

# KEYSTONE LEADERSHIP AWARD

The PA FBLA Keystone Leadership Award recognizes successful members for all of their FBLA involvement. This award certifies a complete FBLA education including community service, leadership development, competitive events, recruitment, publicity, and professional development. This award is designed to acknowledge those who participate in the promotion of the 2014-2015 State Goals and Plans of Work.

## Eligibility

- ▼ Active FBLA member for at least two consecutive years, including the 2015-2016 application year.
- ▼ Successful completion of the requirements listed
- ▼ Have not received this award before

## Recognition

- ▼ Certificate of Achievement and a small gift
- ▼ If in attendance, recognition on stage at the State Leadership Conference
- ▼ Recognition on the Keystone Leadership Award Honor Roll published the PA FBLA website as well as the Penn Pal

## How to Apply

Members must complete 12 of the 24 items. *All applicants MUST complete Item #1 under Service, Education, AND Progress in order to be considered for the award.*

Submission of this award must be done using a Wufoo form found at the following link:

<https://pafbld.wufoo.com/forms/pg3j27010nnsmh/>

This link will also be made available from the PA FBLA website

**It is IMPERATIVE that you collect ALL information before starting to work on the form as you cannot save it and come back to it!**

## **MAKE SURE YOU UPLOAD ALL THE REQUIRED FILES**

All items must be completed, verified by an FBLA adviser, and submitted by **March 1, 2016.**

Members will be notified at the State Leadership Conference if they have won this award. If not in attendance, the award will be given to their adviser or it will be mailed to their school.

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**Members must complete 10 of the 24 items listed below and submit BY MARCH 1, 2016 using the Wufoo link provided**

## SERVICE

*Includes activities that improve member's school, community, area businesses, and/or state.*

1. **\*\*\*REQUIRED-** Complete 3 months' worth of requirements for the Big 33 Community Service Project.  
**(Attach copies of your monthly community service submissions on Big 33 Forms- Must send in at least 3 months.)**
2. Participate in an activity to benefit Ronald McDonald House Charities, the state project.  
**(Attach a typed description of 75-150 words.)**
3. Participate in a national or PA FBLA program such as American Enterprise Day, Job Shadow Day, and Community Service Day, etc.  
**(Attach a typed description of your involvement in 75-150 words.)**
4. Obtain at least two \$50 sponsors for the State Leadership Conference Awards Program and mail the checks to our Executive Director at:  

Mr. Bruce E. Boncal  
PA FBLA Executive Director  
PO Box 5085  
Jersey Shore, PA 17740  
Postmarked by February 19, 2015

**(On a separate paper, list the names of sponsors and the amount donated.)**
5. Prepare a report on an activity completed by your chapter for community service. The report should contain: Mission Statement and services provided.  
**(Attach a copy of report.)**

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## EDUCATION

*Includes activities, studies, and curriculum that prepare students for corporate America, Entrepreneurship, and Continuing Education.*

1. **\*\*\*REQUIRED-** Fulfill the requirements for either the national Membership Madness or Membership Mania promotion. National and state dues must be submitted by the date of your Regional Leadership Conference but no later than January 31, 2016.  
**(Upload a list of new members, and date(s) their dues were submitted)**
2. Attend your 2015-2016 Regional Leadership Workshop or Conference.  
**(Upload a document that lists the date and location of each event and your adviser's signature verifying your attendance.)**
3. Arrange for a business person to speak at a local chapter meeting.  
**(Make a list of the business persons name date of meeting and subject discussed)**
4. Participate in a competitive event at the regional, state, or national level.  
**(Upload a document that lists the event, conference and your adviser's signature verifying your participation)**
5. Read and summarize an article from a business magazine such as, Business Weekly, Forbes, etc.  
**(Upload a typed document of the summary, include the title of the magazine, the issue date, and the title of the article)**
6. Participate in at least one Virtual Career Presentation. These will be held the second Monday of each month beginning in October. You must participate in the full program (approximately one hour) for credit.  
**(Upload a short description of the presentation and how the presentation benefited you)**
7. Participate in a job shadow to learn about a career you may be interested in  
**(Upload a short description of your experience, including: where you job shadowed, the name of the person you shadowed, and the career/job you shadowed)**
8. Apply for one of the FBLA scholarships offered to members.  
**(Enter the name of the scholarship(s) applied for)**
9. Become a member of the National Business Honor Society-Pennsylvania FBLA Division.  
**(Upload a document that lists when you became a member and includes adviser's signature for verification)**

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## PROGRESS

*Include activities that promote the organization at the local, regional, state, and national levels.*

1. **\*\*\*REQUIRED-** Participate in an activity to promote FBLA-PBL Week in February. This can be done by direct member to student promotion of FBLA or even a large-scale promotion with community involvement. Whatever you do, make sure to submit it to the Penn Pal to be published, as well!  
**(Upload a short description, between 75-150 words, of your activities)**
2. Currently serve as an officer at the local, region, or state level.  
**(Make a list of all positions currently held)**
3. Submit one article to Annabelle Williams, PA FBLA State Reporter, for the Penn Pal.  
**(Upload a copy of the article & letter of receipt from Annabelle Williams, PA FBLA State Reporter)**
4. Make a presentation about FBLA in one of your classes. **(The class cannot be an FBLA class.)**  
**(Upload a typed description of the experience and outcome in 75-150 words.)**
5. Create a slide show minimum of 10 slides to recruit FBLA members.  
**(Upload a copy of the slide presentation)**
6. Visit a school that does not have an FBLA chapter and encourage the establishment of one.  
**(Upload a typed description of 75-150 words including the name and address of the school visited, experience, and the outcome.)**
7. Design a flyer or a poster to market FBLA within your school or community.  
**(Upload a copy of the flyer or poster created)**
8. Create a local chapter newsletter describing past or upcoming events.  
**(Upload a copy of the newsletter.)**
9. Obtain a corporate sponsor for PA FBLA. Interested sponsors should be put in touch with: Mr. Bruce E. Boncal, PA FBLA Executive Director (bboncal@pafbla.us)  
**(Upload a document that lists the Sponsor's Name(s) and your adviser's initials for verification)**
10. Recruit at least one Professional Division Member  
**(Upload a document that lists the Professional Division Member's Name(s) and your adviser's initials for verification.)**