



Today's students.
Tomorrow's business professionals.

TO: Local Chapter Advisors
FROM: Nathan Cradit, Torch Awards Coordinator
DATE: Fall 2006

SUBJECT: Important Torch Awards Program Information

Welcome to a new year of Business Professionals of America! As you may know, last year we piloted a program with some chapters to deliver Torch Awards results electronically, rather than via postal mail as in the past. I'm pleased to let you know that we've learned from this pilot phase, we've worked out the kinks in the system, and we are ready to move forward.

This year, as we celebrate our 35th anniversary, we are also celebrating the official launch of electronic delivery of Torch Awards results for all Michigan chapters. With this in place, you'll be able to find out which of your students qualified, download each students' specific corrections, and check on the status of your chapter's resumes, all in real-time.

Here's how this new system will work:

1. When the time for processing resumes arrives, you'll notice a new link, "Torch Awards Results," on the Advisors page of our new, state-of-the-art Web site at <http://www.michiganbpa.org/advisors.htm>.
2. Once you've clicked that link, you'll be taken to a menu to select your chapter. Selecting your chapter from the menu will display the current status of your students' resumes for each state-administered level of the Torch Awards Program (Diplomat, Corrected Diplomat, Statesman and Corrected Statesman). Check back frequently, as this status message will be updated in real-time as resumes are received, reviewed, and evaluated.
3. After all resumes from your chapter have been evaluated, the status will change to "complete," and the page will display a link to download the individual results sheets for each of your students, outlining their approval status, and any corrections that may be necessary. This file will be a .zip file containing individual Adobe PDF documents. Please make sure you have the free software to open these two types of files, which can be downloaded from <http://www.winzip.com> and <http://www.adobe.com/products/acrobat/readstep2.html> respectively.

With this system in place, the evaluation process will be carried out on a chapter-by-chapter basis, rather than once all resumes from across the state have been received. So, the earlier you submit your resumes, the earlier you'll receive your results! It is important to note that you will not receive postal or email notification when your chapter's results are ready. Simply check your chapter's results status online. Also, as a reminder, student resumes will not be returned.

•If you have any questions regarding this memo, or the Torch Awards Program, please feel free to contact me via email at natecradit@gmail.com.

Michigan Association
Eastern Michigan University
Ypsilanti, MI 48197-2239
734.487.1700
FAX 734.487.4329
www.michiganbpa.org

bpagen\torch\falltorchmemotoadvisors.doc