



POST SECONDARY 2017 - 2018 HANDBOOK

Business Professionals of America, Indiana Association Post Secondary Chapter Handbook

Please use the calendars on the following pages for your Indiana Association Post Secondary planning. The deadlines for all forms (and how/where each should be sent) are also listed under their respective months on the submission deadline details pages following the calendars. Turn to the appropriate month's section to obtain the forms you need to complete and submit for that month.

Note that most forms are also posted separately on either the national web site (bpa.org) or the state web site (indianabpa.org).

The ticket to a successful year: Communication!

- Check the state and national websites frequently. Throughout the year, you will receive important email updates/changes from the PS State Advisor.
- It is very important that all deadlines be met. Should you have a problem or a question, please contact Brian Wolfe, Post-Secondary State Advisor, at brian.wolfe@indianabpa.org or (812) 653-7594.

Business Professionals of America, Indiana Association
Post-Secondary Chapter Handbook
2017 - 2018

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POST-SECONDARY 2017 - 2018 CALENDAR

<u>DATE</u>	<u>ACTIVITY</u>	<u>LOCATION</u>
JULY 28-29 (FRI-SAT)	EXECUTIVE BOARD MEETING	HAMPTON INN & SUITES, INDIANAPOLIS
SEPTEMBER 9 (SAT)	EXECUTIVE BOARD MEETING	EMBASSY SUITES NORTH, INDIANAPOLIS
NOVEMBER 17-18 (FRI-SAT)	BUSINESS, MARKETING & TECH ED. CONFERENCE	WYNDHAM, INDIANAPOLIS
NOVEMBER 18-19 (SAT-SUN)	EXECUTIVE BOARD MEETING	WYNDHAM, INDIANAPOLIS
FEBRUARY 1 (THUR)	MEMBERSHIP DEADLINE	DUES POST-MARKED TO PS STATE ADVISOR
FEBRUARY 1 (THUR)	PIN DESIGN CONTEST DEADLINE	EMAIL TO PS STATE ADVISOR
FEBRUARY 2 (FRI)	EXECUTIVE BOARD MEETING	EMBASSY SUITES NORTH, INDIANAPOLIS
FEBRUARY 3 (SAT)	EXECUTIVE BOARD TEST AUDIT	EMBASSY SUITES NORTH, INDIANAPOLIS
TBA	PROMO PHOTO VIRTUAL EVENT SUBMISSION	BPA.ORG/SUBMIT
TBA	STATESMAN TORCH AWARD SUBMISSION	BPA TORCH AWARD SYSTEM (BPA.ORG)
TBA	VIRTUAL MULTIMEDIA EVENTS SUBMISSION	BPA.ORG/SUBMIT
TBA	BPA CARES PROFESSIONAL AWARDS SUBMISSION	BPA.ORG/SUBMIT
MARCH 3 (SAT)	VIRTUAL SLC COMPETITIONS (IF NEEDED)	WEBINAR WITH PS STATE ADVISOR
TBA	NATIONAL BPA SCHOLARSHIP APPLICATION	BPA.ORG/SUBMIT
APRIL 1 (SUN)	NLC REGISTRATION DEADLINE	BPA MEMBERSHIP REGISTRATION SYSTEM
APRIL 1 (SUN)	NLC HOTEL RESERVATION DEADLINE	BPA MEMBERSHIP REGISTRATION SYSTEM
APRIL 1 (SUN)	NLC PIN ORDER SUBMISSION	EMAIL TO PS STATE ADVISOR
APRIL 1 (SUN)	AMBASSADOR TORCH AWARD SUBMISSION	BPA TORCH AWARD SYSTEM (BPA.ORG)
APRIL 1 (SUN)	NATIONAL BPA CARES SUBMISSION	ONLINE APPLICATION SYSTEM (BPA.ORG)
APRIL 1 (SUN)	QUALITY CHAPTER DISTINCTION DEADLINE	BPA.ORG
APRIL 1 (SUN)	NON-VIRTUAL COMPETITIVE EVENTS PRE-SUBMISSION	BPA.ORG/SUBMIT
APRIL 7 (SAT)	EXECUTIVE BOARD MEETING	HAMPTON INN & SUITES, INDIANAPOLIS
MAY 9-13 (WED-SUN)	NATIONAL LEADERSHIP CONFERENCE	DALLAS, TX

**2017 - 2018 Deadlines
Business Professionals of America
Indiana Post Secondary**

Date	February, 2018	Date	March, 2018
1	<ul style="list-style-type: none"> ▪ Pin Design Contest Submission 	TBA	<ul style="list-style-type: none"> ▪ BPA Cares Professional Awards
1	<ul style="list-style-type: none"> ▪ Membership Deadline 	3	<ul style="list-style-type: none"> ▪ Virtual SLC Competitions (if needed)
TBA	<ul style="list-style-type: none"> ▪ Promotional Photography Virtual Event Submission 	TBA	<ul style="list-style-type: none"> ▪ National BPA Scholarship Application
TBA	<ul style="list-style-type: none"> ▪ Statesman Torch Award Submission 		
TBA	<ul style="list-style-type: none"> ▪ Virtual Multimedia Event Submission 		
		Date	April, 2018
		1	<ul style="list-style-type: none"> ▪ National Leadership Conference and Hotel Registration Online ▪ NLC Pin Order Submission ▪ Ambassador Torch Award Submission ▪ National BPA Cares Submission ▪ Quality Chapter Distinction Submission ▪ Non-Virtual Competitive Events Pre-Submission

SUBMISSION and DEADLINE DETAILS

Items to be submitted	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Submit to:
Membership Forms: [collect as members join]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				For your files [Bring forms to all conferences]
Pin Design Contest						1			brian.wolfe@indianabpa.org
State Membership Deadline & Dues						1			Mail payment, copy of national invoice, and state dues invoice to: Brian Wolfe Indiana PS State Advisor 117 N Bennett St. Paoli, IN 47454
Promotional Photography Virtual Event Submission						TBA			bpa.org/submit
Statesman Torch Award Resumes						TBA			BPA Torch Award System
Virtual Multimedia Event Submission						TBA			bpa.org/submit
BPA Cares Professional Awards							TBA		bpa.org/submit
Virtual SLC Competitions [if needed]							3		brian.wolfe@indianabpa.org
National BPA Scholarship Application							TBA		bpa.org/submit
BPA Cares Submissions [to be recognized at NLC]								1	Online Application System
Ambassador Torch Award Resumes								1	BPA Torch Award System
National Leadership Conference & Hotel Registration								1	BPA Membership Registration System
NLC Pin Order Form								1	brian.wolfe@indianabpa.org If ordering extra pins, mail form w/check to: Brian Wolfe Indiana PS State Advisor 117 N Bennett St. Paoli, IN 47454
National Quality Chapter Distinction								1	bpa.org
Non-Virtual Competitive Event Pre-Submissions								1	bpa.org/submit

FEBRUARY

Due this month

✓ **Pin Design Contest [1]**

✓ **Membership Deadline [1]**

- Find forms on indianabpa.org in Post-Secondary section
 - Dress Code
 - Code of Conduct
 - Demerit Points
 - Medical Form
 - Code of Ethics
- Collect as members join
- Bring forms to all conferences (SLC (if needed) & NLC)

✓ **State membership dues deadline [1]**

STATE DUES: Send: (1) a copy of the national invoice
(2) the state invoice (found on indianabpa.org in Post-Secondary section)
(3) a check for the state dues owed (\$10 per member) to:

**Brian Wolfe
Indiana PS State Advisor
Membership Dues
117 N Bennett St.
Paoli, IN 47454**

✓ **Promotional Photography Virtual Event Submission [TBA]**

✓ **National membership deadline in order to compete [TBA]**
(online at the BPA membership registration system)

NATIONAL DUES: The national membership registration site will generate an invoice for national dues (\$14) to be SENT TO THE NATIONAL OFFICE. Please make copies for state dues and your files.

✓ **Statesman Torch Award Resume [TBA]**
(online at BPA Torch Award System)

✓ **Virtual Multimedia Event Submission [TBA]**
(online at bpa.org/submit)

Business Professionals of America, Indiana Association

POST-SECONDARY

NLC TRADING PIN DESIGN CONTEST

Objective

Create a well-planned and designed pin to be traded at our National Leadership Conference in Orlando.

The pin should serve as a source of pride for our state. It should generate interest and “demand” by those trading.

Requirements

1. The designer(s) must be an active Post-Secondary BPA member(s).
2. Deadline for submissions is **February 1, 2018**.
3. Limit of three entries per chapter.

Rules

1. Design text must include “Indiana” or the state outline logo.
2. Must represent the national logo or include text “BPA.”
3. Must include the year (2018).
4. Design shall be original, computer drawn using editable/vector software such as EPS, AI, or CDR (outlined and converted to curves for PC version CS4 or less is best).
5. In order for submissions to be valid, the design must be complete.
6. Designs should incorporate color.
7. Keep in mind that the actual pin will be approximately 1.5 inches in size.
8. School mascots, logos, or individual people may not be specifically incorporated in design.
9. Submit the design as EPS and JPG format.
10. Prior to creating the actual pin, Indiana Association shall reserve the right to modify a design or create a composite of multiple designs.

Submission

- Email design files to: brian.wolfe@indianabpa.org
- The email message should include:
 - Designer’s name(s), phone number, email address & advisor’s name, school phone, and email address

**Business Professionals of America
Indiana Association
Dress Code**

The dress code for both male and female delegates will be applicable at State and National Conferences. A member of Business Professionals of America, Indiana Association, represents not only themselves while at conferences but also their school, hometown, and the entire organization.

Business Professionals of America, Indiana Association, has established the three categories of attire described below.

Business Professional

All delegates are encouraged to wear Business Professional attire during conference activities. Interviews and individual/team presentations necessitate this category.

Men

- Suit, dress shirt, and tie
- Dress Slacks, dress shirt, and tie
- Sport Coat, coordinated dress slacks, dress shirt, and tie
- Dress shoes

Women

- Dress
- Suit
- Skirt or dress slacks with coordinated blouse
- Dress shoes

Business Casual

Men

- Casual slacks (i.e., Khakis, cargo pants, etc.)
- Polo or other collared shirts
- Sweater
- Casual shoes (not tennis shoes)

Women

- Casual slacks (i.e., Khakis, Capri pants, skorts, etc.)
- Blouse
- Sweater
- Casual shoes (not tennis shoes)

Business Professional or Business Casual attire must be worn by all delegates upon arrival at the conference and at all times during the conference. Jeans, tennis shoes, and other casual attire are unacceptable attire for the Business Professional and Business Casual categories. Skirt lengths should be no shorter than 3" above the knee. Body piercing, if any, should be conservative. Casual attire may only be worn in student rooms and on designated housing floors.

Casual

Casual attire may be worn in student rooms and on housing floors.

Men and Women

Jeans or shorts, T-shirts, tennis shoes

The following is unacceptable for the Casual attire category: hats, tank tops, halter tops, tube tops, bare midriffs, cutoffs, flip flops, clothing or accessories with suggestive or inappropriate advertising or language, torn or ripped clothing, and bare feet. If a swimming pool is available, appropriate cover-up, including shoes, must be worn to and from the pool (if applicable).

Business Professionals of America, Indiana Association CODE OF CONDUCT

- (1) The term “delegate” shall mean any Business Professionals of America, Indiana Association member attending state and/or national conferences.
- (2) Smoking by delegates is prohibited at all BPA functions.
- (3) Official name badges are to be worn at all times in the conference facilities on the delegate’s attire and placed directly below the shoulder area for uniformity and visibility.
- (4) Delegates shall abide by all conference rules.
- (5) Student delegates will keep their adult advisors/chaperones informed of their activities and whereabouts at all times.
- (6) Delegates can stay only at Business Professionals of America, Indiana Association, approved hotels while attending the conferences.
- (7) Delegates shall not use their own cars to ride in or cars belonging to other delegates during the conference, unless accompanied by an authorized adult advisor.
- (8) Dating and/or associating is permitted at authorized activities only and between official delegates only.
- (9) No delegate shall be in possession of alcohol and/or illegal drugs at any time.
- (10) Student delegates are not permitted in public dance halls, bars or clubs.
- (11) Delegates shall respect and abide by the authority designated to the Business Professionals of America, Indiana Association Executive Board, presiding officers, committee chairpersons, and any adult advisor.
- (12) Delegates are to attend all sessions of the conference.
- (13) Male and female delegates are not to be in the same sleeping room at the same time unless accompanied by an advisor. Doors to sleeping rooms must not be propped open at any time.
- (14) Delegates shall not throw items off of balconies or out of windows.
- (15) Non-delegates (anyone not registered) are not permitted to attend any conference activity and are not permitted on hotel sleeping room floors.
- (16) Curfew will be strictly enforced each night.

All local advisors, Executive Board members, Demerit Board members, the SEC/ML State Advisor, and the PS State Advisor have the right and authority to issue demerits at any Business Professionals of America function. The assessment of points must be reported immediately to the proper authority. The following personnel have the authority to hear appeals: the Association Executive Board of Directors and/or the appointed Demerit Board members.

Business Professionals of America, Indiana Association

DEMERIT POINTS

Violation of the dress code	2 demerits
Unbecoming behavior	2 demerits
Curfew violation	2 demerits
Nonattendance of General Sessions	2 demerits
Dropping items off balconies or out of windows	5 demerits and member immediately sent home
Consumption of alcohol and/or illegal drugs	5 demerits and member immediately sent home
Damage to hotel property	5 demerits and member immediately sent home
*Setting off false fire alarm	10 demerits, plus applicable fine to person and possible arrest

*Indiana Fire Code

Section 11.302-(B) title: False **Alarm**

A person who gives a false alarm to the fire department of any governmental agency entity knowing the alarm to be false, commits false informing, a class B misdemeanor. However, the offense is a class A misdemeanor if it substantially hinders any law enforcement process or it results in harm to an innocent person. (IC 35-44-22) (675 IAC 22-2-53). A class A misdemeanor is punished by a maximum of a \$5,000 fine and a one-year imprisonment.

1. A school year is defined as August 1 to July 31.
2. If a chapter receives four or fewer demerits during the school year, all demerits will be erased August 1.
3. A chapter receiving five demerits will be placed on probation. A probationary period is defined as a twelve-month period beginning on the date of the 5th demerit violation.
4. A chapter that receives five additional demerits during the probationary period will forfeit any awards, automatically eliminate its officer candidates, and forfeit the privilege of attending further activities for that year.
5. If a chapter is not issued any further demerits during the probationary period, all demerits are erased and the probation ended.
6. Any individual student receiving five or more demerits will forfeit any Individual awards, officer candidacy, and forfeit the privilege of attending further activities for that year.

Having read and understood the dress code/code of conduct and demerit system which will govern the conduct of persons attending the Business Professionals of America, Indiana Association State Meetings, I do hereby agree to follow the procedures and practices as described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and representing the finest qualities of a member representing the Business Professionals of America, Indiana Association.

Signature of Member

Date

Business Professionals of America, Indiana Association

Medical Release Form and Agreement to Accept Financial Responsibility

Please PRINT and use BLACK ink.

Part 1

The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling to/from a conference. It is imperative the following information be furnished so that the member will be cared for properly.

The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concur in the necessity for such surgery, are obtained prior to the performance of such surgery.

I, _____ of _____, _____, _____,
(Name) (Address) (City) (State, Zip)

hereby give my consent for: (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonably accessible, (3) consent to release the medical information provided, and (4) I (we) further agree that I (we) will assume all expenses involved in such medical/dental procedures and will not hold the Business Professionals of America, Indiana Association, or its representatives liable for said expenses.

(Member's Signature) Date _____ / _____ / _____
(Month) (Day) (Year)

(Alternative Contact's Name) _____
(Alternative Contact's Number)

The following information is needed by any hospital or practitioner not having access to the member's medical history:

Does the member have:

ANY ITEMS MARKED "YES" SHOULD BE EXPLAINED BELOW

- | | | |
|---|-----------|----------|
| 1. Any allergies | | |
| FOOD | _____ YES | _____ NO |
| MEDICATION | _____ YES | _____ NO |
| OTHER (insect, etc.) | _____ YES | _____ NO |
| 2. Any health problems or physical disabilities | _____ YES | _____ NO |
| 3. Any respiratory problems | _____ YES | _____ NO |
| 4. Any diabetes | _____ YES | _____ NO |
| 5. Any epilepsy | _____ YES | _____ NO |
| 6. Any chronic disease | _____ YES | _____ NO |
| 7. Any emotional or psychological problems | _____ YES | _____ NO |
| 8. Any medication being taken at present | _____ YES | _____ NO |
| 9. Any Glasses <u>YES/NO</u> , Contact Lenses <u>YES/NO</u> , Hearing Devices <u>YES/NO</u> worn? | | |

If any of the above questions are marked "YES," please explain. If taking medication, please give name, amount of dosage, and time medication is taken.

10. Name of family physician:

Number:

Address:

PART II-REFUSAL OF CONSENT
DO NOT COMPLETE PART II IF YOU COMPLETED PART I

I do **not** give my consent for emergency medical treatment. In the event of illness or injury requiring emergency treatment, I wish the authorities to take no action or to: _____

_____ Date _____ / _____ / _____
(Member's Signature) (Month) (Day) (Year)

_____, _____
(Member's Name) (Street Address)

_____ (City) (State) (Zip)

The above signed being member of a youth organization known as the Business Professionals of America, Indiana Association, hereby agrees to release the Vocational Education Section, its representatives, agents, servants and employees from liability for any injury to said member, resulting from any cause whatsoever occurring to said member, resulting from any cause whatsoever occurring to said member at any time while attending convention(s) or meetings of the Vocational Education Section, including travel to and from the said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

_____ Member Signature Date

INDIANA BPA MEMBER CODE OF ETHICS

As a **MEMBER** of the **Indiana Association of BUSINESS PROFESSIONALS OF AMERICA**, I understand and agree to the **Code of Ethics**:

To forego all drugs, alcohol, and tobacco while involved in any Business Professionals of America activities

To abide by the Dress Code/Code of Behavior/Code of Ethics for Business Professionals of America sponsored activities, and maintain proper dress and good grooming for all occasions

To use wholesome language in all speeches, correspondence, and conversations connected with the organization and while representing the organization

To avoid places or activities which in any way could raise question as to moral character or conduct

To avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, or the organization

To maintain dignity while being personable, concerned, and interested in fellow members

To behave in a manner which conveys and commands respect without any air of superiority

To treat all members equally by not favoring one over the other

To be willing to take and follow instructions as directed by those responsible for them

Member's Signature

Date

Find this form on indianabpa.org in the Post-Secondary section.

Indiana Association

INVOICE



CUSTOMER:

DATE:

School Name:
Advisor Name:
Address:
City, ST Zip:
School Phone:
Advisor Email:

Qty	Description	Unit Price	Total
	Student Dues	10.00	\$0.00
	Advisor Dues	10.00	\$0.00
	Total		\$0.00

Make check payable to: Indiana BPA

Mail a copy of this invoice, a copy of your national invoice, and a check to:

Brian Wolfe
IN PS State Advisor
Membership Dues
117 N Bennett St.
Paoli, IN 47454

MARCH

Due this month

- ✓ **BPA Cares Professional Awards (TBA)**
(online at bpa.org/submit)

- ✓ **Virtual SLC Competitions/Presentations (3)**
(if needed depending upon competitive event registration)

- ✓ **National BPA Scholarship Application (TBA)**
✓ (online at bpa.org/submit)

- ✓ **Register for NLC Conference and Housing (ongoing in March)**

APRIL

Due this month

- ✓ **Ambassador Torch Resume (1)**
(online at BPA Torch Award System)
- ✓ **BPA Cares Submission (1)**
(online at bpa.org/submit)
- ✓ **Quality Chapter Distinction Submission (1)**
(online application system)
- ✓ **Non-Virtual Competitive Events Pre-Submissions (1)**
(online at bpa.org/submit)
- ✓ **National Leadership Conference and Hotel Registration closes (1)**
(online at BPA membership registration system)
- ✓ **Submit NLC Indiana Report/Trading Pin Order (1)**
(email to Indiana PS State Advisor)

INDIANA NLC REPORT/PIN ORDER

2018 Business Professionals of America

School:

Advisor:

School address:

City/ST/Zip:

Cell Phone:

(for use if you need to be reached at NLC)

E-mail:

*codes: (A) advisor (C) contestant (D) delegate

<u>CODE</u>	<u>NAME</u>	<u>SCHOOL</u>	<u>ASSIGNED CONTEST</u>

Total # of conference attendees _____ x 2 free pins = _____

Number of extra pins at \$1.00 each _____

Total pins _____

My check (for extra pins) is enclosed for \$ _____.

Please return this form to:

Brian Wolfe
 Indiana PS State Advisor
 117 N Bennett St
 Paoli, IN 47454
 brian.wolfe@indianabpa.org

MAY

- ✓ **National Leadership Conference, Dallas, TX (May 9 - May 13)**

MEMBERSHIP REGISTRATION

- **February 1 deadline:** Initial chapter registration—meeting this deadline will ensure members a membership card and a membership pin from the national office, and the advisor will receive communication from the state advisor with state news and updates. Members may be added at the national level until February 15.
- Online registration at the national web site (bpa.org): An invoice will be generated by the online system for national dues of \$14 per member. You will need (3) three copies:
 - 1 for national dues (to be sent to the national office)
 - 1 for state dues of \$10 per member (to be sent to the State Advisor, along with **the state dues invoice** and payment)
 - 1 for your files.
- February 15: final deadline to register members with the national office. Members registered after 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)

State dues (\$10 per student & advisor)

1. Complete the **state dues invoice** found on the state website (indianabpa.org) under the “Post Secondary” tab.
2. Send the state dues invoice, a copy of your national dues invoice, and a check for dues to:

Brian Wolfe, IN PS State Advisor
Business Professionals of America
117 N Bennett St
Paoli, IN 47454

National dues (\$14 – 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 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: The state advisor will contact all chapters in January to gather competitive event registration. If it is warranted, according to the event specifications, the state advisor will announce an event pre-submission deadline.

Important: If a financial 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.

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, 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 three levels is measured by the following point system in each division:

Local (Executive) 10 points State (Statesman) 50 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 state advisor 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
 - Statesman (State level): TBA
 - Ambassador (National level): TBA
- Recognition:
 - Local level: set by the local chapter
 - State level: TBA
 - 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 National Leadership Conference.

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 INFORMATION.

- The Post Secondary BPA division of the Indiana Association is open to state officers once our membership number gets over 250.
- Once our membership hits 250 members, the state advisor will post information regarding how to become a state officer, applications, etc.

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.
- **Screens will be provided at NLC.** Competitors are still responsible for providing computers and projectors for presentation events, and any other events as required by the WSAP guidelines.

(VIRTUAL) STATE LEADERSHIP CONFERENCE

- There will be a virtual state conference to review competitive events. This will occur via Skype or another video conferencing platform.
- After the virtual state conference (competitive events review) is over, you will be asked 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 brian.wolfe@indianabpa.org or calling Brian Wolfe at (812) 653-7594 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 at the National Leadership Conference.

NATIONAL LEADERSHIP CONFERENCE

- NLC will be held in Dallas, TX: May 9 - 13, 2018.
- The on-line NLC registration will be on the national web site (bpa.org) from February 28 to April 1, 2018. Registration amount: \$115.
- Late NLC registration is from April 2-6, 2016 and the cost is \$145.
- Indiana will be housed in the (TBA) but will be the Gaylord Texan or Great Wolf Lodge.
 - Room rate: TBA
 - Includes: TBA

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 Pin Order form, due April 1, 2018.
- If you are not ordering extra pins, the form should be emailed to brian.wolfe@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
2019	Anaheim, CA	May 1-5
2020	Washington, DC	May 6-10
2021	Orlando, FL	May 5-9
2022	Dallas, TX	May 4-8
2023	Anaheim, CA	April 26-30
2024	Chicago, IL	April 25-29

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 State Advisor, 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