

# COLORADO PBL Corporate Ladder Checklist

Use this checklist for your reference (DO NOT INCLUDE WITH THE REPORT) to ensure that your chapter earns recognition for their Corporate Ladder award.

A chapter may only apply for one level during a school year, defined as the previous year’s State Leadership Conference registration due date to current year State Leadership Conference registration due date.

If the chapter Corporate Ladder portfolio does not follow the order of the entry form, **IT WILL BE DISQUALIFIED.**

- Front Cover
- Corporate Ladder Entry Form (with all signatures)
- Table of Contents
- Activity documentation in the same order as listed on the entry form
- Submitted electronically

CRITERIA	YES	NO
<b>Report Cover</b>		
Front report cover <b>must</b> contain the following information: Name of School Corporate Ladder Rung you are applying for 20XX-20XX		
<b>Report Contents (pages may exceed 30 if needed)</b>	<b>YES</b>	<b>NO</b>
Report is in the following order: Front Cover Completed Entry Form Table of Contents with page numbers Activities follow the order of the entry form		
Report contains correct forms as required and needed:		
Event Verification Form		
State Officer Visitation Verification form		
Business Sponsorship form		
Report may be single or double spaced		
All Letters, press releases, etc. follow the national format guide		
Report is Submitted electronically and correctly formatted		

# Colorado Phi Beta Lambda Corporate Ladder Rung I Entry Form

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover Page must include the following information: chapter name, award name, and the school year (ie. 20XX-20XX).

All required supporting documentation must follow the same order as this entry form. The time frame for completion of all activities is: registration for State Leadership Conference of this past school year through registration for State Leadership Conference for the current school year.

**REMEMBER TO CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY.**

- Activity 1** - Membership. Maintain previous year's paid membership. *(Include one copy of the national membership dues form for the current year and previous year)*
- Activity 2** – Submit an article or chapter newsletter to the Colorado Phi Beta Lambda Web Site. *(Include a copy of the article and copy of the email sent with the article attached.)*
- Activity 3** - 10% of member participation in the National CMAP Recognition Program. *(Include a copy of the CMAP registration from the online submission form)*
- Activity 4** - 25% of their chapter registered for the Colorado State Leadership Conference. *(Include a copy of your State Registration from your registration.)*
- Activity 5** - Provide one (1) potential business sponsorship contact to Colorado PBL. *(Include a business name, email, phone number, mailing address and how your organization has interacted with them before)*
- Activity 6** - Participate in a community service project at the local level. *(Complete a Corporate Ladder Event Verification form)*
- Activity 7** – Host a state officer at a chapter activity. *(Include the signed State Officer Visitation Verification form.)*
- Activity 8** - Attend the Colorado PBL State Leadership Conference planning meeting in the fall. *(Include a copy of the agenda from the planning meeting)*

By signing this form, we, the undersigned, to declare that our Phi Beta Lambda chapter has ethically fulfilled the requirements for the first rung of the Corporate Ladder.

Print Chapter Name: \_\_\_\_\_  
Print Adviser's Name: \_\_\_\_\_  
Adviser's Signature: \_\_\_\_\_  
Chapter President Signature: \_\_\_\_\_

# Colorado Phi Beta Lambda Corporate Ladder Rung II Entry Form

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover Page must include the following information: chapter name, award name, and the school year (ie. 20xx-20xx).

All required supporting documentation must follow the same order as this entry form. The time frame for completion of all activities is: registration for State Leadership Conference of this past school year through registration for State Leadership Conference for the current school year.

## REMEMBER TO CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY

- Activity 1** - Membership. Maintain previous year's paid membership. *(Include one copy of the national membership dues form for the current year and previous year)*
- Activity 2** - Submit an article or chapter newsletter to the Colorado Phi Beta Lambda Web Site. *(Include a copy of the article and copy of the email send with the article attached.)*
- Activity 3** - 25% of member participation in the National CMAP Recognition Program. *(Include a copy of the CMAP registration from the online submission form)*
- Activity 4** - 50% of their chapter registered for the Colorado State Leadership Conference. *(Include a copy of your State Registration from your online registration.)*
- Activity 5** - Provide three (3) potential business sponsorship contact to Colorado PBL. *(Include a business name, email, phone number, mailing address and how your club had interacted with them before)*
- Activity 6** - Participate in a community service project at the local level. *(Complete a Corporate Ladder Event Verification form)*
- Activity 7** - Host a state officer at a chapter activity. *(Include the signed State Officer Visitation Verification form.)*
- Activity 8** - Communicate with a local FBLA chapter OR exhibit at the Colorado FBLA State Leadership Conference. *(Include a copy of the emails or communication that you have with your local FBLA chapter OR your exhibitor form conformation)*
- Activity 9** - Attend the Colorado PBL State Leadership Conference planning meeting in the fall. *(Include a copy of the agenda from the planning meeting)*
- Activity 10** - Obtain one Professional Division Member. *(Include a copy of the Professional Division Membership, i.e. a copy of the Professional Division registration form and a copy of your receipt.)*

By signing this form, we, the undersigned, to declare that our Phi Beta Lambda chapter has ethically fulfilled the requirements for the second rung of the Corporate Ladder.

Print Chapter Name: \_\_\_\_\_

Print Adviser's Name: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_

# Colorado Phi Beta Lambda

## Corporate Ladder Rung III Entry Form

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover Page must include the following information: chapter name, award name, and the school year (ie. 20XX-20XX).

All required supporting documentation must follow the same order as this entry form. The time frame for completion of all activities is: registration for State Leadership Conference of this past school year through registration for State Leadership Conference for the current school year.

### REMEMBER TO CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY

- Activity 1** - Membership. Recruit three (3) new chapter members. *(Include one copy of the national membership dues form for the current year and previous year)*
- Activity 2** – Submit an article or chapter newsletter to the Colorado Phi Beta Lambda Web Site. *(Include a copy of the article and copy of the email send with the article attached.)*
- Activity 3** - 25% of member participation in the National CMAP Recognition Program. *(Include a copy of the CMAP registration from the online submission form)*
- Activity 4** - 50% of their chapter registered for the Colorado State Leadership Conference. *(Include a copy of your State Registration from your online registration.)*
- Activity 5** – Obtain one (1) business sponsorship totaling \$100 payable to Colorado PBL. *(Include a copy of the Business Sponsorship form(s) and a copy of the check(s). Be sure to black out the routing number(s) on the check copy.)*
- Activity 6** - Participate in a community service project at the local level. *(Complete a Corporate Ladder Event Verification form)*
- Activity 7** - Host a state officer at a chapter activity. *(Include the signed State Officer Visitation Verification form.)*
- Activity 8** - Communicate with a local FBLA chapter OR exhibit at the Colorado FBLA State Leadership Conference. *(Include a copy of the emails or communication that you have with your local FBLA chapter OR your exhibitor form conformation)*
- Activity 9** - Attend the Colorado PBL State Leadership Conference planning meeting in the fall. *(Include a copy of the agenda from the planning meeting)*
- Activity 10** – Obtain two (2) Professional Division Members. *(Include a copy of the Professional Division Membership, i.e. a copy of the Professional Division registration form and a copy of your receipt.)*
- Activity 11** – Plan or participate in a community service activity to benefit or raise money for the March of Dimes. *(Include a completed Corporate Ladder Event Verification Sheet.)*

By signing this form, we, the undersigned, to declare that our Phi Beta Lambda chapter has ethically fulfilled the requirements for the third rung of the Corporate Ladder.

Print Chapter Name: \_\_\_\_\_

Print Adviser's Name: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_

# Colorado Phi Beta Lambda

## Corporate Ladder Rung IV Entry Form

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover Page must include the following information: chapter name, award name, and the school year (ie. 20XX-20XX).

All required supporting documentation must follow the same order as this entry form. The time frame for completion of all activities is: registration for State Leadership Conference of this past school year through registration for State Leadership Conference for the current school year.

### REMEMBER TO CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY

- Activity 1** - Membership. Recruit five (5) new chapter members. *(Include one copy of the national membership dues form for the current year and previous year)*
- Activity 2** – Submit an article or chapter newsletter to the Colorado Phi Beta Lambda Web Site. *(Include a copy of the article and copy of the email send with the article attached.)*
- Activity 3** - 35% of member participation in the National CMAP Recognition Program. *(Include a copy of the CMAP registration from the online submission form)*
- Activity 4** - 65% of their chapter registered for the Colorado State Leadership Conference. *(Include a copy of your State Registration from your online registration.)*
- Activity 5** – Obtain two (2) business sponsorships totaling \$150 payable to Colorado PBL. *(Include a copy of the Business Sponsorship forms and a copy of the checks. Be sure to black out the routing number on the check copy.)*
- Activity 6** - Participate in a community service project at the local level. *(Complete a Corporate Ladder Event Verification form)*
- Activity 7** - Host a state officer at a chapter activity. *(Include the signed State Officer Visitation Verification form.)*
- Activity 8** - Communicate with a local FBLA chapter OR exhibit at the Colorado FBLA State Leadership Conference. *(Include a copy of the emails or communication that you have with your local FBLA chapter OR your exhibitor form conformation)*
- Activity 9** - Attend the Colorado PBL State Leadership Conference planning meeting in the fall. *(Include a copy of the agenda from the planning meeting)*
- Activity 10** – Obtain two (2) Professional Division Members. *(Include a copy of the Professional Division Membership, i.e. a copy of the Professional Division registration form and a copy of your receipt.)*
- Activity 11** – Plan or participate in a community service activity to benefit or raise money for the March of Dimes. *(Include a completed Corporate Ladder Event Verification Sheet.)*
- Activity 12** – Submit one article to Phi Beta Lambda National Publication the PBL Business Leader. *(Include a copy of the article submitted AND a copy of proof that you submitted it. Article does not have to*

*be published to be considered.)*

- Activity 13** – Chapter representation at the National or Colorado Fall Leadership Conference. *(Include a copy of your registration for the conference)*

By signing this form, we, the undersigned, to declare that our Phi Beta Lambda chapter has ethically fulfilled the requirements for the fourth rung of the Corporate Ladder.

Print Chapter Name: \_\_\_\_\_

Print Adviser's Name: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_

# Colorado Phi Beta Lambda Corporate Ladder Rung V Entry Form

This award requires chapters to submit information electronically (report format) as a PDF file through the state-provided uploading link. Cover Page must include the following information: chapter name, award name, and the school year (ie. 20xx-20xx).

All required supporting documentation must follow the same order as this entry form. The time frame for completion of all activities is: registration for State Leadership Conference of this past school year through registration for State Leadership Conference for the current school year.

## REMEMBER TO CLEARLY MARK THE CHECKBOX NEXT TO EACH COMPLETED ACTIVITY

- Activity 1** - Membership. Recruit seven (7) new chapter members. *(Include one copy of the national membership dues form for the current year and previous year)*
- Activity 2** - Submit an article or chapter newsletter to the Colorado Phi Beta Lambda Web Site. *(Include a copy of the article and copy of the email send with the article attached.)*
- Activity 3** - 45% of member participation in the National CMAP Recognition Program. *(Include a copy of the CMAP registration from the online submission form)*
- Activity 4** - 75% of their chapter registered for the Colorado State Leadership Conference. *(Include a copy of your State Registration from your online registration.)*
- Activity 5** – Obtain three (3) business sponsorships totaling \$225 payable to Colorado PBL. *(Include a copy of the Business Sponsorship forms and a copy of the checks. Be sure to black out the routing number(s) on the check copy.)*
- Activity 6** - Participate in a community service project at the local level. *(Complete a Corporate Ladder Event Verification form)*
- Activity 7** - Host a state officer at a chapter activity. *(Include the signed State Officer Visitation Verification form.)*
- Activity 8** - Communicate with a local FBLA chapter. *(Include a copy of the emails or communication that you have with your local FBLA chapter)*
- Activity 9** - Exhibit at the Colorado FBLA State Leadership Conference. *(Include a copy of your exhibitor form conformation)*
- Activity 10** - Attend the Colorado PBL State Leadership Conference planning meeting in the fall. *(Include a copy of the agenda from the planning meeting)*
- Activity 11** – Obtain three (3) Professional Division Members. *(Include a copy of the Professional Division Membership, i.e. a copy of the Professional Division registration form and a copy of your receipt.)*
- Activity 12** – Plan or participate in a community service activity to benefit or raise money for the March of Dimes. *(Include a completed Corporate Ladder Event Verification Sheet.)*



- Activity 13** – Submit one article to Phi Beta Lambda National Publication the PBL Business Leader. *(Include a copy of the article submitted AND a copy of proof that you submitted it. Article does not have to be published to be considered.)*
  
- Activity 14** – Chapter representation at the National or Colorado Fall Leadership Conference. *(Include a copy of your online registration for the conference)*
  
- Activity 15** – Chapter representation at the National Leadership Conference. *(Include a copy of your online registration for the conference)*

By signing this form, we, the undersigned, to declare that our Phi Beta Lambda chapter has ethically fulfilled the requirements for the fifth rung of the Corporate Ladder.

Print Chapter Name: \_\_\_\_\_

Print Adviser's Name: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_

Chapter President Signature: \_\_\_\_\_

# PBL Corporate Ladder Officer Visitation Verification Form

**Chapter Visited:** \_\_\_\_\_

**Officer Attending:** \_\_\_\_\_

**Date of Visitation:** \_\_\_\_\_

**Chapter Adviser Signature:** \_\_\_\_\_

**Chapter President Signature:** \_\_\_\_\_

**Officer Signature:** \_\_\_\_\_

INCLUDE THIS FORM IN THE COOPERATE LADDER AWARD  
DOCUMENTATION



# PBL Corporate Ladder Event Verification Form



Check the type of project (one per form):

- Community Service
- Civic Organization Presentation
- Activity with another CTSO
- Charitable Organization
- Other – Specify

Date of project/activity: \_\_\_\_\_

Name of Cooperating organization: \_\_\_\_\_

Phone # of cooperating organization: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_

Chapter Adviser's Signature: \_\_\_\_\_

Chapter Office/Chairperson's Signature: \_\_\_\_\_

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

Project Description (50 word or less): \_\_\_\_\_

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