



PBL OUTSTANDING CHAPTER AWARD 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.

Chapter Entry Form *Please type or print clearly.*

School Name: _____ Chapter Number: _____

School Address: _____

City, State, Zip: _____

Name of Lead Adviser: _____

Number of Advisers: _____ Number of Members: _____

Verified by: Signature of Lead Adviser: _____

SERVICE: *Complete four (4) activities. The first one (1) is required.*

Required. Conduct a planning session for newly-elected officers. (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-3–5.)

Conduct a project to either educate, promote, or raise money for the March of Dimes. (Attach a completed Project Activity Form from the Local Chapter Organization section of the *Chapter Management Handbook*, page I-24.)

Plan a community service project for your chapter. (Attach the completed Project Activity Report Form from the *Chapter Management Handbook*, page I-24.)

Participate in Community Service Day during FBLA-PBL Week. (Attach a spreadsheet logging each members community service hours including a chapter total during this day.)

Plan a chapter holiday service project—food baskets for needy families at Thanksgiving, canned food drive during December, toy drive, or adopt-a-family. (Attach a completed Project Activity Report form from the Local Chapter Organization section of the *Chapter Management Handbook*, page I-24.)

Charter/reactivate at least one (1) new FBLA, FBLA-Middle Level, or PBL chapter by March 1. (Attach form from *Chapter Management Handbook*, page VI-29.)

Name of Chapter: _____ Date Chartered: _____

Have at least five (5) members volunteer to help out with a school or campus project. (Attach a description of project.)

EDUCATION: *Complete four (4) activities. The first two (2) are required.*

Required. Conduct at least two (2) local chapter meetings. Attach minutes, a treasurer's report, and agendas from both of these meetings. Refer to the Local Chapter Organization and Fund-raising sections of the *Chapter Management Handbook* for samples of these documents, pages I-11, I-12, and II-4.)

Required. Submit at least one (1) member's entry for the current year for the Director Level or higher of the CMAP Program. Member's Name: _____ Date Submitted: _____

Have at least one chapter member apply for the PBL NLC/IFL Scholarship. (Attach completed scholarship application, page VI-34.)

Plan a project to educate others about American Enterprise Day on November 15. (Attach a completed Project Activity Report form from the Local Chapter Organization section of the *Chapter Management Handbook*, page I-24.)



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School Name: _____ Chapter Number: _____

- Participate in a national program—Stock Market Game, Junior Tours, or Economics for Leaders. (Attach a 100-word description of the benefits of the program that your chapter participated in.)
- Plan and conduct activities for FBLA-PBL Week/Career and Technical Education Week. (Attach a copy of a press release—does not have to be published to count.)
- Prepare a local chapter article to be published on the national Web site—send to communications@fbla.org.

PROGRESS: *Complete four (4) activities. The first two (2) are required.*

- Required. Complete a program of work for your chapter. (Attach completed Program of Work Form.)
- Required. Maintain or increase local chapter membership, sign up all students in a business class, (attach completed 100 Percent Class Participation Form) or complete the membership numbers below:
2006–07 membership: _____ 2007–08 membership: _____
- Have chapter representation at one (1) of the National Fall Leadership Conferences. (Attach a copy of the registration form.)
- Submit a contribution to the PBL National Scholarship Fund by April 1. (Attach a copy of the form from the *Chapter Management Handbook* and a copy of proof of payment. See page VII-14.)
- Recruit one (1) new business/community leader as a Professional Division member. (Attach a copy of Professional Division member application form and proof of payment, Recruitment Section, page II-10.)
- 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.
- Secure a businessperson, professional members, or alumni to speak at a chapter meeting. (Attach a copy of the meeting agenda and a letter confirming the speaker's time, topic, and location.)

