



Today's students.
Tomorrow's business professionals.

TO: Chapter Advisors
FROM: Maurice S. Henderson, State Director
DATE: August 18, 2009
SUBJECT: Fall Leadership Conference–September 27-28, 2009

Welcome to another exciting year of Business Professionals of America! We are pleased to invite all current and prospective chapters to attend the fall leadership conference. All chapters in the lower peninsula are invited to attend this conference to learn about our organization, leadership skills, and much more. **If your chapter is not participating in BPA this year, please let me know. Chapters must be represented at this conference. Advisors may attend without students. This is NOT optional!**

The student workshops at the FLC will be conducted by professional leadership development trainers. Everyone will be in for an exciting and wonderful learning experience. Please make sure your students come excited about meeting new people and gaining valuable information to take back to their chapter members. Please make sure your students bring paper and a pen/pencil. Also, please plan to stay until the conclusion at 2:30 p.m.

The conference will be held at the Kellogg Hotel & Conference Center located on the campus of Michigan State University in East Lansing. The event will be held on September 27-28, 2009. Registration will begin at 8:00 a.m. on Monday, September 28. We encourage as many chapters to arrive on Sunday evening in order to avoid delays due to our early start time on Monday. Special hotel group rates are available (see the information sheet enclosed).

The cost per participant is \$29.00. This fee includes a box lunch (sandwich, chips, fruit, cookie, and beverage). Parking is available in the hotel ramp. There is an additional charge for parking. If you are traveling via bus, please contact the hotel directly at 800.875.5090 to inquire about bus parking.

Conference registration will be submitted online at www.michiganbpa.org. Be advised of the following deadlines:

- **September 11, 2009:** Hotel reservations deadline in order to get guest rate; call the hotel directly to make your reservation
- **September 18, 2009:** Conference registration must be submitted online
- **September 28, 2009:** Conference registration payment deadline

The state officers and I look forward to seeing everyone at the conference.

Enc. Conference Schedule
Advisor Code of Ethics

Business Professionals of America-Michigan Association

Fall Leadership Conference– September 27-28, 2009

“Breaking Boundaries”

Attending the fall leadership conference will be a terrific educational opportunity to expose future leaders to leadership development and chapter management ideas. All current chapters or prospective schools interested in starting a chapter are encouraged to attend. Due to space limitations, each school will be allowed to register a maximum of six (6) students.

A box lunch (sandwich, chips, fruit, cookies, and beverage) will be provided.

Date: Sunday, September 27, 2009 (Optional)
On Your Own Optional meetings (by chapter)
11:00 p.m. Curfew

Monday, September 28, 2009
8:00 a.m.–8:30 a.m. Registration
8:30 a.m.–2:30 p.m. Program

Location: Kellogg Hotel & Conference Center at Michigan State University
55 South Harrison Road
East Lansing, MI 48824-1022
517.432.4000

Cost: \$29.00 per person (includes a box lunch)

Attire: Professional attire required. The following items are not appropriate for the fall leadership conference: Dockers, sportswear/casual attire, cargo pants, jeans, t-shirts, hats, and tennis shoes.

REGISTRATION DEADLINE: FRIDAY, SEPTEMBER 18, 2009

PAYMENT DEADLINE: MONDAY, SEPTEMBER 28, 2009

- **Chapters that have registration balances after SEPTEMBER 28th will be charged a \$50 late fee.**
- **Absolutely, no on-site registrations accepted and no refunds.**
- **Advisors must pay registration fee.**
- **You may submit your registration WITHOUT individual students' names.**
- **Return the signed advisor code of ethics forms for all advisors with your conference registration. (Available for download at www.michiganbpa.org).**

Please plan to stay until the ending time of 2:30 p.m. in order to guarantee that your students receive a maximized learning experience.

Kellogg Hotel Reservation Information

If your school wants to arrive the night before the conference, hotel room rates are as follows: \$88 (single/double), \$98 (triple), \$108 (quad) per night. A mandatory 7% county tax must be paid. Schools are exempt from the 6% state tax if paying with a school check. Reservations can be made by contacting the Kellogg Hotel at 1-800-875-5090 and referencing the “Business Professionals of America” group name. **Reservations must be made by September 11, 2009.**

Fall Leadership Conference Program

Sunday, September 27, 2009

On Your Own	Optional Chapter Officer Meeting Time (By Chapter)
11:00 p.m.	CURFEW (All students must be in their assigned room. Advisors will conduct room check.)

Monday, September 28, 2009

8:00 a.m.–8:30 a.m.	Registration
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Chapter Officers Schedule

8:30 a.m.–9:00 a.m.	State Officer Welcome/Wake Up!
9:00 a.m.–12:00 p.m.	Workshops conducted by FOCUS Training
12:00 p.m.–1:00 p.m.	Lunch
1:00 p.m.–2:00 p.m.	Workshops (cont.)
2:00 p.m.–2:30 p.m.	Closing Session & Wrap Up

Chapter Advisors Schedule

8:30 a.m.–11:00 a.m.	Advisors General Session
11:00 a.m.–12:00 p.m.	Lunch
12:00 p.m.–2:30 p.m.	Advisors Meetings (By Region)

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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