



Today's students.  
Tomorrow's business professionals.

# **BPA Cares Program Handbook**

Updated August 16, 2012

# BPA Cares Handbook

## Table of Contents

Program Guidelines.....	3
<b>Service Learning Awards Program</b>	
Community Action Award.....	5
Community Relief Service Award.....	6
Environmental Action/Awareness Award.....	7
Safety Awareness Award.....	8
Service Learning Award Individual.....	9
Special Olympics Award.....	10
<b>Special Recognition Awards Program</b>	
BPA Marketing and Public Relations Award.....	12
BPA Merit Scholar Award.....	13
Chapter Activities Award of Excellence.....	14
Entrepreneurship Exploration Award.....	16
Member Recruiter Award.....	19
National Center Capital Improvements Campaign Award.....	20
<b>Professional Awards Program</b>	
Advisor of the Year Award.....	22
Emerging Advisor Award.....	23
Emerging Professional Award.....	24
Hall of Fame Award.....	25
Outstanding Service Award.....	26
The Professional Cup Award.....	27

### Non-Discrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

# BPA Cares Guidelines

An active Business Professionals of America (BPA) chapter is considered an involved chapter. Business Professionals of America recommends chapters become involved in one or more of the BPA Cares programs it offers. Through this program, Business Professionals of America offers “something for everyone.”

Participation in this program means that members are engaging in worthwhile projects while having the opportunity to receive recognition from the national organization. It is also a way to receive positive public relations for the chapter and school in the community.

This year, there are two methods of applying for the awards:

1. For Community Action, Community Relief, Safety Awareness, Environmental Action/Awareness, BPA Marketing & Public Relations, Special Olympics, and the Chapter Activities Award of Excellence, **chapters MUST write and submit short articles about their activities using the BPA.org Custom Web Site system.**
  - a. See the specifications for each award for details on how to write and submit articles.
  - b. Visit <http://www.bpa.org/resources/customsites> for details on how to use the BPA.org Custom Web Site system.
  - c. Besides submitting articles on the BPA.org Custom Site system, no other action is necessary (no other e-mails, forms, submissions, etc.). Chapters who submit articles will automatically be eligible for the award.
2. For all other awards, the application must be submitted online using BPA's online file submission system at <http://www.bpa.org/submit>.

The following guidelines apply to all recognition awards:

- ◆ **The deadline for ALL awards this year is March 15, 2012**
- ◆ **NO E-MAILED OR MAILED APPLICATIONS WILL BE ACCEPTED.** (Except for the National Center Capital Improvements Campaign)
- ◆ This booklet can be downloaded in its entirety from the BPA Web site at [www.bpa.org](http://www.bpa.org). Individual Program Application Forms can also be found online at: [www.bpa.org](http://www.bpa.org).
- ◆ All materials submitted become the property of Business Professionals of America and may be used as the National Center sees fit.
- ◆ **It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.**
- ◆ Outstanding Achievement Awards will be presented to no more than five Secondary chapters and one Post-secondary or Middle Level chapter in the following award categories: BPA Marketing and Public Relations, Community Action, Community Relief Service Award, Entrepreneurship Exploration, Safety Awareness, and Special Olympics.
- ◆ No handwritten applications will be accepted.
- ◆ **DO NOT SEND ANY AWARD APPLICATION(S) AS PART OF ANOTHER APPLICATION. AWARDS MAY NOT BE SUBMITTED WITH TECHNICAL PROJECTS FOR COMPETITIVE EVENTS. EACH AWARD MUST BE SUBMITTED SEPARATELY.**

Specific guidelines for participation are on the following pages

**PLEASE NOTE THAT ALL ARTICLES OR APPLICATION FORMS MUST BE SUBMITTED BY MARCH 15, 2012.**

# Service Learning Program

Community Action Award.....	5
Community Relief Service Award.....	6
Environmental Action/Awareness Award .....	7
Safety Awareness Award.....	8
Service Learning Award Individual.....	9
Special Olympics Award .....	10

The purpose of the Service Learning Program is to encourage individuals and chapters to be involved in their community through service learning.

# Community Action Award

**Purpose** To encourage local chapters to become actively involved in community betterment, school improvement, and election-year activities. To encourage local chapters to develop ways of involving their members in these kinds of activities. To recognize chapters for their involvement in engaged citizenry.

**Eligibility** All chapters having completed a minimum of 100 hours of community and/or school service activity are eligible for the Community Action award.

**Qualifications** Activities may include community and/or school service projects, election-year projects and other citizenship type activities.

**Specifications** Each activity must be reported via a 300-800 word article written by a chapter member in the BPA.org Custom Web Site System before March 15. Each article must include the following:

- The reason the chapter is involved in the activity.
- A full description of the activity (what happened, how it went, who was involved).
- The goals and results of the activity.
- A photo related to the activity.
- A quote from someone involved in the activity.
- A statement regarding how many total service hours the chapter completed. (See examples below.)

Write and submit each story using the BPA.org Custom Web Site system. When adding the story, be sure to select "Community Action Award" from the "BPA Cares" dropdown box. For information on using the BPA.org Custom Web Site system, go to <http://www.bpa.org/resources/customsites>

*Examples for counting hours:*

*12 members voted in school mock election (only several minutes required for each) = 1 hour*

*5 members provided transportation for elderly to voting polls—5 members x 3 hours each = 15 hours*

*26 members collected, sorted, and distributed food baskets at Thanksgiving—hours reported ranged from 1 to 5 each = 110 hours*

**Recognition** Up to five Secondary Division Chapters, one Post-secondary Division Chapter, and one Middle Level Chapter may receive Outstanding Achievement Award recognition and be called on stage to receive a plaque at the National Leadership Conference.

**Deadline** March 15

**Submission** Use the BPA.org Custom Web Site system to submit the appropriate articles as described above. Otherwise, no action is necessary. Any chapter that has written and submitted articles as specified will automatically be eligible for the award. For more information on how to use the BPA.org custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

# Community Relief Service Award

**Purpose** To encourage BPA chapters to “get involved” by providing volunteer services, to assist with disaster services, to participate in blood drives, and/or to raise and donate monetary support for relief organizations.

**Eligibility** All chapters having completed at least 50 hours of community/school service or raise and donate \$500 to disaster relief are eligible for the Community Relief Service award.

**Qualifications** Activities may include the following, but are not limited to:

- **Chapter Volunteers**
  - Chapter members can be trained in Disaster Service and Health.
  - Chapter members can become involved with local disaster relief units, assisting with local disasters relief by providing volunteers help and support.
  - Chapter members can become volunteers in a wide range of community programs and services.
- **Blood Drives**
  - Chapter sponsors or helps sponsor a school and/or community blood drive.
  - Chapter members volunteer to help conduct a blood drive.
  - Chapter members participate in a blood drive by donating blood.
- **Fundraising/Donating Monetary Support** - Chapters can conduct fundraising activities and donate collected funds in a variety of ways.

**Specifications** Each activity must be reported via a 300-800 word article written by a chapter member in the BPA.org Custom Web Site System before March 15. Each article must include the following:

- A full description of the activity (what happened, how it went, who was involved).
- The goals and results of the activity.
- A photo related to the activity.
- A quote from someone involved in the activity.
- A statement regarding the total money raised, if any.
- A statement regarding how many total service hours the chapter completed. (See examples below.)

Write and submit each story using the BPA.org Custom Web Site system. When adding the story, be sure to select “Community Relief Service Award” from the “BPA Cares” dropdown box. For information on using the BPA.org Custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

*Examples for counting hours:*

*2 members received volunteer disaster service training - 2 members x 4 hours each = 8 hours*

*26 members contributed to and participated in Friday lunchtime bake sale fundraiser – hours reported ranged from 1 to 5 each for each person = 78 hours*

**Recognition** Up to five Secondary Division Chapters, one Post-secondary Division, and one Middle Level chapter may receive Outstanding Achievement Award recognized and by being called on stage to receive a plaque at the National Leadership Conference.

**Deadline** March 15

**Submission** Use the BPA.org Custom Web Site system to submit the appropriate articles as described above. Otherwise, no action is necessary. Any chapter that has written and submitted articles as specified will automatically be eligible for the award. For more information on how to use the BPA.org custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

# Environmental Action/Awareness Award

**Purpose** To promote the image of Business Professionals of America (BPA) as an organization that is aware of current environmental issues; to motivate all levels and divisions of BPA to participate in activities that prevent any further damage to our environment; and to encourage current chapters to implement plans of action to embrace the idea of a “Green” society.

**Eligibility** All chapters who complete at least 3 activities aimed at going green and minimizing environmental harm.

**Qualifications** Activities outlined may include recycling plans or the usage of electronic paperwork and documentation but can utilize any activity documented and executed that works toward improving current environmental issues.

**Specifications** Each activity must be reported via a 300-800 word article written by a chapter member in the BPA.org Custom Web Site System before March 15. Each article must include the following:

- A full description of the activity (what happened, how it went, who was involved).
- The goals and results of the activity.
- A photo related to the activity.
- A quote from someone involved in the activity.
- A statement regarding how many total service hours the chapter completed.

Write and submit each story using the BPA.org Custom Web Site system. When adding the story, be sure to select “Environmental Action/Awareness” from the “BPA Cares” dropdown box. For information on using the BPA.org Custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

**Recognition** Two outstanding awards will be given at the National Leadership Conference: One will be given to the top Chapter in each division

- Secondary/Middle Level chapters will be awarded at the Awards Session
- Post-secondary teams will be awarded at the Post-secondary Awards Session

**Deadline** March 15

**Submission** Use the BPA.org Custom Web Site system to submit the appropriate articles as described above. Otherwise, no action is necessary. Any chapter that has written and submitted articles as specified will automatically be eligible for the award. For more information on how to use the BPA.org custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

# Safety Awareness Award

**Purpose** To encourage and recognize local chapters for their involvement and development of safety programs.

**Eligibility** All chapters having at least three (3) safety activities are eligible for the Safety Awareness award.

**Qualifications** Up to five Secondary Division Chapters, one Post-secondary Division, and one Middle Level chapter may receive Outstanding Achievement Award recognized and by being called on stage to receive a plaque at the National Leadership Conference.

Activities may include promoting office safety, traffic safety, seat belt use, personal safety, drug awareness, anti-violence awareness, any National Organization of Youth Safety (NOYS) initiative or any other safety program.

**Specifications** Each activity must be reported via a 300-800 word article written by a chapter member in the BPA.org Custom Web Site System before March 15. Each article must include the following:

- The reason the chapter is involved in the activity.
- A full description of the activity (what happened, how it went, who was involved).
- The goals and results of the activity.
- A photo related to the activity.
- A quote from someone involved in the activity.
- A statement regarding how many total service hours the chapter completed. (See examples below.)

Write and submit each story using the BPA.org Custom Web Site system. When adding the story, be sure to select "Safety Awareness Award" from the "BPA Cares" dropdown box. For information on using the BPA.org Custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

*Examples for counting hours:*

*15 members attended a one-hour self-defense seminar = 15 hours*

*3 members planned and prepared for the self-defense seminar—hours reported varied = 8 hours*

*20 members collected Make-It-Click pledges—hours reported ranged from 1 to 5 hours each = 35 hours*

**Recognition** Up to five Secondary Division Chapters, one Post-secondary Division, and one Middle Level chapter may receive Outstanding Achievement Award recognized and by being called on stage to receive a plaque at the National Leadership Conference.

**Deadline** March 15

**Submission** Use the BPA.org Custom Web Site system to submit the appropriate articles as described above. Otherwise, no action is necessary. Any chapter that has written and submitted articles as specified will automatically be eligible for the award. For more information on how to use the BPA.org custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

# Service Learning Award Individual

**Purpose** To recognize local members involved with Service Learning.

**Eligibility** Any current BPA member (except Alumni/Professional members) that provides 500 hours of service learning to their community and has earned the Ambassador Torch Award.

**Qualifications**

1. Activities may be used in other individual or chapter activities.
2. Provide the total number of hours per activity and the total hours involved with Service Learning.

**Recognition** Recognition will be given to those individuals that served their community with the most hours. Separate recognition will be given for each division participating; Secondary, Post-secondary, or Middle Level. A plaque recognizing the achievement will be presented at the appropriate Awards Session at NLC.

**Deadline** March 15

**Submission** <http://www.bpa.org/submit/serviceind>

---

## Service Learning Award Individual Award Application Form

**A.** Please indicate division:  Secondary  Post-Secondary  Middle Level  State Association

**B.** Please indicate total member involvement hours for Service Learning projects: \_\_\_\_\_

**C.** Check that each of the following items is enclosed with the type-written document:

Completed application form

A complete report describing the involvement in Service Learning activities; this includes a detailed description for each separate activity, giving dates, times, number of hours, etc.

Pictures and/or other items that may assist in describing the activity(ies) should be included

**D.** Advisor Name \_\_\_\_\_

**E.** School Name \_\_\_\_\_

**F.** School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**G.** School Phone (Please include area code first) \_\_\_\_\_

# Special Olympics Award

**Purpose** To recognize local chapters involved with Special Olympics.

**Eligibility** All chapters having at least one activity for Special Olympics are eligible for the Special Olympics award.

**Qualifications** Activities could include fundraising activities, volunteer activities, training, public relations, or any other unique involvement with Special Olympics.

**Specifications** Each activity must be reported via a 300-800 word article written by a chapter member in the BPA.org Custom Web Site System before March 15. Each article must include the following:

- A full description of the activity (what happened, how it went, who was involved).
- The goals and results of the activity.
- A photo related to the activity.
- A quote from someone involved in the activity.
- A statement regarding how many total service hours the chapter completed. (See examples below.)
- A statement regarding how much money was raised, if any.

Write and submit each story using the BPA.org Custom Web Site system. When adding the story, be sure to select "Special Olympics Award" from the "BPA Cares" dropdown box. For information on using the BPA.org Custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

*Examples for counting hours:*

*2 members serve as gymnastics coaches throughout the year—2 members x 3 hours per week x 50 weeks = 300 hours*

*5 members assisted in printing District Games programs—5 members x 4 hours each = 20 hours*

*25 members assisted during the State Games—hours reported ranged from 1 to 5 each = 74 hours*

**Recognition** Recognition will be given to those chapters that both donated the most money and/or volunteered the most number of hours to Special Olympics. Separate recognition will be given for each division participating; Secondary, Post-secondary, Middle Level, as well as the State Association. A plaque recognizing the achievement will be presented at the appropriate Awards Session at NLC.

**Deadline** March 15

**Submission** Use the BPA.org Custom Web Site system to submit the appropriate articles as described above. Otherwise, no action is necessary. Any chapter that has written and submitted articles as specified will automatically be eligible for the award. For more information on how to use the BPA.org custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

# Special Recognition Program

BPA Marketing and Public Relations Award .....	12
BPA Merit Scholar Award .....	13
Chapter Activities Award of Excellence.....	14
Entrepreneurship Exploration Award .....	16
Member Recruiter Award .....	19
National Center Capital Improvements Campaign Award.....	20

The purpose of the Special Recognition Program is to encourage individuals and chapters to support and promote their organizations.

# BPA Marketing and Public Relations Award

**Purpose** To promote the image of Business Professionals of America (BPA) and its members; to inform the public of the meaning and objectives of BPA; to encourage the creation of media promotions, especially chapter newsletters and Web sites promoting BPA; and to encourage organized local chapter membership recruiting efforts/activities.

**Eligibility** All chapters completing a qualifying promotional or public relations advancing activity, or a chapter media promotion (newsletter, Web site), or an organized chapter membership recruiting activity.

**Qualifications** Qualifying activities may include, but are not limited to:

- any activity that promotes BPA in the school or community (document activity with photographs)
- any activity that builds good public relations and is reported in the media (document media release)
- any chapter newsletter that is distributed to school or community members (outside the chapter membership, include document distribution)
- any chapter Web site promoting the chapter and /or BPA members (document Web site)
- any organized chapter membership recruiting activity (document activity with photographs)

**Specifications** Each activity must be reported via a 300-800 word article written by a chapter member in the BPA.org Custom Web Site System before March 15. Each article must include the following:

- A full description of the activity (what happened, how it went, who was involved).
- The goals and results of the activity.
- A photo related to the activity.
- A quote from someone involved in the activity.
- A statement regarding how many total service hours the chapter completed. (See examples below.)

Write and submit each story using the BPA.org Custom Web Site system. When adding the story, be sure to select “BPA Marketing and Public Relations Award” from the “BPA Cares” dropdown box. For information on using the BPA.org Custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

*Examples for counting hours:*

*Member prepared news release and delivered to radio station (3.5 hours)*

*10 members served on planning committee for employer banquet—hours reported ranged from 1 to 6 per member (36 hours)*

**Recognition** Up to five Secondary Division Chapters, one Post-secondary Division, and one Middle Level chapter may receive Outstanding Achievement Award recognition and be called on stage to receive a plaque at the National Leadership Conference.

**Deadline** March 15

**Submission** Use the BPA.org Custom Web Site system to submit the appropriate articles as described above. Otherwise, no action is necessary. Any chapter that has written and submitted articles as specified will automatically be eligible for the award. For more information on how to use the BPA.org custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

# BPA Merit Scholar Award

**Purpose** To recognize individual members and advisors for their knowledge of Business Professionals of America and to motivate all members and advisors to learn as much as possible about the history, traditions, programs, and activities of the organization.

**Eligibility** Any paid member including advisors attending the National Leadership Conference may earn the BPA Merit Scholar award by achieving a minimum of 85% on an objective test (true/false and multiple choice questions). This general contest is **not** part of the competitive events program; the BPA Merit Scholar award is part of the BPA Cares offered to members.

The test will be developed annually by the National Center. Resources used will be the *Chapter Management Reference*, the *BPA Cares Handbook*, the *Torch Awards Handbook*, current school year's issues of the *Wire*, and the BPA Web site ([www.bpa.org](http://www.bpa.org)).

**Recognition** Those participants achieving 85% or more on the test will receive a BPA Merit Scholar pin during the Awards Session at the National Leadership Conference.

# Chapter Activities Award of Excellence

**Purpose** To recognize local chapters for their outstanding activities and program of work and to motivate all local chapters to strive for an outstanding program of activities.

**Eligibility** Any chapter in any student division may strive to earn the Chapter Activities Award of Excellence. It is not necessary for a chapter to attend the National Leadership Conference to be eligible for the award. This award is not to be considered a competitive event in any manner. Any chapter reaching the goals that are established for this award is eligible to receive the award.

**Qualifications** To become eligible for the Chapter Activities Award of Excellence, each chapter must submit a series of short (300-800 word) articles, written by chapter members, to the BPA.org Custom Web Site system before March 15. Each article must include the following:

- A full description of the activity (what happened, how it went, who was involved).
- The goals and results of the activity.
- A photo related to the activity.
- A quote from someone involved in the activity.

Write and submit each story using the BPA.org Custom Web Site system. For information on using the BPA.org Custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

Once all articles are submitted, no other action is necessary. Each chapter submitting all of the appropriate articles will be considered for the award.

The following articles are required to be submitted:

- Articles for ALL of the following awards:
  - BPA Marketing & Public Relations Award (minimum 1 article)
  - Community Action award (minimum 1 article, with articles totaling 100 hours)
  - Community Relief award (minimum 1 article with articles totaling 50 hours and at least \$500)
- Articles for at least ONE of the following awards:
  - Special Olympics (minimum 1 article)
  - Safety Awareness (minimum 3 articles)
  - Environmental Action/Awareness (minimum 3 articles)
- An article relating to each of the following activities:
  - Local officer installation
  - Local officer training
  - A BPA Leadership Conference attended by your chapter (regional, state or national)
  - Chapter social activity
  - Local chapter budget
  - A career development related activity for the chapter (could include seeing a speaker, watching a film, taking a field trip, etc.)

**Recognition** A plaque will be presented to each qualifying chapter.

**Deadline** March 15

**Submission** Use the BPA.org Custom Web Site system to submit the appropriate articles as described above. Otherwise, no action is necessary. Any chapter that has written and submitted articles as specified will automatically be eligible for the award. For more information on how to use the BPA.org custom Web Site system, go to <http://www.bpa.org/resources/customsites>.

## Chapter Activities Award of Excellence Rubric

The following rubric will be used for scoring Chapter Activities Award of Excellence submissions. In order to receive recognition, projects must meet all Basic Qualifications, as well as score a minimum of 85% of possible points.

All entries must be submitted on the BPA.org Custom Web site system.

Articles to Evaluate	Activity completed meets criteria satisfactorily (0-20 points)	Article includes activity description, goals, results, a quote, and a photo (4 points for each item, up to 20 total)	Article is written with complete sentences, good spelling and grammar, and proper capitalization (0-10 points)	Total Points Earned
BPA Marketing and Public Relations Entry				
Community Action Entry				
Community Relief Entry				
Special Olympics/Safety Awareness/Environmental Action Entry(ies)				
Local officer installation article				
Local officer training article				
Leadership conference article				
Chapter social activity article				
Local chapter budget article				
Career development activity article				
<b>Chapter Activities Award of Excellence Point Total (maximum 500):</b>				

# Entrepreneurship Exploration Award

**Purpose** To encourage all members to have a better understanding of the American free enterprise system, what it means to their future, and to communicate this understanding to others. To encourage members to study entrepreneurship and small business management. To serve as a precursor for entering the Business Professionals of America entrepreneurship contests.

**Eligibility** All members completing the required specifications are eligible for this award.

- Qualifications**
1. Material must be word-processed, double-spaced, with footnotes, etc. If direct references are used, credit must be given to resource material.
  2. Include headers for distinction in your material for the various sections.
  3. Supportive material (photos, news clippings, brochures, etc.) may be included in the appendix.
  4. Drawings, illustrations, and graphic presentations will be judged for clarity, not artistic value.
  5. You must include at least two forms of written communication with the company: (a) a letter from the company on company stationery acknowledging your visit (you may want to design a form for the person to sign), and (b) a copy of your thank you letter(s) to the company.
  6. You may **NOT** use a previous year's Entrepreneurship Exploration entry for the current year's entry.
  7. You may **NOT** use a business that you work for or that your family owns/operates.

- Specifications** Prepare a word-processed report on each of the following topics. Do not exceed the page limitations specified.
1. Read about the types of business organizations. Explain (in your own words) basic terms such entrepreneur, sole proprietorship, corporation, etc. Identify your reading source(s). (3-page limit)
  2. Make an appointment with an entrepreneur in your community. Outline items to discuss so you use the person's time wisely. Your report should contain the following sections:
    - a. Identify the business/company; explain what its service or products are, where it is located, and its method of operation. Include how and when the company was organized, how much operating capital was necessary and how it was obtained, etc. Why was this business selected? (3-page limit)
    - b. Explain the company's marketing strategy; include consumer needs and wants. (3-page limit)
    - c. Identify the major staff (by job title) needed to operate the business; include qualifications and education required, what salary is based on, etc. What equipment and inventory are needed for operation? (3-page limit)
    - d. Indicate how the annual budget is developed. Where are the biggest expenses? If possible, include sample figures; if not, include percentages of the total budget (i.e., 60% of sales must cover inventory purchases). (3-page limit)
    - e. Explain the major business forms used by the company; explain the purpose of each form and how it was developed. (3-page limit)
  3. Explain an oral presentation you made to a group (class, civic club, educational group, professional group, church-related organization, youth group, etc.) about your visit to the business/company, questions you asked during your visit, how you prepared your report, and a summary of what you learned. (3-page limit)
  4. **OPTIONAL:** You may include an appendix that contains electronic information such as an organizational structure chart, business forms used, budgets, photos, news clippings, explanatory brochures, etc. (12-page limit)

**Recognition** Up to five Secondary chapters, one Post-secondary chapter, and one Middle Level chapter may receive Outstanding Achievement Award recognition and be called on stage to receive a plaque at the National Leadership Conference.

*Note: All required sections must be included to receive the recognition award.*

**Deadline** March 15

**Submission** <http://www.bpa.org/submit/exploration>



# Entrepreneurship Exploration Award Evaluation Form

Name \_\_\_\_\_

Division \_\_\_\_\_

School Name \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

**Specification Requirements:** To qualify for this award, **ALL** of the specifications listed here must be met. Place a check mark by all specifications met.

- Submitted Electronically – send a “PDF” file Zipped if necessary
- Application form included as first page
- Section header method utilized
- Material is word-processed
- Acknowledgement letter/form from business/company is included
- Copy of thank you letter to company is included

**Descriptive Report Requirements:** To qualify for this award, **ALL** of the required topics must be included. Place a check mark by all topics included.

- Definitions (3-page limit)
- Company identification and operation (3-page limit)
- Company’s marketing strategy (3-page limit)
- Major staff, equipment, and inventory (3-page limit)
- Budget (3-page limit)
- Business forms (3-page limit)
- Explanation of oral presentation; report preparation; learning experiences (3-page limit)
- Appendix (optional) (12 page limit)

Approved for award: Date \_\_\_\_\_

Evaluator \_\_\_\_\_

Not approved for award: Date \_\_\_\_\_

Evaluator \_\_\_\_\_

# Member Recruiter Award

**Purpose** To encourage current members of the Secondary, Post-secondary, and Middle Level Divisions to recruit new BPA national members.

**Eligibility** Any current BPA member (except Alumni/Professional members) that recruits a minimum of five new members. The newly recruited members must be listed on the form below with their membership identification numbers (assigned by the BPA Online Membership Registration System). The local chapter advisor must verify, with signature on the form below, that the applicant recruited the listed members. New members are also eligible to apply for this award once registered as national members. A BPA member can receive this national award once annually, as long as they are a registered member of BPA (any division except Alumni/Professional).

**Recognition** Approved applicants will be recognized with a certificate. Member Recruiter award recipients will also be listed on the national BPA website. Each year the applicant with the most recruited new members in their division will be recognized with a plaque as National Recruiter of the Year at a General Session during the NLC. Member Recruiter recipients earn points toward the Torch Awards in the leadership activity category. **This year, the top member recruiter from each division will receive a scholarship provided by DLG Systems, Inc, with the top overall recruiter's scholarship being for \$1000 while the other two scholarships will be for \$500.**

**Deadline** March 15

**Submission** <http://www.bpa.org/submit/recruiter>

---

## Member Recruiter Award Application Form

A. Please indicate division:  Secondary  Post-Secondary  Middle Level

B. Applicant Name: \_\_\_\_\_

C. Complete this form showing the applicant's newly recruited chapter members and the **members' identification numbers**. List additional names on separate sheet.

Name	Identification No.
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

D. Advisor Name \_\_\_\_\_

E. Advisor e-mail \_\_\_\_\_

F. School Name \_\_\_\_\_

G. Chapter Name \_\_\_\_\_

H. School Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

I. School Phone (Please include the area code first) \_\_\_\_\_

# National Center Capital Improvements Campaign Award

**Purpose** To help maintain the National Center and to provide individual and group recognition to all contributors.

**Eligibility** Members, advisors, alumni, parents, employers (small business owners), former board members, current and former staff members, former support group members, state associations, and corporations are eligible for the National Center Capital Improvements Campaign award.

**Recognition**

**Individuals:**  
\$10 - \$100 Certificate and name listed on website  
\$101 or more Wall plaque; name listed on website

**Chapters:**  
\$100 - \$200 Certificate and chapter name listed on website  
\$201 or more Wall plaque; name listed on website

**State Associations:**  
\$ 500 - \$ 999 Certificate for state name listed on the website  
\$1,000 - \$4,999 Certificates for state association and each member of state officer team; a wall plaque; names listed on the website

**Deadline** March 15 Submit form below along with contribution(s) to National Center Capital Improvements Campaign Award, Business Professionals of America, 5454 Cleveland Avenue, Columbus OH 43231-4021. Donors wishing verification of receipt of materials at the National Center are encouraged to use certified mail, UPS, or a similar method.

---

## National Center Capital Improvements Campaign Award Application Form and Pledge Card

### Pledge Information

A pledge to contribute \$\_\_\_\_\_ to the National Center Capital Improvements Campaign is being made by \_\_\_\_\_.  
(Individual or Organization)

Type of pledge:  Individual  Local Chapter  State Association  Other

Contact Name \_\_\_\_\_ Chapter/Association Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone Number (please include area code first) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Specifications (if applicable) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Application Information

**A.** Please indicate division:  Secondary  Post-Secondary  Middle Level  Alumni  Other

**B.** Please indicate the total national student members in your local chapter (local chapter contribution only): \_\_\_\_\_

**C.** Please indicate the total national student members in your state association (state contribution only): \_\_\_\_\_

**D.** Advisor Name \_\_\_\_\_

**E.** School Name \_\_\_\_\_

**F.** School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**G.** School Phone (Please include area code first) \_\_\_\_\_

**H.** Local President Signature \_\_\_\_\_

**I.** Local Advisor Signature \_\_\_\_\_

**J.** State Advisor Signature (only if state contribution) \_\_\_\_\_

# Professional Awards Program

Advisor of the Year Award.....	22
Emerging Advisor Award.....	23
Emerging Professional Award .....	24
Hall of Fame Award.....	25
Outstanding Service Award.....	26
The Professional Cup Award.....	27

The purpose of the Professional Awards program is to acknowledge the dedication and service of our supporters.

# Advisor of the Year Award

**Purpose** To recognize those individuals who have made significant contributions to Business Professionals of America as a local chapter advisor.

**Eligibility** Local Chapter Advisors. To be eligible for the Advisor of the Year award the nominator must submit the following information about the nominee:

1. Narrative review of nominee's supportive contributions to the Association
2. Three letters of support for the nominee
  - A. One letter must be from an administrator
  - B. One letter must be from a current student
3. Resume for the nominee

**Procedures** All nominations must be submitted on the official nomination form. Nominations must be submitted by a current active student member. **Nominations must be submitted at <http://www.bpa.org/submit> no later than March 15.**

**Selection** Selections will be processed as indicated by the printed guidelines of the Programs Committee.

**Recognition** A maximum of one individual will be recognized with individual plaques at the National Leadership Conference for that year.

---

## Nomination Form Advisor of the Year Award

Nominee's First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

Nominator's Signature \_\_\_\_\_

Nominator's Name (Please print/type) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

# Emerging Advisor Award

**Purpose** To recognize those individuals who have made significant contributions to Business Professionals of America as a local chapter advisor in their first five years of service.

**Eligibility** Local Chapter Advisors with five years or less of service. To be eligible for the Advisor of the Year award the nominator must submit the following information about the nominee:

1. Narrative review of nominee's supportive contributions to the Association
2. Three letters of support for the nominee
  - A. One letter must be from an administrator
  - B. One letter must be from a current student
3. Resume for the nominee

**Procedures** All nominations must be submitted on the official nomination form. Nominations must be submitted by a current active student member. **Nominations must be submitted at <http://www.bpa.org/submit> no later than March 15.**

**Selection** Selections will be processed as indicated by the printed guidelines of the Programs Committee.

**Recognition** A maximum of one individual will be recognized with individual plaques at the National Leadership Conference for that year.

---

## Nomination Form Emerging Advisor Award

Nominee's First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

Nominator's Signature \_\_\_\_\_

Nominator's Name (Please print/type) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

# Emerging Professional Award

**Purpose** To recognize alumni who made their mark as professionals and contributed to Business Professionals of America within their first five years of service.

**Eligibility** Individuals who have contributed to the national association. To be eligible for the Emerging Professional award the nominator must submit the following information about the nominee:

1. Narrative review of nominee's supportive contributions to the Association
2. Three letters of support for the nominee
3. Resume for the nominee

**Procedures** All nominations must be submitted on the official nomination form. **Nominations must be submitted at <http://www.bpa.org/submit> no later than March 15.**

**Selection** Selections will be processed as indicated by the printed guidelines of the Programs Committee.

**Recognition** A maximum of one individual will be recognized with lifetime memberships and individual plaques at the National Leadership Conference for that year.

---

## Nomination Form Emerging Professional Award

Nominee's First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

Nominator's Signature \_\_\_\_\_

Nominator's Name (Please print/type) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

# Hall of Fame Award

- Purpose** To recognize those individuals who have made significant contributions to Business Professionals of America, formerly the Office Education Association (OEA).
- Eligibility** Individuals who have contributed to the national association. To be eligible for the Hall of Fame award the nominator must submit the following information about the nominee:
4. Narrative review of nominee's supportive contributions to the Association
  5. Three letters of support for the nominee
  6. Resume for the nominee
- Entries** Nominations will be accepted every year from the following:
- |                                    |                                      |
|------------------------------------|--------------------------------------|
| National Officers                  | Board of Trustees                    |
| State Advisors/Supervisors         | National Staff                       |
| National Business Advisory Council | Classroom Educators Advisory Council |
| Local Advisors                     | Members                              |
- Procedures** All nominations must be submitted on the official nomination form. **Nominations must be submitted at <http://www.bpa.org/submit> no later than March 15.**
- Selection** Selections will be processed as indicated by the printed guidelines of the Programs Committee.
- Recognition** A maximum of three (3) individuals will be recognized with lifetime memberships and individual plaques at the National Leadership Conference for that year. The names of those recognized will be added to the plaque displayed at the National Center.
- 

## Nomination Form Hall of Fame Award

Nominee's First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

Nominator's Signature \_\_\_\_\_

Nominator's Name (Please print/type) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

# Outstanding Service Award

**Purpose** To recognize those individuals who have dedicated time and effort to promote the objectives of career/technical student organizations/Business Professionals of America or provided outstanding service to the association at the National level.

**Eligibility** Any individual supportive of career/technical student organizations/Business Professionals of America. To be eligible for the Outstanding Service Award, the nominee must not have received this award within the last five years. The nominator must submit the following information about the nominee:

1. List of national activities and involvement
2. List of state and local activities and involvement
3. List of participation in other professional organizations and community service
4. List of any other pertinent information about the nominee that you believe will assist the Committee in making the selections

**Entries** Nominations will be accepted every year from the following:

National Officers	Board of Trustees
State Advisors/Supervisors	National Staff
National Business Advisory Council	Classroom Educators Advisory Council
Local Advisors	Members

**Procedure** All nominations must be submitted on the official nomination form. **Nominations must be submitted at <http://www.bpa.org/submit> no later than March 15.**

**Selection** Selections will be processed as indicated by the printed guidelines of the Programs Committee.

**Recognition** A maximum of five (5) individuals will be recognized with each receiving a plaque at a special reception at the National Leadership Conference for that year.

---

## Nomination Form Outstanding Service Award

Nominee's First and Last Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

Nominator's Signature \_\_\_\_\_

Nominator's Name (Please print/type) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Telephone (Please include the area code first): Home \_\_\_\_\_

Business \_\_\_\_\_

# The Professional Cup Award

## (Outstanding State Participation)

<b>Purpose</b>	To encourage state associations to become actively involved in promoting participation in the BPA Cares by the local chapters and to recognize states with active participation.
<b>Eligibility</b>	Any state association in the Middle Level, Secondary or Post-secondary division that has active participation in the BPA Cares Program.
<b>Award</b>	<p>The award will consist of a plaque for the state association to keep and the Professional Cup trophy with the state association's name and the year it was won engraved on a 10-year engraving plate. The Professional Cup trophy will be in the winning state association's possession for one year starting from the last day of the National Leadership Conference until the next National Leadership Conference, where it will be presented to the next winning state association.</p> <p>After the tenth year, the trophy will be retired and presented to the state within each division who won the award the most times during the ten years.</p>
<b>Qualifications</b>	<p>Each state association's ranking will be determined in two regards;</p> <ol style="list-style-type: none"><li>1. The association's percentage of chapters participating in each BPA Cares</li><li>2. The total number of chapters participating in each BPA Cares.</li><li>3. The ranking in these two regards will determine two point values which, when added together, will constitute a final ranking value.</li><li>4. The state association with the highest combination of percentage of chapters and total number of chapters participating in each award will receive the Professional Cup.</li><li>5. In the event of a tie, the award will be given to the state association with the most Chapter Activities Award of Excellence recipients.</li></ol>
<b>Entry</b>	Each state association that has at least one chapter that participates in at least one BPA Cares will automatically be entered.