



Today's students. Tomorrow's business professionals.

## Montana Association

### 2012 State Leadership Conference Second Update

Billings, Montana

March 11-13, 2012

February 1, 2012

Dear Montana BPA Advisors

The 2012 State Leadership Conference is just one turn of the calendar away.

Online registration needs to be completed next week, Tuesday, February 7, and many other important items must be submitted by this date as well—Judged Event entries and related documentation via the [Judged Events Pre-Submission System](#), [State Leadership Scholarship](#) applications, [State Officer Candidate](#) packets, [Conference Intern Applications](#), and [Statesman Torch Award](#) resumes.

Please note, the Montana BPA rooming blocks have filled at both the Holiday Inn Grand Montana and the Billings Hotel and Convention Center. Montana BPA is recommending those chapters still needing to make lodging arrangements to use either the Kelly Inn or Howard Johnson. The Kelly Inn is across the street from the Billings Hotel and Convention Center and kitty-corner from the Holiday Inn Grand Montana and Howard Johnson is next door to the Billings Hotel and Convention Center. Both offer excellent rates, complimentary breakfast, and indoor pool.

Also, this is the time to be completing entries for the [Montana Silver Star Award for Chapter Development](#). Entries for the Silver Star Award need to be mailed by February 24. Additionally, this is the time to work on completing submissions for National's [BPA Cares Awards program](#). The deadline for all BPA Cares Award applications and the deadline for submitting [Ambassador Torch Award](#) resumes is March 15.

The following information is the second State Leadership Conference update. This update includes additional and revised details for early submission judged event materials and documentation, the conference's keynote, Chain of Love, the MSU College of Business scholarship, and much more.

Please visit the Montana BPA website, [www.bpamt.org](http://www.bpamt.org), to download the information and forms noted in the update. Additionally, the National website, [www.bpa.org](http://www.bpa.org), is your source for information on Torch Awards, other BPA Cares Awards, and the [2012 National Leadership Conference](#) in Chicago, Illinois.

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

Thank you for your involvement in Montana BPA.

Eric Swenson  
Montana BPA State Advisor  
Montana Office of Public Instruction  
PO Box 202501  
Helena, MT 59620  
Phone: 406.444.7991  
[eswenson@mt.gov](mailto: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); the application available on the Pre-Submission System may also be used

Advanced Interview Skills (65) Application ([PDF](#)) ([Word](#)) (Save Word version as PDF before submitting) ; the application available on the Pre-Submission System may also be used

[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](#)

## **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**.

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.

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.

All competitive event final schedules will be available for chapters to preview and download on Wednesday, March 7. It is the responsibility of chapter advisors to download chapter competitive event schedules on Wednesday, March 7 and share with chapter members prior to arriving at the state leadership conference.

## **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.

## USING THE ONLINE CONFERENCE REGISTRATION SYSTEM

Log on to [www.registermychapter.com/bpamem/](http://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

## COMPETITIVE EVENT JUDGES

Judged Events Recruiter Molly Barta is looking for judges for the 2012 State Leadership Conference. Please contact Molly with the names and emails of potential judges at [bartam@billingschools.org](mailto:bartam@billingschools.org).

Additionally, if you are bringing chaperones with your chapter to the state leadership conference, please let Molly know if they would be interested in judging as well.

## CONFERENCE HOTELS

The rooming blocks at the Holiday Inn Grand Montana and the Billings Hotel and Convention Center have filled. You may call to add your chapter to a wait list, but it is recommended you make reservations at either the Kelly Inn (406.248.9800) or Howard Johnson (406.252.2584).

The Holiday Inn requires **rooming lists 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](http://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](mailto: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](mailto:billingshotel@bresnan.net)

## **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](http://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](mailto:eswenson@mt.gov)). The [State Conference Intern Application form](#) includes both the application form and a description of possible duties during the state conference.

## **ANNOUNCERS FOR OPENING & AWARD SESSIONS**

Announcers are needed for the Opening Session and for Tuesday morning's Awards and Closing Session.

One announcer is needed Sunday night to help introduce the 2011-2012 State Officer Team and two announcers are needed for Tuesday morning's Awards and Closing Session to help read names for Tuesday's Competitive and Judged Event awards.

Please contact Eric Swenson at [eswenson@mt.gov](mailto:eswenson@mt.gov) or 406.444.7991 if you would be willing to help or know someone who is interested.

## **CONFERENCE REGISTRATION AT MSU-BILLINGS COLLEGE OF TECHNOLOGY**

The Montana BPA State Officers, Executive Secretary Anza Ketterman, and I will welcome all of our chapters and attendees at the conference registration booth Sunday morning. The registration booth will be located just inside the front entrance of the College of Technology's Tech (COT) Building in the Commons area.

All advisors must pick-up registration materials and chapter T-shirts. Chain of Love monies can be turned in at the registration booth, or at the Presidents' Breakfast. Additionally all chapter voting delegates and state officer candidates will need to sign in and pick up their packets.

## **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 below*. It is our hope to make any beneficial time adjustments.

Begin Testing/Competing

9:00 am  
10:30 am  
11:30 am  
12:30 am

Region(s)

Regions 5 & 6  
Regions 3 & 4  
Regions 7 & 8  
Regions 1 & 2

**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](http://www.bpa.org)).

Individuals and teams giving presentations or using audio/visual equipment during their events are requested to bring an extension cord and power strip to ensure adequate access to power supplies at the College of Technology and at the Holiday Inn Grand Montana and Billings Hotel and Convention Center.

**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

There will be sign-in sheets for all Open Events on Sunday and Monday for students to sign-in when they take an Open Event test using their Membership Identification Number. The sign-in sheets will be available by event. The Open Event sign-in sheets will be distributed to advisors following the conference.

**WORKSHOPS**

Workshops will be held throughout the day on Monday and will be presented in the Billings Hotel and Convention Center and in the Rains Rooms of the Holiday Inn Grand Montana Convention Center. Workshops will begin at 9 am and conclude at 4 pm.

At the conclusion of each workshop Conference Interns and State Officers will be available to stamp conference programs to validate a member’s attendance.

Professional dress is required for all workshops unless noted within a workshop’s description.

**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.

**SCHOLARSHIPS**

**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](http://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.

### **Montana State University, College of Business Scholarship**

Montana State University - Bozeman, College of Business continues to offer two (2) \$1,000.00 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.

The scholarship application consists of two parts: 1) Personal and academic information, including a list of honors and activities students have accomplished during their four years of high school. 2) A 200-300 word essay addressing the following topic: "I have chosen to pursue a career in business because . . ." Students should include a description of how their personal strengths relate to their career choice, identify their career goals, and describe what they hope to contribute to the business community following college graduation. Students can apply for the scholarship online at [www.surveymonkey.com/s/BSZ97PX](http://www.surveymonkey.com/s/BSZ97PX). The application deadline is Wednesday, March 7, 2012 at 5:00 p.m.

Scholarship finalists will be announced during Sunday night's Opening Session. Each finalist is required to participate in a half-hour interview with CoB representatives, to be held during the day Monday. If a student named as a finalist does not complete the interview, he or she will be disqualified from further consideration. Following the interviews, CoB representatives will announce the \$1,000.00 dollar scholarship recipients during Monday night's Second General Session

### **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](http://www.jwu.edu), can be awarded \$1000 and up for being members of Business Professionals of America depending 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](http://www.jwu.edu).

### **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*

Additionally, each member applying to be a state officer candidate must also E-mail a PDF copy of their resume to State Advisor Eric Swenson ([eswenson@mt.gov](mailto:eswenson@mt.gov)) by February 7. The electronic resumes will be distributed to all local chapter voting delegates for their review prior to the state conference.

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](#).

### **STATE OFFICER CANDIDATE MEETING**

There will be a meeting for all state officer candidates with the current State Officers and the State Advisor Sunday, March 11, at 5 pm in the Rains Room of the Holiday Inn Convention Center to review the campaign process and to answer any questions. Campaign managers are welcome to attend with their candidate. After this meeting, candidates may setup their tables for the Campaign Rally

### **VOTING DELEGATES**

Each chapter has two (2) Voting Delegates. The Voting Delegates will need to check-in and register at the Conference Registration Booth at the COT. The form will include the names of the Voting Delegates and the number of members representing the chapter at the state leadership conference. Voting Delegates will receive their ribbons and instructions for conference responsibilities at the time of registration. It is highly recommended Voting Delegates not be those who will also be receiving a Statesman Torch Award due to session overlaps.

A brief list of required Voting Delegate events includes

- the introduction of candidates and their 30-second object speeches during the Opening Session, Sunday, March 11 at 8 pm
- Voting Delegate meeting for instructions, details, and questions following the Opening Session, Sunday, March 11
- Campaign Rally on Sunday, March 11, beginning at 10 pm
- Candidate speeches during the First General Session Monday morning, March 12 at 8 am
- Deadline to submit candidate questions on Monday, March 12, at 2 pm
- Special Delegate Session to approved the amendments to the Montana BPA Constitution, state officer candidate questions, and the election of the 2012-2012 State Officer Team Monday evening, March 12, from 7 to 7:45 pm

### **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.

### **ADVISOR ASSIGNMENTS**

Due to the large number of competitive events offered and the peoplepower this necessitates, **ALL** advisors are required to either proctor, administer, and/or grade competitive events on **both** Sunday and Monday. A list of advisor assignments will be coming shortly. Please plan accordingly to ensure you are at your assignment during the time indicated. Failure to fulfill your assignment causes hardships to those left to cover the event.

### **REGIONAL CONTRIBUTIONS FOR THE MONTANA BPA SCHOLARSHIP**

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. If you did not make your contribution during your regional leadership conference, please contact your regional coordinator to make arrangements.

### **KEYNOTE SPEAKER**

The Montana BPA State Leadership Team is pleased to announce Mr. Garret Garrels as the 2012 State Leadership Conference keynote. A native of Anaconda and a graduate of Carroll College, Mr. Garrels states “As a young entrepreneur, my driving force is to encourage and inspire others to pursue a meaningful life in the directions of their dreams.”

This past year has been a busy one for him as he had been featured in the *Helena Independent Record* and most recently the *Great Falls Tribune* for his *Loops for Life* and Pink Gloves campaigns. Mr. Garrels is an entrepreneur, speaker and author of the book, *Loops 4 Life*. Giving over 200 presentations per year, Garret has won the Toastmasters District 78 (MT, ND, SD, MN) Humorous Speech Contest and finished in the top 18 out of 35,000 in the World Championship of Public Speaking. Additionally, he is a co-owner of Pink Gloves Boxing with Nick Milodragovich which was featured in Entrepreneur Magazines 2010 Top 100 Innovative Businesses. The 25 year old has summed up his life in the subsequent paragraph:

“To say, ‘I’ll be happy when...’ is no different and just as depressing as saying, ‘I can’t wait until it’s over.’ Happiness comes from understanding that you dance while the song is playing, not when the song is over. Dancing to what’s popular is never as fulfilling as moving your feet to the music your heart beats in the symphony of your life. - The epilogue of my life to this point.”

Mr. Garret Garrels is excited to join Montana BPA during the State Leadership Conference and for the opportunity to be a part of the Opening Session, Sunday evening, in Billings, March 11.

Following the Opening Session, Mr. Garrels will be presenting two workshops, one at 9 and another at 11 am Monday morning.

### **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.**

This year, the State Officers want chapter to create their own chains; therefore, there will not be a link template this year, chapters can design their own links and/or use paper representing school colors. The Chains are to be brought to either Sunday’s Opening Session or Monday’s First General Session and given to the State Officers after the session. The State Officers will assemble the Chains during the day Monday and have the complete Montana Chain of Love on display for the Second General Session Monday evening.

## **MONTANA SILVER STAR AWARD FOR CHAPTER DEVELOPMENT**

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. Details about the Montana Silver Star Award for Chapter Development and instructions on how to apply can be found on the Montana BPA website ([www.bpamt.org/advisor\\_manual.html](http://www.bpamt.org/advisor_manual.html)).

## **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. 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.

## **AWARDS**

The Top 10 finalists in all individual judged, non-judged, and Open Events will be called to the stage and the Top 5 in team events. Plaques will be awarded to national qualifiers (Top 3 for individual judged and Top 5 for individual non-judged) with medals and certificates awarded to the additional places. For team events, the national qualifiers (Top 2) will receive a team plaque and individual medals, with the remaining teams receiving certificates. The top three winners in each of the Open Events will receive a plaque.

An easy way to remember the number of places qualifying for Nationals is  $2+3=5$ : two (2) for team, three (3) for individual judged, and five (5) for individual non-judged.

## **COLLEGE OF TECHNOLOGY COMPUTER LABS**

All computer labs within the MSU-Billings College of Technology have Officer 2010.

## **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.

## **COMPUTERIZED ACCOUNTING**

Computerized Accounting will be completed at home schools again this year and sent to Julie O'Dell upon completion via US Postal Service postmarked on or before Friday, February 24. As chapters register, Julie will be sending the test to the appropriate advisors via E-mail. The student(s) will complete the test, print hard copies of all the completed jobs, and send the completed test back by mail to Julie O'Dell at Hardin High School, 702 North Terry, Hardin, MT 59034, postmarked by February 24. With registration closing February 7, please allow time for the list of competitors and their advisors to be compiled and sent to Julie.

Remember, as per the Workplace Skills Assessment Program, students should have already completed the company setup including the Chart of Accounts, Accounts Payables, and Accounts Receivables with beginning balances as completed for the regional-level competition.

## **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](http://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.

### **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.

**Pre-submitted events may NOT be altered after being submitted. Presubmissions should have the contestant or team's ID number and event name as the file name of the PDF file.**

### **2012 STATE LEADERSHIP CONFERENCE COMPETITIVE EVENT GUIDELINES**

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 (HSCT). 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. 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. 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.

Following the close of registration, judges will evaluate and perform the technical scoring of all entries and the Top 20 technical-scoring entries will be announced and these entries will advance and be presented at the state leadership conference. Upon arrival at the College of Technology Sunday, students will need to sign up for their presentation time at the registration table.

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 may either download the application form from the State Conference page of the Montana BPA website ([www.bpamt.org/stateconference.html](http://www.bpamt.org/stateconference.html)) or use the application form available via the [Judged Events Pre-Submission System](#). If the application form from the Montana BPA website is used, it must be compiled with other application materials (cover letter and resume) and submitted via the [Judged Events Pre-Submission System](#) to the Judged Events Coordinator by February 7. All documents must be uploaded as their own PDF file.

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.**

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

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

### **COMPETITIVE EVENT DROPS/CHANGES**

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.

All competitive event final schedules will be available for chapters to preview and download on Wednesday, March 7. It is the responsibility of chapter advisors to download chapter competitive event schedules on Wednesday, March 7 and share with chapter members prior to arriving at the state leadership conference.

### **LUNCH SUNDAY & MONDAY**

The cafeteria will be open at the MSU-Billings College of Technology on Sunday for all conference attendees to purchase lunch. Food is not allowed in the classrooms and carpeted areas of the Tech and Health Science buildings.

A lunch buffet will be provided for all conference attendees on Monday at the Holiday Inn Atrium and at the Billings Hotel and Convention Center from 11:30 am to 1:30 pm. Advisors and members are asked to eat at the same hotel staying at if at all possible. Each hotel will be serving approximately 600 meals. The lunch buffet will be a Taco Bar and is included with the conference registration fee.

Please note, box lunches will be available for judges. The box lunches are only for those individuals judging on Sunday or Monday; the box lunches are not for event administrators, proctors, or graders.

### **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](http://www.bpamt.org/stateconference.html).

### **OPENING SESSION DRESS CODE**

Appropriate dress for the Opening Session will be professional business attire as stated in the [Conference Dress Guidelines](#). Please make sure all students adhere to the Montana BPA dress code at all times during the conference.

## **TRADING PINS FOR NATIONAL LEADERSHIP CONFERENCE**

Some of you already purchased trading pins for the National Leadership Conference in Chicago when you registered online for state. Trading pin orders made in conjunction with state leadership conference registration online will be included with your registration materials you arrive at the state conference. [A Trading Pin Order Form](#) will also be included in your registration packet and is also be available on the Montana BPA website ([www.bpamt.org/documents/advisor\\_manual/2012\\_trading\\_pin\\_order\\_form.pdf](http://www.bpamt.org/documents/advisor_manual/2012_trading_pin_order_form.pdf)) if your chapter would like to purchase additional pins for \$2.25 each. Trading pins are sold on a first-come, first-served basis. Please remember, only a certain number of pins are ordered and once the last pin has been sold, they are gone. To ensure delivery before you leave for Chicago, the **deadline to order is April 6, 2012**. Please note, when using the [Trading Pin Order Form](#), **payment must be received with the form** or else your order will not processed and your requested pins will be used to fill other orders until full payment is received.

## **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.

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, [www.bpamt.org/stateconference.html](http://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](mailto:eswenon@mt.gov).

The three (3) 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.

## **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
Competitive Event Schedules Finalized	March 7	Via <a href="#">Online Registration System</a>

## **2012 MONTANA BPA STATE LEADERSHIP CONFERENCE CONTACTS**

**Eric Swenson**, State Advisor  
Montana Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
Phone: 406.444.7991  
Fax: 406.444.1373  
E-mail: [eswenson@mt.gov](mailto:eswenson@mt.gov)

**Anza Ketterman**, Executive Secretary  
Montana BPA  
310 11th Avenue East  
Polson, MT 59860  
Phone: 406.871.1715  
E-mail: [kettanza@isu.edu](mailto:kettanza@isu.edu)

**Becky DePuydt**, Registration Coordinator  
1045 DePuydt Road  
PO Box 232  
Saco, MT 59261  
Home: 406.674.5593  
E-mail: [beckydepuydt@bpamt.org](mailto:beckydepuydt@bpamt.org)

**Elaine Stedman**, Judged Events Coordinator  
Sidney High School  
1012 4th Avenue SE  
Sidney, MT 59270  
Phone: 406.433.2330  
Fax: 406.433.2481  
E-mail: [estedman@sidney.k12.mt.us](mailto:estedman@sidney.k12.mt.us)

**Julie O'Dell**, Competitive Events Coordinator  
Hardin High School  
702 N. Terry  
Hardin, MT 59034  
Phone: 406.665.6322  
Fax: 406.665.1909  
E-mail: [julie.odell@hardin.k12.mt.us](mailto:julie.odell@hardin.k12.mt.us)

**Molly Barta**, Judged Events Recruiter  
Skyview High School  
1775 High Sierra Blvd.  
Billings, MT 59105  
Phone: 406.281.5221  
Fax: 406.255.3507  
E-mail: [bartam@billingschools.org](mailto:bartam@billingschools.org)

**Lexyn Walker**, State Vice President  
c/o Chasidy Davis  
Plevna High School  
PO Box 158  
Plevna, MT 59344  
[lexyn12@hotmail.com](mailto:lexyn12@hotmail.com)

**Chasidy Davis**, Plevna BPA Chapter Advisor  
Plevna High School  
PO Box 158  
Plevna, MT 59344  
[cdavis@plevna.k12.mt.us](mailto:cdavis@plevna.k12.mt.us)

This complete State Leadership Conference—Second Update will be available for download from the [Montana BPA website](#). This Second 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](http://www.bpamt.org)