

MEMORANDUM

TO: Phi Beta Lambda Members and Advisers
FROM: Georgia PBL Executive Committee
DATE: November 23, 2009
RE: PBL District Conference(s), 2010



Georgia Phi Beta Lambda is truly grateful to you for everything you did to make last year such a **GREAT SUCCESS!** And we truly brought home the gold from the National Conference in Anaheim last July. Georgia had the largest number of delegates to graduate from the Institute for Leaders and over 30 national awards!!!

District Conferences

The South District Conference will be held on Friday, February 19, 2010, at Columbus Technical College in Columbus, Georgia. The North District Conference will be held on Friday, March 5, 2010, at Life University in Marietta, Georgia.

All schools in and north of Macon are in the North District. All schools south of Macon are in the South District. However, you may attend the conference of your choice—just check the appropriate box on the conference registration form.

Registration

To participate in the conference, each student must have his or her national and state dues paid. The registration fee will be twenty (\$20) dollars for students. The registration form and fees must be postmarked on or before February 12, 2010. Advisers, please note that your registration fee is \$25 and will automatically cover your membership in the Georgia PBL Foundation.

Everyone attending our district conferences must register whether or not he/she is competing. Please complete the appropriate registration form and return it to the address on the form on or before the due date.

Conference registration will begin at 9:30 a.m. Directions to each school are included in this mailing.

Competitive Events – District Conferences Only

Chapters may enter as many students as they choose in each event. Students may enter two written events **or** one performance and one written event. However, students who enter a performance event might not have sufficient time to compete in a written event due to time constraints. The performance events may each take more than one hour, depending upon the number of contestants. If time permits, students who complete a performance event early may enter the written event for which they registered. Every event at State is NOT offered at District. The attached District Competitive Events document lists those events held at District Conferences.

As a general rule, we follow the PBL NAP Competitive Event Guidelines. Where there is a deviation, it is because of time and/or logistics restraints. In addition, should an issue be raised at district competition by an adviser that requires a “judgment” be made, the state executive committee will review the issue and make a ruling using their collective experience. Any decisions that are made to resolve disputes are done so with the best interests of the students and “spirit of competitive fairness” in mind.

Members must adhere to the dress code established by the National Board of Directors in order to participate in a competitive event (including written test events) at both district and state competition. A copy of the dress code is included in the National Organization section of the *Chapter Management Handbook*.

Members must be registered for competition and their registration fee paid in order to participate in a competitive event.

See page Competitive-5 of the *Chapter Management Handbook* regarding changes in the handbook. Also, refer to pages Competitive-7 and Competitive-8 for specific guidelines and regulations, including special eligibility guidelines. With some exceptions as shown on page Competitive-8, item V, members may not repeat an event in which they competed at an NLC or in which they placed first or second at a Georgia PBL State OR District Conference.

Calculators are permitted (as specified in the event descriptions) and must be provided by the students. Graphing calculators and others equipped with memory devices are not permitted.

Cell phones, beepers, PDAs, and other electronic devices **are not** permitted in the testing areas.

Students must provide **sharpened No. 2 pencils**.

The following performance events will be held:

Client Service – All competitors will present one time (5 minutes) following the Final Round Guidelines. This event is open to attendees except performing participants of this event. Proper decorum is required. Attendees must enter and leave the presentation room between presentations.

Business Presentation - All competitors will present one time (7 minutes) following the Preliminary Round Guidelines. This event is open to attendees except performing participants of this event. Proper decorum is required. Attendees must enter and leave the presentation room between presentations.

Future Business Executive– All competitors must submit letters of application, job applications, and resumes following the event guidelines. Each competitor will be interviewed (10 minutes) following the Initial Interview Guidelines. This event is not open to attendees.

Future Business Teacher– All competitors must submit letters of application, resumes, and lesson plans following the event guidelines. Each competitor will be interviewed (10 minutes) following the Initial Interview Guidelines. This event is not open to attendees.

Impromptu Speaking – All competitors will present one time (4 minutes) following the Preliminary Round Guidelines. This event is open to attendees except performing participants of this event. Proper decorum is required. Attendees must enter and leave the presentation room between presentations.

Job Interview – All competitors must submit letters of application, the job application form, and resumes following the event guidelines. Each competitor will be interviewed (10 minutes) following the Initial Interview Guidelines. This event is not open to attendees.

Public Speaking – All competitors will present one time (5 minutes) following the Preliminary Round Guidelines. This event is open to attendees except performing participants of this event. Proper decorum is required. Attendees must enter and leave the presentation room between presentations.

Sales Presentation – All competitors will present one time (10 minutes) following the Final Round Guidelines. This event is open to attendees except performing participants of this event. Proper decorum is required. Attendees must enter and leave the presentation room between presentations.

Event Guideline Exceptions for District Only:

Accounting for Professionals – Written test only

Business Communication – Written test only

Business Decision Making – Written test only (individual event)

Financial Services – Written test only (individual event)

Future Business Executive – resume/cover letter/job application/interview only

Future Business Teacher – resume/cover letter/job application/interview only

Help Desk – Written test only (individual event)

Hospitality Management – Written test only (individual event)

Human Resource Management – Written test only (individual event)

Network Design – Written test only (individual event)

Parliamentary Procedure – Written test only (individual event)

Please note this change: students are no longer sequestered before events. Therefore, please ensure that competitors are at the designated place for their event before the event begins and especially when they are scheduled to compete. If a student is in a written test and a performance event, they must report for the performance event first. Students not in place when an event begins or when their performance time occurs will not be allowed to compete.

School-site Tests

Desktop Publishing, Computer Applications, Database Design and Applications, and Word Processing will be school-site testing events at District competition. Word division manuals, dictionaries, and the Format Guide may be used as reference materials during skill testing. Donna Lawrence, Awards Program Director from South Georgia Technical College, will distribute these tests at our Georgia Fall Leadership Conference in November. These tests must be postmarked on or before **January 15, 2010** and sent to Donna Lawrence. Your chapter's top two entries in each of these events are expected to be at district competition, and will be required to take a written test at the district conference. These students may also compete in another event. Two-member teams must complete the skill section of the Desktop Publishing event, but only one team member is required to take the written part of the test. However, both team members must register and pay their registration fees for district competition.

The list of events offered at district conferences is attached.

Students will be permitted to compete in all written events except desktop publishing at both testing sessions.

Battle of the Chapters

We are excited to offer an exciting chapter event at each district conference—BATTLE OF THE CHAPTERS. Each chapter may enter a two-member team to compete against other chapter teams. The top five chapters from North District will compete at state conference with the top five chapters from South District. The individual winner of the event will be awarded a reimbursed NLC registration fee. This event is sponsored by the PBL Foundation. (See attachment for additional information)

We look forward to seeing each and every one of you at the district conferences. Let's support our organization and be proud to say we belong to Georgia PHI BETA LAMBDA.

If you have any questions or need further clarification, please do not hesitate to contact us:

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We are always impressed by the great ideas that you, our wonderful PBL advisers, share every time we meet. We are also **grateful** that so many of you have volunteered to help at so many times. PLEASE continue to support our efforts to make Georgia PBL one of the best state chapters in the nation. Thank you for all you do!

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			
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		

Driving Directions:

North District is at Life University in Marietta. Coming from the south on I-75 North:

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|---|---|--------|
|  | 4: Take the EAST DELK RD exit, EXIT 261 , toward GA-280/LOCKHEED/DOBBINS AFB . | 0.4 mi |
|  | 5: Take the ramp toward GA-280/LOCKHEED/DOBBINS AFB . | 0.5 mi |
|  | 6: Merge onto DELK RD SE . | 1.2 mi |
|   | 7: DELK RD SE becomes S COBB DR SE/GA-280 S . | 1.4 mi |
|  | 8: Turn SLIGHT RIGHT onto BARCLAY CIR SE . | 0.5 mi |
|  | 9: 1269 BARCLAY CIR SE is on the LEFT . | |

South District will be held at Columbus Technical College.

Northbound on I-185:

1. Take Exit 7B off of I-185
2. Proceed southbound on GA 85 - Manchester Expressway
3. Cross SR 1 (Veterans Parkway) and continue southbound on GA 85 - Manchester Expressway
4. Columbus Technical College will be on the left and right sides of the expressway

From 80:

1. Take US80 west to Exit 1, "Downtown"
2. At the first traffic light, turn left onto Manchester Expressway (GA 85)
3. Proceed east & go through next intersection (River Rd, GA 219)
4. The Columbus Technical College campus will be on the left and right sides of the expressway