLY

PBL STATE EVENT

BUSINESS MATHEMATICS

In all phases of business, mathematical skills are very important. This event measures the understanding of the basic principles of mathematics generally used in business today.

CONTENT

The written objective test may include problems on payroll, taxes, notes, interest, stocks, bonds, bank records, and statistics.

ELIGIBILITY

Each proprietary school and one- or two-year institution may enter five (5) contestants who are on record in the state office as having paid dues 30 days prior to the state conference.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. The participants must be selected in accordance with the regulations of the state chapter.
3. The participants must not have placed in this event at a previous State Leadership Conference.
4. Participants failing to report on time for the event may be disqualified.
5. Participants must adhere to the dress code.

PROCEDURE

- A one-hour written objective test based on the previously listed **CONTENT** will be administered at the State Leadership Conference.
- Participants must furnish their own No. 2 pencils and erasers for this event. Cordless calculators may be used in this event.

JUDGING

The test will be machine graded. Ties will be broken by comparing the performance of the affected members on the last ten questions of the written exam. All judges' decisions are final.

STATE AWARDS

Five (5) awards will be presented at the State Leadership Conference.

STATE EVENT ONLY

PBL STATE EVENT

CHAPTER THEME DISPLAY–MULTIMEDIA

This event is designed to enable local chapters to tell the story of their activities as an annual business report in multi-media form. This display must follow the current national theme.

ELIGIBILITY

Each local chapter on record in the state office as having paid dues 30 days prior to the state conference may submit one (1) multi-media display.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. Chapters failing to report on time for the event may be disqualified.
3. Entries will be judged while on display at a designated location and time.
4. Displays will not be available for viewing during the judging period. After judging, the displays will be on exhibit prior to the First General Session at a designated location. Chapter representatives may remove the displays at the designated time.

PROCEDURE

- Chapters must furnish their own supplies and equipment, electrical cables, etc.
- Advisers may accompany students and assist in equipment setup.

EQUIPMENT

Chapters must bring their own equipment. PBL assumes no responsibility for chapters' equipment. If chapters' equipment fails, other equipment will not be available.

JUDGING

A panel of judges will select the winners. All judges' decisions are final.

STATE AWARDS

Awards are presented at the State Leadership Conference to the top five (5) winners.

STATE EVENT ONLY

CHAPTER THEME DISPLAY–MULTIMEDIA – RATING SHEET

Points may range between zero and number of points allowed

Sponsoring chapter and school easily identified _____ 10

National theme followed (see program cover) _____ 10

Overall appearance _____ 10

Multimedia use _____ 10

Professional content (spelling, grammar, etc.) _____ 10

Objective attained
(to tell the story of chapter activities as an annual
business report in multi-media form) _____ 10

Reference included

Awards and recognitions _____ 5

Chapter meetings and conferences _____ 5

Community service activities _____ 5

Financial and/or fundraising activities _____ 5

Membership recruitment _____ 5

Program of Work _____ 5

Other _____ 10

TOTAL SCORE _____ (100)

School _____

City _____ Judge's Signature _____

Judge's Comments:

PBL STATE EVENT

CHAPTER THEME DISPLAY–SCRAPBOOK

This event is designed to enable local chapters to tell the story of their activities in the form of a history or scrapbook. Newspaper clippings, photographs, and similar data may be included in the scrapbook.

ELIGIBILITY

Each local chapter on record in the state office as having paid dues 30 days prior to the state conference may submit one (1) scrapbook.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. Chapters failing to report on time for the event may be disqualified.
3. Entries will be judged while on display at a designated location and time.
4. Scrapbooks will not be available for viewing during the judging period. After judging, the scrapbooks will be on exhibit prior to the First General Session at a designated location. Chapter representatives may remove the scrapbooks at the designated time.
5. The report format is as follows:
 - The scrapbook cover will not exceed 22" by 24."
 - Division pages will consist of chapter profile, service, education, and progress. (See rating sheet)

JUDGING

A panel of judges will select the winners. All judges' decisions are final.

STATE AWARDS

Awards are presented at the State Leadership Conference to the top five (5) local chapters.

STATE EVENT ONLY

CHAPTER THEME DISPLAY–SCRAPBOOK – RATING SHEET

Chapter Profile

Table of Contents	___2	
President's Letter to Membership	___2	
Number of Members	___2	
Size of School & Community	___2	
When & How Chapter was Organized	___2	___10

Service

Service to the School	___9	
Cooperation with Business Professionals	___8	
Cooperation with Service Groups within the Community	___8	___25

Education

Preparation for Careers in Business	___6	
Participation in Public Relations Activities (i.e., issuing public service announcements and press releases, appearing on radio/TV, organizing <u>FBLA-PBL Week & Free Enterprise Day</u> , etc.)	___7	
Leadership Development for Officers and Members	___6	
Attendance & Participation at Conferences Sponsored by the State Chapter and National Association	___6	___25

Progress

Support of National and State FBLA-PBL Projects	___7	
Recruitment of Members and Chapters	___6	
Recognition for PBL Competitive Events, Elections, and Activities	___6	
Recognition from School, Community, Business, and Industry Activities	___6	___25

Format of Scrapbook

Clear and Concise Presentation, Correct Grammar, Punctuation, and Spelling	___8	
Neatness, Originality, Creativity, and Durability	___7	___15

TOTAL SCORE ___100

School _____

City _____

Judge's Signature _____

Judge's Comments:

THEME DISPLAY REGISTRATION FORM
Scrapbook or Multimedia

The entry form must be received in the state office by the deadline established by the state adviser and must also be submitted separately from other paperwork, i.e. Gold Chapter Award of Merit.

Please note: Information requested for this event will be kept confidential.

General description of display (choose only one):

() Scrapbook...

() Multimedia...

Planned use of any special equipment:

Will any part of your display require electrical hookup? _____Yes _____No

School _____

Address _____

Adviser _____ Phone _____

PBL STATE EVENT

COMPUTERIZED ACCOUNTING

This event recognizes PBL members who demonstrate they possess basic accounting principles.

CONTENT

The written objective test may include questions pertaining to office accounting terminology, the worksheet, income statement, balance sheet, trial balance, account classification, journaling, posting, bank reconciliation, income tax, and payroll. The skills portion of the test will be administered as a **school-site test** and will contain problems pertaining to various aspects of automated office accounting.

ELIGIBILITY

Each proprietary school and one- or two-year institution may enter three (3) contestants who are on record in the state office as having paid dues 30 days prior to the state conference. Each participant should have completed no more than one semester of accounting on the postsecondary level. The participant may be enrolled in their second semester at the time of the competition.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. The participants must be selected in accordance with the regulations of the state chapter.
3. The participants must not have placed in this event at a previous State Leadership Conference.
4. Participants failing to report on time for the event may be disqualified.
5. Participants must adhere to the dress code.

PROCEDURE

A one (1) hour test with accounting problems to be completed using a computerized accounting software will be administered at the school testing site.

A one (1) hour written objective test based on previously written CONTENT will be administered at the state leadership conference.

Contestants must furnish their own No. 2 pencils and erasers and may use their own cordless calculators.

JUDGING

Objective tests will be machine graded. Ties will be broken by comparing the performance of the affected members on the last ten questions of the written exam. This test constitutes **20** percent of the final score.

Judging of the skill test will be based on printed copy. The school-site portion of this event will constitute **80** percent of the final score.

STATE AWARDS

Five (5) awards will be presented at the State Leadership Conference.

STATE EVENT ONLY

PBL STATE EVENT

MACHINE TRANSCRIPTION

This event recognizes PBL members who demonstrate they possess transcription abilities.

CONTENT

Participants should be well prepared in the production of all types of business forms which may include letters, memorandums, tables, reports, agendas, etc. In addition, participants will be tested on their understanding and mastery of terminology and concepts related to business document formatting, business grammar, and related skill knowledge.

ELIGIBILITY

Each local chapter may enter three (3) participants who are on record in the state office as having paid dues 30 days prior to the state conference.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. The participants must be selected in accordance with the regulations of the state chapter.
3. The participants must not have placed in this event at a previous State Leadership Conference.
4. Participants failing to report on time for the event may be disqualified.
5. Participants must adhere to the dress code.

PROCEDURE

Dictated standard cassette tapes will be provided for this one (1) hour school-site test. Tests will be administered by an impartial person of the chapter's choosing. Additional time will be allowed for general directions, equipment set-up and warm-up. Problems are weighted according to difficulty and may be completed in any order. Specific formatting directions may not be provided. Any acceptable letter, memorandum, or report style may be used. The FBLA-PBL Formatting Guide may be used at the test site. Participants must recognize the necessity for accurate proofreading.

A one (1) hour written objective test based on previously written CONTENT and basic skills knowledge will be administered at the State Leadership Conference. Participants must furnish their own No. 2 pencils and erasers.

JUDGING

Objective tests will be machine graded. Ties will be broken by comparing the performance of the affected members on the last ten questions of the written exam. This test constitutes **80** percent of the final score.

Judging of the skill test will be based on printed copy. There will be a panel of judges for this event. All judges' decisions are final. The production portion of this event will constitute **20** percent of the final score.

STATE AWARDS

Five (5) awards will be presented at the State Leadership Conference.

STATE EVENT ONLY

PBL STATE EVENT

MEDICAL TRANSCRIPTION

This event recognizes PBL members who demonstrate they possess transcription abilities.

CONTENT

Participants should be well prepared in the production of all types of medical forms.

In addition, participants will be tested on their understanding and mastery of terminology and concepts related to medical document formatting, medical grammar, and related skill knowledge.

ELIGIBILITY

Each local chapter may enter three (3) participants who are on record in the state office as having paid dues 30 days prior to the state conference.

REGULATIONS

1. The entry form must be received in the state office by the deadline established by the state adviser.
2. The participants must not have placed in this event at a previous State Leadership Conference.
3. Participants failing to report on time for the event may be disqualified.
4. Participants must adhere to the dress code.

PROCEDURE

Dictated standard cassette tapes will be provided for this one (1) hour school-site test. Tests will be administered by an impartial person of the chapter's choosing. Additional time will be allowed for general directions, equipment set up and warm-up. Problems are weighted according to difficulty and may be completed in any order. Specific formatting directions may not be provided. Any acceptable letter, memorandum, or report style may be used. The FBLA-PBL Formatting Guide may be used at the test site.

Participants must recognize the necessity for accurate proofreading.

A one (1) hour written objective test based on previously written CONTENT and basic skills knowledge will be administered at the State Leadership Conference.

Participants must furnish their own No. 2 pencils and erasers.

JUDGING

Objective tests will be machine graded. Ties will be broken by comparing the performance of the affected members on the last ten questions of the written exam. This test constitutes **20** percent of the final score.

Judging of the skill test will be based on printed copy. There will be a panel of judges for this event. All judges' decisions are final. The production portion of this event will constitute **80** percent of the final score.

STATE AWARDS

Five (5) awards will be presented at the State Spring Leadership Conference.

STATE EVENT ONLY

PBL MEMBER OF THE YEAR

This award recognizes PBL members who are members of an active local chapter and have contributed to the success of the local chapter.

ELIGIBILITY

Each local chapter may submit names of members who have shown leadership at the local level.

REGULATIONS

1. Nominees must submit a personal data sheet (must be in same order as the rating sheet) of no more than two pages documenting involvement in the local chapter. All documentation must be received in the state office by the established state conference deadlines.
2. The top nominee for Member of the Year will be selected by a panel of judges following the criteria below and the rating sheet and will be recognized at the state leadership conference.

PROCEDURE

Criteria for selection of nominees shall include, but are not limited to

- Current year participation in local PBL activities
- Offices, chairpersons, and committee membership held in local chapters
- Involvement in local fundraisers and community service projects
- Participation in other activities

STATE RECOGNITION

The member receiving the top score will be recognized as the Member of the Year and will receive an individual plaque and/or trophy. All other nominees will receive certificates of recognition. Awards will be presented at the State Leadership Conference.

MEMBER OF THE YEAR APPLICATION

Member's Name: _____

Chapter Name: _____

Chapter #: _____

Adviser: _____ E-Mail _____

School Address: _____

Phone: _____

Attach a personal data sheet (must be in same order as the rating sheet) of no more than two pages documenting involvement in the local chapter.

**ARKANSAS PBL MEMBER OF THE YEAR
RATING SHEET**

Local Chapter Officer

Campaigned _____ 1 Served _____ 2
Campaigned _____ 1 Served _____ 2 _____ 6

Local Chapter Committee Work

Committee _____ 2
 Chair _____ 1
Committee _____ 2
 Chair _____ 1
Committee _____ 2
 Chair _____ 1
Committee _____ 2
 Chair _____ 1 _____ 12

Local Chapter Fundraisers

Fundraiser _____ 2
Fundraiser _____ 2
Fundraiser _____ 2
Fundraiser _____ 2 _____ 8

Local Chapter Community Service Projects

Project _____ 2
Project _____ 2
Project _____ 2
Project _____ 2 _____ 8

Local Chapter News Articles

Event _____ 3
 Submitted _____ Date _____
Event _____ 3
 Submitted _____ Date _____

Event _____ 3
Submitted _____ Date _____ 9

Leadership Conferences

State Fall (SFLC 2010) _____ 2
National Fall (NFLC 2009) _____ 2 _____ 4

Career and Membership Achievement Program

Director _____ 2
Executive _____ 4
President _____ 6 _____ 12

Local, State, and National Projects

Project _____ 2
Project _____ 2
Project _____ 2
Project _____ 2
Project _____ 2 _____ 10

Other Organizations

Organization _____ 1
Organization _____ 1
Organization _____ 1
Organization _____ 1
Organization _____ 1 _____ 5

Additional Contributions to the Local Chapter up to 10 pts. _____

TOTAL SCORE _____

(Deduction up to 10 points for failure to fully follow guidelines) (_____) _____

FINAL SCORE _____

NAME _____

SCHOOL _____

CITY _____

JUDGE'S SIGNATURE _____

JUDGE'S COMMENTS:

**BUSINESSPERSON OF THE YEAR
NOMINATION FORM**

(Attach a one-page resume of the nominee's specific chapter involvement)

Name of Nominee _____

Title & Company Name _____

Mailing Address _____

Business Phone Number (____) _____ Cell Phone Number (____) _____

E-Mail _____

School Nominating this Person _____

DESCRIBE THE ACTIVITIES OF YOUR NOMINEE IN THE FOLLOWING AREAS: (IF NEEDED, ADDITIONAL PAPER MAY BE USED.)

1. Years and type of participation with FBLA-PBL: _____

2. Promotion of FBLA-PBL through presentations and seminars: _____

3. Contributions to chapter projects and activities: _____

4. Financial assistance to local and/or state chapter(s) _____

5. Donations and sponsorships of activities: _____

If selected as Arkansas' nominee, will the person attend the NLC? _____Yes _____No

If yes, would he/she be interested in judging an event? _____Yes _____No
and/or presenting a workshop? _____Yes _____No

If yes, give an event preference and/or workshop topic _____

Name of adviser submitting nomination (may need to be contacted for more information)

Name	Cell Phone	E-mail
------	------------	--------

LARGEST LOCAL RECRUITMENT OF PROFESSIONAL MEMBERS

The entry form must be received in the state office by the deadline established by the state adviser and *must also be submitted separately from other paperwork, i.e. Gold Chapter Award of Merit.*

NAME OF SCHOOL _____

SCHOOL ADDRESS _____

CHAPTER NAME AND NUMBER _____

	<u>PROFESSIONAL MEMBER NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

Official numbers will be based on those members having paid dues 30 days prior to the state conference. List additional recruits on another sheet of paper.

(Adviser's Signature)

PBL GUIDELINES

MARCH OF DIMES PROJECT

This event recognizes chapters that make significant contributions in time and effort to support the Arkansas March of Dimes project. The contributions collected will be used to fund “Save Babies” project. Through participation in this project, members learn the PBL “caring and sharing” spirit.

ELIGIBILITY

All the active local chapters are eligible.

REGULATIONS:

1. The official figure used in considering the winners for this event is determined by the March of Dimes.
2. A chapter must submit all contributions to the Arkansas March of Dimes. (The report form is for cross-reference purposes.)
3. The entry form must be received in the state office by the deadline established by the state adviser and must also be submitted separately from other paperwork, i.e. Gold Chapter Award of Merit.

STATE AWARDS:

Awards are presented at the State Leadership Conference to the top three (3) local chapters by the local March of Dimes representative.

OUTSTANDING LOCAL ADVISER

This award honors PBL advisers who have contributed to the success of PBL on the local, district/region, state, and national levels.

ELIGIBILITY

Each local chapter may submit one (1) nominee who is an adviser of an active local PBL chapter. The nominee must have taught at least five (5) years, have been an active PBL adviser for at least (5) years, and not have received this award in the past five (5) years.

REGULATIONS

1. The nominee must submit a biographical sketch (must be in same order as the rating sheet) of no more than two pages and two letters of recommendation from school representatives or persons knowledgeable about PBL, and who are supportive of the adviser's involvement with PBL.
2. Nominees for state and national Outstanding PBL Adviser will be selected by a panel of judges following the criteria below and the rating sheet. The top nominee will be named Arkansas' Outstanding PBL Adviser and will be nominated for national recognition.

PROCEDURE

Criteria for selection of nominees at the state level shall include, but are not limited to

- Indicate number of years taught
- Indicate the number of conferences attended (minimum of five required)
- Indicate two unique activities that your local chapter has successfully completed
- Indicate any workshops led or other responsibilities at the above conferences attended
- Indicate how you integrate PBL activities into your classes
- Submit at least one recommendation letter from a fellow colleague or administrator
- Submit one other recommendation letter

STATE RECOGNITION

The adviser who receives the highest score will be recognized as the state Outstanding Adviser and receive an individual plaque and/or trophy. The adviser will also be Arkansas' entry for national recognition. All other nominees will receive the Service Recognition Award. These will be presented at the State Leadership Conference.

OUTSTANDING LOCAL ADVISER RATING SHEET

Please note that “years of participation” is in five-year increments, i.e., 5 years, 10 years, 15 years, etc. An adviser must have at least five years of participation to be eligible for the award.

A committee will review all forms and select the adviser to receive the award for Outstanding Local Adviser. The other advisers will receive the Service Recognition Award.

Points given may range between zero and maximum number allowed.

Years of participation in PBL activities and contributions to chapter projects	5 yrs.	_____	5 pts.		
	10 yrs.	_____	5 pts.		
	15 yrs.	_____	5 pts.		
	20 yrs.	_____	5 pts.		
	25 yrs.	_____	5 pts.		
	30 yrs.	_____	5 pts.	_____ 30	_____ 30

Leadership Positions Held In PBL:

Local Chapter Adviser	1-5 yrs.	_____	2 pts.		
	6-10 yrs.	_____	2 pts.		
	11-15 yrs.	_____	2 pts.	_____ 6	
State Officer Adviser	1-5 yrs.	_____	2 pts.		
	6-10 yrs.	_____	2 pts.		
	11-15 yrs.	_____	2 pts.	_____ 6	
National Officer Adviser	1-5 yrs.	_____	3 pts.		
	6-10 yrs.	_____	3 pts.	_____ 6	_____ 18

PBL Leadership Conference/Workshop Participation:

State Fall Leadership Conference	1-5 yrs.	_____	2 pts.		
	6-10 yrs.	_____	2 pts.		
	11-15 yrs.	_____	2 pts.	_____ 6	
State Leadership Conference	1-5 yrs.	_____	2 pts.		
	6-10 yrs.	_____	2 pts.		
	11-15 yrs.	_____	2 pts.	_____ 6	
National Fall Leadership Conference	1-5 yrs.	_____	2 pts.		
	6-10 yrs.	_____	2 pts.		
	11-15 yrs.	_____	2 pts.	_____ 6	
National Leadership Conference	1-5 yrs.	_____	3 pts.		
	6-10 yrs.	_____	3 pts.		
	11-15 yrs.	_____	3 pts.	_____ 9	
Institute for Leaders (sponsored by FBLA-PBL, Inc.)	1-5 yrs.	_____	3 pts.		
	6-10 yrs.	_____	3 pts.	_____ 6	

Participation in Local, State, and National Projects

No. of Years of Participation

Gold/Silver Chapter _____ x 1 =
Contributions to National Center _____ x 1 =
March of Dimes _____ x 1 =
Arkansas Children's Hospital _____ x 1 =
Community Service Award _____ x 1 =
American Enterprise Project _____ x 1 =
(Free Enterprise Project) _____ x 1 =
Partnership with Business _____ x 1 =
State Fundraising Project _____ x 1 =
Other _____ x 1 =
Other _____ x 1 =
Other _____ x 1 =

Maximum 36

Recommendations Supportive of the Adviser's Involvement in PBL:

1 Recommendation _____ 2
2 Recommendations _____ 3 _____ 5 _____ 5

Participation in Other Professional Organizations (List):

5 _____ 5

Involvement in Community Activities (List):

5 _____ 5

TOTAL SCORE _____ 135

ADVISER'S NAME _____

SCHOOL _____

CITY _____

JUDGE'S SIGNATURE _____

JUDGE'S COMMENTS:

WHO'S WHO IN ARKANSAS PBL

This award recognizes students who are members of an active local PBL chapter and have contributed to the success of PBL on the local, state, and national levels.

ELIGIBILITY

Each local chapter may submit names of members who have shown leadership at the local, state, and national levels. State officers must submit materials for Who's Who in order to be recognized.

REGULATIONS

1. Nominees submit a personal data sheet (must be in same order as the rating sheet) of no more than two pages and two letters of recommendation supportive of the member's involvement in PBL. All documentation must be received in the state office by the established state conference deadlines. Students submitting data sheets that do not follow the rating sheet will be disqualified.
2. Other state-approved training may be substituted for Institute for Leaders. Any substitutions must be pre-approved by the state adviser.
3. The top nominee for Who's Who will be selected by a panel of judges following the criteria below and the rating sheet and will be named to represent Arkansas at the National Leadership Conference.

PROCEDURE

Criteria for selection of nominees at the state level shall include, but are not limited to

- Years of participation in PBL activities
- Extent of participation in conferences sponsored by the state chapter and national association
- Offices, chairpersons, and committee membership held in local chapters
- Contributions to local, state, and national projects
- Participation in other activities

STATE RECOGNITION

The nominee receiving the top score will be recognized as the state Who's Who winner and will be awarded an individual plaque and/or trophy. That member will also be Arkansas' entry for national recognition. All other nominees will receive certificates of recognition. These awards will be presented at the state leadership conference.

WHO'S WHO IN ARKANSAS PBL RATING SHEET

PBL MEMBERSHIP

1 _____ (3) 2 _____ (3) 3 _____ (3) 4 _____ (3) _____ 12

PBL OFFICES

Local Officer

Campaigned	1 _____ (1)	Served 1 _____ (2)	
Campaigned	2 _____ (1)	Served 2 _____ (2)	_____ 12
Campaigned	3 _____ (1)	Served 3 _____ (2)	
Campaigned	4 _____ (1)	Served 4 _____ (2)	

State Officer

Campaigned	1 _____ (1)	Served 1 _____ (2)	
Campaigned	2 _____ (1)	Served 2 _____ (2)	_____ 12
Campaigned	3 _____ (1)	Served 3 _____ (2)	
Campaigned	4 _____ (1)	Served 4 _____ (2)	

Action Team Member

Campaigned	1 _____ (1)	Served 1 _____ (2)	
Campaigned	2 _____ (1)	Served 2 _____ (2)	_____ 12
Campaigned	3 _____ (1)	Served 3 _____ (2)	
Campaigned	4 _____ (1)	Served 4 _____ (2)	

National Officer

Campaigned	1 _____ (1)	Served 1 _____ (2)	
Campaigned	2 _____ (1)	Served 2 _____ (2)	_____ 12
Campaigned	3 _____ (1)	Served 3 _____ (2)	
Campaigned	4 _____ (1)	Served 4 _____ (2)	

PBL LEADERSHIP CONFERENCE

SLC	1 _____ (2)	2 _____ (2)	3 _____ (2)	4 _____ (2)	
SFLC	1 _____ (2)	2 _____ (2)	3 _____ (2)	4 _____ (2)	
NLC	1 _____ (2)	2 _____ (2)	3 _____ (2)	4 _____ (2)	
NFLC	1 _____ (2)	2 _____ (2)	3 _____ (2)	4 _____ (2)	
IFL	1 _____ (2)	2 _____ (2)	3 _____ (2)	4 _____ (2)	_____ 40

(Other state-approved training must be listed)

PBL COMPETITIVE EVENTS

	<u>State</u>	<u>National</u>
Entered	1 _____ (1)	1 _____ (1)
Entered	2 _____ (1)	2 _____ (1)
Entered	3 _____ (1)	3 _____ (1)
Entered	4 _____ (1)	4 _____ (1)

	<u>State</u>	<u>National</u>	
Placed	1 _____ (3)	1 _____ (4)	
Placed	2 _____ (3)	2 _____ (4)	
Placed	3 _____ (3)	3 _____ (4)	
Placed	4 _____ (3)	4 _____ (4)	_____ 36

CAREER AND MEMBERSHIP ACHIEVEMENT PROGRAM

Director	_____ (2)	
Executive	_____ (4)	
President	_____ (6)	_____ 12

PARTICIPATION IN LOCAL, STATE, AND NATIONAL PROJECTS

(two points for each project and one point for each year)

Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	
Project _____	(2)	Yrs _____	(1-4)	_____ 60

PARTICIPATION IN OTHER ORGANIZATIONS

(one point per organization)

Organization _____	(1)	
Organization _____	(1)	
Organization _____	(1)	
Organization _____	(1)	
Organization _____	(1)	_____ 5

RECOMMENDATIONS (letters attached)

Name _____ Title _____

Name _____ Title _____

TOTAL SCORE _____

(Deduction up to 10 points for failure to fully follow guidelines) (____)

FINAL SCORE _____

NAME _____

SCHOOL _____

CITY _____

JUDGE'S SIGNATURE _____

JUDGE'S COMMENTS:

OPEN EVENTS

Each year a number of open events will be offered for participants. The top five (5) contestants in each event will be recognized. Participants may enter as many of these as test availability and time allow.

The list of open events available at the Spring Leadership Conference will be announced in the conference packet each year. These events are not considered part of the competitive events and do not count toward sweepstakes.

Winners will be announced at the State Leadership Conference and will receive certificates.

****Denotes State Only Events**

SPECIAL NEEDS FORM

**If you have a student who has special needs at the State Leadership Conference, please describe below and return this form by the state conference deadlines.
Mail to:**

**PBL State Adviser
Department of Career Education
#3 Capitol Mall – Suite 502
Little Rock, AR 72201-1083**

School _____

Adviser _____

Name of Student _____

Event Entered _____

Special need(s) requirements:

ARKANSAS STATE LEADERSHIP CONFERENCE EVENTS

NATIONAL COMPETITIVE EVENTS SUMMARY 2011-12

(Arkansas adaptations highlighted)

(A quick reference guide – Please refer to your National Chapter Management Handbook for complete set of guidelines)

Event	Entries Per Chapter	# Eligible for NLC	Individual, Team or Chapter	Team Members (If applicable)	Written Test/ Prejudged Reports	Performance Or Production Test
Accounting Analysis & Decision Making	3	1, 2	Individual Team	2 or 3	Yes	Performance
Accounting Principles	5	1, 2, 3	Individual		Yes	
Accounting for Professionals	3	1, 2	Individual		Yes	School-Site Test
Business Communication	3	1, 2	Individual		Yes	School-Site Writing
Business Decision Making	3	1, 2	Team	2 or 3	Yes	Performance 7 minutes
Business Ethics	3	1, 2	Team	2 or 3	Synopsis— Prejudged	Performance 7 minutes
Business Law	5	1, 2, 3	Individual		Yes	
Business Presentation	3	1, 2	Individual Team	2 or 3		Performance 7 minutes
Businessperson of Year	1	1	Chapter			
Client Service	3	1, 2	Individual			Performance 5 minutes
Community Service Project	1	1, 2	Chapter	Up to 3	Report— Prejudged	Performance 7 minutes
Computer Applications	3	1, 2	Individual Team		Yes	School-Site Test
Computer Game & Simulation Prog.	3	1,2	Individual Team		Program— Prejudged	Performance 7 minutes
Computer Concepts	5	1, 2, 3	Individual		Yes	
Contemporary Sports Issue	5	1, 2, 3	Individual		Yes	
Cyber Security	5	1, 2, 3	Individual		Yes	
Database Design & Applications	3	1, 2	Individual		Yes	School-Site Test
Desktop Publishing	3	1, 2	Team	2	Yes	School-Site Test
Digital Video Production	3	1, 2	Individual Team	2 or 3	Program— Prejudged	Performance 7 minutes
Economic Analysis & Decision Making	3	1, 2	Individual Team	2 or 3	Yes	Performance

Event	Entries Per Chapter	# Eligible for NLC	Individual, Team or Chapter	Team Members (If applicable)	Written Test/ Prejudged Reports	Performance Or Production Test
Emerging Business Issues	3	1, 2	Team	2 or 3		Performance 5 minutes
Financial Analysis & Decision Making	3	1, 2	Individual Team	2 or 3	Yes	Performance
Financial Concepts	5	1, 2, 3	Individual		Yes	
Financial Services	3	1, 2	Individual Team	2 or 3	Yes	Performance 7 minutes
Free Enterprise Project	1	1, 2	Chapter	Up to 3	Report—Prejudged	Performance 7 minutes
Future Business Executive	3	1, 2	Individual		Résumé, letter of application, application form-Prejudged	10-minute interview by panel of judges
Future Business Teacher	3	1, 2	Individual		Résumé, letter of application, lesson plan-Prejudged	10-minute interview by panel of judges and 15-minute presentation of lesson plan
Help Desk	3	1, 2	Individual		Yes	Performance 5 minutes
Hospitality Management	3	1, 2	Individual Team	2 or 3	Yes	Performance 7 minutes
Human Resource Management	3	1, 2	Individual Team	2 or 3	Yes	Performance 7 minutes
Impromptu Speaking	3	1, 2	Individual			Performance 4 minutes
Information Management	5	1, 2, 3	Individual		Yes	
Integrated Marketing Campaign	3	1,2	Individual Team		Yes	Performance 10 minutes
International Business	5	1, 2, 3	Individual		Yes	
Job Interview	3	1, 2	Individual		Résumé, letter of application, and job application-Prejudged	10-minute interview by panel of judges
Justice Administration	5	1, 2, 3	Individual		Yes	
Local Chapter Annual Business Report	1	1, 2	Chapter		Report—Prejudged	

Event	Entries Per Chapter	# Eligible for NLC	Individual, Team or Chapter	Team Members (If applicable)	Written Test/ Prejudged Reports	Performance Or Production Test
Macroeconomics	5	1, 2, 3	Individual		Yes	
Mgmt Analysis & Decision Making	3	1, 2	Individual Team	2 or 3	Yes	Performance 7 minutes
Management Concepts	5	1, 2, 3	Individual		Yes	
Marketing Analysis & Decision Making	3	1, 2	Individual Team	2 or 3	Yes	Performance 7 minutes
Marketing Concepts	5	1, 2, 3	Individual		Yes	
Microeconomics	5	1, 2, 3	Individual		Yes	
Network Design	3	1, 2	Team	2 or 3	Yes	Performance 7 minutes
Networking Concepts	5	1, 2, 3	Individual		Yes	
Parliamentary Procedure	3	1, 2	Team	4 or 5	Yes	Performance 9-11 minutes
Project Management	5	1, 2, 3	Individual		Yes	
Public Speaking	3	1, 2	Individual			Performance 5 minutes
Retail Management	5	1, 2, 3	Individual		Yes	
Sales Presentation	3	1, 2	Individual			Performance 7 minutes
Small Business Management Plan	3	1, 2	Individual Team	2 or 3	Report—Prejudged	Performance 7 minutes
Sports Management and Marketing	5	1, 2, 3	Individual		Yes	
Statistical Analysis	5	1, 2, 3	Individual		Yes	
Strategic Analysis and Decision Making	3	1, 2	Individual Team	2 or 3	Yes	Performance
Telecommunications	5	1, 2, 3	Individual		Yes	
Web Site Design	3	1, 2	Individual Team	2 or 3	Project—Prejudged	Performance 5 minutes
Who's Who in PBL	1	1	Individual		Form & data sheet-prejudged	
Word Processing	3	1, 2	Individual		Yes	School-Site Test