

FORMS





ND PBL State Officer Application*

Please key 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 2021-22		Office sought	
Class next year <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student			
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
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	

Postmark or email this form by designated date to:

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



Who's Who in North Dakota PBL Award

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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ND PBL Adviser Length of Service Award Application

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
------	--------

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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ND PBL Pre-Conference Tests Order Form

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. 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 for Professionals (production test) <i>Individual Event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1. 2. 3. 4. 5. 6.
Administrative Support Technology (production test) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1. 2. 3. 4. 5. 6.
Business Communication (writing exercise) <i>Individual event</i> 3 (1-24), 4 (25-49), 5 (50-74), 6 (75+)	1. 2. 3. 4. 5. 6.
Desktop Publishing (objective test) <i>Up to 3 teams of 1 or 2 members each</i> <i>Team tests cooperatively</i>	1. 2. 3.
Financial Services (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.

Continued on next page

Event	Names of Competitors <i>(For team events, place names of all team members on same line.)</i>
Future Business Executive (objective test) <i>Individual event</i> 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Global Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Help Desk (objective test) <i>Individual event</i> 2 (1-24), 3 (25-49), 4 (50-74), 5 (75+)	1. 2. 3. 4. 5.
Hospitality Management (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Human Resource Management (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Management Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
Marketing Analysis & Decision Making (objective test) <i>Team consisting of 1 to 3 members</i> <i>Team tests cooperatively</i> (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	1. 2. 3. 4.
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.

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ND PBL SLC Competitive Event Registration

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 for Professionals (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Accounting Principles (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Administrative Support Technology (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

<p>Business Communication (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Business Ethics (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Business Law (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:

<p>Business Presentation (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
<p>Client Service (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Community Service Project (One team composed of 1 to 3 members)</p>	
<p>Computer Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<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>	

Desktop Publishing (3 teams of 1 or 2 members each)	A:
	B:
	C:
Emerging Business Issues (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:
Entrepreneurship Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Financial Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	

<p>Financial Services (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
<p>Future Business Educator (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Future Business Executive (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Global Analysis and Decision Making (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
<p>Help Desk (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	

<p>Hospitality Management (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
<p>Human Resource Management (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
<p>Impromptu Speaking</p> <p>(1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Information Management</p> <p>(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Insurance Concepts</p> <p>(1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	

<p>Job Interview (1-24) 2; (25-49) 3; (50-74) 4; (75+) 5</p>	
<p>Justice Administration (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Local Chapter Annual Business Report</p>	<p>Entering Report: ____Yes ____No</p>
<p>Macroeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Management Analysis and Decision Making (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	<p>A:</p> <p>B:</p> <p>C:</p> <p>D:</p>
<p>Management Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	

<p>Marketing Analysis and Decision Making (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
	D:
<p>Marketing Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Microeconomics (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Networking Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Organizational Behavior and Leadership (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Parliamentary Procedure (One team composed of 4 or 5 members)</p>	

Personal Finance (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
Programming Concepts (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6	
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	

<p>Small Business Management Plan (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
<p>Social Media Challenge (team composed of 1 to 3 members)</p> <p>(1-24) 1; (25-49) 2; (50-74) 3; (75+) 4</p>	A:
	B:
	C:
<p>Sports Management and Marketing (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	
<p>Statistical Analysis (1-24) 3; (25-49) 4; (50-74) 5; (75+) 6</p>	

Website Design (team composed of 1 to 3 members) (1-24) 1; (25-49) 2; (50-74) 3; (75+) 4	A:
	B:
	C:
	D:

Postmark or email this form by designated date to:

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Career and Technical Education
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Bismarck, ND 58505-0610
lkuntz@nd.gov

Conference Event Registration Continued on Next Page

School Name	Adviser
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Please key (for accuracy in making nametags) **all** chapter members, advisers, and guests attending the conference. Add additional pages if necessary.

Name	Email	Member	Adviser	Guest



North Dakota PBL State Leadership Conference Registration

Location of conference Fargo, ND	Conference dates April 9-10, 2021
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School	City
Adviser	

	State officers attending at no charge	\$
	Members attending at \$75 per person	\$
	Advisers attending at \$75 per person	\$
	Guest banquet at \$30 per person (non-PBL member or non-adviser)	\$
	Guest brunch at \$30 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 email this form to:

Linda Kuntz
Career and Technical Education
600 E. Boulevard Ave., Dept. 270
Bismarck, ND 58505-0610
lkuntz@nd.gov



Outstanding North Dakota PBL Local Chapter Adviser Nomination

No pictures, be brief. State reasons on this form only.

Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Statement of why the nominee should receive the award:	
Submitted by	Chapter

Postmark or email this form by designated date to:

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Businessperson of the Year or Honorary Membership Nomination

No pictures, be brief. State reasons on this form only.

Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Nominated for: <input type="checkbox"/> Honorary Membership <input type="checkbox"/> Businessperson of the Year	
Statement of why the nominee should receive the award:	
Submitted by	Chapter
<i>NOTE: You will be notified if candidate is selected. If you do not receive notification, the person was not selected as State Businessperson of the Year or Honorary Member. You may give this person an award from your chapter, if you wish.</i>	

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PBL Alumni of the Year Nomination

No pictures, be brief. State reasons on this form only.

Name of Nominee	
Complete Mailing Address of Nominee	Telephone
E-mail Address of Nominee	
Years of Participation in FBLA-PBL:	
Statement of why the nominee should receive the award:	
Quote from nominee about PBL's impact on their life/career:	
Submitted by	Chapter
<i>NOTE: You will be notified if candidate is selected. If you do not receive notification, the person was not selected as PBL Alumni of the Year. You may give this person an award from your chapter, if you wish.</i>	

Postmark or email this form by designated date to:

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Bismarck, ND 58505-0610
lkuntz@nd.gov**



Special Needs Assistance Request

The following members or advisers request special assistance or accommodations at the State Leadership Conference. Describe how you believe we could best assist member or adviser with special needs.

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

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Bismarck, ND 58505-0610
lkuntz@nd.gov***



Largest Percentage of Retention in Local Chapter Membership (North Dakota Only Event)

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 2019-2020 to 2020-2021:
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 2019-2020 to 2020-2021:
(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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llkuntz@nd.gov**



Event Entry/Statement of Assurance Form

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

<input type="checkbox"/>	Desktop Publishing
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Submit color print-outs in a file folder for Desktop Publishing. Each page must be clearly labeled and include the name of the event, state, participants' name(s), and school.

Chapter Name	
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):

Postmark or email this form by designated date to:

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Bismarck, ND 58505-0610
llkuntz@nd.gov



North Dakota PBL Perks Entry Form (2020-2021)

Chapter:	
Chapter President's Signature:	
Adviser's Signature:	

PLEASE MAKE SURE SUPPORTING DOCUMENTS ARE ATTACHED TO THIS FORM

- Gold Level - Complete four (4) Level I Activities and eight (8) Level II Activities.
- Silver Level - Complete three (3) Level I Activities and six (6) Level II Activities.
- Bronze Level - Complete two (2) Level I Activities and four (4) Level II Activities.

Level I Activities

1. Have at least 80% of local membership register for the State Leadership Conference.
2. Hold a PBL recruitment booth during your college's involvement fair. **Attach three (3) photos and a minimum 100-word summary. The recruitment booth must be held during the 2020-21 membership year.**
3. Submit a chapter spotlight report for a chapter activity for publication on North Dakota PBL social media. **Submit the report to the Vice President of Public Relations to be linked to the state site. Please include a summary of a minimum of 100 words and three (3) photos.**
4. At least 20% of members complete one level of the CMAP Program.
5. Secure a competitive event sponsor. **Attach the sponsorship form.**
6. Have a candidate run for state or national office

Level II Activities

7. Members attend Learn to Lead on October 17.
8. Pay state and national dues of \$20 by October 20.
9. Submit Local Chapter Annual Business Report for state competition.
10. Submit Community Service Project Report for state competition.
11. Recruit at least 2 new professional division members. **Attach verification of professional membership registration.**
12. Hold a March of Dimes fundraiser. **Attach three (3) photos and a minimum 100-word summary of the event.**
13. Include a local businessperson in a chapter activity or go on a local business tour. **Attach a description of name, position and activity.**
14. Include a professor/school official in a chapter activity (excludes adviser). **Attach a minimum 100-word description of their name, position, and activity.**
15. Have a state or national officer attend a chapter meeting in person or virtually. (State officers may not visit their own chapter) **Attach a description of name, position and activity.**
16. Increase local chapter membership by 10%.
17. Submit a report of a chapter activity to local media and to the state office for publication. **Attach a copy of the article from the media and the original word document.**
18. Have at least one member attend a National Conference (NLC or NFLC). **Attach a minimum 100-word summary and three (3) photos of the conference.**
19. Visit with a local FBLA chapter about the benefits of joining PBL. **Attach three (3) photos and a minimum 100-word summary of the visit.**
20. Hold an event to promote FBLA-PBL Week. **Attach three (3) photos and a minimum 100-word summary of the event.**

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Bridging the Gap Award

Chapter:	
Chapter President's Signature:	
Adviser's Signature:	

Names of FBLA Members who liked/followed ND PBL on Facebook or Instagram:

1. _____
2. _____
3. _____

Experience Summary:

Remember to include a picture from the visit with this form

Postmark this form, along with supporting documents, by designated date to:
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Bismarck, ND 58505-0610



ND PBL State Leadership Conference Hotel Reservation

Ramada Hotel & Conference Center
3333 13th Ave S.
Fargo, ND 58103
Phone:701-235-3333

Conference Dates
April 9-10, 2021

Reservation Cut-Off Date
March 12, 2021

PLEASE NOTE: The Ramada is the official conference hotel for this conference and reservations should be made here using the conference rate. All hotel reservations need to be emailed to Michelle.

1. A block of rooms has been reserved at this hotel (**rooms will be released March 12**). Any changes must be made with the hotel.
2. Check-in time will be 3 p.m.
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) for a standard room **per night** are \$86.40
6. Please bring tax exempt ID number, if it applies, to receive a tax-free room rate.
7. This form should be emailed to: shebert@ganglhospitality.com

Name of School, City:		Number of rooms to reserve:
Arrival Date:		Departure Date:
Payment Method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Direct Bill		

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

SEND CONFIRMATION TO:

Name		Phone	
Address		Email	
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 TO:

Name Linda Kuntz	Phone 701-328-3174
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 ND PBL State Leadership Conference.

Number Attending	
	Number attending banquet on Friday, April 9
	Number attending brunch on Saturday, April 10

Please note any special dietary requirements using the Special Needs Assistance Request form.

FROM:

Adviser's Name
School, City

Postmark or email this form by designated date to:

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