

FORMS





PBL Pre-conference Tests Order Form

North Dakota Department of Career and Technical Education

School:	Adviser:
Phone with best time to call:	Fax:
Pre-conference test administrator: (May <i>not</i> be an adviser. You may have more than one test administrator, but all tests will be sent to only one person.)	Mailing address of test administrator:

*****All students must pay conference registration fee to participate in these events.*****
*****All tests must be returned to Bismarck regardless of whether or not they are used.*****
SPECIAL NOTE: All objective tests scheduled to be taken at the school-site prior to the State Leadership Conference will be taken online in 2012. Instructions for this process will be sent with the preconference tests.

Event	Names of Competitors <i>(For team events, place names of all team members on same line.)</i>
Accounting Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members Team tests cooperatively</i>	1.
Accounting for Professionals (skill test) <i>Individual Event 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)</i>	1.
	2.
	3.
	4.
	5.
	6.
Business Communication (writing exercise) <i>Individual event 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)</i>	1.
	2.
	3.
	4.
	5.
	6.
Business Decision Making (objective test) <i>1 team consisting of 2 or 3 members Team tests cooperatively</i>	1.
Computer Applications (skill test) <i>Individual Event 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)</i>	1.
	2.
	3.
	4.
	5.
	6.
Database Design & Application (skill test) <i>Individual Event 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)</i>	1.
	2.
	3.
	4.
	5.
	6.

Continued on next page

Event	Names of Competitors <i>(For team events, place names of all team members on same line.)</i>
Desktop Publishing (skill and objective test) <i>Up to 3 teams of 2 members each</i> <i>Team tests cooperatively</i>	1. 2. 3.
Economic Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Financial Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Financial Services (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Help Desk (objective test) <i>Individual event</i> <i>2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)</i>	1. 2. 3. 4. 5.
Hospitality Management (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Human Resource Management (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Management Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Marketing Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Network Design (objective test) <i>1 team consisting of 2 or 3 members</i> <i>Team tests cooperatively</i>	1.
Parliamentary Procedure (objective test) <i>1 team consisting of 4 or 5 members</i> <i>Team tests individually</i>	1.
State Vice President of Operations Application Test	1. 2. 3.

Continued on next page

Event	Names of Competitors <i>(For team events, place names of all team members on same line.)</i>
Strategic Analysis & Decision Making (objective test) <i>1 team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i>	1.
Word Processing (skill test) <i>Individual event</i> <i>3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)</i>	1. 2. 3. 4. 5. 6.

Postmark, Email, or Fax this form by designated date to:

Linda Kuntz
Dept. of Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
lkuntz@nd.gov



PBL State Officer and State Parliamentarian Application*

Please keyboard this form.

**All information requested is purely voluntary on the part of the applicant and will not be used for determining applicant's qualifications for a North Dakota PBL State Chapter office.*

School attending in 2012-2013		Office sought			
Class this year <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior		Standing in class <input type="checkbox"/> Upper third <input type="checkbox"/> Middle <input type="checkbox"/> Lower third			
Name		Current mailing address			
City	State	Zip	Phone		
E-mail					
Summer mailing address				Phone	
Person to contact in an emergency			Relationship		
Address		City	State	Zip	Phone
PBL activities					
College Major	College Minor		Have you completed or are you enrolled in at least one business course? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you willing to attend all meetings of the State Executive Council: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you employed in a part-time job while attending college? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of hours you usually work per week		Name of employer	
If you are employed, will your employer allow you time off to attend state planning meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Candidate's signature			Adviser's signature		

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Who's Who in North Dakota PBL Award

North Dakota Department of Career and Technical Education
SFN 15350 (11-99)

Every PBL chapter should name at least one PBL member to receive the Who's Who award. Every chapter has a winner. State PBL officers are *not* to be local chapter winners. They receive the award automatically. This award should be given to the person most deserving for service to the local PBL chapter, not necessarily the president, but the member who is always present, always willing to help, etc.

Chapters may have one or more Who's Who recipient.

School Name	Adviser's Signature
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1	Name of Student Receiving Award (please print)
2	Name of Student Receiving Award (please print)

DO NOT LIST STATE OFFICERS

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PBL Adviser Length of Service Award Application

North Dakota Department of Career and Technical Education
SFN 51854 (11/99)

In order to continue the Chapter Adviser Years of Service Award at the state and national level, we need information from each adviser regarding total (broken or continuous) years of service as a PBL adviser. Advisers will be recognized at the State Leadership Conference for 5, 10, 15, 20, and 25 years of service.

If you are eligible for an award this year **and wish to receive the award**, you must complete this form and return it to the state PBL office by the date indicated.

If you are not eligible for an award this year, you don't need to complete this form.

Name	School
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I have a total of _____ years of service (including this year) as a PBL chapter adviser as follows:

From (month/year)	To (month/year)	School Name
From (month/year)	To (month/year)	School Name
From (month/year)	To (month/year)	School Name

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Special Needs Assistance Request

The following students or advisers request special assistance or accommodations at the State Leadership Conference. Describe how you believe we could best assist student or adviser with special needs. (Example: provide room on ground level.)

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required:

Name and type of assistance required.

Chapter

Adviser

Postmark, email or fax this form by designated date to:

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lkuntz@nd.gov**



PBL Competitive Event Registration

North Dakota Department of Career and Technical Education
SFN 6991 (12/00)

Chapter Name	# of Members	Adviser's Name
School Phone	School Fax	
Adviser or person to contact if conference is postponed or changed because of inclement weather, or other reason.		Phone
E-mail Address		
Name of alternate person to contact		Phone
E-mail Address		

For each of the following competitive events, supply names of the participants. Under each event name is indicated (by chapter membership) the number of members from each chapter who may enter the event. **Participants must check posted schedules at conference registration to ensure that they are not scheduled for two events at the same time.**

Accounting Analysis and Decision Making (One team composed of 1 to 3 members)	
Accounting Principles (Note Course Eligibility Requirements) (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Accounting for Professionals (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Business Communication (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Business Decision Making (One team composed of 2 or 3 members)	
Business Ethics (One team composed of 2 or 3 members)	
Business Law (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Business Presentation (One team composed of 1 to 3 members)	
Client Service (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Community Service Project (One team composed of 1 to 3 members)	
Computer Applications (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Computer Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Computer Game and Simulation Programming (One team composed of 1 to 3 members)	

<p>Contemporary Sports Issues (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Cyber Security (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Database Design and Application (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Desktop Publishing (3 teams of 2 members each)</p>	
<p>Digital Video Production (One team composed of 1 to 3 members)</p>	
<p>Economic Analysis and Decision Making (One team composed of 1 to 3 members)</p>	
<p>Emerging Business Issues (One team composed of 2 or 3 Members)</p>	
<p>Financial Analysis and Decision Making (One team composed of 1 to 3 members)</p>	

Financial Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Financial Services (One team composed of 1 to 3 members)	
Future Business Executive (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Future Business Teacher (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Help Desk (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Hospitality Management (One team composed of 1 to 3 members)	
Human Resource Management (One team composed of 1 to 3 members)	
Impromptu Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Information Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Integrated Marketing Campaign (One team composed of 1 to 3 members)	
International Business (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Job Interview (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
Justice Administration (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Local Chapter Annual Business Report	Entering Report: ____Yes ____No
Macroeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Management Analysis and Decision Making (One team composed of 1 to 3 members)	
Management Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Marketing Analysis and Decision Making (One team composed of 1 to 3 members)	
Marketing Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Microeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Network Design (One team composed of 2 or 3 members)	
Networking Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Parliamentary Procedure (One team composed of 4 or 5 members)	
Project Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Public Speaking (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	

Retail Management (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Sales Presentation (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5	
SMG Worldwide (Unlimited number of individuals or teams composed of 1 to 5 members)	
Sports Management and Marketing (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Statistical Analysis (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Strategic Analysis and Decision Making (One team composed of 1 to 3 members)	
Telecommunications (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

Web Site Design (One team composed of 1 to 3 members)	
Word Processing (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

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Fax: 701-328-1255
llkuntz@nd.gov

Conference Event Registration Continued on Next Page



PBL North Dakota State Leadership Conference Registration

North Dakota Department of Career and Technical Education
SFN 18287 (11/00)

Location of conference Jamestown, ND	Conference dates April 20-21, 2012
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School	City
Adviser	

	State officers attending at no charge	
	Members attending at \$70 per person	
	Advisers attending at \$70 per person	
	Guest banquet at \$25 per person (non-PBL member or non-adviser)	
	Guest brunch at \$20 per person (non-PBL member or non-adviser)	
	TOTAL	

Make check payable to North Dakota PBL

Postmark this form and your check by date indicated to:

**FBLA-PBL Fiscal Agent
PO Box 6022
Bismarck, ND 58506-6022**

In addition, please fax this form to:

**Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov**



PBL State Leadership Conference Hotel Reservation

North Dakota Department of Career and Technical Education
SFN 15348 (12/00)

Mail to:
Quality Inn and Suites
507 25th Street, SW
Jamestown, ND 58401
Phone: (701) 252-3611
Fax: (701) 251-1212
NOTE: Refer to block of rooms reserved under ND PBL.

Conference Dates
April 20-21, 2012

Postmark by
March 20, 2012

PLEASE NOTE: All hotel reservations need to be made using this form. The hotel will not accept phone reservations. It is preferred that reservations be made for the entire chapter at one time.

1. A block of rooms has been reserved at this hotel (**rooms will be released March 20**). Mail this form directly to the hotel. No reservations will be made for the conference without this form. Any changes must be made with the hotel.
2. Check-in time will be 2 p.m. You must check in no later than 6 p.m. If this is impossible, call the hotel and make special arrangements for late arrival.
3. Check-out time will be 11 a.m.
4. Make sure to indicate how many nights you will be staying.
5. Room rates (excluding tax) **per person, per night** are as follows:

Single	Double	Triple	Quad
\$69.30	\$34.65	\$23.10	\$17.33

6. Please bring tax exempt ID number, if it applies, to receive a tax-free room rate.

Name of School, City:			Number of rooms to reserve:	
Arrival Date:		Departure Date:		
	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room A	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		
	NAME	TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room B	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

SEND CONFIRMATION TO:

Name		Phone	
Address		Fax	
City	State	Zip	

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room C	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room D	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room E	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		

NAME		TYPE ROOM	SEX	FOR HOTEL USE ONLY
Room F	1.	<input type="checkbox"/> Single	<input type="checkbox"/> Male <input type="checkbox"/> Female	
	2.	<input type="checkbox"/> Double		
	3.	<input type="checkbox"/> Triple		
	4.	<input type="checkbox"/> Quad		



Meal Function Reservation Form

EMAIL OR FAX TO:

Name Linda Kuntz	Phone 701-328-3174	Fax 701-328-1255
Email llkuntz@nd.gov	Date Sent	

Because some members attend only portions of the conference, and in order to eliminate the waste of unneeded food that is ordered, please complete the information requested below regarding how many people your chapter will have attending the meal functions at the PBL State Leadership Conference.

Number Attending	
	Number attending banquet on Friday, April 20
	Number attending brunch on Saturday, April 21

FAX FROM:

Adviser's Name
School, City

Postmark, email or fax this form by designated date to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
Fax: 701-328-1255
llkuntz@nd.gov



Event Entry Form

This form must be completed and sent for the following events. Please check one:

<input type="checkbox"/>	Computer Game and Simulation Programming	<input type="checkbox"/>	Digital Video Production
<input type="checkbox"/>	Web Site Design	<input type="checkbox"/>	

Provide the URL for Web Site Design. Submit Computer Game and Simulation Programming and Digital Video Production on either a DVD or a flash drive. The presentation must be clearly labeled and include the name of the event, state, participants' name(s), and school.

Chapter Name		
Web site URL Address (for Web Site Design):		
Adviser Name		
Adviser Email Address		Phone Number
Team Member Names		

We, the undersigned, attest that the design and creation of this presentation is the original work of the team members. We agree that this presentation may be linked, promoted, and used in any way by North Dakota FBLA-PBL, Inc. for purposes of promoting the association.

Adviser's Signature	Team Member Signature
Team Member Signature	Team Member Signature

Complete this Document Section for All Appropriate Events:

Software Used:
Source of Information:
Copyright Notations:
Instructions for Running Project:
Template(s) Used (source):

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PBL Local and State Chapter Web Site Permission Form

The North Dakota PBL Web site is one of the primary modes of communication for our students, instructors, and others. We believe that stories and information about the people and events around the state will improve our site. On the other hand, we understand the global nature of the Internet and concerns people have for privacy. In order for us to alleviate any potential misunderstandings, we require that this form be filled out, signed, and submitted to our agency by any individual to whom reference is made or whose pictures are posted. If said person is a minor, a guardian signature is also required.

The _____ chapter of PBL is authorized to publish the following on their Web site (check all to which you agree).

-OR-

The North Dakota State Chapter of PBL is authorized to publish the following on their web site (check all to which you agree).

- Name
- Email Address
- Photo

Member Signature: _____

Date: _____

Signature of Parent /Guardian: _____
(if above individual is under 18 years of age)

Date: _____

To be signed and retained by the local chapter

-OR-

send to the PBL state office if photos are to be published on the PBL website.

Mail, email or fax to:

Linda Kuntz
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Bismarck, ND 58505-0610
Fax: 701-328-1255
[**lkuntz@nd.gov**](mailto:lkuntz@nd.gov)



Largest Percentage of Retention in Local Chapter Membership

(North Dakota Only Event)

North Dakota Department of Career and Technical Education
SFN 53908

School Name and City:

Please fill out the information below. Membership retention will be verified using National PBL membership records.

Number of Members Retained from 2010-11 to 2011-12:
Percentage of Retention:

(To calculate percentage of retention, divide number of members retained by the current number of members.)

List names of members retained from 2010-11 to 2011-2012:

(Attach additional sheet if necessary)

1.	10.
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7.	16.
8.	17.
9.	18.

Signature of Chapter President:	Signature of Chapter Adviser:
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