



INDIANA
**BUSINESS
PROFESSIONALS**
of AMERICA

Giving Purpose to Potential

INDIANA ASSOCIATION

REGION COORDINATOR'S HANDBOOK

Updated September 2019



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) Chair.
- 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) Chair, 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.

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- 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.
 - Notify advisors in your region to check guidelines for Fundamental Word Processing for contestant eligibility.
 - Plaques: Take delivery of plaques and medallions (usually picked up at the IBEA November conference). Return any plaques not awarded at SLC.
 - Medallions are awarded to:
 - the top 10 places in each Open Event;
 - members of 1st and 2nd place teams
 - Certificates are awarded to:
 - members of 3rd and 4th place teams
 - 4th, 5th, and 6th place winners in individual judged events
 - 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: Jason Hendrickson, jason.hendrickson@indianabpa.org

RCAC Chair: Tina McCloud, mccloudtr@mvschool.org

Organizational Leadership Assistant: Lisa Melendez, lisa.melendez@indianabpa.org

Executive Board Chair: Jen Schultz, jen.schultz@wayne.k12.in.us

CEAC: Chad Bobb, cbobb@pike.k12.in.us

RLC Weather policy: If the host county is under an emergency vehicle only order, then 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.

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 RLC.

The following are suggested expenses with a maximum reimbursement of \$400 (four hundred dollars) per region:

- Custodial Support
- Tech Support
- Copy Costs
- Office Supplies

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 Forms/Information)
- Attach **original receipts** for expenses paid from the Region Coordinator
- Attach invoices signed by school officials for all other reimbursements

Whether you are claiming a reimbursement or not, you must submit the report with the financial information for your region.

[Expense reports](#) are due within 45 days following RLC.

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

Jason Hendrickson, State Advisor

PO Box 912

Huntington, IN 46750

317-626-8730

jason.hendrickson@indianabpa.org

REGIONAL LEADERSHIP CONFERENCE

Indiana Events-at-a-Glance

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

Event #	Event (*Scantron)	* # 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	60	Y	Y	
145	Banking & Finance*	5		60	Y	Y	
165	Personal Financial Management*	5		60	Y	Y	
265	Business Law and Ethics*	5	20	60	Y	Y	
270	ICD-10-CM Diagnostic Coding*	5	20	60	Y	Y	
300	Computer Network Technology*	5		60	Y	Y	
305	PC Servicing and Troubleshooting*	5		60	Y	Y	
310	Server Administration using Microsoft®*	5		60	Y	Y	
315	Network Administration Using Cisco®*	5		60	Y	Y	
320	Computer Security*	5		60	Y	Y	
Event #	Event (*Scantron)	* # 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	

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Event #	Event	* # of	**Minutes of	**Minutes of	Use reference	Repeat	***Pre-
	INDIVIDUAL JUDGED EVENTS	placings	Warm-up/wrap-up	Testing + Judge Questions	materials?	event?	submitted?
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	3	6 + 5	N	Y	Y
420	Digital Media Production	3	3	10 + 5	N	Y	Y
505	Entrepreneurship	3	3	5-7 + 5	N	Y	Y
515	Interview Skills	3		15 + 0	N	N	Y
520	Advanced Interview Skills	3		15 + 0	N	Y	Y
525	Extemporaneous Speech	3	10	2-4 + 0	N	Y	
535	Human Resource Management	3	20	3-5 + 3	Y - PREP ONLY	Y	
545	Prepared Speech	3	1	5-7 + 5	Y	Y	
555	Presentation Management-Individual	3	3	7-10 + 5	N	Y	
Event #	Event	* # of	**Minutes of	**Minutes of	Use reference	Repeat	***Pre-
	TEAM JUDGED EVENTS	placings	Warm-up/wrap-up	Testing + Judge Questions	materials?	event?	submitted?
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 complete the request form for your RLC setup. <https://goo.gl/forms/xONXzRXlkKCqjyG3>

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 Leadership Conference

Each Region will determine which day or night of the week works best between December 7-14, 2019.

Check with your Region Coordinator for the date and location of your conference.

2019-20 Region Allocations for SLC Non-Judged Events (Contests Sending Five (5) Winners to NLC)

Number of Chapters in Region	Region	2018-19 Secondary Membership	% of Membership	Automatic Slots	Additional Slots	Total Slots
8	1	204	9.6%	2	4	6
8	2	194	9.2%	2	4	6
8	3/6	119	5.6%	2	2	4
5	4/5	272	12.8%	2	5	7
6	7	120	5.7%	2	2	4
11	8	465	21.9%	2	9	11
9	9	201	9.5%	2	4	6
15	10	357	16.8%	2	7	9
8	11	83	3.9%	2	2	4
4	12	104	4.9%	2	2	4
82		2119	100%	20	41	61
Based on the 2018-2019 Membership (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.