



# SLC 2018 Newsletter

**State Leadership Conference (SLC) online registration  
opened January 6, 2018 on indianabpa.org**

**Online registration Deadline: January 19, 2018**

**Mail a copy of invoice and check to:** Debbie Darnell, State Advisor  
BPA SLC Registration/Housing  
PO Box 912  
Huntington, IN 46750

**No refunds for SLC registration or housing  
after submitting your chapter's registration.**

**Inside This Issue:**

- State Leadership Conference (SLC) Online Registration . . . . . 2
- SLC Registration at the Conference . . . . . 2
- BPA Cares Awards and Torch Awards. . . . . 2
- Pre-Submitted Documentation Deadline . . . . . 3
- State-Wide Officer Applications . . . . . 3
- Hotel Information . . . . . 4
- SLC Information . . . . . 5
- Voting Delegates . . . . . 5
- Special Event. . . . . 5
- Opportunities for Students and Advisors . . . . . 6
- SLC 2018 Computer Software List . . . . . 7
- Dress Code, Code of Behavior, Medical Release Form . . . . . 7
- Safety and Well-Being of our Members at SLC . . . . . 8
- SLC Advisor Checklist. . . . . 9
- Deadlines . . . . . 9
- 2018 National Leadership Conference . . . . . 10



# State Leadership Conference

March 11-13, 2018  
Indianapolis Marriott Downtown

## ONLINE REGISTRATION:

SLC online registration is available at indianabpa.org starting January 6, 2018.

Complete the following steps to register:

- Access the online registration from the Indiana state website at indianabpa.org.
- Complete the registration, housing information, and T-shirt order. An invoice will be sent to your email after registration closes.
- Make two (2) copies of this invoice. Keep one (1) copy for your records and mail the other copy postmarked by **February 20, 2018**, along with a check for \$35.00 per attendee plus housing, to:

Debbie Darnell, State Advisor  
BPA SLC Registration/Housing  
PO Box 912  
Huntington, IN 46750

## REGISTRATION AT THE CONFERENCE:

- Sunday, March 11, from 9:00 a.m. to 1:00 p.m. on the 2nd floor registration area of the Downtown Marriott.
- Only advisors may pick up materials.
- Registration fees must have been received prior to the conference, if not, you can submit your check at Conference Headquarters to retrieve your registration packet.
- Pick up T-shirts.
- Verify voting delegates.

## BPA CARES AWARDS and TORCH AWARDS

To be recognized at SLC, the deadline for submitting documentation for these awards is **February 21, 2018**.

To submit for BPA CARES AWARDS:

- Go to bpa.org
- Click on Service tab
- Click on BPA Cares
- Download the 2017-18 BPA Cares Handbook
- Read guidelines & download applications starting on page 3

*Be sure to follow all specifications for BPA Cares Awards.*

Once you submit BPA Cares Awards to be recognized at the state level, you do not need to resubmit for NLC.

To submit for Statesman TORCH AWARDS:

- Go to bpa.org
- Click on the Service tab
- Click on Online System under Torch Awards
- Students will login using their Member ID
- Each activity description must be a complete sentence.
- To access the BPA Torch Awards App, see page 8 in the Torch Awards Handbook.



## Pre-Submitted Documentation Deadline

Due January 19, 2018

Administrative Support Research  
Broadcast News Production Team  
Computer Animation Team  
Computer Modeling  
Digital Media Production  
Economic Research Individual  
Economic Research Team

Entrepreneurship  
Global Marketing Team  
Graphic Design Promotion  
Network Design Team  
Video Production Team  
Interview & Advanced Interview Skills  
(resume/cover letter)

### SUBMITTING DOCUMENTS:

- Log in at [bpa.org](http://bpa.org)
  - Click the Compete tab
  - Click on Pre-submit
  - Follow the on-screen directions. Note: Choose the correct conference (Indiana SLC, not your region).
- \*Check the WSAP to ensure all specifications and formatting have been met for proper submission.
- \* A chart that includes what to submit for each pre-submitted event is on pages 24 and 25 of the WSAP.
- \* Check to verify that the URL works on Individual and Team Entry Forms.
- \*Should you make an error in submission, please do not make another submission for the same event. Contact Becky Milner at [becky.milner@indianabpa.org](mailto:becky.milner@indianabpa.org) for any issues with pre-submissions.

---

## State-Wide Officer Applications

Submit applications electronically through the [indianabpa.org](http://indianabpa.org) website by **January 22, 2018**.



*Candidates must attend state officer screening at J Everett Light Career Center, Indianapolis, on February 3, 2018.*

*They should be accompanied by their advisor and their parent/guardian.*

*If you have any questions, email Jason Hendrickson at: [jason.hendrickson@indianabpa.org](mailto:jason.hendrickson@indianabpa.org).*

## HOTEL INFORMATION

All chapters participating at SLC are REQUIRED to stay at the Indianapolis Marriott Downtown or Springhill Suites (overflow). NO exceptions!

*Requests for rooms at the Springhill Suites will be assigned in the order that chapter registrations are received. In order for your chapter to qualify for requesting the overflow hotel, all chapter dues and RLC fees must be current.*

The cost is \$197 (tax included) per room/per night. You may share rooms with chapters from your region. Maximum of four per room. *If you are sharing rooms with another school, you will not be able to stay at the Springhill Suites.*

Housing assignments will be made after registration is complete. Effort will be made to keep regions together, if possible.



Marriott Downtown  
350 W. Maryland Street  
Indianapolis, IN 46225  
317-822-3500

### HOTEL CHECK-IN:

The school check-in area at the Marriott is on the first floor (near the Missouri Street entrance). Do not check in at the front desk.

If you have housing issues, please go to Conference Headquarters--not the hotel.

It is likely that you will have students in competition before getting your rooms. This is unavoidable if the hotel is booked full on Saturday evening. The hotel staff will turn around the rooms as quickly as possible. Thank you for being patient! Due to a limited number of two-bed sleeping rooms, some triples are king rooms with a roll-a-way.

### LUGGAGE:

The hotel will provide a luggage storage area. Check at the BPA registration desk for the exact location. Someone from your chapter should stay with the luggage. The hotel and/or Business Professionals of America are not responsible for lost or stolen luggage. Please be sure to label ALL bags in an obvious fashion prior to your arrival at the hotel. **Charging stations for electronic devices will be available in luggage storage areas on Sunday.**

### DURING YOUR STAY:

You must have one (1) adult per ten (10) students. Encourage students not to incur incidental charges (phone, movies, room service, etc.). Be prepared to provide a credit card upon arrival in order to cover incidental charges.

### HOTEL CHECK-OUT:

There is no need to check-out at the front desk. Do check at the front desk to verify that there are NO incidental charges for any of your chapter's room. If there are, pay them before you depart. Leave your key cards in the room. All incidental charges remaining on your rooms after check-out will be charged a \$20 service fee in addition to the incidental charges.

### PARKING:

Valet parking at the Marriott is \$45 per night for cars. You can self-park cars at the hotel underground for \$40 per night. Vans and other similar vehicles 6ft 7in and under will be charged \$50 per night. Mini bus parking will be based on availability at the Marriott. If the mini bus cannot be accommodated at the hotel, they will provide dash passes to Victory Field. Mini buses will be charged \$75 per night. To check out alternative parking options, go to <http://www.downtownindy.org/explore-downtown/park/> to find parking with 24 hour service. Be sure to call for reservations and verify that you can park a school bus/van. Buses/vans should unload on the west side of the Marriott Downtown hotel in the bus-loading zone on Missouri Street.

## CONFERENCE PROGRAM

The Conference Program will be posted on indianabpa.org approximately one week prior to the conference for you to print and bring with you.

## COMPETITION REMINDERS

- ▶ Screens will be provided. Bring your own projectors, laptops, digital devices, carts, power strips, and electrical cords.
- ▶ Judge's comment sheets will be mailed to those who hand a self-addressed, stamped envelope to the judge. Envelopes and stamps will be available for purchase at Courtesy Corp on Sunday and Monday. No materials (including binders/folders/CDs/flash drives) will be returned.
- ▶ Be sure to follow the WSAP Guidelines and bring copies of entry forms and projects for preliminaries and finals, even if they were pre-submitted.

## ADVISORS ASSIGNMENTS

All advisors will receive at least one assignment at SLC. Administrator, Assistant, and Grader assignments will not change from the previous year unless you notify Nona Hollenbaugh at ndhollenbaugh@avon-schools.org. Should an emergency arise at SLC that prevents you from completing your assignment, please contact conference headquarters.

## CONFERENCE T-SHIRTS

- ▶ Students and advisors will receive a SLC T-shirt with the registration fee. If you wish to order T-shirts for chaperones/guests not paying the registration fee, you may do so for a cost of \$5.00. Fill in the size column on the online registration form for everyone. (A \$1.00 charge will be added for each additional size for shirts larger than an extra large.) T-shirts will be red this year.
- ▶ State Leadership Conference delegates (advisors and students) will be permitted to wear their unaltered, official conference t-shirt with their business casual pants and shoes on Monday only of the State Leadership Conference. Conference attendees (advisors and students) who are competing and/or fulfilling an assignment should follow our State Leadership Conference dress code policy.

## VOTING DELEGATES

| Chapter Membership | # of Voting Delegates |
|--------------------|-----------------------|
| 1-4 . . . . .      | 1                     |
| 5-14 . . . . .     | 2                     |
| 15-24 . . . . .    | 3                     |
| 25-34 . . . . .    | 4                     |
| 35-44 . . . . .    | 5                     |
| 45-54 . . . . .    | 6                     |

- ▶ Any changes in voting delegates must be made when picking up registration packets.
- ▶ Voting delegates will receive their ribbons during Voting Delegate seating at the Business Meeting.
- ▶ Your chapter's number of voting delegates is based on your national chapter membership. If you have more than 55 members, continue the pattern to the left to determine your number of voting delegates.

## SPECIAL EVENT



This year, our special event will be incorporated during all of the general sessions. Students will have the opportunity to participate in live game shows. Many prizes (blue tooth speakers, Echo Dots, Fitbits, gift cards, and many more) will be awarded throughout the conference. Your student could be the winner. Please note that the sessions will begin when the doors open with pre-show activities. We will be playing game shows before and during sessions. Audience members will experience what it's like to attend a live taping of a show. If your student would like to participate in a game, please have them complete this google form on or before March 1, 2018: <https://goo.gl/forms/Mb78hNoFsUWY-3L4P2>. We are excited to see your chapter "play the game and dream big".

# OPPORTUNITIES FOR STUDENTS AND ADVISORS

## BPA Chapter All-Star

Every chapter has a member that goes “above and beyond” to help the chapter be successful. At the State Leadership Conference, we would like to recognize the chapter member that you (the advisor) nominate. The All-Star might be a chapter officer, one of your go-to members who always gets the task completed, the largest fundraiser, or a highly reliable member. Only one member from a chapter may be nominated. Your nominated All Star will be recognized at SLC. Please complete the form located on the indianabpa.org website located under Resources/Local/Advisor Forms and return it to Clara Valentine via email at: clara.valentine@indianabpa.org. The deadline is **January 31, 2018**.

## Indiana Executive Board

Would you like to be in on decision making for Indiana BPA? Do you want to make a difference in our organization? Apply for a position on the Indiana Association BPA Executive Board!

There are three (3) board positions available. Members serve three (3) year terms and attend approximately six (6) meetings during the year. Those meetings include the IBEA Business & Marketing Education Conference and SLC. Your lodging, mileage, and most meals are provided at all meetings.

You can find the BPA Executive Board application under Resources/Executive Board on the Indiana BPA website. Please submit applications via email by **January 31, 2018** to: debbie.darnell@indianabpa.org.

The election will be held at the SLC Advisors’ Meeting on Sunday, March 11, 2018.

## Indiana BPA Scholarships

The Jason Hendrickson Indiana BPA Scholarship is awarded by a group of past Indiana BPA State Officers. It is awarded to an Indiana BPA member who represents the same extraordinary amount of dedication and commitment to see others succeed through BPA that the Indiana State Officer Coordinator, Mr. Jason Hendrickson, demonstrates in his work with the state officers and the state association. This scholarship will be awarded to a member attending a Post-Secondary institution during the 2018-2019 school year who encourages and inspires others to excel. The deadline is February 16, 2018. Apply by going to: <https://goo.gl/forms/tn5BlaqyDroeawx73>

The Indiana Merit Scholar Scholarship is awarded to a member attending a Post-Secondary institution next school year and attaining the highest score on the Indiana BPA Merit Scholar test at SLC. The award amount is \$220.

## Indiana Special Olympics

Indiana BPA is raising money for **Special Olympics of Indiana** this year. Members of chapters raising \$100 will receive a white ribbon to attach to their SLC name badge, members of chapters raising \$300 will receive a gray ribbon, and members of chapters raising \$500+ will receive a red ribbon.

The goal is to raise \$2500 for Indiana Special Olympics. Over \$1500 has been donated from chapters and sponsors, so far. The deadline for chapters to send donations and receive the appropriate name badge ribbon is February 21, 2018.

In addition, a penny war between regions will take place at SLC. Money collections will take place at the information desk and before general sessions. The amounts raised by each region will be factored into the Region of the Year calculations.



## SLC 2018 Computer Software List

*PCs with Microsoft Windows format will be used for all events*

| Event                                     | Software Packages                                     |
|---|---|
| Administrative Support Team.....          | MS Office 2016  |
| Advanced Office Systems & Procedures..... | MS Office 2016  |
| Advanced Spreadsheet Applications.....    | MS Excel 2016   |
| Advanced Word Processing Skills.....      | MS Office 2016  |
| Basic Office Systems & Procedures.....    | MS Office 2016  |
| Database Applications.....                | MS Access 2016  |
| Digital Publishing.....                   | Adobe InDesign® CS6, Adobe Illustrator CS6            |
| Fundamental Desktop Publishing.....       | MS Office 2016, MS Publisher 2016, Adobe InDesign CS6 |
| Fundamental Spreadsheet Applications..... | Excel 2016  |
| Fundamental Word Processing Skills.....   | MS Office 2016  |
| Fundamentals of Web Design.....           | Notepad   |
| Integrated Office Applications.....       | MS Office 2016  |
| Intermediate Word Processing.....         | MS Office 2016  |
| Legal Office Procedures.....              | MS Office 2016  |
| Medical Office Procedures.....            | MS Office 2016  |

**Java Programming, C++ Programming, and Visual Basic/C# Programming require the contestant to supply their own computer or laptop/notebook along with all supporting devices and software appropriate for the event.**

### DRESS CODE, CODE OF BEHAVIOR, MEDICAL RELEASE FORM

The Medical Release Form must be completed and signed by each student and his/her parent/guardian. It is VERY important that you bring these forms with you when traveling to conferences. The information is crucial in case of an emergency.

The Medical Release form and the Dress Code/Code of Behavior can be found on the Indiana BPA website ([indianabpa.org](http://indianabpa.org)) in the Chapter Advisor Handbook. Please review this information with your students prior to SLC.

- ▶ Only Business Professional or Business Casual may be worn during the conference. This includes arriving at the hotel on Sunday.
- ▶ Casual Attire may be worn only on the sleeping floors.
- ▶ Students and Advisors may choose to wear the official **un-altered** SLC T-shirt with their business casual pants and shoes on **Monday only** of the State Leadership Conference. Conference attendees (advisors and students) who are competing and/or fulfilling an assignment should follow our State Leadership Conference dress code policy.

Does this mean I can wear my conference t-shirt:

to Opens? No

to Competitions? No

to Leadership Sessions? No

to the Business Meeting? No

with leggings? No

to the mall on Monday? Yes

with flip/flops? No

with jeans? No

to Monday's general session? Yes

on Sunday? No

on Tuesday? No

- ▶ Wrist bands must be worn at all times. Name badges must be worn while in the conference facility.
- ▶ The hotel has a closed-door policy for sleeping rooms. At no time will hotel security allow the doors to be propped open. Therefore, males and females are NOT ALLOWED to be in the same sleeping room without an advisor or chaperone present!

## SAFETY AND WELL-BEING OF OUR MEMBERS AT SLC

*The purpose of the dress code and code of conduct is to encourage proper behavior and to provide a safe environment for all Business Professionals of America members at official BPA functions, to develop professional standards for our organization, and to develop a respect and acceptance for proper business attire.*

- ▶ If an advisor witnesses a violation of our Code of Conduct, a Demerit Report should be completed. Demerit forms are available from your Region Coordinator, any Executive Board Member, or may be picked up at SLC Headquarters.
- ▶ Should you witness a major violation (alcohol, drugs, etc.), please notify SLC Headquarters immediately.

### WHAT TO BRING TO SLC:

- ▶ Medical Form for each student.
- ▶ Signed Code of Conduct for each student.
- ▶ Emergency plan: All members of your group should know where to meet and what to do should there be an emergency.
- ▶ Conference Programs (may be printed from [indianabpa.org](http://indianabpa.org) prior to conference).



### ADVISOR RESPONSIBILITIES:

It is the responsibility of all advisors attending SLC to enforce not only the Dress Code and Code of Conduct, but also these rules specific to the conference:

- ▶ Attendees must wear name badges and wristbands.
- ▶ Students must observe the curfew.
- ▶ Respect hotel rules.
- ▶ Respect hotel property.
- ▶ Doors may not be propped open.
- ▶ Gambling is not allowed in the hotel.
- ▶ Respect others in the hotel by helping keep the noise level down.
- ▶ Use the stairs instead of the elevator when going between the lower floors.
- ▶ Smoking is not allowed in the hotel. There is a \$250 hotel charge if smoking occurs in a sleeping room.

### FLOOR MONITORING:

While it is not always possible, due to region size and number of rooms available on each floor, the hotel makes every effort to house chapters by region. For this reason, we ask that any sharing of rooms be with a chapter in your own region.

Each chapter advisor is responsible for monitoring their own rooms each night after curfew.

We suggest that at least one (1) chaperone/advisor be assigned to the hotel and/or hallway of your chapter's cluster of rooms so your students can report their whereabouts at all times.

### CHAPERONES:

You must have one (1) adult per ten (10) students.

We ask that chaperones adhere to the same dress code as our student membership by wearing Business Casual or Business Professional attire as described in the Dress Code.

The official SLC name tag must be worn at all times while in the conference facility. The wrist band must be worn at all times.



## SLC ADVISOR CHECKLIST

### PRIOR TO SLC:

- Register online by January 19, 2018.
- Choose voting delegates
- Submit Torch resumes and BPA Cares documents on bpa.org by February 21, 2018
- Mail a copy of the online registration invoice and a check or PO for registration and housing (postmarked by February 20, 2018) to:  
Debbie Darnell, BPA State Advisor  
SLC Registration/Housing  
PO Box 912  
Huntington, IN 46750  
*If you cannot send payment with the forms by the deadline, please meet that deadline with a purchase order followed with a check PRIOR to SLC.*
- Review contest guidelines with students.
- Review dress code, code of behavior and medical forms with students. Bring signed forms to SLC with you.
- Inform students of your emergency plan. (Inform them where to meet outside of the hotel in the case of an emergency.)
- Print copies of the conference program found on indianabpa.org.

### AT SLC:

- Pick up registration packets on the second floor and room keys on first floor (as they become available).
- Assign a "luggage watcher" until your hotel rooms are ready.
- Fulfill assigned duties (event administrator, grader, curfew, etc.). It is so important for you to be there for the success of our students.
- Monitor dress code and code of behavior for all attending students. Go to Conference Headquarters to complete a demerit form, if necessary.

## DEADLINES

### January 19, 2018

- ▶ Online conference registration deadline at (indianabpa.org)
- ▶ Pre-submit projects & documentation for the following events (see page 3 of this newsletter):
  - (155) Economic Research Project Individual
  - (160) Economic Research Project Team
  - (260) Administrative Support Research
  - (325) Network Design Team
  - (410) Graphic Design Promotion
  - (420) Digital Media Production
  - (425) Computer Modeling
  - (430) Video Production Team
  - (440) Computer Animation Team
  - (445) Broadcast News Production Team
  - (500) Global Marketing Team
  - (505) Entrepreneurship
  - (515) Interview Skills (resume, cover letter)
  - (520) Advanced Interview Skills (resume, cover letter)

### January 22, 2018

- ▶ Complete and submit online application for a state officer position on indianabpa.org website

### January 31, 2018

- ▶ Indiana Association BPA Executive Board applications emailed to debbie.darnell@indianabpa.org
- ▶ BPA Chapter All-Star form submitted to Clara Valentine at clara.valentine@indianabpa.org

### February 16, 2018

- ▶ Jason Hendrickson Scholarship Application

### February 20, 2018

- ▶ SLC Registration invoice and fees postmarked

### February 21, 2018

- ▶ BPA Cares & Statesman Torch resumes submitted online to be recognized at SLC
- ▶ Special Olympics Chapter Donations

### March 1, 2018

- ▶ Game Show contestant application for SLC

# 2018 NATIONAL LEADERSHIP CONFERENCE

Dallas, Texas

May 9-13, 2018

Deadline for NLC registration is April 1, 2018 on the national web site (bpa.org)

Registration fee: \$115

Late Registration fee is \$145 from April 2-6, 2018

## WHO CAN COMPETE?

Qualifiers and those competitors called to the stage during the awards must stay for the NLC meeting following the awards session at SLC. The advisor will be asked to respond affirmatively or negatively to whether qualifiers will be attending NLC. The State Advisor will **only** take responses during the meeting. No responses will be accepted before the meeting. Should a qualifier or his/her advisor decline competition at NLC or not be in attendance at this meeting to answer, the next student in line will be asked. Should a competitor drop out after SLC, the state advisor should be notified and the next qualifier will be contacted. Due to the short turn-around between SLC and NLC, withdrawals must be made by March 23, 2018, to allow replacements time to register.

## WHO CAN ATTEND?

Any registered member of BPA may attend the National Conference. Who attends from your chapter is a local decision. If a student is not competing, he/she might take open events or participate in the Leadership Academy, or be an Ambassador Torch recipient.

## NATIONAL LEADERSHIP ACADEMY

The National Leadership Academy is for BPA members attending NLC, but not participating in a competition. Each participant must commit to completing the Leadership Academy at NLC, serve as a National Leadership Intern during NLC, participate in after-conference activities via email, and present leadership materials/serve as a leadership resource to his/her local chapter. Online applications will be available in February at bpa.org.

## NLC TRADING PINS

All Indiana BPA members attending NLC will receive five (5) trading pins at no cost. The NLC report form is on indianabpa.org for reporting national attendees and ordering extra trading pins. This form must be submitted in order to receive any trading pins (free or extra). The pins will be mailed prior to the conference.

## NLC HOTEL INFORMATION

Indiana will be staying at Great Wolf Lodge, Grapevine, Texas.

### Rates:

\$184 + taxes (1-4 Persons Occupancy)  
without Water Park Access

\$224 + taxes (1-4 Persons Occupancy)  
with Water Park Access

