

Pennsylvania Phi Beta Lambda

2017-2018

Welcome Packet

Prepared by the State Executive Council



Welcome Back Pennsylvania Phi Beta Lambda!

Welcome back PA-PBL Members!

Your State Executive Council (SEC) is eager to begin a new year of exciting events and opportunities. The SEC has been working tirelessly this summer to ensure the best experiences for all of our members. At the National Leadership Conference, the state of Pennsylvania was awarded with the highest membership count of any state. I believe that our state had the highest membership because our members have so much passion and excitement for the PBL experience.

This year, your SEC has planned some exciting new opportunities for our members. Please read through this year's welcome packet and share the information with your chapter. We are eager to make some groundbreaking strides this year in the form of a new community service initiative and networking events for the state.

I, as well as the rest of the SEC, are honored to be serving you this year. We have spent this summer discussing the best possible ways to help lead our members. We have considered the information you provided us at the State Leadership Conference in order to address all of your voices and concerns. Your input was valuable in planning this year's activities. Thank you for allowing us the opportunity to showcase and lead the state of Pennsylvania in our Phi Beta Lambda family.

As I said at the State Leadership Conference, I am honored to be your ocean.

Let's make some waves.

In Leadership,

Amanda Willis

PA-PBL State President

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2017-2018 Pennsylvania Phi Beta Lambda Goals

In addition to the goals outlined by our national office, we as the State Executive Council (SEC) believe that the state organization and its many chapters have needs that are not met explicitly by the national organization goals. Throughout the year, as we seek to meet the national office goals, we will also strive to achieve the goals outlined below, designed to address the needs of Pennsylvania Phi Beta Lambda (PA-PBL).

Membership: From 2016 to 2017, PA-PBL experienced a -7.9% change in membership. This school year, the State Executive Council has set a goal to reverse that change and exceed our 2016 membership of 709.

New Chapters: The SEC plans to add least 3 new chapters this school year. The SEC will be visiting prospective schools and speaking to college deans and potential members in an effort to install new chapters and increase membership.

Recruitment Guide: The SEC is updating the PBL Recruitment Guide posted on the PA-PBL website. Our hope is that the new version of this guide will provide additional assistance to your chapters in recruiting and retaining members.

Social Media: This year, each officer of the SEC has been tasked with managing a different PA-PBL social media account. This will improve the visibility and content of our accounts and assist us in keeping followers well informed of our events and activities. In addition to keeping members informed, this will allow potential speakers, guests, employers, and sponsors to remain up-to-date as well.

Newsletter and Blog: Each month, your SEC will be producing a newsletter detailing current PBL projects, events, and activities. This can be found on the PA-PBL website. The goal of this publication is to improve communication with chapters and members while keeping them informed. We will also be posting regularly on the PBL blog. Any events or news relating to your chapters can be submitted for consideration to be featured on our Social Media platforms, Newsletter, or blog.

Service: This year, the SEC wants to place an additional emphasis on community service. There are two initial initiatives already planned that are outlined in this packet. One is a month long emphasis on service events, and the other is a new fundraising initiative to benefit the March of Dimes.

2017-2018 Pennsylvania Phi Beta Lambda State Calendar

June	2-3	State Executive Council Retreat: Seven Springs Resort, Champion, PA
	24-27	National Leadership Conference, Anaheim California
July	19	SEC Conference Call, 7:30pm
August	1	Welcome Packet Posted on Website
	23	SEC Conference Call, 7:30pm
September	23	SEC Meeting, Harrisburg Hilton 10am-3pm
October		Statewide Month of Service
	4	SEC Conference Call, 8:30pm
	11	SEC Conference Call, 8:30pm
	21	Regional Leadership Symposiums
November	1	SEC Conference Call, 8:30pm
	3-4	National Fall Leadership Conference, Buffalo, NY
	15	American Enterprise Day
December	2	SEC Meeting, Harrisburg Hilton 10am-3pm (Spring Meeting Schedule TBD)
February	1	“Early Bird” Registration due for SLC
	5-11	PBL Week
	13	SLC Registration Cutoff
	23	Testing Period Begins for SLC
March	16	Testing Period Ends for SLC
	24	Executive Council SLC Prep Weekend
April	6-8	State Leadership Conference, Harrisburg Hilton
June	23-26	National Leadership Conference, Baltimore Maryland

Attention Chapter President:

Pennsylvania Phi Beta Lambda Chapter Contact Information Form

Communication is the key to a great organization. In order to maintain and improve communication between the State Executive Council and you, the local chapter, please provide the following information. If you return this form by Oct.15th you will receive 50 points for the PA PA Outstanding Chapter Challenge. If your chapter has an executive board with a different structure, please feel free to attach a document listing your officers with their contact information and position. We welcome all officer contact information. This form must be submitted by e-mail.

Chapter Officers	Name	School E-Mail	Personal E-Mail
President:			
Vice President:			
Secretary:			
Treasurer:			
Advisor:			

School Address: _____

Please e-mail this form by October 15, 2017 to:

Ms. Amanda Willis

PA-PBL President

papblpresident@gmail.com

Attention Chapter Vice President:

Statewide Month of Service!

This year, the State Executive Council has decided to expand the state-wide day of service implemented last year to span the entire month of October. This will allow chapters to pick volunteer dates most convenient for their members and the organizations they wish to assist. Wear your PBL shirts, take pictures of your chapter volunteering, upload them to social media, and send them along with a description of the event to the Executive Council for a chance to be featured on the website and social media accounts. For events to be eligible to count towards the Community Service Award, your Chapter Advisor must be the one to send us an email detailing the event, including a photo and a contact number for the head of the organization you volunteered for. Each chapter can even do as many different service activities as they want! Examples of organizations that your chapter can volunteer at include, but are NOT limited to:

- Ronald McDonald House
- Food Banks/Food Kitchens
- Animal Shelters
- Women's Shelters
- Salvation Army
- University volunteer programs

Please be sure to make all prior arrangements before volunteering. The State Executive Council does not plan volunteer events for local chapters. Be sure to take plenty of photos of your chapter volunteering and upload them to Facebook and Instagram using the #pblservicemonth17. The chapter that does the greatest impact for their community as determined by the SEC will receive 50 points in the PA PA Outstanding Chapter Challenge, and will receive an award at the SLC. Please note: you must upload photos or submit them to the State Executive Council to be eligible to win the PA PA Outstanding Chapter Challenge points. You can Tweet them to us (@pa_pbl) or send them to us on Instagram (@papbl).

Please email all questions to:

Ms. Angela Bagnata

PA-PBL State Vice President

papblvp@gmail.com

Attention Chapter Vice President:

Regional Leadership Symposiums

This year, the State Executive Council has elected to generate an event replacing the SFOO Conferences that last took place in 2015. Instead, the SEC has broken Pennsylvania into four regions, each of which will have their own Regional Leadership Symposium. All symposiums will be held on Saturday, October 21, 2017. The goal of these symposiums is to provide an opportunity early in the school year for chapters to come together to meet and learn from fellow PBL members and officers, hear motivational guest speakers, participate in teambuilding activities, and enjoy a networking lunch. Each member of the executive council will be responsible for the planning and execution of one of the regions in the symposium. Attire will be business casual for attendees and business professional for hosts. The regions will be divided as follows:

West Region Schools: Community College of Allegheny County Boyce, Duquesne University, Indiana University of Pennsylvania, Point Park University, Robert Morris University, University of Pittsburgh, Washington & Jefferson College	Central Region Schools: Bloomsburg University, Harrisburg Area Community College, Harrisburg Area Community College Gettysburg, Lebanon Valley College, Penn State University, Shippensburg University, South Hills School of Business – State College, Central Penn College
Northeast Region Schools: Keystone College, Lackawanna College, Mansfield University of Pennsylvania, Marywood University, King’s College, Wilkes University	Southeast Region Schools: Alvernia University, Drexel University, Montgomery County Community College, Penn State Brandywine, Temple University

Registration will occur from 10:30 to 11 am, with the symposium ending at 2 pm. Each chapter must register by October 7, with the number of attendees (including advisors) and their names. Your chapter will receive 25 points in the PA PA Outstanding Chapter Challenge for attending a symposium.

Host schools and cost per student will be announced in late August.

Please email all questions and registrations to:

Ms. Angela Bagnata

PA-PBL State Vice President

papblvp@gmail.com

Attention Chapter Treasurer:

Here is a brief statement pertaining to dues for the upcoming school year. Hopefully, this will help when filling out your reports. Feel free to contact Thomas Meehan, PA-PBL State Treasurer, with any questions or concerns.

Membership Registration & Dues:

PBL dues are paid through the FBLA-PBL website (www.fbla-pbl.org). The Membership registration link is on the Phi Beta Lambda section of the site under “Join FBLA-PBL.” **National dues are \$10.00 per member and state dues are \$15.00 per member for a total of \$25.00 per member. Dues for your chapter’s members are strongly encouraged to be paid by October 15, 2017.** If your chapter's members are unable to submit dues by this time or your chapter has members register at a later date, please contact Thomas Meehan to make an arrangement for payment at a later date.

Treasurer’s Reports:

In an effort to improve the financial health of our organization on the state level as well as all of our local chapters, the SEC cannot stress enough the importance of **submitting the month-end Treasurer’s Report by the second week of the following month.** This provides us insight into the budget constraints that our local chapters face and allows the SEC to develop recruiting plans and state activities that meet these constraints. The reports also help us to identify potentially struggling chapters that could benefit from state guidance. In an effort to make this as simple as possible, the State Treasurer, Thomas Meehan, has created a standard Excel document for each chapter to use. The form will be made available on the PA-PBL Website listed here, <http://www.papbl.org/resources/>. Should you have any questions or concerns regarding the document please contact Thomas at the email provided at the bottom of the page. You will receive ten PA-PBL Outstanding Chapter Challenge Points for sending each required reports. **Submitting this report on the 10th of each month is important for your participation in the PA PA Outstanding Chapter Challenge. We will be following up with chapters who do not initially submit reports. If you do not receive an email back from Thomas confirming your submittal, please contact him within a week, and make sure he received it.**

Please email all reports and/or questions to:

Mr. Thomas Meehan

PA-PBL State Treasurer

papbltreasurer@gmail.com

Attention Chapter Secretary:

Secretary's Report:

The SEC is extremely interested in your chapter! When you tell us what you and your members are doing, we can plan on how to better serve you.

Chapter Meeting Minutes:

As your local chapter secretary, it is your job to send in your chapter's meeting minutes once a month to State Secretary, Kennedy Barner.

These reports are due each month on the 10th. Please follow the standard PA-PBL template found in the website resource section.

In addition, you can receive ten points towards the PA-PBL Outstanding Chapter Challenge for sending in your chapter's meeting minutes each month, e-mailed by the tenth of the following month. The e-mail is at the bottom of this page. If your chapter meets more than once per month, please compile the minutes into one monthly submission. **Submitting this report on the 10th of each month is important for your participation in the PA PA Outstanding Chapter Challenge. We will be following up with chapters who do not initially submit reports. If you do not receive an email back from Kennedy confirming your submittal, please contact her within a week, and make sure she received it.**

Please email all reports and/or questions to:

Ms. Kennedy Barner

PA-PBL State Secretary

papblsecretary@gmail.com

Attention All Chapter Members:

PA-PBL Needs New Photographs for the State Website!

Show off the great work that your chapter is doing on campus and throughout the community!

This work can include charitable efforts, fundraising, business-themed events and more.

Whatever your chapter is doing to better your community, provide benefit to your campus, or add value for your members, the SEC wants to see it to learn more about what your chapter is doing! We will have a chapter spotlight that will be available for viewing on our website.

Submitting pictures for the website will gain your chapter 5 points per submission utilized on the PA PA Outstanding Chapter Challenge! We hope to see pictures from every chapter showing us all of the awesome activities that you are participating in and leading!

Submit your chapter news to be featured in the PA-PBL Newsletter and Blog!

Let all of PA-PBL hear about what your chapter is up to! The State Executive Council would like to spread the word about ideas, events, and programming that individual chapters are doing.

With your assistance, we will be able to both highlight the outstanding work of each of your individual chapters while at the same time strengthening every chapter in PA-PBL by sharing what ideas work. The articles that you submit will be sent out via our newsletter as well as put on our blog located on our website. Submitting newsletter articles will also gain your chapter points on the PA PA Outstanding Chapter Challenge! We hope to see submissions from every chapter showing us the great job your chapter is doing! **When sending in photos, make sure you let us know if the SEC has permission from each individual shown to use and post the image.**

Please email all reports and/or questions to:

Ms. Kennedy Barner

PA-PBL State Secretary

papblsecretary@gmail.com

Attention Chapter Executive Boards:

PA-PBL Member of the Month

The State Executive Council has chosen to implement a new initiative to highlight individual chapter members. If your chapter has a member who is particularly active in PBL activities, we would like to hear about them! Nominate any member who has gone above and beyond in participating in fundraising, recruiting, meetings, events, or any aspect of your PBL chapter! To nominate one of the students in your chapter, send us an email describing the involvement of the nominee along with why they should be chosen as the PA-PBL Member of the Month. If chosen, we will respond to your submission asking for a PBL related photo of the winner, which will be put into the monthly newsletter and social media along with the text from the recommendation. Submissions must be received by the 15th of the month to be considered for the newsletter of the following month.

Please e-mail submissions to

Mr. Thomas Meehan

PA-PBL State Treasurer

papbltreasurer@gmail.com

Attention Chapter:

March of Dimes Fundraising:

We ask each chapter to conduct their own fundraising events to benefit the March of Dimes. The chapters can individually decide what their fundraiser will be and when it will be held. The money should be brought in the form of a check made out to PA-PBL to the SLC in April, or you can provide us with a letter evidencing the contribution you made. The chapter that raises the most money will be recognized at the SLC Awards Ceremony. We hope that this new fundraising arrangement will allow our state to make a much greater contribution to the March of Dimes.

March of Dimes Fundraising Change:

At the National Leadership Conference, the State Executive Council made the following announcement regarding our annual soda tab fundraiser for the March of Dimes. We will no longer be accepting soda can tabs at the State Leadership Conference to benefit the March of Dimes. The time and effort required to execute this project far exceeded the monetary benefit. However, PA-PBL will still be fundraising for the March of Dimes.

****If your chapter still wishes to use soda tab collecting as a fundraising event for this cause you are more than welcome to do so. However, your chapter is then responsible for taking the tabs to a collection center. You should then bring the check with those proceeds to the SLC.****

Ideas for individual fundraisers include, but are not limited to:

- Bake Sale
- Bingo Night
- Car Wash
- Pancake Breakfast
- Trivia Night
- Volleyball Tournament

The chapter that raises the most money for the March of Dimes will be given an award at the SLC!

Please email all questions to:

Mr. Thomas Meehan

PA-PBL State Treasurer

papbltreasurer@gmail.com

Pennsylvania Phi Beta Lambda

State Leadership Conference Photography Internship

This internship is designed to give Pennsylvania PBL members a chance to use their photography skills to help the State Chapter. **A \$200 stipend is awarded to the successful candidate chosen by the SEC.** Please note that this professional experience would provide a great line item on any resume as well as a significant edge over other budding photographers.

Application Receipt Deadline: February 10, 2018, by e-mail submission.

Qualifications:

- Own a DSLR Camera of at least 30-60 mpx
- Commit to taking a number of photographs at each stage of the conference:
 - Opening Ceremony
 - Workshops
 - Meals
 - Awards Ceremony
 - At least 1 Photograph of each individual chapter

Note: While we would like as many photos as possible, we are seeking quality that is not to be sacrificed for quantity. Pictures of all events noted are important, especially individual chapter photos. However, we are not in any way willing to ask you to sacrifice quality photography for the sake of a large photo bank at the end of SLC.

- **Submit a resume and small electronic portfolio of your photographic expertise which includes the following:**
 - Photographs taken in indoor settings as we will be hosting events in ballrooms, workshops, etc. that can be affected by lighting.
 - Portfolios should also include action shots and photos of people.
 - Please tailor the portfolio so that the State Executive Council can evaluate your ability to photograph people, indoor settings, photos where low quality lighting may be an issue, action shots, etc.

Please send all submissions to:

Ms. Amanda Willis

PA-PBL President

papblpresident@gmail.com

How can my chapter get more ribbons?

Gold Seal Chapter- This ribbon recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL. Active local chapters must be nominated by the state chair and be on record in the FBLA-PBL National Center as having paid dues by April 15 of the current school year.

PA-PBL State PA PA Outstanding Chapter Challenge- PBL chapters must complete twelve (12) membership, community service, and educational activities. Deadline: April 1. [Register](#).

Voting Delegate- Be chosen to act as a voting delegate for your chapter.

Candidate- Run for a position on the State Executive Council.

Chapter President- Be currently serving as the President of your chapter.

Attending IFL-Attend the Institute for Leaders at the PBL National Leadership Conference.

Competitive Event Participant-Participate in a competitive event.

Super Sweeps- PBL chapters must complete ten tasks focused on recruitment and retention. All members of successful chapters who attend the National Fall Leadership Conference and/or National Leadership Conference will receive ribbons. Dates: August 1–October 20.

Non-Stop November-PBL chapters must complete five tasks focused on membership involvement. Tasks include [March of Dimes Prematurity Awareness Month](#) and American Enterprise Day. All members of successful chapters that attend the National Leadership Conference will receive ribbons. Dates: November 1–December 10.

Action Awareness-PBL chapters must complete four tasks focused on PBL awareness. Tasks include FBLA-PBL Week, CTSO Month, and America Saves. All members of successful chapters who attend the National Leadership Conference will receive ribbons. Dates: January 1–March 1.

Please send all questions to:

Ms. Amanda Willis

PA-PBL President

papblpresident@gmail.com

2017-2018 PENNSYLVANIA STATE EXECUTIVE COUNCIL
CONTACT INFORMATION

President

Ms. Amanda Willis
Wilkes University
papblpresident@gmail.com

Vice President

Ms. Angela Bagnata
Bloomsburg University
papblvp@gmail.com

Treasurer

Mr. Thomas Meehan
Montgomery County Community College
papbltreasurer@gmail.com

Secretary

Ms. Kennedy Barner
Bloomsburg University
papblsecretary@gmail.com

2017-2018 PENNSYLVANIA STATE COMMITTEE

CONTACT INFORMATION

State Chairperson & Financial Advisor

Mr. Robert Kollar

Duquesne University

papbladvisor.kollar@gmail.com

State Advisor

Mrs. Beverly O'Hora

Lackawanna College

papbladvisor.ohora@gmail.com

State Advisor

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papbltesting@gmail.com

Special Advisor

Dr. Lucinda Willis

Indiana University of Pennsylvania

papbladvisor.willis@gmail.com

State Administrative Assistant

Ms. Audrey Magnelli

audrey.magnelli@gmail.com

ATTENTION CHAPTER ADVISORS!

The State Executive Council is looking for chapter advisors who are interested in become State Advisors. The SEC meets monthly via conference call and approximately 2 to 3 times per year in person. Responsibilities of State Advisors include assisting in the planning of the State Leadership Conference, working with the state officers, and guiding the overall activities of the state organization.

If you are interested in becoming a State Advisor or would like to learn more about the position, please contact State Chairperson Bob Kollar.

Get Connected with Pennsylvania Phi Beta Lambda!



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