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NATIONAL ORGANIZATION

Future Business Leaders of America-Phi Beta Lambda is a nonprofit 501(c)(3) education association with a quarter million students preparing for careers in business and business-related fields. The association has four (4) divisions:

- Future Business Leaders of America (FBLA) for high school students;
- FBLA-Middle Level for junior high, middle, and intermediate school students;
- Phi Beta Lambda (PBL) for postsecondary students; and
- Professional Division for business people, FBLA-PBL alumni, educators, and parents who support the goals of the association.

FBLA-PBL is headquartered in Reston, Virginia, and organized on local, state, and national levels. Business teachers, advisers, and advisory councils (including school officials, businesspeople, and community

representatives) guide local chapters. State advisers and committee members coordinate chapter activities for the national organization. The national board of directors is comprised of local teachers, state educators, business leaders, and the division presidents.

The FBLA concept was developed in 1937 by Dr. Hamden L. Forkner of Columbia University. The first high school chapter was chartered in Johnson City, Tennessee on February 3, 1942. In 1958, the first PBL collegiate chapter was chartered in Iowa. The Professional Division, originally the Alumni Division, began in 1979. Joining FBLA-PBL in 1994 was the FBLA-Middle Level for students in grades 5–9.

FBLA-PBL is the largest business career student organization in the world. The high school division has 215,000 members, while the postsecondary division reaches over 11,000 college students. The newest group, FBLA-Middle Level, is showing remarkable growth with nearly 15,000 student members. Finally, the Professional Division has reached over 3,000 members. Over 11,000 advisers round out the group.

NATIONAL AFFILIATIONS

FBLA-PBL is proud of its relationships with the following organizations.

Association for Career and Technical Education (ACTE)

ACTE is committed to helping its members provide effective programs of career and technical education. Serving career and technical teachers, administrators, teacher educators, researchers, and guidance counselors, ACTE develops and promotes comprehensive programs for individuals to develop occupational skills.

National Association of Secondary School Principals (NASSP)

NASSP represents school administrators and focuses on professional development programs to help school administrators become more proficient in serving America's secondary school students. In addition to promoting the interest of education on Capitol Hill, the association also conducts research on issues critical to secondary schools. NASSP sponsors the National Association of Student Councils and the National Honor Society.

National Business Education Association (NBEA)

NBEA is the nation's largest professional organization devoted exclusively to serving individuals and groups engaged in instruction, administration, research, and dissemination of information for and about business. NBEA is committed to the advancement of the professional interest and competence of its members and provides programs and services that enhance members' professional growth and development.

National Research Center for Career and Technical Education

The National Research Center for Career and Technical Education, as a primary source of research-based information, will significantly affect the quality of knowledge and understanding necessary to advance career and technical education in the United States. Center partners are committed to providing innovative approaches to improving the practice of career and technical education at local, state, and national levels leading to improved student achievement.

U.S. Department of Education

The Department of Education maintains a close relationship with all career and technical student organizations and welcomes their cooperation and support in strengthening career and technical education programs throughout the United States. The Department of Education endorses career and technical student organization objectives and seeks to involve their thinking in the improvement of career and technical education. **REFERENCE: Policy of the U.S. Department of Education for Career and Technical Student Organizations PROGRAMS-22.**



FBLA-PBL MISSION STATEMENT

Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs.



FBLA-PBL GOALS

- 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 that 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.



FBLA-PBL CREED

- I believe education is the right of every person.
- I believe every person should actively work toward improving social, political, community, and family life.
- I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- I believe every person has the right to earn a living at a useful occupation.
- I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.



FBLA-PBL PLEDGE

I solemnly promise to uphold the aims and responsibilities of Future Business Leaders of America-Phi Beta Lambda and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.



FBLA-PBL CODE OF ETHICS

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

FBLA-PBL DRESS CODE

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

Males

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

Inappropriate attire, for both men and women, includes:

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties
- Visible foundation garments

Clarification:

Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

* Revised 1/9/2009

TRADEMARK POLICY

All local and state advisers are responsible for protecting the use and image of FBLA-PBL's logo and trademarked items. State and local FBLA-PBL chapters are permitted to use trademarked items without obtaining approval from FBLA-PBL, Inc. on printed materials, promotional pieces, and displays that are not sold. Written approval must be obtained from FBLA-PBL, Inc. for any item that will be sold by local or state FBLA-PBL chapters. Commercial vendors are not permitted to use FBLA-PBL trademarks, service marks, or trade names on any merchandise offered for sale or otherwise, unless vendor has been specifically granted a license by FBLA-PBL, Inc.

The following are protected trademarks, service marks, or trade names:

o Acronyms—FBLA, PBL, FBLA-PBL, FBLA-PBL, Inc.

o Logos and Crests:



o Service Marks—*Tomorrow's Business Leader, FBLA Advisers' Hotline, PBL Business Leader, FBLA-Middle Level Advisers' Hotline, PBL Advisers' Hotline, and The Professional Edge.*

o Trade Names—Future Business Leaders of America, Phi Beta Lambda, or Future Business Leaders of America-Phi Beta Lambda.

FBLA-PBL HISTORY

1937—Hamden L. Forkner of Teachers College, Columbia University in New York City, proposes to business teachers across the country that a national organization is needed for the thousands of business clubs in the nation’s high schools and colleges.

1940—The National Council for Business Education (now known as the National Business Education Association) sponsors the proposed student organization. Committees are appointed to formulate the organization’s general plans. The name “Future Business Leaders of America (FBLA)” is selected for the organization.

1942—An experimental chapter is chartered in Johnson City, Tennessee, on February 3. A second chapter is started two days later in St. Albans, West Virginia. By the end of the year, 39 chapters are added; and over the next three and one-half years, another 38 chapters join.

1946—The United Business Education Association assumes sponsorship of FBLA. Headquarters office for FBLA is established at the National Education Association Center in Washington, D.C.

1947—Iowa becomes the first FBLA state chapter. Indiana and Ohio quickly follows. Within the next three years, FBLA state chapters total ten.

1958—The postsecondary division, Phi Beta Lambda (PBL) is created. The University of Northern Iowa is the first PBL chapter.

1969—FBLA-PBL is granted independent status as a nonprofit educational student association under Internal Revenue Code 501 (c) (3). FBLA-PBL, Inc. acquires its own board of directors and full-time staff.

1973—FBLA-PBL, Inc. appoints Edward D. Miller as the association’s first full-time executive director.

1979—The board of directors approves establishment of the FBLA-PBL Alumni Division.

1981—The Conrad N. Hilton Foundation purchases 1.6 acres of land in the Center for Educational Associations, Reston, Virginia, as the site for a future FBLA-PBL National Center.

1987—FBLA annual membership tops 200,000 for the first time.

1989—The Professional Division is formed to include alumni and professional businesspersons.

1990—The groundbreaking ceremony is held for the FBLA-PBL National Center.

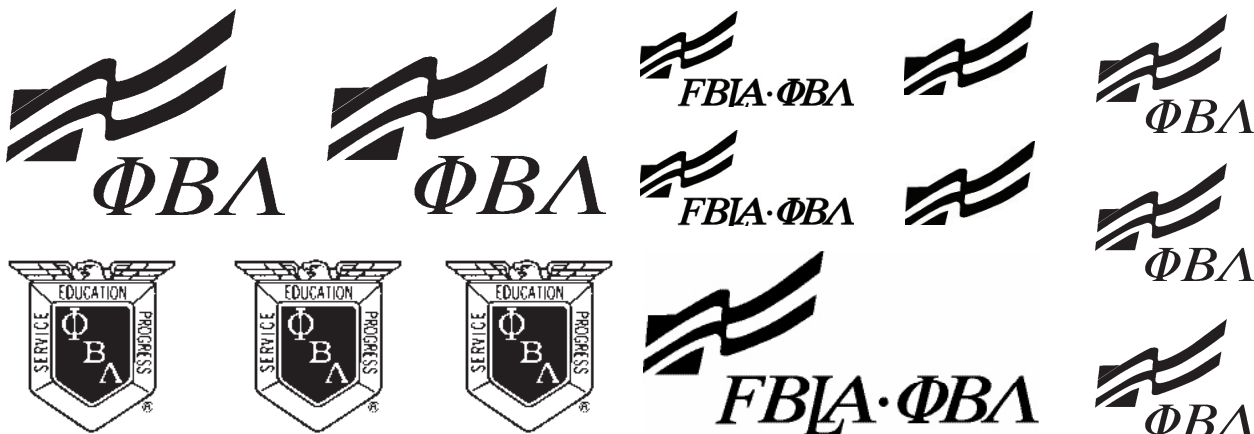
1991—The grand opening of the FBLA-PBL National Center is held.

1994—The FBLA–Middle Level division is formed for students in grades 5–9.

1997—Edward D. Miller retires as president and chief executive officer of the national association. Jean Buckley is appointed president and chief executive officer.

2001—National center mortgage is retired.

LOGOS FOR USE





PBL NATIONAL BYLAWS

Revised 2008

Article I

Name

The name of this division of 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 postsecondary students to develop business-related career competencies. 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 that 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; and
- facilitate the transition from school to work.

Article III

Membership

Section 1. PBL membership shall consist of members of chartered local chapters. These members shall hold membership in their state and national chapters. Individual members shall be recognized only through a state

chapter of PBL except that, in the case where there is no state chapter, the member shall be recognized by the national office.

Section 2. National PBL, as well as the state and local chapters, shall be open for membership to these classes of members:

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 participate in national events, in accordance with the guidelines of the National Awards Program; serve as voting delegates to the National Leadership Conference; hold national office, in accordance with Article VI; and otherwise represent their state and local chapters as approved by their respective state or local advisers.

Honorary Life Members may be elected to a state or local chapter by a majority vote. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to PBL. Honorary life members shall not vote or hold office and shall not be required to pay dues.

National Honorary Life Members may be recommended by the membership and shall be accepted upon approval by the board of directors of FBLA-PBL, Inc. They shall be persons making significant contributions to the field of business and office education and/or to the growth and development of FBLA-PBL, Inc. National honorary life members shall not vote or hold office and shall not be required to pay dues.

Article IV

Dues and Finance

Section 1. National dues based on fiscal reports by the national office, and on recommendations by the national executive council and the board of directors, shall be determined by a majority vote of the local voting delegates at the National Leadership Conference. National dues of members shall be forwarded directly to the PBL national office or shall be submitted through state chapters at the discretion of the state chapter.

Section 2. Annual dues shall be \$10 with \$1 being earmarked for the PBL National Scholarship Fund.

Section 3. The affairs and property of PBL shall be managed by the board of directors of FBLA-PBL, which shall have the powers and duties of a board of directors, according to the current D.C. Code.

Section 4. The association president and chief executive officer shall administer all PBL finances, submit an annual budget to the board of directors for approval, and provide the board of directors and members with an annual audit.

Section 5. The fiscal year of the PBL shall be July 1 through June 30.

Article V

Organization

Section 1. PBL shall be an association of state and local chapters, each operating in accordance with a charter granted by FBLA-PBL, Inc. Only chapters that have received charters, Greek names, numbers issued by FBLA-PBL, Inc. and that are currently in good standing shall be referred to as “Phi Beta Lambda” or “PBL.”

Section 2. The board of directors of FBLA-PBL, Inc. shall serve as the policymaking body of this organization and derives its authority from the Articles of Incorporation of FBLA-PBL, Inc. and the laws of the District of Columbia. It may be referred to as the board of directors. Members of the board of directors shall be nominated by state chairmen and elected by the local FBLA-PBL chapters of their respective regions for three-year terms in accordance with the nominating and voting procedures determined by the board of directors.

Section 3. The administration of PBL shall be vested in the association president and chief executive officer of FBLA-PBL, Inc.

Section 4. There shall be a national executive council that shall make recommendations to the board of directors and perform other duties as prescribed in these bylaws.

Section 5. There shall be five administrative regions.

- The *Eastern Region* consists of Connecticut, Delaware, District of Columbia, DODDS-E (Europe), Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, and Virgin Islands.
- The *Southern Region* consists of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia.
- The *North Central Region* consists of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.
- The *Mountain Plains Region* consists of Colorado, Kansas, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming.

- The *Western Region* consists of Alaska, Arizona, California, Canal Zone, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

Section 6. State chapter charters shall be issued upon approval of the board of directors. A state chapter shall have at least three local chapters with all members holding national membership in PBL and hold one annual meeting to elect state officers and conduct business in order to qualify for a state charter. Each state chapter shall have a state committee composed of professional educators in the areas of business and office occupations.

Section 7. A state committee chairman shall be recommended by the association president and chief executive officer and approved by the board of directors.

Section 8. Each local chapter shall have an adviser who is either a faculty member teaching a business and/or business-related class or school staff member. A local chapter may have as many special-emphasis groups under the chapter charter as it deems necessary to meet the interests of all students. The local chapter of PBL shall assume full responsibility for coordinating the program for these interest groups.

Article VI

Officers and Elections

Section 1. National Officers. The national elected officers of PBL shall be a president, five vice presidents representing the respective regions, a secretary, and a treasurer.

Section 2. Qualifications for National Office.

- A. Only active members are eligible to hold national office.
- B. Only those applicants who are present at the National Leadership Conference and officially certified by the officer screening committee shall be eligible for nomination.
- C. To be considered for an office in PBL, a candidate shall:
 1. Have at least one full year remaining in his/her business education program.
 2. Hold or have held a corresponding or higher elective office in his/her local or state chapters.
 3. Be recommended by the chapter advisers and endorsed by his/her local and state chapters.
 4. File an official application with the association president and chief executive officer of FBLA-PBL, Inc. by May 15.
 - a. If no state chapter submits an applicant for a particular office by the May 15 deadline, then the deadline for the particular office shall be extended to June 15.
 - b. Applicants for national office who become candidates for office as of the second deadline shall have to prepare a campaign for office like all other candidates, including a requirement to pass the officer screening committee and caucus in state chapter meetings.
 - c. If no candidates are submitted for a particular office by the first or second deadline, then candidates may apply for office at the National Leadership Conference and shall comply with all guidelines that other candidates comply with during the conference.

5. Candidates for secretary must have completed, or will complete, one course keyboarding by the end of the current school year and possess the ability to accurately record and produce minutes in a timely fashion.
6. Candidates for treasurer must have completed, or will complete, one year of accounting, bookkeeping, or record keeping by the end of the current school year.

Section 3. Nominations.

- A. The president, secretary, and treasurer shall be nominated by a state chapter at a general session of the National Leadership Conference. The national vice presidents representing the regions shall be nominated by a state chapter at their respective regional meetings at the National Leadership Conference. If a candidate holds membership in a local chapter where there is no state chapter, then the nomination shall be made by his/her local chapter.
- B. Only candidates approved by the officer screening committee shall be nominated.

Section 4. Elections.

- A. The president, secretary, and treasurer shall be elected annually at a general session of the National Leadership Conference by the local voting delegates. The national vice presidents representing the regions shall be elected annually at their respective regional meetings at the National Leadership Conference by the local voting delegates of the respective regions.
- B. These national officers shall be elected by a ballot vote of the voting delegates. A majority vote shall be required for election. If no candidate for an office receives a majority vote on the third ballot, the candidate receiving the lowest number of votes for that ballot shall be dropped from the fourth ballot. If necessary, the candidate receiving the lowest number of votes shall be dropped from each subsequent ballot until one candidate receives a majority of votes.
- C. No two national officers shall be elected from the same state chapter. With the exception of the vice president, no more than two national officers shall be elected from the same region. Unopposed candidates shall not be eliminated because of these restrictions.

Section 5. Term of Office. National officers shall be elected for one year or until their successors are elected or appointed, and their term of office shall begin at the close of the National Leadership Conference at which they were elected.

Section 6. Vacancy in Office. A vacancy in any office, other than that of president, shall be filled by appointment by the president with the approval of the national executive council. Should the office of president become vacant, the vice president from the president's region shall automatically become president.

Section 7. Appointment of Parliamentarian. The person scoring highest on the parliamentary procedure written test shall be appointed by the incoming national president to serve as parliamentarian. This individual shall have at least one year remaining before being graduated from a postsecondary institution.

Article VII Duties of PBL National Office

Section 1. The president shall:

- A. serve as chairman of the national executive council;
- B. preside over the council meetings and business meetings of PBL;
- C. serve as a member of the board of directors;
- D. appoint appropriate committees and committee chairmen;
- E. serve as an ex-officio, nonvoting member of all committees;
- F. appoint a national parliamentarian to serve at all business sessions of PBL; and
- G. perform other duties for the promotion and development of local, state, and national PBL.

Section 2. The vice presidents shall:

- A. assist the president in the promotion and development of PBL in the regions that elected them;
- B. assist in planning regional leadership conferences; and
- C. preside at regional meetings at the National Leadership Conference.

Section 3. The secretary shall:

- A. keep an accurate record of all business meetings of the National Leadership Conference and the national executive council;
- B. supply promptly at least one copy of the minutes and substantiating reports to the PBL president and the association president and chief executive officer; and
- C. initiate communication with state officers to provide quality articles for national publications.

Section 4. The treasurer shall:

- A. assist the national office in keeping an accurate record of national officer travel expenses and disbursements and in planning national officer travel; and
- B. present an annual financial report to members at the National Leadership Conference.

*Section 5. The parliamentarian shall advise the president of the orderly conduct of business in accordance with PBL bylaws and *Robert's Rules of Order Newly Revised*.*

Section 6. These officers shall serve on the national executive council and perform such duties as directed by the PBL president and the association president and chief executive officer and not inconsistent with these bylaws and other rules adopted by PBL.

Article VIII

National Leadership Conference

Section 1. A National Leadership Conference shall be held each year. A date and location will be recommended by national staff and approved by the board of directors.

Section 2. Each local chapter in good standing shall be entitled to send two to four local voting delegates and alternates from its active membership to the National Leadership Conference in accordance with the following:

- under 50 members – two voting delegates
- 50–100 members – three voting delegates
- over 100 members – four voting delegates

Section 3. All voting delegates of local and state chapters shall be officially certified by their respective advisers and their names submitted to the national office postmarked no later than twenty days prior to the National Leadership Conference.

Section 4. Voting. Voting delegates shall be entitled to vote on all matters that come before the general sessions and regional meetings. There shall be no proxy voting.

Section 5. Quorum. The quorum for all business meetings of the National Leadership Conference shall be a majority of the registered voting delegates.

Article IX

National Executive Council

Section 1. The national officers of PBL shall, with the ex-officio, nonvoting members, constitute the national executive council. The chairman of the board of directors and the association president and chief executive officer shall be ex-officio, nonvoting members.

Section 2. Duties. The national executive council shall:

- A. adopt policies of operation of PBL as deemed necessary, by a three-fourths vote subject to the approval of the board of directors;
- B. approve committee appointments and the creation of new committees by the president;
- C. approve appointments by the president to fill vacancies in office;
- D. review all proposed amendments to the bylaws;
- E. present to the voting delegates at the National Leadership Conference, with recommendations, those proposed amendments approved by the board of directors; and
- F. perform such other duties as are prescribed by these bylaws.

Section 3. Meetings. Meetings shall be called by the president, or upon the written request of three voting members of the national executive council, upon approval by the association president and chief executive officer.

Section 4. Voting by Alternative Methods. Business of the national executive council may be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the PBL president upon the approval of the association president and chief executive officer. For adoption, action by mail, teleconferencing, and/or electronic conferencing shall require a three-fourths vote of the members eligible to vote, and shall be recorded in the minutes of the next regular meeting.

Article X
Committees

Section 1. Advisory committees to assist in the growth and development of PBL may be appointed as deemed necessary by the board of directors. Recommendations of persons for such appointments shall be requested of state chapters.

Section 2. Local and state chapters may select advisory committees to assist in the growth and development of their respective chapters.

Section 3. The president of PBL shall, with the approval of the national executive council, establish committees, appoint their members for a period not to exceed his/her term in office, and assist these committees in their activities.

Section 4. An officer screening committee, composed of national officers and board members, shall be appointed by the PBL president in consultation with the association president and chief executive officer. The officer screening committee shall, after careful consideration of applicants for offices of PBL, approve candidates for nomination.

Section 5. Committee business may be conducted by mail, teleconferencing, and/or electronic conferencing at the discretion of the chairman. For adoption, action by mail, teleconferencing, and/or electronic conferencing shall require a three-fourths vote of the members eligible to vote, and shall be reported to the committee members no later than the next regular meeting.

Article XI

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 manufacture, reproduction, wearing, or display of the emblem shall be governed by the board of directors.

Section 2. Emblems and insignia shall be uniform in all local and state chapters and within special emphasis groups: they shall be those of PBL. Only members in good standing may use official emblems and insignia.

Section 3. The official colors of PBL shall be blue and gold.

Article XII

Parliamentary Authority

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern the 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 the PBL may adopt.

Article XIII

Amendment

Section 1. Proposed amendments to these bylaws shall be submitted in writing by local or state chapters or by a national officer to the association president and chief executive officer no later than April 1. The proposed amendments shall be submitted for review to the division president and the bylaws committee of the board of directors by April 15. Proposed amendments approved by the bylaws committee shall be returned to the association president and chief executive officer by May 1. Each state chapter will be sent copies of the approved amendments by May 15. The national executive council shall present approved proposed amendments with recommendations to the local voting delegates at the National Leadership Conference. A two-thirds vote of the local voting delegates present and voting at the National Leadership Conference is required for adoption.

Section 2. The president and chief executive officer of FBLA-PBL shall be authorized to revise these bylaws to correct punctuation, grammar, cross-references, article and section designations, and to make such other technical changes as may be necessary, where these changes shall be minor in detail and shall not alter the meaning or intent of the bylaws. Notice of changes made under this authority shall be communicated in writing to the PBL national executive council, the board of directors, and to the state committees within 30 days.

Adopted June 25, 1975

Amended July 8, 1979

Amended July 8, 1980

Amended July 8, 1981

Amended July 8, 1982

Amended July 3, 1986

Amended July 8, 1987

Amended July 2, 1988

Amended July 4, 1990

Amended July 9, 1991

Amended July 8, 1992

Amended July 13, 1993

Amended July 8, 1995

Amended July 16, 1996

Amended July 13, 1998

Amended July 16, 2000

Amended July 2, 2003

Administrative Revision, January 12, 2008



CONFERENCES

FBLA-PBL offers a variety of meetings and conferences to promote leadership development. Whether at the district/ regional, state, or national level, participating in FBLA-PBL conferences offers members the opportunity to form useful and lasting networks. National conferences develop leadership, chapter management, and career skills. Conferences also:

- ❑ Help local and state chapters improve programs and management techniques.
- ❑ Stimulate interest and enthusiasm for local, state, and national activities.
- ❑ Improve communications and develop networking channels.
- ❑ Promote growth at the state, regional, and national levels.

State Leadership Conferences

State Leadership Conferences (SLC) are conducted in the spring and feature state competitive events and elections. State winners in PBL are given the opportunity to compete at national levels. Many states also conduct leadership development programs in the fall. Chapters should contact their state leadership for details.



PUBLICATIONS

FBLA-PBL publishes six (6) separate periodical publications to serve the communications needs of advisers and members. These include:

- ❑ *Tomorrow's Business Leader*. Provides FBLA and FBLA-Middle Level members with suggestions for chapter programs; career- and business-related articles; and news of local, state, and national activities.
- ❑ *PBL Business Leader*. Provides PBL members and advisers with information about national programs, chapter activities, career and professional development, and local chapter successes.
- ❑ *FBLA Advisers' Hotline*. Keeps advisers current with the association's programs, publications, policies, partnerships, and events. It also reports association news and developments in FBLA-PBL chapters.

National Fall Leadership Conferences

Held in several leading American cities each fall, the National Fall Leadership Conferences provide advisers and students with an opportunity to share ideas and reaffirm common goals with their peers from across the country. Members participate in leadership and professional development workshops. They also gain a better understanding of the national association and their role in its success.

National Leadership Conference

The National Leadership Conference (NLC) concludes the membership year and sets the stage for the upcoming school year. The FBLA NLC is held each summer. Participants get involved in business-related and leadership development workshops, tour business and corporate facilities, elect national officers, and participate in the National Awards Program competitive events.

Institute for Leaders

Institute for Leaders (IFL), held in conjunction with the National Leadership Conference, was created to prepare and equip FBLA-PBL members and advisers with skills and experiences needed to be the leaders of the future. Whether your focus is leading your state and local chapter, or building business and career leadership skills, you'll find what you need at the IFL. Led by dynamic trainers, IFL is a total leadership experience that helps members build skills for a lifetime.

Conference Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. See the full Code of Conduct on page 19.

REFERENCE: Conference Medical Release Form PROGRAMS-18.
REFERENCE: Conference Code of Conduct Form PROGRAMS-19.

- ❑ *FBLA-Middle Level Advisers' Hotline*. Similar to the *FBLA Advisers' Hotline*, this publication services the FBLA-Middle Level chapter market.
- ❑ *PBL Advisers' Hotline*. Similar to the *FBLA Advisers' Hotline*, this publication services the PBL chapter market.
- ❑ *The Professional Edge*. Features officer articles, news about FBLA-PBL's student divisions, professional activities across the country, and features on how professional members can get involved to support the association.

Other important publications distributed by the national association include:

- *Chapter Management Handbook (CMH)*
- *NFLC Guide & Exhibitor Prospectus*
- *NLC Guide & Exhibitor Prospectus*
- National Officer Candidate Guide
- National Officer Handbook
- MarketPlace Catalog

COMPETITIVE EVENTS

The FBLA-PBL Competitive Events is one of the central programs administered by the national association. Led by the education director and the National Awards Program Committee, the Competitive Events Series (CES) provides members with opportunities to validate and demonstrate their mastery and ability to apply practical solutions to business subjects and problems. Top students from each state compete for the honor of being named the best. Ten awards are given in each competitive event. Winners receive plaques,

and many events are sponsored by business partners and include cash awards. **REFERENCE: COMPETITIVE EVENTS.**

Open Events Program

The Open Events Program includes a number of exams FBLA-PBL members can participate in at the National Leadership Conference (NLC) without any prequalification or preregistration. Students don't have to be a state winner—just a PBL member being on record as having paid dues. Open events range from subjects such as investments to leadership. Several different events are offered each year. The top winners in each open event are recognized at the NLC with a certificate.

EDUCATIONAL PROGRAMS AND CURRICULUM

The national association partners with various organizations to create and promote educational programs and curriculum, and to provide members with unique opportunities to practice the skills and knowledge that they are learning in the classroom. Check the Web site at www.fbla-pbl.org under the Member Benefits section for new programs and curriculum as they become available.

America Saves

America Saves is a program of the Consumer Federation of America (CFA) centered around America Saves Week, February 19–26, 2012, and is a national effort aimed at teaching and motivating students to save money through financial action—making a commitment that:

- They will spend less than they make and save the difference.
- They will save the difference by making a plan as to where they will save (bank, credit union, U.S. Savings Bonds), how they will do it (direct deposit, walking into the bank, sending in money to their account), when they will do it (the beginning of every month, the 15th of the month), and have in mind what they will save for (car, house, events, emergency fund, college, dates).
- They will make it automatic—get it out of their hand or pocket by direct deposits into their account or by having their parents make the deposits.

This online enrollment program has already proved successful with over 5,000 youth who are saving between \$16.00–\$19.00 a month and is a perfect compliment or testimony to the effectiveness of financial education.

CFA provides training to advisers and

students, materials and resources, and most importantly online enrollment to automate the process. This can be organized as a chapter project or broadened to the entire school population including teachers, staff, and parents. To take advantage of this exciting and simple initiative contact George Barany, Consumer Federation of America Director of Financial Education at gbarany@consumerfed.org or 216-375-3255.

American Institute of Certified Public Accountants (AICPA)

If you haven't heard about the recent launch of ThisWayToCPA (www.ThisWayToCPA.com), you will once the AICPA's 2011 Accounting Competition rolls out this fall. The AICPA is pleased to announce the second annual case competition for college students, being housed on the new Web site, ThisWayToCPA.com. This year's topic will focus on fraud and forensics and will be based on a real case from the SEC archives. To participate, students must be pursuing their associate's or bachelor's degree and form a team comprised of accounting majors and/or students from other disciplines. The first place award is \$10,000, and the three finalists will win a trip to Washington D.C. to present their case.

ThisWayToCPA.com is built on two platforms: one for traditional Web content and the other for a user-focused community. The Web site contains information on the CPA exam, including state-specific requirements, a timeline of important events, and other useful information. The site also contains tools to help students find their fit in the CPA profession and to help them achieve their professional goals. ThisWayToCPA will also offer students and CPA candidates a community to discuss a variety of topics including the CPA exam, review course providers, career opportunities, emerging issues, and other pertinent topics.

In addition to this new, exciting Web site for college students and CPA candidates, the AICPA's main site, AICPA.org, was redesigned to provide a more user-friendly experience for its members and the community at large. If you haven't been there yet, we encourage you to explore the new and improved AICPA.org.

To learn more about ThisWayToCPA or the case competition, please contact thiswaytocpa@aicpa.org.

Brainbench

Brainbench offers over 400 online technical and career certification tests. PBL members and their advisers are able to take one free test as a special arrangement with FBLA-PBL. Go to Membership Benefits on the national Web site at www.fbla.pbl.org and click on Discounts and Added Benefits for details.

Certified Financial Planner Board of Standards, Inc. —New

CFP Board is a nonprofit organization acting in the public interest by fostering professional standards in personal financial planning. CFP Board sets and enforces the standards for CFP® certification, the recognized standard of excellence for personal financial planning. Individuals who successfully complete CFP Board’s initial and ongoing certification requirements—including requirements related to education, examination, experience, and ethics—are awarded the right to use the CFP® certification marks. CFP® certification identifies financial planners who are true professionals in one of the fastest growing and exciting careers today, allowing the public to find professionals qualified to provide competent and ethical financial planning services delivered with a fiduciary standard of care, putting the client’s best interests first.

Information for those interested in pursuing a rewarding career in financial planning is available on CFP Board’s Web site, www.CFP.net.

CFP Board’s new “Let’s Make a Plan” public awareness campaign encourages people to pull together their finances by working with a CFP® professional. The campaign features free consumer resources and information, available at www.letsmakeaplan.org.

Certified Internet Web Professional

Certified Internet Web Professional (CIW) is a vendor-neutral Web education and certification program. CIW certifications verify that certified individuals have the skills necessary to master a technology-driven world. Built for the Web industry by the Web industry, CIW courses and certifications are

designed using leading technological standards, rather than any one specific software or hardware vendor.

CIW includes applications and competencies, but their core curriculum focuses on the foundational standards that sustain the infrastructure of IT: Web design, security, administration, networking, databases, and enterprises.

The CIW program is offering FBLA-PBL members reduced fees to set up their own CIW Certified Testing Center, which offers extreme discounting on all CIW certification exams. To learn more about this exciting program, please contact them at 1-888-370-5512 or civinfo@ciwcertified.com, or visit www.CIW-certified.com.

Certiport—New

Certiport is the leading provider of certification exam development, delivery, and program management services delivered through an expansive network of over 10,000 Certiport Authorized Testing Centers worldwide. Certiport manages a sophisticated portfolio of leading certification programs including: the official Microsoft® Office Specialist (MOS) certification program, The Microsoft Technology Associate (MTA) certification, the Adobe® Certified Associate certification program, the Autodesk Certified User certification program, the CompTIA Strata™ IT Fundamentals, and the Internet and Computing Core Certification (IC³®). Certiport reliably delivers over two million tests each year throughout the secondary, postsecondary, workforce, and corporate technology markets in more than 142 countries and 24 languages worldwide. To learn more about Certiport, call 888-999-9830 or visit www.certiport.com.

i-SAFE

i-SAFE, a nonprofit foundation and worldwide leader in Internet safety education whose mission is to educate and empower students to be safe and responsible on the Internet, has partnered with FBLA-PBL in order for all members to learn how to be safe and responsible online. FBLA-PBL members are introduced and instructed on ways to extend their safety knowledge beyond the classroom by becoming Certified i-MENTORS. To become certified today, go to hxblock.isafe.org.

FBLA-PBL members can get involved with i-SAFE through various service learning opportunities. These can range from conducting student assemblies to speaking to parent groups. In fact, you and your FBLA-PBL chapter can bridge that gap between students and community by reaching out and teaching the i-SAFE materials right in the classroom of younger students. To learn more about this great opportunity, sign up today and become an i-MENTOR by going to hxblock.isafe.org. There you will find online training videos and information to help you get started. If you have questions e-mail i-SAFE’s Director of Professional Development and Community Outreach, Jonathan King at jking@isafe.org.

JobTarget

JobTarget is the leading provider of Internet job boards and is the technology provider of choice when it comes to recruitment and career solutions. They host a job board on our Web site where students

may post their resume for free. Please visit www.fbla-pbl.org to complete your free resume and learn about additional benefits.

Junior Tours

Imagine the excitement of showing your students firsthand the floor of the New York Stock Exchange, Chicago Board of Trade, or CNN Studios. Junior Tours has over 40 years experience planning all-inclusive tour packages to New York City, Chicago, Atlanta, and others. Each affordable trip is customized on the dates you choose to travel and complete in every detail. Chaperones travel free. Please call us at 1-800-631-2241 or visit us online at www.juniortours.com. Don't miss out on this tremendous opportunity for both you and your students.

March of Dimes Grants

The Mission of the March of Dimes is to help moms have full-term pregnancies and research the problems that threaten the health of babies. For more than 30 years, FBLA-PBL and the March of Dimes have partnered to raise money in support of the March of Dimes' mission and to date has raised over \$15 million. In doing so, hundreds of thousands of young people have been exposed to their health and mission messages. As an incentive to chapters, the March of Dimes provides national awards to the FBLA-PBL chapters and states that raise the most money. In addition the March of Dimes provides grants to reward members and chapters for their support of the March of Dimes partnership; and to identify and support innovative ideas and projects that enhance the growth, recognition, and support of FBLA and the March of Dimes partnership.

Local and state chapters that participate are eligible to submit grant requests. Grants may not be used for equipment purchases, but they are designed to support programming or activities. Grant proposals submitted for consideration must be designed to be accomplished within a period of no more than 18 months. Grant recipients will be expected to report the outcome of their project in the form of a workshop, article, or project that can be reproduced and shared with other chapters, states, and the March of Dimes. Local chapters may receive

grants up to \$1,000. State chapters may apply for grants up to \$2,500. Applications will be evaluated by a panel of judges and announced at the National Leadership Conference. Grants must be postmarked by January 15. For more information and to get resources, please visit www.marchofdimes.com. **REFERENCE: March of Dimes Grant Application Form PROGRAMS-20.**

Microsoft Store—New

Microsoft Store is your source for technology products and service. Our friendly experts can answer questions, make recommendations, fix problems, and provide training in a relaxed setting where you set the pace. From improving the speed and performance of your PC to coaching you on how to get the most out of your equipment, we've got you covered. Our team scours the globe to find and present an edited assortment of best-in-class products for you and your students. Enjoy peace of mind knowing everything you buy is fully guaranteed by the company who pioneered the industry. Shopping for technology has never been easier. The Microsoft Store invites local organizations to take part in complimentary Microsoft Store events. Our store is an interactive, hands-on technology classroom where you can explore all of our technology.

National Association of Parliamentarians

The examination for membership in the National Association of Parliamentarians (NAP) is now available online. National dues for full-time students are \$37.50 plus payment of state dues. Complete details about applying for membership, taking the examination online, and the amount of state dues can be found at www.parliamentarians.org/applications.php or by calling NAP toll-free at 888-627-2929.

National Leadership Conference Internship

Each year, PBL members can work as a National Leadership Conference (NLC) intern. Interns help national staff with conference logistics and headquarters office management on-site. Interested applicants must be available to attend the NLC. All interns receive a \$100.00 stipend plus complimentary NLC registration. More details and an application form can be found at www.fbla-pbl.org.

National Technical Honor Society

The National Technical Honor Society (NTHS) is available for our students, and it's easy to make it happen in your school! NTHS provides you with everything necessary to get your NTHS chapter up and running, from recommended standards to an induction script. Minimum standards must be met, but you and your administration select the specific criteria for your chapter.

There is no charter fee for setting up your chapter, and individual membership is only \$25.00 per member. This is a one-time fee and it can transfer to another school where the member meets the school's requirements. Members will receive an NTHS membership certificate, presentation folder, pin, card, graduation tassel, window decal, and official NTHS seal to be applied to the member's diploma or training certificate; a general letter of recommendation for the member's portfolio; as well as personal recommendations for employment, college admission, and scholarships. Each year NTHS awards over

\$100,000 in scholarships through the Jon H. Poteat Scholarship Fund. Visit www.nths.org/JoinUs/CTSOWelcomePages/FBLA-PBL.aspx to complete your chapter application.

The Princeton Review

If you're thinking about graduate school, you're probably also thinking about admissions tests such as the GMAT or GRE. The Princeton Review is a market leader in test preparation and has been helping students get into their top choice schools since 1981. Their classroom and online courses as well as private tutoring services have earned a reputation for taking the tedium out of, and putting the results into, test preparation.

As a special promotion, PBL members, plus family and friends, are entitled to 10 percent off classroom and online courses for the GMAT, GRE, LSAT, MCAT, USMLE, SAT, ACT, and PSAT. Just use the promotional codes found on www.PrincetonReview.com/FBLA-PBL.aspx when you register online or when you call 800-2Review (800-273-8439).

The Princeton Review Approach

- Guaranteed results with our proven methodology and score-raising strategies
- Passionate and engaging expert instructors who know how to motivate
- Personalized coaching
- Comprehensive and up-to-date study materials—all yours to keep
- Extensive online resources including exams, drills, lessons and explanations
- Full-length practice exams with detailed score analysis

Local Opportunities

Successfully collaborate with a local Princeton Review office to raise your chapter's profile on campus. Take advantage of a practice test fundraiser where you collect a fee from testers, and they'll deliver a practice test or set up an expert speaker series covering topics such as testing strategies, financial aid, or the ins and outs of the GMAT or GRE (at no charge to you, of course). Contact AnthonyR@review.com to receive your local Princeton Review office contact details.

Looking for a Flexible, Part-Time Job?

The Princeton Review is recruiting instructors for their SAT and ACT courses. They invite

PBL members to find out more about this rewarding opportunity. Visit www.PBL.org or contact your chapter leader for more information. Visit Teach For Us!

Service Learning Curriculum

The March of Dimes and FBLA-PBL have teamed up to become involved in the service learning movement that is sweeping the nation. This movement integrates classroom learning with community service, a process that career and technical education has traditionally developed and supported through its local and nationwide community service programs. Student achievement is assessed on related projects as an integral part of the curriculum. If you would like a printed binder of the materials, it is available for free by contacting communications@fbla.org. New curriculum materials are also available on the March of Dimes Web site at www.marchofdimes.com/youth.

Stock Market Game

Over the course of 15 weeks, members can invest a hypothetical \$100,000 in NASDAQ, AMEX, and NYSE-listed common stocks. Students can research stocks; discover how financial markers work; choose portfolios; manage budgets; follow companies in the news; and make decisions on whether to buy, sell, or hold. For details on the game, go to the national Web site at www.fbla-pbl.org and click The Stock Market Game.

Game dates are September 6 to December 11, 2011 (registration deadline September 21) and January 9 to April 20, 2011 (registration deadline January 24). Participants will be ranked and winners will be publicized through FBLA-PBL.

Visa®—Practical Money Skills

Practical Money Skills for Life is a free, award-winning, teacher-tested and educator-approved financial education program available in English and Spanish. The Practical Money Skills Web site features complete money management resources and lesson plans designed for use at home, in the classroom or in the workplace. Consumer resources include downloadable Practical Money Guides covering everything from credit cards and budget basics, to the ins and outs of credit history.

The program features a free monthly e-newsletter offering the latest financial education news and personal finance tips and trends. Practical Money Skills for Life helps people prepare for life-changing financial events, from planning for a baby to saving for college and retirement. The Web site provides numerous interactive tools, including a new suite of financial calculators and games like FIFA World Cup™-branded Financial Soccer and the NFL-themed Financial Football (also available as a free iPhone and iPad app), as well as new elementary games Peter Pig's Money Counter and Money Metropolis. Visa also manages What's My Score (www.whatsmyscore.org), a leading higher education consumer awareness program. The Web site guides college students through the basics of FICO credit scores, from factors that can lower scores to ways they can improve them—at no charge. What's My Score also features a weekly blog and can be followed on Facebook (facebook.com/whatsmyscore). To learn more about Visa's innovative financial literacy programs, visit practicalmoneyskills.com.

NATIONAL CELEBRATIONS

American Enterprise Day

November 15 is recognized by FBLA-PBL each year as American Enterprise Day. This date is set aside to salute and publicize the American free enterprise system and to teach others about it. Chapters celebrate American Enterprise Day through a wide range of activities, projects, and festivities. The scope of these activities varies by chapter size, budget, and ambition. **REFERENCE: Sample American Enterprise Day Resolution/Statement RECRUIT-15.**

Examples of projects that have had success include the following.

Reaching Elementary Schools

- Write and present songs and skits about American enterprise to an assembly of students in grades K–5.
- Create activity booklets geared to students in grades K–5.
- Ask local businesses what gives them a business advantage; tailor their answers into a 30-minute presentation, using a mix of lectures and games for students in grades 1–6.

Reaching Middle and High Schools

- Have business students write essays on the American enterprise system; publish winning entries in the school newspaper.
- Stage a Monopoly® tournament with customized rules representing various economic systems.
- Develop a workbook for eighth graders about free enterprise and the job market. The workbook should have information on how to fill out job applications, different occupations, and earnings.
- Conduct a free enterprise mystery game over the public address system: each day for a week, students get one clue to help them guess the secret word chosen for American Enterprise Day.

Reaching College/University Campuses

- Put together a panel of expert speakers to address the advantages and disadvantages of owning a business.

- Sponsor a five (5) month forum on American enterprise, covering issues from manufacturing, entrepreneurship, and banking to international business.

- Sponsor a seminar on women or minorities in business.

Reaching the Community

- Have local businesses advertise American Enterprise Day on their signboards and distribute literature about American Enterprise Day along with doughnuts at local retailers.
- Sponsor a tour of local businesses.
- Buy a half-page ad in the local newspaper to promote American Enterprise Day; sell portions of the ad to local businesses.
- Stuff literature about American enterprise in grocery bags at a local supermarket.

FBLA-PBL Week

FBLA-PBL sets aside the second week of February as FBLA-PBL Week. Chapters are encouraged to use this time to publicize their activities and successes, boost their membership, and gear up for their spring activities. In addition, FBLA-PBL recognizes the Wednesday of this week as Adviser Appreciation Day. Members are encouraged to use this day to pay special tribute to the dedicated individuals who make the association possible on the local level.

Many chapters plan special activities for each day of the week. These include everything from Professional Attire Day to FBLA-PBL T-Shirt Day to Faculty Appreciation Day and Career Awareness Day.

As FBLA-PBL Week coincides each year with National Career and Technical Education Month, this is an excellent time to inform the public about the purpose of school-to-work activities and programs in general. The momentum of a national event provides the perfect occasion to spotlight the value of membership and of career education. **REFERENCE: Sample FBLA-PBL Week Proclamation RECRUIT-15.**

FBLA-PBL Community Service Day

Take the Saturday of FBLA-PBL Week to dedicate solely to community service! Choose a community service project to implement into your local chapter. As members dedicate their time to this service project, log the amount of time your chapter works by listing each member and hours worked on a spreadsheet. Suggested activities include working with the March of Dimes, volunteering at a homeless shelter, conducting a blood drive, developing community improvement projects, or developing a project with any other service organization.



COMMUNITY SERVICE

Serving the community is part of FBLA-PBL's creed. Serving others:

- ❑ Helps members learn about real-world issues, concerns, and needs.
- ❑ Matches members' strengths with community needs.
- ❑ Provides practical experience in planning and organizing.
- ❑ Develops leadership skills.
- ❑ Promotes networking within the community.
- ❑ Builds recognition and goodwill for the chapter.
- ❑ Teaches satisfaction of a job well done. In a good community service project, both the "served" and the "server" benefit. Giving should be done in such a way that the recipient does not feel obligated or patronized—just good about him or herself. Similarly, the giver should not look for recognition or reward. The rewards, however, are there anyway. The rewards of knowing you have done a good job, set a good example for others, improved someone's life, and spread the positive word about FBLA-PBL are invaluable.

March of Dimes Foundation

In the nearly 40 years FBLA-PBL has been united with the March of Dimes, FBLA-PBL has consistently ranked as the top clubs and organizations fund-raising partner, raising over \$15 million dollars. Mission LIFT (Leading into the Future, Together) focuses FBLA-PBL members on practicing the leadership skills they have learned to raise funds and awareness for the March of Dimes mission. **REFERENCE: March of Dimes Fund-raising Report Form PROGRAMS-21.**

March of Dimes Grants

The March of Dimes grants are designed to reward chapters for their support of the March of Dimes partnership and to identify and support innovative ideas and projects that enhance the growth, recognition, and support of FBLA and the March of Dimes partnership. Local and state chapters that participate are eligible to submit grant requests. Grants may not be used for equipment purchases, but they are designed to support programming or activities. Grant proposals submitted for consideration must be designed to be accomplished within a period of no more than 18 months. Grant recipients will be expected to report the outcome of their project in the form of a workshop, article, or project that can be reproduced and shared with other chapters, states, and the March of Dimes. Local chapters may receive grants up to \$1,000. State chapters may apply for grants up to \$2,500. Applications will be evaluated by a panel of judges and announced at the National Leadership Conference. Grants must be postmarked by January 15. **REFERENCE: March of Dimes Grant Application Form PROGRAMS-20.**

Prematurity Awareness Day and Month

Prematurity Awareness Day in November gives you the perfect opportunity to educate people in your school about premature birth, the number one cause of babies' deaths. Remember, all of November is Prematurity Awareness Month. The March of Dimes Team Youth Web site at www.marchofdimes.com/youth offers tons of ideas and suggestions for announcements, fund-raisers, and awareness activities.

March for Babies

March for Babies supports research and programs to help babies in your community and across the country get a healthy start. Join March for Babies and a million compassionate people in nearly 1,100 communities across the nation. FBLA-PBL is a March for Babies partner, so put on your shoes and walk for the cause. Go to the March of Dimes Web site at www.marchofdimes.com/youth to register your chapter and to find your local March of Dimes office.



CONFERENCE MEDICAL RELEASE FORM

Name of Organization: _____

Activity or Event: _____

Date(s): _____

To Whom it May Concern:

I hereby grant permission to those parties supervising the trip to obtain emergency treatment for my son/
daughter _____ if necessary.
(full name with middle initial)

Signature of parent/guardian

Is there any medical aspect we need to know about your son/daughter?

If so, what? _____

Please list any medications to which your son/daughter is allergic. Example: "Penicillin."

Please send the proper medication (identified) for the above allergies.

Name of Insurance Company and Policy Number: _____

Date of last Tetanus: _____

Family Physician or Clinic: _____ Phone: _____

Physician or Clinic Address: _____

Student's Full Name: _____

Address: _____

Home Phone: (____) _____ Business Phone: (____) _____

Other Relative: _____ Relationship: _____

Home Phone: (____) _____ Business Phone: (____) _____

Please return this entire form.



CONFERENCE CODE OF CONDUCT FORM



Conference Code of Conduct

FBLA-PBL members have an excellent reputation. Your conduct at every FBLA-PBL function should make a positive contribution to extending that reputation. Listed here are rules of conduct for FBLA-PBL Conferences. All delegates will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisers, or upon FBLA-PBL.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to the local or state advisers immediately.
5. Observe the curfews as listed in the conference program. Local and state advisers as well as security personnel will enforce curfews. Curfew is defined as being in your own assigned room by the designated hour.
6. Avoid alcoholic beverages (for those under 21 years of age) and controlled or illegal substances of any form. These items must not be used or possessed at any time, or under any circumstances. Use or possession of such substances may subject the delegate to criminal prosecution.
7. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels that have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement.

Local and State advisers are responsible for the supervision of delegate conduct.

Disregarding or Violating the Code of Conduct

Delegates who disregard or violate this code will be subject to disciplinary action, including, but not limited to, forfeiture of privileges to attend further events, confinement to your hotel room, and dismissal from the conference, and being sent home at your own expense. Parents and/or guardians will be notified and FBLA-PBL reserves the right to notify law enforcement.

I agree to abide by the Conference Code of Conduct.

Signed: _____

Chapter: _____ State: _____

MARCH OF DIMES GRANT APPLICATION FORM



Contact Information

Chapter Name: _____ Chapter Number: _____

Mailing Address: _____

City/State/Zip: _____

Contact Name: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Contact E-mail: _____ Contact Fax: (____) _____

Current Membership: FBLA PBL

March of Dimes Involvement. Briefly describe your chapter’s March of Dimes involvement, including the school year and a brief description of fund-raising and/or education activities.

Grant Proposal Overview. Briefly describe your chapter’s proposed project.

Funds Requested. \$ _____

Please submit five (5) copies of the March of Dimes Grant Application Form and a proposal, no more than three pages in length, that clearly states the following information:

- Name and address of local or state chapter.
- Contact person, telephone, fax number, and e-mail address.
- A description of the project, including objectives, needs that will be addressed, target audience to be impacted by the project, activities to be undertaken, expected outcomes, and a project timeline.
- A detailed project budget, including other sources of funding.
- Plans for evaluating results, sharing lessons learned, and examples of how the project might be replicated with the rest of the FBLA-PBL association.
- Grant recipients will be required to report the outcome of their project in the form of a workshop, article, or project that can be reproduced and shared with other chapters, states, and the March of Dimes by April 1 of the following year.

All materials should be submitted in a single file folder, labeled with the name of the school and/or state chapter, adviser, and adviser’s daytime phone number.

Send completed materials postmarked no later than January 15 to:

March of Dimes Grant Proposals
FBLA-PBL, Inc.
1912 Association Drive
Reston, VA 20191-1591

Official Use Only:

Received: _____ Reviewed by: _____ Outcome: _____



MARCH OF DIMES FUND-RAISING REPORT FORM



Please fill out completely and return with your donation to the local March of Dimes chapter by May 15. To find your local chapter, visit www.marchofdimes.com/youth and enter your zip code in box at the top of the page. Keep a copy for your records. For more information call 800.771.FBPB. Please type or print legibly.

Contact Information

Date: _____

Check One: FBLA-Middle Level FBLA PBL

Chapter Name: _____

Adviser Name: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone: (____) _____ E-mail: _____

Involvement

Please check event participated in and enter all information requested.

Event	Date	Location of Event	Total Dollars Raised
March for Babies			
WonderWalk			
WalkMania			
Mini March for Babies			
Other March of Dimes Events			
Saving Babies Dance			
Blue Jeans for Babies			
Bean Bags for Babies			
Jail'n'Bail			
Paper Cutout Sales <i>Pumpkins, Bracelets, Sneakers</i>			
Awareness Bands			
Other:			
Other:			
Total Dollars Enclosed			

Thanks for your support as we are saving babies, together!

NOTE TO MARCH OF DIMES STAFF:

Please enter the amount raised in CWMS under the appropriate category: FBLA March or PBL March and FBLA March of Dimes or PBL March of Dimes. For questions, contact teamyouth@marchofdimes.com. Thank you!



POLICY OF THE U.S. DEPARTMENT OF EDUCATION FOR CAREER AND TECHNICAL STUDENT ORGANIZATIONS



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF VOCATIONAL AND ADULT EDUCATION

September 21, 2006

THE ASSISTANT SECRETARY

Dear Colleagues:

The Office of Vocational and Adult Education (OVAE) maintains a close relationship with the career and technical student organizations (CTSOs). We recognize that the past performance and future potential of your organizations are compatible with the challenging objectives of education in the 21st century, and we support your objectives and want to involve the thinking of all of the CTSOs in the improvement of career and technical education. On behalf of OVAE, I welcome the cooperation and support from your organizations in strengthening the goals of *No Child Left Behind* through your effective career technical education programs: stronger accountability for results, more freedom for states and communities, encouraging proven educational methods, and more choices for parents.

OVAE recognizes that the educational programs and philosophies embraced by the following CTSOs as being an integral part of career and technical education instructional programs:

- Business Professionals of America
- DECA
- Future Business Leaders of America-Phi Beta Lambda
- National FFA Organization
- Family, Career and Community Leaders of America
- Health Occupations Students of America
- National Postsecondary Agricultural Student Organization
- National Young Farmer Educational Association
- Technology Student Association
- SkillsUSA

In addition, OVAE recognizes the concept of total student development as being necessary for all career and technical education students to assume successful roles in society and to enter the labor market. Our office will facilitate technical and supportive services to assist your organizations through state agencies in their efforts to improve the quality and relevance of instruction, develop student leadership, enhance citizenship responsibilities, eliminate sex and race discrimination and stereotyping, and serve students of special populations.

OVAE recognizes that the responsibility for career and technical instructional programs and related activities, including career and technical student organizations, rests with the state and local education agencies. Further, we look forward to working together to increase the principles of *No Child Left Behind* and the President's *American Competitiveness Initiative*.

Sincerely,

Troy R. Justesen, Ed.D.

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Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation.