

**Florida Business Professionals of America  
2010 State Leadership Conference  
January 8-10, 2010  
Forms Checklist**

**FIRST-CLASS POSTMARK DEADLINE FOR ALL FORMS—  
December 11, 2009**

**Online Conference Registration:** <http://www.registermychapter.com/bpamem>

**Late Registration Fee Added—December 12, 2009**

**Registration Closed—December 18, 2009**

**Registration Refund/Cancellation Request Deadline—December 18, 2009**

**Mail to: Florida Business Professionals of America, Inc.  
P. O. Box 15012  
Plantation, FL 33318-5012**

\_\_\_\_\_ Conference Registration Invoice with check

**Mail to: Florida Business Professionals of America, Inc.  
P. O. Box 700147  
Saint Cloud, FL 34770**

\_\_\_\_\_ *Copy of Hotel Reservation Form*

\_\_\_\_\_ BPA Official Certification Form (if applicable)

\_\_\_\_\_ Written Report Events Form

\_\_\_\_\_ Conference Assistants Volunteer Form

\_\_\_\_\_ State and National Officer Application materials

\_\_\_\_\_ Florida BPA Scholarship application materials

\_\_\_\_\_ Special Recognition Awards Forms (Special Olympics, Relay for Life, American Red Cross, Junior Achievement, Business Partner Recruitment, Membership Recruitment, Florida Quality Chapter of Distinction)

**Mail to: Hilton in the WDW Resort  
ATTN: MARTIN SLIACKY  
1751 Hotel Plaza Boulevard  
Lake Buena Vista, FL 32830**

\_\_\_\_\_ *Original Hotel Reservation Form with check for first night's deposit and/or purchase order and copy of school's Tax Exempt Certificate*

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**Info-at-a-Glance**

- All registrations for the Florida 2010 State Leadership Conference must be entered using BPA's online registration system at <http://www.registermychapter.com/bpamem>. On-site registrations will **not** be accepted. See pages 2-4 of the SLC Information Packet for online registration procedures.
- Please note that a **\$50 per chapter** late fee will be added to all registration invoices submitted **after December 11, 2009**. Online registration will close on **December 18, 2009**. No changes will be accepted **after December 18, 2009**.
- No refunds will be issued for refund/cancellation requests **received after December 18, 2009**.
- All persons including members, advisors, and chaperones/guests who attend any conference activity other than the awards ceremony (e.g., sessions, workshops, competitive events) must pay a registration fee. The registration fee includes the cost of the BPA: **Dinner Party**.

There are two conference registration fee options:

- The registration fee for **delegates who are registered guests** at the Hilton in the WDW Resort is **\$95** per person.
- It is necessary to add a conference facility rental fee to the registration fee for delegates who are *not* registered guests at the Hilton in the WDW Resort. Therefore, the registration fee for **delegates who are not registered guests** at the Hilton in the WDW Resort is **\$125** per person.
- BPA Dinner Party:

A BPA Dinner Party ticket is required for admission to the dinner party. No additional tickets will be sold this year because the Awards Ceremony will be held on Sunday Morning.

Dinner party seating will not be assigned this year. Members are encouraged to use this opportunity to meet and mingle with members from other chapters. Members should use this networking opportunity to trade business cards. Please do not reserve seats for persons who do not arrive with your group so that members from various chapters can sit together. Dress will be CASUAL WEAR (2010 SLC INFORMATION PACKET -29).

Please indicate any special dietary restrictions on your online registration. *We cannot guarantee special meal accommodations that are requested on-site at the Hilton in the WDW Resort.*

- **PLEASE NOTE:** The five state officers (e.g., State President, State Executive Vice President, State Secretary, State Reporter, and State Parliamentarian) do not pay registration.
- **There will be a \$10 per change service fee for each conference registration change made on-site at the Hilton in the WDW Resort. Changes in competitive event registrations will not be accepted on-site at the Hilton in the WDW Resort.**

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- **Conference delegates must wear their name badges to all functions including the Friday evening activity, the BPA Dinner Party, and the Dance on Saturday evening, and the Officers' Installation and Awards Ceremony on Sunday morning.** A \$1 processing fee will be charged for any corrections to, or replacement of, name badges made on-site at the Hilton in the WDW Resort.
- **Middle level and high school students may participate in a total of two events at the State Leadership Conference, only one of which may be a team event.**
- All students may compete in an unlimited number of Open events within the time constraints of the conference program. An Open Event Passport will be included in the conference packet for each student registered for the conference. There is no pre-registration for Open events.

Open Event Passports must be submitted to the testing proctor when contestants report for testing. Contestants may enter the testing room at any time during the scheduled time period; however, the last contestant will be admitted one hour before the conclusion of testing (*no one is allowed entry after this time*). Once a test has been handed in, contestants must exit the testing room and be readmitted to participate in another Open event.

A limited number of tests for each Open event will be available. If a requested test is not available, the student may take a test that is available, wait until a requested test becomes available, or return to the testing room at a later time. The length of time students take to complete any Open event test will be considered only in the case of a tie.

**PLEASE NOTE: Students are not allowed to use any reference materials during Open event testing.**

- Contestants in the non-judged events listed below will complete the computer application component of their event at a site in their region *prior to the conference*. Eligible contestants will receive information about the date for the computer application testing from their Region Advisor.

- Administrative Support Team\*
- Advanced Office Systems & Procedures
- Advanced Word Processing Skills\*
- Basic Office Systems & Procedures
- C++ Programming
- Computerized Accounting\*
- Database Applications\*
- Desktop Publishing\*
- Fundamental Word Processing Skills\*
- Fundamentals of Web Design
- Integrated Office Applications
- Java Programming
- Keyboarding Production (Middle Level and High School)\*
- Legal Office Procedures
- Medical Office Procedures
- Spreadsheet Applications (Middle Level)\*
- Spreadsheet Applications & Analysis\*

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VB.Net Programming.  
Advanced Spreadsheet Applications  
Fundamental Spreadsheet Applications

National BPA's guidelines for events identified above with an asterisk (\*) do not include an objective test. However, an objective test will be administered for each of these events at the Florida BPA 2010 State Leadership Conference.

The objective test for all events listed above will be administered on-site at the Hilton in the WDW Resort. Students must participate in *both* components (computer application and objective test) in order to be recognized as a winner in these events.

- Contestants may use a cordless calculator in most events. In an effort to ensure the calculators meet the appropriate BPA standards, Florida BPA has purchased calculators for use in the events that require the use of a calculator. **These BPA calculators are the only calculators that may be used during testing and must be returned to the event administrator/proctor upon the completion of the test.**
- Refer to the *2010 Workplace Skills Assessment Program Guidelines* for detailed information regarding the use of published and/or unpublished reference materials during testing.
- **Cell phones will not be allowed in any competitive event room. If a cell phone is seen or heard, the contestant's test materials will be collected and the contestant's competition will be over.**
- The final competitive events schedule will be available January 4, 2010. Advisors may check the online registration system at that time to identify students with a time conflict (e.g., two events scheduled at the same time). **Advisors must check with Conference Headquarters prior to 8:00 a.m. on Saturday, January 9, 2010, to find out which event was rescheduled.**
- Advisors will register all chapter voting delegates at check in at the Conference Registration Desk at the Hilton in the WDW Resort this year. Information about voting delegates can be found on page 5 of the SLC Information Packet.
- The BPA Official Certification Form (page 6 of the SLC Information Packet) must be submitted for all students competing in the Fundamental Accounting and Keyboarding Production events.
- Materials for events requiring a written report or a web site and the Torch Awards Program—Statesman Award must be submitted **by December 11, 2009**, along with the Written Report Events Form (page 7 of the SLC Information Packet).
- **Florida BPA needs the assistance of all advisors with the competitive events on Saturday.** Regions have been assigned responsibilities for coordinating judged events or proctoring/grading non-judged and Open events. Advisors will receive specific assignments in early January.

Florida BPA also needs student conference assistants. Please return the Conference Assistants Volunteer Form (page 9 of the SLC Information Packet) to register students as conference assistants.

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The Hilton in the WDW Resort charges a fee for parking. Parking cannot be validated except for the Hilton in the WDW Resort's normal validation procedures.

- All activities of the Florida Business Professionals of America State Leadership Conference will be held at the Hilton in the WDW Resort in Orlando. Room rates are \$199 per night for single, double, triple, or quad occupancy. Please note that the rates do not include a 6.5% sales tax and a 6% Orange County occupancy tax. Schools that submit a copy of their school's Tax Exempt Certificate and pay the hotel charges with a school check are exempt from both taxes. A check for an advance deposit of the first-night's stay **must** be included with your Hotel Reservation Form (page 12 of the SLC Information Packet).

**Any delegate staying at a property other than the official conference hotel will be disqualified from all competition.**

**PLEASE NOTE:** Housing will be provided for the five state officers. Do NOT include them on your hotel reservation form.

- A TENTATIVE conference agenda is enclosed (pages 13-16 of the SLC Information Packet). Competition times may need to be adjusted after all contestants are registered in competitive events. Advisors may check the online registration system after January 4, 2010, to view the final competitive event schedule and check for schedule conflicts. Be sure to check the conference program in the conference registration packet for the exact times and locations for all activities.
- The Florida BPA State Officer Application, Certification for State Officer Applicant, State Officer Campaigning Statement, Officer Candidate Worksheet, "State Officer Candidate Campaign Rules and Regulations," "Florida BPA State Officer Code of Ethics," and "Florida BPA State Officers' Duties and Responsibilities" (pages 17-27 of the SLC Information Packet) are also enclosed. Review this information along with "Article V. State Officers" in the Florida BPA constitution and "Article I. Regional, State, and National Officers" in the Florida BPA bylaws with your conference delegates to familiarize them with the qualifications necessary to run for state office.

The following state officers will be elected at the State Leadership Conference: State President, State Executive Vice President, State Secretary, and State Reporter. The underclass member who scores the highest on the Parliamentary Procedure Concepts—Open Event test will be appointed as the State Parliamentarian for 2010-2011.

The Florida Board of Directors must approve Florida members interested in running for a national office. Review "Article I. Regional, State, and National Officers" in the Florida BPA bylaws for the qualifications for national office. Please note that Florida BPA bylaws state that a national officer candidate must "have at least one (1) full year remaining in his/her business program." Therefore, the Florida BPA Board of Directors will *not* approve a student who is a senior in 2009-2010 to run for a national office. If your school has a student who is interested in running for a national office, please contact Belinda Grieve at 407-973-1285 or via e-mail at [belindagrieve@aol.com](mailto:belindagrieve@aol.com) for the procedure to obtain approval of the Florida BPA Board of Directors.

- The "Florida BPA Dress Code for Advisors, Members, and Guests" is included on page 29 of the SLC Information Packet. Casual wear is appropriate **only** for Saturday evening's activities beginning with the Voting Delegates Briefing at 6:00 p.m. Business attire is appropriate for the

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Awards Ceremony and Officers' Installation Ceremony. Delegates must be dressed according to the Florida BPA Dress Code for all other conference activities. Delegates who are inappropriately dressed will be required to change to appropriate clothing before being admitted to any sessions, workshops, or competitive events testing.

Advisors must have each student complete and obtain all required signatures on the "Conference Dress Code and Conduct Procedures" form (page 30 of the SLC Information Packet). *These forms should be alphabetized and **must be turned in** at the Conference Registration Desk on January 8, 2010.*

- Florida BPA will present at least one \$250 scholarship at the state conference. The scholarship application procedure is described on page 31 of the SLC Information Packet.
- Florida will present a Special Recognition Award to recognize chapters involved with Special Olympics, Relay for Life, American Red Cross, and/or Junior Achievement. **Please note: Chapters will be recognized for Relay for Life activities that were conducted during the 2008-09 school year.**

Florida will also recognize chapters that recruit Florida BPA Business Partners and will present Florida BPA Membership Recruitment awards again this year. A new Florida Quality Chapter of Distinction Award will also be presented this year. The application forms for these Special Recognition Awards are on pages 32-38 of the SLC Information Packet.

- Regions will again be participating in the Florida BPA Spirit Award competition during the Florida BPA 2010 State Leadership Conference. Spirit Award Guidelines are provided on pages 39-40 of the SLC Information Packet.

**SPECIAL NOTES:**

1. Florida BPA will not provide any equipment (e.g., laptop/notebook computers, printers, computer projection devices, etc.) for any event. Electrical outlets will be provided in all preparation and performance rooms as needed.
2. The sliding scale on the next page is used to determine the number of *high school contestants per region* in judged and non-judged competitive events. The number of contestants per region is based on the total 2009-2010 regional membership. Check with your Region Advisor to determine the number of contestants eligible to compete from your region.

**FLORIDA BPA SLIDING SCALE FOR HIGH SCHOOL COMPETITIVE EVENTS**

<b>Judged Events</b>		<b>Non-Judged Events</b>	
1-600 members	1	1-250 members	2
601-1200 members	2	251-500 members	3
1201-1800 members	3	501-750 members	4
Each additional 600 members	+1	Each additional 250 members	+1

3. The sliding scale below is used to determine the number of *middle level contestants per school in judged events*. The number of contestants per school is based on the total 2009-2010 school

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membership. There is no restriction on the number of middle level contestants in non-judged events for the Florida BPA 2010 State Leadership Conference. However, both middle level and high school members are allowed to compete in only two events, only one of which may be a team event. Middle level members may compete in an unlimited number of Open events.

**FLORIDA BPA SLIDING SCALE FOR MIDDLE LEVEL COMPETITIVE EVENTS**

<b>Judged Events</b>	
1-25 members	1
26-50 members	2
51-75 members	3
Each additional 25 members	+1

4. The sliding scale below is used to determine the number of *post-secondary contestants per school in judged events*. The number of contestants per school is based on the total 2009-2010 school membership. There is no restriction on the number of post-secondary contestants in non-judged events for the Florida BPA 2010 State Leadership Conference. However, both post-secondary members are allowed to compete in only two events, only one of which may be a team event. Post-secondary members may compete in an unlimited number of Open events.

**FLORIDA BPA SLIDING SCALE FOR POST-SECONDARY LEVEL COMPETITIVE  
EVENTS**

<b>Judged Events</b>	
1-25 members	1
26-50 members	2
51-75 members	3
Each additional 25 members	+1

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**CONFERENCE REGISTRATION**

Each chapter is required to register all student delegates and all adults (advisors, chaperones, and guests) who will be attending any conference activities (e.g., sessions, workshops, competitive events).

The Florida BPA Board of Directors recommends one adult chaperone for every five student delegates. Chaperones are considered to be the chapter advisors. If more than one adult chaperone is necessary, another adult may be designated by the proper school official to serve in this capacity.

**All registrations for the Florida 2010 State Leadership Conference must be entered using BPA's online registration system. A \$50 *per chapter* late fee will be added for any registrations entered online after December 11, 2010. Online registration will close December 18, 2010; therefore, competitive event changes will not be accepted after December 18. On-site registrations will not be accepted.**

**No refunds will be issued for cancellation requests received after December 18, 2010.**

A \$10 PER CHANGE SERVICE FEE WILL BE CHARGED FOR EACH CONFERENCE REGISTRATION CHANGE MADE ON-SITE AT THE HILTON IN THE WDW RESORT. A \$1 processing fee will be charged for any corrections to, or replacement of, name badges made on-site at the Hilton in the WDW Resort.

The conference registration fee includes the cost of the BPA Dinner Party on Saturday evening plus an additional registration fee to pay the expenses of conducting the conference; e.g., online registration fee, BPA calculator for each participant, keynote speaker, leadership activities, competitive event materials and awards, entertainment, convention facility rental fees, audio-visual services, etc.

The Hilton in the WDW Resort charges a rental fee for the use of their conference facilities—ballrooms, workshop rooms, competitive event rooms, etc. This facility rental fee is offset by the number of sleeping rooms that are booked by our conference delegates. To ensure that all facility rental fees are covered, it is necessary to charge an additional \$30 for delegates who are *not* registered guests of the Hilton in the WDW Resort.

Therefore, there are two conference registration fee options this year:

- The registration fee for **delegates who are registered Hilton in the WDW Resort guests** is \$95 per person.
- The registration fee for **delegates who are *not* registered Hilton in the WDW Resort guests** is \$125 per person.

A dinner party ticket is required for admission to the BPA: Dinner Party. The purpose of this year's dinner party is to provide a networking meet and mingle event. Therefore, seating will not be assigned this year. Advisors and members are asked to refrain from holding seats for late arrivals. Allow students from other chapters to join your group. Members are encouraged to trade business cards during this time.

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## CONFERENCE REGISTRATION

Page 2

Please indicate any special dietary requirements on your online registration. *We cannot guarantee special meal accommodations that are requested on-site at the Hilton in the WDW Resort.*

**PLEASE NOTE:** The five state officers do *not* pay a registration fee. However, please be sure to include their name on your online registration invoice along with any competitive event(s) in which they are competing.

Registration fees must be paid by school check. Make checks payable to FLORIDA BPA, INC. Mail a copy of the Conference Registration Invoice **along with your registration fee check** to:

Florida BPA, Inc.  
P. O. Box 15012  
Plantation, FL 33318-5012

*Bring a copy of the invoice for verification at the Conference Registration Desk. A Receipt for Registration will be included in the packet you receive when you check in at the Conference Registration Desk at the Hilton in the WDW Resort.*

Below are instructions for registering your students using the online registration system:

1. In your web browser, navigate to <http://www.registermychapter.com/bpamem>.
2. Click on the **Conference Registration** link.
3. Click the **Select** button for the chapter being registered. You will be taken to the Florida State Leadership Conference 2010 registration page.
4. A list of all chapter members will be displayed. Click the **Select** check box for each student and advisor who will be attending the conference.

The “Hotel Reservation” registration fee option is the default for all participants. **Click the arrow in the Status column and select the “No Hotel Reservation” registration fee option for all members and advisors who will not be staying at least one night at the Hilton in the WDW Resort.**

If one of the five state officers (e.g., State President, State Executive Vice President, State Secretary, State Reporter, and State Parliamentarian) is a member of your chapter, be sure you add their name to your registration invoice even though these officers do not pay a registration fee.

Click the arrow in the Status column and select the “State Officer” registration fee option (\$0) for these students.

When you have finished selecting all participants, click the **Click to continue** button.

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**CONFERENCE REGISTRATION**

5. The next screen you will see will be similar to the screen shown below. You will add **Contest** (competitive events) selections for all participants from this screen.

**BPA Chapter Affiliation**  
[\[Home\]](#)

**Florida State Leadership Conference 2006**  
Registration Invoice  
Invoice # 0000001

School / Chapter	REMIT TO
<b>Atlantic Technical Center</b> 4700 Coconut Creek Parkway Coconut Creek, FL 33063 Chapter: Atlantic Technical Center Magnet High School (01-0008) Beverly Williams Beverly.Williams@browardschools.com Phone: 754-321-5233	<b>Florida BPA, Inc.</b> P.O. Box 15012 Plantation, FL 33318-5012 Phone: 954-370-5896

Participant Name/Items	Add	Sub Total
<b>Sebastian Acosta</b> (Student-Hotel Reservation) (01-0008-0001) <a href="#">[Edit]</a> <a href="#">[Special Needs]</a> Reg.: Conference Registration \$66.00 <a href="#">[Del]</a>	<input type="button" value="CONTEST"/> <input type="button" value="ITEM"/>	\$66.00
<b>Beverly Williams</b> (Advisor-Hotel Reservation) <a href="#">[Edit]</a> <a href="#">[Special Needs]</a> Reg.: Conference Registration \$66.00 <a href="#">[Del]</a>	<input type="button" value="ITEM"/>	\$66.00
<b>Registration Sub Total</b>		\$132.00
<b>Grand Total</b>		\$132.00

[\[ Add Member \]](#) [\[ Add Non-Member \]](#)

- [View your schedule.](#)
- [Print a copy of your registration.](#)
- REMINDER:** Don't forget to select **contests** for your students before submitting!!
- NOTE:** You must press the **Submit Invoice** button below to complete this transaction.

[Save & Finish Later](#)

To make **Contest** selections, click the applicable button beside each participant's name. Clicking on either of these options will present a list from which you may make your selections. Once you make all your selections and click the **Save** button, the items will be added to the invoice and sub-totaled below.

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## **CONFERENCE REGISTRATION**

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When you click the **Contest** button, a list of all competitive events will be displayed. Click the **Select** button to register a student for the event(s) in which the student is eligible to compete. The online system will not allow you to register a student for more than two events, only one of which may be a team event. If your school has more than one team competing in an event, enter the student's Team # (the default value is 1).

6. To change the "Hotel Reservation"/"No Hotel Reservation" registration selection, click the **Edit** link next to the participant's name.
7. To delete an item from the list, click the **Del** link beside the item you wish to delete.
8. If a participant has special needs, click the **Special Needs** link beside the participant's name and indicate the special needs this person may have.
9. To request a special dietary restriction, key the request in the "Any other types of assistance?" text box on the **Special Needs** page.
10. You may add non-members (e.g., chaperones/guests) to your invoice by clicking the **Add Non-Member** link at the bottom of the invoice. Enter the person's first name, last name and hotel reservation status.
11. If you need to exit the online system before you complete your registration, click the **Save and Finish Later** button. You can access the system later to complete the registration process.
12. *Before submitting your invoice, please review your invoice carefully to make sure you have selected the appropriate registration fee option and optional meal selections for each participant along with the competitive event(s) for each student. You will not be able to make revisions once the invoice is submitted.*
13. Print a copy of your invoice for your records and a copy to submit with your check to Florida BPA *before submitting the invoice.*
14. When you have finished adding all participants to the invoice and have verified all Contest and Item selections, click the **Submit Invoice** button to finalize your registration.
15. If you need to add additional participants after you submit your invoice, you will have to generate a new invoice. You will not be able to add additional participants to a submitted invoice.
16. If you have any questions about online registration, need to delete a participant after you submit your invoice, or need to make any revisions, please contact Belinda Grieve at [belindagrieve@aol.com](mailto:belindagrieve@aol.com).

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CHAPTER VOTING DELEGATES**

Each chapter is entitled to the following number of VOTING DELEGATES based on the chapter's total membership:

1 - 50 members	2 Voting Delegates
51 - 100 members	3 Voting Delegates
101 - 150 members	4 Voting Delegates
151 - 200 members	5 Voting Delegates

Chapters are allowed one additional voting delegate for each additional 50 members or fraction thereof. Voting delegates are the **ONLY** members from the chapter eligible to vote in the election of BPA state officers or any other business brought before the assembly.

Advisors will register voting delegates at check in at the Conference Registration Desk at the Hilton in the WDW Resort on January 8, 2010.

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**BPA OFFICIAL CERTIFICATION FORM**

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:      FLORIDA BPA, INC.  
   P. O. Box 700147  
   Saint Cloud, FL 34770-0147**

The Fundamental Accounting and Keyboarding Production (high school) events have specific eligibility requirements. Please make certain your contestants meet the following criteria:

*Fundamental Accounting*—This event is limited to students enrolled in the first year of accounting or who have completed the first year and are not enrolled in second year accounting.

*Keyboarding Production (High School only)*—This event is limited to students who have completed one year (or less) of keyboarding and/or word processing and are not enrolled in the second year.

Please complete and return this form *only if applicable*.

CONTESTANTS' NAME	EVENT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*I certify, to the best of my knowledge, that the above student(s) meet(s) the eligibility requirements for the specified event(s).*

\_\_\_\_\_  
BPA Chapter Advisor

\_\_\_\_\_  
School Administrator

*All state winners in these events will be required to submit a transcript in order to compete at the NLC.*

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**WRITTEN REPORT EVENTS FORM**

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:**

**FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

Complete one (1) Written Report Events Form for *each contestant/team*. Forward the completed form along with the appropriate number of copies of all required materials as indicated in the *2010 Workplace Skills Assessment Program Guidelines* (found in Event Specifications section) (e.g., written papers/reports, written business plans, entry forms, supporting documentation, documentation forms, CD-ROMs, etc.) and the *Special Recognition/Torch Awards Handbook* (e.g., resumes) to the above address. *Entries will be pre-judged prior to the conference.*

**Include a self-addressed stamped postcard in your package of materials.** The postcard will be returned to you as proof of receipt of the materials. Indicate the Contestant's Name/Team Members' Names, the Event Number, the Event Name, and items mailed on the message side of the postcard. *Bring the postcard with you to the conference.*

*Please duplicate this form as needed.*

\_\_\_\_\_  
Contestant's Name/Team Members' Names

**PLACE A CHECK BESIDE THE APPLICABLE EVENT:**

✓	EVENT	TITLE	INCLUDE IN MAILING
	10	Economic Research Project—Ind.	Completed Research Paper (2)/Entry Form (2); Topic: American/Canadian Trade
	11	Economic Research Project—Team	Completed Research Paper (2)/Entry Form (2); Topic: Lifestyles
	31	Admin.Sup. Research Project—Ind.	Completed Research Paper (2)/Entry Form (2) ; Topic: Cultures in the workplace
	49	Digital Media Production	Documentation Form (2)/Release Form(s) (2)/CD or DVD (2); Topic: NLC in DC
	50	Computer Animation Team	Documentation Form (2)/Storyboard (2)/Executable file on DVD (2) ; Topic: DC Attractions
	52	Software Engineering Team	Documentation Form (2) /Source Code, Executable File of System, and Data on CD (2) ; Topic: Library
	53	Video Production Team	Documentation Form (2)/Release Form(s) (2)/CD or DVD (2) ; Topic: Local Hero
	54*	Web Application Team	Documentation Form (2)/Release Form(s) (2)/CD (2) ; Topic: Social Networking Site
	55*	Web Site Design Team	Documentation Form (2)/Release Form(s) (2) ; Topic: 2011 BPA NLC
	60	Global Marketing Team	Plan with supporting documentation (2) ; Topic: Home-sharing
	61	Entrepreneurship	Plan with supporting documentation (2) ; Topic: Start-up Business Plan
	63	Graphic Design Promotion	Flyer (2)/Logo (2)/Release Form (2) ; Topic: DC Logo
	64	Interview Skills	Application Letter (2)/Resume (2)
	65	Advanced Interview Skills	Application Letter (2)/Resume (2)
	ML20*	Web Site Design Team	Documentation Form (4)/Release Form(s) (2) ; Topic: Pros/Cons Social Networking
	ML30	Career Research Project Team	Completed Research Paper (2)/Entry Form (2) ; Topic: 3 Careers within Career Cluster
	ML33	Graphic Design Promotion	Flyer (2)/Logo (2)/Release Form (2) ; Topic: DC Logo
	Torch Award	Torch Awards Program—Statesman Award	Resumé Template—50 pts. In each division; both chapter vice president and chapter advisor signatures; Activity Descriptions begin with action verbs

**\*The web site must be available for viewing on the Internet by December 11, 2009.**

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**COMPETITIVE EVENT COORDINATORS,  
PROCTORS AND GRADERS, AND  
CONFERENCE ASSISTANTS**

**Florida BPA needs the assistance of ALL local chapter advisors attending the conference to ensure a successful competitive events program.** Therefore, regions have been assigned competitive event responsibilities on a two-year rotating schedule. For the 2010 BPA State Leadership Conference, regions have been assigned responsibilities as follows:

- Regions 301, 303, 305, and 502—Coordinate judged events
- Region 304—Proctor Open events
- Regions 201, 302, and 501—Proctor and grade non-judged events

Advisors will be notified of specific assignments in early-January.

Florida BPA also needs the assistance of students to serve as conference assistants during the conference. Conference assistants may be used as follows:

- Assist proctors and judges in conducting judged events on Saturday, January 9, 2010 (e.g., greet and escort judges to preparation/performance rooms, escort contestants to and from preparation/performance rooms and assist in any other way as requested). NOTE: Since most students will be participating as a contestant on Saturday, please indicate the time(s) the student is available to serve as a conference assistant.
- Serve as a runner and any other task as needed. Please indicate the date(s) and time(s) the student is available to serve as a runner.

If you have students who are interested in serving as a conference assistant, please complete and mail the Conference Assistants Volunteer Form on page 9 by **December 11, 2009**.

If you have questions about any of these tasks, please contact Belinda Grieve at 407-973-1285 or via e-mail at [belindagrieve@aol.com](mailto:belindagrieve@aol.com).



**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**CONFERENCE REGULATIONS RELATING TO  
CHAPERONAGE**

1. The problem of proper chaperonage of students on school-sponsored trips is enormous. Hotel managers and others have expressed grave concern over the lack of effective chaperonage.
2. Teachers who assume the responsibilities for chaperoning a group of students on an out-of-town trip should recognize that they are assuming a twenty-four-hour-a-day responsibility from the time they leave until they return. At no time may chaperones make personal plans except with the consent of the person in charge of the trip.
3. The drinking of alcoholic beverages at any time is forbidden.
4. Chaperones should never retire until all students are checked in for the night, all visiting between rooms has stopped, and the chaperones are reasonably sure that the groups are quiet and in their rooms.
5. Chaperones should keep an accurate check on the members assigned to them at all times.
6. Students should engage in school activities of a group nature only.
7. Hotel rooms are bedrooms. Under no circumstances should students of the opposite sex visit, play cards, entertain guests, or engage in any other activities in their rooms. If a student is to entertain a visitor, he/she should receive permission from his/her advisor to do so in the lobby.
8. When a student is assigned to a group or chaperone, he/she is to remain with the group at all times unless special arrangements have been made. Students should return with the group, unless other traveling arrangements are made prior to the time of departure.
9. If a party includes members of each sex, there should be chaperones of each sex or arrangements should be made with a chaperone from another school so that responsibilities may be shared.
10. No student should be allowed to accompany a group on a trip until he/she has agreed—in writing—to abide by the rules set up and has submitted the written consent of his/her parents or guardians for him/her to make the trip.
11. Travel in private cars should be avoided as much as possible. Driving into the early hours of the morning to return home should be **ABSOLUTELY PROHIBITED**.
12. Delegates violating any of these rules will subject their entire delegation to being unseated and may cause their candidates or contestants to be disqualified. Delegates may be sent home at their own expense for violating any of these rules.

**MEMBERS AND ADVISORS/CHAPERONES ARE EXPECTED  
TO PARTICIPATE IN ALL SCHEDULED ACTIVITIES.**

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**HOTEL RESERVATIONS**

Room rates at the Hilton in the WDW Resort are \$199 per night per room. **There shall be no more than four people staying in any room.** Any school sleeping more than four individuals per room will be asked to leave the conference and the members of that chapter will be disqualified from all competition.

	<u>PER NIGHT</u>	<u>TWO NIGHTS</u>
Single, Double, Triple, or Quad	\$199	\$398

**PLEASE NOTE:** Housing will be provided for the five state officers. Do NOT include them on your hotel reservation form.

**THE ABOVE RATES DO NOT INCLUDE ANY APPLICABLE TAXES.** To qualify for state sales tax (6.5 percent) and the Orange County occupancy tax (6 percent) exemptions, advisors must submit a copy of the school's Tax Exempt Certificate with your Hotel Reservation Form and your school's hotel bill must be paid with a check from the institution named on the tax-exempt certificate (e.g., your school or school district).

All individuals/schools without a tax exempt certificate must add 12.5 percent to the above rates and may pay their hotel bill by cash, school check, personal check, money order, or a valid American Express, Visa, Master Card, Diner's Club, or Carte Blanche card.

**Any delegate staying at a property other than the official conference hotel will be disqualified from all competition.**

**FIRST NIGHT'S DEPOSIT OR PURCHASE ORDER REQUIRED** – To hold your reservation, the hotel requires that an advance deposit equal to one night's stay be received with your Hotel Reservation Form or a copy of your purchase order. The deposit is refundable if notice is received at least seventy-two (72) hours prior to arrival and a cancellation number is obtained. **YOU WILL NOT BE ABLE TO OBTAIN RESERVATIONS WITHOUT A DEPOSIT OR A PURCHASE ORDER.**

Make all checks payable to the HILTON in Walt Disney World. Mail the original of the Hotel Reservation Form on page 12 postmarked first-class by **December 11, 2009**, *along with your purchase order and/or school check for the first night's deposit* and a copy of your school's Tax Exempt Certificate to Hilton in the WDW Resort, ATTN: Martin Sliacky, 1751 Hotel Plaza Boulevard, Lake Buena Vista, FL 32830. Also mail one copy of the Hotel Reservation Form to Florida BPA, Inc., P. O. Box 700147 Saint Cloud, FL 34770-0147. *Bring a copy of the Hotel Reservation Form, your school's tax exempt form, and your deposit check with you when you check in to the hotel.*

**FIRE PROTECTION**

Delegates should note the exits nearest to their rooms and plan an escape route in case of fire.

The Hilton in the WDW Resort has strict laws against false fire alarms. Violators will be arrested if false alarms are made.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**HOTEL RESERVATION FORM**

**JANUARY 8-10, 2010**

Hilton in the WDW Resort

ATTN: Martin Sliacky

1751 Hotel Plaza Boulevard, Lake Buena Vista, FL 32830

Fax: 407-560-2108

SCHOOL \_\_\_\_\_ ADVISOR \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

Check-in: Friday, January 8, 2010, at \_\_\_\_\_ p.m.

Check-out: Sunday, January 10, 2010, at \_\_\_\_\_ a.m.

PLEASE TYPE the name(s) of the person(s) who will occupy each room being reserved:

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

Total Number of Rooms \_\_\_\_\_ x \_\_\_\_\_ (Number of Nights) x \$199 = \$ \_\_\_\_\_

To qualify for State Sales Tax (6.5 percent) and Orange County Occupancy Tax (6 percent) Exemption, you must provide the hotel with a copy of your school's Tax Exempt Certificate and you must pay with a check from the institution named on the Tax Exemption Certificate. ALL other individuals/schools must add 12.5 percent to the TOTAL above and may pay by cash, school check, personal check, money order, or a valid American Express, Visa, Master Card, Diner's Club, or Carte Blanche card. *Remember that the hotel requires a purchase order or deposit of the first night's room rate to hold your reservation.* The deposit is refundable if notice is received at least seventy-two (72) hours prior to arrival and a cancellation number is obtained. All checks should be made payable to the Hilton in the WDW Resort.

**THIS FORM MUST BE FAXED AND ALSO POSTMARKED FIRST-CLASS MAIL TO THE HILTON  
IN THE WDW RESORT BY DECEMBER 11, 2009. INCLUDE THE TAX EXEMPT FORM, THE  
PURCHASE ORDER AND/OR FIRST NIGHT'S ROOM WITH THE MAILING.**

**A copy of this form must also be postmarked first-class mail to Florida BPA, Inc.,  
P. O. Box 700147, Saint Cloud, FL 34770-0147 no later than December 11, 2009.**

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**TENTATIVE AGENDA**

Friday, January 8, 2010

- |   |   |
|---|---|
| 11:00 a.m. – 3:00 p.m.                    | Board of Directors' Meeting   |
| 4:00 p.m. – 6:30 p.m.                     | Conference Registration   |
| 4:00 p.m. – 6:30 p.m.                     | Hotel Registration  |
| 6:00 p.m.                                 | Screening of Officer Candidates<br>(Candidate's local (school) advisor <i>must</i> attend)  |
| 8:00 p.m.                                 | Opening Session<br>Opening Ceremonies<br>Keynote Speaker<br>State Officer Candidate Speeches<br>National Officer Candidate Speeches<br>Torch Awards |
| Immediately following<br>Opening Ceremony | Meeting of All Judged Event Contestants   |
| Immediately following<br>Opening Ceremony | Meeting of All Chapter Advisors   |
| <b>11:00 p.m.</b>                         | <b>In-Room Curfew</b>   |

Saturday, January 9, 2010

- |                        |  |
|------------------------|--|
| 8:00 a.m. – 12:00 p.m. | Campaign Booths Open                                     |
| 8:00 a.m. – 9:30 a.m.  | Prepared Speaking and Prepared Speech                    |
| 8:00 a.m. – 9:30 a.m.  | Banking & Finance  |
| 8:00 a.m. – 9:30 a.m.  | Graphic Design Promotion (Middle School and High School) |
| 8:00 a.m. – 9:55 a.m.  | Payroll Accounting and Managerial Accounting             |
| 8:00 a.m. – 10:15 a.m. | Fundamental Accounting and Advanced Accounting           |
| 8:00 a.m. – 1:30 p.m.  | Interview Skills/Advanced Interview Skills               |

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**TENTATIVE AGENDA**

**Page 2**

Saturday, January 9, 2010 (Continued)

8:00 a.m. – 2:30 p.m.	Open Event Testing: Administrative Support Concepts, Business Communication Skills, Business Fundamentals, Business Math, Financial Math & Analysis, Information Technology Concepts, Management/Marketing/Human Resources Concepts, and Parliamentary Procedure Concepts
9:00 a.m. – 10:00 a.m.	Workshops
9:00 a.m. – 11:30 a.m.	Presentation Management—Team
9:00 a.m. – 11:45 a.m.	Entrepreneurship
9:00 a.m. – 5:00 p.m.	Application (Manual and Computerized) Event Grading
10:00 a.m. – 10:45 a.m.	Administrative Support Research Project—Individual
10:00 a.m. – 12:30 p.m.	Presentation Management—Individual
10:30 a.m. – 11:30 a.m.	Workshops
10:30 a.m. – 1:30 p.m.	Network Design Team
10:45 a.m. – 11:30 a.m.	Career Research Project Team
11:00 a.m. – 2:00 p.m.	Judges’ Luncheon (Invitation only)
12:00 p.m. – 3:30 p.m.	Extemporaneous Speech (Middle School and High School) and Human Resource Management
12:15 p.m. – 4:00 p.m.	Small Business Management Team
1:00 p.m. – 2:00 p.m.	Workshops
1:00 p.m. – 2:30 p.m.	Global Marketing Team
1:00 p.m. – 2:30 p.m.	Digital Media Production
1:15 p.m. – 4:30 p.m.	Financial Analyst Team
2:00 p.m. – 5:00 p.m.	Web Site Design Team (Middle School and High School)/Web Application Team

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**TENTATIVE AGENDA**

**Page 3**

Saturday, January 9, 2010 (Continued)

- |                       |   |
|-----------------------|---|
| 2:00 p.m. – 3:00 p.m. | Video Production Team   |
| 2:30 p.m. – 3:30 p.m. | Workshops   |
| 3:00 p.m. – 3:45 p.m. | Computer Event Written Testing: Administrative Support Team, Advanced Word Processing Skills, Desktop Publishing, Fundamental Word Processing Skills, Integrated Office Applications, Keyboarding Production (Middle School and High School), Spreadsheet Applications, and Spreadsheet Applications & Analysis |
| 3:30 p.m. – 5:30 p.m. | Parliamentary Procedure Team  |
| 3:30 p.m. – 5:00 p.m. | Software Engineering Team   |
| 4:00 p.m. – 4:45 p.m. | Computer Event Written Testing: Advanced Office Systems & Procedures, Basic Office Systems & Procedures, C++ Programming, Computerized Accounting, Database Applications, Fundamentals of Web Design, Java Programming, Legal Office Procedures, Medical Office Procedures, and VB.Net Programming              |
| 4:00 p.m. – 5:15 p.m. | Non-Judged Event Testing: CISCO <sup>®</sup> Systems Administration, Computer Network Technology, Network Administration Using Microsoft <sup>®</sup> , and PC Servicing & Troubleshooting  |
| 4:00 p.m. – 5:30 p.m. | Economic Research Project—Individual and Team   |
| TBD                   | Computer Animation Team   |
| TBD                   | C++ Programming, CISCO Systems Administration, JAVA Programming, Microsoft Network Administration, VB.NET Programming   |
| 6:00 p.m. – 6:30 p.m. | Voting Delegates Briefing<br>Casual Wear/Name Badges Required   |
| 6:30 p.m. – 7:30 p.m. | Regional Caucuses<br>Casual Wear/Name Badges Required   |
| TBD                   | Business Session:<br>Election of 2010/2011 State Officers   |
| 7:30 p.m. – 9:00 p.m. | BPA Dinner Party  |
| 8:30 p.m. – 9:30 p.m. | Board of Directors' Meeting (if necessary)  |



**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**STATE OFFICER CANDIDATE CAMPAIGN  
RULES AND REGULATIONS**

*PLEASE NOTE: THESE RULES AND REGULATIONS WILL BE STRICTLY OBSERVED.*

1. There shall be no campaigning inside or outside the candidate's region or recruiting of campaign workers outside the candidate's region before the candidate has been officially certified at the officer screening on Friday. Official campaigning begins immediately following the Opening Session.

Communication, including but not limited to regional newsletters, containing state officer candidate information may not be distributed prior to the State Leadership Conference.

2. Candidates for state office must agree that they will immediately resign the office to which they were elected if they no longer physically attend classes at the school that certified them as a state officer applicant. However, if the candidate transfers to another school, the candidate may retain their state office by submitting the following documents to the BPA state advisor within 60 days of the transfer date:
  - a. A "Certification for State Officer Applicant" form signed by the new chapter advisor and the new school official.
  - b. A copy of the school's BPA charter application if the school does not have an active BPA chapter.
  - c. A copy of the school's BPA Membership Registration Form for the current school year.
  - d. A copy of the school's check for national and state dues for the current school year.
3. Candidates for state office must agree that they will be enrolled in a business or business-related course throughout their term of office.
4. Standard Operating Procedures:
  - a. Candidates for state office must be accompanied to the state officer screening interview by their local chapter advisor or the school's adult chaperone. It is strongly recommended that the campaign manager also attend this screening.
  - b. During the state officer screening interview, candidates may choose to run for another office for which they are qualified by announcing their intention to do so to the screening interview committee. Following the official announcement of officer candidates at the opening session, a candidate may not choose to run for another office.
  - c. Candidates who do not meet all qualifications as stated in Article V. of the Florida BPA constitution and Article I. of the Florida BPA bylaws will **not** be approved as a state officer candidate.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**STATE OFFICER CANDIDATE CAMPAIGN RULES AND REGULATIONS**

**Page 2**

- d. Candidates may begin campaigning **after** completing the following:
  - filing an official application by the due date (December 11, 2009)
  - gaining official approval from the screening committee
  - obtaining approval of all campaign materials

**NO CAMPAIGNING MAY BEGIN UNTIL THE OPENING SESSION IS ADJOURNED!**

- 5. Candidates must submit the items below, if used in their formal campaign, to the state officer candidate screening committee. Candidates are **required** to meet with the screening committee within the time frame designated.
  - a. One copy each of all campaign items properly identified with the name of the candidate and office sought.
  - b. A sample of all giveaway items.
  - c. A copy of the candidate's and campaign manager's speech. *There are to be no deviations from these speeches once they are approved.*
- 6. The persons involved in a candidate's campaign shall be limited to current dues paid members in good standing. During the campaigning, all persons involved shall wear their official name badges.
- 7. Campaign speeches on behalf of candidates for state office will be presented during the Opening Session.
  - a. Presidential candidates will be allowed a total of five (5) minutes for speeches.
  - b. All other candidates will be limited to four (4) minutes for speeches.
  - c. One campaign manager is permitted to speak on behalf of the officer candidate and to introduce the state officer candidate.
  - d. Time used by the campaign manager is **deducted** from the total time limit provided to each candidate.
  - e. **TIME LIMITS WILL BE STRICTLY ENFORCED.** A loud device will be used to signal the end of the time allotted and the person speaking must stop speaking when the device sounds.
  - f. No demonstrations are permitted during the Opening Session. Demonstrations are restricted to the designated room where the campaign booths are located.
  - g. No props may be used during the campaign speeches or caucuses.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**STATE OFFICER CANDIDATE CAMPAIGN RULES AND REGULATIONS**      **Page 3**

8. Campaign booths (tables) will be provided. Booths will be open on Saturday from 8:00 a.m. until 12:00 noon. *Booths must be manned by the candidate, campaign manager, or a designee from 8:00 a.m. until 12:00 noon on Saturday.*
  - a. Each state officer candidate will be provided one table (approximately 3' x 6') and two chairs.
  - b. Tables will be numbered. Prior to the Opening Session, candidates will draw numbers to determine which table is his/hers.
  - c. Approved banners, posters, and any other promotional materials are to be displayed in the assigned area only. Materials may not be pinned, taped, or tacked to walls, floors, ceilings, or furniture.
  - d. *The campaign booth is the **only** area where campaign materials may be dispersed or displayed.*
  - e. Helium balloons, noisemakers, monies, alcohol, tobacco, or items considered to be in poor taste will not be permitted. Items designed to be thrown (i.e., all types of balls) are not permitted. Items containing parts that could cause injury are not permitted. **REMEMBER, ALL ITEMS TO BE DISTRIBUTED OR USED IN THE CAMPAIGN MUST BE APPROVED BY THE STATE OFFICER CANDIDATE SCREENING COMMITTEE.**
  - f. Neither state officer candidates nor their representative(s) will be permitted to host receptions, meals, etc., related to the campaign. Favors such as candy, cookies, etc., are permitted but must be dispersed at the campaign booth only.
  
9. A schedule of times for candidates to caucus with regions will be provided to all candidates. Regional caucus guidelines include:
  - a. Only the Board of Directors representative or his/her designee, the Regional Advisor, the dues paid members of a given region, and their advisors may attend that region's caucus.
  - b. Candidates shall be accompanied to regional caucuses only by their official campaign manager. Candidates and campaign managers may confer during the caucus.
  - c. All persons attending the caucus shall wear their official name badges.
  - d. During the caucus, members in good standing may submit *written* questions to the Region President. Questions must be in good taste and must pertain to the office for which the candidate is running. Region Presidents, in consultation with the Region Advisor, will determine if the question is appropriate. **Only the Region President shall ask appropriate questions of the officer candidate.**

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
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**STATE OFFICER CANDIDATE CAMPAIGN RULES AND REGULATIONS      Page 4**

- e.      A representative from the Board of Directors and/or his/her designee and the Region Advisor must be in the caucus room at all times to ensure that the caucus is conducted in a professional manner in keeping with the goals of BPA.
  
- 10.     *No campaign materials of any kind will be permitted in the opening or business sessions at the conference.*

*Any infraction of the rules and regulations as outlined above will necessitate a meeting between the officer candidate, his/her chapter advisor, possibly the respective Regional Advisor, and the Board of Directors (sitting as the Grievance Committee) to resolve the infraction(s). Penalties (if deemed appropriate by a majority of the Board) shall be set by the Board and may include disqualification of the officer candidate.*

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**FLORIDA BPA STATE OFFICERS' DUTIES AND RESPONSIBILITIES**

Florida BPA state officers must comply with policies and procedures as established by the Florida Business Professionals of America Board of Directors. Specifically, **state officers shall:**

- **Attend** all meetings as scheduled below or that may be scheduled hereafter.

<b>State Officer Meetings – 2010-2011</b>	
State Officer Training/Executive Council Meeting	April, 2010
National Leadership Conference	May 5-9, 2010
Executive Council Meeting	September, 2010
Florida State Leadership Conference	February, 2011

- **Provide** guidance, leadership, and inspiration to all members.
- **Represent** the views of the membership, not those of the individual officer.
- **Maintain** correspondence with typed, proper style communications.
- **Wear** the association's official blazer when representing Florida Business Professionals of America.
- **Submit** a bi-monthly report of participation in association activities to the State President.
- **Refrain** from endorsing potential candidates or being involved in any sort of campaign activities.
- **Participate** in competitive events at the SLC, if qualified; however, such participation shall not preempt SLC duties.
- **Participate** in competitive events at the NLC, if qualified; however, such participation shall not preempt any assigned duties as a state officer.
- **Forward** all requests for services to the State Advisor for scheduling.
- **Notify** the State Advisor immediately of circumstances that prevent carrying out an assignment or where the state officer is exposed to a violation of the Delegate Conduct Procedures.
- **Be reimbursed** for expenses incurred while performing **approved** services for the association.
- **Be available** to represent the association as requested and approved by the State Advisor.
- **Abide** by the Florida BPA State Officer Code of Ethics as established by the Florida BPA Board of Directors.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**FLORIDA BPA STATE OFFICERS' DUTIES AND RESPONSIBILITIES Page 2**

A Florida BPA state officer may be declared “inactive” and/or removed from office in the following situations:

- ***Immediate and automatic removal from office for ...***
  1. Failure to abide by the policies and procedures of the Florida BPA Board of Directors.
  2. Failure to abide by the Florida BPA State Officer Code of Ethics.
- ***Declaration of “inactive” status and possible removal from office for ...***
  1. Failure to attend the SLC installation ceremony for other than an emergency or medical reason.
  2. Failure to attend the State Officer Training meeting for other than an emergency or medical reason.
  3. Failure to attend Executive Council meetings for other than an emergency or medical reason.
  4. Failure to satisfactorily carry out assigned responsibilities.
  5. Failure to submit required reports when due.
  6. Failure to communicate with the State Advisor and/or the Executive Council.

**If any state officer fails to carry out the duties as designated in the organization’s bylaws or policies or procedures or fails to comply with the “Florida BPA State Officers’ Duties and Responsibilities” or the “Florida BPA State Officer Code of Ethics” or exhibits conduct inappropriate to a state officer, the officer may be removed from office by either a three-fourths (3/4) vote of the Executive Council or an action by the Board of Directors.**

**A recommendation for removal of a state officer may be communicated verbally but must be confirmed in writing and may be initiated by any one or all of the following:**

- Member of the Florida BPA Board of Directors—a copy of the recommendation shall be delivered to the Florida BPA State Advisor and the President of the Florida BPA Board of Directors
- Member of the Florida BPA Executive Council—a copy of the recommendation shall be delivered to the Florida BPA State Advisor and the President of the Florida BPA Board of Directors
- Florida BPA State Advisor—a copy of the recommendation shall be delivered to the President of the Florida BPA Board of Directors

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**STATE OFFICER APPLICATION**

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

State Officer Candidate Name \_\_\_\_\_

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS APPLICATION TO: FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

Each prospective state officer candidate must submit a completed application packet including ALL the items listed below. *Please initial next to each item indicating that the item is attached. Attach items in the order listed.*

Item	Initials
1. Initialed and signed cover page (page 29 of this packet)	
2. State Officer Application (page 30 of this packet)	
3. Signed Certification for State Officer Applicant/State Officer Campaigning Statement (page 31 of this packet)	
4. Resume indicating that the candidate meets the qualifications for the office as defined in Article V. of the Florida BPA constitution and Article I. of the Florida BPA bylaws	
5. Proposed plans for term in office if elected	
6. Statement of recommendation on school letterhead from the chapter advisor	
7. Copy of the state officer candidate's current school transcript	
8. Signed copy of the completed Officer Candidate Worksheet (e.g., keyed copy of answers to the questions on page 32 of this packet)	
9. Signed copy of the Florida BPA State Officer Code of Ethics (page 33 of this packet)	

\_\_\_\_\_  
State Officer Candidate's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**STATE OFFICER APPLICATION**

PLEASE TYPE

Name: \_\_\_\_\_

Office Sought: \_\_\_\_\_

Class (grade/year) you will be in during term of office: \_\_\_\_\_

List BPA offices held: \_\_\_\_\_

\_\_\_\_\_

List other offices held: \_\_\_\_\_

\_\_\_\_\_

List business and business-related subjects already completed and/or currently enrolled in:

Subject

Grade

Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Home E-mail \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

(optional)

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**CERTIFICATION FOR STATE OFFICER APPLICANT**

The credentials for \_\_\_\_\_ are attached. The applicant meets the qualifications for the office of state \_\_\_\_\_ as defined in Article V. of the Florida BPA constitution and Article I. of the Florida BPA bylaws.

The applicant agrees to adhere to all state officer candidate rules and regulations. If elected, he/she will receive the enthusiastic support of the parent(s)/guardian(s), school, local chapter, and chapter advisor in the execution of duties of the office. The chapter advisor further assures that the elected officer will have transportation and appropriate chaperonage in order to attend all state officer meetings.

Date \_\_\_\_\_  
\_\_\_\_\_  
Parent's/Guardian's Signature

Date \_\_\_\_\_  
\_\_\_\_\_  
Chapter Advisor's Signature

Date \_\_\_\_\_  
\_\_\_\_\_  
School Official's Signature

ATTACH A STATEMENT OF YOUR SCHOOL'S CHAPERONAGE POLICY.

**STATE OFFICER CAMPAIGNING STATEMENT**

I have read and fully understand the "State Officer Candidate Campaign Rules and Regulations," Florida BPA State Leadership Conference "Delegate Conduct Procedures," and "BPA Dress Code for Advisors, Members, and Guests" and agree to comply with these guidelines. In addition, I have read Article V. of the Florida BPA constitution, Article I. of the Florida BPA bylaws, the "Florida BPA State Officer Code of Ethics," and the "Florida BPA State Officers' Duties and Responsibilities" and understand what is expected of a Florida Business Professionals of America State Officer. I am aware of the guidelines established for managing a campaign. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines and procedures.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Campaign Manager's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature (Candidate)

\_\_\_\_\_  
Parent's/Guardian's Signature (Manager)

\_\_\_\_\_  
Chapter Advisor's Signature (Candidate)

\_\_\_\_\_  
School Official's Signature (Candidate)

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**OFFICER CANDIDATE WORKSHEET**

Name \_\_\_\_\_

Region \_\_\_\_\_

Please key your answers to all of the questions below on a separate sheet. Complete, date, and sign this form. Attach your keyed answers to this form then attach this form as part of your State Officer Application packet.

**Who's Who**

1. Who is the National Secondary President?
2. Who is the National C.E.O.?
3. Who is the Florida State Advisor?
4. Who is the President of the Florida Board of Directors?
5. Who is the Florida BPA State President?

**Information and History**

6. When and where was the National organization established?
7. What does each of the words in our organization's name mean?
8. Name the organization's colors and explain what each represents.
9. When is Business Professionals of America Week?
10. Where is the National Leadership Conference this year?
11. Name the torches of the Torch Awards Program.

I certify that I completed this worksheet using available resources.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

Suggested Resources: *Policies & Procedures Manual, It's a New Year* (Chapter Handbook), *Communiqué*, BPA and Florida BPA websites

**State officer candidates must complete, sign and attach the answers to the Officer Candidate Worksheet questions to their State Officer Application packet.**

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**FLORIDA BPA STATE OFFICER CODE OF ETHICS**

As a *State Officer* for **FLORIDA BUSINESS PROFESSIONALS OF AMERICA**, I understand and agree to the Florida BPA State Officer Code of Ethics.

- To forego all alcohol and narcotics while involved in official or assigned activities
- To forego tobacco while in official dress
- To consider romance of any type with other state officers as “off limits” during my term as a state officer
- To be willing to take and follow instructions as directed by those responsible for them
- To serve as a member of the officer action team by always maintaining a cooperative attitude
- To use wholesome language in all speeches and informal conversations
- To maintain proper dress and good grooming in all occasions
- To avoid places or activities that in any way could raise question as to moral character or conduct
- To avoid participation in and actively discourage any conversations that belittle or downgrade fellow members, officers, and/or adults
- To treat all members equally by not favoring one over another
- To behave in a manner that conveys and commands respect without any air of superiority
- To maintain dignity while being personable, concerned, and interested in fellow members
- To abide by the Delegate Conduct Procedures for all Business Professionals of America sponsored activities

I further understand that if I do not abide by the **Florida BPA State Officer Code of Ethics**, I may be relieved of duty and the State Advisor will declare my office vacant.

---

Signature

---

Date

**State officer candidates must sign and attach the Florida BPA State Officer Code of Ethics to their State Officer Application packet.**

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**DELEGATE CONDUCT PROCEDURES**

1. The term "delegate" shall mean any BPA member, including advisors, attending the conference.
2. There shall be no defacing of public property. The individual delegate or chapter advisor responsible must pay for any damages to any property or furnishings in the resort rooms or conference center.
3. Delegates shall keep their adult advisors/chaperones informed of their activities and whereabouts at all times.
4. Be prompt and prepared for all activities. Be financially prepared for all possibilities.
5. Delegates who are not staying at the Hilton in the WDW Resort shall be off the hotel property by the designated curfew.
6. No visitors will be permitted to attend the conference or visit delegates while at the conference without express written permission from the delegate's parents.
7. No alcoholic beverages or narcotics in any form shall be possessed by delegates at any time, under any circumstances.
8. Resort rooms are bedrooms. Under no circumstances or at any time should students of the opposite sex be in the same room unless appropriately chaperoned.
9. No delegates shall leave the hotel unless permission has been received from the chapter advisor.
10. Delegates shall attend all sessions, activities, meetings, etc., for which they are registered. Officer candidates who do not participate in all scheduled activities will be asked to voluntarily withdraw their application for state office.
11. Identification badges shall be worn at all times.
12. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates for state office to being disqualified. Individual delegates may be sent home immediately at their own expense. Curfew will be enforced. (Curfew means delegates will be in their assigned rooms.)
13. Only those BPA members properly registered may attend the conference.
14. Grievance procedure: Any protest brought before the Board of Directors must be presented in writing and the person(s) bringing the charge must present the charge in person. Students involved must be accompanied by their advisors.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**BPA DRESS CODE FOR ADVISORS, MEMBERS, AND GUESTS**

**(Revised by the Florida BPA Board of Directors—October 6, 2002)**

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. Appropriate BPA attire is required for all attendees—advisors, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated.

**MALES**

- \*Pinpoint or button down dress collared shirt (no plaids or large print)
- \*Dress slacks
- \*Neckties
- \*Dress shoes or dress boots
- \*Dress socks
- \*Men's business suit (optional)
- \*Men's business sport coat or sweater (optional)

**FEMALES**—*All skirts or dresses must be no shorter than mid-thigh.*

- \*Business suit
- \*Business pantsuit (pants accompanied by a coordinated jacket)
- \*Business dress
- \*Skirt and blouse
- \*Closed-toe shoes (no sandals of any kind)
- \*Hosiery

**INAPPROPRIATE ATTIRE INCLUDES:**

- \*denim or chambray fabric clothing of any kind
- \*overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- \*backless, see-through, tight-fitting, or low cut blouses/tops/dresses
- \*spaghetti straps, t-shirts, lycra, spandex, midriff tops, tank tops, bathing suits
- \*thongs, sandals, athletic shoes, industrial work shoes, hiking boots, bare feet or over-the-knee boots
- \*athletic wear, including sneakers and letterman jackets
- \*hats, flannel fabric clothing, or banded collar shirts (cannot wear tie with banded collar shirt)
- \*visible foundation garments

**CASUAL WEAR—ONLY FOR SATURDAY EVENING'S ACTIVITIES BEGINNING WITH THE VOTING DELEGATES BRIEFING AT 6:00 P.M.**

**Males**

- \* Sports wear (jeans/pants worn at the waist and shirt, jogging attire, T-shirts)
- \* Footwear required

**Females**

- \* Sports wear (jeans/pants worn at the waist and blouses, sundress, jogging attire, T-shirts)
- \* Footwear required

***PLEASE NOTE: Shorts, tank tops, halter tops, tube tops, cut offs, ragged clothing, swimwear, bare midriffs, and bare feet are NOT acceptable.***

**MALES AND FEMALES**

***No visible body piercing, other than ears, on men or women!***

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**CONFERENCE DRESS CODE AND CONDUCT PROCEDURES**

I have read and fully understand the "Delegate Conduct Procedures" and "BPA Dress Code for Advisors, Members, and Guests" and agree to comply with these conduct and dress code guidelines. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
School Official's Signature

**CONFERENCE DRESS CODE AND CONDUCT PROCEDURES**

I have read and fully understand the "Delegate Conduct Procedures" and "BPA Dress Code for Advisors, Members, and Guests" and agree to comply with these conduct and dress code guidelines. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
School Official's Signature

**CONFERENCE DRESS CODE AND CONDUCT PROCEDURES**

I have read and fully understand the "Delegate Conduct Procedures" and "BPA Dress Code for Advisors, Members, and Guests" and agree to comply with these conduct and dress code guidelines. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

\_\_\_\_\_  
School Official's Signature

*Advisors must submit signed forms for all students attending the conference at the Conference Registration Desk.*

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**FLORIDA BPA  
SCHOLARSHIP APPLICATION PROCEDURE**

Florida BPA will present at least one (1) \$250 scholarship at the state conference. The procedures and requirements identified below must be followed. All incomplete applications will be disqualified *without review*.

***ELIGIBILITY:***

- Member of Florida BPA during the 2009-2010 school year
- High school senior with a weighted GPA of 3.5 or higher *or* in the top 25 percent of graduating class
- Full-time Florida resident

***APPLICATION PROCEDURE:***

**SUBMIT ALL MATERIALS TO:**

**FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

**FIRST-CLASS POSTMARK DEADLINE:      December 11, 2009**

1. A cover page stating the member's name, social security number, birth date, home address, phone number, high school, and BPA advisor's name.
2. Two letters of recommendation on school or business letterhead: one from a BPA advisor and one from a teacher, administrator, counselor, or employer.
3. An essay of no more than 500 words describing BPA's effect on the applicant's development and education.
4. An official transcript including ACT, SAT, or CPT scores.
5. A resume including Torch Awards and other awards, offices, and achievements (maximum of 2 pages).

The Florida BPA Scholarship is a one-year scholarship program. Scholarship funds shall be disbursed upon receipt of official documentation that the scholarship recipient is enrolled in postsecondary classes for the 2010-2011 school year.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**SPECIAL OLYMPICS CHAPTER RECOGNITION AWARD**

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:**

**FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

To encourage chapters to become actively involved with Special Olympics, Florida will present a Special Olympics Chapter Recognition Award at the State Leadership Conference. All chapters conducting at least one activity for Special Olympics are eligible for this award. Activities could include fund-raising activities, volunteer activities, training, public relations, or any other unique involvement the chapter has with Special Olympics.

Provide the following information:

\_\_\_\_\_ Total number of chapter members this school year

\_\_\_\_\_ Total number of chapter members involved in the Special Olympics project(s)

\_\_\_\_\_ Total amount of money earned for or donated to Special Olympics this school year (if applicable)

Attach a descriptive report that includes this form as the cover page and an one-paragraph description of each project or activity the chapter conducted for Special Olympics this school year. Include dates, times, number of members involved, etc., for each activity or project. Pictures or other items of a non-bulky nature that may assist in describing the activity may be securely attached as part of the descriptive report (optional).

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**RELAY FOR LIFE CHAPTER RECOGNITION AWARD**

REGION \_\_\_\_\_ **FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:** **FLORIDA BPA, INC.**  
**P. O. Box 700147**  
**Saint Cloud, FL 34770-0147**

To encourage chapters to become actively involved with Relay for Life, Florida will present a Relay for Live Chapter Recognition Award at the State Leadership Conference. All chapters conducting at least one activity for Relay for Life *during the 2008-2009 school year* are eligible for this award. Activities could include fund-raising activities, volunteer activities, training, public relations, or any other unique involvement the chapter has with the Relay for Life project.

Provide the following information:

- \_\_\_\_\_ Total number of chapter members during 2008-2009
- \_\_\_\_\_ Total number of chapter members involved in the Relay for Life project(s) during 2008-2009
- \_\_\_\_\_ Total amount of money earned for or donated to Relay for Life during 2008-2009 (if applicable)

Attach a descriptive report that includes this form as the cover page and an one-paragraph description of each project or activity the chapter conducted for the Relay for Life project this school year. Include dates, times, number of members involved, etc., for each activity or project. Pictures or other items of a non-bulky nature that may assist in describing the activity may be securely attached as part of the descriptive report (optional).

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**AMERICAN RED CROSS CHAPTER RECOGNITION AWARD**

REGION \_\_\_\_\_ **FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:** **FLORIDA BPA, INC.**  
**P. O. Box 700147**  
**Saint Cloud, FL 34770-0147**

To encourage chapters to become actively involved with the American Red Cross, Florida will present an American Red Cross Chapter Recognition Award at the State Leadership Conference. All chapters conducting at least one activity for the American Red Cross are eligible for this award. Activities could include fund-raising activities, volunteer activities, training, public relations, or any other unique involvement the chapter has with the American Red Cross.

Provide the following information:

\_\_\_\_\_ Total number of chapter members this school year

\_\_\_\_\_ Total number of chapter members involved in the American Red Cross project(s)

\_\_\_\_\_ Total amount of money earned for or donated to the American Red Cross this school year (if applicable)

Attach a descriptive report that includes this form as the cover page and an one-paragraph description of each project or activity the chapter conducted for the American Red Cross this school year. Include dates, times, number of members involved, etc., for each activity or project. Pictures or other items of a non-bulky nature that may assist in describing the activity may be securely attached as part of the descriptive report (optional).

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**JUNIOR ACHIEVEMENT CHAPTER RECOGNITION AWARD**

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:**

**FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

To encourage chapters to become actively involved with Junior Achievement, Florida will present a Junior Achievement Chapter Recognition Award at the State Leadership Conference. All chapters participating in the Junior Achievement Project are eligible for this award.

Provide the following information:

\_\_\_\_\_ Total number of chapter members this school year

\_\_\_\_\_ Total number of chapter members involved in the Junior Achievement project(s)

Attach a descriptive report that includes this form as the cover page and an one-paragraph description of each activity the chapter conducted for Junior Achievement this school year. Include dates, times, number of members involved, etc., for each activity or project. Pictures or other items of a non-bulky nature that may assist in describing the activity may be securely attached as part of the descriptive report (optional).

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
FLORIDA BUSINESS PARTNER RECRUITMENT  
CHAPTER RECOGNITION AWARD**

REGION \_\_\_\_\_ **FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO: FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

Chapters that recruit individuals, businesses, or organizations that become Business Partners for the Florida Chapter of Business Professional of America (not the local or regional chapter) will be recognized at the State Leadership Conference. Please provide the following information:

Name of Individual, Business, or Organization \_\_\_\_\_

Place a checkmark (✓) in the space below to identify the applicable partner level:

\_\_\_\_\_ Competitive Event Sponsor (\$100)

\_\_\_\_\_ Scholarship Sponsor (\$250)

\_\_\_\_\_ Friends of BPA (\$500)

\_\_\_\_\_ Manager's Team (\$1,000)

\_\_\_\_\_ Chief Executive Officer's Circle (\$2,500)

\_\_\_\_\_ Chairperson's Board (\$5,000)

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
MEMBERSHIP RECRUITMENT  
CHAPTER RECOGNITION AWARD**

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:**

**FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

Chapters that show a significant increase in local chapter membership during 2009-2010 *or* that recruit new chapters of Florida BPA will be recognized at the State Leadership Conference. *New 2009-2010 chapters are not eligible for this award.* Please provide the following information:

Chapter Membership Increase:

\_\_\_\_\_ Total number of chapter members this school year

\_\_\_\_\_ Total number of chapter members last school year

\_\_\_\_\_ Percent increase in 2009-2010 school membership

New Chapter Recruitment:

\_\_\_\_\_ Total number of new chapters recruited this school year

Name(s) of New Chapters \_\_\_\_\_

\_\_\_\_\_

Attach a descriptive report that includes this form as the cover page and an one-paragraph description of each membership recruitment activity the chapter conducted this school year. Include dates, times, number of members involved, etc., for each activity. Pictures or other items of a non-bulky nature that may assist in describing the activity may be securely attached as part of the descriptive report (optional).

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Chapter Advisor's Signature

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**



# Florida Quality Chapter of Distinction

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS FORM TO:**

**FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

**ACTIVITY**

**COMPLETED**

*Complete three starred requirements and four non-starred electives.*

*Complete the following three (3) requirements:*

- |    |   |                          |
|----|---|--------------------------|
| 1. | Implement chapter officers.*  | <input type="checkbox"/> |
| 2. | Plan and execute monthly chapter meetings.*   | <input type="checkbox"/> |
| 3. | Integrate leadership training programs and/or parliamentary procedure activities into a chapter program.* | <input type="checkbox"/> |

*Complete four (4) of the seven (7) activities below:*

- |     |  |                          |
|-----|--|--------------------------|
| 4.  | Prepare and follow a chapter budget.   | <input type="checkbox"/> |
| 5.  | Participate in the Special Recognition Awards Program.<br><i>Please Identify:</i> _____  | <input type="checkbox"/> |
| 6.  | Register a minimum of two chapter advisors.<br><i>Provides chapter continuity and expands program opportunities.</i>               | <input type="checkbox"/> |
| 7.  | Increase chapter membership over previous year.<br>____ Members this year      ____ Members last year                              | <input type="checkbox"/> |
| 8.  | Participate in a Chapter, State, or National fundraising program.<br><i>Please Identify:</i> _____                                 | <input type="checkbox"/> |
| 9.  | Participate in one conference outside the local chapter.<br><i>Conference Attended:</i> _____<br><i>Number of Attendees:</i> _____ | <input type="checkbox"/> |
| 10. | Participate in the Torch Awards Program.<br>____ Number of students participating  | <input type="checkbox"/> |

\_\_\_\_\_  
Local Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter President Signature

\_\_\_\_\_  
Date

- Quality Chapters will receive a Quality Certificate of Distinction for their chapter.
- Quality Chapter members attending the State Leadership Conference will be recognized.

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**SPIRIT AWARD GUIDELINES**

***Poster Contest (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)***

- During the regional caucus on Saturday evening, design a poster that relates to the 2010 State Leadership Conference state theme to promote your region
- Posters will be judged based on the following points:
  - Name of region included
  - State Leadership Conference 2010 included
  - Relates to the state theme (“Florida BPA: Get With The Program”)
  - Creativity and originality
  - Promotes the region
- NOTE: Posters should be tasteful and reflect the dignity of BPA
- Posters and markers will be provided for your region’s use at the caucus
- Region Advisors MUST sign and date the back of the poster
- Posters must be turned in to Conference Headquarters by 9:00 p.m. on Saturday

***Spirit of Service (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)***

- Chapters in each region should raise money prior to the state conference
- All money raised will be donated to one of our state service projects (e.g., Special Olympics, Relay for Life, or American Red Cross)
- School and/or regional checks for money donated for the Spirit of Service must be turned in to Conference Headquarters at registration
- The region with the largest donation to the Spirit of Service will receive this award
- **Under no circumstances may chapter members solicit hotel staff or guests for donations.**

***Business Card Award (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)***

- Chapters are to design and print standard business cards for attendees from their group
- Design a card that relates to the 2010 State Leadership Conference state theme
- Cards must be printed on a school printer, not by a professional company
- All cards for the chapter are to be the same design with only the member’s name, etc. personalized
- Each attendee should be given 10 cards
- Members are to trade cards at the dinner party
- One card is to be mounted on an 8 ½ X 11 inch piece of paper and given to the regional advisor
- At the Regional Caucus each region will select one card to submit for final judging
- The region’s card must be turned in to Conference Headquarters by 9:00 p.m. on Saturday Night

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

## **SPIRIT AWARD GUIDELINES**

**PAGE 2**

### ***Region Cheer or Jingle (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)***

- During the regional caucus on Saturday evening, create a jingle or cheer that relates to the 2010 State Leadership Conference state theme and includes the region number
- Jingles and cheers will be judged on the following points:
  - Time (must be less than one minute)
  - Relates to the state theme (“Florida BPA: Get With the Program”)
  - Includes the region number
  - Creativity
  - Presentation
- The final written jingle or cheer must be approved by the Region Advisor
- A copy of the cheer or jingle must be turned in to Conference Headquarters by 9:00 p.m. on Saturday
- The jingle or cheer will be presented and judged at the business session on Sunday morning

### ***Conference Assistant Award (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)***

- This award will be determined based on the number of active 2010 conference assistants from each region divided by the total number of members in the region

### ***Overall Spirit Award (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)***

- The totals from each of the individual competitions (Poster Contest, Spirit of Service, Business Card, Region Cheer or Jingle, and Conference Assistant Award) will be tallied to determine the Overall Spirit Award winners

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**NATIONAL OFFICER INTENT APPLICATION**

REGION \_\_\_\_\_

**FIRST-CLASS POSTMARK DEADLINE: December 11, 2009**

National Officer Candidate Name \_\_\_\_\_

School \_\_\_\_\_ Advisor \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ZIP Code \_\_\_\_\_

School Phone \_\_\_\_\_ School Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RETURN THIS APPLICATION TO: FLORIDA BPA, INC.  
P. O. Box 700147  
Saint Cloud, FL 34770-0147**

Each prospective state officer candidate must submit a completed application packet including ALL the items listed below. *Please initial next to each item indicating that the item is attached. Attach items in the order listed.*

Item	Initials
10. Initialed and signed cover page (page 41 of this packet)	
11. National Officer Application (page 42 of this packet)	
12. Signed Certification for National Officer Applicant/National Officer Campaigning Statement (page 43 of this packet)	
13. Resume indicating that the candidate meets the qualifications for the office as defined by Business Professionals of America	
14. Proposed plans for term in office if elected	
15. Statement of recommendation on school letterhead from the chapter advisor	
16. Copy of the national officer candidate's current school transcript	
17. Signed copy of the completed Officer Candidate Worksheet (e.g., keyed copy of answers to the questions on page 44 of this packet)	
18. Signed copy of the Florida BPA State Officer Code of Ethics (page 33 of this packet)	

\_\_\_\_\_  
State Officer Candidate's Signature

\_\_\_\_\_  
Chapter Advisor's Signature



**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE  
CERTIFICATION FOR NATIONAL OFFICER INTENT  
APPLICANT**

The credentials for \_\_\_\_\_ are attached. The applicant meets the qualifications for the National Officer Team as defined by Business Professionals of America..

The applicant agrees to adhere to all national officer candidate rules and regulations. If elected, he/she will receive the enthusiastic support of the parent(s)/guardian(s), school, local chapter, and chapter advisor in the execution of duties of the office. The chapter advisor further assures that the elected officer will have transportation and appropriate chaperonage in order to attend all national officer meetings.

Date \_\_\_\_\_  
Parent's/Guardian's Signature

Date \_\_\_\_\_  
Chapter Advisor's Signature

Date \_\_\_\_\_  
School Official's Signature

ATTACH A STATEMENT OF YOUR SCHOOL'S CHAPERONAGE POLICY.

**NATIONAL OFFICER INTENT CAMPAIGNING  
STATEMENT**

I have read and fully understand the national officer guidelines and agree to comply with these guidelines. I am aware of the guidelines established for managing a campaign. Furthermore, I am aware of the consequences that will result from violation of any of these guidelines and procedures.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Campaign Manager's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature (Candidate)

\_\_\_\_\_  
Parent's/Guardian's Signature (Manager)

\_\_\_\_\_  
Chapter Advisor's Signature (Candidate)

\_\_\_\_\_  
School Official's Signature (Candidate)

**FLORIDA BUSINESS PROFESSIONALS OF AMERICA  
2010 STATE LEADERSHIP CONFERENCE**

**NATIONAL OFFICER INTENT CANDIDATE WORKSHEET**

Name \_\_\_\_\_

Region \_\_\_\_\_

Please key your answers to all of the questions below on a separate sheet. Complete, date, and sign this form. Attach your keyed answers to this form then attach this form as part of your National Officer Intent Application packet.

**Who's Who**

1. Who is the National Secondary President?
2. Who is the National Post-Secondary President?
3. Who is the National Executive Director?
4. Who is the President of the National Board of Directors?
5. Who is the National Officer Coordinator?

**Information and History**

6. When and where was the National organization established?
7. What does each of the words in our organization's name mean?
8. Name the organization's colors and explain what each represents.
9. When is Business Professionals of America Week?
10. Where is the National Leadership Conference this year?
11. Name the torches of the Torch Awards Program.

I certify that I completed this worksheet using available resources.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

Suggested Resources: *Policies & Procedures Manual*, *It's a New Year* (Chapter Handbook), *Communiqué*, BPA and Florida BPA websites

**National officer candidates must complete, sign and attach the answers to the Officer Candidate Worksheet questions to their National Officer Intent Application packet.**