

*The North Carolina State Chapter of*

# ***PHI BETA LAMBDA***

**State Handbook**

**Section 1 – CHAPTER GUIDE with CALENDAR, STATE GOALS,  
AND MEMBERSHIP REPORTING**

**2011-2012**

*A college-level national  
association for the  
professional development  
of business students*

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## State Handbook

### Section 1 - CHAPTER GUIDE with CALENDAR, STATE GOALS, AND MEMBERSHIP REPORTING

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**NCPBL Calendar**  
**Important PBL Chapter Dates and Deadlines**  
**2011-2012 School Year**

<u>2011</u>	
<b>August 26-27</b>	<b>State Executive Council Meeting</b>
<b>September 22</b>	<b>Fall Kick-Off Meetings</b> Eastern location – Wayne Community College, Goldsboro, NC Central location – Randolph Community College, Asheboro, NC Western location – Mitchell Community College, Statesville, NC
<b>October 1</b>	<b>RECEIPT</b> deadline for submitting chapter news for FALL edition of state newsletter
<b>October 8</b>	Hotel reservation deadline for National Fall Leadership Conference in Philadelphia, PA  Early Bird registration deadline for National Fall Leadership Conference (NFLC) – Philadelphia, PA
<b>October 14</b>	<b>RECEIPT</b> deadline for mailed Professional Division dues for recognition at FLDC & NFLC <b>to PD's POBox</b>
<b>October 15</b>	Hotel reservation deadline for National Fall Leadership Conference in Milwaukee, WI  Early Bird registration deadline for National Fall Leadership Conference (NFLC)-Milwaukee, WI
<b>October 20</b>	<b>RECEIPT</b> deadline for Professional Division dues for recognition at FLDC & NFLC <b>IF paying online through the national Web site.</b>  <b>RECEIPT</b> deadline for initial reporting of PBL State and National Dues for FLDC membership and special recognition awards via national Web site  <b>RECEIPT</b> deadline for Foundation Scholarship Application mailed to The NCPBL Foundation, Inc., PO Box 20087, Charlotte, NC 28202  <b>RECEIPT</b> deadline for contributions to The NCPBL Foundation, Inc. - General Operating Fund Gold Star
<b>October 22</b>	Hotel reservation deadline for National Fall Leadership Conference – Little Rock, AR  Early Bird registration deadline for National Fall Leadership Conference (NFLC)-Little Rock, AR
<b>October 30</b>	<b>Receipt</b> deadline for the 3 <sup>rd</sup> Annual Pin Design entries to address shown on form
<b>November 4</b>	Hotel reservations deadline for <b>STATE</b> Fall Leadership Development Conference (FLDC)  <b>RECEIPT</b> deadline for registration materials for <b>STATE</b> Fall Leadership Development Conference (FLDC)
<b>November 4-5</b>	<b>NATIONAL FALL LEADERSHIP CONFERENCE</b> , Philadelphia, PA
<b>November 11-12</b>	<b>FALL LEADERSHIP DEVELOPMENT CONFERENCE</b> , Holiday Inn Greensboro Airport, Greensboro, NC

SECTION 1 – CHAPTER GUIDE

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**NCPBL Calendar**  
**Important PBL Chapter Dates and Deadlines**  
**2011-2012 School Year**

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**2011**

<b>November 11-12</b>	<b>NATIONAL FALL LEADERSHIP CONFERENCE</b> , Milwaukee, WI
<b>November 15</b>	<b>American Enterprise Day</b>
<b>November 18-19</b>	<b>NATIONAL FALL LEADERSHIP CONFERENCE</b> , Little Rock, AR

**2012**

<b>January 13-14</b>	<b>State Executive Council Meeting</b>
<b>February 2</b>	<b>Winter Tip-Off Meetings</b> Eastern location – Barton College, Wilson, NC Central location – Rowan-Cabarrus Community College, Salisbury, NC Western location - TBA
<b>February 5-11</b>	FBLA-PBL Week
<b>February 8</b>	Adviser Appreciation Day
<b>February 10</b>	FBLA-PBL Professional Dress Day
<b>February 11</b>	FBLA-PBL National Community Service Day
<b>March 1</b>	<b>Entry Deadline</b> for Career & Membership Recognition Program (CMAP) to be entered online  <b>RECEIPT</b> deadline for submitting chapter news for SPRING edition of state newsletter
<b>March 7</b>	<b>RECEIPT</b> deadline for: Administrator Identification Form for School-Site Tested Events (Accounting for Professionals, Computer Applications, Database Design & Applications, Desktop Publishing, & Word Processing) Community Service Project report(s) Computer Game and Simulation Programming entry form(s) and required material(s) Digital Video Production entry form(s) and required material(s) Free Enterprise Project report(s) NC Businessperson of the Year event entry form Small Business Management Plan report(s) Web Site Design entry form(s)
<b>March 12</b>	<b>RECEIPT</b> deadline for Professional Division membership dues to qualify for state awards
<b>March 14</b>	<b>RECEIPT</b> deadline of checks for contributions to The NCPBL Foundation, Inc. Scholarship Fund and/or General Fund for TLLA and SLC recognition

**NCPBL Calendar**  
**Important PBL Chapter Dates and Deadlines**  
**2011-2012 School Year**

<b>March 14</b>	<p>School-Site Tests to be sent to identified test administrators</p> <p><b>RECEIPT</b> deadline for:  Listing of Event Participants  <i>Conference registration materials:</i>  Conference Registration Form  Conference Registration Form for PD Members  Contributions Form  Supplementary Tickets Form  Exhibit Space Response Form  Event Entry Summary  Gold Seal Chapter Award entry form  Local Chapter Annual Business Report  Local Recruitment of Chapters entry form  Terry Lowrance Leadership Award entries  Who's Who in NCPBL entry form</p> <p><b>Entry Deadline</b> for CMAP Outstanding Chapter to be entered online to count <b>for North Carolina TLLA awards</b> (National Deadline is not until April 1. So submit early!)</p> <p><b>RECEIPT</b> deadline for PBL State/National membership dues for SLC participation and awards online via national Web site</p>
<b>March 19</b>	<b>RECEIPT</b> deadline to State Adviser for completed Official Nomination for State Office Form. (see Section 09, State Handbook)
<b>March 21</b>	<b>Hotel reservations deadline</b> for State Leadership Conference (SLC) – Hilton Charlotte University Place
<b>March 23</b>	<p>State Adviser notifies all chapters of number of candidates running for each office</p> <p>NCPBL Businessperson of the Year nominees notified by State Adviser</p>
<b>April 1</b>	<p><b>RECEIPT</b> deadline for National Chapter Recognition Awards/Membership Madness &amp; Mania (see National Chapter Management Handbook)</p> <p><b>RECEIPT</b> deadline for NCPBL Professional Division Distinguished Service Award nomination form</p>
<b>April 5</b>	<b>RECEIPT</b> deadline for Professional Division Officer Nominations
<b>April 6</b>	<b>RECEIPT</b> deadline to State Adviser for <b>EITHER</b> completed Official Nomination for State Officer Form <b>OR</b> completed Office Position Change Form for any open positions reported on March 23
<b>April 12-14</b>	<b>STATE LEADERSHIP CONFERENCE</b> , Charlotte, NC (Hilton Charlotte University Place)
<b>April 12</b>	<b>DELIVERY</b> deadline for School-Site Tests, Future Business Executive, Future Business Teacher and Job Interview materials to Event Headquarters at SLC
<b>April 15</b>	<b>RECEIPT</b> deadline for National NLC and IFL Scholarship applications to National Office

**NCPBL Calendar**  
**Important PBL Chapter Dates and Deadlines**  
**2011-2012 School Year**

<b>April 20</b>	<b>RECEIPT</b> deadline for letter of interest and materials requesting State Council’s endorsement for running for national office
<b>April 23</b>	<b>RECEIPT</b> deadline for State Leadership Conference (SLC) winners qualifying for THREE national competitions to notify State Awards Program Director in which NLC event they WILL NOT participate  <b>RECEIPT</b> deadline for State Leadership Conference (SLC) winners qualifying for national competition to notify the State Awards Program Director of intention to participate in events at NLC
<b>April 25</b>	<b>RECEIPT</b> deadline for Administrator Identification Form for School-Site testing
<b>April 30</b>	<b>RECEIPT</b> deadline to State Adviser for nomination materials for applying for a vacant officer position 15 days after end of SLC
<b>May 4</b>	<b>RECEIPT</b> deadline to State Awards Program Director for prejudged events for NLC competition: Business Ethics (6 copies of Synopsis in properly labeled folders) Computer Game and Simulation Programming (2 CD/DVDs) & Statement of Assurance Entry Form Community Service Project Reports (2 copies) Digital Video Production (2 DVDs) & Statement of Assurance Entry Form Free Enterprise Project Reports (2 copies) Future Business Executive Letter of Application/Resume/Job Application (available online at state Web site) (6 copies each in properly labeled folders) Future Business Teacher Letter of Application/Resume/Letter of Recommendation/Lesson Plan (6 copies each in properly labeled folders) Job Interview Letter of Application/Resume/Job Application (available online at state Web site) (6 copies each in properly labeled folders) Local Chapter Annual Business Reports (2 copies) Small Business Management Plan Reports (2 copies) Web Site Design Statement of Assurance Entry Form
<b>May 7</b>	<b>RECEIPT</b> deadline for PBL NLC Internship application to National Office  <b>RECEIPT</b> deadline for submitting application materials for national office to State Adviser
<b>May 11</b>	<b>RECEIPT</b> deadline for School-Site Tested Events to State Awards Program Director for NLC competition
<b>May 15</b>	Deadline to complete March of Dimes entry form for national recognition (see National Chapter Management Handbook)
<b>May 20</b>	Early bird registration deadline for National Leadership Conference & IFL
<b>June 3</b>	Postmark deadline for NLC registrations fees to qualify for voting delegates
<b>June 15</b>	<b>RECEIPT</b> deadline to State Adviser for Delegation Response Form for NLC participation
<b>June 23-24</b>	<b>INSTITUTE FOR LEADERS</b> , San Antonio, TX
<b>June 24-27</b>	<b>NATIONAL LEADERSHIP CONFERENCE</b> , San Antonia, TX

***The North Carolina State Chapter of  
Phi Beta Lambda  
2011-2012***

**"NCPBL—Gateway to Greatness"**

**2011-2012 NCPBL CONFERENCES AND MEETINGS**

<b>2011</b>	
September 22	<p><b>FALL KICK-OFF MEETINGS</b> Locations: TBA Schedule: 1:00-4:00 p.m. Meetings designed to acquaint local chapter advisers and officers with their roles. Attendance limited to five members per chapter. Information mailed to local chapters and posted on the website in August. Light refreshments will be served during the afternoon.</p>
November 4-5	<p><b>NATIONAL FALL LEADERSHIP CONFERENCE – Philadelphia, PA</b> See NFLC guide and state Web site for details.</p>
November 11-12	<p><b>FALL LEADERSHIP DEVELOPMENT CONFERENCE</b> Holiday Inn Airport Hotel, Greensboro NC Tentative Schedule: Conference opens, 2:00 p.m., Friday Conference ends, 2:30 p.m., Saturday Registration Fee: \$20 per attendee FLDC Registration Deadline: November 4, 2011 Lodging Rates: \$69.00 plus 13.75% tax Hotel Reservation Deadline: November 4, 2011</p>
November 11-12	<p><b>NATIONAL FALL LEADERSHIP CONFERENCE – Milwaukee, WI</b> See NFLC guide and state Web site for details.</p>
November 18-19	<p><b>NATIONAL FALL LEADERSHIP CONFERENCE – Little Rock, AR</b> See NFLC guide and state Web site for details.</p>
	<p><b>2012</b></p>
February 2	<p><b>2011-2012 NCPBL CONFERENCES AND MEETINGS</b> <b>WINTER TIP-OFF WORKSHOPS</b> Locations: TBA Schedule: 1:00-4:00 p.m. Workshops designed to acquaint chapter representatives with Conference deadlines and share strategies for a successful State Leadership Conference. Attendance limited to five members per chapter. More specific Winter Tip-Off Workshop information will be mailed to local chapters by mid-January. Light refreshments will be served during the afternoon.</p>
April 12-14	<p><b>STATE LEADERSHIP CONFERENCE</b> Hilton Charlotte University Place, Charlotte, NC Schedule: Conference opens, 4:00 p.m., Thursday Conference ends, 11:00 p.m., Saturday Registration Fee: \$70.00 per attendee* Lodging Rates: \$99.00 plus tax Hotel Reservation Deadline: March 21 Conference Packet to be distributed at Winter Tip-Off Workshops on February 2, 2012</p>
June 23-24	<p><b>INSTITUTE FOR LEADERS</b> San Antonio, Texas Conference Guide will be posted on the national website c. March 15</p>
June 24-27	<p><b>NATIONAL LEADERSHIP CONFERENCE</b> San Antonio, Texas Conference Guide will be posted on the national website c. March 15</p>

\* = Approximate cost

c. = Approximate date

## Yearly Guide

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### **NCPBL—GATEWAY TO GREATNESS**

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The *State Handbook* of the North Carolina Chapter of Phi Beta Lambda has been prepared for all local chapter members and advisers for use as a convenient source of essential information about Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL) and its organization and operation in North Carolina. The handbook is updated once annually to reflect the changes from previous year. For current year's updates, see the NCPBL state chapter website.

This document provides general information about Phi Beta Lambda and specific details about your state chapter. It includes the North Carolina Phi Beta Lambda (NCPBL) Constitution and By-Laws, the State Directory, the State Awards Program, and the Terry Lowrance Leadership Award. All local chapter members, officers, and advisers should become thoroughly familiar with the contents of this document since it serves as the primary source of information about the North Carolina State Chapter. Local chapters may adapt materials from the *State Handbook* for their use as long as these adaptations are not in conflict with the purposes and goals of the state or national organizations.

With the development of competent, aggressive business leadership as its number one goal, North Carolina Phi Beta Lambda has a rich history of providing almost limitless opportunities for business students preparing for careers in tomorrow's business arena. This year NCPBL is the "Gateway to Greatness."

### **FBLA-PBL, INC.**

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Headquartered in Reston, Virginia, Future Business Leaders of America-Phi Beta Lambda is a nonprofit education association of students preparing for careers in business and business-related fields. The FBLA-PBL mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. FBLA-PBL currently has more than 250,000 members. The organization is officially endorsed by the American Management Association, Association for Career and Technical Education, Career College Association, March of Dimes, National Association of Parliamentarians, National Business Education Association, and the US Department of Education.

To accomplish its goals, FBLA-PBL holds conferences and seminars; sponsors a competitive awards program; produces national publications; and provides scholarships, programs, and other services for its members. State and local chapters prepare programs of

work tailored to meet the needs of their membership, schools, and communities. These programs of work include professional activities that increase student skills or knowledge of the business world, service activities that aid people in need, community activities that promote civic pride and citizenship, and fundraising activities that finance chapter projects and conferences.

Since 1942, FBLA-PBL has encouraged and supported students in their school-to-career transition by assisting them in learning more about business careers, establishing occupational goals, obtaining firsthand experience in business arenas, practicing effective money management, valuing community responsibility, and getting on-the-job training in a wide range of business activities. For the local chapter, involvement in the civic and business activities of the local community ensures that the school is at the forefront of current events. Being involved creates positive publicity for the school in the local media, increases enrollment in business programs, and provides endless opportunities for collaborating with local and state businesses.

### **INITIATIVE**

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The intent of this Guide is to acquaint you with essential information—your work plan—needed to get you started on your mission to the future of each North Carolina Phi Beta Lambda local chapter!

By now, you should have received the following items from the national office:

**Chapter Management Handbook revisions:**  
Revisions for the handbook was mailed in August to all chapters by the national office. Please contact the National office if you did not receive a copy.

**2011 National Fall Leadership Conference Guide:**  
Was included with the mailing of the new Chapter Management Handbook revisions.

Now is a good time to check your files for those items essential for your chapter's success. Look specifically for the items mentioned above and be sure that you have the following for ready reference:

**2011-2012 NCPBL State Handbook:**  
(Posted on state website)

**2011-2012 NCPBL Terry Lowrance Leadership Award:** (*State Handbook*, Section 08)

These items are proven tools for successful chapter management. Most questions can be answered by one of the documents or publications listed above. The *Chapter Management Handbook* from the National

Office includes information about ordering additional copies of national publications from the national office. Once the 2011-2012 version of the NCPBL *State Handbook* is available on the Web site, chapter members have easy access to the handbook. Printing specifically needed parts of any publication is encouraged so that your chapter officers and members are informed. Both the National Competitive Events Guidelines and the State Awards Program have been revised this year; be sure the correct versions of these are available in your files; then discard (or archive) earlier versions. Be sure that the National Competitive Events Guidelines you are using this year is labeled "2011 Chapter Management Handbook" (at the bottom of the page) and that the State Awards Program version is labeled "2011 NCPBL State Handbook" (at the bottom of each page). Also, refer members to the state website for access to the NCPBL State Handbook and National Chapter Management Handbook.

One of your prime resources remains the NCPBL website at [www.ncpbl.org](http://www.ncpbl.org). Visit the website and enjoy browsing the information that North Carolina Phi Beta Lambda communicates to the world. Also, visit the national website at [www.fbla-pbl.org](http://www.fbla-pbl.org).

## MANAGERS

Included in Section 02 of the *State Handbook* is an address listing for the 2011-2012 NCPBL State Executive Council. Call upon us for assistance whenever you need it. Also included in the *State Handbook* (Section 02) is a "NCPBL Quick Reference Guide." Sometimes you may have questions but are not sure whom to contact; this guide will assist you in directing your questions to the appropriate State Committee member.

Striving for a unity of direction is characteristic of any good team, and the officer team has charted a direction for the 2011-2012 year with a set of State Chapter Goals. This set of goals is included in this section of the *State Handbook*. The goals were developed to complement the structure of the State Strategic Planning categories; your local chapter might utilize the structure of the Local Chapter Annual Business Report (found in the National Competitive Events Guidelines section of the *Chapter Management Handbook*). In developing your own local chapter's goals for the year, include the requirements of the "Career and Membership Recognition Program (CMAP)" sponsored by the national association and the "Terry Lowrance Leadership Award" program, a component of the State Awards Program.

The "Career and Membership Recognition Program" is a national online individual recognition program and requirements are located on the FBLA-PBL website

([www.fbla-pbl.org](http://www.fbla-pbl.org)). Your chapter members will feel proud wearing the CMAP pins at NLC and state PBL activities! Members may complete requirements for up to three levels of recognition—the Director Level, the Executive Level, and the President level per year. A similar "Outstanding Chapter Recognition Program" for chapters is available online.

All entries for this award are completed online through the national web site. The chapter adviser registers the members interested in completing the CMAP program. Individuals must report and log their progress in the online system of the National website [www.fbla-pbl.org](http://www.fbla-pbl.org). 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

No paperwork is submitted to the national center. This program is completely interactive and online. When members have completed all activities, **the adviser MUST submit the Completed Entry Form**. Failure of the adviser to complete this step will result in no award being given to the member. Please see information and brochures available on the state Web site under Programs and the Career and Membership Awards Program Tips ([www.fbla-pbl.org](http://www.fbla-pbl.org)) for more guidelines for members and advisers for the success completion of the CMAP program.

The Terry Lowrance Leadership Award (which was initiated in 1994 as the "Blue Ribbon Award") has been designated as an official component of the State Awards Program as a means of recognizing our outstanding local chapters which actively participate in conferences, programs, projects, and publicity and membership activities afforded through the state and national associations during the year. Since specific guidelines for the Award change annually, the official Terry Lowrance Leadership Award brochure and entry form is distributed to each local chapter as well as being included in the *State Handbook*, Section 08. The program provides a menu of participatory opportunities in the categories of Chapter Development, Financial, Leadership Development, Publications, Awards Program, & Administrative. Those local chapters meeting the requirements as specified in each category will be recognized with Terry Lowrance Leadership Award ribbons during the State Leadership Conference next April in Charlotte. While the North Carolina Gold Seal

## SECTION 1 – CHAPTER GUIDE

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Chapter Award is limited to 15% of the state's active local chapters, the Terry Lowrance Leadership Award can be achieved by ALL local chapters meeting the program's requirements.

The Terry Lowrance Leadership Award (TLLA) program can be used as a guide for planning chapter activities during the year. Some items have already been achieved since the period for the Terry Lowrance Leadership Award recognition for 2012 actually began at the beginning of the 2011 State Leadership Conference in Charlotte. The program is aimed toward providing chapter officers and members with a summary of the many opportunities that Phi Beta Lambda provides for developing competent, aggressive business leadership.

### GATEWAY TO GREATNESS

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The Schedule of Conferences and Meetings for the 2011-2012 year, included in this section of the *State Handbook*, provides opportunities to explore when and where you can enter the "Gateway to Greatness" during the 2011-2012 year.

Immediate attention should be focused on the Fall Kick-Off Meeting closest to your chapter. The Kick-Off Meetings, scheduled for September 22, 2011, are designed to acquaint local chapter advisers and officers with their roles during the year. The Terry Lowrance Leadership Award guidelines will be highlighted; state, regional, and local goals will be discussed; and networking opportunities will be available. You are encouraged to attend the Kick-Off closest to your chapter and Kick-Off publicity will include an RSVP person and date.

Next on the list is this year's Fall Leadership Development Conference November 11-12, 2011, at the Holiday Inn Greensboro Airport, Greensboro NC. This NCPBL tradition features opportunities for your chapter members to become more familiar with their roles and the challenges and opportunities afforded by this association. The NCPBL Non-Trivia Contest, numerous workshops and breakout sessions, interviews for and awards of NCPBL Scholarships, and the President's Award will highlight the conference.

You should have received the 2011 National Fall Leadership Conference Guide from the national office. Plan to attend the National Fall Leadership Conference in November 4-5, 2011 in Philadelphia, PA, November 11-12, 2011 in Milwaukee, WI or November 18-19, 2011, in Little Rock, AR. There will be a program of sessions just for PBL members.

A continuing feature for the 2011-2012 year is the Winter Tip-Off Workshops, developed as a means of

assisting chapter representatives in planning for the many responsibilities associated with the annual State Leadership Conference. Chapter presidents, advisers, and conference planning chairpersons will find the structure and content of these workshops beneficial. The workshops are scheduled for the afternoon of February 2, 2011, at various locations. More information about these workshops will be provided in early January.

The State Leadership Conference (SLC) and National Leadership Conference (NLC) serve as the highlights of the year. With over 75 competitive and recognition events occupying a major focus during SLC, it is never too early to start preparing chapter members. Competition is keen, but the right coaching and preparation can highlight the potential of your members during the awards ceremonies. State officers are elected during the State Leadership Conference; consider one of your outstanding members for a state leadership role. The role of a state officer is a challenging and most rewarding experience—for both the student member and the adviser. The "State Officer Candidate Guide" (Section 09 of the *State Handbook*) provides details regarding running for state office—as well as responsibilities if elected. Deadline for receipt of the Official Nomination for State Officer form is March 19, 2012.

### MEMBERS . . . THE DRIVING FORCE

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The national office, as well as the state chapter, provides recognition for those chapters that increase membership (see *Chapter Management Handbook* from national office for application form and the State Awards Program for guidelines). You are encouraged to set a goal for your chapter to maintain or increase your membership from last year to qualify for this recognition.

Phi Beta Lambda membership, and use of our association's name, is available only through affiliation at all three membership levels—local, state, and national. Each member will receive a state membership certificate and a national membership card.

While membership dues may be remitted at any point during the year, the initial reporting deadline for state and national dues is October 20. Meeting this deadline assures that chapter members receive Fall issues of state and national publications and that chapters satisfy one of the qualifications for Gold Seal Chapter status, Gold Star recognition, and the Terry Lowrance Leadership Award.

Beginning this fall, state and national dues will be submitted to the national office via the national membership registration process (rather than sending

them to the state adviser). This will allow advisers to enter names directly into the on-line database. Payment can be made by credit card, or an invoice printed for a check to be sent. Members entered have red asterisks until the check has been received; at that point they become "official" members in terms of event eligibility and counting toward membership awards. An adviser or one designated member should take responsibility for this. The "Membership Registration" link is on the national website (fbla-pbl.org), and the process begins by entering the chapter number and the password "service." School address, adviser information, and officer identification are part of the process. The state adviser will pull these lists to print membership certificates, verify event eligibility, and determine membership awards.

In establishing your goals and planning your activities during the year, consider a resource that can be extremely beneficial to your chapter, Professional Division Members! Professional Division membership is open to former PBL members and to anyone who supports the purposes of our association. The Professional Division is also our "official supplier" of the attractive NCPBL lapel pins--available for purchase during the Fall Leadership Development Conference in Statesville and the State Leadership Conference in Charlotte.

Dues for Professional Division Members should be submitted directly to NCPBL Professional Division at PO Box 12002, Durham, NC 27709, or through the FBLA-PBL National website. The Professional Division membership Form is included in Appendix 2 of the State Handbook.

The NCPBL Foundation, Inc., a.k.a. "The Foundation," is part of NCPBL's strategy of creating the "Gateway to Greatness" this year. The Foundation will continue to provide guidance and leadership for operations and endeavors to support the NCPBL State Chapter.

This fall, The Foundation will hold chapter campaigns to assist the Foundation in raising funds. (Rather than in the handbook, information will be mailed separately to all active local chapters.) As the year progresses, local chapters are encouraged to participate in those items on the Terry Lowrance Leadership Award which assist The Foundation towards meeting its goals. The support local chapters provide for The Foundation will generate greater returns for our students. Registration Scholarships have been made available for state officers attending the Institute for Leaders and the National Fall Leadership Conference as well as member registration scholarships for National Fall Leadership Conference and State Leadership Conference. At the 2011 FLDC, three members received \$650 scholarships awarded.

#### NCPBL...GATEWAY TO GREATNESS

Yes, North Carolina Phi Beta Lambda is indeed ready to lead the way for its student members to enter into the "Gateway to Greatness!" Remember that YOU ARE this association, and it is what YOU make it. Thanks go to the many legends in the NCPBL family who worked diligently to make this association the largest and best postsecondary organization for North Carolina's business students. Because of you, it is with pride that we tout PHI BETA LAMBDA as a symbol for excellence. Good luck as you enter an exciting NCPBL year. Please call upon your State Executive Council members to assist you at any time.

### Membership Dues Reporting Procedures

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The dues reporting system will CHANGE for this year whereby chapters will register students directly into the National Database. Detailed directions are below. Please note that state and national dues are submitted to the National Office. This can be by check or credit card. The National Office will then remit state dues back to the NCPBL State Adviser. **NOTE: The students entered will not be considered official members until the National Office receives the check or you pay online.** The state adviser will pull membership information from the National Database.

Upon receipt of chapter dues at the national level, state membership certificates will be prepared and

sent to your chapter. The national office will send national membership cards.

Dues for Professional Division (PD) members should be submitted to Ms. Michele Parrish, Professional Division Secretary/Treasurer. The Professional Division Membership Form is included in Appendix 2 of the *State Handbook* and is available via the state website at [www.ncpbl.org](http://www.ncpbl.org).

Chapters NOT active during the 2010-2011 year should refer to Section 06 of the *State Handbook* (on state website at [www.ncpbl.org](http://www.ncpbl.org)) for procedures regarding chapter chartering or reactivation.

#### ONLINE MEMBERSHIP REPORTING

1. Log on to the national Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org).
2. Click **Membership** on the left hand side of the page.
3. Click **Register Now**.
4. Key in your chapter number (do not key in hyphens or zero) and the password. Your chapter number is located on the mailing label. Example: your chapter number 9811-00 would be 9811 and password would be **service**.

Once logged on, complete the following steps:

1. **School Information:** Review current school information. To update contact information, click on **Edit School Information**.
2. **Adviser and Principal Information:** Review and update advisers' contact information to receive national mailings. There must be at least one person designated as a primary adviser. Please include an e-mail address.
3. **Select Prior Year Members or Add New Members:** If your school had members last year, select members from last year's roster to move to the current year. (Members as shown 50 at a time.) **Please note: Please select and change student year before you check the box.** Once you have selected members to move to the current year, click **Go To Members Page** to continue. If you did not have members last year, simply add members for this year. Once all names have been added, click **Post and Continue**. You must click **Post and Continue** for names to be saved.
4. **Professional Division Members:** Add new Professional Division members or select from a list of last year's members and include address, title, organization, e-mail, phone, and fax.
5. **State and National Dues:** Review total amount of state and national dues for the most recent invoice. (FBLA-PBL membership dues are unified. State dues and national dues must be paid to be considered a member. Refer to the **National and State Dues** link or the Membership Dues Reporting and Procedures for 2011-2012.)
6. **National Scholarships:** Contribute to national scholarships. (optional)
7. **Invoice / Receipt:** Once you have completed your registration, click **Invoice/Receipt**. Print a copy of this page for your records and mail a copy with payment to:

National Membership Dues  
Future Business Leaders of America-Phi Beta Lambda, Inc.  
P O Box 78063  
Baltimore, MD 21279-0063

For questions or concerns regarding online registration, please contact the FBLA-PBL membership office at 800.325.2946 or [membership@fbla.org](mailto:membership@fbla.org)

**PBL National Dues: \$10.00    NCPBL State Dues: \$10.00**

*The North Carolina State Chapter of*  
**Phi Beta Lambda**  
**2011-2012 Membership Reporting Procedures**  
*(for use by chapters active during the 2010-2011 year)*

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**Membership Reporting Materials Needed:**

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Membership Reporting	WILL BE DONE ONLINE THROUGH NATIONAL WEBSITE www.fbla-pbl.org, Membership, Register Now
Additional Membership Reporting Form	WILL BE DONE ONLINE THROUGH NATIONAL WEBSITE www.fbla-pbl.org, Membership, Register Now
Professional Division Membership Form	In <i>State Handbook</i> , Appendix 2 OR online at www.ncpbl.org, Professional Division, Membership

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**PBL Membership Reporting Deadlines:**

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(The PBL membership year is July 1-June 30.)

<b>October 20, 2011</b>	Initial Membership Reporting Deadline for Gold Star
<b>Throughout the Year</b>	Dues for additional members may be submitted at any time
<b>March 14, 2012</b>	Final RECEIPT deadline for dues for determining PBL membership recognition awards for State Leadership Conference participation

**PD Membership Reporting Deadlines:**

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Complete the NCPBL Professional Division Membership Form (*State Handbook*, Appendix 2) and submit dues directly to the State Professional Division Secretary at the address given on the form. (The Professional Division membership year is July 1-June 30.)

<b>October 13, 2011</b>	Initial Membership Reporting Deadline for Gold Star if sending to PD's PO Box or paying online via PayPal at www.ncpbl.org/pd
<b>October 20, 2011</b>	Initial Membership Reporting Deadline for Gold Star and NFLC via online at the National Web site
<b>Throughout the Year</b>	Dues for additional members may be submitted at any time
<b>March 12, 2012</b>	Final RECEIPT deadline for dues for determining PD membership recognition awards for State Leadership Conference participation

**Professional Division Membership Reporting Procedures:**

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**For Professional Division Membership:**

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**Mail-in Professional Division Membership Registration**

1. Complete a “NCPBL Professional Division Membership Form” for each PD member. Form can be found in Appendix 2.
2. Prepare one check payable to ‘NCPBL Professional Division’ for the total amount of state AND national dues--\$23 per member.

SEND            NCPBL Professional Division  
TO:             PO Box 12002  
                   Durham, NC 27709

Note: Professional Division Membership Dues are not required for chapter advisers; however, advisers are encouraged to affiliate with the NCPBL and National Professional Division.

**Online Professional Division Membership Registration**

You may complete your PD membership application and payment online at [www.ncpbl.org/pd](http://www.ncpbl.org/pd). Select Membership. Scroll down to the **How to Join** section.

You have two ways to pay online. The first is a onetime charge for this year’s membership dues. The second is to set up an automatic renewal of your membership.

**One Time Payment**

To pay one time membership dues by PayPal, you will click on the **Buy Now** button. The amount charged to your PayPal account will be \$25. (\$23 for membership dues and \$2 to help defray PayPal fees)

**Renewal Subscription**

To set up automatic annual renewal for membership dues by PayPal, you will click on the **Subscribe** button. The amount charged to your PayPal account each year will be \$25. (\$23 for membership dues and \$2 to help defray PayPal fees) Your membership dues will be automatically renewed each year.

*The North Carolina State Chapter of***Phi Beta Lambda****GOALS FOR 2011-2012****I. CHAPTER DEVELOPMENT / MARKETING GOALS**

- A. To provide recruitment materials that can be adapted/used by local chapters (cards, brochures, letters, fact sheets, etc.)
- B. To sponsor a “President’s Award” at the Fall Leadership Development Conference (FLDC) for the best theme-related display of membership recruitment materials used by a chapter (judged by the State Phi Beta Lambda (PBL) and Professional Division (PD) presidents and a designated Vice President.)
- C. To conduct a “Best Seats in the House” program recognizing new and reactivated chapters at Thursday night’s session and chapters with an increase of 10 or more members at Friday night’s session at the State Leadership Conference (SLC).
- D. To contact colleges concerning reactivating/chartering; goal of at least six additional chapters.
- E. To market PBL to Future Business Leaders of America (FBLA) chapters by Council members attending RFLC and SLC to distribute materials and offer assistance.
- F. To exchange Web links with FBLA (Facebook, Newsletter, Web sites, etc.)
- G. To increase state membership to 800.
- H. To highlight FBLA-PBL Week and Adviser Recognition Day activities at the Winter Tip-Off meetings.

**II. FINANCIAL GOALS**

- A. To assist The NCPBL Foundation, Inc in supporting its program of work.
- B. To sponsor an activity at FLDC to benefit the national March of Dimes fundraiser and The NCPBL Foundation, Inc.
- C. To sponsor a 2011-2012 State Officer Recognition Award based on Chapter President Nominations.

**III. LEADERSHIP DEVELOPMENT GOALS**

- A. To provide an orientation program for state officers preceding the State Executive Council meetings.
- B. To sponsor a Fall Leadership Development Conference to assist chapters and provide training and information on leadership, business, and state/national projects; goal of 100% of active chapters attending.
- C. To increase community service activities.
- D. To invite a speaker at FLDC and SLC who was a former PBL member to encourage PBL members.

**IV. PUBLICATIONS GOALS**

- A. To provide an updated electronic copy of the State Handbook on the Web site by September.
- B. To produce two issues of the state newsletter; goal of 75% of chapters to be featured.
- C. To update and maintain the state chapter Web site with officer assistance.
- D. To maintain the NCPBL Facebook site while transferring traffic from the Regional Facebook sites.
- E. To produce vice-president and presidential communications to the “Council of Presidents.”
- F. To produce a synopsis of goals completed to be published on the state Web site as completed.
- G. To produce and provide a promotional video for recruitment. (Provide downloadable copy.)

## **SECTION 1 – CHAPTER GUIDE**

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### **V. AWARDS PROGRAM GOALS**

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- A. To sponsor the Terry Lowrance Leadership Award to recognize chapters that complete state/national projects and goals.
- B. To involve business leaders as SLC event judges and highlight the company they represent.
- C. To promote participation in the Career and Membership Achievement Program (CMAP); goal of 20 members obtaining a CMAP level.
- D. To provide a CMAP Chapter of the Year Award that will be based on a point system.

### **VI. ADMINISTRATIVE GOALS**

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- A. To provide chapters with a chronological list of all PBL dates and due dates for meetings and activities.
- B. To increase the number of candidates for state office.
- C. To promote and encourage NCPBL's level of participation at national conferences.
- D. To compile a current "Council of Presidents" e-mail list the officers will use to offer guidance and gather information through periodic communication.
- E. To sponsor Fall Kick-Off and Winter Tip-Off meetings for local chapter officers and advisers; goal of 100% of active chapters attending.
- F. To sponsor a State Leadership Conference to administer the State Awards Program, elect officers, and provide leadership training; goal of 100% of active chapters participating.