



## **INDIANA ASSOCIATION**

# **REGION COORDINATOR'S HANDBOOK**

Updated September, 2017



# 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) 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.

## 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](mailto:debbie.darnell@indianabpa.org)

RCAC Chair: Tina McCloud, [mccloudtr@mvschool.org](mailto:mccloudtr@mvschool.org)

State Officer Coordinator: Jason Hendrickson, [jason.hendrickson@indianabpa.org](mailto:jason.hendrickson@indianabpa.org)

Executive Board Chair: Lisa Melendez, [lisa.melendez@portage.k12.in.us](mailto:lisa.melendez@portage.k12.in.us)

RLC 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 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 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

***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. (See form on next page)

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](mailto:debbie.darnell@indianabpa.org)

		<h2 style="margin: 0;">RLC Reimbursement Report</h2>											
<b>Indiana Association</b> PO Box 912 Huntington, IN 46750		Name: _____ Region: _____ Address: _____ City/State Zip: _____ Phone: _____ Email: _____											
<p><b><i>Each Region received supplies for the Region Leadership Conference (RLC). Additional RLC expenses will be covered by Indiana BPA for Custodial, Tech Support, and Copy Costs for a total of no more than \$400. (Food and gifts will not be reimbursed.)</i></b></p>													
<b>RLC Expenses for Reimbursement</b>	<b>DATE:</b>	<b>DESCRIPTION/COMMENTS:</b>	<b>Amount</b>										
<b>Attach all original receipts/signed invoices and mail to Debbie Darnell at PO Box 912, Huntington, IN 46750</b>		<b>TOTAL EXPENSES:</b>	<b>\$0.00</b>										
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Region Account Report for 2017-18:</b></td> </tr> <tr> <td>Beginning Balance:</td> <td style="text-align: right;"> </td> </tr> <tr> <td>Total Income for Region:</td> <td style="text-align: right;"> </td> </tr> <tr> <td>Total Expenses for Region:</td> <td style="text-align: right;"> </td> </tr> <tr> <td>Ending Balance:</td> <td style="text-align: right;">\$0.00</td> </tr> </table>				<b>Region Account Report for 2017-18:</b>		Beginning Balance:		Total Income for Region:		Total Expenses for Region:		Ending Balance:	\$0.00
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Beginning Balance:													
Total Income for Region:													
Total Expenses for Region:													
Ending Balance:	\$0.00												
I certify the information reported on this form as being complete and accurate for the Indiana Business Professionals of America, Indiana Association Region.													
<b>SIGNATURE:</b>		<b>DATE:</b>											
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr style="background-color: #000080; color: white;"> <td colspan="2" style="text-align: center;"><b>For Office Use Only</b></td> </tr> <tr> <td style="text-align: center;"><b>Approved by</b></td> <td> </td> </tr> <tr> <td style="text-align: center;"><b>Account #</b></td> <td> </td> </tr> <tr> <td style="text-align: center;"><b>Check #</b></td> <td> </td> </tr> <tr> <td style="text-align: center;"><b>Total</b></td> <td> </td> </tr> </table>				<b>For Office Use Only</b>		<b>Approved by</b>		<b>Account #</b>		<b>Check #</b>		<b>Total</b>	
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## 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	* # of	**Minutes of	**Minutes of	Use reference	Repeat	***Pre-
	<b>OBJECTIVE EVENTS (paper/pencil)</b>	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-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-
	<b>COMPUTERIZED EVENTS</b>	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-
	<b>INDIVIDUAL JUDGED EVENTS</b>	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	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 + 5	N	N	Y
520	Advanced Interview Skills	3		15 + 5	N	Y	Y
525	Extemporaneous Speech	3	10	2-4 + 5	N	Y	
535	Human Resource Management	3	20	3-5 + 5	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	

## 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

### NOTE:

Cannot compete in the same year in-

Human Resource Management & Extemporaneous Speech

Prepared Speech & Presentation Management Team/Individual

## REGION ALLOCATIONS FOR 2017-18

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

Number of Chapters in Region	Region	2016-17 Secondary Membership	% of Membership	Automatic Slots	Additional Slots	Total Slots
8	1	255	10.3%	2	4	6
5	2	178	7.2%	2	3	5
7	3/6	153	6.2%	2	3	5
5	4/5	245	9.9%	2	4	6
5	7	76	3.1%	2	1	3
14	8	538	21.8%	2	9	11
10	9	248	10.1%	2	4	6
18	10	513	20.8%	2	9	11
8	11	129	5.2%	2	2	4
5	12	130	5.3%	2	2	4
<b>85</b>		<b>2465</b>	<b>100%</b>	<b>20</b>	<b>41</b>	<b>61</b>
Based on the 2016-2017 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.