GUIDELINES FOR

MISSISSIPPI CHAPTER

OF

PHI BETA LAMBDA

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Debbie Moore, State Adviser
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Office of Student Organizations
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Revised September 2018
PREFACE

The GUIDELINES FOR MISSISSIPPI CHAPTER OF PHI BETA LAMBDA has been developed to serve as a supplement to the National PBL Chapter Management Handbook which is available at the National FBLA-PBL web site (www.fbla-pbl.org).

All advisers and officers should be particularly familiar with the contents of both the GUIDELINES FOR MISSISSIPPI CHAPTER OF PHI BETA LAMBDA and the National PBL Chapter Management Handbook and should share the relevant information with local chapter members.

The Office of Career and Technical Education does not discriminate on the basis of race, color, religion, sex, national origin, or handicap.
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MISSISSIPPI FBLA-PBL FOUNDATION

The Mississippi FBLA-PBL Foundation was formed in 1987. The Foundation’s primary goal is to promote the education of members in Mississippi Future Business Leaders of America and Phi Beta Lambda chapters. This goal is accomplished through providing assistance with expenses to national FBLA and PBL conferences and providing assistance with higher education expenses through the Rufus T. Jones Scholarship.

Contributions to the Foundation are tax-deductible. All of the principal income is held in a trust. The interest received from this income is used to fund the expense disbursements and scholarships to students.

The first Foundation disbursements to students were made in 1990. In order for chapter members to receive disbursements, the local chapter must be at least a bronze member of the Foundation and solicit an additional bronze membership. This additional membership can come from a variety of sources, such as an additional $50 contribution by the chapter (silver membership), a bronze business contribution, a bronze memorial contribution, a bronze membership from a civic organization or group, etc.

The Mississippi FBLA-PBL Foundation Fact Sheet, which appears on the following page, may be used when obtaining business memberships.
MISSISSIPPI FBLA/PBL FOUNDATION FACT SHEET

- Established in 1987 and was the first of its kind in the national association
- A non-profit, charitable association and civic improvement society
- Primary goal to promote the education of members participating in the Mississippi Chapter of Future Business Leaders of America/Phi Beta Lambda
- Partial interest income distributed by Board of Directors

Board of Directors

16 Members of the business community
3 Professional Division members
3 FBLA advisers
3 PBL advisers
  State FBLA Consultant
  State PBL Consultant
Ex-officio member:
  State FBLA/PBL Adviser
Non-voting members:
  State FBLA President
  State PBL President

Monetary Policy

- All principal income held in trust, not for distribution
- Investment Committee of the Board of Directors chooses interest income accounts and distribution of funds
- Contributions to the Foundation are tax-deductible
- Classes of Membership:
  Bronze ..................... $50-99 investment
  Silver ...................... $100-199 investment
  Gold ....................... $200-299 investment
  Honorary Life .............. $1,000 investment or more
- Deadline for contributions – December 31

Distribution

- Sponsorship of the Rufus T. Jones Scholarship
  Scholarships are awarded to at least one high school and one college student each year continuing post-secondary education in Mississippi and majoring in a business related field.
- Assist with expenses to national leadership conferences

Student/Investor Benefit

- Bridges the gap between the classroom and workplace
- Introduces the investor to potential employees
- Sharpens the student’s interview skills and confidence
Foundation Agreement
Mississippi Future Business Leaders of America/
Phi Beta Lambda

I/We __________________________ do hereby enter into an agreement with
(name of contributing person/organization)

the Mississippi Future Business Leaders of America/Phi Beta Lambda (FBLA/PBL) Foundation

whereby I/we agree to contribute $_______ for a __________ * membership. The Mississippi

FBLA/PBL Foundation agrees to hold these funds in trust and to utilize the income therefrom for the
financial support of FBLA/PBL programs.

WITNESS BY SIGNATURE, this the _________ day of ______________________, __________.

_________________________________ Contributor’s Address ________________________________
(contributor or representative)

_________________________________

This section to be completed by FBLA or PBL sponsoring chapter.

Check one: FBLA ML Chapter _________ FBLA Chapter _________ PBL Chapter _________

School Name __________________________________________

Campus (if applicable) __________________________________

Adviser’s Name ___________________________ Adviser’s Email _______________________

*Membership Classifications:
Bronze $50-99 per year
Silver $100-199 per year
Gold $200-999 per year
Honorary Life $1,000 or more per year through yearly contributions of Bronze, Silver, or Gold

Checks should be made payable to: Mississippi FBLA/PBL Foundation

Mail original copy of agreement with check attached to (NOTE—New Address):
Mississippi FBLA-PBL Foundation BankPlus Wealth Management Group
Attention: Patti Fanning
1200 Eastover Drive, Suite 300
Jackson, MS 39211

Please keep a copy of this agreement for your records. Advise your contributor that this is a tax-
deductible contribution.

In order for chapter members to receive Foundation disbursements, the chapter must be at least a
bronze member and must solicit an additional bronze, silver, gold, or lifetime membership
annually. Memberships must also be postmarked by December 31 to receive Foundation
disbursements.
RUFUS T. JONES SCHOLARSHIP

The Rufus T. Jones Scholarship was established to recognize Rufus Jones' years of outstanding service and dedication to Mississippi Future Business Leaders of America-Phi Beta Lambda.

The scholarship is given yearly to one FBLA member and one PBL member who has shown dedication to FBLA-PBL through outstanding service and leadership.

The Mississippi FBLA-PBL Foundation Board of Directors is responsible for the coordination of the scholarship. A committee composed of Foundation Board members and former FBLA-PBL members will make the selection of the scholarship recipient.

Each local chapter that has met the criteria for receiving Foundation disbursements as stated in communication from the State FBLA-PBL Office is eligible to nominate one member.

Funding for the scholarship comes from the Mississippi FBLA-PBL Foundation. The Foundation Board sets the scholarship amount yearly—this amount varies and is dependent upon the Foundation funds available for disbursement.

The scholarship check will be sent directly to the recipient. Procedures for scholarship disbursement will be supplied to the recipient's adviser. In order to receive scholarship disbursement, the recipient must provide the following:

1. Proof of enrollment

2. Proof of PBL membership—If the postsecondary institution does not have an active PBL chapter, the recipient should make efforts to form or re-activate a chapter. If this is not possible, the recipient should join the Virtual PBL Chapter and provide evidence of membership.

3. Proof of major area of study

In the event that the scholarship recipient does not continue his or her education, the second-ranked person will receive the scholarship.
RUFUS T. JONES SCHOLARSHIP CRITERIA

Phi Beta Lambda

In order to be eligible for scholarship consideration, the nominee must meet all of the following criteria:

1. must be a freshman, sophomore, or junior;
2. must be a full-time student;
3. must be majoring in a business field (such as accounting, business education, business administration, business and office technology, computer information systems, etc.)
4. must have a 2.8 or better grade point average;
5. must have at least one year’s membership in Phi Beta Lambda (including current year);
6. must be planning to continue his/her involvement with FBLA-PBL, Inc., through membership in either a local PBL chapter or the Virtual PBL chapter; and
7. if the nominee is presently attending a community/junior college, he or she must be planning to continue his or her education at a Mississippi college or university.

Previous nominees who were not selected to receive the scholarship may be nominated again.

Nominees must submit:

1. Completed application blank (with essay)
2. Unofficial copy of community/junior college or college transcript
3. Letter of recommendation from local chapter adviser—adviser should include specific examples of the nominee’s service to PBL

NOTE:

No other materials will be accepted. If other materials are submitted, the nominee will be considered ineligible. Likewise, if all the items listed above are not submitted, the nominee will not be eligible for consideration.

Selection will be based on the following scale:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tr>
<td>PBL Offices Held and Conferences Attended</td>
<td>5 percent</td>
</tr>
<tr>
<td>PBL-Business Related Honors</td>
<td>5 percent</td>
</tr>
<tr>
<td>Participation in Local Chapter Activities</td>
<td>40 percent</td>
</tr>
<tr>
<td>Essay</td>
<td>35 percent</td>
</tr>
<tr>
<td>Other Extra-Curricular Activities and Honors</td>
<td>10 percent</td>
</tr>
<tr>
<td>Grade Point Average</td>
<td>5 percent</td>
</tr>
</tbody>
</table>
APPLICATION FOR RUFUS T. JONES SCHOLARSHIP
Phi Beta Lambda

Please type or print clearly.

Name ____________________________________________

Date of Birth ________________ Social Security Number _______________________

Permanent Home Address ______________________________________________________

__________________________________________________________________________

School Presently Attending __________________________________________________

School Planning to Attend Next School Year ___________________________________

Major ____________________________ Grade Point Average ______________________

Years of Membership in Phi Beta Lambda _________________________________

Phi Beta Lambda Offices Held ______________________________________________

__________________________________________________________________________

Phi Beta Lambda Conferences Attended ______________________________________

__________________________________________________________________________

Participation in Local PBL Chapter Activities __________________________________

__________________________________________________________________________

Phi Beta Lambda and Business-Related Honors _________________________________

__________________________________________________________________________

Other Extra-Curricular Activities ____________________________________________

__________________________________________________________________________

Other Honors ______________________________________________________________

__________________________________________________________________________

Where do you think you will be ten years from now (in terms of your career)?

__________________________________________________________________________

On the back of this application or on a separate sheet, state what Phi Beta Lambda means to you (include how you think PBL will help you in your future career and what your future plans are concerning PBL). Limit your essay to one 8 1/2" x 11" sheet of paper.
REGULATIONS FOR STATE LEADERSHIP CONFERENCE

1. Chapters must make initial membership affiliation by Dec. 31.

2. Complete on-line registration or before February 9, 2018.

3. Each local PBL chapter may enter two competitors (individuals or teams depending on event) in each event.

4. Each PBL competitor may compete in two events. (refer to the following for exclusions)

5. Previous first place state winners in individual events are not eligible to compete in the same event again. Participants in individual events must not have entered the event at a previous National Leadership Conference.

6. Previous first place state winners in team events should check the National PBL Chapter Management Handbook for eligibility. Participants in team events who have entered the event at a previous National Leadership Conference should check the National PBL Chapter Management Handbook for eligibility.

7. While chapter events include several members throughout the year, the conference presentation will be limited to one to three members.

8. Participants must follow the dress code as established by the national office.

9. If a participant is late for an event, the participant and his/her adviser should report to conference headquarters. Any disqualification will be made by State staff.

10. It is the adviser’s responsibility to make sure each competitor meets specified event criteria and eligibility. The State Committee will address any violation(s) at the SLC.

11. Materials submitted for competition MUST be prepared by student members. Local advisers should serve as consultants to ensure that material is complete, organized, contains substantiated statements, and written in correct business style.

12. Calculators are not provided for any event but may be used as stated in events. Competitors in all accounting, finance, and analysis and decision making events may bring and use financial calculators. However, the following are not allowed in any event room, holding room, and/or preparation room:
   a. Cell phones
   b. Graphing calculators
   c. Laptops/tablets other than those used for presentation purposes
   d. Other memory devices

13. All competitive events are closed to advisers, members, and guests.
PBL RECOGNITION AWARDS

Business Person of the Year
Gold Seal Chapters

Eligibility

Each chapter may enter one (1) person from the business sector in Business Person of the Year. Each Business Person of the Year nominee attending the State Leadership Conference will be recognized.

Any active local chapter is eligible for Gold Seal Chapter by submitting a Local Annual Business Report.

Awards will be presented at the State Leadership Conference.

Regulations

Refer to the National PBL Chapter Management Handbook for regulations concerning these awards.

Procedure

Refer to the National PBL Chapter Management Handbook for procedures related to these awards.
LOCAL CHAPTER
WHO'S WHO IN PBL
PBL RECOGNITION AWARD

This award honors PBL members who have made outstanding contributions to the association at the local, state, and national levels.

Eligibility

Each local chapter may nominate a member in accordance with the following regulations:

0 - 50 members - 1 nominee
51 - 100 members - 2 nominees
over 100 members - 3 nominees

Regulations

1. Nominees must be selected in accordance with the regulations of the state chapter and the national association.

2. The entry form must be completed by the chapter adviser or designee and must be mailed to the state office by the conference postmark date.

3. State officers are typically recognized as Who's Who in PBL; therefore, having a state officer does not prohibit from selecting an additional member for this honor. However, state officers must submit an application.

Procedure

Criteria for selection of nominees at the state level should include:

- Years of participation in PBL activities
- Extent of participation in conferences sponsored by the state chapter and national association
- Offices, chairmanships, and committee memberships held
- Contributions to local, state, and national projects
- Participation in other activities
- Recommendations supportive of member's involvement in PBL

State Awards

Awards will be made at the State Leadership Conference.
LOCAL CHAPTER
WHO'S WHO IN PHI BETA LAMBDA

This form is a method for you and your chapter to present your qualifications for Phi Beta Lambda's Who's Who Award. All nominees (including current state officers) must fill out this form, which will be used in choosing the winners. Therefore, be clear and honest in all your information. (PLEASE TYPE or PRINT)

1. Name ____________________________________________________________

2. School __________________________________________________________

3. Age _____ Classification: Fr. _____ Soph. _____ Jr. _____ Sr. _____

4. Years of participation in Phi Beta Lambda (including current year) ________________

5. What offices or chairperson positions have you held in your local or state chapter?
   a. Local
      (1) ____________________________
      (2) ____________________________
      (3) ____________________________
      (4) ____________________________
      (5) ____________________________
   b. State
      (1) ____________________________
      (2) ____________________________
      (3) ____________________________
      (4) ____________________________
      (5) ____________________________
   c. Other Contributions

       __________________________________________________________________

6. In how many state leadership conferences have you taken an active part? ____________
   In what capacity?
   a. ________________________________________________________________________
   b. ________________________________________________________________________
   c. ________________________________________________________________________

7. What is your cumulative grade point average? ____________________
8. In what other school organizations have you taken an active part?

<table>
<thead>
<tr>
<th>Organization</th>
<th>Office Held</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td></td>
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<tr>
<td>d.</td>
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9. Have you attended a National Phi Beta Lambda Leadership Conference? __________ In what capacity? ____________________________________________________________

10. What does Phi Beta Lambda mean to you? ____________________________________________________________

Signed __________________________________________________

PBL Who's Who Nominee

Adviser Only:

Why do you believe this nominee is qualified? ____________________________________________________________

Signed __________________________________________________

Local Chapter Adviser

Mail to: Debbie Moore/PBL State Adviser
P. O. Box 771
Jackson, MS 39205

DO NOT MAIL THIS FORM WITH CONFERENCE MATERIALS
GUIDELINES FOR STATE WHO'S WHO

Mississippi’s nominee for Who’s Who to National Leadership Conference will be as follows:

1. The state committee will choose the nominee from the State Leadership Conference Who's Who recipients.

2. The nominee **MUST** be planning to attend the National Leadership Conference.

3. The nominee must have participated in at least two state conferences (including the current conference) and at least one national conference.

4. Any student chosen as State Who’s Who must have their adviser **resubmit** their application to be eligible for National Who’s Who consideration. The deadline for submission is May 1. *(Submit application to Sandra Parker.)*

5. The Mississippi Who’s Who recipient is typically recognized at NLC at the following session. **Please be present!**
   - Southern Region Campaign Rally
   - Opening Session
ONE-HOUR OBJECTIVE TESTS

Accounting Principles
Computer Concepts
Contemporary Sports Issues
Cyber Security
Entrepreneurship Concepts
Financial Concepts
Information Management
Insurance Concepts
Macroeconomics
Management Concepts
Statistical Analysis
Competencies
Marketing Concepts
Microeconomics
Networking Concepts
Organizational Behavior & Leadership
Personal Finance
Programming Concepts
Project Management
Justice Administration
Retail Management
Sports Management & Marketing

See each individual event for specific competency requirements in the National PBL Chapter Management Handbook.

Eligibility

See each individual event for specific eligibility requirements in the National PBL Chapter Management Handbook.

Procedure

See each individual event for specific procedures in the National PBL Chapter Management Handbook.

Judging

See each individual event in the National PBL Chapter Management Handbook.

State Awards
In order to receive recognition at the State Leadership Conference, a student must score 40 or above on the objective test. The maximum number of awards presented will be four (4). The Top three (3) in the one-hour objective test events will be eligible to compete at the NLC.
PRODUCTION & OBJECTIVE TEST EVENTS

Accounting for Professionals
- One hour objective test and one hour production test *(each part counts 50%)*

Administrative Technology *(Formerly Word Processing)*
- One hour objective test (20%) and one hour production test (80%)

Business Communication
- One hour objective test (20%) and 30 minute writing exercise (80%)

Computer Applications
- One hour objective test (20%) and two hour production test (80%)

Cost Accounting
- One hour objective test and one hour production test *(each part counts 50%)*

Desktop Publishing *(Individual or team of two)*
- One hour objective test and prejudged project submitted prior to SLC *(topic in National PBL Chapter Management Handbook)*

Eligibility

Each chapter may enter two individuals/teams in Desktop Publishing and two students in the other events listed.

Procedure

Follow guidelines in National PBL Chapter Management Handbook. Instructions for saving work will be given during testing.

State PBL assumes no responsibility for participant’s own equipment. If participant’s own equipment fails, other equipment may not be available.

Judging

Administrative Technology and Computer Applications will be scored according to the FBLA-PBL Format Guide and Standards of Mailability. See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the production and objective test events will be eligible to compete at the NLC.
COLLABORATIVE OBJECTIVE TEST & TEAM PERFORMANCE (ROLE PLAY) EVENTS

Accounting Analysis & Decision Making (Individual or 2-3 person team)
Business Decision Making (Individual or 2-3 person team)
Economic Analysis & Decision Making (Individual or 2-3 person team)
Financial Analysis & Decision Making (Individual or 2-3 person team)
Financial Services (Individual or 2-3 person team)
Global Analysis & Decision Making (Individual or 2-3 person team)
Hospitality Management (Individual or 2-3 person team)
Human Resource Management (Individual or 2-3 person team)
Management Analysis & Decision Making (Individual or 2-3 person team)
Marketing Analysis & Decision Making (Individual or 2-3 person team)
Network Design (Individual or 2-3 person team)

Competencies/Content

See National PBL Chapter Management Handbook.

Eligibility

Each local chapter may enter two teams/individuals in each team event. See National PBL Chapter Management Handbook for eligibility of repeat competitors.

Procedure and Judging

Events will consist of a collaborative one-hour objective test and a seven-minute oral presentation. All events will test at SLC. If final round is required for any event, the event name followed by “finals” will be listed in SLC program. The final rank will be determined by 50 percent for test and 50 percent for performance. See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the objective test and team performance events will be eligible to compete at the NLC.
OBJECTIVE TEST & INDIVIDUAL ROLE PLAY EVENTS

Help Desk *(Individual)*
- One hour objective test and five-minute role play

Content

See *National PBL Chapter Management Handbook*.

Eligibility

See *National PBL Chapter Management Handbook*.

Procedure

Follow guidelines in *National PBL Chapter Management Handbook*.

Judging

See *National PBL Chapter Management Handbook* for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the *objective test and individual role play events* will be eligible to compete at the NLC.
INDIVIDUAL OBJECTIVE TEST & TEAM ROLE PLAY EVENT

Parliamentary Procedure (4-5 person team)
- One-hour objective test taken individually by each team member and nine-eleven minute role play

Content

See National PBL Chapter Management Handbook.

Eligibility

See National PBL Chapter Management Handbook. Two team members may have competed at a previous National Leadership Conference.

Procedure

Follow guidelines in National PBL Chapter Management Handbook.

Judging

See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the objective test and team role play events will be eligible to compete at the NLC.
PREJUDGED REPORT & PRESENTATION EVENTS

Community Service Project (1-3 presenters)
- Pre-judged report submitted prior to conference and seven-minute presentation

Local Chapter Annual Business Report
- Pre-judged report submitted prior to conference

Small Business Management Plan (Individual or 2-3 person team)
- Pre-judged report submitted prior to conference and seven-minute presentation

Eligibility

Each local chapter may submit two (2) reports. A report must not have been submitted for a previous State Leadership Conference. See National PBL Chapter Management Handbook for eligibility of repeat competitors.

Procedure

Follow guidelines in National PBL Chapter Management Handbook.

Oral Presentation

Follow guidelines in National PBL Chapter Management Handbook. A screen, power, table, and projector will be provided. Competitors utilizing Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters.

Judging

See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the prejudged reports and presentation events will be eligible to compete at the NLC.
PREJUDGED PROJECT & PRESENTATION EVENTS

Mobile Application Development (Individual or 2-3 person team)
- Prepared project submitted via CD/DVD/USB (2 copies) prior to conference (topic in National Chapter Management Handbook) and seven-minute performance
- Statement of Assurance required (printed copy for SLC; uploaded for NLC).

Website Design (Individual or 2-3 person team)
- Prepared project submitted via URL prior to conference (topic in National Chapter Management Handbook) and seven-minute performance
- Statement of Assurance required (printed copy for SLC; uploaded for NLC).

Eligibility

Each local chapter may submit two (2) projects. A project must not have been submitted for a previous State Leadership Conference. See National PBL Chapter Management Handbook for eligibility of repeat competitors.

Procedure

Follow guidelines in National PBL Chapter Management Handbook.

Oral Presentation

Follow guidelines in National PBL Chapter Management Handbook. Please note the following change. Presentation events no longer use projectors for presentation events—competitors will present directly from their laptops/devices.

Judging

See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the prejudged project and presentation events will be eligible to compete at the NLC.
INTERVIEW EVENTS

Future Business Educator
- Three copies of one-page cover letter, one-two page resume, and unit plan (topic in National PBL Chapter Management Handbook) submitted prior to conference. Copies must be submitted in three (3) standard file folders labelled with the event title, competitor’s name, state, and school.
- Preliminary Round rating sheet will be used.
- Ten-minute interview

Future Business Executive
- Three copies of one page cover letter and one-two page resume submitted at packet pick-up on the day of the opening session. Copies must be submitted in three (3) standard file folders labelled with the event title, competitor’s name, state, and school.
- Objective test
- Ten-minute interview

Job Interview
- Three copies of one page cover letter and one-two page resume submitted at packet pick-up on the day of the opening session. Copies must be submitted in three (3) standard file folders labelled with the event title, competitor’s name, state, and school.
- Ten-minute interview

Competencies

See National PBL Chapter Management Handbook.

Eligibility

Each chapter may enter two students in each event.

Procedure

Follow preliminary guidelines in National PBL Chapter Management Handbook. Only one interview will be conducted at the State Leadership Conference.

Judging

See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the interview events will be eligible to compete at the NLC.
SPEECH EVENTS

Impromptu Speaking
• Four-minute speech on topic given to competitor at SLC

Public Speaking
• Five-minute prepared speech

Competencies

See National PBL Chapter Management Handbook.

Eligibility

Each chapter may enter two students in Impromptu and Public Speaking

Procedure

Follow preliminary guidelines in National PBL Chapter Management Handbook.

Judging

See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the speech events will be eligible to compete at the NLC.
PRESENTATION EVENTS WITH EQUIPMENT

Business Presentation (Individual or 2-3 person team)
- Prepared project (topic in National Chapter Management Handbook) and seven-minute performance

Computer Animation (Individual or 2-3 person team)
- Prepared project (topic in National Chapter Management Handbook) and seven-minute performance

Forensic Accounting (2-3 person team)
- Case study received at the SLC and then Preliminary Performance only

Integrated Marketing Campaign (Individual or 2-3 person team)
- Prepared campaign (topic in National Chapter Management Handbook) and seven-minute performance

Sales Presentation (Individual)
- Prepared demonstration and seven-minute performance

Social Media Challenge (Individual or 2-3 person team)
- Prepared project (topic in National Chapter Management Handbook) and seven-minute performance

Competencies/Content
See National PBL Chapter Management Handbook.

Eligibility
Each local chapter may enter two teams/individuals in each team event. See National Chapter Management Handbook for eligibility of repeat competitors.

Procedure and Judging
See National PBL Chapter Management Handbook for rating sheets. All teams will perform at State Leadership Conference. A screen, power, table, and projector will be provided for Business Presentation, Computer Animation, Forensic Accounting, and Social Media Challenge. Competitors utilizing Apple products or other devices that do not have a VGA or HDMI port will need to provide their own adapters. Internet access will be available. However, access may not be WiFi, so competitors should plan appropriately when selecting laptops/tablets on which to present.

State Awards
The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the presentation events with equipment will be eligible to compete at the NLC.
PRESENTATION EVENTS WITHOUT EQUIPMENT

Business Ethics (Individual or 2-3 person team)
- Prepared project (topic in National Chapter Management Handbook) and seven-minute performance

Business Law (Individual or 2-3 person team)
- Prepared project (topic in National Chapter Management Handbook) and seven-minute performance

Business Sustainability (Individual or 2-3 person team)
- Prepared project (topic in National Chapter Management Handbook) and seven-minute performance

Client Service (Individual)
- Five-minute role play (see National Chapter Management Handbook)

Emerging Business Issues (Individual or 2-3 person team)
- Prepared project (topic in National Chapter Management Handbook) and seven-minute performance

Strategic Analysis & Decision Making (Individual or 2-3 person team)
- Prepared project and seven-minute performance (see National Chapter Management Handbook)

Content

See National PBL Chapter Management Handbook.

Eligibility


Procedure

Follow guidelines in National PBL Chapter Management Handbook.

Judging

See National PBL Chapter Management Handbook for rating sheets.

State Awards

The judges will determine the number of awards presented at the State Leadership Conference. The maximum number will be four (4). The top two (2) in the presentation events without equipment will be eligible to compete at the NLC.
MEMBERSHIP AWARDS

Largest Local Chapter Membership
Largest Local Chapter in Attendance

Effective state and national programs depend upon membership support and growth. Increased membership provides resources for the expansion of services to local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to the chapter that has attained the largest membership in PBL and the chapter with the largest number of members attending the State Leadership Conference.

Eligibility

All active local chapters are eligible.

Procedure

Official membership records are audited in the state office; therefore, no entry form is required for this event.

Largest Local Chapter Membership. The winner in this event is determined by the state office after the audit of membership records. The figures used in determining the winner will be the number of paid PBL members on record in the state office at the close of business on the announced deadline date of the current school year.

Largest Local Chapter in Attendance. The winner in this event is determined by the state office after registration is verified by each adviser attending the State Leadership Conference.

State Awards

An award is presented at the State Leadership Conference to the top local chapter in each event.
PREPARING FOR NATIONAL LEADERSHIP CONFERENCE

1. All dates given in correspondence from the State Office are receipt deadlines.

2. Eligible SLC winners must rsvp to compete at NLC. Notify Thomas Fortenberry tfortenberry@ecc.edu by April 13.

3. A “Statement of Assurance form” must be uploaded for Mobile Application Development and Website Design.

4. Thomas Fortenberry should receive your event materials by May 1. Refer to the National PBL Chapter Management Handbook for labeling requirements/number of copies.

5. Participants in individual events must not have entered the event at a previous NLC. Participants in team events who entered the event at a previous NLC should check the National PBL Chapter Management Handbook for eligibility.

6. If any part of a chapter’s State Leadership Conference winning teams cannot attend the NLC, then the next place team may attend. A new team member may not be substituted.

7. Competitors may compete in a chapter event (Community Service Project) more than once. These members must have presented at the current year SLC to be eligible to compete at NLC.

8. Competitors cannot be replaced or substituted after the name change deadline of 11:59 p.m. Eastern Time on the first Friday in June. These changes must be made by the State Chair/Adviser.

9. Provided funds are available, eligible winners are given assistance by the Foundation and state chapter. The state chapter funds will be disbursed as a reimbursement after the NLC; the Foundation Board of Directors will make disbursement decisions concerning the Foundation disbursements. In order to receive these either of these funds, chapter members are expected to attend the following:

   - Opening General Session and Campaign Rally
   - The appropriate competitive event(s) and at least one workshop
   - Southern Region Voting and Recognition Session (several awards are typically presented at this session)
   - State Picture (scheduled by state office—chapters will be notified of time prior to the NLC)
   - Awards of Excellence Program

10. Each local chapter will designate voting delegates. In addition to the sessions listed above, the local chapter voting delegates are required to attend the following NLC sessions:

   - Voting Delegates Q and A with National Candidates
   - National Voting Session and Southern Region Voting Session on Day 4

11. If an eligible winner receives a disbursement from the Foundation and does not attend the NLC, the adviser should send the disbursement to Patti Fanning/BankPlus by August 1 of that year to replenish the Foundation account.
NLC TYPICAL SCHEDULE

Day 1

- Competitive Events
- Mississippi meeting
- Rehearsal for Adviser of the Year/State President/Who’s Who recipient
- Opening Session
- Adviser orientation

Day 2

- Competitive Events
- Regional Campaign Rally
  - Voting Delegates should attend

Day 3

- Voting Delegates Q & A
- Competitive Events
- Open Events
- March of Dimes March for Babies

Day 4

- National Voting Session - Voting delegates attend
- Southern Region meeting – All members should attend
  - Adviser of the Year recognized here
  - Who’s Who recognized here
  - Other recognitions are announced here
  - State President gives Mississippi Report
- Mississippi Picture
- Adviser Forum – Q & A with Board and NAP Committee Members and Adviser Wall of Fame inductees are recognized.
- Awards of Excellence Program