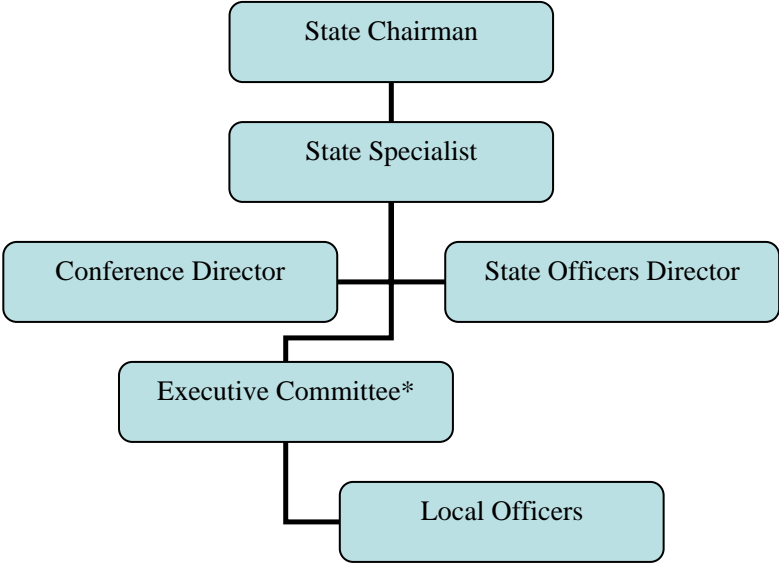


## PREFACE

The purpose of this handbook is to provide information about Virginia Phi Beta Lambda not found in the latest edition of the *National FBLA-PBL Handbook*, hereafter referred to as the National Handbook. In order to increase the value of the State Handbook, information given in the National Handbook is not duplicated. ***This handbook should be used in conjunction with and as a supplement to the National Handbook.***

This handbook and bylaws were revised in March 1992 by committees appointed by the Executive Committee. The members of the bylaws committee included three PBL members and three advisers. The advisers were Selma Harter, Lord Fairfax Community College; Charles McNaughton, Commonwealth College, Virginia Beach Campus; and William Powell, James Madison University. The students were Kaina Lusby, Radford University, Chairperson; Craig Barber, Virginia Polytechnic Institute and State University; and Cynthia Silvey, J. Sargeant Reynolds Community College. The committee for revising the handbook included Gary Tusing, Adviser, Lord Fairfax Community College. Students on the committee were Deanna Hammond, Northern Virginia Community College, Manassas Campus; and Cathy Clem, Lord Fairfax Community College. Shereen Elnahal, President; Sarah Lowe Thompson, FBLA-PBL Specialist; Mary J. Noblitt, State Director, and Doris Gardner, Graduate Assistant, were *ex-officio* members of both committees. Additional revisions were made to this handbook in December 1993 and in 2003. The competitive events section of the handbook is updated annually.

**VIRGINIA STATE LEVEL ORGANIZATION**



\*Executive Committee consists of state officers, chapter presidents, and one adviser per active chapter. Corresponding Secretary and Parliamentarian are non-voting state officers.

## CHARTERED CHAPTERS

The first Virginia Phi Beta Lambda chapter was chartered at Saint Paul's College in 1945 with Miss Alesandria A. Patterson as the faculty adviser. A comprehensive list of Virginia PBL's chartered chapters follows:

Averett College, 1964  
Bluefield College, 1994  
Braxton School, 1985  
Bridgewater College, 1981  
Central Virginia Community College, 1969  
University of Virginia's College at Wise (Formerly Clinch Valley College), 1975  
Bryant and Stratton College (Formerly Commonwealth College)—Hampton Campus, 1988  
Bryant and Stratton College (Formerly Commonwealth College)—Richmond Campus, 1992  
Bryant and Stratton College (Formerly Commonwealth College)—Virginia Beach Campus, 1987  
Christiansburg Industrial Institute, 1952  
Danville Community College, 1969  
Dominion College (Formerly Dominion Business School)—Harrisonburg, 1990  
Dominion College (Formerly Dominion Business School)—Roanoke, 1988  
Eastern Shore Community College, 1989  
Electronic Computer Programming Institute—Virginia Beach, 1988  
Elizabeth Brant School of Business, 1981  
Ferrum College, 1967  
George Mason University, 1989  
Germanna Community College, 1987  
Hampton University, 1961  
J. Sargeant Reynolds Community College—Parham Road Campus, 1975  
James Madison University, 1953  
John Tyler Community College, 1969  
Kee Business College—Newport News, 1983  
Kee Business College—Norfolk, 1978  
Longwood College, 1955  
Lord Fairfax Community College, 1971  
Mary Baldwin College, 1980  
Marymount University, 1988  
Mountain Empire Community College, 1973  
New River Community College, 1972  
Norfolk State University, 1956

Northern Virginia Community College—Annandale Campus, 1970  
Northern Virginia Community College—Manassas Campus, 1990  
Northern Virginia Community College—Woodbridge Campus, 1980  
Old Dominion University, 1964  
Patrick Henry Community College, 1973  
Paul D. Camp Community College, 1975  
Radford University, 1953  
Rappahannock Community College—Glenns Campus, 1972  
Rappahannock Community College—Warsaw Campus, 1981  
Richard Bland College, 1964  
Rutledge College, 1980  
Saint Leo College—Tidewater Center, 1992  
Saint Paul's College, 1945  
Shenandoah College, 1963  
Southside Virginia Community College, Christanna Campus, 1978  
Southwest Virginia Community College, 1975  
Thomas Nelson Community College, 1973  
Tidewater Community College—Portsmouth Campus, 1980  
Tidewater Community College—Virginia Beach Campus, 1971  
Tidewater Tech—Newport News, 1994  
University of Virginia, 1987  
Virginia Commonwealth University, 1953  
Virginia Highlands Community College, 1973  
Virginia Polytechnic Institute and State University, 1954  
Virginia State University, 1953  
Virginia Union University, 1953  
Wytheville Community College, 1970

## CHAPTER PLANNING AND REPORTING

Early in the school year, all chapters should plan their yearly programs, which should consist of a variety of well-balanced activities. Prior planning has the advantage of assigning certain phases of the program to individuals and committees far enough in advance to allow sufficient time for performing assigned tasks. **Each chapter should file an *Annual Planning Report* with the State Specialist by *November 1* of each year.** (See Appendix A)

One chapter meeting each month is required, but two or more meetings per month may be necessary. Each chapter should choose times for meetings that will suit the majority of its members.

Prior to each meeting, there should be a meeting of the Executive Board, consisting of chapter officers and committee chairmen. The board plans the business meetings and appoints committees to work out details. The committees may be empowered to act for the chapter when necessary.

Every business and program meeting should begin with an opening ceremony. The opening ceremony may consist of an invocation, national anthem, salute to the flag, and the PBL Creed or Pledge. The ceremony should take no longer than five minutes.

To be successful, programs are planned to meet the needs and interests of the members. The meeting dates should be set well in advance, the school calendar consulted to avoid conflicts, and the meetings started on time with no interruptions. A degree of formality is necessary to facilitate the meetings, and the time and place for meetings should be selected in consultation with the adviser.

The Annual Evaluation Report should be filed with the State Specialist by **May 15** of each year. (See Appendix B)

### **Virginia PBL Point System**

The point system is an objective means of promoting and recognizing achievement among chapters. The underlying purpose is to encourage participation, which is the key to successful PBL chapters. A well-balanced program of chapter activities is a **must** if a chapter is to be recognized as an outstanding chapter.

The PBL points year is from the end of one year's State Leadership Conference through the end of the following year's State Leadership Conference. Points records for each chapter are maintained in the office of the Conference Director. (See Appendix C) Local chapters should submit their Activity Report Forms throughout the year as activities are completed. (See Appendix D)

## CONFERENCES AND MEETINGS

Phi Beta Lambda offers a variety of meetings that promote leadership development. Participating in such activities offers members the opportunity to form useful and lasting networks.

### **State Leadership Conference (SLC)**

The SLC is held annually in the spring. The date and location of the SLC are determined by the State Specialist and State Conference Director. Conference activities include state officer campaigns and elections, competitive events, workshops, social functions, and awards banquet. Materials for conference and event registration are sent to local chapters in early spring by the State Conference Director.

### **Fall Planning Conference**

Every fall, Virginia PBL sponsors the Fall Planning Conference. The date and site of this conference are determined by the State President, State Adviser, State Conference Director, and State Specialist. Participants attend leadership development workshops and share ideas while gaining a better understanding of the state organization.

### **Executive Committee Meetings**

The Virginia Phi Beta Lambda Executive Committee meets at least twice a year--either in the fall or late winter and at the annual State Leadership Conference. Members of the Executive Committee include state officers and local chapter presidents and their advisers. The State Conference Director, State Officer Director, FBLA-PBL Specialist, and State Chairman are also members of the Executive Committee. In addition, state officers may meet as necessary.

### **National Fall Leadership Conference (NFLC)**

This conference is scheduled annually. Students and advisers share ideas and reaffirm common goals while participating in professional development and career opportunity workshops. The NFLC Guide, which is sent from the national office to local chapters, includes information and registration forms.

### **National Leadership Conference (NLC)**

The NLC, held each summer, concludes the year's activities and sets the stage for the upcoming school year. Conference participants attend business-related and leadership development workshops, tour business and corporate facilities, elect national officers, and participate in national competitive events. The NLC Guide includes information and registration forms and is mailed from the national office to local chapters.

Phi Beta Lambda members are representing an outstanding career and technical student organization and are expected to project a professional image in all activities. State and national conferences require adherence to a dress code and code of conduct, which are published prior to each conference.

## DUES AND MEMBERSHIP

State and national dues are paid annually. At the beginning of each school year, the National Office sends membership renewal information to each chapter that paid dues the previous year. Chapters should report members as directed using the online reporting system.

Initial state and national dues are to be paid by November 1. **To receive the November issue of the *PBL Business Leader*, national dues must be paid by October 20.** Additional state and national memberships may be submitted during the school year. **To be eligible to participate in the state's competitive events program, each participant must have paid state and national dues by March 1.**

State dues are \$8 per member and are processed by the National Office.

National dues are \$10 per member. Membership cards will be mailed from the National Office when dues are received.

Checks for both state and national dues should be made payable to ***FBLA-PBL, Inc.***; checks should be sent to:

National Membership Dues  
FBLA-PBL  
P.O. Box 79063  
Baltimore, MD 21279-0063

## STATE AND NATIONAL OFFICERS

One of the most important requirements of a successful chapter is well-qualified, dependable officers. Capable leaders, who conduct the chapter business in an organized manner, will help ensure that an effective program of work is carried out in the best interests of the individual members, chapters, schools, and communities. It is the obligation of the members of the organization to elect officers based on their qualifications and abilities to perform the duties and responsibilities as detailed in the state and national handbooks.

### State Officer Candidates

State officers for Phi Beta Lambda are president, vice-president, recording secretary/treasurer, reporter, historian, corresponding secretary, and parliamentarian. The corresponding secretary is appointed by the president from the president's local chapter. The parliamentarian is the individual receiving the highest score on the Parliamentary Procedure written test at the State Leadership Conference who has at least one remaining year in the organization. **ALL OFFICERS MUST BE ACTIVE MEMBERS.** According to the Bylaws, all officers are voting members of the Executive Committee **EXCEPT** the corresponding secretary and the parliamentarian.

### Selecting an Officer Candidate

Article IX of the Bylaws states the procedures for nominating officers for Virginia Phi Beta Lambda.

A candidate must:

- Be an active PBL member. (Active not only means that he/she has paid dues; it means that he/she has been a member of PBL long enough to have been involved in various activities--to have held office, to have chaired committees, to have attended State and/or National Leadership Conferences.)
- Have one complete year remaining in school.
- Have the support of his/her entire chapter.
- Have the approval of his/her chapter adviser.
- Be an above-average student in his/her college or university.
- Possess qualities of leadership ability and a personality that will allow him/her to work well with all types of people.
- Submit completed application to the State Conference Director by **March 1**. (See Appendix E)

The PBL Executive Committee is charged by the Bylaws with reviewing the credentials of each candidate and approving each candidate. If the Committee does not believe that a candidate meets its standards, he/she may be removed from candidacy.

### **Campaigning for State Office**

Campaigning cannot begin until all candidates have been approved by the PBL Executive Committee at the State Leadership Conference. Campaigning prior to this approval will result in disqualification.

Campaign posters and handout materials must be in good taste. It is the chapter adviser's responsibility to screen and approve all campaign materials before arrival at the conference. Any candidate whose campaign materials are not in good taste or not in accordance with the principles of Phi Beta Lambda may be disqualified by the Executive Committee. Rules established by the facility housing the conference must be strictly adhered to when displaying campaign materials.

All officer candidates will be introduced at a general session of the State Leadership Conference, with time allotted for campaign speeches. **The campaign manager will be given *two minutes* for introducing the candidate and the candidate will be given *three minutes* to present his/her platform.**

### **Electing State Officers**

Election of officers is held at the State Leadership Conference. Voting for state officers will be done according to national guidelines:

Under 50 members:	2 votes
50 - 100 members:	3 votes
100+ members:	4 votes

A plurality vote of delegates casting ballots is required for election. In the event of a tie, each chapter will be given one vote to be made by secret ballot. There is no limit to the number of years that a school can run a candidate for the same office.

The number of members in good standing (dues paid) and the names of voting delegates **MUST** be reported to the State Conference Director's office prior to the State Leadership Conference. Those chapters not reporting as specified will not be allowed to vote.

## Installing State Officers

New state officers are officially installed in a ceremony at the State Leadership Conference.

## National Officer Candidates

The state chapter is encouraged to nominate a candidate for national office. Any local chapter that believes it has a potential national officer among its members should first contact the State Specialist for guidance and the National Handbook to make certain the member meets the eligibility requirements.

A candidate must:

- Review officer duties in the National Handbook.
- Have the endorsement of his/her local chapter and be recommended by the chapter adviser.
- File an official application with the State Conference Director by **March 1**.
- Attend the State Leadership Conference Executive Committee Meeting with his/her adviser.
- Be interviewed by members of the State Executive Committee. (Only one person can be approved by the Executive Committee to represent Virginia as a national officer candidate.)

## Adviser's Role

A key figure in a campaign for state or national office is the chapter adviser. The adviser counsels the candidate on the qualifications and duties of the office sought, guides the student through the campaign process, and, if the candidate is elected, serves as a mentor during the officer's term of office. **The adviser of an officer becomes a member of that officer's executive committee.**

When a PBL member campaigns for office, the adviser must be willing to bear the responsibilities of the office with the member. The adviser assists the student to accept these responsibilities:

- Acquire knowledge of the organization and be capable of discussing ideas and issues intelligently
- Portray the proper image when representing Phi Beta Lambda
- Prepare the appropriate speeches and correspondence
- Develop an organized plan for fulfilling officer duties including time commitment and work space

## Duties of State Officers

All officers have some duties and responsibilities in common. They must:

- Be knowledgeable about Phi Beta Lambda
- Have a genuine interest in being part of the leadership team
- Lead by example
- Be familiar with the state and national bylaws
- Know and use correct parliamentary procedure according to the latest edition of *Robert's Rules of Order, Newly Revised*
- Be willing to accept responsibility
- Attend meetings of the State Chapter

In addition, there are specific duties and responsibilities for each office.

The President:

- Presides over the State Leadership Conference and Executive Committee meetings
  - Presents each member with a copy of the agenda; if possible, mails agenda prior to the meetings
  - Keeps members on subject and within time limit.
  - Conducts business according to the latest edition of *Robert's Rules of Order, Newly Revised*
- Represents the chapter at special school events, before civic clubs, and at any other organizations when invitations are extended
- Promotes energetic activity on the part of chapter members through the display of his/her own enthusiasm
- Reflects credit upon the state chapter by personal conduct
- Presents oral report of state activities at the National Leadership Conference
- Makes recommendations for the program at the State Leadership Conference
- Prepares agenda for the business meeting at the State Leadership Conference
- Participates in the Governor's proclamation ceremony recognizing National Career and Technical Education Week
- Prepares annual report for State Specialist listing his/her activities
- Communicates periodically with each local chapter
- Prepares and presents an officer's report at each meeting of the Executive Committee
- Performs such other duties as requested by State Specialist and State Executive Committee

#### The Vice-President:

Presides over meetings in the absence of the President or at the request of the President

Assumes duties and responsibilities of the President should the need arise

Accepts assignments delegated by the President or the State Specialist

Acts as Membership Chairman for the State Chapter:

- Communicates with chapters regarding membership drives

- Encourages FBLA members to continue participation in the organization through Phi Beta Lambda activities

- Communicates with schools not having Phi Beta Lambda chapters to encourage participation

- Makes reports of membership activities at each Executive Committee meeting

Prepares and presents an officer's report at each meeting of the Executive Committee

#### The Secretary/Treasurer:

Prepares the minutes of Executive Committee Meetings and all general membership sessions

Handles official correspondence

Brings to each meeting:

- Secretary's book and minutes of previous meetings

- Lists of committees and committee reports

- Copies of state and national handbooks

- Copies of Constitution and Bylaws

- Keeps the permanent record book of the minutes and maintains it during term in office

- Keeps a record of the number of votes cast for each candidate and includes this information in the minutes of the State Leadership Conference

- Prepares an accurate record of the State Leadership Conference and sends it to the State Specialist within fifteen (15) days after the conference

- Keeps an official record of revisions to the Bylaws as adopted by the chapter membership

- Prepares and presents an officer's report at each meeting of the Executive Committee

*Note: The secretary types minutes within the month following meetings and sends the original to State Specialist and copies to the State Officers. The State Specialist duplicates copies for distribution and stores copies until the next meeting, at which time they are turned over to the State Secretary.*

#### The Corresponding Secretary:

- Prepares correspondence as requested by the President
- Assists the President with other activities as requested
- Prepares and presents an officer's report at each meeting of the Executive Committee

*Note: The President appoints the Corresponding Secretary from the President's local chapter.*

#### The Reporter:

- Acts as a public relations officer for the state chapter
- Gathers and classifies news from local chapters and state chapter
- Sees that news stories and photographs are delivered to the state and local newspapers
- Publishes or supervises publication of at least two (2) chapter newsletters
- Sets deadlines for receipt of news items from chapters for the state newsletter
- Prepares and presents an officer's report at each meeting of the Executive Committee

#### The Historian:

- Maintains a historical record of Virginia Phi Beta Lambda
- Initiates activities (such as taking pictures at functions, collecting newspaper articles and programs) that will result in the compilation of a historical record following the format of an annual business report (See guidelines for Local Chapter Annual Business Report and State Chapter Annual Business Report in the latest edition of the PBL National Awards Program)
- Calls on other members to assist in keeping a historical record of the state chapter
- Prepares a visual presentation of the year's activities to be presented at the State Leadership Conference
- Prepares and presents an officer's report at each meeting of the Executive Committee

The Parliamentarian:

Serves as consultant to the President on procedural matters  
Assists other chapter members in understanding the fundamental purposes of parliamentary law  
Explains any irregularity and its effect on the fair and equal rights of all chapter members  
Has reference material pertaining to acceptable parliamentary procedure available for each meeting  
    Latest edition of *Robert's Rules of Order, Newly Revised*  
    Copies of national and state Constitution and Bylaws  
Prepares and presents an officer's report at each meeting of the Executive Committee

*Note: The Parliamentarian is the individual receiving the highest score on the Parliamentary Procedure written test at the State Leadership Conference who has at least one year remaining in the organization.*

### **Expense Policies for State Officers**

When a local chapter nominates a member for state office, the chapter should be prepared to provide some financial support if the candidate is elected. The State Chapter will provide this assistance:

**State President.** The State President will be reimbursed for actual expenses based upon a budgeted sum established annually for travel related to performing his/her officer duties. No travel advances will be authorized. Expenses for these activities will be reimbursed through the PBL State Office:

- National Leadership Conference
- Institute for Leaders
- Fall Planning Conference
- National Fall Leadership Conference
- Executive Committee Meeting
- PBL State Leadership Conference
- FBLA State Leadership Conference
- Local chapter visits (maximum of 5)

Reimbursement guidelines are:

Lodging expenses are reimbursable at one-half the double occupancy rate at the designated hotel. If the individual chooses single occupancy, one-half of the double occupancy rate will be reimbursed (thus, the individual will bear the difference)

Transportation expenses may be reimbursed at the rate of 36 cents per mile for personal vehicle use or airfare at the coach rate, whichever is more economical

When a school provides a vehicle, no mileage will be reimbursed

The per diem will follow state guidelines

Miscellaneous items that will be reimbursed include baggage and maid tips, taxi, and conference registration

Request for reimbursement must be submitted to the FBLA-PBL State Specialist within two (2) weeks following completion of activity. **Original** receipts are required

Forms for requesting reimbursement are available from the FBLA-PBL State Specialist.

**Other Officers.** If any officer incurs expenses related to his/her office (postage, film, etc.), that officer may submit, with appropriate documentation, a reimbursement request to the State Specialist.

## AWARDS PROGRAM INFORMATION

Competitive spirit and recognition of excellence reflect important aspects of the educational process that prepares students for their roles in the American enterprise system. The Phi Beta Lambda State Awards Program at the State Leadership Conference exemplifies the range of activities and the focus of projects developed from the PBL goals and the business curriculum. Competitive events are divided into three categories: **individual, team, and chapter**.

A member may participate in any number of chapter events. A member may enter one individual or team event. Exceptions are the Mary B. McGinty Memorial Scholarship and Who's Who in Virginia Phi Beta Lambda. Chapters may submit two competitors for the Future Business Teacher and Future Business Executive Events.

All event registration materials will be mailed to local chapters by the FBLA-PBL State Conference Director several weeks prior to the State Leadership Conference.

Competitive event guidelines for state competition will be those guidelines found in the latest edition of the **Phi Beta Lambda National Awards Program**. Those national guidelines are not reprinted in this handbook; however, any state deviations from those guidelines are noted on the following pages.

### Judging

Evaluation of events is based upon criteria established in the guidelines. The due date for chapter events will be established annually by the State Conference Director. Chapter events (written reports) will be reviewed by a screening committee to determine if chapters have complied with the eligibility/regulations requirements. A panel of judges will select the winners. Objective tests will be hand or machine graded. Ties will be broken based on the order in which the tests were returned. Interview and speaking events will be evaluated by a panel of judges. Contestants late for events may participate but will not be given additional time. All judges' decisions are final.

### Awards

The number of awards presented at the State Leadership Conference is determined by the judges and/or number of entries. The maximum number of awards is three.

## RECOGNITION EVENTS

### **Businessperson of the Year**

To recognize outstanding leaders from the business sector who have contributed to the success of Phi Beta Lambda on the local, state, and/or national level. Each local chapter may select one or more persons as Businessperson of the Year. The nominees **must** be members of the business sector. Persons who are full-time employees of educational institutions or departments of education cannot be nominated for the awards.

The biographical sketch of each nominee, which must be sent to the State Conference Director, should address these areas: years of participation in PBL activities; promotion of PBL through presentations and seminars; contributions to chapter projects and activities; and financial assistance to and sponsorship of activities for local and/or state chapters.

### **Mary B. McGinty Memorial Scholarship**

The Executive Committee of Virginia Phi Beta Lambda has established an annual scholarship for higher education that will give recognition to a member who possesses qualities of outstanding leadership ability. The Executive Committee will present this scholarship in the form of a cash award to be applied toward the continued education of this member.

According to the action by the Executive Committee on October 9, 1973, this scholarship will be known as the Mary B. McGinty Memorial Scholarship. Mrs. McGinty was a business teacher and VOT coordinator at John Marshall High School, Richmond. She later became the Director of the Management Center at Virginia Commonwealth University, served as FBLA Regional Director for the Mary Washington Region, and was named the first State Adviser for Virginia Phi Beta Lambda.

The annual scholarship will consist of a cash award of not less than \$100 **to be paid to the institution** of higher education upon notification from the institution that the student is officially enrolled.

The amount of the scholarship will be left to the discretion of the State Specialist and State Chairman each year. Any monies remaining will be placed in a special fund to be added to during the year.

#### Selection Procedure

Each local chapter of Virginia PBL may submit one application to the State Conference Director no later than **March 1**. (See Appendix F)

A panel of judges will be selected by the State Specialist to review applications and select a winner. First and second alternates will be selected also. In the event that the winner does not fulfill his/her plans to continue his/her education, the scholarship will be awarded to the first alternate and likewise the second alternate.

### Eligibility

Any member of Virginia Phi Beta Lambda who is in good standing is eligible to apply for this scholarship. He/She must have plans for continuing his/her education in the field of business at any educational institution of higher learning.

## **Who's Who in Virginia Phi Beta Lambda**

### Eligibility/Regulations

This award honors PBL members who have made outstanding contributions to the association at the local, state, and national levels. Those chosen will be honored at the State Leadership Conference. State officers automatically earn recognition in this event; therefore, having a state officer does not prohibit a chapter from selecting an additional member for this honor.

Each chapter may nominate **ONE** member. Nominees must be active members of that chapter and must have maintained active membership for at least one year.

Each nominee must submit an application and recommendations to the Conference Director by **March 1**. (See Appendix G)

### Procedure

Criteria for selection of a nominee must include:

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

### Judging

Materials will be reviewed for adherence to the stated criteria for nomination. A panel of judges will select those to be recognized as members of Virginia's Who's Who in Phi Beta Lambda and the one member who will represent Virginia in national Who's Who.

## COMPETITIVE EVENTS

Following are Virginia Phi Beta Lambda competitive events. Participants must furnish their own No. 2 pencils, erasers, and non-graphing calculators. Calculators can be used in all written events as appropriate, however, no graphing calculators, PDAs (e.g. Palm Pilots), phones, or other memory storage devices are allowed in any event. Participants must not be or have been enrolled in any graduate program prior to December 1 of the current school year. However, members who are either enrolled in a fifth-year accounting program or who are pursuing post-graduate work to certify in business education are eligible to compete.

### *Individual*

#### **Accounting Principles**

A **one-hour** written objective test will include problems covering the basic principles of financial accounting. The questions may pertain to accounting concepts, principles, terminology, worksheets, accounts payable and accounts receivable, professional standards and ethics, measurement, valuation, realization, presentation of assets, and ownership structure.

Participants may not have more than one year (2 semesters, 2 trimesters, 3 quarters) of postsecondary Accounting instruction or the equivalent of Financial and Management Accounting. **Participants who have completed cost, auditing, intermediate, tax, advanced, or other upper-division accounting courses are not eligible to enter this event.**

#### **Accounting For Professionals**

A **one-hour** written objective test will include problems on knowledge of Accounting, Tax, and Auditing Principles essential to a successful career in the accounting profession. (See NAP guidelines for regulations.)

#### **Business Communication**

This event provides recognition for PBL members who demonstrate competencies in writing, speaking, and listening concepts.

A **one-hour** written objective test may include questions regarding planning for effective writing; implementing the mechanics and format of business letters and report writing; and listening, oral, and nonverbal concepts. (See NAP guidelines for regulations.)

## **Business Law**

This event provides recognition for PBL members who possess familiarity with those specific legal areas that most commonly affect personal and business relationships.

The **one-hour** written objective test may consist of both objective questions and case problems. Questions may address commonly recognized areas of business law including contracts, sales, negotiable instruments, agency, bailments, wills and decedents estates, business organization, consumer protection, bankruptcy, insurance, trade regulations, torts, and product liability. (See NAP guidelines for regulations.)

## **Business Plan (Individual or Team Event)**

Business plans are an effective tool for evaluating organizing, and selling a new business concept. A well developed business plan can be a key component of a successful business start-up. This event recognizes PBL members who demonstrate an understanding and mastery of the process required to develop and implement a new business venture. An effective business plan should include the following information, Executive Summary, Company Description, Industry Analysis, Target Market, Competitive Analysis, Marketing Plan and Sales Strategy, Operations, Management and Organization, Long-Term Development, and Financials. (See NAP Guidelines for regulations.)

Each project may be authored by an individual member or by a team. The project must not have been submitted for a previous State Leadership Conference. In the event of a team project, no more than one (1) member may have competed in this event at a previous State Leadership Conference. An oral presentation must be given at the State Leadership Conference. (See NAP guidelines for regulations.)

## **C++ Programming**

This event recognizes PBL members who have developed an understanding and proficiency in the writing and development of programs in C++. The **one-hour** written objective test will consist of items related to arrays; computer concepts; word functions including sub procedures or subroutines; programming structures: sequence, decision/selection, and repetition; variables; constants; debugging procedures; typed of input and output; and strings. (See NAP guidelines for regulations.)

## Computer Applications

This event provides recognition for PBL members who can most efficiently demonstrate computer application skills. Participants should be prepared to complete problems in the Word Processing, Database, Spreadsheets, Graphics, and Presentation software. Participants will be responsible for formatting each problem and must recognize the necessity for accurate proofreading. In addition, participants will be tested on their understanding and mastery of basic computer terminology and concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related computer application knowledge.

This event is composed of two parts: a **two-hour** applications test and a **one-hour** written objective test. (See NAP guidelines for regulations.)

## Computer Concepts

This event provides recognition for PBL members who understand the basic principles involved in computer technology. The **one-hour** written objective test may include questions on basic computer principles, terminology, programming concepts, networking systems, computer application concepts, and equipment. (See NAP guidelines for regulations.)

## Economics

This event provides recognition for PBL members who can identify, understand, and apply economic principles to contemporary social, political, and ecological problems. The **one-hour** written objective test may include questions on economic principles related to the policies and goals of the United States economy and a comparison of the American economic system with that of other systems. Topics covered may include comparative economic systems, supply and demand, monetary and fiscal policy, prices, profits, competition, government and tax regulations, investments, environment issues, and labor relations. (See NAP guidelines for regulations.)

## Finance

This event provides recognition for PBL members who understand financial models and techniques used in reaching effective financial decisions. The **one-hour** written objective test may include questions on financial instruments and institutions available to managers and on understanding of financial policies. Topics covered may include capital budgeting, dividend policy, leverage, taxation policy, financial decision making, valuation models, financial statistics, economic rationale, merger analysis, commercial banking, regulatory changes, money market, securities market, and international finance. (See NAP guidelines for regulations.)

## **Future Business Executive**

This awards honors PBL members who demonstrate outstanding PBL participation, executive potential, leadership qualities, and evidence of knowledge and skills essential for successful careers in business. These events consist of four parts: Letter of Application and Resume; Writing Exercise; Objective Test; and an Interview.

The **one-hour** written objective test may include questions on basic business fundamentals and economics, business law, management, marketing, communication, computer technology concepts, accounting, basic parliamentary procedure, FBLA-PBL knowledge, and organizational development. (See NAP guidelines for regulations and rating sheets.)

## **Future Business Teacher**

This event honors outstanding PBL members who demonstrate teaching potential, leadership qualities, and evidence of knowledge and skills essential for successful careers in teaching. These events consist of four parts: Letter of Application and Resume; Writing Exercise; Objective Test; and an Interview.

The **one-hour** written objective test may include questions on teaching methodology; basic business fundamentals such as economics, business law, management, technology concepts, communication, marketing, telecommunications, keyboarding and computer applications, and accounting; basic parliamentary procedures; and FBLA-PBL knowledge.

Participants must submit (at the time of registering) six copies, in a standard file folder, a one-page letter of application (original or copy) for the award addressed to the President & CEO of FBLA-PBL, at the national office; a brief resume (original or copy) not to exceed two pages (no photographs); and a recommendation (original or copy) from an educator attesting to the participant's enrollment in a teacher education program and potential teaching ability. (See NAP guidelines for regulations and rating sheets.)

## **Hospitality Management**

This event provides recognition to PBL members who have the ability to help other people enjoy both leisure and business travel and events. The **one-hour** written test may include questions on marketing, operations, human resources, budgeting, cost control, customer service, hospitality law, strategic planning, and financial management. (See NAP guidelines for regulations.)

## **Human Resource Management**

This event recognizes PBL members who understand the techniques and skills involved in human resource management. The **one-hour** written objective test may include questions on human resource planning, recruiting, and selection, compensation and benefits, training and development, labor and management relations, legal and regulatory issues, and organizational development. (See NAP guidelines for regulations.)

## **Impromptu Speaking**

This event recognizes PBL members who develop qualities of business leadership by combining quick and clear thinking with conversational speaking. Each participant will be given the same topic. The topic may consist of information concerning the FBLA-PBL goals, activities, and/or current programs. (See NAP guidelines for regulations.)

## **Information Management**

This event provides recognition for PBL members who demonstrate knowledge in the areas of information management, decision making, human relations, and time management. The **one-hour** written objective test may include questions on administrative management, information processing, records management, reprographics, time management, business equipment, telecommunications, human relations, business ethics, networking technology, and business communication. (See NAP guidelines for regulations.)

## **International Business**

This event recognizes PBL members who develop competency and demonstrate knowledge of the basic principles of management, marketing, and economics of international business. The **one-hour** written objective test may include questions on ownership and management, legal issues, finance, global business environment, treaties and trade agreements, human resource management, marketing, taxes and government regulations, currency exchange, and communication, including culture and language. (See NAP guidelines for regulations.)

## **JAVA Programming**

This event recognizes PBL members who have developed an understanding and proficiency in the writing and development of programs in JAVA. The **one-hour** written objective test will consist of items related to menu and arrays; window controls, computer concepts; word functions including sub procedures or subroutines; programming structures: sequence, decision/selection, and

repetition; variables; constants; debugging procedures; typed of input and output; and graphical user interface. (See NAP guidelines for regulations.)

### **Job Interview**

This event recognizes PBL members who demonstrate proficiency in applying for employment in business. This event consists of five parts: Letter of Application and Resume; Job Application Form; Writing Exercise; Objective Test and Interview.

The **one-hour** written objective test may include questions on basic business fundamentals and economics, business law, management, communication, computer technology concepts, basic parliamentary procedures, and FBLA-PBL knowledge.

The participant must not have completed more than the equivalent of two (2) years of college work. (See NAP guidelines for regulations.)

### **Management**

This event provides recognition for PBL members who possess knowledge of management principles. The **one-hour** written objective test may include questions on directing, evaluating, employee motivation theories, planning, organizing, controlling, business environment, group dynamics, staffing, policies and strategies, decision making, organizational structure, leadership, and basic statistics. (See NAP guidelines for regulations.)

### **Marketing**

This event provides recognition for PBL members who possess knowledge of the basic principles of marketing. The **one-hour** written objective test may include questions on the basic functions of marketing (price, product, place, and promotion), channels of distribution, marketing research, legal and social aspects of marketing, and international marketing. (See NAP guidelines for regulations.)

### **Multimedia Presentation (Individual or Team Event)**

This event provides recognition for PBL members who demonstrate the ability to effectively use presentation technologies and software to prepare and deliver their message. The topic to be developed in this presentation at the 2005 Conferences will be:

**You have been asked by the high school principals in your area to prepare a presentation about how FBLA benefits schools and the community by emphasizing the core values of the organization:**

**Service, Education, and Progress. Create a two- to four-minute presentation targeted toward the community leaders (principals, superintendents, school board members, mayors, etc.) demonstrating why they should support and encourage FBLA chapters in the schools.**

The presentation should include elements such as graphics, pictures, music and special effects sound, text, and transitions. Due date for presentations will be established annually by the State Conference Director. In the event of a team entry, no more than one (1) member may have competed in this event at a previous National Leadership Conference. (See NAP guidelines for regulations and rating sheet.)

### **Networking Concepts**

This event provides recognition for PBL members who have an understanding of data communications and network administration. The **one-hour** written objective test will consist of items related to OSI model and functionality to include encapsulation; understanding and operating a NOS; LAN media technology to include cable/wire, collision vs. broadcast domains, topologies, bus, token ring, Ethernet, and bandwidth; and networking computer basics to include NIC's installation and configuration, web browsers operating systems, and networking configuration. (See NAP guidelines for regulations.)

### **Public Speaking**

This event recognizes PBL members who, through public speaking, demonstrate qualities of business leadership by presenting a well-organized, logical, and substantial speech. The content of the **five-minute** speech must be of a business nature and must be developed from one or more of the nine FBLA-PBL goals. (See goals on page vi of this Handbook.) (See NAP guidelines for regulations and rating sheets.)

### **Sales Presentations**

This event is designed to recognize outstanding students in the field of salesmanship. The purpose of this event is to enable students to use their knowledge of good selling techniques and to create an awareness of the importance of good salesmanship.

The presentation should be ten (10) minutes in length. The participant shall provide the necessary materials and merchandise for the demonstration along with the product. A lectern will be available. Participants must provide their own equipment. (See NAP guidelines for regulations and rating sheet.)

## **Sports Management and Marketing**

The sports industry is rapidly growing in this country and the world. For an individual to be successful and effective in this type of work, they must learn the management and marketing techniques necessary for future success. This event provides recognition for PBL members who possess the basic principles of sports management and marketing.

The written objective test may include questions on the following topics: sport management history, human resource management in sports, law and sports application, facility management, strategic marketing, labor relations in professional sports, ethics, tort liability and risk management, group decision making and problem solving, sponsorships, sport licensing, economics of sports, accounting and budgeting, and financing sports.

The presentation should be ten (10) minutes in length. The participant shall provide the necessary materials and merchandise for the demonstration along with the product. Each participant's demonstration must be the result of his/her own efforts. Facts and working data may be secured from any source. Student members, not advisers, must prepare the demonstration. When delivering the demonstration, the participant may use notes, note cards, and props. A lectern will be available. Participants must provide their own equipment.

## **Telecommunications**

This event provides recognition for PBL members who demonstrate knowledge of the field of telecommunications as it affects personal and business relationships. The **one-hour** written objective test may include questions regarding data transmission, including coding, digitizing, and circuits; voice communication; application and impact on society, network and network design; ethics; telecommunication management; history of telecommunications; standards; and data terminals. (See NAP guidelines for regulations.)

## **Visual Basic Programming**

This event recognizes PBL members who have developed an understanding and proficiency in the writing and development of programs in Visual Basic. The **one-hour** written objective test will consist of items related to menu and arrays; window controls, computer concepts; word functions including sub procedures or subroutines; programming structures: sequence, decision/selection, and repetition; variables; constants; debugging procedures; typed of input and output; and graphical user interface. (See NAP guidelines for regulations.)

## **Web Site Development (Individual or Team Event)**

This event recognizes local chapters that promote PBL local, state, and national activities through the development and maintenance of a Web site. Utilizing technology to communicate with members and the general community significantly enhances a chapter's ability to promote its activities, members, and the ideals of FBLA-PBL. The topic to be addressed by the Web site developed for competition at the 2005 conferences will be:

**Each year, major corporations produce elaborate, photo-filled printed annual business reports at great costs to the companies. An FBLA Web site can also be seen as a combination electronic scrapbook and annual business report. Your task is to create an electronic annual business report within a Web site that meets several of the required elements of a FBLA Local Chapter Annual Business Report which can be found on the rating sheet for the Local Chapter Business Report in the Chapter Management Handbook. The Web site may incorporate Internet standards, such as Flash or similar animation software, Java or JavaScript, photo galleries, PDF documents, audio and video, etc.**

An individual chapter member or a team of two (2) or three (3) members create a Web site using the elements above and others you feel that will best demonstrate the company successfully.

The Web site should include elements such as page layout, navigational scheme, graphics/multimedia use, site content, and correct business format. (See NAP guidelines for regulations and rating sheet.)

## **Word Processing**

This event recognizes PBL members who demonstrate that they have acquired word processing proficiency beyond entry level. **One hour** will be allowed for the skills test. Participants should be well prepared in the production of all types of business forms which may include letters, memorandums, tabulations, reports, statistical reports, and materials from rough drafts and unarranged copy. This event may include mail merge, block and move, search and replace, headers and footers, and other word processing functions. Documents should adhere to the Format Guide. (See *Format Guide* in Appendix H.)

The **one-hour** written objective test will include a basic understanding and mastery of computer concepts, document formatting rules, grammar, punctuation, spelling, proofreading, and related word processing knowledge. (See NAP guidelines for regulations.)

## *Team Events*

### **Business Decision Making (3-member team)**

This event recognizes PBL members who develop competency in management, decision making, and leadership qualities and who demonstrate knowledge of these key principles. This event is based on team rather than individual competition. In addition to learning and applying business decision-making skills, team participants develop speaking ability and poise through oral presentations.

This event consists of two parts: a written objective test and a decision-making problem (case study) with the decision presented and defended before a panel of judges.

The **one-hour** written objective test may include questions on the principles of business ownership and management, business plan, community/business relationships, legal issues, initial capital and credit, human resource management, financial management, marketing management, taxes, and government regulations. Team members will take one objective test cooperatively. They may use their own cordless calculators.

The case study will consist of a problem encountered by management in one or more of the following areas: business planning, organizational design, economic environment, short-term and long-range planning, personnel management, financial management, and marketing management. All the questions in the case must be addressed during the oral presentation. (See NAP guidelines for regulations and rating sheet.)

### **Desktop Publishing (2-member team)**

This event provides recognition to PBL members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision making. Participants should be prepared to create, design, and produce, useable copy on a computer using desktop publishing software. **Two hours** will be allowed for the skills test. In addition, team members will cooperatively complete a **one-hour** written objective test which may include basic desktop publishing terminology and concepts, desktop layout rules, and related desktop application and knowledge. (See NAP guidelines for regulations and rating sheet.)

### **EMERGING BUSINESS ISSUES**

This event provides PBL members with an opportunity to develop and demonstrate skills in researching and presenting an emerging business issue.

The topic for the 2005 conferences will be:

**Following the "burst" of the "dot-com" bubble a few years ago, more companies have been merging than ever before, in both similar and competing media markets, such as the AOL Time Warner merger. There are now quite a number of companies that are merged under larger corporate umbrellas, such as Disney's ownership of a television network and Time Warner's ownership of numerous magazine and book publishers and television networks. Some people have begun to argue that the result of these mergers is a greater chance of a conflict of interest among the companies, while other people have suggested the mergers are simply better for business.**

**Be prepared to argue the affirmative, that corporate mergers within similar media or business markets are better for the consumer, or the negative, that mergers have compromised the integrity of such organizations and the consumer is the victim.**

Fifteen minutes before presentation time, team members will draw to determine whether they will present an affirmative or negative argument. Each chapter may enter one (1) team composed of two (2) to three (3) members. One (1) team member may have entered this event at a previous National Leadership Conference. (See NAP guidelines for regulations and rating sheet.)

### **Network Design (2 or 3 member team)**

This event provides recognition for PBL members who demonstrate an understanding of and ability evaluate the needs of an organization and then design and implement network solutions. At the State Leadership Conference, the **one-hour** objective test may include questions on network administration; business/ or network plan including needs analysis, design and implementation; physical vs. logical; topology; and specifications to include regularity, equipment, and facility. Team members will take the test collaboratively.

Each chapter may enter one (1) team composed of two (2) to three (3) members. One (1) team member may have entered this event at a previous National Leadership Conference. (See NAP guidelines for regulations and rating sheet.)

### **Parliamentary Procedure (4-5-member team)**

This event recognizes PBL members who demonstrate knowledge of the principles of parliamentary procedure. This event is based on team rather than individual competition. Team participants develop speaking ability and poise through competitive performance.

This event is composed of two parts: Objective Test and Performance. The majority of a **one-hour** written objective test will consist of parliamentary procedure principles with additional questions on PBL National Bylaws. Through a new partnership with the National Association of Parliamentarians, questions for the parliamentary procedure principles section of this test will be drawn from the NAP's official test bank. The performance section of this event consists of a case problem which participants will use to simulate a regular chapter meeting. (See NAP guidelines for regulations and rating sheet.)

## *Chapter*

### **American Enterprise Project**

This event recognizes PBL chapters that develop projects with the school and/or community that increase understanding of and support for the American enterprise system by developing an information/education program. The project cannot be fundraising. The intent is to help members learn more about the economic system under which they live and then show their expertise in some ways with others inside and/or outside of the school. The event consists of two parts: a written report and an oral presentation. An oral presentation must be given at the State Leadership Conference. (See NAP guidelines for regulations governing this presentation.)

### **Community Service Project**

This event recognizes PBL chapters that successfully implement community service projects that serve the citizens of the community. This event consists of two parts: a written report and an oral presentation. Members representing their chapters in the oral presentation portion of this event may compete in an additional individual event. (See NAP guidelines for regulations and rating sheets.)

### **Largest Local Chapter Membership**

The local chapter with the largest membership will be recognized.

### **Local Chapter Annual Business Report**

Business reports are used extensively to inform management, staff, stockholders, and the general public about all aspects of the business. This event recognizes PBL chapters that properly summarize their year's activities. The event provides participants with valuable experience in preparing annual business reports.

The report should summarize the activities of the local chapter for the current school year. Projects used for other PBL reports may be included. The report should include the chapter's profile, productivity, recognition, and business procedures. Chapters wishing to be recognized as an Outstanding Chapter must submit an annual report. (See NAP guidelines for regulations and rating sheet.)

### **Local Recruitment of Chapters**

A local chapter must recruit a minimum of two new/reactivating chapters to qualify for this award. Installing officers and/or initiating members in currently active chapters do not qualify for this award.

### **Outstanding Chapter**

The chapter earning the highest number of points based upon the Virginia PBL Point System and submitting a Local Chapter Annual Business Report will be recognized as the state's Outstanding Chapter. Second- and third-place winners will be recognized also. Two chapters or up to 15 percent of the total number of active local PBL chapters will be nominated for National Gold Seal Chapter Award of Merit recognition at the NLC.

### **Partnership With Business**

This event recognizes PBL chapters that develop and implement the most innovative, creative, and effective partnership plan for increasing sustained communication and interaction with the business community. This event consists of two components: a written report and an oral presentation.

This project is designed to increase the number of chapters working in partnership with local business. The project should describe the planning and implementation of activities that exposed PBL members to the characteristics and responsibilities of successful businesses and their leaders. An oral presentation must be given at the state Leadership Conference. (See NAP Guidelines for regulations governing this presentation and rating sheets.)

### **State Service Project--ASK (financial contribution)**

### **Virginia FBLA-PBL Foundation (financial contribution)**

## NLC Event Eligibility Information

First- and second-place state winners in the following individual events are eligible for national competition:

Accounting Principles	Hospitality Management
Accounting for Professionals	Human Resource Management
Business Communication	Information Management
Business Law	International Business
Business Plan	JAVA Programming
C++ Programming	Management
Computer Applications	Marketing
Computer Concepts	Multimedia Presentations
Desktop Publishing	Networking Concepts
Economics	Telecommunications
Finance	Visual Basic Programming
Future Business Executive	Web Site Development
Future Business Teacher	Word Processing

First place competitors/teams in Business Decision Making, Emerging Business Issues, Impromptu Speaking, Job Interview Network Design, Parliamentary Procedure, Public Speaking, Sports Management and Marketing, and Sales Presentation are eligible for national competition.

**2004-2005 VIRGINIA PHI BETA LAMBDA STATE OFFICERS**

**Allison Roderick, State President**

**Vacant, State Vice-President**

**Elizabeth Elder, Recording Secretary**

**Christina Sadler, Corresponding Secretary**

**Khalil Andraos, Treasurer**

**Yen Pham, State Reporter**

**Emily Lodge, State Parliamentarian**

## VIRGINIA PHI BETA LAMBDA STATE PRESIDENTS

1962-63	Peyton Barbour	Virginia Tech
1963-64	Carole Jarrett Widmer	Radford University
1964-65	Velma McCuiston	Virginia Commonwealth University
1965-66	Dorothy Brewer	Virginia Commonwealth University
1966-67	Shirley Mann	Longwood College
1967-68	Darlene Harrup	Virginia Commonwealth University
1968-69	Jeannie Wiggins	Old Dominion University
1969-70	Frances Bayne	Virginia Commonwealth University
1970-71	David Seay	
1971-72	Jackie Summers	
1972-73	John Adcock	John Tyler Community College
1973-74	Ron Spencer	Tidewater Community College, Virginia Beach
1974-75	Regina Edens	Mountain Empire Community College
1975-76	Janet Ewing	Virginia Commonwealth University
1976-77	Dale Wells	Radford University
1977-78	Anita Noggle	James Madison University
1977-78	Susan Lewis	Longwood College
1978-79	Debbie Hinton	
1979-80	David Andrews	Northern Virginia Community College, Annandale Campus
1980-81	Nelson B. Gutierrez	Radford University
1981-82	Sajan K. Thomas	James Madison University
1982-83	Tammy L. Sexton	Radford University
1983-84	Sandra D. Carter	James Madison University
1984-85	Diane Zawadzki	Radford University
1985-86	Rhonda S. Quesenberry	Virginia Tech
1986-87	Susan L. Brooks	Radford University
1987-88	Teresa Turner	Lord Fairfax Community College
1988-89	Perry Franks	Radford University
1989-90	Deirdre Rose	James Madison University
1990-91	Selma N. Harter	Lord Fairfax Community College
1991-92	Shereen Elnahal	James Madison University
1992-93	Joseph W. Reynolds	Longwood College
1993-94	Rebecca Brabson	Lord Fairfax Community College
1994-95	Robert A. Jacks	Norfolk State University
1995-96	Deborah D. Casey	Southwest Virginia Community College
1996-97	Judy Kay Jany	Lord Fairfax Community College
1997-98	Michele K. Lowe	Southwest Virginia Community College
1998-99	Michele K. Lowe	Clinch Valley College
1999-00	Tabitha Falin	UVA's College at Wise
2000-01	Jennifer Paszkiewicz	Virginia Tech
2001-02	Bryan Marangoni	Radford University
2002-03	Daniel Goduti	University of Virginia
2003-04	Melissa Cunningham	University of Virginia
2004-05	Allison Roderick	James Madison University

**PBL NATIONAL OFFICERS FROM VIRGINIA**

1981-82	Nelson B. Gutierrez	PBL President, Radford University
1982-83	Sajan K. Thomas	PBL Vice-President, Southern Region, James Madison University
1984-85	Sandra D. Carter	PBL Secretary, James Madison University
2002-03	Bryan Marangoni	PBL Vice-President, Southern Region, Radford University
2003-04	Daniel Goduti	PBL Parliamentarian, University of Virginia
	Daniel Goduti	PBL President, University of Virginia
	Khalil Andraos	PBL Vice-President, Southern Region, University of Virginia

**PBL STATE ADVISERS/STATE DIRECTORS**

Mary B. McGinty  
Jane D. Williams  
Paul H. Steagall  
Mary J. Noblitt

**FBLA-PBL EXECUTIVE SECRETARIES**

L. Marguerite Crumley  
James R. Manning  
Frank M. Peele  
Lydia M. Bell  
Sarah Lowe Thompson

**FBLA-PBL SPECIALISTS**

Sarah Lowe Thompson  
Sandra Carter Mills

**FBLA-PBL STATE CHAIRMEN**

L. Marguerite Crumley  
Carl E. Jorgensen  
B. Anne Rowe