



# RECOGNITION AND SCHOLARSHIPS

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## BUSINESS ACHIEVEMENT AWARDS (BAA)

The Business Achievement Awards (BAA) are an aggressive, self-directed, results-based business and leadership program designed to compliment academics while accelerating a student's leadership skills. The awards focus on the words surrounding the FBLA Crest: Service, Education, and Progress. There is a heavy emphasis on education with integrated classroom projects.

The individual recognition is a four-tier program aligned with the FBLA-PBL Goals, NBEA Standards, and Career Clusters. The individual program has a March 1 deadline. The BAA has four distinct award levels—Future, Business, Leader, and America.

### Future Award

This award focuses on basic business skills, introduction to community service, and FBLA involvement at the local level. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA event.

### Business Award

Prerequisite: Future Award. This award focuses on local and district/regional and state involvement; intermediate business skills; and leadership in the community. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA event.

### Leader Award

Prerequisite: Future and Business Awards. This award focuses on local, district/regional, state, and national involvement; advanced business skills; and community leadership. Names of qualifying students and pins will be sent to the state chair/adviser to be presented at the state leadership conference, if desired.

### America Award

Prerequisite: Future, Business, and Leader Awards. This award focuses on total association leadership, business skills, and involvement in community. Students qualifying for this award will receive pins at the National Leadership Conference.

The local adviser determines a member's ability to advance in award levels. Advisers should allow students to advance to higher levels when tasks at the lower levels have been completed and/or if timing is appropriate. Students may complete as many levels as they wish, upon adviser approval, in a one-year time period. Work and documentation will be completed online through interactive forms. Activities not completed in one year may be carried over into the next year. Projects completed for each level must be different.

The NBEA Standards and Career Clusters below are addressed in the Education category of each award:

Education Category	NBEA Standards	Career Clusters
<input type="checkbox"/> Accounting	Accounting and Computation	Business and Administrative Services Finance Government and Public Administration
<input type="checkbox"/> Entrepreneurship	Career Development Communication Entrepreneurship	Business and Administrative Services Finance Government and Public Administration
<input type="checkbox"/> International Business	Economics and Personal Finance International Business Finance	Business and Administrative Services Finance Government and Public Administration
<input type="checkbox"/> Technology	Career Development Communication Information Technology Management	Business and Administrative Services AV Technology and Communication Information Technology
<input type="checkbox"/> Communications	Communication	Business and Administrative Services
<input type="checkbox"/> Marketing	Economic and Personal Finance Entrepreneurship International Business Marketing	Government and Public Administration Business and Administrative Services Retail/Wholesale Sales and Services

**Business Achievement Awards Tips**

No paperwork needs to be submitted to the national center. This program is completely interactive and online. Advisers may log in the “Adviser Area” on the FBLA-PBL home page. Members may log in by clicking “BAA.” Before a member may log in, his/her chapter adviser must create the “student registration” and then give the member the credentials needed to successfully log in. For questions concerning this program, please e-mail [membershipdir@fbla.org](mailto:membershipdir@fbla.org).

**Creating a Student Registration**

Advisers must create a student registration before members can log on to the online forms. Here is the procedure for creating student registrations:

- Go to the national Web site ([www.fbla-pbl.org](http://www.fbla-pbl.org)).
- Login using your adviser credentials.
- On the left side of the page that opens you will see the names of the four levels of the BAA (Future, Business, Leader, America). Click the level for which you wish to register your student.
- Click “Show” next to “Step 1: Register Student for (Future, Business, Leader, America) Award.”
- Click “Begin New Student Registration” beneath “To Do.”
- Complete the form on the following page. All fields are required.
- You will receive an e-mail confirming the student registration. In that e-mail, you will find the student key/password. Give the student key/password to the member. They may now login using their chapter number and the student key/password.
- The member will select activities for the award and then may begin completing the activities.

Once the member has completed all activities for the award level, the adviser will have to submit the completed award material.

**Retrieving a Student Password**

You may always find the student passwords by logging in to the BAA site using your adviser credentials. Click “Find Entry Forms” on the left side. The student key/passwords are in the table next to the students’ names.

**Online Documents and Activities**

There is a link by each activity. From there, members may access the online documents and forms to complete the project.

**To Monitor a Student’s Progress**

To monitor a student’s progress:

- Login to the BAA area using your adviser credentials.
- Click “Find Entry Forms” on the left side navigation.
- Click “To Do” next to the student’s name in the list of students to reviews the activities for that student.
- Click “Docs” next to the student’s name to review the documents submitted/created as part of the activity completions.

**Submitting a Student Entry**

Here is the procedure for submitting the BAA entry forms:

- Click the name of the award level that you are submitting (e.g. Future Award) on the left navigation area of the page.
- Click the “Show” link next to “Step 4: Submit Completed Entry Form.”
- Click “Submit Student Entry Forms” underneath “To Do.”
- Click “Submit” next to the name of the member whose entry form you wish to submit.

An e-mail will be sent to the national center for processing.

**Check on Submissions**

- Click “Find Entry Forms.”
- Look for students whose status is set to “3,” or click “Options” above the table and select “View Submitted Registrations Only.”



**PREVIEW OF BAA ACTIVITIES**

**Future Award Activities**

**Service**

*Complete three (3) activities from this section.*

- Activity 1: Donate ten (10) hours of service to an educational or service organization (e.g., March of Dimes, parent-teacher association, chamber of commerce).
- Activity 2: Help your chapter adviser(s) with activities to celebrate American Enterprise Day or FBLA-PBL Week.

- Activity 3: Participate on your chapter’s community service project committee. (Prepare a 100-word summary describing what you learned from participating on this committee and how it benefited you.)
- Activity 4: Participate in a promotional or fund-raising project for the March of Dimes. (Complete the Online Activity Report form.)
- Activity 5: Help plan a social activity for your chapter. (Prepare a 100-word description of the project.)
- Activity 6: Write a one-page report on a service organization in your community and present it to your chapter or a business class.

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Activity 7: Other—As designated by local adviser. (Prepare a description of 100 words or less.)

### Education

*Complete three (3) activities from this section.*

Activity 1: Accounting. Using a spreadsheet, create a one-month budget for yourself or for your local chapter.

Activity 2: Entrepreneurship. List at least ten (10) goals (related to school, career, and profession) for yourself and your future and include a description of how you plan to accomplish each one.

Activity 3: Communications. Read a business article or story from *Tomorrow's Business Leader*, FBLA's national publication. Write and upload a one-page letter in proper business format summarizing and reacting to this article. Address the letter to your local chapter adviser.

Activity 4: Marketing. Write and upload a one-page paper on a marketing career.

Activity 5: Entrepreneurship. List five (5) personal strengths and one personal weakness. Write and upload a 100-word summary on what you can do to overcome the weakness.

Activity 6: International Business. Collect advertising related to international business. Describe your findings to your local adviser in a one-page memo in proper business format.

### Progress

*Complete four (4) activities. The first three (3) activities are required.*

Activity 1: Required. Bring a friend who is a nonmember to a local chapter FBLA meeting.

Activity 2: Required. Complete the Future Award test with a score of 92 percent or higher.

Activity 3: Required. Attend at least two (2) local chapter meetings.

Activity 4: Invite a business leader to speak at a meeting. (Write a letter inviting this businessperson to your meeting.)

Activity 5: Attend a local chapter activity/event. (Prepare a 100-word summary describing this event or activity.)

Activity 6: Memorize and recite the FBLA Creed at a chapter meeting and explain your understanding of this creed as it relates to your future and to the business world.

### Business Award Activities Service

*Complete three (3) activities from this section. The first one is required.*

Activity 1: Required. Make a 2–5 minute oral informational presentation about FBLA to a business, class, or at a chapter meeting. (Prepare an outline of your presentation.)

Activity 2: Design a poster encouraging students to join your local FBLA chapter. (Upload a scanned copy/sample of the poster design.)

Activity 3: Prepare a bulletin board or display promoting American Enterprise Day or FBLA-PBL Week. (Upload a copy or scan of a picture of the display/bulletin board.)

Activity 4: Participate in a community service project that your chapter is sponsoring. (Prepare a news release for your school or local paper about this project.)

Activity 5: Plan and conduct the Emblem Ceremony at a local chapter meeting. (Prepare a meeting agenda listing this ceremony as part of the meeting.)

Activity 6: Organize an activity or event for your local chapter to promote American Enterprise Day or FBLA-PBL Week. (Create a news release describing this project.)

### Education

*Complete five (5) activities from this section. The first three (3) are required.*

Activity 1: Required. Technology. Complete the interactive Business/Internet Scavenger Hunt.

Activity 2: Required. Entrepreneurship. Prepare a resume, cover letter, and job application, applying for a fictitious job (Upload a copy of your resume and cover letter. Use the online job application form.)

Activity 3: Required. Entrepreneurship. You have just been hired at the XYZ Corporation. Your first task is to develop a new product or service. (Please complete the interactive Developing a New Product form. Create and upload a print ad for your new product.)

Activity 4: Accounting. Explain the importance of high ethical standards in the preparation of financial statements. (Write and upload a one-page paper.)

Activity 5: Business. Successfully complete one (1) grading period in a business course with a grade of 'B' or better.

Activity 6: Communications. Prepare an agenda for two (2) chapter meetings. (Upload copies of the agendas.)

Activity 7: Entrepreneurship. Visit/tour a business. (In proper business format, write a letter addressed to your adviser describing this experience.)

Activity 8: Communications. Complete a one-page report on a local, state, or national business leader.

Activity 9: Marketing. Describe how a company markets a product or service in other countries. (Write a one-page memo to your adviser of your findings.)

**Progress**

*Complete four (4) activities from the list below. The first two (2) are required.*

Activity 1: Required. Prepare a letter inviting students to join FBLA.

Activity 2: Required. Participate in a competitive event at the district/regional or state level.

Activity 3: Plan an icebreaker for your local chapter members and present it at a local chapter meeting or in a class. (Create and upload an outline of the icebreaker.)

Activity 4: Recruit one (1) new Professional Division member.

Activity 5: Submit an article/news release about your chapter’s activities using the interactive submission form.

Activity 6: Develop and upload a recruitment brochure for your local chapter.

Activity 7: Write a letter to your school superintendent or principal about the benefits of FBLA.

Activity 8: Participate in a task that is assigned by your local chapter adviser. (Prepare a 100-word summary describing this activity.)

 **Leader Award Activities**

**Service**

*Complete three (3) activities in this section. The first two (2) are required.*

Activity 1: Required. Run for local, state, or national office. (Upload a copy of a campaign flyer or brochure you designed.)

Activity 2: Required. Prepare a (5–10 minute) electronic, video, or PowerPoint® presentation promoting the Professional Division and how professional members can become involved in FBLA activities. (Prepare an outline of the presentation and a memo to your local chapter adviser in proper business format describing how your local chapter can use this new recruitment tool.)

Activity 3: Design a T-shirt for your local chapter. (Upload a copy of the T-shirt design and explain in 100 words or less how this can be used as a promotional tool for your local chapter.)

Activity 4: Participate in a national or state FBLA program (e.g., March of Dimes, American Enterprise Day, FBLA-PBL Week.) (Prepare a 100-word paper describing what you learned.)

Activity 5: Organize a chapter project to benefit a local charity of your choice or participate in a state or national service project. (Complete the online Project Activity Report form.)

Activity 6: Participate in a schoolwide or community service project or volunteer at a Salvation Army or homeless shelter. (Attach a 100-word description of this activity.)

Activity 7: Design an advertisement or public service announcement promoting FBLA. (Attach a copy of the advertisement or public service announcement.)

**Education**

*Complete four (4) activities in this section. The first two (2) are required.*

Activity 1: Required. Entrepreneurship. Participate in a mock interview for a fictitious job using the resume and materials that you developed for the Business Award. (Complete the online Mock Interview Review Rating Sheet and the Interactive Interview Evaluation Checklist.)

Activity 2: Required. Entrepreneurship. Complete a half-day job shadow experience. (Upload a two-page paper with at least one (1) scanned photo summarizing this experience and the benefits that you gained, a thank you letter written to the business in proper business format, and a copy of a press release or newspaper clipping.)

Activity 3: Accounting. Analyze the FBLA chapter financial statement and compare it against the budget. (Write a memo to your local chapter adviser in proper business format describing your findings.)

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Activity 4: Communications. Attend a National Leadership Conference or a State Leadership Conference. (Prepare an outline for an oral report and present this report at a local chapter meeting.)

Activity 5: International Business. Research the culture of a country of your choice, its relationship to career choices, and different cultural behaviors and expectations. Prepare an oral report to a business class or your local chapter on your findings. (Upload a copy of an outline of the report.)

Activity 6: International Business. Use the Internet to find at least five (5) international blunders from incorrect communications. In a one-page paper describe the impact of these blunders on the businesses that made them. Describe how these situations could apply to a business or your local chapter.

Activity 7: International Business. Research a business from outside your community that operates internationally. Present your findings in a chapter meeting or in a business class. (Upload an outline of the presentation.)

Activity 8: Marketing. Identify the different ways that businesses compete with one another. Present your findings in a chapter meeting or in a business class. (Prepare and upload a 100-word paper.)

### Progress

*Complete five (5) activities listed below. The first two (2) are required.*

Activity 1: Required. Complete the requirements for Membership Madness or recruit two new Professional Division members.

Activity 2: Required. Complete the interactive Leadership Evaluation/Quiz.

Activity 3: Serve as a voting delegate at a district/regional, state, or national conference.

Activity 4: Participate in a task that is assigned by your local chapter adviser. (Upload a 100-word paper describing the activity.)

Activity 5: Prepare and present a workshop at a local meeting or state conference. The topic must relate to leadership. (Upload an outline of the workshop.)

Activity 6: Donate at least 20 hours of assistance to your FBLA adviser.

Activity 7: Write a letter to a government official about the benefits of FBLA.

Activity 8: Write a letter soliciting a new donation from a business for your local chapter members to attend the National Leadership Conference.

Activity 9: Participate in the Parliamentary Procedures event at the district/regional or state level, or prepare a parliamentary procedures presentation to your chapter, a business class, or at a district/regional, state, or national conference.

### America Award Activities Service

*Complete four (4) activities from this section. The first two (2) are required.*

Activity 1: Required. Complete the FBLA Recruitment Project. (Please upload a copy of the report. Complete project details are located on the interactive form.)

Activity 2: Required. Create an online chapter scrapbook presentation (PowerPoint®) highlighting some of your chapter's activities. Distribute this at a chapter meeting (Upload a copy of the presentation and include a 100-word description on how it helped chapter communications.)

Activity 3: Participate on a committee to plan a free enterprise project to promote American Enterprise Day. (Complete the interactive Project Activity Report form, and prepare a copy of a news release.)

Activity 4: Do something special for Adviser Appreciation Day during FBLA-PBL Week for your local or state adviser. (Write a one-page summary of what you did for your adviser. Include a thank you letter to your adviser in proper business format.)

Activity 5: Plan an adviser-approved social activity for your local chapter. (Complete the interactive Project Activity Report form.)

Activity 6: Volunteer to work on a project in conjunction with a charity such as the March of Dimes or a state-sponsored service project. (Attach a 100-word essay on what you learned.)

Activity 7: Plan and participate in a literacy project. (Prepare a memorandum to your local chapter adviser describing the benefits that you gained, complete the interactive Project Activity Report form, and prepare a press release.)

- Activity 8: Participate in a service activity sponsored by your school or the community. (Write a 100-word summary of the project.)

### Education

*Complete two (2) activities in this section. The first one (1) is required.*

- Activity 1: Required. Entrepreneurship. Complete the interactive Current Events Internet assignment.
- Activity 2: Communications. Plan and prepare a report for district/regional, state, or national competition (i.e., Business Plan, American Enterprise Project, Community Service Project, Local Chapter Annual Business Report, or Partnership with Business Project.) (Upload a copy of the report, prepare a 500-word summary of the project, and present at a local chapter meeting—include an outline of the presentation with your documentation.)
- Activity 3: Entrepreneurship. Participate in a co-op, internship, or 25 hours of a job shadow experience, and submit a 500-word report with appendices to include at least two scanned photos, a letter from the business that you worked with, a news release prepared for your local newspaper, and two additional items of supporting documentation. Give a presentation at a local meeting. (Upload this report and an outline of the presentation.)
- Activity 4: Communications. Complete a leadership project (e.g., prepare and present a workshop for a chapter or state event, help plan a chapter or state event, present a workshop about leadership to elementary students), and prepare an electronic presentation describing your project. (Complete the interactive project activity report form, and upload a copy of a presentation/PowerPoint®. Present at a meeting and upload two items of supporting documentation from your project.)

### Progress

*Complete eight (8) of the activities listed below. The first two (2) are required.*

- Activity 1: Required. Complete the requirements for Membership Mania or recruit three new Professional Division members.
- Activity 2: Required. Secure a letter of recommendation about your leadership skills and why you are deserving of the America Award from your adviser. (Upload a copy of this letter.)
- Activity 3: Participate in the National Fall Leadership Conference or the Institute for Leaders.
- Activity 4: Help present the FBLA new member induction ceremony or officer installation ceremony at a local, district/regional, or state meeting. (Upload a copy of an agenda or a program.)
- Activity 5: Attend a service organization meeting (e.g., Jaycees, Rotary Club, chamber of commerce, March of Dimes), and give a presentation about FBLA. (Prepare a letter to the organization's president summarizing what you learned and an outline of your presentation.)
- Activity 6: Submit an application for the FBLA Distinguished Business Leader Scholarship.
- Activity 7: Read an article in *Tomorrow's Business Leader*, and write a one-page summary of your reaction to the article.
- Activity 8: Plan an activity for your local chapter in which you participate in a joint project or social event with an FBLA-Middle Level or a PBL chapter. (Complete the interactive Project Activity Report form.)
- Activity 9: Meet with a local leader such as a mayor or state legislator to discuss the benefits of FBLA. (Write a press release about this activity.)
- Activity 10: Develop a chapter promotional exhibit about your FBLA chapter for parent-teacher conferences or for a school event. (Upload a scanned photo of your chapter exhibit and write a paragraph describing the effect on the chapter.)
- Activity 11: Visit at least one school that does not have an active FBLA chapter or FBLA-Middle Level chapter. Meet with school officials to encourage them to charter or reactivate a chapter. (Prepare a 100-word description of the experience.)
- Activity 12: Invite a school administrator to a chapter meeting, a state meeting, or a state- or national-sponsored FBLA conference. (Upload a copy of a letter.)



## CHAPTER RECOGNITION

### Outstanding Chapter Award

This portion of the Business Achievement Awards recognizes a chapter's participation in a variety of projects and activities with the Outstanding Chapter Award. The program encourages local chapters to plan projects and activities to enrich the experiences of members at the local, district/regional, state, and national levels, which in turn help to increase local chapter membership. Activities are designed around membership and chapter management projects with special emphasis on the three areas represented on the FBLA Crest: Service, Education, and Progress. Chapters going above and beyond in their FBLA participation are rewarded with national recognition. This program has an April 1 deadline. Chapters receive recognition on the national Web site, certificate mailed to the local chapter, and NLC participants receive an Outstanding Chapter ribbon.

**REFERENCE: Outstanding Chapter Award Form RECOGNITION-13.**

### Membership Recognition Awards

The national association determines winners in the Membership Recognition events after an audit of the membership records. The figures used in determining the winners will be the number of paid members on record in the national center at the close of business on October 20 (Fall Membership Awards) and March 1. A chapter must recruit a minimum of two (2) new or reactivated chapters to qualify for this award. The Local Recruitment of Chapters Award is only awarded for the end-of-the-year membership awards.

**REFERENCE: FBLA Local Chapter Market Share Award Form RECOGNITION-20.**

**REFERENCE: Local Recruitment of Chapters Award Form RECOGNITION-19.**

### Professional Division Membership Recognition Awards

A local chapter must recruit a minimum of five (5) nationally affiliated professional members in order to be eligible for this recognition. Lifetime members, paid in full, count as five (5) regular members. Professional applications must include a local chapter affiliation to be counted. The dues receipt deadline for recruitment of professional members to qualify for these awards is October 20 for the fall and April 15 for the end-of-the-year.



## NATIONAL AWARDS

The following fall membership awards are presented for FBLA chapters at the National Fall Leadership Conference. One (1) national award for FBLA chapters is presented in each category.

- Largest Local Chapter
- Local Market Share Award
- Largest Local Chapter Membership—Professional Division (by affiliation)
- Largest State Chapter
- Largest Increase in State Chapter Membership
- Largest Percentage Increase in State Chapter Membership
- State Recruitment of Chapters (may be FBLA, FBLA-Middle Level, or PBL)
- Largest State Chapter Membership—Professional Division (by affiliation)

The following end-of-the-year membership awards are presented/announced for FBLA chapters at the National Leadership Conference.

- Largest Local Chapter Membership—top two (2) local chapters in each region and one (1) national winner
- Local Recruitment of Chapters—one (1) national winner

- Local Chapter Market Share Award—top two (2) local chapters in each region and one (1) national winner
- Largest Local Chapter Membership—Professional Division (by affiliation)—top (2) local chapters in each region and one (1) national winner
- Largest State Chapter—top two (2) state chapters in each region and one (1) national winner
- Largest Increase in State Chapter Membership—top two (2) state chapters in each region and one (1) national winner
- Largest Percentage Increase in State Chapter Membership—top two (2) state chapters in each region and one (1) national winner
- State Recruitment of Chapters—top two (2) state chapters in each region and one (1) national winner
- Largest State Chapter Membership—Professional Division (by affiliation)—top two (2) state chapters in each region and one (1) national winner

### 100 Percent Class Participation

FBLA-PBL recognizes local FBLA chapters who recruit 100 percent of a single class as chapter members. A copy of the class roster must be submitted along with a copy of your chapter's membership list. Winning chapters receive a certificate of recognition in the mail. Local chapter advisers are encouraged to present this chapter award to the chapter president at a local FBLA ceremony or at a school awards assembly. The deadline for this award is April 1. This award also meets one of the criteria for the Outstanding Chapter Award. **REFERENCE: 100 Percent Class Participation Form RECOGNITION-16.**

**Membership Achievement Award**

FBLA-PBL recognizes local FBLA chapters who either maintain or increase local chapter membership over last year’s total. An application form is located at the end of this section. Winning chapters receive a certificate of recognition in the mail. Local chapter advisers are encouraged to present this chapter award to the chapter president at a local FBLA end-of-the-year banquet or at a school awards assembly. The deadline for this award is April 1. This award also meets one of the criteria for the Outstanding Chapter Award. **REFERENCE: Membership Achievement Award Form RECOGNITION-16.**

**Membership Madness Award**

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least five (5) new members

receive a certificate of recognition and are recognized on the national Web site. The deadline for submitting Membership Madness Forms is April 1. Local chapter advisers are encouraged to present this award to winning members at a local FBLA ceremony, meeting, or event or at a school awards assembly. This award meets one of the required criteria for the Leader Award of the Business Achievement Awards and the Outstanding Chapter Award. **REFERENCE: Membership Madness Award Form RECOGNITION-17.**

**Membership Mania Award**

This program recognizes FBLA members who extend the benefits of membership to their friends and acquaintances. Members who recruit at least ten (10) new members receive a certificate of recognition and are recognized on the national Web site. The deadline for submitting Membership Mania Forms is April 1. Local chapter advisers are encouraged to present this award to winning members at a local FBLA ceremony, meeting, or event or at a school awards assembly. This award meets one of the criteria for the America Award of the Business Achievement Awards. **REFERENCE: Membership Mania Award Form RECOGNITION-18.**



**SCHOLARSHIPS**

This section of the *Chapter Management Handbook* gives advisers and members information about scholarships and other award programs either offered by FBLA, a participating sponsor specifically for FBLA members, or by organizations that provide recognition for which FBLA members would be well suited. This information is provided as a service to our advisers and members and is not intended to be an endorsement of any of the nonaffiliated organizations or programs. In addition, the information provided in this section is accurate as of the publication date. Check the Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org) for updates to this list. If you have additional questions, e-mail [marketing@fbla.org](mailto:marketing@fbla.org).

**Berkeley College**

Berkeley College offers multiple scholarships of varying amounts to FBLA students. The awards are available to full-time students. For an application, call the admissions office at the Berkeley College campus of your choice.

**Campus choices are:**

Garret Mountain West Paterson, NJ 973.278.5400	Midtown Manhattan New York, NY 212.986.4343
Newark Newark, NJ 973.642.3888	Lower Manhattan New York, NY 212.372.4446
Paramus Paramus, NJ 201.967.9667	White Plains White Plains, NY 914.694.1122
Woodbridge Woodbridge, NJ 732.750.1800	

### **FBLA Distinguished Business Leader Scholarship**

This scholarship is designed to recognize outstanding FBLA members for their activity and involvement in the association. The number of scholarships given depends on yearly contributions to the FBLA scholarship fund. **REFERENCE: FBLA National Scholarship Fund Form RECOGNITION-20.**

**Application Deadline:** April 1

**Individual Award:** Minimum of \$500

**Eligibility:** Open to graduating FBLA members who plan to pursue a postsecondary education and to become actively involved in Phi Beta Lambda at the postsecondary level. Applicants must be dues-paid members of FBLA. FBLA members must have achieved the Leader or America Award of the Business Achievement Awards Program.

**Application Procedure:**  
**REFERENCE: FBLA Distinguished Business Leader Scholarship Form RECOGNITION-21.**

Forms are located on the national Web site. Each application must be accompanied by a one-page cover letter summarizing FBLA, business, leadership, and community activities; a resume outlining FBLA activities and educational achievements; and two letters of recommendation, one from a chapter adviser and the other from a business/community leader. Applications must meet all of the criteria to be considered.

### **Johnson & Wales University**

Each year Johnson & Wales University awards scholarships worth up to full tuition to students who have demonstrated leadership and achievement in FBLA activities. Students who complete an application for admission to Johnson & Wales and indicate their FBLA membership will not only be applying for admission to Johnson & Wales, they will be applying for the National Student Organization scholarship program and all its benefits. For questions or more information please call the Johnson & Wales National Student Organization office at 800.DIAL. JWU (800.342.5598 ext. 2345).

### **Kendall College Scholarships**

Kendall College is offering the following scholarships for national FBLA students:

- \$1,000 scholarship to all FBLA high school seniors
- \$2,000 scholarship to the top ten winners of FBLA national competitive events
- \$4,000 scholarship to the third place winners of every national competitive event
- \$5,000 scholarship to the second place winners of every national competitive event
- \$6,000 scholarship to the first place winners of every national competitive event

The scholarships are not stackable but the \$2,000, \$4,000, \$5,000, and \$6,000 scholarships are renewable for four (4) years. All scholarships may be applied to either an associate or bachelors degree program. Kendall College, located in downtown Chicago, offers BA and AAS degrees in culinary arts and BA degrees in business and hospitality management. To apply for the \$1,000 scholarship, go to [www.kendall.edu](http://www.kendall.edu), click "Apply for Scholarships," then "National School Organizations Scholarship."

### **Knowledge Matters**

The Virtual Business Scholarship is an annual scholarship available to marketing and business students currently enrolled in their junior or senior year of high school throughout the country. To be eligible for nomination by their teachers, students must exhibit excellence in business or marketing classes and show interest and accomplishment in the use of technologies within these subjects. Three scholarships will be awarded nationally. The first place winner will receive \$1,000, the second place winner will receive \$500, and the third, \$250. For full details and nomination forms visit the national Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org).

### **NCCPAP/AICPA Scholarship**

The National Conference of CPA Practitioners, Inc. (NCCPAP) and the American Institute of Certified Public Accountants (AICPA) provide scholarships to outstanding high school seniors planning to pursue a career as certified public accountants.

**Application Deadline:** May 1

**Individual Award:** These scholarships are competitive merit-based awards of \$1,000.

**Eligibility:** High school seniors who have a GPA of at least 3.3 on a 4.0 scale and have applied to or been accepted at a two- or four-year college. Students must be enrolled as full-time students.

**Application Procedure:** Go to [www.nccpap.org](http://www.nccpap.org) and click "NCCPAP Offers Scholarships" at the bottom of the home page to obtain a scholarship application form.

For more information, please call 888.488.5400.

 **NFIB Young Entrepreneur**

**Awards**


The NFIB Young Entrepreneur Foundation provides a minimum of 400 nonrenewable scholarships each year ranging from \$1,000 to \$10,000.

**Eligibility:** Students must be able to demonstrate entrepreneurial spirit/initiative. Applicants must be preparing to enter their freshman year at an accredited two- or four-year university, college, or technical institute.

**Criteria:**

- The application process is in two phases, November 12, 2007–February 11, 2008. If applicants are selected as a semi-finalist, final materials will be due by March 21, 2008.
- Applicants may apply online at [www.nfib.com/yea](http://www.nfib.com/yea) beginning November 12, 2007. When applying online, the Access Key = NFIB. Hard copy versions of the application will be available upon request from [chantel.barlett@nfib.org](mailto:chantel.barlett@nfib.org).
- Applications will be accepted from November 12, 2007–February 12, 2008.
- Semi-finalist notifications will be made by February 22, 2008.
- Semi-finalist materials will be due by March 21, 2008.


Any questions, contact the scholarship program manager, Chantel Bartlett, at [chantel.bartlett@nfib.org](mailto:chantel.bartlett@nfib.org) or 202.314.2062.

 **Pennsylvania College of Technology**

Pennsylvania College of Technology is sponsoring one scholarship for \$2,000 for an incoming freshman who enrolls as a full-time degree-seeking student in a bachelors degree major within Pennsylvania College of Technology's School of Business and Computer Technologies. Recipients must enroll at Penn College within one (1) year of high school graduation and agree to become a member of their Phi Beta Lambda chapter while enrolled. Contact the admissions office for enrollment and the financial aid office for submission of the scholarship application.

The application form is available on the Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org). Applications should be mailed to Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701.

**Application Deadline:** April 1.

 **University of the Ozarks**

University of the Ozarks provides two (2) \$2,500 renewable scholarships for students who enroll as degree-seeking students in a bachelor's degree program. Scholarships are automatically renewed each year for students who maintain a 2.75 cumulative GPA.

**Eligibility:** Eligible students must have at least a 3.0 GPA and ACT score of 24. Applicants must submit a personal essay, and qualifying students must complete a personal interview before receiving the scholarship.

University of the Ozarks is a liberal arts college with a student population of about 600 in Clarksville, Arkansas. Ozarks offers degree programs in numerous liberal arts and preprofessional programs, including business and teacher education. For more information on these scholarships and an application form, visit [www.fbla-pbl.org](http://www.fbla-pbl.org).

 **University of Southern California—Summer Seminars Scholarship**

The University of Southern California (USC) is providing a \$1,000 scholarship to their Summer Seminars Program in the field of entrepreneurship. This program was established to allow students to get a taste of college life, study with USC instructors, and earn three units of university elective credit. To be eligible you must be at least 16 years of age, must be entering the 11th or 12th grade of high school, and should have successfully pursued a rigorous high school curriculum as demonstrated by your transcript. Test scores and recommendations are used to assist in the selection process. The deadline for application submission is June 1. To learn more about the program, go to [www.usc.edu/summer](http://www.usc.edu/summer) and click "Summer Seminars." You may download a scholarship application form from our Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org).

 **Webber International University Scholarship**

This scholarship recognizes the involvement and activities of FBLA-PBL members. Webber International University (WIU) is offering fifteen (15) recurring \$500 per semester scholarships to any FBLA or PBL member who is an incoming student at WIU.

**Application Deadline:** Ongoing

**Award Amount:** \$500 per semester, renewable

**Eligibility:** Open to any FBLA member enrolling at WIU. Applicants must be a dues-paid member of FBLA-PBL and must agree to be an active PBL member at WIU. WIU has set up a "Millionaire Points" program in which scholarship award winners must participate. Winners who qualify at PBL district competition will have their participation, room, and board paid at the PBL state competition. Winners qualifying

## FBLA RECOGNITION AND SCHOLARSHIPS

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at state will have their participation, room, and board paid at the PBL national competition. Scholarship award winners will be asked to sign a contract each year vowing their PBL participation.

**Application Procedure:** Applicants must complete the FBLA-PBL Scholarship Application Form and submit it with a letter of recommendation from their FBLA adviser. In addition, applicants must include a letter stating how or what contributions they could make to the WIU PBL chapter.

For more information on this scholarship and an application form, visit [www.fbلا-pbl.org](http://www.fbلا-pbl.org).

### **Who's Who Among American High School Students Scholarship**

This scholarship is designed to recognize an outstanding FBLA member for their activity and involvement in FBLA.

**Application Deadline:** April 1

**Award Amount:** \$1,000

**Eligibility:** Open to a dues-paid FBLA member and high school senior enrolling as a full-time student at a postsecondary institution.

**Application Procedure:** Each application must be accompanied by two letters of recommendation, one from your chapter adviser and the other from a business/community leader. Applications must meet all of the criteria to be considered.

For more information and an application form, go to our Web site at [www.fbلا-pbl.org](http://www.fbلا-pbl.org).

## **OTHER RECOGNITION AWARDS**

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### **ACTE Student Awards**

This award provides recognition to five secondary outstanding students who have demonstrated leadership potential through enrollment in business courses and involvement in career and technical student organization activities as well as the school and community. Go to [www.acteonline.org](http://www.acteonline.org) for more details.

### **FBLA Competitive Events Program**

Many FBLA competitive events carry cash awards for the national winners sponsored by business partners of the association. A listing of last year's competitive event winners and the sponsoring businesses are available on the national Web site at [www.fbلا-pbl.org](http://www.fbلا-pbl.org).

### **Virtual Business Challenge**

Virtual Business—Management 2.0, a product of Knowledge Matters, Inc., is a software-based simulation of a distribution business. This simulation is multiplayer-capable and it is great for teaching introduction to business, management, entrepreneurship, and supervision. Students locate and build a business, hire and supervise employees, deal with unions and strikes, and much more.

Students compete against other FBLA members from across the country online to develop the most successful business. Qualifying teams are determined by two Internet challenges. The top teams from both challenges compete against each other in a double elimination multiplayer event held at the National Leadership Conference (NLC). For more information, go to our Web site and click the Virtual Business Challenge or go to [www.knowledgematters.com](http://www.knowledgematters.com).

#### **Event Dates:**

Challenge 1: November 5–November 29, 2007

Challenge 2: February 11–March 7, 2008

### **FBLA-PBL Adviser Wall of Fame**

At the national center, the Adviser Wall of Fame recognizes advisers and state chairs with twenty (20) or more years of service for FBLA-PBL. All nominations must be postmarked by May 1. **REFERENCE:** FBLA-PBL Adviser Wall of Fame Nomination Form RECOGNITION-22.



## OUTSTANDING CHAPTER AWARD FORM

FBLA chapters must complete fifteen (15) activities. Complete and submit this form, with all required documentation postmarked by April 1. This award requires chapters to submit information in a bound portfolio (report) format. Pages must be standard 8 1/2" by 11" paper. Scrapbooks and loose or bulky portfolios are not acceptable. The format for the report will be as follows:

- Cover on card stock with the following information: chapter name, state, and Outstanding Chapter Award
- Outstanding Chapter Award Form
- All required supporting documentation

### Chapter Entry Form *Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

School Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Lead Adviser: \_\_\_\_\_

Principal/Dean Name: \_\_\_\_\_

Number of Advisers: \_\_\_\_\_ Number of Members: \_\_\_\_\_

Verified by: Signature of Lead Adviser: \_\_\_\_\_

### Membership/Chapter Management *Complete six (6) of the section activities. All chapters must complete the first four (4) activities.*

1. Required. Recruit five new paid members. (Attach completed Membership Madness or Mania Award Form.)

2. Required. Prepare a program of work for your chapter. (Complete and submit your program of work.)

3. Required. Conduct at least four chapter meetings. (Attach a copy of the agenda and minutes from each of the four meetings.)

4. Required. Maintain or increase national membership. (Attach current year's member listing.)

Last Year's Membership: \_\_\_\_\_ Current Year's Membership: \_\_\_\_\_

OR Required. Sign up all students in any business class—100 Percent Class Participation. (Attach form from *Chapter Management Handbook* and a copy of the class roster.)

5. Submit at least one member's nomination for the Leader Award, or higher, of the FBLA Business Achievement Awards Program. (Attach a list of nominees.)

6. Recruit a school official/administrator to participate in a chapter activity.

Event: \_\_\_\_\_

\_\_\_\_\_

School official: \_\_\_\_\_ Adviser's Initials: \_\_\_\_\_

7. Submit a press release to an FBLA national/state publication. Press release does not have to be published to receive credit. (Attach a copy of the press release.)

8. Submit a contribution to the National Scholarship Fund by April 1. (Attach a copy of the form from the *Chapter Management Handbook*.)

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## OUTSTANDING CHAPTER AWARD FORM—PAGE 2

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

### **Community/School Service** *Complete three (3) of the activities listed below. The first one (1) is required.*

9. Required. Present the Member/Officer Induction Ceremony or the Emblem Ceremony at a local chapter meeting. (Attach an agenda from the meeting or a program from the event.)

Meeting Date: \_\_\_\_\_ Adviser's Initials: \_\_\_\_\_

10. Recruit two (2) new business/community leaders as Professional Division members (or one (1) lifetime Professional Division member). Submit Professional Division national dues by April 1. (Attach a copy of the Professional Members' Application Form, proof of payment, and a welcome letter from your chapter.)

11. Charter/reactivate at least one new FBLA, FBLA-Middle Level, or PBL chapter by March 1. (Attach a copy of the program from the induction ceremony.)

Name of new/reactivated chapter: \_\_\_\_\_ Date chartered: \_\_\_\_\_

12. Conduct a chapter community service project. (Attach a one-page summary of the project.)

13. Conduct a project to either educate, promote, or raise money for the March of Dimes. (Attach a one-page summary of the project.)

14. Plan a ceremony to install your new officers and/or induct your new members into FBLA. (Attach a copy of the program from the ceremony.)

15. Have your local chapter officers prepare a presentation highlighting the "Benefits of FBLA" to present to students in business classes. (Attach a brief outline of the presentation.)

16. Plan a project to benefit your school. (Attach a one-page summary of the project.)

### **Education/Progress**

*FBLA chapters must complete six (6) activities from this section. The first three (3) are required.*

17. Required. Conduct a planning session for newly-elected local chapter officers. (Attach a copy of the schedule.)

18. Required. Prepare a chapter budget (Attach the completed FBLA-PBL Chapter Budget Form.)

19. Required. Implement a lesson or activity from one of the lesson plans found in the FBLA Advisers Area on the national Web site.

Lesson Used: \_\_\_\_\_ Class: \_\_\_\_\_

Comments: \_\_\_\_\_

20. Prepare a point system for your chapter members. (Attach a copy of this point system.)

21. Plan and conduct a free enterprise project for American Enterprise Day on November 15. (Attach a one-page summary of the project.)

22. Organize a tour of a business for chapter members who have paid dues by October 20. (Attach a one-page summary of the tour and a list of participating members.)

23. Have chapter representation at one of the National Fall Leadership Conferences. (Write a memo to the FBLA-PBL conference department summarizing your experience.)

## OUTSTANDING CHAPTER AWARD FORM—PAGE 3

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

- 24. With some of your chapter officers, contact local, county, state, or federal legislators and share the benefits of FBLA membership. (Have one of your members attach a brief description about this activity and a copy of the letter sent to contact or set up an appointment with this official.)
  
- 25. Participate in at least one fund-raiser for your local chapter. (Attach a brief paragraph about the fund-raiser and the amount raised.)
  
- 26. Plan and conduct activities for FBLA-PBL Week/National Career and Technical Education Month. (Attach a list and 100-word summary of the activities that your chapter conducted.)
  
- 27. Submit a list of chapter competitors (include names of students, events entered, and events won) at the district/regional conference or from last year's state or national conference).
  
- 28. Prepare a local chapter Web site. (Attach a copy of the home page of the Web site.)  
Web site URL: \_\_\_\_\_
  
- 29. Plan and complete a major public visibility project. (Attach a public relations plan reaching more than 1,000 people.)

Send to: FBLA-PBL, Inc.  
 Outstanding Chapter Award  
 1912 Association Drive  
 Reston, VA 20191-1591

Postmarked by: April 1

**For Office Use Only**

Date Received: \_\_\_\_\_ Complete: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_ Disposition: \_\_\_\_\_



# 100 PERCENT CLASS PARTICIPATION FORM

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Awarded to chapters that have signed up 100 percent of all registered students in a business or business-related class.

Attach a class roster and copy of your chapter's membership reporting form.

Class Title: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards  
1912 Association Drive  
Reston, VA 20191-1591

Postmarked by: April 1

or fax: 866.500.5610



# MEMBERSHIP ACHIEVEMENT AWARD FORM

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Awarded to chapters that maintained or increased their membership over prior year levels.

Number of current year members: \_\_\_\_\_ Number of prior year members: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards  
1912 Association Drive  
Reston, VA 20191-1591

Postmarked by: April 1

or fax: 866.500.5610



## MEMBERSHIP MADNESS AWARD FORM

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

List recruited members: (At least five [5] new members for your chapter required for this award.)

1. Name: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. Name: \_\_\_\_\_
4. Name: \_\_\_\_\_
5. Name: \_\_\_\_\_
6. Name: \_\_\_\_\_
7. Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If additional members were recruited, please attach list and send to:

FBLA-PBL Membership Awards

Postmarked by: April 1

1912 Association Drive

Reston, VA 20191-1591

or fax: 866.500.5610



# MEMBERSHIP MANIA AWARD FORM

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

List recruited members: (At least ten [10] new members for your chapter required for this award.)

- 1. Name: \_\_\_\_\_
- 2. Name: \_\_\_\_\_
- 3. Name: \_\_\_\_\_
- 4. Name: \_\_\_\_\_
- 5. Name: \_\_\_\_\_
- 6. Name: \_\_\_\_\_
- 7. Name: \_\_\_\_\_
- 8. Name: \_\_\_\_\_
- 9. Name: \_\_\_\_\_
- 10. Name: \_\_\_\_\_
- 11. Name: \_\_\_\_\_
- 12. Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If additional members were recruited, please attach list and send to:

FBLA-PBL Membership Awards  
1912 Association Drive  
Reston, VA 20191-1591

Postmarked by: April 1

or fax: 866.500.5610



## LOCAL RECRUITMENT OF CHAPTERS FORM

This event is designed to honor those local chapters that charter or reactivate chapters of FBLA, FBLA-Middle Level, and/or PBL. Complete all of the information requested below. A local chapter must recruit a minimum of two (2) new/ reactivating chapters to qualify. Mail this entry to your state adviser/chair for approval. The state chairperson must forward the entry to the national center **to be received by the second Friday in May.**

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

List chapters (minimum of two [2]) chartered and/or reactivated, giving chapter number, name of school, city, state, and zip code.

Chapter Number	Name of School Chartered or Reactivated	City	State	Zip	Date Chapter Installed or Reactivated	Activities Completed to Charter or Reactivate

Number of chapters chartered this year by your chapter: \_\_\_\_\_

Number of chapters reactivated this year by your chapter: \_\_\_\_\_

Signed \_\_\_\_\_  
Chapter President or Adviser

Date \_\_\_\_\_

Signed \_\_\_\_\_  
State Chair or State Adviser

Date \_\_\_\_\_

FBLA RECOGNITION AND SCHOLARSHIPS



NATIONAL SCHOLARSHIP FUND FORM

Please type or print clearly.

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one:  FBLA  PBL  FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

To show our support for the National Scholarship Fund, our contribution of \$\_\_\_\_\_ is enclosed.

Make check payable to "National Scholarship Fund."

Send to: FBLA-PBL, Inc.
National Scholarship Fund
1912 Association Drive
Reston, VA 20191-1591



FBLA LOCAL CHAPTER MARKET SHARE AWARD FORM

Please type or print clearly.

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check your region:  Eastern  Mountain Plains  North Central  Southern  Western

Please fill out the information below. Membership will be verified using the October 20 dues deadline for the fall membership awards and the March 1 dues deadline for the spring membership awards. Application materials use the respective deadlines above.

School enrollment: \_\_\_\_\_ Number of members in chapter: \_\_\_\_\_

Percentage of population: \_\_\_\_\_ (divide your chapter membership by the total school enrollment)

Send to: FBLA-PBL, Inc.
Market Share Award
1912 Association Drive
Reston, VA 20191-1591
or fax: 866.500.5610



# DISTINGUISHED BUSINESS LEADER SCHOLARSHIP FORM

*Please type or print clearly.*

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Summer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Current Membership:  FBLA  PBL      Number of years in FBLA-PBL: \_\_\_\_\_

Name of Lead Adviser: \_\_\_\_\_

School Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

Offices held in FBLA-PBL:

FBLA-PBL conferences attended:

**The following prerequisites must be met:**

- Dues-paid FBLA members who plan to continue pursuing a postsecondary or postgraduate education.
- Successful achievement of the Leader Award or America Award of the Business Achievement Awards.
- Submission of the application by the published deadline.

**The following documentation must accompany the application:**

- One-page cover letter summarizing FBLA-PBL, business, leadership, and community activities.
- Resume outlining FBLA-PBL activities and educational achievements.
- Two letters of recommendation, one from a chapter adviser and the other from a business/community leader.

Certification: I certify that the information provided in this application packet is true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Incomplete applications will not be considered. Please be sure your application meets all the prerequisites and documentation requirements reflected in the *FBLA Chapter Management Handbook*.

Send to:            FBLA-PBL Scholarships  
                      1912 Association Drive  
                      Reston, VA 20191-1591

Postmarked by: April 1

**For Office Use Only**

Date Received: \_\_\_\_\_ Complete: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Disposition: \_\_\_\_\_



# FBLA-PBL ADVISER WALL OF FAME NOMINATION FORM

*Please type or print clearly.*

At the national center, an Adviser Wall of Fame has been created to recognize advisers and state chairs with twenty (20) or more years of service to FBLA-PBL.

Date: \_\_\_\_\_  FBLA Adviser       PBL Adviser       FBLA-Middle Level Adviser

Name of Nominee: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

Phone of Nominee: \_\_\_\_\_

E-mail Address of Nominee: \_\_\_\_\_

Chapters and approximate dates served: \_\_\_\_\_

### Qualifications

I. Total Years Served: \_\_\_\_\_ (minimum of 20 years required)

II. Indicate a minimum of five of the following criteria met by the nominee:

Attended a combined total of at least 10 National Leadership Conferences and/or National Fall Leadership Conferences. Indicate years: \_\_\_\_\_

Has at least one state or national officer from his/her chapter or has served as an adviser to at least one state or national officer. Indicate office and year: \_\_\_\_\_

Had a national competitive event winner placing in the top ten. Indicate winners and years: \_\_\_\_\_

Served on the national board of directors. Indicate term: \_\_\_\_\_

Served on the National Awards Program Committee. Indicate term: \_\_\_\_\_

Administered a competitive event at a state or national conference. Indicate year(s) and level: \_\_\_\_\_

Led a workshop at a state, regional, or national conference. Indicate workshop title: \_\_\_\_\_

Received the Outstanding Local Adviser Award. Indicate year: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Address of Nominator: \_\_\_\_\_

Phone of Nominator: \_\_\_\_\_

E-mail Address of Nominator: \_\_\_\_\_

State Chair's Signature: \_\_\_\_\_

State chair will please inform advisers of this available recognition. Forms should be reviewed and verified by the state chair before forwarding to the national center. Forms should be returned to FBLA-PBL, Inc., Adviser Wall of Fame, 1912 Association Dr., Reston, VA 20191-1591, so that they are postmarked by May 1.