



## Discover A Direct Connection to the Business World!

### Local Member Sign-Up Form

Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL) is the oldest and largest national organization for students preparing for careers in business leadership. FBLA-PBL prepares students for “real world” professional experiences. Members gain the competitive edge for college and career successes.

PBL, the post secondary division, reaches over 12,000 students. PBL’s programs provide a relevant context for learning, including practical applications for business skills and knowledge. These programs will help you connect to your campus, to your community, and to the business world.

PBL takes you to major business centers throughout the United States and you attend conferences in cities like Orlando, FL; Nashville, TN; and Denver, CO. You will get to know people in your state and across the nation at state- and nationally-sponsored events.

Choose from more than 40 different event categories including Web site development, marketing, business plan, public speaking, programming, and job interview. Members have the opportunity to compete and win on the local, state, and national levels.

Become a leader in your school, state, or country when you become a PBL officer. Put your leadership to the test by leading students dedicated to success, just like you.

Win money! Travel! Learn to lead! Develop friendships! Gain experience! Earn recognition! All of these experiences and more await you when you become a member of Phi Beta Lambda.

Please return to: \_\_\_\_\_ in Room \_\_\_\_\_

\_\_\_\_\_ Yes, I want to join PBL

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

Grade/Class: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

Birthday: \_\_\_\_\_

*FOR LOCAL USE ONLY*

**NEW CHAPTER/REACTIVATION APPLICATION**

PHI BETA LAMBDA

Send application to: FBLA-PBL, Inc.; P.O. Box 79063, Baltimore, MD 21279-0063. For questions call 1-800-325-2946.

Complete and return this application to National FBLA-PBL together with the following:

- \_\_\_\_ Membership List
- \_\_\_\_ Reactivation/New Charter Fee
- \_\_\_\_ Local Chapter Bylaws
- \_\_\_\_ State and National Remittance (one check payable to FBLA-PBL, Inc). **State check should be made payable to state if not under direct membership.** (See Web site at www.fbla-pbl.org for details.)

Upon receipt of this application, the national center will issue you a charter certificate, membership cards, and a *Chapter Management Handbook* to assist your chapter.

**I. CHAPTER INFORMATION**

School Name: \_\_\_\_\_ School Phone: ( ) \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_  
 Main Adviser: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Additional Adviser(s): \_\_\_\_\_  
 Dean/Administrative Head: \_\_\_\_\_

**II. MEMBERSHIP LIST (You need at least 3 members to start a chapter)**

(If additional space is needed, list names on school letterhead, and attach to this application).

- 1. (President) \_\_\_\_\_ 11. \_\_\_\_\_
- 2. (Vice President) \_\_\_\_\_ 12. \_\_\_\_\_
- 3. (Secretary) \_\_\_\_\_ 13. \_\_\_\_\_
- 4. (Treasurer) \_\_\_\_\_ 14. \_\_\_\_\_
- 5. (Reporter) \_\_\_\_\_ 15. \_\_\_\_\_
- 6. \_\_\_\_\_ 16. \_\_\_\_\_
- 7. \_\_\_\_\_ 17. \_\_\_\_\_
- 8. \_\_\_\_\_ 18. \_\_\_\_\_
- 9. \_\_\_\_\_ 19. \_\_\_\_\_
- 10. \_\_\_\_\_ 20. \_\_\_\_\_

State and national membership dates are unified and not available separately.

Signed: \_\_\_\_\_ Approved: \_\_\_\_\_  
(President signature) (Adviser signature)

**III. STATE REMITTANCE**

\_\_\_\_ PBL members @ \$ \_\_\_\_\_  
each per year = \$ \_\_\_\_\_

**IV. NATIONAL REMITTANCE**

\_\_\_\_ PBL members @ \$10 each per year \$ \_\_\_\_\_  
 + New Charter/Reactivation Fee (\$20) \$ 20  
 TOTAL \$ \_\_\_\_\_

Total enclosed (state, national, react/charter fee) \$ \_\_\_\_\_  
If applicable give charter number # \_\_\_\_\_

**APPROVED:**

State: \_\_\_\_\_ Date: \_\_\_\_\_ National: \_\_\_\_\_ Date: \_\_\_\_\_ Charter # : \_\_\_\_\_  
 Sponsoring Chapter: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# PBL Chapter Start-Up Information

Everything you  
need to get your  
chapter started!

For questions contact:  
FBLA-PBL, Inc  
Reston, VA 20147  
1-800-325-2946  
[membership@fbla.org](mailto:membership@fbla.org)





In today's highly competitive business environment it takes more than just a business degree to succeed – it requires business savvy, leadership skills, and technical knowledge. That is where Phi Beta Lambda comes in! By taking advantage of the many programs that PBL offers, business students acquire the skills that will set them apart from the average business graduate. Today, PBL reaches over 12,000 postsecondary students with 1,000 advisers on 500 campuses across the country!

## **PBL – The Benefits for Students**

The driving goal of PBL is to train future business leaders to become contributing members of society. Members benefit from leadership and training, contact made through networking, and opportunities to apply their knowledge through business-related activities. Specifically, PBL provides opportunities for learning and growth, including competitive events, programs and activities, conferences, and leadership.

### **Competitive Events**

PBL offers opportunities for recognition for achievement by chapters as well as by individuals and teams. PBL events offer students the opportunity to excel in a choice of 40+ real-life business areas. Each year PBL's national competitions attract the brightest and the best students!

### **Programs and Activities**

PBL members participate in a broad range of projects and ventures both on and off campus through business undertakings, organizing community service projects, attending leadership conferences, and interacting with business executives to increase real-world experiences with real-world gains.

In addition PBL members have the opportunity to participate in CMAP, a career and membership achievement program which has three individual levels, that when completed, PBL members will have created an interview portfolio.

### **Conferences**

PBL conference agendas include educational speakers, career expos, competitive events, business-related workshops, leadership training, and personal education opportunities.

### **Leadership Positions**

Student members gain real world leadership skills by serving as officers on the local, state, and national levels of a national organization. They gain the experience of running a campaign, managing others, developing a plan, and executing tactics.

### **Who Can Join PBL?**

Anyone who wants to learn more about leadership, teamwork, and network with business leaders and potential job contacts and is in a business or a business-related field.

**Phi Beta Lambda (PBL) – Benefits to Your School.** A PBL chapter on your campus enhances your school's ability to produce business leaders sought after in today's business environment. A PBL chapter will elevate your school's reputation as a producer of successful business students. Today's employers are looking for potential employees who not only have satisfied the requirements of the curriculum – but who also have the broader-based leadership skills that PBL provides.

## Role of the Adviser

- Provide guidance by directing and coordinating supervision of local chapter activities with chapter officers.
- Organize the selection process for chapter officers.
- Hold regular chapter meetings. Most local chapters hold membership meetings once a month and officer meetings once a month.
- Delegate assignments to student members.
- Use a central meeting place to post information on local chapter activities and programs.
- Be knowledgeable of the different programs and opportunities that membership in PBL provides. You will receive this information in the *Chapter Management Handbook* upon submitting your chapter application form, bylaws, application fee, and membership dues. State information will be sent to you from your state chair or state adviser once your chapter is established.

## How Do I Get Started?

1. Make an appointment with your dean to secure approval to begin a PBL chapter at your school. Highlight what PBL will offer the business program

Students striving to become the best professionals and future business leaders have to develop and hone their skills beyond academic pursuits. PBL gives motivated students the experience of competition they need in their quest for self-improvement and future success. The wealth of PBL experiences include: competing in your choice of 40+ relevant business areas; initiating hands-on business ventures; organizing community service projects; attending conferences; and networking with business leaders from across the country. PBL is the natural addition to the programs offered by your school.

Check out the Membership section of the Web site ([www.fbla-pbl.org](http://www.fbla-pbl.org)) under “Recruitment Tools” for a PowerPoint™ presentation explaining the many PBL programs that can be shown to both administrators and students or e-mail [membershipdir@fbla.org](mailto:membershipdir@fbla.org) for a copy.

2. Set a date for your first organizational meeting. Post the enclosed membership poster in a central location.

- The key to recruitment is value – offer potential members something that they can take away from the experience such as scholarship programs, internships, refreshments at meetings, fun meeting locations . . . the list goes on and on.
- Advertise throughout your campus with flyers – put flyers on desks, tables, instructors’ mailboxes, etc. Often business instructors will be happy to spread the word about your meetings or recruitment drives.
- Send mass e-mail invitations to join the chapter.
- Free advertising is everywhere. Try marketing your chapter in local events listings, local radio, campus media, etc.

3. Plan the agenda for the first meeting.

4. Arrange for prizes for drawings at the first meeting. Often businesses are happy to donate items such as movie passes, soda, candy, chips, etc. Arrange for food to be served following the meeting. A pizza party works well for an organizational meeting.

5. Sample first meeting agenda :
  - Welcome
  - Benefits of PBL Membership (Use the PowerPoint™ presentation found on the Web site)
  - Activities Scheduled for the Year (check the calendar on the web site for ideas)
  - Nomination of Officers (Most chapters have a president, vice president, secretary, treasurer, and reporter)
  - Election of Officers
  - Business Person Guest Speaker
  - Membership Sign-up/Dues Collection
  - Drawings for Prizes
  - Pizza Party
  - Adjournment
6. Collect dues before and at the meeting. Give receipts to those students paying dues. Record dues. (Offer a special trip or business tour for "Early Birds"— those students who pay dues by a specific deadline.)
7. Hold first meeting of the PBL chapter.
8. Complete the New Chapter/Reactivation Application form found in this information. Attach membership dues for state and national. Some chapters attach a local dues fee that they keep to start off the treasury; these are retained by the chapter. Enclose a reactivation/new chapter fee of \$20. Enclose local chapter bylaws. Use the template included in this packet. Mail complete packet with check enclosed to: FBLA-PBL, Inc., P.O. Box 79063, Baltimore, MD 21279-0063.

## New Chapter Checklist

- Read through the Chapter Start-up information in this kit. Check out the FBLA-PBL Web site ([www.fbla-pbl.org](http://www.fbla-pbl.org)).
- Secure approval for chapter from the dean.
- Set date for first organizational meeting.
- Advertise meeting.
- Partner with business instructors to "talk up" PBL in their classes.
- Recruit, recruit, recruit! Copy and distribute local member sign-up form.
- Hold first meeting and elect officers.
- Collect initial state and national dues. (Refer to Web site for online membership form with state dues amounts).
- Complete bylaws.
- Complete New Chapter/Reactivation Application. Enclose check. Mail.
- Receive *Chapter Management Handbook* and membership cards from national center. Your charter will be sent from your state chapter.
- Continue recruiting members. Send in additional member names on additional membership online or on reporting form that came with *Chapter Management Handbook*.