

*The North Carolina State Chapter of*

# ***PHI BETA LAMBDA***

**State Handbook**

**Section 8 – TERRY LOWRANCE LEADERSHIP AWARD**

**2008-2009**

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

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**State Handbook**

**Section 8 – TERRY LOWRANCE LEADERSHIP AWARD**

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### North Carolina Phi Beta Lambda

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

CHAPTER NAME: \_\_\_\_\_

CHAPTER PRESIDENT SIGNATURE: \_\_\_\_\_

CHAPTER ADVISER SIGNATURE: \_\_\_\_\_

## **SECTION 8 – TERRY LOWRANCE LEADERSHIP AWARD**

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### **2008-2009 NCPBL Terry Lowrance Leadership Award**

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The North Carolina Terry Lowrance Leadership Award recognizes outstanding local chapters that have actively participated in Phi Beta Lambda state and national programs and conferences. For 2008-2009, a chapter must complete ANY 20 of the 44 items listed.

The award was named to honor of Mr. Terry Lowrance, NCPBL State Adviser 1979-2003.

All chapters are eligible for the award, and the goal of the State Executive Council is that every chapter will receive TLLA recognition at the State Leadership Conference. The 44 activities relate directly to the NCPBL goals for 2008-2009. The TLLA items can also be used to generate a program of work for chapters.

Activities submitted must have been done in the year from the 2007 SLC through the deadline for submitting TLLA materials for 2009 SLC recognition. The documentation to count an item as one of the 20 being submitted is listed in italics following the activity.

### **PROCEDURES**

On the front of the brochure, place college name and signatures of chapter president and adviser to certify that the chapter has met the criteria.

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

Provide the documentation as stated, in order (1-44). Written descriptions must be typewritten; handwritten descriptions will result in disqualification. Include the name of the college and the number of the item at the top of the page.

Do not include graphics/clip art or original documents; these will result in disqualification.

Staple the pages of documentation together and paperclip inside the brochure.

The TLLA brochure and documentation must be RECEIVED by February 25, 2009. Please mail to:

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

**April 2008**

1.  Attend the 2008 State Leadership Conference (SLC) in Raleigh—April 2008 (*list attendee names, up to five max; separate names with a comma*)

**June 2008**

2.  Attend the 2008 National Leadership Conference (NLC) in Atlanta—June 2008 (*list attendee names, up to five max; separate names with a comma*)
3.  Attend the 2008 Institute For Leaders (IFL) in Atlanta—June 2008 (*list attendee names, up to five max; separate names with a comma*)

**August-September 2008**

4.  Conduct a planning session for newly elected local chapter officers (*describe activity; max 50 words*)
5.  Attend 2008 Fall Kick-Off—September 18, 2008 (*list attendee names, up to five max; separate names with a comma*)

**October 2008**

6.  Submit an article in the **FALL** state newsletter—October 10 receipt deadline (*list page number on which article appeared*)
7.  Submit initial Dues Reporting by October 13, 2007 (minimum of five (5) members reported per chapter) (*committee will verify with state Gold Star records*)
8.  Submit names for the Food Lion “Shop ‘n Share” Program Project by October 13 deadline (*minimum 20 NEW names*) (*committee will verify with state Gold Star records*)

**November 2008**

9.  Attend the 2008 Fall Leadership Development Conference (FLDC) in Raleigh—November 7-8 (*list attendee names, up to five max; separate names with a comma*)
10.  Display a Recruitment Booth at FLDC—November 7-8 (*committee will verify with state FLDC records*)
11.  Conduct an American Enterprise Day Activity—November 15 (*describe; max 50 words*)
12.  Attend a 2008 National Fall Leadership Conference (NFLC) in Washington, DC or New Orleans, LA (*list attendee names, up to five max; separate names with a comma*)

**February 2009**

13.  Organize an FBLA-PBL Week Activity—February 8-14, 2009 (*describe; max 50 words*)
14.  Hold an Adviser Appreciation Day Activity on February 11, 2009 (*describe; max 50 words*)
15.  Attend a 2009 Winter Tip-Off meeting on February 5, 2009 (*list attendee names, up to five max; separate names with a comma*)
16.  Contribute \$25 to The NCPBL Foundation, Inc.—Scholarship Fund by March 4 receipt deadline (*committee will verify with state awards records*)
17.  Contribute \$25 to The NCPBL Foundation, Inc.—General Fund by March 4 receipt deadline (*committee will verify with state awards records*)
18.  Submit an article in the **SPRING** state newsletter by March 2 receipt deadline (*enter page number on which article appeared*)
19.  Nominate a 2009 State Officer Candidate by March 12 receipt deadline (*enter candidate’s name and office*)
20.  Have member(s) submit applications for the Career and Management Achievement Program by March 1 receipt deadline (CMAP) (*list members’ name; up to five max; separate names with a comma*)

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- 21.  Submit a NC Business Person of the Year Entry by February 25 receipt deadline (*enter name submitted*)
- 22.  Submit Gold Seal Chapter Entry by March 4 receipt deadline (*committee will verify with state awards records*)
- 23.  Have at least one member apply for The NC Phi Beta Lambda Foundation, Inc. Scholarship (2009 SLC) by March 4 receipt deadline (*list applicant's name*)
- 24.  Have at least one member apply for the National PBL NLC Scholarship OR the National PBL IFL Scholarship (*list applicant's name; committee will verify with national office*)
- 25.  Have at least one member apply for the National College Loan Corporation Scholarship (*list applicant's name; committee will verify with national office*)
- 26.  Have at least one member apply for the National PBL Distinguished Business Leader Scholarship (*list applicant's name; committee will verify with national office*)

**Year-Round Activities**

- 27.  Recruit five (5) new Professional Division members (by October 13 for Gold Star or anytime until March 2 deadline for SLC) (*list names of new PD members, up to five max; separate names with comma*)
- 28.  Obtain Membership Achievement Award by maintaining or increasing membership by March 4 receipt deadline (*enter last year's membership total and this year's membership total*)
- 29.  Increase Membership by 10 or more members for "Best Seats In The House" by March 4 receipt deadline (*enter last year's membership total and this year's membership total*)
- 30.  Increase Membership by 5 or more members for "Best Seats In The House" by March 4 receipt deadline (*enter last year's membership total and this year's membership total*)
- 31.  Assist with Chartering or reactivating another local chapter by March 4 receipt deadline (*enter name of chapter assisted*)
- 32.  Complete Membership Madness or Membership Mania (*enter members' names who participated, up to five max; separate names with a comma*)
- 33.  Have an Article in a FBLA-PBL national newsletter. (*name of newsletter, date of publication, volume#, issue#, and page number on which article appeared*)
- 34.  Have article printed in local or campus newspaper (*list newspaper name, date published, volume#, issue#, and page number on which article appeared*)
- 35.  Complete a Public Visibility Activity (*describe; max 50 words*)
- 36.  Organize a Leadership Development Activity (*describe; max 50 words*)
- 37.  Prepare a chapter website and link from state website (*enter URL of chapter website*)
- 38.  Involve a PD member in a chapter activity (*describe; max 50 words*)
- 39.  Conduct a Community Service Activity (*describe; max 50 words*)
- 40.  Conduct a March of Dimes (Mission LIFT) Activity (*describe; max 50 words*)
- 41.  Have at least five (5) members to help out with a school or campus project. (*describe; max 50 words*)
- 42.  Conduct a Free Enterprise Project (*describe; max 50 words*)
- 43.  Participate in a Connecting Chapters Activity (*describe; max 50 words*)
- 44.  Attend a Future Business Leaders of America activity or meeting. (*describe; max 50 words*)



**Changes for Terry Lowrance Leadership Award**

The 2008-2009 State Executive Council has re-structured the Terry Lowrance Leadership. You will notice changes in the design and the activities that may be completed for the award. There is no longer a required number of activities to complete in a category. Chapters may complete any 20 of the 44 activities.

Activities are also listed by the time frame that these events happen at the state level. Chapters can easily plan their program of work using the TLLA as a guideline for chapter activities throughout the year. There are 18 activities that can be done at any time of the membership year so even chapters that reactivate or charter after December can still qualify for the TLLA award.

In addition to the printed form distributed to chapters, this year we are also providing a PDF form, which you can download from the state chapter website at [www.ncpbl.org](http://www.ncpbl.org). Chapters can download and fill in the TLLA form online, print the completed form and mail it to the State Awards Director; 2) download and fill in the form electronically and send as attachment in an email to the State Awards Director [stateawardsdir@ncpbl.org](mailto:stateawardsdir@ncpbl.org); or 3) complete the printed form distributed to chapters. ALL submissions must also be received by the February 25, 2009 deadline.

All activities that chapters complete the TLLA will help the North Carolina state chapter of Phi Beta Lambda to successfully achieve the goals for the 2008-2009 year, which can be found in Section 01 of the State Chapter Handbook.

**NCPBL Gold Star Chapter**

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

- Attend a 2008 Kick-Off (this will be based on attendance at the Kick-Off meeting)
- Submit at least 20 names/numbers for the NCPBL Foundation, Inc., Chapter Challenge -- Food Lion "Shop 'n Share Program." Must be received by October 13. (Submit "Shop 'n Share" information to The NCPBL Foundation, Inc., Box 20087, Charlotte, NC 28202.)
- Submit the initial 2008-2009 Membership Reporting Form with state and national dues for at least 5 members. Must be received by October 13. (Submit form and dues to State Adviser Dan Hazlett at Stanly CC, 141 College Drive, Albemarle, NC 28001.)
- Recruit 10 new local chapter members or 5 new Professional Division members. Must be received by October 13. (Submit PD members to NCPBL Professional Division, PO Box 625, Stanfield, NC 28163.)

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