

Leadership Development Workshops

Networking

Motivational Speakers

State Officer Election

Competitive Events

“Who’s Who” Recognition

TLLA & Gold Seal Chapters

Outstanding Adviser Award

Chapter & Adviser Anniversaries

It’s the action-packed event of the year:

**The 60th Annual North Carolina
Phi Beta Lambda State Leadership Conference**
April 10-12, 2014 Hilton Charlotte University Place

Conference Guide

Online registration & event entries: www.ncpbldservices.org/slc2014/



NCPBL – Celebrating 60 Years of “Excellence In Action”

<p>Hotel Reservation information - deadline March 19</p> <p>Competitive Event information – deadlines March 5, March 12</p> <p>Conference Registration information – deadline March 12</p> <p>Membership deadline for event participation – deadline March 12</p>



Piedmont CC Adviser at 1990 SLC Reception



1981 Officers at SLC Conclusion



1986 SLC Installation of Officers



Advisers at Awards – 1987 but could be any year!



SLC State Officer Campaigning 2008



1974 Awards/Mount Olive Pickle Doorprizes



Durham Tech Delegates Show Off 1999 Awards



2007 State Officers Enjoy Meal Before SLC Begins



PD Director & 1995 PD Service Award Recipient



1994 State Officers during SLC break



1988 SLC First Place Winners Pose for Photo

It's That Time!

In 1954 college and high schools students gathered at East Carolina College for the first North Carolina FBLA State Convention. Approximately 20 college-level delegates from East Carolina and Western Carolina University did three competitive events: Spelling, Parliamentary Procedure, and Vocabulary Relay. The state newsletter reminded delegates to bring sheets and towels with them since they would be staying in the college dorms!

Phi Beta Lambda and Future Business Leaders of America have become separate groups since then, but both levels are excited to be celebrating the 60th Anniversary of our levels. All members are encouraged to join the excitement of the 60th Annual NC PBL State Leadership Conference (SLC) April 10-12 at the Hilton Charlotte University Place.

This is your guide to the activities, including information for the on-line registration and event entries. Needed SLC forms (the official ones and some “working” ones to assist you in organizing your participation) are available on the state website, ncpbl.org; look in Appendices 2 and 3 of the State Handbook. Be sure you're using the 2013-14 version of Handbook if you have printed copies. You should also check the website periodically for program updates. If you have any questions, please don't hesitate to call one of your State Executive Council members.

SLC is for all PBL members, advisers, and Professional Division-Foundation, Inc., members, as well as guests. Please read the guide carefully and plan to be a delegate to the 2014 NCPBL SLC. We will celebrate a successful year and emphasize our “Excellence in Action” theme. We look forward to seeing you in Charlotte for an outstanding conference.

Your NCPBL State Executive Council

Calling Former State Officers

In conjunction with the NCPBL 60th Anniversary, all former state officers have been invited to participate in the SLC activities on Friday, April 11. If you have contact with or information on former officers, please ask them to contact Robbie McDonald, who is chairing the 60th Anniversary Committee (or send Robbie a way to contact them), by March 15. Her address is adminservicerdir@ncpbl.org or mcdonald9152@bellsouth.net. We would like to have them participate in some activities during the day if they can attend and then have a parade of these former leaders at the general session that evening.

Chapter Photos Requested

Kevin Davio, a member of the PD-F Board of Directors, is preparing a presentation of chapter photos covering some of our NCPBL history. Chapters are requested to send up to ten photos to Kevin at Kevin.davio@ncpblpdfoundation.org by February 20. Please identify the photos by chapter, activity, and year.

NCPBL Commemorative SLC Pin

The NCPBL Foundation, Inc., is selling the fifth annual NCPBL SLC pin. The design was selected by FLDC delegates. The limited edition pin is \$5. Order forms with details will be posted on the state website and emailed to advisers. Show your state pride and Foundation support by purchasing these special items as mementos of your participation in the 2014 SLC!

Singers/Musicians – Flag Bearers Needed

Any chapter members who would like to sing patriotic selections during the Thursday and Friday night general sessions should contact the state adviser. Instrumental selections could also be done as delegates are gathering for both sessions. There is also interest in doing a group rendition of the national anthem. If you are interested in participating in such a group, contact the state president. Hopefully, we can salute our veterans again this year by having representatives serve as flag bearers for both evenings. Again, please contact the state adviser if you have a veteran in your chapter who would like to do this.

On-line Conference Registration www.ncpblservices.org/slc/2014/

Conference Registration must be submitted by midnight on March 12. On-line registration is being finalized and will operate the same as last year. Check early to make sure you can access the necessary links. Chapters are responsible for payment for the number of delegates registered. This is to be received prior to SLC.

Non-adviser Professional Division-Foundation members may be registered through the chapter adviser as part of the chapter registration or through a direct Professional registration link.

Special thanks to Mr. Herb Boeckenhaupt, the Rowan-Cabarrus CC and NCPBL Business Person of the Year for 2011, for his complimentary work on the on-line processes.

The registration fee is \$70 per member, adviser, PD-F member, and guest attending. Chapters are to submit a college or chapter check for registration (not individual personal checks). PD-F members may submit personal checks. Please attach a copy of the completed on-line registration form with the checks. **On-site registration is \$80. Delegates registering on-site may participate in all other activities but are not eligible to enter competitive events.**

For conference participation and the membership awards, midnight March 12 is also the deadline for members to be entered in the national database and listed as paid. (You can pay by credit card at the time you enter the names; checks for dues must be posted by the 12th.) Advisers, please double check your membership roster to make sure all SLC delegates are listed. Verification of membership is one of the first actions of the State Awards Program Committee.

Hotel Reservations

Hotel reservations are to be made directly with the Hilton Charlotte University Place by March 19. The room rate is \$102 plus tax for any occupancy. Reservations are done online, and a “Private Online Group” page for NCPBL will be emailed to advisers. The block of rooms reserved for PBL will be released after March 19, and rooms will be available at general rates on a first-come, first-served basis. There is no charge for parking at the hotel.

The official hotel check-in time is 3 p.m. Delegates should plan accordingly if involved in Thursday afternoon activities. Early checkout fees apply. The State Executive Council asks for your assistance in making sure we fill our room block since that is what offsets the cost of the meeting rooms. If you call the hotel and all rooms have been taken, you probably will be making reservations at a nearby hotel. However, if you will let Communications Director Susan Stinson (communicationsdir@ncpbl.org) know, she will keep a running tab on rooms needed. If you find you blocked more rooms than you need, do not cancel them until you check with Ms. Stinson. She will keep a list of rooms available and hopefully get the appropriate advisers contacted to switch the rooms, allowing all delegates to be in the conference hotel and helping keep us above our needed number of rooms used. The hotel will allow names to be changed.

Rooms cancelled after the deadline are not available to others at the conference rate. Cancelled rooms do not count toward fulfilling our block. We realize this is not the most convenient procedure, but it is our attempt to fill cancellations and avoid having to raise registration fees to cover the cost of meeting rooms. Thank you for your cooperation.

Lunch and Awards Banquet Guest Tickets

The conference registration includes tickets to two meal functions: lunch on Friday and the awards banquet on Saturday. Guests wishing to join delegates for lunch and/or the Awards Program banquet Saturday night must fill out the “Guest Ticket” form and submit the listed payment. A limited number of tickets will be available at the conference registration area. Please note that guests are expected to adhere to the conference dress requirements and code of ethics. If you purchase a banquet ticket from a chapter, remember the seat is with that chapter, not yours.

Chapter Contributions

The NC PBL Professional Division-Foundation, Inc., Scholarship Fund

The NCPBL Professional Division-Foundation, Inc., scholarships are presented at the Fall Leadership Development Conference. Applications are in the State Handbook. The scholarship fund is supported by contributions from chapters and individuals. Contributors are recognized in the SLC program. Certificates will be presented to those chapters contributing \$35 or more. Checks separate from SLC registration should be made to “The NCPBL Professional Division-Foundation, Inc.,” and mailed directly to the Foundation. Note that only those chapters who contribute to the scholarship fund are eligible to have applicants next fall. The receipt deadline for contributions is March 13. Mail to the NCPBL PD-F, P.O. Box 12002, Durham, NC 27709. (The Charlotte P.O. box is no longer in use.)

The NCPBL Professional Division-Foundation, Inc., General Fund

The NCPBL Foundation, Inc., assists our state chapter by generating funds for activities and projects beyond those in the regular budget. One of the state goals for this year was for each chapter to contribute \$35 or more as a way of showing businesses a high degree of internal support. A check separate from SLC registration should be made to The NCPBL Professional Division-Foundation, Inc., and mailed before March 12 to the Durham address above.

Mission LIFT (March of Dimes) – NCPBL “Day of Service” Funds

FBLA-PBL is one of the largest national contributors to March of Dimes, and chapters throughout the country do fund-raising activities through the Mission LIFT (Leading Into the Future Together) Project. We’re proud of our recent contributions; two years ago North Carolina was the second largest contributing PBL state. Contributions can be made to a local office or the national March of Dimes office. Contributions should be noted on the Contributions Form in the Conference Guide for state PBL records and recognition. For our national recognition, chapters are encouraged to complete the Mission LIFT entry form in the Chapter Management Handbook. The Council appreciates the activities chapters are doing on the February 15 “Day of Service.” A special activity will be sponsored at SLC. You can turn in your contributions at that time, too.

State Officer Nominations

The NCPBL state officer team is comprised of six local members who are nominated for the positions by their chapters and elected by the SLC voting delegates. The State Handbook gives the details on nominating, campaigning, and serving. Candidates for Historian, Secretary, and President present campaign speeches Thursday night, and Vice President candidates present speeches at the regional meetings that follow. All candidates will be elected by secret ballot of voting delegates at the Saturday business session. Potential candidates are reminded that campaigning outside the chapter, including information on personal websites and social media, prior to the state officer screening meeting at SLC can result in disqualification.

Potential candidates are reminded to read the Officer Candidate Guide in the Handbook very carefully. In opposed elections, a majority is needed to win. In unopposed elections, a majority of “yes” votes from the voting delegates present is necessary. Chapters may nominate two members for state office. If both are opposed and both win their elections, the one elected for the higher office serves and the other is eliminated. If one or both are unopposed, both could be elected.

The number of voting delegates per chapter is determined by the number of chapter members; chapters with up to 50 members receive 2 voting delegates; those with 50-100 receive 3; and those with more than 100 receive 4. Voting delegates must have their voting delegate ribbons and must be in their seats by the time listed in the program.

Candidate Nomination Dates:

March 17 – Receipt deadline to State Adviser for completed Official Nomination for State Officer Form (see Section 9 of State Handbook); **only complete applications will become official candidates at this point. The State Adviser will not request items not submitted.**

March 21 – Notification to chapter advisers of any positions for which there were no candidates. Chapters may make nominations for those positions or already-submitted nominees may request to change to the open office.

April 4 – Receipt deadline to State Adviser for either completed Official Nomination for State Officer Form or completed Office Position Change Form for any open positions received on March 17.

Conference Program Highlights

PBL Dress Code

Please note that the PBL Dress Code is in effect for ALL sessions except the dance and the formal awards banquet. This includes meetings, events, food functions, etc. Chapter advisers and presidents are asked to make sure their members and guests are familiar with the code as listed in the State Handbook. Attire for the awards banquet is “dressy” but must be appropriate for a professional setting. It is especially important delegates understand a Dress Code check is done when entering the written test area and participants not in accordance with the Dress Code will not be admitted. In performance events, judges may deduct points for Dress Code violations.

National Officer

The State Executive Council’s invitation to National President Donnie Iorio has been accepted, and we look forward to having him with us as a workshop leader and speaker.

“The Best Seats in the House”

To recognize the chapters that have had exceptional membership recruitment programs and to welcome new chapters, the front rows of general sessions will be reserved for their SLC delegates. Sitting at the front on Thursday evening will be delegates from new/reactivated chapters. On Friday evening will be chapters that have increased their membership by ten members.

State Leadership Conference-Leadership Development Program

The State Leadership Conference Leadership Development Program is a series of seminars on topics for career and leadership success. Those attending a majority of the sessions will receive certificates of participation in the chapter packets.

Exhibits, Campaign Booths, and Sales Booths

Colleges with active chapters are welcome to have a college recruitment booth on Friday of SLC; please complete the Exhibit Space Response form. Also, chapters who want a sales table may reserve space by returning the Exhibit Space Response form. There is no charge for college recruitment tables for colleges with PBL chapters. If you are aware of a company that would like to be considered for a recruitment or sales booth, contact NCPBL Professional Division-Foundation Board President Kathy Toler. The PD-F Board will set rates and make these arrangements.

NCPBL Foundation Store

NCPBL Professional Division-Foundation, Inc., representatives will have PBL items from the PD-F online store available so plan to purchase some articles that you'll enjoy wearing. You will be promoting PBL and benefitting the Foundation. You can check on items in advance through the store link on the NCPBL and the NCPBL PD-F websites.

Conference Dance

Delegates are invited to network and socialize during a dance on Friday night. The dance is an opportunity to “show off” school attire! SLC name badges serve as the dance “tickets.” Appropriate behavior and dancing is expected, and State Executive Council members will be monitoring and insisting delegates participate under these guidelines.

Parade of Presidents and “Anniversary” Advisers

The Friday evening session begins with an introduction of each local chapter's president (or another officer if the president is not in attendance). Such chapter awards as the “Largest Delegation” and the Chapter and Adviser Anniversary recognitions will be presented during the Parade.

Awards Program Seating

As much as possible, banquet seating will be assigned from the front to the back in the order chapter registration **checks** are received. Chapters should understand that there may be exceptions in order to complete tables without separating chapter members. Banquet tickets will be collected at the door, and place cards will be put at each table to identify the chapter to which those seats are assigned. A seating list will be posted outside.

State Competitive Event “Reminders”

Be sure to read complete details in the State Handbook; do not hesitate to ask about any items if you would like more information. Remember, projector equipment and screens are not provided.

Guidelines

Event participants should read carefully sections related to their events in the 2013-14 issues of the State Handbook and the National Awards Program section of the Chapter Management Handbook. **If there are questions on the guidelines or on interpretation, please contact the State Awards Program Director so the SAP Committee can address the question prior to the entry dates.**

Receipt Dates

Although registration and event entries are done online, there are certain events that have forms or materials that must be mailed to the Awards Program Director. **Note that the deadlines listed are receipt dates, not postmark dates.** Please allow adequate time for your materials to be received on time. Exceptions cannot be made. *The State Awards Program Director will send an email acknowledging the receipt of your conference items. Therefore, if you do not receive an email by the time you should expect one, contact Dr. Doole immediately.*

(Even though event entries are done online, the event entry forms that were previously used for mailing have been left in the Handbook for chapters to use as working copies.)

Event Substitutions

No competitive event entries will be accepted at SLC. However, chapters may do substitutions for events already entered. Substitutions cannot be made in events which involve school-site tests or Desktop Publishing, Mobile Application Design, Small Business Management Plan, and Website Design. Substitutions can be made prior by email prior to SLC week or during the time designated in the conference program. Be sure to contact Dr. Doole if you do not receive a response to your e-mail.

Advisers as Event Administrators and Assistants

The State Awards Program Committee depends upon advisers to work as event administrators and assistants (not judges). Because of the number of events, advisers will probably be needed to work with more than one event. E-mails will be sent from the Awards Program Director so all advisers should watch for them. The State Executive Council thanks advisers for their help in this most important area.

Event Entries Per Chapter and Per Delegate; Repeat Entries

A chapter may enter two individuals or teams in the events, with the exception of Job Interview. Only one entry per chapter may be submitted for the Job Interview event.

NCPBL follows the national guideline that allows members to enter whichever two events they wish, with the following two stipulations:

ONE: ENTERING AN EVENT ADDITIONAL TIMES

With the exception of team events as listed in the national guidelines, a delegate may not have been entered in a **national** event more than once. As initiated last year, a delegate may enter any event in which he was not listed as a competitor at the national level (**as member of current or previous chapter**). Two items for clarity:

(A) If a state Fifth Place person in Accounting Principles competed at the national level but the First Place person did not, the Fifth Place person cannot enter the event again but the First Place person can.

(B) If a delegate listed as a national competitor did not “show” for the event and did not officially withdraw, the national office considers him as a competitor and he is not eligible to enter the event again.

This follows what many other states have been doing, allowing for the state’s best representative to move on to national competition and giving members the maximum advantage to receive national recognition.

It is the responsibility of the adviser and the chapter president to make sure national participants (other than those allowed in the team events) aren’t entered in the same event again. The Awards Program Committee will be checking SLC entries against previous NLC lists, but this may not get completed in time for an ineligible competitor to move to another event. If you have a question about a competitor, don’t hesitate to contact Dr. Doole in advance.

TWO: AT STATE LEVEL, NOT COUNTING “COMMUNITY SERVICE PROJECT” AS ONE OF THE TWO EVENTS

In order to increase the number of chapters entering the Community Service Project event, members may present their chapter’s Community Service Projects and not count that as one of their two events. That is why the event entry materials have three places to list the events in which the student is entered. *However, at the national level the project presentation DOES count as one of the two events in which a student may enter.*

“Who’s Who in NCPBL” can be done in addition to entering the other allotted events.

Back-to-Back Written Test Sessions (Thursday evening and Saturday morning)

To allow a member to enter any two events and to avoid the possibility of information about a test being discussed, there will again this year be back-to-back testing sessions Thursday evening (events that have written tests and performances) and Saturday morning (events that are based on written tests only). The events for each testing session will be listed in the conference program and will be posted online closer to conference time.

Just as before, all members taking one or two of the tests at that session must report at the beginning of the testing session. After the allotted time, those taking only one test will be allowed to exit the session, leaving those who are taking another of the tests being given. Those members will immediately take their second event test. **Members choosing to take two tests at the same session should understand they will have to remain in the testing room for approximately 2 ½ hours (an hour for each test and 15 minutes for roll call and instructions on each) without a break.**

This has worked well, but, again, delegates must remember there will not be a break between the two tests and that once they leave the testing room, for whatever reason, they cannot return.

The Business Communications writing sample will be done at a time other than the testing blocks.

Performance Events

All performance/interview events will be conducted on Friday. Event times will be listed in the conference program and emailed to chapters a few days before SLC, but a chapter's performance time cannot be listed until testing is done since some events use test scores to determine finalists. The time for each performance will be posted outside Event Headquarters Thursday night. Participants must supply any AV equipment they wish to use.

“Team” Event Testing

Certain team events allow for the written tests to be taken collaboratively. Although event directors will address excessive noise, participants taking team collaborative tests should anticipate that the testing room will not be completely quiet.

Participant Criteria

Participants must have paid state/national dues and must have registered for SLC by March 12. Members who graduated at the end of the fall/winter term may compete as long as they are NOT enrolled in a graduate program (have not taken 500 level or higher class) before December 1.

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.

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 but a student may not compete more than twice in the same team event at SLC or NLC. This applies to Accounting Analysis & Decision Making, Business Decision Making, Business Ethics, Business Law, Business Presentation, Business Sustainability, Desktop Publishing, Economic Analysis & Decision Making, Emerging Business Issues, Financial Analysis & Decision Making, Financial Services, Hospitality Management, Human Resource Management, Integrated Marketing Campaign, Management Analysis & Decision Making, Marketing Analysis & Decision Making, Mobile Application Development, Network Design, Small Business Management Plan, Strategic Analysis & Decision Making, and Web Site Design.

Parliamentary Procedure: Two members of a team may have competed in this event at a previous SLC or NLC.

A student may not compete more than twice in the same team event at the SLC or NLC.

Pre-judged Events

Desktop Publishing, Mobile Application Development, and Web Site Design events have entry forms and pre-judged materials that must be received by the Awards Program Director by March 5. The Small Business Management Plan and Community Service Project(s) report are due as a PDF File by March 5. The Local Chapter Annual Business Report is due as a PDF File by March 12. **Advisers will receive an email address to submit the PDF files.**

For Desktop Publishing, two copies of the completed file, in color, must be submitted in a properly labeled folder (member name, event, school, state) by March 5.

School-site Testing

The performance tests for Accounting for Professionals, Computer Applications, Cost Accounting, and Word Processing are conducted at the participant's school. A form is in the Handbook to identify the person to whom the tests should be sent; this must be received by March 5. The test administrator will seal and sign the envelope containing the test materials, and the chapter adviser will deliver it to the State Awards Program Committee during the designated time on Thursday of SLC. Participants will also take a test at SLC.

Spectator Events

The conference program will designate particular events as being open to spectators. **However, delegates competing in an event may not be spectators for that event.**

Calculators and Other Needed Testing Items

Participants must bring #2 pencils for the standardized tests and pens for any writing samples that need to be done; these will not be supplied (paper will be). Participants may bring non-graphing, battery-operated calculators for all events; these will not be supplied. Phones or other memory-storage devices CANNOT be used.

Resume/Application Letter/Application/Lesson Plan Copies

Copies of such items as application letters, resumes, applications, and lesson plans are required in particular events; six copies of each are to be submitted in separate folders. These are to be turned in during the designated time Thursday afternoon.

Accommodations

Special needs accommodations of any kind should be made known by notifying the Awards Program Director and the State Adviser.

Event Topics; Community Service Project Activity

The topics to be addressed in such events as Business Ethics, Business Presentation, Desktop Publishing, Emerging Business Issues, Future Business Educator, Mobile Application Development, and Web Site Design are given in the event guidelines in the National Chapter Management Handbook. The same report for Community Service may not be submitted another year.

Award Certificates

The Awards Program certificates will have the event and conference information printed on them, but they will not be individualized with the winner's name and chapter. A "Chapter Packet" with duplicates of the certificates presented on stage will be provided for the chapter and should be picked up by the chapter adviser following the banquet.

NCPBL Professional Division-Foundation, Inc., Involvement

Annual Meeting

NCPBL Professional Division-Foundation, Inc., members provide invaluable assistance to the State Leadership Conference as they serve as judges, assistants, cheerleaders, and fulfill many other responsibilities. An annual meeting of the group will be held during the SLC. PD-F dues deadline for membership awards is March 13.

PD-F Distinguished Service Award

The NCPBL Professional Division-Foundation, Inc., Distinguished Service Award is presented during the Awards Banquet at SLC. A nomination form is in the Professional Division-Foundation section of the State Handbook. The nomination is to be mailed to the Professional Division-Foundation Board by April 1. PBL and PD-F members may nominate a PD-F member for this recognition. Nominations should be received by April 1.

National Leadership Conference (NLC) and Competition

Nashville, Tennessee, is the site of the June 2014 National Leadership Conference (June 24-27) and preceding Institute for Leaders (June 23-24). An NLC guide with conference registration and hotel information is mailed to advisers from the national office. The NLC guide is also available on the national website (FBLA-PBL.org). Registration, hotel arrangements, travel plans, etc., are done by local chapters.

However, each state must prepare its list of competitive entries to submit for national competition. NLC response forms will be included in the chapter packet to be picked up after the banquet program. The top THREE in events which consist of only a written test are eligible to participate nationally. In events with performance components (other than Job Interview), the top TWO will qualify. Each state enters ONE Job Interview contestant. **It is very important that the state winners return the response form saying they will represent the state at NLC. If a positive response form is not received by the date on the form, the delegate forfeits participating at the national level and the next highest placing individual or team will be contacted.**

Event substitutions can no longer be made on-site at NLC, making it imperative that chapter advisers and event representatives communicate with the State Awards Program Director.

Conference Dates/Deadlines

- March 5** Receipt deadline (mailed to State Awards Program Director Kathie Doole)
- SUBMIT PDF FILE TO AWARDS PROGRAM DIRECTOR (email address
will be sent to advisers prior to deadlines)**
Community Service Project report(s)
Small Business Management Plan report(s)
- MAIL TO AWARDS PROGRAM DIRECTOR**
Administrator Identification forms for school-site tests (Accounting for
Professionals, Computer Applications, Cost Accounting, and Word Processing)
Desktop Publishing material(s) in properly labeled folder
Mobile Application Development entry form(s) and required material(s)
NCPBL Business Person of Year entry form
Web Site Design entry form(s)
- March 12** Receipt and paid deadline for PBL State/National membership dues for SLC participation
- March 12** Receipt deadline for Professional Division-Foundation, Inc., membership dues for
awards; receipt deadline for contributions to the PD-F scholarship fund for TLLA and SLC
recognition (to P.O. Box 12002, Durham, NC 27709)
- March 12** School-site tests sent to identified test administrators
- March 12** Receipt deadline
- ONLINE**
Listing of event participants and events entered
Conference registration form (do online; print copy to mail with check, please)
- SUBMIT PDF FILE TO AWARDS PROGRAM DIRECTOR**
Local Chapter Annual Business Report
- MAIL TO AWARDS DIRECTOR**
Contributions form (PD-F General Fund & Scholarship Fund; March of Dimes)
Exhibit Space Response form
Supplementary Tickets form
Gold Seal Chapter Award entry form
Local Recruitment of Chapters entry form
Terry Lowrance Leadership Award entry form
Who's Who in NCPBL entry form(s)
- March 17** COMPLETE State Officer Nomination Receipt deadline (to State Adviser)
- March 19** Reservations should be made directly with the Hilton Charlotte University Place
- April 4** Receipt deadline for complete nomination form or position change form for
any state office for which nominations not received on March 17.
- April 10** SLC begins! (Deliver school-site tests, resume folders, etc.)

Dr. Kathie Doole, Awards Program Director
Asheville-Buncombe Tech CC
340 Victoria Road, Asheville, NC **28801**
(828)398-7236 <stateawardsdir@ncpbl.org>

Mr. Dan Hazlett, State Adviser
Stanly Community College
141 College Drive, Albemarle, NC **28001**
(704)991-0216 <stateadviser@ncpbl.org>

North Carolina Phi Beta Lambda

**60th Annual State Leadership Conference
April 10-12, 2014 Hilton Charlotte University Place**

Tentative Overview of Conference Program
Check ncpbl.org for updates and additional details
(Upon arrival at SLC, verify times with the official SLC program)

Wednesday, April 9

TBA State Committee/Officers Meeting, Awards Program Committee Meeting

Thursday, April 10

3:00 p.m. Listed Hotel Check-in

4:30 p.m. – 8:30 p.m. Conference Registration

4:30 p.m. – 5:45 p.m. Event Substitutions and Deletions
Submission of school-site tests
Submission of resume folders for interview events
Submission of synopsis for Business Ethics & Business Sustainability

5:00 p.m. – 5:45 p.m. State Officer Candidates Meeting and Materials Screening

5:45 p.m. Doors open for Testing Session for Performance Events
(All participants for the events being tested must be in the testing room at the beginning of the session. Those testing in only one event will be able to leave after the first test. Those testing for two events will not be allowed to leave the room between the tests.)

6:00 p.m. – 8:30 p.m. **Back-to-Back Written Tests for Performance Events**

7:00 p.m. – 8:00 p.m. LEADERSHIP DEVELOPMENT SEMINARS

8:45 p.m. – NCPBL 60th SLC Opening Ceremonies and Regional Meetings
Nomination Speeches (Historian, Secretary-Treasurer, President)

Regional Meetings (begin 10 minutes after general session)
Presentation of Regional Awards
Regional Vice President Nomination Speeches

Friday, April 11

- 8:30 a.m. – 9:30 a.m. Event Administrators, Timekeepers, and Judges Meeting for performance events being done Friday morning *(This will need to involve every adviser in attendance; if you do not receive an email with an “assignment,” please contact the Awards Program Director. Thanks!)*
- 9:30 a.m. - noon **Competitive Event Presentations/Interviews**
(list of events for morning will be announced online after SLC event entries deadline)
- 10:00 a.m. – 10:45 a.m. LEADERSHIP DEVELOPMENT SEMINAR
- 11:00 a.m. – 11:45 a.m. LEADERSHIP DEVELOPMENT SEMINAR
- 10:00 a.m. – 5:00 p.m. Sales and Campaign Booths open
- 11:45 a.m. – 1:15 p.m. Lunch
- 11:30 a.m. – 12:30 p.m. Business Communications Writing Exercise
- 12:30 p.m. – 1:00 p.m. Event Administrators, Timekeepers, and Judges Meeting for performance events being done Friday afternoon
- 1:00 p.m. – 5:00 p.m. **Competitive Event Presentations/Interviews**
(list of events for afternoon will be announced on-line after SLC event entries deadline)
- 1:30 p.m. – 2:15 p.m. LEADERSHIP DEVELOPMENT SEMINAR
- 3:00 p.m. – 3:45 p.m. LEADERSHIP DEVELOPMENT SEMINAR
- 7:30 p.m. Presidents and Anniversary Advisers meet for ‘parade’ instructions
- 7:45 p.m. First General Session (Featuring former NCPBL state officers)
- 9:30 p.m. Dance

Saturday, April 12

- 8:30 a.m. – 9:00 a.m. Event administrators meeting for written testing session *(This will need to involve every adviser in attendance; if you do not receive an email with an “assignment,” please contact the Awards Program Director. Thanks!)*
- 9:15 a.m. Doors open for Testing Session for Events with Written Test only
(All participants for the events being tested must be in the testing room at the beginning of the session. Those testing in only one event will be able to leave after the first test. Those testing for two events will not be allowed to leave the room between tests.)
- 9:30 a.m. – 11:45 a.m. **Testing Session for Events with Written Test only**

9:00 a.m. – Noon	Judges Meeting for School-Site Test Events
9:00 a.m. – 11:30 a.m.	Campaign and Sales Booths open
10:45 a.m. – 11:30 a.m.	LEADERSHIP DEVELOPMENT SEMINAR VI
Noon	Business Session (Open to all members and advisers) (Voting delegates will be at front by region.) Call to Order and Roll Call of Voting Delegates Approval of Minutes Financial Report Voting - State Officers, including regional vice presidents Presentation of Certificates for contributing to March of Dimes, The NCPBL Professional Division-Foundation, Inc., Scholarship and General funds
1:00	March of Dimes Activity
1:00	NCPBL Professional Division-Foundation, Inc., Annual Meeting
2:00 p.m.	Awards Program Setup
6:30 p.m.	Formal Awards Banquet and Installation Service
Following Program	Meeting of current and newly-elected State Executive Councils
Following Program	Distribution of Chapter Packets

A final schedule, with any updated times and more details, will be posted online and emailed to advisers closer to the conference. As stated earlier, the times for the performance events on Friday will be determined once entries have been received. That information will be emailed to advisers so you will know if an event is going to be “morning” or “afternoon.” Specific times for the teams will be posted on the bulletin board outside SLC Event Headquarters. Thank you for working with us as we adjust times Friday to utilize rooms, obtain judges, and keep SLC flowing as smoothly as possible.

**To reinforce the importance of these facets of the 2014 SLC,
your state officers appreciate the support of all members, advisers, and
guests for their affirmation of the following pledge:**

I understand I am attending this conference as a representative of Phi Beta Lambda and my college, and I will participate in a professional way, following any guidelines that have been set by NCPBL and my college.

I will participate so that I receive the maximum benefits of the conference.

I have read the PBL Dress Code and will dress accordingly anytime I am participating in a conference activity or in the conference area during events.

I will have the required materials with me when I get to conference sessions; for written tests this includes Photo ID, #2 pencils, Calculator (if applicable), Name badge

I will contribute to the professional image of PBL by listening to speakers and presenters; as hard as it might be, I will even refrain from texting when someone is speaking!!!!!!.

I will show appreciation and respect to those business and community volunteers who are serving as judges and in other conference capacities.

I will make wise decisions related to safety for myself and other delegates.

I will help maintain a reputable image of NCPBL with the University Place Hilton by taking care of its property and respecting its staff (including those who will be responsible for preparing my sleeping room for the next guests).

I will encourage other delegates and will make any effort I can to help all other delegates have a positive experience at the conference.

College name (or "PD-F" / "Guest")

Delegate