| **NCPBL Calendar****Important PBL Chapter Dates and Deadlines****2021-2022 School Year** |
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| ***2021*** |  |
| **September 28** | **NCPBL State Officer Monthly Summit – North Carolina Day** |
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| **October 20** | **RECEIPT** deadline for Foundation Scholarship Application (Appendix 4 of State Handbook (email to NCPBL PD-F Board Member, Deneen Maready-Jones (deneen.maready@aholddelhaize.com)  |
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|  | **RECEIPT** deadline for the Annual Pin Design entries to address shown on form available in Handbook (Appendix 4) and NCPBL and PD-F websites |
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|  | **RECEIPT** deadline for submitting chapter contact information to State Adviser and Communications Director (Form included in Chapter Guide) |
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|  | **RECEIPT and PAID** deadline for **online registration through the NCPBL state website** for Professional Division membership for recognition at FLDC & “Gold Star Chapter” |
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|  | **RECEIPT and PAID** deadline for initial reporting via national web site of PBL State and National Dues for FLDC membership awards and “Gold Star Chapter.” |
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|  | **RECEIPT** deadline for contributions to The NCPBL Professional Division-Foundation, Inc. – General Operating Fund for Gold Star qualifications (mail to NCPBL PD-F Treasurer Josanna Busby, 2188 Prairie Road, Concord, NC 28027) |
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|  | **RECEIPT** deadline for registration materials for STATE Fall Leadership Development Conference (FLDC) |
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|  | **RECEIPT** deadline for submitting Chapter News article to Vice President of Communications and Communications Director for the NCPBL website. |
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| **November 5-6** | **STATE FALL LEADERSHIP DEVELOPMENT CONFERENCE**, Greensboro, Wyndham Hotel (for all members/advisers/PD-F members) |
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| **November 15** | National American Enterprise Awareness Day |
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| **November 16** | **NCPBL State Officer Monthly Summit – National Entrepreneurship Day** |
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| ***2022*** |  |
| **January 5-6** | **PBL Career Connections** – Tysons Corner, VA |
| **January 25** | **NCPBL State Officer Monthly Summit** |
| **January TBD** | State Executive Council Meeting (Location to be determined) |
| **February 13-19** | **FBLA-PBL Week** |
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| **February 16** | FBLA-PBL **Adviser Appreciation Day** |
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| **March 4** | **EMAIL RECEIPT** deadline for:* Administrator Identification Form for School-Site Tested Events (Accounting for Professionals, Administrative Support Technology, Business Communication, & Cost Accounting)
* Community Service Project **(Electronic PDF File)**
* Desktop Publishing required material(s) **(Electronic PDF File)**
* NC Businessperson of the Year event entry form
* Small Business Management Plan **(Electronic PDF File)**
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| **March 4** | **COMPLETION DATE** for PD-F Chapter of the Year Rating Sheet (See PD-F website for information) |
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| **March 11** | **RECEIPT and PAID** deadline for Professional Division-Foundation, Inc. membership dues to qualify for state awards online via PD-F link on NCPBL website |
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|  | **RECEIPT** deadline of checks for contributions to The NCPBL Professional Division-Foundation, Inc. Scholarship Fund for TLLA and SLC recognition (mail to NCPBLPD-F Treasurer Josanna Busby, 2188 Prairie Road, Concord, NC 28027) |
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|  | **RECEIPT** deadline for contributions to The NCPBL Professional Division-Foundation, Inc. - General Fund for TLLA qualifications and SLC recognition (mail to NCPBL PD-F Treasurer Josanna Busby, 2188 Prairie Road, Concord, NC 28027) |
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|  | **RECEIPT and PAID** deadline for PBL State/National membership dues for SLC participation and awards online via national Web site |
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|  | **RECEIPT** deadline for submitting chapter news for the website for SPRING to Vice President of Communications and Communications Director |
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| **March 11** | **RECEIPT DEADLINE For Mailed Materials***Conference registration materials:** Supplementary Tickets Form
* Exhibit Space Response Form
* Gold Seal Chapter Award entry form
* Local Recruitment of Chapters entry form
* The Legacy Leadership Award entries
* Who’s Who in NCPBL entry form
 | **RECEIPT DEADLINE For Online Entry*** Conference Registration for PBL
* Event Entry for Participants
* Conference Registration for PD-Foundation Members

**RECEIPT DEADLINE For Email Submission*** Local Chapter Annual Business Report **(Electronic PDF File)**
* Conference Registration Form for PD-Foundation Members (if not done online)
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| **March 14** | School-Site Tests to be emailed to identified test administrators |
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| **March 18** | **Hotel reservations deadline** for State Leadership Conference (SLC) – Hilton Charlotte University Place |
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|  | **RECEIPT** deadline to State Adviser for completed Official Nomination for State Office Form. (See Section 09, State Handbook) |
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| **March 22** | **NCPBL State Officer Monthly Summit – International Women’s Month** |
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| **March 24** | State Adviser notifies all chapters of number of candidates running for each office |
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|  | NCPBL Businessperson of the Year nominees notified by State Adviser |
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|  | Last day to purchase guest tickets for SLC Awards Banquet (Guest Banquet Ticket form in Appendix 2 of State Handbook) |
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|  | **RECEIPT** deadline for NCPBL Professional Division-Foundation, Inc. Distinguished Service Award nomination form (Appendix 4 of State Handbook) (email to NCPBL PD-F Board Member, Dr. Kathie Doole (k1doole@gmail.com) |
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|  | **RECEIPT** deadline for nominations for NCPBL PD-F Board of Directors (Appendix 4 of State Handbook) |
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| **March 25** | **RECEIPT** deadline for SLC Event Substitutions. (Email to State Awards Program Director, Dr. Kathie Doole, k1doole@gmail.com) |
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| **March 29-30** | **SLC Online Testing for Competitive Events (9am, Tuesday, March 29 – 9pm, Wednesday, March 30)** |
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| **April 1** | **RECEIPT** deadline for National Chapter Recognition Awards (Outstanding Chapter/Chapter/State/Membership Recognition Awards) (see National Chapter Management Handbook for details) |
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| **April 7-9** | **STATE LEADERSHIP CONFERENCE**, Charlotte, NC (Hilton Charlotte University Place)(Activities begin Thursday afternoon and conclude Saturday evening. State officers report noon April 6) |
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| **April 7** | **DELIVERY** deadline for School-Site Tests, Future Business Educator, Future Business Executive, and Job Interview materials to Event Headquarters at SLC |
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| **April 15** | **RECEIPT** deadline for letter of interest and materials requesting State Council’s endorsement for running for national office |
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|  | **RECEIPT** deadline for State Leadership Conference (SLC) winners qualifying for national competition to notify the State Awards Program Director of intention to participate in events at NLC |
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|  | **RECEIPT** deadline for State Leadership Conference (SLC) winners qualifying for THREE national competitions to notify State Awards Program Director in which NLC event they WILL NOT participate |
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|  | **RECEIPT** deadline for Administrator Identification Form for NLC School-Site testing |
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| **April 25** | **RECEIPT** deadline to State Adviser for nomination materials for applying for a vacant officer position 15 days after end of SLC |
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| **May 6** | **RECEIPT** deadline to State Awards Program Director for prejudged events for NLC competition (check the list in the Adviser Packet given out at SLC conclusion):* Community Service Project Reports **(Electronic PDF file)**
* Desktop Publishing (**Electronic PDF file**)
* Local Chapter Annual Business Report **(Electronic PDF file)**
* Small Business Management Plan Reports **(Electronic PDF file)**

**(NOTE: 6 copies of Future Business Executive, Future Business Educator, and Job Interview materials will be delivered to the Competitive Events Desk at NLC by Chapter Adviser by 5:00pm on day of NLC Opening Session)** |
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|  | **RECEIPT** deadline for submitting application materials for national office to State Adviser |
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| **May 17** | **RECEIPT** **DATE** to National Office of all School-Site Tests (submitted by Test Administrator/Proctor). Completed School-Site Tests must be received by the National Office via online submission by the Test Administrator/Proctor by 11:59pm eastern |
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|  | Early bird registration deadline for National Leadership Conference  |
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| **June 1** | **RECEIPT** deadline to complete March of Dimes entry form for national recognition (see National Chapter Management Handbook for form) |
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| **June 4** | **REGISTRATION DEADLINE** for NLC registrations fees to qualify for voting delegates |
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| **June 10** | **RECEIPT** deadline to State Adviser for Delegation Response Form for NLC participation |
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| **June 24-27** | **NATIONAL LEADERSHIP CONFERENCE**, Chicago, IL (see NLC Guide for details) |