



Today's students. Tomorrow's business professionals.

Business Professionals of America

Indiana Association

State Officer Candidate Handbook

2018-2019

PREFACE

The Business Professionals of America, Indiana Association, Officer Candidate handbook should be used by all parties who have submitted an application and will be completing the State Officer Screening process. Candidates shall:

1. Read this booklet thoroughly and reaffirm your desire to become a Business Professionals of America, Indiana Association, Officer Candidate.
2. Be present with your advisor at the Business Professionals of America, Indiana Association, Officer Candidate Screening.

You and your local advisor are responsible for your transportation, meals, hotel expenses, conduct, and safety while attending Officer Candidate Screening.

The slating committee will slate you as a state officer candidate. If you do not meet the qualifications, you will not be slated. The offices for which you could be elected at the State Leadership Conference (SLC) are:

Statewide Officers

- President
- Vice President—Administration
- Vice President—Communications
- Vice President—Member Activities
- Vice President—Chapter Activities
- Vice President—Public Relations

Region Presidents elected at the Region Leadership Conference (RLC) are required to attend officer screening in February. In the event that a Region has not yet elected a president by the end of SLC; any individuals wishing to become candidates for Region President must submit in writing to the State Officer Coordinator. The State Officer Coordinator will interview all interested candidates and appoint based on the interview outcome.

Campaigning expenses requirements are as follows:

1. Statewide officer candidates--\$100 maximum
2. Region President candidates--\$0

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DUTIES OF STATE OFFICER LEADERSHIP TEAM

In order to serve as a member of the state officer leadership team, the student must be enrolled in a business class. Consideration will be given to officers whose business class is canceled or a conflict arises with proper documentation.

I. General Qualifications Checklist

NOTE: If you can immediately answer "yes" to all of the following questions, you are good officer candidate material. If you hesitate to answer "yes" to any of the following questions, you should reevaluate your capabilities and desire for becoming an officer candidate.

- A. Do you have **SUFFICIENT TIME** for the office? (See attached current Calendar of Events and State Officer Agreement.)
- B. Do you have **ENTHUSIASM** and **RESPECT** for Business Professionals of America, Indiana Association ideals?
- C. Do you have the ability to **WORK WITH PEOPLE?**
- D. Do you have a **CAREER OBJECTIVE** to work in a world-class workforce?
- E. Do you have a working knowledge of **PARLIAMENTARY PROCEDURES?**
- F. Are you able to **EXPRESS YOURSELF** effectively through oral and written communication?
- G. Are you willing to **WORK** and to **ACCEPT RESPONSIBILITY?**
- H. Are you a **WORTHY REPRESENTATIVE** of your school?
- I. Do you **THINK** and **PLAN AHEAD?**
- J. Can you pay the **EXPENSES** incurred as a state officer?
- K. Do you have **SUPPORT** of your **LOCAL ADVISOR** and **PARENTS?**
- L. Will you be enrolled in a business course during your term of office?
- M. Are you going to graduate at the **end** of your term of office, if you are a senior? And, are you not graduating at the end of the first semester?

II. Specific Knowledge Required

1. Business Professionals of America
 - History and purposes of Business Professionals of America
 - Responsibilities of the State Officer Leadership Team (SOLT)
 - Membership dues
 - Nine Regions after the combination of twelve Regions
 - Activities at the State Leadership Conference and Fall Leadership Conference
 - Who is eligible for membership
 - Qualifications for state officer candidates
2. Identify names of those who currently serve as:
 - Current State President, VP—Administration, VP—Communications, VP Member Activities, VP—Chapter Activities, VP—Public Relations, and your Region President
 - State Advisor, Executive Board Chair, National Executive Director, College and Career Preparation Education Program Specialist, and State Superintendent of Public Instruction
3. Torch Awards Program
4. Business Professionals of America emblem, colors, and pledge
5. BPA Cares Program (Formerly known as the BPA Special Recognition Awards)
6. Dates of National Business Professionals of America Week and National Career and Technical Education Week
7. State Officer Leadership Team term of office
8. Grade average required of state officer candidates
9. Basis for determining the number of voting delegates at the State Leadership Conference and National Leadership Conference
10. Maximum amount that may be spent on a statewide officer's campaign
11. Communication methods for:
 - a. starting a conversation
 - b. making introductions
 - c. public speaking
12. Planning and organizing orderly and effective meetings
13. Knowledge of other vocational student organizations
14. Parliamentary Procedure:
 - a. Be able to define each of the following:
 - i. adjourn
 - ii. point of order
 - iii. quorum
 - iv. chair
 - v. motion
 - vi. new business
 - vii. parliamentary inquiry

- viii. previous question
 - ix. division of the house
 - x. old business
 - xi. table the motion
 - xii. plurality
 - xiii. majority
- b. Know how to do the following:
- i. make a motion
 - ii. amend a motion

III. Specific Duties for Each State Officer

- A. The duties and responsibilities of the **STATE PRESIDENT** shall be to:
1. Preside over all state meetings following the rules of parliamentary procedure according to Robert's Rules of Order, Newly Revised.
 2. Serve as a member of the Indiana Association Executive Board.
 3. Appoint all committees and see that they function.
 4. Work with the State Vice President—Administration who is an ex-officio member of all committees.
 5. Set up an agenda prior to all scheduled meetings.
 6. Work with the State Advisor and local chapter advisor in planning all Business Professionals of America, Indiana Association activities.
 7. Promote the general welfare of Business Professionals of America, Indiana Association.
 8. Fulfill the responsibilities of the signed State Officer Agreement.
 9. Utilize and supplement the state officer resource file.
 10. Inform the State Secretary about the agenda so that a reminder can be sent to the other state officers, the state officers' local advisors, and the State Advisor.
 11. Be fully aware of the Calendar of Events.
- B. It shall be the duty of the **VICE PRESIDENT—ADMINISTRATION** of each division to serve in any capacity as directed by his/her president; **to serve as chairperson of the student committees of that division; to record the proceedings of any business and State Officer meetings of his/her division; to accumulate the minutes and/or proceedings of all committee meetings of his/her division;** to accept the responsibility of his/her president as occasions may demand; fulfill the responsibilities of the signed State Officer Agreement; and to make himself/herself available, as necessary, in promoting the general welfare of the Association.

- C. It shall be the duty of the **VICE PRESIDENT—COMMUNICATIONS** of each division to serve in any capacity as directed by his/her president; to maintain the State Officer Leadership Team website in accordance with the policy of the Department of Education; fulfill the responsibilities of the signed State Officer Agreement; and to make himself/herself available, as necessary, in promoting the general welfare of the Association.
- D. It shall be the duty of the **VICE PRESIDENT—MEMBER ACTIVITIES** of each division to serve in any capacity as directed by his/her president; to direct the Torch Program; fulfill the responsibilities of the signed State Officer Agreement; and to make himself/herself available, as necessary, in promoting the general welfare of the Association.
- E. It shall be the duty of the **VICE PRESIDENT—CHAPTER ACTIVITIES** of each division to serve in any capacity as directed by his/her president; to direct the Special Recognition Program; fulfill the responsibilities of the signed State Officer Agreement; and to make himself/herself available, as necessary, in promoting the general welfare of the Association.
- F. It shall be the duty of the **VICE PRESIDENT—PUBLIC RELATIONS** of each division to serve in any capacity as directed by his/her president; to encourage current sponsors of Indiana Business Professionals of America to continue their support and to contact other individuals, companies, and organizations to become sponsors; fulfill the responsibilities of the signed State Officer Agreement; and to make himself/herself available, as necessary, in promoting the general welfare of the Association.
- G. The duties and responsibilities of the **REGION PRESIDENT** shall be to:
1. Verify and certify all Diplomat Awards for their respective Region.
 2. Serve as chairperson of all Region meetings.
 3. Keep his/her Region aware of all pertinent information from the State Officer Leadership Team meetings.
 4. Collect articles of interest from each chapter within the Region to be incorporated into a Region newsletter to be published a minimum of four times a school year.
 5. Fulfill the responsibilities of the signed State Officer Agreement.
 6. Promote the general welfare of Business Professionals of America, Indiana Association.
 7. Utilize and supplement the state officer resource file.
 8. Be familiar with the rules of parliamentary procedure according to Robert's Rule of Order, Newly Revised.
 9. Be fully aware of the Calendar of Events.
 10. Serve as chairperson of the Region election procedures for the selection of the new Region President.
 11. Submit articles of interest from the Region to be included in the state yearbook.

IV. Additional Responsibilities of the State Officer Leadership Team:

- A. Attend all activities listed on the current Calendar of Events and any additional meetings requested by the State Advisor and/or the Executive Board.
- B. Notify the State Advisor before the start of a meeting if unable to attend. Failure to do so may result in automatic dismissal, according to the signed State Officer Agreement.
- C. State-owned official blazers may be used or may be purchased. State-owned blazers which are not purchased must be cleaned and returned to the State Advisor by the end of the term of office.
- D. Participate in making a decision as to what the State Officer Leadership Team shall wear with the blazers.
- E. Wear official attire at all meetings and functions unless notified that other attire would be more appropriate.
- F. Develop and create a project to promote Business Professionals of America.
- G. Keep his/her local advisor informed of the state activities.
- H. Be responsible for the planning and presentation of all the general sessions to be held at the Fall Leadership Conference and the State Leadership Conference.
- I. Attend the National Leadership Conference and participate by:
 - 1. Being an official voting delegate, if designated, for the Indiana Association.
 - 2. Attending all business sessions and wearing the official dress and voting delegate ribbons.
 - 3. Being available for campaigning for Indiana candidates.
- J. Counsel the newly elected state officers.
- K. Be prepared to give appropriate responses to questions about Business Professionals of America when asked by the public or the news media.
- L. Maintain a current notebook of materials containing a list of suggestions and recommendations about being a member of the State Officer Leadership Team.
- M. **Be punctual!**

- N. Have written in manuscript form all materials necessary for any presentations. These should be rehearsed.
- O. Abide by the Dress Code, Code of Conduct, and Indiana Code of Ethics or demerits/removal from SOLT may be required.

V. Responsibilities of the State Officer's Local Advisor:

- A. Understand each item listed in the sections entitled "Specific Duties for each State Officer" and "Additional Responsibilities of the State Officer Leadership Team."
- B. Know all the activities in which your state officer is to participate (refer to the Calendar of Events and State Officer Agreement) and help meet his/her obligations.
 - 1. Oversee proper transportation for your officer to all meetings following local school procedures.
 - 2. Verify with your state officer that he/she has accommodations for all overnight activities.
 - 3. Notify the State Advisor at least 24 hours before the start of a meeting which your officer cannot attend.
 - 4. Be sure that your state officer is prepared by having all necessary materials and wearing appropriate attire.
 - 5. Be aware of the expenses to be incurred by a state officer and be prepared to meet them.
- C. Be aware that throughout the year additional meetings may be added to the activities listed on the Calendar of Events by the State Advisor and/or the Executive Board.
- D. Invite the parents of your state officer to be present at any Business Professionals of America functions.
- E. Assist your state officer with the planning and practicing of any speeches and/or presentations.
- F. NOTE: DO NOT SUBMIT A STATE OFFICER CANDIDATE APPLICATION UNLESS YOU CAN MEET ALL OF THE OBLIGATIONS.

VI. Officer Candidate Testing and Screening:

NOTE: Attendance at the officer screening as listed on the calendar is required of all candidates and his/her local advisor.

- A. **Written Test**--Information the candidate may be required to know is included in the Officer Candidate Handbook, Workplace Skills Assessment Program, Indiana web site and national web site. A study guide will be provided upon completion of the application.
- B. **Interview**--The officer candidate will be interviewed by individuals familiar with Business Professionals of America. Questions to which candidates may be asked to respond are:
1. How would you explain Business Professionals of America (BPA) to someone who knows nothing about BPA?
 2. Why do you believe you are qualified to be a state officer?
 3. In what Business Professionals of America activities have you been involved? In what other activities have you been involved?
 4. What are your career plans? What are you doing to achieve them?
- C. **Speech**--A prepared speech of approximately two minutes will be given by each candidate. This same speech will be given at SLC. Rating sheets will be used and become a part of the overall evaluation. The topic of the speech will be "Why Elect Me."
- D. In order to be eligible as a State Officer Candidate for the election at SLC, you must score an accumulative average of 70 percent in the following areas:
1. Interview
 2. Speech
 3. Officer Candidate Test
- Those meeting the criteria will be listed on the ballot for the general election at SLC. Refer to section IX-- Officer Candidate Speeches at State Leadership Conference.
- E. Local Advisors' meeting--During the screening, the State Advisor will meet with candidate's advisor to answer questions and explain the responsibilities of the officers and officers' advisor.

VII. Procedures for Election of Region President

- A. Each Region will elect a Region President prior to the State Leadership Conference.
- B. Each Region President candidate will go through the February Officer Screening process (see Section VI). All eligible candidates' information will be passed on to the State Officer Coordinator. From that point forward, each candidate will communicate directly with the State Officer Coordinator for the election process.
- C. Every candidate will give a two-minute speech entitled "Why Elect Me" at the SLC (even if there is only one interested student). This speech will then need to be recorded and sent as a video to the State Officer Coordinator. All video's should be no more than 2 minutes in length.
- D. Candidate videos will be distributed to chapter advisors to share with their voting delegates. The two votes issued to each chartered chapter will need to be submitted by the deadline set by the office of the State Officer Coordinator. Results will be tallied and shared through communication to the Region President candidates. Those not elected will have the option to submit their application as a statewide candidate.
- E. If only one candidate is running for president, he/she must receive 51 percent of the vote cast by members.
- F. The State Officer Coordinator will forward the name for the elected Region President to the State Advisor immediately following the deadline set forth by the State Officer Coordinator. The vote count must be included with the names of all candidates.
- G. The State Officer Coordinator will continue to be the primary contact for the newly elected Region President.
- H. The newly elected Region President will be required to assist at the State Leadership Conference (SLC) as a judge's escort. These individuals should be available beginning the first day of the conference. Information will be passed along from the State Officer Coordinator.
- I. Newly elected Region Presidents will be required to attend the State Leadership Conference (SLC) Monday General Session to be installed with the State Officer Leadership Team.
- J. Any Region President candidate not elected at the SLC Region voting time in the state caucus may continue in the general statewide officer election. In doing so, the candidate's application and documentation will be used from their Region President candidacy and

forwarded on to the appropriate individuals. These documents will be used for the slating committee should the candidate receive the appropriate percent of votes to be slated as a statewide officer. Questions regarding this process should be submitted to the State Officer Coordinator.

- K. In the event that a Region does not have an elected Region President by the end of the SLC, any individuals deciding to become candidates for Region President must submit in writing to the State Officer Coordinator. The State Officer Coordinator will interview all interested candidates and appoint based on the interview outcome.
- L. If SLC is not held for some unforeseen circumstance, a special election process will need to be adopted.
- M. If, for any reason, a Region does not have a Region President elected by the end of SLC due to resignation, removal from office or unelected, the position may be filled by the State Advisor and State Officer Coordinator with Executive Board approval.
- N. If the Region President position is not filled by State Orientation Camp this position will remain vacant.
- O. NUMBER OF STATE OFFICERS FROM EACH CHARTER: Each charter may have a maximum of two (2) state officers serve on the State Officer Leadership Team—this includes a Region president.

VIII. Campaign Guidelines for Region Leadership Candidates:

- A. Campaign Briefing Session & Speeches Meeting may be required.
- B. No campaign booth or campaigning will need to take place as a Region President candidate. Therefore there will be a \$0 maximum for campaign materials.
- C. Campaigning will result in disqualification.
- D. The election will be held by electronic ballots.

IX. Statewide Officer Candidate Speeches at State Leadership Conference:

NOTE: Statewide Officer Candidate speeches will take place at the during the caucus time allotted at the State Leadership Conference via a 2 minute maximum recorded video. Elections will take place the second day of the conference. Each of the candidate(s) 100 word essay will be printed and distributed as submitted to all voting delegates during the caucus.

- A. Each candidate is required to give a two-minute speech. The topic of the speech must be "Why Elect Me." These speeches will need to be submitted to the State Officer Coordinator via the instructions given to the candidates.
 - 1. The order of the caucus will be determined alphabetically by candidate's last name.
 - 2. All candidates will caucus. Each region president may ask a series of questions to assist the region voting delegates to get a better understanding of the candidate's platform.
- B. The six candidates receiving the majority of votes will be slated for State Officers.
- C. Slating will occur immediately following the election/caucus, by a committee consisting of Board Chairman, State Officer Coordinator, and State Advisor.
- D. Results will be announced at the second General Session and/or Awards Ceremony.
- E. In the event there is no candidate slated for an office, the position may only be filled by the State Advisor and State Officer Coordinator with Executive Board approval.

X. Officer Candidate Campaigning Information and Guidelines at State Leadership Conference:

- A. Samples of all campaign materials used at State Leadership Conference are to be turned in to the assigned room before the stated deadline. An itemized list of campaign expenditures along with a clean copy of the candidate speech must be submitted at the same time. **Budget should be completed using spreadsheet software and submitted as an appendix to campaign materials.**
- B. Campaigning is permissible beginning at the close of the opening general session through social media only. Physical campaigning (face to face) must only occur during the designated campaign rally time which will be outlined to the candidate by the State Officer Coordinator. Physical campaigning is not permitted at any other time. All campaigning must end at the close of the campaign rally and delegate voting designated time. An announcement will be made from the floor of the campaign rally area when the campaigning must come to a close. The State Officer Coordinator will make this call.
- C. Rules regarding campaigning and campaigning materials are as follows:
 - 1. No campaign materials can be attached to the walls; therefore, schools must supply their own easels or stands (not to be counted as part of campaign expense) for large campaign materials. Posters and banners should be self-supporting.
 - 2. Name cards, name tags, place cards, favors, displays on easels, and balloons are permitted; however, small items should be limited to a minimum since the

- delegates and candidates will clean halls, etc., after campaigning ends.
3. The individual campaign budget for each statewide candidate shall not exceed \$100. This \$100 is to include any complimentary materials given to the candidate. The expense sheet must be signed by the candidate, campaign manager, and local advisor.
 4. Each candidate is responsible for seeing that all campaign materials are removed from the hotel lobby, meeting rooms, elevators, etc.
 5. Current State Officers may not be involved in campaigning activities other than on their own behalf.
 6. Current State Officers may not be involved in the tallying of votes for new officers. Two representatives from the Executive Board will be responsible for the tallying of the votes and will provide the information to be announced only at second general session.

XI. SAMPLE EXPENSE REPORT

| Candidate Name | | | | |
|----------------------------------|------------|---------------|---------|----------------|
| Candidate for State-Wide Officer | | | | |
| Campaign Expense Report | | | | |
| Item | Qty | Unit Price | Cost | Total Cost |
| Photographs | | | \$16.00 | |
| Paper | | | \$5.00 | |
| Stencils | | | \$5.00 | |
| Campaign Leaflets | 800 | \$0.03 | | \$26.00 |
| Cardboard | | | \$3.00 | |
| Construction Paper | | | \$2.00 | |
| Posters | 3 | \$1.00 | | \$5.00 |
| Candy | | | \$20.00 | |
| Cards | | | \$6.50 | |
| Ink and Glue | | | \$2.75 | |
| Give-Aways | 400 | \$0.07 | | \$29.25 |
| Total Spent | | | | \$60.25 |

Candidate Signature: _____

Campaign Manager Signature: _____

Advisor Signature: _____

Current Date: _____

XII. Summary of Expected State Officer Expenses:

- A. Campaign--\$100 (This could be yours, financed by your local chapter, or donated).
- B. Blazer--The state association furnishes this to officers for their term of office. The blazer may be purchased at a reduced price if you wish.
- C. Official Dress--The state association pays for one; if the team selects more than one, the additional one(s) are your expense.
- D. Transportation--The state association reimburses you at the current rate in which has been approved by the Executive Board and Financial Committee per mile for all official travel. Be sure, however, that if someone drives you, you pay them the money you receive for reimbursement.

- E. Business Professionals of America, Indiana Association Expense Claims/Meal Allowance--Official Executive Board policy states:
1. No expense claim is to be processed unless signed by both the OFFICER and his/her local ADVISOR.
 2. All checks are to be mailed to the respective advisor ONLY. Check will also be made payable jointly to both the Officer and the Advisor.
 3. All expense claims are to be submitted AFTER you have at least \$25 to claim for reimbursement OR at the end of your term.
 4. Meals will be provided during meetings. Officers are responsible for their own meals during travel time to the meetings.
 5. All expense claims, except mileage, must have an original receipt. This includes telephone calls, postage, duplication of materials, parking, lodging (if YOU paid for it), etc.
 6. Other information items:
 - a. Long distance calls home etc., unless first approved, will not be reimbursed.
 - b. Charging movies to a room while at a meeting will not be reimbursed.
 - c. To avoid problems, it would be best that you not charge any item to your room.
- F. State Conference--The state association pays for your hotel room, certain meals, and your registration fee. All other expenses are yours to pay.
- G. National Conference--The state association pays \$100 towards the total expense. All the rest, including registration, hotel, meals, transportation, etc., are yours to pay. The \$100 will be reimbursed upon return from NLC and upon receipt of a letter from the local advisor stating that the officer did attend NLC.
- H. Miscellaneous Expenses:
1. The SOLT has on occasions had "secret pals" for whom you will buy small gifts during your term of office.
 2. In performing your duties, you may need to make several long-distance telephone calls during your term of office. These will be reimbursed with proper documentation.
 3. You will be making purchases of souvenirs during your term in office to remember this special year, so remember to keep this expense in mind.
 4. Many members of the leadership team take pictures during the year. Keep this expense in mind also.
 5. Your local advisor has done much for you during your campaign and during your term of office; therefore, you might want to consider remembering him/her with a small token of appreciation.

**BUSINESS PROFESSIONALS OF AMERICA
INDIANA ASSOCIATION
BPA 2019-2020 Calendar of Events
To Be Announced**

It is encouraged that each candidate look at the current calendar found on the www.indianabpa.org website. Dates will likely coordinate with same timeframes of the 2019-2020 academic year.

**State Officer Leadership Team
2018-2019**

(Complete information may be found at www.indianabpa.org)

| Office | Name |
|---------------------------|-----------------------|
| President | Aubrey Austin |
| VP—Administration | Luis Oviedo |
| VP—Chapter Activities | Anna Porter |
| VP—Communications | Brittany Alvarez |
| VP—Member Activities | Janna Neyenhaus |
| VP—Public Relations | Trizton Carson |
| Region 1 President | Andrew Helton |
| Region 2 President | Nicole Keller |
| Region 3/6 President | Austin Campbell |
| Region 4/5 President | Veronica Meredith |
| Region 7 President | Vacant |
| Region 8 President | Josh Jones |
| Region 9 President | Kaylee Weir |
| Region 10 President | Shelby Worden |
| Region 11 President | Kali Barnhill |
| Region 12 President | Ariel Oeffinger |
| State Advisor | Mrs. Debbie Darnell |
| State Officer Coordinator | Mr. Jason Hendrickson |

Indiana BPA Executive Board of Directors

The Indiana BPA Executive Board is responsible for providing direction to Indiana BPA regarding Fall Leadership Conference, State Leadership Conference, and any other activities or policy and procedure decisions. If you have issues or questions that you would like brought before the Board, please contact one of the Board members listed below.

Chad Bobb, Chairperson & CEAC – Pike High School

Nona Hollenbaugh, Secretary – Avon High School

Tina McCloud, RCAC - Mt. Vernon High School

Jason Hendrickson, State Officer Coordinator- J. Everett Light Career Center/North Central High School

Shari Bloom – Argos High School

Johnathan Grismore – Zionsville Community High School

Bonita Klien – Lincoln Jr./Sr. High School

Lisa Melendez – Portage High School

Scott Truelove – Churubusco Jr./Sr. High School

Jen Schultz – Ben Davis High School

Amy Hollingsworth, Middle Level Coordinator – Blue River Valley Jr./Sr. H.S. (Ex-Officio)

VACANT – Post-Secondary Coordinator – (Ex-Officio)

Debbie Darnell – Indiana BPA State Advisor (Ex-Officio)

Aubrey Austin – SOLT 2018-19 President (Ex-Officio)

VACANT – Program Specialist - Indiana Department of Education (Ex-Officio)

Region Coordinators

Region Coordinators are responsible for coordinating all activities, including Region Leadership Conference for his or her Region. If you have questions regarding a specific Region event, please contact the coordinator in your Region.

Traci Blanco, Region 1 – Kankakee Valley High School

Steve Waldeck, Region 2 - Warsaw Area Career Center

Vickie Houlihan, Region 3/6 – Heartland Career Center

Julie Oelschlager, Region 4/5 – Hamilton Heights H.S.

Desiree Cochran, Region 7 – Clay City High School

Jason Hendrickson, Region 8 – J. Everett Light C.C.

Bonita Klein, Region 9 – Lincoln High School

Tina McCloud, Region 10 - Mt. Vernon High School

Joann Novak, Region 11 – The Academy of Science and Entrepreneurship

Kodi Thayer, Region 12 – Switzerland County H.S.





Indiana Association Commitment Contract

SAMPLE ONLY

NAME: _____ OFFICE/REGION: _____

(Copies may be mailed to State Officer, Chapter Advisor, and parents)

I agree to be responsible for the following activities/assignments as a member of the 2018-2019 State Officer Team. Failure to perform the agreed upon activities/assignments can result in my removal from office or denial to attend the NLC as a State Officer.

- Attend Officer Summer Orientation
- Complete **all** Monthly Reports and Expense Reports by the designated date
- Submit newsletters as assigned
- Attend Fall Leadership Conference
- Attend Indiana BPA assigned meetings
- Attend Region Leadership Conference
- Enter and compete in at least one competitive event at the Region level
- Attend State Leadership Conference arriving by 2:00 p.m. on Friday prior to Sunday’s opening.
- Complete additional assignments/activities as necessary.

“Encouraged” Optional activities (as scheduled or local advisor assigned)

- National Leadership Conference

In addition to the above I also agree to adhere to Indiana BPA’s rules of conduct, dress code, and code of ethics. As a State Officer I recognize that I am a role model for other BPA members and a representative of the Indiana Association. I also understand that my term as a State Officer depends upon my continuing to be a member in good standing of my local Business Education Program and BPA chapter. Failure to complete the contract may result in removal from office or exclusion from failure activities (as state in the By-Laws).

By signing this *Commitment Contract*, I, _____ (print your name) take full responsibility for my duties as a State Officer and realize that this is a *full-time commitment* which requires all deadlines to be met:

State Officer Signature _____ **Date** _____

Parent Signature _____ **Date** _____

INDIANA STATE OFFICER CODE OF ETHICS

SAMPLE ONLY

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

- To forego all drugs, alcohol, and tobacco while involved in any school activity, including Business Professionals of America
- To consider romance of any type with other state officers as “off limits” during my year as a state officer
- To be willing to take and follow instructions as directed by those responsible for them
- To serve as a member of the officer action team by always maintaining a cooperative attitude
- To use wholesome language in all speeches, correspondence, and conversations connected with the organization and while representing the organization
- To maintain proper dress and good grooming for all occasions
- 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 treat all members equally by not favoring one over another
- To behave in a manner which conveys and commands respect, without any air of superiority
- To maintain dignity while being personable, concerned, and interested in fellow members
- To abide by the Dress Code/Code of Behavior for all Business Professionals of America sponsored activities.

I further understand that if I do not abide by **BUSINESS PROFESSIONALS OF AMERICA Indiana Association Officer Code of Ethics**, I may be relieved of duty and the state association will declare my office vacant.

Signature

Date

**Indiana Business Professionals of America
State Officer Leadership Team Supplement Contract
Parent/Guardian Consent Form**

**SAMPLE
ONLY**

Your student has made application to the Indiana State Officer Leadership Team offered through Indiana Association of Business Professionals of America. This document is intended to give permission for your child to participate in the program, realizing that each student must provide their own transportation to and from the meeting/conference site and that your son/daughter must meet the application requirements to be accepted into the program.

Permission to Participate

_____ may participate on the State Officer Leadership Team as specified in the Indiana Association of Business Professionals of America Candidate Handbook, which will be completed once they are officially elected/appointed to their position.

Permission to Travel

As the parent/legal guardian of the above-named student, I hereby consent that they may drive a private vehicle to and from the meeting/conference site. I acknowledge that they are licensed to drive under the laws of the State of Indiana and agree to advise the Indiana Business Professionals of America Association immediately if their driving privileges should be suspended, revoked, or have expired without a timely renewal. I understand that automobile insurance is required. I also understand that carpooling is not advised by the Indiana Association of Business Professionals of America, however can be waived by checking the option below. Carpooling is defined as riding with other license drivers who are students on the Indiana Association Business Professionals of America State Officer Leadership Team.

_____ **Yes** _____ **No** _____ **Approve Carpooling**

Vehicle Verification

Student's Driver's License #: _____ License Plate #: _____

Insurance Company: _____ Car Make: _____ Year: _____

Policy Number: _____ Parent Phone Number: _____

Photo Release

I grant permission for my son/daughter to be photographed or videotaped for promotional and/or educational purposes while participating in this program.

_____ **Yes** _____ **No**

I hereby agree to waive and release any and all rights that I, my child, or our representatives may have to make claim against Indiana Business Professionals of America or their respective officers, employees, or representatives arising from injury or damages, including attorney fees that may result from my child's participation in the IN Business Professionals of America State Officer Leadership Team.

I further agree to indemnify and hold harmless the against Indiana Business Professionals of America or their respective officers, employees, or representatives from any claims, including attorney fees, which I or my child might make or which might be made on my or our behalf by others, or which might be made against me or my child by others, arising from my child's participation in the IN Business Professionals of America State Officer Leadership Team.

Signature of Parent/Guardian

Date

IN BPA Association Witness

Date