



INDIANA ASSOCIATION

REGION COORDINATOR'S HANDBOOK

Updated September, 2016



INDIANA ASSOCIATION

Business Professionals of America Indiana Association

These are general guidelines of the responsibilities of the Indiana Region Coordinators to the Indiana Association.

It is highly recommended that you have a face-to-face meeting with local chapter advisors early in the school year (please invite the State Advisor to this meeting). The responsibilities listed below are activities which you should coordinate, but may be assigned to other advisors in the region who are willing to help.

- Attend any meetings set by the Region Coordinators' Advisory Council (RCAC) President.
- Financial
 - Establish and maintain a bank account for the region. It is suggested that you have a second signature on this account.
 - Establish the amount of region dues.
 - Collect region dues from local chapters.
- Communication
 - Keep in contact with the local advisors in your region.
 - Forward messages from the Region Coordinators Advisory Council (RCAC) President, the State Advisor, and the Executive Board Chair to all local chapter advisors in your region.
 - New chapters
 - Encourage business educators in schools in your region without BPA to start a chapter.
 - Contact advisors of new chapters as you receive notification from the State Advisor.
- Region President
 - Communicate expectations to the Region President concerning his/her responsibilities at all region activities.
 - Expect to receive a copy of his/her monthly report that is sent to the State Advisor and the State Officer Coordinator.

Indiana Region Coordinators' Handbook

- Regional Leadership Conference
 - Coordinate the RLC to be held within the inclusive dates indicated on the state association calendar. Those dates cover a total of 8 days (from Saturday to Saturday), with a snow date the following Saturday. Conferences/competitions may be held at any time during this time frame. The exact date for the conference will be set by the Region Coordinator.
 - Venue: The venue for the conference will be set by the Region Coordinator.
 - Registration & Scheduling: Local chapter advisors register students for region competition through the online registration system on indianabpa.org. Competitive event scheduling of registered members will be done by the Region Coordinator.
 - Conference Program: Additional activities (lunch, speakers, leadership sessions, grading procedures, snacks, etc.) will be planned by the region coordinator.
 - Region President Election
 - Jason Hendrickson will notify you of the names of candidates that have submitted an application from your region.
 - Follow the guidelines for the campaign and election procedure
 - Notify Jason Hendrickson with the name of the newly-elected Region President following RLC.
 - Collect at the conference any transcripts needed for specific events and verify student eligibility.
 - Plaques: Take delivery of plaques and medallions (usually picked up at the Business, Marketing, and IT November conference).
 - Torch recognition:
 - Region President will provide the list of recipients
 - Determine and provide recognition (e.g. certificate, pin)
- Serve on the Demerit Board or another assigned duty at the State Leadership Conference.

Contacts:

State Advisor: Debbie Darnell, debbie.darnell@indianabpa.org

RCAC Chair: Tina McCloud, mvschool.org

State Officer Coordinator: Jason Hendrickson, jason.hendrickson@indianabpa.org

Executive Board Chair: John Dawson, johndawsonjr@yahoo.com

DLC Weather policy: If the host county is under an emergency vehicle only order, then the DLC 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 DLC plaques will be awarded for these students advancing to state.

REGIONAL LEADERSHIP CONFERENCE EXPENSES

A portion of your Regional Leadership Conference expenses can be reimbursed by Business Professionals of America, Indiana Association, funds.

Each region will receive supplies to be used for DLC.

The following are guidelines for the maximum reimbursement per region:

- Custodial Support (up to \$150)
- Tech Support (up to \$150)
- Copy Costs (up to \$100)

Any additional expense or any expense above the maximum must be approved by the State Advisor.

Food or gifts will not be reimbursed (use region dues).

In order to be reimbursed:

- Complete the official BPA RLC Expense Report (found on the website, indianabpa.org, under Resources/Region Coordinators)
- Attach **original receipts** for expenses paid from the Region Coordinator
- Attach invoices signed by school officials for all other reimbursements

Expense reports are due within 30 days following RLC. BPA, Indiana Association, will issue only one (1) check per region.

If you have any questions, please contact the State Advisor:

Debbie Darnell, State Advisor
PO Box 912
Huntington, IN 46750
260-438-6618
debbie.darnell@indianabpa.org

REGIONAL LEADERSHIP CONFERENCE

Indiana Events-at-a-Glance

The events below are offered at the district level in Indiana. A list of state-only follow.

| Event # | Event | * # of | **Minutes of | **Minutes of | Use reference | Repeat | ***Pre- |
|---------|---|----------|-----------------|-------------------|---------------|--------|------------|
| | OBJECTIVE EVENTS (paper/pencil) | placings | Warm-up/wrap-up | Testing | materials? | event? | submitted? |
| 100 | Fundamental Accounting | 5 | 20 | 90 | Y | N | |
| 110 | Advanced Accounting | 5 | 20 | 90 | Y | Y | |
| 125 | Payroll Accounting | 5 | 20 | 90 | Y | Y | |
| 145 | Banking & Finance | 5 | | 60 | Y | Y | |
| 165 | Personal Financial Management | 5 | | 60 | Y | Y | |
| 265 | Business Law and Ethics - Pilot | 5 | 20 | 60 | Y | Y | |
| 300 | Computer Network Technology | 5 | | 60 | Y | Y | |
| 305 | PC Servicing and Troubleshooting | 5 | | 60 | Y | Y | |
| 310 | Network Administration using Microsoft® | 5 | | 60 | Y | Y | |
| 315 | Systems Administration Using Cisco® | 5 | | 60 | Y | Y | |
| 320 | Computer Security | 5 | | 60 | Y | Y | |
| Event # | Event | * # of | **Minutes of | **Minutes of | Use reference | Repeat | ***Pre- |
| | COMPUTERIZED EVENTS | placings | Warm-up/wrap-up | Testing | materials? | event? | submitted? |
| 200 | Fundamental Word Processing Skills | 5 | 20 | 60 | Y | N | |
| 205 | Intermediate Word Processing Skills | 5 | 20 | 60 | Y | N | |
| 210 | Advanced Word Processing Skills | 5 | 20 | 90 | Y | Y | |
| 215 | Integrated Office Applications | 5 | 20 | 90 | Y | Y | |
| 220 | Basic Office Systems and Procedures | 5 | 20 | 90 | Y | N | |
| 225 | Advanced Office Systems and Procedures | 5 | 20 | 90 | Y | Y | |
| 230 | Fundamental Spreadsheet Applications | 5 | 20 | 90 | Y | N | |
| 235 | Advanced Spreadsheet Applications | 5 | 20 | 90 | Y | Y | |
| 240 | Database Applications | 5 | 20 | 90 | Y | Y | |
| 245 | Legal Office Procedures | 5 | 20 | 60 | Y | Y | |
| 250 | Medical Office Procedures | 5 | 20 | 60 | Y | Y | |
| 255 | Administrative Support Team | 2 | 20 | 90 | Y | Y | |
| 330 | Visual Basic/C# Programming | 5 | 20 | 90 | Y | Y | |
| 335 | C++ Programming | 5 | 20 | 90 | Y | Y | |
| 340 | Java Programming | 5 | 20 | 90 | Y | Y | |
| 400 | Fundamental Desktop Publishing | 5 | 20 | 90 | Y | Y | |
| 405 | Fundamentals of Web Design | 5 | 20 | 90 | Y | Y | |
| 415 | Digital Publishing | 5 | 20 | 90 | Y | Y | |
| Event # | Event | * # of | **Minutes of | **Minutes of | Use reference | Repeat | ***Pre- |
| | INDIVIDUAL JUDGED EVENTS | placings | Warm-up/wrap-up | Testing | materials? | event? | submitted? |
| | | | | + Judge Questions | | | |
| 155 | Economic Research Individual | 3 | 3 | 7 + 5 | N | Y | Y |
| 260 | Administrative Support Research Project | 3 | 3 | 7 + 5 | N | Y | Y |
| 410 | Graphic Design Promotion | 3 | 5 | 10 + 5 | N | Y | Y |
| 420 | Digital Media Production | 3 | 3 | 10 + 5 | N | Y | Y |
| 505 | Entrepreneurship | 3 | 3 | 10 + 5 | N | Y | Y |
| 515 | Interview Skills | 3 | | 15 | N | N | Y |
| 520 | Advanced Interview Skills | 3 | | 15 | N | Y | Y |
| 525 | Extemporaneous Speech | 3 | 10 | 2-4 | N | Y | |
| 535 | Human Resource Management | 3 | 20 | 3-5 | PREP ONLY | Y | |
| 545 | Prepared Speech | 3 | 1 | 5-7 | Y | Y | |
| 555 | Presentation Management-Individual | 3 | 3 | 7-10 + 5 | N | Y | |

REGIONAL LEADERSHIP CONFERENCE

| Event # | Event | * # of | **Minutes of | **Minutes of | Use reference | Repeat | ***Pre- |
|---------|--------------------------------|----------|-----------------|------------------|---------------|--------|------------|
| | TEAM JUDGED EVENTS | placings | Warm-up/wrap-up | Testing | materials? | event? | submitted? |
| | | | | +Judge Questions | | | |
| 150 | Financial Analyst Team | 2 | 8 | 30/10 + 10 | Y | Y | |
| 160 | Economic Research Team | 2 | 3 | 7 + 5 | N | Y | Y |
| 430 | Video Production Team | 2 | 3 | 10 + 5 | N | Y | Y |
| 445 | Broadcast News Production Team | 2 | 3 | 10 + 5 | N | Y | Y |
| 500 | Global Marketing Team | 2 | 3 | 10 + 5 | N | Y | Y |
| 510 | Small Business Management Team | 2 | 8 | 30/10 + 10 | Y | Y | |
| 550 | Parliamentary Procedure Team | 2 | 15 | 15 + 5 | Y | Y | |
| 560 | Presentation Management Team | 2 | 3 | 7-10 + 5 | N | Y | |

* # of placings vary by district for events sending 5 to state. See the attached allotment list.

** Times are national guidelines. Times for Objective & Computerized events can be reduced as needed to fit RLC schedule but must be consistent for all contestants.

*** Pre-submission of these events is required at the national and state levels. Any RC wishing to use the pre-submission system for RLC should contact Joel Stieg (jstieg@bpa.org) at the national office for set-up.

| Indiana State-Only Events | |
|---------------------------|---|
| Event # | Event |
| 325 | Network Design Team |
| 345 | SQL Database Fundamentals |
| 425 | Computer Modeling |
| 435 | Web Site Design Team (pre-submitted and pre-judged) |
| 440 | Computer Animation Team |

REGION ALLOCATIONS FOR 2016-17

Non-Judged Events: Contests Sending Five (5) Winners to SLC

| Number of Chapters in Region | Region | 2015-16 Secondary Membership | % of Membership | Automatic Slots | Additional Slots | Total Slots |
|--|--------|------------------------------|-----------------|-----------------|------------------|-------------|
| 8 | 1 | 262 | 10.1% | 2 | 4 | 6 |
| 5 | 2 | 212 | 8.2% | 2 | 4 | 6 |
| 5 | 3/6 | 148 | 5.7% | 2 | 3 | 5 |
| 4 | 4/5 | 204 | 7.9% | 2 | 3 | 5 |
| 5 | 7 | 92 | 3.6% | 2 | 2 | 4 |
| 13 | 8 | 570 | 21.9% | 2 | 9 | 11 |
| 9 | 9 | 269 | 10.4% | 2 | 4 | 6 |
| 18 | 10 | 509 | 19.6% | 2 | 8 | 10 |
| 7 | 11 | 170 | 6.6% | 2 | 3 | 5 |
| 5 | 12 | 157 | 6.0% | 2 | 3 | 5 |
| 79 | | 2593 | 100% | 20 | 43 | 63 |
| Based on the 2015-2016 National Membership Report (secondary only) | | | | | | |

Judged Events: Three (3) slots per region

Team Events: Two (2) slots per region

Lottery Explanation:

Those regions losing one (1) slot will regain that slot if it is available. This information will not be available until all region results are submitted and the State Office has received state entries.

If there is only one (1) slot available to fill and more than one (1) region requesting that slot, the decision will be based on membership and prior slots filled in the lottery.