

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

Section 8 – TERRY LOWRANCE LEADERSHIP AWARD

2011-2012

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

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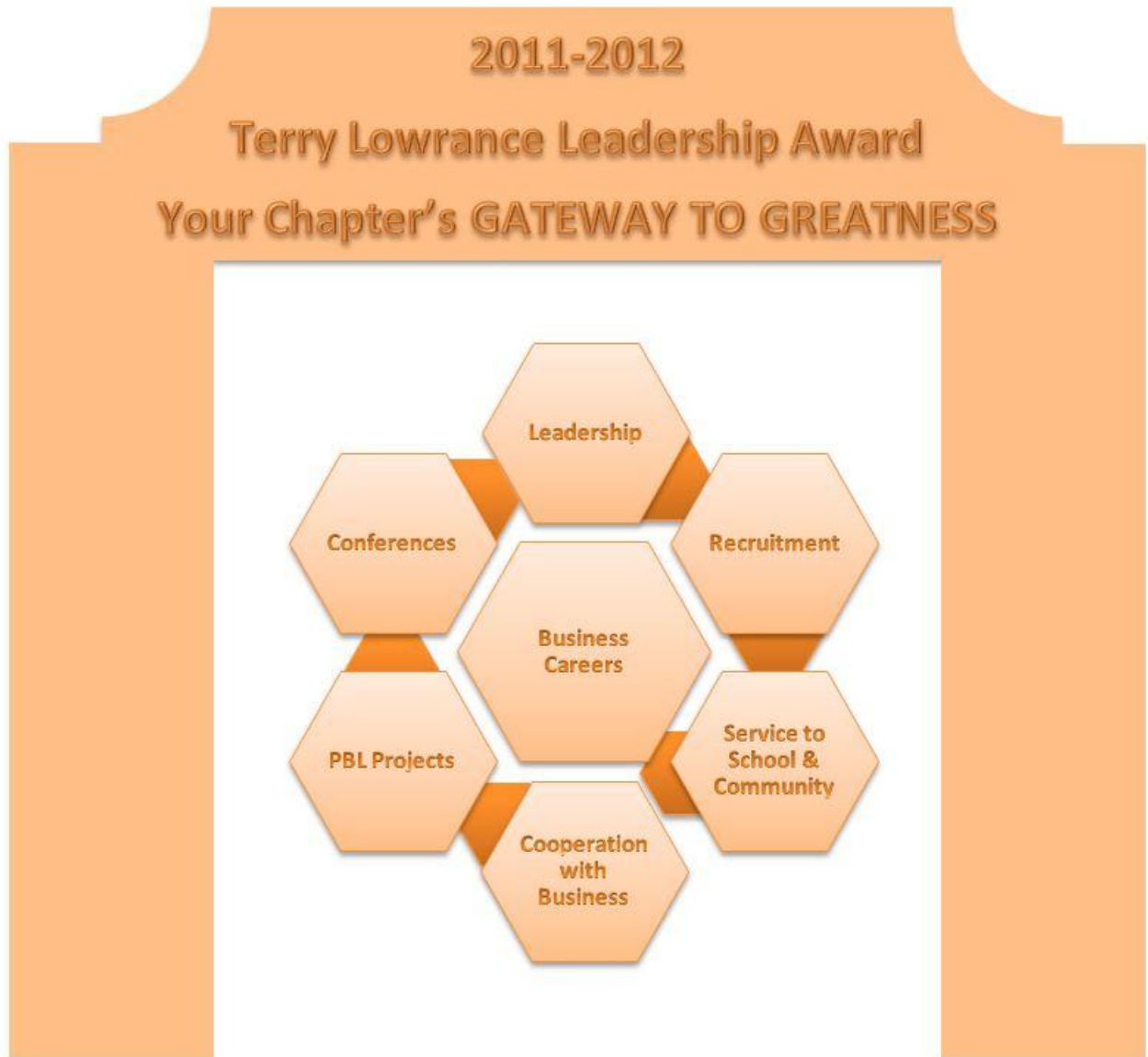
State Handbook

Section 8 – TERRY LOWRANCE LEADERSHIP AWARD

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North Carolina Phi Beta Lambda

By signing this form, we, the undersigned, do declare that our chapter has ethically fulfilled the requirements for the Terry Lowrance Leadership Award.

CHAPTER NAME: _____

CHAPTER PRESIDENT SIGNATURE: _____

CHAPTER ADVISER SIGNATURE: _____

SECTION 8 – TERRY LOWRANCE LEADERSHIP AWARD

2011-2012 NCPBL Terry Lowrance Leadership Award

The North Carolina Terry Lowrance Leadership Award recognizes outstanding local chapters that have actively participated in Phi Beta Lambda state and national programs and conferences. The award was named in memory of Mr. Terry Lowrance, NCPBL State Adviser 1979-2003.

For 2011-2012, a chapter must complete ANY 20 or more of the 44 items listed.

All chapters are eligible for the award, and the goal of the State Executive Council is that every chapter will receive TLLA recognition at the State Leadership Conference. The 44 activities relate directly to the NCPBL goals for 2011-2012. The TLLA items can also be used to generate a program of work for chapters.

Activities submitted must have been done in the year from the 2011 SLC through the deadline for submitting TLLA materials for 2012 SLC recognition. The TLLA entry form available on the web site **MUST** be used to complete the TLLA award. **NOTE: The form is located on the Web site at www.ncpbl.org.** The documentation needed to count an item as one of the 20 is listed in parentheses following the activity description and must be entered in the text boxes below the item in the electronic form. You **MUST** check the checkbox next to the number of the items you are choosing for entry. When you have completed your entry, print the form and mail in time to be received by deadline date. **NO EMAIL OR FAXED COPIES WILL BE ACCEPTED.**

You may email Publications Director, Susan Stinson, with questions about using the form.
publicationsdir@ncpbl.org

PROCEDURES

At the top of the Entry Form, place college name and name of the chapter president and adviser to certify that the chapter has met the criteria.

Check the box beside the item your chapter wishes to be counted toward the TLLA award. As an “insurance policy,” more than 20 items may be submitted. A chapter activity can be used for only one item from the list. In other words, an Adviser Appreciation Activity may not be used again for FBLA-PBL Week Activity. All items checked will be verified with state records.

Provide the documentation as stated for the text areas on the form (Click here to enter text.)
Written descriptions must be typed into the entry form; no hand-written documents will be accepted.

Do not insert graphics/clip art or additional items or lines in the form; these will result in disqualification.

Staple the pages of the form together before sending.

The TLLA form must be RECEIVED by March 14, 2012. Please mail to:

Dr. Kathie Doole
NCPBL State Awards Program Director
Asheville-Buncombe Technical Community College
340 Victoria Road
Asheville, NC 28801

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APRIL 2011

1. **Attend the 2011 State Leadership Conference (SLC) in Charlotte—April 2011.**
(list attendee names, up to five max; separate names with a comma)
2. **Sponsor a chapter member serving as a 2011-2012 state officer.**
(enter member's name and office)
3. **Have at least one member apply for the 2011 National PBL NLC Scholarship OR the 2011 National PBL IFL Scholarship by April 15, 2011.**
(list applicant's name; committee will verify with national office)

JUNE 2011

4. **Attend the 2011 National Leadership Conference (NLC) in Orlando, FL.—June 2011.**
(list attendee names, up to five max; separate names with a comma)
5. **Attend the 2011 Institute For Leaders (IFL) in Orlando—June 2011.**
(list attendee names, up to five max; separate names with a comma)

AUGUST-SEPTEMBER 2011

6. **Conduct a planning session for newly elected local chapter officers.**
(describe activity; max 50 words)
7. **Attend 2011 Fall Kick-Off on September 22, 2011.**
(list attendee names, up to five max; separate names with a comma)

OCTOBER 2011

8. **Submit an article in the FALL state newsletter—October 1 receipt deadline.**
(committee will verify with Publications Director)
9. **Submit and pay initial membership Dues Reporting by October 20, 2011.**
minimum of ten (10) members reported per chapter to qualify for Gold Star (committee will verify with state records)
10. **Have a minimum of five (5) Professional Division members affiliated with your chapter, new or renewed, by the one of the following deadlines.**
October 14 received date if mailing to PD PO BOX or paid via PayPal at www.ncpbl.org; **October 20** if paid and entered at www.fbla-pbl.org the national PBL membership reporting site (committee will verify with PD records)
11. **Submit a member's application for The NCPBL Foundation, Inc. Scholarship by October 20 receipt date.**
(List applicant name. Can only be used by qualifying chapters making a \$25+ contribution to scholarship fund in previous year.)
12. **Make \$35 or more contribution to NCPBL Foundation, Inc., General Operating Fund by Oct. 20 receipt date.**
cannot use this same contribution for this one and #23 (committee will verify with state records)

NOVEMBER 2011

13. **Attend the 2011 Fall Leadership Development Conference (FLDC) in Greensboro—November 11-12, 2011.**
(list attendee names, up to five max; separate names with a comma)
14. **Display a Recruitment Booth at FLDC—November 11-12, 2011**
(committee will verify with state records)
15. **Enter a "Non-Trivia" team at FLDC—November 11-12, 2011.**
(committee will verify with state records)
16. **Conduct an American Enterprise Day Activity—November 15.**
(describe; max 50 words)
17. **Attend a 2011 National Fall Leadership Conference (NFLC) in Philadelphia, PA, Milwaukee, WI, or Little Rock, AR.**
(list attendee names, up to five max; separate names with a comma)

FEBRUARY 2012

18. **Attend a 2012 Winter Tip-Off meeting on February 2, 2012.**
(list attendee names, up to five max; separate names with a comma)
19. **Organize an FBLA-PBL Week Activity—February 5-11, 2012.**
(describe; max 50 words)
20. **Hold an Adviser Appreciation Day Activity on February 8, 2012.**
(describe; max 50 words)

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MARCH 2012

21. **Submit a NC Business Person of the Year Entry by March 7 receipt deadline.**
(enter name submitted)
22. **Contribute \$30 or more to The NCPBL Foundation, Inc.—Scholarship Fund by March 14 receipt deadline.**
(committee will verify with state awards records)
23. **Contribute \$30 or more to The NCPBL Foundation, Inc.—General Operating Fund by March 14 receipt deadline.**
cannot use the same contribution for both this one and #12 unless the chapter has donated \$65 or more during the year (committee will verify with state awards records).
24. **Submit an article in the SPRING state newsletter by March 1 receipt deadline.**
(committee will verify with Publications Director)
25. **Submit a member as a 2012-2013 State Officer candidate on Official Nomination for State Officer Form by either March 19 or April 6 deadline.**
(enter candidate's name and office)
26. **Have member(s) submit applications for the Career and Membership Achievement Program by March 1 receipt deadline. (CMAP)**
(list members' name; up to five max; separate names with a comma, and will be verified with national records)
27. **Submit Gold Seal Chapter Entry by March 14 receipt deadline.**
(committee will verify with state records)
28. **Submit the application for the CMAP Outstanding Chapter to the national office by the STATE TLLA deadline of March 14.**
(will be verified with national records)
29. **Have a minimum of ten (10) Professional Division members affiliated with your chapter, new or renewed, by the SLC awards recognition date of March 12.**
*must be received at PD PO Box , paid through PayPal at www.ncpbl.org, or paid and entered at www.fbla-pbl.org the national PBL membership reporting site by this date. Yes, you **can** check off this one and #10 if you have 10 or more PD members for the year. (committee will verify with PD records)*

YEAR-ROUND ACTIVITIES

30. **Obtain Membership Achievement Award by maintaining or increasing membership by March 14 receipt deadline.**
(enter last year's membership total and this year's membership total)
31. **Increase Membership by either 5 or more members OR 10 or more members by March 14 receipt deadline for SLC recognition.**
(enter last year's membership total and this year's membership total)
32. **Assist with Chartering or reactivating another local chapter by the March 14 receipt deadline.**
(enter name of chapter assisted)
33. **Complete Membership Madness or Membership Mania by April 1 deadline.**
(enter members' names who participated, up to five max; separate names with a comma)
34. **Have article printed in local or campus newspaper.**
(list newspaper name, date published, volume#, issue#, and page number on which article appeared)
35. **Complete a Public Visibility Activity.** e.g. speak at Chamber of Commerce or local government meeting, booth at campus club fair, etc. *(describe; max 50 words)*
36. **Organize a Leadership Development Activity for members or students on campus.**
(describe; max 50 words)
37. **Enter your chapter's contact information and enter chapter news on your NEW state Web site chapter page.**
(verified on the Web site at www.ncpbl.org)
38. **Involve a PD member in a chapter activity.**
(describe; max 50 words)
39. **Conduct a March of Dimes Fundraising Activity.**
cannot use the same activity for this one and #44 (describe; max 50 words)
40. **Have at least five (5) members to help out with a school or campus project.**
(describe; max 50 words)
41. **Conduct a Free Enterprise Project.**
(describe; max 50 words)
42. **Participate in a Connecting Chapters Activity.**
(describe; max 50 words)
43. **Attend a Future Business Leaders of America activity or meeting.**
(describe; max 50 words)
44. **Conduct a Community Service Project.**
cannot use the same activity for this one and #39 (describe; max 50 words)

Terry Lowrance Leadership Award

In 2009-2010, the State Executive Council re-structured the Terry Lowrance Leadership Award form. It was changed that year to an electronic fill-in form. Each year the State Executive Council updates the activities that may be completed for the award based on the current year's State Chapter Goals. Chapters may complete any 20 or more of the 44 activities.

Activities are listed by the period that these events happen at the state level. Chapters can easily plan their program of work using the TLLA as a guideline for chapter activities throughout the year. Fifteen of the activities can be done at any time of the membership year. Chapters that reactivate or charter after December can still qualify for the TLLA award.

Chapters will download the form from the state chapter website at www.ncpbl.org under Phi Beta Lambda, Programs, and then Terry Lowrance Leadership Award or under Documents. Chapters should download and fill in the TLLA form, print the completed form and mail it to the State Awards Director. ALL submissions must also be received by the March 14, 2012, deadline. NO EMAIL OR FAX COPIES WILL BE ACCEPTED.

All activities that chapters complete for the TLLA will help the North Carolina state chapter of Phi Beta Lambda to successfully achieve the goals for the 2011-2012 year, which can be found in Section 01 of the State Chapter Handbook.

NCPBL Gold Star Chapter

Local chapters meeting the following items of the TLLA by the deadline dates listed below will receive special recognition at the Fall Leadership Development Conference and again at the State Leadership Conference.

- Have a minimum of ten paid members listed on the national database by the October 20 initial reporting deadline.
- Have delegates at a "Kick-Off" (Sept. 22)
- Submit a "Chapter News" article for the state newsletter by Oct. 1
- Register for the NCPBL Fall Leadership Development Conference by the Nov. 4 pre-registration date.
- Make a \$35 or more donation to the NCPBL Foundation, Inc. (PO Box 20087, Charlotte 28202) by October 20.
- Have a minimum of 5 (new or returning) paid Professional Division members by October 14 (either check received in PD PO Box or paid through PayPal at www.ncpbl.org; by October 20 paid and entered in National membership Registration system.)

Local chapters, you do not need to submit a "Gold Star" Entry form. Your chapter will qualify for Gold Star Chapter Award based on records of the NCPBL State chapter, NCPBL Professional Division, and The NCPBL Foundation, Inc.