



HANDBOOK

2023-2024

BPA Cares Awards At-A-Glance

BPA Cares Awards honor chapters, student members, advisors, and others for their leadership and community service, proficiency in chapter management, and outstanding support for BPA. Award recipients are recognized at the National Leadership Conference. **New in 2023–2024: Application deadline for all awards is 5:00 p.m. Eastern Time on the second Friday of March.**

Award	Honoree	Deadline	Number	Activity Period
Professional Awards				
Advisor of the Year	Advisor	March 8, 2024	1	Years as advisor
Emerging Advisor of the Year	Advisor	March 8, 2024	1	First 5 years
Emerging Professional of the Year	Alumni Member	March 8, 2024	1	First 5 years
Hall of Fame	Supporter	March 8, 2024	2	10+ years
Outstanding Service	Supporter	March 8, 2024	5	Years of service
Student of the Year	Member	March 8, 2024	2	Membership year
Service Learning Awards				
Community Service	Chapter	March 8, 2024	Unlimited	3/16/23–3/8/24
Environmental Action/Awareness	Chapter	March 8, 2024	Unlimited	3/16/23–3/8/24
Safety Awareness	Chapter	March 8, 2024	Unlimited	3/16/23–3/8/24
Service Learning Individual	Member	March 8, 2024	Unlimited	3/16/23–3/8/24
Special Olympics	Chapter	March 8, 2024	Unlimited	3/16/23–3/8/24
Special Recognition Awards				
BPA Merit Scholar	Member, Advisor	No application	Unlimited	Not applicable
Chapter Activities Award of Excellence	Chapter	March 8, 2024	Unlimited	3/16/23–3/8/24
Recruiter of the Year	Member	March 8, 2024	3	9/01/23–2/15/24
Marketing and Communications	Chapter	March 8, 2024	Unlimited	9/01/23–2/15/24
Membership Explosion	Chapter	No application	Unlimited	9/01/23–2/15/24
The Professional Cup	State Association	No application	3	Membership year

General Guidelines

- All applicants must be in good standing with Business Professionals of America.
- Award applications or nominations must be submitted via the online form at **members.bpa.org**. Applications may not be submitted via email, delivery service, or as part of other BPA submissions.
- Do not begin the online application until you have completed all activities required as part of the award.
- Activities completed by chapters or members can count toward only one BPA Cares Award, with the exception of activities cited in applications for the Service Learning Individual Award and Chapter Activities Award of Excellence Award. Activities in those two awards may also be used in applications for other awards.
- Chapters may complete more than one activity to meet the requirements for volunteer hours or money raised.
- Activity descriptions (maximum of 500 words) must include a title, date of completion, location (if applicable), and activity details.
- Submissions become the property of BPA and may be used as the National Center deems appropriate.
- Chapters and members are not required to attend the National Leadership Conference to participate in the BPA Cares program or to receive an award (except Merit Scholar, which is administered on-site during the conference). Chapters or members who do not attend the conference can receive awards through mail by paying shipping costs.
- For assistance with the BPA Cares program, email **support@bpa.org**.

★ PROFESSIONAL AWARDS

Advisor of the Year Award

The Advisor of the Year Award recognizes an individual who has made significant contributions to BPA as a chapter advisor. Chapter advisors in good standing are eligible. Nominations must include the nomination form, narrative summary of the nominee's contributions to BPA, the nominee's resume, and three letters of support (including one from an administrator and one from a current student).

Emerging Advisor of the Year

The Emerging Advisor of the Year Award recognizes an individual who has made significant contributions to BPA within their first five years as a BPA chapter advisor. Chapter advisors in good standing with five or fewer years of service are eligible. Award submissions must include a nomination form, narrative review of the nominee's contributions to BPA, the nominee's resume, and three letters of support (including one from an administrator and one from a current student).

Emerging Professional of the Year Award

The Emerging Professional of the Year Award recognizes an alumni member who has demonstrated professional achievements and has contributed to BPA within their first five years as an alumni member. Alumni members in good standing are eligible. Nominations must include a nomination form, narrative summary of the nominee's contributions to BPA, three letters of support, and the nominee's resume.

Hall of Fame Award

The Hall of Fame Award is presented to individuals who have made significant contributions to BPA at the local, state, and national levels for at least 10 years. National staff and current student members are ineligible for this award. Nominations will be accepted from the Board of Trustees, BPA State Advisors, Classroom Educators Advisory Council, National Business Advisory Council, Executive Council, chapter advisors, and national staff. A maximum of two individuals will be inducted into the Hall of Fame each year at the National Leadership Conference. Nominations must include all items listed below.

- Nomination form
- One-page, single-spaced, narrative biography of the nominee's support for BPA
- Three letters of recommendation (weigh heavily in evaluation)
- Letter of support from the State Advisor (unless the nominee is the State Advisor); does not count as one of the three letters of recommendation
- One-page resume summarizing BPA accomplishments

Outstanding Service Award

Outstanding Service Awards recognize individuals who have dedicated time and effort to promote the objectives of career and technical student organizations and BPA. To be eligible, the nominee must not have received the Outstanding Service Award within the past five years. National staff and current student members are not eligible for this award. Nominations will be accepted from the Board of Trustees, BPA State Advisors, Classroom Educators Advisory Council, National Business Advisory Council, Executive Council, chapter advisors, members, and national staff. A maximum of five individuals will be honored each year at the National Leadership Conference. Nominations must include all items listed below.

- Nomination form
- Lists of local, state, and national activities and involvement
- Other professional organizations and community service
- Other information about the nominee that will assist the selection committee

Student of the Year Award

Student of the Year Awards recognize students (Secondary and Post-secondary) who have made significant contributions to BPA. Recipients will be honored with an award onstage at the National Leadership Conference and a \$1,000 scholarship. Applicants must be student members in good standing. Current or former members of the Executive Council are ineligible. Applicants must submit the application form, narrative summary of contributions to BPA, resume, two letters of support (one from a chapter advisor and one from another member of the school faculty/staff, CTE director, principal, dean, superintendent, or school board president).

Applicants must meet all the requirements below.

- Completed at least one full year as a student member
- Served as a chapter, regional, or state officer
- Attended at least one State Leadership Conference and one National Leadership Conference
- Competed in the Workplace Skills Assessment Program
- Earned the Ambassador Torch Award
- Participated in the BPA Cares program

The applicant must also have fulfilled at least five of the criteria below.

- Attended an *additional* State Leadership Conference or National Leadership Conference
- Earned the BPA National Merit Scholar Award
- Participated in the volunteer program at the National Leadership Conference
- Participated in a BPA Leadership Academy virtually or at the National Leadership Conference
- Made significant contributions to Special Olympics
- Earned the President's Volunteer Service Award
- Completed the Student Member Certification Series-Level 1
- Completed the Student Member Certification Series-Level 2
- Earned the Recruiter of the Year Award

★ SERVICE LEARNING AWARDS

Community Service Award

Community Service Awards recognize chapters for involvement in community betterment and school improvement initiatives. Activities may include volunteering or contributing to blood drives, clothing drives, food drives, disaster relief assistance, shelters, or other community service activities.

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 *raised per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 raised *per student member*

Environmental Action/Awareness Award

Environmental Action/Awareness Awards recognize chapters for activities that protect or increase awareness about the planet's environment and natural resources. Activities may include volunteering or training projects related to recycling, water conservation, energy conservation or renewable energy, composting, and other environmental issues.

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 *raised per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 raised *per student member*

Safety Awareness Award

Safety Awareness Awards recognize chapters for involvement in activities that promote safety, including workplace safety, traffic safety and seat belt use, personal safety, drug awareness, cyber safety, anti-violence awareness, or safety programs. **New in 2023–2024: This event is sponsored by the [National Organization of Youth Safety \(NOYS\)](#).**

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 *raised per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 raised *per student member*

Service Learning Individual Award

Service Learning Individual Awards recognize student and alumni members who have accumulated at least 500 hours of service learning and have earned the President's Volunteer Service Award within the same membership year. Activities may include volunteering, training, or contributing to blood drives, clothing drives, food drives, disaster relief assistance, humanitarian assistance, community shelters, or other support activities. Service hours counted toward chapter awards may also be counted toward this award.

- **Honorable Recognition certificate:** 500 service hours
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** One student member from each division with the highest number of service hours

Special Olympics Award

Special Olympics Awards recognize chapters for involvement with BPA's national service project, Special Olympics, whose mission is to provide "year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community."

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 *raised per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 *raised per student member*

★ SPECIAL RECOGNITION AWARDS

BPA Merit Scholar Award

BPA Merit Scholar Awards recognize individuals for their knowledge of BPA and its history, traditions, programs, and activities. Any member in good standing, including advisors and alumni, may take the Merit Scholar exam at the National Leadership Conference. Questions are taken from the BPA Cares Handbook, the Torch Awards Handbook, and www.BPA.org. The BPA Merit Scholar exam is not part of the Workplace Skills Assessment Program. *No application is required.*

- **Merit Scholar pin and recognition at the National Leadership Conference:** Individuals scoring 90% or higher on the exam

Chapter Activities Award of Excellence

Chapter Activities Awards of Excellence recognize chapters having a robust program of activities (including those listed below). Activities cited for this award can duplicate activities used in other award applications.

The chapter must submit applications for the

- BPA Marketing and Public Relations Award (minimum of one activity).
- Community Service Award (minimum of one activity, with articles totaling 20 hours per student member or \$75.00 donated per student member).

The chapter must complete an activity and provide a description for at least one of the awards below. An application for the award is not required; only one activity must be completed.

- Special Olympics
- Safety Awareness
- Environmental Action/Awareness

The chapter must complete the activities below and provide descriptions.

- Installing chapter officers or providing officer training
- Attending a BPA Regional, State, or National Leadership Conference
- Organizing a chapter social activity
- Preparing of a chapter budget
- Offering a career development activity for members (such as a hearing a speaker, watching a film, taking a field trip, etc.)
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** Chapters meeting all basic qualifications and earning at least 85% of possible points

Chapter Activities Award of Excellence - Scoring Rubric				
Required Activity/Item	Activity described fulfills the requirement (0–20 points)	Activity descriptions are complete and include goals, results, and a quote (0–4 points per item, 20 points total)	Descriptions use complete sentences, proper capitalization, and correct spelling and grammar (0-10 points)	Points Earned
BPA Marketing and Public Relations Award Application				
Community Service Award Application				
Special Olympics, Safety Awareness, or Environmental Action/Awareness Activity				
Chapter Officer Installation				
Chapter Officer Training				
Leadership Conference				
Chapter Social Activity				
Chapter Budget				
Career Development Activity				
Chapter Activities Award of Excellence Point Total (maximum 450):				

Marketing and Communications Award

New in 2023–2024: The former Marketing and Public Relations Awards and Social Media Awards have been combined into this new award. Marketing and Communications Awards recognize chapters for marketing or public relations activities that promote BPA in the school or community, including a chapter website, social media, newsletters, press releases, BPA coverage in local news media, or outreach events.

- **Honorable Recognition certificate:** Chapters completing the minimum number of activities
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least five appropriate activities

Membership Explosion Award

Membership Explosion Awards recognize chapters that have experienced significant growth in the current membership year. No application is required for this award. Any chapter that had at least 15 registered members in the previous membership year and has increased membership by at least 30 percent in the current membership year will automatically receive the award.

- **Honorable Recognition:** Chapters with the minimum required membership increase
- **Awards of Achievement:** Top chapters in each division with the largest increases (measured by number of members *and* percentage of increase) recognized onstage at the National Leadership Conference

Recruiter of the Year Award

Recruiter of the Year Awards recognize members who have achieved success in recruiting new BPA members and chapters. Recruited chapters can be in any division (except Alumni) and are not restricted to the applicant's division. "New members" are members who have not held previous membership in BPA. "New chapters" are chapters that have not had active BPA membership status in the previous three membership years. Each new member recruited is worth 1 point. Each new Middle Level, Secondary, or Post-secondary chapter recruited is worth 15 points in addition to 1 point for every member recruited in the new chapter. Important application instructions:

1. List newly recruited members and chapter(s) with their membership identification numbers (assigned by the BPA registration system).
 2. List a new chapter's school name, division, and date formed. New members are also eligible to apply for this award once registered as members. A BPA member can receive this award once annually.
 3. The chapter advisor must verify electronically that the applicant recruited the new members and/or chapters.
- **Honorable Recognition certificate:** Individuals with a minimum of 5 points
 - **Recruiter of the Year plaque and onstage recognition at the National Leadership Conference:** Individual in each membership division earning the most recruitment points

The Professional Cup Award

The Professional Cup recognizes BPA state associations for promoting involvement in the BPA Cares Award Program. Scores in the eight categories below will determine the final ranking.

- Percentage of chapters participating in the following BPA Cares Awards: Service Learning Awards (all awards in this category are eligible), Marketing and Communications Award, and Chapter Activities Award of Excellence
- Number of chapters participating in the BPA Cares Award program
- Percentage of members receiving the Ambassador Torch Award
- Number of members receiving the Ambassador Torch Award
- Percentage of chapters earning the Membership Explosion Award
- Number of chapters earning the Membership Explosion Award
- Percentage of chapters earning the Quality Chapter Distinction
- Number of chapters earning the Quality Chapter Distinction

The state association in each division ranking highest will receive a plaque to keep and the Professional Cup trophy to display until the next National Leadership Conference. In the event of a tie, the award will be given to the state association with the largest increase in the percentage of membership participating over the previous year. After the tenth year, the trophy will be retired and presented to the state association that won the award the most times during the ten years. No application is required for this award.