



RECOGNITION AND SCHOLARSHIPS

Career and Membership Achievement Program (CMAP)	2
Creating a Student Registration	2
Retrieving a Student Password	2
Online Documents and Activities	2
To Monitor a Student's Progress	2
Submitting a Student Entry	2
Check on Submissions	2
Preview of CMAP Activities	3
Director Level Activities	3
Executive Level Activities	4
President Level Activities	5
Chapter Recognition	6
Outstanding Chapter Award	6
Preview of CMAP Outstanding Chapter Award	7
PBL's Big 10	7
Membership Recognition Awards	7
Professional Division Membership Recognition Awards	8
National Awards	8
100 Percent Class Participation	8
Membership Achievement Award	8
Membership Madness Award	8
Membership Mania Award	8
Scholarships	9
Central Intelligence Agency (CIA) Graduate Scholar Program	9
Mount Ida College	9
National Technical Honor Society	9
PBL Distinguished Business Leader Scholarship	10
PBL National Leadership Conference/Institute for Leaders Scholarship	10
Webber International University Scholarship	10
Other Recognition Awards	11
ACTE Student Awards	11
PBL Competitive Events Program	11
President's Volunteer Service Awards	11
March of Dimes Grants	11
FBLA-PBL Adviser Wall of Fame	11
FBLA-PBL Adviser Wall of Fame Nomination Form	12
National Scholarship Fund Form	13
PBL Distinguished Business Leader Scholarship Application Form	14
PBL NLC/IFL Scholarship Application Form	15

CAREER AND MEMBERSHIP ACHIEVEMENT PROGRAM (CMAP)

The Career and Membership Achievement Program is a comprehensive membership recognition program encompassing PBL projects, goals, and activities with special emphasis on career development and preparation for the business world. The awards focus on the words surrounding the PBL Crest: Service, Education, and Progress. All forms for the membership recognition awards are interactive and can be found on the national Web site at www.fbla-pbl.org.

Three levels of individual achievement are included in the PBL CMAP. Individuals participate in integrated workplace activities tied to business, education, leadership, public relations, and service.

Director Level—First Level. Presented at the local level. Pin mailed to local chapter adviser.

Executive Level—Second Level. Pin mailed to state adviser.

President Level—Highest Level. Pin presented at the National Leadership Conference (NLC).

Individuals may complete more than one level per year and must report and log their progress. Each level builds upon the next and includes the following elements:

- Integrated workplace and learning activities
- Influenced by individuals' personal needs for growth and development
- Linked to the strategic needs of each level of the association
- Tied to and influenced by current business practices and corporate needs

Advisers may log in by clicking the "Adviser Area" at www.fbla-pbl.org; students may log in by clicking the "CMAP Online" tab. Before a student may log in, the chapter adviser must create the student application and then deliver to the student the credentials needed to successfully log in. Advisers must submit the student entries once they are completed. For questions, e-mail membershipdir@fbla.org. Deadline for this program: March 1

Creating a Student Registration

Advisers must create a student registration before members can log on to the online

forms. Batch registration is also available on this site. To create student registrations:

- Login using your adviser credentials.
- On the left side of the page that opens, you will see the names of the three levels of the CMAP (Director, Executive, President). Click the level for which you wish to register your student.
- Click "Show" next to "Step 1: Register Student for (Director, Executive, President) Level."
- Click "Begin New Student Registration" beneath "To Do."
- Complete the form on the following page. All fields are required.
- You will receive an e-mail confirming the student registration. In that e-mail, you will find the student key/password. Give the student key/password to the member. They may now login using their chapter number and the student key/password.
- The member will select activities for the award and then may begin completing the activities. Advisers also may select the activities instead of the student by clicking the Award name on the left side and going to Step 2 on the Award Level page.
- Once the member has completed all activities for the award level, the adviser will have to submit the completed award material.

Retrieving a Student Password

You may find the student passwords by logging in to the CMAP site using your adviser credentials. Click "Find Entry Forms" on the left. Student key/passwords are in the table next to the students' names.

Online Documents and Activities

There is a link by each activity. From there, members may access the online documents and forms to complete the project. Advisers may preview activities at www.fbla-pbl.org/cmap2/.

To Monitor a Student's Progress

- Log in to the CMAP area using your adviser credentials.
- Click "Find Entry Forms" on the left side navigation.
- Click "To Do" next to the student's name in the list of students to review the activities for that student.
- Click "Docs" next to the student's name to review the documents submitted/created.

Submitting a Student Entry

- Click the name of the award level that you are submitting (e.g., Director Level) on the left navigation area of the page.
- Click "Show" next to "Step 4: Submit Completed Entry Form."
- Click "Submit Student Entry Forms" underneath "To Do."
- Click "Submit" next to the name of the member whose entry form you wish to submit.
- An e-mail will be sent to the national center for processing.
- The award is logged into the awards table of the membership database.

Check on Submissions

- Click "Find Entry Forms."
- Look for students whose status is set to "3," or click "Options" above the table and select "View Submitted Registrations Only."



PREVIEW OF CMAP ACTIVITIES

Director Award Activities

Complete a total of ten (10) activities. Pin is mailed to local chapter adviser.

Service Activities

Complete three (3) activities.

o Activity 1 (**Required**): Bring a friend who is a nonmember to a PBL local chapter meeting or activity. (Upload a scanned photo of you and your friend at the PBL meeting.)

o Activity 2: Participate in activities promoting your chapter (i.e., recruitment projects, chapter events, American Enterprise Day, or FBLA-PBL Week. (Complete the interactive report form and upload at least one photo.)

o Activity 3: Participate as a member of your chapter's committee for the nationally-sponsored Community Service Day during FBLA-PBL Week. (Upload a press release about your chapter's project, notes from one of the committee meetings you attended, and a picture of the event.)

o Activity 4: Partner with another campus organization for a joint event. (Upload a photo and complete the interactive report form.)

o Activity 5: Help another campus organization or a faculty member with administrative tasks. (Complete the interactive summary form.)

o Activity 6: Participate in a local chapter membership induction, officer installation, or emblem ceremony. (Upload a news release which includes a photo of the event written in proper format.)

o Activity 7: Assist your local chapter president with an activity. (Upload a 100-word description of the activity.)

o Activity 8: Participate in an activity for the March of Dimes. (Upload a photo and complete the interactive March of Dimes report form.)

Education Activities

Complete three (3) activities.

o Activity 1 (**Required**): Complete the Goal Setting Worksheet. (Complete the interactive worksheet.)

o Activity 2: Select and interview a person who is currently employed in a job that interests you. (Complete the interactive interview form.)

o Activity 3: Attend a job fair or career expo. (Upload a 100-word paper describing the experience and a business card from one of the businesses you networked with.)

o Activity 4: In proper letter format and addressed to your local chapter adviser, describe your strengths and your weaknesses. Include how you plan to overcome your weaknesses. (Upload letter.)

o Activity 5: Prepare a list of 15 interview questions. Include how you would respond to each question. (Upload questions and responses.)

o Activity 6: Go to the PBL section of the National Web site. Click on Job Bank. Click on View Jobs. Click on a job that interests you. (Complete the interactive summary form.)

o Activity 7: Complete the online Personality Test. (Upload a 100-word paper describing the results and what it means to you.)

o Activity 8: Participate in a national program such as i-Safe, Junior Tours, NLC Internship, Stock Market Game, or Brainbench. (Complete the interactive summary form.)

Progress Activities

Complete four (4) activities.

o Activity 1 (**Required**): Attend three local chapter meetings. (Upload copies of the agenda from each meeting.)

o Activity 2 (**Required**): Complete the PBL Internet Scavenger Hunt on the FBLA-PBL national Web site. (Complete the interactive form.)

o Activity 3 (**Required**): Participate in Membership Madness. (Complete the interactive Membership Madness form.)

o Activity 4: Write an article about your chapter's activities for your state newsletter or for the *PBL Business Leader*. (Upload a copy of the article.)

o Activity 5: Prepare contact information for a possible guest speaker for a PBL meeting and write an introduction for this speaker. (Upload a copy of a letter inviting this speaker to your chapter and a copy of the speaker bio/introduction.)

o Activity 6: Write a letter asking a business to donate money towards chapter activities. (Upload a copy of the letter.)

o Activity 7: Make an electronic or PowerPoint presentation designed to recruit new PBL members. (Upload a copy of presentation.)

o Activity 8: Attended your State Leadership Conference the previous year. (Upload a 100-word paper describing the events you participated in and the experience of the conference. Include one photo of yourself and your chapter members at the conference.)

o Activity 9: Complete the online quiz about FBLA-PBL. (Complete the interactive form.)

Executive Award Activities

Complete a total of 12 activities. PBL members must have completed the Director Award to continue to this level. Pin is mailed to the State Key Contact to be presented at the State Leadership Conference.

Service Activities

Complete three (3) activities.

o Activity 1 **(Required)**: Prepare at least one local chapter newsletter for updating the members in your chapter on PBL activities at the local, state, and national levels. (Upload a copy of this newsletter.)

o Activity 2 **(Required)**: Write a one-page report on a service organization. (Upload report and a picture of the event.)

o Activity 3: Volunteer to help the Red Cross, Salvation Army, Habitat for Humanity, a Homeless Shelter, or another charity or nonprofit organization of your choice. (Write a 100-word summary about the benefits of this activity.)

o Activity 4: Help plan and conduct a project to either create awareness or raise money for the March of Dimes. (Complete the interactive project activity report form.)

o Activity 5: Volunteer to help senior citizens: Adopt-a-grandparent, visit nursing home residents on a holiday, or clean-up a yard. (Write a 100-word summary of this activity.)

o Activity 6: Participate in an adviser-approved service activity. (Write a 100-word essay describing the activity.)

o Activity 7: Chair the committee for a March of Dimes activity. (Write a 100-word essay describing the activity.)

Education Activities

Complete four (4) activities.

o Activity 1 **(Required)**: Complete the online job application form, develop a cover letter, and prepare a 1–2 page resume applying for the Future Business Executive, Future Business Teacher, or Job Interview events. (You do not have to compete in these events to meet this requirement. Upload your completed resume and cover letter.)

o Activity 2 **(Required)**: Participate in a mock interview. (Write a 100-word paper about how you could improve your interview skills and upload a business card from your interviewer.)

o Activity 3: Develop a 30-second podcast of a personal sales pitch. (Upload a copy of sales pitch.)

o Activity 4: Attend a meeting of a local chamber of commerce, Lions Club, Rotary Club, etc. (Exchange business cards with at least two people. Scan and upload business cards.)

o Activity 5: Secure two letters of recommendation: One from a class instructor (other than your PBL adviser), and one from a businessperson or an employer. (Upload copies of the letters.)

o Activity 6: Complete an advertising slogans worksheet. (Complete the interactive worksheet.)

o Activity 7: Design an environmental electronic presentation (i.e., PowerPoint, digital media, podcast) for a local chapter meeting. Include “green tips” for college students, recycling ideas, etc., You must include a least one graphic and one scanned photo. (Upload a copy of the presentation.)

Progress Activities

Complete five (5) activities.

o Activity 1 **(Required)**: Participate in a competitive event at the State or National Leadership Conference. (Complete the interactive form with the name of the event and the conference.)

o Activity 2: Participate in Membership Mania. (Complete the interactive Membership Mania form.)

o Activity 3: Submit an application for the PBL IFL/NLC scholarship. (Upload the application.)

o Activity 4: Attend one of the National Fall Leadership Conferences. (Upload a 100-word summary on what you learned and a scanned photo of you and your chapter at the conference.)

o Activity 5: Plan an icebreaker for either a local chapter meeting or a state meeting or conference. (Upload a copy of the icebreaker.)

o Activity 6: Present a workshop at a state or national conference. (Upload workshop outline.)

o Activity 7: Visit an area FBLA chapter and speak about PBL. (Upload an outline of the presentation.)

o Activity 8: Write a letter for an FBLA-PBL local, state, or national sponsor. (Upload the letter.)

o Activity 9: Find a judge for your State Leadership Conference or the National Leadership Conference, or judge at an FBLA State Leadership Conference. (Upload contact information of judge or the competitive event that was judged.)

o Activity 10: Help prepare a local chapter directory containing adviser contacts, officer contact, and member contact information: addresses, phone numbers, e-mail, birthdays, and important meeting dates. (Upload directory.)

President Award Activities

Complete a total of twelve (12) activities. Pin is presented at the National Leadership Conference. PBL members must have completed the Director and Executive levels prior to beginning this level.

Service

Complete three (3) activities.

o Activity 1 (**Required**): Run for local, state, or national office or service as a campaign manager for an officer candidate. (Include a summary of what motivated you to join PBL, what PBL has done for you, and one quote that has inspired you, and explain why. Also include a candidate flyer or brochure.)

o Activity 2: Help plan, organize, and complete a community service project for your chapter. (Complete the interactive Chapter Activity Report form.)

o Activity 3: Help plan a recruitment drive for your local chapter or activities to celebrate

American Enterprise Day or FBLA-PBL Week. (Complete the interactive Chapter Activity Report form.)

o Activity 4: Help plan and participate in a holiday service project (e.g., food baskets for Thanksgiving, canned food drive, toy drive, Easter egg hunt, or adopt-a-family). (Complete the interactive Chapter Activity Report form.)

o Activity 5: Work with the local historical society or the school publications department and prepare a brochure on the history of your community or your school. (Upload brochure.)

o Activity 6: Volunteer to help with a school or campus project. (Write a 100-word description of the project.)

o Activity 7: Assist your state or national president with an activity. (Write a 100-word description of the activity.)

o Activity 8: Apply to be a member of the Regional Action Council. (Upload a copy of the application.)

o Activity 9: Work with your Professional Division members to get them more involved with your local chapter. (Write a 100-word description of your efforts.)

o Activity 10: Apply for the March of Dimes Grant. (Upload a copy of the grant application.)

Education Activities

Complete four (4) activities.

o Activity 1 (**Required**): Develop a career portfolio using some of the activities that you have worked on in this program. (See Portfolio Template online.)

o Activity 2: Participate in a real job interview using your resume and cover letter. (Upload resume and cover letter.)

o Activity 3: Participate in an internship or at least twenty (20) hours of job shadowing. (Write a 100-word description of this experience and upload at least two (2) scanned photos and a copy of the letter from the business.)

o Activity 4: Write a follow-up thank you letter for the job interview that you participated in for this level award. (Upload a copy of the letter.)

o Activity 5: Research the impact PBL has on members and write a letter to a government official about the benefits students receive from programs like ours. (Upload a copy of the letter.)

o Activity 6: Create a podcast for the *PBL Business Leader* promoting the NLC, which will be held in Orlando, Florida. (Upload a copy of the podcast.)

Progress Activities

Complete five (5) activities.

- o Activity 1 (**Required**): Complete the PBL International Travel Project. (Upload completed project. See instructions online under this activity.)
- o Activity 2 (**Required**): Secure a letter of recommendation from your local or state adviser on why you are deserving of the President Level. (Upload letter.)
- o Activity 3: Visit at least one school that does not have an active PBL chapter and meet with the dean or the business department and present the benefits of chartering a PBL chapter. (Upload a copy of a thank you letter to the dean that you sent following your meeting.)

- o Activity 4: Attend the previous year's NLC or Institute for Leaders. (Upload a 100-word summary about what you learned and include a scanned photo of yourself at the NLC or IFL.)
- o Activity 5: Draft a proclamation, public service announcement, or press release. (Upload a copy.)
- o Activity 6: Present a workshop at your State Leadership Conference or the National Leadership Conference. (Upload an outline of your workshop and a scanned copy of the program in which your workshop appeared.)
- o Activity 7: Recruit at least one Professional Division member for your chapter. (Upload name of member and contact information.)



CHAPTER RECOGNITION

Outstanding Chapter Award

This portion of the CMAP recognizes a chapter's participation in a variety of projects and activities. The program encourages local chapters to plan projects and activities to enrich the experiences of members at the local, district/regional, state, and national levels, which in turn help to increase local chapter membership. Activities are designed around membership and chapter management projects with special emphasis on the three areas represented on the PBL Crest: Service, Education, and Progress. Chapters that go above and beyond in their PBL participation are rewarded with national recognition. This program has an April 1 deadline. Chapters may receive one award each year. Outstanding Chapter—recognition on the national Web site, certificate mailed to the local chapter, and all chapter NLC participants receive an “Outstanding Chapter” ribbon.

No paperwork needs to be submitted to the National Center. This program is completely interactive and online.

Deadline for this program: April 1

Advisers may log in by clicking on the “Adviser Area” on the FBLA-PBL home page or by clicking on the “CMAP Online Forms” tab. Students may log in by clicking on the “CMAP Online Forms” tab of the national web site (www.fbla-pbl.org).

Before a student may log in, his/her chapter adviser must create the Outstanding Chapter Application and then deliver to the student who is working on the project the credentials needed to successfully log in. For questions concerning this program, please e-mail Lisa Smothers (membershipdir@fbla.org).

Creating an Outstanding Chapter registration

Advisers must create the Outstanding Chapter registration before they can log on to the online forms.

Here is the procedure for creating the online registration:

1. Go to <http://www.fbla-pbl.org/CMAP/login.asp>
2. Login using your adviser credentials.
 - a. Chapter Number:
 - b. Username:
 - c. Password:
3. On the left side of the page that opens you will see and click on Outstanding Chapter Program”).
4. Click on “Show” next to “Step 1: Register for Outstanding Chapter.
5. Click “Begin New Registration” beneath “To Do”
6. Complete the form on the following page. All fields are required.
7. You will receive an e-mail confirming the registration. In that e-mail you will find the registration Key/Password. Give that Key/Password to the student that will be working on the project. They may now login at the same URL as above using their chapter number and the key/password. The student will select activities for the award and then may begin completing the activities.

Once the student has completed ALL activities for the award level, the adviser will have to submit the completed award material.



PREVIEW OF CMAP OUTSTANDING CHAPTER ACTIVITIES

Chapters complete a total of 12 activities by April 1.

SERVICE

Complete four activities.

o Conduct a project to either educate, promote, or raise money for the March of Dimes. (Attach completed March of Dimes fund-raising form from the Chapter Management Handbook.)

o Plan a community service project for your chapter. (Attach completed project planning and evaluation forms from the CMH.)

o Participate in Community Service Day during FBLA-PBL Week. (Attach completed community service day report form from the CMH.)

o Plan a chapter holiday service project, (i.e. food baskets for Thanksgiving, canned food drive, toy drive, Adopt-a-family, etc.) (Attach completed project evaluation form from the CMH.)

o (Attach form from CMH)). Charter/Reactivate at least one new FBLA, ML, or PBL Chapter by March 1.

Name of Chapter _____

Date Chartered _____

o Have at least five members volunteer to help out with a school or campus project.

Project: _____

(Attach a description of project.)

o Plan a project to benefit your campus. (Attach completed project planning sheet from the CMH.)

EDUCATION

Complete four activities.

o Have at least two chapter members participate in job shadowing during Groundhog Job Shadow Day. (Attach a press release describing this activity.)

o Have at least one chapter member apply for the PBL NLC/IFL Scholarship. (Attach completed scholarship application.)

o Plan a project to educate others about American Enterprise Day, November 15. (Attach completed project evaluation form from the CMH.)

o Submit at least one member's entry for the Executive Level or high of the PBL Individual Membership Recognition Program. (Attach copy of the completed entry form.)

o Participate in a national program (Stock Market Game, Junior Tours, Join Hands Day, etc.). (Attach a 50 word description of the benefits.)

o Plan and conduct activities for FBLA-PBL Week/Career and Technical Education Week. (Attach a copy of a press release – does not have to be published to count.)

o Prepare a local chapter Web site—send to communications@fbla.org to link to national Web site.

PROGRESS

Complete four activities – the first two are required

o **Required.** Complete a Program of Work for your Chapter. (Complete Interactive Program of Work Form.)

o **Required.** Maintain or increase local chapter membership.

o Have chapter representation at one of the National Fall Leadership Conferences. (Upload a copy of a press release and at least one scanned or digital photo.)

o Submit a contribution to the PBL Distinguished Business Leader Scholarship Fund by April 1 (Upload a copy of the form from the CMH and a copy of proof of payment.)

o Recruit one new business/community leader as a Professional member. (Upload a copy of Professional member application form and proof of payment.)

o Submit a list of chapter competitors (include names of students, events entered, and awards won) from the most recent State or National Leadership Conference.

o Secure a business person, professional member, or alumni to speak at a chapter meeting. (Upload copy of meeting agenda.)

PBL's Big 10

Beginning October 1 and ending April 15, PBL will post the Big 10 local chapter weekly ranking (based on paid members) on the national Web site. Check the postings each week. Will your local chapter be one of the 10 largest local chapters in the nation?

Membership Recognition Awards

The national center determines winners in the Membership Recognition events after an audit of the membership records. The figures used in determining the winners will be the number of paid members on record in the national center at the close of business on October 20 (Fall Membership Awards) and April 15.

Professional Division Membership Recognition Awards

A local chapter must recruit a minimum of five (5) nationally affiliated professional members in order to be eligible for this recognition. Professional applications must

include a local chapter affiliation to be counted. The dues receipt deadline for recruitment of professional members to qualify for these awards is October 20 for the fall and April 15 for the end-of-the-year.

NATIONAL AWARDS

The following fall membership awards are presented for PBL chapters at the National Fall Leadership Conference. One (1) national award for PBL chapters is presented in each category.

- Largest Local Chapter
- Largest Local Chapter Membership—Professional Division (by affiliation)
- Largest State Chapter
- Largest Increase in State Chapter Membership
- State Recruitment of Chapters (may be FBLA, FBLA-Middle Level, or PBL)
- Largest State Chapter Membership—Professional Division (by affiliation)

The following end-of-the-year membership awards are presented/announced for PBL chapters at the NLC.

- Largest Local Chapter Membership—top two (2) local chapters in each region and one (1) national winner
- Largest Local Chapter Membership—Professional Division (by affiliation)—top two (2) local chapters in each region and one (1) national winner
- Largest State Chapter—top two (2) state chapters in each region and one (1) national winner
- Largest Increase in State Chapter Membership—top two (2) state chapters in each region and one (1) national winner
- State Recruitment of Chapters—top two (2) state chapters in each region and one (1) national winner
- Largest State Chapter Membership—Professional Division (by affiliation)—top two (2) state chapters in each region and one (1) national winner

100 Percent Class Participation

FBLA-PBL recognizes local PBL chapters who recruit 100 percent of a single class as chapter members. A copy of the class roster must be submitted along with a copy of your chapter's membership list. Winning chapters receive a certificate of recognition in the mail. Local chapter advisers are encouraged to present this chapter award to the chapter president at a local PBL ceremony or at a school awards assembly. The deadline for this award is April 1. This award also meets one of the criteria for the Outstanding Chapter Award. **REFERENCE: 100 Percent Class Participation Interactive Form located in Adviser Area.**

Membership Achievement Award

FBLA-PBL recognizes local PBL chapters who either maintain or increase local chapter membership over last year's total. An application form is located at the end of this section. Winning chapters receive a certificate of recognition in the mail. Local chapter advisers are encouraged to present this chapter award to the chapter president at a local PBL end-of-the-year banquet or at a school awards assembly. The deadline for this award is April 1. This award also meets one of the criteria for the Outstanding Chapter Award. **REFERENCE: Membership Achievement Interactive Award Form located in Adviser Area.**

Membership Madness Award

This program recognizes PBL members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least five (5) new members receive a certificate of recognition and are recognized on the national Web site. The deadline for submitting Membership Madness Forms is April 1. Local chapter advisers are encouraged to present this award to winning members at a local PBL ceremony, meeting, or event or at a business awards assembly. This award meets one of the required criteria for CMAP and the Outstanding Chapter Award. **REFERENCE: Membership Madness Interactive Award Form located in Adviser Area.**

Membership Mania Award

This program recognizes PBL members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least ten (10) new members receive a certificate of recognition and are recognized on the national Web site. The deadline for submitting Membership Mania Forms is April 1. Local chapter advisers are encouraged to present this award to winning members at a local PBL ceremony, meeting, or event or at a school awards assembly. This award meets one of the criteria for CMAP. **REFERENCE: Membership Mania Interactive Award Form located in Adviser Area.**



SCHOLARSHIPS

This section of the *Chapter Management Handbook* gives advisers and members information concerning some of the scholarships and other award programs either offered by PBL, a participating sponsor specifically for PBL members, or by organizations that provide recognition for which PBL members would be well suited. This information is provided as a service to our advisers and members and is not intended to be an endorsement of any of the nonaffiliated organizations or programs. In addition, the information provided in this section is accurate as of the publication date to the best of our knowledge. Check the PBL Web site under Membership Benefit at www.fbla-pbl.org for updates to this list. If you have questions, e-mail membershipdir@fbla.org.

Central Intelligence Agency (CIA) Undergraduate Scholar Program

The CIA is offering their Undergraduate Scholar Program (Stokes) to members of PBL. If you're looking for a career experience in a dynamic environment, here's your opportunity. The program offers you an unmatched chance to contribute to the mission of the CIA before you graduate. You will complete work sessions during each summer break, increasing your knowledge and job responsibilities while applying your academic skills to assisting CIA intelligence professionals.

Criteria:

- Must be a U.S. citizen.
- Must be a college freshman or sophomore at the time of application.
- Must be enrolled in a 4- or 5-year college program.
- Must have a minimum cumulative 3.0 GPA on a 4.0 scale.
- Must demonstrate financial need; household income cannot exceed \$70,000 for a family of up to four, or \$80,000 for a family of five or more.
- Must be able to successfully complete thorough security and medical examination.
- Must be able to work in the Washington, D.C. area.
- If selected, you must be able to attend an orientation and report for first tour in Summer 2012. CIA will pay the cost of

transportation between your school and the Washington, D.C. area each summer.

- Must agree to continue your employment with the CIA for a period equal to 1.5 times the length of your college sponsorship.

Benefits Received:

- An annual salary, health insurance, life insurance, and retirement
- \$18,000 a year for tuition, mandatory fees, and books

Application period: August 1 through October 15. Apply online at www.cia.gov.

Mount Ida College

Mount Ida College is pleased to offer scholarships to members of FBLA-PBL. Active members of FBLA-PBL shall be eligible to receive a \$1,000 scholarship toward their full-time undergraduate degree pursuit at Mount Ida College.

Eligibility: Active members of FBLA-PBL that are applying as either a new student or transfer student to study in any full-time undergraduate program of study at Mount Ida College shall be considered eligible for the FBLA-PBL scholarship.

Criteria: Students must be active members of FBLA-PBL and indicate their involvement on their application for admission. Students should include information about any leadership positions held and community service activities performed as a member of FBLA-PBL.

Application Deadline: Students that are accepted to Mount Ida College prior to May 1 each year shall be eligible for this scholarship.

Application Form: The application for admission to Mount Ida College can be accessed through www.mountida.edu and clicking the Apply for Admission link.

National Technical Honor Society

The National Technical Honor Society (NTHS) is offering a \$1,000 scholarship exclusively for PBL members.

Eligibility: Applicant must be a dues-paid member of PBL and a member in good standing of NTHS.

Application Receipt Deadline: April 1

Criteria:

- To apply, schools must have an active NTHS chapter, which includes submission of a charter application and approval from the school administration.
- Scholarship funds will be sent to the post-secondary school where winner is enrolled.
- A fully completed application must be submitted by the deadline date.
- Applications with incomplete information will be void.

Go to the scholarship page at www.fbla-pbl.org to download the application form.

Please Note: In addition to the scholarships provided exclusively for FBLA-PBL, NTHS also provides Jon H. Poteat Scholarships. All members in good standing of NTHS are eligible for these scholarships. Around \$100,000 in \$1,000 scholarships will be awarded for the 11-12 school year. Go to www.nths.org and click on Scholarships to complete an on-line application for the Jon H. Poteat Scholarships.

PBL Distinguished Business Leader Scholarship

This scholarship is designed to recognize outstanding PBL members for their activity and involvement in the association.

Application Receipt Deadline: April 1

Award Amount: Determined by amount collected.

Eligibility: Open to PBL members who plan to continue to pursue a postsecondary or postgraduate education.

- Must be dues-paid members of PBL.
- Must have achieved the Director Level of the CMAP program.

Application Procedure:

- An application form is included in this section of the PBL *Chapter Management Handbook* on page 13. Forms are also located on the national Web site (www.fbla-pbl.org) in the library under Online Documents.
- Each application must be accompanied by a one-page cover letter summarizing PBL, business, leadership, and community activities; a resume outlining PBL activities, educational achievements, etc.; and two letters of recommendation, one from a chapter adviser and the other from a business/community leader.
- Applications must meet all of the criteria to be considered.

PBL National Leadership Conference (NLC)/Institute for Leaders (IFL) Scholarships

The PBL National Leadership Conference (NLC)/Institute for Leaders (IFL) Scholarship is a program funded through the diversion of \$1.00 of each member's national dues. The purpose of the scholarship is to award

outstanding PBL members with scholarships that serve as leadership investments to assist members in attending the NLC or the IFL, which is held in conjunction with the NLC each year. The NLC Scholarship amount will be \$400.00, and the IFL Scholarship will be \$115.00.

Application Procedure: Members who wish to be considered for a PBL NLC or IFL scholarship must be on record as having paid local, state, and national dues by April 15 and submit an application and accompanying materials by April 15 to the national center. Mail applications to: FBLA-PBL, Inc., 1912 Association Drive, Reston, VA 20191-1591.

Application Materials: Submit the application form and three copies of the following information in one manila file folder by April 15:

- *Transcript of grades.*
- *Two letters of recommendation.* One letter must be from the candidate's local or state PBL adviser. Each letter should be limited to no more than one page and should highlight the applicant's PBL activities and leadership skills.
- *One-page essay.* The topic for the essay is: "How Has PBL Enhanced Your Leadership Skills?"

Webber International University (WIU) Scholarship

This scholarship recognizes the involvement and activities of FBLA-PBL members. WIU offers fifteen (15) recurring \$500 per semester scholarships to incoming FBLA students or active PBL members at WIU.

Application Deadline: Ongoing

Award Amount: \$500 per semester, renewable

Eligibility: Open to FBLA member enrolling at WIU or an active PBL member at WIU. Applicants must be a dues-paid member of FBLA-PBL and must agree to be an active PBL member at WIU. WIU has set up a "Millionaire Points" program in which scholarship award winners must participate. Winners who qualify at PBL district competition will have their participation, room, and board paid at the PBL state competition. Winners qualifying at state will have their participation, room, and board paid at the PBL national competition. Scholarship award winners will be asked to sign a contract each year vowing their PBL participation.

Application Procedure: Applicants must complete the FBLA-PBL Scholarship Application Form and submit it with a letter of recommendation from their FBLA or PBL adviser. In addition, applicants must include a letter stating how or what contributions they could make to the WIU PBL chapter. For more information on this scholarship and an application form, visit www.fbla-pbl.org.

OTHER RECOGNITION AWARDS

ACTE Student Awards

There are many FBLA-PBL members who are prime candidates for the ACTE Student Organization Awards. Any member of the ACTE/Business Education Division may nominate a student for the Student Organization Awards. Nine CTSO regional awards are presented for secondary and postsecondary students. Go to www.acteonline.org for more details.

PBL Competitive Event Awards

Many PBL competitive events carry cash awards for the national winners sponsored by business partners of the association. A listing of last year's competitive event winners and the sponsoring businesses are available on the national Web site at www.fbla-pbl.org under Competitive Events.

President's Volunteer Service Awards (PVSA)

FBLA-PBL is proud to be an official Leadership Organization for the new PVSA. The award—issued by the President's Council on Service and Civic Participation, on behalf of the President of the United States—recognizes and encourages sustained volunteer service among all Americans.

PVSA is offering an opportunity for PBL chapters to register as Certifying Organizations for the award. These organizations agree to verify their volunteers' hours of service, nominate potential recipients, and order and distribute the award to volunteers. Each award package includes a personalized certificate, lapel pin, letter from the President of the United States, and a letter from the President's Council on Service and Civic Participation. Cost per award package is \$3.00 plus shipping and handling.

Register as a Certifying Organization and start recognizing your volunteers today! Visit www.presidentialserviceawards.gov, click "Become a Partner," then "Sign Me Up" to register. After you click "Submit," you'll be prompted to enter the ID code FBLA-PBL08 to identify FBLA-PBL as your Leadership Organization. Once again, PVSA is proud to be serving in this capacity and looks forward to assisting you in recognizing your deserving volunteers!

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 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.

FBLA-PBL Adviser Wall of Fame

At the national center, the Adviser Wall of Fame recognizes advisers and state chairs with twenty (20) or more years of service for FBLA-PBL. All nominations must be postmarked by May 1. **REFERENCE: FBLA-PBL Adviser Wall of Fame Nomination Form RECOGNITION-10.**



FBLA-PBL ADVISER WALL OF FAME NOMINATION FORM

Please type or print clearly.

At the national center, an Adviser Wall of Fame has been created to recognize advisers and state chairs with twenty (20) or more years of service to FBLA-PBL.

Date: _____ FBLA Adviser PBL Adviser FBLA-Middle Level Adviser

Name of Nominee: _____

Address of Nominee: _____

Phone of Nominee: _____

E-mail Address of Nominee: _____

Chapters and approximate dates served: _____

Qualifications

I. Total Years Served: _____ (minimum of 20 years required)

II. Indicate a minimum of five of the following criteria met by the nominee:

Attended a combined total of at least 10 National Leadership Conferences and/or National Fall Leadership Conferences. Indicate years: _____

Has at least one state or national officer from his/her chapter or has served as an adviser to at least one state or national officer. Indicate office and year: _____

Had a national competitive event winner placing in the top 10. Indicate winners and years: _____

Served on the national board of directors. Indicate term: _____

Served on the National Awards Program Committee. Indicate term: _____

Administered a competitive event at a state or national conference. Indicate year(s) and level: _____

Led a workshop at a state, regional, or national conference. Indicate workshop title: _____

Received the Outstanding Local Adviser Award. Indicate year: _____

Name of Nominator: _____

Address of Nominator: _____

Phone of Nominator: _____

E-mail Address of Nominator: _____

State Chair's Signature: _____

State chair will please inform advisers of this available recognition. Forms should be reviewed and verified by the state chair before forwarding to the national center. Forms should be returned to FBLA-PBL, Inc., Adviser Wall of Fame, 1912 Association Dr., Reston, VA 20191-1591, so that they are postmarked by May 1.



NATIONAL SCHOLARSHIP FUND FORM

Please type or print clearly.

School Name: _____ Chapter Number: _____

Check one: FBLA PBL FBLA-Middle Level

Lead Adviser: _____ Chapter President: _____

Lead Adviser's E-mail: _____

School Address: _____

City: _____ State: _____ Zip: _____

To show our support for the National Scholarship Fund, our contribution of \$_____ is enclosed.

Make check payable to “National Scholarship Fund.”

Send to: FBLA-PBL, Inc.
National Scholarship Fund
1912 Association Drive
Reston, VA 20191-1591



PBL DISTINGUISHED BUSINESS LEADER SCHOLARSHIP APPLICATION FORM

Please type or print clearly. Application deadline: April 1.

Name: _____ School: _____

School Address: _____

Phone:(_____) _____ E-mail: _____

Lead Adviser's Name: _____

Lead Adviser's Address: _____

Adviser's Phone: (_____) _____ Fax: (_____) _____

Number of years in FBLA-PBL: _____ Lead Adviser's E-mail: _____

Offices held in FBLA-PBL: _____

FBLA-PBL Conferences Attended: _____

Certification:

I certify that the information provided in this application packet is true and complete.

(Signature)

(Date)

Incomplete applications will not be considered. Please be sure your application meets all the prerequisites and documentation requirements reflected in the PBL *Chapter Management Handbook*.

The following prerequisites MUST be met:

- Dues-paid PBL member (by April 15) who plans to continue pursuing a postsecondary or postgraduate education.
- Successful achievement of the Director Level of the CMAP program. _____
- Submission of the application by the published deadline.

The following documentation MUST accompany the application:

- One-page cover letter summarizing FBLA-PBL, business, leadership, and community activities.
- Resume outlining FBLA-PBL activities, educational achievements, etc. _____
- Two letters of recommendation, one from a chapter adviser and the other from a business/community leader.

For Office Use Only

Date Received: _____ Complete: _____

Reviewed by: _____



PBL NLC/IFL SCHOLARSHIP APPLICATION FORM

Please type or print clearly.

Name: _____ Social Security Number: _____
 School: _____
 Summer Address: _____
 City: _____ State: _____ Zip: _____
 Phone:(_____) _____ E-mail: _____
 Number of years in FBLA-PBL: _____ Anticipated Graduation Date: _____

FBLA-PBL activities, offices held, and conferences (Attach additional sheets if necessary):

ML or FBLA Involvement (if applicable):	PBL Involvement–Freshman:
PBL Involvement–Sophomore:	PBL Involvement–Junior:
PBL Involvement–Senior:	PBL Awards:

I am applying for:

a National Leadership Conference Scholarship and/or an Institute for Leaders Scholarship

Certification:

I certify that the information provided in this application packet is true and complete.

 (Signature) (Date)

For Office Use Only

Date Received: _____ Complete: _____
 Reviewed by: _____
 Disposition: _____