

HAWAI'I BUSINESS EDUCATION ASSOCIATION
(HBEA)

Policies and Procedures Manual
and
Appendices

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0000 Introduction

This *HBEA Policies and Procedures Manual and Appendices* (P&P) implements the Constitution and Bylaws of the Hawai'i Business Education Association, a not-for-profit 501(c)(3), IRS EIN No. 51-0160118 corporation; hereinafter "HBEA" or "corporation"). HBEA is an affiliate of the National Business Education Association (NBEA) and its affiliate, the Western Business Education Association (WBEA).

Revisions and additions to the P&P will keep it current and consistent with the need. Upon adoption, the most current copy of the *HBEA Policies and Procedures Manual and Appendices* with approved additions and revisions will be posted online at www.hbea.org.

1000 Executive Board

The Executive Board is the governing body of the corporation. It shall consist of no less than seven (7) members, in accordance with the *HBEA Constitution and Bylaws*, Article VIII – Quorum, Section 2.

1010. Membership

1. The Executive Board is identified in the *Constitution and Bylaws* shall be composed of the:
 - a. Executive Committee (officers of the corporation and official, voting members of the Board)
 - 1) President
 - 2) President-elect
 - 3) Vice President
 - 4) Secretary
 - 5) Treasurer
 - 6) Past President
 - 7) Historian
 - b. Standing Committee Chairs (ex-officio, non-voting members of the Board)

1) Aloha and Hospitality	7) Membership
2) Awards	8) Newsletter
3) Constitution	9) Nominations
4) Education	10) Public Relations
5) Fall Conference	11) State Conference
6) Legislative	12) Ways and Means

1020. Rights and Responsibilities

1. The Executive Board members must maintain membership in HBEA and are encouraged to also be members of NBEA/WBEA.
2. The Executive Board is charged with managing all the affairs of the Hawai'i Business Education Association, supervise the activities of the officers and committee chairs, and exercise ultimate control over the raising, expending, and reporting of funds.

3. Executive Board members (officers and committee chairs) owe a fiduciary duty to the corporation that obligates them to act in utmost good faith and without regard to their purely personal interests in managing corporate affairs. That fiduciary duty mandates that each Executive Board member (officers and committee chairs) devotes such attention, skill, and effort and take all such actions in the management of the business of the corporation that he or she would devote or take in the management of his or her personal business affairs. Moreover, all Executive Board members (officers and committee chairs) doing business with the corporation must fully disclose all material facts to the corporation, including to its members and other Executive Board members (officers and committee chairs) concerning such transactions and must avoid taking advantage of their positions to gain any unfair personal financial gain. Indeed, all such transactions are presumed to be fraudulent and are subject to being invalidated at the instance of the corporation or its members or Executive Board members (officers and committee chairs). Any Executive Board member (officers and committee chairs) who fails to fulfill his or her fiduciary duty can be held liable to the corporation for any resulting damage to that entity. (*NBEA Bylaws*, Article IV – Executive Board and Officers, Part A – Responsibilities of the Executive Board, Section 2 – Fiduciary Responsibilities)
4. The Executive Board should report to or seek ratification of changes to the *HBEA Policies and Procedures Manual and Appendices* (P&P) from the HBEA membership.
5. The Executive Board may recommend and approve edits to the *HBEA Constitution and Bylaws*, but any ratification of changes must be made by the HBEA membership, according to the guidelines in Article VII – Amendments.

1030. Meetings

1. The Executive Board (officers and committee chairs) shall meet at least once every quarter.
2. The Executive Board (officers and committee chairs) shall meet in conjunction with the annual Fall Conference, State Conference, and any other activities, ensuring that the membership meets at least two (2) times during the fiscal year and may transact any business of the corporation according to the *HBEA Constitution and Bylaws*, Article VI – Meetings, Section 1.
3. Special meetings of the Executive Board (officers and committee chairs) may be called by the President or upon petition signed or voted electronically via email by a majority of the Board members.
4. The President shall set the date, time, and place of the meetings of the Executive Board. An attempt will be made to meet in a central location.
5. Executive Board meetings are to be conducted according to *Robert's Rules of Order, Newly Revised*.
6. An Executive Board quorum shall be 2/3 of the officers (voting members), which is five of the seven members or four of six members, etc., should any office be unfilled.
7. Although the committee chairs do not have voting rights, their opinions are valued, solicited, and considered when making appropriate decisions.

8. Neighbor island Executive Board members will be reimbursed for two (2) round trip coach airfare to attend two (2) meetings as described in Appendix A3110.1.1. Travel Policy—Neighbor Island Officers and Committee Chairs.
9. Reimbursements for Executive Board meeting refreshments will be made ONLY if contributions have been made to a special fund established for this purpose. At no time are reimbursements to be made from the general funds. (See Appendix 5020, Reimbursement Policies)

2000 Executive Committee

The Executive Committee is the second governing body of the corporation. It shall consist of no less than seven (7) members, in accordance with the *HBEA Constitution and Bylaws*, Bylaws Section, Article II – Duties of Officers/Executive Board.

2010. Membership

1. The Executive Committee, as identified in the *HBEA Constitution and Bylaws*, Bylaws Section, Article II, shall be composed of the officers of the corporation:
 - a. President
 - b. President-elect
 - c. Vice President
 - d. Secretary
 - e. Treasurer
 - f. Past President
 - g. Historian

2020. Rights and Responsibilities

1. The Executive Committee shall conduct the business of the corporation when the Executive Board is unable or unwilling to meet or in the case of emergency matters.
2. Whenever practical, the Executive Committee should seek ratification of changes to the *HBEA Policies and Procedures Manual and Appendices* (P&P) from the Executive Board and report such changes to the HBEA membership.
3. The Executive Committee may recommend edits to the *HBEA Constitution and Bylaws*, but any ratification of changes must be made by the HBEA membership, according to the guidelines in Article VII – Amendments.

3000 Officers

The officers of the corporation, as identified in the *HBEA Constitution and Bylaws*, Bylaws Section, Article II – Duties of Officers/Executive Board, Sections 1-7 are the President, President-elect, Vice President, Secretary, Treasurer, immediate Past President, and Historian (past-Past President).

3010. Requirements

1. Each officer must be a member in good standing of HBEA.
2. Each officer is strongly encouraged to be a member in good standing of NBEA/WBEA. The president, president-elect, and membership chair must be members in good standing of NBEA/WBEA.
3. Candidates for the offices of president-elect and vice president must have served on the HBEA Executive Board for one (2) full year as an active members (participating in at

least three-fourths [3/4] of the activities and meetings) within the last ten (1) years at the time of nomination.

4. Each candidate for an office must be in good standing of HBEA.

3020. Election and Appointment

1. All officers shall be elected at a scheduled HBEA membership meeting (normally the annual State Conference's meeting) (see *HBEA Constitution and Bylaws*, Bylaws Section, Article III – Election of Officers, Section 1) for a term of one (1) year, with the exception of the two (2)-year term of office of the Treasurer. The President-elect will be the nominee for the office of President the following year.
2. The newly elected officers shall assume their duties on July 1.

3030. Nominations

1. The HBEA Past President will serve as the chair of the HBEA Nominating Committee.
2. The HBEA Past President, while serving as president, will have networked with the membership and identified possible candidates for HBEA offices.
3. The Nominating Committee Chair shall prepare articles for the HBEA newsletter to solicit nominations for the various HBEA officer positions.
4. A nomination form and résumé shall be submitted to the Nominating Committee Chair prior to the elections. (See Appendix A3030.1, Résumé for Nominee Form)
5. All nominations must be approved by the HBEA Executive Board. The HBEA Nominating Committee members shall verify an individual's willingness to serve and qualifications for the office prior to placing a name in nomination.
6. The Nominating Committee Chair shall prepare a ballot listing the offices and nominees for each office with a blank line for nominations from the floor. (See Appendix A3030.2.1, and A3030.2.2 Sample Ballot Forms)
7. Each candidate will be introduced prior to the elections and in the case of two (2) or more nominations, each candidate will provide a short biography and an explanation of why the membership should vote for him/her.
8. Only voting HBEA members (regular members, lifetime members, and retired members) will cast their votes by written ballot, with a simple majority making the selection.
9. Nominees must receive 50% + 1 vote (majority) of the votes cast to be declared elected to the office.
10. The Nominating Committee Chair shall notify the membership of the results through the HBEA newsletter and online posting.
11. The Nominating Committee Chair shall conduct the installation ceremony for the officers at a scheduled meeting (See Appendix A3030.3, Installation of Officers Sample Script).

3050. Vacancies

1. In accordance with Article IV – Organization, Section 4 of the *HBEA Constitution and Bylaws*, in the event that the President is unable to serve after the term has started, the immediate Past President shall serve as President until any Past President of the Corporation is selected by the Executive Board to serve the remainder of the term.

2. All other vacancies on the Executive Committee which occur after the term has started shall be filled by a majority vote of the Executive Committee.

3. Voluntary Resignation

A member of HBEA may resign from any or all positions held with the HBEA organization and still remain a member of HBEA. Voluntary resignation shall be in writing to the HBEA President or Secretary if resigning an HBEA office, Standing Committee Chair, or Special/Ad Hoc Committee Chair position.

Should the HBEA President, Past President, or President-elect for whom HBEA paid for travel to the WBEA Executive Board meeting and Conference resign, he/she will reimburse the corporation for all or a portion of the expenses according to the *HBEA Travel Policy* (See Appendix A3110.1, Travel Policy)

4. Removal of Officer or Committee Chair

Any member of the Executive Committee or member of the committee of the chair in question may recommend the removal of an elected officer, appointed position (Standing Committee or Special/Ad Hoc Committee Chairs), or member of the Executive Committee. Grounds for removal include inadequate fulfillment of duties or the violation of any city, county, state, national, or international laws.

a. Standing Committee or Special/Ad Hoc Committee Chair. A simple majority vote of the Executive Committee is needed to remove a Standing Committee or Special/Ad Hoc Committee Chair.

b. Elected Officer or Member of the Executive Committee. If an elected officer or member of the HBEA Executive Committee fails to carry out the duties and responsibilities of his/her position, that officer or Executive Committee member may be removed when it is in the best interest of HBEA to do so.

1) The HBEA Executive Committee, by two-thirds (2/3) majority vote, shall have the power to remove an officer or HBEA Executive Committee member.

2) Before any final action may be taken with respect to the removal of an officer or HBEA Executive Committee member, a notice of intent to remove must be approved by a majority of the voting members of the HBEA Executive Committee through telephone, email, or written vote. The affected officer or HBEA Executive Committee member must be notified in writing by the President or Secretary of the vote and advised of the reasons for the action in a written statement of particulars. The affected officer or HBEA Executive Committee member shall have thirty (30) days from the time of the vote to effect remedial actions or otherwise bring him/herself in compliance with the purposes, Constitution and Bylaws, and best interest of HBEA.

a) At the time at which the HBEA Executive Committee will make a final decision on a motion to remove, the members of the HBEA Executive Committee shall reconsider its vote, reviewing any remedial steps taken by the affected officer or HBEA Executive Committee member. A two-thirds (2/3) vote of all voting members of the HBEA Executive Committee shall be necessary to approve a motion to remove an officer or HBEA Executive Committee member.

b) Any officer or HBEA Executive Committee member removed from office will be replaced with a majority vote of the HBEA Executive Committee.

- 3) Should the HBEA President, Past President, or President-elect for whom HBEA paid for travel to the WBEA Executive Board meeting and Conference be removed, he/she will reimburse the corporation for all or a portion of the expenses according to the *HBEA Travel Policy (See Appendix A3110.1, Travel Policy)*

3100 Duties of Officers

3110. President

1. Shall be a member of the National Business Education Association (NBEA).
2. Presides at all meetings (HBEA Executive Committee, Executive Board, and General Membership) and enforces all bylaws and policies relating to the administration of the corporation.
 - a. Works with the Secretary to prepare agendas.
 - b. Works with the Secretary to send notice of meetings and agenda materials, including minutes of previous meetings, to all members at least ten (10) days before the meeting.
3. Works with the HBEA Newsletter Editor to prepare and distribute the HBEA newsletter to the HBEA membership as well as to the WBEA President, WBEA Newsletter Editor, and NBEA Executive Director.
 - a. Writes a “message from the president” article for each issue of the HBEA newsletter, with the last issue being a “farewell” article introducing the new President.
 - b. Writes a special article regarding the WBEA Conference and NBEA Convention (not funded by HBEA) or any other business education-related conventions, conferences, or workshops.
4. Serves as an ex-officio member of all committees of the corporation.
5. Makes appointments:
 - a. Appoints Standing Committee chairs (every attempt should be made to make sure that committee chairs are from a variety of educational institutions).
 - b. Appoints ad hoc committee chairs as needed to carry out the objectives of the corporation.
 - c. Submits committee appointments to the Executive Committee for majority approval.
6. Is responsible for communication with all other organizations.
7. Represents Hawai'i Business Education Association as the primary official representative at the annual Western Business Education Association (WBEA) Conference.
 - a. Attends the WBEA Nominations Committee meeting where HBEA and each State, Territory, and Province (S/T/P) has one vote.
 - b. Attends the WBEA Executive Board meeting where HBEA and each S/T/P has two (2) votes (the HBEA president or designated substitute is the primary official representative with one vote and the HBEA President-elect or designated substitute is the secondary official representative with one vote).
 - 1) Purchases small Hawai'i gifts for each WBEA Executive Board member.
 - 2) Purchases and sets up a display for the WBEA Silent Auction.

- c. Prepares and presents the HBEA report to the Executive Board. (See Appendix A3110.2, WBEA S/T/P Report Form)
 - 1) Delivers electronic or written report (50 copies, stapled and 3-hole punched), to include new officers' preferred mailing addresses and activities of interest to the Executive Board such as a summary of major activities, award winners, and a financial statement.
 - 2) Gives an oral report—not to exceed three (3) minutes.
 - d. Sends information for WBEA Directory, as requested, to the WBEA Secretary by July 1. Sends changes as necessary.
 - e. Reminds the HBEA Newsletter Editor to send copies of all publications to WBEA Board members and S/T/P newsletter editors.
 - f. Submits bid to host WBEA Conference at appropriate time. See *WBEA Policies and Procedures Manual and Appendices, Sections:*
 - 1) 8000, Conferences;
 - 2) 8010 Dates;
 - 3) 8080, Rotation;
 - 4) 8030, Bids to Host;
 - 5) 8040, Policies;
 - 6) 8050, Responsibilities;
 - 7) A8000, Sample WBEA Conference Time Line; and
 - 8) A8030, Application to Host WBEA Conference
 - g. Reminds the HBEA Newsletter Editor to send articles about HBEA conferences and items of interest to the WBEA Editor and the NBEA Executive Director.
 - h. Maintains WBEA Handbook received at the Presidents-elect Leadership Training Workshop. Passes on to the new Executive Board representative from HBEA.
 - i. Attends general sessions and meal functions for which HBEA has paid as part of the regular registration
 - j. Attends breakout sessions—attends as many and as varied as possible to report back to the HBEA membership
8. Qualifies for the WBEA Officers Eligibility List once having served on the WBEA Executive Board as the primary official voting delegate from HBEA (a designated substitute does not qualify for the WBEA Officers Eligibility List.
 9. Presents a session at an HBEA conference/meeting on a topic learned from the WBEA Conference (See Appendix A3110.1, Travel Policy)
 10. Works with the HBEA/WBEA Conference Director and WBEA President from Hawai'i when Hawai'i hosts the WBEA Conference.
 - a. Serves on the HBEA/WBEA Conference Planning Committee
 - b. Gives greetings at the HBEA/WBEA Conference
 - c. Nominates HBEA members for WBEA awards
 11. Represents or designates Executive Board members to represent HBEA at other professional meetings in which the interests of the corporation are concerned.
 12. Reviews plan of action on Strategic Plan with Executive Board. Updates the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and Strategic Plan at the start of each HBEA year (June or July).

13. Presents, together with the Awards Chair, the HBEA Outstanding and Distinguishes Service Awards at the Annual State Conference and the HBEA Outstanding Business Student Awards at a Spring Conference or scheduled event with an awards ceremony and at the Hawai'i Association for Career and Technical Education (HACTE) Awards Luncheon.
14. Selects President's Award recipient. (See Appendix A3110.3, President's Award).
15. Develops and distributes a Program of Work (POW) to the HBEA Executive Board. (See Appendix A3110.4, Program of Work Template)
16. Collects POW from each Executive Board member.
17. Works with the Secretary to prepare and send Program of Work along with updated *HBEA Policies and Procedures Manual and Appendices, HBEA Constitution and Bylaws*, and financial statements to the Executive Board.
18. Arranges for the development of HBEA letterhead and distribute electronically to the Executive Board members.
19. Networks with HBEA members at each activity to recruit members to serve as officers and leaders for the corporation.
20. Provides information to the incoming President regarding duties, responsibilities, and procedures of the office of President.
21. Performs other duties common to such an officer and assumes any other duties assigned to the office by the Executive Board.

3120. President-elect

1. Shall be a member of the National Business Education Association (NBEA).
2. Succeeds to the office of HBEA President at the expiration of the President's term of office.
3. Prepares a proposed budget for his/her term as President and presents the budget to the Executive Board at the transition meeting prior to assuming the Presidency.
4. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
5. Assumes other duties that the President or Executive Committee may delegate or assign.
6. Represents Hawai'i Business Education Association as the secondary official representative on the Western Business Education Association (WBEA) Executive Board at its meeting at the WBEA annual conference. Attendance is required at:
 - a. WBEA Presidents-elect and Membership Directors' breakfast and Presidents-elect leadership training workshop
 - b. WBEA Executive Board meeting where HBEA and each State, Territory, and Province (S/T/P) has two votes (the HBEA president is the primary official representative with one vote and the HBEA President-elect is the secondary official representative with one vote)
 - c. General sessions and meal functions for which HBEA has paid as part of the regular registration
 - d. Breakout sessions—attend as many and as varied as possible to report back to the HBEA membership.

7. Qualifies for the WBEA Officers Eligibility List once having served on the WBEA Executive Board as the secondary official voting delegate from HBEA (a designated substitute does not qualify for the WBEA Officers Eligibility List).
8. Presents a session at an HBEA conference/meeting on a topic learned from the WBEA **Conference (See Appendix 3110.1, Travel Policy)**
9. Writes an article for the HBEA newsletter regarding the WBEA Conference.
10. Represents the corporation at meetings on committees as requested by the President and/or the Executive Board.
11. Presents the outgoing President with a half-gavel plaque provided by the Awards Chair at an HBEA final membership event.

3130. Vice President

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Assists the President in preparing the calendar and planning the program for the year.
3. Prepares a budget for expenses to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Coordinates activities of the various committees and assist the President and President-elect.
6. Serves as the current year's State Conference Committee Chair.
7. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
8. Assumes other duties that the President and Executive Committee may delegate or assign.

3140. Secretary (See Appendix A3140)

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
3. Prepares a budget for expenses to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Prepares agendas (working with the President) (**See Appendix A3140.1, Agenda Template**), accurate minutes of each meetings of the Executive Committee, Executive Board, and General Membership; sends a copy to the President within one (1) week after the. Meeting. Within one (1 week after approval by the President, makes necessary changes and distributes to the Executive Board. Uses minutes format detailed in **Section A3140.2, Minutes Template Sample.**
6. Prepares and distributes to all Executive Board members a detailed directory by August 15, including:
 - a. Elected and past officers who comprise the Executive Committee as voting members.

- b. Standing Committee Chairs
 - c. Ad Hoc Committee Chairs
 - d. Official delegates to the WBEA Executive Board
7. Retains officially approved minutes with attachments and agendas in hard copy and electronic copy for archiving purposes. Archives/destroys records according to the HBEA retention schedule. (See Appendix A3140.3, Records Retention Schedule).
 8. Performs such other duties as delegated by the President or Executive Committee.
 9. Provides information to the incoming Secretary regarding duties, responsibilities, and procedures of the office of Secretary.

3150 Treasurer (See Appendix A3150)

1. Elected to a term of two (2) years.
2. Is strongly urged to be a member of the National Business Education Association (NBEA). Attend all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
3. Prepares a budget for expenses to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work **Template**)
5. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
6. Distributes a *Hawai'i Business Education Association Reimbursement Form* (See **Appendix A5020, HBEA Reimbursement Form**) for the Executive Board to request reimbursements with receipts from the Treasurer.
7. Maintains an accounting system with the accounts related to the budget categories.
 - a. Operates a check authorization system with each expenditure supported by a receipt, invoice, or other source document.
 - b. Has books available for inspection by the Executive Board at any time.
 - c. Uses expense reports and memorandums to keep record of all transactions. Attaches all documentation to the expense reports and memorandums.
8. Maintains an interest-bearing HBEA checking account. Receives and disburses the funds of the corporation in accordance with the procedures in **Section 7000**. When the treasurer's term begins, the signatures to the account should be the president, president-elect, and treasurer. Signatures need only be updated every two (2) years.
 - a. Processes accounts payable and accounts receivable as follows:
 - 1) All requests for payment of bills and/or reimbursable expenses are sent directly to the Treasurer of HBEA within five (5) days of receipt.
 - 2) All requests will be evaluated by the Treasurer to determine if they are within the scope of the budget.
 - a) If a request appears to be beyond these guidelines, the Treasurer will confer with the President to rectify the problem.
 - b) If the request is within the scope of the budget, the Treasurer may approve this request and then prepare an expense report and attach any receipts/bills to the back of the expense report.
 - 3) Prepares a check to pay the expense within three (3) business days of receipt of the bill, if money is available.

- b. Reconciles the bank account on receipt of the bank statement. The Treasurer may use an accounting program that automatically does the reconciliation if so desired.
- 9. Keeps an optional \$50 petty-cash fund for payments and purchases of items less than \$10.
- 10. Submits a report of the receipts and the expenditures and balance on hand at each meeting and/or request of the President.
- 11. Assists the President-elect in preparing a statement of the proposed annual budget.
- 12. Provides the President with a December 31 year-end financial report to include with the Hawai'i Business Education Association (HBEA) report to the WBEA Executive Board at the WBEA annual conference.
- 13. Transfers all records except the prior year's books to the new treasurer by June 30, the end of the outgoing Treasurer's term. At least a month before the new treasurer assumes office, arrangement should be made to transfer enough funds so that new accounts, if needed, can be opened by June 30. All funds should be transferred upon reconciliation of the end of the June bank statement. Records (other than permanent) are to be maintained for seven years. Records to be transferred are:
 - a. Articles of Incorporation, IRS EIN number (51-0160118), and blank expense reports.
 - b. Financial reports/budgets, December 31 and June 30.
 - c. Current Program of Work (POW) for Treasurer as well as each HBEA officer and committee chair's POW as of June 30.
 - d. Closing bank statement(s).
 - e. Expense reports and memorandums with supporting documentation.
 - f. Current *HBEA Policies and Procedures Manual and Appendices*.
 - g. Minutes: Executive Board, Executive Committee, and General Membership Meeting.
 - h. Documentation of receipts.
- 14. Performs such other duties as the President and/or Executive Committee may delegate.
- 15. Provides information to the incoming Treasurer regarding duties, responsibilities, and procedures of the office of Treasurer. (See Appendix A3150).
- 16. Maintains Incorporation status and files reports **as stated in Section 10000**.

3160. Past President

- 1. Is strongly urged to maintain membership in the National Business Education Association (NBEA). Attend all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
- 2. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
- 3. Prepares a budget for expenses to present to the Executive Board.
- 4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work **Template**)
- 5. Serves as chair of the Nominations Committee.
 - a. Solicits nominations among HBEA membership.
 - b. Writes articles for the HBEA newsletter to encourage running for offices.
 - c. Uses personal contacts to recruit HBEA members to run for HBEA offices.
 - d. Conducts nominations for officers as detailed in Section 3030.

- e. Introduces nominees with biographies at the General Membership Meeting and Conference at which the voting will take place.
 - f. Prepares written ballots with spaces for write-in nominations from the floor.
 - g. Ensures that ONLY official voting HBEA members are given ballots at the meeting.
 - h. Prepares “ballot boxes” or “ballot envelopes” for VOTING members only to place completed ballots.
 - i. Organizes a committee to help count ballots.
 - j. Announces the winners, if feasible, at the meeting.
 - k. Writes an article for the HBEA newsletter congratulating the winners with a short description and photo of each officer.
6. Offers assistance to the incoming officers.
 7. Assists the President in an advisory capacity.
 8. Performs such other duties as the President and/or Executive Committee may delegate or assign.
 9. Assumes the duties of President in the event of the resignation or removal of the President until a permanent replacement is found among other past presidents to complete the term of the office of the President.

3170. Historian

1. Is strongly urged to maintain membership in the National Business Education Association (NBEA). Attend all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
2. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
3. Is HBEA’s prior year’s past president.
4. Prepares a budget for paper, poster boards, photo processing, duplicating, and other expenses to present to the Executive Board.
5. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
6. Assembles and maintains a compilation of documents, reports, and records adjudged to be of prime importance to the corporation.
7. Shall provide from historical data any information required by the officers and/or the Executive Board.
8. Shall document each activity through digital photographs. If a designated photographer is present, obtain copies of photographs, archived in an orderly manner.
9. Sets up a display at the annual State Conference, which could include photos, documents, or memorabilia.
10. Performs such other duties as the President and/or Executive Committee may delegate or assign.
11. Provides information to the incoming Historian regarding duties, responsibilities, and procedures of the position of Historian.
12. May volunteer to assume the duties of the office of the President in the event of the resignation or removal of the President to complete the term.

4000 Committees

4010. Aloha and Hospitality—Standing Committee

Purpose

The purpose of the Aloha and Hospitality Committee is to promote fellowship and goodwill among the members of the Hawai'i Business Education Association (HBEA).

Operational

The chair of the Aloha and Hospitality Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for lei, speaker gifts, and other expenditures to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Aloha and Hospitality Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Aloha and Hospitality Committee activities with budgeted and actual expense amounts.
8. Shall organize committee members to greet members who attend the conferences and meetings and introduce them to each other.
9. Prepares a list of new members and introduce them at each meeting.
10. Arranges for refreshments for all general membership meetings, workshops, and conferences.
11. Provides lei or special gifts for speakers.
12. Makes special arrangements on behalf of HBEA for visiting dignitaries who represent Business Education.
13. Acknowledges events involving members of the Association.
14. Performs such other duties as the President and/or Executive Committee may delegate or assign.
15. Turns over all Aloha and Hospitality Committee records to the President at the end of the term of office.

4015. Awards—Standing Committee

Purpose

The purpose of the Awards Committee is to promote the HBEA recognition awards for HBEA, WBEA, and NBEA. (**See Appendices A4015-A4015.5**)

Operational

The chair of the Awards Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.

3. Prepares a budget for plaques, certificates, labels, and mailings to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Awards Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Awards Committee activities with budgeted and actual expense amounts.
8. Shall conduct the HBEA Awards program.
 - a. Prepares an article for each issue of the HBEA newsletter prior to the December 1 awards deadline, including nomination form links.
 - b. Uses the HBEA Membership list serve to individually invite members to nominate deserving colleagues, administrators, or advisory committee members for HBEA awards.
 - c. Updates award nomination forms as necessary. Posts PDF fillable forms online through the HBEA Web Master.
 - d. Establishes a committee or committees to judge the applications sent to the committee to determine recipients of the various awards.
 - e. Notifies the nominator of the nominees who will receive the HBEA awards. Asks the nominators to contact the winners' supervisors to provide support for the winners. Asks the nominators to ensure that the winners are present at the HBEA awards ceremonies along with their family and friends. Family, friends, and colleagues who are not registered for the conference must contact the HBEA State Conference chair for special meal rates for the awards ceremonies.
9. Advertises the WBEA Awards and the NBEA Awards nominations when contacted by either the WBEA or NBEA Awards Directors or the HBEA President. All have December 1 deadline dates.
 - a. Sends information to the HBEA membership.
 - b. Encourages past HBEA award recipients to be nominated for WBEA and/or NBEA awards.
10. Orders plaques for each award recipient. (**See Appendix A4015 for samples of plaque sizes and wording.**)
11. Orders Past President's half-gavel plaque to be given to the outgoing President by the incoming President (the current President-elect or designee). Gives the plaque to the incoming President to present at an appropriate time before the end of the HBEA Annual State Conference.
12. Prepares certificates of appreciation for each Executive Board member with title(s) for serving on the Board.
13. Presents, together with the HBEA President, awards at the HBEA Annual State Conference or other scheduled event and awards ceremonies. Presentations will be in the following order:
 - a. Outstanding Career and Technical Student Organization Advisor Award
 - b. Outstanding Elementary/Middle/Junior High School Educator Award
 - c. Outstanding High School Educator Award
 - d. Outstanding Postsecondary Educator Award

- e. Distinguished Service Award
 - f. The HBEA President will present the President's Award
14. Presents, together with the HBEA President, the *HBEA Outstanding Student Award* at a Spring Conference or other scheduled event and awards ceremonies. Presentations will be in the following order:
 - a. Outstanding High School Business Student Award
 - b. Outstanding Two-year Postsecondary Business Student Award
 - c. Outstanding Four-year Postsecondary Business Student Award
 15. Writes an article announcing the award winners and other pertinent information about them to the HBEA Newsletter Editor, the WBEA Newsletter Editor of the *Western News Exchange*, the NBEA Editor of the *Business Education Forum*, and other related journal editors.
 16. Prepares certificates as requested by the President or Executive Board.
 17. Performs such other duties as the President and/or Executive Committee may delegate or assign.
 18. Turns over all Awards Committee records to the President at the end of the term of office.

4015.1 HBEA Certificate of Appreciation

The following 8" x 10" or 8½" x 11" certificate is available for the Executive Board members or upon request through the HBEA President or Executive Board. The wording on the certificate may be as follows:



CERTIFICATE OF APPRECIATION

Presented to

[name of recipient]

In recognition of professionalism and dedication to
Hawai'i Business Education Association

An affiliate of the Western Business Education Association

as evidenced by

dedicated service on the Executive Board as [officer or committee chair position]

[Name], HBEA President

Date

[Name], HBEA Awards Chair

Date

4015.2 HBEA Distinguished Service Awards

Nominations for this award may be submitted for either an individual or a school administrator, a company, representative of a company, or a legislator who has served a major portion of education in Hawai'i.

4015.2.1 HBEA Distinguished Service Award to an Individual (See Appendix A4015.2.1)

The *HBEA Distinguished Service Award to an Individual* is the highest award presented by the Hawai'i Business Education Association. Only one (1) award may be given each year to an individual, and the presentation will be made at the HBEA Annual State Conference.

Criteria for Nomination

1. An individual who has served and contributed to HBEA and business education through professional activities that include leadership, service, honors and awards, and research, writing, and/or innovative curriculum development.
2. This nominee shall be a business educator who must be a member of HBEA.

Procedures for Submitting Nominations

1. Nominations may be made by an HBEA member.
2. The HBEA Distinguished Service Award nomination form must be submitted with the candidate's name. The application will be limited to the nomination form and two (2) letters of recommendation. (See Appendix A4015.2.1)
3. The deadline date for submitting applications for the award is December 1.

Judging the Award

1. Judging for the *HBEA Distinguished Service Award to an Individual* will be accomplished through a committee appointed **secretly** by the Awards Chair. The Awards Chair will serve as Chair of the Awards Committee.
2. The HBEA President will be informed of the Committee's decision.
3. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will be instructed to contact the winner's supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA Annual Conference or scheduled event and awards ceremonies.

Criteria for Judging the *HBEA Distinguished Service Award to an Individual* Nominations

1. Contributions to HBEA (60 points)
2. Awards, Honors, and Contributions to Other Professional Organizations (20 points)
3. Professional Contributions (20 points). Includes projects, research, writing, and/or innovative curriculum development.
4. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The HBEA Awards Chair will present the *HBEA Distinguished Service Award to an Individual* at the HBEA Annual State Conference during a general session or meal function.

4015.2.2 HBEA Distinguished Service Award for a School Administrator, a Company, a Representative of a Company, or a Legislator (See Appendix A4015.2.2)

The *HBEA Distinguished Service Award for a School Administrator, a Company, a Representative of a Company, or a Legislator* is awarded to a company or individual who does not necessarily have membership in Hawai'i Business Education Association. Only one (1) award may be given each year to a school administrator, a company, a representative of a company, or a legislator, and the presentation will be made at the HBEA Annual State Conference.

Criteria for Nomination

A school administrator, a company, a representative of a company, or a legislator who has served a major portion of his/her/its business in Hawai'i and has made a significant impact on Business Education.

Procedures for Submitting Nominations

1. Nominations may be made by an HBEA member.
2. The HBEA Distinguished Service Award nomination form must be submitted with the candidate's or company's name. The application will be limited to the nomination form and two (2) letters of recommendation. (See Appendix A4015.2.2)
3. The deadline date for submitting applications for the award is December 1.

Judging the Award

1. Judging for the *HBEA Distinguished Service Award for a School Administrator, a Company, a Representative of a Company, or a Legislator* will be accomplished through a committee appointed **secretly** by the Awards Chair. The Awards Chair will serve as Chair of the Awards Committee.
2. The HBEA President will be informed of the Committee's decision.
3. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will be instructed to contact the winner's supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA Annual Conference or scheduled event and awards ceremonies.

Criteria for Judging the *HBEA Distinguished Service Award for a School Administrator, a Company, a Representative of a Company, or a Legislator* Nominations

1. Contributions to HBEA (80 points)
2. Awards, Honors, and Contributions to Other Professional Organizations (10 points)
3. Statement for "Why Award Should be Given" (10 points)
4. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The HBEA Awards Chair will present the *HBEA Distinguished Service Award for a School Administrator, a Company, a Representative of a Company, or a Legislator* at the HBEA Annual State Conference during a general session or meal function.

4015.3 Outstanding Business Educator of the Year Awards (See Appendix A4015.3)

The *Outstanding Business Educator of the Year Award* recognizes contributions to business education by an HBEA member based on direct input to the classroom, participation and offices held in HBEA, regional, and national professional associations, conference and leadership activities, curriculum development, and other activities. Only one (1) award for each of the three (3) educational levels may be given each year.

Criteria for Nomination

Nominations for these awards may be submitted by an HBEA member for the following educators who are HBEA members:

1. Outstanding Business Educator at the Elementary/Middle/Junior High School level.
2. Outstanding Business Educator at the High School level.
3. Outstanding Business Educator at the Postsecondary level.

Eligibility Requirements

1. Must be a member of HBEA for a minimum of two (2) years.
2. Should be currently teaching business at the level for which he/she is being nominated.
3. Contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

Procedures for Submitting Nominations

1. Nominations may be made by an HBEA member.
2. The *HBEA Outstanding Business Educator of the Year Award* nomination form must be submitted on the official form and procedures outlined on the form must be followed. (See Appendix A4015.3)
3. The deadline date for submitting applications for the award is December 1.

Judging the Award

1. Judging for the *HBEA Outstanding Business Educator Award* will be accomplished through a committee appointed **secretly** by the Awards Chair. The Awards Chair will serve as Chair of the Awards Committee.
2. The HBEA President will be informed of the Committee's decision.
3. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will be instructed to contact the winner's supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA Annual Conference or scheduled event and awards ceremonies.

Criteria for Judging the HBEA Outstanding Business Educator Award Nominations

1. EDUCATION AND DEGREES (list majors, minors and institutions).
2. TEACHING EXPERIENCE (list years and location of experience).
3. PROFESSIONAL MEMBERSHIPS (list organizations and length of time of memberships which must include at least two [2] years in HBEA).

4. HONORS AND AWARDS RECEIVED (Total of 10 points possible for Items 1 through 4).
5. CONTRIBUTIONS TO BUSINESS EDUCATION through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (recommend “published articles”) (50 points).
6. PARTICIPATION IN LOCAL, REGIONAL, NATIONAL, AND INTERNATIONAL PROFESSIONAL ASSOCIATIONS. Include offices held, committees served on, and conference activities (10 points for HBEA membership and activities; 20 points for other).
7. INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION that document the information included in this nomination. (10 points).
8. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The HBEA Awards Chair will present the *HBEA Outstanding Business Educator Award* at the HBEA Annual State Conference during a general session or meal function.

4015.4. Outstanding Career and Technical Student Organization Advisor Award (See Appendix A4015.4)

The *HBEA Outstanding Career and Technical Student Organization Advisor Award* recognizes contributions to Career and Technical Student Organizations by an HBEA member.

Criteria for Nomination

1. Nominations for these awards may be submitted by an HBEA member.
2. Nominee must be a member of HBEA for two (2) years.
3. Nominee should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated and:
 - a. has a strong belief in the organization;
 - b. serves as a role model;
 - c. commits sufficient time to the organization;
 - d. involves students in making decisions for the organization;
 - e. encourages the development of responsibility and leadership in students;
 - f. helps students set up meaningful programs, meetings, and events that are consistent with the organizational purpose;
 - g. possesses a familiarity with policies that impact the organization;
 - h. displays an interest in students' personal growth and development.

Procedures for Submitting Nominations

1. Nominations may be made by an HBEA member. The nominee must also be a member of HBEA.
2. The *HBEA Outstanding Career and Technical Student Organization Advisor Award* nomination form must be submitted on the official form and procedures outlined on the form must be followed. (See Appendix A4015.4)
3. The deadline date for submitting applications for the award is December 1.

Judging the Award

1. Judging for the *HBEA Career and Technical Student Organization Advisor Award* will be accomplished through a committee appointed **secretly** by the Awards Chair. The Awards Chair will serve as Chair of the Awards Committee.
2. The HBEA President will be informed of the Committee's decision.
3. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will be instructed to contact the winner's supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA Annual Conference or scheduled event and awards ceremonies.

Criteria for Judging the *HBEA Career and Technical Student Organization Advisor Award* Nominations

1. EDUCATION AND DEGREES (list majors, minors and institutions).
2. TEACHING EXPERIENCE (list years and location of experience).
3. PROFESSIONAL MEMBERSHIPS (list organizations and length of time of memberships which must include at least two [2] years in HBEA; dates and descriptions of offices held and committees served on).
4. HONORS AND AWARDS RECEIVED (Total of 20 points possible for Items 1 through 4).
5. CONTRIBUTIONS TO A BUSINESS-RELATED CAREER AND TECHNICAL STUDENT ORGANIZATION (include dates and descriptions of significant contributions made to the CTSO as an advisor; conference activities; club awards, and participation of students at the local, state, regional, and/or national levels) (60 points).
6. INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION that document the information included in this nomination. (20 points).
7. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The HBEA Awards Chair will present the *HBEA Career and Technical Student Organization Advisor Award* at the HBEA Annual State Conference during a general session or meal function.

4015.5. Outstanding Business Student Award (See Appendix A4015.5)

The Outstanding Business Student Award recognizes outstanding business students who are currently enrolled in a business course and will be graduating at the end of the academic year of nomination at the following levels: ① high school senior, ② two-year postsecondary, full-time, business-related major, and ③ four-year postsecondary, full-time, business-related major.

Criteria for Nomination

Nominations for these awards may be submitted by an HBEA member for the following students who are full-time, will be graduating at the end of the academic year of nomination,

must be currently enrolled in at least one business course, and participated in business-related activities:

1. Outstanding Business Student at the High School level.
2. Outstanding Business Student at the Two-year Postsecondary level.
3. Outstanding Business Student at the Four-year Postsecondary level.

The postsecondary nominees must be declared business-related majors.

Procedures for Submitting Nominations

1. Nominations may be made by an HBEA member.
2. The *HBEA Outstanding Business Student Award* nomination form must be keyed or typed and submitted on the official form and procedures outlined on the form must be followed. (See Appendix A4015.5)
3. To allow students more time to participate in activities during their graduation year, the deadline date for submitting applications for the Outstanding Business Student Award is postmark by **April 1**.

Judging the Award

1. Judging for the *HBEA Outstanding Business Student Award* will be accomplished through a committee appointed **secretly** by the Awards Chair. The Awards Chair will serve as Chair of the Awards Committee.
2. The HBEA President will be informed of the Committee’s decision.
3. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will be instructed to contact the winner’s parents or guardians to provide support for the winner. The nominator will ensure that the winner is present at the HBEA Spring Conference or scheduled event and awards ceremonies and at the Hawai’i Association for Career and Technical Education (HACTE) Awards Luncheon.

Criteria for Judging the *HBEA Career and Technical Student Organization Advisor Award* Nominations

1. Submit a keyed or typed *HBEA Outstanding Business Student* application.
2. Provide a one-page statement, keyed or typed, on school and/or career plans. (30 points)
3. Submit a copy of school transcript, reflecting cumulative and current GPA, including Fall semester grades of current school year. (5 points)
4. Include two (2) letters of recommendation from teacher(s) and/or employer(s). One (1) of the two (2) letters must be from the sponsoring HBEA member. (40 points)
5. Résumé, including extra-curricular activities, awards, honors, employment. (25 points)

Criteria	Business-Related	Non-Business
Extra-curricular activities	5	2
Awards	5	2
Honors	5	2
Employment	5	5

6. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Awards Presentation

The HBEA Awards Chair will present the *HBEA Outstanding Business Student Award* at the HBEA Spring Conference or scheduled event general session or meal function and at the Hawai'i Association for Career and Technical Education (HACTE) Awards Luncheon.

4020. Constitution—Standing Committee

Purpose

The purpose of the Constitution Committee is to review the *HBEA Constitution and Bylaws* of this corporation and to recommend revisions when necessary in keeping with the purpose of HBEA.

Operational

The chair of the Constitution Committee (*HBEA Constitution and Bylaws*, Article VII – Amendments):

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for duplicating, envelopes, labels, and other expenditures to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Constitution Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Constitution Committee activities with budgeted and actual expense amounts.
8. Ensures that amendments to the *HBEA Constitution and Bylaws* are made only at regular meetings.
9. Edits the *HBEA Constitution and Bylaws* according to recommendations made by the Executive Committee, Executive Board, or HBEA membership with written notice given to the Chair at least thirty (30) days prior to a regular meeting.
10. Announces in the HBEA newsletter or online posting or email no later than twenty-one (21) days prior to the next regular meeting at which the amendment is to be voted upon, the proposed amendments to the *HBEA Constitution and Bylaws*.
11. Prepares a ballot either for the entire proposition of amendments to the *HBEA Constitution and Bylaws*, or a ballot listing separately each section being amended.
12. Sends, upon request made to the Chair of the Constitution Committee by members who will not be present at the scheduled meeting, absentee ballots, no later than fifteen (15) days prior to the regular scheduled meeting at which the proposition will be presented.
13. Validates receipt of complete absentee ballots returned or postmarked at least fourteen (14) days prior to the scheduled meeting.
14. Disallows proxy voting.
15. Prepares a ballot box for voting by authorized HBEA members (regular, lifetime, and retired).

16. Tallies the votes for the proposition(s). Approved by a two-thirds (2/3) vote of the cast ballots. Approved amendments shall be immediately effective unless otherwise stated.
17. Writes an article for the HBEA newsletter summarizing the discussions, amendments, and results of the proposition(s).
18. Performs such other duties as the President and/or Executive Committee may delegate or assign.
19. Turns over all Constitution Committee records to the President at the end of the term of office.

4025. Education—Standing Committee

Purpose

The purpose of the Education Committee is to assist the Vice President in planning workshops in the teaching methodology and strategies related to Business Education.

Operational

The chair of the Education Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for paper, duplicating, labels, postage, and other expenditures to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Education Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Education Committee activities with budgeted and actual expense amounts.
8. Contacts various businesses, publishing companies, and presenters from WBEA Conferences, NBEA Conventions, or other conferences who may provide interesting and current trends speakers for HBEA workshops and conferences.
9. Develops a “speakers” list with contact information and contacts, to be shared with the President.
10. Presents topics to the Executive Board to determine if a workshop or conference would be feasible for the HBEA membership.
11. Helps to negotiate complimentary or reasonable speaker costs.
12. Performs such other duties as the President and/or Executive Committee may delegate or assign.
13. Turns over all Education Committee records to the President at the end of the term of office.

4030. Fall Conference—Standing Committee

Purpose

The purpose of the Fall Conference Committee is to make all the necessary arrangements for the annual HBEA Fall Conference.

Operational

The chair of the Fall Conference Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for expenditures and receipts to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Fall Conference Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Fall Conference activities with budgeted and actual expense amounts.
8. Shall be responsible for the HBEA Fall Conference.
9. Follows the Conference policies detailed in **Section 6000.**
10. Performs such other duties as the President and/or Executive Committee may delegate or assign.
11. Turns over all Fall Conference Committee records to the President at the end of the term of office.

4032. Information Technology (IT)—Standing Committee

Purpose

The purpose of the Information Technology (IT) Committee is to facilitate the dissemination of information electronically within the HBEA membership.

Operational

The chair of the Information Technology (IT) Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Is the HBEA Webmaster.
4. Shall maintain the HBEA web site at www.hbea.org.
5. Shall enclose in a sealed envelope all website, Facebook, Twitter, and electronic posting sites' usernames and passwords to Roy Kamida or other person as designated by the HBEA Executive Board. This sealed envelope will be accessed only in the event of an emergency or incapacitation of the webmaster.
6. Update and/or create pages and links as requested or as necessary.
7. Use various means to communicate HBEA activities electronically, which may include social media sources.
8. Prepares a budget for expenditures and receipts to present to the Executive Board.
9. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
10. Makes progress reports at each Executive Board meeting.
11. Keeps minutes of any IT Committee meetings.

12. Keeps a record of expenses needed to carry out the functions of the IT Committee activities with budgeted and actual expense amounts.
13. Represents HBEA on the WBEA Telecommunications Committee, when feedback or comments are requested from its director. If the HBEA Webmaster happens to be attending the WBEA Conference, will attend any scheduled WBEA Telecommunications Committee meetings scheduled by its director.
14. Performs such other duties as the President and/or Executive Committee may delegate or assign.
15. Turns over all Information Technology Committee records to the President at the end of the term of office.

4035. Legislative Committee—Standing Committee

Purpose

The purpose of the Legislative Committee is to monitor any legislative matters that affect Business Education and/or educators.

Operational

The chair of the Legislative Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for expenses to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Legislative Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Legislative Committee activities with budgeted and actual expense amounts.
8. Coordinates any visitation and/or meeting relating to legislative issues.
9. Works closely with the WBEA and NBEA Legislative Directors.
10. Communicates with the HBEA membership all correspondence from WBEA and NBEA.
11. Writes a sample message to be copy and pasted into email to Hawai'i's U.S. senators and representatives. Provides a link to the Hawai'i congressional delegates.
12. Attends Legislative sessions at WBEA Conferences and NBEA Conventions, where a complimentary copy of the NBEA publication, *Person to Person, Working with Policy Makers to Support Business Education* may be obtained.
13. Performs such other duties as the President and/or Executive Committee may delegate or assign.
14. Turns over all Legislative Committee records to the President at the end of the term of office.

4040. Membership—Standing Committee

Purpose

The purpose of the Membership Committee is to recruit members for Hawai'i Business Education Association.

Operational

The chair of the Membership Committee:

1. Shall be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for duplicating, labels, postage, and other expenses to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See **Appendix A3110.4, Program of Work Template**)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Membership Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Membership Committee activities with budgeted and actual expense amounts.
8. Prepares a current HBEA membership application form for July 1-June 30, detailing the various categories of members and fees (See *HBEA Constitution and Bylaws*, Article III – Membership):
 - a. Regular member – \$20
(must be or was a teacher or school administrator or school supervisor interested in Business Education—voting member)
 - b. Corporate member – \$25
(individuals, businesses, and organizations who serve and/or offer support of Business Education—non-voting member)
 - c. Retired member – \$5
(any person who previously was a regular member for five [5] consecutive years prior to retiring—voting member)
 - d. Student member – \$5
(all graduate and undergraduate students interested in Business or Education—non-voting member)
9. Provides the Secretary and Newsletter Editor with the most current HBEA membership mailing list.
10. Works with HBEA conference and workshop chairs to ensure that HBEA membership rates for conference fees are paid by current HBEA members. If not, follow-up with the attendee to pay current membership dues prior to the conference.
11. Acquires current NBEA membership list from the NBEA Membership Director two weeks before any HBEA conference or workshop.
12. Obtains NBEA ribbons for name tags of HBEA conference and workshop attendees who are NBEA members.
13. Sets up an HBEA and NBEA membership table at each conference and workshop to promote membership in each organization.
14. Compiles an *HBEA Membership Directory* or a list serve of email addresses for distribution to members as soon as possible after the HBEA State Conference.
15. Promotes membership in HBEA's affiliates, the National Business Education Association (NBEA)/Western Business Education Association (WBEA) and the

- International Society of Business Educators (ISBE) to the HBEA membership, but requires members to pay NBEA directly.
16. Works with conference and workshop chairs to ensure that all HBEA membership fees paid with registration fees are accurately recorded and such paid members are placed onto the database of current members.
 17. Meets with the President-elect who attends the WBEA-sponsored presidents-elect and membership chairs' breakfast meeting to share information on NBEA recruitment strategies and initiatives presented.
 18. Writes an article for each HBEA newsletter to recruit members and to provide a list of current HBEA members and their work affiliations.
 19. Responds in a timely manner to requests from the WBEA Membership Director and from the NBEA Membership Director.
 20. Performs such other duties as the President and/or Executive Committee may delegate or assign.
 21. Turns over all Membership Committee records to the President at the end of the term of office.

4045. Newsletter—Standing Committee

Purpose

The purpose of the Newsletter Committee is to promote communication among the HBEA membership and publish at least three (3) newsletters within the fiscal year to the HBEA membership.

Operational

The editor and chair of the Newsletter Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for duplicating, labels, and postage to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Newsletter Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Newsletter Committee activities with budgeted and actual expense amounts.
8. Determines deadlines and publication dates for each issue if the *Newsletter Due Dates and Content* (See Appendix A4045.1), guide is not followed.
9. Determines content for each issue and contacts appropriate contributors, including HBEA officers, committee chairs, WBEA President, and NBEA President.
10. Follows up on articles required according to the *Newsletter Due Dates and Content* (See Appendix A4045.1).
11. Solicits business education-related, communication, special interest, or humorous original or cited articles and photos from the Executive Board.
12. Publishes at least three (3) newsletters within the fiscal year, July 1-June 30.

13. Selects printer for the newsletter.
14. Obtains databases of HBEA members for the current year and the two (2) previous years (three [3] total years) in order to print mailing labels.
15. Prints hard copies of the first issue and sends them to all HBEA members for the past three (3) years.
16. Sends electronic copies of the newsletter to the membership and has the HBEA Web Master post the most each issue online at the HBEA website, www.hbea.org.
17. Sends electronic copies of the newsletter to the WBEA Executive Board members and State, Territory, Province (S/T/P) newsletter editors.
18. Sends electronic copies of the newsletter to the NBEA Executive Director.
19. Performs such other duties as the President and/or Executive Committee may delegate or assign.
20. Turns over all Newsletter Committee records to the President at the end of the term of office.

4050. Nominating—Standing Committee

Purpose

The purpose of the Nominating Committee is to present nominations for a slate of officers at the HBEA Annual State Conference or a scheduled membership meeting.

Operational

The chair of the Nominating Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Is the immediate Past President.
3. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
4. Prepares a budget for duplicating, labels, and other expenses to present to the Executive Board.
5. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
6. Makes progress reports at each Executive Board meeting.
7. Keeps minutes of any Nominating Committee meetings.
8. Keeps a record of expenses needed to carry out the functions of the Nominating Committee activities with budgeted and actual expense amounts.
9. Solicits nominations from the HBEA membership, submitted on the *Nomination Form* (Appendix A4050) along with the candidate's résumé for the following positions:
 - a. President-elect
 - b. Vice President
 - c. Secretary
 - d. Treasurer (every two years)
10. Obtains nominations from any member of HBEA that may have been given a nomination in writing.
11. Reviews the nomination forms and résumés to ensure the criteria for each office are met.

12. Prepares articles for the HBEA newsletter soliciting nominations, describing the nominees, and reporting on the election results.
13. Works with the Membership Chair and the Conference/Workshop Committee chairs to ensure that enough ballots for voting members only are printed.
14. Prepares ballots for each office with additional blank lines in case nominations are made from the floor.
15. Distributes ballots to voting members only.
16. Presents the slate of officers, introducing each nominee and sharing brief biographical information about each. In the case of two candidates for one office, ask each to share their goals or vision.
17. Asks for nominations from the floor.
18. Presents the slate of officers as a motion to the HBEA membership to accept the slate and close the nominations. Request a second to close the nominations. Obtains a vote to close. Yes, No, or Abstain votes from voting members only are documented.
19. Provides either a ballot box or one envelope per table into which complete ballots are submitted.
20. Tallies the ballots together with the Nominating Committee members.
21. Call for an immediate new election in case of a tie on the first ballot for any one or more offices.
22. Notifies nominees and members of the election results.
23. Follows the Nominating Policies detailed in Section 3030 of this document.
24. Plans, budgets, and implements the installation of officers.
25. Performs such other duties as the President and/or Executive Committee may delegate or assign.
26. Turns over all Nominating Committee records to the President at the end of the term of office.

4055. Public Relations—Standing Committee

Purpose

The purpose of the Public Relations Committee is to publicize HBEA activities.

Operational

The chair of the Public Relations Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for duplicating, labels, and other expenses to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Public Relations Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Public Relations Committee activities with budgeted and actual expense amounts.
8. Seeks every opportunity to publicize the relevant activities and events of HBEA.

9. Creates press releases of upcoming and completed HBEA activities, incorporating photos as much as possible.
10. Uses appropriate media channels—television, radio, *The Honolulu Star-Advertiser*, *Mid-Week*, community newspapers, college newsletters, university publications, and DOE or other campus publications.
11. Creates a database and list serve for media contacts.
12. Ensures that the *Photo Consent Form* is signed by all who are captured in photos to be used in publications. (See Appendix A4055)
13. Maintains a file of *Photo Consent Forms* to be passed on to the incoming Public Relations Committee Chair.
14. Performs such other duties as the President and/or Executive Committee may delegate or assign.
15. Turns over all Public Relations Committee records to the President at the end of the term of office.

4060. State Conference—Standing Committee

Purpose

The purpose of the State Conference Committee is to make all the necessary plans for the annual HBEA State Conference.

Operational

The chair of the State Conference Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Is the current Vice President.
3. Attends all meetings of the HBEA Executive Committee, HBEA Executive Board, and HBEA General Membership.
4. Prepares a budget for expenditures and receipts to present to the Executive Board.
5. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
6. Makes progress reports at each Executive Board meeting.
7. Keeps minutes of any State Conference Committee meetings.
8. Keeps a record of expenses needed to carry out the functions of the State Conference Committee activities with budgeted and actual expense amounts.
9. Shall be responsible for the annual HBEA State Conference.
10. Follows the Conference policies detailed in Section 6000.
11. Performs such other duties as the President and/or Executive Committee may delegate or assign.
12. Turns over all State Conference Committee records to the President at the end of the term of office.

4065. Ways and Means—Standing Committee

Purpose

The purpose of the Ways and Means Committee is to introduce programs to finance the HBEA activities and to develop reserve funds for projected activities of HBEA.

Operational

The chair of the Ways and Means Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for expenditures and receipts to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
5. Makes progress reports at each Executive Board meeting.
6. Keeps minutes of any Ways and Means Committee meetings.
7. Keeps a record of expenses needed to carry out the functions of the Ways and Means Committee activities with budgeted and actual expense amounts.
8. Researches creative ways to fundraise with minimum effort required of the HBEA members.
9. Creates a database of companies from which cash or in-kind donations may be solicited for student awards and contests, teacher awards and grants, and conferences and meetings.
10. Performs such other duties as the President and/or Executive Committee may delegate or assign.
11. Turns over all Ways and Means Committee records to the President at the end of the term of office.

4100 Special or Ad Hoc Committees

4110. Service Projects—Special Committee

Purpose

The purpose of the Service Projects Committee is to select a community group in its efforts to provide service for a targeted population.

Operational

The chair of the Service Projects Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for expenditures and receipts to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
5. Presents a service project to the HBEA Executive Board for approval and support.
6. Writes an article describing the organization for which HBEA will be supporting, requests donations from the membership of supplies and/or cash, and provides deadlines for donations and targeted dates of providing service to the targeted service organization. (See Appendix A4110)

7. Submits article to the HBEA Newsletter Editor and to *Mid-Week* and other publications in consultation with the Public Relations Chair.
8. Writes thank you letters to donors.
9. Sets up delivery dates and times for HBEA to provide services to the organization.
10. Performs such other duties as the President and/or Executive Committee may delegate or assign.
11. Turns over all Service Projects Committee records to the President at the end of the term of office.

4115. Student Contests—Special Committee

Purpose

The purpose of the Student Contest Committee is to provide a means by which students in business programs may be recognized for outstanding achievement and to recognize the teachers and schools that inspire their excellence.

Operational

The chair of the Student Contests Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for expenditures and receipts to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
5. Recommends contests for students and develops criteria for the contest for approval and support by the Executive Board.
6. Updates the *HBEA Keyboarding Contest* (See Appendix A4115.1.) or *HBEA/WBEA Conference Logo Design with theme; HBEA/WBEA Conference Flyer, or HBEA/WBEA Website Design* application form and any other application forms. (See Appendix A4115.2.)
7. Writes an article for the HBEA newsletter and includes a fillable contest application with criteria, deadlines, and award categories.
8. Forms a committee to judge the applications using pre-established rubrics and a method of determining the winners in case of a tie.
9. Writes an article for the HBEA newsletter, *Mid-Week*, and any other publications in consultation with the Public Relations Chair.
10. Ensures that a *Photo Consent Form* is filled out, signed, and kept on file with the Public Relations Chair (See Appendix A4055).
11. Performs such other duties as the President and/or Executive Committee may delegate or assign.
12. Turns over all Student Contests Committee records to the President at the end of the term of office.

4120. Teacher Grants—Special Committee

Purpose

The purpose of the Teacher Grants Committee is to support business education teachers through reimbursements to teachers for out-of-pocket expenses spent on equipment or supplies purchased for classroom use to benefit all students.

Operational

The chair of the Teacher Grants Committee:

1. Is strongly urged to be a member of the National Business Education Association (NBEA).
2. Attends all meetings of the HBEA Executive Board and HBEA General Membership.
3. Prepares a budget for expenditures and receipts to present to the Executive Board.
4. Shall create a Program of Work (POW) by July 1. (See Appendix A3110.4, Program of Work Template)
5. Determines the frequency of the HBEA Teacher Grant awards, but will minimally have one during the Spring semester.
6. Updates the *HBEA Teacher Grant* application form. (See Appendix A4120)
7. Writes an article for the HBEA newsletter and includes a fillable application with criteria, deadlines, and award presentation venue.
8. Forms a committee to judge the applications using pre-established rubrics and a method of determining the winners in case of a tie.
9. Writes an article for the HBEA newsletter, *Mid-Week*, and any other publications in consultation with the Public Relations Chair.
10. Ensures that a *Photo Consent Form* is filled out, signed, and kept on file with the Public Relations Chair (See Appendix A4055).
11. Performs such other duties as the President and/or Executive Committee may delegate or assign.
12. Turns over all Teacher Grants Committee records to the President at the end of the term of office.

5000 Finance

5010. Sources of Income (See *HBEA Bylaws*, Article I – Nature of Organization, Sections 1-3)

1. The Hawai'i Business Education Association (HBEA) is a non-profit education association whose primary source of income shall be HBEA membership dues and fees collected for educational-related activities such as conferences and workshops.
2. Other income may be derived from a share of proceeds from the HBEA/WBEA Conference, which Hawai'i hosts every ten (10) years. 2006, 2016, 2026, etc, and from such additional sources as may be authorized by the HBEA Executive Committee.
3. All HBEA income shall be deposited with the Treasurer.

5020. Reimbursement Policies

1. All HBEA funds shall be expended as designated by the majority vote of the Executive Committee.

2. The budget, as approved by the Executive Committee, sets the general limits of expenditures for specific items. Adjustments may be made by the President and Treasurer during the year, as long as the total budget is not exceeded.
3. All expenses must be clearly and accurately described on the *Reimbursement Form* and must represent actual money expended on behalf of HBEA. (See Appendix A5020, HBEA Reimbursement Form)
 - a. It is desirable that receipts/bills be provided as source documents to substantiate all expenditures.
 - b. All requests for payment of bills and/or reimbursable expenses must be sent directly to the HBEA Treasurer within five (5) working days. Sign bills to show that service has been performed. Bills should be addressed to HBEA in care of the individual.
 - c. All unusual items or amounts must be fully explained.
 - d. The Treasurer can approve all reimbursements if supported by a budget line item. If the amount of the reimbursement exceeds \$100, it must be approved by the Treasurer and the President. If the reimbursement is not supported by a budget line item, it must be approved by the Executive Committee.
4. When air transportation is utilized, the use of the most economical airfare must be utilized, or the traveler is responsible for the difference between the most economical airfare and the requested airfare. (See Appendix A3110.1, Travel Policy)
5. WBEA Conference reimbursement is limited to the basic conference fee (no additional meal functions, computer workshops, or special events).
6. If donations are made to a special fund for Executive Board refreshments or other activities, reimbursements may be made for these expenditures. At no time are reimbursements for meals or refreshments to be made from the HBEA general funds.

6000 Conference Planning

Each HBEA conference (Fall, State, optional Spring) represents a professional development opportunity for business educators, school administrators, students, and business associates with an interest in business education. As such, a program should be designed to attract business educators from K-12, private colleges and universities, and public community colleges and universities.

6010. Dates

1. The HBEA Fall Conference will be scheduled each year during a month in the Fall semester, normally in late September or early October.
2. The annual HBEA State Conference will be scheduled each year during the last weekend of January. It may be a one or two-day event. This schedule may be altered to meet the unexpected scheduling needs with the Executive Committee approval.
3. An optional Spring Conference may be scheduled during a month in the Spring semester, normally late April or early May.
4. The Western Business Education Association Conference, which HBEA co-sponsors, is held every 10 years during the three (3)-day holiday of Presidents' Day (third week

in February). The conference will begin on Thursday, with other committee meetings scheduled prior to the opening session.

6020. Responsibilities

The chairs of each Conference Committee:

1. Is responsible for the coordination and oversight of:
 - a. Selection of site/facilities
 - b. Selection of committee chairs
 - c. Program/sessions
 - d. Publication
 - e. Registration
 - f. Hospitality
 - g. Exhibits
 - h. Printing
 - i. Prizes/gifts
 - j. Meals
 - k. Sponsors
 - l. Contract contents & signing
 - m. Arrangement of payments
2. Secures a site, after considering the following”
 - a. Location:
 - 1) Hotel—costs for rooms; meal function – free room(s); negotiate prices and meals; costs of AV equipment (try to negotiate free screen) and Internet setup; room setup options
 - 2) Restaurant—cost of private room(s); negotiate prices and meals; costs of AV equipment (try to negotiate free screen); room setup options
 - 3) School campus—negotiate waiving of fees for air conditioning, custodial cleanup, and security unlocking doors; AV equipment free, including screen
 - b. Focus and theme of workshops
 - 1) If computers used by each participant, option could be a college campus (fees may differ; parking considerations). Need tables, chairs, and outlets.
 - 2) If Internet access is needed for the speaker only or for each participant—hotels and restaurants have methods of charging by the room and block of time
 - 3) Breakout session rooms—hotels normally waive a room fees if there is a meal function tied to the room. If outlets are needed, are fees charged?
 - 4) Video equipment such as projector or screen normally have fees attached to them by the hotel or restaurant
 - c. Determine meals and refreshment (if at a hotel or restaurant, tax and gratuity or service charges are added automatically). Often cost of pupu items are more expensive than meal orders. Buffet is always more expensive than served meals.
 - 1) Breakfast—bento; fruits; continental with pastries
 - 2) Lunch—choices of vegetarian and meat dishes
 - 3) Beverages—water, juice, soda, coffee, tea
 - 4) Condiments
 - 5) Paper goods—napkins, dinner plates, snack plates, forks, spoons, knives, chopsticks
 - d. When securing speakers, determine what audiovisual needs they require. Request that HBEA members borrow AV equipment from their campuses where feasible.
 - e. If a laptop is being used to run a video, ensure that speakers are available to project the sound.
 - f. Determine if there will be charges to use microphone and podium.

3. Determines overall budget and expenditures—bus rental? entrance fees?
4. Determines the date(s) and times of the Fall Conference, Annual State Conference, and optional Spring Conference, considering major activities on college and school campuses that may cause HBEA members to be unable to attend.
5. Writes, using the current HBEA letterhead, letters of invitation, confirmation, and/or thank you to:
 - a. Speakers
 - b. Donors of cash, door prizes, or hospitality items (bags, name badge holders, pens, tablets, promotional items and brochures)
 - c. Sponsors
 - d. Exhibitors/vendors
 - e. Conference committee members
6. Creates a registration form, posted online as quickly as possible in fillable format
 - a. Catchy header with theme
 - b. Date, time, location
 - c. Program
 - d. Description of each speaker
 - e. Cost, including who to send check to or online payment option
 - 1) HBEA member rate
 - 2) Non-HBEA member rate normally \$20 higher than the HBEA member's rate
 - 3) Late fees
 - 4) Partial refund date
 - 5) No refund date
 - 6) Permission to allow photos to be taken of the HBEA member at the conference
 - 7) Deadlines
7. Determines charges and setup for exhibitors.
8. Submits a tentative budget for the Fall Conference, Annual State Conference, and optional Spring Conference to the Executive Board for approval.
9. Secures a reasonable rate to publish printed program with list of HBEA Executive Board, conference committee members, agenda, description of each session and speaker, exhibitor/vendor, and donors/sponsors.
10. Recruits students to introduce speakers and assist with staffing of the hospitality and/or registration tables.
11. Writes articles about the conference in the HBEA newsletter, including registration form; after the conference, an article summarizing the conference events and speakers.
12. Works with the Public Relations Chair to send press releases to various publications.
13. Makes progress reports to the Executive Board.
14. Keeps minutes of all conference and sub-committee meetings.
15. Keeps a record of expenses needed to carry out the function of the conference activities with budgeted and actual expense amounts.
16. Submits a final report to the Executive Board.

Appendices

A3030.1 Résumé for Nominee Form

Hawai'i Business Education Association



Résumé of Candidate for Office of:

Personal Data:

Name: _____

Place of Work: _____

Address: _____

Telephone: _____ Cell Phone: _____

Email: _____ HBEA Member? _____

Professional Preparation:

Professional Experience:

Professional Association Activities:

Other Professional Activities:

On the back, please add a statement of why you are qualified to hold this office.

The signature of the Candidate and the HBEA member nominator provided below attest to the following:

The Candidate has agreed to seek the office indicated above and has been determined by the HBEA members nominator to be qualified for such office. The Candidate received and reviewed a copy of the Program of Work for the office, understands the duties and responsibilities of the office, and is willing to accept the commitment if elected.

Candidate's Signature Date HBEA Member Nominator's Signature Date

NOTE: This form must be completed, signed, and dated by the Candidate and HBEA member nominator to provide a valid nomination. A Résumé may be attached.

A3030.2.1 HBEA Membership Officer Election Ballot



Election Procedures: Please mark your choice of candidate for whom you are voting. Once completed, place into the ballot envelope and hand it to the Elections Committee member. The votes will be counted and tallied by at least two people (none of the nominees may be counters).

Election results will be announced at the appropriate time in the program.

Present-elect		<input checked="" type="checkbox"/> Vote
1.	Jane Doe	Vote for one (1) candidate.
2.	Vernon Hawai'i	
3.		
4.		
Vice President		<input checked="" type="checkbox"/> Vote
1.	John Doe	Vote for one (1) candidate.
2.	Amber Business	
3.		
4.		
Secretary		<input checked="" type="checkbox"/> Vote
1.	Margaret Doe	Vote for one (1) candidate.
2.	Kinau Education	
3.		
4.		
Treasurer		<input checked="" type="checkbox"/> Vote
1.	Mason Doe	Vote for one (1) candidate.
2.	Virgie Association	
3.		
4.		

A3030.2.2 HBEA Membership Absentee Ballot

Name of HBEA Voting Member printed here.



Special absentee ballot instructions: Leave this portion attached to your ballot. Submit your ballot in a separate sealed envelope. The official ballot counters will open your sealed envelope and detach this portion before the official counting of ballots.

If you wish to email the ballot, it will be accepted. If you wish to have your ballot verified, you can indicate your choice of candidates in an email; this email and ballot will be verified by the officials. Absentee ballots must be received no later than Day of Week, Month, Day, 20xx.

Present-elect		<input checked="" type="checkbox"/> Vote
1.	Jane Doe	Vote for one (1) candidate.
2.	Vernon Hawai'i	
3.		
4.		
Vice President		<input checked="" type="checkbox"/> Vote
1.	John Doe	Vote for one (1) candidate.
2.	Amber Business	
3.		
4.		
Secretary		<input checked="" type="checkbox"/> Vote
1.	Margaret Doe	Vote for one (1) candidate.
2.	Kinau Education	
3.		
4.		
Treasurer		<input checked="" type="checkbox"/> Vote
1.	Mason Doe	Vote for one (1) candidate.
2.	Virgie Association	
3.		
4.		

A3030.3 HBEA Installation of Officers Script

Sample only. Please edit accordingly (most WBEA Conferences are held in February, except when held in Arizona, then the WBEA Conference is held in May) sometimes there may be officers for each position.)

Installing your newly elected Hawai'i Business Education Association officers is an integral part of an annual meeting. It is a time when HBEA leadership is passed from your current officers to a newly elected set of officers eager to place their plans into action. It is also a time when the accomplishments of your present officers are recognized and thanks for a "job well done" are extended. This ceremony is the beginning of a new year for everyone.

Note: please change the names and comments for each outgoing officer you are recognizing. If current (outgoing) officers have been introduced during some other part of the program, please omit this section.

We want to thank the 2013-2014 (change the year as appropriate) HBEA Officers:

President: *Kay Ono*. Delivered three very informative and well-planned conferences, involved many Neighbor Island and private college members who now serve on the Executive Board, and has endless energy. Kay will continue as Past-president and Nominating Committee Chair.

President-elect. *Anne Chung*. Represented HBEA at the WBEA Executive Board meeting in Portland, Oregon, and has been learning policies and procedures. Anne will continue on as President, followed by Past-president and Nominating Committee Chair (a three-year commitment).

Vice President: *Cheryl Fujii*. Productively planned and executed the State Conference and involved several members from various campuses to assist with its success.

Secretary: *Doug Choy*. Efficiently sent out agendas and minutes of Board meetings and acted as photographer for every HBEA event.

Treasurer: *Evelyn Wong*. Balanced books, wrote checks, prepared receipts, and submitted financial statements at each meeting. Evelyn will continue her second efficient year of her two-year term for the office of Treasurer.

Join me in thanking each of the 2013-2014 HBEA Officers.

In compliance with the HBEA Constitution and Bylaws' procedures for the election process, at the State Conference in January 2014, members had elected each of you to your positions. As I call your name, please come up front to be installed into your positions for the 2014-2015 year.

President: Anne Chung, you had been elected President-elect in 2013. The HBEA members have demonstrated their faith in your leadership and ability to carry out the duties of the offices of President-elect and of President, the highest office of our organization. They have recognized your loyalty to the goals and purposes of HBEA and your dedication to upholding the Constitution and Bylaws. It will be your duty to preside at all meetings, to enforce impartially the Constitution and Bylaws, to appoint all Committee Chairpersons with the majority approval of the Executive Committee, and to guide HBEA's officers and committee chairs in developing HBEA's goals and objectives. As President, you will call a transition meeting of the Executive

Board before the end of the fiscal year for current and incoming officers and committee chairs. As President, you shall be a member of NBEA/WBEA during your term of office, and represent HBEA on the WBEA Executive Board at its conference in Arizona on May 20-24, 2015.

President-elect: Cheryl Fujii, the HBEA members have demonstrated their faith in your leadership, commitment to three years of service, and ability to carry out the duties of the office of President-elect. As President-elect, you shall succeed to the office of the President at the expiration of the President's term of office on June 30, 2015. The President-elect shall prepare a proposed budget for your term as President and present the budget to the Executive Board at the transition meeting prior to assuming the Presidency. The President-elect shall assume other duties that the President or Executive Committee may delegate or assign. As President-elect, you shall be a member of NBEA/WBEA during your term of office, and represent HBEA on the WBEA Executive Board at its conference in Arizona on May 20-24, 2015.

Vice President: Mark Langenbacher, the HBEA members have demonstrated their faith in your leadership by electing you. As Vice President, you shall assist the president in preparing the calendar and planning the program for the year. The Vice President shall coordinate the activities of the various committees and assist the President and President-elect. The Vice President will serve as the current year's State Conference Committee Chair. The Vice President shall assume other duties that the President and Executive Committee may delegate or assign. As Vice President, you are encouraged to be a member of NBEA/WBEA during your term of office.

Secretary: Doug Choy, the HBEA members have demonstrated their faith in your continued leadership by electing you to a third term. As Secretary, you shall keep an accurate record of all the meetings of the Executive Board, timely distribute a copy of the minutes and agendas to each of the Executive Board members, and archive/destroy records according to the HBEA retention schedule. As Secretary, you are encouraged to be a member of NBEA/WBEA during your term of office.

Treasurer: Name (if just elected to first of two-year term), the HBEA members have demonstrated their faith in your leadership by re-electing you to another two-year term. As Treasurer, you shall receive and disburse the funds using a checking account in the name of HBEA. You may keep a \$50 petty-cash fund for payments and purchases of items less than \$10. The Treasurer is responsible for submitting a report of the receipts and the expenditures and balance on hand at each meeting and/or request of the President. The Treasurer shall assist the President-elect in preparing a statement of the proposed annual budget. As Treasurer, you are encouraged to be a member of NBEA/WBEA during your term of office.



Please raise your right hand. Do you, Anne, Cheryl, Mark, and Doug, accept the responsibilities of your offices and promise to fulfil to the best of your ability, the duties of your office? If so, answer, "I do."

Please accept my wholehearted congratulations to each of you. May your term of office be one of deep satisfaction and provide you with the knowledge of a job well done. Thank you and welcome to your new offices!

Evelyn Wong and Kay Ono, please come up for a group photo of all HBEA Officers. Mahalo!

A3110.1. Travel Policy—WBEA Executive Board



HBEA Travel Policy
Proposed September 22, 2001
Approved November 3, 2001
Edited July 31, 2011

Rationale for a Hawai'i Business Education Association (HBEA) Travel Policy:

- HBEA should be represented by knowledgeable, prepared, and active members
- HBEA funds should be dispensed with discretion
- HBEA should directly benefit from a travel sponsorship
- HBEA members should expand their leadership skills

1. QUALIFICATIONS

- a. HBEA member for five (5) years.
- b. Active HBEA Executive Board member for two (2) years within a ten-year period prior to qualifying for a HBEA travel sponsorship. The definition of an active HBEA Board member is one who has participated in 90% of the Board meetings and functions.

Two (2) years of active HBEA Board membership example:

Year 1 – Membership from July 1, 2011 to June 30, 2012

Year 2 – Membership from July 1, 2012 to June 30, 2013

Year 3 – Eligible for HBEA travel sponsorship

- c. Current HBEA president and president-elect will be the official HBEA representatives on the Western Business Education Association (WBEA) Executive Board. In the event one of these individuals cannot attend the WBEA Executive Board meeting, the president will appoint a substitute representative who must be approved by the HBEA Executive Board.

2. COMMITMENT

- a. Represent HBEA in a positive manner.
- b. Prepare any requested materials.
- c. Present an oral and written report to the WBEA Executive Board and to the HBEA Executive Board.
- d. Write an article for the next HBEA newsletter.
- e. Present a session to the HBEA membership and provide supporting materials within a one (1)-year membership period; a WBEA and/or NBEA conference session can be used in lieu of the HBEA session.
- f. Consenting to become president-elect is a four-year obligation: president-elect, president, nominations chair, and historian.

3. AIRFARE

- a. HBEA will pay the lowest available published airfare; charter flights exempted
- b. If a requested airline has a higher airfare, the member must reimburse HBEA for the difference.
- c. When possible, the member should request a MCO (miscellaneous charge order) for a decrease in airfare. Since the MCO becomes the property of the individual, HBEA should be reimbursed for the MCO amount.

4. ACCOMMODATIONS

- a. Full reimbursement of a standard single occupancy room rate, including tax, will be paid by HBEA for attendance at the WBEA Nominating Committee meeting, Presidents-elect meeting, Executive Board meeting, and conference through the closing session only.
- b. It is the member's responsibility to pay for the remaining room rate or request a roommate from the conference planners.
- c. **Prior to departure to the WBEA Conference or any reimbursements, an itinerary of conference activities and departure and arrival times must be presented to the HBEA Executive Board for approval to determine reimbursements for hotel accommodations.**

5. CONFERENCE FEES

- a. **All conference fees must be paid by the attendee.** ~~Basic conference fees, including the WBEA awards luncheon/dinner, will be paid by HBEA.~~
- b. ~~Any additional meal functions, conference workshops, training, etc. is the responsibility of the individual member.~~
- c. No membership fees will be paid by HBEA. The president, president-elect, and/or representative must be WBEA/NBEA members; these membership fees are the responsibility of the HBEA member.

6. MISCELLANEOUS

- a. Any stipend, reimbursement, etc. paid to an HBEA-sponsored member must be **signed over given to HBEA. WBEA will pay a \$50 stipend to representatives on the WBEA Executive Board. This \$50 stipend must be signed over to HBEA.**
- b. All transportation costs (except airfare) and parking fees are the responsibility of the HBEA member.

7. UNABLE TO FULFILL OBLIGATION

- a. Prior to the trip – The member must reimburse HBEA for the entire amount within one (1) month of cancellation. The member will retain title to the airline ticket and is ultimately responsible for any future service charge/change fees. It is the member's responsibility to cancel all reservations and file refund requests.
- b. After the trip – If an officer is unable to fulfill all or part of his/her obligation, the following reimbursement scale will be used:

Year 1 – President-elect	Reimburse HBEA for 100% of first trip
Year 2 – President	Reimburse HBEA for 50% of first trip
Year 3 – Nominations Chair	Reimburse HBEA for 100% of second trip
Year 4 – Historian	Reimburse HBEA for 50% of second trip

8. APPROVAL

- a. Proposed costs should be presented to the HBEA Executive Board prior to any expenditures.

9. HBEA EXECUTIVE BOARD

- a. The Board has the right to consider individual requests and must approve all changes to the HBEA Travel Policy with a 75% vote.

A3110.1.1. Travel Policy—Neighbor Island Officers and Committee Chairs

Any HBEA member from a neighbor island who is elected to an office or who is appointed and approved by the Executive Board to serve as a committee chair, will have roundtrip coach airfare reimbursed for two (2) trips to O'ahu for Executive Board meetings. One (1) of these round trips will be to attend the annual state conference with a scheduled Executive Board meeting following the state conference. The following criteria must be met:

1. Agendas and minutes of Executive Board meetings must be reviewed and required reports sent to Executive Board members when not in attendance.
2. Attend Executive Board meetings through Skype or some other means during the scheduled Executive Board meetings.
3. Requirements as expected for the position must be satisfactorily accomplished.
4. Select an Executive Board meeting that has the most significance for attending. E.g. if Awards Chair, perhaps the meeting before the State Conference where award nominations may be shared or discussed or reviewed by the Executive Board members; Newsletter Editor, perhaps before the first newsletter is printed and sent out for a review by the Executive Board, or perhaps when hard copies need to be dropped off for campus mailing to UH system campuses.
5. State Conference will be one of the required trips. Regular registration must be paid to attend the State Conference. If the State Conference happens to be two days, no hotel or per diem will be paid and attendance is expected the day on which the elections, awards presentations, and Executive Board meeting is scheduled.
6. The Executive Board may vote to suspend travel reimbursements should HBEA be unable to fund travels. Adequate notice will be given to neighbor island travelers.

A3110.2. WBEA S/T/P Report Form

Report for State/Territory/Province (S/T/P)
Month Day, 20xx

S/T/P Report for: Hawai'i Business Education Association

Reported by: FirstName LastName, President

Date of Meeting Report Being Presented:

Current Membership Numbers:

- Professional
- Retirees
- Students
- Other

Current NBEA Membership:

- Professional
- Retirees
- Students
- Other

Web Site Address: www.hbea.org

Please attach a board directory for your association on the attached form.

Please attach your balance sheet as of January 1, 20xx.

Annual Convention Information (Dates, Location, any special events, workshops, etc.). If convention has already occurred, please give summary of attendance, program, etc.

Ideas “to share” (If there is anything you believe your S/T/P has accomplished that can help other S/T/Ps, please describe below)

Any activities that you personally have been involved in to promote your state, regional, or national association?

Anything we have forgotten!

A3110.3. President's Award Timeline

The President:

September: Determines the winner.

October: Informs Awards Chair of the winner, and **secretively** does background work, soliciting information from winner's family and business associates to forward to the Awards Chair.

December: Has the Awards Chair order a plaque for the winner.

Prepares background information on winner to be read when presenting plaque at the HBEA Annual State Conference or other scheduled event.

Notifies someone secretively to be sure winner will be at the function when award is given.

January: Awards plaque to winner at HBEA annual State Conference

A3110.4 Program of Work Template

HAWAII BUSINESS EDUCATION ASSOCIATION

Name:		Position:	
Year: 20xx-20xx		Date Submitted:	
Duties: The purpose of this Committee is to (get information from the <i>HBEA Policies and Procedures Manual and Appendices</i> and/or the <i>HBEA Constitution and Bylaws</i>)			
Deadline	P&P, Bylaws, Strategic Plan Reference	Task to Perform	Completed
mm/dd/yy		Go through each document listed above and list each duty and task.	

Proposed XX Budget		
Budgeted	Year-to-Date	Item
0		Total proposed budget

A3140.1. Agenda Template Sample



HAWAI'I BUSINESS EDUCATION ASSOCIATION

Executive Board Meeting

Month Day, 20xx, hh:mm ?.m.

Location, Room

Agenda

1. Call to Order FirstName LastName, President
2. Roll Call FirstName LastName, Secretary

Executive Committee (Voting Members; quorum = 5)	
President	Name
President-elect	Name
Vice President	Name
Treasurer	Name
Secretary	Name
Past President	Name
Historian	Name
Ad Hoc or Special Committees & Appointments (Non-voting)	
Teacher Grants	Name
Service Projects	Name
Student Contests	Name
Website	Name

Standing Committee & Appointments (Non-voting)	
Aloha and Hospitality	Name
Awards	Name
Constitution	Name
Education	Name
Fall Conference	Name
Legislative	Name
Membership	Name
Newsletter	Name
Nominations	Name
Public Relations	Name
State Conference	Name
Ways and Means	Name

3. Minutes of Month, Day, 20xx Executive Board Meeting FirstName LastName, President
4. Treasurer's Report FirstName LastName, Treasurer
5. Committee Reports
 - Standing Committees
 - Aloha & Hospitality FirstName LastName
 - Awards FirstName LastName
 - Constitution FirstName LastName
 - Education FirstName LastName
 - Fall Conference FirstName LastName
 - Legislative FirstName LastName
 - Membership FirstName LastName
 - Newsletter FirstName LastName
 - Nominations FirstName LastName
 - Public Relations FirstName LastName
 - State Conference FirstName LastName
 - Ways & Means FirstName LastName
 - Special Committees
 - Grants & Scholarships FirstName LastName
 - Service Projects FirstName LastName
 - Student Contests FirstName LastName
 - Website FirstName LastName
6. Unfinished Business
 - a.
7. New Business
 - a.
 - Other
8. Next Meeting

9. Adjournment

A3140.2. Minutes Template Sample



HAWAI'I BUSINESS EDUCATION ASSOCIATION

Executive Board Meeting

June 18, 2011, 10:30 p.m.

Leeward Community College, BE-229A

Minutes

Present: Three (3) voting members.

Executive Committee (Voting Members; quorum = 5)			Standing Committees (Non-Voting Members)		
	Name	Roll		Name	Roll
President	Name	✓	Aloha & Hospitality	Name	Ex
President-elect	Name		Constitution	Name	✓
Vice President	Name	Ex	Membership	Name	Ex
Treasurer	Name	Ex	Nominations	Name	✓
Secretary	Name	Ex			
Past President	Name	✓	Key:		
Historian	Name	✓	✓ = Present, Ab = Absent, Ex = Excused		

Approval of Committee Appointments for 2011-2012—due to the lack of quorum, an e-mail vote was taken with the following results:

List of committee chairs presented as a motion to accept the chairs via email on June 21, 2011, 4:47 p.m. **Jean Hara/Michael Fujita**

Yes: 6 No: 0 Abstain: 0

Meeting Dates and Times—Tuesday and Thursday afternoons were requested by Evelyn Wong and Ku'uipo Lum. Due to the lack of quorum, dates will be determined at the Strategic Planning meeting held on Saturday, June 25, 2011.

Membership—Jean stressed the importance of knowing the types of memberships and reviewed them as listed in the HBEA Bylaws, Article III – Membership, Sections 2-6. Members present were reminded that this is a business education association and the focus must be on teachers.

ARTICLE III-Membership

SECTION 1. There shall be five types of memberships: regular, student, honorary, corporate and retired.

SECTION 2. Regular membership. Any person previously or presently employed as a teacher, administrator, or supervisor with an interest in Business Education shall be eligible for regular membership. Regular members are classified as voting members.

Lifetime membership. Individuals who have shown exemplary service to HBEA may be granted lifetime membership and shall be entitled to all the benefits of regular membership. Lifetime memberships are granted by a majority vote of the Executive Committee.

SECTION 3. Student membership. All graduate and undergraduate students interested in Business or Education shall be eligible for student membership when enrolled in an institution for higher learning. Student members are classified as non-voting members.

SECTION 4. Honorary membership. Individuals who have made significant contributions to Business Education may be granted honorary membership as determined by a majority vote of the Executive Committee. Honorary members are classified as non-voting members.

SECTION 5. Corporate membership. Individuals, businesses, and organizations who service and/or offer support of Business Education may join as corporate members. Corporate members are classified as non-voting members.

SECTION 6. Retired membership. Any person who previously was a regular member of HBEA for five (5) consecutive years prior to retiring and is retired shall be eligible for retired membership. Retired members are classified as voting members.

Calendar—each campus was asked to provide a campus calendar of activities for our next meeting to avoid conflicts when scheduling HBEA activities. The problem has always been the Punahou Carnival in early February and campus Ho'olaulea activities. At the next meeting and for the HBEA Policies and Procedures Manual, hopefully the board will agree to a consistent month and time, e.g. last week in January was selected a few years ago, so the membership and vendors will automatically know when the State Conference is likely to be scheduled.

Strategic Planning Meeting—Jean Hara reminded those present to participate in the June 25, 2011, Strategic Planning meeting from 9 a.m.-2:30 p.m. Jean expressed her disappointment that even when a Doodle scheduling poll was distributed, people who responded positively for next Saturday's date unexpectedly cannot attend the Saturday meeting. There WILL NOT be a quorum of voting members at the Strategic Planning meeting, so no official voting may take place. However, a first Executive Board meeting date will be scheduled at that time.

Other—need to recruit not only HBEA membership, but also NBEA/WBEA membership. The totals reported by WBEA and NBEA are for NBEA memberships and not for local memberships. The only numbers of concern to WBEA and NBEA are the NBEA members from Hawai'i. Only if the State/Territory/Province reports on local membership at the WBEA Board meeting will those numbers be known to us.

Jean also reminded everyone that each Executive Board member should have studied the HBEA Constitution and Bylaws before accepting positions so duties and commitments (especially for elected members) will not come as a surprise. It is critical that voting members be present at each HBEA Executive Board meeting—without a quorum, nothing can be voted on and nothing can get done! Your commitment as an elected/approved HBEA officer is critical to the health of HBEA.

Next Meeting: Day of week, Month Day, 20xx. Breakfast and lunch will be provided.

Meeting was adjourned at 10:50 a.m.

Respectfully submitted by:

FirstName LastName
HBEA Secretary, 2011-2012

A3140.3 Records Retention Schedule

RETENTION SCHEDULE FOR HBEA MATERIALS

Articles of Incorporation	99 years
Bylaws.....	99 years (replace sections as revised)
Procedures Manual.....	99 years (replace sections as revised)
Board Directory	1 year
Budget.....	1 year
Program of Work.....	1 year
Western Wire (newsletter)	1 year
Executive Committee Written Reports	2 years
STP Written Reports	2 years
WBITE Conference Report	2 years
WBITE Minutes	3 years (President and Secretary)
Executive Board Directory	7 years
Financial Report (year-end) and Audit Report	7 years
Legislative Information	7 years (Legislative Liaison)
Conference Planning Guide.....	99 years (replace sections as revised)
Strategic Plan.....	99 years (replace as revised)

MISCELLANEOUS ITEMS SPECIFIC TO POSITION

Secretary—Minutes in the Permanent Record	99 years
Secretary—Annual Conference Financial Reports in Permanent Record	99 years
Treasurer—Financial Report and Audit Report.....	99 years
Treasurer—All Other Financial Records	7 years
Awards Director—List of all Award Winners	99 years

A3150. Balance Sheet Accounts

BALANCE SHEET ACCOUNTS

Assets:	1101	Cash - BOH Checking
	1102	Cash - Donations -Executive Board Meeting
	1103	Cash - Donations - Mary Jane Project
	1110	Cash -ASB Certificate
	1151	Accounts Receivable
Liabilities:	1201	Prepaid Membership Fees
Equity:	1301	Equity

INCOME STATEMENT ACCOUNTS

<i>MEMBERSHIP</i>		
Revenues:	1401	Fee Revenue
	1402	Donations
Expenses:	1504	Publicity
	1520	Miscellaneous
<i>FALL CONFERENCE</i>		
Revenues:	2401	Fee Revenue
	2402	Donations
Expenses:	2501	Facilities and Food
	2502	Drawings and Gifts
	2503	Aloha and Hospitality
	2504	Publicity
	2520	Miscellaneous
<i>STATE CONFERENCE</i>		
Revenues:	3401	Fee Revenue
	3402	Donations
Expenses	3501	Facilities and Food
	3502	Drawings and Gifts
	3503	Aloha and Hospitality
	3504	Publicity
	3520	Miscellaneous
<i>WBEA CONFERENCE</i>		
Revenues:	4401	Fee Revenue
	4402	Donations

Expenses	4501	Airfare and Hotel
	4502	Registration/Workshop
	4503	Meals
	4504	Silent Auction
	4520	Miscellaneous

<i>OTHER</i>		
Revenues:	5401	Interest Income
	5402	Donations - Executive Board Meeting

Expenses	5510	Refreshments - Executive Board Meeting
	5515	Website
	5516	Newsletter
	5520	Miscellaneous

A4015 Types of Plaques

1.	4015.2.1 9" x 12"	<p style="text-align: center;">Hawai'i Business Education Association Distinguished Service Award presented to (name of Recipient) for exemplary service and contribution to business education through professional activities</p> <p style="text-align: center;">Month Year</p>
2.	4015.2.2 9" x 12"	<p style="text-align: center;">Hawai'i Business Education Association Distinguished Service Award presented to (name of recipient—School Administrator, Company, or Rep. of a Co., or a Legislator) for exemplary service and contribution to business education through professional activities</p> <p style="text-align: center;">Month Year</p>
3.	4015.3 Item #1 10" x 8"	<p style="text-align: center;">Hawai'i Business Education Association Outstanding Business Educator Elementary (or Middle School or Junior High School) (name of recipient)</p> <p style="text-align: center;">Month Year</p>
4.	4015.3 Item #2 10" x 8"	<p style="text-align: center;">Hawai'i Business Education Association Outstanding Business Educator High School (name of recipient)</p> <p style="text-align: center;">Month Year</p>
5.	4015.3 Item #3 10" x 8"	<p style="text-align: center;">Hawai'i Business Education Association Outstanding Business Educator Postsecondary (name of recipient)</p> <p style="text-align: center;">Month Year</p>
6.	4015.4 10" x 8"	<p style="text-align: center;">Hawai'i Business Education Association Outstanding Career and Technical Student Organization Advisor Award (name of recipient)</p> <p style="text-align: center;">Month Year</p>

7.	4015.5 Item #1 10" x 8"	<p align="center">Hawai'i Business Education Association Outstanding Business Student Award Elementary (or Middle School or Junior High School) (name of recipient)</p> <p align="center">Month Year</p>
8.	4015.5 Item #1 10" x 8"	<p align="center">Hawai'i Business Education Association Outstanding Business Student Award High School (name of recipient)</p> <p align="center">Month Year</p>
9.	4015.5 Item #1 10" x 8"	<p align="center">Hawai'i Business Education Association Outstanding Business Student Award Two-year Postsecondary (name of recipient)</p> <p align="center">Month Year</p>
10.	4015.5 Item #1 10" x 8"	<p align="center">Hawai'i Business Education Association Outstanding Business Student Award Four-year Postsecondary (name of recipient)</p> <p align="center">Month Year</p>
11.	3110 Item #14 A3110.3 9" x 12"	<p align="center">Hawai'i Business Education Association President's Award presented to (name of recipient)</p> <p align="center">In appreciation of exemplary support and dedication and providing high standards of leadership in business education</p> <p align="center">Month Year</p>
12.	3120 Item #11 12" x 9" Half gavel plaque	<p align="center">Hawai'i Business Education Association (name of current President) President</p> <p align="center">In appreciation for dedication, service and leadership 20xx-20xx</p>

Plaque, framed Certificate, and/or Functional Gift (pen set, paperweight, etc.) may be substituted, as long as within budget.

Note: If **Hawai'i Business Education Association** is too costly to engrave on a plaque, substitute **HBEA** for all occurrences.

A4015.2. Distinguished Service Awards

Hawai'i Business Education Association

Nominations for this award may be submitted for **either** an individual or a group.
[Only one (1) nomination may be made per year to an Individual
and one (1) to a School Administrator, Company, or Representative of a Company, or a Legislator.]

* * * *

1. An INDIVIDUAL who has served and contributed to HBEA and business education through professional activities that include leadership, service, honors and awards, and research, writing, and/or innovative curriculum development. This nominee must be a business educator **and** a member of HBEA.

and/or
2. A SCHOOL ADMINISTRATOR, COMPANY or REPRESENTATIVE OF A COMPANY, or LEGISLATOR who has served a major portion of education in Hawai'i.

Procedure for Submitting Nominations:

1. Any HBEA member may submit a nominee for these awards by the postmark deadline, **December 1**.
2. The HBEA Distinguished Service Award Nomination forms must be used. The application will be limited to the nomination form and no more than two (2) letters of recommendation.
3. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA awards ceremonies.
4. If a nominee is not selected for the award the first year of nomination, a revised nomination may be submitted again next year.
5. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Criteria for Judging the Individual (HBEA Member) Nominee

1. Contributions to HBEA (60 points)
2. Awards, Honors, and Contributions to Other Professional Organizations ... (20 points)
3. Professional Contributions (includes projects, research, writings (20 points)
and/or innovative curriculum development

Criteria for Judging the School Administrator, Company/Legislator/Other Nominee

1. Contributions to HBEA (80 points)
2. Awards, Honors, and Contributions to Other Professional Organizations ... (10 points)
3. Statement for "Why Award Should Be Given" (10 Points)

Awards Presentation

The HBEA Distinguished Service Award will be given at the HBEA Annual Conference or scheduled event and awards ceremonies.

Due Date

Send forms to the HBEA Awards Chair, postmarked by **December 1**.

A4015.2.1. Distinguished Service Award to an Individual Nomination Form
Hawai'i Business Education Association

Date↑

Full Name of Nominee (Candidate)↑

Address↑

City↑

State↑

ZIP Code↑

Present Position↑

HBEA Member? How long?↑

Daytime Phone↑

Email Address↑

.....

Name of Nominator (Person Submitting Nomination)↑

Signature↑

Address↑

City↑

State↑

ZIP Code↑

Email Address↑

Position↑

HBEA Member? How long?

Who should be contacted for more information? ↑

Phone↑

Email Address↑

Is this a secret nomination? Yes→

No→

EDUCATIONAL BACKGROUND. [List degrees, institutions, and years attended.] _____

OCCUPATIONAL BACKGROUND. [Give years and experience in business education, administration, or supervision.]

STATEMENT OF WHY THIS PERSON IS BEING NOMINATED

[More]

For the following areas, include significant contributions and achievements in furthering the goals of business education in Hawai'i through leadership, offices held, service, innovative curriculum development, research, and writings. Keep to one (1) page. Include no more than two (2) letters of recommendation. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Contributions to HBEA (60 points)

Awards, Honors, and Contributions to Other Professional Organizations (include dates with positions held and responsibilities; dates and award titles) (20 points)

Professional Contributions (20 points) Include "in-house" projects, research, writing, innovative curriculum development, and, honors and awards, from educational institutions.

A4015.2.1. Distinguished Service Award to an Individual Evaluation Form



Hawai'i Business Education Association Distinguished Service Award to an Individual (4015.2.1) Evaluation Form

Name of Nominee: _____

Judge's Name: _____

Criteria for Judging a HBEA Member

1. An individual who has served and contributed to HBEA and business education through professional activities that include leadership, service, honors and awards, and research, writing, and/or innovative curriculum development.
2. This nominee shall be a business educator who must be a member of HBEA.

Evaluation

For the following areas, include significant contributions and achievements in furthering the goals of business education in Hawai'i through leadership, offices held, service, research, writings, and/or innovative curriculum development.

1. Contributions to HBEA (**60 points**). _____

- Must have served and contributed to HBEA and business education through professional activities that include leadership, service, honors and awards, and research and writing.

2. Awards, Honors, and Contributions to Other Professional Organizations (**20 points**). _____

- Include dates with position held and description of responsibilities
- Include dates with award titles

3. Professional Contributions (**20 points**). _____

- Include "in-house" projects, research, writing, and/or innovative curriculum development
- Include honors and awards from educational institutions.

TOTAL POINTS (100 MAXIMUM)

Nominees receiving fewer than an average of 75 total points will not be considered for the award.

©08/12/2011 Jean Hara

A4015.2.2. Distinguished Service Award for a School Administrator, a Company, Representative of a Company, or Legislator Nomination Form
Hawai'i Business Education Association

Date↑

Full Name of Nominee (Candidate)↑

Address↑

City↑ State↑ ZIP Code↑

Present Position↑

HBEA Member? How long?↑ Daytime Phone↑ Email Address↑
.....

Name of Nominator (Person Submitting Nomination) ↑ Signature↑

Address↑

City↑ State↑ ZIP Code↑

Email Address↑

Position↑ HBEA Member? How long?

Who should be contacted for more information? ↑ Phone↑ Email Address↑

Is this a secret nomination? Yes→ _____ No→ _____

EDUCATIONAL BACKGROUND. [List degrees, institutions, and years attended.] _____

OCCUPATIONAL BACKGROUND. [Give years and experience in school administration, business, or supervision.]

STATEMENT OF WHY THIS SCHOOL ADMINISTRATOR, COMPANY, COMPANY REPRESENTATIVE, or LEGISLATOR IS BEING NOMINATED

A4015.2.2. Distinguished Service Award to a School Administrator, a Company, a Representative of a Company, or a Legislator Nomination Form

Page 2

Include significant contributions and achievements in furthering the goals of business education in Hawai'i through contributions made to the community, educational institutions, and professional organizations. This information must be kept to one (1) page. Include no more than two (2) letters of recommendation. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

Contributions to HBEA (80 points)

Awards, Honors, and contributions to Other Professional Organizations (10 points)

Statement for "Why Award Should be Given" (10 points)

A4015.2.2. Distinguished Service Award for a School Administrator, a Company, a Representative of a Company, or a Legislator Evaluation Form



Hawai'i Business Education Association

Distinguished Service Award for a School Administrator, a Company, a Representative of a Company, or a Legislator (4015.2.2) Evaluation Form

Name of Nominee: _____

Judge's Name: _____

Criteria for Judging a School Administrator, a Company, a Representative of a Company, or a Legislator

Nominee must have served a major portion of education in Hawai'i as a:

1. School administrator,
2. Company,
3. Representative of a company, or
4. Legislator

Evaluation

For the following areas, include significant contributions and achievements in furthering the goals of business education in the Hawai'i.

1. Contributions to HBEA (**80 points**). _____

- Contributions and achievements in furthering business education goals in Hawai'i.

2. Awards, Honors, and Contributions to Other Professional Organizations (**10 points**). _____

- Include dates with position held and description of responsibilities
- Include dates with award titles

3. Statement for "Why Award Should Be Given" (**10 points**). _____

TOTAL POINTS (100 MAXIMUM)

--

Nominees receiving fewer than an average of 75 total points will not be considered for the award.

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A4015.3. Outstanding Business Educator of the Year Nomination Form

Hawai'i Business Education Association

[check one (1) level]

Elementary/Middle/Junior High School level

Postsecondary level

High School level

PROCEDURES

1. Nominations may be made by any HBEA member. The nominee **must also be a member of HBEA.**
2. Nominations must follow the official form and procedures outlined. **No additional material is to be submitted.** Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit the nomination form to the HBEA Awards Chair postmarked no later than **DECEMBER 1.**
4. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA awards ceremonies.
5. If a nominee is not selected for the award the first year of nomination, a revised nomination may be submitted again next year.
6. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

ELIGIBILITY

1. The recipient **must be a member** of HBEA for a minimum of two (2) years.
2. The recipient should **be currently teaching business** at the level for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three (3) years prior to the nomination.

WHAT TO SUBMIT

1. The cover sheet—**NOMINEE DATA FORM**
2. A maximum of three (3) pages that answer the six (6) criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Staple the packet in the upper left corner. Do not put documents in a folder or binder.
5. Mail nomination packet to:

Mrs. Anne Chung, Instructor
HBEA Awards Chair
c/o Hawai'i Community College
200 West Kawili Street
Hilo, HI 96720-4091
808.974.7497
archung@hawaii.edu

Hawai'i Business Education Association
Outstanding Business Educator of the Year Nomination Form

[check one (1) level]

- Elementary/Middle/Junior High School level Postsecondary level
High School level

Date↑ _____

Full Name of Nominee (Candidate)↑ _____

Address↑ _____

City↑ _____

State↑ _____

ZIP Code↑ _____

Present Position and Employer↑ _____

Employment Address↑ _____

HBEA Member? How long?↑ _____

Daytime Phone↑ _____

Email Address↑ _____

.....

Name of Nominator (Person Submitting Nomination)↑ _____

Signature↑ _____

Address↑ _____

City↑ _____

State↑ _____

ZIP Code↑ _____

HBEA Member? How long? ↑ _____

Daytime Phone↑ _____

Email Address↑ _____

Position↑ _____

Who should be contacted for more information? ↑ _____

Phone/Email Address↑ _____

Is this a secret nomination? Yes→ _____

No→ _____

Answer the following items using a maximum of three (3) pages. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

1. **EDUCATION and DEGREES** (List majors, minors and institutions.)
2. **TEACHING EXPERIENCE** (List years and location of experience.)
3. **PROFESSIONAL MEMBERSHIPS** (List organizations and length of time, including a minimum of two (2) years in HBEA.)
4. **HONORS AND AWARDS RECEIVED** (Total of 10 points possible for Items 1 through 4)
5. **CONTRIBUTIONS TO BUSINESS EDUCATION** through classroom involvement, curriculum development, student organizations, administrative responsibilities, and/or publications. (50 points)
6. **PARTICIPATION IN PROFESSIONAL ASSOCIATIONS.** Include offices held, committees served on, and conference activities. (10 points for HBEA membership [at least two years] and activities; 20 points for other.)
7. **INCLUDE A MAXIMUM OF THREE (3) LETTERS OF RECOMMENDATION** that document the information included in this nomination. (10 points.)

A4015.3 Outstanding Business Educator of the Year Evaluation Form

Hawai'i Business Education Association Outstanding Business Educator of the Year (4015.3)



Evaluation Form

Level [please check one (1)]:

Elementary/Middle/Junior High School

Postsecondary

High School

Name of Nominee: _____

Judge's Name: _____

Eligibility Requirements

1. Must be a member of HBEA for a minimum of two (2) years.
2. Should be currently teaching business at the level for which he/she is being nominated.
3. Contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

Evaluation

1. Personal Information and Background (**10 points**) _____

- Education and Degrees (majors, minors, and institutions)
- Teaching Experience (years and location of experience)
- Professional Memberships (organizations & length of time of memberships)
- Honors and Awards Received

2. Contributions to Business Education (**50 points**) _____

- Classroom involvement
- Curriculum development
- Student organizations
- Administrative responsibilities
- Publications (recommend "published articles")

3. Participation in Professional Associations

(include offices held, committees served on, and conference activities)

- HBEA membership (at least two years) and activities (**10 points**) _____
- Local, regional, national, international, and other (**20 points**) _____

4. Letters of Recommendation (**10 points**) _____

- Maximum three (3)

TOTAL POINTS (100 MAXIMUM)

Nominees receiving fewer than an average of 75 total points will not be considered for the award.

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A4015.4. Outstanding Career and Technical Student Organization Advisor Award Nomination Form

Hawai'i Business Education Association Outstanding Career and Technical Student Organization Advisor

PROCEDURES

1. Nominations may be made by any HBEA member. The nominee **must also be a member of HBEA.**
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit the nomination packet to the HBEA Awards Chair postmarked no later than **DECEMBER 1.**
4. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will contact the winners' supervisors to provide support for the winner. The nominator will ensure that the winner is present at the HBEA awards ceremonies.
5. If a nominee is not selected for the award the first year of nomination, a revised nomination may be submitted again next year.
6. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

ELIGIBILITY

1. The recipient **must be a member** of HBEA for a minimum of two (2) years.
2. The recipient should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three (3) years prior to the nomination.

WHAT TO SUBMIT

1. The cover sheet—NOMINEE DATA FORM
2. A maximum of three (3) pages that answer the six (6) criteria areas.
3. A maximum of three (3) letters supporting the nomination.
4. Staple the packet in the upper left corner. Do not put documents in a folder or binder.
5. Mail nomination packet to:

Mrs. Anne Chung, Instructor
HBEA Awards Chair
c/o Hawai'i Community College
200 West Kawili Street
Hilo, HI 96720-4091
808.974.7497
archung@hawaii.edu

A4015.4 Outstanding Career and Technical Student Organization Advisor Award Evaluation Form



Hawai'i Business Education Association Outstanding Career and Technical Student Organization Advisor Award (4015.4)

Evaluation Form

Name of Nominee: _____

Judge's Name: _____

Eligibility Requirements

1. Must be a member HBEA for a minimum of two (2) years.
2. Should be currently advising a business-related Career and Technical Student Organization (CTSO) for which he/she is being nominated.
3. Contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to the nomination.

Evaluation

1. Personal Information and Background (**20 points**) _____
 - Education and Degrees (majors, minors, and institutions)
 - Teaching Experience (years and location of experience)
 - Professional Memberships (organizations length of time of memberships))
 - Honors and Awards Received
2. Contributions to a Business-Related Career and Technical Student Organization (**60 points**) _____
 - Significant contributions as an advisor
 - Conference activities
 - Club awards
 - Participation of students at the local, state, regional, and/or national levels
3. Letters of Recommendation (**20 points**) _____
 - Maximum three (3)

TOTAL POINTS (100 MAXIMUM)

Nominees receiving fewer than an average of 75 total points will not be considered for the award.

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A4015.5. Outstanding Business Student Award Nomination Form

Hawai'i Business Education Association Outstanding Business Student

PROCEDURES

1. Nominations may be made by any HBEA member.
2. Nominations must follow the official form and procedures outlined. No additional material is to be submitted. Do not put the nomination packet in a folder. Staple the pages in the upper left corner.
3. Submit the nomination packet to the HBEA Awards Chair postmarked no later than **APRIL 1**.
4. The Awards Chair will notify the nominator of the nominee who will receive the HBEA award. The nominator will contact the winners' parents or guardians to provide support for the winner. The nominator will ensure that the winner is present at the HBEA Spring Conference or scheduled event and awards ceremonies and at the Hawai'i Association for Career and Technical Education (HACTE) Awards Luncheon.
5. Nominees receiving fewer than an average of 75 total points will not be considered for the award.

ELIGIBILITY

1. The recipient **must be graduating at the end of the academic year of nomination**.
2. The recipient should be currently enrolled in a business course.
3. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three (3) years prior to the nomination.

WHAT TO SUBMIT

1. *The HBEA Outstanding Business Student Nomination Form*, typed or keyed on a computer.
2. A one-page statement, keyed or typed, on school and/or career plans.
3. A copy of school transcript, reflecting cumulative and current GPA, including Fall semester grades of the current school year.
4. Two (2) letters of recommendation from teacher(s) and/or employer(s). One (1) of the two (2) letters must be from the sponsoring HBEA member.
5. Résumé, including extra-curricular activities, awards, honors, employment.
6. Staple the packet in the upper left corner. Do not put documents in a folder or binder.
7. Mail nomination packet to:

Mrs. Anne Chung, Instructor
HBEA Awards Chair
c/o Hawai'i Community College
200 West Kawili Street
Hilo, HI 96720-4091
808.974.7497
archung@hawaii.edu



**Hawai'i Business Education Association
Outstanding Student Award
Nomination Form**

Incomplete nomination packets not accepted.

Level [please check one (1)]:

High School Two-year Postsecondary Four-year Postsecondary

Number (Amount) of Awards	Three: One (\$100) to a high school senior One (\$150) to a two-year college student graduating with a certificate or associate degree One (\$200) to a four-year university student graduating with a degree.
Eligibility	Any 20xx-20xx School Year student who is currently enrolled in a business course. 1. Graduating high school student currently enrolled in a business course. 2. Graduating two-year postsecondary student currently enrolled in a business course. Must be a full-time business-related major. 3. Graduating four-year postsecondary student currently enrolled in a business course. Must be a full-time business-related major.
Nomination Rules	Sponsored by a current HBEA member. Submit: 1. HBEA Outstanding Business Student Nomination Form, typed or keyed on a computer. 2. One-page statement, typed or keyed, on school and/or career plans. 3. Copy of school transcript, reflecting cumulative and current GPA, including the Fall semester grades of current school year. 4. Two (2) letters of recommendation from teacher(s) and/or employer, one (1) letter must be from the sponsoring HBEA member. 5. Résumé including extra-curricular activities, awards, honors, employment.
Deadline	Application packet: Postmarked no later than April 1.
Send to	Mrs. Anne Chung, HBEA Awards Chair c/o Hawai'i Community College 200 West Kawili Street Hilo, HI 96720-4091 808.974.7497 archung@hawaii.edu
Notification	By HBEA Awards Chair to awardees and sponsoring HBEA members.
Presentation	At the HBEA Spring Conference or scheduled event and at the HACTE Awards Luncheon

HBEA Outstanding Business Student Application
(Deadline: Postmarked no later than April 1)

Applicant Name

_____ Last First Middle

Home Address

City, State ZIP

Home Telephone

_____ Email Address

School Name

School Address

City, State ZIP

Academic Data

Cumulative GPA/current GPA

Major

Minor

Sponsoring Teacher

Current HBEA Member

Printed Name

Signature

Business Classes Taken (Include School Year; Attach an extra page if needed)

Signature of Applicant

Date

A4015.5 Outstanding Business Student Award Evaluation Form



Hawai'i Business Education Association Outstanding Business Student (4015.5) Evaluation Form

Level [please check one (1)]:

- High School
 Two-year Postsecondary
 Four-year Postsecondary

Name of Nominee: _____

Judge's Name: _____

Eligibility Requirements

1. Must be graduating from educational institution at the end of this academic year.
2. Enrolled in a business course this academic year.
3. Participated in business-related activities.
4. Postsecondary nominees must be declared business-related majors.

Evaluation

1. Application form must be keyed or typed.
If not keyed or typed, -100 points _____
2. One-page statement, keyed or typed (**30 points**)
If not keyed or typed, give 0 points _____
 - Education/school plans
 - Career plans
3. Submit a copy of school transcript and Fall semester schedule (**5 points**) _____
4. Letters of Recommendation (**40 points**) _____
 - HBEA member. Describes business-related activities (**20 points**) _____
 - Teacher/school personnel/employer/community member (**20 points**) _____
5. Résumé (**25 points**) _____
 - Correctly formatted, punctuated, proofread (**5 points**) _____
 - Extra-curricular activities (**max 5 points if related to business, max 2 points if not related to business**) _____
 - Awards (**max 5 points if related to business, max 2 points if not related to business**) _____
 - Honors (**max 5 points if related to business, max 2 points if not related to business**) _____
 - Employment (**5 points**) _____

TOTAL POINTS (100 MAXIMUM)

Nominees receiving fewer than an average of 75 total points will not be considered for the award.

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A4045.1. Newsletter Due Dates and Content

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
Method of Delivery	Hard copies mailed to membership for the past three (3) years. UH system delivered via campus mail. Post online by October 1.	Electronic copies sent to paid members for current year. Post online by December 1.	Electronic copies sent to paid members for current year. Post online by April 1.	Electronic copies sent to paid members for current year. Post online by June 1.
President's Message	<ol style="list-style-type: none"> 1. Welcome to a new year. 2. Introduce HBEA Executive Committee--elected officials and committee chairs. 3. Invitation to Fall Conference 4. HBEA Strategic Plan 	<ol style="list-style-type: none"> 1. Invitation to HBEA State Conference 2. Encourage run for office 3. HBEA, WBEA and NBEA Awards and Conferences 4. Student Contests 5. Teacher Grants 6. Anything that will be presented at the State Conference 	<ol style="list-style-type: none"> 1. Invitation to Spring Conference is one is opted to be held. 2. Congratulations to HBEA and WBEA award winners and newly elected officials. 3. Report from WBEA Executive Board meeting held at the WBEA Conference. 	<ol style="list-style-type: none"> 1. Goodbye message. 2. HBEA Strategic Plan results. 3. NBEA Convention report (if attended at own expense).
President-elect's Message			<ol style="list-style-type: none"> 1. Report on WBEA Conference and breakout sessions. 	Introduction of self article; encourage membership and participation for next year, July 1 through June 30.

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
Treasurer's Message	Provide balance sheet (two [2] years) for inclusion in the newsletter at some point during the year.			
Secretary	HBEA Executive Board Directory Info—this same list will be included on the website (excluding home information except for those who are retired and don't mind the personal home information shared).	HBEA Board Committee Directory Info—updates if necessary.	HBEA Board Committee Directory Info—updates if necessary.	HBEA Board Committee Directory Info—updates if necessary.
Ad Hoc Committee Chairs <ul style="list-style-type: none"> • Mary Jane Foundation • Student Contest • Teacher Grants • Other 	<ol style="list-style-type: none"> 1. Announcement and description. 2. Deadline 3. Application Forms 	<ol style="list-style-type: none"> 1. Announcement and description. 2. Deadline 3. Application Forms 4. Announcement of winners with photo 	<ol style="list-style-type: none"> 1. Announcement and description. 2. Deadline 3. Application Forms 4. Announcement of winners with photo 	<ol style="list-style-type: none"> 1. Announcement and description. 2. Deadline 3. Application Forms 4. Announcement of winners with photo
Awards Chair	<ol style="list-style-type: none"> 1. Short introductory piece to Inform membership of HBEA awards 2. If sent by WBEA or NBEA, include the nomination forms, types of awards, 	<ol style="list-style-type: none"> 1. Request for HBEA nominations and include nomination forms (be sure they are PDF and/or Word fillable). 2. If sent by WBEA or NBEA, include the nomination forms, types of awards, criteria, and 	<p>HBEA awards recipients with photos.</p> <p>HBEA award winners for WBEA awards, if any.</p>	<p>HBEA Student Award winners.</p> <p>HBEA award winners for NBEA awards, if any.</p>

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
	criteria, and December 1 deadline.	December 1 deadline.		
Constitution and Bylaws Chair	Proposed edits.	Proposed edits and request for voting at State Conference.	Constitution and Bylaws summary of approved changes. <i>HBEA Policies and Procedures Manual and Appendices</i> , summary of approved changes approved by the Executive Board.	Proposed edits as a result of WBEA or NBEA requests or HBEA Board.
Education Chair	<ol style="list-style-type: none"> 1. Any activity to announce. 2. Deadlines. 3. Application form. 	<ol style="list-style-type: none"> 1. Any activity to announce. 2. Deadlines. 3. Application form. 4. Report with photos. 	<ol style="list-style-type: none"> 1. Any activity to announce. 2. Deadlines. 3. Application form. 4. Report with photos. 	<ol style="list-style-type: none"> 1. Any activity to announce. 2. Deadlines. 3. Application form. 4. Report with photos.
Fall Conference Chair	<ol style="list-style-type: none"> 1. Eye-catching article with graphic with details of the conference, including speaker(s), topic(s), date, time, and location, deadline date. Encourage people to pay their HBEA memberships separate from the Fall Conference registration. 2. Registration form. 	Article and photos of Fall Conference.		
Legislative Chair	When WBEA or NBEA	Report on	Report on	Report on current issues

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
	Legislative Director sends information: 1. Report on Perkins funds 2. Need to be active and contact state and national officials. Have sample verbiage for e-mail and/or written correspondence to legislators. 3. If aware of any Hawai'i State legislative bills that will affect business education, report on them.	1. Current issues 2. Announce the Legislative Breakout session at the WBEA Conference.	1. Current issues 2. Announce the Legislative Breakout session at the NBEA Conference.	and announcements
Membership Chair	1. HBEA Membership goal for the year. 2. Description of types of memberships (see Bylaws for Regular, Student, Corporate, and Retired). Be sure to list prices and also note whether or not they have voting or non voting privileges. 3. List of current members for this current year with names and affiliations. 4. Current HBEA	1. List of current members for this current year with names and affiliations. 2. Fillable HBEA membership form. 3. Encourage membership in NBEA/WBEA and ISBE. Be sure to list a few benefits in which Hawai'i people might be interested. 4. Fillable NBEA membership form.	1. List of current members for this current year with names and affiliations. 2. Fillable HBEA membership form. 3. Fillable NBEA membership form.	1. List of current members for this current year with names and affiliations. 2. Fillable HBEA membership form. 3. Fillable NBEA membership form. 4. Article to encourage people to join HBEA for the next year beginning July 1.

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
	membership form in PDF and Word fillable format. 5. Encourage membership in NBEA/WBEA and ISBE. Be sure to list a few benefits in which Hawai'i people might be interested. 6. Have a link to the NBEA website membership application.			
Newsletter Chair	Online newsletter report; deadlines	Online newsletter report; deadlines	Online newsletter report; deadlines	
Nominations Chair Past President	Request nominations for HBEA, WBEA, and NBEA positions.	Request nominations for HBEA positions.	Election results	
Service Project Chair Mary Jane Foundation	Write an article requesting donations and help with assembling shower baskets.	Write an article requesting donations and help with assembling shower baskets.	Write article about the success of project.	
State Conference Chair		1. Eye-catching article with graphic with details of the conference, including speaker(s), topic(s), date, time, and location, deadline date.	Article and photos of State Conference.	

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
		Encourage people to pay their HBEA memberships separate from the State Conference registration. 2. Registration form.		
Spring Conference Chair			1. Eye-catching article with graphic with details of the conference, including speaker(s), topic(s), date, time, and location, deadline date. Encourage people to pay their HBEA memberships separate from the State Conference registration. 2. Registration form.	Article and photos of Spring Conference.
Student Contests Chair	Write an article describing the student contests.	Give criteria for the student contests with due dates and nomination form.	Give criteria for the student contests with due dates and nomination form.	Article and photos of Student Contests winners. Be sure to have the students and guardians/parents sign the photo release form filed with the Public Relations Chair.

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
Teacher Grants Chair	Write an article describing the teacher grants.	Give criteria for the Fall teacher grants with due dates and application form.	Article and photos of teacher grant winners. Give criteria for the Spring teacher grants with due dates and application form.	Article and photos of teacher grant winners.
WBEA/NBEA Reports	<ol style="list-style-type: none"> 1. If a message from the NBEA President is forwarded, include it. 2. If a message from the WBEA President is forwarded, include it. 	<ol style="list-style-type: none"> 1. If a message from the NBEA President is forwarded, include it. 2. If a message from the WBEA President is forwarded, include it. 	<ol style="list-style-type: none"> 1. If a message from the NBEA President is forwarded, include it. 2. If a message from the WBEA President is forwarded, include it. 	<ol style="list-style-type: none"> 1. If a message from the NBEA President is forwarded, include it. 2. If a message from the WBEA President is forwarded, include it.
Graphics: Be cognizant of religious and ethnic beliefs.	Fall—autumn leaves, pumpkins, Thanksgiving (avoid Halloween)	Gift boxes, snow, pines (avoid Christmas-related themes).	Flowers, baby animals (avoid Easter-related themes).	Sun, beach, etc.
Fillers	<p>Examples:</p> <ol style="list-style-type: none"> 1. Sharing Space. HBEA is about teaching, so use this for guest lesson plans, teaching tips, etc. 2. Tasty Links. Folks who find good online links may want to share the link and how they used it in class. 3. Cited quotes from publications. 			
Format of Newsletter See HBEA website for samples: http://hbea.org/newsletter.html or http://hbea.org/ then click on Membership then Newsletters	<p>Newsletter Design Elements: http://desktoppub.about.com/od/newsletters/a/newsletter_part.htm</p> <ol style="list-style-type: none"> 1. Nameplate: The banner on the front of a newsletter that identifies the publication must contain the HBEA logo, Volume #, Issue, and Date. 2. Masthead, Box on p. 2, update with newsletter editor's own information. 3. Running Head on pages 2, 3, and subsequent pages after page 1. Title of the organization or publication, page number. 4. Body with appropriate headers, subheads, titles, etc. 5. Mailing panel if mailing issues without envelopes (back page, bottom for mailing label). Ordinarily, the president's name and address would appear ABOVE the hbea.org. 			

SAMPLE OF NEWSLETTER DUE DATES AND CONTENT

HBEA Newsletter Articles Due Dates

	Issue #1 Fall due to editor: 9/15/--	Issue #2 Winter due to editor: 11/15/--	Issue #3 Spring due to editor: 3/15/--	Issue #4 Summer due to editor: 5/15/
Hawaiian Diacritical Marks	See link: http://www.olelo.hawaii.edu/pub/WordXP.pdf Examples: Ala 'Ike, Hawai'i, Ka'ahumanu, Kāne'ōhe, Kapi'olani, Kaua'i, Kaumuali'i, Kea'ahala, Mānoa			
Photo Spreads	Centerfold for the photos. Text worked around the photos.			

A4045.2. Hawaiian Diacritical Marks in Word

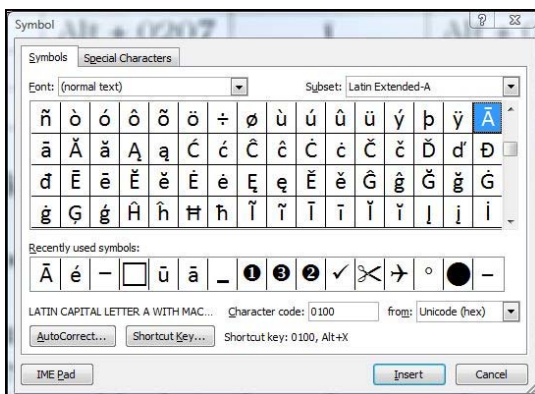
If you are working on a project that includes Hawaiian words, you might consider using a Hawaiian font. At Windward Community College, you can see a list of Hawaiian fonts when you click on the Font drop-down menu on the Formatting toolbar. These fonts are preceded by “HI” or “Hawn” in the drop-down.

The 1978 Hawaii State Constitutional Convention created an ambitious project to preserve Hawaiian culture by including the adoption of Hawaiian diacritical marks for official use. The Hawaiian language became the official state language of Hawai‘i for the first time since the overthrow.

Using diacritical marks help the speaker to pronounce Hawaiian words correctly. The *okina*, or glottal stop, signals a halting of breath between vowel sounds. The *okina* may be keyed in Word by pressing Alt + 0145 on the numeric keypad or Ctrl + Tilde Tilde.

The *kahakō*— the little dash appearing over the vowel “o,” also known as a macron, indicates that a vowel sound may be stressed or emphasized. The macron “ō” may be keyed by pressing Alt + 0246. For example, Kāne’ohe is keyed K – Alt + 0228 – n- e Alt + 0145 –o-h-e.

Upper Case	Code	Lower Case	Code
Ā	Alt + 0196	ā	Alt + 0228
Ē	Alt + 0203	ē	Alt + 0235
Ī	Alt + 0207	ī	Alt + 0239
Ō	Alt + 0214	ō	Alt + 0246
Ū	Alt + 0220	ū	Alt + 0252



These shortcuts work in Hawaiian fonts in Word.

Insert Symbol Method

An alternative is to use the Insert, Symbol method. Click on the Insert Tab, and click on the Symbol (at the far right of the Insert ribbon). Choose More symbols, and look in the subset on the right, Latin Extended-A or Latin-1 supplement. You will have to insert each character one by one.

Character Map

A third method is to use the Character Map in Windows. Click the Start button. In the search box, type Character Map, and then, in the list of results under Programs, click Character Map. Locate the character, select it, copy it from the text box, and paste as needed.

A4045.3 Elements of a Newsletter

http://desktoppub.about.com/od/newsletters/a/newsletter_part.htm

About.com Desktop Publishing

12 Parts of a Newsletter

How many of these elements does your newsletter design have?

By [Jacci Howard Bear](#), About.com Guide

Most [newsletters](#)¹ will have at least a nameplate, body text, and headlines but usually there will be many more of these twelve parts of a newsletter design.



How many parts does your newsletter design have?

© J. Bear

1. [Nameplate](#)²

The banner on the front of a newsletter that identifies the publication is its nameplate. The nameplate usually contains the name of the newsletter, possibly graphics or a logo, and perhaps a subtitle, motto, and publication information including Volume and Issue or Date.

2. **Body**

The body of the newsletter is the bulk of the text excluding the headlines and decorative text elements. It's the articles that make up the newsletter content.

3. **Table of Contents**

Usually appearing on the front page, the table of contents briefly lists articles and special sections of the newsletter and the page number for those items.

4. [Masthead](#)³

The masthead is that section of a newsletter design, typically found on the second page (but could be on any page) that lists the name of the publisher and other pertinent data. May include staff names, contributors, subscription information, addresses, logo, etc.

5. [Heads, Titles](#)⁴

- **Headline** - After the nameplate, the headline identifying each article in a newsletter is the most prominent text element.
- [Kicker](#)⁵ - Often seen in newsletter design, the kicker is a short phrase set above the headline. The kicker can serve as an introduction or section heading to identify a regular column.
- [Deck](#)⁶ - The newsletter deck is one or more lines of text found between the headline and the body of the article. The deck elaborates or expands on the headline and topic of the accompanying text.
- **Subhead** - Subheads appear within the body of articles to divide the article into smaller sections.
- [Running Head](#)⁷ - More familiarly known as a header, a running headline is repeating text - often the title of the publication - that appears, usually at the top, of each page or every other page in a newsletter design. The page number is sometimes incorporated with the running headline.
- **Continuation Heads** (see below)

6. [Page Numbers](#)⁸

Page numbers can appear at the top, bottom, or sides of pages. Usually page one is not numbered in a newsletter.

7. [Bylines](#)⁹

The byline is a short phrase or paragraph that indicates the name of the author of an article in a

newsletter. The byline commonly appears between the headline and start of the article, prefaced by the word "By" although it could also appear at the end of the article.

8. Continuation Lines

When articles span two or more pages, a newsletter uses continuation lines to help readers find the rest of the article.

- **Jumplines**¹⁰ - Jumplines, also called continuation lines, typically appear at the end of a column, as in *continued on page 45*. Jumplines at the top of a column indicate where the article is continued from, as in *continued from page 16*.
- **Continuation Heads**¹¹ - When articles jump from one page to another, continuation heads identify the continued portion of the articles. The continuation headlines, along with jumplines, provide continuity and cue the reader as to where to pick up reading.

9. End Signs¹²

A dingbat or printer's ornament used to mark the end of a story in a newsletter is an end sign. It signals the reader that they have reached the end of the article.

10. Pull-Quotes¹³

Used to attract attention, especially in long articles, a pull-quote is a small selection of text "pulled out and quoted" in a larger typeface.

11. Photos / Illustrations

A newsletter design layout may contain photographs, drawings, charts, graphs, or clip art.

- **Mug Shots**¹⁴ - The most typical people photograph found in newsletter design is the mug shot — a more or less straight into the camera head and shoulders picture.
- **Caption**¹⁵ - The caption is a phrase, sentence, or paragraph describing the contents of an illustration such as a photograph or chart. The caption is usually placed directly above, below, or to the side of the picture it describes.

12. Mailing Panel

Newsletters created as self-mailers (no envelope) need a mailing panel. This is the portion of the newsletter design that contains the return address, mailing address of the recipient, and postage. The mailing panel typically appears on one-half or one-third of the back page so that it faces out when folded.

Pick Your Path to Desktop Publishing	
Get Started:	Basic Guidelines and Requirements for Desktop Publishing ¹⁶
Choose Software:	Desktop Publishing and Design Software ¹⁷
Make Something:	Things to Make Using Desktop Publishing ¹⁸
Tips & Tutorials:	How to Do Desktop Publishing ¹⁹
Training, Education, Jobs:	Careers in Desktop Publishing ²⁰
In the Classroom:	Back to School With Desktop Publishing ²¹
Use Templates:	Templates for Print and Web Publishing ²²

This About.com page has been optimized for print. To view this page in its original form, please visit:

http://desktoppub.about.com/od/newsletters/a/newsletter_part.htm

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Links in this article:

1. <http://desktoppub.about.com/od/newsletters/f/magnews.htm>
2. <http://desktoppub.about.com/library/glossary/bldef-nameplate.htm>
3. <http://desktoppub.about.com/library/glossary/bldef-masthead.htm>
4. http://desktoppub.about.com/cs/pagelayout/qt/hl_hierarchy.htm

5. <http://desktoppub.about.com/library/glossary/bldef-kicker.htm>
6. <http://desktoppub.about.com/library/glossary/bldef-deck.htm>
7. <http://desktoppub.about.com/cs/pagelayout/g/runningheadline.htm>
8. <http://desktoppub.about.com/library/weekly/aa052500a.htm>
9. <http://desktoppub.about.com/cs/intermediate/a/bylines.htm>
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11. <http://desktoppub.about.com/cs/intermediate/a/contheads.htm>
12. <http://desktoppub.about.com/cs/intermediate/a/endsigns.htm>
13. http://desktoppub.about.com/cs/pagelayout/ht/pull_quotes.htm
14. <http://desktoppub.about.com/od/glossary/g/mugshot.htm>
15. <http://desktoppub.about.com/cs/pagelayout/g/caption.htm>
16. http://desktoppub.about.com/od/desktoppublishing/u/Basics_and_Beyond.htm
17. http://desktoppub.about.com/od/findsoftware1/u/Choose_and_Use.htm
18. http://desktoppub.about.com/od/seasonalthemes/u/Holiday_Crafts.htm
19. http://desktoppub.about.com/od/desktoppublishing/u/Tasks_and_Techniques.htm
20. <http://desktoppub.about.com/od/professional/u/Careers.htm>
21. http://desktoppub.about.com/od/training/u/Back_to_School.htm
22. <http://desktoppub.about.com/od/templates/u/Templates.htm>

A4055. Photo Consent Form



Hawai'i Business Education Association Photo Consent Form

I hereby grant Hawai'i Business Education Association and its legal representatives permission to use my likeness in a photograph in any and all of its publications, including electronic publications, or in audiovisual presentations, promotional literature, advertising, or in other similar ways, without payment or any other consideration. I understand and agree that these materials will become the property of Hawai'i Business Education Association and will not be returned. I hereby irrevocably authorize Hawai'i Business Education Association to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing Hawai'i Business Education Association's activities or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph. I hereby hold harmless and release and forever discharge Hawai'i Business Education Association, its officers, committee chairs, and educational institutions from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 21 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

Signature

Printed Name

Date

Telephone Number

Email Address

If the person signing is under age 21, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.

Parent/Guardian's Signature

Parent/Guardian's Printed Name and Relationship

Date

Telephone Number

Email Address

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A4110. Service Projects

Sample Email Messages for Mary Jane Foundation Donations and Volunteering.

Aloha everyone! As the holidays approach, I thought it would be a good opportunity for us to renew our service project where we donate items to the Mary Jane Foundation, a non-profit facility to help young unwed ladies (mostly teenagers) as they prepare to have their babies. Since I have lots of shampoos, conditioners, and soaps from my hotel stays, I thought we could put together personal hygiene bags brightened with pretty holiday paper or stuffers.

I have a few hair ornaments that can be given to each girl. We can make from 12-20 bags. Here are some other items for which we are asking donations or for HBEA to reimburse:

1. Toothpaste
2. Toothbrush
3. Comb and/or hairbrush
4. Poofy scrubbers (usually made of soft netting in the shape of a ball with a string on one end)
5. Shredded holiday paper for lining the bags.
6. Tags printed "Just for you from Hawai'i Business Education Association)
7. Zippered clear bags trimmed in red (Florence Yamada donating)

I have something to do in the morning of the 8th. I hope you can spare one hour of your time. I'm going to contact MidWeek to send a photographer out and also to do a brief story about us. Please let me know if we can count on you.



Aloha everyone! This year, we will be collecting personal hygiene products, baby clothing, and women's interview attire for donations to the Mary Jane Program project. You may either bring items or cash donations for purchases to BE-213 (Leeward Community College, Business Division Office). Please leave your name and mailing address so a letter of thank you may be sent to you. Last year we were able to purchase and compile 20 baskets. The Mary Jane Home is operated by Catholic Charities Hawai'i for pregnant women during their pregnancy and for a short time after delivery of their babies. During their residential stay, both teens and adults explore options of adoption and parenthood. Residents receive education on topics such as prenatal care, labor and birth, infant care, parenting, decision making, relationship building, money management, goal setting, and health issues. Thanks to HBEA member Angie Nelson (Heald College), HBEA has been involved in this project intermittently over the past several years. Heald College also offered to give free workshops to the ladies when a call for presentations was requested by Mary Jane Home.

If you are able to make donations with checks, please send them to my attention at the address below and make the check payable to HBEA with the Memo stating "Mary Jane Program." Donations of personal care products (toothpaste, toothbrushes, hair brushes, shampoo, conditioner, makeup samples, hotel samples, wash cloths, baby clothes, interview clothes (used but in good condition), may be dropped off between today and December 5, 20xx. If you can join us after the HBEA Executive Board meeting to assemble the donations, please join us:

Leeward Community College, BE-229A
96-045 Ala 'Ike
Pearl City, HI 96782
455.0344 (Division Office)
Friday, December 5, 20xx
4:30-4:45 p.m.



Each year HBEA has participated in creating shower baskets filled with personal hygiene items for the pregnant or new mothers housed at the Mary Jane Home. Women who have no family support (abandoned, abused, or teens with nowhere to go) are allowed to stay at this home for up to six months for pre-delivery and post-delivery care. The home asks for personal items for the women and baby clothes and items for the newborn babies.

I know this is such short notice, but we will be compiling ten shower baskets for the ladies after the HBEA Executive Board meeting this Friday. The meeting runs from 3:00 p.m.-4:30 p.m. If you would like to help assemble the baskets, please come to Leeward Community College, BE-229A. If you would like to make a donation toward this cause, please forward your HBEA tax-deductible donations for the Mary Jane Home Project to my attention at the address below.

Mahalo.

A4115.1. HBEA Keyboarding Contest



20xx-20xx Annual Keyboarding Contest Application Form

Sponsored by the
Hawai'i Business Education Association (HBEA)

STUDENT INFORMATION

Student: _____
School: _____
Address: _____
City/ZIP: _____
Principal: _____
Grade: _____ Business class: _____
Level: _____ Intermediate/Middle _____ High School _____ Postsecondary

SPONSORING* TEACHER INFORMATION

Teacher: _____
E-mail: _____
Phone: _____

5-MINUTE TIMED WRITING

Keyboarding Software: _____
Backspacing: _____ Allowed (0 errors allowed)
_____ Not Allowed (5 errors max. * 2 points per error)

5-Minute Timing

Gross words a minute _____
Number of errors * 2 _____
Net words a minute _____

- Submit original timed writing printout with application
- Entries must be **received by Xxxday, Month Day, 20xx.**
- Send entries to:
Fxxxx Lxxx
Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
City, HI ZIP-xxxx
- Awards will be presented at the HBEA XXX on Xxxday, Month Day, 20xx at XXxx Location. Winners will be notified by mail.

First place: \$50
Second place: \$25
Overall winner: \$25

HBEA SPONSORING* TEACHER – VERIFICATION

I verify that I am a current* member of HBEA as of Month Day, 20xx.

Signature: _____ Date: _____



20xx-20xx Annual Keyboarding Contest
Sponsored by the
Hawai'i Business Education Association (HBEA)

Awards

- First place, \$50
- Second place, \$25
- Overall winner, \$25

Contest

- Two students from each level (intermediate/middle, high school, and postsecondary) will be given an award.
- Winner will be determined by the highest net words a minute (NWAM)
- Student with the highest NWAM will be the overall winner and receive an additional \$25 monetary award.

Contest Procedures

- Five-minute timed writing must be completed using a keyboarding software that automatically imprints the speed and errors.
 - Five (5) maximum errors will be allowed for software programs with no backspacing available; two (2) points deduction per error.
 - No errors allowed on timed writings with backspacing available.
- Submit entries to:
 - Title FirstName LastName
 - Address Line 1
 - Address Line 2
 - Address Line 3
 - City, State ZIP Code
- Contact FirstName LastName for questions or if you need a keyboarding site for testing (email address, telephone number).

Contest Eligibility

- State of Hawai'i intermediate/middle, high school, or postsecondary student.
- Contestant must be sponsored by a current HBEA member.

Important Dates

- Timed writing and application **must be received by** Day of Week, Month Day, Year.
- Award presentation at the HBEA Spring Conference and Installation Luncheon or an HBEA membership meeting event on Day of the Week, Month Day, Year. The site and time will be announced later.

I

A4115.2. WBEA/HBEA Conference Design Student Contests

Every ten (10) years on a rotation schedule, Hawai'i Business Education Association hosts the Western Business Education Association Conference. Required is a conference logo and conference theme. Each year, a different aspect of the HBEA/WBEA Conference will be the basis for the student contests

- 2012-2013 WBEA/HBEA Logo and Theme Design Contest
- 2013-2014 WBEA/HBEA Conference Flyer
- 2014-2015 WBEA/HBEA Website Design

First place: \$300
Second place: \$150

PROCEDURES

First place: \$100
Second place: \$50

ELIGIBILITY REQUIREMENTS

WHAT TO SUBMIT



20xx-20xx HBEA/WBEA Conference Design Student Contest

Application Form

Sponsored by the
Hawai'i Business Education Association (HBEA)

STUDENT INFORMATION

Student: _____

School: _____

Address: _____

City/ZIP: _____

Principal: _____

Grade: _____

Business class: _____

Level: _____

Intermediate/Middle _____

High School _____

Postsecondary _____

SPONSORING* TEACHER INFORMATION

Teacher: _____

E-mail: _____

Phone: _____

DESIGN CONTEST (check one)

2011-2012 HBEA/WBEA Logo and Theme Design Contest

2012-2013 HBEA/WBEA Conference Flyer

2013-2014 HBEA/WBEA Website Design

HBEA SPONSORING* TEACHER – VERIFICATION

I verify that I am a current* member of HBEA as of Month Day, 20xx.

Signature: _____

Date: _____



20xx-20xx HBEA/WBEA Conference Design Student Contest

Evaluation Form

Sponsored by the
Hawai'i Business Education Association (HBEA)

Rubric design by someone

A4120. Teacher Grant

HBEA Teacher Grant 20xx-20xx



Maximum grant request is \$500.

- Any HBEA member who is a business teacher in a Hawai'i school during the 20xx-20xx school year. If you are not a member you must join HBEA.
- Grant money should be used to purchase classroom equipment or supplies that will benefit all students.
- Grant requests will NOT be considered for: travel, in-service training, consultants and/or teacher substitutes, T-shirts, incentives or parties.

**APPLICATION MUST BE RECEIVED BY DECEMBER 1, 20XX (for Fall) or
APRIL 1, 20xx (for Spring)**

Applicant Name: __Mr. __Ms. First: _____ Last: _____

Home Address: _____ City: _____ ZIP Code: _____

Home Phone Number: _____ Email: _____

Position at school: _____ Principal or Chancellor: _____

School: _____

School Address: _____ City: _____ ZIP Code: _____

School Phone Number: _____ Ext: _____ Email: _____

1. Purpose _____

2. Number of individuals who will benefit from the grant? _____

Middle School High School Postsecondary

Please fill in the table below with your proposed budget. Include any taxes and/or shipping costs.

Amount of request (Maximum:\$500) \$ _____

Item Description	Store/Source	Quantity	Unit Cost	Subtotal

**Send your completed application to: PersonalTitle FirstName LastName
Teacher Grant Coordinator
Hawai'i Business Education Association
c/o Institution Name
Institution Address
City, HI 96xxx-xxxx**

You may also choose to e-mail this application to: ???@???.???. Please put in SUBJECT: HBEA Grant application

NOTE: The grant winner will be required to submit an article and picture of classroom implementation for the HBEA Spring newsletter. The decision will be posted on the HBEA website by May 20xx. The winner is strongly encouraged (but not required) to attend the HBEA State Conference (for fall), installation banquet or other scheduled function in spring to receive the award.

*Non-attendance will not prohibit you from receiving the grant

A5020. Reimbursement Form



Hawai'i Business Education Association Reimbursement Form

Requestor's Name: _____	Date: _____
Committee: _____	_____
Account Charged: _____	Amount: \$ _____
Approval: _____	Date: _____
PAID: _____	_____

Please attach receipts and descriptions: