

2011-2012 Michigan Guidelines Supplement

Secondary Division

The purpose of this supplement is to provide guidelines for current Workplace Skills Assessment Program events and awards programs which are unique to the Michigan Association. This supplement applies to the secondary division only.

The following items are included in this supplement:

- [Workplace Skills Assessment Program \(supplemental information\)](#)
- [Fundamental Accounting eligibility](#)
- [Keyboarding Production eligibility](#)
- [Delegate Code of Conduct](#)
- [Dress Code](#)
- [Business Spelling guidelines](#)
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- [Desktop Publishing objective test guidelines](#)
- [State Leadership Conference deadlines](#)
- [Chapter of the Year Award application](#)
- [Michigan State Theme Graphic Contest](#)
- [Michigan NLC Trading Pin Contest application](#)
- [State Service Project Award application](#)
- [Barbara Chambers Outstanding Advisor Award](#)

NOTE: Davenport University-Grand Rapids upgraded to Office 2010 in Spring 2011. During the 2011-2012 school year, Michigan BPA will start using Office 2010 for competitions at the state level.

Workplace Skills Assessment Program (supplemental information)

- Accommodations for students with special needs will not be arranged if a special needs request form is not submitted at the time the chapter submits paperwork for registration.
- For regional events, each student may enter two events, only one of which may be a team event.
- A student may enter an unlimited number of open events within the time constraints of the conference program. Students do not need to pre-qualify for these events to compete at the state or national leadership conferences.
- The following events may not be repeated: Basic Office Systems & Procedures, Fundamental Accounting, Fundamental Spreadsheet Applications, Fundamental Word Processing Skills, Interview Skills, and Keyboarding Production.
- For events that have both an objective and production portion, students must attend the related conference and participate in both portions (i.e., Desktop Publishing).
- Contestants who do not submit pre-submitted by the appropriate deadline will not receive any scores for technical points. The advisor must notify the regional advisor that the contestant will participate in the oral presentation. Notification must be sent to the regional advisor on the same date as the pre-submitted event deadline. For state competition, notify the state director by the pre-submitted event deadline.
- Contestants cannot bring their own computers for computer lab events at regional, state, or national levels.

- Printing done on-site for judged events or submitted prior to the competition may be in black/white or color. All printing done in the computer lab must be in black/white or grayscale. For Desktop Publishing, all work must be printed in black/white or grayscale.
- If a student is the only contestant in an event at the regional level, the student must demonstrate a valiant effort to take a test to be recognized as a winner. If clarity is needed, the region's joint council members will make the final decision.
- Each placing contestant and alternates (2nd and higher) must attain 50% of the highest score attained to receive a plaque or certificate and compete at the state leadership conference. This does **not** mean that everyone must attain 50% of the total points possible on the test. (Example: 2nd - 10th place contestants must score a minimum of 50% of the 1st place person.)
- If a student is disqualified at the regional level, the regional advisor must notify the local advisor prior to the awards session on the day the conference. Regional advisors will automatically disqualify any contestants because he/she (1) did not follow the theme/topic, (2) used an old test during the competitive event, (3) disrupted the test by a ringing cell phone, or (4) any other reasons stated in the guidelines for each event as a reason for disqualification.
- Students who are incorrectly recognized on stage at the RLC as a competitive event winner for an event he/she did not compete in will not be allowed to compete in the event at the SLC and the award must be returned.
- A team who qualifies to attend the SLC may change its team members as long as at least one of the original team members still remains on the team. Team member changes must be given to the state director on or before the scheduled deadline. After the deadline, substitutions will be made only for extenuating circumstances if the alternate is available for the time slot the team has been assigned. The team's scheduled time will not be changed to accommodate any substitutions.
- Teams consisting of one member are not allowed under any circumstances whatsoever. Advisors are encouraged to have enough people on a team so that if a member drops out or doesn't show up, the team will not fall below the minimum number of people required.
- Any team event that has materials/research prepared in advance cannot substitute team members after the work has been submitted. If a team member contributed to the work but cannot attend the conference, a decision should be made at the local level if the student's name should be removed from the work.
- All registered team members must participate in the entire event or they will be subject to loss of points.

EVENT	# of entries per chapter ¹				# of State Winners Eligible for NLC
	1-35	36-60	61-85	86 & up	
FINANCIAL					
Fundamental Accounting (01) ²	4	5	6	7	5
Advanced Accounting (02)	4	5	6	7	5
Computerized Accounting (03)	4	5	6	7	5

¹ Based upon the number of students in the individual chapter registered for the regional conference

² See page 5 for eligibility requirements

EVENT	# of entries per chapter ¹				# of State Winners Eligible for NLC
	1-35	36-60	61-85	86 & up	
Payroll Accounting (04)	4	5	6	7	5
Managerial Accounting (PS) (05)	<i>Not offered in Michigan's Secondary Division</i>				
Fundamental Spreadsheet Applications (06)	4	5	6	7	5
Advanced Spreadsheet Applications (07)	4	5	6	7	5
Banking & Finance (08)	4	5	6	7	5
Financial Analyst Team (09)	1	1	1	1	2
Economic Research Project–Indiv. (S) (10)	3	4	5	6	3
Economic Research Project–Team (S) (11)	1	1	1	1	2
Financial Math & Analysis (12)	Open	Open	Open	Open	Open
Insurance Concepts (13)	Open	Open	Open	Open	Open
Federal Income Tax Accounting Concepts (PS) (14)	<i>Not offered in Michigan's Secondary Division</i>				
ADMINISTRATIVE SUPPORT					
Keyboarding Production (20) ³	4	5	6	7	5
Fundamental Word Processing Skills (21)	4	5	6	7	5
Advanced Word Processing Skills (22)	4	5	6	7	5
Integrated Office Applications (23)	4	5	6	7	5
Desktop Publishing (24)	4	5	6	7	5
Basic Office Systems & Procedures (25)	4	5	6	7	5
Advanced Office Systems & Procedures (26)	4	5	6	7	5
Legal Office Procedures (27)	4	5	6	7	5
Medical Office Procedures (28)	4	5	6	7	5
Database Applications (29)	4	5	6	7	5
Administrative Support Team (30)	1	1	1	1	2
Admin. Support Research Proj.–Indiv. (S) (31)	3	4	5	6	3
Medical Transcription (PS) (32)	<i>Not offered in Michigan's Secondary Division</i>				
Administrative Support Concepts (33)	Open	Open	Open	Open	Open
INFORMATION TECHNOLOGY					
Computer Network Technology (40)	4	5	6	7	5
Systems Administration Using Cisco (41)	4	5	6	7	5
Network Administration Using Microsoft (42)	4	5	6	7	5
C++ Programming (43)	4	5	6	7	5
Visual Basic Programming (44)	4	5	6	7	5
Java Programming (45)	4	5	6	7	5
Fundamentals of Web Design (46)	4	5	6	7	5
PC Servicing & Troubleshooting (47)	4	5	6	7	5
Computer Security (48)	4	5	6	7	5
Digital Media Production (49)	3	4	5	6	3
Computer Animation Team (50)	1	1	1	1	2

³ See page 5 for eligibility requirements

EVENT	# of entries per chapter ¹				# of State Winners Eligible for NLC
	1-35	36-60	61-85	86 & up	
Network Design Team (51)	<i>Not offered in Michigan's Secondary Division</i>				
Video Production Team (53)	1	1	1	1	2
Web Application Team (54)	1	1	1	1	2
Web Site Design Team (55)	1	1	1	1	2
Information Technology Concepts (56)	Open	Open	Open	Open	Open
Broadcast News Production Team (57)	<i>Not offered in Michigan's Secondary Division</i>				
2D-3D Computer Modeling (58) Pilot	<i>Not offered in Michigan's Secondary Division</i>				
MANAGEMENT/MARKETING/HUMAN RESOURCES					
Global Marketing Team (S) (60)	1	1	1	1	2
Entrepreneurship (61)	3	4	5	6	3
Small Business Management Team (62)	1	1	1	1	2
Graphic Design Promotion (63)	3	4	5	6	3
Interview Skills (64)	3	4	5	6	3
Advanced Interview Skills (65)	3	4	5	6	3
Extemporaneous Speech (66)	3	4	5	6	3
Human Resource Management (67)	3	4	5	6	3
Prepared Speech (68)	3	4	5	6	3
Presentation Management–Individual (69)	3	4	5	6	3
Presentation Management–Team (70)	1	1	1	1	2
Parliamentary Procedure Team (71)	1	1	1	1	2
Mgmt/Mktg/Human Res. Concepts (72)	Open	Open	Open	Open	Open
Parliamentary Procedure Concepts (73)	Open	Open	Open	Open	Open
MICHIGAN EVENTS					
Business Spelling (90) ⁴	Open	Open	Open	Open	N/A
Merit Scholar (91) ⁵	Open	Open	Open	Open	Open

⁴ This is a state event only; winners do not advance to NLC

⁵ This event is held only at the state and national leadership conferences

The number of regional winners eligible to attend the state conference may vary. Please refer to the chart which follows:

Total Number of Contestants at Regional Conference	<u>Number of Regional Winners Eligible for SLC</u>	
	Individual Events	Team Events
Up to 200	Top 2	Top 2
201-300	Top 3	Top 2
301-400	Top 4	Top 2
401-600	Top 5	Top 2
601 and over	Top 6	Top 2
Computer Animation Team	Top 1	Top 1
Video Production Team	Top 1	Top 1

Fundamental Accounting Eligibility

At the time of registering for regional competition, any student who has completed more than one year, or a year equivalent, in any record keeping, accounting, or accounting-related courses—individually or combined—and is still enrolled in any said course will not be eligible to compete in this contest. A copy of the contestant’s high school transcript and current class schedule must be included with the regional conference registration.

Keyboarding Production Eligibility

Keyboarding will be considered the use of a computer or any keyboard or keypad as an input device. At the time of registering for regional competition, any student who is enrolled in such a course and has already completed more than one year (two semesters or a year equivalent) of instruction dealing with any type of keyboard manipulation will not be eligible to compete. A student who has completed more than one year—two semesters—before national competition and is still enrolled in a keyboarding-related course will be ineligible. Courses that could disqualify a student include, but are not limited to: keyboarding, computer literacy, computer applications, word processing, data processing, computerized accounting, etc. These apply to courses in grades 9-12. A copy of the contestant’s high school transcript and current class schedule must be included with the regional conference registration.

Contestants who are registered for Fundamental Accounting and Keyboarding Production whose transcripts are not received will not be allowed to compete.

Delegate Code of Conduct

Business Professionals of America–Michigan Association has established the following practices and procedures regarding delegate conduct.

1. The term “delegate” shall mean any Business Professionals of America member, including advisors and alumni.
2. Business Professionals of America, Michigan Association will not tolerate any type of inappropriate behavior from any BPA conference participant. Inappropriate behavior includes discrimination, sexual harassment, bullying, inappropriate photography, any illegal action, etc. Anyone found violating this policy will be expelled from the event or conference and right to modify the consequences, as appropriate.
3. Delegates shall stay at the approved hotel during the conference in order to participate in conference activities including competitive events.
4. Any damages done to property or furnishings in the hotel or theft of hotel property must be paid by the delegate or chapter responsible.
5. Smoking or use of tobacco products is not allowed during any conference. (PA 140 of 1993)
6. No alcoholic beverages, marijuana, or narcotics in any form shall be possessed or used by any delegate at any time, under any circumstances. This is in effect from the time members leave home until they return home.
7. Delegates shall attend all general sessions, competitions, and activities assigned. This includes competitive events, committee meetings, mini-sessions, etc., for which they are registered unless engaged in some specific assignment taking place at the same time.
8. Identification name badges must be worn at all times.
9. Delegates shall keep their adult advisors informed of their activities and whereabouts at ALL times. All delegates will not leave the conference facilities without permission of their advisor.
10. Delegates shall stay in their assigned rooms.
11. Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.
12. Delegates shall be in their rooms and quiet by curfew each night.
13. Advisors are responsible for room check. No group or chapter activities are to be scheduled, by advisors, after curfew.
14. The chapter advisor shall be responsible for their chapter delegates’ conduct.
15. Delegates shall adhere to the dress code.
16. Use of private automobiles shall not be permitted, after arrival at the conference. Car doors shall be locked upon arrival and the keys turned over to the chapter advisor.
17. Hand carried stereos or radios are not permitted at any conference. Pocket-size walkman, CD players, and MP3 players with earphones are permitted in the room or in travel.
18. All cellular telephones, pagers, PDAs, and other electronic communications devices must be turned off during all meetings, sessions, and assessment event testing. Any student who disrupts a testing session with a mobile telecommunications device will be disqualified from their event. In addition, the picture or video recording feature available with some models of cell phones or other electronic devices cannot be used in any public restroom or locker room. If necessary, appropriate legal actions may be taken. Michigan BPA reserves the right to modify the consequences, as appropriate.
19. Unregistered individuals shall not be permitted at any conference.
20. Delegates shall conduct themselves in a professional manner.
21. Delegates shall abide by all conference rules.
22. Spouses are allowed to attend the state leadership conference if they officially register and pay all financial differences. They shall not have membership privileges. They shall abide by all conference rules.
23. Delegates violating any of the code of conduct rules may subject themselves and/or their entire delegation to be sent home at the individual and/or chapter’s expense. Infractions of this code may also result in disqualification of the individual or school delegation from all other activities, probation, contest disqualification, elimination of recognition at the awards ceremony, expulsion from membership, or other appropriate action. If necessary, appropriate legal actions may be taken. Michigan BPA reserves the right to modify the consequences, as appropriate.

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Business Professionals of America Michigan Association

DRESS CODE

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Advisors must teach members about professional dress and should expect members to adhere to the following: *Business Professionals of America approved attire must be worn by all conference attendees—advisors, members, and guests—at all BPA sessions unless otherwise stated. Name badges are part of the dress code and must be worn at all times.* The following items constitute approved attire.

☆☆☆ **Professional Dress** for the Assessment Events, Opening Session/Parade of Presidents, Annual Business Meeting, Legacy Launchers, Campaign Rally, Dinner Session, Dance, and Awards Session. **Professional Dress** must also be worn for all events at the Regional Leadership Conferences.

Gentlemen are required to wear dress shoes and dress socks with the following:

- * Suit, dress shirt, and tie
- * Sport coat, coordinated dress slacks, dress shirt, and tie
- * Dress slacks, dress shirt, and tie
- * Shirt and/or sweater and slacks (tie preferred but not required)

Ladies are required to wear dress shoes and dress socks or hose with the following:

- * Business suit or business dress
- * Skirt with coordinated blouse and/or sweater
- * Dress slacks with coordinated blouse and/or sweater
- * Coordinated slack outfit
- * Open-toed shoes are allowed but be cautious about wearing shoes that are too casual

☆☆☆ **Business Casual** for shopping, eating, and free time.

Ladies And Gentlemen may not wear items listed under **Unapproved Attire** at any time; however, they may choose to wear the following for shopping, eating, and free time:

- * Business casual slacks including khakis or chinos
- * Business casual shirts including golf shirts or polo shirts
- * Business casual shoes (with socks) including loafers and oxfords

☆☆ **Formal Attire** for the dinner session and dance (optional).

Gentlemen may choose to wear tuxedos.

Ladies may choose to wear formal gowns with formal dress shoes.

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NO!

Unapproved Attire at all times.

- | | | | |
|-----------------|----------------|------------------|------------------|
| ✓ blue jeans | ✓ coats | ✓ tank tops | ✓ sandals |
| ✓ colored jeans | ✓ cutoffs | ✓ halter tops | ✓ athletic shoes |
| ✓ corduroys | ✓ lycra | ✓ tube tops | ✓ hiking boots |
| ✓ cargo pants | ✓ spandex | ✓ ragged clothes | ✓ thong shoes |
| ✓ overalls | ✓ t-shirts | ✓ athletic wear | ✓ slippers |
| ✓ shorts/skort | ✓ midriff tops | ✓ hats/caps | ✓ bare feet |

Low cut and tight blouses, shirts, or sweaters, and bare midriffs are not acceptable attire.

Clothing with sayings depicting violence, obscenities, drugs, alcohol, and tobacco is prohibited.

Visible body piercing, other than ears, and tattoos that show are prohibited. Traditional ear piercing is approved for ladies (no more than 2 earrings per ear) and gentlemen (no more than 1 earring per ear). No piercing of eyebrows, lips, tongues, noses, chins, etc., is allowed.

New fashion trends may be in style but may not be appropriate. The best choice is to avoid walking the line. If there is a doubt, select something else to wear. Be a business professional.

During the state leadership conference, students must be fully clothed when going to and from the pool. Sports attire with appropriate shoe (no thong shoe or flip-flops or bare feet) and absolutely NO towels being worn around one's body. Students may wear their bathing suits underneath their clothes and leave their clothes poolside by their towel.

During the state leadership conference, students will be allowed to wear casual Business Professionals of America shirts with business casual pants (including khakis and chinos) on Thursday only.

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RECOMMENDED ATTIRE FOR JUDGED EVENTS

The following attire is recommended for judged events. Students may choose to follow these recommendations or they may choose to wear professional dress as identified in the dress code. Students must not be penalized if they choose to wear professional dress for judged events.

Gentlemen

- * Dress shoes with coordinated dress socks
- * Suit, dress shirt, and tie
- * Dress slacks, dress shirt, and tie
- * Sport coat, coordinated dress slacks, dress shirt, and tie
- * Reasonable conservative jewelry and earrings (no more than 1 earring per ear)
- * No piercing of eyebrows, lips, tongues, noses, chins, etc.
- * No tattoos that show

Ladies

- * Dress shoes with coordinated dress socks or hose
- * Sling backs, boots, clogs, and open-toed shoes are not recommended
- * Colored hose that coordinate with the outfit can be worn
 - * Business suit or business dress (no side slits and no shorts)
 - * Skirt (no side slits) with coordinated blouse and/or sweater
 - * Skirts and dresses should be no shorter than 1 inch above the knee
 - * Reasonable conservative jewelry and earrings (no more than 2 earrings per ear)
 - * No piercing of eyebrows, lips, tongues, noses, chins, etc.
 - * No tattoos that show

THE KEY IS CONSERVATIVE DRESS FOR GENTLEMEN AND LADIES.

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Business Spelling (90)

Purpose	To increase individual student interest in spelling and to encourage the learning of spelling rules and correct spelling of commonly used business vocabulary.
Eligibility	Any student may enter this event. Although any student is eligible for this event, it is recommended that younger members enter this event.
Competencies which may be covered	A. Spelling rules B. English/grammar
Method of evaluation	Objective
Supplies provided	Machine-scored answer sheet
Contestant must supply	No. 2 pencil No references, equipment, or other materials other than those specified for the event will be allowed in the testing room. No previous Business Professionals of America/Office Education Association tests and/or sample tests or facsimile thereof (i.e., handwritten, photocopied, keyed, etc.) may be taken into the testing area. Violation of this rule will result in disqualification.
Entries	Unlimited
Recognition	For regional competition, the top regional winners based upon the number of winners eligible to advance on to regional competition will be recognized. For state competition, gold medallions will be awarded to the student(s) with the highest score; silver medallions, awarded to the student(s) with the second highest score; bronze medallions, awarded to the remaining contestants with the next highest score(s). In the event of a tie for the lowest score in the top seven, additional medallions will be awarded. A minimum of seven awards will be given.

Merit Scholar (91)

Purpose	To recognize individual members and advisors for their knowledge of Business Professionals of America and to motivate all members and advisors to learn as much as possible about the history, traditions, programs, and activities of the organization.
Eligibility	Any paid state member or advisor attending the state leadership conference.
Competencies which may be covered	A. History B. Workplace Skills Assessment Program structure C. Organization knowledge D. Torch Awards Program E. Special Recognition Awards Programs
Method of evaluation	Objective
Supplies provided	Machine-scored answer sheet
Contestant must supply	No. 2 pencil
	No references, equipment, or other materials other than those specified for the event will be allowed in the testing room.
	No previous Business Professionals of America/Office Education Association tests and/or sample tests or facsimile thereof (i.e., handwritten, photocopied, keyed, etc.) may be taken into the testing area. Violation of this rule will result in disqualification.
Miscellaneous	<p>This event will be a part of the open events (special recognition awards program). This event is held only at the state and national leadership conferences.</p> <p>The test will be developed annually by the state office. Resources will be the <i>Chapter Management Reference</i>, <i>Workplace Skills Assessment Program Guidelines</i>, Michigan Association bylaws, current issues of the <i>News & Notes</i> and <i>The Wire</i>, and the state and national association Web sites.</p> <p>This state test will help you prepare for the national merit scholar test at the national leadership conference.</p>
Recognition	Those participants achieving 90 percent or more will be recognized during the awards session at the state leadership conference.

**Desktop Publishing (24)
Objective Test**

Purpose	Knowledge of desktop publishing is vital in many aspects of today's visual business publications. This event provides recognition to members who can most effectively demonstrate skills in the areas of desktop publishing, creativity, and decision-making.
Participants	Students registered for the Desktop Publishing event.
Competencies which may be covered	<p>Participants should be prepared to create, design, and produce useable copy on a computer using desktop publishing software. Participants will be tested on their understanding and mastery of basic desktop terminology and concepts, desktop layout rules, related desktop applications and knowledge.</p> <p>Participants will answer objective questions that relate to the following:</p> <ul style="list-style-type: none">▪ Graphics▪ Text creation▪ Lay-out creativity▪ Selection of appropriate fonts and type sizes▪ Font selection▪ Text treatment (i.e., paragraph indents, bullets, hanging indents, alignment, text wrapping)▪ Special effects▪ Graphic placement▪ Common design rules and guidelines▪ Basic desktop publishing techniques
Method of evaluation	Objective
Supplies provided	Machine-scored answer sheet
Contestant must supply	<p>No. 2 pencil</p> <p>No references, equipment, or other materials other than those specified for the event will be allowed in the testing room.</p> <p>No previous Business Professionals of America/Office Education Association tests and/or sample tests or facsimile thereof (i.e., handwritten, photocopied, keyed, etc.) may be taken into the testing area. Violation of this rule will result in disqualification.</p>
Miscellaneous	The objective test will cover 25% of the overall test. The production portion that covers the other 75% of the test may be tested at another time. Students participating in this event must complete both the production and objective portions in order to compete at the regional and state levels.

State Leadership Conference Deadlines

Item	Deadline	Mailing address
<ul style="list-style-type: none"> • Barbara Chambers Advisor of the Year Award • Chapter of the Year Award • State Service Project Recognition Award 	Postmarked on or before January 18, 2012	Attn: Special Awards Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239
<ul style="list-style-type: none"> • State Executive Council Candidate Application 	Postmarked on or before January 18, 2012	Attn: SEC Application Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239
<ul style="list-style-type: none"> • Torch Award (Statesman) 	Submitted online on or before January 18, 2012	Visit https://www.registeryourchapter.com/bpamem/Login.asp?From=TorchAwards.aspx to submit torch awards résumé
<ul style="list-style-type: none"> • Administrative Support Research Project-Individual • Advanced Interview Skills résumé/cover letter/job application only (do not send portfolio) • Desktop Publishing materials • Economic Research Project Team and Individual • Entrepreneurship business plans • Global Marketing Team business plans • Graphic Design Promotion materials* • Interview Skills résumé/cover letter/job application • Web Application Team materials • Web Site Design Team materials 	Submitted online on or before February 1, 2012 ⁶ Keep backup copies as needed.	Visit www.bpascheduler.com for submission instructions * Visit www.michiganbpa.org (SLC section) for submission instructions for Graphic Design Promotion
<ul style="list-style-type: none"> • SLC Registration • Special Needs Request Form 	Submitted online and postmarked on or before February 1, 2012	Submitted online via www.bpascheduler.com and mailed to: Attn: SLC Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239

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⁶ Contestants who do not submit pre-submitted work will not receive scores for technical points. Advisor must notify state director if the contestant will still participate in the oral presentation. Notification must be sent to state director no later than February 1, 2012.

Item	Deadline	Mailing address
<ul style="list-style-type: none"> • SLC Hotel Reservations 	Submitted online <u>and</u> postmarked on or before February 1, 2012	Submitted online via www.bpascheduler.com and mailed to: Attn: BPA Reservations Amway Grand Plaza Hotel 187 Monroe Ave. NW Grand Rapids, MI 49503
<ul style="list-style-type: none"> • Team Member Substitution • RLC Alternate Substitution for Pre-submitted events 	Contact State Office by February 16, 2012	E-mail state director
<ul style="list-style-type: none"> • Registration Refund Requests 	Postmarked on or before February 24, 2012	May be submitted via fax or mailed to Attn: Refund Request Business Professionals of America Eastern Michigan University 208 King Hall Ypsilanti, MI 48197-2239
<ul style="list-style-type: none"> • Housing Changes (additional rooms) 	Received on or before February 24, 2012	May be submitted via fax or mailed to Attn: BPA Reservation Change Amway Grand Plaza Hotel 187 Monroe Ave. NW Grand Rapids, MI 49503
<ul style="list-style-type: none"> • Appointment Event Schedule Conflict Notification (valid/legitimate scheduling conflicts only; see SLC Registration Booklet for more details) 	Contact state office by March 7, 2012	E-mail state director

Chapter of the Year Award

Purpose	To recognize the chapter who has the most involvement in chapter projects done or volunteered service for the betterment of the community and humanity.
Eligibility	Any individual chapter who has completed numerous chapter projects. For example, the projects may include but are not limited to the following: chapter meetings, special programs, volunteering, clean-up campaigns, adopting various programs, etc. These projects must be submitted and verified. No chapter may win two years in a row.
Award/Recognition	<p>The award will consist of a plaque for the chapter to keep and the chapter of the year trophy with the chapter's name and the year it was won engraved on a 12-year engraving plate. The trophy will be in the winning chapter's possession for one year starting from the last day of the state leadership conference until the next state leadership conference, where it will be presented to the next winning chapter. In the event of a tie, the award will be given to the first completed application that was received.</p> <p>After the twelfth year, the trophy will be retired and presented to the chapter who won the award the most times during the twelve years.</p>
Application	Submit application form (see next page) with necessary supporting documentation as requested. Please note that materials will <u>NOT</u> be returned.
Evaluation	The current state executive council will select the winner of the award.
Deadline	Postmarked on or before January 18, 2012

**Business Professionals of America-Michigan Association
Chapter of the Year Award
Application Form**

Information must be typed.

Chapter _____
School Address _____
City _____ Zip _____
Advisor(s) _____
Advisor E-mail Address _____

Place a check the box to indicate that documentation is included. Documentation is to consist of a typewritten paragraph explaining the chapter involvement.

- I. Professional Activities
 - A. Local chapter meetings
 - Business meetings
 - Career development meetings or events
 - Special meetings
 - B. Leadership
 - Business Professionals of America orientation
 - Installation of officers
 - Local officer training
 - Parliamentary procedure training
 - Leadership conference representation
 - C. Business Professionals of America Special Recognition Awards and Torch Awards Program
 - BPA Marketing and Publication Relations Award
 - Chapter Activities Award of Excellence
 - Community Action Award
 - Community Relief Service Award
 - Entrepreneurship Explosion Award
 - Environmental Action and Awareness Award
 - Member Recruiter Award
 - Merit Scholar Award
 - National Center Capital Improvements Campaign Award
 - Safety Awareness Award
 - Special Olympics Award
 - State Service Project Award
 - Torch Awards Program
- II. Civic and/or Service Activities
- III. Social Activities
- IV. Promotional Activities

Send to: Business Professionals of America
Michigan Association
Eastern Michigan University
208 King Hall
Ypsilanti, MI 48197

Michigan State Theme Graphic Contest

- Purpose** To encourage local chapter members to demonstrate their artistic ability and creativity. This graphic design will be published as part of the state leadership conference program.
- Eligibility** All Michigan Association members who meet these qualifications.
- Eligibility Qualifications**
1. Design a cover for the state leadership conference program that promotes Business Professionals of America using the 2011-2012 state theme: "Discover Your Direction"
 2. Graphic design must be created using Adobe Photoshop software. (See specifications for document set-up in the following items below.)
 3. Graphic design must be submitted on 8½" x 11" paper (one-sided only). However, when designing the document, set the page size as 8.625" x 8.625". Keep in mind that everything outside of the 8.5" x 8.5" margin will not be shown in final production. This is done so that the design takes up the entire page and doesn't leave a white border around the edges of the design.
 4. The design should be 300 dpi at size.
 5. The design should be in CMYK mode instead of RGB or some other color space.
 6. Graphic design must be prepared in color. However, a black & white copy must also be submitted.
 7. Graphic design must be computer generated and laser printed.
 8. Once the winner is notified, the final design will be requested in a flattened file (.TIF) in addition to the standard Photoshop and/or JPEG formats. Do not submit CDs or electronic versions with your entry.
 9. No registered trademarks or names may be used.
 10. Graphic design must indicate "40th Annual Michigan Association State Leadership Conference."
 11. Graphic Design must include conference dates and location: March 22-25, 2012, Grand Rapids, MI.
 12. Graphic design must include the Business Professionals of America logo and tagline according to Business Professionals of America graphic standards.
 13. Graphic design must be appealing to the eye showing imagination, creativity and originality.
- Application** Submit application form (see next page) with necessary supporting documentation as requested. Please note that materials will **NOT** be returned.

Evaluation

The current state executive council will select the winner of the contest. Please be advised that the state executive council may request corrections and changes to the submitted design. **Furthermore, if there is no entry that suits our standards, we reserve the right to select a design and no award will be presented.**

The winner will be contacted in order for arrangements for the design to be sent to us in electronic format. Do not submit CDs or electronic versions with your entry.

Award/Recognition

The winner will be recognized with an award at the state leadership conference. Only the winner of this contest will automatically be eligible to attend the state leadership conference.

Deadline

Postmarked on or before October 19, 2011

**Business Professionals of America-Michigan Association
Michigan State Theme Graphic Contest
Application Form**

Information must be typed.

Student Name _____
Chapter _____
Student Home Address _____
City _____ Zip _____
Advisor Name _____ Phone _____
Student E-mail Address _____
Advisor(s) _____
Software used _____ IBM MAC

Attach (staple) your design to this application form and send to:

Business Professionals of America
Michigan Association
Eastern Michigan University
208 King Hall
Ypsilanti, MI 48197

Do not submit CDs or electronic versions with your entry.

Michigan NLC Trading Pin Contest

- Purpose** To encourage local chapter members to demonstrate their artistic ability and creativity. This keepsake pin will be made available to all members as the official trading pin at the 2012 national leadership conference.
- Eligibility** All Michigan Association members who meet the qualifications.
- Qualifications**
1. Design a pin in original artwork form depicting an image that could be considered unique to the state of Michigan.
 2. Graphic design must be submitted on 8½” x 11” paper (one-sided only) keeping in mind that the design will be down-sized to a 1½” lapel pin.
 3. Graphic design may be black/white or color.
 4. Graphic design may or may not be computer generated (no clip art).
 5. No registered trademarks or names may be used.
 6. Graphic design must be appealing to the eye showing imagination, creativity, and originality. Clip art graphics are not acceptable.
 7. **Do not submit CDs or electronic versions with your entry.**
- Application** Submit application form (see next page) with necessary supporting documentation as requested. Please note that materials will **NOT** be returned.
- Evaluation** The current state executive council will select the winner of the contest. If there is no entry that suits our standards, we reserve the right to select an alternative design and no award will be presented.
- Award/Recognition** The winner will be recognized with an award at the state leadership conference. Only the winner of this contest will automatically be eligible to attend the state leadership conference.
- Deadline** Postmarked on or before October 19, 2011

**Business Professionals of America-Michigan Association
Michigan NLC Trading Pin Contest
Application Form**

Information must be typed.

Student Name _____
Chapter _____
Student Home Address _____
City _____ Zip _____
Advisor Name _____ Phone _____
Student E-mail Address _____
Description of Design _____

Attach (staple) your design to this application form and send to:
Business Professionals of America
Michigan Association
Eastern Michigan University
208 King Hall
Ypsilanti, MI 48197

Do not submit CDs or electronic versions with your entry.

Business Professionals of America-Michigan Association State Service Project Award

- Purpose** To recognize the chapter who has the most involvement in the community.
- Eligibility** Any individual chapter who has completed numerous community service projects.
- Award/Recognition** The chapter with the most community service projects will be recognized with an award at the opening session during the state leadership conference.
- Application** Submit application form (see next page) with necessary supporting documentation as requested. Please note that materials will **NOT** be returned.
- Make as many copies as necessary. Each copy must be typed and sent with the rest of the required materials before the deadline. Summaries should be brief but provide a comprehensive description of the activity. The description should break the activity into its individual parts with comments on each. The names of members who participated in each project must be listed for award purposes. Each activity must be listed on a separate sheet. Activities may have been completed since the close of the previous state leadership conference through the award application deadline date.
- Evaluation** The current state executive council will select the winner of the award.
- Deadline** Postmarked on or before January 18, 2012

**Business Professionals of America-Michigan Association
State Service Project Award
Application Form**

Information must be typed.

Chapter Name _____
Activity: _____

Date Started: _____ **Date Completed:** _____
Total Hours Spent: _____

Please describe the activity your chapter participated in (i.e. planning procedures, timeline, schedule of the day, whether the desired objective was accomplished, etc.). Attach additional sheets as needed.

Participating Members:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Verification (must be provided or application is not valid)

_____	_____	_____	_____
Chapter President	Date	Chapter Advisor	Date

Barbara Chambers Outstanding Advisor Award

- Purpose** To recognize local chapter advisors who have dedicated time and effort to promote the objectives of Business Professionals of America and have provided outstanding service to the association at the state level.
- Eligibility** BPA chapter advisors who have served a minimum of four years. Previous recipients of this award are not eligible.
- Award/Recognition** The advisor will be presented with a plaque at the state leadership conference.
- Application** The advisor must be nominated by any local chapter member. The nomination must be signed by at least one chapter officer, excluding the nominating member. Submit application form (see next page) with necessary supporting documentation as requested. Please note that materials will **NOT** be returned.
- If at all possible, we would prefer to keep this award a surprise. Therefore, if the information can be submitted without the advisor knowing, that would be perfect. ☺*
- Evaluation** An anonymous selection committee will select the recipient of this award.
- Deadline** Postmarked on or before January 18, 2012

**Business Professionals of America-Michigan Association
Barbara Chambers Outstanding Advisor Award
Application Form**

Information must be typed.

Advisor's Name _____
Chapter _____
School Address _____
City _____ Zip _____

Nominator's Name _____
Nominator's Title _____
(i.e., member, officer title, etc.)
Nominator's Phone _____
Nominator's E-mail Address _____
Nominator's Signature _____
Chapter Officer's Name _____
Chapter Officer's Signature _____

The nominator must submit the following information about the advisor:

1. An essay between 300-400 words indicating why the advisor should be a recipient of the award. The essay should be typed, single-spaced, with 1" standard margins.
2. One letter of recommendation from a ranking school official. No more than one recommendation letter will be accepted.

What should be included:

- What has your advisor done that you feel exemplifies outstanding work?
- How many years has your advisor served as a BPA chapter advisor?
- How much time, approximately, would you say your advisor has spent working with chapter members of BPA outside of school, excluding BPA conferences?
- What events has your advisor helped coordinate for your chapter?
- How has your advisor assisted with the growth of the Michigan Association?
- Anything else you feel we should know about why your advisor is deserving of this award.

Attach your documentation to this application form and send to:

Business Professionals of America
Michigan Association
Eastern Michigan University
208 King Hall
Ypsilanti, MI 48197