

PHI BETA SIGMA FRATERNITY, INC.

BELIEVING IN THE READINESS OF
Service Always & Brotherhood Forever



State Conference LONE STAR

2023



PLANNING KIT

NOVEMBER 17 - 19 2023

TEMPLE TEXAS

HOST HOTEL: HILTON GARDEN INN
1749 SCOTT BLVD. TEMPLE, TEXAS 76504

SUBMISSION MAILING ADDRESS:
2934 VALIANT SCENCE CT.
HOUSTON, TEXAS 77038

LONE STAR STATE



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Phi Beta Sigma Fraternity, Incorporated
International President Honorable Christopher V. Rey

Gulf Coast Region
Regional Director Brother Earl Gamble

STATE DIRECTOR'S GREETINGS

Dear Brothers of the Lone Star State,

On behalf of the Lone Star State Board and the 2023 Conference Planning Committee, we are excited for you to join us for the **2023 Lone Star State Conference**. We would like to personally invite you to this year's conference, which is scheduled to take place **November 17 -18, 2023** at the **Hilton Garden Inn (Medical Center) in Temple, Texas**.

Building on off of our Fraternity's theme, our 2023 Conference theme is, *"Believing in the Readiness of Service Always & Brotherhood Forever."* Our theme is the principal foundation for Sigma Men throughout the State of Texas to have a servant mindset and a brotherhood driven focus.

Brothers, we pray all is well. I'm excited for our 2023 State Conference, and we hope you are too. We have some great workshops and presenters this year for your continuance professional and personal development. These workshops will give each of you the knowledge needed to improve your programs which will help brand your chapter in the communities you serve.

Our host chapter, the brothers of Theta Delta Sigma, are **READY** to show all of us some Central Texas Sigma hospitality on Friday. Additionally, we have a Comedy Show Friday night which will give us the spark to ignite the conference with laughter and fun for lasting memories.

We are also thrilled to announce that we will have a Collegiate Advisory University simultaneously with the 2023 State Conference. We encourage all Collegiate Advisors and any brother aspiring to become an advisor to sign up.

In closing, your attendance is an indication that you are **READY** to commit with the mindset of **"Serving Always"** and **"Brotherhood Forever"** to make a positive difference in your chapter, your communities, and throughout the State. Therefore, we not only encourage you to register for the conference but purchase a ticket for the Comedy Show as well. Brothers, we will see you in Temple, Tx November 17-18, 2023, for the 49th Annual Lone Star State Conference. **"ARE YOU READY"**

This is your State Conference planning kit. It includes all the required information and forms that your chapter will need to prepare and participate in the 2023 State Conference. **[Register on or before November 5, 2023, to receive your gift at the conference.](#)** Failure to register by November 5th, will result in your gift being mailed and your paying for shipping.

Registration is open and can be completed by going to the following link: **[2023conferenceregistration](#)** or mailing in a registration form (see page 9). **Final registration ends November 13, 2023.**

Fraternally,


Bro. Dorado Fuller





STATE CONFERENCE INFORMATION

REGISTER

Use the following link

<https://forms.gle/AtnctBmncxH4yycG6>

Registration is open.

Last Date to Register November 13, 2023

CONFERENCE REGISTRATION GIFT

All registrants will receive **The Lone Star State custom Pullover Sweatshirt!** A retail value of \$65



★ To receive your pullover at the State Conference, register and pay online by midnight **November 5, 2023**, or if registering by mail, the paper registration form must be complete and received with full registration cost postmarked by **November 1, 2023** (must confirm receipt w/ coordinator).

★ **Any registration received after November 5, 2023, will incur a shipping fee and pullover will be mailed to address in listed on registration form.**

OPTIONAL PURCHASE

Buy a commemorative, 2023 Black State Conference T-Shirt when you register for the conference. The cost is \$22-\$24 and it is an option at checkout.





HOTEL INFORMATION

Hilton Garden Inn
1749 Scott Blvd, Temple, TX 76504

Special Rate: 1 King \$125.00 (+ tax & incidentals)
2 Queen \$125.00 (+ tax & incidentals)

Check-in Nov. 17, 2023. Check-out Nov. 18, 2023.

FOR SPECIAL RATE MAKE RESERVATION NO LATER THAN: **November 1, 2023**



Make Reservation via following link: [Book your group rate for PBS Fraternity Group](#) or
Call [254-773-0200](tel:254-773-0200) block code **Phi Beta Frat**. Includes: Wi-Fi, fitness center, pool, & parking

When booking your room online select "edit stay" to view room types for the dates selected





CONFERENCE AGENDA

****Agenda is subject to change****

FRIDAY, NOVEMBER 17, 2023

Hilton Garden Inn

1749 Scott Blvd, Temple, TX 76504

Dress: Sigma Shirt and Jeans/Slacks

6:00pm - 9:00pm

CONFERENCE CHECK-IN

7:00 pm - 12:00 am

HOSPITALITY

8:00 pm - 11:00 pm

COMEDY SHOW

SATURDAY, NOVEMBER 18, 2023

Hilton Garden Inn

1749 Scott Blvd, Temple, TX 76504

Dress: Sigma Polo with Slack /Khaki

8:00 am - 11:00 am

CHECK-IN

9:00 am - 10:00 am.

BREAKFAST OPENING CEREMONY

10:00am - 4:00 pm

STATE CONFERENCE





TENATIVE AGENDA

<p>9:00 AM – 10:00 AM Opening Ceremony</p> <p>10:00 AM – 11: 00 AM First Plenary Session</p> <p><i>Presiding Officer:</i> Bro. Doralo Fuller Lone Star State Director</p> <p>Invocation</p> <p>Credential Report</p> <p>Adoption of Conference Rules</p> <p>Adoption of Conference Agenda</p> <p>Approval of the 2022 State Conference Minutes</p> <p>Appoint of the 2023 Minutes Approval Committee</p> <p>State of the Lone Star State Address</p> <p>State Officers' Reports</p>	<p>11:15 am – 12:15pm</p> <p>WORKSHOPS I <i>Bigger & Better Business</i></p> <p>WORKSHOP II <i>Social Action</i></p> <p>WORKSHOP III <i>To Be Announce</i></p>	<p>12:30PM – 1:30PM</p> <p>AWARDS LUNCHEON</p> <p>1:45 PM – 2:15 PM WORKSHOP IV <i>Education</i></p>	<p>2:30 PM – 4:00 PM Second Plenary Session</p> <p><i>Presiding Officer:</i> Bro. David Burkley Vice State Director</p> <p>Credential Report</p> <p>Gulf Coast Region Update</p> <p><i>Bro. Earl Gamble, Gulf Coast</i> <i>Regional Director</i></p> <p>Committee Reports</p> <p>Final Credential</p> <p>Closing</p> <p>Remarks</p> <p>Report</p> <p>Fraternity Hymn</p> <p>Conference Group Photo</p>
<p>11:00 AM – 12: 30 AM</p> <p>Collegiate Advisors University (CAU)</p>	<p>12:30PM – 1:30PM</p> <p>AWARDS LUNCHEON</p> <p>1:45 PM – 3:15 PM CAU</p>		





STATE CONFERENCE DEADLINE SUMMARY

Submit all documents by the listed deadline dates:

Items	Deadline
Last Date to Register and Receive Conference gift at Check-in	November 5, 2023
Necrology Form	November 5, 2023
Time & Place Submission	November 10, 2023
Sigma Beta Club Advisor of the Year	November 10, 2023
Collegiate Advisor of the Year	November 10, 2023
Herbert L. Stevens Trailblazer Award	November 10, 2023
Chapter Awards Submission	November 10, 2023
Individual Awards Submission	November 10, 2023
Hon. Edwin K. Miles - Adopt-A-School Grant	November 10, 2023
Hon. Frank T. Hawkins - Educational Scholarship	November 10, 2023
Hon. Paul L. Griffin Jr. - Leadership Scholarship	November 10, 2023
Texan of the Year (Alumni & Collegiate)	November 10, 2023
Vendor Application	November 10, 2023
Chapter Delegate Registration	November 10, 2023
Last Date to Register	November 13, 2023





OPTIONAL PAPER REGISTRATION FORM

ONLY use this form for **Mailed Registration**. For Online Registration click or copy and paste the below URL:

<https://forms.gle/AtnctBmncxH4yycG6>

**PHI BETA SIGMA FRATERNITY, INC.
2023 LONE STAR STATE CONFERENCE
November 17-18, 2023**

PLEASE PRINT CLEARLY or TYPE:

*******FORM MUST BE RECEIVED NO LATER THAN NOVEMBER 10, 2023*******

Name: _____ Member#: _____

Address: _____
City / State / Zip

Primary Phone#: (____) _____ Email: _____

Chapter Name: _____

Emergency Contact Name and Number: _____

Special Meal Requirements or Food Allergies: _____

PLEASE CHECK ALL THAT APPLY

- | | | |
|--|--|--|
| <input type="checkbox"/> Collegiate Member | <input type="checkbox"/> Alumni Member | <input type="checkbox"/> Life Member |
| <input type="checkbox"/> Chapter President | <input type="checkbox"/> Chapter Delegate | <input type="checkbox"/> Collegiate Advisor |
| <input type="checkbox"/> TX State Officer | <input type="checkbox"/> GC Regional Officer | <input type="checkbox"/> International Officer |
| <input type="checkbox"/> DSC – International | <input type="checkbox"/> Westberry Honors Society | <input type="checkbox"/> First Time Attendee |
| <input type="checkbox"/> Allen Leroy Locke | <input type="checkbox"/> H. L. Stevens Trailblazer | <input type="checkbox"/> Past State Director |
| <input type="checkbox"/> Host Committee | | |

COMMITTEE OPPORTUNITIES

Please indicate your request to participate in any of the following committees:

- | | | | |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Credentials | <input type="checkbox"/> Bylaws Revisions | <input type="checkbox"/> Standing Rule Committee | <input type="checkbox"/> Audit Committee |
| <input type="checkbox"/> Scholarship | <input type="checkbox"/> Awards | <input type="checkbox"/> Necrology Committee | |

REGISTRATION FEES

Send registration form with check or money order to Phi Beta Sigma Fraternity c/o:

Bro. Antravian Carter at **2934 Valiant Scene Ct., Houston, Tx 77038**

Make money-orders payable to **Phi Beta Sigma**. **NO PERSONAL CHECKS!!!!**

Registration (Oct. 1, 2023 – Nov. 13, 2023) Collegiate \$70.00 Alumni \$100.00

NO ON-SITE REGISTRATION. THE LAST DAY TO REGISTER IS NOVEMBER 13, 2023

CANCELLATION POLICY: Requests for refunds will be handled on a case-by-case basis. Send cancellation requests Bro. Antravian Carter at state.secretary@pbstexas1914.org

DO NOT WRITE IN THIS SECTION

Date received _____ Amount Paid \$ _____

Eventbrite | Cash | Money Order | Check # _____





CHAPTER DELEGATE REGISTRATION FORM

(Please type or print)

Note: All Delegates must be financially active in order to serve as Delegates during the 2016 Gulf Coast Regional Conference. Additionally, all Chapter Financial Assessments must be met in full and the Chapter must be in good standing at the International, Regional, and State levels in order for the Chapter's vote(s) to be represented. Any chapter not meeting any of the above requirements will be refused representation during any voting situations.

Name _____ Chapter: _____

Primary Delegate: _____ Member #: _____

Phone/Cell #: _____ Email: _____

Alternate Delegate: _____ Member #: _____

Phone/Cell #: _____ Email: _____

Chapter Secretary: _____ Signature: _____

Phone/Cell #: _____ Email: _____

(This Section To Be Completed By The Regional Secretary Only)

Fully Financial: _____ **YES** _____ **NO**

Primary Delegate: __ Yes __ No

Alternate Delegate: __ Yes __ No

Chapter Tax Paid: __ Yes __ No

Chapter Insurance Paid: __ Yes __ No

Conclave Absentee Assessment Paid: __ Yes __ No

This form must be received no later than November 10, 2023.

A completed digital copy of this form may be submitted to State Secretary at State.Secretary@pbstexas.org or
Return a complete non-digital copy to: 2934 Valiant Science Ct., Houston, TX 77038





NECROLOGY FORM

(Please type or print)

1. Note: Chapters will need to submit a photo of the deceased Brother (preferably in .jpeg or .png format). The photo must not have any other persons in the background unless they are affiliated with the Chapter/Fraternity.
2. All submissions must be sent via email to pbstexas1914@gmail.com using subject line: **2023 LSSC Necrology**, or upload to [Google Drive](#) link no later than, **November 5, 2023**.

Current Chapter: _____

Member's Name: _____ **Member #:** _____

Initiated Chapter: _____ Date of Initiation: _____ Date of Passing: _____

Member's Name: _____ **Member #:** _____

Initiated Chapter: _____ Date of Initiation: _____ Date of Passing: _____

Member's Name: _____ **Member #:** _____

Initiated Chapter: _____ Date of Initiation: _____ Date of Passing: _____

Member's Name: _____ **Member #:** _____

Initiated Chapter: _____ Date of Initiation: _____ Date of Passing: _____

Member's Name: _____ **Member #:** _____

Initiated Chapter: _____ Date of Initiation: _____ Date of Passing: _____

Member's Name: _____ **Member #:** _____

Initiated Chapter: _____ Date of Initiation: _____ Date of Passing: _____

This form must be received no later than November 5, 2023.





VENDOR APPLICATION FORM

PHI BETA SIGMA FRATERNITY, INC.
GULF COAST REGION
2023 LONE STAR STATE CONFERENCE

This form must be received no later than November 5, 2023.

PLEASE PRINT CLEARLY or TYPE:

Business Name: _____

Owner/Primary Contact Name: _____

Business Address: _____
City/ State/Zip

Business Website URL: _____

Phone Number: _____

• If selling Sigma paraphernalia, are you certified with Phi Beta Sigma? Yes / No / N/A

Emergency Contact Name and Number: _____

Total Application Fees are \$150.00.
All monies MUST be received by NOVEMBER 1, 2023

- Vendor participation is subject to approval by Phi Beta Sigma Fraternity of Lone Star State
- Send mail a hard copy registration form along with a \$150.00 money order payable to Phi Beta Sigma Fraternity, **2934 Valiant Scene Ct., Houston, TX 77038**. You can email the form to pbstexas1914@gmail.com using subject line: **2023 LSSC Vendor** and send money via PayPal: pbsatexas1914@gmail.com or CashApp: \$PBSTexas1914.
- Registration can also be completed online at: <https://forms.gle/AtnctBmncxH4yyCG6>
- **CANCELLATION POLICY:** Requests for refunds must be made known in writing no later than **November 10, 2023**. Send cancellation requests by the cutoff date via email with subject line **VENDOR CANCELLATION** to Bro. Antravian Carter at state.secretary@pbstexas1914.org and Cc: conference.chair@pbstexas1914.org

1. ___ I (we) understand that submission of this application does not guarantee acceptance.
2. ___ I (we) acknowledge that Phi Beta Sigma Fraternity, Inc. and the Conference Venue are not responsible for any accident or injury to life or to property in connection with this event.
3. ___ I (we) the undersigned have read and agree to all of the above and will also adhere to the Conference Venue vendor policy.

Signature

Date





AWARD AND SCHOLARSHIP FORMS

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Herbert L. Stevens Trailblazer Award Description	18
Hon. Edwin K. Miles - Adopt-A-School Grant	16
Hon. Dr. Frank T. Hawkins - Educational Scholarship	17
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AWARDS FORM

PHI BETA SIGMA FRATERNITY, INC
GULF COAST REGION
2023 LONE STAR STATE CONFERENCE

SUBMIT ON OR BEFORE November 10, 2023

**PLEASE PRINT CLEARLY or TYPE A SEPARATE FORM FOR EACH ENTRY
(INCOMPLETE FORMS WILL NOT BE PROCESSED)**

Prepared by _____ Phone# _____

Chapter Name _____ Chapter President _____

Chapter Address: _____
City / State / Zip

Chapter Email Address: _____

Chapter Website: _____

Chapter Advisor (Collegiate only): _____
Name Phone#

Please select from the following Chapter Award categories to indicate participation:

- Best Bigger Better Business Program
- Best Education Program
- Best Social Action Program
- Best Sigma Beta Club Program
- Best Chapter Award
- Chapter of the Year

Read the Awards Reference Guide (pages 15 – 16) for details.

Read the Awards Information Guide for requirements then indicate your nomination below for any of the listed **Individual Awards** by checking the appropriate box. Submit only one nomination per form along with all supporting documents by the cutoff date to be considered.

Write the name of the member you are nominating on the below line:

- _____
- Alumni of the Year
 - Collegiate of the Year
 - H.L. Stevens Trailblazer Award

THE CUTOFF FOR AWARD SUBMISSION IS November 5, 2023

Chapters will submit award electronically at conference.lonestarsigmastatex.org Read the Awards Information Guide on pages 9 - 10 for procedures to submit specialized awards, where instructions are different.





AWARDS REFERENCE GUIDE

(APPLIES TO ALL CATEGORIES): The award period covers January 1, 2023, to 1 October, 2023. For all categories, EXCEPT BEST CHAPTER EVENT, a completed **Chapter Report** must be received by the cutoff date of **November 10, 2023**, to qualify. **NO EXCEPTIONS!** Submissions **must be** submitted by emailing an **Award Form with an electronic Chapter Report** using subject line **2023 LSSC AWARDS** to the State Secretary at pbstexas1914@gmail.com and Cc: conferencechair@pbstexas1914.org. or by filling out the Award Form using Google Form located at conference.lonestarsigmamas.org. **Chapters will ONLY COMPETE in the categories marked on the Award Form submitted and you submits a Chapter Report.** Chapter reports **must be a .PDF**. Any other file type will result in a zero score for scoring element. Chapter Reports must be in the format in accordance with (IAW) the National Awards Handbook and Guide (see Resource Library-BluPrint) **minus the CSAF**. The complete electronic Chapter Report will be the basis for considering Best Program, Best Chapter Award, and Chapter of the Year.

Chapters will be categorized based on the membership size of the chapter as of 12/31/2022 as received by the Lone Star State Standards and Awards committee via BluPrint. The following table outlines the various chapter size levels:

MEMBERSHIP SIZE LEVEL	ALUMNI	COLLEGIATE
I - Bronze	0-35	0-10
II - Silver	36-55	11-20
III - Gold	56-75	21-35
IV - Diamond	76-100	36-50
V – Sapphire	101-150	51-65
VI - Platinum	151-200	66-75
VII - Founders	201+	76+

Chapters will be scored in the following areas to determine the **Outstanding Chapter Award & Chapter of the Year Winner(s)**: Chapter Report (IAW IHQ) and PIA. If the Committee need clarification in any area, they will contact chapters via email or phone at the contact information given on the submission form.

The committee will select the best program winner using a points system. (See **“Additional Conference Form” section for scoring rubric.**) The chapter with the highest point total will be the winner. Each event listed under the respective program **MUST HAVE A PIA** in order to received credit. In the event of a tie, the Awards & Standards Committee will assess the quality & success of the programs and events as presented in the chapter report to identify a winner.





BEST BIGGER AND BETTER BUSINESS (B&BB) PROGRAM” We will give out two awards in this category: one Collegiate chapter and one Alumni chapter, for the overall Best Bigger and Better Business Program. Events listed within the awards submission must comply with the International and Gulf Coast Regional Bigger and Better Business agenda. To compete for best B&BB: **1)** Submit a completed Awards Form (emailed or submitted via [Google Form](#)), **2)** List all B&BB events with pictures and write-up in the Chapter Report and label as such, **3)** List B&BB PIAs from BluPrint, and **4)** Any other supporting documents such as letters of commendation and articles.

BEST EDUCATION PROGRAM: We will give out two awards in this category: one Collegiate chapter and one Alumni, for the overall Best Education Program. Events listed within the awards submission must comply with the International and Gulf Coast Regional Education agenda. To compete for Best Education: **1)** Submit a completed Awards Form (emailed or submitted via [Google Form](#)), **2)** List all Education events with pictures and write-up in the Chapter Report and label as such, **3)** List of Education PIAs from BluPrint, and **4)** Any other supporting documents such as letters of commendation and articles.

BEST SOCIAL ACTION PROGRAM: We will give out two awards in this category: one Collegiate chapter and one Alumni chapter for the overall Best Social Action Program. Events listed within the awards package must comply with the International and Gulf Coast Regional Social Action agenda. To be considered for this award, **1)** Submit a completed Awards Form (pg17) or via [Google Forms](#) must be completed indicating entry and **2)** Submit a completed electronic (PDF) Chapter Report IAW IHQ formatting (minus CSAF)., **3)** List all Social Action events with pictures and write-up in the Chapter Report and label as such, **4)** List of Social Action PIAs from BluPrint, and **5)** Any other supporting documents such as letters of commendation and articles.

BEST SIGMA BETA CLUB (SBC) PROGRAM: One Alumni chapter award will be presented for the overall Best Sigma Beta Club Program. Events listed within the awards package must comply with the International and Gulf Coast Regional Sigma Beta Club agenda. To be considered for this award, **1)** Submit a completed Awards Form (pg17) or via [Google Forms](#) indicating entry and **2)** Provide an electronic (PDF) Chapter Report IAW IHQ formatting (minus CSAF)., **3)** List all SBC events with pictures and write-up in the Chapter Report and label as such, **4)** List of SBC PIAs from BluPrint, and **5)** Any other supporting documents such as letters of commendation and articles.

BEST CHAPTER AWARD: The committee will recognize one outstanding Alumni and one outstanding Collegiate chapter at each membership level. **Award is based off cumulative points received from each program and points received from your chapter report formatting in accordance (IAW) with IHQ (minus the CSAF).** To be considered for this award, **1)** Submit a completed Awards Form (pg17) or via [Google Forms](#) must be completed indicating entry and **2)** Submit a completed electronic (PDF) Chapter Report IAW IHQ formatting (minus CSAF). **See “Additional Conference Form” section for grading rubric.**





AWARDS REFERENCE GUIDE CONTINUED

CHAPTER OF THE YEAR: We will recognize one Alumni and one Collegiate chapter. Each Chapter that is selected as an Best Chapter Winner will compete for Chapter of the Year. **Award is based off cumulative points received from each program and points received from your chapter report formatting in accordance (IAW) with IHQ (minus the CSAF).** To be considered for this award, chapter must **1).** Submit a completed [Awards Form](#), and **2).** A submit an electronic (PDF) Chapter Report IAW IHQ formatting (minus CSAF). See “Additional Conference Form” section for grading rubric.

INDIVIDUAL AWARDS

ADVISOR OF THE YEAR: One Advisor of The Year award will be presented to the candidate that demonstrated a thorough understanding of the role and performed above expectations as a collegiate chapter Advisor. To be consider for award, the candidates must be fully financial (pay at three levels) and submit the following: **1).** A completed Awards Form (pg17) or via [Google Forms](#), **2).** A letter of recommendation signed by the Collegiate Chapter President, **3).** A letter of recommendation signed by the Alumni Chapter President, and **4).** A two (2) page essay personally typed by the award candidate on the topic **How to be an effective Advisor to today’s Collegiate Brothers.**

COLLEGIATE OF THE YEAR: We will recognize one (1) Collegiate Brother as Collegiate of The Year, who demonstrated excellence in academics, campus leadership, and dedication to the principles of Phi Beta Sigma Fraternity, Inc. To be considered for award, candidates must be fully financial and chapter submits the following: **1).** A completed Awards Form (pg17) or via [Google Forms](#), **2).** An official transcript or letter certified by the Registrar verifying the candidates G.P.A. for the 2022-2023 academic year being at or above 3.00 / 4.00, **3).** A letter of recommendation from the chapter Advisor, and **4).** A two (2) page essay personally typed by the award candidate on the topic **How to Reinvent the Brand of Sigma on your Campus.**

ALUMNI OF THE YEAR: We will recognize one (1) Alumni brother, as Alumni of the Year member who in the past year demonstrated excellence in any one or a combination of the following categories: business success, community leadership, and / or volunteerism while upholding the principles of Phi Beta Sigma Fraternity, Inc. Candidates must currently be fully financially active. Chapters should submit their nomination by completing the Awards Form and including a letter of recommendation signed by the chapter president explaining what impact the brother has made in the chapter, community, if applicable (State, Region, and National levels) and why that member should be considered for the award. Along with the Awards Form and letter it is recommended chapter must provide other supporting documentation to included, photos, letters of commendation, and newspaper articles. Submissions can be sent by email with the subject line **2023 ALUMNI OF THE YEAR AWARDS** with the Award Form (pg17), letter, and attachments to the attention PBSTEXAS1914@GMAIL.COM or upload to via this [Google Award Forms Link](#). **THE AWARD RECIPIENT WILL BE SELECTED BY A COMMITTEE OF THE PAST LONE STAR STATE DIRECTORS AND CURRENT STATE DIRECTOR.**

THE HERBERT L. STEVENS TRAILBLAZER AWARD: (Please see the following Herbert L. Stevens Trailblazer Award insert on page 18 for complete details). The candidate’s chapter must complete the Awards Form which requires a 250 to 500-word letter of recommendation signed by the chapter Secretary or President. Documentation to support the recommendation i.e., prior awards, letters of commendation, articles, etc.) must be provided. Additionally, include two signed letters: one from a Sigma Brother and one from a non-Sigma confirming the candidate’s impact on their lives as a mentor. Send the Awards Form and all attachments to **HON. BRO. EDWIN MILES** (the 4TH and 6th Lone Star State Director) at emiles1@satx.rr.com with subject line **H.L. STEVENS AWARD** by the **November 5, 2023**, deadline. Cc: conference.chair@pbstexas1914.org. **THE AWARD RECIPIENT WILL BE SELECTED BY A COMMITTEE OF THE PAST LONE STAR STATE DIRECTORS.**

THE CUTOFF FOR ALL AWARD ENTRIES IS NOVEMBER 10, 2023





THE HERBERT L. STEVENS TRAILBLAZER AWARD

This award will recognize an outstanding Sigma man of today. It is named after a trailblazer who made a major impact for Sigma in Texas and on the fraternity, Bro. Herbert L. Stevens.

BACKGROUND: Bro. Herbert L. Stevens graduated from Howard University in 1914 and is recorded in Phi Beta Sigma history as the first graduate member to be initiated, on March 5, 1915. He then became the first man of Sigma to step foot in the state of Texas and as a Wiley College Professor he led the efforts to charter Beta chapter on November 15, 1915. This made Phi Beta Sigma the first of the Divine Nine to establish a chapter presence south of Virginia and west of the Mississippi River. Stevens then recruited legendary Wiley College president Dr. Matthew W. Dogan who became the first college president to join a Divine Nine organization. While at Wiley, Bro. Stevens served as the third (1920) and the eight (1924) National Vice President of Phi Beta Sigma. He then moved to Houston College in Austin, Texas as their Acting Dean and helped charter Pi chapter (1926). While there he contributed to the establishment of Beta Beta Sigma chapter in San Antonio (1926), which was the first Alumni chapter to be chartered in Texas. Who's Who publications of his day record that he was also active in other organizations and involved in his church. Bro. Herbert L. Stevens was passionate about Phi Beta Sigma, made a difference in the lives of young men, and was an outstanding trailblazer.

QUALIFICATIONS: Herbert L. Stevens Trailblazer Award candidates will be scored on their demonstration of excellence in the following categories:

1) **LEADERSHIP**

Leadership roles and effectiveness of leadership influence (with or without titles). For offices held within the fraternity, community and career, what impact has been made?

2) **COMMUNITY SERVICE**

Community involvement that makes a noticeable difference is an important consideration. Results achieved in political, non-profit, and ministry work will be a plus.

3) **MENTORSHIP**

A trusted adviser who has demonstrated a passion for uplifting young men. One who is a model citizen, who has helped advance careers, and is an active role model.

4) **LONGEVITY OF FINANCIAL MEMBERSHIP IN PHI BETA SIGMA**

Must be currently financial and the number of years of cumulative financial status will earn additional points. More points are earned for advanced membership levels, such as Regional or National Life Member and Regional or National DSC Member.

HOW TO SUBMIT: The candidate's chapter must complete the Awards Form which requires a 250 to 500-word letter of recommendation signed by the chapter Secretary or President. Documentation to support the recommendation i.e., prior awards, letters of commendation, articles, etc.) must be provided. Additionally, include two signed letters: one from a Sigma Brother and one from a non-Sigma confirming the candidate's impact on their lives as a mentor. Send to **HON. BRO. EDWIN MILES** (the 4TH and 6th Lone Star State Director) at emiles1@satx.rr.com with subject line *H.L. STEVENS AWARD* by the **November 10, 2023** deadline. Cc: conference.chair@pbstexas1914.org. The award recipient will be determined by a committee made up of past Texas State Directors.





HON. EDWIN K. MILES LONE STAR STATE ADOPT-A-SCHOOL GRANT

APPLICATION INFORMATION

Name _____ Chapter _____

Chapter Address _____

City _____ State _____ Zip Code _____ Cell Number _____

Email Address _____ Chapter Email _____

SCHOOL INFORMATION

Type of School: Elementary Middle School High School K – 12 School Name: _

Principal's Name: _____ School Adoption Date: _____

School Address: _____

City _____ State _____ Zip Code _____ Office Number: _____

ADDITIONAL INFORMATION

Memorandum of Understanding must be completed by both parties and a copy attached to this application. A report of all activities done with the school including photos and descriptions must be submitted with this application form.

- All applicants must be in good standing with the Fraternity and all required chapter taxes must be paid by the application due date.
- Four (4) grants will be awarded in the amount of \$250 to be used solely for the Adopt-a-School Program.
- Any chapter selected to receive the Grant must use the funds within 6 months for Adopt-a-School Programs only. Receipts and proof of proper use must be turned into the Lone Star State Board. Failure to use the funds in the allotted time or for the proper reason will result in the rescinding of the Grant and all funds will be owed back to the Lone Star State.
- Applications are due by November 5, 2023

APPLICATION SUBMISSION

Send regular mail to Phi Beta Sigma Fraternity
c/o Bro. Cedric Baker

3363 McCue Rd, Apt 205 Houston, Tx 77056

Send email to Bro. Cedric Baker at cedricbaker82@gmail.com

For questions, email Bro. Baker or call (470) 345-4305

Submit all documentation on or before November 10, 2023





HON. FRANK HAWKINS EDUCATIONAL SCHOLARSHIP

For Undergraduate Brothers (\$1,000)

Please type all information. The essay should be thoughtfully and clearly written, but succinct. The application will be rated on appearance, verifiability of information, clarity, and evidence of achievements. Incomplete applications will not be considered.

PERSONAL INFORMATION

Name: _____ Membership #: _____

School Address: _____ Permanent Address: _____

City: _____ State: _____

Email Address: _____

SCHOOL /PROFESSIONAL INFORMATION

College/University: _____ Region: _____

G.P.A. _____ Major/Minor: _____ Classification: _____

Campus/Community Activities: (Include offices held, honors, and awards) _____

FRATERNAL INFORMATION

Chapter: _____

Fraternal Activities: Attach additional information if necessary for all offices held, honors, and awards: _____

APPLICATION REQUIREMENTS

- (a) Official transcript or letter (certified by Registrar) verifying G.P.A. and classification*
- (b) Three (3) letters of recommendation**
 - (1) Personal source
 - (2) Institution source (College letterhead)
- (c) Resume
- (d) List any scholarship(s) received and the duration
- (e) List involvement with national programs and special events
- (f) Essay about how you intend to use your education to make a great impact on your community and enhance Phi Beta Sigma Fraternity, Inc.

* All applicants must be Sigma Men in good standing, currently enrolled as an undergraduate student in an accredited school/program. Minimum G.P.A. 3.0/4.0 or equivalent.

** All Brothers can provide an additional letter of recommendation from a Professional source in place of the letter from an Institutional source.

APPLICATION SUBMISSION

Send regular mail to Phi Beta Sigma Fraternity
c/o Bro. Cedric Baker

3363 McCue Rd, Apt 205 Houston, Tx 77056

Send email to Bro. Cedric Baker at cedricbaker82@gmail.com

For questions, email Bro. Baker or call (470) 345-4305

Submit all documentation on or before November 10, 2023





HON. PAUL GRIFFIN LEADERSHIP SCHOLARSHIP

For Graduate Brothers (\$1,000)

Please type all information. The essay should be thoughtfully and clearly written, but succinct. The application will be rated on appearance, verifiability of information, clarity, and evidence of achievements. Incomplete applications will not be considered.

PERSONAL INFORMATION

Name: _____ Membership #: _____
School Address: _____ Permanent Address: _____
City: _____ State: _____ City: _____ State: _____
Email Address: _____

SCHOOL /PROFESSIONAL INFORMATION

College/University: _____ Region: _____
G.P.A. _____ Major/Minor: _____ Classification: _____
Campus/Community Activities: (Include offices held, honors, and awards)

FRATERNAL INFORMATION

Chapter: _____

Fraternal Activities: Attach additional information if necessary for all offices held, honors, and awards:

APPLICATION REQUIREMENTS

- (a) Official transcript or letter (certified by Registrar) verifying G.P.A. and classification*
- (b) Three (3) letters of recommendation**
 - (1) Personal source
 - (2) Institution source (College letterhead)
- (c) Resume
- (d) List any scholarship(s) received and the duration
- (e) List involvement with national programs and special events
- (f) Essay describing the most recent educational program/initiative you and/or your chapter have presented and the impact that it had on the community and what future plans do you have for improvement

* All applicants must be Sigma Men in good standing, currently enrolled or newly admitted to a graduate/professional program. Minimum 3.0 GPA on a 4.0 scale

** All Brothers can provide an additional letter of recommendation from a Professional source in place of the letter from an Institutional source.

SUBMISSION

Send regular mail to Phi Beta Sigma Fraternity
c/o Bro. Cedric Baker
3363 McCue Rd, Apt 205 Houston, Tx 77056
Send email to Bro. Cedric Baker at cedricbaker82@gmail.com
For questions, email Bro. Baker or call (470) 345-4305
Submit all documentation on or before November 5, 2023





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LONE STAR STATE BY-LAWS CHANGE REQUEST FORM

PHI BETA SIGMA FRATERNITY, INC.
GULF COAST REGION
LONE STAR STATE CONFERENCE
November 18, 2023

I / We, of the _____ Chapter, wish to amend the Lone Star State By-Laws.

Please circle the appropriate number: (only one per form)

1. ___ Inserting "certain words" in a "specific" place within the "existing" text.
2. ___ Deleting "certain words" from 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 renumbering.
5. ___ Deleting an existing paragraph with the subsequent necessary renumbering.
6. ___ Substituting an already existing paragraph with an entirely new paragraph.

Current wording in the By-Laws:

Article _____, Section _____, Paragraph _____, subsection _____, states the following:

Suggested changes to bylaws and its rationale: _____

Indicate why amendment is necessary: _____





Attachments Include: ___ Yes ___ No

Name: _____ Signature: _____
Please Print

Chapter: _____ Card Number: _____

Email: _____ Phone/Cell Number: _____

Chapter President: _____ Card Number: _____

Email: _____ Phone/Cell Number: _____

Chapter Mailing Address: _____

City: _____ State: _____ Zip: _____

Note: This form must be postmarked by October 17, 2023.

A completed digital copy of this form may be submitted to Bro. Gregory Short at State.Parliamentarian@pbstexas1914.org

Failure to adhere to the above deadline will result in your constitutional amendment being forfeited for this Conference.





TIME & PLACE FORM

PHI BETA SIGMA FRATERNITY, INC.
GULF COAST REGION
2023 LONE STAR STATE CONFERENCE
November 18, 2023

PLEASE PRINT CLEARLY or TYPE
(INCOMPLETE FORMS AND DOCUMENTS WILL NOT BE PROCESSED)

Chapter Name/Location: _____

Chapter President _____

Chapter Address: _____
City / State / Zip

Chapter Email Address: _____

Chapter Website: _____

Chapter Advisor (Collegiate only): _____
Name Phone#

1. Are you an alumni chapter or collegiate chapter submitting to host a Lone Star State Conference?
 - a. Alumni Chapter
 - b. Collegiate Chapter
2. If you are a collegiate chapter submitting to host a State Conference, has your Advising Chapter approved of this submission? Yes / No
3. If you are submitting to host a State Conference, which year are you submitting for?
 - a. 2024 State Conference: Primary / Secondary
4. All interested chapters MUST submit a written request to host a State Conference. The request needs to include:
 - a. Submission Year
 - b. All Amenities that will support a conference
 - c. Letter of Support from Chapter President (Alumni Only)
 - d. Letter of Support from Chapter President and Chapter Advisor (Collegiate Only)

THE CUTOFF FOR ENTRY IS NOVEMBER 10, 2023

Submissions must be sent via email with the subject line ***PBS TIME/PLACE SUBMISSION*** with this form and attachments to Bro. Antravian Carter at state.secretary@pbstexas1914.org and Cc: conference.chair@pbstexas1914.org.





Best Bigger and Better Business Program Award Scoring Card (Collegiate and Alumni)

Each chapter will be evaluated based on the following point system. The chapter with the highest point total will be the winner. Event **MUST HAVE PIA** to get credit. In the event of a tie, the Awards and Standards Committee will assess the quality and success of the programs and events as presented in the chapter report to identify a winner.

Chapter:	Location & College/Univ:	
Program Implementation	Possible Points	Actual Points
Sigma Business Initiative Chapter supported a Sigma brother who owns a business or has a system in place to recognize Sigma business	15	
Sigma Business Partner (Adopt-a-Business) Chapter adopted a local black owned business	15	
Sigma Black Spend Chapter supported black owned businesses: \$0 - \$10,000 \$10,001 - \$75,000 \$75,001 - \$150,000 >\$150,000	10 15 20 30	
V.I.T.A Chapter hosted or participated in a Volunteer Income Tax Assistance program (alumni only)	20	
Project S.E.E.D. Chapter hosted or participated in a S.E.E.D. workshop	20	
Small Business Week Chapter participated in Small Business Week	20	
Jopwell Half of the chapter is signed up with Jopwell Career Advancement Program (collegiate only)	20	
Bonus Points Chapter conducted 2 mandated Sigma Global Programs during previous year. (S.E.E.D., VITA, Sigma Business Initiative, Sigma Black Spend)	50	
Bonus Points Chapter logged >1,000 Bigger & Better Business community service hours (supported by PIA's)	30	
Bonus Points Non-mandated Bigger & Better Business programs/events (5 points each, supported by PIA's)	Open	
Total Possible Points (Excluding any bonus points)	120	

***** ALL EVENTS MUST HAVE A PIA SUBMISSION TO GET CREDIT*****





Best Education Program Award Scoring Card (Collegiate and Alumni)

Each chapter will be evaluated based on the following point system. The chapter with the highest point total will be the winner. Event **MUST HAVE PIA** to get credit. In the event of a tie, the Awards and Standards Committee will assess the quality and success of the programs and events as presented in the chapter report to identify a winner.

Chapter:	Location & College/Univ:	
Program Implementation	Possible Points	Actual Points
Adopt-A-School Chapter has adopted a school & approved MOU	20	
Scholarship Chapter awarded 3 or more scholarships/grants totaling: (Choose one) \$1,000 - \$1,500 \$1,500 - \$2,000 \$2,000 - \$4,500 \$5,000 or more	5 10 15 20	
STEM/STEAM Activities Chapter conducted a STEM/STEAM activity	20	
Sigma Day of Service Chapter conducted an Education event for SDS	20	
George Washington Carver Day Chapter conducted an Education event for GWC Day	20	
Black History Month Event Chapter participated in a black history month program	20	
Bonus Points Chapter conducted 2 mandated Sigma Global Programs during previous year. (Reading, essay contest, spelling bee, oratorical/debate contest, tutoring, mentoring)	50	
Bonus Points Chapter logged >1,000 Education community service hours (supported by PIA's)	30	
Bonus Points Non-mandated Education programs/events (5 points each, supported by PIA's)	Open	
Total Possible Points (Excluding any bonus points)	120	

***** ALL EVENTS MUST HAVE A PIA SUBMISSION TO GET CREDIT*****





Best Social Action Program Award Scoring Card (Collegiate and Alumni)

Each chapter will be evaluated based on the following point system. The chapter with the highest point total will be the winner. Event **MUST HAVE PIA** to get credit. In the event of a tie, the Awards and Standards Committee will assess the quality and success of the programs and events as presented in the chapter report to identify a winner.

Chapter:	Location & College/Univ:	
Program Implementation	Possible Points	Actual Points
March of Dimes Chapter raised/contributed to MOD, minimum of \$150 for collegiate & \$500 for alumni	20	
Sickle Cell Chapter raised/contributed to Sickle Cell, minimum of \$150 for collegiate & \$500 for alumni	20	
Project Vote Chapter has at least three Voters Deputies or set up a voter's registration drive (alumni only)	20	
American Cancer Society Chapter raised/contributed to ACS via Relay for Life, minimum of \$150 for collegiate & \$500 for alumni	20	
Mental Health & Wellness Chapter conducted or participated in a mental health event	20	
Sigma Day of Service Chapter conducted a Social Action event for SDS	20	
Bonus Points Chapter contributing in charitable giving to non-profits: \$100 - \$500 \$500 - \$1,000 \$1,000 - \$2,000	10 15 20	
Bonus Points Chapter conducted 2 mandated Sigma Global Programs during previous year. (MOD, Living Well Module, Project Vote, Sigma Day at the Capitol, Sickle Cell)	50	
Bonus Points Chapter logged >1,000 Social Action community service hours (supported by PIA's)	30	
Bonus Points Non-mandated Social Action programs/events (5 points each, supported by PIA's)	Open	
Total Possible Points (Excluding any bonus points)	120	

*****ALL EVENTS MUST HAVE A PIA SUBMISSION TO GET CREDIT*****





Best Sigma Beta Club Program Award Scoring Card (Alumni Only)

Each chapter will be evaluated based on the following point system. The chapter with the highest point total will be the winner. Event **MUST HAVE PIA** to get credit. In the event of a tie, the Awards and Standards Committee will assess the quality and success of the programs and events as presented in the chapter report to identify a winner.

Chapter:	Location:	
Program Implementation	Program Total	Actual Points
Awarded Scholarships (2 points each)		
Education Programs (4 points each)		
Social Action/Cultural Programs (4 points each)		
Entrepreneurial/Financial Programs (4 points each)		
Obesity/Health & Wellness Programs (4 points each)		
New Members (1 point each)		
PIA's Submitted (1 point each)		
Total Possible Points		

*****ALL EVENTS MUST HAVE A PIA SUBMISSION TO GET CREDIT*****





CHAPTER REPORT SCORING RUBRIC

CHAPTER REPORT ELEMENT	POINTS
Cover Page – 5 points each	
Chapter name	
Region	
Location	
College/University	
Table of Contents – 15 points total	
Chapter Information – 5 points each	
Officers	
Address	
Contact information	
Email address	
Social media	
Website	
PIA's (photos, flyers, short summary, dates) 5 pts for each event in each program	
BBB	
Social Action	
Education	
Sigma Beta Club	
Scholarship & Academic Achievement – 5 points each	
Academic performance of advised chapters	
Presentations & learning opportunities at chapter meetings	
Academic demographics (degrees)	
Recognize post-grad commencements	
C – List GPA's	
C – Scholarships received	
C – Special academic awards/achievements	
C – Graduating members	
Membership Growth & Retention – 5 points each	
Chapter roster	
Chapter members' careers demographics	
New initiates	
Transferred members	
Collegiate to alumni	
Membership growth strategies, goals, & results	
Stats for growth	
C – Indicate classification & goals	





Chapter Operations – 5 points each	
Chapter meetings	
State conference	
Regional conference	
GCR board meeting	
Chapter management workshop	
Parliamentary procedure workshop	
MIP certification	
Conclave	
Collegiate Advisors University Certification (CAU)	
Risk Management – 5 points each	
RM At-a-glance (Sigma LMS)	
Anti-hazing class/certification	
Chapter liability insurance	
SBC best practices	
Special Projects, Activities, & Events – 5 points each	
Golf tournament	
Social events	
Parties	
Sigma/Zeta events	
Founders' Day celebration	
Rededication ceremony	
NPHC events	
Chapter Report – Score 0 to 20 points for each	
Overall organization	
Presentation	
Neatness	
Attractiveness	
Relevance	
Use of photos (quality, sharpness)	
Use of charts	
Use of graphs	
Branding compliance	





Best Chapter Award Scoring Card (Collegiate and Alumni)

CATEGORY

SCORE RECEIVED

Annual Chapter Report

Score _____

Chapters can receive a maximum of 615 points, not including bonus points, for submitting an Annual Chapter Report. The Chapter Report must include all applicable sections as outlined in the Awards & Achievement Criteria Guide plus a “Special Projects, Activities and Events” category. Each component contained in the chapter report is worth the specified points as referenced in the chapter report rubric. Any component that is not included in the chapter report will receive a zero for that category.

Program Implementation Assessment

Score: _____

Chapters will receive the cumulative score from their Best Programs scoring sheets for Bigger and Better Business, Social Action, Education and Sigma Beta Club. Additionally, chapters will receive 5 points for each creditable non-redundant Membership Program PIA entry (i.e. – informational meeting, retention, or reactivation event) as deemed verifiable or legitimate by the Awards and Standards Committee. Chapters will also receive 3 points for each creditable social or extracurricular program entry.

Total Score: _____





LONE STAR STATE BOARD & CONFERENCE PLANNING COMMITTEE

State Director	Bro. Doralo Fuller
Vice State Director	Bro. David Burkley
Secretary	Bro. Antravian D. Carter
Treasurer	Bro. Brandon Bilton
Immediate Past State Director	Bro. Ramsey Cooper
Education Director	Bro. Cedric Baker
Bigger & Better Business Director	Bro. Harold Lathan Jr.
Social Action Director	Bro. Artist Young
Collegiate Affairs Director	Bro. Karl Hearne
Sigma/Zeta Relations	Bro. Willie Grandison
Parliamentarian	Bro. Gregory Short
Technology	Bro. Frankie Lloyd
Chaplain	Bro. Eddie Wright
Military Affairs	Bro. Elliot Roger
Conference Advisor	Hon. Bro. Edwin K. Miles
Local Planning Chair	Bro. William Coleman
Local Chapter President	Bro. Darryl Murray

