

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

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

2008-2009

*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

2008-2009 School Year

2008

September 18	Fall Kick-Off Meetings Barton College, Wilson, NC High Point University, High Point, NC Asheville-Buncombe Technical Community College, Asheville, NC
October 10	RECEIPT deadline for submitting chapter news for FLDC edition of state newsletter
October 13	RECEIPT deadline for Professional Division dues for recognition at FLDC & NFLC RECEIPT deadline for initial reporting of PBL State and National Dues for FLDC membership and special recognition awards (Membership Reporting Form AND Membership Management Form) RECEIPT deadline for the Food Lion Shop 'n Share Program project (Chapter Challenge)
October 17	Hotel reservation deadline for National Fall Leadership Conference in Washington, DC Early Bird registration deadline for NATIONAL Fall Leadership Conference (NFLC) – Washington, DC
October 24	Hotel reservations deadline for Fall Leadership Development Conference (FLDC) Hotel reservation deadline for National Fall Leadership Conference – New Orleans, LA Early Bird registration deadline for NATIONAL Fall Leadership Conference (NFLC) – New Orleans, LA
October 31	RECEIPT deadline for registration materials for Fall Leadership Development Conference (FLDC)
November 7-8	FALL LEADERSHIP DEVELOPMENT CONFERENCE , Holiday Inn Crabtree Valley Hotel, Raleigh, NC
November 15	American Enterprise Day
November 14-15	NATIONAL FALL LEADERSHIP CONFERENCE , Washington, DC
November 21-22	NATIONAL FALL LEADERSHIP CONFERENCE , New Orleans, LA

**Important PBL Chapter Dates and Deadlines
2008-2009 School Year**

2009

February 5

Winter Tip-Off Meetings

Mount Olive College, Mount Olive, NC
ECPI-College of Technology-Greensboro **
Lenoir-Rhyne College, Hickory, NC **
** tentative, pending confirmation by schools

February 8-14

FBLA-PBL Week

February 11

Adviser Appreciation Day

February 25

RECEIPT deadline for:

Terry Lowrance Leadership Award entries
NC Businessperson of the Year event entry form
Internet Application Design Programming and Desktop Application Programming entry form(s)
Digital Video Production entry form(s) and presentation(s)
E-business entry form(s)
Web Site Development entry form(s)
Small Business Management Plan report(s)
Community Service Project report(s)
Free Enterprise Project report(s)
Administrator Identification Form for School-Site Tested Events (Accounting for Professionals, Computer Applications, Database Design & Applications, Desktop Publishing, & Word Processing)

March 1

Deadline for Career & Membership Recognition Program (CMAP) to be entered online

March 2

RECEIPT deadline for submitting chapter news for SLC edition of state newsletter

RECEIPT deadline for Professional Division membership dues to qualify for state awards

RECEIPT deadline to State Adviser for State Officer Nomination Intent Form (See Section 09, State Handbook)

**Important PBL Chapter Dates and Deadlines
2008-2009 School Year**

2009**March 4**

School-Site Tests to be sent to identified test administrators

RECEIPT deadline for:

Local Chapter Annual Business Report
 Who's Who in NCPBL entry form
 NCPBL Foundation, Inc., Scholarship application
 Local Recruitment of Chapters entry form
 Gold Seal Chapter Award entry form
 Event Entry Summary
 Address Listing of Event Participants
Conference registration materials:
 Conference Registration Form
 Conference Registration Form for PD Members
 Contributions Form
 Supplementary Tickets Form
 Exhibit Space Response Form

RECEIPT deadline for dues for PBL State/National membership dues**March 6**

State Adviser notifies chapters of number of candidates running for each state office

March 12

Hotel reservations deadline for State Leadership Conference (SLC) – Hilton Charlotte University Place

NCPBL Businessperson of the Year nominees notified by State Adviser

RECEIPT deadline to State Adviser for Official Nomination for State Office Form. (see Section 09, State Handbook)**RECEIPT** deadline for NCPBL Professional Division Distinguished Service Award nomination form**RECEIPT** deadline for Professional Division Officer Nominations**April 1-4****STATE LEADERSHIP CONFERENCE**, Charlotte, NC (Hilton Charlotte University Place)**April 1****RECEIPT** deadline for School-Site Tests to be delivered to Event Headquarters at SLC**RECEIPT** deadline for National Chapter Recognition Awards (see National Chapter Management Handbook)**April 10****RECEIPT** deadline for letter of interest and materials requesting State Council's endorsement for running for national office**April 17**

Deadline for State Leadership Conference (SLC) winners qualifying for national competition in multiple events to notify State Awards Program Director of the event in which they WILL NOT participate at NLC

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

**Important PBL Chapter Dates and Deadlines
2008-2009 School Year**

2009

- May 1** **RECEIPT** deadline to State Awards Program Director for chapter reports, resumes, and prejudged events for NLC competition
- RECEIPT** deadline to State Awards Program Director for School-Site Tested Events for NLC competition
- RECEIPT** deadline for PBL NLC Internship application
- May 5** **RECEIPT** deadline for submitting materials for national office to State Adviser
- May 15** Deadline to complete Mission LIFT entry form for national recognition (see National Chapter Management Handbook)
- Early bird registration deadline for National Leadership Conference & IFL
- June 5** Postmark deadline for NLC registrations fees to qualify for voting delegates
- RECEIPT** deadline to State Adviser for Delegation Response Form for NLC participation
- June 19-21** **INSTITUTE FOR LEADERS**, Anaheim, CA
- June 21-24** **NATIONAL LEADERSHIP CONFERENCE**, Anaheim, CA
-

*The North Carolina State Chapter of
Phi Beta Lambda*

SCHEDULE OF CONFERENCES AND MEETINGS

2008-2009

"NCPBL—Get the EDGE"

2008

2008-2009 NCPBL CONFERENCES AND MEETINGS

September 18

FALL KICK-OFF MEETINGS

Barton College, Wilson, NC
High Point University, High Point, NC
Asheville-Buncombe Technical Community College
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.

November 7-8

FALL LEADERSHIP DEVELOPMENT CONFERENCE

Holiday Inn Crabtree Valley Hotel, Raleigh, NC
Tentative Schedule: Conference opens, 2:00 p.m., Friday
Conference ends, 2:30 p.m., Saturday
Registration Fee: \$20 per attendee
Lodging Rates: \$69.00 plus tax (one to four persons)
Hotel Reservation Deadline: October 24, 2008

November 14-15
November 21-22

**NATIONAL FALL LEADERSHIP CONFERENCE (PBL Track)— Washington
NATIONAL FALL LEADERSHIP CONFERENCE (PBL Track)— New Orleans**

Marriott Wardman Park Hotel, Washington DC
Hilton New Orleans Riverside Hotel, New Orleans, LA
Schedule: Conference opens, 11:00 a.m., Friday
Conference ends: midnight, Saturday
Registration Fee: \$60.00 per attendee (early bird); \$70.00 after October 18 (Washington);
after October 25 (New Orleans); \$80.00 on site registration
Lodging Rates:
Washington
\$160.00 (single/double) plus 14.5% tax
\$165.00 (triple/quad) plus 14.5% tax
Hotel Reservation Deadline: October 17, 2008
Parking: \$20 per day-self parking
New Orleans
\$150.00 (single/double) plus 14.5% tax
\$155.00 (triple/quad) plus 14.5% tax
Hotel Reservation Deadline: October 17, 2008
Parking: \$29 per day-self parking
Conference guide is posted on the national website

2009

2008-2009 NCPBL CONFERENCES AND MEETINGS

February 5

WINTER TIP-OFF WORKSHOPS

Mount Olive College, Mount Olive, NC
ECPI-College of Technology-Greensboro **
Lenoir-Rhyne College, Hickory, NC **
**tentative, pending approval by schools

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 to be mailed to local chapters by mid-January. Light refreshments will be served during the afternoon.

April 1-4

STATE LEADERSHIP CONFERENCE

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 15.25% tax

Hotel Reservation Deadline: March 12

Conference Packet to be distributed at Winter Tip-Off Workshops on February 5, 2009 (event entry forms are included in Appendix 3 of *State Handbook*).

June 19-21

INSTITUTE FOR LEADERS

Anaheim, California
Registration Fee: \$115.00 per person*, early bird deadline: May 15
Lodging Rates: Will be sent from National Office
Hotel Reservation Deadline: c. June 1
Conference Guide will be posted on the national website c. March 15

June 21-24

NATIONAL LEADERSHIP CONFERENCE

Anaheim, California
Registration Fee: \$98.00 per person*, early bird deadline: May 15
Lodging Rates: Will be sent from National Office
Hotel Reservation Deadline: c. June 1
Conference Guide will be posted on the national website c. March 15

* = Approximate cost
c. = Approximate date

Chapter Guide

NCPBL—GET THE EDGE

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.

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 to “Get the EDGE” on the future while preparing for careers in tomorrow’s business arena.

FBLA-PBL, INC.

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 best meet the needs of their memberships, 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 partnering with local and state businesses.

INITIATIVE

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: A complete copy of the new handbook was mailed in August to all chapters by the national office. A separate mailing included the tabbed divider pages for the handbook. Please contact the National office if you did not receive a copy.

2008 National Fall Leadership Conference Guide: Was included with the mailing of the new Chapter Management Handbook.

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:

2008-2009 NCPBL State Handbook:
(provided on CD and posted on state website)

2008-2009 NCPBL Terry Lowrance Leadership Award: (*State Handbook*, Section 08)

SECTION 1 – CHAPTER GUIDE

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 you receive the 2008-2009 version of the *NCPBL State Handbook* (on CD), additional copies of state-level information can be easily reproduced for your chapter members. 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 "Chapter Management Handbook ©2008" (at the bottom of the page) and that the State Awards Program version is labeled "2008 NCPBL State Handbook" (at the bottom of each page). Also refer members to the state website for access to the NCPBL State Handbook.

One of your prime resources remains the NCPBL website at 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.fbلا-pbl.org.

MANAGERS

Included in Section 02 of the *State Handbook* is an address listing for the 2008-2009 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 who 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 2008-2009 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 Chapter Annual Business Report; your local chapter might utilize a similar approach by using 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.fbلا-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.fbلا-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 Career and Membership Awards Program Tips (www.fbلا-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 Conferences, Projects, Programs, and Publicity & Membership. 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 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 time period for the Terry Lowrance Leadership Award recognition for 2009 actually began at the beginning of the 2008 State Leadership Conference in Raleigh. 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.

GET THE EDGE

The Schedule of Conferences and Meetings for the 2008-2009 year, included in this section of the *State Handbook*, provides opportunities to explore when and where you can "Get the EDGE" during the 2008-2009 year.

Immediate attention should be focused on the Fall Kick-Off Meeting closest to your chapter. The Kick-Off Meetings, scheduled for September 18, 2008, 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 7-8, 2008, at the Holiday Inn Crabtree Valley Hotel, Raleigh, 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 break-out sessions, and the President's Award will highlight the conference.

You should have received the 2008 National Fall Leadership Conference Guide from the national office.

Plan to attend the National Fall Leadership Conference on November 14-15, 2008 in Washington, DC or November 21-22, 2008, in New Orleans, Louisiana. There will be a program of sessions just for PBL members.

A continuing feature for the 2008-2009 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 5, 2009, 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 showcase 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 State Officer Candidate Response Form is March 2, 2009. Deadline for receipt of the Official Nomination for State Office form is March 12, 2009.

MEMBERS . . . THE DRIVING FORCE

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.

SECTION 1 – CHAPTER GUIDE

While membership dues may be remitted at any point during the year, the initial reporting deadline for state and national dues is October 13. 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.

The singular dues reporting system will continue for this year; complete the "Initial Membership Reporting Form" included in the *State Handbook* and send it along with a check for national AND state dues to the State Adviser's office. The state chapter will, in turn, remit your national dues portion to the National Office as a group from North Carolina on a bi-weekly basis. Upon receipt of your dues at the state level, state membership certificates will be prepared and sent to your chapter along with a receipt letter and an "Additional Member Reporting Form" for reporting additional members. The "Additional Member Reporting Form" can then be used in the same manner for submitting state AND national dues for additional members to the State Adviser's office. The national office will send national membership cards.

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 P.O. Box 625, Stanfield, NC 28163, 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 to "Get the EDGE." The Foundation will continue to provide guidance and leadership for operations and endeavors to support the NCPBL State Chapter.

This fall, The Foundation will again sponsor "The Chapter Challenge." (Rather than in the handbook, information will be mailed separately to all active local chapters.) This activity appears in the Terry Lowrance Leadership Award as "The NCPBL Foundation, Inc., Chapter Challenge." 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. For 2008, three members received \$650 scholarships (announced at SLC and presented at FLDC).

NCPBL...GET THE EDGE

Yes, North Carolina Phi Beta Lambda is indeed ready to provide its student members the way to "Get the EDGE!" 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 to Get the EDGE on the future for each and every member of NCPBL.

Membership Dues Reporting Procedures

The singular dues reporting system will continue for this year whereby chapters will complete the dues form and send it along with a check for national AND state dues to the State Adviser's office. The state chapter will, in turn, remit the national dues portion to the National Office as a group from North Carolina on a bi-weekly basis. Upon receipt of chapter dues at the state level, state membership certificates will be prepared and sent to your chapter along with a receipt letter and a form for reporting additional members. The national office will send national membership cards. This "Additional Member Reporting Form" can then be used in the same manner for submitting state AND national dues for

additional members to the State Adviser's office. Dues for Professional Division (PD) members should be submitted to Ms. Liz Moore, Professional Division Secretary/Treasurer. The Professional Division Membership Form is included in Appendix 2 of the *State Handbook* and is also available via the state website at www.ncpbl.org.

Chapters NOT active during the 2007-2008 year should refer to Section 06 of the *State Handbook* (on state website at www.ncpbl.org) for procedures regarding chapter chartering or reactivation. Initial dues reporting forms are included in Section 06 for new and reactivating chapters

***The North Carolina State Chapter of
Phi Beta Lambda
2008-2009 Membership Reporting Procedures
(for use by chapters active during the 2007-2008 year)***

Membership Reporting Materials Needed:

Membership Reporting Form	Included in chapter information packet and in <i>State Handbook</i> , Appendix 2
Additional Membership Reporting Form	Sent from state office and in <i>State Handbook</i> , Appendix 2
Professional Division Membership Form	In <i>State Handbook</i> , Appendix 2

PBL Membership Reporting Deadlines:

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

October 13, 2008	Initial Membership Reporting Deadline – Membership Reporting Form AND Membership Management Form
Throughout the Year	Dues for additional members may be submitted at any time
March 4, 2009	Final RECEIPT deadline for dues for determining PBL membership recognition awards and for State Leadership Conference participation

PD Membership Reporting Deadlines:

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.)

October 13, 2008	Initial Membership Reporting Deadline for Gold Star and NFLC
Throughout the Year	Dues for additional members may be submitted at any time
March 4, 2009	Final RECEIPT deadline for dues for determining PD membership recognition awards and for State Leadership Conference participation

Membership Reporting Procedures:

For Student Membership:

1. Complete 2008-2009 Membership Reporting Form or 2008-2009 Additional Membership Reporting Form.
Forms can be found in Appendix 2.

NOTE: CHAPTERS **NOT ACTIVE** DURING THE 2007-2008 YEAR MUST USE THE APPLICATION AND DUES REPORTING FORMS LOCATED IN SECTION 06 OF THE STATE HANDBOOK (available on the website at www.ncpbl.org).
2. Prepare one check payable to 'NCPBL' for the total amount of state AND national dues--\$20 per member.
3. **NEW** - Complete 2008-2009 Membership Management Team form and send with initial reporting dues and as needed throughout the PBL year as changes occur. Form can be found in Appendix 2.

SEND Mr. Dan Hazlett
TO: NCPBL State Adviser
 Stanly Community College
 141 College Drive
 Albemarle, NC 28001

For Professional Division Membership:

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 625
 Stanfield, NC 28163

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

*The North Carolina State Chapter of***Phi Beta Lambda****GOALS FOR 2008-2009****I. RECRUITMENT OF MEMBERS AND CHAPTERS**

- A. To encourage the development of local chapter membership by providing recruitment materials that can be adapted/used by local chapters, including a North Carolina Phi Beta Lambda (NCPBL) Fact Sheet and general membership brochure.
- 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, as judged by the State Phi Beta Lambda (PBL) and Professional Division (PD) presidents and designated Regional Vice President.
- C. To recognize on the website and at state conference chapters which receive the national Membership Achievement Award for maintaining/increasing membership; goal of 100% of chapters will receive this recognition.
- D. To conduct a “Best Seats in the House” program:
 1. To recognize chapters that increase membership by 5 or more members by giving front-row seating at the SLC Thursday evening session.
 2. To recognize chapters that increase membership by 10 or more members by giving front-row seating at the SLC Friday evening session and providing special recognition (emblem) on delegates’ nametags.
- E. To implement a plan to contact colleges concerning reactivating/chartering; goal of at least eight additional chapters.
- F. To market PBL to Future Business Leaders of America (FBLA) chapters by Council members attending at least 18 FBLA functions (local/regional/state.)
- G. To increase state membership to 750.
- H. To implement a “Making New Members” program that recognizes recipients of the National Membership Madness and Membership Mania activities by calling them on stage at State Leadership Conference (SLC) and doing a drawing for a gift.
- I. To market PBL by designing a brochure that lists PBL chapters and gives chartering information for distribution to graduating FBLA members going on to college.

II. STATE OFFICER ASSISTANCE TO LOCAL MEMBERS

- A. To encourage chapters prior to Executive Council meetings to make the Council aware of needs and concerns and then place those items on the Council agenda.
- B. To ensure chapters receive a chronological list of all PBL dates and due-dates for meetings and activities.
- C. To encourage and provide information for members wishing to pursue state officer positions, including a one-page guide highlighting the longer candidate guide in the Handbook.
- D. To publicize Winter Tip-Off meetings in February focusing on chapter leaders, with distribution of a State Conference packet and highlighting strategies for chapters’ success during SLC; a goal of 75% of active chapters attending and material mailed to all chapters.
- E. To compile a “Council of Presidents” e-mail list that officers would use to offer guidance and gather information through periodic communication.

III. PREPARATION OF STATE AND LOCAL OFFICERS FOR THEIR DUTIES

- A. To provide an orientation program for state officers preceding the Executive Council meetings.
- B. To encourage state officers and local chapter members to attend the National Institute for Leaders (IFL) program.

SECTION 1 – CHAPTER GUIDE

- C. To sponsor Fall Kick-Off meetings in September for local chapter officers and advisers to preview the year's activities, review the State Goals, and present the Terry Lowrance Leadership Award as a plan of action for local chapters; goal of 75% of active chapters attending and material mailed to all chapters.
- D. To revise and provide a disk copy of the State Handbook to each chapter at the Kick-Offs.
- E. To provide workshops at the Fall Leadership Development Conference directly related to local officer training.
- F. To encourage chapters to organize an activity specifically to develop leadership skills of members.

IV. COOPERATION WITH BUSINESS, PROFESSIONAL, AND SERVICE GROUPS WITHIN THE COMMUNITY

- A. To encourage chapters, through FLDC presentations, to sponsor a service project in their community.
- B. To encourage chapters to increase interaction with local business leaders and with their local Chamber of Commerce with the promotion of activities listed on the website and newsletter.
- C. To assist The NCPBL Foundation, Inc., in soliciting sponsors for the State Leadership Conference.
- D. To involve business leaders as SLC event judges and highlight the companies they represent.
- E. To support and encourage membership in the NCPBL Professional Division, as well as encouraging chapters to utilize PD members in local chapter activities.
- F. To encourage participation in the national March of Dimes fund-raising program (Mission LIFT); goal of 75% of active chapters contributing.

V. PARTICIPATION IN PUBLIC RELATIONS ACTIVITIES, PREPARATION OF A NEWSLETTER

- A. To encourage local chapters to participate in the Businessperson of the Year activity.
- B. To publish two issues of a state newsletter, with printed distribution to chapters, and an online version to PD members; a goal of 75% of chapters will be featured.
- C. To maintain the state chapter website with up-to-date information, an increased number of photographs, SLC/NLC winners, and archived state newsletters.
- D. To encourage local chapters to create/maintain a website that is linked to the state site.
- E. To identify an SLC "Conference Photographer."
- F. To encourage chapters to submit articles to school, local, state, and national PBL and non-PBL publications.
- G. To encourage chapters to organize an activity for the purpose of increasing visibility of PBL.
- H. To establish Council e-mail accounts with official PBL signatures.
- I. To create an official NCPBL Facebook site administrated by the State Council.

VI. DEVELOPMENT AND PROMOTION OF FBLA-PBL STATE PROJECTS

- A. To sponsor the Terry Lowrance Leadership Award to recognize chapters that complete, among other items, state projects.
- B. To promote participating in the Gold Seal Chapter Award event by having an explanatory workshop at FLDC.
- C. To promote participation in the NCPBL Foundation, Inc. Food Lion "Shop 'n Share" program as well as other fund-raising activities of the Foundation.
- D. To encourage contributions of \$25 to The NCPBL Foundation, Inc., Scholarship Fund and recognizing participating chapters with a certificate at SLC; a goal of 65% of active chapters participating.
- E. To encourage contributions of \$25 to The NCPBL Foundation, Inc.-General Fund and recognizing participating chapters with a certificate at SLC; a goal of 65% of active chapter participating.
- F. To recognize at SLC the top two chapters contributing to The NCPBL Foundation, Inc., Scholarship and The NCPBL Foundation, Inc.-General Fund.

VII. SUPPORT OF FBLA-PBL NATIONAL PROJECTS

- A. To promote chapter participation in national projects through an information workshop at FLDC, articles in the newsletter.
- B. To encourage participation in the Career and Membership Achievement Program (CMAP); a goal of 25 members obtaining a CMAP level.
- C. To highlight FBLA-PBL Week and Adviser Recognition Day activities at the Tip-Offs.
- D. To encourage participation in the “Connecting Chapters” activity.

VIII. IMPLEMENTATION OF STATE LEADERSHIP CONFERENCES

- A. To sponsor a Fall Leadership Development Conference to assist chapters and provide training and information on leadership, business, and state and national projects; a goal of 100% of active chapters attending.
- B. To sponsor a State Leadership Conference to administer the State Awards Program, electing state officers, and providing leadership training; a goal of 100% of active chapters attending.

IX. ATTENDANCE AND PARTICIPATION AT CONFERENCES SPONSORED BY THE NATIONAL ASSOCIATION.

- A. To promote National Leadership Conference (NLC) attendance at each State Conference.
- B. To encourage National Fall Leadership Conference (NFLC) attendance.
- C. To encourage IFL attendance through articles written by former participants.