

Spurring Greatness



Georgia PBL

Chapter Planning Guide

2011-2012

This Document!

This Chapter Planning Guide serves as a summary of Georgia PBL events and programs for the upcoming year. Please remember that this is a guide and dates and amounts may change during the planning of each event. More comprehensive documents for conference become available prior to the conference. The *Chapter Management Handbook* remains the most complete resource for students and advisers.

Membership Dues

Although each chapter may set their own dues amount, national dues are \$10, and state dues are \$8 for a total of \$18. Advisers may pay dues on the national website.

Members must be listed on the national website showing payment of dues to participate in the following events by the following dates:

Georgia Fall Leadership Conference, November 1

District Conferences, February 10

State Conference, March 21

National Conference, April 1

State and National Themes

The 2011-2012 State Theme is:

Spurring Greatness!

The 2011-2012 National Theme is:

Gateway to Greatness

Georgia PBL Website:

<http://www.georgiapbl.org>

The Georgia PBL website is maintained by Mr. Tim Green at North Georgia Technical College. Look to the site for more detailed information regarding conferences, state officers, chapter guides, and more!

National PBL Website

<http://www.fbلا-pbl.org>

The national PBL site is maintained by the national office. Check this site to renew your membership, register for national conferences, browse the adviser section, and the Marketplace.

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Georgia Phi Beta Lambda Structure

Chapters

Postsecondary institutions may apply to the national office for a local charter - very easy to do! Chapters can be found at most of the technical colleges in our state as well as a few of the two and four-year colleges. In addition, students at institutions without a PBL chapter may be just as involved through the Georgia PBL Virtual Chapter or may begin a chapter at their school.

Members

Students at virtually any postsecondary institution in Georgia can join PBL either through their own college or the Georgia PBL Virtual Chapter. Membership dues are paid to the national office and cover both national and state requirements.

Advisers

Chapters have at least one faculty or staff member who serves as the adviser for their student membership.

Georgia PBL Executive Board

Georgia PBL is guided through an active (and tireless!) executive board. Members of the board include the Executive Director, the Financial

Director, the Awards Director, the Georgia PBL Foundation President, the Georgia PBL Foundation Financial Director, the Professional Division President, the Profession Division Secretary/Virtual Chapter Adviser, the State leadership Consultant, the state Adviser/Audio/Visual Coordinator.

PBL Professional Division

The Professional Division is composed of non-students who are interested in being a part of PBL. This group includes chapter advisers and local businesspeople that support PBL through their time and financial support. Their affiliation is at both the state and national level. Membership dues are \$23 per year.

Georgia PBL Foundation, Inc.

The Georgia PBL Foundation is a fund-raising body whose mission is to support Georgia PBL financially. The Georgia PBL Foundation does so through reimbursement of national registration for first place students, the Mel Evans scholarship, funding the chapter grant, and funding the Adviser of the Year and Chapter of the Year awards.



Recognition Programs with PBL

Competitive Events

PBL offers its members a chance to receive recognition in over 30 separate competitive events. These events might be a written test over specific knowledge or a performance or speaking event. Competitions can be individual efforts, teams of two or more, or a chapter-wide effort.

Scholarships

There are a number of scholarship opportunities at the state and national level. There are two Mel Evans awards given each year at the state conference and a national scholarship given at that conference.

Chapter Grant

At the GFLC, there is a \$500 grant given by the Georgia PBL Foundation to a chapter to help with travel, fund-raising, or other expenses.

Chapter of the Year

Local chapters are encouraged to put their “hat in the ring” for the Pam Hawkins Chapter of the Year award. This award is based on a series of criteria that a chapter works on year-round and is given at the state conference.

At the National level, the Hollis and Kitty Guy Gold Seal Chapter Award of Merit is given to chapters who complete a set of accomplishments.

Seal Awards

There are three Seal Awards of Merit: Bronze, Silver, and Gold. Each is based on the same 36-point criteria with each level being based on the number of criteria achieved by a chapter.

Adviser of the Year

The Dr. Hu Lofton Adviser of the Year award is given to the nominated adviser who achieves the

most points based on the activities completed by his/her chapters. Advisers are nominated by their members.

State Projects

These projects are recognized at the state conference and a number at the national conference for chapters excelling in each effort.

March of Dimes

The March of Dimes is the nationally designated charity. Chapters work year-round raising funds for MOD; and those raising the most are recognized at the state and national conference.

March of Dimes funds are given by chapters to their local March of Dimes office with the receipt copied and sent with the state conference materials. There is also a March of Quarters event held annually at the Georgia Fall Leadership conference. Awards are given for chapters who raise the most funds; Georgia is consistently the number one state in the nation for raising MOD funds!



Interaction with FBLA

Interaction with FBLA is a critical aspect of the growth of Phi Beta Lambda! Chapter's efforts to coordinate events and work with FBLA chapters are recognized at the state conference.

New Chapter Recruitment

Another valuable effort in the growth of Georgia PBL is the recruitment of new chapters. In addition to some postsecondary institutions never having had a PBL chapter, some chapters are inactive for periods of time. Chapters' efforts to coordinate events and work with new or re-activated PBL chapters are recognized at the state conference.

Corporate Sponsors

Chapters and members are greatly encouraged to seek corporate sponsorship of the competitive events at the state conference. These sponsors are listed in the state program and displayed during the awards banquet.

Foundation Donations

Chapters are encouraged to donate to the Georgia PBL Foundation. Chapters donating at least \$250 will receive reimbursement for registration costs for their first place state winners participating at the national conference.

A silent auction is held each year at the state conference for the foundation. Chapters are asked to each bring an item to donate to the silent auction.

GFLC Events

Members may participate in a small number of competitive events prior to the Georgia Fall Leadership Conference. These events are not part of the district, state, or national competitions but serve to start the spark of the competitive season.

Membership Madness

There are a number of national awards for students who recruit members to their chapter.

CMAP

The Career and Membership Awards Program is a national series of activities that allows members the opportunity for personal and PBL development. There are three levels, in order: Director, Executive, and Presidential. Each includes a checklist of activity completion that must be submitted to the national office.

Free Advice!

Have a CMAP day where students get together to compose or prepare the documents needed for

CMAP, especially the Director level. Most can be created in a couple of hours!

Free Advice!

Start working on Foundation donations, the Seal awards, and corporate sponsors early. The sooner these goals are accomplished, the better for focusing on other chapter projects and competitive events.



PBL Conferences

State Officer Training

The officers elected at the state conference are not elected to a particular office but rather are chosen as a slate, as is done in each of the major organizations in Georgia. At the State Officer Training, the group of officers enjoys leadership sessions and team-building activities. At the end of the weekend, the team of reviewers chooses the position for each of the officers in each of the organizations.

GFLC

The Georgia Fall Leadership Conference is a premier officer training event held in November. State officers from each of the five major student organizations (PBL, SkillsUSA, National -Technical Honor Society, the Statewide Student Leadership Council, and Collegiate DECA) lead local chapter officers and members in a series of officer development training sessions. Over the weekend in Atlanta, members of all organizations network and greatly strengthen their ability to lead their local chapters. Advisers have a series of informational sessions to guide them on their PBL year.

Important GFLC dates/information:

Dues eligibility deadline:	November 1
Registration due:	November 4
Competitive event deadline for materials (schools site tests, etc.)	November 1
Registration:	\$90

District

There are two competitive event conferences that split the state horizontally at Macon. North District and South District Conferences are hosted by local chapters. Typically, South District is in February and North District, March. The competitive events are those competed in at State and later Nationals

but not all events are offered as this is a one-day, drive-in conference and time becomes an issue. All written tests are offered and approximately 9 performance events are available. Top five finishers in each event are awarded at the closing awards ceremony.

Important District dates:

Dues eligibility deadline:	February 10
Registration due, South:	February 10
Registration due, North:	February 10
Schoolsite tests due:	January 18
Registration:	\$20

State Leadership Conference

The Georgia PBL State Conference is held each year in April and has always been in Atlanta. This weekend-long event includes competitions, guest speakers, state officer elections, a silent auction, and many other activities. This conference is for many the culmination of several months' work and all of the major state awards are determined at this time. The top finishers at state are then eligible to continue to the National Leadership Conference.

Important State dates:

Registration due:	March 21
Schoolsite tests due:	March 21
All awards materials, such as Interaction with FBLA evidence, Seal awards evidence, Adviser and Chapter of the Year evidence, etc:	March 21
Dues eligibility deadline:	April 1
Registration, Students:	\$70
Registration, Advisers:	\$75

National Leadership Conference

San Antonio, Texas is the site for this year's NLC. Chapters and their members from across the country will compete in events and take part in leadership and professional development activities. The national officers are elected and set the stage for the next year.

Important NLC dates:

Competitive event materials due	May 15
Registration due:	May 15
Registration (usually):	\$105

Institute for Leaders

Immediately prior to the NLC, the Institute for Leaders provides organizational and leadership training sessions for state and local chapter officers, members, and advisers. This two-day training conference prepares student leaders and members to assume their elected responsibilities and develop valuable life skills.

Conference Information

Information Packets

Information documents are posted to the Georgia PBL website as they become available, usually months prior to the conference. Some documents, such as the Seal Awards criteria, Adviser and Chapter of the Year Award criteria, Mel Evans scholarship applications, and a performance events summary are available year round. These documents are typically updated in the summer and the dates on the documents posted are an indication of that update.

Registration

Registration for District and State is submitted through the Georgia PBL website. National Conference registration is completed via the

national site. The GFLC has its own website for that registration.

Onsite registration in this document refers to the time when a chapter arrives at a conference and receives their conference package that includes the conference program, name tags, etc.

Payments

Payments for registration are made payable to "Georgia PBL" and are due at the same deadline as registration. In lieu of an actual check, a copy of the invoice, PO, or requisition form is acceptable. Full payment must be made at the time of onsite registration.

Registration for the GFLC is made payable to the "Georgia PBL Foundation" and must be received by the onsite registration.

Registration Changes

Changes to competitive event registration not including additions may be made up to the week prior to the first day of the conference. Members may be added to the group attending a conference up to the onsite registration but may not compete. Competitive event changes for performance events are not allowed after the week-before deadline; however, a student registered for the conference by the due date may change from a performance event to a written test but must seek approval from a member of the Executive Board. This approval is freely given but must be reported to ensure the student competes in the event(s) for which he/she is registered.

Students competing in an event who are not registered for that event are not allowed to place in that event. That is, if a student registered for Public Speaking suddenly decides to drop and add Accounting Principles without approval from a member of the Executive Board, he/she will not be allowed to place in the Accounting Principles event. Let us know!

Hotels

For the National Leadership Conference, the national office secures the best rates possible for hotels at the conference and that information is delivered by them. The state conference for several years (and contracted through 2013) has been held at the Westin Atlanta North at Perimeter. District conference is intended to be a drive-in conference; however, the hosting school will have local hotel information available. The Georgia Fall Leadership Conference is held recently at the Renaissance Waverly in Atlanta.

Conference Packets

Each chapter receives a packet of materials when they arrive at the registration table at the state conference. This packet includes name tags, ribbons, conference programs, etc.

For district conferences, student might receive a goodie bag that will include a conference program.

Students Running for State Office

(Full materials are posted on the Georgia PBL website; the following is a summary)

State officer candidates interested in the positions of President, Vice President, Secretary, Treasurer, and Reporter/Historian will campaign to be one of six members of the state officer team, not for a specific office, and must meet all eligibility requirements, including submission of the officer eligibility documentation listed below.

General Eligibility Requirements

- YOU MUST BE ENROLLED IN SCHOOL THROUGH THE APRIL FOLLOWING THE STATE CONFERENCE DURING WHICH YOU ARE ELECTED.
- Throughout the term of office, you must have the support of your school, local chapter, local adviser, and the state executive committee.

- Each candidate must submit a resume, a one-page essay, an official transcript, a copy of CMAP Director level award (letter from National Headquarters stating that you have received the award), a letter of recommendation from her/his local adviser, and a letter of recommendation from a school official (VP, Dean, etc.).

- You must also participate in the officer candidate interview process at state conference.

Campaigning is permitted only from 8:00 a.m. – 12:00 noon, on Saturday of the State Conference. You may continue to wear any campaign items after 12:00 noon, but cannot distribute items except in the voting delegate seats in the Second General Session.

Campaign booths are set up at 8AM on Saturday of the State Conference. Candidates are introduced at the opening session on Friday evening and give a campaign speech. Voting delegates, chosen by each of the Georgia PBL chapters and designated by their green ribbons, vote on the candidates at the second general session which is held Saturday afternoon.

Share your news!

State Newsletter

A newsletter is composed by the state officer team and distributed at the Georgia Fall Leadership Conference and later at the State conference. Chapters wishing to publish articles in the newsletter may send them to the State Reporter.

Chapters wishing to share news should email the State reporter/Historian with their articles.

National

The national office also welcomes chapter news and posts them according to state. Chapters may email their articles to communications@fbla.org.

Free Advice!

Proofread, proofread, proofread.

Georgia PBL Calendar

(A comprehensive calendar is posted on the Georgia PBL website and distributed by Mrs. Strickland; the following is a summary)

Nov. 15	American Enterprise Day	Feb. 17	Deadline to mail GA PBL State Conference T-shirt Design entries
Nov. 18-20	Georgia Fall Leadership Conference (GFLC) – Atlanta, GA	Mar. 1	PBL individual membership recognition program—Career and Membership Achievement Awards(a.k.a CMAP) receipt deadline to Nationals
	North and South District Conferences Registration Opens	Mar. 2	GA PBL South District Conference – Okefenokee Technical College, Waycross, GA
	2012	Mar. 21	Receipt Deadline for all GA PBL State Conference Materials
Jan. 18	District School Site Tests Postmark Deadline	Mar. 21	All pre-judged items (Forms/Reports, School Site Tests/Application Letters, Reference Letters, Resumes, videos, web site information, etc.) mailed to Justina V. Strickland
	State School Site Tests Mailed to Local PBL Advisers	Apr. 1	Dues Deadline and State Conference Registration Changes Deadline to Nationals for participation in the State and National Conferences
Feb. 1-29	National Career and Technical Education Month		PBL Membership Madness and Membership Mania receipt deadline to Nationals
Feb. 2	Job Shadow Day		PBL Membership Achievement Award receipt deadline to Nationals
Feb. 5-11	FBLA-PBL Week		PBL 100 Percent Class Participation receipt deadline to Nationals
Feb. 8	Adviser Appreciation Day		PBL Outstanding Chapter receipt deadline to Nationals
Feb. 10	FBLA-PBL Professional Dress Day		PBL Distinguished Business Leader Scholarship application receipt deadline to Nationals
	<u>Dues Deadline</u> to Nationals for participation in North and South District Conferences	Apr. 13-15	GA PBL State Conference (no competitive event changes on site), Atlanta, GA
	Georgia PBL North and South District Conferences Registration Closes		
Feb. 11	FBLA-PBL National Community Service Day		
Feb. 17	GA PBL North District Conference – West Georgia Technical College, Murphy Campus		

Apr. 15	<p>PBL National Dues receipt deadline eligibility date for PBL voting delegates and chapter awards for NLC</p> <p>NLC/IFL Scholarship Postmark Deadline to Nationals</p> <p>Professional Membership Deadline for Recognition Awards at NLC</p>
May 1	<p>PBL Adviser Wall of Fame Application Postmark Deadline to Nationals</p>
May 4	<p>Receipt Deadline for all National Leadership Conference Materials</p> <p>All pre-judged items (Forms/Reports, School Site Tests/Application Letters, Reference Letters, Resumes, videos, web site information, etc.) mailed to Justina V. Strickland</p>
May 7	<p>NLC Intern Application Receipt Deadline to Nationals</p>
May 20	<p>PBL NLC and IFL Early Bird Registration Deadline to Nationals</p>
May/June__	<p>TCSG Leadership Conference for 2012-2013 State Officers (State Officer Selection/Training), The Retreat, Lake Blackshear</p>
June 3	<p>PBL Local Voting Delegates Registration Deadline for NLC to Nationals</p>
June 23-24	<p>PBL Institute for Leaders, San Antonio, TX</p>
June 24-27	<p>PBL National Leadership Conference, San Antonio, TX</p>

Competitive Events

The most comprehensive source for competitive events is always the *Chapter Management Handbook*. The events at the State Conference are exactly the same as those at the National Conference. District Conference events are only a partial list and a number of those events are shortened. Georgia Fall Leadership Conference events are not associated with District, State, or National events.

Some competitive events are individual events and others are two to three person team events. There are also chapter events in which the entire chapter may participate.

Competitive events fall into a number of types. The most common are the written tests. These tests are multiple-choice and contain 80-100 questions and are taken in a one-hour time limit. Many events are performance events, requiring the student to stand and deliver verbally. Some events are a combination of written test and performance and the overall score is a combination of the two. A few events are school site tests that involve a proctored production test based on a computer application the results of which are mailed to be judged. A couple of events involve the composition of a report that is pre-judged and a performance component.

Students placing in the top three in written events are then eligible to compete at the national conference. Students placing in the top two of performance events are eligible. District competition has no bearing on the state conference.

Students may compete in any two events and an additional chapter event. Student may not compete in an event in which they have competed at an NLC or in which they have placed first or second at a Georgia PBL state or district conference.

DISTRICT COMPETITIVE EVENT LIST	Indiv-I; Team-T; Chapter- C	Requires Written Test	Requires School Site Test	Requires Written Element	Requires Oral Element
Accounting Analysis & Decision Making	I	X			
Accounting Principles	I	X			
Accounting for Professionals	I	X	X		
Business Communication	I	X			
Business Decision Making	I	X			
Business Law	I	X			
Business Presentation	I or T				X
Client Service	I				X
Computer Applications	I	X	X		
Computer Concepts	I	X			
Contemporary Sports Issues	I	X			
Cyber Security	I	X			
Database Design and Application	I	X	X		
Desktop Publishing	T	X	X		
Economic Analysis & Decision Making	I	X			
Financial Analysis & Decision Making	I	X			
Financial Concepts	I	X			
Financial Services	I	X			
Future Business Executive	I			X	X
Future Business Teacher	I			X	X
Help Desk	I	X			
Hospitality Management	I	X			
Human Resource Management	I	X			
Impromptu Speaking	I				X
Information Management	I	X			
International Business	I	X			
Job Interview	I			X	X
Justice Administration	I	X			
Macroeconomics	I	X			
Management Concepts	I	X			
Marketing Concepts	I	X			
Microeconomics	I	X			
Network Design	I	X			
Networking Concepts	I	X			
Parliamentary Procedures	I	X			
Project Management	I	X			
Public Speaking	I				X
Sales Presentation	I				X
Sports Management and Marketing	I	X			
Statistical Analysis	I	X			
Telecommunications	I	X			
Word Processing	I	X	X		

STATE COMPETITIVE EVENT LIST	Indiv-I; Team-T; Chapter- C	Requires Written Test	Requires School Site Test	Requires Written Element	Requires Oral Element
Accounting Analysis & Decision Making	I	X			X
Accounting Principles	I	X			
Accounting for Professionals	I	X	X		
Business Communication	I	X		X	
Business Decision Making	T	X			X
Business Ethics	T			X	X
Business Law	I	X			
Business Presentation	I or T				X
Business Person of the Year	C			X	
Client Service	I				X
Community Service Project	C			X	X
Computer Applications	I	X	X		
Computer Concepts	I	X			
Computer Game & Simulation Programming	I		X		X
Contemporary Sports Issues	I	X			
Cyber Security	I	X			
Database Design and Application	I	X	X		
Desktop Publishing	T	X	X		
Digital Video Production	I or T		X		X
Economic Analysis & Decision Making	I	X			X
Emerging Business Issues	T				X
Financial Analysis & Decision Making	I	X			X
Financial Concepts	I	X			
Financial Services	I or T	X			X
Free Enterprise Project	C			X	X
Future Business Executive	I			X	X
Future Business Teacher	I			X	X
Help Desk	I	X			X
Hospitality Management	I or T	X			X
Human Resource Management	I or T	X			X
Impromptu Speaking	I				X
Information Management	I	X			
Integrated Marketing Campaign	I or T				X
International Business	I	X			
Job Interview	I			X	X
Justice Administration	I	X			
Local Chapter Annual Business Report	C			X	
Macroeconomics	I	X			
Management Concepts	I	X			
Management Analysis & Decision Making	I or T	X			X
Marketing Analysis & Decision Making	I or T	X			X
Marketing Concepts	I	X			
Microeconomics	I	X			
Network Design	T	X			X
Networking Concepts	I	X			

STATE COMPETITIVE EVENT LIST, continued	Indiv-I; Team-T; Chapter- C	Requires Written Test	Requires School Site Test	Requires Written Element	Requires Oral Element
Parliamentary Procedures	T	X			X
Project Management	I	X			
Public Speaking	I				X
Retail Management	I	X			
Sales Presentation	I				X
Bronze, Silver, Gold Seal Chapter Award	C			X	
Small Business Management Plan	I or T			X	X
Sports Management and Marketing	I	X			
Statistical Analysis	I	X			
Strategic Analysis and Decision Making	I	X			X
Telecommunications	I	X			
Web Site Development	I or T			X	X
Who's Who in PBL	I			X	
Word Processing	I	X	X		

Competitive Event Changes

As always, the Chapter Management Handbook is the leading resource for all things PBL, including event changes. Changes to events are made virtually each year as the national office seeks to improve events.

All of the Analysis and Decision Making events (Accounting, Economics, Financial, etc.) now require a performance component. This component is a scenario that students are given an amount of time to develop a response then deliver that response to a group of judges.

Desktop Publishing documents must now be in color.

Business Decision Making, Network Design, Business Ethics, Integrated Marketing Campaign, and Sales Presentation are now 7 minutes. Business Decision Making and Network Design are now interactive with the judges.

Students must bring a computer for Website Development.

Free Advice!

The Georgia PBI Foundation publishes and sells a booklet, Competitive Speaking, which contains hundreds of suggestions for building and delivering performance events! The order form is listed on the Georgia PBI website.

Free Advice!

First-semester or other early students will not be especially competitive in written tests. That is, they'll be competing with students who are several semesters – and courses – ahead of them. However, performance events can be practiced to the point of being competitive and do not require such specific subject knowledge.

Free Advice!

Bring pencils already sharpened and A LOT of them!

Dress Code

Phi Beta Lambda is a professional organization of business students. Included in this is a philosophy of professional behavior including dress. The dress code has been established to reflect the expectations of the professional business world. The official dress code policy is posted on the national website.

Males

- Business suit with collar dress shirt, and necktie or,
- Sport coat, dress slacks, collar shirt, and necktie or
- Dress slacks, collar shirt, and necktie
- Banded collar shirt may be worn only if sport coat or business suit is worn
- Dress shoes and socks

Females

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress
- Capris or gauchos with coordinating jacket/suit, worn below the knee
- Dress shoes

Inappropriate attire

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits

- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- Athletic wear, including sneakers
- Hats or flannel fabric clothing
- Bolo ties

Free Advice!

Advisers, bring an extra tie or two. Students, if there are any questions about the dress code, lean toward being conservative!



Awards of Merit Criteria

These are the items that will be a part of the requirements for the Awards of Merit. There are three levels of award: Bronze, Silver, and Gold. This abbreviated form is **not** to be submitted; the official form will be included in the 2012 State Conference packet.

18 of the 36 criteria must be met to achieve the Bronze Seal Award of Merit. Evidence must be presented to support each criteria achieved. **24 of the 36** criteria must be met to achieve the Floy McGarity Silver Seal Award of Merit. The Annual Business Report (criteria #1) must be included for this award. **30 of the 36** criteria must be met to achieve the Anna Johnson Gold Seal Award of Merit. The Annual Business report criteria (#1) must be included for this award.

1	Submit Annual Business Report and at least one additional report for State Awards. 1. Annual Business Report 2. _____ *REQUIRED for Silver and Gold Seal Awards of Merit.
2	Maintained current membership.
	Increased membership by 10 percent.
4	Activated or re-activated one PBL chapter.
5	Represented by at least two members at the Georgia Fall Leadership Conference.
6	Represented by at least two members at a District Conference.
7	Represented by at least one delegate at the 2011 National Conference.
8	Fifty percent chapter participation in the National Project (March of Dimes).
9	State Officer Candidate for this year. Name: _____
10	Developed or maintained an active Professional Division membership.
11	Increased Local Professional Division membership by 10%.
12	Submitted at least one news article for the Georgia PBL newsletter. <i>Copy of article should appear in the Appendix of Annual Business Report.</i>
13	Submitted at least one news article for the PBL National newsletter. <i>Copy of article should appear in the Appendix of Annual Business Report.</i>
14	Paid State and National dues by April 1.
15	Fifty percent chapter participation in activities designed to promote American Free Enterprise Week.
16	Fifty percent chapter participation in activities designed to promote Community Service.
17	Major public relations activities conducted by chapter in conjunction with local media.
18	Hosted 2012 District Conference.
19	Three or more members who have received the Director Level National Award.
20	Two or more members who have met the requirements for the Executive Level National Award.
21	Members who have met the requirements for the President Level National Award.
22	Fifty percent chapter participation in activities designed to promote PBL Week.
23	Sponsored at least one activity in conjunction with an FBLA chapter.
24	Submitted at least one polo-shirt design by Feb. 19, 2012 (or bring to District).
25	Obtained three new Business Sponsors by March 31 for the Georgia PBL State competition (\$50.00 each).
26	Submitted all required materials for the Outstanding Chapter Recognition program to National headquarters by April 1.
27	Donated \$250 or more to the March of Dimes
28	Donated \$320 or more to the March of Dimes
29	Donated \$1000 or more to the March of Dimes
30	Donated \$250 or more to the Georgia PBL Foundation
31	Donated \$500 or more to the Georgia PBL Foundation
32	At least 1 local member applied for the Mel Evans scholarship.
33	At least one local chapter member applied for IFL Scholarship
34	At least 1 local chapter member applied for NLC internship.
35	Evidence of participation in Advisor Appreciation Day, February 10.
36	At least 1 proclamation signed by local city mayor. Either the American Enterprise Day proclamation or FBLA-PBL Week proclamation.

Hugh Lofton Adviser of the Year Award

Criteria

*These are the items that will be a part of the requirements for the Dr. Hugh Lofton Adviser of the Year Award. This abbreviated form is **not** to be submitted; the official form will be included in the 2012 State Conference packet. Evidence may be provided in narrative form or by listing related page numbers from the Local Chapter Annual Business Report. An adviser does not have to complete each criterion to be considered.*

Unless indicated, all criteria are based on 11-12 current participation.

CRITERIA	PTS	
Chapter achieved Bronze Seal Award of Merit	10	
Chapter achieved Silver Seal Award of Merit	10	
Chapter achieved Gold Seal Award of Merit	10	
Chapter achieved all 36 criteria listed in Award of Merit criteria	5	
Chapter submitted application for the national PBL Outstanding Chapter	6	
Member(s) achieved Director level in CMAP	3	
Member(s) achieved Executive level in CMAP	3	
Member(s) achieved President level in CMAP	3	
Member(s) is/are State Officer	4	
Member(s) is/are National Officer	4	
Attendance at each: District, State, National Conference, and GFLC	6	
Years of service _____ divided by 5 and rounded down		
Service on Georgia PBL committee(s) (indicate which)	4	
Service on National PBL committee(s) (indicate which)	5	
Served as State competitive event timekeeper or administrator	7	
Chapter raised over \$750 for MOD and Foundation combined	5	
Evidence of innovative ideas at local PBL (attach supporting documents)	4	
Present or past nomination for school's teacher of the year award	2 each	
District host, last five years	3 each	
Registration received by the due date for both District and State Conferences	3	
Student's nomination paper	0-10	

Pam Hawkins Chapter of the Year Award

Criteria

*These are the items that will be a part of the requirements for the Pam Hawkins Chapter of the Year Award. This abbreviated form is **not** to be submitted; the official form will be included in the 2012 State Conference packet. Submission of the Local Chapter Annual Business Report is **REQUIRED** for this award. A chapter does not have to complete each criterion to be considered.*

Unless indicated, all criteria are based on 2011-2012 participation and are evidenced in the Annual Business Report; please include page number where evidence is located.

CRITERIA	PTS
Achieved Bronze Seal Award of Merit	10
Achieved Silver Seal Award of Merit	10
Achieved Gold Seal Award of Merit	10
Achieved all 36 items on Seal Awards	15
Competing in <u>one</u> major project event at State (Community Service <u>or</u> Free Enterprise)	3
Competing in <u>two</u> major project events at State (Community Service <u>and</u> Free Enterprise)	4
More than <u>five</u> Director-level achievers in CMAP	2
More than <u>two</u> Executive-level achievers in CMAP	4
A President-level achiever in CMAP	6
Submitted application for the national PBL Outstanding Chapter Award (attach copy of application and supporting documents)	4
Evidence of school-based projects	4
Turn in registration for District and State by deadlines	3
Member(s) participated in IFL	4
Three or more members with 4.0 average during Winter Quarter (attach transcript)	3
Evidence of interaction with other organizations at home college	3
Evidence of community service other than Community Service Project	3
Donation to the Silent Auction at the State conference	3
Two or more members at GFLC	3
Member is a State Officer	3
Member is a National Officer	3
Member participated in PBL FLC	3
Evidence of Professional Division event	3
Member applied for Mel Evans scholarship	3
Battle of the Chapters top five finisher at District	3
Evidence of school publicity (newsletter, etc.)	3
Donated more than \$500 for the PBL Foundation and March of Dimes combined (must donate to both)	2
Donated more than \$1000 for the PBL Foundation and March of Dimes combined (must donate to both)	3
Donated more than \$2000 for the PBL Foundation and March of Dimes combined (must donate to both)	5
Donated more than \$3000 for the PBL Foundation and March of Dimes combined (must donate to both)	7
Evidence of 1 or more 'Four Sticker Winners' at GFLC	2
Evidence of 4 or more 'Four Sticker Winners' at GFLC	4
Other reasons for achieving Chapter of the Year – submit one-page document	0-5

2011 Georgia PBI National Winners

Accounting Analysis & Decision Making

3rd Lacie Irvine, Augusta State University

9th Amanda Dobbs, West GA Tech-Carroll

Accounting for Professionals

8th Rachel Neely, Augusta State University

Accounting Principles

6th David Hunter, Atlanta Technical College

Computer Applications

1st Jeree Hedge, West GA Tech-Carroll

Computer Concepts

2nd Jared Griffin, Okefenokee Technical College

8th Caleb Manac, Okefenokee Technical College

Contemporary Sports Issues

8th Michael Smelser, West GA Tech-Carroll

Cyber Security

1st William Hand, Okefenokee Technical College

Database Design & Applications

10th Candy, West GA Tech-LaGrange

Desktop Publishing

4th Amanda Dobbs and Jeree Hedge,
West GA Tech-Carroll

10th Adam Gillette and Michael Smelser,
West GA Tech-Carroll

Financial Analysis & Decision Making

6th Walter Richardson, Augusta State University

Free Enterprise Project

10th Dorothy Wilcher and Amber Raybon
South GA Technical College

Hospitality Management

9th Catherine Williams, Chattahoochee Tech-Marietta

Impromptu Speaking

9th Sandy Price, South GA Technical College

Information Management

6th Bradley Brown, Augusta State University

International Business

6th Cory Wilkins, Augusta State University

Justice Administration

10th Antonio Rahming, Okefenokee Technical College

4th Lonnie Mercer, South GA Technical College

Management Analysis & Decision Making

10th Jessica Clemmer, Georgia Southern University

Marketing Concepts

7th Cory Wilkins, Augusta State University

Network Design

4th Brian Sapp, Okefenokee Technical College

Networking Concepts

1st William Hand, Okefenokee Technical College

2nd Nathaniel Joseph, Atlanta Technical College

7th Toni Williams, Heart of GA Technical College

Project Management

9th Kowanna Lillard, South GA Technical College

Public Speaking

9th Johnathan Creamer, Georgia Northwestern

Small Business Management Plan

8th Virgil Walker and Lakeisha Price
Atlanta Technical College

Word Processing

7th Katrina Price, West GA Tech-Carroll

Additional Awards

Largest increase in state chapter membership

Southern Region – 1st place

National – 1st place

Recruitment of chapters

Southern Region – 2nd place

National – 4th place

Largest Professional Division-PBL Affiliation

Southern Region – 2nd place

National – 2nd place

2011 PBL NLC Scholarship Winner

Lakeshia Price, Atlanta Tech

2011 PBL IFL Scholarship Winners

Jessica Burger, West GA Tech (Carroll)

Lakeshia Price – Atlanta Tech

2011 NTHS \$1,000 Scholarship

Kristie Kunkel, Middle Georgia Tech

2011 NLC Intern

Angelica Harris, Chattahoochee Tech
(Paulding)

March of Dimes money raised by a State Chapter

National - 1st place

March of Dimes money raised by a Local Chapter

West GA Tech (Carroll) – 2nd in nation

West GA Tech (LaGrange) – 5th in nation

Professional Division Winners:

Government and Civic Awareness

Carol Pearson, West GA Tech (Carroll) - 1st place

Janet Kelly, Middle GA Tech – 2nd place

Social Networking

Jason Strickland, Okefenokee Tech – 1st place

Environmental Business

Joey Sanders, West GA Tech (Carroll) – 3rd place

Membership Mania:

Angelica Harris, Chattahoochee Tech (Paulding)

Sandy Price and Kowanna Lillard, South GA Tech

Membership Madness

Beth Candler, West GA Tech (Carroll)
Jessica Burger, West GA Tech (Carroll)
Sandy Price, South GA Tech
Pauline Stewart, South GA Tech
Kristie Kunkel, Middle GA Tech

Outstanding Chapters

Chattahoochee Tech (Paulding)
West Georgia Tech (Carroll)
South Georgia Tech
Okefenokee Tech
West Georgia Tech (Douglas)

President Level – Career and Membership Achievement Program (CMAP)

Jessica Burger, West GA Tech (Carroll)
Bernita Diawara, Atlanta Tech
Debbie Price, West GA Tech (Carroll)
Lakeisha Price, Atlanta Tech

State Executive Board

Georgia PBL is led by a dedicated group of people, most of whom are or have been business teachers.

Tina Strickland, Executive Director
Moultrie Technical College
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Sam Lester, Foundation Financial Director
Middle Georgia Technical College
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PBL Goals

- Develop competent, aggressive business leadership
- Network with business professionals and students at the local, district, state, and national levels
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work

PBL Creed

- I believe education is the right of every person.
- I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
- I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
- I believe every person should actively work toward improving social, political, community, and family life.

- I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.
- I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.
- I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

PBL Code of Ethics

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibility and duties.
- I will seek to profit by my mistakes and take suggestions and criticism directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow worker.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.