



Montana Association

2012 State Leadership Conference Third Update
Billings, Montana
March 11-13, 2012

February 22, 2012

Dear Montana BPA Advisors

The 2012 Montana BPA State Leadership Conference, *Unmask Your Future*, is just over two weeks away. The State Officers are working on the plans for all the sessions and the conference planning team of Becky DePuydt, Julie O'Dell, Elaine Stedman, and Molly Barta are finalizing all the competitive schedules and advisor assignments. When you see them during the conference, please thank them for all their efforts and time to ensure the 2012 SLC is a positive for students, advisors, and volunteers.

Below are details, reminders, and updates regarding the state conference; please be sure to carefully read all the items and share with your students accordingly.

STATE BPA DROPS & TEAM CHANGES DUE FRIDAY, FEBRUARY 24

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.

Please notify Becky DePuydt, State Leadership Conference Registration Coordinator, of any drops and/or changes at beckydepuydt@bpamt.org.

All drops are subject to the Registration Refund Policy.

STATE CONFERENCE REGISTRATION PAYMENTS

If you have not already done so, please pay your state registration fees to Anza Ketterman by March 8. Please make your check out to "Montana BPA" and mail it to the address below. If you have not paid your state and national dues, please do so as soon as possible. National/State membership registration closed on February 15. Montana BPA has numerous bills to pay once the state conference is over so please be prompt in paying your membership dues and state conference registration. Thank You.

Anza Ketterman, Executive Secretary
Montana BPA
310 11th Avenue East
Polson, MT 59860

STATE CONFERENCE COMPETITIVE EVENT SCHEDULES

Your students' competitive events schedules are complete and ready for viewing on the on-line registration program where you originally registered at www.registernychapter.com/bpamem. Click Leadership Conference Login, and put in your user name and password and select "Montana State Leadership Conference 2012 – Secondary" (even though it says closed). Once you are in the registration page, scroll to the bottom and it will say "View Your Schedule."

Check your students' schedules for time conflicts and notify Becky (beckydepuysdt@bpamt.org) if you find any. Notice Open Events, Fundamental Accounting, Advanced Accounting, Payroll Accounting, and Banking and Finance schedule are listed twice on those schedules because all of those events may be taken either day. Remember, on Monday these events are only available from 9 a.m. to 12:30 p.m.

All competitive event final schedules will be available for chapters to preview and download on Wednesday, March 7. Any changes needing to be made after March 7 will be addressed onsite Sunday, March 11.

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.

MONTANA SILVER STAR AWARD FOR CHAPTER DEVELOPMENT

Friday, February 24 is the deadline to submit applications for the 2012 [Montana Association Silver Star Award for Chapter Development](#). All Montana BPA Silver Star applications must be postmarked on or before February 24.

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 (http://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.

MONTANA BPA MEMBER RECRUITER AWARD

Applications for the 2012 [Member Recruiter Award](#) are due Friday, February 24. The Member Recruiter Award was established by the 2004-2005 State Officer Team to encourage current members of the Secondary and Postsecondary Divisions to recruit new Business Professionals of America state and national members.

To receive the award, any current state Business Professionals of America member that recruits a minimum of one new state and national member must complete the Member Recruiter Award application; the PDF form can be downloaded at <http://bit.ly/xg30WX>.

On the application, they must list recruited member's name and their membership identification number. The local chapter advisor must verify, with their signature, that the applicant recruited the listed member(s).

Approved applicants will receive a certificate included in their registration packet at the State Leadership Conference and will stand for recognition during the Monday evening Second General Session. Certificates will be mailed to the local chapter advisor if not attending the conference.

VIDEO PRODUCTION TEAM

Due to the number of entries and the limited time the judges have available, Video Production Team entries will be pre-judged and finalists posted at the Registration Desk at the College of Technology.

In order to get the entries to the judges, the State Conference Committee is requesting videos be submitted via DVD to Judged Events Recruiter Molly Barta via **postal mail on, or before, Monday, March 5**. This will ensure adequate time for the videos to arrive in Billing before the State Leadership Conference.

All Video Production Teams must also bring an extra DVD and the necessary [Team Entry Form/State of Originality and Specifications Compliance Form](#) and [BPA Workplace Skills Assessment Program Release Form](#) to the State Leadership Conference to provide to the Proctor at the time of presentation to ensure the awarding of the Specification Points.

The Top 10 Video Production Teams will present at the State Leadership Conference Sunday afternoon, March 11, beginning at 1 pm. A list of finalists will be posted at the Registration Desk by Noon on Sunday and the Top 10 Video Production Teams will need to sign up for a presentation time.

When submitting DVDs there must be a label indicating Chapter Name, Team Name (Team 1 or Team 2), and the Membership Identification Numbers of each team member.

Please mail the Video Production Team DVD on, or before, Monday, March 5 to

Molly Barta
Skyview High School
1775 High Sierra Blvd
Billings, MT 59105

It recommended the DVDs be sent via Certified Mail with Return Receipt for tracking, proof of mailing, and proof of receipt. Video Production Team DVDs must be postmarked on, or before, Monday, March 5.

While the plan was to have all Video Production Teams present to the judges, they were only available to judge on Sunday. The State Conference Committee and Montana BPA Leadership Team thank you for your cooperation, understanding, and participation.

GRAPHIC DESIGN PROMOTION

The judges will be pre-judging Graphic Design Promotion entries. The Top 20 Graphic Design Promotion finalists will present at the State Conference. The judges will have a list of finalists by Monday, March 5 and chapters will be notified of their status.

Finalists for Graphic Design Promotion will present Monday, March 12. Presentations will take place from 9 am to 2 pm in Parlor 1001 of the Billings Hotel and Convention Center.

MSU COLLEGE OF BUSINESS SCHOLARSHIP

Wednesday, March 7 is the deadline to apply for the Montana State University College of Business scholarship. The Montana State University College of Business in Bozeman is continuing its support of Montana BPA by offering two (2) \$1000.00 scholarships. The online application is now available at <http://www.surveymonkey.com/s/BSZ97PX>.

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. The application deadline is Wednesday, March 7, 2012 at 5:00 p.m.

Scholarship finalists will be announced during the 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 dollar scholarship recipients during Monday night’s Second General Session

ADVISOR ASSIGNMENTS

Due to the large number of competitive events offered and the peoplepower this necessitates, **ALL** advisors are required to either proctor, administer, or grade competitive events on **both** Sunday and Monday.

Julie O’Dell is completing the list of proctors and graders for the state conference and a listing will be sent out soon. 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.

In the meantime, a description of [Proctor, Grader, and Judging responsibilities](#) can be downloaded from the [State Conference](#) page of the Montana BPA website (www.bpamt.org). Please review it carefully so you will be prepared for your advisor assignments.

AWARD SESSIONS ANNOUNCERS

Montana BPA is still looking for a few good announcers. Two announcers are needed for Tuesday morning's Awards and Closing Session to help read names for Competitive and Judged Event awards. Please contact Eric Swenson at eswenson@mt.gov or 406.444.7991 if you would be willing to help or know someone who is interested.

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 submit cash only if absolutely necessary.

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.

CODE OF CONDUCT & MEDICAL RELEASE FORMS

A Code of Conduct and Medical Release Form must be filled out and signed by each member attending state conference. ***Please bring them with you to conference.*** Both the [Code of Conduct](#) and [Medical Release Form](#) can be downloaded from the [State Conference](#) and [Advisor Manual](#) pages of the Montana BPA website (www.bpamt.org).

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.

WORKSHOPS

Workshops will be held throughout the day on Monday and will take place in the Billings Hotel and Convention Center and in the Rains room of the Holiday Inn Trade 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.

TORCH AWARDS CEREMONY

Montana BPA Vice President Lexyn Walker is coordinating the Torch Award Ceremony and recognition of those members receiving their Statesman Torch Award during Second General Session Monday evening. The Torch Award Ceremony is a very unique and special component of our organization. During the Torch Award Ceremony, advisors, students, and guests are asked to refrain from clapping or using flash photography until the ceremony is completed.

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. During this time, chapters may also submit the funds raised through the Chain of Love. 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.

LUNCH SUNDAY & MONDAY

The cafeteria will be open at the MSU-Billings College of Technology on Sunday for State Leadership 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 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.

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 College of Technology. 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

- Voting Delegate meeting for instructions, details, and questions following the Opening Session, Sunday, March 11
- the introduction of candidates and their 30-second object speeches during the Opening Session, Sunday, March 11 at 8 pm
- 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 for approval of the amendments to the Montana BPA Constitution and for candidate questions and state officer voting Monday evening, March 12, from 7 to 7:45 pm

Additional Voting Delegate details will be E-mailed to chapter advisors prior to the State Leadership Conference.

ADVISOR MEETINGS

There will be two meetings for chapter advisors during the state leadership conference. The first meeting will be Sunday at 6 pm in the Holiday Inn Convention Center's Rains Room to provide last minute updates, share information, and answer questions. The second meeting is the (optional) Advisors Breakfast Meeting at 8 am Tuesday morning in the Holiday Inn Grand Montana's Poolside Room.

This meeting will include a free breakfast for advisors, the recognition of new advisors, present Years of Service awards, the announcement of funds raised by each region for the Montana BPA State Leadership Scholarship, and important information for the National Leadership Conference.

COMPETITIVE EVENT 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 in individual events (Top 3 for individual judged and Top 5 for individual non-judged) with medals and certificates awarded to the additional finalists. 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.

COMPETITIVE EVENT BUMP-UPS FOR NLC

Becky DePuydt will be coordinating the Bump-Up list for students competing at the National Leadership Conference. Following the state conference please let Becky know if one of your qualifying member(s)/team(s) will not be attending the National Leadership Conference so the next highest-placing member/team can be "bumped up" to fill competitive event opening (s). **Monday, March 19** is the deadline for bump-ups as Montana's final competitive event qualifiers list will be submitted to the National Center at 5 pm on March 19. Once the list is submitted, no additional changes can or will be made. Remember, Monday, March 26 is the deadline for NLC registration.

BPA CARES PROGRAM & TORCH AWARDS

Thursday, March 15 is the deadline for submitting applications for all [BPA Cares Program Awards](#), [Ambassador Torch Awards](#), and [Quality Chapter Distinction](#).

Please refer to the [BPA Cares Program Awards handbook](#) for application procedures and requirements. Ambassador Torch Award resumes must be submitted via the Torch Awards Online Resume System (<http://www.bpa.org/awards/torchsystem>).

NATIONAL LEADERSHIP CONFERENCE

The 2012 National Leadership Conference will be April 24-29 in Chicago, Illinois, and the [2012 NLC Pre-Conference Publication](#) is available for download on the National Leadership

Conference page of the BPA website, www.bpa.org/nlc/. The Pre-Conference Publication is the comprehensive guide for attending the national conference and includes information about NLC registration, hotel reservations, competitive event and general session schedules, tours, and much, much more. Please remember the deadline for NLC registration and hotel reservations is March 26.

MONTANA BPA TRADING PIN ORDER FORM AVAILABLE

Some of you already purchased trading pins for the National Leadership Conference in Chicago when you registered online for the State Leadership Conference. Trading pin orders made online will be included with your registration materials you arrive at the State Leadership Conference. A [Trading Pin Order Form](#) will also be included in your registration packet and is also be available on the [Montana BPA website](#) 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 2012 pin has been sold, orders will be filled using the remaining 2011 pins. To ensure delivery before you leave for Chicago, the **deadline to order is Friday, 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 be processed and your requested pins will be used to fill other orders until full payment is received.

MONTANA SPECIAL EVENT DURING NLC

Montana BPA has secured 100 tickets to the Chicago Cubs' Wednesday matinee game versus the St. Louis Cardinals April 25. The game starts at 1:20 pm.

Tickets will cost \$5.60—yes, Five Dollars and Sixty Cents—each and will be available for purchase from Montana BPA Executive Secretary Anza Ketterman at the State Leadership Conference, as well as after. Tickets will be sold on a first-come, first-served basis with full payment at the time of order and no additional tickets can be ordered after our block of 100 has been sold. Chapters not getting tickets through Montana BPA can purchase tickets directly from the Chicago Cubs.

Please be sure to check the National Leadership Conference schedule within the [2012 NLC Pre-Conference Publication](#) as some competitive events and meetings will be held during the afternoon of Wednesday, April 25. Montana BPA will not offer any refunds or exchanges and tickets are subject to all Terms and Conditions established by the Chicago Cubs and Major League Baseball.

The price includes only admission to the game, transportation and food is the responsibility of the chapter/member. The Red Line provides direct service from Downtown Chicago (Howard station) to Wrigley Field (Addison station). A roundtrip subway ticket will cost \$5.00.

A Montana Special Event Order Form will be available at the State Conference. All ticket orders will need to be made by Friday, April 6.

This update will be posted to the [Advisor Manual page](#) of the Montana BPA website, www.bpamt.org, for download and future reference as “State Leadership Conference—Third Update”.

Additionally, the National website, www.bpa.org, is your source for information on Torch Awards, other Special Recognition Awards, and the 2012 National Leadership Conference in Washington, DC.

If you have any questions regarding any of the information in this email, deadlines, etc., please E-mail me at eswenson@mt.gov or give me a call at 406.444.7991. You may also contact Anza Ketterman, our Executive Secretary, at kettanza@isu.edu or at 406.871.1715.

See you all in Billings.

Eric Swenson
Montana BPA State Advisor
Montana Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
Phone: 406.444.7991
eswenson@mt.gov