



# Chapter Handbook

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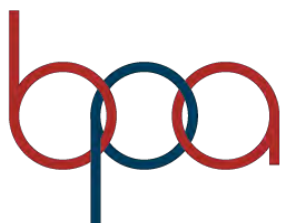
**2020-2021 Membership Year**

The Chapter Handbook is designed to serve as a comprehensive resource for advisors and students throughout the membership year. Produced annually, this handbook offers information and guidance to help all members maximize their experience within BPA.



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**BUSINESS  
PROFESSIONALS  
of AMERICA**

**Giving Purpose  
to Potential**

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Dear Chapter Advisor(s) & Student Members,

On behalf of the National Board of Trustees, National Officer Team and National Center Staff, we would like to welcome you to the 2020-2021 membership year. We are so delighted that you have made the decision to join the premier intra-curricular CTSO (Career and Technical Student Organization) and we look forward to partnering with you this membership year.

We certainly realize that the student members that make up our more than 1,800 local chapters serve as the foundation of our great organization, so our goal is to ensure that you have the necessary resources and support to make you successful. Regardless of whether you are a brand-new member or seasoned veteran within our organization, we have a multitude of programs and resources available to assist you throughout your BPA journey.

We would also like to encourage you to get involved with your local chapter, be an inspiration to those around you, serve your local communities, advocate for your education and find ways to bring about positive change that our world needs. Take this valuable opportunity to enhance your leadership skills, learn real-world soft-skills and increase your professional network in order to maximize your long-term success!

Have a BPA-mazing year!

Sincerely,

*Mark Burch*

Mark Burch  
Director of Member Services  
(614) 407.7482  
[mburch@bpa.org](mailto:mburch@bpa.org)

# What's New for 2020-2021?

## **Advisor Connections Program**

This virtual meeting platform has been developed specifically to provide additional support to our brand-new local advisors, but of course any advisors are welcome to attend. We understand that it can be overwhelming serving as a BPA Advisor, so we are here to help answer your questions and equip you with the tools necessary to maximize the success of your chapter (full details on page 41).

## **\*NEW\* Membership Registration System**

The BPA Membership Registration System (MRS) has undergone a major overhaul this Summer and we are confident that you will love the improved features and functionality now available. There will be training opportunities and numerous resources to help you learn how to navigate the system and manage your chapter including tutorials which can be accessed at <https://members.bpa.org/tutorial-help-center>. This system will also now accept credit card payments\* (\*a 3% processing fee will be applied to all invoices paid by credit card). To access the membership registration system, visit [register.bpa.org](https://register.bpa.org).

## **International Independent Chapters**

We are excited to announce that for the first time in the history of our organization, international students will have the opportunity to join BPA. We already have several Independent Chapters from China and Peru on board for the 2020-2021 membership year.

## **BPA Alumni Division Sponsored National Membership Dues Assistance Program**

The National BPA Alumni Division has a unique opportunity to help give students a chance to join BPA through the development of a National Membership Dues Assistance Program.

In an effort to help jumpstart this program, state and national fundraising initiatives will be conducted throughout the membership year by alumni. Additionally, for every National BPA Alumni Division dues registration made, \$2 will be awarded to the National Membership Dues Assistance Program. It is the goal of the National BPA Alumni Division to help as many students as financially feasible through this program. As former students of BPA, the National BPA Alumni Division understands how important and valuable BPA is for students and seeks way to make it available to students experiencing financial hardship so that they may continue their BPA journey. To learn more or to nominate a student from your chapter for the BPA Alumni Division sponsored National Membership Dues Assistance Program, visit: <https://members.bpa.org>.

## **BPA Webinar Series Model Updated**

In order to dedicate more time to answer specific questions that members have pertaining to webinar topics, our model has changed for releasing each webinar. All scheduled webinars hosted by national staff will be pre-recorded and released for viewing on Mondays by 10:00 a.m. ET. A live Q & A session will be held via Zoom on Thursdays of the same week from 6:00 p.m.-7:00 p.m. ET (full details on page 36).

## **BPA Leads - Virtual Leadership Academy**

BPA Leads is a new leadership development initiative created to offer all members access to relevant leadership development content via interactive sessions, guest speakers, scenario exploration, and project-based learning. The Virtual Leadership Academy is a recurring 6-8-week session where participants have access to tools and resources that will elevate their leadership journey to the next level. Robust Q & A periods offering real-time feedback are conducted by the Director of Leadership Development or a special guest presenter throughout the series. This is a free offering to all members and a way to create community across the organization.

Additionally, be on the lookout for the bi-monthly Leadership in Action blog series, live social media engagement, and other virtual learning opportunities throughout the year.

## **Workplace Skills Assessment Program Updates**

### **Finance (100 Level)**

- New Pilot Contest for 2020-2021: (170) Financial Audit (PS) – Pilot
- (100) Fundamental Accounting Eligibility statement updated to read – ***“Limited to Secondary student members who have not completed their first-year of accounting. Contestant may not enter Fundamental Accounting and Advanced Accounting in the same year. This event may not be repeated.”***

### **Business Administration (200 Level)**

- Remove ICD 10 from the 200's, moved to the 600's Health Administration
- Remove Medical Office Procedures from the 200's, moved to the 600's Health Administration.

### **Management Information System (300 Level)**

- New Pilot Contest for 2020-2021: (355) Python Programming (S | PS) – Pilot
- Remove Visual Basic from (330) Visual Basic/C# Programming. The new contest name will be (330) C# Programming (S | PS).
- (350) Linux Operating System Fundamentals (S | PS) is no longer a pilot and has been adopted as a full event.

### **Digital Communication and Design (400 Level)**

- (415) Digital Publishing renamed to (415) Advanced Desktop Publishing
- (445) Broadcast News Team (S) will also be offered at the Post-secondary level and will be renamed (445) Broadcast News Team (S | PS)
- New Pilot Contest for 2020-2021: (450) Podcasting Team (S | PS) – Pilot

### **Management Marketing Human Resources (500 Level)**

- (540) Ethics and Professionalism (PS) will also be offered at the Secondary level and will be renamed (540) Ethics and Professionalism (S | PS)
- (592) Parliamentary Procedure Team (S) the rubric section *“General participation by members, including secretary”* has been modified to read ***“General participation by members, excluding secretary”***.

**Health Administration (600 Level) – Newly created for 2020-2021**

- (270) ICD-10-CM Diagnostic Coding (S | PS) has been renamed (600) ICD-10-CM Medical Diagnostic Coding (S | PS)
- New Pilot Contest for 2020-2021: (605) Health Insurance and Medical Billing (S | PS) – Pilot
- (250) Medical Office Procedures (S | PS) has been renamed to (610) Health Administration Procedures (S | PS)
- New Pilot Contest for 2020-2021: (615) Health Leadership - Special Topics (S | PS) – Pilot
- New Pilot Contest for 2020-2021: (620) Medical Terminology Open (S | PS) – Pilot

**Middle Level (900 Level)**

- New Pilot Contest for 2020-2021: (990) Human Resource Exploration (ML)
- (920) Digital Citizenship (ML) is no longer a pilot and has been adopted as a full event.

**Virtual Events**

- New Pilot Contest for 2020-2021: (V10) - Virtual Branding Team (ML | S | PS) – Pilot
- (V09) - Financial Portfolio Management Team is no longer a pilot and has been adopted as a full event.

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# About Our Organization

Business Professionals of America is the nation's leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, information technology, finance, accounting, office administration, and other business-related career fields.

As an intra-curricular organization, Business Professionals of America aims to increase student participation in professional, civic, service and social endeavors. Members participate in these activities to enhance key skills in the areas of self-improvement, leadership development, professionalism, community service, career development, public relations, cooperation, safety and health.

BPA currently has nearly 45,000 members across more than 1,800 local chapters throughout 25 states and Puerto Rico as well as an international presence in China and Peru. BPA supports business and information technology educators by offering intra-curricular exercises that are aligned with nationally recognized industry standards.

## National Center Headquarters

The BPA National Center is located at 700 Morse Road, Suite 201, Columbus, OH 43214.

## Meaning of the Organization's Name

### **Business:**

The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.

### **Professionals:**

Our students indicate they join Business Professionals of America to take advantage of a wide variety of professional development opportunities.

### **of America:**

Symbolizes pride in our country and its free enterprise business system.

## Proper Usage of the Acronym (BPA)

The acronym (BPA) is acceptable in casual conversation and personal correspondence to identify the organization. The acronym BPA may be used in text once the complete name has been used.

## National BPA Tagline

The purpose of the organization's tagline is to serve as a linking device between our organization and our name. The official tagline is: **Giving Purpose to Potential**. To ensure that there is a clear communication of Business Professionals of America, the tagline may be used with the logo for printed pieces. However, this is not a requirement for use of the logo.

### Our Mission

To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

### Our Vision

To be an innovator in Career and Technical Education by providing our members with opportunities for growth through education, competition, community service and personal development.

### Official BPA Pledge

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America, and pledge our loyalty to our nation.

### Official BPA Colors

- **Navy Blue:** Signifies the success achieved through leadership and professionalism.
- **Red:** Symbolizes the friendship obtained through the teamwork of our organization.
- **Tan:** Represents the bountiful fields of opportunity in America.

### Official BPA Uniform

- The official BPA blazer is navy blue with the logo located on the left side.
- The name tag is to be worn on the right side of the jacket.
- The highest Torch Award pin earned is to be worn on the right lapel.
- The national Merit pin is placed on the right lapel.
- The annual membership pin is placed on the left lapel.
- The officer pin is placed on the right lapel above the nametag.

### Our Emblem

The Business Professionals of America emblem is one of long-standing tradition. The four points of the BPA shield stand for Ambition, Leadership, Sociability, and Poise. The shield itself stands for honor and dignity, as well as the importance of business in America. The stripes represent education, citizenship, loyalty, patriotism, competency, and dependability. The red bar represents the service provided by employees in business occupations. The quill and inkwell represent the stability of business occupations through the ages. Lastly, the torch represents worthy goals. ***The emblem is to be used for ceremonial purposes only.***





## **BPA Brand/Logo**

2019 introduced Business Professionals of America to a new logo and updated brand identity for the first time in more than 30 years. The national brand refresh was designed to provide all BPA stakeholders with a more cohesive visual experience when engaging with the organization. The updated logo, collectively with the organization's new tagline - *Giving Purpose to Potential* - aligns with and showcases an evolution that is on-trend, and utilizes best practices in design.



The organization's new brand identity, which includes the logo and tagline for national, state and chapter branding have gone through the official process of becoming registered as legally protected trademarks through the U.S. Patent and Trademark Office.

## **Acceptable Use Policy**

The official logo and mark are the intellectual property of Business Professionals of America, Inc. Only officially recognized State Associations, chapters, members and affiliates should be able to identify themselves as Business Professionals of America or BPA through usage of the logo and/or mark. Chartered State Associations and local BPA chapters, as well as members in good standing with the organization, are permitted to use the trademarked official logo, mark and name on printed materials and digital media such as websites, social media platforms and electronic correspondences.

The BPA mark or logo may not be used on any commercial product or publication that directly or implicitly conveys that the content is authorized or associated with the organization, without the express written permission of the National Association. Members are encouraged to include the logo and/or mark to identify that they are members of Business Professionals of America. Use of the official logo and/or mark is a privilege, not a right.

The National Association may authorize external organizations, partners and sponsors to use the official logo and/or mark on promotional materials; however, no other use of the official logo or mark is permitted without the express written permission of the National Association.

The Business Professionals of America official logo and mark are fully protected under the latest intellectual property rights laws.

## **Brand Guide**

A Brand Guide has been developed and all State Associations, Chapters and members must comply with these standards. This Brand Guide can be found online at: <https://bpa.org/about-us/media-center/brand-guidelines/>.

There are many reasons a Brand Guide is critical to have in place. Most importantly, this guide will provide the foundation for consistent application of the Business Professionals of America brand across all media.

The National Center recognizes many State Associations, chapters and members use the Business Professionals of America logo. It is our intention to ensure that the use is consistent and cohesive. Brand guidelines are about providing our organization with the tools to keep the Business Professionals of America brand steady and are not just about setting rules. The brand guidelines include more than just a color palette and versions of our logo. It contains specific guidance, standards and uses for the brand and logo elements.

With brand guidelines in place, BPA can ensure our brand's elements are used effectively and professionally at all times. We can build a strong and recognizable brand when everyone uses the components consistently and correctly. The intent of the Brand Guide puts policies in place, not to limit creativity, but to keep our brand identity consistent and recognizable.

The Brand Guide will be reviewed annually to ensure continuous evolution and compliance of the brand identity of the organization. It is strongly recommended that an updated Brand Guide is downloaded from the [bpa.org](https://bpa.org) website annually to ensure the most up-to-date guide is being referenced.

### **Nationally Issued Custom Logo Packages**

Each State Association received a customized logo package that included nationally approved logo variations for use in color, black and white formats. Each logo package included eps, jpg and png file formats for use.

To ensure proper and compliant usage and messaging, the National Center has made it possible for chapter advisors to request their nationally approved custom logo package by completing an online request form at: <https://members.bpa.org/advisors/>.

### **External Vendors**

In order to use the BPA logo, mark and/or name of the organization on promotional items, such as clothing, accessories or other merchandise, prior permission must be obtained from the National Association. There are many authorized vendors that have been approved by the National Center to produce products and materials with the official logo. If a state, chapter or advisor has a preferred vendor that they choose to work with outside of those that have been approved by the National Center, an Authorized Vendor Form must be completed and approved prior to working with external vendors. The form can be accessed online at: <https://bpa.org/about-us/media-center/brand-guidelines/#content-alternate-vendor>.

National permission of use authorization is granted for a one-year term and may be renewed at the direction/approval of the chapter, State and National Associations collectively.

### **Copyrighted Materials**

State Associations interested in distributing copyrighted publications not currently available in the desired quantity from the publication stock should discuss with the Director of Marketing & Stakeholder Engagement and Executive Director the possibility of a printing based on the commitment to purchase all or a major quantity of the publication.

The printer shall be selected by the National Center on a competitive basis and printing shall be done under agreement or contract and supervised by Business Professionals of America.

## Social Media

BPA social media is designed to provide up-to-the-minute news flashes primarily targeting advisors and student members. The National Officer Team utilizes social media to encourage direct student participation in decision-making opportunities.

- **Facebook:** <https://www.facebook.com/businessprofessionalsofamerica>
- **Twitter:** @national\_bpa
- **Instagram:** <http://instagram.com/bpanational>
- **Snapchat:** @national\_bpa
- **LinkedIn:** <https://www.linkedin.com/company/business-professionals-of-america/>
- **YouTube:** <https://www.youtube.com/businessprofessionalsamerica>

## Annual Theme for 2020-2021

### Envision. Empower. Ignite.

*"This year's theme was selected after receipt and review of, as well as comprehensive dialogue around, submissions from state qualifiers in the Graphic Design Promotion competitive event. There were many this year that projected encouraging messages of energy, aspiration and motivation and made for lively conversation by our National Officer Team. The team felt that the chosen theme embraced what BPA is as a student organization, and conveys a message of inspiration, achievement and hope for our members."*

-Dr. LouAnn Ross, Executive Director



## What is Our Purpose?

- To enhance the leadership skills and professional development growth of all student members.
- To unite in a common professional bond without regard to race, creed, sex, or national origin of students enrolled in classes with business employment as their objective.
- To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities.
- To assist students in establishing realistic employment objectives.
- To create enthusiasm for learning.
- To promote high standards in ethics, workmanship, and scholarship.
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes.
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
- To develop competent, assertive leaders in business education.
- To develop and strengthen members' confidence in themselves and their work.
- To provide satisfactory social and recreational activities.
- To foster practical application of business education skills through competitions.

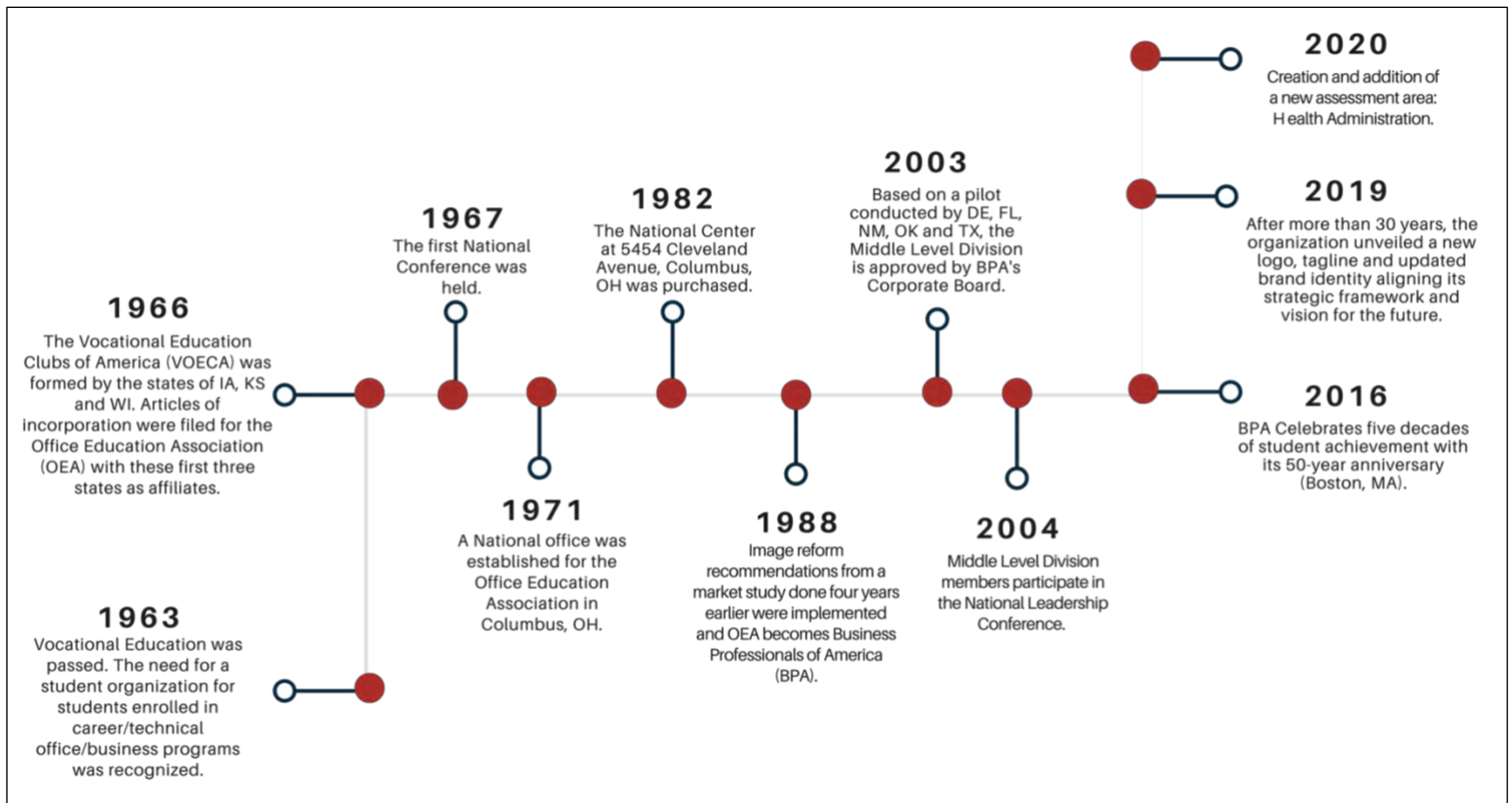
## Benefits of Joining BPA

When students make the decision to join Business Professionals of America, they are making a choice to enhance their leadership and professional development skills, gain valuable real-world experience and ultimately maximize their long-term success. Many of these benefits include, but are not limited to:

- Prepare for a world-class global workforce
- Learn real-world soft-skills
- Leadership development growth
- Professional development opportunities
- Enhancement of public speaking skills
- Learn Team building techniques
- Ability to interact with our National Officer Team
- Service Opportunities through BPA Cares & Torch Awards
- Participate in WSAP Competitive Events
- Participate in Virtual Competitive Events
- Earn industry recognized certifications
- Professional network development
- Access to online leadership courses
- Attend Fall, Regional, State and National Conferences
- Complete an internship at NLC
- Access BPA Webinar Series
- Run for local, state or national office
- Participate in democratic elections
- Community service opportunities
- Earn awards and recognition
- Résumé Builder
- Qualify for Scholarships and Awards
- Participate in BPA partner contests
- Qualify for the Presidential Volunteer Service Award
- Meet life-long friends
- Travel nationally

# BPA History

Officially formed in 1966 as the Office Education Association (OEA), Business Professionals of America (BPA) has a strong history as a student organization that contributes to the preparation of global professionals through the advancement of leadership, citizenship, academic and technological skills for students at the Middle, Secondary and Post-secondary levels.



For more than 50 years, BPA has worked to serve as an innovator in Career and Technical Education, providing its members with opportunities for growth through education, competition, community service and personal development.

## The Early Years

With technical and trade education for youth identified as a national necessity, the rise of the vocational education movement can be traced as far back as the Progressive Era where workers were concerned about making education more useful to their jobs, and business and industry desired better trained workers. Over the years, individual (short-term) bills were passed that provided support and funds for different trades, but it wasn't until 1963 and the passing of the Vocational Education Act that grants to states to maintain, improve and develop vocational-technical education programs helped pave the way for organizations such as Business Professionals of America, then the Office Education Association, to be formed.

The funds from the Vocational Education Act were earmarked for occupations in demand. Funds were also provided for constructing area schools for vocational education as well as provisions for vocational office education, occupational training and work-study programs, thus recognizing the need for a student organization for students enrolled in career/technical office/business programs.

### **1964 – 1979**

In 1964, the American Vocational Association conducted a study of 43 states indicating that 67% of the state vocational education supervisors wanted a career and technical youth group for students in business programs. The following year, a second study confirmed the original findings and state supervisors met to develop guidelines.

In July of 1966, Vocational Office Education Clubs of America (VOECA) was formed by the states of Iowa, Kansas, and Wisconsin and that August, VOECA convened a meeting of youth group representatives to decide the most effective means to implement the office occupations youth group. After an intensive effort, articles of incorporation were filed for the Office Education Association (OEA) with the first three states to affiliate being Iowa, Kansas, and Wisconsin.

By 1971 a national office had been established for the Office Education Association (OEA) in Columbus, OH and the Board of Trustees approved the Alumni Division. The first full-time Executive Director of OEA was employed in 1973.

Also in 1973, The Governor's Conference on Technical Vocational Education concluded that education should be redirected with equal emphasis on education for living and education for making a living. As such, the council recommended that the educational experiences of every individual should develop occupational awareness and the dignity of work; provide career information, orientation and exploration; and prepare for a job and further education.

### **The 1980s**

Education reforms focusing on secondary education began in the early 1980s, prompted by concern about the nation's declining competitiveness in the international market, the relatively poor performance of American students on tests of educational achievement, and complaints from the business community about the low level of skills and abilities found in high school graduates entering the workforce. Reform came in two waves: academic reform and restructuring.

As OEA continued to grow, so did the need for a national headquarters, a market study and a strategic and long range plan. In 1982, the National Center located at 5454 Cleveland Avenue, Columbus, OH was purchased, and the following year, a dedication ceremony was held.

In 1984, the Carl D. Perkins Vocational and Technical Education (Perkins Act) was first authorized with the purpose to increase the quality of technical education in the United States. Also in 1984, the OEA Board of Trustees commissioned the Market One firm of Columbus, OH to conduct a market study of OEA, which in 1988 resulted in the OEA becoming Business Professionals of America (BPA).



### After Three Decades of Growth

By 1992, the National Center in Columbus, OH was paid off and celebrated during a commemorative ceremony at the National Leadership Conference held in Cincinnati, Ohio.

In the late 1990s, Business Professionals of America recognized an opportunity to address the growing need for educational advancement and career awareness in advance of high school. Answering the call to address this need, the states of Delaware, Florida, New Mexico, Oklahoma and Texas piloted a new BPA Middle Level Program. After preliminary success of the pilot program, a motion was made and approved by the organization's Board of Trustees in 2002 to continue the program. In 2003, the Middle Level program was approved by the BPA Corporate Body, making it an official division of the organization. The following year, Middle Level Division members participated in the National Leadership Conference for the first time.

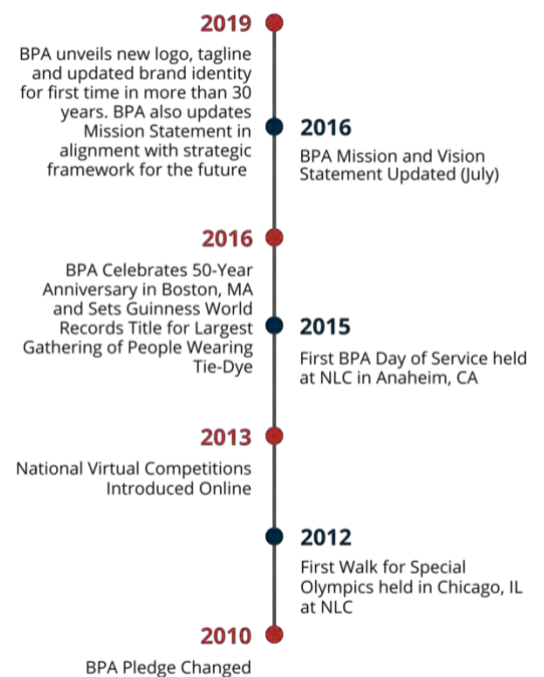
### The Golden Years and Beyond

For the last five decades, Business Professionals of America has left its mark on those who have been affiliated with the organization, whether through membership or partnership. What started as a recommendation has evolved into a community of student, academic and business leaders committed to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills.

Over the years, the organization has found itself continually adapting to the ever-changing world it faces. Whether it be rescheduling its National Leadership Conference in Dallas, TX for the first time ever in 2009 due to the H1N1 Influenza, keeping current with technological advancements by introducing virtual contests in 2013, or adapting to a completely electronic National Officer Election for the first time in the organization's history in 2020 due to the cancellation of the National Leadership Conference as a result of a global pandemic, BPA regularly examines how to best serve its members.

Many in the organization will pause to focus on the footsteps taken by BPA and its members over the years. Yet, the primary mission and vision of Business Professionals of America has always been one of future interests.

Adapting to change, the organization updated the BPA Pledge in 2010, the organization's Vision Statement in 2016 and the organization's Mission Statement and Strategic & Long Range Plan in 2019. Additionally, 2019 also brought about a new logo, tagline and updated brand identity that enhances the historic BPA platform. Our organization is laser-focused on the professional development and future of our youth, providing the tools, skills and experiences needed to compete, succeed and thrive in the business world. In October of 2019, following the sale of the National Center Headquarters building, the organization moved to its new facility at 700 Morse Road, Columbus, OH. The Board of Trustees and BPA Corporate Body continue to look toward the future and what the next 50 years will hold for the organization and its members.



# BPA Programs

## BPA Week

Business Professionals of America Week takes place the **second full week in February** and coincides with Career and Technical Education Month. BPA Week is a great opportunity to promote your chapter, have your students learn public relation skills, and take pride in their local chapter. Many chapters hold dinners, invite legislators to their school, conduct local media interviews, and highlight chapter activities and/or members.

## Torch Awards Program

The Business Professionals of America Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth.

There are a total of seven (7) Torch categories that students can complete activities in, which are:

1. Leadership
2. Service
3. Cooperation
4. Knowledge
5. Friendship
6. Love, Hope and Faith
7. Patriotism



Each activity is worth 5, 10, 15, or 20 points. When a student achieves a certain number of points for each category, their advisor or local reviewer can submit the Torch résumé online to be reviewed for recognition. There are four (4) levels of recognition, each of which are independent of one another, making it possible for a higher level recognition to be earned.

1. **Executive Torch Award:** Given at the local chapter level, the Executive Torch Award requires 10 points in each Torch category. An Executive is defined as "a person having administrative or managerial authority in an organization."
2. **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional or state level. The Diplomat Torch Award requires 30 points in each Torch category. A Diplomat is defined as "one skilled with tact in dealing with people."
3. **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category. A Statesman is defined as "one who is a leader in the promotion of the public good and in national affairs."
4. **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category. An Ambassador is defined as "a diplomatic official of the highest rank appointed and accredited as a representative of the organization."

To learn even more about our Torch Awards Program, visit: <https://bpa.org/torch-awards/>.



## **BPA Cares Program**

Participation in this program means that members are engaging in worthwhile projects that support the betterment of their community, while having the opportunity to receive recognition from the national organization. *Many of the awards require the entire chapter membership to participate in order to receive recognition.* A chapter aligned with the goals and mission of Business Professionals of America (BPA) also has a core value of service. Business Professionals of America recommends chapters become involved in one or more of the BPA Cares programs it offers, which include:

- **Service Learning Awards**
  - Community Service Award
  - Environmental Action/Awareness Award
  - Safety Awareness Award
  - Service Learning Individual Award
  - Social Justice Award
  - Special Olympics Award
- **Special Recognition Awards**
  - BPA Marketing and Public Relations
  - BPA Merit Scholar Award
  - Chapter Activities Award of Excellence
  - Recruiter of the Year Award
  - Membership Explosion Award
  - Social Media Award
  - The Professional Cup
- **Professional Awards**
  - Advisor of the Year Award
  - Emerging Advisor of the Year Award
  - Emerging Professional of the Year Award
  - Student of the Year Award
  - Hall of Fame Award
  - Outstanding Service Award



## **BPA Merit Scholar Award**

This prestigious award is designed to test the BPA knowledge of our members in the areas of BPA history, tradition, specific programs such as Torch Awards and BPA Cares, organizational structure and more. Any member in good standing with Business Professionals of America, including advisors, attending the National Leadership Conference may earn the BPA Merit Scholar award by achieving a minimum score of 90% on an objective test (true/false and multiple-choice questions). Those members earning this award will be recognized during the Awards Session at NLC and receive the official BPA Merit Scholar pin.

Do you envision yourself earning the BPA Merit Scholar Award at NLC 2021 in Orlando, FL? If so, start preparing today! (**Appendix VII: 2021 BPA Merit Scholar Study Guide**)

All qualified BPA Cares Program participants receive a certificate of participation at the National Leadership Conference, and the top chapters for each award receive a plaque. To

learn more about our BPA Cares Program, specific awards, or to download the BPA Cares Handbook, visit: <https://bpa.org/students/bpa-cares/>.

### **Workplace Skills Assessment Program**

The WSAP (Workplace Skill Assessment Program), also known as our Competitive Events program, is a primary intra-curricular component offered by Business Professionals of America. The goal of this program is to provide all student members (Middle Level, Secondary, and Post-secondary) with the opportunity to demonstrate workplace skills learned through business education courses. Students prepare for and compete in contests in over 90 competitions, within six (6) Assessment Areas including:

- Finance
- Business Administration
- Management Information Systems
- Digital Communication & Design
- Management, Marketing & Communication
- Health Administration

Through our WSAP program, students will have the opportunity to:

- demonstrate state and national educational standards.
- demonstrate occupational competencies.
- broaden knowledge, skills and attitudes.
- expand leadership and human relation skills.
- showcase their competitive spirit.
- earn industry recognized certifications.
- receive awards and recognition.

Each BPA division (Middle Level, Secondary, and Post-secondary) has its own set of events, and members only compete against other members in their respective division. A complete list of events with descriptions is available at <https://bpa.org/students/compete/competitive-event-listing/>.

The WSAP Guidelines are a comprehensive set of instructions, descriptions, and details to help prepare students for WSAP competitions. The Guidelines are an essential tool for participating in a WSAP event. The WSAP downloaded center can be accessed by BPA Advisors and student members using your login credentials at: <https://members.bpa.org/download-center/>.

Competition formats are offered to individuals and teams and include objective tests, on-site scenarios, computerized applications and judged presentations. Each event helps prepare students to be part of a workforce of global professionals. Students may only participate in a specific number of competitive events on Regional, State, and National levels, excluding Open Events, which are open in an unlimited number of participants and to any National Leadership Conference qualifier.

Competition in the Workplace Skills Assessment Program may be offered at the Regional, State, and National level, which is entirely dependent on what your specific-state offers. Qualifiers may advance from a Regional Leadership Conference to a State Leadership Conference, and finally to the National Leadership Conference. Please see your State Advisor

regarding advancement policies in your state. Independent Chapters will advance directly to the National Leadership Conference based on approval from the National Center.

At the National Leadership Conference, recognition for competitive event results in all Divisions will be as follows:

- General Events: top ten (10) winners
- Judged Events: all finalists shall be recognized
- Open Events: top ten (10) winners plus any ties

To learn more about our WSAP program, visit: <https://bpa.org/students/compete/>.

### Virtual Competitive Events

Virtual Competitions are available at the National level only and are open to all BPA student members. Additionally, these events are completely separate from our WSAP program and there are no regional or state competitions required to qualify.

All entries will be judged prior to the National Leadership Conference and the top ten (10) finalists from each of the qualifying virtual competitions will be invited to the National Leadership Conference to participate in our National Showcase. With the exception of those finalists participating in our National Showcase, all components of the National Virtual Competitions are completed totally online.

Members can participate in virtual events either as individuals or as teams. There are a total of ten (10) virtual events and are open to all divisions (ML | S | PS):

- (V01) Virtual Multimedia & Promotion Individual
- (V02) Virtual Multimedia & Promotion Team
- (V03) Software Engineering Team
- (V04) Web Application Team
- (V05) Mobile Applications
- (V06) Promotional Photography
- (V07) Cybersecurity / Digital Forensics
- (V08) Start-up Enterprise Team
- (V09) Financial Portfolio Team
- (V10) Virtual Branding Team - Pilot



### Important information regarding Virtual Events:

- The deadline to register for virtual events is **November 1, 2020 at 11:59 p.m. Eastern Time.**
- All Membership Divisions (Middle Level, Secondary, and Post-secondary) will compete collectively, which is different from our WSAP program where each division competes independently based on the division each student is affiliated with.
- Student members may participate in an unlimited number of virtual events and there are no limitations on the number of competitors that a local chapter may register for virtual events.
- **Additional cost:**
  - **\$10.00 per individual virtual event registration**
  - **\$20.00 per team virtual event registration (2-4 members)**

To learn more about our virtual events, visit:

<https://bpa.org/students/compete/virtual-competitions-and-nlc-national-showcase/>.

### **Student Certification Series**

We offer an enhanced certification series for all of our students to make sure they get the most out of their experience with Business Professionals of America! We understand participating in a CTSO like Business Professionals of America can raise questions. Where do you start? Who do you go to? How can you take advantage of all the opportunities available? That's why we put together our unique student certification series to provide our student members with information and resources to be successful. To learn more, visit:

<https://bpa.org/students/student-certifications/>.

### **Advisor Certification Series**

BPA Advisors can gain knowledge and expertise by participating in and completing professional development and certification programs offered by the national organization as well as outside partners. Our Advisor professional development and certification programs are designed to orient local chapter advisors to BPA and prepare them for success in the classroom through online training, peer-to-peer engagement, and national program resources. Advisors will also receive continued support throughout the year by participating in our BPA Webinar Series and Advisor Connections program. To learn more, visit:

<https://bpa.org/educators/advisor-certifications/>.

### **Partner Contests**

Business Professionals of America is proud to partner with organizations, State Associations and businesses in an effort to enhance the competitive offerings available to members leading up to and including the National Leadership Conference. We encourage all members to strive for excellence through our partner programs. To learn more about all of our partner contests, visit:

<https://bpa.org/students/partner-contests/>.

### **Local Officer Elections**

Part of what makes BPA special is the role student members play in the organization. Student members can run for office at the Local, Regional, State, and National level (Secondary and Post-secondary only). For additional information refer to **Appendix IV: Local Officer Roles and Responsibilities**.

### **Regional and State Officer Positions**

Regional and State officers are heavily involved in planning State Association events like the State Leadership Conference. They represent BPA on behalf of their school or State Association in their school and community. Contact your State Advisor for more information about running for Regional or State Officer.

### **Run for National Office**

National Officers experience a year of leadership and opportunity unparalleled in other student organizations. National Officers communicate throughout the year to BPA membership, attend State conferences as guests, exhibit for BPA at a variety of national conferences, help plan the National Leadership Conference, and emcee and present at the National Leadership Conference. Finally, the Secondary and Post-secondary National Presidents both hold a voting seat on Business Professionals of America's Board of Trustees, an opportunity unique to BPA. To learn more, visit: <https://bpa.org/students/run-for-national-office/>.

### **Quality Chapter Distinction**

Quality Chapter Distinction (QCD) is a special award given to fully involved and active BPA chapters. Advisors of QCD chapters receive a certificate and a ribbon to attach to their name badge at the National Leadership Conference. For the Quality Distinction Application and additional information, visit: <https://bpa.org/students/scholarships-and-awards/quality-chapter-distinction/>.

### **Scholarships and Awards**

Each year at the National Leadership Conference, BPA awards a variety of scholarships to Secondary and Post-secondary members. The application is published near the beginning of each calendar year and the application deadline is **March 28, 2021**. Scholarships are available for Business Professionals of America members only. To learn more and apply for available scholarships, visit: <https://bpa.org/students/scholarships-and-awards/>.

### **Special Olympics**

Special Olympics is the official national service organization for members participating in Business Professionals of America. Special Olympics is a global non-profit organization targeting the nearly 200 million people around the world who have disabilities. With a presence in nearly 200 countries worldwide and seven world-regional offices, the Special Olympics are constantly expanding.

We encourage your chapter to get involved in the Special Olympics. Document your Special Olympics service or fundraising and your efforts can be recognized with BPA's Special Olympics BPA Cares Award. To learn more, visit: <https://bpa.org/students/bpa-cares/special-olympics-award/>.

### **Webinar Series**

BPA offers a wide range of webinars throughout the membership year designed to educate, train and inform our members. We highly encourage you to participate in these webinars in order to learn more about our organization and enhance your overall BPA experience. To access upcoming webinars or to view archived webinars, visit: <https://bpa.org/events/webinar-series/>.

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# BPA Resources

## Educator Resources

Whether you are looking to familiarize yourself with the BPA Membership Deadlines and Registration, or looking for downloadable resources for chapter promotion and recruitment, this is the place for you. To access all materials designed to help you manage a successful chapter, visit: <https://members.bpa.org/advisors/resources>.

## Other Opportunities

Contact your State Advisor for suggestions on how to become a fully involved BPA chapter in your state including Fall Leadership Conferences, CTSO State Programs, CTE Programs and State Leadership Conferences.

## bpa.org

Business Professionals of America utilizes the website for primary communication and sharing of resources with chapter advisors and members. The BPA website can be found at <https://bpa.org>. It is a comprehensive resource for all stakeholder audiences, including BPA chapters, members, advisors and the general public.

## BPA Member Gateway

The BPA Member Gateway is the ultimate resource and interactive community dedicated to students, advisors, classroom and chapter resources. The BPA Member Gateway can be accessed at <https://members.bpa.org>. Here you will be able to access links, tools, curriculum and communication exclusive to BPA members.

Ultimate resource for all BPA related material, including, but not limited to:

- WSAP Download Center
- WSAP Contest Preparation Resources
- WSAP Competition Presentation Template Package
- WSAP National Winning Project Showcase
  - Highlighting the top National projects in a variety of WSAP events
- BPA Cares & Scholarship Portal
  - All Applications in one location
- Learning Management System
  - Student Certification Series (Level One and Level Two)
  - Advisor Certification Series
  - Diversity & Inclusion Training
  - BPA Shares – Best Practice Sharing Portal
  - BPA LEADS – Leadership Courses
- Resources available to all BPA members and content curated by type (student, advisor, State Advisor)

**NOTE:** Membership invoices must be submitted before student members will have access to these resources.



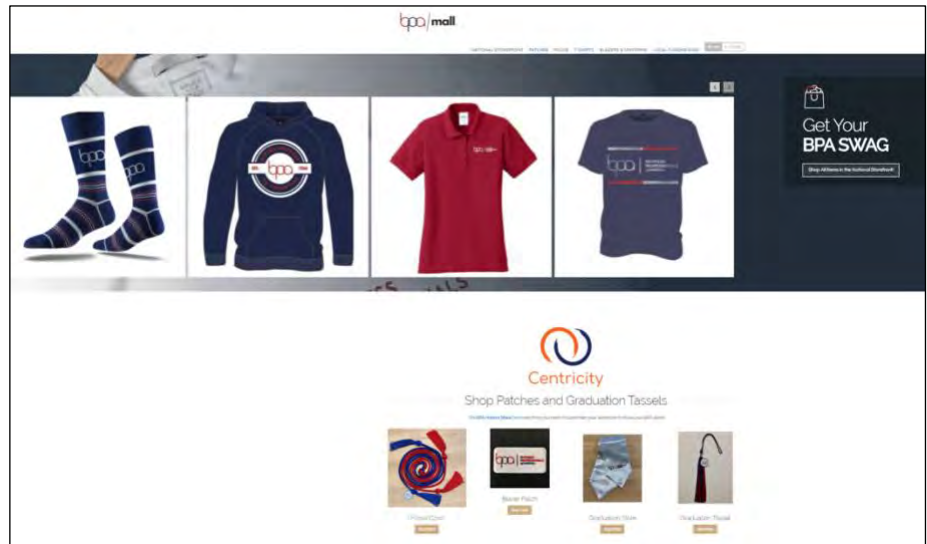
## THE SOURCE

THE SOURCE is an e-communication resource that is deployed bi-monthly to advisors from mid-August through early-June annually and includes information updates on programs and services news, as well as partner updates and resources. In addition, THE SOURCE serves as a best practices shared resource.

## BPA Mall

The BPA Mall launched on the bpa.org website in September 2019, opening up an online portal for members to purchase BPA merchandise and accessories. In addition to the BPA Storefront managed by the National Center, the BPA Mall also includes nationally authorized and approved vendors who deliver official National BPA products ranging from graduation regalia, officer pins, official uniforms and patches, and legacy merchandise, as well as includes a fundraising program partner.

This e-commerce solution for selling BPA merchandise was developed 'in house' and completely customized for BPA. Visit the BPA mall at: [bpa.org/mall](https://bpa.org/mall).



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# Organizational Structure

Business Professionals of America, Inc. is an incorporated not-for-profit association formed for the purpose of creating, directing, and supervising the activities of the unincorporated national student and alumni organization called Business Professionals of America.

## **Chartered State Associations**

Business Professionals of America, Inc. is a national organization of chartered State Associations, each having their own chapters and individual members. Collectively, the State Associations form the Corporate Board and elect the Board of Trustees. The Board of Trustees establishes desired national policy affecting all of the State Associations. The Secondary and Post-secondary divisions elect student national officers who preside over the annual National Leadership Conference (NLC).

All local chapters within a state comprise the State Association. Each State Association establishes policy and procedures within that state. Each State Association holds leadership conferences, where members elect state officers, attend seminars and display career-technical competencies through competition.

Student members make up the local chapters. The local chapters elect officers and serve their school and business community through chapter activities. Local advisors (teacher-coordinators) serve as sponsors for local chapters and provide programs designed to see that student members acquire career-technical, social, leadership and human relations skills.

Each BPA Chartered State Association has its own governing body and a State Advisor who directs State programs and conferences. National Business Professionals of America is built from the partnership of these State organizations working together to form a corporate body and an alliance of State Association Advisors in the State Association Advisory Council (SAAC).

## **Independent Chapter Charters**

A foreign chapter or an individual school chapter from a non-affiliated state or territory may request issuance of a charter by submitting a letter to the National Center. The letter shall include a copy of the by-laws of the school chapter and a charter fee as determined by the Board of Trustees of Business Professionals of America, Inc.

## **National BPA Board of Trustees**

The Business Professionals of America Board of Trustees is a talented group of educators, organization and community leaders, and industry professionals dedicated to the Mission and Vision of our organization. The Board of Trustees is composed of 13 voting members and two non-voting ex-officio members. This group meets regularly throughout the membership year and manages all affairs of Business Professionals of America. To learn more about our current Board of Trustees, visit:

<https://bpa.org/about-us/our-people/board-of-trustees/>.

## **State Association Advisory Council (SAAC)**

The State Association Advisory Council (SAAC) serves as a liaison between State Associations, Board of Trustees and National Staff of Business Professionals of America. This group promotes the Mission, Vision and goals of the national organization and provides input to the BPA Board



of Trustees and National Staff regarding national programs and activities affecting State Associations.

The State Association Advisory Council collaborates with BPA's Classroom Education Advisory Council as well as other support groups and special committees to improve programs. In addition, members of the Council support and facilitate the implementation of programs, policies and activities as established by the Board of Trustees of Business Professionals of America. To learn more about our current State Association Advisory Council, please visit: <https://bpa.org/about-us/our-people/state-association-advisory-council/>.

### **Classroom Educators Advisory Council (CEAC)**

The Classroom Educators Advisory Council (CEAC) serves as a liaison between Business Professionals of America chapter advisors and its Board of Trustees. Its purpose is to promote the objectives of the Business Professionals of America programs, establish and monitor effective Workplace Skills Assessment Program competitive events, serve as a clearinghouse for suggested improvements and changes pertaining to competitive events and ensure that their State Association is informed of currently adopted Workplace Skills Assessment Program guidelines.

The Classroom Educators Advisory Council is responsible for updating and revising the Competitive Events Guidelines, Style & Reference Manual and the Human Resources Manual of the WSAP, as well as performing reviews and audits of individual competitive events, developing and updating the guidelines for authors, auditors, administrators, proctors and judges and researching emerging business practices and recommend additions and deletions to the Workplace Skills Assessment Program, including alignment with national standards, industry certifications, and workplace validation. To learn more about our current Classroom Educators Advisory Council, please visit: <https://bpa.org/about-us/our-people/classroom-educators-advisory-council/>.

### **National Business Advisory Council (NBAC)**

The National Business Advisory Council (NBAC) was established to provide a liaison between business and industry and BPA's Board of Trustees. The purpose of the Council is to offer insight and guidance on the future of business and industry in order to assist with the development of programs that offer real- world experience for BPA students. The membership of NBAC consists of representatives from various segments of the business community. It is important to the organization's Board of Trustees that the strength, knowledge and expertise of this group are utilized to help with the advancement of BPA's student members, and that the make-up of the Council offers a variety of experiences and opinions from different sectors of business and industry to better serve the organization and its members.

All members of the Council are approved by the Board of Trustees based upon recommendations from the Council Chair and other members serving on the National Business Advisory Council. To learn more about our current National Business Advisory Council, visit: <https://bpa.org/about-us/our-people/national-business-advisory-council/>.

### **National Officer Team**

Business Professionals of America National Officers represent the BPA student members from across the country. National officers serve a one-year term and are elected each year during the organization's National Leadership Conference.

National Officers are known collectively as the "Executive Council" and represent the national organization at various conferences and meetings throughout the nation during their term of office. In addition, they may make recommendations to the Board of Trustees as well as to the members of their respective divisions. National Officers also oversee all meetings at the National Leadership Conference.

The Secondary Division Executive Council is composed of up to six (6) officers and the Post-secondary Division Executive Council is composed of up to four (4) officers. To learn more about our current National Officer Team, please visit:

<https://bpa.org/about-us/our-people/national-officers/>.

### **National Staff**

Working primarily remotely throughout the U.S., the National Staff comprises a diverse group of professionals with a wide range of expertise in non-profit and association management, member services management, program development and evaluation, partnership development, financial management, communications strategies, event management, organizational expansion strategy, technology advancement, leadership development, education and more. Together, we aim to provide responsive programs and services of the highest quality to the internal and external partners of Business Professionals of America. To learn more about National Staff, including individual roles and responsibilities, please visit:

<https://bpa.org/about-us/our-people/our-staff/>.

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# Advocate for BPA

*Become a positive change agent and bridge the connection between Business Professionals of America and government officials. Advocacy is important to Business Professionals of America for many reasons. Building strong relationships with elected officials and other key decision-makers is important to the work of our organization and helps assure our members' success.*

From receiving federal funding to being a fundamental part of Career and Technical Education, it is vital that we promote our organization, the opportunities we offer and continuously prove that CTE and BPA are necessary in shaping the next generation of business professionals and leaders.

Additionally, advocacy grants the opportunity for our members to share their story about how BPA has made an impact in their lives and allows legislators to create a focus, especially when approximately 6,500 bills are considered each day.

Although advocacy in action involves reaching out to government officials, legislators and decision-makers in an effort to educate and inform them about issues you are passionate about, it is also incredibly diverse and can include being active and vocal on social media. Visit: <https://bpa.org/get-involved/advocate/> to learn more about how you can advocate for BPA.

## ADVOCATING FOR BUSINESS PROFESSIONALS OF AMERICA



# Membership Overview

Business Professionals of America provides membership opportunities for a broad range of students, varied in age and skill level. To qualify for student membership, an individual member shall be a member of one of the following divisions:

## Middle Level Division

Our Middle Level division is comprised of two (2) sections:

- **Regular Membership:** For middle school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical and career or related education programs.
- **Virtual Membership:** Non-affiliated students that do not have access to a chartered chapter, albeit active or inactive, and belongs to a middle level program or any other recognized education program at the middle level, that currently holds interest and is enrolled, or previously enrolled, in a business, information technology, and/or office occupation related education field.

## Secondary Division

Our Secondary Division is comprised of three (3) sections:

- **Regular Membership:** For high school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical and career or related education programs.
- **Associate Membership:** Associate Member Designation is for high school students enrolled or formerly enrolled in initial, refresher, or upgrading business, career technical, and career or related education programs for special populations.
- **Virtual Membership:** Non-affiliated students that do not have access to a chartered chapter, albeit active or inactive, and belongs to a secondary program or any other recognized education program at the secondary level, that currently holds interest and is enrolled, or previously enrolled, in a business, information technology, and/or office occupation related education field.

## Post-secondary Division

Our Post-secondary Division is comprised of two (2) sections:

- **Regular Membership:** Students enrolled in a certificate or associate, undergraduate or graduate degree in a business-related program of study or course from an institution accredited by the appropriate state agency.
- **Virtual Membership:** Students enrolled in a certificate or associate, undergraduate or graduate degree in a business-related program of study or course from a non-affiliated institution accredited by the appropriate state agency.

## National Virtual Chapter

The National Virtual Chapter offers any student that does not have access to a local chapter or virtual chapter within a state chartered association, or resides in a non-chartered state, the opportunity to apply for membership to the National Virtual Chapter. For those students that reside in a state chartered association, approval must be granted by the respective State Advisor. To see eligibility requirements and apply, visit: <https://register.bpa.org>.

## Advisor Membership

To qualify for advisor membership, an individual member shall be a member of one of the following divisions:

- **Middle Level Division:** Middle Level teachers, teacher coordinators, teacher educators, and supervisors; employers and/or training station sponsors of business, office education, and/or information technology education students; advisory committee members; and others at the middle school level willing to contribute to Business Professionals of America growth and development.
- **Secondary Division:**
  - **Regular Membership:** Teachers, teacher-coordinators, teacher-educators, and supervisors; employers and/or training station sponsors of business education, information technology, and/or office education students; advisory committee members; and others at the secondary level willing to contribute to Business Professionals of America growth and development.
  - **Associate Membership:** Teachers, teacher-coordinators, teacher-educators, and supervisors; employers and/or training station sponsors of business education, information technology, and/or office education students; advisory committee members; and others who work with special population students at the secondary level willing to contribute to Business Professionals of America growth and development.
- **Post-secondary Division:** Post-secondary Teachers, teacher-coordinators, teacher-educators, friends of Business Professionals of America, corporate sponsors, and others at the certificate, associate, undergraduate or graduate level willing to contribute to Business Professionals of America growth and development.

## Alumni Division Membership

Our Alumni Division is open to any former active member from the Middle Level, Secondary or Post-secondary Division. The BPA Alumni Division was established to provide a means for former students and advisors to maintain their involvement with BPA through continued service and support, as well as provide networking opportunities with other like-minded professionals.

## Professional Membership

A professional member may be any person associated with BPA. Such members may include teachers, teacher-coordinators, teacher-educators and supervisors, employers and/or training station sponsors of business education, friends of Business Professionals of America, corporate sponsors and others appointed by the governing educational body willing to contribute to Business Professionals of America's growth and development. Professional members are stand-alone members, not serving as part of a chartered division.



# Annual Membership Procedures, Dues and Deadlines

## Membership Registration System (MRS)

At the beginning of each school year, an Advisor from each local chapter must use the online Membership Registration System (MRS) to register advisor and student members for the current membership year.


Once members are registered, an invoice is generated to facilitate payment of membership dues, which must be paid within thirty (30) days of the invoice date.

The Membership Registration System can be accessed at [register.bpa.org](https://register.bpa.org).

### Important Notes:

- Annual membership pins will not be mailed until after payment has been received.
- **Members will not be able to access our Torch Awards Program, WSAP Download Center or any other programs requiring a member login until the membership invoice has been submitted.**

## Annual National Membership Dues

 <b>BUSINESS PROFESSIONALS of AMERICA</b>	<b>ANNUAL NATIONAL MEMBERSHIP DUES</b>
<b>Middle Level Division (Advisor &amp; Student members)</b>	
Regular	\$10.00
<b>Secondary Division (Advisor &amp; Student members)</b>	
Regular	\$14.00
Associate	\$11.00
<b>Post-secondary Division (Advisor &amp; Student members)</b>	
Regular	\$14.00
<b>Alumni Division (All former active members from Middle Level, Secondary or Post-secondary)</b>	
Annual	\$20.00
Lifetime	\$125.00
<b>Professional Membership</b>	
Annual	\$25.00

### **Annual State Membership Dues**

Each Chartered State Association sets their own state membership dues. Please check with your [State Advisor](#) to learn more about state membership dues. If you reside in a non-affiliated state or foreign territory, you will only pay National BPA membership dues.

### **Important Membership Deadlines:**

- **November 1, 2020:** Membership processed by this date will ensure that chapters receive all communications from National Business Professionals of America, ensure membership deadlines for Regional and State events, and ensure early processing of membership pins.
- **February 15, 2021:** Registrations received by this date will be eligible for competition at the National Leadership Conference.
- **State-Specific Deadlines:** Please contact your [State Advisor](#) for specific deadlines related to Regional or State Conferences, as well as any other events hosted at the state level.

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# National Leadership Conference

Join thousands of students from across the country who will gather to compete, showcase their business skills and develop their leadership acumen at BPA's signature event of the year. The National Leadership Conference will offer four exciting days of competitions, leadership development, workshops, and National Officer Elections. Whether it is by participating in competitions, running for national office, attending the National Leadership Academy, participating in the NLC Volunteer and Internship Program, receiving an award or participating in elections, there are numerous ways to qualify.

NLC attendees participate in WSAP Competitive Events, have the opportunity to earn industry certifications, attend leadership development programs and much more. Several general sessions plus an awards session highlight the conference schedule. Students also get the opportunity to experience a different American city each year, taking tours, seeing the sights, and meeting new friends from around the world.

## Qualifying for NLC

To be eligible to participate in our WSAP Competitive Events Program you must be a registered member and have paid your membership dues by **February 15, 2021**.

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be accompanied by an approved chaperone.

Additionally, a member must qualify to attend NLC in at least one of the following ways:

- By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
- Be a local, regional, or state officer.
- Represent your state as a voting delegate for your division.
- Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
- Earn an Ambassador Torch Award or BPA Cares Award.
- Participate in the National Leadership Academy and/or National Volunteer & Internship Program.
- Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

FUTURE NLC LOCATIONS		
2021	Orlando, FL	May 5-9
2022	Dallas, TX	May 4-8
2023	Anaheim, CA	April 26-30
2024	Chicago, IL	April 25-29
2025	Orlando, FL	May 7-11
2026	Nashville, TN	May 6-10



# National BPA Dress Code

## Official Officer Attire

In order to promote a professional atmosphere, BPA has specific attire for its officers. The following is an outline of the proper officer attire:

1. Navy blue blazer with official BPA logo placed on the left chest pocket.
2. Only the membership pin should be worn on the left lapel. No other pins or accessories should be worn on the left lapel.
3. The following items can be worn on the right lapel of the blazer:
  - Highest officer pin
  - Highest earned torch pin
  - One earned merit scholar pin
  - Name badge



## National Leadership Conference (NLC) Dress Code

In order to promote a professional atmosphere, BPA's National Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors and chaperones must follow the dress code. It is also recommended that all guests follow the established dress code policy.

- Members not dressed in required attire will not be allowed to participate in any session or any competitive event.
- Members not adhering to the Professional Dress Code will not be allowed on stage.
- Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.
- Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within one (1) hour of the infraction in question.

## Professional Dress Code

Required for the following events: General Sessions, all Competitive Events (judged, non-judged & open), Campaign Rally, Caucuses, Workshops, National Leadership Academy:

- Dress slacks, dress shirt, and tie
- Pant or skirt suit
- Suit, dress shirt, and tie

- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Sport coat, coordinated dress slacks, dress shirt, and tie
- BPA blazer with dress skirt or dress slacks with blouse or sweater
- BPA blazer with dress slacks, dress shirt, and tie
- Dress shoes with socks
- Dress heels or closed-toed flats

\* Skirt length may be no greater than two inches above the top of the knee.

\* All denim is excluded for any of the items listed above.

\* No tennis shoes, sandals, flip-flops or open-toed flats

### **Casual Dress Code**

Acceptable for the following events: Tours, Special Events and Exhibit Hall:

- Jeans, pants, shorts, shirt, t-shirt

\*Footwear is required with all of the above.

### **The following are deemed unacceptable during BPA activities:**

- Strapless tops, spaghetti straps, tube tops, halter tops, midriff tops
- Spandex, lycra or transparent clothing
- Cut-offs or torn clothing
- Clothing with inappropriate words and pictures
- Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area.

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**BUSINESS  
PROFESSIONALS  
of AMERICA**

**Giving Purpose  
to Potential**

## Website Resource Links

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This website resource guide is designed to assist you in locating information and resources available on our national website. To visit a link, just click on one of the topics listed below. If you hover over each topic the full url will display for verification of secure link.

**[www.bpa.org](http://www.bpa.org)**

### About Us

[Mission and Vision](#)

[Our History](#)

[Our Culture](#)

[Our Footprint](#)

### BPA Governance

[Governing Documents](#)

[Strategic and Long Range Plan](#)

[Financial Transparency](#) (Annual Report & Annual Financial Publication)

### People

[Board of Trustees](#) (BOT)

[State Association Advisory Council](#) (SAAC)

[Classroom Educators Advisory Council](#) (CEAC)

[National Business Advisory Council](#) (NBAC)

[National Officer Team](#)

[National Staff](#)

### Media Center

[Branding Guidelines](#)

[News & Updates](#)

[Member List Policy](#) (Our Privacy Policy)

## Website Resource Links

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### Student Links (Login Required to Access)

[Compete](#) (Workplace Skills Assessment Program Download Center)

[Pre-Submit System](#) (student login required)

[Torch Awards Program Overview](#)

[Torch Awards Portal](#)

[BPA Cares Program](#)

[Student Certifications](#)

- [BPA Learn](#) (LMS to access courses – members only)

[Partner Contests](#)

[Run for National Office](#)

### Scholarships and Awards

[Student of the Year](#)

[President's Volunteer Service Award](#)

[Quality Chapter Distinction](#)

[All Scholarships](#)

### Educators (Local Advisor)

[Divisions / Costs](#)

[Start a Chapter](#)

[Educator Resources](#) (Fall Mailing, Recruitment Posters)

[Membership Registration System \(MRS\)](#)

[Torch Awards Program Overview](#)

[Torch Awards Portal](#) (login required)

[BPA Cares Program](#)

[Advisor Certification Courses](#)

- [BPA Learn](#) (LMS to access course – members only)

## Website Resource Links

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[Awards](#) (for Advisors and Educators)

[Webinar Series](#)

### Conferences

[Calendar](#) (National Events)

[Conference Information](#) (Fall, Regional and State Leadership Conferences)

[National Leadership Conference](#)

[Summer Meeting](#)

[Webinar Series](#)

### Get Involved

[Join](#)

[Alumni](#)

[Sponsor](#)

[Partner](#)

[Volunteer](#)

[Exhibit](#) (at NLC)

[Donate](#)

[Advocate](#)



## Webinar Series Schedule

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### What is the BPA Webinar Series?

BPA offers a wide range of webinars throughout the membership year designed to educate, train and inform our members. We highly encourage you to participate in these webinars to learn more about our organization and enhance your overall BPA experience.

### Updated Webinar Model for 2020-2021

In order to dedicate more time to answer specific questions that members have pertaining to webinar topics, our model has changed for releasing each webinar.

- All webinars outlined in the schedule will be made available on Monday's by 10:00 a.m. Eastern Time at <https://bpa.org/events/webinar-series/>.
- A live Q & A session will be held via Zoom on Thursday's of the same week from 6:00 p.m. to 7:00 p.m. Eastern Time.
- Members will also have the ability to e-mail questions to the national staff member hosting each webinar that will be responded to personally and addressed during the live Q & A session.

The schedule outlined in this document only represents webinars hosted by the National Center. We also offer several exciting BPA partner and engaging National Officer Team webinars throughout the membership year. These webinars will be communicated through our National BPA social media platforms, as well as via email.

In order to attend the live Q & A session, simply click the "**Zoom Link**" located within each webinar description.

All webinars will also be archived to allow you to view at your convenience at:

<https://bpa.org/events/webinar-series/#expired-webinars>

### National BPA Social Media Information

To access National BPA social media platforms and follow us, please click on the secure links below:

- [Facebook](#)
- [Twitter](#)
- [Instagram](#)
- [LinkedIn](#)
- [YouTube](#)



## Webinar Series Schedule

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Weekly Webinar Release Date	Webinar Topic
September 07, 2020	New Chapter Welcome
September 14, 2020	National BPA Welcome
September 21, 2020	Virtual Events / National Showcase
September 28, 2020	BPA Cares & Torch Awards
October 05, 2020	WSAP Competitive Events
October 12, 2020	Advocating for BPA
January 11, 2021	NLC Advisor Orientation
February 01, 2021	Running for National Office
February 22, 2021	NLC Volunteer & Internship Program
March 29, 2021	Exploring NLC 2021 (Orlando, FL)

### Detailed Webinar Series Schedule

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**Webinar Topic:** New Chapter Welcome

**Host:** Mark Burch, Director of Member Services

**Release Date:** September 07, 2020

**E-mail questions to:** [mburch@bpa.org](mailto:mburch@bpa.org)

**Live Q & A:** September 10, 2020      **Zoom Meeting Link:** <https://us02web.zoom.us/j/88416644664>

**Description:** This webinar is dedicated to new chapters for the 2020-21 membership year. Join our Director of Member Services, Mr. Mark Burch to learn about all of the programs and resources available to your members. You will also receive helpful information on how to manage your chapter and tips to maximize the BPA experience for you and your students.

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**Webinar Topic:** National BPA Welcome

**Host:** Dr. LouAnn Ross, Executive Director & Mark Burch, Director of Member Services

**Release Date:** September 14, 2020

**E-mail questions to:** [mburch@bpa.org](mailto:mburch@bpa.org)

**Live Q & A:** September 17, 2020      **Zoom Meeting Link:** <https://us02web.zoom.us/j/89486800638>

**Description:** Welcome back BPA! Join our Executive Director, Dr. LouAnn Ross as she provides an organizational update, as well as information on exciting changes and primary initiatives for the 2020-21 membership year.

## Webinar Series Schedule

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**Webinar Topic:** Virtual Competitive Events & National Showcase Overview

**Host:** Patrick Schultz, Director of Technology Integration

**Release Date:** September 21, 2020

**E-mail questions to:** [pschultz@bpa.org](mailto:pschultz@bpa.org)

**Live Q & A:** September 24, 2020      **Zoom Meeting Link:** <https://us02web.zoom.us/j/86257266596>

**Description:** Did you know that National BPA offers Virtual Competitive Events that are open to all members? Join our Director of Technology Integration, Mr. Patrick Schultz as he highlights each of our Virtual Events, eligibility requirements, important deadlines, our National Showcase and much more.

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**Webinar Topic:** BPA Cares & Torch Award Program Highlights

**Host:** Brigitte Bethea, Director of Leadership Development

**Release Date:** September 28, 2020

**E-mail questions to:** [bbethea@bpa.org](mailto:bbethea@bpa.org)

**Live Q & A:** October 01, 2020      **Zoom Meeting Link:** <https://us02web.zoom.us/j/89767307253>

**Description:** This webinar is dedicated to highlighting our BPA Cares Program and Torch Awards Program. Join our Director of Leadership Development, Ms. Brigitte Bethea as she provides an overview of these leadership cultivation programs, eligibility requirements, important deadlines and more.

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**Webinar Topic:** WSAP Competitive Events Overview / Updates

**Host:** Amber McNew, Director of Education

**Release Date:** October 05, 2020

**E-mail questions to:** [amcnew@bpa.org](mailto:amcnew@bpa.org)

**Live Q & A:** October 08, 2020      **Zoom Meeting Link:** <https://us02web.zoom.us/j/81897003955>

**Description:** Are you ready to compete? Join our Director of Education, Ms. Amber McNew as she provides an overview of our WSAP Competitive Events Program. You will learn about all of the events offered by BPA, including new competitions for the 2020-21 membership year. Additionally, you will learn about the various resources available to help you prepare for events, eligibility requirements, important deadlines and much more.

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## Webinar Series Schedule

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**Webinar Topic:** Advocating for BPA

**Host:** Dr. LouAnn Ross, Executive Director

**Release Date:** October 12, 2020

**E-mail questions to:** [mburch@bpa.org](mailto:mburch@bpa.org)

**Live Q & A:** October 15, 2020

**Zoom Meeting Link:** <https://us02web.zoom.us/j/88666838757>

**Description:** Did you know that there's a difference between lobbying and advocacy? Join Dr. LouAnn Ross and members of the National Officer Team as they explain the difference, and go over ways you can effectively advocate for yourself, your education, and Business Professionals of America.

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**Webinar Topic:** Running for National Office

**Host:** Brigitte Bethea, Director of Leadership Development & National Officer Team

**Release Date:** January 11, 2021

**E-mail questions to:** [bbethea@bpa.org](mailto:bbethea@bpa.org)

**Live Q & A:** January 14, 2021

**Zoom Meeting Link:** <https://us02web.zoom.us/j/82884342805>

**Description:** Are you interested in running for National Office? Join our Director of Leadership Development, Ms. Brigitte Bethea as she outlines the procedures, eligibility requirements, important deadlines and more.

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**Webinar Topic:** NLC Advisor Orientation

**Host:** Jonathan Smith, Director of Strategic Partnerships & Experiences

**Release Date:** February 01, 2021

**E-mail questions to:** [jsmith@bpa.org](mailto:jsmith@bpa.org)

**Live Q & A:** February 04, 2021

**Zoom Meeting Link:** <https://us02web.zoom.us/j/82736222545>

**Description:** Are you planning to attend the 2021 National Leadership conference in Orlando, FL? Join our Director of Strategic Programs & Experiences, Mr. Jonathan Smith as he provides an overview of Disney's Coronado Springs property, eligibility requirements, important deadlines and helpful tips on how to get your students registered for NLC.

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## Webinar Series Schedule

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**Webinar Topic:** NLC Volunteer and Internship Program Overview

**Host:** Heather Bunning, Director of Marketing & Stakeholder Engagement

**Release Date:** February 22, 2021

**E-mail questions to:** [hbunning@bpa.org](mailto:hbunning@bpa.org)

**Live Q & A:** February 25, 2021

**Zoom Meeting Link:** <https://us02web.zoom.us/j/88172692604>

**Description:** Are you interested in gaining real-world experience on-site at NLC? Join our Director of Marketing & Stakeholder Engagement, Mrs. Heather Bunning and BPA Alumni members as they provide an overview of our NLC Volunteer & Internship Program. You will learn about available positions, eligibility requirements, important deadlines and more.

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**Webinar Topic:** Exploring the 2021 National Leadership Conference (Orlando, FL)

**Host:** National Officer Team

**Release Date:** March 29, 2021

**E-mail questions to:** [bbethea@bpa.org](mailto:bbethea@bpa.org)

**Live Q & A:** April 01, 2021

**Zoom Meeting Link:** <https://us02web.zoom.us/j/89783783713>

**Description:** The National Officer Team, along with Director of Leadership Development, Ms. Brigitte Bethea, will highlight the programs and events available to members attending NLC 2021. Additionally, they will make you aware of exciting attractions you may want to take advantage of while attending visiting Orlando, FL.

### Additional Learning Opportunities

National BPA also has several valuable business and industry partners that will be offering additional educational and certification opportunities during the 2020-2021 membership year. Information on these webinars will be sent out in advance through our membership registration system and social media platforms.

## **\*NEW\* ADVISOR CONNECTIONS 2020 – 2021**

We are excited to launch “**ADVISOR CONNECTIONS**” for the 2020-2021 membership year! This virtual meeting platform has been developed specifically to provide additional support to our new local advisors, but of course any advisors are welcome to attend.

This opportunity will provide you more information about specific BPA programs and resources available and allow you to build connections with our national staff, as well as other local advisors. We understand that it can be overwhelming serving as a BPA Advisor, so we are here to help answer your questions and equip you with the tools necessary to maximize the success of your chapter.

These sessions will be live Zoom meetings, with plenty of time allocated to answer any questions you may have. Please make plans to join us as we connect and help enhance your membership experience.

All meetings will take place on **Wednesday** nights throughout the 2020-2021 membership year from **7:00 p.m. to 8:00 p.m. EST**. All sessions will be recorded and posted to our website for those unable to attend the live session.

### **Advisor Connections Schedule Overview**

- September 09 – New Advisor Kick Off
- September 16 – **\*New\*** Membership Registration System (MRS)
- September 23 – Virtual Competitive Events / National Showcase
- September 30 – BPA Cares & Torch Award Programs
- October 07 – WSAP Competitive Events Overview / Updates (S/PS only)
- October 14 – WSAP Competitive Events Overview / Updates (ML only)
- January 27 – State Conference Preparation
- March 24 – National Leadership Conference Preparation



## Detailed Advisor Connections Schedule

**Advisor Connections:** New Advisor Kick Off

**Hosts:** Amber McNew & Mark Burch

**Guests:** *National Staff*

**Date:** Wednesday, September 9, 2020

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Meet the National Staff and learn specific roles and responsibilities.

**Zoom Meeting Link:** <https://us02web.zoom.us/j/84473987759>

- Kick off suggestions
- Membership recruitment tips
- Resources available
- Navigating website

**Advisor Connections:** Membership Registration System Overview / Training

**Hosts:** Amber McNew & Mark Burch

**Date:** Wednesday, September 16, 2020

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Learn how to use our new Membership Registration System.

**Zoom Meeting Link:** <https://us02web.zoom.us/j/83358505494>

- Learn how to register your student members
- Learn how to access your student members
- Learn how to view invoices
- Learn how to submit student member name change requests

**Advisor Connections:** Virtual Competitive Events & National Showcase Overview

**Hosts:** Amber McNew & Mark Burch

**Guest:** *Patrick Schultz*

**Date:** Wednesday, September 23, 2020

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Learn how your members can compete virtually.

**Zoom Meeting Link:** <https://us02web.zoom.us/j/84539979917>

- Additional competitive opportunities for your members
- National Showcase



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**Advisor Connections:** BPA Cares & Torch Award Program Highlights

**Hosts:** Amber McNew & Mark Burch

**Guest:** *Brigette Bethea*

**Date:** Wednesday, September 30, 2020

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Getting your members engaged in BPA Cares and Torch Award Programs.

**Zoom Meeting Link:** <https://us02web.zoom.us/j/81348888567>

- How to access systems
  - Examples of resumes
  - Resources available
  - Deadlines
- 

**Advisor Connections:** WSAP Competitive Events Overview / Updates (S/PS ONLY)

**Hosts:** Amber McNew & Mark Burch

**Guest:** Patrick Schultz

**Date:** Wednesday, October 07, 2020

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Are you ready to compete?

**Zoom Meeting Link:** <https://us02web.zoom.us/j/87096039293>

- In-depth look at all assessment areas
  - Resources
- 

**Advisor Connections:** WSAP Competitive Events Overview / Updates (ML ONLY)

**Hosts:** Amber McNew & Mark Burch

**Guest:** Patrick Schultz

**Date:** Wednesday, October 14, 2020

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Are you ready to compete?

**Zoom Meeting Link:** <https://us02web.zoom.us/j/85373284870>

- In-depth look at all assessment areas
- Resources



**BUSINESS  
PROFESSIONALS  
of AMERICA**

**Giving Purpose  
to Potential**

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**Advisor Connections:** State Conference Preparation

**Hosts:** Amber McNew & Mark Burch

**Live Q & A:** Wednesday, January 27, 2021

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Learn how to get your members ready to compete at SLC.

**Zoom Meeting Link:** <https://us02web.zoom.us/j/83365293956>

- All guidelines followed
- Correct forms
- Resources and helpful hints

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**Advisor Connections:** National Leadership Conference (NLC)

**Hosts:** Amber McNew & Mark Burch

**Guest:** *Jonathan Smith*

**Live Q & A:** Wednesday, March 24, 2021

**Time:** 7:00 p.m. to 8:00 p.m. EST

**Description:** Planning for NLC can be overwhelming. Let us help take the worry out!

**Zoom Meeting Link:** <https://us02web.zoom.us/j/85324066420>

- Competition preparation
  - Get involved
  - Making the most of NLC
-

# Workplace Skills Assessment Program Competitive Events

The Workplace Skills Assessment Program contains competitions at the regional, state and national levels across six (6) different assessment areas.

**The Workplace Skills Assessment Program (WSAP)** is an integral part of Business Professionals of America. The goal of the program is to provide all students with the opportunity to demonstrate workplace skills learned through business education curricula. Through the WSAP, students are able to:

- Demonstrate occupational competencies
- Demonstrate competitive spirit
- Broaden knowledge, skills and attitudes
- Receive recognition
- Expand leadership and human relation skills

## **Finances and Accounting (100's)**

- (100) Fundamental Accounting (S)
- (105) College Accounting (PS)
- (110) Advanced Accounting (S)
- (115) Advanced College Accounting (PS)
- (125) Payroll Accounting (S)
- (130) College Payroll Accounting (PS)
- (140) Federal Income Tax Accounting (PS)
- (145) Banking & Finance (S | PS)
- (150) Financial Analysis Team (S | PS)
- (155) Economic Research Individual (S)
- (160) Economic Research Team (S)
- (165) Personal Financial Management (S | PS)
- (170) Financial Audit (PS) – Pilot
- (190) Financial Math & Analysis Concepts – Open (S | PS)

## **Business Administration (200's)**

- (200) Fundamental Word Processing (S | PS)
- (205) Intermediate Word Processing (S | PS)
- (210) Advanced Word Processing (S | PS)
- (215) Integrated Office Applications (S | PS)
- (220) Basic Office Systems & Procedures (S | PS)
- (225) Advanced Office Systems & Procedures (S | PS)
- (230) Fundamental Spreadsheet Applications (S | PS)
- (235) Advanced Spreadsheet Applications (S | PS)

- (240) Database Applications (S | PS)
- (245) Legal Office Procedures (S | PS)
- (255) Administrative Support Team (S | PS)
- (260) Administrative Support Research Project (S)
- (265) Business Law & Ethics (S | PS)
- (290) Administrative Support Concepts – Open (S | PS)

## **Management Information Systems (300's)**

- (300) Computer Network Technology (S | PS)
- (305) PC Servicing & Troubleshooting (S | PS)
- (310) Server Administration Using Microsoft® (S | PS)
- (315) Network Administration using Cisco® (S | PS)
- (320) Computer Security (S | PS)
- (325) Network Design Team (S | PS)
- (330) C# Programming (S | PS)
- (335) C++ Programming (S | PS)
- (340) Java Programming (S | PS)
- (345) SQL Database Fundamentals (S | PS)
- (350) Linux Operating System Fundamentals (S | PS)
- (355) Python Programming (S | PS) – Pilot
- (390) Computer Programming Concepts – Open (S | PS)
- (391) Information Technology Concepts – Open (S | PS)

S – Secondary | PS – Post-secondary | ML – Middle Level



### Digital Communication and Design (400's)

- (400) Fundamental Desktop Publishing (S | PS)
- (405) Fundamentals of Web Design (S | PS)
- (410) Graphic Design Promotion (S | PS)
- (415) Advanced Desktop Publishing (S | PS)
- (420) Digital Media Production (S | PS)
- (425) Computer Modeling (S)
- (430) Video Production Team (S | PS)
- (435) Website Design Team (S | PS)
- (440) Computer Animation Team (S)
- (445) Broadcast News Team (S | PS)
- (450) Podcasting Team – Pilot (S | PS)
- (490) Digital Communication & Design Concepts – Open (S | PS)

### Management, Marketing and Communication (500's)

- (500) Global Marketing Team (S)
- (505) Entrepreneurship (S | PS)
- (510) Small Business Management Team (S | PS)
- (515) Interview Skills (S | PS)
- (520) Advanced Interview Skills (S | PS)
- (525) Extemporaneous Speech (S)
- (530) Contemporary Issues (PS)
- (535) Human Resource Management (S | PS)
- (540) Ethics & Professionalism (S | PS)
- (545) Prepared Speech (S | PS)
- (550) Parliamentary Procedure Team (S)
- (555) Presentation Management Individual (S | PS)
- (560) Presentation Management Team (S | PS)
- (590) Business Meeting Management Concepts – Open (PS)
- (591) Management, Marketing and Human Resources Concepts – Open (S | PS)
- (592) Parliamentary Procedure Concepts – Open (S | PS)
- (593) Project Management Concepts – Open (PS)
- (594) Digital Marketing Concepts – Open (S | PS)

### Health Administration (600's)

- (600) ICD-10-CM Medical Diagnostic Coding (S | PS)
- (605) Health Insurance and Medical Billing (S | PS) – Pilot
- (610) Health Administration Procedures (S | PS)
- (615) Health Leadership - Special Topics (S | PS) – Pilot
- (620) Medical Terminology - Open (S | PS) – Pilot

### Middle Level (900's)

- (900) Financial Literacy (ML)
- (915) Administrative Support Team (ML)
- (920) Digital Citizenship (ML)
- (925) Keyboarding Production (ML)
- (930) Spreadsheet Applications (ML)
- (940) Digital Game Design (ML)
- (945) Graphic Design Promotion (ML)
- (950) Introduction to Video Production (ML)
- (955) Website Design Team (ML)
- (970) Entrepreneurship Exploration (ML)
- (975) Extemporaneous Speech (ML)
- (980) Prepared Speech (ML)
- (985) Presentation Management Management Team (ML)
- (990) Human Resource Exploration (ML) – Pilot
- (995) Business Communication Skills Concepts – Open (ML)
- (996) Business Fundamentals Concepts – Open (ML)
- (997) Business Math Concepts – Open (ML)
- (998) Computer Literacy Concepts – Open (ML)

### Virtual Events (V)

The Virtual Event platform offers the opportunity to advance directly to the National Leadership Conference based on project creation and virtual presentations.

- (V01) Virtual Multimedia & Promotion – Individual (ML | S | PS)
- (V02) Virtual Multimedia & Promotion Team (ML | S | PS)
- (V03) Software Engineering Team (ML | S | PS)
- (V04) Web Application Team (ML | S | PS)
- (V05) Mobile Applications (ML | S | PS)
- (V06) Promotional Photography (ML | S | PS)
- (V07) Cybersecurity/Digital Forensics (ML | S | PS)
- (V08) Start-up Enterprise Team (ML | S | PS)
- (V09) Financial Portfolio Management Team (ML | S | PS)
- (V10) Virtual Branding Team (ML | S | PS) – Pilot

### Additional Member Benefits

**Student Certifications Series** – A customized BPA program that offers student members multiple levels of certificates for learning about and advocating for the organization.


**Chapter/National Officer positions** – Members can demonstrate your ability to lead by running for a local chapter, state association, or national level officer position.

**BPA Cares** – A series of awards that individual members or chapters can earn throughout the year, includes but not limited to: volunteering and membership growth.

**Torch Awards** – A unique opportunity for members to build an online résumé featuring volunteering experience and personal accomplishments. The Torch Awards program is comprised of a multiple levels of achievement (awards).


**National Leadership Conference** – The culminating event of the year highlighting the National WSAP competitions, Professional/Leadership Development and industry certification opportunities.

# MIDDLE LEVEL EVENTS-AT-A-GLANCE


 <b>BUSINESS PROFESSIONALS of AMERICA</b> <small>Giving Purpose to Potential</small>	Minutes for orientation, prep, set-up, warm-up	Minutes for wrap-up	Minutes for testing and/or presentation	Minutes for Judges Questions	May event be repeated?	Are production standards used?	May reference materials be used?	Computer and printer provided by BPA?	Color Printing Allowed?	Judges utilized*	Number of state entries eligible for national competition
<b>Virtual</b>											
(V01) Virtual Multimedia and Promotion Individual (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V02) Virtual Multimedia and Promotion Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V03) Software Engineering Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V04) Web Application Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V05) Mobile Applications (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V06) Promotional Photography (ML   S   PS)	3		7	5	Y	Y	N	N	Y	Y	U
(V07) Cybersecurity/Digital Forensics (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V08) Start-up Enterprise Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V09) Financial Portfolio Investment Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	U
(V10) Virtual Branding Team (ML   S   PS) - Pilot											
<b>Finance</b>											
(900) Financial Literacy (ML)			60		Y	N	Y				5
<b>Business Administration</b>											
(915) Administrative Support Team (ML)	15	15	60		Y	Y	Y	Y	N		2
(920) Digital Citizenship (ML)			60		Y	N	Y	Y**			5
(925) Keyboarding Production (ML)	15	15	60		Y	Y	Y	Y	N		5
(930) Spreadsheet Applications (ML)	15	15	60		Y	N	Y	Y	N		5
<b>Management Information Systems</b>											
(940) Digital Game Design Team (ML)	3		10	5	Y	N	N	N	Y	Y	2
<b>Digital Communication &amp; Design</b>											
(945) Graphic Design Promotion (ML)			5	5	Y	N	N	N	Y	2	3
(950) Introduction to Video Production Team (ML)	3		5	5	Y	N	Y	N	Y	2	2
(955) Website Design Team (ML)	3		5	5	Y	N	Y	N	Y	2	2

- Y = Yes
- N = No
- U = Unlimited

- \* Rating sheets are provided in the *Guidelines*.
- \*\* At the national level, states may vary.

	Minutes for orientation, prep, set-up, warm-up	Minutes for wrap-up	Minutes for testing and/or presentation	Minutes for Judges Questions	May event be repeated?	Are production standards used?	May reference materials be used?	Computer and printer provided by BPA?	Color Printing Allowed?	Judges utilized*	Number of state entries eligible for national competition
<b>Management, Marketing and Communication</b>											
(970) Entrepreneurship Exploration (ML)	3		10	5	Y	N	N	N	Y	2	3
(975) Extemporaneous Speech (ML)	10		2-4		Y	N	N	N	N	2	3
(980) Prepared Speech (ML)	3		3-5		Y	N	Y	N	N	2	3
(985) Presentation Management Team (ML)	3		5-7	5	Y	N	N	N	Y	2	2
(990) Human Resource Exploration (ML)-Pilot	3		10		Y	Y	N	N	Y	2	3
<b>Open Events</b>											
(995) Business Communication Skills Concepts – Open (ML)			60		Y	N	N	Y**			U
(996) Business Fundamentals Concepts – Open (ML)			60		Y	N	N	Y**			U
(997) Business Math Concepts – Open (ML)			60		Y	N	N	Y**			U
(998) Computer Literacy Concepts – Open (ML)			60		Y	N	N	Y**			U

# SECONDARY | POST-SECONDARY EVENTS-AT-A-GLANCE

 <b>BUSINESS PROFESSIONALS of AMERICA</b> Giving Purpose to Potential <b>EVENTS-AT_A_GLANCE</b>	Maximum minutes for orientation, prep and warm-up	Maximum minutes for wrap-up	Actual minutes of testing and/or presentation	Judges Questions (Min.)	May event be repeated?	Are production standards used?	May reference materials be used? (See WSAP for details)	Computer and printer provided by BPA?	Color printing allowed?	Bring own computer?	Judges utilized*	Number of state entries eligible for national competition	Level for this event	Associate Division Event	Additional Certification Component	Release Forms Required?
<b>Virtual</b>																
(V01) Virtual Multimedia and Promotion Individual (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		Y
(V02) Virtual Multimedia and Promotion Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		Y
(V03) Software Engineering Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		Y
(V04) Web Application Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		Y
(V05) Mobile Applications (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		Y
(V06) Promotional Photography (ML   S   PS)	3		7	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		Y
(V07) Cybersecurity/Digital Forensics (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		N
(V08) Start-up Enterprise Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		N
(V09) Financial Portfolio Management Team (ML   S   PS)	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		N
(V10) Virtual Branding Team (ML   S   PS)-Pilot	3		10	5	Y	Y	N	N	Y	Y	Y	U	S, PS	Y		Y
<b>Finance</b>																
(100) Fundamental Accounting (S)	10	10	90		N	N	Y	N				5	S	Y		N
(105) College Accounting (PS)	10	10	90		N	N	Y	N				5	PS			N
(110) Advanced Accounting (S)	10	10	90		Y	N	Y	N				5	S			N
(115) Advanced College Accounting (PS)	10	10	90		Y	N	Y	N				5	PS			N
(125) Payroll Accounting (S)	10	10	60		Y	N	Y	N				5	S			N
(130) College Payroll Accounting (PS)	10	10	60		Y	N	Y	N				5	PS			N
(135) Managerial Accounting (PS)	10	10	90		Y	N	Y	N				5	PS			N
(140) Federal Income Tax Accounting (PS)	10	10	90		Y	N	Y	N				5	PS			N
(145) Banking & Finance (S   PS)	10	10	60		Y	N	Y	N				5	S, PS			N
(150) Financial Analyst Team (S   PS)	8		30/10	10	Y	N	Y	N	Y	Y	2	2	S, PS			N
(155) Economic Research Individual (S)	3		7	5	Y	N	N	N			2	3	S			N
(160) Economic Research Team (S)	3		7	5	Y	N	N	N			2	2	S			N
(165) Personal Financial Management (S   PS)			60		Y	N	Y	N				5	S, PS			N
(170) Financial Audit (PS)-Pilot	20		3-5	3	Y	N	Y	N			2	3	PS			N
(190) Financial Math & Analysis Concepts - Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N

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<b>Business Administration</b>																
(200) Fundamental Word Processing (S   PS)	10	10	60		N	Y	Y	Y				5	S, PS	Y		N
(205) Intermediate Word Processing (S   PS)	10	10	60		N	Y	Y	Y				5	S, PS	Y		N
(210) Advanced Word Processing (S   PS)	10	10	90		Y	Y	Y	Y				5	S, PS		Y	N
(215) Integrated Office Applications (S   PS)	10	10	90		Y	Y	Y	Y				5	S, PS		Y	N
(220) Basic Office Systems & Procedures (S   PS)	10	10	90		N	Y	Y	Y				5	S, PS			N
(225) Advanced Office Systems & Procedures (S   PS)	10	10	90		Y	Y	Y	Y				5	S, PS			N
(230) Fundamental Spreadsheet Applications (S   PS)	10	10	90		N	N	Y	Y				5	S, PS			N
(235) Advanced Spreadsheet Applications (S   PS)	10	10	90		Y	N	Y	Y				5	S, PS		Y	N
(240) Database Applications (S   PS)	10	10	90		Y	N	Y	Y				5	S, PS		Y	N
(245) Legal Office Procedures (S   PS)	10	10	60		Y	Y	Y	Y				5	S, PS			N
(255) Administrative Support Team (S   PS)	10	10	90		Y	Y	Y	Y				2	S, PS	Y		N
(260) Admin. Support Research Project (S)	3		7	5	Y	N	N	N			2	3	S	Y		N
(265) Business Law & Ethics (S   PS)	10	10	60		Y	N	Y	Y				5	S, PS			N
(290) Admin. Support Concepts - Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N
<b>Management Information Systems</b>																
(300) Computer Network Technology (S   PS)			60		Y	N	Y	N				5	S, PS	Y	Y	N
(305) PC Servicing & Troubleshooting (S   PS)	See guidelines for administration				Y	N	Y	N				5	S, PS		Y	N
(310) Server Administration Using Microsoft® (S   PS)			60		Y	N	Y	N				5	S, PS		Y	N
(315) Network Administration Using Cisco® (S   PS)			60		Y	N	Y	N				5	S, PS			N
(320) Computer Security (S   PS)	See guidelines for administration				Y	N	Y	N				5	S, PS	Y	Y	N
(325) Network Design Team (S   PS)	3		30/10	10	Y	Y	Y	N	Y	Y	2	2	S, PS			N
(330) C# Programming (S   PS)	10	10	90		Y	N	Y	N		Y		5	S, PS		Y	N
(335) C++ Programming (S   PS)	10	10	90		Y	N	Y	N		Y		5	S, PS			N
(340) Java Programming (S   PS)	10	10	90		Y	N	Y	N		Y		5	S, PS			N
(345) SQL Database Fundamentals (S   PS)	10	10	60		Y	N	Y	N				5	S, PS			N
(350) Linux Operating System Fundamentals (S   PS)	10	10	60		Y	N	Y	N				5	S, PS		Y	N
(355) Python Programming (S   PS)-Pilot	10	10	90		Y	N	Y	N		Y		5	S,PS			N
(390) Computer Programming Concepts – Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N
(391) Information Tech Concepts – Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N

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<b>Digital Communication &amp; Design</b>																
(400) Fundamental Desktop Publishing (S   PS)	10	10	90		Y	Y	Y	Y	Y			5	S, PS	Y		N
(405) Fundamentals of Web Design (S   PS)	10	10	90		Y	N	Y	Y				5	S, PS		Y	N
(410) Graphic Design Promotion (S   PS)	3		6	5	Y	N	N	N	Y		2	3	S, PS	Y		Y
(415) Advanced Desktop Publishing (S   PS)	10	10	90		Y	Y	Y	Y	Y			5	S, PS	Y		N
(420) Digital Media Production (S   PS)	3		10	5	Y	N	N	N	Y	Y	2	3	S, PS	Y		Y
(425) Computer Modeling (S)	3		10	5	Y	N	N	N		Y	2	3	S			Y
(430) Video Production Team (S   PS)	3		10	5	Y	N	N	N	Y	Y	2	2	S, PS	Y		Y
(435) Website Design Team (S   PS)	3		10	5	Y	N	N	N	Y	Y	2	2	S, PS	Y		Y
(440) Computer Animation Team (S)	3		10	5	Y	N	N	N		Y	2	2	S			Y
(445) Broadcast News Production Team (S   PS)	3		10	5	Y	N	N	N		Y	2	2	S, PS			Y
(450) Podcasting Team (S   PS)-Pilot	3		10	5	Y	N	N	N		Y	2	2	S, PS			Y
(490) Digital Communication & Design Concepts – Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N
<b>Management, Marketing &amp; Communication</b>																
(500) Global Marketing Team (S)	3		10	5	Y	N	N	N	Y	Y	2	2	S			N
(505) Entrepreneurship (S   PS)	3		5-7	5	Y	N	N	N	Y	Y	2	3	S, PS	Y		N
(510) Small Business Management Team (S   PS)	8		30/10	10	Y	N	Y	N		Y	2	2	S, PS			N
(515) Interview Skills (S   PS)			15	0	N	N	N	N			2	3	S, PS	Y		N
(520) Advanced Interview Skills (S   PS)			15	0	Y	N	N	N			2	3	S, PS	Y		N
(525) Extemporaneous Speech (S)	10		2-4	0	Y	N	N	N			2	3	S	Y		N
(530) Contemporary Issues (PS)	10		3-5	0	Y	N	N	N			2	3	PS			N
(535) Human Resource Management (S   PS)	20		3-5	3	Y	N	Y	N			2	3	S, PS			N
(540) Ethics & Professionalism (S   PS)	20		5-7	3	Y	N	Y	N			2	3	S, PS			N
(545) Prepared Speech (S   PS)	1		5-7	5	Y	N	Y	N			2	3	S, PS	Y		N
(550) Parliamentary Procedure Team (S)	15		15	5	Y	N	Y	N			3	2	S			N
(555) Presentation Management Individual (S   PS)	3		7-10	5	Y	N	N	N		Y	2	3	S, PS			Y
(560) Presentation Management Team (S   PS)	3		7-10	5	Y	N	N	N		Y	2	2	S, PS	Y		Y
(590) Business Meeting Management Concepts Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N
(591) Management, Marketing & Human Resources Concepts – Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N
(592) Parliamentary Procedure Concepts – Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N
(593) Project Management Concepts – Open Event (PS)			60		Y	N	N	N				U	PS	Y		N
(594) Digital Marketing Concepts – Open Event (S   PS)			60		Y	N	N	N				U	S, PS	Y		N

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	<b>Health Administration</b>															
(600) ICD-10-CM Medical Diagnostic Coding (Formerly ICD-10-CM Diagnostic Coding) (S   PS)	10	10	60		Y	N	Y	Y				5	S, PS			N
(605) Health Insurance & Medical Billing (S   PS) -Pilot	10	10	60		Y	N	Y	Y				5	S, PS			N
(610) Health Administration Procedures (Formerly Medical Office Procedures) (S   PS)	10	10	60		Y	Y	Y	Y				5	S, PS	Y		N
(615) Health Leadership-Special Topics (S   PS)-Pilot	3		10	5	Y	N	Y	N		Y		3	S, PS			N
(620) Medical Terminology Concepts-Open Event (S   PS)-Pilot			60		Y	N	Y	Y				5	S, PS			N

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## BUILDING YOUR FUTURE FINANCIAL CAREER

# FINANCE

**Finance competitions focus on demonstrating learned skills and knowledge in a wide variety of financial topics. Competitors complete hands-on calculations to predict outcomes in real-world case studies.**

## COMPETITIVE EVENT LISTING

(100) Fundamental Accounting (S)

(105) College Accounting (PS)

(110) Advanced Accounting (S)

(115) Advanced College Accounting (PS)

(125) Payroll Accounting (S)

(130) College Payroll Accounting (PS)

(135) Managerial Accounting (PS)

(140) Federal Income Tax Accounting (PS)

(145) Banking & Finance (S | PS)

(150) Financial Analyst Team (S | PS) \*

(155) Economic Research Individual (S) \*

(160) Economic Research Team (S) \*

(165) Personal Financial Management (S | PS)

(170) Financial Audit (PS) \* – Pilot

(190) Financial Math & Analysis Concepts – Open (S | PS)

S – Secondary Event | PS – Post-secondary Event | \* – Judged Event

## CAREER PATHWAYS

Actuary

Certified Public Accountant (CPA)

Certified Financial Planner (CFP)

Financial Advisor/Planner

Insurance

Management Accountant

Personal Financial Specialist (PFS)

Risk Analyst

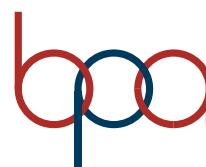
## POTENTIAL DEGREES

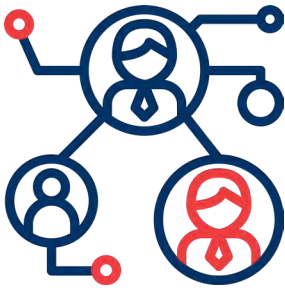
Accounting

Business Education

Business Management Economics

Finance





## BUILDING YOUR FUTURE BUSINESS CAREER

# BUSINESS ADMINISTRATION

**Business Administration competitions focus on planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Career opportunities are available in every sector of the economy and require specific skills in organization, time management, customer service and communication.**

## COMPETITIVE EVENT LISTING

- |   |   |
|---|---|
| (200) Fundamental Word Processing (S   PS)          | (235) Advanced Spreadsheet Applications (S   PS)      |
| (205) Intermediate Word Processing (S   PS)         | (240) Database Applications (S   PS)                  |
| (210) Advanced Word Processing (S   PS)             | (245) Legal Office Procedures (S   PS)                |
| (215) Integrated Office Applications (S   PS)       | (255) Administrative Support Team (S   PS)            |
| (220) Basic Office Systems & Procedures (S   PS)    | (260) Administrative Support Research Project (S) *   |
| (225) Advanced Office Systems & Procedures (S   PS) | (265) Business Law & Ethics (S   PS)                  |
| (230) Fundamental Spreadsheet Applications (S   PS) | (290) Administrative Support Concepts – Open (S   PS) |

S – Secondary Event | PS – Post-secondary Event | \* – Judged Event

## BPA ALIGNED CERTIFICATIONS

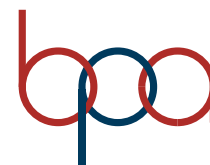
- (210) Advanced Word Processing (S | PS) - MOS Word 2016
- (215) Integrated Office Applications (S | PS) - MOS PowerPoint 2016
- (235) Advanced Spreadsheet Applications (S | PS) - MOS Excel 2016
- (240) Database Applications (S | PS) - MOS Access 2016

## CAREER PATHWAYS

Administrative Assistant  
Administrative Service  
Business Consultant  
Business Office Manager  
Data Entry Manager  
Legal Office Assistant  
Medical Office Assistant

## POTENTIAL DEGREES

Business Education  
Business Management  
Entrepreneurship





## BUILDING YOUR FUTURE TECHNOLOGY CAREER

# MANAGEMENT INFORMATION SYSTEMS

**Management Information Systems competitions focus on entry level, technical and professional careers related to the design, development, support and management of hardware, software, multimedia, communication and systems integration services.**

## COMPETITIVE EVENT LISTING

- |   |   |
|---|---|
| (300) Computer Network Technology (S   PS)            | (335) C++ Programming (S   PS)                        |
| (305) PC Servicing & Troubleshooting (S   PS)         | (340) Java Programming (S   PS)                       |
| (310) Server Administration Using Microsoft® (S   PS) | (345) SQL Database Fundamentals (S   PS)              |
| (315) Network Administration Using Cisco® (S   PS)    | (350) Linux Operating System Fundamentals (S   PS)    |
| (320) Computer Security (S   PS)                      | (355) Python Programming (S   PS)– Pilot              |
| (325) Network Design Team (S   PS) *                  | (390) Computer Programming Concepts – Open (S   PS)   |
| (330) C# Programming (S   PS)                         | (391) Information Technology Concepts – Open (S   PS) |

S – Secondary Event | PS – Post-secondary Event | \* – Judged Event

## BPA ALIGNED CERTIFICATIONS

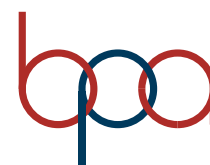
- (300) Computer Network Technology (S | PS) – MTA Networking Fundamentals  
(305) PC Servicing & Troubleshooting (S | PS) – MTA Windows OS Fundamentals (310)  
Server Administration Using Microsoft® (S | PS) – MTA Networking Fundamentals  
(320) Computer Security (S | PS) – MTA Security Fundamentals  
(330) C# Programming (S | PS) – MTA Software Development Fundamentals C#/VB  
(350) Linux Operating System Fundamentals (S | PS) – TestOut Linux Pro

## CAREER PATHWAYS

Computer Engineer  
Computer Technician  
Cybersecurity  
Network Engineer  
Programmer / Software Developer

## POTENTIAL DEGREES

Computer Engineering	Computer Science
Computer Networking	Cybersecurity
Computer Programming	Entrepreneurship





## BUILDING YOUR FUTURE MEDIA CAREER



## DIGITAL COMMUNICATIONS & DESIGN

Digital Communications & Design competitions focus on the development of creative skills to share a message, feeling or emotion through digital, 2D and 3D means. Skills in multimedia and technical design are developed and can be applied to a range of careers from graphic design and interior design to digital communication and managing of social media sites.

### COMPETITIVE EVENT LISTING

(400) Fundamental Desktop Publishing (S | PS)  
(405) Fundamentals of Web Design (S | PS)  
(410) Graphic Design Promotion (S | PS) \*  
(415) Advanced Desktop Publishing (S | PS) \*  
(420) Digital Media Production (S | PS) \*  
(425) Computer Modeling (S) \*

(430) Video Production Team (S | PS) \*  
(435) Website Design Team (S | PS) \*  
(440) Computer Animation Team (S) \*  
(445) Broadcast News Production Team (S | PS) \*  
(450) Podcast Production Team (S | PS) \* – Pilot  
(490) Digital Communication & Design Concepts – Open (S | PS)

S – Secondary Event | PS – Post-secondary Event | \* – Judged Event

### BPA ALIGNED CERTIFICATIONS

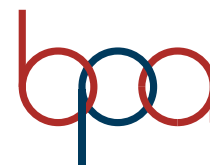
(405) Fundamentals of Web Design (S | PS) - MTA Introduction to Programming Using HTML and CSS

### CAREER PATHWAYS

Animator  
Audio-Video Designer  
Film and Video Editor  
Graphic Designer  
Illustrator  
Multimedia Artist

### POTENTIAL DEGREES

Audio Production  
AV Communication  
Broadcast Journalism  
Communications  
Digital Media  
Graphic Design







## BUILDING YOUR FUTURE MARKETING CAREER

# MANAGEMENT MARKETING & COMMUNICATIONS

**Management, Marketing & Communications competitions focus on planning, managing and performing marketing activities to reach organizational objectives. Many competitions focus on perfecting speaking and presentation skills using several different platforms.**

## COMPETITIVE EVENT LISTING

- |   |  |
|---|--|
| (500) Global Marketing Team (S) *               | (550) Parliamentary Procedure Team (S) *                                 |
| (505) Entrepreneurship (S   PS) *               | (555) Presentation Management Individual (S   PS) *                      |
| (510) Small Business Management Team (S   PS) * | (560) Presentation Management Team (S   PS) *                            |
| (515) Interview Skills (S   PS) *               | (590) Business Meeting Management Concepts – Open (S   PS)               |
| (520) Advanced Interview Skills (S   PS) *      | (591) Management, Marketing and Human Resources Concepts – Open (S   PS) |
| (525) Extemporaneous Speech (S) *               | (592) Parliamentary Procedure Concepts – Open (S   PS)                   |
| (530) Contemporary Issues (PS) *                | (593) Project Management Concepts – Open (PS)                            |
| (535) Human Resource Management (S   PS) *      | (594) Digital Marketing Concepts – Open (S   PS)                         |
| (540) Ethics & Professionalism (S   PS) *       |  |
| (545) Prepared Speech (S   PS) *                |  |

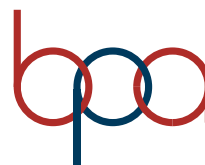
S – Secondary Event | PS – Post-secondary Event | \* – Judged Event

## CAREER PATHWAYS

Account Executive  
Business Manager  
Entrepreneur  
Human Resources Manager  
Public Relations Manager  
Sales Manager

## POTENTIAL DEGREES

Business Administration  
Business Education  
Business Management  
Communications  
Entrepreneurship  
Marketing





## BUILDING YOUR FUTURE HEALTH ADMIN CAREER

### HEALTH ADMINISTRATION

**Health Administration competitions focus on planning, managing and performing technology and administration activities to reach organizational objectives. Competitions focus on medical coding and billing, knowledge retention, speaking and presentation skills using several different platforms.**

### COMPETITIVE EVENT LISTING

- (600) ICD-10-CM Medical Diagnostic Coding (S | PS)
- (605) Health Insurance & Medical Billing (S | PS) – Pilot
- (610) Health Administration Procedures (S | PS)
- (615) Health Leadership - Special Topics (S | PS) \* – Pilot
- (620) Medical Terminology Concepts – Open (S | PS) – Pilot

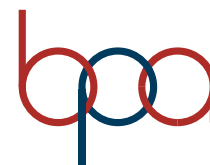
S – Secondary Event | PS – Post-secondary Event | \* – Judged Event

### CAREER PATHWAYS

- Clinic Administrator
- Consulting Health Care Administrator
- Health Information Manager
- Hospital CFO
- Hospital Department Manager
- Insurance Underwriter
- Medical Office Business Manager
- Social Welfare Administrator

### POTENTIAL DEGREES

- Business Administration
- Healthcare Administration
- Health Information Systems
- Medical Coding
- Medical Law and Ethics
- Medical Office Management
- Public Health
- Social Work





## STARTING YOUR JOURNEY TO CAREER AWARENESS



### MIDDLE LEVEL

**Middle Level competitions focus on all WSAP assessment areas: Finance, Business Administration, Management Information Systems, Digital Communication and Design and Management, Marketing, Communications. All Middle Level competitions focus on the demonstration of future career skills.**

### COMPETITIVE EVENT LISTING

- |   |  |
|---|--|
| (900) Financial Literacy (ML)                 | (970) Entrepreneurship Exploration (ML) *                |
| (915) Administrative Support Team (ML)        | (975) Extemporaneous Speech (ML) *                       |
| (920) Digital Citizenship (ML)                | (980) Prepared Speech (ML) *                             |
| (925) Keyboarding Production (ML)             | (985) Presentation Management Team (ML) *                |
| (930) Spreadsheet Applications (ML)           | (990) Human Resource Exploration (ML) *- Pilot           |
| (940) Digital Game Design Team (ML) *         | (995) Business Communication Skills Concepts – Open (ML) |
| (945) Graphic Design Promotion (ML) *         | (996) Business Fundamentals Concepts – Open (ML)         |
| (950) Introduction To Video Production (ML) * | (997) Business Math Concepts – Open (ML)                 |
| (955) Website Design Team (ML) *              | (998) Computer Literacy Concepts – Open (ML)             |

ML - Middle Level Event | \* – Judged Event

**BECOME FUTURE READY**  
**ENHANCE LEADERSHIP ABILITY**  
**EXPLORE CAREER PATHWAYS**  
**LEARN PROFESSIONAL SKILLS**

### PREPARE FOR CAREERS IN:

Business  
Communications  
Digital Design  
Finance  
Marketing  
Technology





## VIRTUAL COMPETITIONS FOR ALL MEMBERS



## VIRTUAL COMPETITIONS

**Virtual Competitions are direct to National Events that take place through virtual project submissions and presentations to industry professionals. The Top 10 in each Virtual Event is invited to attend the National Leadership Conference and compete in the National Showcase to determine the Best in Show!**

## COMPETITIVE EVENT LISTING

- (V01) Virtual Multimedia & Promotion Individual (ML | S | PS) \*
- (V02) Virtual Multimedia & Promotion Team (ML | S | PS) \*
- (V03) Software Engineering Team (ML | S | PS) \*
- (V04) Web Application Team (ML | S | PS) \*
- (V05) Mobile Applications (ML | S | PS) \*
- (V06) Promotional Photography (ML | S | PS) \*
- (V07) Cybersecurity/Digital Forensics (ML | S | PS) \*
- (V08) Start-up Enterprise Team (ML | S | PS) \*
- (V09) Financial Portfolio Management Team (ML | S | PS) \*
- (V10) Virtual Branding Team (ML | S | PS) \*– Pilot

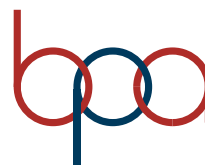
ML - Middle Level Event | S – Secondary Event | PS – Post-secondary Event | \* – Judged Event

## CAREER PATHWAYS

Business Manager  
Cybersecurity  
Digital Media / Marketing  
Entrepreneurship  
Photographer  
Software Engineer  
Stock Broker / Financial Planner  
Web Application Developer

## POTENTIAL DEGREES

Business Administration  
Business Management  
Computer Science  
Digital Media Arts  
Entrepreneurship  
Finance  
Marketing



# Starting a New Chapter

## Steps for Starting a New Chapter

**Step 1:** Review this Local Chapter Handbook in order to have a thorough understanding of your role and responsibilities.

**Step 2:** Complete a **New Chapter Request**. This is an online application that begins the process for your chapter at the BPA National Center and in your State Association. To access the New Chapter Request, please visit: [register.bpa.org](https://register.bpa.org).

**Step 3:** If your chapter is located within one of our chartered State Associations, your Chartered State Association Advisor will review your application and approve your request provided you meet all of the qualifications. If your chapter is located in a non-affiliated state or foreign territory, National BPA will review your application and approve your request provided you meet all of the qualifications.

**Step 4:** Once your local chapter has been approved, you will receive a welcome email from your Chartered State Association Advisor and/or National BPA. Your login credentials will also be provided at this time in order to access our Membership Registration System (this is the system used to register members at the beginning of each year and to register for the National Leadership Conference.)

### Local Advisor Role

The Local Advisor is responsible for setting the chapter up at the local school by meeting with the principal or other appropriate officials, recruiting members, recruiting additional Advisors and setting up the chapter's first meetings.

### Educator Resources

Whether you are looking to familiarize yourself with the BPA Membership Deadlines and Registration, or looking for downloadable resources for chapter promotion and recruitment, this is the place for you. To access all materials designed to help you manage a successful chapter, please visit: <https://bpa.org/educators/resources/#content-start>.

### State Advisor Role

Your State Advisor will serve as your primary contact for state-specific BPA events. This includes getting involved in State and Regional conferences, which is where members compete in WSAP events in order to qualify for the National Leadership Conference. Your State Advisor is also your primary contact for State awards programs, State officer elections, general state procedures, etc.

### Other Opportunities

Contact your State Advisor for suggestions on how to become a fully involved BPA chapter in your state including Fall Leadership Conferences, CTSO State Programs, CTE Programs and the State Leadership Conference.

### **National BPA Staff Role**

The National Center staff will provide any assistance you might need with the Membership Registration System, the National Leadership Conference, WSAP Event Guidelines, National Officer Elections, and other National programs such as our Torch Awards and BPA Cares Programs. To learn more about National staff, including individual roles and responsibilities visit: <https://bpa.org/about-us/our-people/our-staff/>.

The National BPA website is also an excellent resource and can be accessed by visiting: <https://bpa.org/>. For additional information, see **Appendix I: New Chapter Checklist**.

**(All remaining pages will be dedicated to Appendix I-VIII)**

## Appendix I: New Chapter Checklist

	Review this Local Chapter Handbook (understand roles and responsibilities).
	Communicate with school administration to seek approval for starting a chapter. In some cases approval may be required by your local school board.
	Identify the school staff person who will serve as the local chapter advisor(s).
	Submit “ <b>New Chapter Request</b> ” online at: <a href="https://register.bpa.org">register.bpa.org</a> .
	If your chapter is located within one of our chartered state associations, your State Advisor will review your application and approve your request provided you meet all of the qualifications. If your chapter is located from a non-affiliated state or foreign territory, National BPA will review your application. You will also receive a welcome email along with your login credentials for the Membership Registration System (MRS).
	Connect with your <a href="#">State Advisor</a> to learn about any state-specific guidelines or requirements (state membership dues, available conferences, resources, etc.).
	Schedule your first chapter meeting to officially start your chapter at your school. <b>(see Appendix III: Sample Agenda for Chapter Meeting)</b>
	Recruit student members. <b>(Resources: <a href="https://bpa.org/educators/resources/">https://bpa.org/educators/resources/</a>)</b>
	Create your own local chapter handout, which should outline the benefits of joining your local chapter and any membership dues you plan to collect from each student member (if collecting dues, we recommend having the student sign the document).
	Register student members using the <a href="#">Membership Registration System</a> (your login credentials were emailed to you when your chapter was approved). For assistance, please contact Director of Member Services, Mark Burch at <a href="mailto:mburch@bpa.org">mburch@bpa.org</a> .
	Pay your membership invoice via credit card. If paying by PO# work with your school finance department to secure a PO# in order to initiate the invoice payment process. <b>Important Note:</b> Many schools require that the date on the submitted invoice be on or after the date your PO# has been approved. If this is the case, please do not submit your invoice until after securing your PO#. For additional assistance, please contact National BPA staff member, Michele Gordon, at <a href="mailto:mgordon@bpa.org">mgordon@bpa.org</a> .
	Formulate your local chapter bylaws and have them approved by your administration and/or school board. These bylaws will serve as the governing document for your local chapter. <b>(see Appendix VI: Sample Chapter Bylaws)</b>
	Elect local chapter officers. <b>(see Appendix IV: Sample Officer Roles and Responsibilities)</b>
	Create a BPA calendar and set goals for your local chapter for the BPA year. Include local chapter meetings, State conferences, the National Leadership Conference, Workplace Skills Assessment Program (WSAP) competitive events, Torch Awards and BPA Cares Program deadlines, fundraisers, Regional/State/National officer elections and the official BPA Week. <b>(see Appendix II: Sample Chapter Calendar)</b>

To download a Microsoft Word or PDF version visit: [members.bpa.org](https://members.bpa.org).

## Appendix II: Sample Chapter Calendar

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### September

- Chapter kick-off meeting / party
- Host membership drive
- Recruit members
- Elect local chapter officers (if not completed in the Spring)
- Formulate Program of Work
- Register members with National BPA
- Pay membership invoice

### October

- Hold chapter meeting
- Introduce Torch Awards Program
- Introduce WSAP Competitive Events
- Attend Fall Leadership Conference
- Start Student / Advisor Certification Series

### November

- Hold chapter meeting
- Introduce BPA Cares Program
- Plan fundraising activities
- Select WSAP Competitive Events

### December

- Hold chapter meeting
- Host toy drive for local community
- Prepare for Regional Conference

### January

- Hold chapter meeting
- Attend Regional Leadership Conference
- Continue fundraising efforts
- Continue Torch Awards Program

### February

- Hold chapter meeting
- BPA Week (2<sup>nd</sup> full week)
- Submit final members & pay membership dues by **2/15**
- Prepare for State Leadership Conference
- Submit State Torch Award Résumé
- Focus on BPA Cares Program

### March

- Hold chapter meeting
- Attend State Leadership Conference
- Register for NLC – deadline is **4/1**
- Apply for Quality Chapter Distinction
- Apply for NLC Internships
- Submit Ambassador Torch Award Résumé
- Submit National BPA Cares applications
- Apply for scholarships

### April

- NLC Registration Deadline is **4/1**
- Hold chapter meeting
- Accept applications and elect local officers for next membership year
- Apply for NLC Internships
- Prepare to compete at NLC
- Host BPA Awards Banquet

### May

- Hold final chapter meeting / party
- Attend NLC

To download a Microsoft Word or PDF version visit: [members.bpa.org](http://members.bpa.org)

## Appendix III: Sample Agenda for Chapter Meeting

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### BPA Chapter Meeting Agenda

September 9, 2020

4:00 p.m. ET

Call to Order.....	President
Roll Call .....	Secretary
Approval of previous meeting minutes .....	Secretary
Welcome .....	Local Advisor
Chapter Financial Report .....	Treasurer
Other Chapter Officer Reports .....	Various
Committee Reports .....	Chairperson
<ul style="list-style-type: none"> <li>• Social Media</li> <li>• Fundraising</li> <li>• Scholarships</li> </ul>	
Any Unfinished Business.....	President
<ul style="list-style-type: none"> <li>• Local Chapter Dues Increase</li> </ul>	
New Business .....	President
<ul style="list-style-type: none"> <li>• Assign volunteers to work concessions at home athletic events</li> </ul>	
Schedule Next Meeting .....	Local Advisor
Adjournment .....	President

To download a Microsoft Word or PDF version visit: <a href="https://members.bpa.org">members.bpa.org</a>
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## **Appendix IV: Sample Officer Roles and Responsibilities**

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These sample role and responsibilities are to be used as a guide to assist you in developing your local chapter officer team. You can select which officer positions will lead your chapter or even use a different model (for example, some local chapters have a President and then multiple Vice Presidents that manage a different area). In regards to the specific duties of each position, you can tailor them to meet the needs of your local chapter.

### **General duties shall be expected of all Chapter Officers:**

- A genuine desire to be a servant leader.
- Be willing to accept responsibility.
- A commitment to lead by example.
- The ability to work well with others.
- Facilitate an environment where chapter members feel welcome and included.
- Encourage individual and chapter participation in BPA related events.
- Knowledge and understanding of BPA.
- Adhere to local, state and national Business Professionals of America Constitution and Bylaws and be a member in good standing.
- Promote the general welfare of BPA at all times.

### **President**

It shall be the duty of the President to preside over all local chapter meetings; establish and appoint members and chairs of appropriate committees; assist these committees as needed; serve as ex-officio, non-voting member of all committees; and perform other duties of a presiding officer.

Other duties of the President, include:

- Helps the chapter carry out assigned goals.
- Maintains good attendance and is in close contact with fellow officers, chapter members and the advisor.
- Call other officers to chair as necessary and desirable.
- Represent the chapter at special school events.
- Coordinate chapter activities by keeping in close touch with other officers, the membership, and the advisor.
- Keep chapter work moving in a satisfactory manner by following up on progress being made on all activities.
- Assists with financial aspects of the chapter, including creation of budgets, statements and fundraisers.
- Responsible for managing all local chapter social media accounts, responding to all email inquiries and any other communication mediums.



## Appendix IV: Sample Officer Roles and Responsibilities

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- Has working knowledge of most competitive events in order to properly make suggestions to members on what events may suit them best.
- Organizes and plans speakers to visit the chapter to discuss a wide array of topics pertinent to business, college, etc.
- Completes and submits all Special Recognition Award applications.
- Supports and reports to the chapter advisor at all times.

In presiding over meetings, the President should adhere to the following:

- Arrives before the meeting time to ensure that everything is prepared and ready.
- Always have an agenda for each meeting.
- Calls the meeting to order.
- Follows the agenda and brings up items in their logical order, leading the discussions, preventing members from breaking into series of private conversations.
- Keep members on the subject and the discussion within a time limit.
- Speak clearly and audibly.
- Maintain order within the meeting.
- Summarize what has been said in order to get a decision on a topic.

### **Vice President**

It shall be the duty of the Vice President to serve in any capacity as directed by the President; accept the responsibilities of the President as occasions may demand; help ensure committees are working efficiently; and oversee the Torch Awards Program for all chapter members.

Other duties of the Vice President, include:

- Take the lead on compiling and publishing local chapter reports.
- Coordinates all recruiting and membership activities of the local chapter, including:
  - Organizing other officers and veteran members to assist in a campaign to educate and attract new BPA members.
  - Implementation of strategic marketing campaigns to successfully recruit new members.
  - Develops interactive, skill-building activities for members to participate in.
- Represents the Chapter at special events as a role model to others.
- Notifies the President prior to each meeting for items that should be placed as action items on the agenda.
- Responsible for sending birthday cards, thank you notes, etc. to members (optional).
- Develops and implements new team building projects.
- Assist the President or local chapter advisor as needed.
- Supports and reports to the chapter advisor at all times.



## **Appendix IV: Sample Officer Roles and Responsibilities**

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### **Secretary**

It shall be the duty of the Secretary to keep an accurate record of minutes for all local chapter meetings; and provide a copy of the minutes and any substantiating reports to the President and Local Chapter Advisor.

Other duties of the Secretary, include:

- Keep a membership list and record of attendance at local chapter meetings.
- Call meeting to order in absence of the President and Vice President.
- Read minutes of meetings and call President's attention to any unfinished business.
- Maintains a positive relationship with all members and officers.
- Works on all Communications and Calendar Events.
- Utilizes all available resources to communicate important information to members.
- Count the vote on either side, when a vote is by raising hands or standing, unless tellers have been appointed.
- Collect and record reports of all committees and all written resolutions.

In regards to keeping an accurate record of minutes for all local chapter meetings, the Secretary shall include the following information:

- name of BPA chapter
- type of meeting
- place, date, and time
- name of presiding officer
- chapter members present
- all business proceedings
- reports of committees, motions stated, and action taken
- signature of Secretary

### **Treasurer**

It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the local chapter; provide a financial report at each local chapter meeting; and work closely with the President and Local Chapter Advisor on fundraising initiatives.

Other duties of the Treasurer, include:

- Serve as chairman of the Finance Committee.
- Help plan the chapter budget for the year.
- Explain the proposed budget to the officers and the members.
- Protect the financial reputation of the local chapter by ensuring financial obligations are met promptly.
- Actively pursue opportunities to earn money for local chapter.

## Appendix IV: Sample Officer Roles and Responsibilities

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- All matters concerning money and finances are kept confidential (on a need-to-know basis).
- Maintains accurate records of expenses and revenue for every activity involving money.
- Confidentially informs members regarding their account balance status.
- Works directly with advisor to manage chapter finances.

### Reporter

It shall be the duty of the Reporter to prepare and submit the organization's news to all news media; serve as the public relations liaison between the local chapter and the state association; compile local chapter activity news for the school newsletter; and work closely with the President and Local Chapter Advisor to promote all chapter activities.

### Parliamentarian

It shall be the duty of the Parliamentarian to advise the President and other local chapter members on the orderly conduct of business in accordance with the chapter bylaws and the current edition of Robert's Rules of Order, Newly Revised; be responsible for the general conduct at all local chapter meetings; and rule on rules of order, should the occasion arise, during local chapter meetings.

Other duties of the Parliamentarian, include:

- Assisting chapter members in understanding the fundamental purpose of parliamentary procedure.
- Having reference materials pertaining to parliamentary procedure available for each meeting.
- Watching for significant irregularities in parliamentary procedure and call them to the attention of the chair.

### Historian

It shall be the duty of the Historian to gather and file pictorial and factual information to be kept as permanent records of the local chapter's activities; assist in preparing chapter news bulletins; and educate chapter members on the history of the chapter.

Other duties of the Historian, include:

- Prepare news notes and articles for publication or broadcast.
- Send news notes to local or state reporters.
- Assist in maintaining a chapter bulletin board.
- Supply material for chapter reports.

To download a Microsoft Word or PDF version visit: [members.bpa.org](https://members.bpa.org)



## **Appendix V: Sample Template for Chapter Program of Work**

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Your Chapter Program of Work is your master plan designed to lead your local chapter and is key for effective chapter management. Your program of work is a comprehensive plan of action, which includes your collection of goals and overarching ambitions. Like a road map, the program of work informs members of where they are going, how they will get there, and when they have arrived. It is a timely, specific itemization of the chapter's priorities or objectives to meet current local challenges.

**Chapter Name:** \_\_\_\_\_ **Date Created:** \_\_\_\_\_

**Chapter Website:** \_\_\_\_\_

**Chapter Advisor:** \_\_\_\_\_

**Chapter Officers:**

- President: \_\_\_\_\_
- Vice President: \_\_\_\_\_
- Secretary: \_\_\_\_\_
- Treasurer: \_\_\_\_\_
- Reporter: \_\_\_\_\_
- Historian: \_\_\_\_\_
- Parliamentarian: \_\_\_\_\_

**Chapter Social Media Information:**

- Twitter: \_\_\_\_\_
- Instagram: \_\_\_\_\_
- Facebook: \_\_\_\_\_
- SnapChat: \_\_\_\_\_
- LinkedIn: \_\_\_\_\_



## **Appendix V: Sample Template for Chapter Program of Work**

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List the activities or goals that you plan to accomplish in each of the following areas, which will help ensure effective chapter management.

### **Leadership Development:**

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### **Community Service:**

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### **Advocacy:**

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### **Social / Networking:**

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### **Fundraising:**

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## **Appendix V: Sample Template for Chapter Program of Work**

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Now that you have identified the action items you would like to pursue during the school year, place deadlines and/or timeframe on the calendar for when you hope to accomplish these activities.

<u><b>September</b></u>	<u><b>October</b></u>	<u><b>November</b></u>
<u><b>December</b></u>	<u><b>January</b></u>	<u><b>February</b></u>
<u><b>March</b></u>	<u><b>April</b></u>	<u><b>May</b></u>



## **Appendix V: Sample Template for Chapter Program of Work**

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As chapter officers and advisor(s), we present this Program of Work as our plan for the current school year. We will communicate this plan with fellow members of our local chapter and report our accomplishments at the end of the year to chapter members and our local school board.

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Signature of Chapter Advisor

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Signature of Chapter President

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Signature of Chapter Vice President

---

Signature of Chapter Secretary

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Signature of Chapter Treasurer

---

Signature of Chapter Reporter

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Signature of Chapter Historian

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Signature of Chapter Parliamentarian

To download a Microsoft Word or PDF Form Fillable version visit: <a href="https://members.bpa.org">members.bpa.org</a>
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## Appendix VI: Sample Chapter Bylaws

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**Business Professionals of America**  
**(Insert Chapter Name)**  
**(Insert Membership Division)**

### **BYLAWS**

#### **Preamble**

With the identification of business, information technology, and office occupations as an area of career and technical education, it has become necessary to provide student group experience for **(insert your division here)** students interested in business education programs.

Leadership development through student groups can be effective in strengthening career and technical education for business, information technology, and office occupations.

It is deemed essential that:

- There be an established career and technical student **(insert your division here)** to serve the needs of **(insert Middle Level, Secondary or Post-secondary here)** interested in business, information technology, office occupations, and career related educational programs.
- **(Insert your school name here)** provide a means for **(insert Middle Level, Secondary or Post-secondary here)** to participate as student members of Business Professionals of America, in order to serve their career and technical educational interests.

#### **Article I. Organizational Name**

The name of this organization shall be **"(insert your chapter name and division here)"**

#### **Article II. Purpose**

The purpose of the **(insert your chapter name and division here)** shall be:

- To provide opportunities for chapter members in leadership and development.
- To unite in a common professional bond without regard to race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability of students interested in business careers as their objective.

## Appendix VI: Sample Chapter Bylaws

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- To develop leadership abilities through participation in career and technology education, civic, recreational, and social activities.
- To assist students in establishing realistic career objectives.
- To create enthusiasm for learning.
- To promote high standards in ethics, workmanship, and scholarship.
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects utilizing the democratic process.
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
- To develop competent, assertive business leaders.
- To develop and strengthen members' confidence in themselves and their work.
- To foster practical application of business and information technology education skills through competition.

### Article III: Organization

- The **(insert your chapter name and division here)** shall be managed by an approved Local Chapter Advisor certified in Career and Technical Education, with support provided by **(enter your school name here)** administration.
- The **(insert your chapter name and division here)** shall follow all policies and procedures as outlined by all National Business Professionals of America governing documents.

### Article IV: Membership

- The **(insert your chapter name and division here)** shall follow the membership year as outlined by National Business Professionals of America, which runs from September 1 through August 31.
- Membership in the **(insert your chapter name here)** shall consist of **(insert your division here)** members enrolled in a technology-related program of study, with a career objective of gaining employment in a business related career field.

## Appendix VI: Sample Chapter Bylaws

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- The **(insert your chapter name here)** shall be open to all students regardless of race, color, religion, national origin or ancestry, age, sex, marital status, creed, sexual orientation, or disability.
- The approved Local Chapter Advisor of **(insert your chapter name here)** shall set the annual local chapter membership dues for student members.
- By paying dues and becoming a student member of the **(insert your chapter name here)**, each student member agrees to abide by the guidelines set forth by National Business Professionals of America, as well as any established state and local bylaws, rules and regulations, dress codes, and competitive event guidelines.

### Article V: Leadership

- The approved Local Chapter Advisor and elected local chapter officers of the **(insert your chapter name here)** shall manage the day-to-day operations and overall management of the local chapter.
- The elected chapter officers of the **(insert your chapter name here)** shall consist of the following positions, which will serve a one (1) year term:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Reporter
  - Historian
  - Parliamentarian
- The approved Local Chapter Advisor reserves the right to remove a local chapter officer from their elected position, shall the officer fail to:
  - carry out assigned duties.
  - exhibits conduct inappropriate of a local chapter officer.
  - exhibits conduct detrimental to the local chapter officer team.

### Article VI: Qualifications to Run for Chapter Office

- To be eligible to run for a Chapter office, chapter members must meet all qualifications as established by the Local Chapter Advisor or as outlined in the bylaws established by the **(insert your chapter name here)**.



## **Appendix VI: Sample Chapter Bylaws**

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### **Article VII: Duties of Local Chapter Officers**

- **President:** It shall be the duty of the Chapter President to preside at all business meetings; with the approval of the Local Chapter Advisor, establish and appoint members and chairs of appropriate committees for a period not to exceed his/her term of office and assist these committees in their charge; serve as ex-officio, non-voting member of all committees; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Vice President:** It shall be the duty of the Vice President to serve in any capacity as directed by the President or Local Chapter Advisor; accept the responsibilities of the President as occasions may demand; assist in compiling and publishing the Local Chapter Annual Report; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Secretary:** It shall be the duty of the Secretary to keep an accurate record of all local chapter meetings; promptly submit one (1) printed copy of the minutes and any substantiating reports to the Local Chapter Advisor and President of the **(insert your chapter name here)**; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Treasurer:** It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the local chapter; provide a financial report at each local chapter meeting; work closely with the President and Local Chapter Advisor on fundraising initiatives; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Reporter:** It shall be the duty of the Reporter to prepare and submit the **(insert your chapter name here)** news to all news media; compile local chapter activity news for the local newsletter; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.
- **Historian:** It shall be the duty of the Historian to document and submit all historical events such as conferences, meetings, etc.; compile local activities for the Local Chapter Scrapbook; be available for promoting the general welfare of chapter meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.



BUSINESS  
PROFESSIONALS  
of AMERICA

Giving Purpose  
to Potential

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## Appendix VI: Sample Chapter Bylaws

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- **Parliamentarian:** It shall be the duty of the Parliamentarian to advise the President and other Local Chapter Officers on the orderly conduct of business in accordance with the organization's bylaws and the current edition of Robert's Rules of Order, Newly Revised; be responsible for the general conduct at all local chapter meetings; rule on rules of order, should the occasion arise, during business meetings; perform other duties as assigned; and promote the general welfare of Business Professionals of America and the **(insert your chapter name here)**.

To download a Microsoft Word or PDF version visit: <a href="https://members.bpa.org">members.bpa.org</a>
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## Appendix VII: 2021 Merit Scholar Exam Study Guide

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The BPA Merit Scholar Award is a very prestigious award within our BPA Cares Program, and is open to any advisor or student member. In order to achieve this honor, a member must score 90% or higher on the objective exam, which consists of fifty (50) multiple choice and True/False questions.

This study guide is designed to serve as your primary roadmap as you prepare for the Merit Scholar exam. It is highly recommended that you also review any additional information referenced within the website links provided throughout this study guide.

### General Information

#### National Center Headquarters

The BPA National Center is located at 700 Morse Road, Suite 201, Columbus, OH 43214.

#### Meaning of Organization's Name

- **Business:** The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.
- **Professionals:** Our students indicate they join Business Professionals of America to take advantage of a wide variety of professional development opportunities.
- **Of America:** Symbolizes pride in our country and its free enterprise business system.

#### Mission Statement

To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

#### Vision Statement

To be an innovator in Career and Technical Education, providing our members with opportunities for growth through education, competition, community service and personal development.

#### Annual Theme for 2020-2021

Envision. Empower. Ignite.

#### National BPA Tagline

The purpose of the organization's tagline is to serve as a linking device between our organization and our name. The official tagline is: **Giving Purpose to Potential**. To ensure that there is a clear communication of Business Professionals of America, the tagline may be used with the logo for printed pieces. However, this is not a requirement for use of the logo.



## **Appendix VII: 2021 Merit Scholar Exam Study Guide**

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### **Official BPA Pledge**

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America, and pledge our loyalty to our nation.

### **Official BPA Colors**

- **Navy Blue:** Signifies the success achieved through leadership and professionalism.
- **Red:** Symbolizes the friendship obtained through the teamwork of our organization.
- **Tan:** Represents the bountiful fields of opportunity in America.

### **Proper Usage of Acronym (BPA)**

The acronym (BPA) is acceptable in casual conversation and personal correspondence to identify the organization. Once the name is spelled out in full, the acronym may be used in text. The acronym may not be used for cover titles or headlines.

### **Our Emblem**

The four points of the BPA shield stand for Ambition, Leadership, Sociability, and Poise. The shield itself stands for honor and dignity, as well as the importance of business in America. The stripes represent education, citizenship, loyalty, patriotism, competency, and dependability. The bar represents the service provided by employees in business occupations. The quill and inkwell represent the stability of business occupations through the ages. Lastly, the torch represents worthy goals.

### **Official BPA Attire**

- The official BPA blazer is navy blue with the logo located on the left side.
- The name tag is to be worn on the right side of the jacket.
- The highest Torch Award pin earned is to be worn on the right lapel.
- The national Merit pin is placed on the right lapel.
- The annual membership pin is placed on the left lapel.
- The officer pin is placed on the right lapel above the nametag.

### **Social Media**

BPA social media is designed to provide up-to-the-minute news flashes primarily targeting advisors and student members.

- Facebook: <https://www.facebook.com/businessprofessionalsofamerica>
- Twitter: @national\_bpa
- Instagram: <http://instagram.com/bpanational>
- Snapchat: @national\_bpa
- LinkedIn: <https://www.linkedin.com/company/business-professionals-of-america/>
- YouTube: <https://www.youtube.com/businessprofessionalsamerica>





## **Appendix VII: 2021 Merit Scholar Exam Study Guide**

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### **BPA Week**

Business Professionals of America Week takes place the second full week in February and coincides with Career and Technical Education Month.

### **National Officer Information**

The National BPA Executive Council is comprised of the National Officers from the Secondary and Post-secondary Divisions.

- **Additional Information:**

- The Executive Council positions for the Secondary Division include: President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
- The Executive Council positions for the Post-secondary Division include: President, Vice President, Secretary/Treasurer, and Parliamentarian.

### **National Officer Candidate Requirements**

- Be a student member in good standing for the current membership year, as of February 15th.
- Be currently serving, or have served as an elected officer of a local, regional/area, or state association of BPA.
- Grade Point Average (GPA):
  - (Secondary Division) - The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required).
  - (Post-secondary Division) - The candidate must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required). This GPA requirement is cumulative for the past two terms.

### **National Officer for a Day Program (NOFAD)**

This program provides Middle Level Division members with the opportunity to shadow the National Officer Team for a day at the National Leadership Conference.

### **Organizational Structure**

#### **National BPA Board of Trustees**

The Business Professionals of America Board of Trustees is comprised of a talented group of educators, organization and community leaders, and industry professionals dedicated to the Mission and Vision of our organization. The Board of Trustees is comprised of 13 voting members and two non-voting ex-officio members. This group meets regularly throughout the membership year and manages all affairs of Business Professionals of America.



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To learn more about our current Board of Trustees visit:

<https://bpa.org/about-us/our-people/board-of-trustees/>

### **State Association Advisory Council (SAAC)**

The State Association Advisory Council (SAAC) collaborates with BPA's Classroom Education Advisory Council as well as other support groups and special committees to improve programs. In addition, members of the Council support and facilitate the implementation of programs, policies and activities as established by the Board of Trustees of Business Professionals of America.

To learn more about our current State Association Advisory Council visit:

<https://bpa.org/about-us/our-people/state-association-advisory-council/>

### **Classroom Educators Advisory Council (CEAC)**

The Classroom Educators Advisory Council (CEAC) serves as a liaison between Business Professionals of America advisors and its Board of Trustees. Its purpose is to promote the objectives of the Business Professionals of America programs, establish and monitor effective Workplace Skills Assessment Program competitive events, serve as a clearinghouse for suggested improvements and changes pertaining to competitive events and ensure that their State Association is informed of currently adopted Workplace Skills Assessment Program guidelines.

To learn more about our current Classroom Educators Advisory Council visit:

<https://bpa.org/about-us/our-people/classroom-educators-advisory-council/>

### **National Business Advisory Council (NBAC)**

The purpose of the National Business Advisory Council (NBAC) is to offer insight and guidance on the future of business and industry in order to assist with the development of programs that offer real-world experience for BPA students. All members of NBAC are approved by the Board of Trustees based upon recommendations from the NBAC Chair and other members serving on the National Business Advisory Council.

To learn more about our current National Business Advisory Council visit:

<https://bpa.org/about-us/our-people/national-business-advisory-council/>

### **National Officer Team**

Business Professionals of America National Officers represent the BPA student members from across the country. National officers serve a one-year term and are elected each year during the organization's National Leadership Conference.



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The Secondary Division Executive Council is comprised of up to six (6) officers and the Post-secondary Division Executive Council is comprised of up to four (4) officers.

To learn more about our current National Officer Team visit:

<https://bpa.org/about-us/our-people/national-officers/>

### **National BPA Staff**

Working primarily remote throughout the U.S., the National Staff is comprised of a diverse group of professionals with a wide range of expertise in non-profit and association management, member services management, program development and evaluation, partnership development, financial management, communications strategies, event management, organizational strategy and more. Together, we aim to provide responsive programs and services of the highest quality to the internal and external partners of Business Professionals of America.

To learn more about National staff, including individual roles and responsibilities visit:

<https://bpa.org/about-us/our-people/our-staff/>

## **BPA Programs**

### **Webinar Series**

BPA offers a wide range of webinars throughout the membership year designed to educate, train and inform our members. We highly encourage you to participate in these webinars in order to learn more about our organization and enhance your overall BPA experience.

To access upcoming webinars or to view archived webinars visit:

<https://bpa.org/events/webinar-series/>

### **Torch Awards Program**

The Business Professionals of America Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth.

There are a total of seven (7) Torch categories that students can complete activities in, which are:

- Leadership
- Service
- Cooperation
- Knowledge
- Friendship
- Love, Hope and Faith
- Patriotism



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Each Torch activity is worth 5, 10, 15, or 20 points. There are four (4) levels of recognition, which are:

- **Executive Torch Award:** Given at the local chapter level, the Executive Torch Award requires 10 points in each Torch category.
- **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional or state level. The Diplomat Torch Award requires 30 points in each Torch category.
- **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category.
- **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category.
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To learn even more about our Torch Awards Program visit: <https://bpa.org/torch-awards/>

### BPA Cares Program

Participation in this program means that members are engaging in worthwhile projects that support the betterment of their community, while having the opportunity to receive recognition from the national organization. Alumni members are also eligible to earn individual BPA Cares awards.

- **Service Learning Awards**
  - Community Service Award
  - Environmental Action/Awareness Award
  - Safety Awareness Award
  - Service Learning Individual Award
  - Social Justice Award
  - Special Olympics Award
- **Special Recognition Awards**
  - BPA Marketing and Public Relations
  - BPA Merit Scholar Award
  - Chapter Activities Award of Excellence
  - Recruiter of the Year Award
  - Membership Explosion Award
  - Social Media Award
  - The Professional Cup
- **Professional Awards**
  - Advisor of the Year Award
  - Emerging Advisor of the Year Award
  - Emerging Professional of the Year Award
  - Student of the Year Award
  - Hall of Fame Award
  - Outstanding Service Award

To learn more about our BPA Cares Program, specific awards, or to download the BPA Cares Handbook visit: <https://bpa.org/students/bpa-cares/>



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### **Workplace Skills Assessment Program**

The goal of this program is to provide all student members (Middle Level, Secondary, and Post-secondary) with the opportunity to demonstrate workplace skills learned through business education courses. Students prepare for and compete in contests in over 90 categories, under six (6) Assessment Areas including:

- Finance
- Business Administration
- Management Information Systems
- Digital Communication & Design
- Management, Marketing & Communication
- Health Administration

Each BPA division (Middle Level, Secondary, and Post-secondary) has its own set of events, and members only compete against other members in their respective division. A complete list of events with descriptions is available at: <https://members.bpa.org/>

The **WSAP Guidelines** are a comprehensive set of instructions, descriptions, and details to help prepare students for WSAP competitions. The Guidelines are an essential tool for participating in a WSAP event. The WSAP Guidelines can be downloaded by BPA Advisors and members using your login credentials at: <https://members.bpa.org/wsap/competitive-event-download-center/>

### **Virtual Competitive Events**

Virtual Competitions are available at the National level only and are open to all BPA student members. Additionally, these events are completely separate from our WSAP program and there are no regional or state competitions required to qualify. The registration deadline is November 1, 2020.

There are a total of ten (10) virtual events:

- |   |   |
|---|---|
| • (V01) Virtual Multimedia & Promotion Individual | • (V06) Promotional Photography           |
| • (V02) Virtual Multimedia & Promotion Team       | • (V07) Cybersecurity / Digital Forensics |
| • (V03) Software Engineering Team                 | • (V08) Start-up Enterprise Team          |
| • (V04) Web Application Team                      | • (V09) Financial Portfolio Team          |
| • (V05) Mobile Applications                       | • (V10) Virtual Branding Team - Pilot     |

To learn more about our National Virtual Events visit: <https://members.bpa.org/>



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### **Student Certification Series**

We offer an enhanced certification series for all of our students to make sure they get the most out of their experience with Business Professionals of America!

To learn more visit: <https://members.bpa.org/students/student-certifications/>

### **Partner Contests**

Business Professionals of America is proud to partner with organizations, State Associations and businesses in an effort to enhance the competitive offerings available to members leading up to and including the National Leadership Conference.

To learn more visit: <https://members.bpa.org/partner-competitions/>

### **Special Olympics**

Special Olympics is the official national service organization for members participating in Business Professionals of America. To learn more visit:

<https://bpa.org/students/bpa-cares/special-olympics-award/>

## **Membership Information**

Business Professionals of America provides membership opportunities for a broad range of students, varied in age and skill level. To qualify for student membership, an individual member shall be a member of one of the following divisions:

- Middle Level Division
- Secondary Division
- Post-secondary Division

### **Important Membership Deadlines:**

- **November 1:** Membership processed by this date will ensure that chapters receive all communications from National Business Professionals of America, ensure membership deadlines for Regional and State events, and ensure early processing of membership pins.
- **February 15:** Registrations received by this date will be eligible for competition at the National Leadership Conference.



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### Alumni Membership Division

Our Alumni Division is open to any former active member from the Middle Level, Secondary or Post-secondary Division. The BPA Alumni Division was established to provide a means for former students and advisors to maintain their involvement with BPA through continued service and support, as well as provide networking opportunities with other like-minded professionals.

### National Leadership Conference

#### Qualifying for NLC

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be accompanied by an approved chaperone. Additionally, a member must qualify to attend NLC in at least one of the following ways:

- By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
- Be a local, regional, or state officer.
- Represent your state as a voting delegate for your division.
- Be involved in a National Officer campaign either as a candidate or otherwise actively involved.
- Earn an Ambassador Torch Award or BPA Cares Award.
- Participate in the National Leadership Academy and/or National Volunteer & Internship Program.
- Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

#### Future NLC Locations

Year	Location	Dates
2021	Orlando, FL	May 5-9
2022	Dallas, TX	May 4-8
2023	Anaheim, CA	April 26-30
2024	Chicago, IL	April 25-29
2025	Orlando, FL	May 7-11
2026	Nashville, TN	May 6-10

### BPA Historical Information

**1963:** The Vocational Education Act authorizes a major expansion and redirection of vocational education. The need for a student organization for students enrolled in career/technical and office/business programs was recognized.





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**1964:** The American Vocational Association conducts a study of 43 states indicating that 67% of the state vocational education supervisors wanted a career/technical youth group for students in office/business programs.

**1965:** Another study confirms the 1964 study findings revealing the desire for a career/technical youth group for students in office/business programs. State supervisors meet to develop guidelines for a youth group.

**1966:** In July, the Vocational Office Education Clubs of America (VOECA) takes form, founded by youth group representatives to decide the most effective means to implement the office occupations youth group. After intensive effort, the Articles of Incorporation for the Office Education Association (OEA) is established. The first three states to affiliate were Iowa, Kansas, and Wisconsin.

**1971:** The Office Education Association establishes the National Center in Columbus, Ohio. The Board of Trustees also approves the Alumni Division.

**1982:** OEA purchases the National Center located at 5454 Cleveland Avenue, Columbus, Ohio.

**1983:** In July, OEA conducts a dedication ceremony for the National Center.

**1984:** The Board of Trustees commissioned Market One (an integrated direct marketing agency in Beachwood, Ohio) to complete a marketing study of the OEA. The resulting long-range marketing plan recommended reform of the national image of the OEA.

**1988:** Using the recommendations of the marketing study—the OEA became Business Professionals of America.

**1992:** Business Professionals of America pays off the National Center and the mortgage is burned at a ceremony at the National Leadership Conference in Cincinnati, Ohio.

**2003:** BPA Corporate approves the Middle Level Program. The BPA Middle Level Division is born.

**2004:** The Middle Level Division members participate in the National Leadership Conference.

**2009:** The first rescheduling of a National Leadership Conference was in Dallas, Texas. This rescheduling was due to concerns with the H1N1 Influenza outbreak.

**2010:** The BPA pledge is changed from “We are met in a spirit of friendship and goodwill as we prepare for productive lives in business and office careers...” to “We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce...”.

**2012:** The first National Walk for Special Olympics is held at NLC in Chicago, IL.

**2013:** National virtual competitions are introduced online.

**2015:** The first National BPA Day of Service is held at NLC in Anaheim, CA.

**2016:** BPA celebrates its 50th Anniversary in Boston, MA and breaks the Guinness World Record for the largest gathering of people wearing tie-dye.

**2019:** Attendance surpasses 6,000 individuals for the first time at NLC in Anaheim, CA.

**2020:** The addition of Health Administration assessment area. BPA begins offering International Independent Chapters in China and Peru.

To download a Microsoft Word or PDF version visit: <a href="https://members.bpa.org">members.bpa.org</a>
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## Appendix VIII: Frequently Asked Questions

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**Q: How do I access the BPA Membership Registration System (MRS)?**

A: Visit [register.bpa.org](https://register.bpa.org) and login using your login credentials.

**Q: I forgot my password; what can I do?**

A: Visit [register.bpa.org](https://register.bpa.org), click on “**Forgot Password**” and provide your information.

**Q: How can I access my membership invoice(s)?**

A: Once logged into the Membership Registration System, click on the tab labeled “**Invoice History**” and all submitted invoices will be listed. Click on the invoice that you would like to view.

**Q: When is my membership invoice due?**

A: All invoices should be paid within thirty (30) days. If your membership invoice is not paid by February 15<sup>th</sup>, your chapter will be locked until payment is received and processed.

**Q: Where can I mail payment for outstanding invoices?**

A: Business Professionals of America, P.O. Box 729, Westerville, OH 43086

**Q: How do I add an additional advisor to my chapter?**

A: Login to the Membership Registration System, select the tab labeled “**Chapter Advisor(s)**”, click on “**Add Chapter Staff**”, and complete all required information (cells highlighted in red).

**Q: How do I update my contact information?**

A: Login to the Membership Registration System, select the tab labeled “**Chapter Advisor(s)**”, click the pencil icon located under the “**Edit**” column, and update your information.

**Q: How do I correct the spelling of one of my student members?**

A: Login to the Membership Registration System, select the tab labeled “**Students**.” If it is within five (5) days of submitting your invoice, click the pencil icon under the “**Edit**” column and update the information. If outside of the five (5) day window, click the person icon under the “**Request Change**” column and update the information. Your request will have to be approved by your State Advisor or a member of National BPA.

**Q: How do I transfer a student member from one chapter to another?**

A: In order to transfer a member from one chapter to another, please email National BPA Membership at [bpamembership@bpa.org](mailto:bpamembership@bpa.org). Be sure to include the reason you would like to transfer the student.

**Q: How can I download or print a copy of my membership roster?**

A: Login to the Membership Registration System, select the tab labeled “**Students**.” Click on “**Membership Download**” and you will have the option to choose PDF or CSV format.

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**Q: Where can I find student membership ID numbers?**

A: Login to the Membership Registration System, select the tab labeled “**Students.**” The student Membership ID is located under the column labeled “**Membership ID.**”

**Q: When will we receive our annual membership pins?**

A: Your membership invoice must be paid first. National BPA starts fulfilling membership pins in late September and pulls a report showing paid memberships bi-monthly. As a general guideline, you can expect to receive your pins within 14-21 days of your membership invoice being paid.

**Q: When will we receive our membership ID cards?**

A: You are able to print your membership ID cards once your membership invoice has been paid. Login to the Membership Registration System, select the tab labeled “**Students.**” Next, click on “**Print Membership Cards.**” You can then select to print individual membership cards or print all.

**Q: How can I substitute or delete a student member?**

A: Any changes to an invoice that has been submitted must be completed within five (5) business days of the invoice being submitted. No substitutions or deletions are allowed after five (5) business days.

**Q: Is there a manual that will help me navigate the BPA Membership Registration System?**

A: Yes. Login to the Membership Registration System, click on the “**Resources**” tab. Next, click on “**Local Chapter Resources**” and then download the “**Membership Registration System Manual.**”