



Minnesota Association New Advisor Tips

Who to Contact

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Starting a Year

1. Advertise the organization of the chapter—you can use informational materials in *"It's a New Year"*. This manual (this year on CD-Rom) is sent directly from the National Center. There is a tri-fold brochure in that publication which can be handed out to students, publicizing BPA. Members should have taken a business class the previous year or be enrolled in one during the present year.
2. Connect with a chapter or chapter advisor in your region—invite representatives from their chapter or a region or state officer to a meeting to get the kids excited about the year.
3. Find out if there is a fall region meeting to elect region officers and take several kids to it so they can start to meet others. If you are unsure which region you are assigned to, contact the State Office.
4. Plan something fun for a chapter meeting like a barbeque, pizza party, etc.

Organization of Chapter

1. Officers needed include: president, vice-president, secretary, treasurer, historian*, parliamentarian— **historian may be a chapter choice as to whether it is used as an officer or not*
2. Set up committees to deal with the decisions that need to be made:
Ex: social events, fund-raising, service projects, publicity
3. Elect or appoint a chair of each committee
4. Meet with each committee early in the year and brainstorm ideas so that a yearly budget and calendar can be made

Fall Activities

1. Meet with new members and talk about expectations, rules, and opportunities
2. Determine who will attend State Fall Leadership Conference, send in registration and hotel reservations by or before due date—information about this conference is found on the Minnesota BPA website— www.mnbpa.com
3. Install new members and officers using the installation ceremony in the Chapter Handbook. This can be as formal or as informal as you wish. It can be part of a chapter meeting or a special evening function with refreshments and parents involved. Let the students decide how they want to do it.
4. Pay state and national dues. National dues are due to the national office by November 1. State dues are due to the state advisor by the 2nd Monday in January. Forms can be downloaded from state website.

Fall Leadership Conference

The Fall Leadership Conference is a great experience for the Business Professionals of America Members of Minnesota. This is the start to the annual activities and the new state & national theme, “*Savor Success*”. Delegates from across the state of Minnesota will gather for the 2003 Fall Conference, October 28 & 29, 2003 at the Radisson South Hotel, Minneapolis, MN. Your room rate of \$89.00 plus tax is for single, double, triple or quad lodging. The current rate of tax is 13.5%. The conference registration fee is \$30 per attendee. For additional information and registration forms, be sure to download from the state website.



Workplace Skills Assessment

**IT IS EXTREMELY IMPORTANT TO DOWNLOAD THE
CURRENT WORKPLACE SKILLS ASSESSMENT GUIDE
FROM THE NATIONAL WEBSITE**

Each region conducts competition during January sometime. Find out when your region is doing competition by contacting the region chair. There probably are some preliminary meetings to organize this competition between Fall Leadership Conference and the time the competition will occur. It is extremely important to make sure to attend these meetings so that you know exactly what will happen as well as what your are responsible for.

Most chapters have copies of previous region tests which they could share with you so that you can get an idea of what each is.

1. Each student may take two individual competitions OR one individual and one team competition. Some contests can be repeated and some can not. Several competitions can not be taken during the same year. The list detailing this is in the front of the “*Workplace Skills Assessment Guide*” (available on the national website). Each competition has a list of items which the student must supply, including equipment, red pens, etc. In addition, students may use reference materials; however, no previous contests can be brought into the testing site or the student will be disqualified.

2. There are also open/general competitions which anyone can take. These are true/false and multiple choice tests. Calculators may be used on tests involving mathematical calculations, but not calculators which can be pre-programmed.

3. Find out what the limits are in your region for each contest. Some regions need to limit each school to a certain number of entrants for specified contests, so that the numbers do not get too high, especially for judged events.

4. Sign up students for region competition by the deadline date as set by the region. Submit any region fees that may be assessed by this date also so that trophies and medals can be purchased.

5. Make sure to arrange for transportation to region contest, as well as have students get any permission slips signed which the school may require.

6. You may be asked to bring someone to help grade contests or to help find judges for judged events. Other teachers in your school might have helped in previous years.

7. Generally, the number of region participants who move on from regions to state are:

Teams: 2 from each region
Judged: 3 from each region
Individual contests: 4 from each region
Opens: anyone may take open contests at state, even if they did not take them at regions

Special Recognitions

There are awards for chapters based on chapter activities, and individual awards based on participation in chapter events. There is a special handbook for these awards that can be downloaded from the national BPA website. Go to bpa.org and download the **Special Recognition** handbook.

Usually regions do not recognize chapters for special recognitions, but there is a region award for individual participation. This individual program is called the Torch Award program and it has four levels, depending on cumulative points earned. The second level which requires 30 points in each of 7 categories is the region category. If your students are interested in earning this award, make sure to follow the region deadline for submission of applications.

State Spring Leadership Conference

Usually there isn't too much time between regions and the date that registration is due for state spring leadership conference. Deadline date is usually early to mid February. Make sure to hand out information about state as soon as possible, including the dates, how much it will cost, and what a sample itinerary would look like so students know what they will do at state. Registration information and forms are posted to our Minnesota website in December.

1. Watch for the deadline date for registering for state spring leadership conference, and make sure your paperwork is in on time. Registration fees increase if they are not received by the deadline date. You also need to submit your hotel reservations on the provided form directly to the conference hotel for your chapter.

2. Follow the same guidelines as for state fall leadership conference, paying attention to mailings or e-mails from the state office detailing early deadlines. Some of these early deadlines include: Torch Award applications must be received by the state executive vice-president by February 15, and paperwork for the web site development competition and the e-commerce team competition will need to be received by the state office (or others as may be indicated) by a specified date. Watch email notices carefully – you will receive many helpful reminders! Read them.

3. Be careful about what needs to be turned in as soon as you arrive at state, including special recognition applications, research papers for administrative support

research—individual, economic research team, and economic research—individual. Entrepreneur projects and paperwork for digital media production will also be collected early. This is all detailed in the paperwork you receive prior to state. Make sure to read it all so you don't jeopardize any student's chances by not having the correct paperwork in on time.

4. To host a conference of this size, every advisor will be assigned several duties at state, including a contest to help proctor and grade. Every advisor will have an assignment both days. Make sure you know where to report and be there on time.

5. Some advisors and some regions hire extra security for the hotel at night. The state advisor has information about who to call for this.

6. There are several advisor meetings at state for receiving new information. Make sure to check the conference book for places and times. Conference headquarters will also need your room number at the hotel in case of emergencies. Check there and fill out the room number sheet. The hotel will also provide a form for you to report any damage to the room upon your check in – very similar to looking over a rental car before you take it!

National Leadership Conference

1. You will receive a handout with the names of students in qualifying order for each competition after the awards ceremony at state. If you have a student who qualified for nationals but is not going, make sure to notify the state advisor as well as the advisor of the student next in line. Do this as soon as possible so transportation plans can be made for whole chapters at once. Email is the preferred method of communication for drops.

2. Send the registration for nationals to the state advisor, making sure to watch the deadlines. Roommates for nationals will be assigned by the state advisor so that rooms are as full as possible. This registration will include registration fee, hotel fees, and other incidentals for the conference. If you have already pre-arranged room mates, please be sure to have this indicated on your housing forms.

3. When making travel reservations, check first with the travel agent that has prebooked seats for the state association. This contact information is in the NLC registration information that will be posted to our website.

4. If you are not going to nationals, but your students are going to attend, you must designate an advisor to be in charge of your students while there. A written notice of the assignment must be provided to the State Advisor.

5. Again at nationals, you will be assigned to a contest to proctor or some other job. Make sure to be on time for your assigned duty. People count on you to show up.

Helpful Ways to Achieve Success for You and Your Students at BPA Conferences

BPA conferences present opportunities and challenges for you and your students. The following lists helpful hints you may want to use to further prepare your students for this leadership conference experience.

Before the Conference

1. *Schedule a meeting with the parents, students and administrators.*

Handout and go over the code of conduct for students and advisors. Go over the rules and consequences. Review the importance of representing their family, school, and chapter in a professional manner. This would be a great time to have the students and parents sign the forms. For parents not able to attend, follow-up with a phone call and a mailing.

Hand out the tentative agenda. Use this opportunity to show how students are kept very busy with educational and fun activities. Talk about the ways the students prepare for the conference & elections. Let the administration congratulate the students for accepting the opportunity to participate.

2. *Do a press release.*

Make this is a positive experience for the entire community.

3. *Invite the principal to come into the classroom.*

He/she should meet the students who will be attending the conference. Let the students present the code of conduct they have signed and will practice at the conference. They should also share ways they are preparing for the event. The principal can help reinforce the importance of professional behavior.

4. *Meet one last time before leaving for the hotel.*

Review professional behavior expectations. Review the conference program. Answer last minute questions. Reinforce your belief in them and their abilities.

At The Conference

1. *Conduct a chapter meeting after registering in your hotel.* The agenda should include:

- Hand out the programs and other conference materials. Go over the schedule of events. Have each student mark in their program where they are to be throughout the conference. Advise them of your location during the conference.
 - Go over the physical layout of the hotels.
 - Review the Code of Conduct.
 - Build on their excitement and enthusiasm and reinforce your belief in them. Encourage them to meet delegates from other chapters.
2. ***Establish procedures for students to check-in with you during the conference.***
This is vital! You can help eliminate student frustrations. It's important that you ask your students how they are doing. Be positive and supportive. Keep your eyes open for potential problems.
 3. ***Enforce curfew.***
Make sure students are in their own rooms. You have a responsibility to your students and their parents to see that your students are in the correct room.
 4. ***Sit with your students during the general sessions and other special functions.***
Create a "team" spirit for your chapter. Even the "best of students" are capable of "acting up."
 5. ***Be visible.***
Drop in and check on your students. "Count heads" at the specials sessions and at curfew. Review the day's activities and what activities are scheduled the next day.
 6. ***Meet problems head-on in a positive manner.***
Don't let things get out of hand--do your part--TACTFULLY.

After The Conference

1. ***Congratulate your students for being on their best behavior.***
Be positive.
2. ***Send a letter to parents expressing your appreciation for their support.***
Let them know how proud you and the school are of their performance.
3. ***Follow-up with the principal, other administrators and school board members.***
Give a full report. Involve students in the presentation.
4. ***Do a follow-up press release.***
Submit chapter pictures.
5. ***Celebrate the experience of learning and achievement.***