

PHI BETA SIGMA FRATERNITY INC.
104th Eastern Regional Conference
April 19 – 22, 2018



Host: Zeta Sigma Chapter of Phi Beta Sigma Fraternity Inc.
Hyatt Regency Hotel – Baltimore Inner Harbor
300 Light Street
Baltimore, MD, 21202

[Conference Registration Awards and Citations Packet](#)

Hon. Bro. Devon M. Henry, 26th Eastern Regional Director
Bro. Edmund Hardy, Eastern Region Secretary

Conference Registration Awards and Citations Packet Contents



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PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference
April 19th, 2018 – April 22nd, 2018



GREETINGS MEN OF SIGMA! I hope this finds you all in good health and spirits. Enclosed you will find the necessary forms for the upcoming 104th Anniversary Eastern Regional Conference in Baltimore, Maryland. The Host chapter for this year's conference is Zeta Sigma Chapter. Additional materials and information can be found on the internet by going to <http://www.2018pbserc.org>

CONFIRMATION LETTER

Registered participants will receive their 2018 Regional Conference Electronic Confirmation Letter within 30 days of receipt of your full payment. Letters will be sent to the email address used to register or sent via United States Postal Service from the Host Chapter upon request. Please contact the Registration Chair, Brother Shaun Hester at erc2018zetastigmahost@gmail.com if your confirmation letter is not received within the 30 day time period.

ELECTRONIC SUBMISSIONS

Chapters are asked to create one electronic submission and submit in PDF format. Electronic Submissions **excludes Alain Leroy Locke, Distinguished Service Chapter and Prominent Brother Service Award**. Subject line should read as follows: ERC2018.{Chapter Name}

Distinguished Service Chapter, Prominent Brother Service Award, and Resolutions are due 60 days before the Regional Conference. These packets are due February 20th, 2018 due to the Presidents' Day Holiday on February 19th, 2018.

Finally, **ALL** award submissions should include its respective cover letter. Incomplete submissions will not be reviewed and returned.

HOTEL INFORMATION

The Hotel Information for the 2018 Eastern Regional Conference is as follows:

Hyatt Regency Hotel
300 Light Street
Baltimore, MD, 21202

Single Occupancy	Triple Occupancy	Quad Occupancy
\$175 per night	\$200 per night	\$225 per night

Suites: Please contact Honorable Brother Scherod Barnes, Chair for more information

****Please be advised to reserve a hotel room, you must register for the conference first**

PAYMENT OPTIONS

Personal checks, cashier/bank checks, money orders, credit cards (MasterCard, Visa American Express and Discover) are acceptable forms of payments. All credit card payments require an additional fee and will be completed online via PayPal.

- Personal checks are accepted until March 21, 2018.
- Credit cards, bank checks, and money orders are accepted until the end of the 2018 Eastern Regional Conference.
- No mail-in registrations are accepted after April 1, 2018 regardless of the form of payment.
- Recurring payment of \$125.00 (3) for payment plan

PAYMENT PLAN OPTION

A three month payment plan is available to members during the registration periods. The payment plan must be initiated no later than January 15, 2018. The second and third payment will be processed 30 and 60 days after the first installment (i.e. January 15, February 15 and March 15). All payments must be paid in full by March 15, 2018.

REGISTRATION MATERIALS

All Regional Conference materials will be available for pick-up at the Registration Desk. Registered Brothers and guest MUST provide the 2018 Regional Conference confirmation letter and a photo ID to receive their Regional Conference materials.

REGISTRATION RATE INFORMATION

The 2018 Eastern Regional Conference Rates are below. Various deadlines have been established based on the registration rate. Payments postmarked or completed online after February 28, 2018 will be processed at the “Late” rate.

[Click Here to register online](#)

[Click Here to print out registration form](#)

Conference Fees	Regular Dec 1 – Feb 28	Late Mar 1 – Apr 6
Alumni	\$375.00	\$450.00
Collegiate	\$225.00	\$250.00
Guest/Spouse	\$275.00	\$275.00
Payment Plan	\$375 (Initiated no later than January 15 th , 2018 via PayPal) (3) payments of \$125.00	

REGISTRATION REFUND POLICY

Registration fees are eligible for a refund of 50%, provided written notification is submitted to and received at P.O. Box 442 Baltimore, Maryland 21128 with a post mark date on or before March 15, 2018.

REGISTRATION TRANSFER POLICY

Registration funds are transferable from one financial member to another financial member. The policy also covers one registered guest to another guest. Written and signed permission from the transferor to the transferee is required for those transactions. A Brother may transfer his personal registration ONLY. The deadline for transferring of Regional Conference registration is April 1, 2018. Any unforeseen circumstances after this date will be reviewed on a case-by-case basis.

SPECIAL NEEDS ATTENDEES

All business sessions will provide special seating for Brothers with special needs. Registered members requiring assistance please contact us via email: erc2018zetasisgmahost@gmail.com as to the nature of the special accommodations required. This information is needed in order for the Regional Conference Planning Committee to work with the hotel to ensure proper assistance will be provided.

SOUVENIR JOURNAL

Chapters are encouraged to place an advertisement within the Souvenir Journal to advertise, publicize, and/or acknowledge chapter events or milestones. For advertisement information, please click the following link: [Souvenir Journal](#)

VOTING DELEGATE FORM (Page 51)

All chapters are **required** to submit the Delegate form for the Eastern Regional Conference 2018 to designate the primary delegate and/or alternate delegate representing their respective chapter. The form must be submitted to the Regional Secretary by the required deadline.

If there are additional questions, please reach out to erc2018zetasisgmahost@gmail.com and secretary@pbseast.org

Fraternally Yours,

Edmund Hardy
Eastern Regional Secretary
secretary@pbseast.org

A. Philip Randolph Award



Social Action

This award is presented to a Brother who has excelled in the area of Social Action.

Nominee packets should include the following:

1. Cover Letter
2. Letter of recommendation from chapter president
3. Summary of brother's Social Action activities or leadership from the conclusion of the 2016 Eastern Regional Conference to March 1st, 2018.

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

Recommendation of

Brother _____
of

Chapter _____
For The

A. PHILIP RANDOLPH AWARD

*Presented at the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, MD
On
April 19 – 22, 2018*

Recommended by: _____

Return completed packet by email or postal (Including this page) to:

*Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org*

Packet Must Be Postmarked by: March 19, 2017

Packet Must Be Emailed by: March 26, 2017 @ 5PM Eastern Standard Time

E GL GC SE S SW W



Academic Achievement Award



Current student (collegiate or graduate) who has a cumulative GPA of 3.5 or better. Nominees must submit the following for a complete packet:

1. Fall 2017 Transcript (Cumulative GPA)
2. Cover Letter

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

Recommendation of

Brother _____
of

Chapter _____
For the

ACADEMIC ACHIEVEMENT AWARD

Presented at the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
On
April 19 – 22, 2018

Recommended by: _____ Chapter

Return Completed Packet (Including this page) to:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org

Packet Must be Postmarked: March 19, 2018
If emailing, it must be received by: March 26, 2018 @ 5PM Eastern Standard Time

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Alain Leroy Locke Award



Complete packet information can be found here

[Alain Leroy Locke Packet](#)

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

Recommendation of

Brother _____ of

Chapter _____

For The
ALAIN LEROY LOCKE AWARD
Presented at the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, MD
On
April 19 – 22, 2018

Recommended by: _____

Return completed packet by email or postal (Including this page) to:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org

*****THIS AWARD IS FOR A COLLEGIATE BROTHER ONLY. PLEASE REFER TO LINK FOR FULL PACKET *****

*****THIS PACKET MUST BE SENT VIA CERTIFIED MAIL*****

*****RETURN RECEIPT REQUESTED*****

In case of Post Office error, PLEASE retain a copy of this packet in your chapter's files

Packet Must Be Postmarked by: March 19th, 2018

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C. Melvin Patrick



Bigger and Better Business

This award is presented to a Brother who has excelled in the area of Bigger and Better Business.

Nominee packets should include the following:

1. Cover Letter
2. Letter of recommendation from their chapter president
3. Summary of brother's Bigger and Better Business activities or leadership from the conclusion of the 2016 Eastern Regional Conference to March 1st, 2018.

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

Recommendation of

Brother _____
of

Chapter _____
For the

C. MELVIN PATRICK AWARD

Presented at the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
On
April 19 – 22, 2018

Recommended by: _____ Chapter

Return Completed Packet (Including this page) to:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org

Packet Must be Postmarked: March 19, 2018
If emailing, it must be received by: March 26, 2018 @ 5PM Eastern Standard Time

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Chapter Report Forms



Chapter Reporting Policies can be found below:

[Chapter Reporting Policies Document](#)

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

CHAPTER REPORT FORMS

of the

Chapter _____

Presented at the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
On
April 19 – 22, 2018

Return Completed Packet (Including this page) to:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, PA, 17602
secretary@pbseast.org

Packet must be Postmarked by: March 19, 2018
Packet must be emailed by: March 26, 2018 at 5PM Eastern Standard Time

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Committee Appointments



PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

**REGIONAL CONFERENCE COMMITTEE APPOINTMENT
REQUESTS**

To Chapter Presidents:

Based on the enclosed committee descriptions, please note below those members of your chapter who are interested in being appointed to a Regional Conference Committee, standing or ad hoc.

Please keep in mind that any brother appointed to a committee must make the commitment to arrive to the conference on Thursday afternoon, as the committee meetings may convene on Thursday through that evening. Any brother appointed will be expected to attend scheduled meetings. While any brother in the region may sit on a committee, please note that *decision-making by a committee is limited to those Brothers appointed by the Regional Director.*

Please understand, due to the size of this region, it may not be possible to honor all requests for appointments to a committee. Brothers are always welcome to attend any committee meeting, whether appointed or not.

Chapter: _____

Chapter President: _____

RETURN COMPLETED FORM BY MAIL OR EMAIL TO:

*Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org*

Form Must be Postmarked By: March 19, 2018

Form Must be Emailed By: March 26, 2018 at 5PM Eastern Standard Time

PLEASE SEE THE NEXT PAGE TO FILL IN FOR RECOMMENDATIONS

PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

AWARDS & CITATIONS COMMITTEE – Bro. George Darby (Chi Sigma): This committee shall be responsible for determining if the Eastern Region is awarding any and all necessary citations.

AUDIT COMMITTEE – Bro. Kenneth Gatson (Lambda Delta Sigma): This committee shall be composed of three members. Financial records, including expense vouchers, receipts, etc. shall be given to this Committee on the first day of the conference so as to allow the committee time to study same and report its findings to the conference.

CHAPTER REPORTS COMMITTEE – Bro. Victor Ajayi (Rho Epsilon Sigma): This committee shall be comprised on one representative from each state, if possible, represented at the Regional conference. It shall examine report submitted by the chapters and shall grade them using the most recent criteria as established by the National Conclave. This committee will select a first place collegiate and alumni chapter report. It will also select the following amongst both alumni and collegiate chapters: One High Merit, One Merit & Two Honorable Mentions.

COLLEGIATE AFFAIRS COMMITTEE – Bro. Maynard Minor (Nu Sigma Sigma): This committee shall be chaired by the Associate Regional Director. It shall meet to discuss issues and concerns of the collegiate Brothers. This committee shall make its report to the conference.

DISTINGUISHED SERVICE CHAPTER RECOMMENDATIONS COMMITTEE – Bro. Kendrick Faison (Omicron Delta Sigma): This committee shall be composed of seven members, none of who shall be members of the same chapter. They shall determine whether all candidates presented for recommendation to the DSC of the Fraternity have been submitted in accordance with the Constitution and By-Laws. They shall consider each Chapter's citation of every proposed candidate, and shall, if necessary, interview any candidate. They may, whenever deemed necessary, verify any statement included in the citation. They shall recommend to the Regional Conference not more than two candidates, but need not recommend any.

ELECTIONS COMMITTEE – Bro. Dumasani Solwazi (Sigma Sigma Sigma): This committee shall be responsible for coordinating the election process. The Committee will be responsible for roll call and tabulation of votes.

PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

GRIEVANCE COMMITTEE – Bro. Malwan Johnson (Epsilon Nu Sigma): This committee, composed of not less than nine members, shall review all grievances referred to the Regional conference by either chapters or members for disposition. It shall review all requests for suspension or expulsion of members and for disciplinary action against chapter and/or members, and report its findings and recommendations to the Regional Conference for disposition.

LAW & REVISION COMMITTEE – Bro. Scott Phillips (Zeta Sigma): This committee, composed of not less than five members, will review all proposed amendments to the Constitution and By-Laws and report its recommendations to the Conference. It shall also compile a listing of approved amendments and cause same to be published and distributed to all chapter so they may keep the Constitution and By-Laws up to date.

NECROLOGY COMMITTEE (OMEGA CHAPTER) – Bro. Malcolm Holmes (Iota Sigma): This committee shall be composed of five members. The Necrology committee shall report to the conference all names of brothers who have died since the last meeting of the regional conference, and shall conduct the Phi Beta Sigma Omega Service at the conference. The chairman of this committee shall cause the names of the brothers so memorialized to be sent to the National Executive Director for inclusion in the National Conclave Necrology Committee Report.

NOMINATING COMMITTEE – Bro. Ben Alston (Kappa Beta Sigma): The nominating committee shall be composed of seven members, not more than two of whom shall be members of the same chapter. The nominating committee shall consider persons for nomination to every elected office in the region and submit one slate to the regional conference when its report becomes the order of business.

OFFICER REPORTS COMMITTEE – Bro. Dion Coward (Omicron Zeta Sigma): This committee will study the Regional Officer reports submitted and make recommendations to the effectiveness of the reports.

PROMINENT BROTHER SERVICE (PBS) COMMITTEE – Bro. Darrick Fuller (Beta Psi Sigma): This committee shall review all citations sent from chapters nominating individuals. They shall report to the regional conference with the names of all individuals who meet the determine requirements.

PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

RESOLUTIONS COMMITTEE – Bro. Mohammad Kamara (Alpha Sigma): This committee, composed of not less than three members, shall review all resolutions for consideration by the conference and may on its own motion draw up resolutions for such consideration. Such resolution may deal with any matter other than the internal affairs of the Region. Approved resolutions should be noted for implementation at the time of approval. The Resolutions Committee shall be appointed by the Regional Director at least 60 days before the conference. The Resolutions committee shall make its report on the first full day of the conference.

SIGMA ZETA RELATIONS COMMITTEE – Bro. Andrew Hall (Zeta Sigma): This committee is charged with presenting recommendations on how to strengthen the bond between the two constitutionally bounded organizations (Phi Beta Sigma Fraternity Inc. and Zeta Phi Beta Sorority Inc.)

TIME & PLACE COMMITTEE – Bro. Marlo Simon (Delta Pi Sigma): This committee shall review all protocol necessary to give a good Regional Conference. They will evaluate future sites for the conference and rate their progress.

PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

**REGIONAL CONFERENCE COMMITTEE APPOINTMENT
REQUESTS (CONT.)**

Committee	Brother Name & Card Number	Email Address & Phone Number

Consecutive Financial Years Form



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

MILESTONE INFORMATION FORM
CONTINUOUS FINANCIAL YEARS

Any brother who is celebrating or has celebrated his 10, 25, 50, 55, 60, or 65 years of CONTINUOUS SERVICE to the Fraternity between May 2016 to April 2018.

Name: _____

Address: _____

City, State, Zip: _____

Phone #: _____ Frat Card No. _____

Chapter Initiated: _____ Initiation Date: _____

Present Occupation: _____

Signature: _____ Date: _____

Returned Completed Form by Mail or email to:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbsest.org

Form must be postmarked by: March 19, 2018

Forms must but emailed by: March 26, 2018 at 5PM Eastern Standard Time

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Constitutional Amendments Forms



PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

REQUEST FOR A REGIONAL CONSTITUTIONAL CHANGE

EASTERN REGIONAL CONSTITUTION

ARTICLE X – Section 1

“The Eastern Regional Constitutional may be amended at the annual Regional Conference by a two thirds majority vote of the delegates to such Regional Conference, provided that any proposed amendment shall have been submitted sixty (60) days before the beginning of the session of such Regional Conference, and provided further that the Regional Secretary shall have sent a copy of such proposed amendments to every financial chapter in the region not less the forty-five days before the beginning of the session of such Regional Conference.”

I/we, _____ of the _____

Region of Phi Beta Sigma Fraternity Inc., wish to amend the _____

Regional Constitution and By-Laws by:

(Circle appropriate number – only one per form):

1. Inserting “certain words” in a “specific” place within the “existing” text.
2. Deleting “certain words” in a “specific” place within the “existing” text.
3. Deleting “certain words” from a “specific” place within the “existing” text and in their place inserting “certain new words”
4. Inserting a new paragraph (which does not now exist) between two existing paragraphs with the subsequent necessary numbering.
5. Deleting existing paragraph with the subsequent necessary renumbering.
6. Substituting an already existing paragraph with an entirely new paragraph.

Present wording in COSTITUTION _____ or By-Laws _____ : Article _____ ;
Section _____ Paragraph _____ : Subsection _____ States
the following:

PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

REQUEST FOR A REGIONAL CONSTITUTIONAL CHANGE

(Page 2 of 2)

State Proposed Wording:

Indicate Why Amendment is Necessary:

Signature (If from a Chapter, President's Signature) and card number

Chapter: _____

Location: _____

Return Completed Form To:

*Bro. Edmund Hardy
1229 Grofftown Rd
Lancaster, Pennsylvania, 17602
secretary@pbseast.org*

Amendments must be approved by a 2/3 vote of Regional voting Delegates

Amendments must be postmarked by: February 20th, 2018

If emailing, amendments must be sent by: February 20th, 2018 at 5PM Eastern Standard Time

Distinguished Service Chapter Nomination



Please see the following link before the complete
DSC Packet and instructions:

[Complete DSC Packet, Criteria, and Instructions](#)

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018
Citation of

Brother _____
for the

DISTINGUISHED SERVICE CHAPTER

Presented to the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
On
April 19-22, 2018

Presented By _____ Chapter

Return Completed Packet (Including this page) to:

Bro. Edmund Hardy
1229 Grofftown Rd
Lancaster, PA, 17602
646-671-9935
secretary@pbseast.org

If mailing, please ensure the following
*****THIS PACKET MUST BE SENT VIA CERTIFIED MAIL*****
*****RETURN RECEIPT REQUESTED*****

Packet Must Be Postmarked by: February 20, 2018
In case of Post Office error, PLEASE retain a copy of this packet in your
chapter's files

E GL GC SE S SW W



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018
Distinguished Service Chapter Citation
(Page 2 of 3)

SUBJECT: Recommendation of Brother _____
for election of the Distinguished Service Chapter

TO: The 104th Eastern Regional Conference (Baltimore, MD), Phi Beta Sigma
Fraternity Inc.

FOR: Approval and to be forwarded to the Eastern Regional Board for
consideration of the _____ Anniversary Eastern Regional
Conference.

FROM: The members of the _____ Chapter.

The following citation and recommendations include:

1. Biography of the Brother
2. Extra-curricular and community activities.
3. Fraternity activities and achievements (local, regional, & National)
4. Chapter resolutions

This citation and recommendation being submitted with the hope that it will receive favorable action by the Eastern Regional Board and the _____ Eastern Regional Conference.

Fraternally Submitted,

Chapter President

Chapter Secretary

E GL GC SE S SW W



PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

Distinguished Service Chapter Citation

(Page 3 of 3)

1. Please have a typed biography of the Brother.
2. Please attach a typed list of extra-curricular community activities.
3. Please attach a typed list of fraternity activities and achievements (Local, Regional, & National).
4. Please attach a typed resolution, offered from the chapter, in the form of 'whereas' and 'therefore, be it resolved'.
5. Please number all pages and identify the Brother, his chapter and his region at the top of each page.
6. Please sign this page and attached to the end of your typed pages.

Dated: _____

Chapter President

Chapter Secretary

7. Regional Endorsement

We, the undersigned, hereby certify that this citation has been

APPROVED / DISAPPROVED ON THIS _____ day of _____, 2018

Eastern Regional Director

Eastern Regional Secretary

E GL GC SE S SW W



Graduating Sigma Recognition Form



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

GRADUATING SIGMA RECOGNITION FORM

Between Fall of 2016 to Spring 2018

Chapter

Brother	Address	Degree/University	Major

Return Completed Form by Email or Postal To:

Bro. Edmund Hardy
1229 Grofftown Rd
Lancaster, PA, 17602
secretary@pbseast.org

Forms must be postmarked by: March 19, 2018
Forms must be emailed by: March 26, 2018 @ 5PM Eastern Standard Time

James A. Billboard Jackson



The Bigger and Better Business program of Phi Beta Sigma Fraternity, Inc. invites all aspiring entrepreneurs to participate in the 2018-2019 James A. "Billboard" Jackson Entrepreneurial Development Program. All eligible participants will compete for one of two business development grants, which will be awarded at Conclave 2019 in Las Vegas, NV.

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

JAMES A. BILLBOARD JACKSON

Presented to the

104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
on
April 19-22, 2018

Presented By _____ Chapter

Return Completed Packet (including this page) to:

Attn: Bro. James Nigel Coelho
bbb@pbeseast.org

If mailing, please ensure the following
THIS PACKET MUST BE SENT VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Forms must be postmarked by: March 19, 2018
Forms must be emailed by: March 26, 2018 @ 5PM Eastern Standard Time

To apply, simply complete and return the application, found on PBSEast.org along with your business plan, to Brother Nigel Coelho, Eastern Regional Director, Bigger and Better Business. (via email to BBB@PBSEAST.org) A panel of judges will review all application packets, and will select finalists for live presentations at the 104th Anniversary Eastern Regional Conference- Baltimore, MD- April 19-22, 2018.

E GL GC SE S SW W



Officers Candidates Form



PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

REGIONAL OFFICERS CANDIDATES FORM

Name: _____ Card #: _____

Chapter: _____ State: _____

Address: _____

City,State,Zip: _____

Desired Office: (Please Circle)

- | | | |
|--------------------|---------------------|-----------------------|
| Regional Director | Vice Director | Asst. Director |
| Regional Treasurer | Regional Secretary | Dir. of Social Action |
| Dir. of Education | Dir. of Bigger & BB | Dir. of Publicity |

B. ****Note:** Please refer to your regional constitution for duties of each officer and requirements to fill a particular office.**

Return Forms To:

*Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org*

Forms must be Postmarked by: March 19, 2018

If emailed, form must be received by: March 26, 2018 @ 5PM Eastern Standard Time

PLEASE NOTE: The nominating committee will interview all perspective candidates on Thursday, April 19th, 2018 beginning at 3PM. The chairman will contact all candidates with your specific interview time. Any candidates not present for their interview will be dropped from consideration for the office. The nominating committee will report during Friday's Plenary Session; any candidates not selected by the committee must be nominated from the floor at that time. Voting will take place on Friday, April 20th, 2018.

E GL GC SE S SW W



Omega Chapter Citation



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

OMEGA CHAPTER CITATION

Between May 2016 and February 2018

Brother

State

Cause of Death

Date of Death

Date of Birth

Place of Birth

Date of Initiation

Chapter of Initiation

Current Chapter

Card#

Next of Kin

Relationship

Address

City, State, Zip

Return Completed Form To:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org

Form must be postmarked by: March 19, 2018

If emailed, form must be received by: March 26, 2018 @ 5PM Eastern Standard Time

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Prominent Brother Service Award Nomination



PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

(Page 1 of 3)

Citation of

Brother _____

for the

Prominent Brother Service Award Nomination

Presented to the

104th Anniversary Eastern Regional Conference

Hyatt Hotel at Baltimore Inner-Harbor

Baltimore, Maryland

on

April 19-22, 2018

Presented By _____ Chapter

Return Completed Packet (including this page) to:

Attn: Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org

If mailing, please ensure the following

*****THIS PACKET MUST BE SENT VIA CERTIFIED MAIL*****

*****RETURN RECEIPT REQUESTED*****

Packet Must Be Postmarked by: February 20, 2018

In case of Post Office error PLEASE retain a copy of this packet in your chapters files

E GL GC SE S SW W



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018
PROMINENT BROTHER SERVICE AWARD NOMINATION
(Page 2 of 3)

SUBJECT: Recommendation of Brother _____
for election to the Prominent Brother Service Award.

TO: The 104th Eastern Regional Conference (Baltimore, MD), Phi Beta
Sigma Fraternity, Inc.

FOR: Approval and to be forwarded to the Eastern Regional for
consideration of the _____ Anniversary Eastern Regional
Conference.

FROM: The members of the _____ Chapter.

The following citation and recommendations include:

1. Biography of the Brother
2. Extra-curricular and community activities.
3. Fraternity activities and achievements (local, regional, and National)
4. Chapter resolutions

This citation and recommendation is being submitted with the hope that it will
receive favorable action by the Eastern Regional Board and
the _____ Eastern Regional Conference.

Fraternally Submitted,

Chapter President

E GL GC SE S SW W

Chapter Secretary



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018
PROMINENT BROTHER SERVICE AWARD NOMINATION
(Page 3 of 3)

1. Please have a typed biography of the Brother.
2. Please attach a typed list of extra-curricular community activities.
3. Please attach a typed list of fraternity activities and achievements (Local, Regional, & National).
4. Please attach a typed resolution, offered from the chapter, in the form of 'whereas' and 'therefore, be it resolved'.
5. Please number all pages and identify the Brother, his chapter.
6. Please sign this page and attached to the end of your typed pages.

Dated: _____

Chapter President

Chapter Secretary

7. Regional Endorsement

We, the undersigned, hereby certify that this citation has been

APPROVED / DISAPPROVED ON THIS _____ day of _____, 2018

Eastern Regional Director

Eastern Regional Secretary

E GL GC SE S SW W



Resolution Form



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

RESOLUTIONS FORM
(Attach Additional Sheets if necessary)

WHEREAS,

AND WHEREAS,

AND WHEREAS,

AND WHEREAS,

THEREFORE BE IT RESOLVED,

CHAPTER

DATE

CHAPTER PRESIDENT OR INITIATING BROTHER

MEMBERSHIP CARD NO.

E GL GC SE S SW W





Sigma Beta Club Program Highlight Summary



The following clubs will be recognized for their excellence in programming

1. 8-12 years old
2. 13-18 years old
3. 8-18 years old

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

SIGMA BETA CLUB PROGRAM HIGHLIGHT SUMMARY

Presented to the

104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
on
April 19-22, 2018

Presented By _____ Chapter

Return Completed Packet (including this page) to:

Attn: Bro. James Spence
sigmabetaclub.east@gmail.com

If mailing, please ensure the following
THIS PACKET MUST BE SENT VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Packet Must Be Postmarked by: March 19, 2018
If emailing, packet must be received by: March 26, 2018 @ 5PM Eastern Standard
Time

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PHI BETA SIGMA FRATERNITY, INC.

104th Anniversary Eastern Regional Conference, 2018

SIGMA BETA CLUB PROGRAM HIGHLIGHT SUMMARY

Name of Club _____

Please Attach group photo, if possible

New Club (since 2016) _____ Yes _____ No

Age Range _____ 8-18 _____ 8-12 _____ 13-18 Other _____

Does your Club have multiple locations __ Yes __ No. How many? ____

If yes, please list locations

Sponsoring Chapter (if not in name)

Chapter Advisor Brother _____

Advisory Team Brother: _____

Brother: _____

Brother: _____

Additional Advisors _____

Is one of the Advisors a member of Sigma Beta Clubs of the Eastern Region on Facebook?(If so, name of Advisor)

Is one of the Advisors following SBC_East on Twitter?(If so, name of Advisor and twitter account)



Is one of the Advisors following the National Sigma Beta Club Foundation on Instagram?(
If so, name of Advisor and Instagram account)

Club Officers (if applies) – Please attach more if applicable

Name	Grade

Club Members (alphabetical with Grade) – Please attach more if applicable

Name	Grade

Chapter Officers do not have to be repeated in this section.

Name	Grade



When has the Club brought in new members?

2018 2017. 2016. 2015. 2014 2013 2012

2011 2010. 2009

Graduating Members since 2016

	Elementary	Middle	High School
#			

Has the Club implemented Rise and Thunder since 2014?

Yes No

If Yes, please give Membership Category Breakdown

	8-12	13-18
Member		
Rise		
Command		
Lightning		
Thunder		

Has the Club done any of the National Sigma Beta Programs since 2014?

Yes No **If not, please move to Program Highlights...**

If yes, which ones and how many times?

	One-time event	Reoccurring event	Number of times	Any media coverage or article
Academic Enrichment and Mentoring				
Childhood Obesity				
Community Service				
Job Training, Saving and Investment				
Sigma Against Teenage Pregnancy Plus				

Program Highlights (September 2016 – January 2018)

1. If you are a new Club, your chartering ceremony counts as an activity.
2. Descriptions are to be no more than 45 words long.
3. One photo per highlight is only necessary.
4. If a school or newspaper article was written and submitted, that can be attached in replacement of the description.



Name of Program	Description	PIA submitted

I attest that everything on this summary highlight is indeed true.

Name (Club President or Representative)

Name (Club Advisor)

To be considered for awards or recognitions, Program Highlight Summary with Cover Sheet are due electronically to the SBC Regional Coordinator by Monday, March 19th by email, sigmabetaclub.east@gmail.com.

Clubs must be in good financial standing with the National Sigma Beta Club Foundation.

Sigma Beta Club Program Highlight & Summary
2018 Eastern Regional Conference: Baltimore, MD

Brother James Spence, Eastern Regional Sigma Beta Club Coordinator
Brother Jenabu Williams, International Coordinator, Sigma Beta Clubs
Honorable Brother Arthur Thomas, Chair, Sigma Beta Club Foundation

Developed by Brother Brandon R. Brown, Nu Sigma (2012)



Sigma Man of the Year



This award is recognizing a brother whose contributions to his chapter has an immeasurable impact. The packet should include:

1. Cover Letter
2. Letter of recommendation from chapter president
3. Sigma Biography

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

Recommendation of

Brother _____
of

Chapter _____
For the

SIGMA MAN of the YEAR AWARD

Presented at the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
On
April 19-22, 2018

Recommended by: _____

Return Completed Packet (Including this page) to:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org

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Voting Delegate Form



PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018
VOTING DELEGATE FORM

Chapter: _____ State: _____

Primary Delegate: _____ Card # _____

Alternate Delegate: _____ Card # _____

 Chapter President Signature & Membership Card #

 Chapter Treasurer Signature & Membership Card #

NOTE: Your delegate and your alternate delegate must be financial in order to participate in the conference and vote on behalf of your chapter. Likewise, all chapter assessments must be paid and cleared by the International HQ for your chapter to be seated. FAILURE IN ANY OF THESE REQUIREMENTS WILL RESULT IN THE REGIONS' REFUSAL TO SEAT YOUR DELEGATE AND/OR ALTERNATE DELEGATE ON THE CONFERENCE FLOOR.

Return Completed Form To:

Bro. Edmund Hardy
1229 Grofftown Road
Lancaster, Pennsylvania, 17602
secretary@pbseast.org

Form must be postmarked by: March 19, 2018

If emailed form must be received by: March 26, 2018 @ 5PM Eastern Standard Time

DO NOT WRITE BELOW THIS LINE

Delegate	<i>Financial</i>	<i>Non-Financial</i>	Date Received: _____
Alternate	<i>Financial</i>	<i>Non-Financial</i>	State: _____
Chapter Tax	<i>Paid</i>	<i>Not Paid</i>	#Financial Mem. _____

Confirmed By: _____

Walter M. Clarke Award



Collegiate

This award is presented to a Collegiate Brother who exemplifies leadership as shown by Walter M. Clarke.

The packet should include:

1. Cover Letter
2. Letter of recommendation from the chapter president
3. Sigma resume.

PHI BETA SIGMA FRATERNITY, INC.
104th Anniversary Eastern Regional Conference, 2018

Recommendation of

Brother _____
of

Chapter _____
For the

WALTER M. CLARKE AWARD

Presented at the
104th Anniversary Eastern Regional Conference
Hyatt Hotel at Baltimore Inner-Harbor
Baltimore, Maryland
On
April 19-22, 2018

Recommended by: _____

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