

**Business Professionals of America, Indiana Association
Chapter Advisors' Handbook
2016-2017**

Part 2

**BPA PROGRAM YEAR
Dues
Conferences
Indiana Leadership**

For further information about Indiana Business Professionals of America, contact:

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MEMBERSHIP REGISTRATION

- **November 1 deadline:** Initial chapter registration—meeting this deadline will insure members a membership card and a membership pin from the national office, and the advisor will receive communication from the RCAC representative and/or state advisor with state news and updates. Members may be added at the national level until February 15, but any member competing at DLC/SLC must be added by November 4.
- **November 4 deadline:** Any member participating in competitive events must be a registered member by this date.
- On-line registration at the national web site (bpa.org): An invoice will be generated by the on-line system for national dues of \$12 per member. You will need 4 copies:
 - 1 for national dues (to be sent to the national office)
 - 1 for state dues of \$3 per member (to be sent to the State Advisor, along with **the state dues invoice** and payment)
 - 1 for Region dues (to be sent to your Region Coordinator). Since the amount varies from Region to Region, check with your Region Coordinator for the amount and where to send them.
 - 1 for your files.
- February 15: final deadline to register members with the national office. Members registered between November 5 and February 15 are **not eligible** for competition.

DUES

The following is a break-down of the dues required for membership:

Local dues (determined by the local chapter)

Region dues (determined by the Region; send to your Region coordinator)

State dues (\$3 per student & advisor)

1. Complete the **state dues invoice** found on the state website (indianabpa.org) under “Resources/Local/Advisors Forms”
2. Send the state dues invoice, a copy of your national dues invoice, and a check for dues to:

Debbie Darnell, State Advisor
Business Professionals of America
PO Box 912
Huntington, IN 46750

National dues (\$12—online registration will generate an invoice)

SUBMITTING DOCUMENTS

It is important that deadlines be strictly observed so that activities may be completed in a timely fashion. The deadlines listed on the DEADLINES CALENDAR and SUBMISSIONS DEADLINE DETAILS pages (Part 1, pages 4-8) are the final dates for submitting registrations/documents/projects. These pages also indicate to whom you should submit the documents. You may, of course, submit anything earlier than the deadline listed.

Pre-submitted competitive events: Check with your Region Coordinator about the pre-submission of events for RLC (some Regions use the pre-submission system, some do not). All documents for pre-submitted events for SLC must be submitted on bpa.org by January 20. (Website Design Team pre-submission deadline is December 9.)

Important: If a deadline cannot be met because you are waiting for a check from your treasurer, please submit the registration/document by the deadline with a purchase order or a note that the check will follow.

MEMBER FORMS

In the "September" section of this document, you will find forms that should be copied and given to all members. Those that have signature lines should be signed and returned to you. These forms may also be found on the state web site (indianabpa.org). These forms should be brought to all conferences.

- Dress Code (information)
- Code of Conduct (information)
- Demerit (signed and returned, after reading the two forms above)
- Medical (signed and returned)
- Optional: Code of Ethics

FALL LEADERSHIP CONFERENCE

Date: Tuesday, September 27, 2016

8:30 a.m. to 3:30 p.m.

Location: Ivy Tech Corporate College and Culinary Center

Cost: \$50 per chapter + \$20 per student for buffet lunch

Registration due: September 14, 2016

Your student leaders will learn what BPA has to offer to the members and how to become effective leaders for your local chapter.

Check the Fall Newsletter for complete information.

TORCH AWARDS PROGRAM

The Torch Awards Program has been developed with the Torch Ceremony as its foundation. It is designed to be coordinated by the Business Professionals of America vice president at all levels of participation. Seven activity divisions in the program represent the nine symbolic torches. The program:

- Inspires members to attain the goals and ideals of Business Professionals of America
- Promotes active participation by members at the local, Region, state, and national levels
- Helps develop a better understanding of people through personal development and achievement
- Recognizes members who have shown outstanding professional qualities

Active participation in this program at the four levels is measured by the following point system in each division:

Local (Executive) 10 points

State (Statesman) 50 points

Region (Diplomat) 30 points

National (Ambassador) 70 points

- An opportunity for individuals to be recognized at all levels
- Members may complete the Torch Award Program resume on the national web site (bpa.org)
- Contact your Region president with any questions concerning the program
- How to complete the resume
 - Look through the categories' suggested activities
 - Consider those already completed (must have been a member of BPA when activity completed)
 - If points don't add up to what is needed, list activities that can be done before the deadline and complete those
 - Use complete sentences in the description section of the resume (no personal pronouns)
 - Submit the resume online, following guidelines
- Deadlines:
 - Executive (Local level): set by the local chapter
 - Diplomat (Region level): November 15, 2016
 - Statesman (State level): February 20, 2017
 - Ambassador (National level): April 1, 2017
- Recognition:
 - Local level: set by the local chapter
 - Region level: set by the Region Coordinator
 - State level: Recognized at the State Leadership Conference with a certificate, pin, and ribbon
 - National level: Recognized at the National Leadership Conference with a certificate and pin

BPA CARES AWARDS PROGRAM

Business Professionals of America recommends chapters become involved in one or more of the BPA Cares programs it offers. Participation in this program means that members are engaging in worthwhile projects while having the opportunity to receive recognition from the national organization.

The guidelines for all BPA Cares awards can be found in the BPA Cares Handbook on the bpa.org website.

- **Service Learning Awards**

The purpose of the Service Learning Program is to encourage individuals and chapters to be involved in their community through service learning.

- Community Service
- Environmental Action/Awareness
- Safety Awareness
- Service Learning Individual
- Special Olympics

- **Special Recognition Awards**

The purpose of the Special Recognition Program is to encourage individuals and chapters to support and promote their organizations.

- BPA Marketing and Public Relations
- BPA Merit Scholar
- Chapter Activities Award of Excellence
- Member Recruiter Award
- Membership Explosion Award
- Social Media Award
- Professional Cup

- **Professional Awards**

The purpose of the Professional Awards Program is to acknowledge the dedication and service of our supporters.

- Advisor of the Year
- Emerging Advisor
- Emerging Professional
- Hall of Fame
- Outstanding Service
- Student of the Year

Service Learning and Special Recognition award applications except Merit Scholar, Professional Cup and Membership Explosion must be submitted utilizing the online application. Submission applications must include all activity descriptions. Partial applications will not be accepted or combined. Do not begin the application online submission form until you have completed all activities.

The Merit Scholar exam is offered at the State and National Leadership Conferences.

The Professional Cup and Membership Explosion awards are determined on a national level based on the qualifications provided.

Professional Award applications must be submitted at <http://www.bpa.org/submit> .

STATE OFFICER CANDIDATE INFORMATION.

- The State Officer Handbook and application may be found under “Resources/State Officer/Prospective Officers” on the state web site (indianabpa.org).
- To run for Region President:
 - Complete the application
 - Send the application to Jason Hendrickson by November 15, 2016.
 - Follow your Region’s guidelines for campaigning (check with your DC).
 - Jason Hendrickson will notify the Region Coordinator regarding the candidates’ information.
 - If the candidate is defeated, the application may be submitted to run for a state-wide office.
- To run for State-wide office:
 - Complete the online application.
 - Email the completed application by January 24, 2017 to:
Jason Hendrickson at Jason.hendrickson@indianabpa.org

Candidates must attend State Officer Screening on February 4, 2017.

Newly elected officers must attend the State Officer Orientation to be held in June.

SIGNING UP FOR COMPETITIVE EVENTS

- Guidelines for all competitive events can be found on the national web site (bpa.org). Read the WSAP guidelines carefully for eligibility.
- Students may sign up for 2 events, only one of which may be a team event.
- Chapters may have only 1 team in each team event.
- Open events do not count as one of the 2 registered events—any member may take any open event at any conference.
- Virtual events do not count as one of the 2 registered events.
- Some events have components that must be judged prior to the beginning of SLC due to time limitations at the conference.
 - See Deadline Calendar and Detail earlier in this handbook.
- **Screens will be provided at SLC.** Competitors are still responsible for providing computers and projectors for presentation events, and any other events as required by the WSAP guidelines.

REGIONAL LEADERSHIP CONFERENCE

- The on-line registration will be on the state web site in mid-October and the **registration deadline is November 4, 2015.**
- Registration fee: \$15.
- An invoice will be generated by the on-line system. Send the registration materials and payment to: Debbie Darnell, BPA State Advisor
- Each Region handles their conference at the discretion of their Region Coordinator. If you have questions concerning your RLC, contact your Region Coordinator.
- Dates for RLC: Events may be held any time from December 3-10, 2016, with the snow date on December 17, 2016.
- Weather policy: If the host county is under an emergency vehicle only order, the RLC will be postponed and rescheduled on the snow date. If a school administrator does not allow a chapter to attend due to inclement weather (this must be submitted in writing from the school administrator), the chapter will be able to complete their competitive event(s) at their school the next week for non-judged events only. If their test scores are within the range of those students advancing to state from that Region in that competitive event, they will be allowed to advance to state competition. No RLC plaques will be awarded for these students advancing to state.

STATE LEADERSHIP CONFERENCE (Secondary)

- The conference will be held at the Indianapolis Downtown Marriott hotel on Sunday, March 12, through Tuesday, March 14, 2017. The on-line SLC registration (including housing information) will be on the state web site by the first of February. An invoice will be generated by the on-line system. The invoice must be paid prior to SLC. Send the registration materials and the payment to Debbie Darnell, BPA State Advisor.
- No more than 4 people may share a room at the hotel.
- There must be 1 advisor/chaperone for every 10 students.
- All advisors must have at least one assignment (contest administrator, proctor, grader, etc.)
- Room rate for 2017: \$195
- Registration fee: \$35
- Voting Delegates: Voting Delegates meet during the Business Meeting at SLC to vote on any amendments to the Constitution/Bylaws and to elect the State Officers for the coming school year. Each chapter receives one voting delegate based on membership plus one voting delegate for each rounded group of 10 members. (A chapter with 23 members has 3 voting delegates. A chapter with 25 members has 4 voting delegates.)

<u>Chapter Number of Voting Delegates</u>			
1-4 1	15-24 3	35-44 5	55-64 7
5-14 2	25-34 4	45-54 6	65-74 8

(Continue the pattern for chapter of 75+ members)

- You will be asked at the NLC meeting at the end of the awards session if student winners plan to attend NLC. Be as accurate as possible. If a winner has a change of heart following the conference, please notify the State Advisor by emailing (debbie.darnell@indianabpa.org) or calling Debbie Darnell (260-438-6618) as soon as you know that information. The State Advisor will then notify the advisor of the next person on the winner’s list so that student can represent Indiana.

STATE LEADERSHIP CONFERENCE (Middle Level)

- Indianapolis Downtown Marriott, Sunday, March 12, 2017.
- Registration sent to Amy Hollingsworth.
- Registration fee: \$15
- Registration fees and copy of registration sent to: Debbie Darnell, BPA State Advisor, PO Box 912, Huntington, IN 46750.

NATIONAL LEADERSHIP CONFERENCE (Secondary & Middle Level)

- NLC will be held in Orlando, FL: May 10 - 14, 2017.
- The on-line NLC registration will be on the national web site (bpa.org) from February 28 to April 1, 2017. Registration fee: \$115. Note: Middle Level and Secondary are two (2) separate registrations.
- Late NLC registration is from April 2-6, 2016 and the fee is \$145.
- Indiana will be housed in the Disney Beach Club Resort.
 - Room rate: all rooms: \$275 + 12.5% tax
 - Includes: Internet access, Disney's Magical Express to and from the Orlando Airport, Disney's Magic Band, health club admission, and complimentary self-parking.

NLC PIN ORDER

- All NLC attendees receive 5 free trading pins.
- Extra pins may be purchased for \$2.00 each.
- Pins are mailed to the chapter upon receipt of the NLC Indiana Report/Pin Order form, due April 1, 2017.
- If you are not ordering extra pins, the form may be emailed (debbie.darnell@indianabpa.org).
- If you are ordering extra pins, the form should be mailed (along with the check) to the State Advisor.

Future NLC Locations

Year	Location	Date
2018	Dallas, TX	May 9-13
2019	Anaheim, CA	May 1-5
2020	Washington, DC	May 6-10
2021	Orlando, FL	May 5-9

INDIANA ASSOCIATION LEADERSHIP

**BUSINESS PROFESSIONALS OF AMERICA, INDIANA ASSOCIATION
EXECUTIVE BOARD OF DIRECTORS**

The executive board is comprised of seven local chapter advisors, the Chair of the Region Coordinators' Advisory Council (RCAC), the state representative to the Classroom Educators' Advisory Council (CEAC), the State Officer Coordinator, student representative of each of the active divisions, and a Middle Level Coordinator. The State Advisor, Middle Level Coordinator, student representative, Post-Secondary appointee, and the IDOE representative are ex-officio members.

The local chapter advisor representatives are elected for three-year terms during the annual State Leadership Conference. An advisor may serve no more than four consecutive terms. The terms are on a rotating basis, with either 2 or 3 positions available each year. The Board will appoint any vacancies occurring after the election at SLC. The designated appointee will complete the unexpired term.

John Dawson, Chair (2017) (Term 1) Hagerstown HS 765-489-4511 jdawson@nettlecreek.k12.in.us	Nona Hollenbaugh, Secretary Avon HS (2019) (Term 2) 317-292-1065 (Cell) ndhollenbaugh@avon-schools.org	Chad Bobb, CEAC Pike HS 317-387-4248 cbobb@pike.k12.in.us
Tina McCloud, RCAC Chair Mt. Vernon HS 812-831-3416 mccloudtr@mvschool.org	Darla Harrington (2018) (Term 2) Tri-County HS 219-279-2105 harringtond@trico.k12.in.us	Jason Hendrickson, State Officer Coordinator J Everett Light Career Center 317-626-8730 jason.hendrickson@indianabpa.org
Shari Bloom (2017) (Term 1) Argos HS 574-892-5137 sbloom@argos.k12.in.us	Joann Novak (2018) (Term 1) The Academy of Science and Entrepreneurship 812-330-2480 jnovak@mccsc.net	Lisa Melendez (2019) (Term 1) Portage HS 219-895-7503 lisa.melendez@portage.k12.in.us
Dana Kunz (2018) (Term 1) Jasper High School 812-639-1666 dkunz@gjcs.k12.in.us	Amy Hollingsworth Middle Level Coordinator Blue River Valley Jr-Sr HS 765-686-0994 amy.hollingsworth@indianabpa.org	Debbie Darnell State Advisor 260-438-6618 debbie.darnell@indianabpa.org
Brian Wolfe, PS Coordinator Lost River Career Cooperative 812-755-4996 brian.wolfe@indianabpa.org	Jeb Reece Secondary State President Lincoln High School jeb.reece@indianabpa.org	Dena Irwin Business, Marketing, Information Technology & Entrepreneurship State Program Leader 317-233-6004 dirwin@doe.in.gov

The Executive Board application can be found on the Indiana web site (indianabpa.org) and in this document under "January." The application should be sent by January 31, 2017, to the State Advisor at:

Email: debbie.darnell@indianabpa.org or mailed to:
Debbie Darnell
BPA State Advisor
PO Box 912
Huntington, IN 46750

**BUSINESS PROFESSIONALS OF AMERICA
INDIANA ASSOCIATION
REGION COORDINATORS' ADVISORY COUNCIL**

Each of the 10 regions is represented by a Region Coordinator(s), who is responsible for coordinating the Region Leadership Conference, communicating with the advisors in that region, and other tasks as determined by the Executive Board and the State Advisor.

<p>Region 1 Lisa Melendez Portage High School 219-895-7503 lisa.melendez@portage.k12.in.us</p>	<p>Region 2 Steve Waldeck Warsaw High School 574-371-5099 ext. 2517 swaldeck@warsaw.k12.in.us</p>	<p>Region 3/6 Vickie Houlihan Heartland Career Center 260-563-7481 vhoulihan@hcc.k12.in.us</p>
<p>Region 4/5 Darla Harrington Tri-County High School 219-279-2105 Harrington@trico.k12.in.us</p>	<p>Region 7 Desiree Cochran Clay City High School 812-939-2154 cochrande@clay.k12.in.us</p>	<p>Region 8 (co-coordinator) Jason Hendrickson J Everett Light Career Centr 317-626-8730 Jason.hendrickson@indianabpa.org</p>
<p>Region 8 (co-coordinator) Wendy France Ben Davis University High School 317-988-7801 wendy.france@wayne.k12.in.us</p>	<p>Region 9 (co-coordinator) John Dawson Hagerstown High School 765-489-4511 jdawson@nettlecreek.k12.in.us</p>	<p>Region 9 (co-coordinator) Bonita Klein Lincoln High School 765-478-5916 bklein@wwayne.k12.in.us</p>
<p>Region 10 Tina McCloud Mt. Vernon High School 812-831-3416 mccloudtr@mvschool.org</p>	<p>Region 11 Joann Novak The Academy of Science and Entrepreneurship 812-330-2480 jnovak@mccsc.edu</p>	<p>Region 12 Brian Wolfe Lost River Career Cooperative 812-755-4996 brian.wolfe@indianabpa.org</p>

INDIANA COUNTIES BY REGION:

Region 1: Lake, Porter, LaPorte, Newton, Jasper, Starke, Pulaski

Region 2: St. Joseph, Elkhart, Marshall, Fulton, Kosciusko

Region 3/6: LaGrange, Steuben, Noble, Dekalb, Whitley, Allen, Miami, Wabash, Huntington, Grant, Blackford, Jay, Wells, Adams

Region 4/5: Benton, Warren, Tippecanoe, Fountain, Montgomery, Cass, Carroll, Clinton, Boone, Howard, Tipton, Hamilton, Madison, White

Region 7: Vermillion, Parke, Putnam, Vigo, Clay, Owen, Sullivan, Greene

Region 8: Hendricks, Morgan, Marion, Johnson

Region 9: Delaware, Henry, Hancock, Shelby, Rush, Fayette, Union, Wayne, Randolph

Region 10: Knox, Gibson, Posey, Vanderburgh, Warrick, Pike, Daviess, Martin, Dubois, Spencer, Perry

Region 11: Bartholomew, Brown, Dearborn, Decatur, Franklin, Jackson, Lawrence, Monroe, Ripley

Region 12: Clark, Crawford, Floyd, Harrison, Jefferson, Jennings, Ohio, Orange, Scott, Switzerland, Washington

**BUSINESS PROFESSIONALS OF AMERICA
INDIANA ASSOCIATION
STATE OFFICER LEADERSHIP TEAM**

The State Officer Leadership Team (SOLT) is comprised of six (6) state-wide officers (President and 5 Vice Presidents), who are elected at the State Leadership Conference, and 10 Region Presidents, elected at their respective Regional Leadership Conferences.

President Jeb Reece Lincoln High School Advisor: Bonita Klein jeb.reece@indianabpa.org	VP Administration Danielle Musser Tri-County High School Advisor: Darla Harrington danielle.musser@indianabpa.org	VP Chapter Activities Gillian Blessinger Jasper High School Advisor: Amanda Schipp gillian.blessinger@indianabpa.org
VP Communication Teren Smith Avon High School Advisor: Nona Hollenbaugh teren.smith@indianabpa.org	VP Member Activities Nancy Cole Blackford High School Advisor: David McConiga nancy.cole@indianabpa.org	VP Public Relations Abigael Hervey Heritage Hills High School Advisor: Jennifer Kern abigael.hervey@indianabpa.org
Region 1 President Vacant	Region 2 President Isaac Nellans Argos High School Advisor: Shari Bloom isacc.nellans@indianabpa.org	Region 3/6 President Chain Percy Heartland Career Center Advisor: Vickie Houlihan chain.percy@indianabpa.org
Region 4/5 President Micah Lehe Tri-County High School Advisor: Darla Harrington micah.lehe@indianabpa.org	Region 7 President Vacant	Region 8 President Alyssa Lahrman Martinsville High School Advisor: Matt Hankins alyssa.lahrman@indianabpa.org
Region 9 President Nathan Gulde Lincoln High School Advisor: Bonita Klein bonita.klein@indianabpa.org	Region 10 President Shelby Pund Heritage Hills High School Advisor: Jennifer Kern shelby.pund@indianabpa.org	Region 11 President Alyvia Koharchick The Academy of Science & Entrepreneurship Advisor: Joann Novak alyvia.koharchick@indianabpa.org
Region 12 President Haley Elgin Lost River Career Cooperative Advisor: Brian Wolfe haley.elgin@indianabpa.org	State Officer Coordinator Jason Hendrickson J Everett Light Career Center 317-626-8730 jason.hendrickson@indianabpa.org	

The State Officer Handbook and application forms can be found on the Indiana web site (indianabpa.org).

Applications for **Region President** should be sent to Jason Hendrickson by November 15, 2016.

Online application for **State-wide Office** should be sent to Jason Hendrickson by January 24, 2017.