



Montana Association

2017 State Leadership Conference
Advisor Guidelines
Billings, Montana
March 12-14, 2017

January 2, 2017

Dear Montana BPA Advisors

On behalf of the 2016-2017 Montana BPA State Leadership Team we hope you had a Merry Christmas and wish you all the best for “2017.” It is hard to believe that our State Conference is only a little over two months away. Our theme for this year’s conference is “Open Roads. Boundless Opportunities.” the 2017 Business Professionals of America Leadership Conference in Billings, March 12-14, 2017.

Registration for the 2017 Montana BPA State Leadership Conference opens on **Wednesday, January 4, 2017**. All registrations and required materials for events requiring pre-submission must be submitted by Monday, February 6, 2017.

The conference and competitive events check-in and competitive events will begin Sunday, March 12, at Montana State University-Billings (Student Union Building on the main campus) with events and workshops at the Radisson Inn and Red Lion Hotel and Convention Center Sunday night, Monday and Tuesday. The State Officer Team and State Leadership Conference Committee are working diligently to make sure that you all have a positive experience at state.

Below, you will find all of the details of the State Leadership Conference. You will find instructions regarding state registration. Additionally, all of the attachments listed are available for download on either the national BPA website, www.bpa.org, or on the Montana BPA website, www.bpamt.org. Please adhere to the details and dates in the information provided as submission procedures and deadlines will be followed--**no exceptions!!!! There are many important details so please print out this document and read thoroughly and carefully . . . and repeat.**

The Individual Entry Form and Team Entry Form can be downloaded from the WSAP Download Center at www.bpa.org/compete/downloadcenter. Additionally, the Professional Business Associates Application Form for Interview Skills and Advanced Interview Skills can also be downloaded from the WSAP Download Center. For the state leadership conference, students can submit a PDF application form or complete the online application available on the competitive event pre-submission system. For the National Leadership Conference, students will be required to use the online application; a PDF application form will not be accepted. In addition, if your students are going to submit online portfolio for Advanced Interview Skills that they will need to provide their own online access as we do not provide it. online portfolio for Advanced Interview Skills that they will need to provide their own online access as we do not provide it. Please keep in mind, **all forms must be submitted in PDF format; Word documents will not be accepted, no exceptions. Please see the attached guidelines for Presubmission events.**

If you have any questions regarding any of the information in this email, deadlines, etc., please email me at lparkermtbpa@gmail.com or give me a call at 406-579-3697 (cell) or 406-371-5792 (home). You may also contact Anza Ketterman, our Executive Secretary, at kettanza@isu.edu or at 406-871-1715.

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

Lisa Parker
Montana BPA State Director
3045 Jonathon Court
Billings, MT 59102
Phone: 406-579-3697 cell
406-371-5792 home
lparkermtbpa@gmail.com

Attachments :

2017 State Leadership Conference Pre-Submission Guidelines (Due by February 6, 2017)

2017 Presubmit Instruction Sheet

Cloud Storage Guidelines

Individual Entry Form (Must be submitted as PDF)

Team Entry Form (Must be submitted as PDF)

Interview Skills (515) and Advanced Interview Skills (520) Application (Must be submitted as PDF)

REGISTRATION

The Online Registration System for the 2017 State Leadership Conference Opens Monday, January 4.

The registration fee for the 2017 State Leadership Conference is **\$60.00**. This fee includes a conference T-shirt, Monday's lunch, Monday night's dance, President's breakfast, 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 6, 2017**.

Be sure to click the SUBMIT button after your registration has been completed in order for your chapter's registration to be submitted.

The last day to drop and/or make changes to Competitive Event registration is Friday, February 17. After Friday, February 17th all drops/changes will need to be addressed onsite at State Leadership Conference registration Sunday, March 12 at the MSU-Billings.

REGISTRATION REFUND POLICY

State Leadership Conference registration payment is due Monday, February 20, 2017. There will be no refunds or cancellations. Registrations received after February 6, 2017 **WILL NOT** receive T-shirts as part of the registration fee. The late Registration Rate is \$90 for any chapter submitting its registration materials after February 6, 2017.

ONLINE REGISTRATION INSTRUCTIONS

The Online Conference Registration System will be used to register your chapter for general attendance as well as all student competitive events. Registration opens Monday, January 4, 2017, and will close at 11:59 p.m. February 5, 2017. Late registration begins February 7—with a \$90 late fee assessed—and closes at 11:59 p.m. February 13, 2017. No registration will be allowed after midnight Monday, February 13, 2017.

State Leadership Conference registration is directly linked to national/state membership. Students and advisors must be registered members with Nationals before they can be registered as a state conference competitor or attendee.

USING THE ONLINE CONFERENCE REGISTRATION SYSTEM

Log on to www.registtermychapter.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 **2017 Montana State Conference – Secondary**
- 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
- Under "Item" order extra t-shirts, if needed.
- Under "Item" please indicate if your members will be eating lunch on Monday at either the Radisson or Red Lion. We are trying to have a better count as to how many lunches to order. There is no additional charge for lunch it is part of your registration fee.

- Under “Item” you can sign up members who would like to participate in the Special Olympics Walk on Monday afternoon. The fee is \$5.00. Registration on day of event is \$7.00. All proceeds go to Motnana Special Olympics.
- Be sure to answer the **82** regarding chapter arrival time, President's Breakfast, and advisor Administrator, Proctor, Grader assignment choice
- The "add member" button will allow you to add additional members registered in your chapter not initially submitted
- The "add non-member" button will allow you to add additional guests

CONFERENCE HOTELS

All participants at the 2017 conference (except local area chapters) must stay at one of the designated conference hotels. Reservations must be made no later than **February 5** at the Holiday Inn Grand Montana and at The Billings Hotel and Convention Center to ensure availability and room rates.

Reservations are made on a first-come, first-serve basis. The earlier you book the hotel, the more likely you will receive your choices. The Holiday Inn and the Billings Hotel and Convention Center require a **rooming list by February 24, 2017**.

The Raddison

Toll Free Reservation Line: 800.333.3333

- Group Booking Code “0317BUSPRO”

Room Rate: \$90.00 for one or two Queen Beds + taxes

Tower rooms are: \$110.00 per night + taxes

Breakfast is not included

Reservations must be made by February 24, 2017 in order to get the group rate

Rooming Lists are due by February 24, 2017

Direct In-House Group Reservations, Rooming Lists & Concerns/Questions to

Randi Lovec, Director of Sales at rlovec@innercirclehotels.com

Katie Vaughn, Sales Manager @ kvaughn@innercirclehotels.com

5500 Midland Road

Billings, MT 59101

Phone: 406.238.8952

Fax: 406.248.2031

The Red Lion Hotel & Convention Center

Toll Free Reservation Line: 800.537.7286

- Group Booking Code “BPA2017”

Room Rate: \$89.95+ current taxes

- This rate includes a free breakfast buffet each day
- Reservations must be made by February 24, 2017 in order to get the group rate
- Rooming Lists are due by February 24, 2017

Direct Rooming Lists & Concerns/Questions to

Cheri Milne, Director of Sales

1223 Mallowney Lane

Billings, MT 59101

Phone: 406.867-8280
Fax: 406.259.5338
E-mail: Cheri.milne@redlion.com

COMPETITIVE EVENT DETAILS

State Leadership Conference Check-in and competitive events will begin on Sunday, March 13 at MSU-Billings on the MAIN CAMPUS, 1500 University Drive, off of Poly and North 27th Street. The testing/competition schedule for regions on Sunday is as follows:

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

Arrival Time

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

Competitive Events

Montana BPA will be offering all the Workplace Skills Assessment Program events developed by National BPA. Students should prepare for the offered events as described in the Workplace Skills Assessment Program's Competitive Event Guidelines available on the National BPA website (www.bpa.org).

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

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

Open Events—Please register your students online for their Open Events. Open Events will be available all day Sunday and Monday morning. **TESTS WILL BE SCANTRON TESTS AGAIN THIS YEAR, OUR HOPE TO TAKE ELECTRONIC TESTS IS NOT FEASIBLE THIS YEAR.**

Sunday: 9:00 a.m.-4:00 p.m. in room 427 Lecture Hall in the College of Education COE Building.
Accounting Mathematics Concepts-Pilot
Administrative Support Concepts
Computer Programming Concepts
Information Technology Concepts
Financial Math and Analysis Concepts
Business Meeting Management Concepts

Management/Marketing/Human Resources Concepts
Parliamentary Procedure Concepts

Open Events Testing Schedule for **Monday**: 9:00 a.m. until Noon at the Radisson Inn

Accounting Mathematics Concepts-Pilot
Administrative Support Concepts
Computer Programming Concepts
Information Technology Concepts
Financial Math and Analysis Concepts
Business Meeting Management Concepts
Management/Marketing/Human Resources Concepts
Parliamentary Procedure Concepts

Documentation Forms required for Technical Project Submission

The [Individual Entry Form](#), [Team Entry Form](#), and [WSAP Release Form](#) are available on the BPA WSAP Download Center, <http://www.bpa.org/compete/downloadcenter> for your convenience. Once these documents are filled out completely, they must be saved as PDF files before uploading them into the Judged Events PreSubmission 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 email address provided to confirm all documents have been successfully uploaded into the [Judged Events PreSubmission System](#).

Directions for Using the 2017 SLC Judged Events Pre-Submission System can be found on the State Conference page of the Montana BPA website (www.bpamt.org). Please also reference the 2017 SLC Judged Event Pre-Submission Guidelines to ensure all the proper materials are submitted to the Judged Events Coordinator. I have also attached them to the January 2, 2017 Monday Messenger.

Pre-submitted Events □ (260) Administrative Support Research Project (S) □ (520) Advanced Interview Skills □ (445) Broadcast News Production Team (S) □ (440) Computer Animation Team (S) □ (425) Computer Modeling (S) □ (420) Digital Media Production □ (155) Economic Research Individual (S) □ (160) Economic Research Team (S) □ (505) Entrepreneurship □ (500) Global Marketing Team (S) □ (410) Graphic Design Promotion □ (515) Interview Skills □ (325) Network Design Team □ (430) Video Production Team □ (435) Web Site Design Team

Montana BPA will follow the same presubmission guidelines and event specifications as listed in the 2017 Workplace Skills Assessment Program Guidelines. State-level documentation must be submitted via the Judged Events PreSubmission System to the Judged Events Coordinator by February 5. Please refer to the 2016 SLC Judged Event Pre-Submission Guidelines for the required materials to be submitted. All materials, other than the requires submission, may not be left with judge.

Pre Submission Deadline—February 6, 2017

All events with an pre-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 5. Please refer to the 2017 SLC Judged PreSubmission 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 6 deadline.

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

- Administrative Support Research Individual
- Administrative Support Team
- Advanced Interview Skills
- Broadcast News Production Team
- Computer Animation Team
- Computer Modeling
- Digital Media Production
- Economic Research Individual & Team
- Entrepreneurship
- Extemporaneous Speech
- Financial Analyst Team
- Global Marketing Team
- Graphic Design Promotion
- Human Resources Management
- Interview Skills
- Network Design Team
- Parliamentary Procedure Team
- Prepared Speech
- Presentation Management Individual & Team
- Small Business Management Team
- Video Production Team
- Web Site Design Team

The last day to drop and/or make changes to Competitive Event registrations is Friday, February 17. After Friday, February 17 all drops/changes will need to be addressed onsite at State Leadership Conference registration Sunday, March 8 at City College MSU-Billings.

GENERAL INFORMATION FOR COMPETITIVE EVENTS

- ❖ New Copyright Guidelines have been adopted; please review carefully in the *Style & Reference Manual*.
- ❖ **All** events that require a written report will be required to submit a Works Cited page; see the guidelines for specific events.
- ❖ The set-up/wrap-up time of five (5) minutes for Judged Events has been reduced to three (3) minutes.
- ❖ For the Secondary, Post-secondary and Middle Level Divisions, only one copy of the Individual/Team Entry Form will be required at check-in for all events where these forms are currently required.
- ❖ In the graded events, the grading scale for errors has been adjusted. Students will be assessed as follows: 0 errors – 100% of points, 1 error – 90% of points, 2 errors – 70% of points, and 3 errors – 50% of points. 4+ errors – 0%
- ❖ **Cloud Storage Reference Guide** has been added to help contestants set the right permission settings for entries. (see attachment)
- ❖ Entry forms, Release Forms, and other event documentation will be submitted at the time of check-in to the event proctor. (see attachment)

Non-Repeatable Events

Please refer to the Events-At-A-Glance document provided in the Workplace Skills Assessment Program, or the 2016-2017 Workplace Skills Assessment Program Events At-A-Glance on the Montana BPA website, to clarify which events can and CANNOT be repeated. A student cannot compete in the following events if they have competed in them in previous years:

- (100) Fundamental Accounting
- (230) Fundamental Spreadsheet Applications
- (200) Fundamental Word Processing
- (205) Intermediate Word Processing
- (220) Basic Office Systems & Procedures
- (515) Interview Skills

BUSING AND PARKING

Bus drivers dropping off students at MSU Billings are asked to please do so off of Poly Drive instead of off of Rimrock Drive. There is a walk way for students to walk up to the Student Union Building for check in. This is also where bus parking is available.

ADVISOR RESPONSIBILITIES

Competitive Events

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

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

Dance

Montana BPA will again sponsor a dance during the State Leadership Conference in 2017. Students are expected to dance and behave in a professional manner. It is the responsibility of the local chapter advisor to be sure their students conduct themselves in an appropriate manner. The dance will be held Monday night at the Radisson Inn Convention Center for students' entertainment. The students must wear an unaltered 2017 Montana BPA T-shirt to gain admittance to the dance. Please remember every advisor is expected to chaperone the dance if anyone in your chapter attends.

Chapters are welcome to plan their own independent chapter activity during the Monday night dance should they not choose to participate or attend.

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 am. 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 RSVP to Anza Ketterman at know whether or not you will be attending so we can have an accurate count for the breakfast.**

Medical Release Form & Code of Conduct

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

Conference Dress Code Guidelines

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

WORKSHOPS

Workshops will be available for your students to attend on Monday morning when they are not involved in competitive events and are scheduled to begin at 9:00 am and end at 12:00 pm. Please make plans for your students to attend workshops on Monday unless their competitive events schedule will not allow it. Workshop titles, times, and locations will be provided prior to the conference and will also be listed in the conference program.

DAY OF SERVICE

Monday afternoon will be dedicated as a “Day of Service” for ALL BPA members who are not participating in competitive events on Monday afternoon. The Day of Service activity for 2017 is a SPECIAL OLYMPICS WALK. The walk is scheduled to begin at 1:00 pm and end at 4:00 pm. Please make plans for your students to participate in the Day of Service unless their competitive events schedule will not allow it. Under “Item” you can sign up members who would like to participate in the Special Olympics Walk on Monday afternoon. The fee is \$5.00. Registration on day of event is \$7.00. All proceeds go to Montana Special Olympics. Participants who register for walk through registration system will receive a MT BPA Special Olympics bracelet

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 leadership conference. Monetary contributions along with the paper chains will be collected either at registration on Sunday or at the Presidents Breakfast on Monday morning. Chapters are to design their own links to build their chains.

Please make checks payable to SPECIAL OLYMPICS MONTANA. Please do not submit cash. The chains will be assembled prior to the Second General Session. Funds raised can be submitted at the conference registration desk Sunday at City College or chapter presidents can submit funds at the Presidents Breakfast Monday morning. **Each Chapter will be responsible for creating their own chains and bringing them (one link for every dollar raised).**

VIRTUAL EVENTS SHOWCASE

A Showcase will be offered to students who are competing in Virtual Events. The Showcase will take place on Monday, March 13 from 10:00-12:00pm in the Ballroom at the Red Lion Hotel. This showcase is an opportunity for students who entered virtual event competitions to share their projects at the state level. Students will not be judged, this is simply a showcase. The following events are showcase events.

V02 Virtual Multimedia & Promotion – Team

V03 Software Engineering Team

V04 Web Application Team

V05 Mobile Applications

V06 Promotional Photography

V08 Start-up Enterprise Team

Students who are interested in participating in the Virtual Events Showcase are asked to email State Director, Lisa Parker at lparkermtbpa@gmail.com by February 20, 2017 to reserve a table in the showcase room. Please indicate student name, school and virtual event in the email.

PRESIDENTS BREAKFAST

The Presidents' Breakfast will be at the Radisson Inn poolside this year Monday morning, March 13, beginning at 7:00 a.m. The breakfast will have a guest speaker, Ryan Moran 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.

CORPORATE SPONSORS

If your chapter has recruited any new **corporate sponsors** for 2016-2017, please send all information to Anza Ketterman by **Friday, January 27** to ensure the corporate sponsor is recognized in the conference program. As a reminder, the recruiting chapter will receive 50% of the donated funds for each new corporate sponsor added to the Montana BPA Corporate Sponsor Program. The Advisor Manual page of the Montana BPA website (www.bpamt.org/advisor_manual.html) has all the information you need to complete the sponsorship program.

CONFERENCE T-SHIRTS

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

TORCH AWARDS

Statesman Torch Award résumés must be reviewed online by State Vice President Kelli Ober of Cascade High School Chapter. **Statesman Torch Award résumés must be checked and approved by local advisors on or before February 6, 2017.** Résumés not checked and submitted by this date will not be considered for an award. **All Torch résumés must be submitted via the online Torch Award system; however, if your chapter has Statesman Torch Award applicants, would you please send an E-mail listing these**

students to Becca Gerard at gerardbecca@gmail.com and Montana BPA State Director Lisa Parker at lparkermtpa@gmail.com by the February 6, 2017 deadline.

Members earning their Statesman Torch Award during the 2017 State Leadership Conference **CAN NOT** serve as chapter voting delegates due to the concurrent sessions Monday night. **There will be a special recognition ceremony and reception for all Torch Award honorees prior to the Monday night session.**

MONTANA SILVER STAR AWARD FOR CHAPTER DEVELOPMENT

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

Details about the Montana Silver Star Award for Chapter Development and how to apply can be found on the Montana BPA website (www.bpamt.org/advisor_manual.html). Chapters wishing to apply for the Montana Association Silver Star Award for Chapter Development should submit written and supporting documentation to Lisa Parker, State Director, **postmarked no later than February 20, 2017**. Have your document postmarked and mailed to 3045 Jonathon Court, Billings, MT 59102 by that deadline. 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 14.

MONTANA STATE MEMBER RECRUITER AWARD

The Montana Association Member Recruiter Award is designed to award those Business Professionals of America members who recruit new BPA state members. **Eligibility:** Any current state BPA member (except Alumni/Professional members) that recruits a minimum of one new state/national member. The newly recruited member(s) must be listed on the form (application form is on the www.bpamt.org website under the State tab under Advisor Manual) with their membership identification number (assigned by the BPA Online Membership Registration System). The local chapter advisor must verify, with their signature on the form below, that the applicant recruited the listed member(s). The new member(s) is/are also eligible to apply for this award once registered as a national member(s). A state BPA member can receive this state award once annually, as long as he/she is a registered state/national member of BPA (any division except Alumni/Professional). The member recruiter will be recognized at the State Leadership Conference. This form must be filled out and submitted to Lisa Parker, BPA State Director by February 20, 2017 to be eligible for the state award. This form can be sent by email to lparkermtpa@gmail.com

MONTANA ADVISOR OF THE YEAR AWARD

To be nominated, the nominee must have been an advisor for at least three years. A current Student and BPA member must nominate an advisor; the advisor cannot nominate him or herself or another advisor. The nominator must submit the following: The Advisor of the Year Nomination Form. No fewer or greater than three letters of recommendation: One from a school administrator, one from an adult colleague, and one from a student other than the nominator. An essay written by the nominator highlighting the achievements of the advisor. The essay cannot exceed 1000 words. Deadline: January 31, 2017. Send all documents to: Lisa Parker, State Director, Business Professionals of America, Montana Association, 3045 Jonathan Court, Billings, MT 59102 or email to lparkermtpa@gmail.com

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 2017-2017 state officer position must submit all items required in the application packet **by February 6, 2017** to Montana BPA State Director, Lisa Parker; late applications will not be accepted and incomplete applications will be immediately disqualified.

The State Officer Candidate Application Packet is comprised of eight (8) components. A complete State Officer Candidate Application Packet can be downloaded from the Advisor Manual page at www.bpamt.org 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)
- Teacher Recommendation Form
- State Officer Uniform Size Information Sheet
- 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 earn Statesman Torch Award's certificate

The state officer application materials can also be found on the Montana BPA website's Run for State Officer page, www.bpamt.org/runforofficer.html, and under the State tab (Tab 3, Item #11) 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 on the Run for State Officer page of the Montana BPA website.

CONFERENCE INTERNS

The State Officer Team is looking for a few student members to provide volunteer help at the state conference. These volunteers might be members who are registered for the conference but are not participating in competitive events (other than open events). To ensure your students have a quality and meaningful experience, we will be limiting our Intern numbers to a maximum of 20 participants. Interns will work with and directly assist the state officer team.

If you have a student interested in being an Intern, complete the State Conference Intern Application <http://www.bpamt.org> and E-mail to Lisa Parker at lparkermtpa@gmail.com by February 6. The State Conference Intern Application form includes both the application form and a description of possible duties during the state conference.

SCHOLARSHIPS

Montana State University, College of Business Scholarship

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

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 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 Director Lisa Parker. Postmarked on or before February 6, 2017. Late and/or incomplete scholarship applications will not be accepted.

Johnson & Wales University

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

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

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

SUMMARY OF DATES AND CONTACTS

| | | |
|--|-------------|--|
| Corporate Sponsorship Monies Due | January 27 | Anza Ketterman, Executive Secretary |
| MT Advisor of the Year Award | January 31 | Lisa Parker, State Director |
| State Conference Registration Materials | February 6 | Becky DePuydt, Registration Coordinator |
| State Competitive Event Pre-submissions | February 6 | Elaine Stedman, Judged Events Coordinator |
| State Competitive Event Software Needs | February 6 | Julie O'Dell, Competitive Events Coordinator |
| Statesman Torch Award Résumés | February 6 | Rebecca Gerard, MT BPA Vice President |
| State Officer Candidate Materials | February 6 | Lisa Parker, State Director |
| Montana BPA Scholarship Application | February 6 | Lisa Parker, State Director |
| State Conference Intern Applications | February 6 | Lisa Parker, State Director |
| Last Day for Drops/Registration Changes | February 17 | Becky DePuydt, Registration Coordinator |
| MT State Member Recruiter Award | February 20 | Lisa Parker, State Director |
| Silver Star Award Application Materials | February 20 | Lisa Parker, State Director |
| Last Day for Drops/Registration Changes | February 17 | Becky DePuydt, Registration Coordinator |
| Radisson Inn Reservations & Rooming List | February 24 | Directly to Radisson Inn |
| Red Lion Reservations & Rooming List | February 24 | Directly to Red Lion Hotel & Convention Center |

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This complete State Leadership Conference—First Update submitted on January 2, 2017 will be available for download from the Montana BPA website by January 10. This First Update will be posted on the Advisor Manual page under the section labeled “Tab 5 Communications” as a PDF document.

Check for additional information and state conference updates on the Montana BPA website at www.bpamt.org