



Chapter Recognition



PURPOSE

This program recognizes a chapter's participation in a variety of projects and activities. The program encourages local chapters to plan projects and activities to enrich the experiences of members at the local, state, and national levels, which in turn helps to increase local chapter membership. Activities are designed around membership and chapter management projects with a special emphasis on the three areas represented on PBL's official crest: Service, Education, and Progress. Chapters that go above and beyond in their PBL participation are rewarded with national recognition.

WHO CAN ENTER

All PBL chapters are eligible to compete for the Outstanding PBL Chapter Award.

All activities of the local chapter between the 2004 state leadership conference and April 1, 2005, may be used for the PBL Chapter Recognition Program.

The PBL Outstanding Chapter Recognition Program addresses the nine FBLA-PBL goals throughout all levels, as follows:

1. Develop competent, aggressive business leadership.
2. Strengthen the confidence of students in themselves and their work.

3. Create more interest in and understanding of the American business enterprise.
4. Encourage members in the development of individual projects that contribute to the improvement of home, business, and community.
5. Develop character, prepare for useful citizenship, and foster patriotism.
6. Encourage and practice efficient money management.
7. Encourage scholarship and promote school loyalty.
8. Assist students in the establishment of occupational goals.
9. Facilitate the transition from school to work.

RECOGNITION

All chapters that successfully complete the **PBL Outstanding Chapter Recognition Program** will receive

- a certificate of recognition and letter of commendation to the principal/dean from the FBLA-PBL President and Chief Executive Officer,
- ribbons for all NLC participants,
- inclusion on the **Outstanding Chapter Honor Roll**, which appears in the national publications and on the national Web site.



COVER SHEET

PBL Outstanding Chapter Program



(Please type or print clearly.)

Member's Name: _____	Chapter Number: _____
Lead Adviser's Name: _____	Salutation (circle one): Dr. Mr. Mrs. Ms.
School Name: _____	Lead Adviser's Phone: _____
School Address: _____	Lead Adviser's E-mail: _____
City, State, Zip: _____	
Verified by: Signature of Lead Adviser: _____	
(National use only)	
Date Received: _____	Date Processed: _____

Send to: FBLA-PBL Inc., 1912 Association Drive, Reston, VA 20191



OUTSTANDING CHAPTER PROGRAM

Entry Form

PBL members **complete 12 activities** from three sections including a PBL Program of Work. Complete the cover sheet and submit this form, with all required documentation, postmarked by **April 1**.

SERVICE Complete 4 activities. The first one is required.	EDUCATION Complete 4 activities. The first two are required.	PROGRESS Complete 4 activities. The first two are required.
<input type="checkbox"/> 1. Required. Conduct a Planning Session for newly-elected officers. (<i>Attach a schedule of activities – refer to the Local Chapter Organization section of the Chapter Management Handbook for ideas on what to include in an officer planning session, pages I-3 – I-5.</i>)	<input type="checkbox"/> 1. Required. Conduct at least two local chapter meetings. (<i>Attach minutes, a treasurer’s report, and agendas from both of these meetings. Refer to the Local Chapter Organization and Fundraising sections of the Chapter Management Handbook for samples of these documents, pages I-11, I-12, and III-4.</i>)	<input type="checkbox"/> 1. Required. Complete a Program of Work for your chapter. (<i>Attach completed Program of Work Form on page VI-22 and VI-23.</i>)
<input type="checkbox"/> 2. Conduct a project to either educate, promote, or raise money for the March of Dimes. (<i>Attach a completed Project Activity Report form from the Local Chapter Organization section of the Chapter Management Handbook, page I-24.</i>)	<input type="checkbox"/> 2. Required. Submit at least one member’s entry for the current year for the Director Level or higher of the CMAP Program. Member’s Name: _____ Date Submitted: _____	<input type="checkbox"/> 2. Required. Maintain or increase local chapter membership OR sign up all students in a business class. (<i>Attach completed 100% Class Participation form.</i>) OR complete the membership numbers below. 2004-2005 membership: _____ 2005-2006 membership: _____
<input type="checkbox"/> 3. Plan a community service project for your chapter. (<i>Attach the completed Project Activity Report Form from the Local Chapter Organization section of the Chapter Management Handbook, page I-24.</i>)	<input type="checkbox"/> 3. Have at least one chapter member apply for the PBL NLC/IFL Scholarship. (<i>Attach completed scholarship application, page VI-34.</i>)	<input type="checkbox"/> 3. Have chapter representation at one of the National Fall Leadership Conferences. (<i>Attach a copy of the registration form.</i>)
<input type="checkbox"/> 4. Participate in Community Service Day during FBLA-PBL Week. (<i>Attach a spreadsheet logging each members community service hours including a chapter total during this day.</i>)	<input type="checkbox"/> 4. Plan a project to educate others about American Enterprise Day, November 15. (<i>Attach a completed Project Activity Report form from the Local Chapter Organization section of the Chapter Management Handbook, page I-24.</i>)	<input type="checkbox"/> 4. Submit a contribution to the PBL National Scholarship Fund by April 1. (<i>Attach a copy of the form from the Chapter Management Handbook and a copy of proof of payment. See page VII-14.</i>)
<input type="checkbox"/> 5. Plan a chapter holiday service project — food baskets for needy families at Thanksgiving, canned food drive during December, toy drive, Adopt-a-family, Easter egg hunt, etc. – (<i>Attach a completed Project Activity Report form from the Local Chapter Organization section of the Chapter Management Handbook, page I-24.</i>)	<input type="checkbox"/> 5. Participate in a national program— Stock Market Game, Junior Tours, Economics for Leaders, etc. (<i>Attach a 100-word description of the benefits of the program that your chapter participated in.</i>)	<input type="checkbox"/> 5. Recruit one new business/ community leader as a Professional member. (<i>Attach a copy of Professional member application form and proof of payment, Recruitment Sect., page II-10.</i>)
<input type="checkbox"/> 6. Charter/reactivate at least one new FBLA, ML, or PBL Chapter by March 1. (<i>Attach form from Chapter Management Handbook, page VI-29.</i>) Name of Chapter: _____ Date Chartered: _____	<input type="checkbox"/> 6. Plan and conduct activities for FBLA-PBL Week/Career and Technical Education Week. (<i>Attach a copy of a press release – does not have to be published to count.</i>)	<input type="checkbox"/> 6. Submit a list of chapter competitors (include names of students, events entered, and awards won) from either the current or past year’s State Leadership Conference or last year’s National Leadership Conference.
<input type="checkbox"/> 7. Have at least five members volunteer to help out with a school or campus project. Project: _____ (<i>Attach a description of project.</i>)	<input type="checkbox"/> 7. Prepare a local chapter Web site – send to Communications@fbla.org to link to national Web site. Web site address: _____	<input type="checkbox"/> 7. Secure a businessperson, professional members, or alumni to speak at a chapter meeting. (<i>Attach a copy of the meeting agenda and a letter confirming the speaker’s time, topic, and location.</i>)

