

CHAPTER TWO - THE REGIONAL CHAPTER

The Pennsylvania Chapter is organized into three districts, which include 28 regions approved by the Board of Directors. The following is a list of the regions included in each district.

Western District - 1, 2, 3, 4, 10, 11, 13, 24

Central District - 5, 6, 7, 14, 15, 17, 23, 26

Eastern District - 8, 9, 12, 16, 18, 19, 20, 21, 22, 25, 27, 28

The main activities for each region are the RLW and the RLC. New regions are created when a region contains so many chapters that it is difficult to conduct the RLC.

Governing Body

Each region has an adviser elected from and by the local chapter advisers at the RLC. This person will serve a three-year term beginning July 1 and may serve consecutive terms. *If a regional adviser resigns, all advisers in the region should meet to elect another to fill the position.*

The responsibilities of the regional adviser are to:

1. Assist the region in selecting a host school for the RLW and RLC and aid in coordinating activities.
2. Arrange to meet with the regional president, regional secretary, chapter advisers, and chapter presidents who will host the RLW and RLC prior to these meetings.
3. Coordinate the election of regional officers.
4. Maintain close communication with the state FBLA office, State Adviser, regional officers, and chapter advisers.
5. Select the outstanding chapter in the region in accordance with the official criteria.
6. Attend the SLW, SLC, and other special regional advisers' meetings or assign a chapter adviser to represent the region.
7. Coordinate, when necessary, transportation to the SLC.
8. Provide leadership to schools in the region that want to organize a chapter.

9. Receive the regional tests and materials, count and package the exact number for each specific event, including any necessary preparation and dissemination of school-site tests.
10. Distribute, collect, count, and dispose of all testing materials immediately following the RLC.
11. Send results immediately following the RLC by e-mail to Mr. Bruce E. Boncal, PA FBLA Executive Director/State Chairman, P.O. Box 5085, Jersey Shore, PA 17740, pafbla@comcast.net, on forms provided by the Executive Director/State Chairman. The reporting forms are found on the PA FBLA web site in the downloadables area.
12. Attend the Regional Adviser Summit (or send a representative).

The students within each region elect a president, a secretary, and other officers as deemed necessary for a one-year term. The regional officers for the following school year shall be elected during the RLC by two voting delegates from each chapter, who are generally the president and vice president. There is no limit to the number of elected regional offices that a chapter may hold.

A candidate for regional office shall be recommended by his/her adviser who shall notify the regional adviser that a member intends to run for regional office. He/she shall have at least one full school year remaining as a member.

In the event a region president cannot fulfill his or her responsibilities, the region vice president (if the region has one) shall become president. Otherwise, any vacancies shall be made by appointment of the region adviser.

The responsibilities of the regional president are to:

1. Preside at the RLW and RLC.
2. Meet with the regional adviser and chapter advisers and presidents who will host the RLW and RLC to plan regional activities, including the role of the regional president.
3. Communicate throughout the year with chapter presidents.
4. Maintain close communication with the regional secretary.
5. Attend the SLW and SLC.

The responsibilities of the regional secretary are to:

1. Present the minutes of the previous meeting at the RLW and RLC.

2. Record the minutes of the RLW and RLC.
3. Mail the minutes to each chapter in the region.
4. Send letters of appreciation to speakers, judges, and guests who participated in the RLW and RLC.
5. Maintain accurate accounts of previous meeting records and provide these records to the incoming secretary.
6. Attend the SLW and SLC.

Regional Leadership Workshop (RLW)

The RLW should be held in October or November. Every local chapter is urged to be represented by its adviser and as many members as possible. Attendance is a must for those who are committed to achieving the goals of FBLA.

The objectives for the RLW are to:

1. Teach members leadership skills.
2. Inform members about the various aspects of the FBLA program.
3. Share ideas regarding local chapter activities with members from other schools.
4. Provide regional officers with an opportunity to conduct the business meeting.
5. Strengthen communication among chapter advisers and members.
6. Inform members about the state project.
7. Allow members to become acquainted with FBLA members from other local chapters.

Financing

Each year an amount determined by the Board of Directors will be allotted to the regional adviser by the state chapter. No additional state monies shall be paid to a regional adviser or a local chapter for expenses that might have been incurred. That allocation will be paid in two installments to the region adviser: (1) 50% after attending the Region Advisers Summit, and (2) 50% after assisting with a competitive event at the State Leadership Conference. The use of the two payments is at the discretion of the region adviser.

An effective RLW program may be planned and implemented without incurring a large expense; however, some financing may be necessary. If a meal is involved, each participating chapter will decide how to cover the cost. In some cases, a nominal workshop fee may be charged.

Each region must be a self-supportive unit. A region has power to assess member schools to cover costs of operation for the current school year. If a chapter fails to meet the requirements, it will not be permitted to attend and/or participate in the activity or activities for which the assessment is made.

Planning Meeting

Prior to the RLW, the regional adviser and officers plus chapter advisers and members will conduct a planning meeting to arrange details of the upcoming RLW. Members and advisers can discuss meeting plans, delegate responsibility for various aspects of the program, observe the host school facilities, share ideas for the program content, etc. To provide the most successful regional activities, each chapter should assume responsibility for some aspect of the program.

Program

The RLW should parallel the SLW to the extent that such is feasible and should include:

1. A session at which the regional president presides with the assistance of the regional secretary.
2. An opportunity for FBLA members and advisers to share ideas (preferably in small workshops) concerning FBLA activities.
3. Workshops on scholarships, competitive events, and Pennsylvania's state project.
4. A businessperson or member of the professions who assists the participants in the development of leadership skills.
5. An opportunity for a member of the state Executive Committee to bring a brief message to the participants and/or present a workshop.
6. A discussion about regional chapter activities to be held during the latter part of the school year.

Refer to page 33 for a sample letter from the host chapter to chapters in the region, to page 34 for a sample RLW program, and to page 46 for a sample meal reservation form. If possible, each chapter should be involved in the program.

Registration Procedure

The regional adviser will coordinate with the host school the mailing of RLW information to each chapter adviser several weeks before the RLW. Whether pre-registration is required depends on the necessity of knowing in advance how many members and advisers will be in attendance.

Regional Leadership Conference (RLC)

The RLC should be held at least four weeks prior to the SLC. A local chapter in the region hosts the RLC which may be conducted either following a school session or on a Saturday. Also, since equipment is no longer needed on site because of school-site testing, most schools are large enough to host the RLC thereby eliminating the need to travel to colleges in the area on dates that may be inconveniently late in the year for the RLC. It is the highlight of the year for many local chapter members and provides leadership, educational, competitive, and social experiences.

Objectives

The objectives for the RLC are to:

1. Elect regional officers for the next school year.
2. Provide competition in individual/team competitive events before the SLC.
3. Strengthen communication among chapter advisers and members.
4. Provide school and community recognition to the host chapter for organizing and conducting the RLC.
5. Give regional officers primary roles in conducting the conference.
6. Select the host school(s) for the next RLW and/or RLC.
7. Give local members an opportunity to announce candidacy for state or national office.

Participation

Every local chapter in the region is urged to be represented.

Any region may add tests, but a student may not compete in more than one event at the RLC or take the same test more than once, with the exception of Business Ethics, Emerging Business Issues, Entrepreneurship, Global Business, Management Decision Making, Management Information Systems, Network Design, and Parliamentary Procedure. See guidelines for the Business Ethics, Emerging Business Issues, Entrepreneurship, Global Business, Management

Decision Making, Management Information Systems, Network Design, and Parliamentary Procedure events in Chapter Four of this handbook.

Planning Meeting

Prior to the RLC, member chapters of each region should arrange a planning meeting in preparation for the upcoming conference. Chapter advisers and officers should be included in the meeting with the regional adviser and officers. Each chapter should assist the host school by assuming responsibility for various aspects of the RLC program.

Financing

Each member and adviser pays a predetermined amount to cover the cost of a meal. The host chapter assumes the responsibility of preparing printed materials for the conference. The cost of transportation to and from the conference is the responsibility of the local chapter.

Registration Procedure

The host chapter will mail a letter and the necessary forms to each local chapter in the region at least six weeks prior to the conference. An example of the letter and forms may be found on pages 35-52. The chapter adviser should return the necessary forms, as well as a check for meals, before the designated date.

It is mandatory that all local chapters register for the RLC competitive events through the PA FBLA web site by the date established by the region adviser.

Upon arriving at the site of the RLC, the adviser should receive a conference packet which contains identification badges, conference information for the chapter's participants, and meal tickets.

Program

The RLC program primarily consists of competitive events and the election of regional officers. Information describing each competitive event may be found in Chapter Four of this handbook and in the National Chapter Management Handbook. A sample RLC program can be found on pages 49-50.

Awards for Competitive Events

Each first-, second-, third-, fourth-, and fifth-place winner of the individual/team competitive events will be awarded a certificate. A chapter that achieves first, second, third, fourth, or fifth place in outstanding chapter competition will receive a certificate. A region may also elect to give trophies to the winner(s) in an individual/team or chapter event. This cost can be underwritten by assessing each chapter.

Policy For Events Requiring Equipment

All events requiring equipment (Computer Applications, Database Design and Applications, Desktop Publishing, Spreadsheet Applications, Word Processing I, and Word Processing II) will be administered on a school-site basis. The regional adviser will forward tests to the home school where someone in authority other than the adviser will administer them. The region adviser and the remaining local chapter advisers will determine the procedure for returning/grading the school-site tests.

Election of Regional Officers

When the application for candidacy for regional officers (president and secretary) is received, a member of the local chapter who has demonstrated leadership and has been an active member should be encouraged to run for office. If an application is required, the adviser shall complete it, and return it by the designated date.

Before candidates may campaign actively, they will report to the designated person at the host school to find out where campaign materials may be distributed and where campaign posters may be displayed.

Each candidate must give a campaign speech--no longer than two minutes--stating his or her reasons for seeking the position and his or her goals if elected.

The two voting delegates from each chapter are eligible to cast a ballot for the candidate of their choice. The winners will be announced during the awards ceremony.

Planning Guidelines--Host Chapter

Preparing for an RLC involves a great deal of work and every member should be willing to help. Once you have decided to host an RLC, permission must be requested from the school administration. Be certain that the date placed on the school calendar does not conflict with other school activities. A vital step in planning the RLC is the careful appointment of committee chairmen. Plans should be made as far in advance as possible. Using the input from the regional planning meeting, the general outline for the conference should be planned.

The general chairman should set forth very specifically the duties of each committee, attend the meetings of each committee, serve as liaison among all the participants to maintain communication lines, and obtain necessary permission from school administrators.

The following committees are suggested. The chairman of these committees should comprise the planning committee so that each will be aware of the overall plan.

Program

- Consult the regional adviser and regional officers.
- Plan a theme for the day.
- Arrange program--general session(s), special programs, events, awards ceremony.
- Invite guest speaker(s) and judges.
- Invite appropriate school administrators and school board members.
- Invite a state committee member to bring greetings.
- Arrange to have stage crew representatives available.
- Reserve necessary rooms and facilities in school.
- Prepare programs.
- Prepare ballots for regional election.
- Provide candles and holders for officer installation service.
- Designate a particular area where campaign material may be posted.
- Arrange for custodial service.

Public Relations

- Mail invitations, reservations, etc., to chapters in region prior to meeting.
- Mail letters of appreciation to judges, guests, school administrators, etc., following the meeting.

Publicity

- Send news releases to all news media.
- Arrange to have a television and/or newspaper photographer available at the awards ceremony.

Meals

- Plan menu with food service staff and determine price per person.
- Plan head table seating arrangements.
- Provide podium and microphone for head table.
- Make arrangements for meal reservations.
- Prepare meal tickets.

Decorations

- Prepare decorations appropriate for the theme.
- Make directional signs (inside and outside of the building).
- Decorate all bulletin boards in business wing and classrooms.
- Set up chapter exhibit in cafeteria or other large area.
- Make small favors to be placed on the table in the cafeteria.

Reservations

- Maintain accurate records of the reservations as received.
- Assign members to various entrances to welcome students and guests.
- Make name tags and identify delegates.
- Keep meal committee informed as to the number of reservations.
- Prepare a large envelope with name tags, meal tickets, programs, and school map for each chapter's participation.
- Set up registration area where chapter advisers may pick up materials and leave materials relative to Mr. and Ms. Future Business Leader and Job Interview.
- Develop a list of schools that will be in attendance.

Competitive Events

- Prepare signs identifying each room with the name of the event.
- Compile a list of members competing in each event.
- Arrange for a test correction center and refreshments for test administrators.
- Assign members to escort test administrators to test correction center immediately upon arrival at the school.
- Provide stopwatches for Emerging Business Issues, Impromptu Speaking, Public Speaking I, and Public Speaking II.
- Provide judges for Emerging Business Issues, Job Interview, Impromptu Speaking, Public Speaking I, Public Speaking II, Mr. Future Business Leader, Ms. Future Business Leader.
- From test preference forms, prepare administrators' assignments, listing each event and the administrator(s).
- Appoint advisers or other adults to prepare certificates for event winners.

Appoint an adviser to be responsible for collecting all test copies after papers have been graded. (Use RLC Worksheet on pages 51-52.)

Worksheet

Utmost care and security are required with regard to distribution and collection of each test copy. The RLC Worksheet, found on pages 51-52 is a suggested tool that can be used by the administrator (regional adviser or appointed adviser) of the test correction center.

Prior to the RLC, the regional adviser can complete the first four columns of the Worksheet from information on the Event Registration Form, found on pages 36-41, and the Test Preference Form, found on pages 44-45. Test materials and keys can be placed in folders or envelopes to facilitate distribution and collection.

IMMEDIATELY UPON COMPLETION OF THE TEST GRADING FOR EACH EVENT, USED AND UNUSED TESTS MUST BE RETURNED WITH THE TOTAL MATCHING THAT OF THE NUMBER DISTRIBUTED AND PUT IN A SECURE PLACE. THEY ARE NOT TO BE OPENED FOR EXAMINATION AFTER THEY ARE TURNED IN.

LETTER TO INVITE CHAPTERS TO REGIONAL LEADERSHIP WORKSHOP

EAST HIGH SCHOOL FBLA
Briston, PA 12345

September 25, _____

Mr. John Frye
FBLA Adviser
Lawn City High School
Lawn City, PA 12333

Dear Mr. Frye

Members of the Lawn City High School FBLA chapter are invited to attend the Regional Leadership Workshop of Region 30 of the Future Business Leaders of America which is being hosted this year by East High School on Thursday, October 24, _____. Registration will be from 3:15 to 3:45 p.m., and the first general session will start at 4 p.m. in the auditorium. Dinner will be served in the high school cafeteria.

Enclosed are the following:

1. Meal Reservation Form
2. Tentative Program

Please complete the meal reservation form and return it to Pat Little, Program Chairperson. We are looking forward to hosting you and your chapter at this workshop.

Sincerely

Ruth A. Jenkins, President
East High School FBLA

Enclosures

SAMPLE PROGRAM

REGIONAL LEADERSHIP WORKSHOP

October 24, _____

3:15 p.m.	Registration and School Tours	Lobby
4:00 p.m.	First General Session	Auditorium
	Welcome--Host Chapter President Greetings--Host Chapter Principal FBLA Overview--State Officer Introduction of Special Guests--Regional President	
4:30 p.m.	Business Meeting	
	Call to Order--Regional President FBLA Pledge--Regional Secretary Roll Call--Regional Secretary Minutes of Previous RLC--Regional Secretary State Leadership Workshop Report--Local Chapter President Emblem Ceremony--Any Local Chapter Adjournment	
5:00 p.m.	Workshops	Individual Classrooms
	Participants in State and National Projects--Local Chapter No. 1 Parliamentary Procedure--Local Chapter No. 2 Campaigning for Office--Local Chapter No. 3 Preparing a Local Chapter Business Report--Local Chapter No. 4 Publicity and Public Relations--Local Chapter No. 5 What is FBLA?--Local Chapter No. 6 Local Chapter Officer Responsibilities--Local Chapter No. 7 Developing a Calendar of Activities--Local Chapter No. 8	Room 101 Room 102 Room 103 Room 104 Room 105 Room 106 Room 107 Room 108
5:45 p.m.	Dinner	Cafeteria
6:30 p.m.	Second General Session	Auditorium
	Invitation to Host RLC--Regional President Introduction of Guest Speaker--Host Chapter Member Guest Speaker (businessperson, former FBLA member, etc.) Announcements--Regional President Closing Remarks--Region Adviser Adjournment--Regional President	

LETTER TO INVITE CHAPTERS TO REGIONAL LEADERSHIP CONFERENCE

EAST HIGH SCHOOL FBLA
Briston, PA 12345

February 5, ____

Mr. Howard Kelly
FBLA Adviser
Fair City High School
Fair City, PA 12345

Dear Mr. Kelly

Members of the Fair City High School FBLA chapter are invited to attend the Regional Leadership Conference of Region 30 of the Future Business Leaders of America which is being hosted this year by East High School on Saturday, March 15, _____. Registration will be from 8:45 to 9:20 a.m., and the first general session will start at 9:30 a.m. in the auditorium. Lunch will be served in the high school cafeteria.

Enclosed are the following forms:

1. Event Registration Form
2. Registration Form for Candidates and Voting Delegates
3. Test Preference Form
4. Meal Reservation Form

Please complete each form and return to the proper person by the date indicated. We are looking forward to hosting you and your chapter at this conference.

Sincerely yours

Ruth A. Jenkins, President
East High School FBLA

Enclosures

EVENT REGISTRATION FORM

School _____

Adviser _____ Phone _____

Please complete the following form listing the names and grades (9-12) of students entering the event specified. All advisers are required to register members for competitive events through the PA FBLA web site.

		Name	Grade
Accounting I	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Accounting II	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Banking and Financial Systems	(one team of 2 or 3; one student may repeat)	_____	_____
		_____	_____
		_____	_____
Business Calculations	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Business Communication	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Business Ethics	(one team of 2 or 3; one student may repeat)	_____	_____
		_____	_____
		_____	_____

		Name	Grade
Business Law	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Business Math (Grades 9-10 only)	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Business Procedures	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Client Service	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Computer Applications	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Computer Problem Solving	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Cyber Security	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Database Design and Applications	(3 per chapter)	_____	_____
		_____	_____
		_____	_____

		Name	Grade
Desktop Publishing	(two teams of 2 members)	1. _____	_____
		_____	_____
		2. _____	_____
		_____	_____
Economics	(3 per chapter)	_____	_____
		_____	_____
Emerging Business Issues	(one team of 2 or 3; one student may repeat)	_____	_____
		_____	_____
Entrepreneurship	(one team of 2 or 3; one student may repeat)	_____	_____
		_____	_____
FBLA Principles and Procedures (Grades 9-10 only)	(3 per chapter)	_____	_____
		_____	_____
Global Business	(one team of 2 or 3; one student may repeat)	_____	_____
		_____	_____
Help Desk	(3 per chapter)	_____	_____
		_____	_____
Impromptu Speaking	(1 per chapter)	_____	_____
		_____	_____

		Name	Grade
Introduction to Business (Grades 9-10 only)	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Introduction to Business Communication (Grades 9-10 only)	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Introduction to Parliamentary Procedure (Grades 9-10 only)	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Introduction to Technology Concepts (Grades 9-10 only)	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Job Interview	(1 per chapter)	_____	_____
Marketing	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Management Decision Making	(one team of 2 or 3; one student may repeat)	_____	_____
		_____	_____
		_____	_____
Management Information Systems	(one team of 2 or 3; one student may repeat)	_____	_____
		_____	_____
		_____	_____

		Name	Grade
Mr. Future Business Leader	(1 per chapter)	_____	_____
Ms. Future Business Leader	(1 per chapter)	_____	_____
Network Design	(one team of 2 or 3; 1 student may repeat)	_____ _____	_____ _____
Networking Concepts	(3 per chapter)	_____ _____ _____	_____ _____ _____
Parliamentary Procedure	(one team of 4 or 5 per chapter; 2 members may repeat)	_____ _____ _____ _____	_____ _____ _____ _____
Personal Finance	(3 per chapter)	_____ _____ _____	_____ _____ _____
Public Speaking I (Grades 9 and 10 only)	(1 per chapter)	_____	_____
Public Speaking II	(1 per chapter)	_____	_____
Spreadsheet Applications	(3 per chapter)	_____ _____ _____	_____ _____ _____

		Name	Grade
Technology Concepts	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Word Processing I (Grades 9 and 10 only)	(3 per chapter)	_____	_____
		_____	_____
		_____	_____
Word Processing II	(3 per chapter)	_____	_____
		_____	_____
		_____	_____

Please return by March 10 to: Mr. James Smith, Adviser
Future Business Leaders of America
East High School
Briston, PA 12345

**REGISTRATION FORM FOR
CANDIDATES AND VOTING DELEGATES**

School _____

Adviser _____ Phone _____

The following FBLA member(s) are candidates for the office indicated:

President _____

Vice President _____

Secretary _____

Treasurer _____

The following FBLA members are voting delegates:

Delegate 1 _____

Delegate 2 _____

Please return by March 10 to: Mr. James Smith, Adviser
Future Business Leaders of America
East High School
Briston, PA 12345

**REGISTRATION FORM FOR
REGIONAL ADVISER CANDIDATE**

(Each region has an adviser elected from and by the local chapter advisers at the RLC. This person will serve a three-year term beginning July 1 and may serve consecutive terms.)

School _____

Candidate Name _____ Phone _____

Please return by March 10 to: Mr. James Smith, Adviser
Future Business Leaders of America
East High School
Briston, PA 12345

TEST PREFERENCE FORM

School _____

Adviser _____ Phone _____

Listed below are the events to be administered at the FBLA Region 30 Leadership Conference. It will be necessary for advisers, other teachers, and student teachers to assist in the administration and scoring of various tests. Please list the names of those participating. Choose test selections and indicate preference by placing 1, 2, and 3 in the blanks in the **TEST SELECTION** section.

Name of Event Assistants

A. _____

B. _____

C. _____

Preference for Test Administration

	A	B	C
Accounting I	___	___	___
Accounting II	___	___	___
Banking and Financial Systems	___	___	___
Business Calculations	___	___	___
Business Communication	___	___	___
Business Ethics	___	___	___
Business Law	___	___	___
Business Math	___	___	___
Business Procedures	___	___	___
Client Service	___	___	___
Computer Applications	___	___	___
Computer Problem Solving	___	___	___
Cyber Security	___	___	___
Database Design and Applications	___	___	___
Desktop Publishing	___	___	___
Economics	___	___	___
Emerging Business Issues	___	___	___
Entrepreneurship	___	___	___
FBLA Principles and Procedures	___	___	___
Global Business	___	___	___
Help Desk	___	___	___
Impromptu Speaking	___	___	___

	A	B	C
Introduction to Business	—	—	—
Introduction to Business Communication	—	—	—
Introduction to Parliamentary Procedure	—	—	—
Introduction to Technology Concepts	—	—	—
Job Interview	—	—	—
Management Decision Making	—	—	—
Management Information Systems	—	—	—
Marketing	—	—	—
Mr. Future Business Leader	—	—	—
Ms. Future Business Leader	—	—	—
Network Design	—	—	—
Networking Concepts	—	—	—
Parliamentary Procedure	—	—	—
Personal Finance	—	—	—
Public Speaking I	—	—	—
Public Speaking II	—	—	—
Spreadsheet Applications	—	—	—
Word Processing I	—	—	—
Word Processing II	—	—	—

Please return by March 10 to: Mr. James Smith, Adviser
Future Business Leaders of America
East High School
Briston, PA 12345

LETTER TO INVITE JUDGES FOR REGIONAL LEADERSHIP CONFERENCE

EAST HIGH SCHOOL FBLA
Briston, PA 12345

February 5, ____

Mr. Ralph H. Browne, Manager
Pennsylvania National Bank
1214 Broad Boulevard
Briston, PA 12345

Dear Mr. Browne

Region 30 of Pennsylvania Future Business Leaders of America will hold its Regional Leadership Conference on Saturday, March 15, ____, at East High School, Briston. Approximately 500 students from the ten FBLA chapters are expected to attend and participate in the various activities and competitive events of the conference.

The Mr. and Ms. Future Business Leader events are among those scheduled for the members. Prior to the conference, each contestant will prepare a letter of application for this award and a brief resume. During the conference, the contestant will take a written test and be interviewed by three judges. Mr. Browne, we are inviting you to be one of the judges and are enclosing a judge's interview sheet and program. East High School's FBLA chapter will be honored if you accept this invitation. I look forward to hearing from you shortly.

Sincerely yours

Ruth A. Jenkins, President
East High School FBLA

Enclosures

**LETTER TO INVITE GUEST SPEAKER
TO REGIONAL LEADERSHIP CONFERENCE**

EAST HIGH SCHOOL FBLA
Briston, PA 12345

January 5, ____

Dr. John H. Wells, Superintendent
Briston Area School District
Fifth and Walnut Streets
Briston, PA 12345

Dear Dr. Wells

On Saturday, March 15, ____, the East High School chapter of Future Business Leaders of America will be host to Region 30 FBLA Regional Leadership Conference. Approximately 500 students will be attending from the ten chapters that comprise Region 30.

The East High School FBLA members would like to invite you to attend our conference when various competitive events and special programs will be held. We would especially like you to attend the first general session at 9:30 a.m. to bring greetings to the group.

Your participation in the conference will be our pleasure, and I am looking forward to hearing from you shortly.

Sincerely yours

Ruth A. Jenkins, President
East High School FBLA

**SAMPLE PROGRAM
REGIONAL LEADERSHIP CONFERENCE**

March 15, ____

- 8:45 a.m. **Conference Registration**
For those arriving early there will be tours of the school
- 9:30 a.m. **General Session** Auditorium
Welcome--Regional President
Greetings--Superintendent
Announcements--Chapter President
- 9:45 a.m. **Testing Session No. 1**
Noncontestants will remain in auditorium for public speaking events
- | | |
|---|----------------------|
| Accounting I | Room 202 |
| Banking and Financial Systems | Room 219 |
| Business Calculations | Room 215 |
| Computer Applications | Room 217 |
| Database Design and Applications | Room 348 |
| Desktop Publishing | Room 218 |
| Emerging Business Issues | Room 203 |
| Entrepreneurship | Room 209 |
| Impromptu Speaking | Room 206 |
| Introduction to Business | Room 201 |
| Introduction to Business Communication | Room 204 |
| Introduction to Parliamentary Procedure | Room 208 |
| Introduction to Technology Concepts | Room 205 |
| Job Interview | Room 207 |
| Word Processing I | Room 218 |
| Mr. & Ms. Future Business Leader | Home Economics Suite |
| Public Speaking I and II | Auditorium |
- 10:45 a.m. **Testing Session No. 2**
Noncontestants will report to auditorium for entertainment
- | | |
|--------------------------|----------|
| Accounting II | Room 202 |
| Business Communication | Room 205 |
| Business Ethics | Room 351 |
| Business Law | Room 208 |
| Business Math | Room 209 |
| Business Procedures | Room 204 |
| Computer Problem Solving | Room 302 |
| Cyber Security | Room 365 |

	Economics	Room 201
	Global Business	Room 216
	Technology Concepts	Room 210
	Marketing	Room 215
	Management Decision Making	Room 325
	Management Information Systems	Room 303
	Network Design	Room 219
	Networking Concepts	Room 217
	Parliamentary Procedure	Room 206
	Personal Finance	Room 301
	Spreadsheet Applications	Room 335
	Visual Basic Programming	Room 303
	Word Processing II	Room 218
11:45 a.m.	Business Meeting	Auditorium
	Roll Call	
	Election Campaign Speeches	
	Invitation to host the RLW or RLC	
12:15 p.m.	Election of Regional Officers	Main Lobby
12:30 p.m.	Lunch	Cafeteria
1:30 p.m.	Awards Ceremony	Auditorium
	Recognition of advisers	
	Presentation of awards	
	Announcement of new regional officers	
	Installation of new regional officers	
	FBLA Pledge	

RLC WRITTEN TEST WORKSHEET

Event	Proctor	Tests Issued	Keys Issued	No. of Contestants	Tests Returned	Keys Returned
Accounting I						
Accounting II						
Banking & Financial Systems						
Business Calculations						
Business Communication						
Business Ethics						
Business Law						
Business Math						
Business Procedures						
Client Service						
Computer Problem Solving						
Cyber Security						
Economics						
Entrepreneurship						
FBLA Principles and Procedures						
Global Business						
Help Desk						
Introduction to Business						
Introduction to Business Communication						
Introduction to Parliamentary Procedure						
Introduction to Technology Concepts						
Management Decision Making						
Management Information Systems						
Marketing						
Mr. Future Business Leader						
Ms. Future Business Leader						
Network Design						
Networking Concepts						
Parliamentary Procedure						
Personal Finance						
Technology Concepts						

RLC SCHOOL-SITE TEST WORKSHEET						
Event	Proctor	Tests Issued	Keys Issued	No. of Contestants	Tests Returned	Keys Returned
Computer Applications						
Database Design and Applications						
Desktop Publishing						
Spreadsheet Applications						
Word Processing I						
Word Processing II						