

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 administrative support, information technology, finance, and management/marketing/ human resources. 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 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Advisors must be willing to help other chapters' students and advisors as necessary.
8. Proper supervision is essential for successful management of conferences. Listed below are the minimum students to advisor ratios for conferences. 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.

Fall and Regional Leadership Conferences:

One advisor and/or chaperone is required for every ten students.

State Leadership Conference:

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.

9. 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.
10. Advisors shall conduct daily meetings with participants for progress reports, time schedules, and other activities.
11. 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.
12. At each conference, advisors must have a completed and signed conduct/permission/medical treatment authorization form for all students in attendance.
13. Advisors will enforce curfew. Local advisors are responsible for room checks to ensure that their students are in the assigned rooms at curfew.
14. 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 to abide by the points set forth in this document. Additionally, the advisor agrees to abide by the judgment set down by Michigan BPA and/or the Michigan BPA Joint Council giving an explanation of circumstance that may have been outside of the advisor's control before the next meeting, after the ruling. 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.

I have read the advisor code of ethics and agree to comply with these guidelines.

(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: _____
(Type or Print Name)

Title: _____

School Phone: _____

Evening/Emergency
Contact Numbers: _____

MAIL OR FAX TO: Business Professionals of America, Eastern Michigan University, Ypsilanti, MI 48197, Fax: 866.204.4455 (toll free).

NOTE: If you send this form to us via fax, you only need to fax page 2 of this form.
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