

The North Carolina State Chapter of

PHI BETA LAMBDA

State Handbook

Section 7 – STATE AWARDS PROGRAM

2008-2009

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

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State Handbook
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STATE AWARDS PROGRAM

The competitive events held at the State Leadership Conference (SLC) illustrate the scope of interests and activities of Phi Beta Lambda (PBL). These events are based on activities developed from the nine goals of Phi Beta Lambda. State events fall into four classifications: individual, team, chapter, and recognition events. **The State Awards Program (SAP) event guidelines are aligned as closely as possible with the National Awards Program (NAP).** The information contained within this section often refers to the National Awards Program and requires use of the national *Chapter Management Handbook* as the source of specific details regarding the events. Listed below are the events offered through the State Awards Program.

At the National level a student is allowed to enter any two events. However, to promote participation in the Free Enterprise and Community Service projects at the state level, NCPBL makes it possible for a student to do a chapter event as a third event.

At SLC for NCPBL a participant may be entered in a combination of the following:

- Total of two individual events OR
- Total of two team events OR
- Total of two chapter events OR
- Total of one individual event and one team event, OR
- Total of two individual events and one chapter event, OR
- Total of two team events and one chapter event OR
- Total of one individual event, one team event, and one chapter event, OR
- Total of one individual event and two different chapter events (see #14 under Rules and Regulations) OR
- Total of one team event and two different chapter events (see #14 under Rules and Regulations)

INDIVIDUAL EVENTS

Individual Events allowing possible advancement to national competition. Each local chapter may enter two participants for each event in this section. * The top three (3) winners from SLC will advance to national competition.

*Accounting Analysis & Decision Making	Impromptu Speaking
*Accounting Principles	*Information Management
Accounting for Professionals (school-site test NEW)	*International Business
Business Communication	Internet Application Programming (prejudged program)
*Business Law	Job Interview (exception: only one entry per chapter)
Client Service	*Justice Administration
Computer Applications (school-site test)	*Macroeconomics
*Computer Concepts	*Management Concepts (REVISED)
*Contemporary Sports Issues	*Marketing Concepts (REVISED)
*Cyber Security	*Microeconomics
Database Design & Applications (school-site test)	*Networking Concepts
Desktop Application Programming (prejudged program)	*Project Management
*Economic Analysis & Decision Making	Public Speaking
*Financial Analysis & Decision Making	Sales Presentation
*Financial Concepts	*Sports Management and Marketing
Future Business Executive	*Statistical Analysis
Future Business Teacher	*Telecommunications
Help Desk	Word Processing (school-site test)

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TEAM EVENTS

Team Events allowing possible advancement to national competition. Each participant can enter only one event listed in this category. Each chapter may enter two teams in each of these events. The First Place and Second Place teams of the events become eligible for national competition. For NCPBL, “team events” are those that national guidelines say must be done by groups of members and those that guidelines say can be done individually or by groups. The number for each event is listed below and in the event guidelines.

- Business Decision Making (team of 2 or 3 members)
- Business Ethics (team of 2 or 3 members)
- Business Presentation (individual event or team of 2 or 3 members) **(NEW)**
- Desktop Publishing (team of 2 members) (school site test)
- Digital Video Production (individual event or team of 2 or 3 members) (prejudged component)
- E-business (individual event or team of 2 or 3 members) (prejudged component)
- Emerging Business Issues (team of 2 or 3 members)
- Financial Services (individual event or team of 2 or 3 members)
- Hospitality Management (individual event or team of 2 or 3 members)
- Human Resource Management (individual event or team of 2 or 3 members)
- Management Analysis & Decision Making (individual event or team of 2 or 3 members) **(REVISED)**
- Marketing Analysis & Decision Making (individual event or team of 2 or 3 members) **(REVISED)**
- Network Design (team of 2 or 3 members)
- Parliamentary Procedure (team of 4 or 5 members)
- Small Business Management Plan (individual event or team of 2 or 3 members)
- Web Site Development (individual event or team of 2 or 3 members)

CHAPTER EVENTS

Local chapters may participate in any or all of the events listed in this category. No individual member can participate in more than two of the chapter events. Each local chapter may enter two teams in the events listed below except Local Chapter Annual Business Report. The First Place and Second Place teams of the events become eligible for national competition.

- Community Service Project (up to 3 members)
- Free Enterprise Project (up to 3 members) **(NEW)**
- Local Chapter Annual Business Report

SPECIAL INDIVIDUAL EVENTS

Special Individual Events conducted at state level; advancement to national recognition available only for Who’s Who. Two participants per chapter may apply for The North Carolina Phi Beta Lambda Foundation, Inc. Scholarship while Who’s Who in North Carolina Phi Beta Lambda has no limit regarding the number of nominations each chapter may submit. The same participant may be entered in both of the events listed in this category. In addition, participants entered in these events may also enter events as an individual, team, or chapter (see participation rules for each category as well as rules listed just before list).

- Who’s Who in North Carolina Phi Beta Lambda
- The North Carolina Phi Beta Lambda Foundation, Inc., Scholarship

RECOGNITION EVENTS

Local chapters may participate in any or all of the events listed in this category. Refer to Guidelines for details regarding national competition.

STATE CHAPTER RECOGNITION EVENTS:

- Terry Lowrance Leadership Award*
- North Carolina Businessperson of the Year*
- North Carolina Gold Seal Chapter Award*
- Largest Local Chapter Membership
- Largest Increase in Local Chapter Membership
- Largest Percentage of Increase in Local Chapter Membership
- Local Recruitment of Chapters*

STATE PROFESSIONAL DIVISION RECOGNITION EVENTS:

- Largest Local Chapter Membership--Professional Division
- Local Recruitment of Professional Division Members
- Professional Division Chapter of the Year
- North Carolina Phi Beta Lambda Professional Division Distinguished Service Award*

* Requires completion of event entry form

REGIONAL AWARDS

Regional awards are given for each of the events listed below. No additional event entry forms are required. A maximum of three places may be awarded in each of the three regions--Eastern, Central, and Western.

STATE CHAPTER REGIONAL RECOGNITION EVENTS:

- Largest Local Chapter Membership
- Largest Increase in Local Chapter Membership
- Largest Percentage of Increase in Local Chapter Membership

STATE PROFESSIONAL DIVISION REGIONAL RECOGNITION EVENTS:

- Largest Local Chapter Membership--Professional Division

NATIONAL AWARDS PROGRAM CHANGES FOR 2008-2009

New Events:

- Business Presentation – individual, presentation
- Free Enterprise Project – chapter, report presentation

Competitive Events Revisions/Modifications:

- Participants must complete all parts of an event to be eligible to win an award.
- American Enterprise Project and Partnership with Business Project have been retired.
- Marketing Concepts and Management Concepts are now individual, objective test events.
- Marketing Analysis & Decision Making and Management Analysis & Decision Making are now individual or team events and a performance has been added. Members taking these events previously as an individual may not take these events again.
- A school-site test has been added to the Accounting for Professionals event.
- Each state may submit three (3) entries in all events only requiring objective tests.
- Each state may submit two (2) entries in all interview, speaking, computer production, prejudged, and performance events.
- Competencies have been revised for Accounting Analysis & Decision Making, Accounting Principles, Business Communication, Business Law, Computer Concepts, Database Design & Applications, Desktop Publishing,

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Economic Analysis & Decision Making, Information Management, Marketing Concepts, Microeconomics, Word Processing

- Parliamentary Procedure objective test will no longer be part of the final score.
- One individual may repeat in the Desktop Publishing event.
- Rating Sheet revisions for Business Presentation, Community Service, E-business, Financial Services, Help Desk, Free Enterprise Project, Hospitality Management, Human Resource Management, Desktop Application Programming, Internet Application Programming, Management Analysis & Decision Making, Marketing Analysis & Decision Making, Parliamentary Procedure, Small Management Business Plan, Web Site Development.

Administrative and Procedural Reminders:

- All changes to NLC competitive event participation must be made by the first Friday in June. Deletions are the only changes allowed on site.
- The topics for the Business Ethics, Business Presentation, Desktop Application Programming, Digital Video Production, E-business, Emerging Business Issues, Internet Application Programming, and Web Site Development events are included in each of the event guidelines.
- For all events allowing equipment to be used, the equipment must be provided by the individual and/or team except for E-business, Internet Application Programming, and Web Site Development. A screen, table, and electrical power will be provided on-site. ONLY at NLC, a computer, LCD, and Internet will be provided for E-business, Internet Application Programming, and Web Site Development.
- To avoid scheduling conflicts, each participant should provide their own equipment.
- At NLC, preliminary performance events are not open to conference attendees.
- At NLC, microphones will not be used in any events except Parliamentary Procedure.
- At NLC, non-graphing calculators will be provided for all objective tests. Students may bring a financial calculator for the accounting events, financial events, and the statistical analysis event.
- For NLC, two (2) copies of the following reports or media must be received by the national center for judging by the second Friday in May:
 - Community Service Project
 - Desktop Application Programming
 - Digital Video Production
 - Free Enterprise Project
 - Internet Application Programming
 - Local Chapter Annual Business Report
 - Small Business Management Plan
 - State Chapter Annual Business Report
- For NLC, Statements of Assurance for Digital Video Production, Desktop Application Programming, E-business, Internet Application Programming, and Web Site Development must also be received by the second Friday in May.
- For NLC, all application school-site testing must be received by the national center for judging by the third Friday in May. These events include Accounting for Professionals, Computer Applications, Database Design and Applications, Desktop Publishing, and Word Processing.
- For NLC, the top 10 or 15 individuals or teams, or an equal number from each preliminary round, will advance to the final round.

COMPETITIVE EVENTS RULES AND REGULATIONS

1. All participants must be members of an active local chapter that is in good standing with both the state and national organizations. Participants must be on record as dues-paid and registered for the conference before being officially entered in an event at the State Leadership Conference. To be eligible for national competition, participants' national dues must be received by the State Adviser by the date listed on the calendar. (see Section 01)
2. ALL ENTRY FORMS MUST BE RECEIVED IN THE STATE OFFICE BY THE DEADLINE INDICATED IN THE STATE LEADERSHIP CONFERENCE GUIDE.
3. No competitive event entries will be accepted at the State Leadership Conference. Substitutions may be made for events already entered. No substitutions are allowed on events where School-Site tests have been administered.
4. The state guidelines presented refer to the National Awards Program and note specific differences applying to state competition only. For state events, the most current edition of the National Awards Program should be read as if applying to state competition (unless otherwise noted).
5. Eligibility requirements for participants in each event should be reviewed carefully--particularly in terms of the content included in the event. The following eligibility items should be noted:
 - a. The participant must not be or have been enrolled in any graduate program prior to December 1 of the current school year.
 - b. Accounting Principles participants must not have had more than two semesters (four quarters) of accounting instruction, with no intermediate accounting classes or advanced accounting classes.
 - c. Future Business Teacher participants must demonstrate teaching potential, leadership qualities, and evidence of knowledge and skills essential for successful careers in teaching business and/or marketing subjects.
 - d. **Team Events:** In the case of an entry submitted by a team, rather than an individual, one member of each team may compete a second time in Business Decision Making, Business Ethics, Business Presentation, Desktop Publishing, Digital Video Production, E-business, Emerging Business Issues, Financial Services, Hospitality Management, Human Resource Management, Management Analysis & Decision Making, Marketing Analysis & Decision Making, Network Design, Small Business Management Plan, and Web Site Development. A student may not complete more than twice in the same team event.
- e. **Parliamentary Procedure:** Two members of each team may have competed in this event once previously. A student may not compete more than twice in the same team event.
- f. **Individual Competitor:** A member who competed as an individual entry in either an individual or team event may not compete again in the same event.
6. All event participants must adhere to the "NCPBL Conference Dress Code" found in the State Handbook Section IV. Penalty points will be deducted for performance events for dress code violations. Written tests participants will be disqualified for dress code violations.
7. Should a tie occur in any interview or performance event, the tie will be broken by the event judges. On a written examination, ties will be broken based on the students' performance on randomly selected questions of the exam. Ties may be awarded for Chapter Recognition Events and Regional Awards since these events are based strictly on statistics.
8. Mathematical calculations of event judges will be verified by the State Awards Program Coordination Committee.
9. Up to eight awards may be presented in each competitive event. However, the entry or participant must deserve recognition in the opinion of the judges; otherwise, fewer awards may be presented--which may include not awarding a first place.
10. Participants must report on time for their competitive event or they may be disqualified.
11. Members who are, or have been, enrolled in a graduate program as of December 1 of the current year are not eligible to participate in the

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- competitive events program (unless enrolled in a fifth-year accounting program or pursuing post-graduate business education teaching certification).
12. The preliminary performance is not open to conference attendees; however, oral performance events are open to conference attendees, EXCEPT performing participants in that event.
 13. In all chapter report events which require a manuscript or report, ALL REPORTS OR MANUSCRIPTS MUST BE PREPARED BY STUDENT MEMBERS, NOT ADVISERS. Reports received from local chapters will be returned after the awards presentations at State Leadership Conference.
 - Read the guidelines carefully in the *State Handbook* and Section V—Competitive Events in the national *Chapter Management Handbook* for very specific guidelines regarding preparation of reports.
 - The time period for chapter activities is between the start of the previous State Leadership Conference and the start of the current State Leadership Conference.
 - The Table of Contents should follow the same format as the ‘Written Report Rating Sheet.’
 - Reports must not exceed 30 pages; pages must be standard 8 ½” x 11” paper.
 - Pages must not be laminated or bound in sheet protectors.
 - Reports may not contain any original documents.
 - No items (labels or decals) may be attached to any page.
 - Reports must be bound using spiral, plastic coil, velum and/or ribbon.
 - Covers must be card stock; both a front and back cover are required.
 - Covers may not be in plastic covers, laminated, or have a plastic sheet overlay; two- or three-ring binders are not acceptable.
 - Covers must include: name of school, state, name of event, year (200_-200_).
 14. For local chapters submitting two entries for Community Service Project, and/or Free Enterprise Project, chapter members may participate in the oral presentation portion for only one of the chapter’s two entries. For example, a student cannot present on both teams for the Free Enterprise Projects, but could present on one Free Enterprise Project Team and one Community Service Project Team.
 15. Advisers may not participate during oral presentations of written reports (including assisting with setup, distribution of handouts, operation of equipment, etc.). Team members are responsible for providing their own equipment. Microphones will not be used.
 16. For School-Site tested events, review the ‘Format Guide’ in the national Chapter Management Handbook.
 17. Qualified event winners will automatically advance to national competition. It is the responsibility of the qualified winner to notify the state office by date listed on the NCPBL Calendar if he or she will be able to represent the state chapter in national competition at the National Leadership Conference.
 18. Calculators can be used in all written events as appropriate; however, no graphing calculators, PDAs, phones, or other memory storage devices are allowed during any event (including Sequestering and Preparation Rooms).
 19. Failure to comply with any guidelines will result in penalties assessed and possible disqualifications.
 20. State Leadership Conference registration fees are not transferable to other individuals.

NORTH CAROLINA STATE CHAPTER EVENTS

Event Name	Possible Places	1st Place
Accounting Analysis & Decision Making	8	Plaque
Accounting Principles	8	Plaque
Accounting for Professionals	8	Plaque
Business Communication	8	Plaque
Business Decision Making	8	Plaques
Business Ethics	8	Plaques
Business Law	8	Plaque
Business Presentation	8	Plaques
Client Service	8	Plaque
Community Service Project	8	Plaques
Computer Applications	8	Plaque
Computer Concepts	8	Plaque
Contemporary Sports Issues	8	Plaque
Cyber Security	8	Plaque
Database Design & Applications	8	Plaque
Desktop Application Programming	8	Plaque
Desktop Publishing	8	Plaques
Digital Video Production	8	Plaques
E-business	8	Plaques
Economic Analysis & Decision Making	8	Plaque
Emerging Business Issues	8	Plaques
Financial Analysis & Decision Making	8	Plaque
Financial Concepts	8	Plaque
Financial Services	8	Plaques
Free Enterprise Project	8	Plaques
Future Business Executive	8	Plaque
Future Business Teacher	8	Plaque
Help Desk	8	Plaque
Hospitality Management	8	Plaques
Human Resource Management	8	Plaques
Impromptu Speaking	8	Plaque
Information Management	8	Plaque
International Business	8	Plaque
Internet Application Programming	8	Plaque
Job Interview	8	Plaque
Justice Administration	8	Plaque
Local Chapter Annual Business Report	8	Plaque
Macroeconomics	8	Plaque
Management Analysis & Decision Making	8	Plaques
Management Concepts	8	Plaque
Marketing Analysis & Decision Making	8	Plaques
Marketing Concepts	8	Plaque
Microeconomics	8	Plaque
Network Design	8	Plaques
Networking Concepts	8	Plaque
Parliamentary Procedure	8	Plaque
Project Management	8	Plaque
Public Speaking	8	Plaque
Sales Presentation	8	Plaque
Small Business Management Plan	8	Plaques
Sports Management and Marketing	8	Plaque

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Event Name	Possible Places	1st Place
Statistical Analysis	8	Plaque
Telecommunications	8	Plaque
Web Site Development	8	Plaque
Word Processing	8	Plaque
Terry Lowrance Leadership Award *	As qualified	Certificate
North Carolina Businessperson of the Year	1 Award	Certificate
North Carolina Gold Seal Chapter Award	15% of Active Chapters	Plaque
Largest Local Chapter Membership	3**	Certificate
Largest Increase in Local Chapter Membership*	3**	Certificate
Largest Percentage of Increase in Local Chapter Membership*	3**	Certificate
Who's Who in North Carolina Phi Beta Lambda	2% of Membership	Certificate
The North Carolina Phi Beta Lambda Foundation, Inc., Scholarship*	3	Certificate
Local Recruitment of Chapters	As qualified	Certificate
Largest Local Chapter Membership--Professional Division	3**	Certificate
Local Recruitment of Professional Division Members*	As qualified	Certificate
Professional Division Chapter of the Year*	1	Plaque
NCPBL Professional Division Distinguished Service Award*	1	Plaque

* No national counterpart for this event.

** Regional awards are also given for these events.

NCPBL STATE AWARDS PROGRAM EVENT GUIDELINES

All state events with national counterparts will refer to the national *Chapter Management Handbook* for guidelines and note any specific differences applying to state competition only. Except in items where a difference is noted, the national guidelines should be read as if applying to state competition.

Additional copies of the [National Awards Program](#), [PBL Competitive Event Guidelines](#), current edition may be viewed on the national website (<http://www.fbla-pbl.org>) or purchased from FBLA-PBL, Inc. The FBLA-PBL National Resource Center Catalog containing ordering information is sent to each chapter from the national office.

ACCOUNTING ANALYSIS & DECISION**MAKING**

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

ACCOUNTING PRINCIPLES

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

ACCOUNTING FOR PROFESSIONALS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

NEW-Participants will also complete a school-site test.

BUSINESS COMMUNICATION

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. Participants will complete a writing exercise.

BUSINESS DECISION MAKING

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event and each team must consist of two (2) or three (3) (different) members; all members of each team must be from the same local chapter. One (1) team member (per team) may have entered this event at a previous State or National Leadership Conference. Team members will take one objective test collaboratively which will be used to select the eight (8) finalist teams that advance to the presentation portion of the event. All members of the finalist teams must meet for instructions prior to the first performance (or the team will be disqualified) and all teams will then be sequestered until their performance time. Team members will receive a case study and have 25 minutes prep time and 10 minutes to present their findings to judges. Final rank will be determined by adding the team's test score to the performance score (50 percent of final rank each from test and performance). Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case one or more of the members of the teams eligible for national competition are unable to compete, the chapters having the winning teams are responsible for securing and notifying the State Office of the substitute participant(s). If no members from the winning teams can compete at the National Leadership Conference, eligibility will pass to the next placing team(s) at the state level. Vacancies will otherwise be filled by the State Adviser. Only one (1) team member from each winning team may have entered this event at a previous National Leadership Conference.

BUSINESS ETHICS

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event and each team must consist of two to three (2-3) members; all members of each team must be from the same local chapter. One (1) team member (per team) may have entered this event at a previous State or National Leadership Conference. The topic for the current year is included in the Guidelines for this event in the national Chapter Management Handbook. Teams will have 10 minutes (maximum) to present a researched case. Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case one or more of the members of the teams eligible for national competition are unable to compete, the chapters having the winning teams are responsible for securing and notifying the State Office of the substitute participant(s). If no members from the winning teams can compete at the National Leadership Conference, eligibility will pass to the next placing team(s) at the state level. Vacancies will otherwise be filled by the State Adviser. Only one (1)

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team member from each winning team may have entered this event at a previous National Leadership Conference.

BUSINESS LAW

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

BUSINESS PRESENTATION

Refer to the National Awards Program. This event provides recognition for PBL members who demonstrate the ability to deliver an effective business presentation while using presentation technology. Chapters may enter two (2) entries created by an individual or by a team of two (2) or three (3) members from the same chapter. This event consists of a presentation given at conference. The participants must use a presentation software program as an aid in delivering the business presentation. The team has seven (7) minutes to deliver the presentation. If a chapter has two (2) entries, a member may participate in only one (1) presentation/be on only one (1) Business Presentation team. Performance times will be posted on the Conference Message Board at Event Headquarters.

CLIENT SERVICE

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. This event consists of an individual interactive simulation related to client service. Individuals will be sequestered twenty (20) minutes before their performance to receive instructions and time assignments. Ten (10) minutes before the performance, each participant will receive the scenario. The participant has five (5) minutes to interact with the judges and demonstrate how he/she would resolve the problem.

COMMUNITY SERVICE PROJECT

Refer to the National Awards Program. Describe one community service chapter project implemented to serve the citizens of the community. For state competition, chapters may enter two (2) reports in this event. The written report must be received in the State Office no later than date listed on the NCPBL Calendar. Reports received by the deadline will be reviewed by a panel of judges, and a maximum of eight (8) reports/teams will be notified that they are finalists and must give a 7 minute (maximum) oral presentation at the State Leadership Conference. Each team may consist of up to three (3) members; all members of each team must be from the same local chapter. If a chapter has two (2) entries, a member may participate in only one (1) presentation/be on

only one (1) Community Service Project team. Performance times will be posted on the Conference Message Board at Event Headquarters.

COMPUTER APPLICATIONS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. Participants will also complete a school-site test.

COMPUTER CONCEPTS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

CONTEMPORARY SPORTS ISSUES

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

CYBER SECURITY

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

DATABASE DESIGN & APPLICATIONS

Refer to the National Award Program. Chapters may enter two (2) participants in this event. Participants will also complete a school-site test.

DESKTOP APPLICATION PROGRAMMING

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. Participants will also complete a program what will be prejudged. The prejudged program must be received in the State Office no later than date listed on the NCPBL Calendar. Programs received by the deadline will be reviewed by a panel of judges, and a maximum of eight (8) participants will be notified that they are finalists and must give a seven (7) minute (maximum) oral presentation describing the program at the State Leadership Conference. Two (2) DVDs must be sent with the entry form. No changes to the program can be made once the presentation has been sent to the State Office. The topic for the current year is included in the Guidelines for this event in the national Chapter Management Handbook. Performance times will be posted on the Conference Message Board at Event Headquarters.

DESKTOP PUBLISHING

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event. Each team must consist of two (2) members; all members of each team must be from the same local chapter. One (1) member may have competed in this event at a previous State or National

Leadership Conference. No substitutions can be made after taking the School-Site Test. Team members will take an objective test collaboratively at State Leadership Conference. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case either of the members of the teams eligible for national competition is unable to compete, the chapters having the qualifying teams are responsible for securing and notifying the State Office of the substitute participant. The team members for national competition may not necessarily come from the same local chapter. The substitution must be made before the School-Site Test has been administered. The State Adviser will otherwise fill the vacancy. If neither member of a qualifying team can attend the National Leadership Conference, then eligibility goes to the next placing team at the state level.

DIGITAL VIDEO PRODUCTION

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event. Each team may consist of an individual or a team of two (2) or three (3) members. In the event of a team entry, no more than one (1) member may have competed in this event at a previous State or National Leadership Conference. Entries received by the deadline date listed on the NCPBL Calendar will be reviewed by a panel of judges, and a maximum of eight (8) individuals/teams will be notified that they are finalists and must give a seven (7) minute (maximum) oral presentation at the State Leadership Conference. Two (2) DVDs must be sent with the entry form. No changes to the video can be made once the presentation has been sent to the State Office. The topic for the current year is included in the Guidelines for this event in the national Chapter Management Handbook. Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case either of the members of the teams eligible for national competition is unable to compete, the chapters having the qualifying teams are responsible for securing and notifying the State Office of the substitute participant. The team members for national competition may not necessarily come from the same local chapter. The substitution must be

made before the date the video is submitted. The State Adviser will otherwise fill the vacancy. If no member of a qualifying team can attend the National Leadership Conference, then eligibility goes to the next placing team at the state level.

E-BUSINESS

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event. Each team may consist of an individual or a team of two (2) or three (3) members. In the event of a team entry, no more than one (1) member may have competed in this event at a previous State or National Leadership Conference. Entries received by the deadline date listed on the NCPBL Calendar will be reviewed by a panel of judges, and a maximum of eight (8) individuals/teams will be notified that they are finalists and must give a five (5) minute (maximum) oral presentation at the State Leadership Conference. The Web site must be available for viewing on the Internet at the time of judging. No changes to the presentation can be made once the presentation has been sent to the State Office. The topic for the current year is included in the Guidelines for this event in the national Chapter Management Handbook. Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case either of the members of the teams eligible for national competition is unable to compete, the chapters having the qualifying teams are responsible for securing and notifying the State Office of the substitute participant. The team members for national competition may not necessarily come from the same local chapter. The substitution must be made before the School-Site Test has been administered. The State Adviser will otherwise fill the vacancy. If no member of a qualifying team can attend the National Leadership Conference, then eligibility goes to the next placing team at the state level.

ECONOMIC ANALYSIS & DECISION MAKING

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

SECTION 7 – STATE AWARDS PROGRAM

EMERGING BUSINESS ISSUES

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event. Each team must consist of two to three (2-3) members; all members of each team must be from the same local chapter. Only one (1) team member (per team) may have competed in this event at a previous State or National Leadership Conference. Teams will meet at the designated time for briefing. Prior to presentation time, each team will draw to determine whether it will present an affirmative or negative argument. The team will have five (5) minutes to prepare its argument. The topic for the current year is included in the Guidelines for this event in the national Chapter Management Handbook. Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case one or more of the members of the teams eligible for national competition are unable to compete, the chapters having the winning teams are responsible for securing and notifying the State Office of the substitute participant(s). If no members from the winning teams can compete at the National Leadership Conference, eligibility will pass to the next placing team(s) at the state level. Vacancies will otherwise be filled by the State Adviser. Only one (1) team member from each winning team may have entered this event at a previous National Leadership Conference.

FINANCIAL ANALYSIS & DECISION MAKING

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

FINANCIAL CONCEPTS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

FINANCIAL SERVICES

Refer to the National Awards Program. Chapters may enter two (2) individuals or teams composed of two (2) or three (3) members from the same local chapter. This event consists of an objective test taken collaboratively and a performance component. All teams will be sequestered thirty (30) minutes before their performance to receive instructions and time assignments. Twenty (20) minutes before the performance, each team will receive the case study.

Teams have seven (7) minutes to present the case. Judges will interact with the members during the presentation. Performance times will be posted on the Conference Message Board at Event Headquarters.

FREE ENTERPRISE PROJECT

Refer to the National Awards Program. Develop and implement projects that are innovative and creative and designed to increase the understanding of the American enterprise system. The projects should be informational and educational with a plan to increase awareness of our economic and political system within the school and the business community. For state competition, chapters may enter two (2) reports in this event. The written report must be received in the State Office no later than date listed on the NCPBL Calendar. Reports received by the deadline will be reviewed by a panel of judges, and a maximum of eight (8) reports/teams will be notified that they are finalists and must give a 7 minute (maximum) oral presentation at the State Leadership Conference. Each team may consist of up to three (3) members; all members of each team must be from the same local chapter. If a chapter has two (2) entries, a member may participate in only one (1) presentation/be on only one (1) Free Enterprise Project team. Performance times will be posted on the Conference Message Board at Event Headquarters.

FUTURE BUSINESS EXECUTIVE

Refer to the National Awards Program. For state competition, chapters may enter two (2) participants in this event. Six folders, each labeled with the participant's name, school, and event title, and each containing a copy of a letter of application and resume must be submitted to Event Headquarters during Event Substitution hours. Participants must complete a job application and an interview at both the State Leadership Conference and the National Leadership Conference. For state-level competition, only one interview is required. A panel of judges will interview each participant. Interview times will be posted on the Conference Message Board at Event Headquarters.

FUTURE BUSINESS TEACHER

Refer to the National Awards Program. For state competition, chapters may enter two (2) participants in this event. Six folders, each labeled with the participant's name, school, and event title, and each containing a copy of a letter of application and resume must be submitted to Event Headquarters

during Event Substitution hours. Participants must complete a job application and an interview at both the State Leadership Conference and the National Leadership Conference. For state-level competition, only one interview is required. A panel of judges will interview each participant. Interview times will be posted on the Conference Message Board at Event Headquarters.

HELP DESK

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. This event consists of an objective test and a performance component. All participants will be sequestered twenty (20) minutes before their performance to receive instructions and time assignments. Ten (10) minutes before the performance, each participant will receive the scenario. Participants have five (5) minutes to interact with the judges and demonstrate how he/she would solve the problem. Performance times will be posted on the Conference Message Board at Event Headquarters.

HOSPITALITY MANAGEMENT

Refer to the National Awards Program. Chapters may enter two (2) individuals or teams composed of two (2) or three (3) members from the same chapter. No more than one (1) team member may have competed in this event at a prior SLC or NLC. This event consists of an objective test and a performance component. All teams will be sequestered thirty (30) minutes before their performance to receive instructions and time assignments. Twenty (20) minutes before the performance, each team will receive the case study. Teams have seven (7) minutes to present the case. Presentation times will be posted on the Conference Message Board at Event Headquarters.

HUMAN RESOURCE MANAGEMENT

Refer to the National Awards Program. Chapters may enter two (2) individuals or teams composed of two (2) or three (3) members from the same chapter. No more than one (1) team member may have competed in this event at a prior SLC or NLC. This event consists of an objective test and a performance component. All teams will be sequestered thirty (30) minutes before their performance to receive instructions and time assignments. Twenty (20) minutes before the performance, each team will receive the case study. Teams have seven (7) minutes to present the case. Presentation times will be posted on the Conference Message Board at Event Headquarters.

IMPROMPTU SPEAKING

Refer to the National Awards Program. Chapters may enter two (2) participants in this event; for state competition, only one speech will be required. Participants must meet at the designated time for briefing (failure to meet will result in disqualification) and then will be sequestered until performance time. Participants will be given ten (10) minutes to prepare their speeches prior to presenting. Each speech should be four (4) minutes in length. Speaking times will be posted on the Conference Message Board at Event Headquarters.

INFORMATION MANAGEMENT

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

INTERNATIONAL BUSINESS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

INTERNET APPLICATION PROGRAMMING

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. Participants will also complete a program what will be prejudged. The prejudged program must be received in the State Office no later than date listed on the NCPBL Calendar. Programs received by the deadline will be reviewed by a panel of judges, and a maximum of eight (8) participants will be notified that they are finalists and must give a seven (7) minute (maximum) oral presentation describing the program at the State Leadership Conference. Two (2) DVDs must be sent with the entry form. No changes to the program can be made once the presentation has been sent to the State Office. The topic for the current year is included in the Guidelines for this event in the national Chapter Management Handbook. Performance times will be posted on the Conference Message Board at Event Headquarters.

JOB INTERVIEW

Refer to the National Awards Program. For state competition, chapters may enter one (1) participant in this event. Six folders, each labeled with the participant's name, school, and event title, and each containing a copy of a letter of application and resume must be submitted to Event Headquarters during Event Substitution hours. Participants must complete a job application form at the State Leadership Conference. (Participants may bring a one-page sheet of reference to assist in completion of the job application.) For state-level competition only

SECTION 7 – STATE AWARDS PROGRAM

one interview is required. A panel of judges will interview each participant. Interview times will be posted on the Conference Message Board at Event Headquarters.

JUSTICE ADMINISTRATION

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Refer to the National Awards Program. For competition, chapters must enter two (2) written report which must be received in the State Office no later than date listed on the NCPBL Calendar.

MACROECONOMICS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

MANAGEMENT ANALYSIS & DECISION MAKING

Refer to the National Awards Program. For state competition, chapters may enter two (2) individuals or teams composed of two (2) or three (3) members. One team member may have entered this event at a previous National Leadership Conference. The event consists of an objective test, taken collaboratively and a performance component. All teams will be sequestered thirty (30) minutes before the first performance to received instructions and time assignments. Twenty (20) minutes before the performance, each team will receive the case study. Teams have seven (7) minutes to role-play the problem with the judges. Presentation times will be posted on the Conference Message Board at Event Headquarters.

MANAGEMENT CONCEPTS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

MARKETING ANALYSIS & DECISION MAKING

Refer to the National Awards Program. For state competition, chapters may enter two (2) individuals or teams composed of two (2) or three (3) members. One team member may have entered this event at a previous National Leadership Conference. The event consists of an objective test, taken collaboratively and a performance component. All teams will be sequestered thirty (30) minutes before the first performance to received instructions and time assignments. Twenty (20) minutes before the performance, each team will receive the case study.

Teams have seven (7) minutes to present the case. Presentation times will be posted on the Conference Message Board at Event Headquarters.

MARKETING CONCEPTS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

MICROECONOMICS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

NETWORK DESIGN

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event and each team may consist of two to three (2-3) (different) members; all members of each team must be from the same local chapter. One (1) team member (per team) may have entered this event at a previous State or National Leadership Conference. Team members will take one objective test collaboratively which will be used to select the eight (8) finalist teams that advance to the presentation portion of the event. All teams will be sequestered forty (40) minutes before the first performance to receive instructions and time assignments. Twenty-five (25) minutes before the performance, each team will receive the case study. Teams have ten (10) minutes to present the case. Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case one or more of the members of the teams eligible for national competition are unable to compete, the chapters having the winning teams are responsible for securing and notifying the State Office of the substitute participant(s). If no members from the winning teams can compete at the National Leadership Conference, eligibility will pass to the next placing team(s) at the state level. Vacancies will otherwise be filled by the State Adviser. Only one (1) team member from each winning team may have entered this event at a previous National Leadership Conference.

NETWORKING CONCEPTS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

PARLIAMENTARY PROCEDURE

Refer to the National Awards Program. For state competition, chapters may enter two (2) teams in this event and each team must consist of four (4) or five (5) (different) members; all members of each team must be from the same local chapter. Two (2) team members (per team) may have entered this event at one previous State or National Leadership Conference.

Each team member will take an objective test; scores will be averaged to select the eight (8) finalist teams that advance to the presentation portion of the event or to break a tie. All teams will be sequestered thirty (30) minutes before their first performance to receive instructions and time assignments. Twenty (20) minutes before the performance, each team will receive the case study. Performance time may be from nine (9) to eleven (11) minutes. Final rank will be determined by performance score. Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case one or more of the members of the teams eligible for national competition are unable to compete, the chapters having the winning teams are responsible for securing and notifying the State Office of the substitute participant(s). If no members from the winning teams can compete at the National Leadership Conference, eligibility will pass to the next placing team(s) at the state level. Vacancies will otherwise be filled by the State Adviser. Two (2) team members may have entered this event at a previous National Leadership Conference.

PROJECT MANAGEMENT

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

PUBLIC SPEAKING

Refer to the National Awards Program. For state competition, chapters may enter two (2) participants in this event. For state competition, only one speech will be required. Participants will meet at the designated time for briefing. Each speech should be five (5) minutes in length. Participants must leave a copy of their presentation outline or notes (if used) with the judges following their presentation at the State Leadership Conference. Speaking times will be posted on the Conference Message Board at Event Headquarters.

SALES PRESENTATION

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. Participants will have ten (10) minutes to demonstrate the product.

SMALL BUSINESS MANAGEMENT PLAN

Refer to the National Awards Program. A business plan should demonstrate an understanding and mastery of the process required in developing and implementing a new business venture. For state competition, chapters may enter two (2) reports in this event. The written report must be received in the State Office no later than date listed on the NCPBL Calendar. Projects received by the deadline will be reviewed by a panel of judges, and a maximum of eight (8) teams that they are finalists and must give a 7 minute oral presentation at the State Leadership Conference. Each team may consist of up to three (3) members; all members of each team must be from the same local chapter. If a chapter has two (2) entries, a member may participate in only one (1) presentation/be on only one (1) team. The 'business plan' must not have been submitted for a previous State or National Leadership Conference. Only one (1) team member (per team) may have competed in this event at a previous State or National Leadership Conference. Substitutions of event participants are not allowed for this event after the report is submitted. The same team members listed as having authored the project report and entered as participants in the event must give the oral presentation. Performance times will be posted on the Conference Message Board at Event Headquarters. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. If none of the original participants entered for this event at the state level and now eligible for national-level competition can attend the National Leadership Conference, then eligibility will go to the next placing team at the state level. Only one (1) team member (per team) may have entered this event at a previous National Leadership Conference.

SPORTS MANAGEMENT AND MARKETING

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

SECTION 7 – STATE AWARDS PROGRAM

STATISTICAL ANALYSIS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

TELECOMMUNICATIONS

Refer to the National Awards Program. Chapters may enter two (2) participants in this event.

WEB SITE DEVELOPMENT

Refer to the National Awards Program. For state competition, chapters may enter two (2) entries in this event. The entry form stating the web site URL must be received in the State Office no later than date listed on the NCPBL Calendar. Entries may be created by an individual or by a team (from the same local chapter), not to exceed three (3) members. Only one (1) member (per entry) may have competed in this event at a previous State or National Leadership Conference. Entries received by the deadline will be reviewed by a panel of judges, and a maximum of eight (8) individuals/teams will be notified that they are finalists and must give a five minute (maximum) oral presentation at the State Leadership Conference.

The web site must be available for viewing on the Internet when the entry form is received. No changes can be made to the web site after entry receipt date. The topic for the current year is included in the

Guidelines for this event in the national Chapter Management Handbook. (see following note)

NOTE: For national competition, the first- and second-place teams in state competition earn the right to compete at the National Leadership Conference. In case one or more of the members of the teams eligible for national competition are unable to compete, the chapters having the qualifying teams are responsible for securing and notifying the State Office of the substitute participant(s). The State Adviser will otherwise fill the vacancy. If no members of a qualifying team can attend the National Leadership Conference, then eligibility goes to the next placing team at the state level. Only one (1) team member may have entered this event at a previous National Leadership Conference. The top ten (10) prejudged individual/teams will be notified that they are finalists and must give an oral presentation at the National Leadership Conference.

WORD PROCESSING

Refer to the National Awards Program. Chapters may enter two (2) participants in this event. Participants will also complete a school-site test.

OTHER STATE AWARD AND RECOGNITION EVENTS

TERRY LOWRANCE LEADERSHIP AWARD

TERRY LOWRANCE LEADERSHIP AWARD GUIDELINES

The Terry Lowrance Leadership Award recognizes outstanding local chapters that have actively participated in Phi Beta Lambda state and national conferences, projects, programs, and publicity/membership activities throughout the year as established by the state chapter goals developed for the year.

ELIGIBILITY All active local chapters are eligible.

- REGULATIONS:**
1. The chapter president and adviser must complete the entry form and certify that the chapter has met the criteria.
 2. For entry in the Terry Lowrance Leadership Award, chapters must provide all applicable information requested on the official entry form which is provided annually for each local chapter as a separate document outlining the criteria for that year. All documentation must be typed or word-processed. Any handwritten documentation will automatically disqualify the entry.
 3. The time period for this award is from the beginning of one State Leadership Conference to the deadline date for submitting the event entry form prior to the next State Leadership Conference.

PROCEDURE: The entry must be received in the State Office by date listed on the NCPBL Calendar.

JUDGING: Entries will be reviewed by a panel of judges who will verify documentation to determine those chapters deserving recognition. All judges' decisions are final.

NOTE: **A separate brochure outlining the annual criteria for this award is sent to all active local chapters each year.**

SECTION 7 – STATE AWARDS PROGRAM

NORTH CAROLINA BUSINESSPERSON OF THE YEAR

NORTH CAROLINA BUSINESSPERSON OF THE YEAR GUIDELINES

This event recognizes an outstanding businessperson from the business sector throughout the state who have contributed to the success of Phi Beta Lambda on the local, state, and/or national levels.

- ELIGIBILITY** Each local chapter may submit credentials of one deserving individual as its Businessperson of the Year nominee to be recognized at the State Leadership Conference. The nominee must be a member of the private business sector.
- REGULATIONS:**
1. The nominee for the state Businessperson of the Year award must be selected in accordance with the regulations of the state and national associations.
 2. The nominee must be a member of the business community. No person who is a full-time employee of any school or any department of education shall be nominated for the award; such a nominee will be disqualified.
 3. Current members of Phi Beta Lambda may not be nominated for this award; such a nominee will be disqualified.
 4. The nominee must not have received this award at a previous State and/or National Leadership Conference.
 5. A resume for the chapter nominee must be submitted and should include:
 - promotion of FBLA-Phi Beta Lambda through speeches and seminars
 - years of participation in FBLA-Phi Beta Lambda activities
 - contribution to chapter projects and activities
 - financial assistance to local and/or state chapter
 - donations and sponsorship of activities
- PROCEDURE:** The Event Entry Form and the nominee's resume must be received in the State Office by date listed on the NCPBL Calendar.
- JUDGING:** Entry forms submitted will be reviewed by a panel of judges who will select the recipient of the state award. All judges' decisions are final.
- STATE AWARDS:** Recipient will receive a framed certificate.

NORTH CAROLINA GOLD SEAL CHAPTER AWARD

NORTH CAROLINA GOLD SEAL CHAPTER AWARD GUIDELINES

The North Carolina Gold Seal Chapter Award recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of Phi Beta Lambda.

ELIGIBILITY All active local chapters are eligible.

- REGULATIONS:**
1. The chapter president and adviser must complete the entry form and certify that the chapter has met the Gold Seal Chapter Award criteria.
 2. A qualified entry for the Local Chapter Annual Business Report Event must be submitted at the state level in order for a chapter to receive the Gold Seal Chapter Award.
 3. Chapters must provide all applicable information requested on the entry form. The entry form must be word processed. Any handwritten entries will automatically be disqualified. If additional space is needed for any section, a separate listing clearly correlated with the original form may be used and must also be word processed.
 4. Points for the award are accumulated from the beginning of one State Leadership Conference to the deadline date for submitting the event entry form prior to the next State Leadership Conference.
 5. Up to 15% of the total local active chapters may be selected to receive this honor at the state level.

PROCEDURE: The entry form must be completed and received in the State Office by date listed on the NCPBL Calendar.

JUDGING: Entry forms submitted will be reviewed by a panel of judges who will verify points to determine those chapters deserving top state recognition. All judges' decisions are final.

LARGEST LOCAL CHAPTER MEMBERSHIP

LARGEST LOCAL CHAPTER MEMBERSHIP GUIDELINES

Effective state programs depend upon membership support and growth. Continued membership growth makes possible the expansion of services and materials. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those local chapters that have achieved the largest membership in NCPBL.

ELIGIBILITY All active local chapters are eligible.

PROCEDURE: Because official membership records are audited in the state office, no entry form is required for this event. Winners in this event are determined by the state office after the audit of membership records. The figure used in determining the winners will be the number of paid members at the close of business on date listed on the NCPBL Calendar.

STATE AWARDS: Awards are presented at the State Leadership Conference to the top local chapters in each of the state's regions as well as to the top local chapters statewide. A maximum of three regional and three state awards may be given.

SECTION 7 – STATE AWARDS PROGRAM

LARGEST INCREASE IN LOCAL CHAPTER MEMBERSHIP

LARGEST INCREASE IN LOCAL CHAPTER MEMBERSHIP GUIDELINES

Effective state programs depend upon membership support and growth. Increased membership provides resources to local chapters. Recognition is given to those local chapters with the largest increase in Phi Beta Lambda state membership from one year to the next.

- ELIGIBILITY** All local chapters that have been active for the current and the previous year are eligible.
- PROCEDURE:** Because official membership records are audited in the state office, no entry form is required for this event. Winners in this event are determined by the state office after the audit of membership records. The figure used in determining the winners will be the increase in the number of paid members at the close of business on date listed on the NCPBL Calendar.
- STATE AWARDS:** Awards are presented at the State Leadership Conference to the top local chapters in each of the state's regions as well as to the top local chapters statewide. A maximum of three regional and three state awards may be given.

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP

LARGEST PERCENTAGE OF INCREASE IN LOCAL CHAPTER MEMBERSHIP GUIDELINES

Effective state programs depend upon membership support and growth. Continued membership growth makes possible the expansion of services and materials. Recognition is given to those local chapters that have attained the highest percentage of increase in PBL membership

- ELIGIBILITY** All local chapters that have been active for the current and the previous year are eligible.
- PROCEDURE:** Because official membership records are audited in the state office, no entry form is required for this event. Winners in this event are determined by the state office after the audit of membership records. The figure used in determining the winners will be the percentage of increase in the number of paid members at the close of business on date listed on the NCPBL Calendar.
- STATE AWARDS:** Awards are presented at the State Leadership Conference to the top local chapters in each of the state's regions as well as to the top local chapters statewide. A maximum of three regional awards and three state awards may be given.

WHO'S WHO IN NORTH CAROLINA PHI BETA LAMBDA

WHO'S WHO IN NORTH CAROLINA PHI BETA LAMBDA GUIDELINES

North Carolina Who's Who in Phi Beta Lambda honors Phi Beta Lambda members who have made outstanding contributions to the organization in North Carolina.

- ELIGIBILITY** Any active Phi Beta Lambda member in good standing with the state and national association is eligible. A local chapter may nominate any number of deserving members. Members who were previously inducted into "Who's Who in NCPBL" are eligible to be considered for the current year's national "Who's Who" designation but must re-submit an entry form.
- REGULATIONS:**
1. Up to two percent (2%) of the total state membership may be selected to receive this honor at the state level.
 2. Having a state and/or national officer does not prohibit a chapter from nominating additional members. State officers and national officers from North Carolina must complete the entry form for the event.
- PROCEDURE:**
1. Each nominee must complete the entry form for the event included in Appendix 3 that requires the following documentation to be attached:
 - ...a narrative report (not to exceed four pages) prepared by the nominee indicating why he or she should be considered for Who's Who and specifying how he or she meets the criteria named above
 - ...a completed Judges Rating Sheet for the event, and
 - ...one letter of recommendation supportive of the nominee's consideration for the award, addressed to "Who's Who Selection Committee, NCPBL State Leadership Conference."
 2. The entry form for this event, which summarizes the nominee's participation in Phi Beta Lambda activities, must be received by the State Office by date listed on the NCPBL Calendar.
- JUDGING:** Nominees' information will be reviewed by a panel of judges who will use a point system to determine those deserving top state recognition.
- NATIONAL REPRESENTATIVE :** The national nominee for Who's Who will be that individual receiving the greatest number of points in the judging process for state-level recognition.

SECTION 7 – STATE AWARDS PROGRAM

THE NORTH CAROLINA PHI BETA LAMBDA FOUNDATION, INC., SCHOLARSHIP

THE NORTH CAROLINA PHI BETA LAMBDA FOUNDATION, INC., SCHOLARSHIP GUIDELINES

The North Carolina Phi Beta Lambda Foundation Inc., Scholarship, established by the state chapter in 1969, is presented to returning students who have maintained a grade point average of at least 2.5 (on a 4.0 scale). The recipients must be Phi Beta Lambda members who are working toward a degree in business or a business-related program at an accredited North Carolina institution.

- GENERAL INFORMATION:**
1. The number (and dollar amount) of award(s) will be announced annually by The North Carolina Phi Beta Lambda Foundation, Inc.
 2. The award will be administered by a special committee. This committee shall be composed of at least three Foundation members to be appointed each year by the Foundation Executive Committee.
 3. Registered applicants must be available for interview at the State Leadership Conference.
 4. The winners will be announced at the State Leadership Conference.
 5. The checks for the Scholarships will be presented at the Fall Leadership Development Conference following State Leadership Conference upon verification of the recipient's school enrollment and active membership in Phi Beta Lambda.
- ELIGIBILITY**
1. Only returning students, with a minimum cumulative 2.5 GPA, who are members of a Phi Beta Lambda chapter that takes an active part in the State Leadership Conference, are eligible. (A chapter that enters at least one event and/or enters a candidate for a state office at the Conference is considered active.)
 2. All applicants must plan to work toward a degree in a business and/or a business-related program at an accredited North Carolina institution and must plan to maintain active membership in Phi Beta Lambda.
- REGULATIONS:**
1. Each eligible chapter may submit two applicants. Previous nonrecipients may apply.
 2. Regulations for the selection of the chapter applicants will be determined by each local chapter. The applicants must be approved by the chapter adviser.
- PROCEDURE:**
1. A three-part application form, which is included in Appendix 3, must be completed in typed form. The three-part application form consists of the following: (1) Application Form, (2) Applicant's Statement, and (3) Adviser's Statement.
 2. Applications must be received in the State Office by date listed on the NCPBL Calendar.
- JUDGING:**
1. Applicants must demonstrate financial need for completion of education (75%).
 2. Applicants must be deserving of the award as demonstrated by their responses to judges' questions regarding their involvement and experiences with Phi Beta Lambda (25%).

LOCAL RECRUITMENT OF CHAPTERS

LOCAL RECRUITMENT OF CHAPTERS GUIDELINES

This event is designed to recognize those local chapters that charter or reactivate chapters. More chapters provide additional students with the opportunity to become better prepared for careers in business and make possible the expansion of state services and activities.

ELIGIBILITY All active local chapters are eligible.

REGULATIONS:

1. The entry form is included in Appendix 03. The entry form should include the following information for each chapter chartered or reactivated:
 - a. chapter number
 - b. name of school
 - c. city, state, zip code
 - d. activities completed to charter or reactivate
 - e. date chartered or reactivated
2. The chartering or reactivation of FBLA or PBL chapters may be used for this event.
3. Installing officers and inducting members of chapters already active does not qualify a chapter for this award.

PROCEDURE: The entry form for state competition must be received in the State Office by date listed on the NCPBL Calendar.

JUDGING: Event entry forms are reviewed by the state office to determine if chapters have complied with regulations and procedures and are in good standing with the state and national association.

NATIONAL AWARDS: The entry form for National awards in this event is included in the National Leadership Conference Guide which is mailed to all active local chapters in the spring of each year. All local chapters qualifying for this event are encouraged to complete the National entry form and submit it by the deadline as directed.

LARGEST LOCAL CHAPTER MEMBERSHIP--PROFESSIONAL DIVISION

LARGEST LOCAL CHAPTER MEMBERSHIP--PROFESSIONAL DIVISION GUIDELINES

Effective state programs depend not only upon the membership support and growth of the state chapter but also upon the valued support and growth of the Professional Division. Increased Professional Division membership provides resources for the expansion of services to local chapters across the state as well as to the state chapter as a whole. Professional Division involvement provides continuity for local chapter activities while also allowing for the strengthening of activities sponsored by the state chapter. Recognition is given to those local chapters that provide support to the membership growth and development of the State Professional Division.

ELIGIBILITY All active local chapters are eligible.

PROCEDURE: Because official membership records are audited in the State Professional Division office, no entry form is required for this event. Winners in this event are determined by the State Professional Division office after the audit of membership records. The figure used in determining the winners will be the number of paid members at the close of business 30 days prior to state conference.

STATE AWARDS: Awards are presented at the State Leadership Conference to the top local chapters in each of the state's regions as well as to the top local chapters statewide. A maximum of three regional and three state awards may be given.

SECTION 7 – STATE AWARDS PROGRAM

LOCAL RECRUITMENT OF PROFESSIONAL DIVISION MEMBERS

LOCAL RECRUITMENT OF PROFESSIONAL DIVISION MEMBERS GUIDELINES

Effective State Professional Division programs depend upon membership support and growth. Continued Professional Division membership growth is possible only through the active support of local chapters within the state. Professional Division membership provides support for the state chapter as well as continued affiliation with Phi Beta Lambda for members who have graduated. Recognition is given to those local chapters that demonstrate promotion of the association among business professionals and chapter alumni by recruiting at least five new Professional Division members.

- ELIGIBILITY** All active local chapters represented by at least five (5) new Professional Division members during the membership year are eligible.
- PROCEDURE:** Because official membership records are audited in the State Professional Division office, no entry form is required for this event. Winners in this event are determined by the State Professional Division office after the audit of membership records. The figure used in determining the winners will be the number of new paid members at the close of business 30 days prior to state conference.
- STATE AWARDS:** Awards are presented at the State Leadership Conference to the local chapters in the state represented by at least three new Professional Division members for the current membership year. Awards are presented to all qualified local chapters.

PROFESSIONAL DIVISION CHAPTER OF THE YEAR

PROFESSIONAL DIVISION CHAPTER OF THE YEAR GUIDELINES

The Professional Division Chapter of the Year award recognizes the local chapter that has recruited the most new Professional Division members during the year. The award provides recognition by the State Professional Division to that chapter for its support of Professional Division membership growth.

- ELIGIBILITY** All active local chapters represented by new state Professional Division members during the membership year are eligible.
- PROCEDURE:** Because official membership records are audited in the State Professional Division office, no entry form is required for this event. The winner of this event is determined by the State Professional Division office after the audit of membership records. The figure used in determining the winner will be the number of new paid members at the close of business 30 days prior to state conference.
- STATE AWARD:** The award is presented at the State Leadership Conference to the local chapter in the state that has recruited the most new Professional Division members for the current membership year. A certificate is presented as well as possession of a rotating plaque for one year.

NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION DISTINGUISHED SERVICE AWARD

NORTH CAROLINA PHI BETA LAMBDA PROFESSIONAL DIVISION DISTINGUISHED SERVICE AWARD GUIDELINES

The purpose of the Distinguished Service Award is to provide recognition for outstanding contributions by a Professional Division member to the State/National Professional Divisions and to the State/National Phi Beta Lambda chapters.

- ELIGIBILITY** A member must be in good standing with the State Phi Beta Lambda Professional Division and with the National FBLA-PBL, Inc., Professional Division.
- REGULATIONS:** Nominations may be submitted by either a local chapter or a Professional Division member. Only one nomination per chapter or Professional Division member will be accepted. This award is similar to the NCPBL Who's Who Award; those members who have previously received this recognition are not eligible for nomination. This award is considered a lifetime achievement.
- PROCEDURE:** The nomination form (found in Appendix 3 of the *State Handbook*) must be completed and submitted to the State Professional Division Director to be received by date listed on the NCPBL Calendar.
- JUDGING:** The award recipient will be selected by a committee appointed by the State Professional Division Director and the Professional Division Vice President. Selection criteria will be based on the extent of outstanding contributions as presented on the nomination form.

NORTH CAROLINA PHI BETA LAMBDA HONORARY LIFE MEMBERSHIP

NORTH CAROLINA PHI BETA LAMBDA HONORARY LIFE MEMBERSHIP GUIDELINES AND HONOREES

Honorary Life Members may be elected to the state chapter by a majority vote of the North Carolina Phi Beta Lambda State Executive Council. They shall be persons who are assisting in the advancement of business and office education and/or who are rendering outstanding service to Phi Beta Lambda. Honorary Life Members shall not vote or hold office and shall not be required to pay dues. A listing of Honorary Life Members is available in Appendix 1.

- PROCEDURE:** Honorary Life Membership may be awarded to educators, business, or civic leaders who have given support and encouragement for the further development of Phi Beta Lambda and who are not actively engaged in business and office education. Educators with previous service in Phi Beta Lambda may be eligible after termination of their service.

State chapter honorary life membership(s) will be determined by a majority vote of the North Carolina Phi Beta Lambda State Executive Council.