



Today's students. Tomorrow's business professionals.

Montana Association

2012 State Leadership Conference First Update

Billings, Montana

March 11-13, 2012

January 6, 2012

Dear Montana BPA Advisors

The turkeys are done being stuffed, the stockings have been taken down from the mantel, and we have all rang in the New Year so it must mean tis the season to start planning to “Unmask Your Future” with Montana BPA during the Business Professionals of America, Montana association, State Leadership Conference March 11-13, 2012, in Billings.

The conference registration and competitive events will be Sunday at the Montana State University-Billings College of Technology with events and workshops at the Holiday Inn Grand Montana and Billings Hotel and Convention Center Monday. This year's theme is “Unmask Your Future” and the 2011-2012 State Officer Team and our 2012 State Leadership Conference Committee are busy planning for a Carnival-of-a-conference and ensuring everyone will have a Mardi-Gras-good time.

Below, you will find the first State Leadership Conference update. This is where you will find almost all of the instructions regarding state registration. Additionally, all of the attachments listed are available for download on the Montana BPA website, www.bpamt.org. Please adhere to the details and dates in the information provided as submission procedures and deadlines will be followed. Contact names and numbers have been included. There are many important changes and details so please read thoroughly and carefully . . . and repeat.

On the [State Conference](#) page of the Montana BPA website (www.bpamt.org), under the Resources tab, you will find the Statement of Originality forms for Individual and Team events and the Professional Business Associates Application Form for Interview Skills and Advanced Interview Skills in both PDF and Word formats. Please keep in mind, **all forms must be submitted in PDF format**; Word documents will not be accepted. Additionally, the State Officer Candidate application materials and the Montana BPA State Leadership Scholarship application are posted on the website, on the [Advisor Manual](#) page under “Tab 3 State”.

If you have any questions regarding any of the information in this email, deadlines, etc., please email me at eswenson@mt.gov or give me a call at 444.7991. You may also contact Anza Ketterman, our Executive Secretary, at kettanza@isu.edu or at 871.1715.

Thank you for your dedication and commitment to our Montana students and to Business Professionals of America.

Eric Swenson
Montana BPA State Advisor
Montana Office of Public Instruction
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Helena, MT 59620
Phone: 406.444.7991
eswenson@mt.gov

Attachments

[Directions for Using the 2012 SLC Judged Events Pre-Submission System](#)

[2012 SLC Judged Event Pre-Submission Guidelines](#)

[Individual Entry Form/State of Originality and Specifications Compliance](#) (Save as PDF before submitting)

[Team Entry Form/State of Originality and Specifications Compliance](#) (Save as PDF before submitting)

[BPA Workplace Skills Assessment Program Release Form](#)

Interview Skills (64) Application ([PDF](#)) ([Word](#)) (Save Word version as PDF before submitting)

Advanced Interview Skills (65) Application ([PDF](#)) ([Word](#)) (Save Word version as PDF before submitting)

[Montana BPA State Leadership Scholarship Application—PDF](#) (Due by February 7, 2012)

[Montana BPA State Leadership Scholarship Application—Word](#) (Due by February 7, 2012)

[State Officer Candidate Application Packet](#) (Due by February 7, 2012)

[Details to Consider for Potential State Officer Candidates](#)

[State Officer Information PowerPoint Presentation](#)

[State Conference Intern Application Form & Description of Duties](#) (Due by February 7, 2012)

[Montana Silver Star Award for Chapter Development](#) (Due by February 24, 2012)

[Medical Release Form](#)

[Montana BPA Code of Conduct](#)

[Montana BPA Dress Code](#)

[Proposed Amendments to the Montana BPA Constitution](#)

The Online Registration System for the 2012 State Leadership Conference Opens Monday, January 9!

REGISTRATION

The registration fee for the 2012 State Leadership Conference is **\$45.00**. This fee includes a conference T-shirt, Monday's lunch, Monday night's dance, Tuesday morning advisors' breakfast, top notch keynote address, and use of conference facilities. **All students, advisors, and chaperones must pay the registration fee to attend the conference.** Each chapter must complete the registration form and register for competitive events online by **February 7, 2012**.

The last day to drop and/or make changes to Competitive Event registrations is Friday, February 24. After Friday, February 24 all drops/changes will need to be addressed onsite at State Leadership Conference registration Sunday, March 11 at the MSU-Billings College of Technology.

REGISTRATION REFUND POLICY

State Leadership Conference registration is due February 7, 2012. There will be no refunds for cancellations. Registrations received after February 7 **WILL NOT** receive T-shirts as part of the registration fee. The late Registration Rate is \$60 for any chapter submitting its registration materials after February 7.

ONLINE REGISTRATION INSTRUCTIONS

The Online Conference Registration System will be used to register your chapter for general attendance as well as all student competitive events. Registration opens Monday, January 9, 2012, and will close at 11:59 pm February 7, 2012. Late registration begins February 8—with a \$60 late fee assessed—and closes at 11:59 pm February 14, 2012. State Conference registration is directly linked to national/state membership. Students and advisors must be registered members with Nationals before they can be registered as a state conference competitor or attendee.

USING THE ONLINE CONFERENCE REGISTRATION SYSTEM

Log on to www.registermychapter.com/bpamem/

- Click on 'Leadership Conference Registration Log In' and enter your username and password
This will be the same one you used to register for dues
- From the list, select the **2012 Montana State Conference - *Secondary*** or ***Postsecondary***
- Select the members attending the State Leadership Conference
- Add Guests using the "Non-Member" section at the bottom of the page
- Select the T-shirt size for each member attending (Guests will not automatically receive a T-shirt)
- Select the contest(s) for each member according to your regional qualifications
- Under "Item" you can order Montana trading pins as well as extra t-shirts
- Be sure to answer the Special Questions regarding chapter arrival time, President's Breakfast, and advisor Administrator, Proctor, Grader assignment choice
- The "add member" button will allow you to add additional members registered in your chapter not initially submitted
- The "add non-member" button will allow you to add additional guests

CONFERENCE HOTELS

All participants at the 2012 conference (except local area chapters) must stay at one of the designated conference hotels. Reservations must be made no later than **February 8** at the Holiday Inn Grand Montana and **February 27** at The Billings Hotel and Convention Center to ensure availability and room rates. Reservations are made on a first-come, first-serve basis. The earlier you book the hotel, the more likely you will receive your choices. The Holiday Inn will require a **rooming list by February 8** and The Billings Hotel by **February 27**.

The Holiday Inn Grand Montana

Toll Free Reservation Line: 800.465.4329

- Group Booking Code "BPA"

Direct Online 2012 BPA SLC Reservation Link

www.holidayinn.com/hotels/us/en/billings/bilwe/hoteldetail?groupCode=BPA

Room Rate: \$88.00 + 7% lodging tax + TBID \$1.00

- Tower rooms may be available at a higher rate
- Breakfast is not included
- Reservations must be made by February 8, 2012 in order to get the group rate
- Rooming Lists are due by February 8, 2012

Direct Rooming Lists & Concerns/Questions to

Tiffany Hance, Sales Manager

5500 Midland Road

Billings, MT 59101

Phone: 406.238.8951

Fax: 406.248.2031

E-mail: thance@higrandmt.com

The Billings Hotel & Convention Center

Toll Free Reservation Line: 200.537.7286

- Group Booking Code "BPA12"

Room Rate: \$74.00 + 7% lodging tax + \$2.75 energy surcharge + \$1.00 TBID

- This rate includes a free breakfast buffet each day
- Reservations must be made by February 27, 2012 in order to get the group rate
- Rooming Lists are due by February 27, 2012

Direct Rooming Lists & Concerns/Questions to
Mary Ann Keenan, Senior Sales Manager
1223 Mullowney Lane
Billings, MT 59101
Phone: 406.248.7151 or 800.537.7286
Fax: 406.259.5338 or 406.248.2054
E-mail: billingshotel@bresnan.net

COMPETITIVE EVENT DETAILS

Registration and competitive events will begin on Sunday, March 11, at the MSU-Billings College of Technology. The testing/competition schedule for regions on Sunday is as follows:

<u>Begin Testing/Competing</u>	<u>Region(s)</u>
9:00 am	Regions 5 & 6
10:30 am	Regions 3 & 4
11:30 am	Regions 7 & 8
12:30 am	Regions 1 & 2

Arrival Time

There is a place to indicate your arrival time to the MSU-Billings College of Technology on Sunday in the 'Special Questions' section of the online conference registration. Please be sure to let us know when you will be arriving especially if it will be at a ***different time than what is listed above***. It is our hope to make any beneficial time adjustments.

Competitive Events

Montana BPA will be offering all the Workplace Skills Assessment Program events developed by National BPA with the exception of the two Pilot Events: (58) Computer Modeling and (74) Business meeting Management–Open Event. Students should prepare for the offered events as described in the Workplace Skills Assessment Program’s Competitive Event Guidelines available on the National BPA website (www.bpa.org).

Please Take Note: Excluding Open Events, **each student may compete in a maximum of three (3) competitive events in any category**. A student may compete in all of the Open Events if his/her competitive event schedule allows. For team events, only a maximum of two (2) teams from the same chapter can compete in the same team event.

- There will be no use of the Internet during competitive events
- There will be no student use of cell phones during general sessions, competitive events, or workshops

Open Events—Please register your students online for their Open Events. Open Events will be available all day Sunday and Monday morning

Sunday: 9:00 am-5:00 pm at the Health Sciences Building (HSCT)

- Financial Math & Analysis
- Insurance Concepts
- Parliamentary Procedure Concepts
- Administrative Support Concepts
- Information Technology Concepts
- Management/Marketing/Human Resources Concepts

Monday: 9:00 am until Noon at the Holiday Inn Grand or the Billings Hotel

- Financial Math & Analysis
- Insurance Concepts
- Parliamentary Procedure Concepts
- Administrative Support Concepts

- Information Technology Concepts
- Management/Marketing/Human Resources Concepts

Documentation Forms required for Technical Project Submission

The [Individual Entry Form/State of Originality and Specifications Compliance](#) and [Team Entry Form/State of Originality and Specifications Compliance](#) documents are available on the [Montana BPA website](#) for your convenience. Once these documents are filled out completely, they must be saved as PDF files before uploading them into the [Judged Events Pre-Submission System](#). Where signatures are normally written on these forms, a script font can be used to duplicate the signature. All uploaded documents must be in a PDF format. A confirmation of successful uploading will be emailed to the address provided to confirm all documents have been successfully uploaded into the [Judged Events Pre-Submission System](#).

[Directions for Using the 2012 SLC Judged Events Pre-Submission System](#) can be found on the [State Conference page](#) of the [Montana BPA website \(www.bpamt.org\)](#). Please also reference the [2012 SLC Judged Event Pre-Submission Guidelines](#) to ensure all the proper materials are submitted to the Judged Events Coordinator.

Non-Repeatable Events

Please refer to the Events-At-A-Glance document provided in the Workplace Skills Assessment Program, or the [2011-2012 Workplace Skills Assessment Program Events At-A-Glance](#) on the Montana BPA website, to clarify which events can and CANNOT be repeated. The following events CANNOT be repeated:

- (01) Fundamental Accounting
- (06) Fundamental Spreadsheet Applications
- (20) Keyboarding Production
- (21) Fundamental Word Processing Skills
- (25) Basic Office Systems & Procedures
- (64) Interview Skills

Montana BPA will follow the same resubmission guidelines and event specifications as listed in the 2012 Workplace Skills Assessment Program Guidelines. Any exceptions or special requirements for the state conference competitive events are noted as follows:

Financial Services Events

Computerized Accounting (03): This event will be completed in the student's home school before the state conference. The test will be sent to each contestant's advisor prior to the conference. The test will be completed by the student, printed upon completion, and sent to Julie O'Dell, Competitive Events Coordinator. Remember the chart of accounts and beginning balances are available in the WSAP. This information should be entered into the program prior to starting the actual test.

Financial Analyst Team (09): Bring your own equipment and supplies for this event. Teams will prep for ninety minutes judges will review each finished test/product top ten are called back to present to the judges

Economic Research Project—Individual (10): State-level entries must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Two (2) additional copies of the research paper and entry form must be submitted **to the proctor** at the time of the presentation.

Economic Research Project—Team (11): State-level entries must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Two (2) additional copies of the research paper and entry form must be submitted **to the proctor** at the time of the presentation.

Administrative Support Events

Administrative Support Team (30): This event will take place on Sunday at the College of Technology in the Health Sciences Building (HSCB). The teams will be given 90 minutes to complete the event's jobs. This event will be scheduled into time slots like other judged events. Please notify the Competitive Events Coordinator of time conflicts.

Administrative Support Research Project—Individual (31): State-level entries must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Two (2) additional copies of the research paper and entry form must be submitted **to the proctor** at the time of the presentation.

Information Technology Events

Systems Administration Using CISCO (41) & Network Administration Using Microsoft (42): Only the objective portion of the test will be taken at State.

C++ Programming (43), Visual Basic Programming (44) and JAVA Programming (45): There are no objective test questions for this event; the contest will be hands on. Bring your own equipment with software loaded. Conference and facility managers will not be responsible for the operation of your hardware or software.

Fundamentals of Web Design (46): Objective part plus application part using notepad on a computer. Computer will be supplied.

PC Servicing and Troubleshooting (47) & Computer Security (48): The contest is only objective questions; there is no hands-on portion at the state level.

Network Design Team (51): Bring your own equipment and supplies for this event. Students will be given a modification or additional information at conference and will have 30 minutes to revise.

Web Application Team (54): State-level documentation must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. No changes may be made to the Web site after this date. The Web Site must be available for viewing on the Internet by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Each team will be prescheduled for Sunday timeslots at the College of Technology. Bring your own equipment and supplies for this event.

Web Site Design Team (55): State-level documentation must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. The Web Site must be available for viewing on the Internet by February 7 and *cannot be altered after this date*. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Each team will be prescheduled for Sunday timeslots at the College of Technology. Bring your own equipment and supplies for this event.

Management/Marketing/Human Resources Events

Global Marketing Team (60): State-level documentation must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Bring your own equipment and supplies for this event.

Entrepreneurship (61): State-level documentation must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Bring your own equipment and supplies for this event.

Small Business Management Team (62): Each team will be prescheduled in either a Sunday or Monday timeslot. Bring your own equipment and supplies for this event. Students will be given a modification or additional information at conference and will have 30 minutes to revise.

Graphic Design Promotion (63): State-level documentation must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted.

Interview Skills (64) & Advanced Interview Skills (65): Both events will have preliminary interviews on Sunday at the College of Technology. The final interviews will be on Monday. The schedule for the preliminaries will be posted prior to the conference. Participants will be required to download the application form from the State Conference page of the Montana BPA website (www.bpamt.org/stateconference.html), compile it with other application materials (cover letter and resume) and submit everything via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Each of the three (3) requirement documents must be uploaded as their own PDF files; therefore, each competitor will be uploading three (3) PDF files.

Students must use the application form appropriate for their event level (Interview Skills or Advanced Interview Skills). The portfolio for the Advanced Interview Skills should not be submitted as the contestant will take the portfolio into the interview to be used to demonstrate job competence. **Students will also need to supply one copy of their resume and cover letter at both preliminary and final competitions.**

Prepared Speech (68): Documentation for this event must be turned in **to the proctor** at the time of the presentation and not turned in at registration.

Presentation Management—Individual (69): Bring your own equipment, supplies and appropriate documentation for this event.

Presentation Management—Team (70): This event will have preliminaries on Sunday at the College of Technology. The finals will be on Monday. The schedule for preliminaries will be posted prior to conference. Bring your own equipment and supplies for this event.

Use of Color Printing

The only contest allowing the use of color printing onsite is Financial Analyst Team and contestants must bring their own equipment and supplies for this event. Refer to the Workplace Skills Assessment Programs *General Guideline* and/or the *Events-at-a-Glance* for specific details.

Early Submission Deadline—February 7

All events with an early submission deadline established for the National Leadership Conference are also required to be submitted early for state conference. The state-level entries must be submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. Please refer to the [2012 SLC Judged Event Pre-Submission Guidelines](#) for the required materials to be submitted. Failure to meet this deadline will result in disqualification and no changes may be made after the February 7 deadline.

Individuals/teams in the events listed below will be prescheduled in their competitive event timeslots. Each chapter's prescheduled times will be available for review on the [Online Conference Registration System](#) prior to conference.

- Administrative Support Research Project—Individual
- Administrative Support Team
- Advanced Interview Skills
- Broadcast News Production Team
- Computer Animation Team
- Digital Media Production
- Economic Research Project—Individual & Team

- Entrepreneurship
- Extemporaneous Speech
- Financial Analyst Team
- Global Marketing Team
- Graphic Design Promotion
- Human Resources Management
- Interview Skills
- Network Design Team
- Parliamentary Procedure Team
- Prepared Speech
- Presentation Management—Individual & Team
- Small Business Management Team
- Video Production Team
- Web Application Team
- Web Site Design Team

The last day to drop and/or make changes to Competitive Event registrations is Friday, February 24. After Friday, February 24 all drops/changes will need to be addressed onsite at State Leadership Conference registration Sunday, March 11 at the MSU-Billings College of Technology.

Except where noted above in the specific events, the prescheduled, judged event timeslots will occur on Monday and take place at the Holiday Inn or The Billings Hotel.

The College of Technology has Microsoft Office 2010. If you have software questions or concerns, please contact the **Competitive Events Coordinator on or before February 7.**

BUSSING AND PARKING

Bus drivers dropping off students at the MSU-Billings College of Technology are asked to please do so behind the Tech (COT) building between the Tech and the Health Sciences Building (HSCB) instead of in front in the oval. There is a back door close to the Tech building in which the students may enter. This is also where bus parking is available.

ADVISOR RESPONSIBILITIES

Competitive Events

Due to the large number of competitive events offered and the peoplepower this necessitates, **it is the responsibility of ALL advisors** to proctor, administer, or grade competitive events on both Sunday and Monday. In the '**Special Questions**' section of the online registration you should list one event you are willing to administer, proctor, or grade. Every effort will be made to honor your request; however, it may not happen in every circumstance.

If you will be bringing other volunteers, parents, administrators, etc. willing to help with events, we really depend on them to assist us. Please let me know as soon as possible who would be willing to help. A list of advisor assignments will be provided by the Competitive Events Coordinator prior to the conference and will be emailed to all advisors attending the state conference. **Please review the list upon receipt and plan accordingly so you are at your assignment at the time indicated.** Failure to fulfill your assignment causes hardships to those left to cover the event.

Dance

On Monday night, a dance will be provided at the Holiday Inn Convention Center for students' entertainment. The students must wear an unaltered 2012 Montana BPA T-shirt to gain admittance to the dance. Chapters are welcome to plan their own independent chapter activity during the Monday night dance should they not choose to participate or attend. Please remember every advisor is expected to chaperone the dance if anyone in your chapter attends.

Regional Scholarship Fundraiser

The Montana BPA Executive Board has approved for regions to collect \$10.00 per advisor during their regional leadership conferences again this year. These \$10.00 donations will be used to help fund the Montana BPA State Leadership Scholarship as was done last year in lieu of the silent auction baskets.

Advisor Meetings

Two meetings are scheduled during the conference. The first is a brief meeting Sunday evening from 6-6:30 pm. The second meeting will be Tuesday morning during the advisor breakfast at 8:00 a.m. The Tuesday morning breakfast is an *optional* meeting to discuss the national conference and to announce the funds raised by each region for the Montana BPA State Leadership Scholarship. Please let Anza Ketterman know whether or not you will be attending so we can have an accurate count for the breakfast.

Medical Release Form & Code of Conduct

Please bring with you a [Medical Release Form](#) and [Code of Conduct](#) for each student who attends the state conference. Both forms can be downloaded from the State Conference page of the website, www.bpamt.org/stateconference.html.

Conference Dress Code Guidelines

Prior to coming to conference please share and discuss with your students the [dress code guidelines](#). Students must be dressed in professional business attire in all general sessions, competitive events and workshops as outlined in the guidelines. **Students who fail to follow the dress code guidelines during their competitive event(s) may be disqualified.**

MONTANA BPA CONSTITUTION AMENDMENTS PROPOSED

During the 2011 meeting of the Montana BPA State Executive Board of Directors reviewed and approved three (3) proposed amendments to the Constitution of the Business Professionals of America, Montana Association.

The three proposed amendments seek to bring the Constitution of the Business Professionals of America, Montana Association up-to-date and to include reference of both a secondary division and post-secondary division Classroom Educators Advisory Council (CEAC) representative and to reflect the change in title of the former State Specialist of Business &/and Marketing Education to the current State Specialist of Business Education.

The complete [Constitution of the Business Professionals of America, Montana Association with the three \(3\) proposed amendments](#) in detail can be downloaded from State Conference page of the Montana BPA website at www.bpamt.org/stateconference.html.

As stated within Article X, Section 1 of the Constitution of the Business Professionals of America, Montana Association

This constitution may be amended by a two-thirds majority vote of the total authorized voting delegates present, providing this represents 51 percent of local Business Professionals of America, Montana Association chapters, at any annual State Leadership Conference of Business Professionals of America, Montana Association, provided that a written copy of the proposed amendment(s) has been placed in the hands of each member of the State Executive Board at least (30) days before the Annual Leadership Conference. A copy of which shall be published by the state advisor prior to the Annual Leadership Conference. The State Executive Board shall exercise the responsibility to correct the proposed amendment but not to alter its purpose.

Therefore, the three (3) aforementioned amendments will be voted upon for approval by the local chapter voting delegates during the Special Delegate session of the 2012 Business Professionals of America, Montana Association State Leadership Conference to be held Monday evening, March 12, in Billings, Montana.

Chapter advisors and members are encouraged to download the complete [Constitution of the Business Professionals of America, Montana Association with the three \(3\) proposed amendments](#) in detail can be downloaded from State Conference page of the Montana BPA website at www.bpamt.org/stateconference.html and the review the three (3) proposed amendments prior to the 2012 State Leadership Conference. Any questions regarding the three (3) proposed amendments can be directed to State Advisor Eric Swenson at eswenon@mt.gov.

WORKSHOPS

Workshops will be available for your students to attend on Monday when they are not involved in competitive events. Workshop titles, times, and locations will be provided prior to the conference and will also be listed in the conference program. Workshops are schedule to begin at 9:00 am and end at 4:00 pm. Please make plans for your students to attend workshops on Monday unless their competitive events schedule will not allow it.

PRESIDENTS BREAKFAST

The Presidents Breakfast will be at the Cracker Barrel Monday morning, March 12, beginning at 7:00 am. The Cracker Barrel restaurant is within walking distance from both hotels. The breakfast will have a guest speaker and all chapter presidents are invited and encouraged to attend. Please indicate when completing the online registration whether or not your chapter president will be attending so we can have an accurate count for the breakfast.

CHAPTER RECOGNITION/ACTIVITIES

Based upon the decision by the Montana BPA State Executive Board during the meeting in July 2011, the Chapter Recognition Video has been discontinued.

Chapters may hang a chapter banner or poster from the balconies around the Holiday Inn Grand Montana atrium. Chapters are responsible for hanging and removing their banners. Masking tape or string is acceptable for hanging.

SPECIAL OLYMPICS 'CHAIN OF LOVE'

The Montana BPA state officers would like each chapter to participate in the **Chain of Love Activity**, which is a fundraiser for Special Olympics Montana. The goal is for each chapter is to collect a minimum of \$1 per member in attendance at the state conference. Monetary contributions along with the paper chains will be collected either at registration on Sunday or at the Presidents Breakfast on Monday morning. **Please make checks payable to SPECIAL OLYMPICS MONTANA. Please do not submit cash.** The chains will be assembled prior to the Second General Session. More details will be provided in future updates.

CORPORATE SPONSORS

If your chapter has recruited any new **corporate sponsors** for 2011-2012, please send all information to Anza Ketterman by **Friday, January 27** to ensure the corporate sponsor is recognized in the conference program. As a reminder, the recruiting chapter will receive 50% of the donated funds for each new corporate sponsor added to the Montana BPA Corporate Sponsor Program. The Advisor Manual page of the Montana BPA website (www.bpamt.org/advisor_manual.html) has all the information you need to complete the sponsorship program.

CONFERENCE T-SHIRTS

This year's T-shirt was designed by a student member of BPA. The winner of the T-shirt design contest will receive recognition and a check for \$25.00 at the state conference. Students will be required to wear the conference T-shirt in order to gain admittance to the dance Monday night—and **no alterations** should be made to the T-shirt. Additional T-shirts may be ordered for students/adults not attending the state conference for \$10.00 per T-shirt. These T-shirts could be worn at the National BPA Leadership conference and/or at chapter activities. To adhere to the conference dress code, please do not wear these shirts during any general sessions.

TORCH AWARDS

Statesman Torch Award résumés must be reviewed online by State Vice President Lexyn Walker, Plevna High School Chapter. Christina. **Statesman Torch Award résumés must be checked and approved by local advisors on or before February 7, 2012.** Résumés not checked by this date will not be considered for an award. Please note **Torch résumés should not be mailed or sent electronically** as they will only be reviewed online. **However, if your chapter has Statesman Torch Award applicants, would you please send an E-mail listing these students to Lexyn Walker at lexyn12@hotmail.com and Montana BPA State Advisor Eric Swenson at eswenson@mt.gov by the February 7 deadline.** Members earning their Statesman Torch Award during the 2012 State Leadership Conference should not serve as chapter voting delegates due to the concurrent sessions Monday night.

MONTANA SILVER STAR AWARD FOR CHAPTER DEVELOPMENT

The [Montana Association Silver Star Award for Chapter Development](#) is designed to award those Business Professionals of America chapters who actively implement the mission and strategies of the organization. These chapters improve chapter operations using a program of activities emphasizing student, chapter and community development. Quality standards have been developed in each area as minimum requirements for recognition in the Silver Star Award.

Details about the Montana Silver Star Award for Chapter Development and how to apply can be found on the Montana BPA website (www.bpamt.org/advisor_manual.html). Chapters wishing to apply for the Montana Association Silver Star Award for Chapter Development should submit written and supporting documentation to the State Advisor **postmarked no later than February 24, 2012.** Announcement of chapters receiving the Montana Silver Star Award for Chapter Development will be made during the Awards and Closing Session of the State Leadership Conference Tuesday morning, March 13.

STATE OFFICER ELECTIONS

Part of the process for running for state office includes campaigning at state conference. The specific offices are determined by interview after the election. Candidates are allowed two campaign posters and materials to hand out during campaigning. Campaigning will begin immediately after the Opening Session. Candidates may spend a maximum of \$50.00 on campaign materials. Students interested in running for a 2012-2013 state officer position must submit all items required in the application packet **by February 7, 2012** to Montana BPA State Advisor, Eric Swenson; late applications will not be accepted.

The State Officer Candidate Application Packet is comprised of six (6) components. A complete [State Officer Candidate Application Packet](#) can be downloaded from the Advisor Manual page in PDF format as well as each component—

- [State Officer Candidate Application Cover \(PDF\)](#)
- [State Officer Candidate Application Form & Worksheet \(Word\)](#)
- [School District Approval Form \(Word\)](#)
- [State Officer Code of Ethics \(PDF\)](#)
- [Website Release Form \(PDF\)](#)
- Verification of submitted or previously earned Statesman Torch Award

A printout of the Statesman Torch Award résumé from the online system can be used or a photocopy of a previously earned Statesman Torch Award's certificate

The state officer application materials can also be found on the Montana BPA website's [Run for State Officer page](#), www.bpamt.org/runforofficer.html, and under the State tab (Tab 3, Item #10) of the [Advisor Manual page](#), www.bpamt.org/advisor_manual.html.

Additional details about the procedures for running for state office, the campaign and election process, and the duties and responsibilities of a state officer can be found in the *Running for State Office* article on page 2 of the [Montana BPA Winter 2011 newsletter](#), located under the Newsletter tab of the [Montana BPA website](#), as well as the [Details to Consider for Potential State Officer Candidates](#) informational document and the [State Officer Information PowerPoint Presentation](#), both of which can be found on the [Run for State Officer page](#) of the [Montana BPA website](#).

CONFERENCE INTERNS

The State Officer Team is looking for a few student members to provide volunteer help at the state conference. These volunteers might be members who are registered for the conference but are not participating in competitive events (other than open events). To ensure your students have a quality and meaningful experience, we will be limiting our Intern numbers to a maximum of 10 participants. Interns will work with and directly assist the state officer team.

If you have a student who is interested in being an Intern, please fill out the State Conference Intern Application form (www.bpamt.org/documents/advisor_manual/tab_3_state/intern_application.doc) and fax (406.444.1373) or E-mail to Eric Swenson (eswenson@mt.gov) at 406.444.1373 or -527-3479 (fax) or beckydepuydt@bpamt.org by February 7. The [State Conference Intern Application form](#) includes both the application form and a description of possible duties during the state conference.

SCHOLARSHIPS

Montana State University, College of Business Scholarship

Montana State University - Bozeman, College of Business will be offering scholarships to Montana BPA students planning to pursue a degree within the College of Business. Students must complete an application prior to the conference and scholarship finalists will be interviewed during the conference. Watch for more details in early February from Tim Alzheimer.

Montana Business Professionals of America State Leadership Scholarship

The Montana BPA State Leadership Scholarship application is available for download from the Advisor Manual page of the Montana BPA website (www.bpamt.org/advisor_manual.html) in both [PDF](#) and [Word](#) formats. This year, there will be two \$500 scholarships awarded to outstanding Montana BPA seniors planning to continue their education with a Montana postsecondary institution; a major in business is not required in order for a member to apply for this scholarship.

The completed scholarship application and all required documentation must be mailed to Montana BPA State Advisor Eric Swenson postmarked on or before February 7, 2012. Late and/or incomplete scholarship applications will not be accepted.

Johnson & Wales University

BPA members can receive from \$1000 to over \$4500 in scholarships from Johnson & Wales University. Members interested in attending Johnson & Wales University, www.jwu.edu, can be awarded \$1000 and up for being members of Business Professionals of America depending on the number of years they have been members and the various leadership positions they may have held within the local chapter. A State officer for BPA usually receives \$4,000-\$4,500; if they have held office for more than one year they may receive more. All these scholarships are renewable up to 4 years. The average BPA scholarship is \$3,300 a year; however, a state officer would receive more.

Scholarships will be awarded to the 1st place, \$1000, 2nd place, \$750, and 3rd place, \$500, winners in Global Marketing Team, Web Site Development Team, Visual Basic Programming, and Entrepreneurship at the State Leadership Conference.

These tuition scholarships may be applied to any full-time day school program offered at the university and are automatically renewable each academic year, up to four years of continuous enrollment, as long as the recipient maintains satisfactory academic progress. To learn more about the programs and campuses of Johnson and Wales University, please visit their website at www.jwu.edu.

SUMMARY OF DATES AND CONTACTS

Corporate Sponsor Recruitment	January 27	Anza Ketterman, Executive Secretary
State Conference Registration Materials	February 7	Becky DePuydt, Registration Coordinator
State Competitive Event Presubmissions	February 7	Elaine Stedman, Judged Events Coordinator
State Competitive Event Software Needs	February 7	Julie O'Dell, Competitive Events Coordinator

Statesman Torch Award Résumés	February 7	Lexyn Walker, Montana BPA Vice President
State Officer Candidate Materials	February 7	Eric Swenson, State Advisor
Montana BPA Scholarship Application	February 7	Eric Swenson, State Advisor
State Conference Intern Applications	February 7	Eric Swenson, State Advisor
Holiday Inn Reservations & Rooming List	February 8	Directly to Holiday Inn Grand Montana
Silver Star Award Application Materials	February 24	Eric Swenson, State Advisor
Last Day for Drops/Registration Changes	February 24	Becky DePuydt, Registration Coordinator
Billings Hotel Reservations & Rooming List	February 27	Directly to Billings Hotel & Convention Center

2012 MONTANA BPA STATE LEADERSHIP CONFERENCE CONTACTS

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This complete State Leadership Conference—First Update will be available for download from the [Montana BPA website](#). This First Update will be posted on the [Advisor Manual page](#) under the section labeled “Tab 5 Communications” as a PDF document.

Check for additional information and state conference updates on the [Montana BPA website](#) at www.bpamt.org