MICHIGAN
BUSINESS
PROFESSIONALS
of **AMERICA**

The BPA Binder

A Resource for Michigan BPA Chapter Advisors

FRAME YOUR **FUTURE**

The BPA Binder
A Resource for Michigan BPA Chapter Advisors

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It is the policy of Business Professionals of America, Michigan Association that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age or disability.

General Information

Business Professionals of America-Michigan Association
2023-2024 Calendar of Events

The official calendar is published online at www.michiganbpa.org/calendar

Date	AUGUST 2023
1	Regional Advisor Meeting (East Lansing, MI)

Date	SEPTEMBER 2023
	Start registering dues-paid student members and advisors
15	Advisor Information Update Form Deadline
19	Regional Advisor Meeting (3-5 PM, via Zoom)
21	New Advisor Orientation Session #1 of 2—General Overview (3-4:45 PM, via Zoom)
28	New Advisor Orientation Session #2 of 2—Competitive Events Overview (3-4:30 PM, via Zoom)

Date	OCTOBER 2023
	Continue registering dues-paid student members and advisors
9-13	BPA Membership Recruitment Week
10	Region 5 Advisors Meeting
11	Fall Leadership Conference Registration Deadline
11	Advisor Code of Ethics Forms Deadline
17	Regional Advisor Meeting (3-5 PM, via Zoom)
25	Fall Leadership Conference – Regions 1, 3, and 7 (East Lansing, MI)
26	Fall Leadership Conference – Regions 2, 4, 6, and 8 (East Lansing, MI)
26-28	State Executive Council Meeting (East Lansing, MI)
31	Fall Leadership Conference Payment Deadline

Date	NOVEMBER 2023
	Continue registering dues-paid student members and advisors
1	Advisor/Preliminary Membership Dues Deadline
1	New Chapter Charter Deadline-Secondary Division
2	Joint Council Meeting (3-5 PM, via Zoom)
10	Prepare for Success Session: Competitive event pre-session presented by Davenport University (Virtual)
10	RLC Competitive Event Registration Deadline-Secondary Division
10	Final Membership Deadline for Eligibility in *ANY* RLC Competitive Event-Secondary Division
14	Regional Advisor Meeting (3-5 PM, via Zoom)
15	NLC Trading Pin Deadline
15	Diplomat Torch Awards Deadline
22-26	Thanksgiving Break – BPA State Office Closed

Date	DECEMBER 2023
	Postsecondary chapters may continue registering dues-paid student members and advisors
1	Final Membership Deadline (eligible for open events & leadership activities only)-Secondary Division
1	Prepare for Success Session: Competitive event pre-session presented by Davenport University (Davenport University – Grand Rapids, MI)
4	RLC Pre-submitted Events Deadline-Secondary Division*
8	Membership Dues Payment Deadline-Secondary Division
8	Region 2 Regional Leadership Conference (Competitions) (Kellogg Community College – Battle Creek, MI)
11	BPA Pistons Sports & Entertainment Business Conference (Detroit, MI)
12	Regional Advisor Meeting (3-5 PM, via Zoom)
14	Region 3 Regional Leadership Conference (Competitions) (Davenport University – Warren, MI)
15	Registration Opens for the 2024 State Leadership Conference-Secondary and Postsecondary Divisions
19	Region 6 Regional Leadership Conference (Competitions) (Wayne County Community College – Taylor, MI)
19	Region 7 Regional Leadership Conference (Competitions) (Saginaw Valley State University – University Center, MI)
25-Jan 2	Holiday Break – BPA State Office Closed
Date	JANUARY 2024
3	BPA State Office returns from holiday break
10	New Chapter Charter Deadline-Postsecondary Division
12	Region 1 Regional Leadership Conference (Competitions) (Davenport University – Grand Rapids, MI)
12	Region 4 Regional Leadership Conference (Competitions) (Walsh College – Troy, MI)
12	Region 5 Regional Leadership Conference (Competitions) (Bay College – Escanaba, MI)
13	Region 8 Regional Leadership Conference (Competitions) (Central Michigan University – Mt. Pleasant, MI)
17	Deadlines: Chapter of the Year Application, Community Involvement Award Application, State Executive Council Application, Statesman Torch Awards
24	Final Membership Deadline for Eligibility in _**ANY**_ State Competitive Event-Postsecondary Division
24	SLC Registration Deadline-Postsecondary Division
Date	FEBRUARY 2024
1	SLC Registration Deadline-Secondary Division
1	SLC Hotel Reservation Deadline-Secondary Division
1	SLC Pre-submitted Events Deadline-Secondary and Postsecondary Divisions
2	SLC Registration Refund Deadline-Postsecondary Division
7	SLC Registration Payment Deadline-Postsecondary Division
7	Membership Dues Payment Deadline-Postsecondary Division
9-11	State Executive Council Meeting (Grand Rapids, MI)
10	Postsecondary State Leadership Conference (Grand Rapids, MI)

Date	FEBRUARY 2024 (cont.)
12-16	Business Professionals of America Week
16	SLC Registration Refund Request Deadline-Secondary Division
16	SLC Housing Change Deadline-Secondary Division
28	SLC Registration Payment Deadline-Secondary Division
28	Registration Opens for the 2024 National Leadership Conference
Date	MARCH 2024
7-10	Secondary State Leadership Conference (Grand Rapids, MI)
8	BPA Cares Awards Deadline-coordinated by National BPA
8	Ambassador Torch Awards Deadline-coordinated by National BPA
29	NLC Registration and Hotel Reservation Deadlines
Date	APRIL 2024
1	NLC Pre-submitted Events Deadline
19	NLC Payment Deadline
26	NLC Cancellation and Refund Deadline
Date	MAY 2024
3-5	State Executive Council Officer Training (Location: To be determined; typically held in East Lansing, MI)
10-14	National Leadership Conference (Chicago, IL)
17	Joint Council Meeting (3-5 PM, via Zoom)
Date	JUNE 2024
	End of school year

2023-2024
General Information

Mission Statement

The mission of Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.

Membership Dues

$26.50 per student and advisor ($14 national; $12.50 state)
Processed online at https://register.bpa.org

Conferences & Events

(NOTE: Registration fees for all these conferences vary by conference. Membership dues do not cover the cost of entry to our conferences.)

FALL LEADERSHIP CONFERENCE
(Professional development for students and advisors)
October 10, 2023 (Region 5 Advisors videoconference)
October 25, 2023 (Regions 1, 3, 7) – MSU Union
October 26, 2023 (Regions 2, 4, 6, and 8) – MSU Union
Visit www.michiganbpa.org/flc for specific details

REGIONAL LEADERSHIP CONFERENCES
(Competitions for students)
December 2023: Regions 2, 3, 6, and 7
January 2024: Regions 1, 4, 5, and 8
Visit www.michiganbpa.org/events for specific dates and locations

STATE LEADERSHIP CONFERENCE
(Professional development and competitions for students and advisors)
March 7-10, 2024, Grand Rapids, Michigan
Registration: Students & Advisors: $99 on or before Feb. 1; Guests: $85 on or before Feb. 1; All: $115 after Feb. 1
Amway Grand Plaza Hotel: Single/Double: $132, Triple/Quad: $152
Courtyard Marriott: Single/Double: $131, Triple/Quad: $151
Hotel tax (applies to all rates, subject to change): 9%

Future SLC Dates: March 13-16, 2025
March 11-15, 2026
March 17-21, 2027

NATIONAL LEADERSHIP CONFERENCE
(Professional development and competitions for students and advisors)
May 10-14, 2024, Chicago, Illinois
Registration and hotel reservations will be open from February 28-March 29, 2024
Registration rates and hotel locations and rates will be announced by National BPA once the information is available.

Future NLC Dates: May 7-11, 2025, Orlando, Florida
May 6-10, 2026, Nashville, Tennessee
May 5-9, 2027, Denver (Aurora), Colorado

Community Service Projects

Feed the Mitten (state service project)
Special Olympics (national service project)

Contact Information

Business Professionals of America
Eastern Michigan University
208 King Hall, Ypsilanti, MI 41897
Ph: 734.487.1700 ◆ www.michiganbpa.org
Facebook: www.facebook.com/michiganbpa
Instagram: @michiganbpa
Twitter: @michiganbpa or #mibpa

DELEGATE CODE OF CONDUCT

Business Professionals of America–Michigan Association has established the following practices and procedures regarding delegate conduct.

1. The term "delegate" shall mean any Business Professionals of America member, including advisors and alumni.
2. Business Professionals of America, Michigan Association will not tolerate any type of inappropriate behavior from any BPA conference participant. Inappropriate behavior includes discrimination, sexual harassment, bullying, inappropriate photography, any illegal action, etc. Anyone found violating this policy will be expelled from the event or conference and his or her membership will be terminated. If necessary, appropriate legal actions may be taken. Michigan BPA reserves the right to modify the consequences, as appropriate.
3. Delegates shall stay at the approved hotel during the conference in order to participate in conference activities including competitive events.
4. Any damages done to property or furnishings in the hotel or theft of hotel property must be paid by the delegate or chapter responsible.
5. Smoking or use of tobacco products in any form including vaporizing pen and e-cigarette is not allowed during any conference. (PA 140 of 1993)
6. No alcoholic beverages, marijuana, or narcotics in any form shall be possessed or used by any delegate at any time, under any circumstances. This is in effect from the time members leave home until they return home.
7. Delegates shall attend all general sessions, competitions, and activities assigned. This includes competitive events, committee meetings, mini-sessions, etc., for which they are registered unless engaged in some specific assignment taking place at the same time.
8. Identification name badges must be worn at all times.
9. Delegates shall keep their adult advisors informed of their activities and whereabouts at ALL times. No delegates will leave the conference facilities without permission of their advisor.
10. Delegates shall stay in their assigned rooms.
11. Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.
12. Delegates shall be in their rooms and quiet by curfew each night.
13. Advisors are responsible for room check. No group or chapter activities are to be scheduled, by advisors, after curfew.
14. The chapter advisor shall be responsible for their chapter delegates' conduct.
15. Delegates shall adhere to the dress code.
16. Use of private automobiles shall not be permitted, after arrival at the conference. Car doors shall be locked upon arrival and the keys turned over to the chapter advisor.
17. Hand carried stereos or radios are not permitted at any conference. Personal electronic devices, CD players, and MP3 players with earphones are permitted in the room or in travel.
18. All cellular telephones, pagers, PDAs, and other electronic communications devices must be turned off during all meetings, sessions, and assessment event testing. Any student who disrupts a testing session with a mobile telecommunications device will be disqualified from their event. In addition, the picture or video recording feature available with some models of cell phones or other electronic devices cannot be used in any public restroom or locker room.
19. Unregistered individuals shall not be permitted at any conference.
20. Delegates shall conduct themselves in a professional manner.
21. Delegates shall abide by all conference rules.
22. Delegates shall allow Michigan BPA to use conference photographs, video footage, and their names for promotional purposes.
23. Spouses are allowed to attend the state leadership conference if they officially register and pay all financial differences. They shall not have membership privileges. They shall abide by all conference rules.
24. Delegates violating any of the code of conduct rules may subject themselves and/or their entire delegation to be sent home at the individual and/or chapter's expense. Infractions of this code may also result in disqualification of the individual or school delegation from all other activities, probation, contest disqualification, elimination of recognition at the awards ceremony, expulsion from membership, or other appropriate action. If necessary, appropriate legal actions may be taken. Penalties of violations of the Michigan BPA Delegate Code of Conduct are independent of penalties issued by the local chapter at the local school level. Michigan BPA reserves the right to modify the consequences and penalties, as appropriate.

Last updated 1/3/2019

Business Professionals of America
Michigan Association

DRESS CODE

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Advisors must teach members about professional dress and should expect members to adhere to the following: *Business Professionals of America approved attire must be worn at all conferences by all conference attendees— advisors, members, and guests—at all BPA sessions unless otherwise stated. Name badges are part of the dress code and must be worn at all times.* The following items constitute approved attire.

☆☆☆**Professional Dress** for all assessment events, opening session/parade of presidents, annual business meeting, legacy launchers, campaign rally, dinner session, dance, and awards session. **Professional Dress** must also be worn for all events at all conferences (fall, regional, state, and national) unless stated otherwise below.
Gentlemen are required to wear dress shoes and dress socks with the following:

* Suit, dress shirt, and tie
* Sport coat, coordinated dress slacks, dress shirt, and tie
* Dress slacks, dress shirt, and tie
* Shirt and/or sweater and slacks (tie required)

Ladies are required to wear dress shoes with the following:

* Business suit or business dress
* Skirt with coordinated blouse and/or sweater
* Dress slacks with coordinated blouse and/or sweater
* Coordinated slack outfit
* Skirts and dresses must be no shorter than two inches (2") above the knee
* Shoe heels must be three inches (3") or shorter
* Open-toed shoes are allowed but be cautious about wearing shoes that are too casual

☆☆ **Business Casual** for shopping, eating, free time, and the SLC Thursday evening event.
Ladies And Gentlemen may not wear items listed under **Unapproved Attire** at any time; however, they may choose to wear the following for shopping, eating, free time, and the SLC Thursday evening event:

* Business casual slacks including khakis or chinos
* Business casual shirts including golf shirts or polo shirts
* Business casual shoes including loafers and oxfords

☆ **Formal Attire,** including tuxedos and formal gowns with formal dress shoes, for the dinner session and dance is optional. If an individual does not choose to wear formal attire, Professional Dress (as defined above) is required.

(continued)

★ **Dance** requirements are in addition to the dress requirements stated above.

Attendees must wear shoes at all times. During the dance, casual or dress shoes, which includes sandals and athletic shoes, may be worn during the dance only. Flip-flops or thong shoes are not allowed during the dance. At no other time are sandals or athletic shoes allowed. The following also applies to the dance:

* Shirts must remain on, buttoned, and tucked in at all times

* Dresses must not be too revealing and must be no shorter than two inches (2") above the knee

* No see-through material allowed

* No exaggerated plunging necklines

* Dresses may be backless, as long as they are not cut below the waist line

NO ¡ **Unapproved Attire** at all times. (See travel to/from pool below.)

✓ blue jeans	✓ lycra	✓ halter tops	✓ sandals
✓ colored jeans	✓ spandex	✓ tube tops	✓ athletic shoes*
✓ corduroys	✓ yoga pants/	✓ ragged	✓ hiking boots
✓ cargo pants	leggings	clothes	✓ thong shoes
✓ overalls	✓ t-shirts	✓ athletic wear	✓ slippers
✓ shorts/skorts	✓ midriff tops	✓ hats/caps	✓ bare feet
✓ cutoffs	✓ tank tops	✓ coats	

*Items with an asterisk are allowed during the state leadership conference dance only.

Low cut and tight blouses, shirts, or sweaters, and bare midriffs are not acceptable attire.

Clothing with sayings depicting violence, obscenities, drugs, alcohol, and tobacco is prohibited.

Visible body piercing, other than ears, and tattoos that show are prohibited. Traditional ear piercing is approved for ladies (no more than 2 earrings per ear) and gentlemen (no more than 1 earring per ear). No piercing of eyebrows, lips, tongues, noses, chins, etc., is allowed.

Attire that is extremely revealing is not acceptable. Modesty is the key. New fashion trends may be in style but may not be appropriate. The best choice is to avoid walking the line. If there is a doubt, select something else to wear. Be a business professional.

During the state leadership conference:

• Students must be fully clothed when going to and from the pool. Sports attire with appropriate shoes (no thong shoes or flip-flops or bare feet) may be worn only when visiting or leaving the pool. Students may wear their bathing suits underneath their clothes and leave their clothes poolside by their towel. Towels are to be carried; NO towels may worn around one's body.

• On Thursday only, students will be allowed to wear attire from the Business Casual category if coordinated with a Business Professionals of America shirt (t-shirt, Henley t-shirt, long-sleeve t-shirt, polo shirt, sweatshirt, etc.). Jeans are not allowed.

• Dress or casual shoes, which includes athletic shoes, may be worn during the dance only. Flip-flops or thong shoes are not allowed during the dance. At no other time are athletic shoes allowed.

Printed as published in the Michigan Policies & Procedures Handbook (Last updated 7/20/23)

Advisor Information

Business Professionals of America-Michigan Association
Chapter Advisor Responsibilities

1. Submit and follow all the policies as indicated in the advisor code of ethics form.
2. Know the organization in terms of its beliefs and philosophy, its purposes, program of activities, and relationship to the total business management, marketing, and technology program.
3. Know and follow all school district policies relating to managing a student organization.
4. Keep school administrators informed of all activities related to BPA activities.
5. Serve as a facilitator, resource, and consultant to student members.
6. Find out information on state and national policies and procedures so that the members will be properly informed.
7. Know the needs of the members, school, and community in order to help plan projects that will fulfill some of these needs.
8. Help officers understand their responsibilities and guide them in assuming the various roles related to their positions.
9. Enforce and follow the dress code and delegate code of conduct.
10. Become familiar with state and national publications and other resource materials related to the chapter's work and inform members and school administration of pertinent information.
11. Attend the fall leadership conference along with local chapter officers.
12. Attend all regional, state, and national conferences with your students. Chapter advisors must attend the conferences. Students are not allowed to attend the conferences on their own. Students that arrive without a chapter advisor will not be allowed to participate and will be sent home.
13. Process all membership applications for the chapter and submit membership to National BPA by the deadlines established by Michigan BPA. Verify that all members' names are submitted and have paid dues. Write and keep copies of receipts for your individual members' payments.
14. Process all registration forms for fall, regional, state, and national conferences. Make sure you meet the appropriate deadlines and follow-up with the various offices for confirmation that everything was completed correctly.
15. Make hotel reservations for state and national conferences. Follow-up for confirmations as necessary.
16. Serve as regional advisor for your region. Regional advisor responsibilities rotate from each chapter based upon a rotational schedule developed by the advisors within each region.
17. Serve as a member of the advisory committee for at least one year. This term of service immediately follows your term as regional advisor.
18. Review and study the *Workplace Skills Assessment Program Guidelines* and all other documents and manuals related to the competitive events program.
19. Guide students through the workplace skills assessment program. Register students for participation in the program by the appropriate deadlines.
20. Serve as a contest administrator and/or proctor at regional, state, and national conferences. This includes following through the completion and ranking of the contest.
21. Secure additional volunteers for conference assignments (judges, proctors, graders, chaperones, etc.).
22. Encourage and manage participation in the Torch Awards Program and BPA Cares awards program.
23. Review items published on the National and Michigan BPA websites and in the conference registration booklets.
24. Ask questions when you need clarification of any item related to the organization.

2023-2024

Business Professionals of America–Michigan Association
Advisor Code of Ethics

Business education programs offer training to those students who have a career objective in the fields of finance, business administration, management information systems, digital communication & design, and management/marketing/communications. Individual conduct and appearance is an important aspect of this training. At BPA's conferences and activities this phase of the education program becomes apparent.

Since being a good example is one method of teaching, and students participating in BPA's conferences are impressionable, the **advisor code of ethics** has been set for adult advisors. It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

1. The term "advisor" refers to the chapter advisor and all other chaperones and adults attending BPA conferences.

2. Advisors will agree to abide by and enforce COVID-19 pandemic and health emergency protocols established by BPA as it relates to participating in any in-person/live conferences.

3. Advisors are role models for students. As such, they are responsible for acting in a manner that sets a positive tone for the conference. This includes treating all students and fellow advisors and chaperones with respect.

4. Advisors must adhere to the dress code at all conferences and BPA events. Advisors must also enforce the dress code when serving as a contest administrator, proctor, or grader.

5. Advisors are responsible for their students' actions. An advisor must take the appropriate disciplinary steps as defined in the Michigan BPA Delegate Code of Conduct.

6. It is highly recommended that advisors meet personally with a parent/guardian prior to registering students for activities to explain the delegate code of conduct and dress code.

7. During conferences, advisors must be available to their students and other advisors 24 hours per day. This responsibility begins from the time parents/guardians leave students with the advisor until the time the students are picked up after the conference.

8. Advisors must be willing to help other chapters' students and advisors as necessary.

9. Proper supervision is essential for successful management of conferences. Listed below are the minimum students to advisor ratios for Secondary Division conferences.

    Fall and Regional Leadership Conferences (Secondary only):
    One advisor and/or chaperone is required for every ten students.

    State Leadership Conference (Secondary only):
    A minimum of two advisors/chaperones is required. In addition, one advisor and/or chaperone is required for every ten students or portion thereof. During the conference, one chaperone must be designated to remain on the hotel guest room floor at all times.

    Postsecondary chapter advisors must attend the Postsecondary State Leadership Conference if students are registered to participate in the conference.

    Failure to comply with these guidelines will result in the chapter registration not being processed. An ideal chaperone situation would be to have both a male and female chaperone responsible for each chapter. In addition, chapters may pair up in order to assist one another as issues arise. All advisors/chaperones

needed for these ratios must pay the appropriate registration fees.

10. Advisors are responsible for making sure students follow all competitive event and awards program guidelines including copyright guidelines and plagiarism/academic integrity policies.

11. Advisors are assigned job duties during conferences and activities. It is the responsibility of the advisors to promptly carry out his or her job duties.

12. At each conference, advisors shall conduct daily meetings with participants for progress reports, time schedules, and other activities.

13. Advisors shall keep an agenda for each student in order that they may be reached at any time during the conference. Advisors are responsible for knowing the whereabouts of all their students at all times. Each local advisor should establish procedures with his/her students prior to the conference in order to meet this responsibility.

14. At each conference, advisors must have a completed and signed conduct/permission/medical treatment authorization form for all students in attendance.

15. Advisors will enforce curfew. Local advisors are responsible for room checks to ensure that their students are in the assigned rooms at curfew.

16. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Students emergencies include: accidents, possessions of drugs or alcohol, breaking conference rules, family emergencies, and any other situation deemed as an emergency by Michigan BPA.

By signing this code of ethics, the advisor agrees that they have read and will comply with the policies stated in this document. The advisor agrees to abide by any judgments set down by Michigan BPA and/or the Michigan BPA Joint Council. The advisor has an opportunity to explain any situation that may have been outside of the advisor's control. Additionally, any violation could result in either sending the students and in some case the entire chapter home or the advisor to student ratio being increased for a period of time to be designated. This form is required in order to attend all recognized BPA conferences and activities and needs to be signed by the advisor, and their school administrator.

(Type or Print Advisor's Name)	(Advisor's Signature)

(Type or Print Advisor's Name)	(Advisor's Signature)

(Administrator's Signature)	(Date)

In case of emergency, the following local administrator(s) should be contacted:

Name:_____ Title:_____
  (Type or Print Name)

                                   Evening/Emergency
School Phone: _____ Contact Numbers: _____

Mail to: Business Professionals of America, Eastern Michigan University, 208 King Hall, Ypsilanti, MI 48197. **Alternatively, email signed, scanned copy to**: ethics@michiganbpa.org with a subject "Advisor Code of Ethics–[*Your Name*]."

ADVISOR CERTIFICATION
PROFESSIONAL LEARNING SERIES
2023-24

Advisor certification can be earned by completing the required sessions via the learning management system: https://members.bpa.org/learn/
(Deadline March 8, 2024)

(1) Integrating BPA Into Your Curriculum (available Sept. 26)
- Advisors will learn effective strategies on how to integrate 21st century skills and competitive events into their classroom and curriculum. This course provides the guidance and tools necessary to successfully implement competitive events within the academic framework.

(2) Artificial Intelligence Strategies for BPA Success (available Oct. 6)
- Participants will explore the world of Artificial Intelligence strategies. This seven course module offers a holistic understanding of how to use AI in competitions, fundraising, membership recruitment and engagement, and advocacy.

(3) Maximizing the Impact of Chapter Officers (available Oct. 10)
- This course is designed to empower student chapter officers and chapter advisors to optimize their roles and learn strategies on how to contribute to the overall success and growth of BPA.

(4) Torch Awards & BPA Cares Awards Overview (available Oct. 31)
- This course provides a comprehensive understanding of the Torch Awards and BPA Cares Awards programs, essential components in fostering professional growth, community engagement, and leadership development.

(5) Integrating Ethics into Middle and High School Classrooms (Nov. 7)
- This course is designed to empower educators in middle and high school settings with the knowledge, tools, and strategies needed to effectively integrate ethics into their classrooms.

Advisors can earn continuing education units (CEU) by completing sessions offered in the professional learning series. Certificates will reflect the total hours awarded.

For questions about professional learning, contact
Sheila K. Morris at SMorris@bpa.org

Membership Information

When you're a part of something amazing – it shows!

"I am inspired by the opportunities BPA offers students and the way it has impacted my life."

-Kaleb Amofa, Ohio

"I want people to know that BPA is more than just another competition, more than just another organization. It is a REAL opportunity that gives students like me a chance to be professional and develop social skills that are expected in a regular work environment."

-Pankti Desai, Delaware

Join BPA!

Invest in your future, discover your career and explore your potential.

Middle Level Division
GRADES 6-8

Secondary Division
GRADES 9-12

Post-secondary Division
COLLEGIATE LEVEL

Learn more and apply online at

www.bpa.org
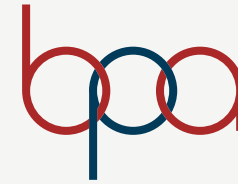
bpa | BUSINESS PROFESSIONALS *of* AMERICA

MAXIMIZE YOUR POTENTIAL...

Brighten Your Future

Providing members with opportunities for growth through education, competition and community service

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As a member of Business Professionals of America (BPA), we empower you to discover your passion and change the world by creating unmatched opportunities you can't find anywhere else!

BPA is a comprehensive student membership organization that gives you the competitive edge needed to succeed beyond the classroom. With 45,000 members in over 1,800 chapters across 25 states and Puerto Rico, BPA is your select organization that supports and builds each student one skill at a time.

We provide career growth exploration for students at every stage of your educational journey. Opportunities with BPA bring you new challenges and allow you to cultivate skills needed in the workplace. Combine purpose with passion and create the future you deserve with your unique skillset.

It all starts with the four C's

CO-CURRICULAR   **COMMUNITY SERVICE**   **COMPETITIONS**   **CERTIFICATIONS**

Our student membership offers many perks and advantages beyond the four C's, which include, but are not limited to:

▶ **Leadership Courses** Participate in online training, projects and life skills development programs that will prepare you as a leader.

▶ **Fall, Regional, State and National Conferences** Participate in conferences for leadership development, competitions, elections and more.

▶ **Volunteer Opportunities** Develop skills and apply the knowledge learned in coursework through a broad range of volunteer opportunities nationwide.

▶ **Networking** Build confidence, get advice, support and develop long-lasting personal and professional relationships that will help prepare you for your career goals.

▶ **Competitive Events** Prepare for and compete in over 90 experiential learning-based contests in the areas of accounting, finance, business administration, management, information technology, digital communication & design and marketing, while demonstrating workplace skills attained through business education curricula.

▶ **Community Service** Become actively involved in community betterment, school improvement, election-year activities and be recognized for involvement in engaged citizenry.

▶ **Real-World Skills** Enhance valuable soft skills in professionalism, public speaking and many more, aimed to prepare you for college or career and maximize your long-term success.

▶ **Earn Industry Certifications** Validate your abilities by obtaining industry-specific certifications that give you a competitive edge.

▶ **Build Your Résumé** Showcase your newly acquired skillset to get that job you want!

▶ **Stretch Past The Classroom** Participate in an organization that has the same opportunities regardless of age or experience while achieving national recognition.

▶ **Service Opportunities Through BPA Cares & Torch Awards** Tap into worthwhile service with national recognition, adding meaningful reward to your résumé.

▶ **High Performance Programs** Learn to think critically, communicate effectively, develop reasoning and problem-solving skills and maximize your potential.

▶ *and More...*

FIND OUT MORE AT **bpa.org**

Important Membership Updates

2023–2024 Membership Dues

National dues remain $14 for secondary and post-secondary members and $10 for middle level members. State association dues vary.

Minimum Chapter Size

Each chapter must have at least three student members, and the registration system will not allow advisors to submit fewer than three members.

Updated Chapter Affiliation Option

The chapter affiliation membership model has been updated for 2023–2024. This model is designed so that entire classes can join BPA and participate in all opportunities available for members. The affiliation model allows schools to purchase blocks of student memberships. As shown below, selecting a higher tier reduces the cost of national membership. Both the "traditional" membership model (individual students joining the BPA chapter) and the affiliation option (in participating states) are available in the registration system at **register.bpa.org**.

Tier*	Chapter Affiliation Cost
1 - 25	($14 national dues + state dues) x 25
26 - 50	($13 national dues + state dues) x 50
51 - 75	($12 national dues + state dues) x 75
76 - 100	($11 national dues + state dues) x 100
101+	($10 national dues + state dues) x members

*Tier is the block of student memberships purchased.

10-10-10 Membership Challenge

Are you ready for a new challenge and the opportunity to earn some great BPA rewards?

Chapters are invited to complete the 10-10-10 Membership Challenge and earn rewards for completing one, two, or three of the challenges by the deadline December 1, 2023.

- Recruit at least **10 more chapter members** than the chapter's 2022–2023 total.

- Recruit at least **10 alumni members** (former student members who graduated from BPA chapters). Alumni dues are $20 per year.

- Recruit at least **10 professional members** (individuals who want to support the work of BPA). Professional dues are $25 per year.

For complete details and instructions, visit **members.bpa.org/membership-challenge/.**

Registration System
https://register.bpa.org

- Manage your chapter membership roster
- Update school and advisor information
- Set or reset student member passwords
- Print student membership cards and certificates
- Register for National Virtual Events
- Access the Torch Awards Portal
- Register for the National Leadership Conference
- Get national competition schedules and results
- Access and pay invoices

Member Gateway
https://members.bpa.org

- Access members-only competitive event materials
- Download BPA marketing and advocacy resources
- Complete the student certification series
- Register for live webinars
- Access archived webinars and members-only learning resources
- Submit application materials for BPA awards
- Apply for student scholarships

BUSINESS PROFESSIONALS *of* **AMERICA**
Giving Purpose to Potential

GET INVOLVED IN BPA

JOIN BUSINESS PROFESSIONALS OF AMERICA

Participate in competitive events, network with other students, serve and lead in your community

Attend the information meeting!

BUSINESS PROFESSIONALS of AMERICA
Giving Purpose to Potential

Who Are We?

BPA is a national Career Technical Student Organization whose goal is to help today's students become tomorrow's business professionals. We are based on the pillars of leadership, professionalism, and community service.

What Do We Do?

Every year, BPA hosts four conferences. The Fall Leadership conference prepares chapter officers for the upcoming year. The Regional Leadership Conferences provide the opportunity for students to compete in a wide range of business events. The State and National Leadership Conferences are where students participate in their events, but also gain valuable leadership training through workshops and other fun programs.

How Can You Get Involved?

Join and become a member of your local chapter today! Reach out to your local chapter advisor for more information.

Torch Awards Information
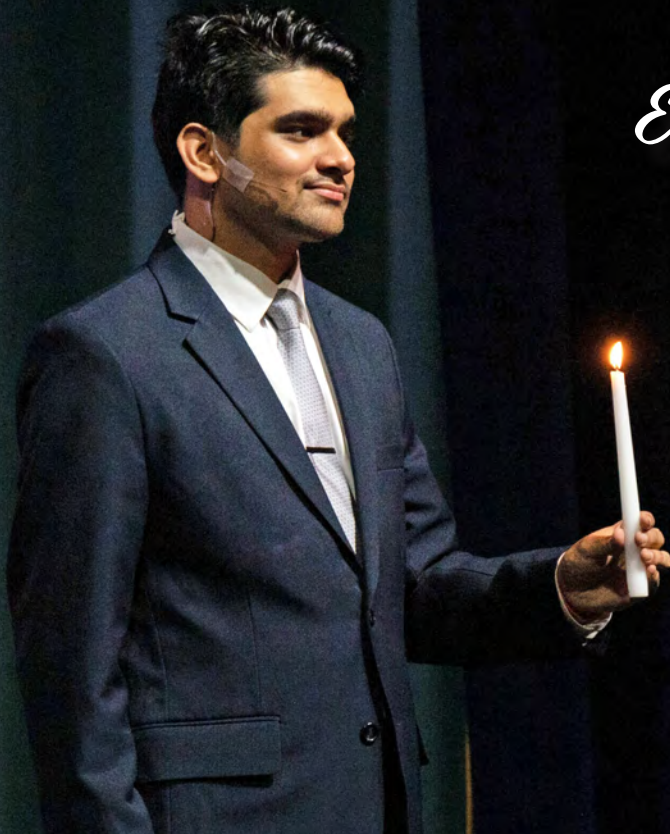
TORCH AWARDS

bpa | BUSINESS PROFESSIONALS *of* AMERICA

TORCH AWARDS PROGRAM

Torch Awards recognize members who complete and document activities in seven categories designed to strengthen leadership and other skills valuable in a future career. Earn up to four levels of recognition, from the chapter level to the national level!

TORCH AWARDS • LEVELS OF RECOGNITION

AWARD	POINTS*	RECOGNITION	COORDINATOR / DEADLINE
Executive	10	Pin and certificate	Chapter Advisor / Set by Chapter
Diplomat	30	Pin and certificate	Michigan BPA / November 15, 2023
Statesman	50	Pin and certificate	Michigan BPA / January 17, 2024
Ambassador	70	Pin, certificate, and Torch Ceremony at the national conference	National BPA / March 8, 2024

*Points required in each of the seven Torch categories to earn the award
Download the Torch Awards Handbook at www.michiganbpa.org/torch

TORCH CATEGORIES: Citizenship • Cooperation • Friendship • Knowledge • Leadership • Love, Hope, Faith • Service

Common Errors with Torch Award Resumes
Prepared by Jacob Taylor, Michigan BPA Torch Awards Coordinator

1. Not using proper grammar
   - All activities must be submitted in complete sentences with proper punctuation and proper capitalization.

2. Not using proper BPA names for Workplace Skills Assessment Program events and conferences
   - BPA members attend Leadership Conferences, not Regionals, States, Region Competitions, etc.
   - All WSAP events should be listed with their proper event names as found in the WSAP Guidelines.
   - BPA conferences and WSAP events are proper nouns and should be capitalized.

3. Not using enough description for activities; most activities require more detail than just rewriting the activity in a complete sentence
   - Incorrect: I attended a Regional Leadership Conference.
   - Correct: In 2018, I attended the Regional Leadership Conference for Region 5 at Bay College.

4. Activities that are worth 15 or 20 points require enough detail to warrant the amount of points. This will most likely be multiple sentences and ensures the effort that went into the activity warrants the allocation.

5. Only activities that were completed while an active member of the current division you are a member of may be counted
   - Example: If a high-school member was in the Middle Level Division, only activities since becoming a Secondary Division member may be counted.

6. Using the same event for multiple different activities
   - Example: If a member completed a service project, that service project can only be used for one activity throughout the whole resume.

Regional Leadership Conference Information

Regional Leadership Conference Information
2023-2024

Regional competitions are coordinated by designated chapter advisors who serve as co-regional advisors. Information regarding registering for regional competitions and submitting all necessary information for the event will be distributed by the regional advisors provided on the list below. The dates, locations, registration fees, and registration website addresses are located below as well.

Region 1	Friday, January 12, 2024 Davenport University 6191 Kraft Ave. SE Grand Rapids, MI 49512 **Student registration rate:** $10.00 **Advisor registration rate:** None **Registration website:** www.michiganbpa.org/rlc1-registration ▪ **Registration:** Kristen Sailors, sailorsk@monashores.net ▪ **General Information:** Treasa Evans-Dunn, tdunn@ncresa.org ▪ **Judges:** Jon Bushen, bushenj@wyomingps.org ▪ **Open Events:** Virginia Schumm, vschumm@homeoftheshamrocks.org
Region 2	Friday, December 8, 2023 Kellogg Community College 450 North Ave. Battle Creek, MI 49017 **Student registration rate:** $26.00 **Advisor registration rate:** None **Registration website:** www.michiganbpa.org/rlc2-registration ▪ **Registration:** Susan Sobeske, sobeskes@gmail.com ▪ **General Information:** Joe Sobeske, SobeskeJ@branch-isd.org | Brittany Wisman, wismanb@branch-isd.org ▪ **Judges:** Jonathan Cook, cookj@aaps.k12.mi.us ▪ **Open Events:** Brad Steel, SteelB@branch-isd.org

Region 3	Thursday, December 14, 2023 Davenport University 27650 Dequindre Road Warren, MI 48092 **Student registration rate:** None **Advisor registration rate:** None **Registration website:** www.michiganbpa.org/rlc3-registration ▪ **Registration:** Leslie Spain, leslie.spain@detroitk12.org ▪ **General Information:** Patricia Bell, patricia.bell@detroitk12.org ▪ **Judges:** Leslie Spain, leslie.spain@detroitk12.org | Patricia Bell, patricia.bell@detroitk12.org ▪ **Open Events:** Leslie Spain, leslie.spain@detroitk12.org | Patricia Bell, patricia.bell@detroitk12.org
Region 4	Friday, January 12, 2024 Walsh College of Troy 3838 Livernois Road Troy, MI 48083 **Student registration rate:** $20.00 **Advisor registration rate:** None **Registration website:** www.michiganbpa.org/rlc4-registration ▪ **Registration:** James Wagner, jwagner@abs.misd.net ▪ **General Information:** Tom Mavis, tmavis@rochester.k12.mi.us ▪ **Judges:** James Wagner, jwagner@abs.misd.net ▪ **Open Events:** Tom Mavis, tmavis@rochester.k12.mi.us
Region 5	Friday, January 12, 2024 Bay College 2001 N. Lincoln Road Escanaba, MI 49829 **Student registration rate:** $20.00 **Advisor registration rate:** $20.00 **Registration website:** www.michiganbpa.org/rlc5-registration ▪ **Registration:** Ronalyn Arseneau, rsarseneau@gmail.com | Rachel Perala peralar@nice.k12.mi.us ▪ **General Information:** Elsa Green, egreen@clkschools.org | Jennifer Rubin, jrubin@hpts.us, | Darin Goke, dgoke@clkschools.org ▪ **Judges:** Mary Fay Daigneau, daigneaum@gomaroons.org ▪ **Open Events:** Elsa Green, egreen@clkschools.org | Kellie Greener kgreener@eupschools.org

Region 6	Tuesday, December 19, 2023 Wayne County Community College 21000 Northline Road Taylor, MI 48180 **Student registration rate:** $20.00 **Advisor registration rate:** None **Registration website:** www.michiganbpa.org/rlc6-registration - **Registration:** Cheri Sclater, sclatech@northvilleschools.org - **General Information:** Cheri Sclater, sclatech@northvilleschools.org - **Judges:** Cheryl Dunn, cheryl.dunn@southfieldk12.org | Traci Brown-Perkins, traci.brown-perkins@southfieldk12.org - **Open Events:** Cheri Sclater, sclatech@northvilleschools.org, Cheryl Dunn, cheryl.dunn@southfieldk12.org | Traci Brown-Perkins, traci.brown-perkins@southfieldk12.org
Region 7	Tuesday, December 19, 2023 Saginaw Valley State University Curtiss Hall 7400 Bay Road University Center, MI 48710 **Student registration rate:** $25.00 **Advisor registration rate:** None **Registration website:** www.michiganbpa.org/rlc7-registration - **Registration:** Tina Bersano, bersanot@baisd.net - **General Information:** Tina Bersano, bersanot@baisd.net - **Judges:** Jesse Dockett, jdockett@gmail.com - **Open Events:** Jesse Dockett, jdockett@gmail.com
Region 8	Saturday, January 13, 2024 Central Michigan University 150 E. Bellows Street Mt. Pleasant, MI 48859 **Student registration rate:** $13.50 **Advisor registration rate:** $13.50 **Registration website:** www.michiganbpa.org/rlc8-registration - **Registration:** Amanda Pilarski, pilarskia@alpenaschools.com - **General Information:** Melanie Tomaski, mtomaski@lasd.net - **Judges:** MaryAnn Korson, mkorson@stmarysll.org - **Open Events:** Jessie Comden, jcomden@almaschools.net

Business Professionals of America-Michigan Association
Presubmitted Contestant Materials to Be Submitted in PDF Format

Please review this document very carefully. Lack of submission of any items listed below will result in automatic removal/disqualification from the applicable competition. In addition, any of the following will result in automatic disqualification:

- Submitting materials online after **December 4, 2023 at 5:00 PM ET** as required;
- Unsigned Release Forms or documentation as required for an event.

If your regional advisor has given a different deadline for any event for which they are allowed to grant an exception, please follow their instructions.

- For **individual events**, a student's file is named with the initials of their event, followed by a hyphen, then their eight-digit **member ID#** (Example: ASRP-00099999). Membership ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- For **team events**, the team's file is named with the initials of their event, followed by a hyphen, then the six-digit **chapter ID#** (Example: BNPT-569999). Chapter ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- We will use the Judge Pro website for presubmitted events for regional competitions. Each region's link to access the Judge Pro website will be different. Pay close attention to the links provided below.
- Only the events that are offered in Michigan are listed in this document.
- **Advanced Desktop Publishing** and **Fundamental Desktop Publishing** tests will be accessible via the Judge Pro website on November 13, 2023.
- If the format of a regional conference changes and modifications are needed to the events listed below, your regional advisor will notify you via email.
- **TEAM EVENT PRE-SUBMISSIONS:** Materials for team events are uploaded under the team captain's login only.

Regional Judge Pro Student Login Websites
(Use the link that applies to your region)

Region 1	www.michiganbpa.org/jpmir1-student
Region 2	www.michiganbpa.org/jpmir2-student
Region 3	www.michiganbpa.org/jpmir3-student
Region 4	www.michiganbpa.org/jpmir4-student
Region 5	www.michiganbpa.org/jpmir5-student
Region 6	www.michiganbpa.org/jpmir6-student
Region 7	www.michiganbpa.org/jpmir7-student
Region 8	www.michiganbpa.org/jpmir8-student

The student password for the Judge Pro website for 2023-2024 is **Frame2024**

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on December 4, 2023</mark>	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Administrative Support Research Project (260) *ASRP-MemberID#*	As **one** PDF, these files in the following order: • Research Paper • Works Cited	One (1) additional copy of the following: • Research Paper • Works Cited
Advanced Desktop Publishing (405) *ADP-MemberID#*	As **one** PDF, these files: • Contestant's jobs created at home school as instructed in the Advanced Desktop Publishing test	N/A
Advanced Interview Skills (520) *AIS-MemberID#*	As **one** PDF, these files in the following order: • Cover letter with or without signature • Résumé (**DO NOT** upload portfolio)	One (1) additional copy of the following: • Cover letter with signatures • Résumé • Portfolio (will be taken to the interview by the member and *must not* be left with the judges)

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on December 4, 2023</mark>	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Broadcast News Production Team (445) *BNPT-ChapterID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the chapter # • a **clickable URL** <u>and</u> applicable passwords to the **final project: final news production** (see *WSAP Guidelines*) • a **clickable URL** <u>and</u> applicable passwords to the **final project: promo/tease** (see *WSAP Guidelines*) • script • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URLs must also be entered into the URL fields located on the submission website.	One (1) additional copy of the following: • Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on December 4, 2023</mark>	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>

Computer Animation Team (440)
CAT-ChapterID#
	As **one** PDF, these files in the following order:
	1. A document with the following information:
	  • the chapter #
	  • a **clickable URL <u>and</u>** applicable passwords to the **<u>final project: video</u>** (see *WSAP Guidelines*)
	  • storyboard
	  • advisor's name
	  • advisor's email address
	2. Release Forms with signatures
	3. Works Cited
	
	The project URL must also be entered into the URL field located on the submission website.
		One (1) additional copy of the following:
		• Storyboard
		• Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on December 4, 2023</mark>	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Digital Media Production (420) *DMP-MemberID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the student's member ID # • a **clickable URL** <u>and</u> applicable passwords to the **final project: video** (see *WSAP Guidelines*) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: • Works Cited
Economic Research Individual (155) *ERI-MemberID#*	As **one** PDF, these files in the following order: • Research Paper • Works Cited	One (1) additional copy of the following: • Research Paper • Works Cited
Economic Research Team (160) *ERT-ChapterID#*	As **one** PDF, these files in the following order: • Research Paper • Works Cited	One (1) additional copy of the following: • Research Paper • Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on December 4, 2023</mark>	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Entrepreneurship (505) *ENT-MemberID#*	As **one** PDF, these files in the following order: • Completed business plan only • Works Cited (**DO NOT** upload supporting documentation)	One (1) additional copy of the following: • Completed business plan • Works Cited • Supporting documentation (if applicable) Any additional materials not required for submission must not be left with the judges.
Fundamental Desktop Publishing (400) *FDP-MemberID#*	As **one** PDF, these files: • Contestant's jobs created at home school as instructed in the Fundamental Desktop Publishing test	N/A

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on December 4, 2023</mark>	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Global Marketing Team (500) *GMT-ChapterID#*	As **one** PDF, these files in the following order: • Completed marketing plan • Works Cited (**DO NOT** upload supporting documentation)	One (1) additional copy of the following: • Completed marketing plan • Works Cited • Supporting documentation (if applicable) Any additional materials not required for submission must not be left with the judges.
Graphic Design Promotion (410) *GDP-MemberID#*	As **one** PDF, these files in the following order: • One (1) copy of the logo • One (1) copy of the dry dog food package • One (1) copy of the wet dog food can package • Release Forms with signatures • Works Cited	One (1) additional copy of the following: • One (1) copy of the logo • One (1) copy of the dry dog food package • One (1) copy of the wet dog food can package • Works Cited Any additional materials not required for submission must not be left with the judges.

Event & *Naming Conventions for file uploading*	Upload on or before ==5:00 PM ET on December 4, 2023==	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest ==(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)==
Interview Skills (515) *IS-MemberID#*	As **one** PDF, these files in the following order: • Cover letter with or without signature • Résumé	One (1) additional copy of the following: • Cover letter with signature • Résumé

Video Production Team (430) *VPT-ChapterID#*	As **one** PDF, these files in the following order:
	1. A document with the following information:
	  • the chapter #
	  • a **clickable URL** <u>and</u> applicable passwords to the **final project: video** (see *WSAP Guidelines*)
	  • storyboard
	  • script
	  • advisor's name
	  • advisor's email address
	2. Release Forms with signatures
	3. Works Cited
	
	The project URL must also be entered into the URL field located on the submission website.
		One (1) additional copy of the following:
		• Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on December 4, 2023</mark>	Bring to regional conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Website Design Team (435) *WDT-ChapterID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the chapter # • a **clickable URL and** applicable passwords to the **final project: website** (see *WSAP Guidelines*) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: • Works Cited

RLC Eligibility Verification

Fundamental Accounting Eligibility

At the time of registering for regional competition, any student who has completed more than one year, or a year equivalent, in any record keeping, accounting, or accounting-related courses—individually or combined—and is still enrolled in any said course will not be eligible to compete in this contest. Verification of eligibility as indicated in the regional registration conference registration packet must be included with the regional conference registration.

Fundamental Word Processing Eligibility

Keyboarding will be considered the use of a computer or any keyboard or keypad as an input device. At the time of registering for regional competition, any student who is enrolled in such a course and has already completed more than one year (two semesters or a year equivalent) of instruction dealing with any type of keyboard manipulation will not be eligible to compete. A student who has completed more than one year— two semesters—before national competition and is still enrolled in a keyboarding-related course will be ineligible. Courses that could disqualify a student include, but are not limited to: keyboarding, computer literacy, computer applications, word processing, data processing, computerized accounting, etc. These apply to courses in grades 9-12. Verification of eligibility as indicated in the regional registration conference registration packet must be included with the regional conference registration.

By my signature below, I attest to the fact that students listed on the attached sheet, who are registered to compete in the Business Professionals of America Fundamental Accounting or Fundamental Word Processing assessment events, meet the eligibility requirements for these events. By review of the student's transcript and current class schedule, I attest that the students do not exceed the maximum amount of instructional classes or related-classes for these events.

_____   _____
School Counselor Printed Name   School Counselor Signature

_____   _____
Chapter Advisor Printed Name   Chapter Advisor Signature

_____   _____
School   Date

Contestants who are registered for Fundamental Accounting and Keyboarding Production whose verification of eligibility are not received will not be allowed to compete.

Competitive Event Information

2023-2024 WSAP
What's Changed/What's New

Welcome to the 2023-2024 membership year. Here's what's new for the Secondary Level Guidelines:

General WSAP Updates (applicable to multiple competitive events)
- The deadline for any national registration or pre-submission has been changed from **11:59 p.m. to 5:00 p.m.** on the specified date.
- All competitive events with a required certification will receive 0 points (fail) or 50 points (pass) added to the BPA portion of the test.
- Competition competencies and rubric items have been updated in many competitions. Please review the complete guidelines for specific changes, updates, and improvements to the competencies and rubric items.

WSAP Updates (Specific Assessment Area Changes)

100's Finance
- None

200's Business Administration
- (255) Administrative Support Team has increased the number of qualifiers from 2 teams to 3 teams at the national level. Refer to your state association for any state specific guidelines.

300's Management Information System
- None

400's Digital Communication and Design
- (455) User Experience Design Team Using Adobe XD has been renamed to User Experience Design Team
- 400 Fundamentals of Desktop Publishing will align to the Precision Exams by YouScience Desktop Publishing I certification
- 405 Advanced Desktop Publishing will align to the Precision Exams by YouScience Desktop Publishing II certification

500's Management Marketing Human Resources
- None

600's Health Administration
- ICD-10 CM Medical Diagnostic Coding (600) has been renamed to Medical Coding (600).
- Health Administration Leadership/Special Topics (615) has been renamed to Health Research Presentation (615)
- Medical Terminology Concepts has been renamed to Health Administration Concepts - Open (690)

Virtual Events
- V13 Esports Team – Pilot has been added as a new virtual competition.
- V14 Ethical Leadership & Decision-Making Team - Pilot has been added as a new virtual competition.

Business Professionals of America Workplace Skills Assessment Program
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September 8, 2023 Initial Release 1.1

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Academic Integrity Policy

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability. This includes, but is not limited to:

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the National BPA Academic Integrity Policy is subject to disciplinary action.

Intentional or unintentional violations of the Academic Integrity Policy, include but are not limited to:
- Not citing a source in text and/or in a Works Cited when:
  - Using another individual's work, idea or opinion
  - Using information from any source or reference material
  - Using any charts, infographics, pictures, sounds or any other media elements
  - Using quotations from an individual's actual spoken or written words
  - Paraphrasing (putting into your own words) an individual's work
- Allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- Removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc...)
- Fabricating signatures on entry forms and/or release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (self-plagiarism)
- The use of ChatGPT (or other AI tools) to complete any submitted work must be properly documented and sourced on the works cited document.

National BPA Academic Integrity Violation Procedures
The following guidelines will be adhered to if a member has demonstrated a violation of the National BPA Academic Integrity Policy:
1. Any individual who discovers sufficient information to substantiate an academic integrity violation should immediately (within one hour) complete an Academic Integrity Violation Form and submit to the BPA Director of Education at the Competitive Events Headquarters if during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Director of Education will notify the Grievance Committee of the alleged violation (including a detailed synopsis and proof to substantiate the violation via the Academic Integrity Violation Form).
3. The Grievance Committee will review the Academic Integrity Violation Form and, if the violation is substantiated, determine an appropriate course of disciplinary sanction(s) based on proof and the severity of the violation, which may include:
   a. a reduced score on any scorable item/entry
   b. a grade of "zero" on any scorable item/entry
   c. immediate disqualification from the related competitive event, BPA Cares program, Torch Awards program, scholarship and/or any other related event in the BPA Platform, and/or
   d. membership suspension.

4. The respective member, local advisor, and state advisor or designee will be notified of the Academic Integrity Violation and given the opportunity to respond/appeal the decision if disciplinary action is taken.

State associations may follow these violation procedures for their regional and state leadership conferences and/or may enforce additional penalties.

ACADEMIC INTEGRITY VIOLATION FORM

Please fill out the form below within one (1) hour of the violation to file an academic integrity violation. The completed form should be hand delivered to the Director of Education at the BPA NLC Competitive Events Headquarters if the violation occurs during NLC, or via email if occurring prior to NLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.). The BPA Grievance Committee will notify the member, local advisor, and state advisor or designee of the Academic Integrity Violation and an opportunity will be provided to respond/appeal the decision if the violation is substantiated and disciplinary action is taken.

If you have multiple members and/or a team to report for the same violation, complete the form and save the file once for each member/team and update the information beginning on page 2.

REPORTER INFORMATION

Name:

Report Date:

Position Title:

Report Time:

Cell Phone:

Email:

VIOLATION INFORMATION

Member/Team Name:

Date(s) of Violation:

Violation Description:
*Please include **specific details/proof** as to what happened, when it happened, where it happened, and who was involved.* Please attach any supporting documentation to this form.

Business Professionals of America Workplace Skills Assessment Program
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MEMBER/TEAM INFORAMTION

Please complete this section of the form for **each member/team** you believe is/are responsible for academic dishonesty.

Member/Team Name:

Member/Team ID# (if known):

Violation(s): *(Mark all that apply.)*

☐ **1a. Cheating:** Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event). Allowing advisors, alumni, parents, friends or any other individual to create content for a member/team.

☐ **1b. Citation(s)**: Failure to cite a source in text and/or in a Works Cited when using another individual's work, idea or opinion, using information from any source or reference material, using any charts, info-graphics, pictures, sounds or any other media elements, and/or using quotations from an individual's actual spoken or written work.

☐ **1c. Complicity in Academic Dishonesty:** Helping or attempting to help another member/team to commit an act of academic dishonesty.

☐ **1d. Fabrication**: Fabricating signatures on entry forms and/or release forms and/or fabricating sources (such as creating fictitious articles or authors).

☐ **1e. Impermissible Collaboration:** Removing and/or sharing any event-specific information from an event (such as a test, application tasks, objective test questions, speech prompts, etc.).

☐ **1f. Self-Plagiarism**: Re-using your own project(s) from previous years.

Disciplinary Sanctions Imposed: *(Mark all that apply.)*

☐ No sanctions imposed

☐ Reduced score

☐ Zero score

☐ Disqualification

☐ Membership suspension

Comments regarding committee sanctions:

_____   _____
Board Representative   Board Representative

_____   _____
National Officer   National Officer

_____   _____
Local Advisor   Local Advisor

_____
Executive Director

Copyright & Fair Use Guidelines

Intellectual Property Guidelines

General Information About These Guidelines

- The U.S. Copyright Act provides that only the copyright holder has the right to reproduce, distribute, display, perform, or make derivatives of a copyrighted work.

- An exception to this rule is called "fair use." Four factors courts use to decide whether an unauthorized use of a copyrighted work is "fair use" (and therefore permitted even though the copyright owner has not granted permission) are: (1) **the purpose and character of the use**, *i.e.*, if the work is used only for educational purposes, it is *more* likely to be considered fair use, and if the use of the work is transformative (not mere copying), it is *more* likely to be considered fair use; (2) **the nature of the copyrighted work itself**, *i.e.*, if the work is published, use of that work is *more* likely to be deemed fair use because the author has had the opportunity to control its first publication, also if the work is primarily factual in nature, then use of it is *more* likely to be deemed fair use; (3) **the amount of the copyrighted work used**, *i.e.*, if a small amount of the copyrighted work is copied, then it is *more* likely to be considered fair use; and (4) **whether the use of the copyrighted work has a significant effect on the market for the work**, *i.e.*, if the use would not replace sales of the work that would otherwise occur, it is *more* likely to be deemed fair use.

- Educational use is not *automatically* fair use, so you should follow the guidelines below to ensure your use does not violate a copyright owner's rights.

- Always ask yourself whether something that is not your own could be copyright protected – if it is music, a movie clip, or a photo created by someone else, it could be.

- Any materials you use in your presentation must have been legitimately acquired, meaning that whatever source the materials are taken from cannot themselves have been engaging in copyright infringement (for instance, use of a video that was clearly videotaped on a phone in a movie theater and then posted on the internet would not be advisable, as that taping in the movie theater and posting of the video on the internet likely violated the rights of the owner(s) of the copyright to the movie).

- Works published before the specific date of January 1, 1923, are in the public domain, so you can use these works freely without permission.

- The following rules apply only to use of materials in your BPA presentation, and not for any other purpose.

No matter what, always credit all of your sources. This is important to avoid any potential plagiarism concerns. Where the information is available, include the copyright notice, for instance: "Excerpt from ___ © 2016 XYZ Publishing Co."

Disclaimer

These guidelines are intended to convey general information about copyright and trademark law. They should not be relied upon as legal advice. BPA's services are educational in nature, and neither it nor any of its affiliates or staff are a lawyer or law firm. BPA does not represent or advise clients in any matter and are not bound by the professional responsibilities and duties of a legal practitioner. These guidelines are not an offer to represent you, nor are they intended to create an attorney-client relationship. These guidelines are intended, but are not promised or guaranteed, to be correct, complete and up-to-date. However, they may not reflect all recent legal developments and may not apply to the specific circumstances of individual situations.

Trademark Guidelines

- A trademark may consist of a word, phrase, logo, symbol, design, sound, or combination of any of those listed (such as Google®, the Nike® Swoosh, the shape of the Coca-Cola® bottle, and sports logos). A trademark owner can register a trademark only in particular categories of goods or services for which it is using the mark.

- Trademarks are not a significant concern in the context of your BPA competition submission because infringement typically occurs when a trademark is used in connection with the sale of products or services, whereas here the use would be as a reference to describe the products or services.

- If you are concerned about the use of a trademark, you could refer to the product or service without including the logo.

- Be sure to use the registration symbol ("®") where appropriate.

Copyright Guidelines - Specific Types of Material

What Is Covered	What You Can Use
Printed Materials	
- Poems - Stories - Essays - Articles - Picture, chart or illustration in a book - Books	- You may incorporate text into your project as follows *without* seeking permission of the copyright owner (but you must always *include a citation to your source*). If you use *more* content than is noted here, you will need to seek permission of the copyright holder. 10% of work or 1,000 words, whichever is less - Articles, stories, or essays less than 2,500 words - Poem of less than 250 words in its entirety - Excerpt of 250 words from a poem of greater than 250 words - One chart, picture, diagram, graph, cartoon, or picture per book or per periodical issue - Up to two pages from an illustrated work less than 2,500 words (such as a children's book) "Consumables," such as workbooks or standardized tests, may *not* be copied.

What Is Covered	What You Can Use
Illustrations and Photographs	
• Photograph (*e.g.,* from Google Images) • Illustration • Collections of photographs • Collections of illustrations	• Single images (such as those on Google® Images) may be used in their entirety *without* seeking permission, but you will need to seek permission to use *more* than five images by a single artist or photographer. Regardless, you must *always credit your source*, *i.e.,* the website from which the image was taken. This likely does not mean Google® (if you ran a Google Image search), but rather the website where the picture was posted. • From a collection, not more than 15 images or 10 percent (whichever is *less*) may be used *without* seeking permission (though you must *credit your source*). • If you are using an image you found on Pinterest® or Instagram®, try to determine who is the owner of the image and, if necessary according to the rules set forth above, seek that person's permission to use it. Do not assume whoever posted the image is the owner. (Although Pinterest's Terms of Service do allow you to share/use photos that are posted by others, that right is limited to use on Pinterest.) • If you are using an image you found on Twitter® or Facebook®, determine if the person who posted it is the owner of the image. If so, you may use it *without* seeking permission. This is because Twitter® and Facebook®'s Terms of Service, unlike Pinterest®'s and Instagram®'s, allow you to share photos that are posted by others. If the person who posted it does not own the image, however, you should determine who owns the rights to the image and seek permission if necessary under the rules described above. • Again, regardless of whether permission to use an image is necessary, *always cite your source*.
Video or "Motion" Media	
• DVDs • Movie or TV show clips from the Internet	• The material must be legitimately acquired (a legal copy, not illegally downloaded, bootleg or home recording). • You may use 10% or three minutes (whichever is *less*) of "motion media" *without* seeking permission (though, as always, *cite your source*). • Videos from websites ending in .gov are public domain and therefore may be used *without* seeking permission (though *cite your source*). • If you are creating your own video from clips of other copyrighted videos, the video must be "transformative," i.e., a new use of the original video such as a commentary on or criticism of it, as opposed to simply a reuse of the original video. Use only as much of each copyrighted video as necessary. • If the video is from YouTube®, Facebook®, or another site where users generate content, be especially careful to determine if it was posted by the creator. If so, you can use up to 10% or three minutes of it (whichever is *less*) *without* seeking permission, but *be sure to cite your source*. If it is a re-posting by a third party, determine whether the original is available from another source. Do not include a video you have reason to believe infringes a copyright in your presentation (a "bootleg" video recording, for example).

What Is Covered	What You Can Use
Music	
• CDs/Tapes/Records • Audio from the Internet • Electronic music files such as MP3s • Sheet Music	• Up to 10%, but no more than 30 seconds (whichever is *less*), of the sheet music or recording from an individual musical work may be used *without* seeking permission (but *always credit your source*). If you use an entire song, you likely need to seek permission for the use. • There is a separate copyright for the musical composition (i.e., sheet music of a song) and the recording of a song. In other words, even if you only include portions of sheet music or change the lyrics of a song, you should adhere to these guidelines. The copyright to the sheet music of a song may be owned by a different person than the owner of the copyright for a particular recording of a song.
Computer Software	

• Software (purchased or licensed)	• If you are using a framework that helps you build your software from scratch (such as Game Engine), you likely do not need to worry about copyright concerns unless the framework permits you to import portions of someone else's software.
	
	• Software is copyrightable, so if your presentation uses someone else's software, you need to be protected either by fair use or the terms of a license the copyright holder might have granted to a third party.
	    o Fair use will likely apply if you use only small portions of the software and the end result is transformative.
	    o You should also check to see if the copyright owner of the software has licensed it such that third parties like you are permitted to use it.
	    o If in doubt, do not include pre-existing software in your own software competition entry.

Data Sets (Such as Spreadsheet Entries)	
• Spreadsheet (e.g., Excel document) • Tables	• You may use up to 10% or 2,500 fields or cell entries, whichever is *less*, without seeking permission. Always *credit your source*, however.

Graphic Standards and Branding Guidelines

The logo for Business Professionals of America has been carefully researched from a legal standpoint. The name is registered and the logo design protected by copyright and service mark. In order to obtain the maximum benefit from the image package, it must be used consistently throughout the organization — locally, regionally, statewide, and nationally. Additionally, the tagline, Giving Purpose to Potential, is registered and protected by copyright.

Name Identification

State Associations will be Business Professionals of America, (State) Association. Chapters will be identified as Business Professionals of America, (School Name) Chapter. The complete name will be spelled out in all written materials. The acronym BPA may be used in text once the complete name has been used.

The Tagline

The purpose of the organization's tagline is to serve as a linking device between our organization and our name. The official tagline is: Giving Purpose to Potential. To ensure that there is a clear communication of Business Professionals of America, the tagline may be used with the logo for printed pieces. However, this is not a requirement for use of the logo.

- The tagline can be used on one line or two lines, depending on the size and shape of the graphic piece.
- The tagline should appear in red when used with the primary logo, and in blue when used in conjunction to the banner logo. In other cases, where the printed piece is a one-color item, all art printed shall appear in white, black, gray, red, or navy.
- The type style to be used for the tagline is Century Gothic or Arial, upper and lower case, when used outside of the logo lockup.
- The tagline cannot appear in bold or italic.
- The tagline cannot be underlined.

The Logo

- The primary logo of Business Professionals of America includes the "bpa" mark on the left, a line separator, and the words "Business Professional of America" spelled out on the right.
- The logo may include the official tagline: Giving Purpose to Potential; however, it is not required.
- When the tagline is included with the primary logo, it should appear and align under the word "America".
- Minimum distance kept around the logo should remain proportionate to the size of the logo based on the circumference of the rounded/circle shape of each letter in the "bpa" mark.
- The full-color logo must not be used on a contrasting color background or on a photo image. In these cases, the logo used should be a one-color treatment for visibility and clarity.
- The logo is not to have the mark and words stacked.
- The mark cannot be one full color and the words a different full color — it must follow proper use when in full-color format.
- When in full-color format, the text cannot deviate from the primary logo color scheme.
- The full-color, primary logo must include the line separator.
- The one-color version can only be printed in blue, red, black, gray, or white.
- If two colors are used, they must be the approved blue and red colors from the primary color palette. No other two-color version is permitted.

- Usage of the mark without wording is permitted in some formats, including in social and other digital media.
- The mark can appear with or without a circle encompassing it.
- When using the mark within the circle to identify a state or chapter, the name is not to appear inside the circle and/or above the "bpa" mark. States and chapters are to appear under the mark within the circle and the font color used should be the approved PMS color blue from either the primary or secondary color palette.

There is a primary and a secondary color palette identified for the corporate color scheme as it relates to the logo of Business Professionals of America. The color scheme for the full color logo is blue and red. The two-color logo is to be used whenever your budget allows, using PMS ink. (See below)
- The one-color version of the logo should ideally be navy blue; if your budget for the printed publication does not allow for a colored ink, black, gray, or white are also acceptable.
- When the logo is printed in full color with the tagline, the tagline must be red.
- If the logo is printed in one color (blue, red, black, gray, or white), the tagline (if used) must be printed in the same color.

To reduce the occurrence of inconsistent color, all printed pieces are to be printed with Pantone Matching System (PMS) ink. The official PMS colors are to be used in every case except in full-color situations. The PMS colors are as follows:

Primary Color Palette
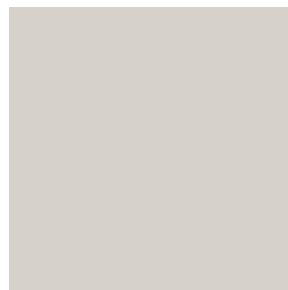
PMS: 7627	**PMS: 302**	**PMS: Warm Gray**	**PMS: 466**
CMYK: 22/95/94/15	**CMYK: 100/48/12/58**	**CMYK: 15/13/17/1**	**CMYK: 0/14/40/2**
RGB: 171/44/41	**RGB: 0/59/92**	**RGB: 214/209/202**	**RGB: 198/170/118**
#A72B2A	**#00476B**	**#D7D2CB**	**#C6AA76**

Secondary Color Palette
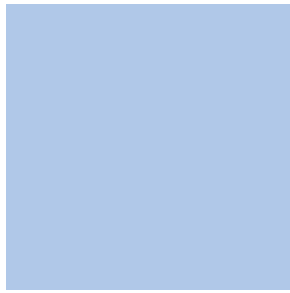
PMS: 658	PMS: 186	PMS: 7401	PMS: 2965
CMYK: 37/11/0/0	CMYK: 2/100/85/6	CMYK 0/4/27/0	CMYK: 100/63/16/78
RGB: 169/196/227	RGB: 200/16/46	RGB: 245/225/164	RGB: 0/38/62
#A9C4E3	#C8102E	#F5E1A4	#00263E

When creating artwork for computer web pages, computer presentations, etc., the color compositions for RGB (Red, Green, Blue) may be needed if you are composing in that format. They are as follows:

Typography

The official type design of Business Professionals of America are non-system fonts that include Josefin Sans Bold, and Neutraface Text Book. However, system fonts have also been approved for use in cases when states and chapters do not have access to the official non-system fonts. To complement the Business Professionals of America logo, Arial or Century Gothic may be used. Both fonts offer many variations, i.e., bold, light and italic. Suggested usage includes:

- Arial Bold or Century Gothic Bold, Arial Bold Italic or Century Gothic Bold Italic, should be used for headlines on corporate publications, exterior/interior signage, banners, and posters.
- Arial or Century Gothic are to be used for body copy on all Business Professionals of America publications whether on the local, state, or national level.

WSAP INDUSTRY CERTIFICATION ALIGNMENT CHANGES

The following table provides an updated alignment to the WSAP competitive events at the National level.

Competitive Event	2023-2024 Certification Alignment
200 - Fundamental Word Processing	Word Processing (Precision Exams by YouScience)
205 - Intermediate Word Processing	MOS Word 2019 Associate (Certiport)
210 - Advanced Word Processing	MOS Word 2019 Expert (Certiport)
215 - Integrated Office Applications	MOS PowerPoint 2019 Associate (Certiport)
230 - Fundamental Spreadsheet Application	MOS Excel 2019 Associate (Certiport)
235 - Advanced Spreadsheet Applications	MOS Excel 2019 Expert (Certiport)
240 - Database Applications	MOS Access 2019 Expert (Certiport)
300 - Computer Network Technology	IT Specialist - Networking (Certiport)
305 - Device Configuration & Troubleshooting	IT Specialist - Device Configuration and Management (Certiport)
315 – Network Administration Using Cisco	Cisco Certified Support Technician Networking (Certiport)
320 - Computer Security	IT Specialist - Network Security (Certiport)
330 - C# Programming	IT Specialist - Software Development (Certiport)
340 - Java Programming	IT Specialist - Java (Certiport)
345 - SQL Database Fundamentals	IT Specialist - Databases (Certiport)
350 - Linux Operation System Fundamentals	Linux Pro (TestOut)
355 - Python Programming	IT Specialist - Python (Certiport)
400 – Fundamental Desktop Publishing	Desktop Publishing I (YouScience)
405 – Advanced Desktop Publishing	Desktop Publishing II (YouScience)
415 - Fundamentals of Web Design	IT Specialist - HTML and CSS (Certiport)
505 - Entrepreneurship	Entrepreneurship and Small Business (ESB) (Certiport)

Business Professionals of America-Michigan Association
Secondary Division
Workplace Skills Assessment Program
Event Descriptions
2023-2024

This document does NOT include descriptions of pilot. For a complete list of events offered, including pilot, please review the WSAP Secondary Guidelines

ADMINISTRATIVE SUPPORT CONCEPTS-OPEN EVENT: Evaluate knowledge of basic administrative support concepts.

ADMINISTRATIVE SUPPORT RESEARCH PROJECT: One administrative support topic is selected by the National Center and provided at the beginning of the school year. Contestants will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

ADMINISTRATIVE SUPPORT TEAM: The team will function as an office staff to manage information and produce a variety of business documents.

ADVANCED ACCOUNTING: Assessment of intermediate and advanced accounting principles utilizing manual procedure. Members analyze, journalize, and update accounts in order to prepare financial reports/statements for partnerships and corporations.

ADVANCED DESKTOP PUBLISHING: Evaluate knowledge and skills utilizing Adobe Illustrator®, Adobe Photoshop®, or Adobe InDesign®, software to create a variety of interactive documents.

ADVANCED INTERVIEW SKILLS: Assess advanced proficiency in job search, interview situations, and portfolio development.

ADVANCED OFFICE SYSTEMS & PRODUCEDURES: Evaluate advanced skills in office procedures, records and file management, and document production.

ADVANCED SPREADSHEET APPLICATIONS: Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards.

ADVANCED WORD PROCESSING: Evaluate advanced-level skills in word processing and document production.

BANKING & FINANCE: Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the student's knowledge of bank operations, bank services, loans, credit administration and customer service.

BASIC OFFICE SYSTEMS & PRODUCEDURES: Evaluate fundamental skills in office procedures, records and file management, and document production.

BROADCAST NEWS PRODUCTION TEAM: Create a three to five (3:00 - 5:00) minute news broadcast as if it were live, containing two (2) different news stories and a fifteen to twenty (0:15 - 0:20) second promo or tease.

BUSINESS LAW & ETHICS: This event will test the student's knowledge and skills in the areas of ethics, law, business law, and personal law.

C# PROGRAMMING: Evaluate knowledge of working with C# syntax, programming logic, program development, system design concepts, database, designers and objects.

C++ PROGRAMMING: Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language. This contest can only be done in C++, if you want to use C#, you must take the C# contest.

COMPUTER ANIMATION TEAM: Create a 3D computer animation, not to exceed two (2:00) minutes, based upon the assigned topic provided.

COMPUTER MODELING: Given a scenario or prompt, Computer Modeling will research the topic, create a profile, concept design(s), prototype(s), and final model and/or scene based upon the assigned topic provided. (Not offered in Michigan)

COMPUTER NETWORK TECHNOLOGY: Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security.

COMPUTER PROGRAMMING CONCEPTS-OPEN EVENT: Demonstrate general knowledge of the computer programming industry.

COMPUTER SECURITY: Demonstrate knowledge in fundamental security management tasks in Windows and Linux networking environments.

DATABASE APPLICATIONS: Demonstrate database development skills to include object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios.

DEVICE SERVICING & TROUBLESHOOTING: Demonstrate knowledge of device configuration, maintenance, and management as an IT technician.

DIGITAL COMMUNICATION & DESIGN CONCEPTS-OPEN EVENT: This event assesses knowledge of web design, animation, digital media, desktop publishing, and web design languages.

DIGITAL MARKETING CONCEPTS-OPEN EVENT: This event assesses knowledge of digital marketing concepts.

DIGITAL MEDIA PRODUCTION: Create a one to two (1:00-2:00) minute digital media production based upon an assigned topic.

ECONOMIC RESEARCH INDIVIDUAL: One economic research topic is selected by the National Center and provided at the beginning of the school year. The student will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

ECONOMIC RESEARCH TEAM: One economic research topic is selected by the National Center and provided at the beginning of the school year. The team will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

ENTREPRENEURSHIP: Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume that they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.

ETHICS & PROFESSIONALISM: Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic. (Not offered in Michigan)

EXTEMPORANEOUS SPEECH: Explore the application of ethical frameworks to various aspects used in business today.

FINANCIAL ANALYST TEAM: Use analytical and problem-solving skills to make recommendations regarding a business case study.

FINANCIAL MATH & ANALYSIS CONCEPTS-OPEN EVENT: Assess knowledge of basic math concepts. Students solve practical math problems related to work and consumer issues.

FUNDAMENTAL ACCOUNTING: Assessment of entry-level basic accounting principles. Members analyze, journalize, post transactions, and prepare financial reports/statements.

FUNDAMENTAL DESKTOP PUBLISHING: Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

FUNDAMENTAL SPREADSHEET APPLICATIONS: Create and design spreadsheet applications that include variables, reports and formats. Students enter and format data, enter and copy formulas, and print full documents or cell contents.

FUNDAMENTAL WORD PROCESSING: Evaluate entry-level skills in word processing and document production.

FUNDAMENTALS OF WEB DESIGN: Demonstrate knowledge of fundamental web design coding and syntax to include CSS.

GLOBAL MARKETING TEAM: Develop a plan that details pricing strategies and promotional plans for a business.

GRAPHIC DESIGN PROMOTION: Develop a theme, illustrate the theme in various promotional materials.

HEALTH ADMINISTRATION CONCEPTS-OPEN EVENT: This contest will assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations.

HEALTH ADMINISTRATION PROCEDURES: Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office.

HEALTH INSURANCE & MEDICAL BILLING: Assess the student's knowledge of insurance verification, prior authorization, insurance claim submission, insurance payment posting, and medical billing operations. (Not offered in Michigan)

HEALTH RESEARCH PRESENTATION: Demonstrate communication skills in securing, arranging, organizing, and presenting information orally on the provided health topic. (Not offered in Michigan)

HUMAN RESOURCE MANAGEMENT: Assess interpretation of personnel policies and knowledge of human resource management.

INFORMATION TECHNOLOGY CONCEPTS-OPEN EVENT: Demonstrate general knowledge of the information technology industry.

INTEGRATED OFFICE APPLICATIONS: Evaluate advanced-level skills in information technologies and the integration of software applications.

INTERMEDIATE WORD PROCESSING: Evaluate intermediate skills in word processing and document production.

INTERVIEW SKILLS: Assess proficiency in job search and interview situations.

JAVA PROGRAMMING: Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language.

LEGAL OFFICE PROCEDURES: Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

LINUX OPERATING SYSTEM FUNDAMENTALS: Demonstrate your ability in hardware and system configuration, system operation and maintenance, security, scripting, and troubleshooting and diagnostics within the Linux Operating System.

MANAGEMENT, MARKETING, AND HUMAN RESOURCES CONCEPTS-OPEN EVENT: Assess knowledge of management, marketing, and human resources concepts.

MEDICAL CODING: This contest will test the student's knowledge and skills in medical coding. (Not offered in Michigan)

MEETING & EVENT PLANNING CONCEPTS-OPEN EVENT: To provide a general competitive event addressing business meeting management which incorporates fundamental concepts accepted as good practices in any business unit including business planning and strategy, organization and execution, trust and transparency.

MERIT SCHOLAR-OPEN EVENT: Test on the activities, history, and programs of Business Professionals of America. (Offered at the state and national levels only.)

NETWORK ADMINISTRATION USING CISCO: Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.

NETWORK DESIGN TEAM: Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the business needs of the scenario provided. (Not offered in Michigan)

PARLIAMENTARY PROCEDURE CONCEPTS-OPEN EVENT: Assess knowledge of parliamentary procedure. Test questions are based on Dunbar's Manual of Parliamentary Procedure Test Questions.

PARLIAMENTARY PROCEDURE TEAM: Demonstrate the use of correct parliamentary procedure through a chairman's ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate. Examine the team's knowledge of parliamentary procedure through oral questions and the objective test.

PAYROLL ACCOUNTING: Process payroll data using manual payroll procedures. Members calculate earnings, complete payroll registers, post employee records, journalize payroll entries, and prepare payroll income tax forms. **NOTE:** Circular E, Employers Tax Guide (Publication 15), is recommended as a resource and is available through www.irs.gov/publications/p15/index.html.

PERSONAL FINANCIAL MANAGEMENT: Members will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, savings, budgeting, investing, personal income tax, retirement planning, risk management, and insurance. Members will analyze financial scenarios to predict outcomes, advise use of financial instruments, and determine the proper financial planning.

PODCAST PRODUCTION TEAM: Podcasts usually feature one or more hosts engaged in a discussion about a particular topic or current event. Discussion and content within a podcast can range from carefully scripted to totally improvised. Podcasts combine elaborate and artistic sound production with thematic concerns ranging from scientific research to slice-of-life journalism. Team members will demonstrate their ability to engage a target audience by creating a three to five (3:00 - 5:00) minute podcast on the provided topic. (Not offered in Michigan)

PREPARED SPEECH: Demonstrate communication skills in securing, arranging, organizing and presenting information orally.

PRESENTATION INDIVIDUAL: Using current technologies and software, prepare and deliver an effective multimedia presentation.

PRESENTATION TEAM: Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

PYTHON PROGRAMMING: Evaluate knowledge of working with structured (procedural), object-oriented, and functional programming using the Python programming language.

SERVER ADMINISTRATION USING MICROSOFT: Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network.

SMALL BUSINESS MANAGEMENT TEAM: The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. At State and National level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

SQL DATABASE FUNDAMENTALS: Demonstrate knowledge of fundamental database development and administrative concepts including SQL scripting. Competencies addressed in this event will mandate the contestant use a high-end database product such as MS SQL Server™, the focus of this event, in order to acquire the necessary skills; however, skills sets addressed are transferable to any database product such as Oracle™ or MySQL™.

USER EXPERIENCE DESIGN TEAM: Marketing in today's world spans multiple modes of media delivered to the end user via a combination of digital surfaces inclusive of a web presence suitable for desktop and mobile devices, potentially an app, and a social media presence. This event will focus on prototyping digital experiences for a singular brand, with an emphasis on collaboration, designing the user experience, and rationale for design decisions. Suggested free software to use can include Wondershare Mockitt, Zeplin, Moqups, InVision Studio, Proto.io, Pencil Project. (Not offered in Michigan)

VIDEO PRODUCTION TEAM: Create a three to five (3:00-5:00) minute video production based upon an assigned topic.

WEBSITE DESIGN TEAM: The team will work together to create a website based on an assigned topic.

VIRTUAL EVENTS
These virtual events are administered by National BPA. Review the WSAP Guidelines for details and contact information.

CYBERSECURITY/DIGITAL FORENSICS: Demonstrate knowledge of computer security and cybersecurity management tasks in multiple computer and mobile platforms.

FINANCIAL PORTFOLIO MANAGEMENT TEAM: Team members will enter an investment simulation using an online platform provided by a BPA partner. The simulation will provide the students $100,000 initially, to be used to invest in stocks, mutual funds, and/or bonds.

MOBILE APPLICATIONS: Develop a mobile phone and/or tablet application based upon a given scenario.

PROMOTIONAL PHOTOGRAPHY: Demonstrate skill and creative vision and image editing.

SOFTWARE ENGINEERING TEAM: Teams will collaborate on the engineering of a computer software application that performs tasks and operations as outlined in the provided topic. Project submissions will consist of software source code and assets in addition to a functional, executable version of the application. Submissions will be judged on technical merit by software engineering professionals. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

START-UP ENTERPRISE TEAM: Develop an operating plan and organizational structure to initiate a small business. Teams are to assume they are presenting their products/services to potential buyers. The event may be repeated but previously used business plans may not be submitted.

VIRTUAL BRANDING TEAM: Marketing in today's world focuses on the combination of digital design, social media, virtual mockups, and engaging multimedia experiences. This virtual event will evaluate knowledge and skills utilizing cross-medium branding in a team environment.

VIRTUAL MULTIMEDIA AND PROMOTION INDIVIDUAL: Create a 1:00 to 2:30 minute digital promotion based upon an assigned topic.

VIRTUAL MULTIMEDIA AND PROMOTION TEAM: A team will create a 3:00 to 5:00 minute digital promotion based upon an assigned topic.

WEB APPLICATION TEAM: The team will create a database-driven website with server-side functionality.

Business Professionals of America
2023-2024 Michigan Guidelines Supplement
Secondary Division

The purpose of this supplement is to provide guidelines for current Workplace Skills Assessment Program events and awards programs which are unique to the Michigan Association. This supplement applies to the secondary division only.

ADDITIONAL RESOURCES ADVISORS MUST HAVE

The following additional items must be downloaded by all chapter advisors from www.michiganbpa.org/competitive-events:
- ❖ WSAP Guidelines (Full Booklet)
- ❖ Style & Reference Manual
- ❖ Human Resource Manual (for competitors in the Human Resource Management Event)
- ❖ Release Form (fillable PDF)
- ❖ Fundamental Accounting/Fundamental Word Processing Eligibility Verification Form

STYLE & REFERENCE MANUAL

Students may take the *Style & Reference Manual* into all Business Administration computer events all regional, state, and national levels.

Download the **Style & Reference Manual*** for use in the following events:
- Administrative Support Research Project
- Administrative Support Team
- Advanced Office Systems & Procedures
- Advanced Word Processing
- Basic Office Systems & Procedures
- Broadcast News Production Team
- Computer Animation Team
- Digital Media Production
- Economic Research Individual
- Economic Research Team
- Entrepreneurship
- Fundamental Word Processing
- Global Marketing Team
- Graphic Design Promotion
- Health Administration Procedures
- Integrated Office Applications
- Intermediate Word Processing
- Legal Office Procedures
- Prepared Speech
- Presentation Individual
- Presentation Team
- Video Production Team
- Website Design Team

*Additional judged events may require that documents be produced according to formats provided in the **Style & Reference Manual**. Check the **WSAP Guidelines** for full details.

GRAPHIC STANDARDS / COPYRIGHT & FAIR USE GUIDELINES

The following events require strict adherence to the **Graphic Standards** and **Copyright & Fair Use Guidelines** that are included in the *Style & Reference Manual*.

- Administrative Support Research Project
- Broadcast News Production Team
- Computer Animation Team
- Economic Research Individual
- Economic Research Team
- Entrepreneurship
- Financial Analyst Team

- Global Marketing Team
- Graphic Design Promotion
- Prepared Speech
- Presentation Individual
- Presentation Team
- Small Business Management Team
- Video Production Team
- Website Design Team

RELEASE FORM

Release Forms do not have to be turned in on the day of competition. Review the document entitled "Presubmitted Event Materials to be Submitted" for a reminder of what to bring.

The following events require students or team members to sign a **Release Form**. Remember, additional contributors to the projects in these events are required to sign a **Release Form** as well.
- Broadcast News Production Team
- Computer Animation Team
- Digital Media Production
- Graphic Design Promotion
- Presentation Individual
- Presentation Team
- Video Production Team
- Website Design Team

GENERAL INFORMATION
1. Accommodations for students with special needs will not be arranged if a Special Accommodations Request Form is not submitted at the time the chapter submits their conference/competition registration.
2. For regional events, each student may enter two events, only one of which may be a team event.
3. A student may enter an unlimited number of open events within the time constraints of the conference program. Students do not need to pre-qualify for these events to compete at the state or national leadership conferences.
4. **The following six (6) events may not be repeated**: Basic Office Systems & Procedures, Fundamental Accounting, Fundamental Spreadsheet Applications, Fundamental Word Processing, Intermediate Word Processing, and Interview Skills.

5. For events that have more than one component (i.e., objective, production, research, pre-submitted, judged), students must attend the related conference and participate in all portions.
6. Contestants who do not submit pre-submitted materials by the appropriate deadline will be removed from the event and will not be allowed to participate in the remainder of that competition.
7. Contestants cannot bring their own computers for computer lab events at regional, state, or national levels.
8. Printing done on-site for judged events or submitted prior to the competition may be in black/white or color. On-site computer labs will only have black/white printers.

TEAM EVENTS
1. A team who qualifies to attend the SLC or NLC may change its team members as long as at least one of the original team members still remains on the team. Advisors may register the appropriate individuals in the team event through the conference registration system by the indicated registration deadline without the need to inform the state or national office of its team member changes. After the conference registration deadline, team member substitutions will be made only for extenuating circumstances if the alternate is available for the time slot the team has been assigned. The team's scheduled time will not be changed to accommodate any substitutions.
2. Any team event that has materials/research prepared in advance cannot have team member substitutions in that event after the work has been submitted. If a team member contributed to the work but cannot attend the conference, a decision should be made at the local level if the student's name should be removed from the work.
3. Teams consisting of one member are not allowed under any circumstances whatsoever. Advisors are encouraged to have enough people on a team so that if a member drops out or doesn't show up, the team will not fall below the minimum number of people required.
4. All registered team members must participate in the entire event or the team will be subject to loss of points.

AWARD RECOGNITION
1. If a student is the only contestant in an event at the regional level, the student must demonstrate a valiant effort to take a test to be recognized as a winner. If clarity is needed, the region's joint council members will make the final decision.
2. Each placing contestant and alternates (2nd and higher) must attain 50% of the highest score attained to receive a plaque or certificate and compete at the state leadership conference. This does **not** mean that everyone must attain 50% of the total points possible on the test. (Example: 2nd - 10th place contestants must score a minimum of 50% of the 1st place person.)
3. If a student is disqualified at the regional level, the regional advisor must notify the local advisor prior to the awards session on the day the conference. Regional advisors will automatically disqualify any contestants because he/she: (1) did not follow the theme/topic, (2) used an old test during the competitive event, (3) disrupted the test by a ringing cell phone or mobile device, or (4) any other reasons stated in the guidelines for each event as a reason for disqualification.

4. Students who are incorrectly recognized on stage at the RLC as a competitive event winner for an event he/she did not compete in will not be allowed to compete in the event at the SLC and the award must be returned.

NUMBER OF RLC ENTRIES/COMPETITORS PER CHAPTER

EVENT	# of entries per chapter[1]				# of State Winners Eligible for NLC
	1-35	36-60	61-85	86 & up	
FINANCE					
Fundamental Accounting (100)[2]	4	5	6	7	6
Advanced Accounting (110)	4	5	6	7	6
Payroll Accounting (125)	4	5	6	7	6
Banking & Finance (145)	4	5	6	7	6
Financial Analyst Team (150)[3]	1	1	1	1	3
Economic Research Individual (S) (155)	3	4	5	6	3
Economic Research Team (S) (160)	1	1	1	1	3
Personal Financial Management (165)	4	5	6	7	6
Financial Math & Analysis Concepts (190)	Open	Open	Open	Open	Open
BUSINESS ADMINISTRATION					
Fundamental Word Processing (200)[4]	4	5	6	7	6
Intermediate Word Processing (205)	4	5	6	7	6
Advanced Word Processing (210)	4	5	6	7	6
Integrated Office Applications (215)	4	5	6	7	6
Basic Office Systems & Procedures (220)	4	5	6	7	6
Advanced Office Systems & Procedures (225)	4	5	6	7	6
Fundamental Spreadsheet Applications (230)	4	5	6	7	6
Advanced Spreadsheet Applications (235)	4	5	6	7	6
Database Applications (240)	4	5	6	7	6
Legal Office Procedures (245)	4	5	6	7	6
Administrative Support Team (255)	1	1	1	1	3
Administrative Support Research Project (S) (260)	3	4	5	6	3
Business Law & Ethics (265)	4	5	6	7	6
Administrative Support Concepts (290)	Open	Open	Open	Open	Open
MANAGEMENT INFORMATION SYSTEMS					
Computer Network Technology (300)	4	5	6	7	6
Device Configuration & Troubleshooting (305)	4	5	6	7	6
Server Administration Using Microsoft (310)	4	5	6	7	6

[1] Based upon the number of students in the individual chapter registered for the regional conference
[2] See additional eligibility requirements
[3] Financial Analyst Team members must be available all day on Friday during the SLC. Special accommodations or rescheduling will not be provided for additional competitive events scheduled for Friday.
[4] See additional eligibility requirements

EVENT	# of entries per chapter[1]				# of State Winners Eligible for NLC
	1-35	36-60	61-85	86 & up	
Network Administration Using Cisco (315)	4	5	6	7	6
Computer Security (320)	4	5	6	7	6
Network Design Team (325)	*Not offered in Michigan's Secondary Division*				
C# Programming (330)	4	5	6	7	6
C++ Programming (335)	4	5	6	7	6
Java Programming (340)	4	5	6	7	6
SQL Database Fundamentals (345)	4	5	6	7	6
Linux Operating System Fundamentals (350)	4	5	6	7	6
Python Programming (355)	4	5	6	7	6
Computer Programming Concepts (390)	Open	Open	Open	Open	Open
Information Technology Concepts (391)	Open	Open	Open	Open	Open
DIGITAL COMMUNICATION & DESIGN					
Fundamental Desktop Publishing (400)	4	5	6	7	6
Advanced Desktop Publishing (405)	4	5	6	7	6
Graphic Design Promotion (410)	3	4	5	6	3
Fundamentals of Web Design (415)	4	5	6	7	6
Digital Media Production (420)	3	4	5	6	3
Computer Modeling (425)	*Not offered in Michigan's Secondary Division*				
Video Production Team (430)	1	1	1	1	3
Website Design Team (435)	1	1	1	1	3
Computer Animation Team (440)	1	1	1	1	3
Broadcast News Production Team (445)	1	1	1	1	3
Podcast Production Team (450)	*Not offered in Michigan's Secondary Division*				
User Experience Design Team (455)	*Not offered in Michigan's Secondary Division*				
Visual Design Team – Pilot (460)	*Not offered in Michigan's Secondary Division*				
Digital Communication & Design Concepts (490)	Open	Open	Open	Open	Open
MANAGEMENT/MARKETING/COMMUNICATIONS					
Global Marketing Team (500)	1	1	1	1	3
Entrepreneurship (505)	3	4	5	6	3
Small Business Management Team (510)	1	1	1	1	3
Interview Skills (515)	3	4	5	6	3
Advanced Interview Skills (520)	3	4	5	6	3
Extemporaneous Speech (525)	3	4	5	6	3
Human Resource Management (535)	3	4	5	6	3
Ethics & Professionalism (540)	*Not offered in Michigan's Secondary Division*				
Prepared Speech (545)	3	4	5	6	3
Parliamentary Procedure Team (550)	1	1	1	1	3
Presentation Individual (555)	3	4	5	6	3
Presentation Team (560)	1	1	1	1	3
Meeting and Event Planning Concepts (590)	Open	Open	Open	Open	Open

EVENT	# of entries per chapter[1]				# of State Winners Eligible for NLC
	1-35	36-60	61-85	86 & up	
Management, Marketing, and Human Resources Concepts (591)	Open	Open	Open	Open	Open
Parliamentary Procedure Concepts (592)	Open	Open	Open	Open	Open
Digital Marketing Concepts (594)	Open	Open	Open	Open	Open
HEALTH ADMINISTRATION EVENTS					
Medical Coding (600)	*Not offered in Michigan's Secondary Division*				
Health Insurance & Medical Billing (605)	*Not offered in Michigan's Secondary Division*				
Health Administration Procedures (610)	4	5	6	7	6
Health Research Presentation (615)	*Not offered in Michigan's Secondary Division*				
Health Administration Concepts (690)	Open	Open	Open	Open	Open
MICHIGAN EVENTS					
Business Spelling (90)[5]	Open	Open	Open	Open	N/A
Merit Scholar (91)[6]	Open	Open	Open	Open	Open

VIRTUAL EVENTS
(National level only. See the *WSAP Guidelines* for registration and deadline information. Contact National BPA Director of Membership & Technology Integration Patrick Schultz at pschultz@bpa.org for more information)
Virtual Multimedia and Promotion Individual (V01) Virtual Multimedia and Promotion Team (V02) Software Engineering Team (V03) Web Application Team (V04) Mobile Applications (V05) Promotional Photography (V06) Cybersecurity/Digital Forensics (V07) Start-up Enterprise Team (V08) Financial Portfolio Management Team (V09) Virtual Branding Team V10) 2D Animation Team – Pilot (V11) Social Media Marketing Campaign Team – Pilot (V12) Esports Team – Pilot (V13) Ethical Leadership & Decision-Making Team – Pilot (V14)

[5] This is a state event only; winners do not advance to NLC
[6] This event is held only at the state and national leadership conferences

NUMBER OF RLC WINNERS ELIGIBLE FOR SLC

The number of regional winners eligible to attend the state conference may vary. Please refer to the chart which follows:

Total Number of Contestants at Regional Conference	Number of Regional Winners Eligible for SLC	
	Individual Events	Team Events
Up to 200	Top 6	Top 2
201-300	Top 6	Top 2
301-400	Top 6	Top 2
401-500	Top 6	Top 2
501 and over	Top 6	Top 2

FUNDAMENTAL ACCOUNTING ELIGIBILITY

At the time of registering for regional competition, any student who has completed more than one year, or a year equivalent, in any record keeping, accounting, or accounting-related courses—individually or combined—and is still enrolled in any said course will not be eligible to compete in this contest. Verification of eligibility as indicated in the regional registration conference registration packet must be included with the regional conference registration.

FUNDAMENTAL WORD PROCESSING ELIGIBILITY

Keyboarding will be considered the use of a computer or any keyboard or keypad as an input device. At the time of registering for regional competition, any student who is enrolled in such a course and has already completed more than one year (two semesters or a year equivalent) of instruction dealing with any type of keyboard manipulation will not be eligible to compete. A student who has completed more than one year—two semesters—before national competition and is still enrolled in a keyboarding-related course will be ineligible. Courses that could disqualify a student include, but are not limited to: keyboarding, computer literacy, computer applications, word processing, data processing, computerized accounting, etc. These apply to courses in grades 9-12. Verification of eligibility as indicated in the regional registration conference registration packet must be included with the regional conference registration.

Contestants who are registered for Fundamental Accounting and Fundamental Word Processing whose verification of eligibility are not received will not be allowed to compete.

SLC COMPETITIVE EVENT REMINDERS

ALL SCHEDULING CONFLICTS MUST BE RESOLVED BEFORE THE CONFERENCE
Appointment times for judged events will be pre-assigned and will be indicated on your school's schedule report, which is available via the conference registration system website at www.michiganbpa.org/s-slc-registration.

Any approved scheduling conflicts, per the *SLC Registration Booklet* must be reported to the state office by the chapter advisor no later than **5 PM ET on Friday, March 1**. Absolutely NO RESCHEDULING will be done on site at the SLC. Please carefully read

through your students' contest schedules completely. There will be no exceptions to this policy.

NON-APPROVED CONTEST CONFLICTS
All students who have a conflict with testing times must decide which event they will drop OR determine if they want to take both events and receive reduced time in both events. In theory, students will be allowed to take only one of their events. However, if a student decides to participate in both events, they will only receive the remaining time upon their late arrival. No late passes are provided to contestants that have events that are scheduled at the same time. If your student is going to drop a competition, please email help@michiganbpa.org no later than **5 PM ET on Friday, March 1**.

CHANGING APPOINTMENT TIMES DIRECTLY WITH CONTEST ADMINISTRATORS
Chapter advisors are **NOT** allowed to speak directly with contest administrators to ask for different appointment times or any sort of rescheduling due to conflicts with other BPA tests, limited computer equipment and sharing, or outside non-BPA activities. Contest administrators are instructed that the only way they can make a contest time change is if they receive written notification from our assessment events headquarters.

IMPORTANT JUDGED EVENTS TIMING CHANGES
In order for some of our popular, more-intensive judged events to stay within a reasonable time frame, adjustments have been made in various parts of the times for some of these events. Although many of these time adjustments are made every year at the SLC, there are additional changes beginning in 2023. Only events that had changes are indicated. Specific changes for that event are indicated with an asterisk. Please plan accordingly so that your students are not caught by surprise by these changes.

ADMINISTRATIVE SUPPORT RESEARCH PROJECT
No more than 1 minute setup time*
No more than 7 minutes presentation time
No more than 5 minutes of judges' questions

BROADCAST NEWS PRODUCTION TEAM
No more than 3 minutes setup time
No more than 8 minutes presentation time*
No more than 3 minutes for judges' questions*

DIGITAL MEDIA PRODUCTION
No more than 2 minutes setup time*
No more than 8 minutes presentation time*
No more than 3 minutes for judges' questions

ECONOMIC RESEARCH INDIVIDUAL
No more than 1 minute setup time*
No more than 7 minutes presentation time
No more than 5 minutes of judges' questions

ECONOMIC RESEARCH TEAM
No more than 1 minute setup time*
No more than 7 minutes presentation time
No more than 5 minutes of judges' questions

ENTREPRENEURSHIP
No more than 2 minutes setup time*
No more than 7 minutes presentation time
No more than 3 minutes for judges' questions*

FINANCIAL ANALYST TEAM
No more than 20 minutes prep time*
No more than 2 minutes setup time*
No more than 10 minutes presentation time
No more than 5 minutes for judges' questions*
NOTE: ALL work MUST be completed during the preparation time. Teams **may <u>not</u>** continue to work on the material once they leave the preparation room.

GLOBAL MARKETING TEAM
No more than 2 minutes setup time*
No more than 10 minutes presentation time
No more than 3 minutes for judges' questions*

GRAPHIC DESIGN PROMOTION
No more than 1 minute setup time
No more than 8 minutes presentation time*
No more than 4 minutes for judges' questions*

SMALL BUSINESS MANAGEMENT TEAM
No more than 20 minutes prep time*
No more than 2 minutes setup time*
No more than 8 minutes presentation time*
No more than 5 minutes for judges' questions*

VIDEO PRODUCTION TEAM
No more than 3 minutes setup time
No more than 8 minutes for presentation*
No more than 3 minutes for judges' questions*

WEBSITE DESIGN TEAM
No more than 3 minutes setup time
No more than 8 minutes oral presentation*
No more than 5 minutes for judges' questions

SLC COMPETITIVE EVENT EQUIPMENT

STUDENTS MUST PROVIDE THEIR OWN PENCILS
Please remind your students to bring their own pencils for all competitions and especially open events. This is a common oversight by many contestants. If they forget, they can visit the Courtesy Corps (BPA Information Desk) at the Center Concourse of the Amway Grand Plaza Hotel to purchase a pencil.

EQUIPMENT STUDENTS MUST PROVIDE
Please make sure you review the current *WSAP Guidelines* in terms of equipment that students must provide. If an event has equipment listed that students must provide, such as the laptop for the computer programming events, your students will be required to bring this equipment to the state conference. Make sure those contestants have power and extension cords.

Some regions allowed students to use equipment in the computer classrooms at their respective RLC locations for events in which students were supposed to provide the equipment. This will **not** be an option at the state conference. We are following the guidelines for all equipment which the students must provide unless indicated otherwise in this bulletin.

PROJECTORS NOT NEEDED FOR PRESENTATION MANAGEMENT INDIVIDUAL & TEAM
Students competing in Presentation Individual and Presentation Team do **NOT** need to bring projectors. These events are located in hotel suites on the 4th floor of the Amway Grand Plaza Hotel (Pantlind side). It is best to take the elevators closest to Starbucks.

Contestants must use a laptop that has an HDMI connector. The flat-screen TV in the hotel suite will be used via a HDMI connection. If you are using a Mac computer, please be prepared to bring a dongle if you need to use one. Projecting onto a screen is **NOT** an option.

Images of the room setup are as follows:
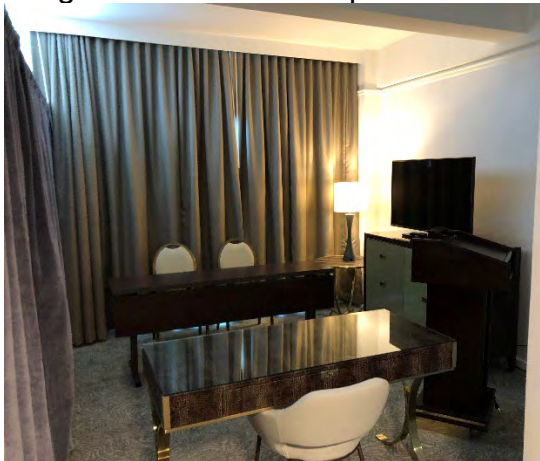
Student view looking at the judges

Judges view looking at the student

SCREENS WILL BE PROVIDED
Projection screens **will be** provided for the following events:
- Broadcast News Production Team
- Computer Animation Team
- Digital Media Production
- Entrepreneurship
- Financial Analyst Team
- Global Marketing Team
- Presentation Individual*
- Presentation Team*
- Small Business Management Team
- Video Production Team
- Website Design Team

Presentation Individual and Presentation Team contestants will be connecting to flat screen TVs rather than projecting. Therefore, please make sure the laptop these contestants are using has an HDMI port as stated above.

EQUIPMENT FOR RESEARCH EVENTS & GRAPHIC DESIGN PROMOTION
(This applies to **Administrative Support Research Project, Economic Research Individual, Economic Research Team,** and **Graphic Design Promotion**)

Students in the three research events and Graphic Design Promotion are **allowed to use one laptop or tablet device ONLY**. Due to the configuration of these rooms, screens cannot be set-up and these rooms are not conducive for elaborate presentations. Although the *WSAP Guidelines* state "Digital presentation tools (device and software) (optional)," digital presentation tools for the SLC are limited to the use of **one laptop or one tablet device ONLY**. There will **NOT** be any screens provided for these events. There will **NOT** be any plain white surfaces to project on. TV or computer monitor devices are **NOT** allowed. **The only thing allowed in terms of technology is ONE laptop *or* ONE tablet device.** This is the way we have operated since the 2016 SLC and our meeting space has not changed to allow anything different.

CRITICAL: It is important to note that regardless of what is noted in the *WSAP Guidelines*, for the state level, **all props** are also prohibited in Graphic Design Promotion.

Due to the modifications stated above, only one minute of set-up time will be allowed for these events.

COMPUTER PROGRAMMING EVENTS EQUIPMENT AND FILES
For C# Programming, C++ Programming, Java Programming, and Python Programming, students are required to bring their own laptop with the appropriate software. Their laptop must have a USB-Type A port or have an adaptor to use for a USB-Type A flash drive that will be provided.

Printers are **NOT** a required piece of equipment for the contestants to bring for the programming events. Students will save their work onto USB drives, which will be provided for these competitions. Contest graders will review the students' work on USB thumb drives as needed. Once the student has finished his/her test, the USB drive will be turned in with their test. These are the only USB thumb drives allowed to be connected to the students' laptops during competition.

Students are **NOT** allowed to use saved templates and files which are on their student laptops during the C# Programming, C++ Programming, Java Programming, or Python Programming events. Students must NOT have any pre-written programs on their computers. However, they are allowed to have published and/or unpublished non-electronic written reference materials.

ADMINISTRATIVE SUPPORT TEAM FLASH DRIVES
Per the *WSAP Guidelines*, each team will be provided one USB flash drive in order to share documents between their fellow team members during competition. This flash drive must be turned in at the end of the competition.

Business Spelling (90)
Event Guidelines

Purpose   To increase individual student interest in spelling and to encourage the learning of spelling rules and correct spelling of commonly used business vocabulary.

Eligibility   Any student may enter this event.

Although any student is eligible for this event, it is recommended that younger members enter this event.

Competencies which may be covered
A.   Spelling rules
B.   English/grammar

Method of evaluation   Objective

Supplies provided   Machine-scored answer sheet

Contestant must supply   No. 2 pencil

No references, equipment, or other materials other than those specified for the event will be allowed in the testing room.

No previous Business Professionals of America/Office Education Association tests and/or sample tests or facsimile thereof (i.e., handwritten, photocopied, keyed, etc.) may be taken into the testing area. Violation of this rule will result in disqualification.

Entries   Unlimited

Recognition   For regional competition, the top regional winners based upon the number of winners eligible to advance on to regional competition will be recognized.

For state competition, the top 7 winners will be recognized.

Merit Scholar (91)
Event Guidelines

Purpose To recognize individual members and advisors for their knowledge of Business Professionals of America and to motivate all members and advisors to learn as much as possible about the history, traditions, programs, and activities of the organization.

Eligibility Any student, advisor, or alumni attending the state leadership conference.

Competencies which may be covered
A. History
B. Workplace Skills Assessment Program structure
C. Organization knowledge
D. Torch Awards Program
E. Special Recognition Awards Programs

Method of evaluation Objective

Supplies provided Machine-scored answer sheet

Contestant must supply No. 2 pencil

No references, equipment, or other materials other than those specified for the event will be allowed in the testing room.

No previous Business Professionals of America/Office Education Association tests and/or sample tests or facsimile thereof (i.e., handwritten, photocopied, keyed, etc.) may be taken into the testing area. Violation of this rule will result in disqualification.

Miscellaneous This event will be a part of the open events (special recognition awards program). This event is held only at the state and national leadership conferences.

The test will be developed annually by the state office. Resources will be the *BPA Cares Program Handbook, BPA Torch Awards Handbook, Workplace Skills Assessment Program Guidelines*, Michigan Association bylaws, and the state and national association websites.

This state test will help you prepare for the national merit scholar test at the national leadership conference.

Recognition Those participants achieving 90 percent or more will be recognized during the awards session at the state leadership conference.

Michigan BPA Special Awards

Business Professionals of America-Michigan Association
NLC Trading Pin Contest

Purpose
To encourage local chapter members to demonstrate their artistic ability and creativity. This keepsake pin will be made available to all members as the official trading pin at the upcoming national leadership conference.

Eligibility
All dues-paid Michigan Association members who meet the qualifications. A student may submit only one entry.

Qualifications
1. Design a pin in original artwork form depicting an image that could be considered unique to the state of Michigan.
2. Graphic design must be submitted on 8½" x 11" paper (one-sided only) keeping in mind that the design will be down-sized to a 1½" lapel pin.
3. Graphic design may be black/white or color.
4. Graphic design may or may not be computer generated (no clip art or public domain images allowed).
5. No registered trademarks or names may be used.
6. Graphic design must be appealing to the eye showing imagination, creativity, and originality. **Clip art graphics are not acceptable.**
7. All entries must be submitted electronically in JPG, PNG, or PDF format.

Past Graphics
Examples of past NLC pin designs can be found on the Michigan BPA website at www.michiganbpa.org/michigan-nlc-trading-pin-contest.

NOTE: Historically, pin designs with the primary focus of a deer or deer antlers are not selected by the state executive council.

Application
Submit entries online at www.michiganbpa.org/michigan-nlc-trading-pin-contest.

Evaluation
The current state executive council will select the winner of the contest. The winner will be contacted in order for the design to be sent to us in electronic format. **If there is no entry that suits our standards, we reserve the right to select an alternative design and no award will be presented.**

Award Recognition The winner will be recognized with an award at the state leadership conference. Only the winner of this contest will automatically be eligible to attend the state leadership conference.

Deadline Submitted online on or before **November 15, 2023**

Business Professionals of America-Michigan Association
Chapter of the Year Award

Purpose   To recognize the chapter who has the most involvement in chapter projects done and volunteered service for the betterment of the community and humanity.

Eligibility   Any individual chapter who has completed numerous chapter projects. For example, the projects may include but are not limited to the following: chapter meetings, special programs, volunteering, clean-up campaigns, adopting various programs, etc. These projects must be submitted and verified. No chapter may win two years in a row.

Visit www.michiganbpa.org/cotyaward for specific details and criteria.

Application   Submit application form with necessary supporting documentation as requested online at www.michiganbpa.org/cotyaward. Supporting documentation must be submitted in PDF format. Please note that materials will **NOT** be returned.

Evaluation   Evaluation will be based upon the activities listed below. The current state executive council will select the winner of the award.

Award/Recognition   The award will consist of a plaque for the chapter to keep to proudly display in their school. The award will be presented during the opening session at the state leadership conference.

Deadline   Submitted online on or before **January 17, 2024**

Business Professionals of America-Michigan Association
Community Involvement Award Guidelines

Purpose To recognize the chapter who has the most involvement in service to their community throughout the current school year.

Eligibility Any individual chapter who has completed numerous community service projects. No chapter is eligible to win two years in a row.

Application Apply at www.michiganbpa.org/community-involvement-award with all supporting documents included. All application documents must be submitted in a PDF format. Supporting photos may be submitted in JPG or PNG format.

The written summaries should be brief but provide thorough information. The description should list the organizations that members worked with and should describe what was accomplished. All members who participated should be listed for recognition purposes. Each activity must be listed on a separate page of the PDF document referenced above. Members can list any organizations helped from the beginning of the school year to the application deadline.

Evaluation The award winner will be selected by this year's state executive council. The evaluation will be based on the information provided as follows:
- Organizations supported
- Dates participated
- Total hours spent
- Description of contributions
- List of participating members
- Verification certification

Chapters may submit more than one activity online.

Award/Recognition The award consists of a plaque for the chapter to keep and proudly display in their school. The award will be presented during the state leadership conference.

Deadline Submitted online on or before **January 17, 2024**

Business Professionals of America-Michigan Association
Barbara Chambers Outstanding Advisor Award

Purpose　　　　　　To recognize local chapter advisors who have dedicated time and effort to promote the objectives of Business Professionals of America and have provided outstanding service to the association at the state level.

Eligibility　　　　　　BPA chapter advisors who have served a minimum of four years. Previous recipients of this award are not eligible.

Application　　　　　　The advisor must be nominated by any local chapter student member. The nomination must be signed by at least one chapter officer, excluding the nominating student member. Submit application form with necessary supporting documents as requested online at www.michiganbpa.org/barbara-chambers-outstanding-advisor-award. Supporting documentation must be submitted in PDF format.

The nominator must submit the following information about the advisor:
1. The typed, signed application form in PDF format (see last page)
2. A typed document with 1" standard margins with thorough responses to each question listed below. These responses should indicate why the advisor should be a recipient of this award. The document must be saved in PDF format.
3. One letter of recommendation from a ranking school official on school letterhead, scanned and saved in PDF format.
4. OPTIONAL: No more than one additional letter of recommendation will be accepted, scanned and saved in PDF format. If more than one letter of recommendation is received, the first letter in the packet will be reviewed and the remaining letters will be discarded.

Provide complete answers to the following seven questions:
1. How many years has your advisor served as a BPA chapter advisor?
2. What has your advisor done that you feel exemplifies outstanding work?
3. Describe your advisor's role at the local BPA level. How much time is spent working with BPA chapter members outside of school? What has your advisor helped coordinate for your chapter?

4. Describe your advisor's role at the state and regional BPA levels (years attending conferences, capacity of participation with students and the organization, etc.).
5. What leadership role has your advisor had at the regional level and/or on the Michigan BPA Joint Council?
6. How has your advisor assisted with the growth of the Michigan Association?
7. Describe your advisor's role at the national BPA level (years attending a NLC, capacity of participation with students and the organization, etc.).
8. How has your advisor contributed to the success of business education within the state of Michigan and outside of BPA? Please explain.
9. List anything else you feel we should know when considering your advisor for this award.

This award should be a surprise. Please submit this information without informing your advisor. You are encouraged to reach out to other advisors, school staff, community members, etc., to help you submit a strong application that provides a complete picture of all that your advisor has accomplished. ☺

Evaluation An anonymous selection committee will select the recipient of this award.

Award/Recognition The advisor will be presented with a plaque at the state leadership conference.

Deadline Submitted online on or before **January 17, 2024**

State Leadership Conference Information

FRAME YOUR FUTURE

52nd Annual State Leadership Conference
March 7-10, 2024 | Grand Rapids, MI

bpa | **MICHIGAN**
BUSINESS
PROFESSIONALS
of **AMERICA**

2024 Michigan BPA
State Leadership Conference
March 7-10, 2024
Grand Rapids, MI

SLC Registration Booklet

Business Professionals of America
Michigan Association
State Leadership Conference Registration Booklet

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2024 State Leadership Conference

Each year, the Michigan Association of Business Professionals of America holds an Annual State Leadership Conference ("SLC"). This function provides the wonderful opportunity for students from various parts of Michigan to demonstrate their skills in assessment events, leadership seminars, state executive council campaigns/elections, and much more. Inside this booklet, you will find the necessary information to plan an outstanding experience for you and your delegates.

WHAT'S NEW IN 2024

Information regarding the following new items will be included in this conference registration booklet

- ❖ Conference souvenir t-shirts will be available for purchase by chapters
- ❖ Statesman Torch Award recipients will be eligible to serve as conference interns on our photography/videography team
- ❖ Changes to the structure of ordering chapter photos and individual headshots at our photo student will be implemented this year.
- ❖ The staircase leading from the West Concourse area (near the Assessment Events Headquarters & Grading Room) up to the 3rd Floor Exhibitors Building is not accessible. The third floor is utilized for many competitions on Friday and Saturday. Conference attendees will be required to take the elevator located near the hotel's Sales & Catering Office in order to reach the 3rd Floor Exhibitors Building.
- ❖ The Lyon Street Motor Lobby that has been historically used for our conference for school bus drop-off and pick-up as well as shuttle buses to/from Davenport University is under construction. The motor lobby at the JW Marriott Hotel will be used for school bus and shuttle bus drop-off and pick-up. This motor lobby is located on Campau Ave NW at the corner of Pearl Street NW—directly across the street from the Amway Grand Plaza Hotel's motor lobby.

COVID-19 PROTOCOLS

Since COVID-19 is here to stay, Michigan BPA will continue to review CDC guidelines. All conference participants must follow current guidance from the U.S. Centers for Disease Control and Prevention ("CDC"), as well as state and local authorities. Participants who are currently COVID positive, at the time of the conference, should refrain from attending the conference. If a conference participant has been exposed to a person with COVID-19 within 10 days prior to the conference, they must wear a high-quality mask for the entire time they are around others indoors.

Face masks are optional for all conference participants.

You are encouraged to review the current CDC travel guidelines online at https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html.

An inherent risk of exposure to COVID-19 exists in any public place where people are present, even with the use of personal protective equipment and social distancing. COVID-19 is an extremely contagious virus that can lead to severe illness and death. Although Business Professionals of America ("BPA") has implemented necessary and appropriate safety and sanitation measures, attendance at the SLC may be hazardous and involve an unavoidable risk of illness due to contact with or proximity to people or things exposed to the coronavirus.

By attending the SLC with the express understanding of such potential hazards, you and your chapter's registrants knowingly and voluntarily acknowledge and assume the risk of such hazards. You expressly waive and release, to the fullest extent permitted by the law, any and all claims and potential causes of action, of any nature, against BPA on account of any and all injury, illness, and/or death arising out of or attributable to attendance at the SLC, COVID-19 related or otherwise.

You understand and acknowledge that BPA, its adult leaders and representatives may not be present at all times during SLC and cannot guarantee your safety or mitigate all risks involved in your participation in the SLC. Attendees should, at all times, follow BPA staffs' instructions and use their best judgment. BPA is not responsible for lost, stolen, or damaged property.

PUBLICATION, PROMOTIONAL RELEASE, AND USE OF IMAGES AND MATERIALS

You understand and acknowledge that, in conjunction with your participation in the SLC, BPA may capture photos, video, and other recordings of participants before, during, and after events at the SLC. You expressly authorize BPA and grant to BPA, without further consent, an irrevocable limited license to use, display, and reproduce any and all photos, video and/or other recordings of you and your chapter's registrants captured before, during and after events at the SLC by BPA in any medium or format. You acknowledge and agree you have no right to review or approve such materials before they are used, displayed, or reproduced. BPA may, but is not required to, use, display, and reproduce such photos, video, and other recordings of you/your chapter's registrants in future print materials, online materials (including the BPA website and its official social media accounts), signage, slideshows, podcasts, videos, and other uses in physical and digital forms. By participating in the SLC, you waive and release BPA from any and all claims relating to the use, display, and reproduction of such photos, videos, and recordings.

IMPORTANT INFORMATION

Please read all the information contained in this booklet. Although there is a lot to read, it is information you need in order to have an enjoyable conference. Below are key facts that will help you prepare for the conference.
★ First, read this booklet from cover to cover.
★ Make sure you have paid state and national dues. Membership dues payments must have been received by BPA in order to compete at the state leadership conference.
★ Inform members that they will be referred to as "delegates."
★ Schedule a meeting with members who are likely to attend and discuss the conference with them. You may consider inviting parents to attend this meeting.
★ During the meeting mentioned above, review the delegate code of conduct and dress code with your delegates. Discuss hotel guidelines, proper clothing, behavior, activity guidelines, packing techniques, and safety awareness regarding health, accident, and fire.
★ Review the conference schedule and plan your activities.
★ Plan for delegates to attend new and exciting legacy launchers. Legacy launcher descriptions will be posted on our website in early March.
★ Make copies of all conference forms.
★ Complete and send conference registration forms and fees to Business Professionals of America. **Incomplete forms or material will be assessed late fees.**
★ Complete and send hotel reservations and fees to the Amway Grand Plaza Hotel.
★ Study the current *WSAP Guidelines Handbook*. Discuss required procedures with event participants.

★ Pay close attention to the following deadlines:
December 1: To be eligible to compete at the state leadership conference, state and national dues must have been postmarked.

January 17: Barbara Chambers outstanding advisor award, chapter of the year award, community involvement award application, state executive council candidate application, and statesman torch award deadlines.

February 1: State conference registration (payment not required at this time), hotel reservation, and hotel deposit must be submitted.

February 1: Materials for Administrative Support Research Project, Advanced Desktop Publishing, Advanced Interview Skills résumé and cover letter only (do not send portfolio), Broadcast News Production Team, Computer Animation Team, Digital Media Production, Economic Research Individual and Team, Entrepreneurship business plans, Fundamental Desktop Publishing, Global Marketing Team business plans, Graphic Design Promotion, Interview Skills résumé and cover letter, Video Production Team, and Website Design Team must be submitted.

February 16: Team member substitution deadline (refer to page 22 for more details).

February 16: Additional housing reservation deadline. Housing change forms must be submitted in order to prepare changes before conference. Any increase or decrease to the number of beds needed for your chapter's room block must be indicated by this date. Name changes can be made up until your conference arrival date.

February 16: Refund request forms must be submitted in order to qualify for registration refund.

February 16: Do not submit addendum conference registrations to the state office after this date without permission as they may not be received in time for processing.

February 21: Tickets go on sale for awards session at www.michiganbpa.org/slc-awards-session-guests

February 28: State conference payment is due in full. Check payments must be postmarked, or credit card payment must be submitted online on or before this date.

March 1: Report any appointment event schedule conflicts to the state office.

Conference Arrival: Hotel balance payment due upon check-in on-site at the conference (for addendums only).

ATTENDANCE ELIGIBILITY

Many members are eligible to attend the state leadership conference with approval from their chapter advisor, school administrator, and parent or guardian. Each student attending must be an active dues-paid member of Business Professionals of America. Each member must also meet one of the following criteria:

★ A regional assessment event winner
★ A statesman torch award recipient
★ A state executive council candidate
★ A member selected by the local chapter advisor (maximum of four members per chapter)
★ Voting delegates, campaign managers, parade representatives, etc. must meet at least one of the above qualifications
★ Students officially registered to participate in national virtual competitions sponsored by National BPA, with a clear plan of activities to attend and participate in during the state conference

NAME BADGES AND WRISTBANDS

Name badges and wristbands for each conference registrant will be in the registration packets distributed to the advisors during registration pick-up at the conference. Name badges must be worn at all

conference events and activities. A charge of $3.00 will be assessed for a replacement badge, which will be available at the registration desk.

All conference attendees are required to wear conference wristbands at all times during the conference. Replacement wristbands are $10.00 each.

We will have alumni and volunteers monitoring the doors to all main events. For security purposes, we take these policies quite seriously and it is strictly enforced.

Furthermore, in order to allow students or test administrators/proctors that need to travel to Davenport University at specific times of the day, we will be identifying which students and advisors are eligible to ride on Davenport University buses at our peak times. Students' and advisors' name badges or wristbands will be scanned prior to being allowed to board the bus at their pre-scheduled time.
For safety precautions, delegates should not have name badges on display when walking on the streets and in public areas outside of the hotels or convention center facilities.

REGISTRATION INFORMATION

The registration fee includes:
- One meal function
- Entertainment
- Guest speakers
- Leadership development seminars
- Awards
- Conference souvenirs

- Assessment event personnel
- Shuttle buses
- Hotel security
- Facilities rental
- Conference materials and printing

Local advisors are responsible for completing all registration forms. Housing questions should be directed to the Amway Grand Plaza Hotel. Refer to the next section entitled "Hotel Information and Reservations" for hotel information.

A minimum of two advisors/chaperones is required. In addition, one advisor and/or chaperone is required for every ten students or portion thereafter. During the conference, one chaperone must be designated to remain on the hotel guest room floor at all times when students are present from your school. Please do not register an excessive number of chaperones.

All registered participants at the state conference must be registered hotel guests for the entire conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only if the refund request is submitted by the refund request deadline. (See the "Refund & Cancellation Policy" for more policy details.)

Questions regarding conference registrations should be directed to BPA State Office at 734.487.1700 or via email at help@michiganbpa.org.

Incomplete registrations will be assessed late fees. NO EXCEPTIONS!

Advisor/Delegate Advance Registration: Must be submitted online and postmarked on or before **February 1**-$99.00 per attendee (advisors and delegates). Payment via credit card will be charged a 2.2% credit card processing fee.

Special Guest/Chaperone Registration: Must be submitted online and postmarked on or before **February 1**-$85.00 per attendee (chaperones, parents, etc.). Payment via credit card will be charged a 2.2% credit card processing fee.

Late Registration: Submitted online and Postmarked <u>on or after</u> **February 1**-$115.00 per attendee (advisors, delegates, chaperones, parents, etc.). Payment via credit card will be charged a 2.2% credit card processing fee.

Onsite Registration: Michigan BPA does **NOT** have onsite registration for the state conference. All participants must be registered in advance.

Registration Pick-up: Registration will begin on Thursday, March 7, from 5:00-9:00 p.m. in the Center Concourse of the Amway Grand Plaza Hotel. Chapters staying at an off-site hotel will pick up their registration packets at their respective hotels if they are paid in full in advance.

VIP Chapter: Chapters that submit their registration materials postmarked by the registration deadline with 100% accuracy will be eligible to be recognized as our VIP chapter. A random drawing among all eligible chapters will be conducted. VIP chapters will receive immediate conference registration packet pick-up, front row seating at all general sessions, and the chapter president or designee will be invited to cut the ribbon during our opening session. The winning school will be notified prior to the conference.

Use the SLC Registration Accuracy Checklist available online at www.michiganbpa.org/slc-2024 to help double check that your registration is complete.

Submit the following to complete the conference registration and make a copy of all forms for your records:

1. Submit your registration via the conference registration system (CRS) website at www.michiganbpa.org/s-slc-registration.
2. Submit the hotel reservations via the conference registration website.
3. Submit the SLC Registration Invoice with payment for registration fees via one (1) check through the U.S. mail or credit card payment via website at www.michiganbpa.org/credit on or before **February 28, 2024**. If you pay online via credit card, nothing needs to be mailed to the state office.

Checks are **made payable to Business Professionals of America** and **mailed to:**
     Attn: SLC
     Business Professionals of America
     Eastern Michigan University
     208 King Hall
     Ypsilanti, MI 48197

IMPORTANT: If any of the above items are incomplete or missing, your registration will be subject to late fees. In addition, if the information is submitted online but required paperwork and payment are not postmarked by the deadline, late fees will be charged.   NO EXCEPTIONS!

HOTEL INFORMATION AND RESERVATIONS

Room Reservations: Must be submitted online and postmarked on or before **February 1**. Telephone reservations are <u>NOT</u> accepted. Questions regarding hotel accommodations should be directed to the Group Rooms Manager **Brittany VanderWal** at bvanderwal@ahchospitality.com or 616.776.6463.

The Amway Grand Plaza Hotel will process all reservations. Schools will be contacted in mid-February with their hotel assignment and any balance due invoices.

A deposit of $100 per room is due when your school's hotel reservations are submitted.

Housing Changes/Additional Rooms: Any increase or decrease to the number of beds needed for your chapter's room block must be indicated by **February 16**. Name changes can be made up until your conference arrival date. The housing change form must be <u>submitted</u> online by **February 16**. Completing the housing change form will help facilitate a smooth check-in process. This form must be filled out completely and sent directly to the Amway Grand Plaza Hotel or your assigned hotel. Changes submitted after **February 16** are not guaranteed and will be subject to the availability of the hotel.

Hotel/Rate Information:
Rooms with one or two guests may be placed into a room with one king-size bed. Triple or quad guest room accommodations may be assigned to a guest room with two queen beds or one king bed with a complimentary roll-a-way bed.

Roll-a-way beds are limited and only used in unique situations in rooms with a queen or king bed. Roll-a-way beds are <u>NOT</u> allowed in rooms with two beds under any circumstances at any hotel. Also, the hotel may be unable to put all of your students on the same floor. The hotel will provide Michigan BPA Staff with a rooming list by school and advisor, which will be used to help control student behavior.

Amway Grand Plaza Hotel
187 Monroe Ave. NW
Grand Rapids, MI 49503
Phone: 616.774.2000
BPA Contact: Brittany VanderWal, 616.776.6463, or bvanderwal@ahchospitality.com

Single/Double-$132   Triple/Quad-$152

Suites (Plaza Luxury, Tower Luxury, Junior Suite, and Superior Room) are available. Please contact Brittany VanderWal for suite rates. Please note your suite preference in the notes section of the General Reservation Information on the BPA Scheduler website. Suite requests are not guaranteed and are assigned on a first come, first serve basis. Your suite assignments will be confirmed via email by Brittany when confirmation codes are sent.

Courtyard Marriott at Plaza Towers
11 Monroe Ave. NW
Grand Rapids, MI 49503
Phone: 616.242.6618
BPA Contact: Erika Goins, egoins@ahchospitality.com

Single/Double-$131   Triple/Quad-$151

Suites range in price. Call hotel for details.

The 6% state tax and mandatory 9% county tax (subject to change at any time) are charged at both hotels. Your school may claim exemption from **state tax only** by completing a **Michigan Sales and Use Tax Certificate of Exemption Form** and submitting the county tax only. **This form is required by all chapters if you wish to be exempt from the 6% state tax.**

Submit the following to complete the hotel reservations and make a copy of all forms for your records:
1. Submit the Hotel Reservation Listing via the conference registration system (CRS) website. NOTE: If students and/or advisors from different schools are sharing a room, only one advisor should submit that particular reservation for both schools. DO NOT DUPLICATE THE RESERVATION. For room sharing, each chapter will be invoiced their portion of the room.
2. Submit a Tax-Exempt Form upon check-in at the hotel.
3. Submit a printout of the Hotel Invoice from the CRS website along with one (1) check only, for hotel deposit, payable to: Amway Grand Plaza Hotel. **Mail checks to:** Attn: BPA Reservations, Amway Grand Plaza Hotel, 187 Monroe Ave. NW, Grand Rapids, MI 49503.
   Credit card payments may be submitted online only at the following website: https://www.canarytechnologies.com/authorization/standard/amway-grand-plaza-hotel/7JPwtX4k8Wcl5rStl1uN. Please insert "BPA-'your school name'" in the "Notes" area of the website when prompted. If you paid via credit card, nothing needs to be submitted via U.S. mail.

Onsite check-in procedures:
- All advisors should go directly to the hotel check-in registration area upon arrival. All students and their luggage must to go the luggage holding area that will be identified by signs near the hotel entrance and check-in registration area. While students wait with the luggage, advisors will be able to get the room keys and conference registration materials. It is extremely important to follow this procedure so that we do not have total confusion that creates an unsafe environment.
- Hotel registration is officially at 4 p.m. each day. Access to hotel rooms for early arrivals is not guaranteed. If any of your rooms are not available by 8 p.m., you will not be required to pay for the first night's stay for any rooms that were not available by our guaranteed 8 p.m. check-in time.

Check-out procedures:
- Check-out time on Sunday is 11:00 a.m. Therefore, please plan to load your vehicles prior to the start of the awards session or check your luggage with guest services. After the awards session, you can simply be on your way. Otherwise, if everyone attempts to go back to his or her room and pick up luggage, the elevator crowds will cause extreme delays.

HOTEL COURTESIES AND SUGGESTIONS

- Be sure you are properly registered in the hotel.
- Local telephone calls from guest rooms are charged to your rooms at rates published in hotel materials in each guest room.

- Window curtains should be drawn when lights are on in your rooms. Be completely dressed when outside your room according to the dress code included in this booklet.
- Do not leave money or valuables unattended in your room or hotel lobby. Keep your room door closed and locked at all times. If someone knocks, find out who it is before opening the door. Make certain the night-lock is on.
- Be courteous to all other hotel guests while using the elevators and escalators.
- Dress neatly and appropriately for the occasion. Please refer to the dress code. We are guests of the Amway Grand Plaza Hotel, Courtyard Marriott, Davenport University, and DeVos Place Convention Center and we should respect their facilities. Delegates represent the image of our organization as well.

PARKING

Parking for school and charter buses is free and information is included on the parking map in terms of where the buses should park. School and charter buses that are staying overnight must request information from the hotel upon arrival in order to be directed to the appropriate parking lot. Parking rates, per vehicle, per night are as follows:

Amway Grand Plaza: Self-parking-$35   Valet parking-$39
Courtyard Marriott: Self-parking-$24   Valet parking-$39

REFUND & CANCELLATION POLICY

All refund requests will be processed after the state leadership conference. Refunds will be paid to the chapter requesting the refund by the required deadline. All requests for registration refunds must be submitted online via the registration refund request form at www.michiganbpa.org/slc-registration-refund-request. **If this form is not used, a refund will not be granted.** All requests submitted online on or before **February 16** will receive a $40.00 refund. No requests for refunds will be honored after this date under any circumstances whatsoever; this includes no exceptions for COVID-19 or other illnesses.

All registered participants at the state conference must be registered hotel guests for a minimum of Friday through Saturday nights during conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only if the refund request is submitted by the refund request deadline. Traveling to and from the conference in order to accommodate other non-BPA events is prohibited. Students who are not registered at the hotel for the minimum hotel night requirement or leave the conference prior to the conclusion of the conference will be disqualified from their competition.

CONFERENCE T-SHIRTS

This year, we will have a conference t-shirt that chapters may purchase. The t-shirt will be designed around the 2024 SLC Theme "Frame Your Future." The t-shirts will be heavyweight 100% cotton t-shirts.

T-shirts must be pre-ordered with the conference registration via the conference registration system (CRS) website. Please pre-order your shirts when you register for the conference, as these special shirts will not be available for purchase on site at the conference.

T-shirt prices are as follows: S through XL are $10.00; 2XL and 3XL are $13.00; 4XL is $14.00.

GRAND RAPIDS VISITORS INFORMATION

Make your trip to Grand Rapids an exciting one. The Grand Rapids/Kent County Convention & Visitors Bureau is standing by to assist your chapter with tour destinations, eating locations, and much more. Please contact the bureau directly for more information or visit their website at www.experiencegr.com. The visitors' bureau is located one block from the Amway Grand Plaza Hotel. Their address is 171 Monroe Ave. NW, Suite 545. Grand Rapids, MI 49503. Their phone number is 616.258.7388.

STATE EXECUTIVE COUNCIL CANDIDATES

Business Professionals of America is looking for students with leadership skills, excellent communication skills and high ideals. If you have a student interested in campaigning for state executive council, please download the state executive council candidate application from our website at www.michiganbpa.org/state-officer-candidates. Complete state executive council candidate applications must be submitted on or before **January 17**.

If your students are interested in running for state office, make sure they do not delay requesting a candidate application.

ADVISOR RESPONSIBILITIES

Please remind yourselves of the advisor code of ethics that you signed earlier this school year. Advisors are responsible for setting a positive example for the student members; this includes following the dress code as well. All chapter advisors are responsible for the well-being of their students throughout the entire weekend. This means not leaving the hotel after curfew hours.

Please keep in mind that all advisors also have other responsibilities to ensure a successful conference. These responsibilities include serving as administrators, proctors, graders, etc. It is important that your students know how to contact you at all times. We must work together to make sure all students have a pleasant experience. Treating everyone fairly and assisting whenever and wherever needed will guarantee a comfortable atmosphere.

Please make sure your students have your mobile phone number where they can reach you at all times. When you arrive for registration, we will also request that you leave your mobile phone number with our staff so we may reach you in emergency situations.

CONFERENCE HIGHLIGHTS

The opening session, dinner session, awards session, and open event testing will be held in the DeVos Place Convention Center. The DeVos Place Convention Center is located on Monroe Avenue directly next to the Amway Grand Plaza Hotel. Please use the skywalk entrance from the Amway to the convention center.

Legacy Launchers have been planned for all members on Friday and Saturday. Attendance is expected of all members unless they are involved in another event at the time of these dynamic leadership development seminars. Participation for each seminar will be limited to the first 200 people that arrive. Any delegate who attends three or more legacy launchers and visits three or more college fair booths, and complete the college fair questionnaire, will receive a certificate of achievement.

The **parade of presidents** will be held on Friday evening. Your chapter president or representative should be prepared to participate. Instructions for the parade will be given at the annual business meeting (voting delegates/president's meeting). A chapter representative may attend if the chapter president is involved in another event or not attending the SLC. Chapter presidents or representatives should carry a sign with the school colors and name on both sides. A mascot may be used on the sign. The sign should be no longer than 22" by 28". Presidents must bring the signs to the voting delegates/president's meeting (annual business meeting). Please refer to the additional sign guidelines developed by the current state officer team

The **opening session** is one of the main highlights of the conference. This event is designed to officially start the conference activities. It includes the parade of presidents and the presentation of various chapter awards. In addition, candidates for state executive council will give their campaign speeches at this session. Students who have excelled in the torch awards program will receive their statesman award pin during this session. Statesman award certificates will be placed in your chapter's registration packet.

The **annual business meeting (voting delegates/president's meeting)** will be conducted prior to the opening session. All official business will be transacted by the voting delegates during this meeting. **Chapter voting delegates and chapter presidents** must attend this meeting. They should be seated no less than 15 minutes prior to the start of the session. Each chapter is allowed to have a maximum of two (2) voting delegates. If your voting delegate(s) are not in attendance upon the call of your school, you lose a vote for each voting delegate not in attendance. Voting delegates must also attend the entire opening session—no excuses or exceptions! If voting delegates leave any time before the annual business meeting or opening session is adjourned, their votes will be lost. Voting delegates are required to vote during the meet the candidates campaign rally (see below). Voting delegates should be knowledgeable about Business Professionals of America, possess strong leadership skills, and be responsible enough to guarantee their attendance at all required functions.

The **meet the candidates campaign rally** will give members an opportunity to meet and talk to the state executive council candidates. Voting will take place throughout this rally on Saturday between 2:30-3:45 p.m. Only voting delegates will be allowed for the first 30 minutes.

An **advisor open forum** will be held to give advisors an opportunity to share information regarding what had taken place during the SLC. This forum will be held on Saturday from 9:00-9:30 p.m. Your input can help improve future conferences and our workplace skills assessment program.

All regions hold **advisors' meetings** for their specific region during the state leadership conference. Check the conference schedule, and confirm with your regional advisor to make sure you don't miss a meeting that might be scheduled for your region.

The **awards session** will commence on Sunday morning. Workplace skills assessment program awards will be given out and the torch ceremony will be held during this session. During the torch ceremony, we ask that you refrain from talking, clapping, and taking photographs. Students will not be allowed on stage to receive their awards if they are not properly dressed according to the dress code. There is no pre-determined ending time for the awards session; however, it traditionally ends around 11:15 a.m.

HEADSHOT PHOTO STUDIO & CHAPTER GROUP PHOTOS

BPA alumni member Michael Croff has been taking serving as our conference photographer/videographer since 2014. His company, Boldly Told Video, will be offering headshots and chapter photos again for the 2024 SLC.

They have taken suggestions from advisors and are offering one package that includes a chapter team photo and a professional headshot for all of your chapter's participants and advisers. All volunteers and other guests may purchase a headshot for $25.

Rate: $100+$1 per headshot
Final deliverables: We will email the chapter adviser the group photo and all headshots for their chapter via a Dropbox link. The images will be labeled by name. Participants will receive their headshot via SMS text message. Group photo delivered within 14 business days. Headshots delivered within 30 business days.

Sign-up for your photo package and time slot online at www.michiganbpa.org/slc-photos. Payments must be made via credit card. After booking you will be sent an email regarding scheduling for one of these slots in 15-minute intervals during the following item slots:
March 10: 8:30-10:00 AM (Last group photo 9:45 AM)
March 10: 3:30-6:00 PM (Last group photo 6:00 PM)
March 11: 8:00-8:30 AM (Last group photo 8:30 AM)
March 11: 4:00-5:45 PM (Last group photo 5:45 PM)

SLC MEDIA TEAM STUDENT INTERN VOLUNTEERS

The SLC Media Team is seeking individuals attending the 2024 Michigan BPA State Leadership Conference who are interested in or have experience with photography, video and editing. This is an opportunity to assist the staff of professional photographers and videographers to capture the following items:
- Event photos (participants socializing, attending events and competing)
- Event video
- LinkedIn headshots
- Chapter group photos
- Video editing for the Conference in Review Video shown Sunday morning at the awards session
- Photo editing

Please note: Due to busy schedules, volunteers will choose only one of these tasks.

The ideal candidate is a Torch Award recipient or any conference participant who will have adequate free time during the conference (at least six hours). Your volunteer time will be scheduled and you will receive adequate training to use our equipment. Your hours for training and working will be logged and may be used for volunteer service hours. **We expect volunteers to schedule 6-9 hours for the entire conference weekend.** We will communicate before the SLC via multiple Zoom meetings and emails for training and planning. See bottom for the volunteer process.

Our conference photographer, Michael Croff of Boldly Told Video, will lead the SLC Media Team. He will be your coach to exercise your skills in photography and video. The ideal candidate is someone who has an interest in:
- Growing skills photo/video for their career in business or IT
- Making photo/video a career
- Attending a college for film, game design, marketing, etc.
- Starting your own small business

The SLC Media Team understands that few volunteers already possess the skills of an experienced photographer or videographer. However, we expect our volunteers to exercise and grow the following skills before and during the conference:
- Photography: Have an overall eye for photography, such as the rule of thirds, using foreground and converging lines. Have a general understanding of ISO, aperture, shutter speed and flash
- Videographer: Have an overall understanding of cinematography, such as the four-shot rule and focal lengths. Have a general understanding of ISO, T-stop, ND filters
- Video editor: Know the basics of Davinci Resolve/Premiere Pro
- Photo editor: Know the basics of Lightroom Classic

For questions or to apply, please contact Michael Croff via email mike@boldlytoldvideo.com. The volunteer process is as follows:
1. Email Michael Croff to set up a meeting to discuss the role by Dec 31.
2. SLC Media Team meeting first week of January.
3. Confirm you will be attending SLC. **We will help build your volunteer schedule and have it approved by your chapter advisor.**
4. SLC Media Team meeting second week of February.
5. Individual training meetings for your specific role.
6. Thursday March 7, 2024: Check in at the SLC Media Team office (next to BPA Information Desk/Courtesy Corps) before the Thursday Night Activity.

DINNER SESSION AND DANCE

All conference participants-students, advisors, chaperones, spouses, and administrators-are expected to attend the **dinner session** on Saturday evening. Banquet tables will be preassigned. Schools receiving special recognition on Saturday will be seated in front to eliminate lengthy walks to the stage. Table assignments will be included in your conference registration packet or posted at the registration desk on Friday afternoon.

Professional attire is required for the dinner session. In past years, many individuals have donned their formal attire, which is also appropriate, to make the evening much more elegant.

Appropriate behavior at the dinner session is extremely important. Please make sure your students know these simple basic dinner etiquette items:
- remain seated at all times;
- do not begin eating until the invocation has been given;
- refrain from talking during parts of the program where people are speaking at the lectern;
- focus attention to the head table during the program;
- do not leave the ballroom unless it is an emergency; and,
- treat the servers/banquet staff with respect.

Your cooperation in making sure your students are well behaved during this session is appreciated. Important dignitaries will be in attendance and student behavior is extremely important. You may consider reviewing other detailed dining etiquette materials.

Various special recognition awards will be presented during the dinner session. Also, the current state executive council will bid farewell.

Installation of the new state executive council will take place during the dinner session. This is a very meaningful ceremony; therefore, we ask that each chapter remain seated and as quiet as possible.

A **dance** with upbeat music will take place following the dinner session. Professional or formal attire must be worn to the dance.

SPECIAL MEAL REQUESTS: VEGAN AND GLUTEN-FREE MEALS

Vegan or gluten-free meals are requested by selecting that item during the registration process at the conference registration system website at www.michiganbpa.org/s-slc-registration. If you have an attendee who needs special accommodations over and above vegan or gluten-free options, please complete a Special Accommodations Meals Request Form. This includes special food allergies.

Special meal request forms must be submitted online on or before **February 7.** The special meals request form is located at www.michiganbpa.org/slc-special-accommodations-request.

SPECIAL ACCOMMODATIONS

Please complete a special accommodations request form for any delegate who has a physical handicap, special dietary restrictions, or needs personalized assistance. This is extremely important for both Business Professionals of America and all hotel sites. Business Professionals of America is committed

to providing equal access to all persons in admission to, access to, or operation of its programs or services. If you have any individuals with disabilities who need special accommodations, please complete the special accommodations request form to secure special assistance. This includes ESL, mobility, hearing, visual, special seating during general sessions, assistance getting onto stages, special hotel accommodations, etc.

Special accommodations request forms must be submitted online at the same time as the chapter registration. Business Professionals of America will not be responsible for fulfilling requests that are not submitted by **February 7**. The special accommodations request form is located at www.michiganbpa.org/slc-special-accommodations-request.

Chapters that plan to make their own arrangements for their students requiring special accommodations must also complete the form. Keep in mind that people that assist students with their assessment events should not be completing the tests; their role is to only assist the student with getting to and from the event.

SPECIAL NOTE: Sign language interpreters, if needed, will sit beside the individual who needs such services. Interpreters will not be allowed on stage during any general session.

DELEGATE CODE OF CONDUCT & DRESS CODE

Please make sure you have distributed and reviewed the Delegate Code of Conduct and Dress Code with your students. It is ideal if you share this information with their parents as well. Visit www.michiganbpa.org/advisors to download these documents.

DELEGATE CODE OF CONDUCT PENALTIES

A conduct agreement form, which is provided online at http://www.michiganbpa.org/slc-2024, must be completed for each delegate. Please review the delegate code of conduct with chapter members. Remember that the hotel properties provide excellent opportunities to help your students become familiar with and be comfortable in a business atmosphere. Your assistance in teaching such things as elevator courtesy, proper conduct among other hotel guests, dining etiquette, and proper business attire can be very beneficial for the students as they prepare for employment.

The following are penalties for violating the delegate code of conduct:
A. **Expulsion from the conference and disqualification from competition:** any use or possession of illegal drugs or alcohol, damage to property done intentionally, and gross violation of male and female room regulations.
B. **Elimination of recognition at awards ceremony, disqualification of the individual or entire school delegation from all activities, probation, contest disqualification, or other appropriate action:** violation of any portion of the delegate code of conduct not specially mentioned in item A above.

Violations of the delegate code of conduct will be reported to school administrators and parents immediately after the conference has concluded.

AWARDS SESSION TICKET INFORMATION

Tickets for the awards session for parents will be sold using Eventbrite. Instead of putting awards session guest wristbands inside the registration bags for the various chapters, parents who purchase a ticket will be instructed to print and bring their paper ticket with them and they will exchange the ticket for the wristband.

1. Tickets for the event will cost $5.00 per person plus an additional $1.27 ticket processing fee. Proceeds from all ticket purchases will be used for the Michigan BPA Scholarship Fund. All credit cards are accepted via online purchase only.
2. A maximum of two (2) tickets may be purchased per household, with a maximum of 10 tickets from any one school. If a school exceeds their maximum limit, tickets will be refunded to those who ordered last.
3. Once the parent purchases a ticket online, they will immediately receive a ticket to the event via e-mail (as a PDF). They will be required to print and bring this ticket, along with a valid picture id, with them to the event.
4. BPA Guest wristbands will be provided at the door once the individual provides his/her ticket. Each ticket is unique for each individual.
5. Seating will be limited to 125 participants on a first-come, first-served basis.
6. Tickets go on sale on **Wednesday, February 21, 2024 at 11:00 AM** (Eastern Time) and will be available until the event sells out or March 5, whichever occurs first.
7. Refunds for ticket purchases are allowed up to 7 days prior to the event. Refunds that are processed will automatically put the seats back into inventory. Therefore, seats may open up from time to time prior to the awards session. No tickets will be sold after March 5, 2024.
8. Visit www.michiganbpa.org/slc-awards-session-guests to purchase tickets.

TRAVELER SAFETY TIPS

- Wear your name badge and wristbands at all times inside the hotels and convention center for security reasons; otherwise, you may be asked to leave the premises.
- Don't wear your name badge around town.
- Don't answer the door in a hotel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
- Close the door securely whenever you are in your room and use all of the locking devices provided.
- Don't invite strangers into your room.
- When returning to your hotel late in the evening, use the main entrance to the hotel. Be observant and look around before entering parking lots.
- Don't needlessly display guest room keys in public or carelessly leave them on restaurant tables, at the swimming pool, or other places where they can be easily stolen.
- Don't draw attention to yourself by displaying large amounts of cash or expensive jewelry.
- Place all valuables in a hotel's safe deposit box.
- Carry a belt pack or a small purse that falls under your upper arm. Long straps are easy targets. Also, do not leave unattended purses on or under tables or hang them on the back of your chair in restaurants. They are easy targets.
- Do not leave valuables in your vehicle.
- Walk on the side on the street where parking is not allowed.
- Check to see that all sliding glass doors or windows and any connecting doors are locked.
- If you see any suspicious activity, please report your observations to the hotel management.

<u>NONDISCRIMINATION POLICY</u>

It is the policy of Business Professionals of America, Michigan Association, that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age, or disability.

2024 State Leadership Conference Deadlines

Item	Deadline	Mailing address
▪ Barbara Chambers Advisor of the Year Award	Submitted online on or before January 17, 2024	Visit www.michiganbpa.org/barbara-chambers-outstanding-advisor-award to submit the application
▪ Chapter of the Year Award	Submitted online on or before January 17, 2024	Visit www.michiganbpa.org/cotyaward to submit the application
▪ Community Involvement Award	Submitted online on or before January 17, 2024	Visit www.michiganbpa.org/community-involvement-award to submit the application
▪ State Executive Council Candidate Application	Submitted online on or before January 17, 2024	Visit www.michiganbpa.org/state-officer-candidates for details
▪ Torch Award (Statesman)	Submitted online on or before January 17, 2024	Visit https://register.bpa.org/members to submit torch awards résumé
▪ Administrative Support Research Project-Individual ▪ Advanced Desktop Publishing ▪ Advanced Interview Skills résumé/cover letter (do not send portfolio) ▪ Broadcast News Production Team ▪ Computer Animation Team ▪ Digital Media Production ▪ Economic Research Individual ▪ Economic Research Team ▪ Entrepreneurship business plans ▪ Fundamental Desktop Publishing ▪ Global Marketing Team business plans ▪ Graphic Design Promotion materials ▪ Interview Skills résumé/cover letter ▪ Video Production Team ▪ Website Design Team	Submitted online on or before February 1, 2024[1] **Keep backup copies as needed.** **Remember, signed Release Forms, if applicable, must also be submitted along with the contestant materials.**	For submission instructions, refer to the document entitled "*Presubmitted Contestant Materials to Be Submitted in PDF Format for 2024 SLC*"
▪ SLC Registration	Submitted online on or before February 1, 2024	Submitted online via www.michiganbpa.org/s-slc-registration
▪ SLC Hotel Reservations	Submitted online on or before February 1, 2024	Submitted online via www.michiganbpa.org/s-slc-registration and deposit postmarked to: Attn: BPA Reservations Amway Grand Plaza Hotel 187 Monroe Ave. NW Grand Rapids, MI 49503

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[1] Contestants who do not submit pre-submitted work will be removed from said competition.

Item	Deadline	Mailing address
▪ Special Accommodations Request Form	Submitted online on or before February 1, 2024	Submitted online at www.michiganbpa.org/slc-special-accommodations-request
▪ Special Meals Request Form	Submitted online on or before February 7, 2024	Submit online via the conference registration website OR for extremely detailed special requests submit online at www.michiganbpa.org/slc-special-accommodations-request
▪ Team Member Substitution ▪ RLC Alternate Substitution for Pre-submitted events	Contact State Office by February 16, 2024	Email state director
▪ Registration & Cancellation Refund Requests	Submitted on or before February 16, 2024	Submitted online at www.michiganbpa.org/slc-registration-refund-request
▪ Housing Changes (roommate changes and additional rooms)	Received on or before February 16, 2024	Submitted online at www.michiganbpa.org/slc-housing-change
▪ SLC Registration Payment Deadline	Postmarked on or before February 28, 2024	Credit card payment submitted online via www.michiganbpa.org/credit **or** check payments postmarked to: Attn: SLC Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239
▪ Appointment Event Schedule Conflict Notification (valid/legitimate scheduling conflicts only; see SLC Registration Booklet for more details)	Contact state office by March 1, 2024	Email state director
▪ SLC Hotel Balance Due	Submitted upon arrival at check-in on-site at the conference	

Assessment Event Information

Be sure to follow the guidelines outlined below in addition to the current *WSAP Guidelines Handbook*.

Event Registration
- Final event qualification will be confirmed based upon the regional winners lists as verified by the regional advisors. Each event in which a conference delegate is participating must be indicated in the BPA Conference Registration System website. Chapter advisors are responsible for ensuring students are registered for all events in which they qualified.
- All event alternate substitution changes must be made by the regional advisor to the state office by **February 16, 2024.**
- Fifteen (15) events have presubmissions. **Administrative Support Research Project**, **Advanced Desktop Publishing, Advanced Interview Skills** (résumé/cover letter only; do not send portfolio), **Broadcast News Production Team, Computer Animation Team, Digital Media Production, Economic Research Individual, Economic Research Team**, **Entrepreneurship** (business plans), **Fundamental Desktop Publishing**, **Global Marketing Team** (business plans), **Graphic Design Promotion**, **Interview Skills** (résumé/cover letter), **Video Production Team,** and **Website Design Team** materials must be mailed (if required) or submitted online to the state office with a deadline of 5:00 p.m. (Eastern Time) on **February 1**.

Computer Events
- Tests using computers will be held at Davenport University— Grand Rapids. Buses to Davenport University will depart from the JW Marriott Plaza Hotel Motor Lobby on Campau Avenue NW.
- Any student missing a bus will need to provide their own method of getting to Davenport University and will only be given the time remaining if the test has already started. Otherwise, students missing the bus will <u>not</u> be allowed to make up the test(s). The one-way travel time to Davenport University is 30 minutes. Please plan accordingly based upon the start time of your student's competition times. A bus schedule is posted online at www.michiganbpa.org/slc-2024.

Schedule Conflicts
- Appointment times for all judged events will be preassigned. Appointment times will be posted on the conference registration system website at the end of February. Any scheduling conflicts should be reported to the state office by the chapter advisor by **March 1**.
- Students who qualify for multiple events with conflicting times will be allowed to take only one of their events. The next regional qualifier will be permitted to take their spot in the contest they decide to drop. This does **not** apply to students competing in two judged events that are held on the same day.

Student Contest Rescheduling
BPA will <u>not</u> reschedule any student's competitive events in order to accommodate any non-BPA activities or events. Any competitive event scheduling conflicts for both judged and non-judged events must be reported to the state office by the appropriate deadline. Rescheduling for approved events only (see "Schedule Conflicts" above) will be completed prior to the conference. Absolutely no rescheduling will be done on site at the SLC. Traveling to and from the conference in order to accommodate other non-BPA events is prohibited. Students who are not registered at the hotel for the minimum hotel night requirement or leave the conference prior to the conclusion of the conference will be disqualified from their competition.

Team Member Substitution

A team that qualifies to attend the SLC may change its team members as long as at least one of the original team members still remains on the team. Advisors may register the appropriate individuals in the team event through the conference registration system by the indicated registration deadline without the need to inform the state or national office of its team member changes. After the conference registration deadline, team member substitutions will be made only for extenuating circumstances if the alternate is available for the time slot the team has been assigned. Such team member changes must be given to the state director on or before **February 16.** After that date, substitutions will be made only if the alternate is available for the time slot the team has been assigned.

It should be noted that as long as you have the minimum number of team members for the event, you do not have to substitute a team member for a new team member if a team member drops. You must let the state office know that a member who is registered as a team member will no longer be attending the conference. We must be notified of such fact by **Thursday, March 8, at 9 PM**.

Miscellaneous

- Review the current *WSAP Guidelines Handbook*. If you have not obtained a copy, do so immediately. The *WSAP Guidelines Handbook* can be downloaded from www.michiganbpa.org/competitive-events.
- Only event participants and authorized personnel will be allowed inside the testing/competition room at the various testing sites.
- You must wear your conference name badge and wristband to all conference events.
- Appropriate attire must be worn to all assessment events. (See "Dress Code.") Violations will result in a 10% deduction of the contestant's total score.
- **Merit Scholar** tests will be available to all members and advisors with open event testing. This objective test will cover facts about Business Professionals of America. Sources for study include the National and Michigan BPA websites. All contestants who pass the test with a 90% proficiency will be recognized at the awards session. Members and advisors who enter this contest will be well prepared to take the national merit scholar test at the NLC. Once a Merit Scholar—always a Merit Scholar!

2024 Computer Software Listing

All contests will be held on Windows-based computers. **Any changes in software options will be communicated to each chapter. In some cases, only the chapters affected by the change will be notified.**

All computers at Davenport University have Windows 10

Event	Software (all applications are Windows-based)
Administrative Support Team	Microsoft Office 2019
Advanced Desktop Publishing	***Prepared at home or school—must be Adobe software**Students must provide their own equipment per event guidelines. Tests will be available to all qualifying students via the Judge Pro website on January 15, 2024. Student work must be uploaded to the Judge Pro website no later than February 1 and the student must be registered to attend the state conference.*
Advanced Office Systems & Procedures	Microsoft Office 2019
Advanced Spreadsheet Applications	Microsoft Excel 2019
Advanced Word Processing	Microsoft Office 2019
Basic Office Systems & Procedures	Microsoft Office 2019
C# Programming	Students must provide their own equipment per the event guidelines
C++ Programming	Students must provide their own equipment per the event guidelines
Database Applications	Microsoft Access 2019
Financial Analyst Team	Students must provide their own equipment per the event guidelines
Fundamental Desktop Publishing	***Prepared at home or school—whatever is available at your school** Students must provide their own equipment per event guidelines. Tests will be available to all qualifying students via the Judge Pro website on January 15, 2024. Student work must be uploaded to the Judge Pro website no later than February 1 and the student must be registered to attend the state conference.*
Fundamental Spreadsheet Applications	Microsoft Excel 2019
Fundamental Word Processing	Microsoft Office 2019
Fundamentals of Web Design	Microsoft Notepad
Health Administration Procedures	Microsoft Office 2019
Integrated Office Applications	Microsoft Office 2019
Intermediate Word Processing	Microsoft Office 2019
Java Programming	Students must provide their own equipment per the event guidelines
Legal Office Procedures	Microsoft Office 2019
Python Programming	Students must provide their own equipment per the event guidelines

Instructions for Completing Conference Registration

Refer to the BPA Conference Registration System Chapter Advisor Manual 2023-2024 (PDF) for detailed instructions on how to submit your chapter registration. **Errors, incomplete forms, or missing materials will subject the chapter to late fees.**

The website address to register for the conference and make hotel reservation is www.michiganbpa.org/s-slc-registration.

2024 SLC Tentative Schedule of Events
(Please note that times and locations are subject to change.)

TENTATIVE AS OF 10/8/2023
FINAL/OFFICIAL VERSION WILL BE PUBLISHED ON THE CONFERENCE MOBILE APP

A: Amway Grand Plaza Hotel **DU:** Davenport University **CC:** DeVos Place Convention Center
JW: JW Marriott Hotel

Special Information for Judged Events

Student arrives late for a judged contest: (Judged contests are contests which involve unique appointment times.) If the student is late because the student was competing in another judged contest that ran over the scheduled time, the student should receive a competition pass from the contest administrator of the contest they were involved in. Once the competition pass is submitted to the contest administrator of the contest for which the student arrived late, the student will be allowed to compete in a different or the last time slot. The rescheduled time will be based upon what is convenient for judges and the administration of the contest. If a student arrives late because that student was competing in another written/computer contest that was scheduled at the same time or because of any type of carelessness such as oversleeping, that student will not be allowed to compete. Administrators will submit any competition passes received during their contest to the CEAC representative at the end of the competition.

Judged Event Finals Postings: On Saturday, listings of finalists for those contests having finals will be posted at the location where the final round will be held. Finalists will be posted between 12:30-1:30 p.m.; therefore, please bring all necessary materials with you when you review the finals listing. In addition, finalists will be posted on our conference mobile app. Results from Friday preliminary events will also be posted on our conference mobile app. Results will **NOT** be posted at Courtesy Corps.

DAY/DATE/TIME	EVENT	SITE
Thursday, March 7, 2024		
12:00pm-8:00pm	Luggage Holding	A
5:00pm-9:00pm	Registration Open Information Desk (Courtesy Corps) (Additional satellite check-in will be provided at all hotels on Thursday)	A
7:00pm-8:45pm	Assessment Events Headquarters	A
8:00pm-9:30pm	Special Event Hosted by State Executive Council (Open to all delegates)	A
9:00pm-9:45pm	Administrators/Proctors/Graders Meeting for all computer and non-judged events	A
10:00pm-10:30pm	Alumni/Volunteer Staff Meeting	A
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels
Friday, March 8, 2024		
7:00am-4:00pm	Assessment Events Headquarters	A
7:00am-7:00pm	Registration Open Information Desk (Courtesy Corps)	A

DAY/DATE/TIME	EVENT	SITE
7:30am-4:00pm	Davenport University Shuttle Bus Pickup (Near Sales & Catering Office/Fine Arts Room)	A
8:00am-9:00am	SQL Database Fundamentals	A
8:00am-6:00pm	Luggage Holding	A
8:00am-6:00pm	Coat Check	A
8:15am-8:45am	Judges & Administrators Meeting for Financial Analyst Team, Prepared Speech, and Presentation Individual	A
8:30am-9:30am	Banking & Finance	A
8:30am-10:00am	Headshot & Group Photo Studio *(Group photos are prescheduled)*	A
8:30am-10:00am	Fundamental Word Processing	DU
8:30am-10:00am	Intermediate Word Processing	DU
8:30am-10:00am	C# Programming (Session 1) C++ Programming (Session 1) Java Programming (Session 1) Python Programming (Session 1)	A
8:30am-10:30am	Advanced Word Processing	DU
8:30am-10:30am	Fundamentals of Web Design	DU
8:30am-3:30pm	Financial Analyst Team	A
9:00am-9:45am	Judges & Administrators Meeting for Broadcast News Production Team Computer Animation Team Economic Research Team Global Marketing Team Video Production Team	A
9:00am-2:00pm	State Executive Council Candidate Interviews	A
9:00am-7:00pm	Grading Room	A
9:15am-12:15pm	Prepared Speech (Preliminaries) Section 1 Section 2 Section 3	A A A
9:15am-1:00pm	Presentation Individual (Preliminaries) Section 1 Section 2 Section 3 Section 4	A A A A
9:30am-10:30am	Computer Security	A
10:00am-10:30am	Judges & Administrators Meeting for Parliamentary Procedure Team	A
10:00am-11:00am	Personal Financial Management	A
10:00am-1:00pm	Computer Animation Team	A
10:00am-3:30pm	Economic Research Team	A
10:00am-3:30pm	Video Production Team	A
10:00am-4:00pm	Exhibits Open	A
10:00am-4:00pm	Broadcast News Production Team	A
10:00am-4:00pm	Global Marketing Team	A

DAY/DATE/TIME	EVENT	SITE
10:15am-11:45am	C# Programming (Session 2) C++ Programming (Session 2) Java Programming (Session 2) Python Programming (Session 2)	A
10:30am-12:30pm	Advanced Spreadsheet Applications	DU
10:30am-12:30pm	Fundamental Spreadsheet Applications	DU
10:30am-12:30pm	Integrated Office Applications	DU

10:30am-3:00pm	Parliamentary Procedure Team
	   Preparation
	   Demonstration
		
		A
		A

11:00am-11:45am	Legacy Launcher #1	A
11:00am-11:45am	Legacy Launcher #2	A
11:00am-12:00pm	Computer Network Technology	A
11:30am-12:30pm	Business Law & Ethics	A
11:30am-2:00pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:30pm-1:30pm	Device Configuration & Troubleshooting	A
12:30pm-2:00pm	Administrators & Proctors Meeting for all Saturday Judged Events	A
12:30pm-2:30pm	Advanced Office Systems & Procedures	DU
12:30pm-2:30pm	Basic Office Systems & Procedures	DU
12:30pm-2:30pm	Database Applications	DU
1:00pm-1:45pm	Legacy Launcher #3	A
1:00pm-1:45pm	Legacy Launcher #4	A
1:00pm-2:00pm	Proctors Meeting for Open Event Personnel & Staff	A
1:00pm-2:20pm	Payroll Accounting	A
2:00pm-2:45pm	Legacy Launcher #5	A
2:00pm-2:45pm	Legacy Launcher #6	A
2:00pm-3:00pm	Network Administration Using Cisco	A
2:30pm-4:30pm	Administrative Support Team	DU
2:30pm-3:50pm	Health Administration Procedures	DU
2:30pm-3:50pm	Legal Office Procedures	DU
3:00pm-5:00pm	Advanced Accounting	A
3:00pm-5:00pm	Fundamental Accounting	A
3:30pm-4:30pm	Server Administration Using Microsoft	A
3:30pm-6:00pm	Headshot & Group Photo Studio *(Group photos are prescheduled)*	A
5:00pm-6:00pm	Linux Operating System Fundamentals	A
6:30pm-7:00pm	Annual Business Meeting (Voting Delegates/Chapter Presidents must be seated for roll call by 6:15pm. This meeting will be held to conduct all the official business of the annual conference.)	CC
7:30pm-9:00pm	Opening Session/Parade of Presidents (Special Awards, Candidate Speeches, Statesman Torch Awards)	CC
11:00pm	Curfew – Advisors will conduct room check/students in their assigned room	All Hotels

DAY/DATE/TIME	EVENT	SITE
Saturday, March 9, 2024		
7:30am-10:00am	Test Distribution (Assessment Events Headquarters)	A
8:00am-8:30am	Headshot & Group Photo Studio *(Group photos are prescheduled)*	A
8:00am-5:00pm	Information Desk (Courtesy Corps)	A
8:00am-5:00pm	Coat Check	A
8:00am-8:30am	Judges Breakfast/Orientation (By Invitation Only/Ticket Required)	A

8:30am-4:30pm	Small Business Management Team
	  Preparation
	  Demonstration
		
		A
		A

8:45am-12:00pm	Human Resource Management (Preliminaries)
	  Preparation
	  Section 1
	  Section 2
	  Section 3
		
		A
		A
		A
		A

9:00am-4:00pm	College Fair and Exhibits Open	A
9:00am-12:00pm	Administrative Support Research Project (Preliminaries)	A
9:00am-12:00pm	Advanced Interview Skills (Preliminaries)	CC

9:00am-12:00pm	Extemporaneous Speech (Preliminaries)
	  Preparation
	  Section 1
	  Section 2
	  Section 3
		
		A
		A
		A
		A

9:00am-12:00pm	Interview Skills (Preliminaries)	CC
9:00am-12:15pm	Economic Research Individual (Preliminaries)	A

9:00am-12:30pm	Entrepreneurship (Preliminaries)
	  Section 1
	  Section 2
	  Section 3
		
		A
		A
		A

9:00am-12:45pm	Digital Media Production (Preliminaries)
	  Section 1
	  Section 2
	  Section 3
		
		A
		A
		A

9:00am-12:45pm	Graphic Design Promotion (Preliminaries)	A

9:00am-2:00pm (Last student admitted at 1:00pm)	Open Events
	  Administrative Support Concepts
	  Business Spelling
	  Computer Programming Concepts
	  Digital Communication & Design Concepts
	  Digital Marketing Concepts
	  Financial Math & Analysis Concepts
	  Health Administration Concepts
	  Information Technology Concepts
	  Management/Marketing/Human Resources Concepts
	  Meeting and Event Planning Concepts
	  Merit Scholar
	  Parliamentary Procedure Concepts
		CC

9:00am-3:00pm	Website Design Team	A

DAY/DATE/TIME	EVENT	SITE
9:00am-3:30pm	Presentation Team	A
10:00am-10:45am	Legacy Launcher #7	A
10:00am-10:45am	Legacy Launcher #8	A
10:00am-2:00pm	Prepared Speech (Finals)	A
10:00am-2:00pm	Presentation Individual (Finals)	A
10:00am-5:00pm	Grading Room	A
11:00am-11:45am	Legacy Launcher #9	A
11:00am-11:45am	Legacy Launcher #10	A
11:30am-2:30pm	Judges Luncheon (By Invitation Only/Ticket Required)	A
12:15pm-1:15pm	Judges Orientation (Finals Judges Only)	A
1:00pm-1:45pm	Legacy Launcher #11	A
1:30pm-4:30pm	Advanced Interview Skills (Finals)	A
1:30pm-4:30pm	Extemporaneous Speech (Finals) 　　Preparation 　　Demonstration	 A A
1:30pm-4:30pm	Interview Skills (Finals)	A
1:45pm-4:45pm	Administrative Support Research Project (Finals)	A
1:45pm-4:45pm	Economic Research Individual (Finals)	A
1:45pm-4:45pm	Entrepreneurship (Finals)	A
1:45pm-4:45pm	Graphic Design Promotion (Finals)	A
2:00pm-4:30pm	Human Resource Management (Finals) 　　Preparation 　　Demonstration	 A A
2:15pm-5:00pm	Digital Media Production (Finals)	A
2:15pm-2:30pm	Campaign Rally Setup (State Officer Candidates & Campaign Managers only)	A
2:30pm-3:45pm	"MEET THE CANDIDATES" Campaign Rally (First 30 minutes for Voting Delegates only)	A
4:00pm-5:45pm	Headshot & Group Photo Studio *(Group photos are prescheduled)*	A
6:30pm-9:00pm	Dinner Session (Doors open at 6:15pm) (2023-2024 State Officer Farewells, New Chapter Initiation, Scholarship, Barbara Chambers Outstanding Advisor Award, Honorary Lifetime Award, 2023-2024 State Officer Installation)	CC
9:00pm-9:30pm	Reception: 2024-2025 State Executive Council Officers-Elect, Advisors & Parents	A
9:00pm-9:30pm	Advisor Open Forum	A
9:30pm-10:30pm	Region 1 Advisors Meeting	A
9:30pm-10:30pm	Region 2 Advisors Meeting	A
9:30pm-10:30pm	Region 3 Advisors Meeting	A
9:30pm-10:30pm	Region 4 Advisors Meeting	A
9:30pm-10:30pm	Region 5 Advisors Meeting	A
9:30pm-10:30pm	Region 6 Advisors Meeting	A
9:30pm-10:30pm	Region 7 Advisors Meeting	A
9:30pm-10:30pm	Region 8 Advisors Meeting	A
9:30pm-11:30pm	Dance & Karaoke	CC

DAY/DATE/TIME	EVENT	SITE
12:00 midnight	Curfew – Advisors will conduct room check/students in their assigned rooms	All Hotels
Sunday, March 10, 2024		
6:00am-3:00pm	Luggage Storage	A
7:45am-8:45am	Advisors Meeting	A
9:15am-Finish	Awards Session	CC

Business Professionals of America-Michigan Association
2024 SLC Event Listing (By event)
Tentative Schedule as of 10/8/2023 (subject to change)

EVENT	DAY	TIME	SITE
Administrative Support Concepts-OPEN	Sat	9:00am-2:00pm	CC
Administrative Support Research Project (Preliminaries)	Sat	9:00am-12:00pm	A
Administrative Support Research Project (Finals)	Sat	1:45pm-4:45pm	A
Administrative Support Team	Fri	2:30pm-4:30pm	DU *
Advanced Accounting	Fri	3:00pm-5:00pm	A
Advanced Desktop Publishing (at home school)	-	-	-
Advanced Interview Skills (Preliminaries)	Sat	9:00am-12:00pm	CC
Advanced Interview Skills (Finals)	Sat	1:30pm-4:30pm	A
Advanced Office Systems & Procedures	Fri	12:30pm-2:30pm	DU *
Advanced Spreadsheet Applications	Fri	10:30am-12:30pm	DU *
Advanced Word Processing	Fri	8:30am-10:30am	DU *
Banking & Finance	Fri	8:30am-9:30am	A
Basic Office Systems & Procedures	Fri	12:30pm-2:30pm	DU *
Broadcast News Production Team	Fri	10:00am-4:00pm	A
Business Law & Ethics	Fri	11:30am-12:30pm	A
Business Spelling-OPEN	Sat	9:00am-2:00pm	CC
C# Programming (Session 1)	Fri	8:30am-10:00am	A
C# Programming (Session 2)	Fri	10:15am-11:45am	A
C++ Programming (Session 1)	Fri	8:30am-10:00am	A
C++ Programming (Session 2)	Fri	10:15am-11:45am	A
Computer Animation Team	Fri	10:00am-1:00pm	A
Computer Network Technology	Fri	11:00am-12:00pm	A
Computer Programming Concepts-OPEN	Sat	9:00am-2:00pm	CC
Computer Security	Fri	9:30am-10:30am	A
Database Applications	Fri	12:30pm-2:30pm	DU *
Device Configuration & Troubleshooting	Fri	12:30pm-1:30pm	A
Digital Communication & Design Concepts-OPEN	Sat	9:00am-2:00pm	CC
Digital Marketing Concepts-OPEN	Sat	9:00am-2:00pm	CC
Digital Media Production (Preliminaries)	Sat	9:00am-12:45pm	A
Digital Media Production (Finals)	Sat	2:15pm-5:00pm	A
Economic Research Individual (Preliminaries)	Sat	9:00am-12:15pm	A
Economic Research Individual (Finals)	Sat	1:45pm-4:45pm	A
Economic Research Team	Fri	10:00am-3:30pm	A
Entrepreneurship (Preliminaries)	Sat	9:00am-12:30pm	A
Entrepreneurship (Finals)	Sat	1:45pm-4:45pm	A
Extemporaneous Speech (Preliminaries)	Sat	9:00am-12:00pm	A
Extemporaneous Speech (Finals)	Sat	1:30pm-4:30pm	A
Financial Analyst Team (contestants must be available all day on Friday)	Fri	8:30am-3:30pm	A
Financial Math & Analysis Concepts-OPEN	Sat	9:00am-2:00pm	CC
Fundamental Accounting	Fri	3:00pm-5:00pm	A
Fundamental Desktop Publishing (at home school)	-	-	-
Fundamental Spreadsheet Applications	Fri	10:30am-12:30pm	DU *

A=Amway, DU=Davenport, CC=Devos Conv. Ctr.

* Extra time is necessary before and after event for bus transportation

Business Professionals of America-Michigan Association
2024 SLC Event Listing (By event)
Tentative Schedule as of 10/8/2023 (subject to change)

EVENT	DAY	TIME	SITE
Fundamental Word Processing	Fri	8:30am-10:00am	DU *
Fundamentals of Web Design	Fri	8:30am-10:30am	DU *
Global Marketing Team	Fri	10:00am-4:00pm	A
Graphic Design Promotion (Preliminaries)	Sat	9:00am-12:45pm	A
Graphic Design Promotion (Finals)	Sat	1:45pm-4:45pm	A
Health Administration Concepts-OPEN	Sat	9:00am-2:00pm	CC
Health Administration Procedures	Fri	2:30pm-3:50pm	DU *
Human Resource Management (Preliminaries)	Sat	8:45am-12:00pm	A
Human Resource Management (Finals)	Sat	2:00pm-4:30pm	A
Information Technology Concepts-OPEN	Sat	9:00am-2:00pm	CC
Integrated Office Applications	Fri	10:30am-12:30pm	DU *
Intermediate Word Processing	Fri	8:30am-10:00am	DU *
Interview Skills (Preliminaries)	Sat	9:00am-12:00pm	CC
Interview Skills (Finals)	Sat	1:30pm-4:30pm	A
Java Programming (Session 1)	Fri	8:30am-10:00am	A
Java Programming (Session 2)	Fri	10:15am-11:45am	A
Legal Office Procedures	Fri	2:30pm-3:50pm	DU *
Linux Operating Systems Fundamentals	Fri	5:00pm-6:00pm	A
Management/Marketing/Human Resources Concepts-	Sat	9:00am-2:00pm	CC
Meeting and Event Planning Concepts-OPEN	Sat	9:00am-2:00pm	CC
Merit Scholar-OPEN	Sat	9:00am-2:00pm	CC
Network Administration Using Cisco	Fri	2:00pm-3:00pm	A
Parliamentary Procedure Concepts (Team members only - completed at home school)	-	-	-
Parliamentary Procedure Concepts-OPEN	Sat	9:00am-2:00pm	CC
Parliamentary Procedure Team (Preliminaries)	Fri	10:30am-3:00pm	A
Parliamentary Procedure Team (Finals, if needed)	Fri	4:00pm-7:00pm	A
Payroll Accounting	Fri	1:00pm-2:20pm	A
Personal Financial Management	Fri	10:00am-11:00am	A
Prepared Speech (Preliminaries)	Fri	9:15am-12:15pm	A
Prepared Speech (Finals)	Sat	10:00am-2:00pm	A
Presentation Individual (Preliminaries)	Fri	9:15am-1:00pm	A
Presentation Individual (Finals)	Sat	10:00am-2:00pm	A
Presentation Team	Sat	9:00am-3:30pm	A
Python Programming (Session 1)	Fri	8:30am-10:00am	A
Python Programming (Session 2)	Fri	10:15am-11:45am	A
Server Administration Using Microsoft	Fri	3:30pm-4:30pm	A
Small Business Management Team	Sat	8:30am-4:30pm	A
SQL Database Fundamentals	Fri	8:00am-9:00am	A
Video Production Team	Fri	10:00am-3:30pm	A
Website Design Team	Sat	9:00am-3:00pm	A

A=Amway, DU=Davenport, CC=Devos Conv. Ctr.

* Extra time is necessary before and after event for bus transportation

Business Professionals of America-Michigan Association
Presubmitted Contestant Materials to Be Submitted in PDF Format

Please review this document very carefully. Lack of submission of any items listed below will result in automatic removal/disqualification from the applicable competition. In addition, any of the following will result in automatic disqualification:
- Submitting materials online after **February 1, 2024 at 5:00 PM ET** as required;
- Unsigned Release Forms or documentation as required for an event.

NOTE:
- For **individual events**, a student's file is named with the initials of their event, followed by a hyphen, then their eight-digit member ID# (Example: ASRP-00099999). Membership ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- For **team events**, the team's file is named with the initials of their event, followed by a hyphen, then the six-digit **chapter ID#** (Example: BNPT-569999). Chapter ID numbers may be obtained by logging in to the membership registration system or conference registration system websites.
- We will use the Judge Pro website for presubmitted events for the state conference. The link to access the Judge Pro website for the state conference is provided below.
- Only the events that are offered in Michigan are listed in this document.
- **Advanced Desktop Publishing** and **Fundamental Desktop Publishing** tests will be accessible via the Judge Pro website on January 17, 2024.
- If the format of the state conference changes and modifications are needed to the events listed below, chapter advisors will be notified via email.
- **TEAM EVENT PRE-SUBMISSIONS:** Materials for team events are uploaded under the team captain's login only.

JUDGE PRO WEBSITE ADDRESS: Student materials will be presubmitted at the following website address: www.michiganbpa.org/s-slc-presubmits

The student password for the Judge Pro website for the 2024 SLC is **Frame2024**

Please refer to the **Judge Pro Student Manual (PDF)** and **Judge Pro Chapter Advisor Manual (PDF)** for more details on how to use the website.

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Administrative Support Research Project (260) *ASRP-MemberID#*	As **one** PDF, these files in the following order: • Research Paper • Works Cited	One (1) additional copy of the following: • Research Paper • Works Cited
Advanced Desktop Publishing (405) *ADP-MemberID#*	As **one** PDF, these files: • Contestant's jobs created at home school as instructed in the Advanced Desktop Publishing test	N/A
Advanced Interview Skills (520) *AIS-MemberID#*	As **one** PDF, these files in the following order: • Cover letter with or without signature • Résumé (**DO NOT** upload portfolio)	One (1) additional copy of the following: • Cover letter with signatures • Résumé • Portfolio (will be taken to the interview by the member and *must not* be left with the judges)

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Broadcast News Production Team (445) *BNPT-ChapterID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the chapter # • a **clickable URL** <u>and</u> applicable passwords to the **final project: final news production** (see *WSAP Guidelines*) • a **clickable URL** <u>and</u> applicable passwords to the **final project: promo/tease** (see *WSAP Guidelines*) • script • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URLs must also be entered into the URL fields located on the submission website.	One (1) additional copy of the following: • Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest <mark>(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)</mark>
Computer Animation Team (440) *CAT-ChapterID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the chapter # • a **clickable URL and** applicable passwords to the **final project: video** (see *WSAP Guidelines*) • storyboard • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: • Storyboard • Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before ==5:00 PM ET on February 1, 2024==	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest ==(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)==
Digital Media Production (420) *DMP-MemberID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the student's member ID # • a **clickable URL and** applicable passwords to the **final project: video** (see *WSAP Guidelines*) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: • Works Cited
Economic Research Individual (155) *ERI-MemberID#*	As **one** PDF, these files in the following order: • Research Paper • Works Cited	One (1) additional copy of the following: • Research Paper • Works Cited
Economic Research Team (160) *ERT-ChapterID#*	As **one** PDF, these files in the following order: • Research Paper • Works Cited	One (1) additional copy of the following: • Research Paper • Works Cited

Event & *Naming Conventions for file uploading*	**Upload on or before <mark>5:00 PM ET on February 1, 2024</mark>**	**Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest** <mark>**(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)**</mark>
Entrepreneurship (505) *ENT-MemberID#*	As **one** PDF, these files in the following order: • Completed business plan only • Works Cited (**DO NOT** upload supporting documentation)	One (1) additional copy of the following: • Completed business plan • Works Cited • Supporting documentation (if applicable) Any additional materials not required for submission must not be left with the judges.
Fundamental Desktop Publishing (400) *FDP-MemberID#*	As **one** PDF, these files: • Contestant's jobs created at home school as instructed in the Fundamental Desktop Publishing test	N/A

Event & *Naming Conventions for file uploading*	Upload on or before ==5:00 PM ET on February 1, 2024==	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest ==(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)==
Global Marketing Team (500) *GMT-ChapterID#*	As **one** PDF, these files in the following order: • Completed marketing plan • Works Cited (**DO NOT** upload supporting documentation)	One (1) additional copy of the following: • Completed marketing plan • Works Cited • Supporting documentation (if applicable) Any additional materials not required for submission must not be left with the judges.
Graphic Design Promotion (410) *GDP-MemberID#*	As **one** PDF, these files in the following order: • One (1) copy of the logo • One (1) copy of the dry dog food package • One (1) copy of the wet dog food can package • Release Forms with signatures • Works Cited	One (1) additional copy of the following: • One (1) copy of the logo • One (1) copy of the dry dog food package • One (1) copy of the wet dog food can package • Works Cited Any additional materials not required for submission must not be left with the judges.

Event & *Naming Conventions for file uploading*	Upload on or before ==5:00 PM ET on February 1, 2024==	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest ==(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)==
Interview Skills (515) *IS-MemberID#*	As **one** PDF, these files in the following order: • Cover letter with or without signature • Résumé	One (1) additional copy of the following: • Cover letter with signature • Résumé

Video Production Team (430) *VPT-ChapterID#*	As **one** PDF, these files in the following order:
	1. A document with the following information:
	  • the chapter #
	  • a **clickable URL <u>and</u>** applicable passwords to the **<u>final project: video</u>** (see *WSAP Guidelines*)
	  • storyboard
	  • script
	  • advisor's name
	  • advisor's email address
	2. Release Forms with signatures
	3. Works Cited
	
	The project URL must also be entered into the URL field located on the submission website.
		One (1) additional copy of the following:
		• Works Cited

Event & *Naming Conventions for file uploading*	Upload on or before **5:00 PM ET on February 1, 2024**	Bring to state conference for submission on day of competition to give to administrator or proctor when signing in to the contest **(A set of the items listed below is needed for both preliminaries and finals rounds if applicable.)**
Website Design Team (435) *WDT-ChapterID#*	As **one** PDF, these files in the following order: 1. A document with the following information: • the chapter # • a **clickable URL and** applicable passwords to the **final project: website** (see *WSAP Guidelines*) • advisor's name • advisor's email address 2. Release Forms with signatures 3. Works Cited The project URL must also be entered into the URL field located on the submission website.	One (1) additional copy of the following: • Works Cited

Instruction Manuals
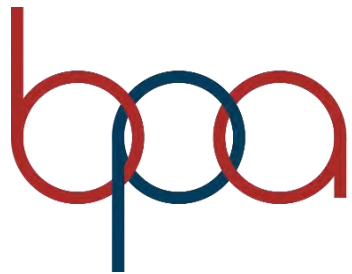
Membership Registration System

Chapter Advisor

User Manual

register.bpa.org

- [Google Chrome](#) is the recommended web browser for optimal performance.

- Any data fields outlined in **RED** are required.

- The BPA Membership Registration System is hosted and managed by DLG Enterprises, Inc.

- For assistance contact BPA Support by emailing support@bpa.org or calling 614-895-7277.

Login Instructions

Advisor Login

Chapter ID / Membership ID / Email / Username:

Membership ID

Password:

Password

Login

Forgot Password

Important Notes

If you serve as the local advisor for multiple membership divisions and have multiple logins, **you MUST use your login credentials associated with your Secondary Division.**

For brand new advisors, you will use the membership system auto-generated login credentials that were sent to you via email.

1. Visit: register.bpa.org.

2. For returning advisors, your login credentials from the previous membership year will allow you to access the system.

3. For new advisors, please use the login credentials that were emailed to you.

4. Enter your "**Username**" in the "**Chapter ID / Membership ID / Email / Username**" field.

5. Enter your "**Password**" in the "**Password**" field.

6. Click on the "**Login**" Button

7. If you were able to login successfully jump to page three (3).

8. For additional login assistance jump to page two (2).

*Instructions on how to complete the "Graduation and Roll-forward Process" jump to page 30.

1

Forgot Password Feature

Advisor Login

Chapter ID / Membership ID / Email / Username:

Membership ID

Password:

Password

Login

Forgot Password

Click on "**Forgot Password**"

Enter All The Information Below To Have Your Password Reset and Emailed To You

Back

Chapter ID / User Name:

User Name

Email:

Email

Reset My Password

1. Enter your "**Username**" in the "**Username**" field.

2. Enter your "**Email Address**" in the "**Email**" field.

3. Click on the "**Reset My Password**" Button.

Notes

If an account is found that matches the Username and Email Address on file, you will receive an automated email with your new temporary password.

If no account is found contact National BPA at:
support@bpa.org

Login Instructions Continued

When logging into the system for the first time, you will be asked to update / confirm User Information. You may also be prompted to change your "**Password**."

1. Click on the "**User Information**" Accordion.

2. Confirm or Update "**User Information**" fields (all fields highlighted in **RED** are required).

3. Type a "**New Password**" in the "**New Password**" field.

4. Click on the "**Principal's Information**" Accordion.

5. Confirm or Update "**Principal's Information**" (all fields highlighted in **RED** are required).

6. Click on the "**Addresses**" Accordion.

7. Confirm or Update "**Address Information**" (all fields highlighted in **RED** are required).

8. Click on the "**Save And Logout**" or "**Confirm Information**" Button.

Password Requirements:

- **Must be at least six (6) characters and include at least:**
  - **One (1) Uppercase Letter**
  - **One (1) Lowercase Letter**
  - **One (1) Number**

3

Membership System Navigation

Action Buttons: Located throughout the Membership System and when clicked on, these Buttons allow you to perform membership related actions.

Tabs: Located across the main page and groups like information and actions together.
   *Note: Not all tabs may be visible. Hidden tabs can be found by selecting the drop-down arrow on the far-right of the Tabs line.

Accordions: Located within a Tab and groups like information and actions together.

Search: When you see a **"Search"** field on a screen, this will allow you to search the information listed in the columns on that screen to filter your data on the screen.

Show Entries: When you see a **"Show Entries"** field on a screen, this will allow you to set the number of entries shown on screen.

Sort Columns: Allows you to sort information shown on the screen by clicking on the column you would like to sort.

Action Buttons

Home Action Button: When you click on the **"Home"** Button, it will return you to the Main Page.

Change My Password Action Button: When you click on the **"Change My Password"** Button, it allows you to change your password.

Logout Action Button: When you click on the "**Logout**" Button, it will log you out of the Membership system.
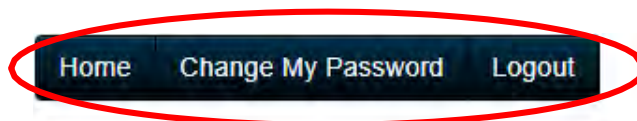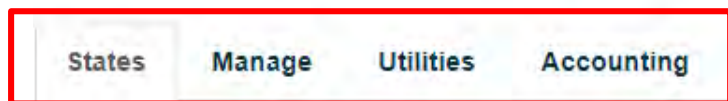
Membership Information Dashboard Toggle Button

When you click on the "**Membership Information**" Button, it will open a Membership Information Dashboard with various membership information and graphs. When you click on the "**Current**" number or the "**Graph**" links, it will display detailed membership information. If you want to collapse the Membership Information Dashboard, Click on the "**Membership Information**" Button.
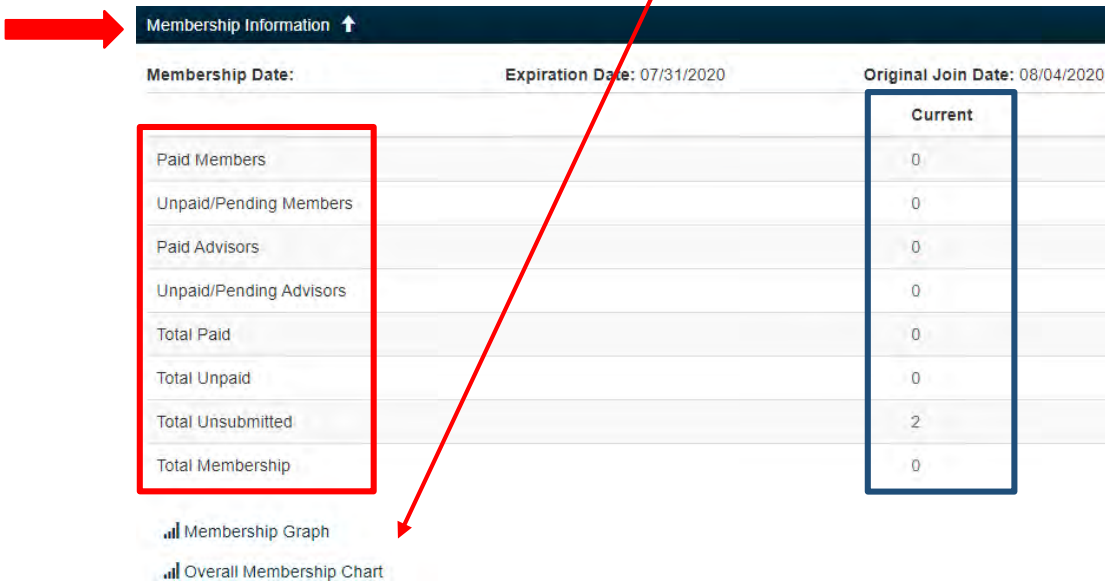
Paid Members: Total Number of Paid Members.
Unpaid/Pending Members: Total Number of Unpaid/Pending Student Members.
Paid Advisors: Total Number of Paid Advisors.
Unpaid/Pending Advisors: Total Number of Unpaid/Pending Advisors.
Total Paid: Total Number of All Paid Members.
Total Unpaid: Total Number of All Unpaid Members.
Total Unsubmitted: Total Number of ALL Unsubmitted Members.
Total Membership: Total Number of ALL Members Paid and Unpaid.

Membership Graphs Available:

- Membership Graph
- Overall Membership Chart

How to View / Print a Membership Graph or Chart:
1. Click on one of the **Membership Graphs or Charts** and click "**Print**."

5

1. Click on the "**Student**" Tab.

Status

- **Pending** = Student Member has been submitted, but the membership invoice has not been Paid.
  - o   Submitted Student Members can be edited, but **NOT** deleted.
- **Member** = Student Member has been submitted and the membership invoice has been Paid.
- **Blank** = If the "**Status**" field is blank, the Student Member(s) have not been submitted.
  - o   Unsubmitted members can be edited or deleted.

Membership ID

The "**Membership ID**" number will be a unique 8-digit number and will follow a member throughout their BPA journey.

- Click on the "**Membership ID**" link to display detailed Student Member Information. This link also gives you the option to "**Print**" the "**Student Membership Card**" if the student is a paid "**Member**."
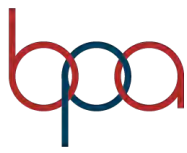
Additional Features

- **Submitted Date** = Date the Student Member was submitted for membership.
- **Edit** = Click the "**Pencil**" icon under the "**Edit**" column to edit the Student Member Information.
- **More Options** = Click on the ⋮ " icon next to a student record to request a "**Name Change**", reset the student's password, import Torch Awards information from the previous year, and view their conference results.
    - When you submit a "**Name Change Request**", the State Advisor will be notified via email. The State Advisor will have to approve the name change request before you will see the Name Change on your screen.

How to Add a Student

1. Click on the "**Students**" Tab.
2. Click on the "**Add Students**" Button.
3. There are three (3) ways to add a Student Member.
    a. Individual Member Entry
    b. Bulk CSV Upload Method
    c. Bulk Member CSV Entry Method

Individual Member Entry Accordion

- Use this method to manually enter individual Student Members.
- All data fields highlighted in **RED** are required.

1. Select the **"Prefix"** from the **"Prefix"** field drop-down list (optional).
2. Type the **"Student First Name"** in the **"First Name"** field.
3. Type the **"Student Middle Name"** in the **"Middle Name"** field (optional).
4. Type the **"Student Last Name"** in the **"Last Name"** field.
5. Select the **"Suffix"** from the **"Suffix"** field drop-down list (optional).
6. Select the **"Student Grade"** from the **"Grade"** field drop-down list.
7. Select the **"Student Gender"** from the **"Gender"** field drop-down list.
8. Select the **"Student Ethnicity"** from the **"Ethnicity"** field drop-down list (optional).
9. Select the **"Student Membership Title"** from the **"Member Title"** field drop-down list.
10. Type the **"Student Email"** in the **"Email"** field (optional).
11. Type the **"Student Cell Phone Number"** in the **"Cell Phone"** field (optional).
12. Type the **"Student Home Phone Number"** in the **"Home Phone"** field (optional).
13. Type the **"Student Date of Birth"** in the **"DOB"** field (optional).
14. Type the **"Student Field of Employment"** in the **"Field of Employment"** field (optional).
15. Select the **"Student T-Shirt Size"** from the **"T-Shirt Size"** field drop-down list (optional).
16. Type the **"Student Number of Years as a Member"** in the **"Years As A Member"** field.
17. Select any **"Student Disability"** checkboxes from the **"I have a disability field"** checkbox fields (optional).
18. Type the **"Student Member Special Needs Information"** in the **"Special Accommodations"** field.
19. Click on the "**Save and Finish**" Button **OR** Click on the "**Save And Add Next Member**" if you want to enter another Student Member.

Bulk CSV Upload Accordion

- This method will require that you download a CSV template that you can complete on all of your student members.
- The same "**Required**" data fields listed above also apply to this method.
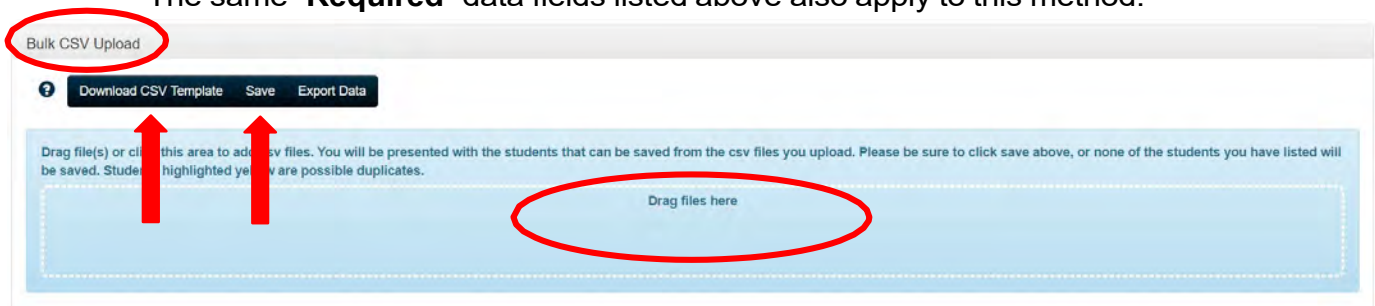
1. Click on the "**Download CSV Template**" Button.
2. Open the template and save it to your computer.
3. Type the "**Student Member Information**" in the spreadsheet.
    a. See all required fields on page eight (8).
4. Once you have entered all of the Student Members that you want to upload, **SAVE** the file again.
5. With your mouse, Left-Click and Hold the Student Member CSV Download Template File and Drag it to the "**Drag Files Here**" area of the screen and release the Left-Click on your mouse.
6. Once you have dragged the file to the screen and released the file, a screen will be displayed with all of the Student Members from the spreadsheet for review.
7. Click the "**Save**" Button.

> **IMPORTANT**: If you do NOT click on the "**Save**" Button, your data will NOT be Saved to the Membership system)
>
> **Notes**:
> *   If you have any student member information incorrect, it will be highlighted in **Red** and will not be Saved.
>
> *   If you have Student Members highlighted in **yellow**, that is an indication that the student information has been duplicated.

Bulk Member CSV Entry Accordion

Use this method to copy and paste Student Member information from a spreadsheet **OR** you can manually type the information directly into the on-screen form.

*   The same "**Required**" data fields listed on page eight (8) also apply to this method.
*   Be sure to click on the "**Save**" Button or Student Information will be lost.

How to Edit or Delete a Student Member

- **Edit** = Click on the "**Pencil**" icon under the "**Edit**" column for the Student you would like to edit.
  - o If the student has not been submitted, you will have the option to "**Edit**" ALL Student Member Information. If the Student Member has been sumbitted, you will only have the option to "**Edit**" some of the Student Member Information.
- **Delete** = Click on the "**X**" icon under the "**Delete**" column for the Student you would like to delete.
  - o If the student has not been submitted, you will have the option to "**Delete**" the Student Member. If the Student Member has been submitted, the "**Delete**" icon will no longer be available.

Once a student member has been submitted they cannot be deleted, substituted or edited after five (5) business days (no exceptions).

It is recommended that you double-check all student member information before submitting.

You must contact **membership@bpa.org** within five (5) business days of submitting your membership to request to have a member deleted.

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How to Submit Student Members

1. Click on the "**Student**" Tab.
2. Select the "**Checkbox(s)**" of the Student Member(s) that you want to submit.

Status	Select	Membership ID	Last Name	First Name	Gender	Grade	Submitted Date	Invoice Number	Edit	More Options	Delete
● PENDING		00007533	Test	John	Male	11	08/30/2021	6212	✏	⋮	
● MEMBER		00040818	Smith	Samuel	Male	10	08/30/2021	6213	✏	⋮	
●	☐	00040819	Hill	Jack	Male	11			✏	⋮	✖
●	☑	00040817	Dough	Jane	Female	11			✏	⋮	✖

3. Click on the "**Submit Membership**" Button.

   Reset All Students' Passwords   Email All   **Submit Membership**

4. Read the National Disclaimer.
5. Click on the "**I have Read and Agree Disclaimer**" checkbox to continue.
6. Click on the "**Confirm**" Button.
7. Once you click on the "**Confirm**" button, a Confirmation Membership Fee Summary will be displayed on the Screen for your review.
   a. If you see a problem with the fees listed select the "**Close**" Button and contact your State Advisor or National BPA at membership@bpa.org.
   b. To download an overview of the membership fees, click the "**Export**" Button.
8. Once you have reviewed the Confirmation Membership Fee Summary, click on the "**Confirm**" Button to complete the submission of your Student Members.
9. Click on "**View Invoices**" if you want to "**View**" the invoice that was created when you Submitted Membership **OR** click on the "**Pay Invoice(s)**" Button, to Pay the Invoice that was created when you Submitted Membership **OR** Click on the "**Pay Invoice(s) Later**" Button, if you want review the Invoice that was created when you Submitted Membership at a later time.

Pay Or View Invoice(s) Now?   ✕

View Invoice(s)   ⟵

Pay Invoice(s)   ⟵

Pay Invoice(s) Later   ⟵

Close

Once a chapter member has been submitted for affiliation with your chapter, they cannot be deleted, substituted or edited after five (5) business days (no exceptions).

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How to Change a Submitted Student Name

1. Click on the " ⋮ icon under the "**More Options**" column of the Student you would like to submit a "**Name Change**" request on.
2. Select the "**Request Name Change**" option.

Current Name

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
	Betty		White	

New Name

Prefix:	First Name:	Middle Name:	Last Name:	Suffix:
Select... ⌄	Beatrice	Middle Name	White	Select... ⌄

Reason For Change:

Student wishes to use formal first name rather than nickname

Save

3. Select the "**Prefix**" from the "**Prefix**" field drop-down list (optional).
4. Type the "**Student First Name**" in the "**First Name**" field.
5. Type the "**Student Middle Name**" in the "**Middle Name**" field (optional).
6. Type the "**Student Last Name**" in the "**Last Name**" field.
7. Select the "**Suffix**" from the "**Suffix**" field drop-down list (optional).
8. Type the "**Reason for Name Change**" in the "**Reason for Change**" field.
9. Click the "**Save**" Button.

How to View Student Transfer History

1. Click on the " ⋮ under the "**More Options**" column next to the Student Member you would like to view the "**Transfer History**" on.
   a. If the student has never been transferred to another Chapter, there will be no transfer information displayed.

Edit ↓↑	More Options	↓↑
✏	⋮	
✏	⋮	

12
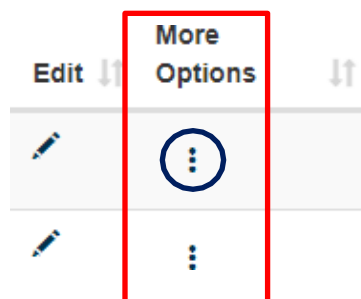
How to Download a Membership Report

Students   Chapter Information   Chapter Advisor(s)   Conferences   Invoice History   Quick Links   State Information   Resources   E-Store   Surveys   Email

Add Students   Membership Download

1. Click on the "**Students**" Tab.
2. Click on the "**Membership Download**" Button.
3. Select "**PDF**" if you want the Student Membership Information displayed in a "**PDF**" file format **OR** Select "**CSV**" if you want the Student Membership Information displayed in a "**CSV (Excel)"** format.
   - The Membership Download displays both affiliated and Non-Affiliated Student Members.
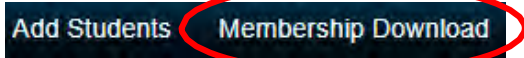
How to View Students with Access to Student Member Portal

Students   Chapter Information   Chapter Advisor(s)   Conferences   Invoice History   Quick Links   State Information   Resources   E-Store   Surveys   Email

1. Click on the "**Students**" Tab.
2. Click on the "**Students with Access to Portal**" Button.
3. Select "**PDF**" if you want the Student Membership Information displayed in a "**PDF**" file format **OR** Select "**CSV**" if you want the Student Membership Information displayed in a "**CSV (Excel)"** format.

> **Students will not have access to the Student Portal until their Student Membership has been submitted.**

How to Print Membership Cards

1. Click on the "**Students**" Tab.
2. Click on the "**Print Membership Cards**" Button.
3. Select the desired checkbox(s) located on the left-hand side of the Student Membership-ID for the Student Members that you want to Print Student Membership Cards for **OR** click on the "**Select All / Deselect All**" Button to print "**ALL**" Student Membership Cards.
4. Click on the "**Print Membership Cards**" Button.

Select All / Deselect All   Delete Selected

Show 10 ∨ entries

Status	Select	Membership ID
	☐	00007494
	☐	00007493
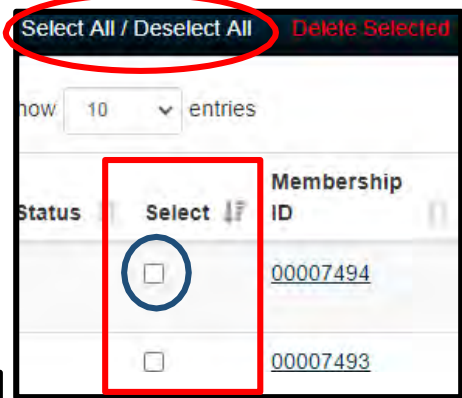
> BPA Membership Cards are formatted for use with
> **Avery #5371 Micro-perforated White Business Cards**
> (10 per sheet)

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How to Print Membership Certificates

1. Click on the "**Students**" Tab.
2. Click on the "**Print Membership Certificates**" Button.
3. Select the desired checkbox(s) located on the left-hand side of the Student Membership-ID for the Student Members that you want to Print Student Membership Certificates for **OR** Click on the "**Select / Deselect All**" link located under the "**Back**" Button to print ALL Student Membership Certificates.
4. Click on the "**Print Membership Certificates**" Button.

How to View Previous Year Count

1. Click on the "**Previous Year Count**" Button.
2. A "**CSV (Excel)"** file will be auto generated. The file will display the Total Students and Advisors from previous year membership.

How to Reset Student Passwords

Important: Once you click on the "**Reset All Student Passwords**" Button, the student passwords will be reset to the default password for the chapter. This process cannot be reversed! The default password is located under the Chapter Information tab.

1. Click on "**Reset All Student Passwords**" Button.

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How to Email All Student Members

| Students | Chapter Information | Chapter Advisor(s) | Conferences | Invoice History | Quick Links | State Information | Resources | E-Store | Surveys | Email |

1. Click on the "**Students**" Tab.
2. Click on the "**Email All**" Button.

| Previous Year Count | Reset All Students' Passwords | Email All |

3. The "**From**" field will be auto-populated with the Primary Chapter Advisor's email address.
4. Type your "**Subject Text**" in the "**Subject**" field.
5. Click on the "**Choose File**" Button to attach a File (optional).
6. Type your "**Email Message**" in the "**Text Editor**" field.
7. Click the "**Send**" Button.

New Email

Test Email:

From: Janet@gmail.com

Subject: Subject

Attachments: Choose File   No file chosen

Type your email message here.

NOTE: This will send an email to ALL Student Members that have an active email address in the Membership System.

Chapter Information Tab and Screens

How to Update Chapter Information

1. Click on the "**Chapter Information**" Tab.
2. Click on the "**Chapter Information**" Accordion.

3. Complete ALL required fields (those highlighted in **RED**).
4. Click on the "**Addresses**" Accordion.
5. Complete ALL required fields (those highlighted in **RED**).
6. Click on "**Graduating**" Accordion.
7. Complete "**Highest Grade Level for this Chapter**" and "**How to Graduate Your Student Members**."
8. Click on the "**Save**." Button.

> **IMPORTANT**
> The student password is a generic password given to the Student Member to login to the Student Portal. A student will need their Membership ID and the generic password to login.

Chapter Advisor(s) Tab and Screens

Status Action Button = By clicking the "**Checkmark**" icon under the "**Status**" column you can make a "**Chapter Advisor**" inactive. To make a Chapter Advisor active click on the "🚫" icon under the "**Status**" column.

How to Add History Information

1. Click on the "**History**" Button.
2. Click on the "**Create History**" Button.
3. Type the "**Date**" in the "**Service Date**" field.
4. Type the "**Subject Text**" in the "**Subject**" field.
5. Type the "**History Details**" in the "**Details**" field.
6. Click the "**Save**" Button.
7. Repeat above steps to add additional "**History**" entries for Chapter Advisors.
8. Click on the "**Back**" Button to return to the "**Chapter Advisors**" screen.

How to Edit or Delete History Information

Edit:
1. Click on the "**History**" Button.
2. Click on the "**Pencil**" icon under the "**Edit**" column next to the Chapter Advisor that you would like to edit.

Delete:
1. Click on the "**History**" Button
2. Click on "**X**" icon under the "**Delete**" column next to the entry you would like to delete.
3. Click on the "**Confirm**" Button to delete **OR** click on the "**Close**" Button to cancel the action.

How to Add an Existing Advisor
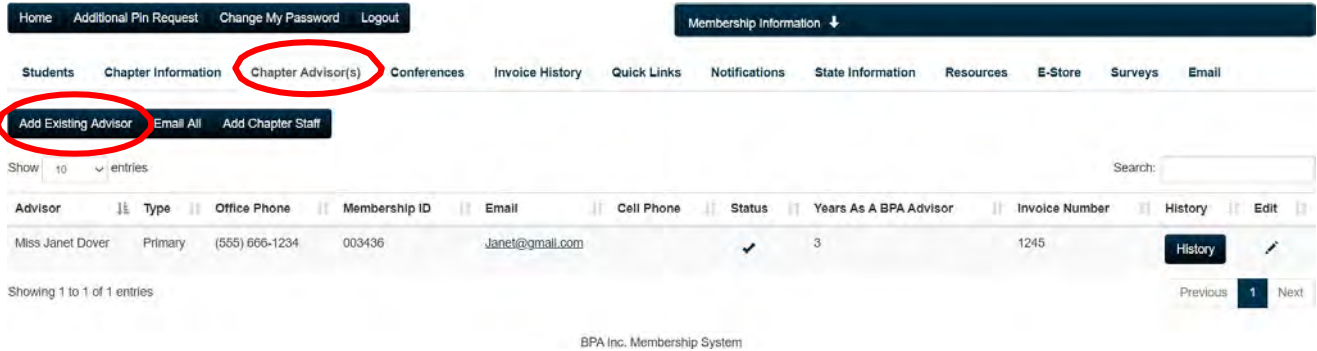
1. Click on the "**Chapter Advisor(s)**" Tab.
2. Click on the "**Add Existing Advisor**" Button.
3. Follow the on-screen instructions.

How to Add Chapter Staff

1. Click on the "**Chapter Advisor(s)**" Tab.
2. Click on the "**Add New Advisor**" Button.
3. Click on the "**User Information**" Accordion.
4. Complete "**User Information**" (all fields highlighted in **RED** are required).
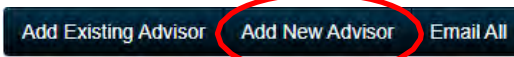
IMPORTANT: There can **ONLY** be one (1) Primary Advisor. Any additional Chapter Staff added MUST be Secondary Advisors. If you choose Primary, it will change the existing Primary Chapter Advisor to a Secondary Advisor.

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How to Email All Chapter Staff

1. Click on the "**Chapter Advisor(s)**" Tab.
2. Click on the "**Email All**" Button.

| Add Existing Advisor | Add New Advisor | Email All |

From: sallybooth@rmc.com

Subject:

Attachments: Choose File No file chosen

Type your message here

3. The "**From**" field will be populated with the Primary Chapter Advisor's email address.
4. Type your "**Subject Text**" in the "**Subject**" field.
5. Click on the "**Choose File**" Button to attach a File (optional).
6. Type your "**Email Message**" in the "**Text Editor**" field.
7. Click on the "**Send**" Button.

Conference Tab and Screens

Note: This section will be updated soon (remainder of page left blank intentionally)

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Invoice History Tab and Screens.

| Students | Chapter Information | Chapter Advisor(s) | Conferences | Invoice History | Quick Links | State Information | Resources | E-Store | Surveys | Email |

1. Click on the "**Invoice History**" Tab.
2. Click on the "**Pay Invoices**" Button.

   | Pay Invoices | Historical Invoices | Invoice Payment History | Membership Statement |

3. Select the "**checkbox(s)**" located in the "**Pay All**" column on the left-hand side of the invoice that you want to pay.
4. Click on the "**Pay by Credit Card**" Accordion if you want to pay by Credit Card **OR** Click on the "**Enter PO Number**" Accordion to record your "**PO information"**.
5. Follow the on-Screen Instructions based on your Payment Method.
6. Click on the "**Pay**" Button.
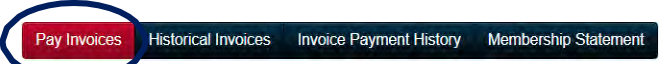
> **A 3% processing fee will be applied to all invoices paid by credit card.**

| Students | Chapter Information | Chapter Advisor(s) | Conferences | Make Payment | Quick Links | Notifications | State Information | Resources | E-Store | Surveys | Email |

Back

Pay All	Invoice #	Date	Invoice Type	Paid Status	Terms	Amount Due	Items
☑	1245	06/02/2020	Middle Level Membership	Unpaid	Net 30	$35.00	National Student Membership Dues — Total: $10.00 Balance: $10.00 · National Chapter Adviser Dues — Total: $10.00 Balance: $10.00 · Student State Dues — Total: $5.00 Balance: $5.00 · Chapter Adviser State Dues — Total: $10.00 Balance: $10.00
☐	1247	06/03/2020	Middle Level Membership	Unpaid	Net 30	$30.00	National Student Membership Dues — Total: $20.00 Balance: $20.00 · Student State Dues — Total: $10.00 Balance: $10.00
☑	1248	06/03/2020	Middle Level Membership	Unpaid	Net 30	$15.00	National Student Membership Dues — Total: $10.00 Balance: $10.00 · Student State Dues — Total: $5.00 Balance: $5.00

How to View Invoices

1. Click on the "**Invoice History**" Tab.
2. The "**Invoice Screen**" will populate.
3. Click on the "**Payments**" Button to view "**Payments**" that have been made.
4. Click on the "**PO's**" Button to view "**P.O. information**."
5. Click on the "**Eye**" icon under the "**View**" column to view the desired Invoice.

How to View Historical Invoices

1. Click on the **"Invoice History"** Tab
2. Click on the "**Historical Invoices**" Button.
3. Click on the "**Payments**" Button to view "Payments" that have been made.
4. Click on the "**PO's**" Button to view "**P.O. information**."
5. Click on the "**Eye**" icon under the "**View**" column to view the desired Invoice.
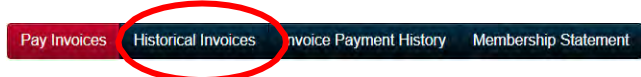
> **NOTE:** Historical invoices are invoices that have been generated in previous years.

How to View Invoice Payment History

1. Click on the "**Invoice History**" Tab.
2. Click on the "**Invoice Payment History**" Button.
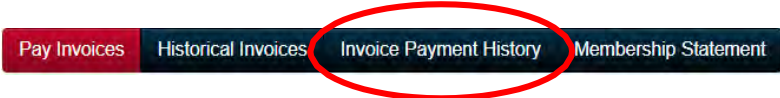
> **NOTE:** The Invoice Payment History screen includes the following: payment information, date paid, pay type, check number, invoice number, payment total, overpayment amount, refund amount and refund date.

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How to View the Membership Statement

1. Click on the **"Invoice History"** Tab
2. Click on the **"Membership Statement"** Button.

| Pay Invoices | Historical Invoices | Invoice Payment History | Membership Statement |

NOTE: The Membership Statement is generated as a PDF that can be **viewed |saved | printed.**

Quick Links Tab and Screens

Quick Links are setup by National BPA. These links may take you to 3rd party websites outside of the BPA Membership System.

1. Click on the "**Quick Links**" Tab.

Informational Links

- Click on the "**URL**" listed under the "**Informational Links**" list.

| Chapters | Requests | State Staff and Permissions | Rates and Settings | Conferences | Accounting | Reports | Quick Links | Notifications | Resources | E-Store | Surveys |

Informational Links

Instructional Webinar and Resources: http://www.BPAdirect.org/2017/08/21/get-acquainted-BPAs-new-online-membership-system
Help Chapters in Need With BPA's Disaster Relief Fund

BPA Websites:

BPA Inc. Website: https://www.BPA.org/
BPA Direct: https://www.BPAdirect.org
Shop BPA: https://www.shopBPA.org

Register for a High School Conference:

Notifications Tab and Screens

System Messages (Notifications) are sent through the Membership System by National BPA. When you log into the Membership System, the System Message will appear on your screen. Once you click on the "**Confirm**" Button, the System Message will no longer appear on your screen. If you want to go back and review the System Message, you would click on the "**Notifications**" Tab – See Example Below. System Notifications can have expiration dates that are set by National BPA. Once the notification has expired, you will no longer be able to see the System Message under the Notifications Tab.

1. Click on the "**Notifications**" Tab.
2. Click on the "**Eye**" icon under the "**View**" column to open the notification.
3. Click the "**Back**" Button to return the "**Notifications**" page.

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Chapters   Requests   State Staff and Permissions   Rates and Settings   Conferences   Accounting   Reports   Quick Links   Notifications   Resources   E-Store   Surveys

Show 10 v entries   Search:

Title	Sent	View
Testing Notifications	06/04/2020	👁

Showing 1 to 1 of 1 entries   Previous 1 Next

BPA Inc. Membership System
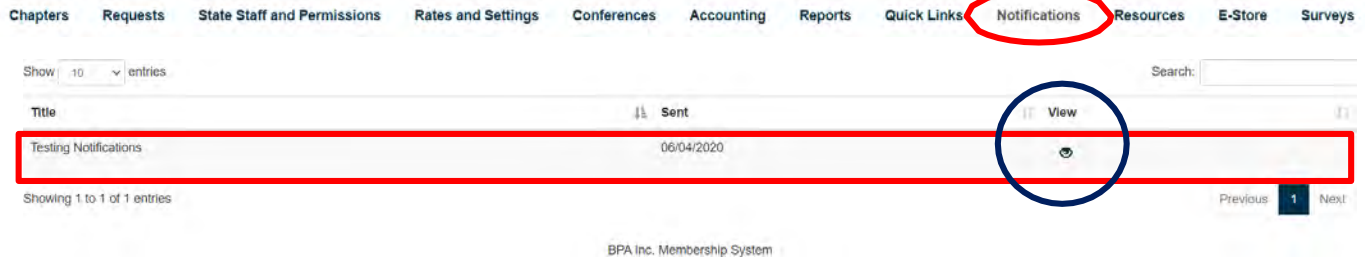
State Information Tab and Screens

1. Click on the "**State Information**" Tab

Students   Chapter Information   Chapter Advisor(s)   Conferences   Invoice History   Quick Links   State Information   Resources   E-Store   Surveys   Email   Torch Awards

State Advisor Contact

State Dues

Show 10 v entries

Fee Type	Division(s)	Expiration	Amount	Minimum Affiliants	Flat Rate
Chapter Advisor	All	07/31/2021			No
State License Fee	All	Never Expires			No
Student	All	07/31/2021			No

Showing 1 to 3 of 3 entries

Current State Membership Date(s)

October 10, 2018
March 1, 2019

State Meeting Date(s)

Fall Conference Dates.   Starts On October 1, 2020
                                               Ends On October 1, 2020

Resources Tab and Screens

How to Download Chapter Resources

Resources are managed by National BPA. You may see multiple "**Accordions**" under the "**Resources**" Tab.

1. Click on the "**Resources**" Tab.
2. Click on the "**Chapter Resources**" Accordion(s).
3. Locate the "**Resource**" you would like to download from the list.
4. Click on the "**Download**" icon located on the right-hand side of the "**Resource**."

E-Store Tab and Screens

E-Store items are offered and setup by National BPA. E-Store Items can have expiration dates that are also set by National BPA. Once the E-Store Item has expired, you will no longer be able to purchase the item under the E-Store Tab.

1. Click on the "**E-Store**" Tab.
2. Click on the "**Chapter Items for E-Store**."
3. Locate the "**E-Store Item(s)"** you would like to purchase.
4. Click on the "**Select**" checkbox to choose the "**E-Store Item**."
5. Type on the "**Quantity**" you would like to purchase in the "**Quantity**" field.
6. Click on the "**Create Invoice**" Button once you have added all of the "**E-Store Items**" you would like to purchase.
7. Click on the "**Export**" Button to download a PDF of the items you purchased.
8. Click the "**Confirm**" Button to confirm purchase and generate an invoice.
9. Click on the "**Close**" Button to close the window.

Confirmation

Item	Quantity	Amount
Chapter Adviser E-Store Item	1	$55.00

Invoice Total: $55.00

Please confirm the items you are purchasing.

[Export] [Close] [Confirm]

How to Request a Refund

1. Click on the "**E-Store**" Tab.
2. Click on the "**Refunds**" Button.
3. Select the "**Select All**" checkbox if you want a refund for all Items on the invoice **OR** Click "**Expand Items + icon**" and use the "**Select**" checkbox on the right-hand side of the item(s) that you want to have refunded.
4. Click on the "**Submit Refund Request**" Button.
5. Click on the **"Confirm"** button to **"Confirm"** that you want to receive a **"Refund"** on the Item(s) **OR** Click on the **"Close"** Button to **"Cancel"** the **"Refund"** request.

| Chapters | Requests | State Staff and Permissions | Rates and Settings | Conferences | Accounting | Reports | Quick Links | Notifications | Resources | E-Store | Surveys |

[Refunds]

Chapter Items for E-Store

Show 10 entries   Search:

Item	Student	Student ID	Description	Price	Quantity	Select
Chapter Adviser E-Store Item			Chapter Adviser E-Store Item	$55.00	Quantity	☐

Showing 1 to 1 of 1 entries   Previous 1 Next

Paid Publication

[Create Invoice]

Refund Request

Back

E-Store Refunds

Expand Items	Invoice Number	Select
−	1248	Select All ☐

Item Name	Amount	Member	Select
Test Item	$10.00		☑

Submit Refund Request

How to View / Continue a Survey

Surveys are developed and managed by National BPA. You may see multiple Accordions under the "**Survey**" Tab.

1. Click on the "**Surveys**" Tab.
2. Choose an "**Accordion**" from the Survey Accordion List.
3. Click on the **"View"** Icon located beside the **"Survey"** that you want to take.
4. Complete the questions on the **"Survey."**
5. Click on the **"Save"** Button to save the survey to finish later **OR** Click on the **"Submit"** Button if you are finished and want to submit the survey.

Chapters   Requests   State Staff and Permissions   Rates and Settings   Conferences   Accounting   Reports   Quick Links   Notifications   Resources   E-Store   Surveys

Select A Category

Chapter Adviser Surveys

Show 10 ∨ entries   Search: [   ]

Survey Name	Name(s)	Status	Conference	Event	Team	View/Continue Survey
Chapter Adviser Test Survey	System Admin	Not Started				👁

Showing 1 to 1 of 1 entries   Previous 1 Next

BPA Inc. Membership System

Email Tab and Screens

How to Send an Email

The Email option allows you to send an email to ALL Student Members or you have the option to select specific Student Members to send an email to. **ONLY** Student Members that have an email address in their Student Member record will appear on this screen. Click on the "**Select/Deselect All**" option to select All Student Members or deselect ALL Student Members.

1. Click on the "**Email**" Tab.
2. Click on the "**Checkbox(s)**" located on the left-hand side of the student(s) that you would like to email.
3. Type your "**Subject Text**" in the "**Subject**" field.
4. Type your "**Email Message**" in the "**Message**" field.
5. Click on the "**Send**" Button.

Students   Chapter Information   Chapter Advisor(s)   Conferences   Invoice History   Quick Links   Notifications   State Information   Resources   E-Store   Surveys   Email

Select Members to send Email to:

Select/Deselect All ←

☑ Sally Sue (Student)   ☑ Anne White (Student)

Subject:

Subject

Message:

Type your message here.

Send

27

Recommendations Tab and Screens

How to Make a Recommendation

The Recommendations option enables you to make a recommendation to National BPA for program change or enhancement for subsequent membership years.

1. Click on the "**Recommendations**" Tab.
   - Any previously submitted recommendations will appear under the "Recommendation History" section of this screen.
2. Click on the "**Add Recommendation**" button.
3. Select the "**Subject**" from the "**Subject**" drop-down field.
4. Type your "**Recommendation**" in the "**Recommendation**" field.
5. Type your "**Rationale**" in the "**Rationale**" field.
6. Continue inputting the required information (all fields highlighted in **RED** are required).
7. Click on the "**Submit**" Button.

Back

Add recommendation

Subject

Select

Recommendation

Type your recommendation here.

Rationale

Type your rationale for the recommendation here.

Does this replace a current policy or procedure?	If this recommendation is adopted, would it require a similar change to other events?	State
Don't Know	Select	Select

Email	Representing
jsmith@bpa.org	Select

Attachment

Choose Files   No file chosen
Max file size 50MB.

Submit

Note: Once reviewed and a determination made by National BPA, you will be notified of the outcome of your recommendation. The determination will also be found on the "Recommendation History" page.

Donation Campaigns and Screens

How to Make a Donation

The Donation Campaigns tab provides you the opportunity to contribute to a fundraising cause that is created by National BPA. Donation Campaigns may include fundraising for student scholarships, National Service Projects, and more.

1. Click on the "**Donation Campaigns**" Tab.
2. Select the "**Present**" icon under the "**Donate**" column for the campaign you'd like to contribute to.

3. Input your desired "**Donation Amount**" in the "**Donation Amount**" field.
4. Continue inputting the required information, including Credit Card and Billing Information (all fields highlighted in **RED** are required).
5. Click on the "**Submit Donation**" Button.
6. A receipt of your donation will be sent to the email address on file in your Advisor Profile.

Note: All donations to Business Professionals of America are tax-deductible. Contact finance@bpa.org at the end of the calendar year for a letter detailing your financial contributions to BPA.

Graduation and Roll-forward Process

How to Graduate Members

At the beginning of each membership year, the Membership system is refreshed and the chapter's membership roster is carried over from the previous year. With every new membership year, some students will renew their membership and others will have to be graduated or removed. The Graduate process is your opportunity to refresh the chapter membership roster for the new membership year.

1. Navigate to register.bpa.org and login using your credentials from the previous membership year.
2. After the initial login, the Chapter Advisor Confirmation screen will appear and you will need to complete all required information before proceeding into the chapter portal.

- "**Student Password**" = set the default password that you will give students for them to access their individual student portals.
- "**Principal's Information**" = verify/change your school principal's

name and email address.

- "**Select Graduation Preferences**" = these fields determine which and how students are graduated from the chapter.
    - "**Select the Highest Grade Level for this Chapter**" = set the highest grade level offered at the school. For example, in a Secondary chapter, if you select "**12**" as the highest grade level, any students who were in 12th grade the previous membership year will be marked for graduation.
    - "**How To Treat Your Graduating Members**" = select the option that makes the most sense for the majority of your graduating members (Note: You will be able to change individual preferences later in the process).

GRADUATING MEMBER OPTIONS	
Eligible for Alumni	Ideal for graduating Post-secondary members, as well as graduating Secondary members not moving on to a Post-secondary chapter. An email will be sent to these members inviting them to join the Alumni Division.
Move onto One Chapter	Ideal for Middle Level members moving onto a single Secondary chapter.
Move onto Various Chapters	Ideal for graduating Secondary members moving on to various Post-secondary chapters.

- "**Advisor Partner Emails Opt-in**" = selecting "**Yes**" will enable you to receive email communications directly from our trusted partners, introducing services and resources to enhance your classroom curriculum.

3. After completing the Chapter Advisor Confirmation screen information, select the "**Confirm**" button.
4. Read the "Graduation" pop-up instructions carefully, and select "**Close**".
5. Select the red "**Graduate**" button on the Action buttons line.
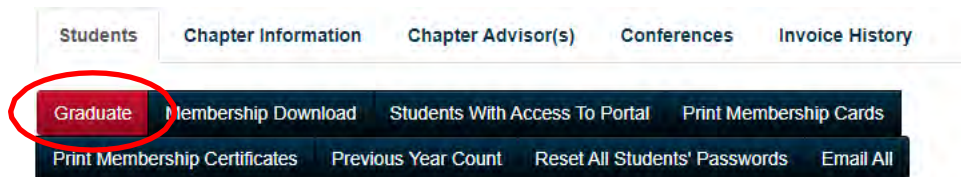
6. Read the instructions on the "**Graduate**" screen and continue the process.
   - Verify student(s) listed are graduating from chapter; select all that will be graduating by selecting the "**Checkbox**" under the "**Graduating**" column, or by selecting the "**Select All**" button.
   - For each student, input the student's email address in the "**Post-Graduation Email**" field. Note: this is especially important if the student destination is marked "**Eligible for Alumni**". They will be emailed an invitation to join the National BPA Alumni Division.
   - Verify the "**Graduating School**" destination for each student. If it needs to be changed, select the "**Select**" button under the "**Change Destination**" column.
   - Once all information is verified, select the "**Graduation Completed**" button.

7. Review the "**Graduation Complete**" pop-up and select "**Yes**".
8. Select the red "**Edit Students**" button on the Action buttons line to continue onto the Roll-forward and Bulk Editing process.
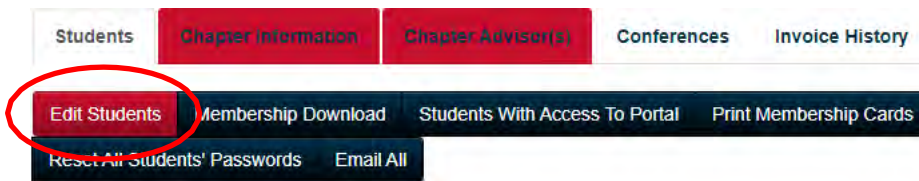
9. Read the instructions on the "**Bulk Edit**" screen and continue the process.
   - Review the student members listed on the roster and select the "**Bulk Grade Roll-forward**" button. This will move all students up by one grade level.
   - Verify all student information, including "**Member Title**", "**Cell Phone**", and "**Email**".
   - If there is a student on the roster that will not be renewing their membership, select the "**Drop**" button to remove them from the chapter.
   - Once all information is verified, select the "**Bulk Edit Complete**" button.
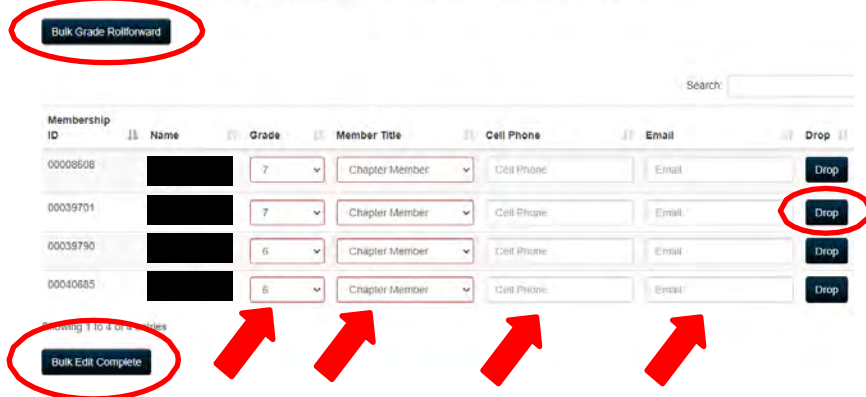
10. Review the "**Bulk Edit Complete**" pop-up and select "**Yes**".
11. Select the "**Chapter Information**" tab to verify and update chapter information including the "**School Address**", "**Billing Address**", phone numbers, websites, default "**Student Password**", and more (refer to **Page 16**).
12. Select the "**Chapter Advisor(s)**" tab to add/remove chapter advisors, and update the information for each chapter advisor assigned to the chapter (refer to **Page 16**).
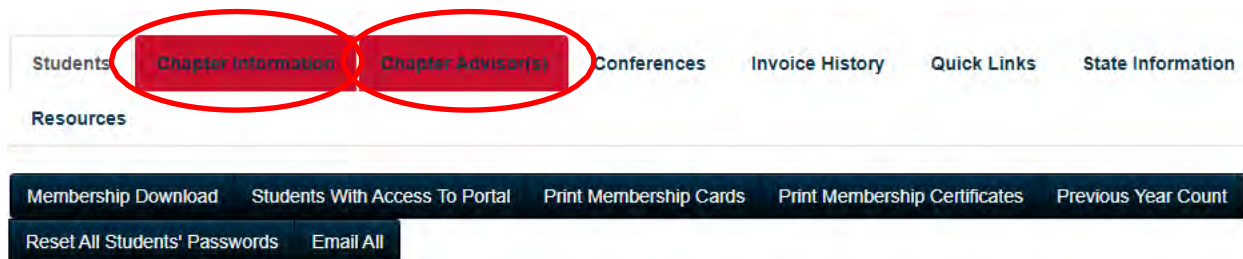
Congratulations! You have completed the "**Graduation and Roll-forward Process**" and are now ready to begin adding chapter membership (refer to **Page 6**).

Membership Model Options: Individual Membership (Traditional Model) or Group Membership (Affiliation Model)

How to Select Membership Model

After completing the Graduation and Roll-forward process, you will be shown the red Choose Membership Model button (see below).
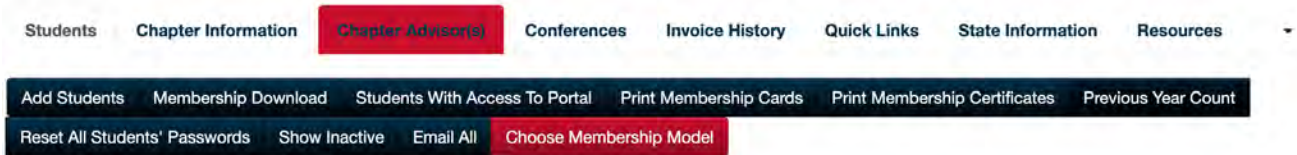
By clicking on the Choose Membership Model button, you will be shown the screen below which defines the differences between the individual membership (traditional model) and the group membership (affiliation model) options. Please select the model which you will use for the current membership year.

Choose Membership Model

You will need to choose from two membership options in 2023–2024. Benefits of membership are the same for both options, but the method of calculating dues is different.

Option 1: Individual Membership (Traditional Model)

Each student member and advisor is charged the national and state dues.

Option 2: Affiliation Membership (New Group Model)

A group of students (those enrolled in all business or technology classes, for example) can become members under the Affiliation model. Dues are determined by matching the number of members with the appropriate tier, as shown below. If you submit fewer than the maximum members for a tier, you can later add more members (up to the maximum for the tier) without additional cost. If you add enough additional members to elevate the chapter to the next tier, you will be invoiced for that new tier only. If you again submit fewer than the maximum members in the new tier, you can later add more members (up to the maximum for the tier) without additional cost. Chapter advisors are not counted in the membership tiers and are listed separately on the invoice. Affiliate membership may be eligible for Perkins V funds, which support Career and Technical Education (CTE). Check with your school's CTE director or other administrator if you need guidance on selecting the best membership option. The number of affiliate membership tiers varies per state, any additional members registered will be added under the affiliate membership model up to the state's maximum, any additional members added past the maximum will be automatically be invoiced as individual members (traditional model).

Member Tier (No. of students)	Chapter Affiliate Membership Fees
1–25	(National Dues $14 + State Dues) x 25
26–50	(National Dues $13 + State Dues) x 50
51–75	(National Dues $12 + State Dues) x 75
76–100	(National Dues $11 + State Dues) x 100
101+	(National Dues $10 + State Dues) x Actual Number of Members

Notes: "National Dues" and "State Dues" refer to the dues for a single student member.

Select Membership Rate Structure:

Individual Membership (Traditional Model)

Close   Confirm

35
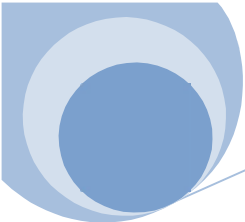
BPA Conference Registration System
Chapter Advisor Manual

The items listed in the table of contents provided below are actually listed in sequence in which you will complete the initial registration process. Some items may only apply for the state leadership conference (SLC).

Contents

HOW TO LOG IN AS A CHAPTER ADVISOR:

Chapter ID [_____]

Password [_____]

[Login]

1. Type the Chapter # in the "**Chapter ID**" field in format 56-####.
2. Type the primary advisor's password from the Membership Registration System (register.bpa.org) in the "**Password**" field.
3. Click on the **"Login"** button.
4. ***Can't remember your password?*** *Please return to the Membership Registration System (register.bpa.org) and click the "Forgot Password" to reset your password.*

HOW TO VERIFY AND UPDATE CHAPTER INFORMATION:

When you are logging on for the first time each membership year, you will see the following verification screen to complete:

Note: Any Text box with an asterisk <u>*</u> are Required fields

1. Complete the appropriate fields in the **Verification** form
2. If a field has an "**Asterisk (*)**", you must complete those fields before you can "**Save**" your information
3. If there are Custom Questions listed at the bottom they must be answered before you can "**Save**" your information
4. Click on the "**Save**" button
   Note: If any chapter information is pre-filled and is incorrect, the changes would need to be made in the Membership Registration System (register.bpa.org).

HOW TO ADD STUDENTS:

Note: The Adding Members Session will time out in 20 minutes. You do not have to add all the students at one time. You may enter them in multiple sessions. If it will take more than 20 minutes, you will need to start this step over from step 1 and you will be able to add additional participants from the members registered in the Membership Registration System (register.bpa.org).

1. Click on the "**Add Member**" button and the names of the students you submitted in the national membership registration system will appear. If names were not **submitted**, they will not appear on this list.
2. Select the appropriate **"Participant Type"** from the **"Participant Type"** field Drop-Down list
3. Click on the "**Save**" button. After Clicking "**Save**" all the Participants will appear on the Chapter list.
   *Note: If you do not change the Participant Type from "**Not Attending**" to some other setting that member will not be saved (transferred to your registration list).*

HOW TO ADD EVENTS FOR STUDENTS:

Note: There are two methods for adding students to events. Method 1 is adding all events for a student individually and can be accessed any time before submitting registration. Method 2 is for adding all students to each event individually and can only be accessed once and all events would need to be completed at this time.

METHOD 1:

1. Click on the "**Edit & Select Events**" link

2. Select the appropriate gender from the "**Gender**" field Drop-Down list
3. Type the email in the "**Email**" field *this field is required for advisors*
4. Type the phone number in the "**Phone**" field
   this field is required for advisors and voting delegates at the State Leadership Conference
5. Type the appropriate "**Special Needs**" in the "**Special Needs**" field
   Note: There are also two additional steps if there are special needs.
   1. *There is also a custom question that will also need to be marked as YES if special accommodations are needed.*
   2. *Please make sure to also fill out the Special Accommodations Form.*

Select	Team #	Team Captain	Event Name	Min Entries	Max Entries	Max # of Teams
			Business Administration			
●			Administrative Support Research Project (260–S)	1	6	
☐	1	☐	Administrative Support Team (255–S)	2	4	99
☐			Advanced Office Systems & Procedures (225–S)	1	7	
☐			Advanced Spreadsheet Applications (235–S)	1	7	

Note: Team # should remain 1 as there is only one team per chapter allowed.

6. Select the "**Select**" checkbox next to the Event
7. Select the "**Team Captain**" checkbox to be the Team Captain for this event (there may only be ONE team captain for each team, and there MUST be a team captain for all team events).
8. Click on the "**Save**" button

METHOD 2:

1. Click on the "**Add Students to Events**" button

2. Click on the "**Assign Attendees**" button

3. Click on the "**Add**" button to add a student to the event (repeat this for all students in the event)
4. Once all students are added to the event, click on the "**Back to Events**" button
5. Repeat Steps 2-4 for all necessary events.

6. Although you have added students to their respective events using this Method 2 option, you will still need to provide additional information for each attendee. Click on the "**Edit & Select Events**" link for each student.

7. Select the appropriate gender from the "**Gender**" field Drop-Down list
8. Type the email in the "**Email**" field *this field is required for advisors*
9. Type the phone number in the "**Phone**" field
   this field is required for advisors and voting delegates at the State Leadership Conference
10. Type the appropriate "**Special Needs**" in the "**Special Needs**" field.
    Note: There are also two additional steps if there are special needs.
    1. There is also a custom question that will also need to be marked as YES if special accommodations are needed.
    2. Please make sure to also fill out the Special Accommodations Form.
11. Click on the "**Save**" button.

HOW TO VIEW COMPETITIVE EVENT REGISTRATION LIST:

Note: Only after adding all the participants and selecting events for them.

Quantity	Description	Each	Total
2	Student Regional Conference Registration	$20.00	$40.00
		SUB TOTAL	$40.00
	2 Participants	TOTAL	$40.00

View By Event

INDIVIDUALS	
Name	**Event(s) / Items / APG / Jobs**
00125710 **Bell, Tinker** (Student Regional Conference Registration) (Inv #)	240–S : Database Applications 260–S : Administrative Support Research Project
00125716 **Pan, Peter** (Student Regional Conference Registration) (Inv #)	145–S : Banking & Finance 260–S : Administrative Support Research Project

[Back to Registration]

1. Click on the "**View Registration**" link to see a Preview of your Registration Invoice that lists the students and their competitions.
2. Click on the "**Back to Registration**" button.
   Note: You can also view the list by event by clicking the View By Event link.
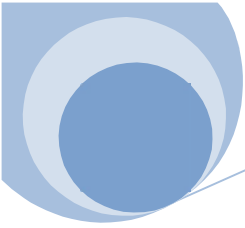
Chaperones and
Items may only
apply to the State
Leadership

HOW TO ADD CHAPERONES:

Add Member	Add Non-Student	Add Students To Events

1. Click on the "**Add Non-Student**" button

Add Non-Student

First Name* [   ] MI [   ] Last* [   ]
Participant Type* [Chaperone State Conference Registration ▾]
Gender* [Select... ▾]
Email* [   ] (required for advisors)
Phone [   ]
Special Needs [   ]
[Save]

2. Enter the appropriate name into the "**First Name**" and "**Last Name**" text boxes
3. Select the appropriate participant type from the " **Participant Type**" field Drop-Down list
4. Select the appropriate gender from the "**Gender**" field Drop-Down list
5. Enter the appropriate email address into the "**Email**" text box (required for advisors)
6. Enter the appropriate phone number into the "**Phone**" text box (required for advisors)
7. Enter any special needs into the "**Special Needs**" text box
   Note: There are also two additional steps if there are special needs.
   1. *There is also a custom question that will also need to be marked as YES if special accommodations are needed.*
   2. *Please make sure to also fill out the Special Accommodations Form.*
8. Click on the "**Save**" button

HOW TO ADD ITEMS TO PARTICIPANTS:

NOTE: Items include special meal requests at the SLC, Special Participant types, and T-Shirts. Some regions may collect information about lunch options in this menu.

Member ID	Name	Status	Person Type	Events	Item Selection				
90000161	Duck, Daisy	VD	S	4	Items	$0.00	Sessions	Edit & Select Events	Delete

1. Click on the "**Items**" link to add Items to a Participant

Description	Price	Quantity
Meal Requests		
Gluten-Free Meal Request	$0.00	☐
Vegan Meal Request	$0.00	☐
Special Participant Types		
Campaign Manager	$0.00	☐
State Officer Candidate	$0.00	☐
Statesman Award Recipient	$0.00	☐
Save		

2. Check the checkboxes in the "**Quantity**" field for each applicable item you wish to select for the Participant.
3. Click on the "**Save**" button.

HOW TO ADD PARTICIPANTS TO HOUSING (SLC only):

Housing – You MUST complete housing before you can submit

1. Click on the "**Housing**" button

Listed below are the individuals that have NOT been assigned to a room yet:

Select Room Type Triple/Quad ⌄
Select Room # 2 ⌄

| Select	Name	Gender	Participant Type
☐	Daisy Duck	F	S
☑	Donald Duck	M	S
☑	Mickey Mouse	M	S
☐	Minnie Mouse	F	S
☑	Peter Pan	M	S
☑	Winnie Pooh	M	S
☐	Mary Poppins	F	S

Add To Room

2. Select the appropriate room type from the **"Select Room Type"** field Drop-Down list
3. Select the appropriate room number from the **"Select Room #"** field Drop-Down list
4. Select the **"Participant"** checkbox for the Student(s) that you want to put in the selected room
5. Click on the "**Add To Room**" button and the selected individuals will be added to the room

Room	Name
#1	Maurice Henderson ($421.83) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]
#2	Donald Duck ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Mickey Mouse ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Peter Pan ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Winnie Pooh ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]

6. If you wish to remove someone from a room, click on the "**Remove**" link to remove the participant that room.

HOTEL CHARGES	
Room Charge	$1,396.29
Housing Total	$1,396.29

Submit Hotel Reservation

7. As you continue to assign individuals to rooms, the **Housing total** will automatically update
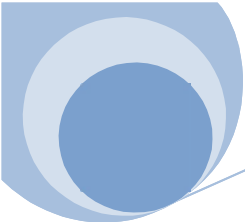
HOW TO EDIT CHAPTER ARRIVING AND DEPARTING DATE/TIMES (SLC only):

Hotel Name: Amway Grand Plaza Hotel

Chapter Arriving 3/7/2024 12:00 PM   **Departing** 3/10/2024 11:59 PM [Edit]

Chapter Comments to Hotel [Edit]

1. Click on the "**Edit**" link
2. Enter your "**Arrival Date**" in the "**Arrival Date**" field (mm/dd/yyyy)
3. Enter your "**Arrival Time**" in the "**Arrival Time**" field (hh:mm am/pm)
4. Enter your "**Departure Date**" in the "**Departure Date**" field (mm/dd/yyyy)
5. Enter your "**Departure Time**" in the "**Departure Time**" field (hh:mm am/pm)
6. Click on the "**Submit**" button
    NOTE: You may also add special instructions for the hotel under the "**Chapter Comments to Hotel**" section by clicking on the "**Edit**" link

HOW TO OVERRIDE DATES FOR A HOTEL ROOM (SLC only):
    NOTE: This is only if you need to make the arrival or departure date for any given room different from the rest of the chapter.

Room	Name
#1	Maurice Henderson ($421.83) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]
#2	Donald Duck ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Mickey Mouse ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Peter Pan ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates] Winnie Pooh ($121.81) (3/7 – 3/10 [3 Nights]) [Remove] [Override Dates]

1. Click on the "Override Dates" link

Arrival Date 3/7/2024   **Time** 12:00 PM
Depart Date 3/10/2024   **Time** 11:59 PM
Save

2. Enter your "**Arrival Date**" in the "**Arrival Date**" field (mm/dd/yyyy)
3. Enter your "**Arrival Time**" in the "**Arrival Time**" field (hh:mm am/pm)
4. Enter your "**Departure Date**" in the "**Departure Date**" field (mm/dd/yyyy)
5. Enter your "**Departure Time**" in the "**Departure Time**" field (hh:mm am/pm)
6. Click on the "**Save**" button

HOW TO SUBMIT YOUR REGISTRATION:

1. FOR SLC ONLY: In order to submit your registration, you must first ensure that your housing Registration is completed and submitted first. In the Housing menu, you MUST click on the "**Submit Hotel Reservation**" button to complete your reservation.
   *NOTE: When your reservation is submitted the following message will be located to the right of the "**Housing**" button: "Your housing reservation has been submitted."*
2. Select the radio button located next to the Payment option.

○ Pay By Check [   ]
○ Pay By Credit Card (A 3% fee will be added to the invoice)

3. If you are paying by check, type the check number in the **"Pay By Check"** field. If you do not know the check number, insert "Unknown".
4. If you are paying by credit card, select the radio button located next to the **"Pay By Credit Card"** field.
   Note: Paying by credit card may only be applicable for the State Leadership Conference.
   Note: If paying by credit card, an invoice adjustment will be added for a credit card processing fee.
5. Click on the "**Submit**" button
   Note: If you make any changes after submitting your invoice, you must contact the regional advisor (for regional conferences) or the state office (for state conference) to make allowable changes/corrections to your registration.

HOW TO VIEW PAYMENT INVOICE AND VIEW SCHEDULE:

1. Click on the **"View Payment Invoice"** link to view invoices.
2. Click on the **"View Schedule"** link to view the students' schedules.
   Note: The regional advisor (for regional conferences) and the state office (for state conference) will let you know when student schedules are available to view.

HOW TO LOG OUT:

1. Click on the "Log Out" button on the left hand side of the page

Judge Pro Student Manual

Contents

Judge Pro Student Instructions

How to Login

1. Type the appropriate **"Student Submission URL"** in the web browser address field located at the top of your web browser
2. Type the appropriate member ID in the **"Member ID"** field
3. Type the appropriate password in the **"Password"** field
4. Click on the "**Login**" button

Student Login

Member ID:

> User Name

Password:

> Password

> Login

Note: If your event is a TEAM EVENT, the Team Captain is the only one that can logon for the TEAM. Therefore, the Team Captain's member ID number will be used to login. (Refer to the Scenario and Upload Files Instructions for more details.)

Evaluation Submission Screen

Note: Depending on the event, the buttons in the screenshot provided may not all be visible to you or may not necessarily apply to your event.

- **Instructions Button** -Specific instructions for this event. The message will be provided in a pop up box; <u>**read these instructions first**</u>
- **Scenario Button** – Click on this button when you are ready to read the scenario provided for this event; this button may be labeled **"Begin After Reading Instructions"**
- **Upload Files Button** – If there is a PDF or URL to be uploaded for this event, click on "**Upload Files**" and follow the instructions provided; items that you are required to upload are explained via clicking the "Instructions" button.

Note: Files are limited to 30MB per submission

- **Scenario Viewing/File Upload is Closed** statement– this means that the event is not open at this time. If you have not logged in early and the event should be open, please contact your chapter advisor for assistance

How to Submit a Project that has a Scenario/Case Study/Job

The instruction on this page only apply to Fundamental Desktop Publishing and Advanced Desktop Publishing events

1. Click on the **"Scenario"** button to begin

Back

NOTE: Do not refresh your screen or press your back button, otherwise it will automatically submit.

Start Scenario

00:00

Finished Reading Scenario

2. Click on the **"Start Scenario"** button and read the Scenario displayed on the screen; this button may be labeled **"Start Test"** or some other label
3. If the Scenario has a time limit, the timer will begin the countdown
4. Click on the **"Finished Reading Scenario"** button once you have completed reading the Scenario and the Project upload screen will appear; this button may be labeled **"Finish & Submit Work"** or some other label

NOTE: If you do NOT Click the "Finished Reading Scenario" button and let the timer run out to 0:00, you will be re-directed to the home page. Then you will have to Click on the "Upload Files" button to go to the Project Upload screen. If there is a timer on the Project upload screen, you will need to submit your Files/URL's prior to the timer running out.

Student Project Upload Screen

Note: Based on the event instructions, there could be a file upload option, URL(s) upload option, or both. If the upload process has a time limit it will be displayed in the upper right hand corner. If the timer runs out, the ability to submit your project/presentation will disappear.

How To Add a File

1. Click on the **"Click Here to Upload A New File"** button
2. Locate/Select the appropriate file on your local machine to upload
3. Repeat the above steps if you are allowed to upload more than one File
4. Click on the **"Finished"** button if you are completely finished

How To Add a URL

1. Type in the appropriate **"URL"** in the **"Add New URL"** field
2. Click on the **"Add"** button
3. Repeat the above steps if you are allowed to add more than one URL
4. Click on the **"Finished"** button

IMPORTANT: IF THE EVENT IS SETUP WITH AS A TIMED EVENT, DO NOT CLICK ON THE FINISHED BUTTON UNTIL YOU HAVE EVERYTHING UPLOADED AND ENTERED CORRECTLY. YOU WILL NOT BE ABLE TO CHANGE ANYTHING AFTER YOU CLICK ON THE FINISHED UPLOADING FILES BUTTON.

How To Remove a File and/or URL

Note: If the Administrator has the Upload file setting to **"Lock File Submit After Submit",** the option to remove a file or URL may not be available

1. Locate the **"File"** and/or **"URL"** on the screen and click on the **"Delete"** button

How to View your Uploaded Project and Print Project Confirmation Submission

1. To View your Project, Click on the "**Project**" link(s)
2. To Print your Project Confirmation, Click on the **"Print"** icon

How to Submit a Project that Does Not Have a Scenario (for Presubmitted Events)

How to Upload a File
1. Click on the **"Upload Files"** button
2. Click on the **"Click Here to Upload A New File"** button
3. Locate/Select the appropriate file on your local machine to upload
4. Repeat the above steps if you are allowed to upload more than one File
5. Click on the "**Finished**" button if you are completely finished

How to add a URL
1. Click on the **"Upload Files"** button
2. Type in the appropriate **"URL"** in the **"Add New URL"** field
3. Click on the **"Add"** button
4. Repeat the above steps if you are allowed to add more than one URL
5. Click on the "**Finished**" button

How to Log Out

1. Click on the **"Log Out"** button

Contents

Judge Pro **Chapter Advisor** Instructions

How to Login:

Login

Chapter ID:

| Chapter ID: |

Primary Advisor Password:

| Primary Advisor Password: |

| Login |

1. Type the appropriate **"Advisor Submission URL"** in the web browser address field located at the top of your web browser
2. Type the appropriate Chapter ID number n the **"Chapter ID"** field
3. Type the appropriate password for the primary advisor in the **"Primary Advisor Password"** field
4. Click on the "**Login**" button

Note: Your password is the same password used by the primary chapter advisor for their login credentials for the Membership and Conference Registration websites

How to View Student Projects

1. Click on the **"Project"** menu button located in the top navigation menu to view the files and/or URL's that have been submitted by the student(s) in your chapter

How to Log Out

1. Click on the **"Logout"** menu button located in the top navigation menu at the top of the screen

Chapter Advisor FAQ

Q: When I navigate to the Chapter Advisor "**Project Admission Site**", there is a message, "**Advisor Login is disabled at this time**"

A: Contact your system administrator, this message means they have not opened Login for Chapter Advisors yet

Business Professionals of America
AnswerWrite Student Testing Instructions

Student Login Credentials

Locate your Student Testing Ticket or testing login credentials from your Proctor or System Administrator. An example of the testing ticket is show below.

Student Testing Ticket

DEMO Sr. High School (FL)
Student, Test

Student Login Credentials

Participant ID: 12345 **Password:** 46826d32
URL: https://qa.registermychapter.com/aw/Login.aspx?id=117

I understand that sharing or getting unauthorized help during the test is considered cheating. I understand that if I share or receive said help during this test, it will disqualify my test score:

Signature: _____

How to Login as a Student

AnswerWrite Testing Login

Please enter the Student ID and password you were given for this test

Enter Student ID

Password

Login

1. Read any instructions that appear at the top of the Login page.
2. Type the appropriate **"Student ID"** in the **"Student ID"** field.
3. Type the appropriate **"Password"** in the **"Password"** field.
4. Read the Student Agreement and click the **"Check to Agree"** box.
5. Click on the **"Login"** button.

How to Verify Participant Information

Your Information

Name
John Doe

School
Demo High School (MI)

Member ID
12345678

Participant ID
12345678

1. Review your name, member ID number, and school in order to ensure you have logged in with the proper credentials.
2. Notify the Proctor or System Administrator if your information is incorrect.

How to Select an Exam

NOTE: Once you click on a link to select a test, you will be taken to an instruction page before the test starts

Please select a test to take

ADMINISTRATIVE SUPPORT CONCEPTS (290)   Select

COMPUTER PROGRAMMING CONCEPTS (390)   Select

FINANCIAL MATH & ANALYSIS CONCEPTS (190)   Select

1. The events in which you have been registered are listed on the screen. If an event is missing from the list, notify the Proctor or System Administrator.
2. Click on the **"Select"** button next to the appropriate event you wish to complete.
3. The exam instructions will appear on the next screen.

Start Test

Once you click on the START TEST button, the timer will be started!

START TEST

4. Once you are ready to begin the event and start the timer, click the **"Start Test"** button.

IMPORTANT: Before you actually begin your first event, make sure you have read the remainder of this document for the purpose of becoming familiar with the entire website and testing process.

Calculator

If your test allows a calculator to be used, click on the calculator icon located above the test name to use the calculator on the computer. If your test does not allow calculators to be used, the calculator icon will not be visible.
NOTE: You may have to click the plus symbol (+) or multiply symbol (x) in order for the calculator to open. Once the calculator is open, a sample of what the calculator looks like appears in the image below.
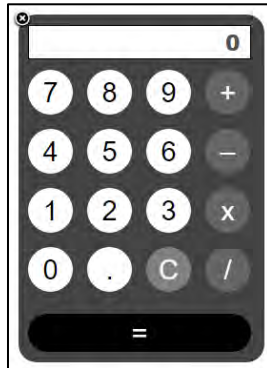
NOTE: If the calculator icon appears for your event, which includes a calculator is allowed, you may use your own calculator. The calculator you use must meet the BPA Calculator Guidelines (i.e., must be an ACT-approved calculator).
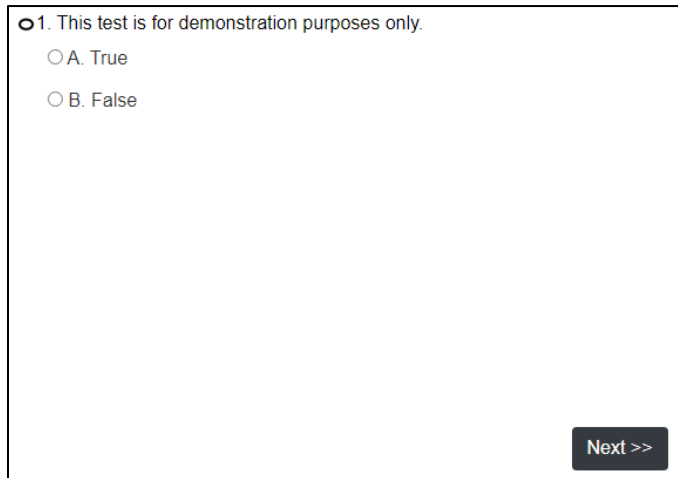
How to Review Exam Questions, verify Wi-Fi connection and Hide Time Remaining to Finish Exam
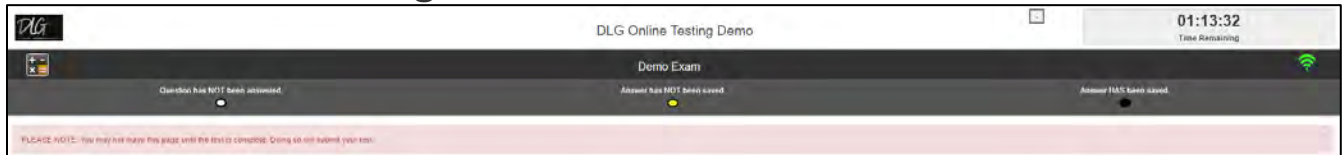
The following items apply to the main header area that appears at the top of the screen:
- If a question has NOT been answered, the oval next to the question number will be white.
- If a question has NOT been saved, the oval next to the question number will be yellow.
- If the question has been saved, the oval next to the question number will be black.
- Review the Internet/Wi-Fi icon connection. If the icon is green, there is a good connection and it will be red if the Wi-Fi connection is lost. Once the Internet connection has been restored, the questions you have answered will be saved.
- To hide the Time Remaining clock, click on the minus symbol to the left of the time clock.

How to Answer Questions and Submit an Exam
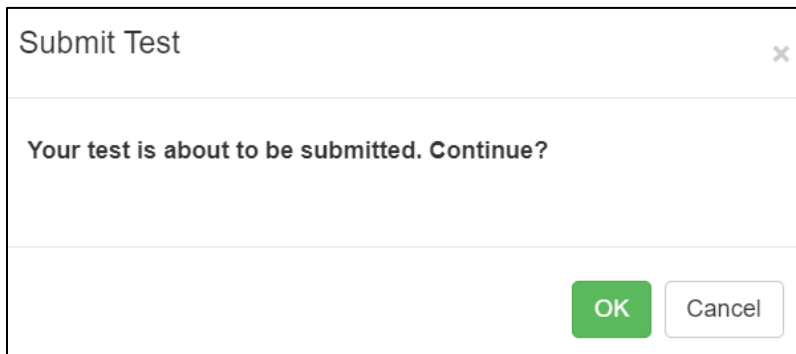
1. If the test style is one question at a time, click the "**Next**" button to go to the next question and the "**Back**" button to review the previous question. (See image above.) Otherwise, all questions will appear on one continuous screen.

Please review all your answers. When you are sure you are finished, click the Submit Test button *ONLY ONCE* to submit your test.

Submit Test

2. When you answer the final question **and** have reviewed all your answers if you wish to do so, click on the **"Submit Test"** button to submit the test.

3. If you are certain you are ready to submit your exam, click the **"OK"** button in the confirmation box. Otherwise, click the **"Cancel"** button in order to return to your exam.

Move Away: Do not open any other Windows

You are not allowed to have any other browser or application windows open during the testing time.

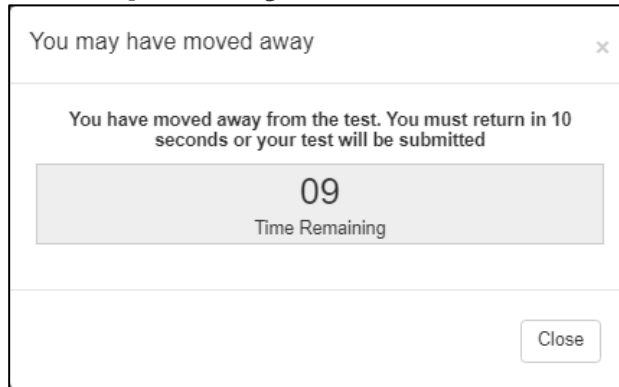If you open or switch to another window, the Move Away dialog box will appear and a 10 second countdown clock will begin. After 10 seconds, the exam will be automatically submitted. The Move Away dialog will not be visible in the window you moved to. It will remain on the AnswerWrite page and will continue to count down. If 10 seconds have expired before you return to the AnswerWrite page, you will receive a notification that the exam has been submitted.

You moved away from the test. The system has saved your score and submitted your test.

What to do if there is an Emergency while taking an Exam

If you have an emergency situation, notify your Proctor immediately.

To close the exam for an emergency, click on the X in the upper right-hand corner of the page to close the browser window. You may receive a browser message that your work may not be saved, click the button to **"Leave"** the page. The exam will be closed and your work will indeed be saved at that point. When you are ready to begin your exam again, log in to the website and select the exam again.

IMPORTANT: You may not leave the exam for any situation if you are taking the exam without a Proctor in the room with you.

How to Logout as a Student
Click on the **"Logout"** button located in the upper right-hand corner of the screen. If you have just completed an exam, the Logout button may be in the bottom left corner of the screen.

Resources

SPORTS & ENTERTAINMENT BUSINESS CONFERENCE
AT LITTLE CAESARS ARENA

DETROIT PISTONS VS **PACERS**

MONDAY, DECEMBER 11th | 7:00PM

Join us at Little Caesars Arena for the Sports & Entertainment Business Conference and an exciting night of Detroit Basketball! Take advantage of this unique opportunity to hear from Detroit Pistons professionals about the business of basketball including topics on management, finance, information technology, and business administration.

REGISTRATION PRICING

100-LEVEL ENDZONE: $32

200-LEVEL CORNER: $22

Call to ask about Mezzanine Level or 100-Lower Level seating availability and discounts

REGISTRATION INCLUDES ACCESS TO THE CONFERENCE AT 1:45PM, A TICKET TO THE PISTONS VS PACERS GAME, SCHOOL WELCOME MESSAGE ON SCOREBOARD, AND FREE BPA SHIRT (PICTURED LEFT)

Deadline to register is November 17, 2023.

To Register your School Please Contact:

Brandon Goebel at (313) 771-7466 or bgoebel@pistons.com

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DAVENPORT UNIVERSITY

Prepare for BPA Success with DU!

BUSINESS PROFESSIONALS of AMERICA
Giving Purpose to Potential

Davenport University will host both in-person and virtual BPA practice sessions this fall to help your students prepare for their competitions. The practice sessions will provide your team with an opportunity to hear proven success strategies and coaching from experienced collegiate competitors and faculty.

DU BPA Success

- Over 130 national championships in our 35+ years of competition
- National champions in both business and technology competitions
- Davenport University BPA alumni have gone on to be leaders in business, technology and health.

Practice Sessions

These sessions are available to high school BPA student members, BPA advisors, business teachers and high school counselors at no charge. Sessions run from 9:00 am to 1:00 pm and lunch is provided. Space is limited! RSVP at **davenport.edu/BPA**

Friday, November 10, 2023 **Virtual Presentation & Workshops (Unlimited Attendees)**

Friday, December 1, 2023 **Grand Rapids Lettinga Campus (Max of 120 Attendees)**

Middle-level advisors and students welcome!

Learn about the new BPA Digital Game Design and Digital Forensic's events!

Grand Rapids
W.A. Lettinga Campus
6191 Kraft Ave. SE
Grand Rapids, MI 49512

For more information, contact Cassidy Baker

800.686.1600 | Cassidy.Baker@davenport.edu

DAVENPORT UNIVERSITY

BUSINESS PROFESSIONALS *of* AMERICA
Chapter Logo Request Form

BPA Chapter Advisors:

Show your BPA pride with a set of custom logos for your chapter!

Chapter logos include National BPA branding along with your state and chapter name. To request your chapter logos, complete the form below and email it to **Patrick** at **PSchultz@bpa.org**. You will receive logo files suitable for print and electronic uses (eps, jpg, and png formats). **This service is free for any active chapter!**

Date:

State:

Chapter Name:

Advisor Name:

Advisor Email:

SAMPLES

ADVOCATING FOR BUSINESS PROFESSIONALS OF AMERICA

BPA members can become a positive change agent and bridge the connection between our organization and government officials.

YOUR BPA STORY

Emphasize the importance of BPA and why it is personally important to you. Officials like to connect with you as an individual.

ADVOCATE

Explain how funding impacts BPA, educate elected officials about BPA and encourage them to experience the organization firsthand.

ENGAGE

Your WHY is what clearly expresses your unique contribution and impact - it is your purpose. Knowing your WHY helps you better identify and talk to your cause and what you believe.

LEARN

Know your facts. Prepare fact sheets to support your position. Know all you can about the organization as well as the individual(s) you will be meeting with. Be prepared.

HIGH QUALITY PROGRAM

Business Professionals of America is your way to guarantee your CTE Business Education program meets the high quality program framework.

Certifications
We offer certifications in 11 Microsoft programs and 25 Precision Exams. It's the one-stop, total learning solution for helping your students get noticed.

Career Exploration
Our program provides new avenues for career exploration to everyone. This will help today's student's become tomorrow's business professionals.

Leadership
Even the most powerful people can improve their leadership skills. Our program offers that opportunity to all participants.

Learn, Practice, Certify.

Preparation is the key to success, so take advantage of the industry's best certification, leadership, and career development materials today.

For more information, contact us at 734.487.1700 or visit our website at michiganbpa.org.

FOR IMMEDIATE RELEASE

From [Insert name]
[Insert Full Address]
[Insert Phone Number]
[Insert E-mail Address]

[Insert current date]

[Change this title of the news release as needed]
Local Students to Compete in Regional Business Competitions

Business Professionals of America is a dynamic youth organization which provides leadership and business opportunities for high school students to prepare them in their selection as they make decisions on their future careers. The skills that students learn through participating in a variety of business experiences are beneficial and will help prepare them for a career in the workforce.

Students are going to be putting these skills to the test at the Regional Leadership Conferences that are taking place on January ____ [insert date] at _____. [insert location] More than 4,500 students representing approximately 175 schools are competing in regional competitions throughout the state. They will compete in many different events ranging from accounting to graphic design to public speaking. Events are individual or teams with the participants learning many skills from each. Students who place high enough are eligible to attend the BPA State Leadership Conference taking place March _____, _____ at the Amway Grand Plaza Hotel in Grand Rapids.

Business Professionals of America helps young people prepare themselves for business professional careers. They learn a variety of skills such as teamwork, time management, and public speaking. These skills are very beneficial as these bright, young people enter the workforce and help shape the future.

# # #

FOR IMMEDIATE RELEASE

From [Insert name]
[Insert Full Address]
[Insert Phone Number]
[Insert E-mail Address]

[Insert current date]

[Change this title of the news release as needed]
<div align="center">Business Professionals of America Chapter
Attending State Leadership Conference</div>

Business Professionals of America is a dynamic youth organization which provides leadership and business opportunities for high school students to prepare them in their selection as they make decisions on their future careers. The skills that students learn through participating in a variety of business experiences are beneficial and will help prepare them for a career in the workforce.

The State Leadership Conference is taking place March _____ at the Amway Grand in Grand Rapids. At this conference, students are participating in business related events and competing for the top spots. Some students who place are eligible to go to national competition taking place in _____ this year.

Every year, local chapters participate in service projects. This year's service project is the _____. Local chapters will be _____. You may help your local chapter by _____.. All you have to do is contact your local chapter.

Business Professionals of America is full of bright, young people wishing to enter a business professional career. This beneficial organization is helping our youth to have a brighter future.

<div align="center"># # #</div>

PERKINS V

USE OF FUNDS GUIDE
2022-2023

Perkins funds must be used to develop, coordinate, implement, and improve CTE State approved programs to meet the needs identified in the region's CLNA.

(1) Career Exploration and Development (Sec. 135(b)(1)(A-F))

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
212 Guidance Services – Funds may be expended for career exploration and development activities through a framework that assists students in making informed decisions about future education and employment. a) Introductory activities or materials focused on career exploration/career awareness like non-traditional. b) Readily available LMI c) Programs/activities related to career plans d) Guidance on postsecondary & career options e) Any activity that advances career opt. and assists students in making informed decisions including non-traditional f) Providing students with strong exp. In all aspects of an industry. Education Development Plans (EDPs) are required by State law [MCL 380.1278b(11)] and as such must be paid for with State or local funds. **REQUIRED**	<u>Work Based Learning</u> • Work-based Learning coordinator for CTE programs • Work-based Learning materials • WBL Coordinator stipends for teachers as long as their contract is specific about the amount of time they are doing WBL and there is a description of duties • Job Shadow • Placement services <u>Career Awareness/Career Planning</u> • Career software for exploration • Work with advisory committees to identify industry certifications • Guest speakers to deliver occupational specific information <u>Career Guidance</u> • Special Populations Coordinator • Counselor salary to work with CTE students • Nontraditional marketing materials • Work Keys assessments for placement of CTE students by counseling staff • Developing CTE student mentoring program • CTE student retention efforts • Providing CTE program expectations and prerequisites to students and parents

(2) Professional Development (Instructional and non-instructional personnel) (Sec. 135(b)(2)(A_I))

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
221 - Program Improvement & PD for Instruction - Provide professional development teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals. **REQUIRED**	• Professional development for teachers in the effective use and application of technology to improve instruction • Training for teachers in promoting the use and application of technology in state-approved CTE programs • PD activity registration, travel costs • Conference fees, lodging, meals • Teacher training for integrating academics into CTE curriculum • Professional development for teachers to align standards to MME • Career Education Conference for teachers
283 – Professional Development for Non-Instructional Personnel: **REQUIRED**	• Administrators attending conferences, workshops to incorporate the required state approved CTE program standards • Professional development for local district CTE staff (other than teachers) in program specific areas including work sites

(3) Occupational Skills and (4) Academic Skills (Sec. 135(b)(3)(4)(A-B))

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
127 - Instruction – provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations and integrate academic skills. **Equipment Installation:** *2 CFR 200.439 (Equipment and other Capital Expenditures) of the Uniform Grant Guidance. The regulations are not specific regarding paying for the installation of equipment in a CTE classroom. However, after consultation with Andrew Johnson, he has indicated as long as the installation costs are necessary (yes) and reasonable (fair market value) per 2 CFR 200.403 (Factors affecting allowability of costs) it would be allowable. **REQUIRED**	<u>Software</u> • Key Train license • Pre-test Key Train assessments • Work-Keys assessments for academic skill level • Software (program specific) & Online advanced electronic learning resources <u>Instruction</u> • CTE resource teacher for language arts/reading • Portion of math teacher's salary spent teaching CTE students • CTE Para-professional salaries • Health science clinic assistants for skills training • Services to assist instruction for special populations, readers, adaptive equipment/accommodations • Instructional equipment purchases • Sub for CTE teachers to collaborate with employers • Instructional costs and materials to <u>prepare</u> CTE students for industry certification and licensing requirements for state-approved CTE programs (the cost of certification and/or assessment fees for individual students is covered under 227)
271 - Pupil Transportation Services **OPTIONAL**	<u>Transportation</u> • Transportation for a class field trip (e.g., auto show, home builders or construction trade expo); entrance fees for students only are covered under 221) • Summer Camp transportation for incoming freshmen

(4) Program Implementation and Improvement (Sec. 135 (b)(5)(A))

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
221 - Program Improvement & PD for Instruction - plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing local levels of performance. **REQUIRED**	• Produce course guides to include programs of study • Activities related to establishing or updating articulation agreements • Entrance Fees for students • Criminal Background checks for students only (program specific) • TB Tests for students only (program specific) • Required drug testing for students only (program specific) • Curriculum materials, consistent with needs of employers (reflecting current workplace) • Working with advisory groups on the needs, expectations, and methods of business and all aspects of an industry • CTE Curriculum development • Background check fees for students only (program specific) • CTSOs - Staff, students, and paraprofessionals – no meals, no dues, okay for transportation, lodging, registration fees, curriculum for teachers
227 - Student Assessment **REQUIRED**	• Student certification fees and testing fees (program specific) • student assessment fees (program specific)

(5) Program Evaluation (Sec. 135(b)(6))

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
281 - Planning, Research, Development & Evaluation – develop and implement evaluations of the activities carried out with funds under this part, including evaluations necessary to complete the comprehensive needs assessment required under section 134(c) and the local report required under section 113(b)(4)(B). **REQUIRED**	<u>Data</u> • Follow-up survey • Data support staff • Use of data to identify programs needing academic support <u>Software</u> Software/assessment tools for student performance

(6) Administration (Sec. 135(b)(d))

FUNCTION CODES & DESCRIPTION	SUGGESTED USES
226 - Administration – Each eligible recipient receiving funds under this part shall not use more than 5 percent of such funds for costs associated with the administration of activities under this section. **OPTIONAL**	• Administrator salaries for implementing CTE Perkins • CTE Director partial salary • CEPD Administrator partial salary

Perkins funds must be used to supplement, and not supplant, non-federal funds expended to carry out career and technical education activities. Perkins funds may not be used for activities that a recipient would, in the absence of Perkins funds, make available with non-federal funds. Presumably, in the absence of Perkins funds, a school district would have to purchase basic instructional materials in order to deliver a state-approved CTE program. Thus, the use of Perkins funds for basic materials is not allowed.

All costs must be necessary, reasonable, allocable, and legal under the Act. All activities and costs must be aligned with the Comprehensive Local Needs Assessment and the Regional Improvement Plan. A cost is allocable (200.405) if the goods or services involved are assignable to the Federal award or cost objective in accordance with relative benefits received.

1.   Instructional Equipment: Uniform Guidance 2 C.F.R. Part 200.2, 200.12, 200.13, 200.33, 200.48, 200.89, 200.302, 200.313, 200.436, 200.439 Defined as tangible personal property (including information technology systems)having a useful life of more than one year and a per-unit acquisition cost equals or exceeds $5,000 (or a lesser amount if that is the district's policy) (Computing Devices 200.20; General Purpose Equipment 200.48; Information technology systems 200.58; Special Purpose equipment 200.89; and Supplies 200.94) and has a useful life of one year or longer. CTE instructional equipment may be purchased under function code 127. Instructional equipment purchased with Perkins funds, whether in whole or in part, must be tagged and inventoried. The **Capital Outlay** budget item in the grant application budget must be completed for these purchases.

2.   Supplies/Other Tangible Property: Uniform Guidance 2 C.F.R. Part 200.20, 200.58, 200.94, 200.314, 200.453 Defined as all tangible, personal property other than those described in 200.33 Equipment. Property that aids the CTE instructional programs that does not rise to the level of instructional equipment and is not capitalized but which is vulnerable to theft (laptops, iPads, printers, other technology hardware or software, etc.). Tangible personal property means property owned by the school district which is movable and can be physically relocated. EDGAR does not set out specific tracking requirements for these items, however, districts are expected to track items vulnerable to theft purchased with Perkins funds.

3.   Priority must be given to purchasing equipment that will be used by STUDENTS in a state-approved CTE classroom rather than purchasing equipment that is used primarily by the classroom teacher to enhance instructional delivery (such as Smart boards/whiteboards, iPads, laptop to connect to Smart board, LCD projector, presentation systems, etc.)

4.   Perkins funds can be used to purchase a classroom set of supplemental textbooks (a set of 25, for example) for a CTE course.

5. Perkins funds CANNOT be used:

- alcohol beverages
- Alumni/ae activities
- Audits
- Bad debts
- Bonuses
- Building Maintenance & Construction Projects
- Child Care expenses
- College preparatory courses or materials
- Commencement Costs
- Consumable supplies (post it notes, paper clips, etc.)
- Contingency Provisions
- Contract/award with suspended and debarred parties
- Contributions and donations
- Copyrights/patents
- Dollar amount over Government rate for hotels without prior approval
- Endorsement/Licensures/Permits for Teachers Licensure in Grades 7-12 (professional development for personal benefit)
- Entertainment costs
- Entertainment, plaques, or memorabilia;
- Expenditures and for career education and any activities prior to the 9th grade
- Expenditures for adult/postsecondary programs using secondary funds (tuition costs for students)
- Expenditures that supplant
- Facility rental
- Fines and penalties
- Food or beverages
- Food or groceries for CTE courses;
- Fundraising
- Furniture (standard classroom or instructional fundamental to the program)
- General purpose equipment non-instructional, building, land improvements
- Gifts (including items retained by students)
- Goods or services for personal use
- Gratuities
- Hobby crafts, Leisure Arts or other non-occupational expenditures
- Housing and personal living expenses
- Incentive for business relocation

- Insurance
- Interest and other financial costs
- Labor relation costs
- Legal expenses for criminal proceedings and claims against federal government
- Lobbying
- Magazine Subscriptions
- Lobbying
- Mentor costs for teachers
- Monetary Awards
- Paying a stipend to a CTE instructor to sponsor a CTSO
- Petty Cash
- Political Activities
- Pre-award costs
- Professional organization memberships for individuals;
- Promotional materials (t-shirts, pens, cups, key chains, etc.)
- purchase a bus or any type of vehicle to transport CTE students
- Purchase consumable items, items that support the day-to-day instructional program and have a shelf life of less than one year (such as paper, pencils, printer cartridges, flash drives, CDs, label makers and supplies, soil, plants, etc.)
- Purchase furniture (teacher, student, or office desks or chairs, bookcases, and display cases, for example) or storage buildings, units, containers, file cabinets, copiers, etc.
- Recognition awards for advisory committee members, business partners, etc.
- Religious worship, instruction
- Remediation courses or courses not part of a state approved program
- Renovate or build classroom facilities or to upgrade classroom or facility wiring.
- Scholarships
- Startup classroom equipment
- Storage cabinet/files
- Student scholarships
- student tuition/registration costs, fees, books, or uniforms for students taking early middle college/dual credit/dual enrollment courses/direct credit
- Teacher Salaries
- Telecommunications and Video Surveillance Services or Equipment
- the purchase of a copier (unless listed on a CTE course's equipment list)
- to pay for food: The U.S. Department of Education has issued guidance on this subject. According to this guidance, it appears that a grantee would almost never meet the threshold that allows it to provide food at a meeting (see attachments)

- Travel outside of U.S.
- Vehicles (automobiles, trucks, buses, airplanes, boats, golf carts, motorcycles, etc.
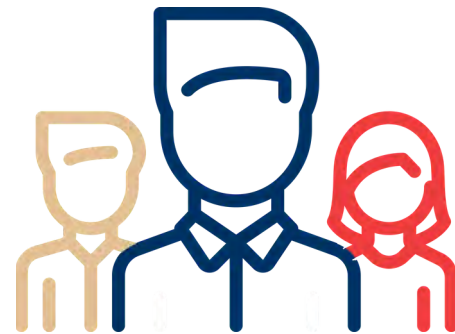- Workbooks for student's use; workbooks are considered a consumable item.

WHY BPA?

Networking

Leadership Development

Service Learning

Travel

Scholarships

Academic Competitions

Career Exploration

Industry Certifications

DISCOVER YOUR PASSION. CHANGE THE WORLD.

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