



Today's students. Tomorrow's business professionals.

Montana Association
2018 State Leadership Conference
Advisor Guidelines
Billings, Montana
March 11-13, 2018

January 1, 2018

Dear Montana BPA Advisors

On behalf of the 2017-2108 Montana BPA State Leadership Team we hope you had a Merry Christmas and wish you all the best for "2018" 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 "THINK BIG", the 2018 Business Professionals of America Leadership Conference is in Billings, March 11-13, 2018.

Registration for the 2018 Montana BPA State Leadership Conference opens on **Monday, January 8, 2018**. All registrations and required materials for events requiring pre-submission must be submitted by Monday, February 5, 2018.

The conference and competitive events check-in and competitive events will begin Sunday, March 11, 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 put 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. 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. 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 :
2018 State Leadership Conference Pre-Submission Guidelines (Due by February 5, 2018)
2018 Presubmit Instruction Sheet
Cloud Storage Guidelines
Individual Entry Form (Must be submitted as PDF)
Team Entry Form (Must be submitted as PDF)

REGISTRATION

The Online Registration System for the 2018 State Leadership Conference Opens Monday, January 8.

The registration fee for the 2018 State Leadership Conference is **\$60.00**. This fee includes a conference T-shirt, Monday's lunch, Monday night's dance, Tuesday morning advisors' breakfast, top notch keynote address, and use of conference facilities. **All students, advisors, and chaperones must pay the registration fee to attend the conference.** Each chapter must complete the registration form and register for competitive events online by **February 5, 2018**.

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 16, 2018. After Friday, February 16 all drops/changes will need to be addressed onsite at State Leadership Conference registration Sunday, March 11 at the MSU-Billings.

REGISTRATION REFUND POLICY

State Leadership Conference registration payment is due Monday, February 26, 2018. There will be no refunds or cancellations. Registrations received after February 5, 2018, **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 5, 2018.

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 8, 2017, and will close at 11:59 p.m. February 5, 2017. Late registration begins February 6—with a \$90 late fee assessed—and closes at 11:59 p.m. February 12, 2018. No registration will be allowed after midnight Monday, February 12, 2018.

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 **2018 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 Montana Special Olympics.
- Be sure to answer the “**special questions**” regarding chapter arrival time, and advisor Administrator, Proctor, Grader assignment choice. Advisors will be asked to work a minimum of a 4 hour shift! Schedule of duties will be sent out prior to arriving in Billings.
- 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 2018 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 Radisson Inn and at The Red Lion 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 Radisson and the Red Lion Hotel and Convention Center require a **rooming list by February 24, 2018.**

The Radisson

Here is the link for the reservations for Montana BPA

www.radisson.com/MTBPA

or.... You can call and book:

Group Booking Code “0306BUSPRO” or BPA

- Call the hotel directly 1-406-248-7701

Room Rate: \$90.00 for Traditional Wing King or two Queen Beds + taxes

Tower rooms are: \$110.00 per night + taxes (King or Double Queen)

Breakfast buffet will also be included

Reservations must be made by February 24, 2018 in order to get the group rate

Rooming Lists are due by February 24, 2018

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

Beth Tobias, Convention Service Manager at btobias@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 “**BPA2018**”

Room Rate: \$91.00+ current taxes

- This rate includes a free breakfast buffet each day
- Reservations must be made by February 24, 2018 in order to get the group rate
- Rooming Lists are due by February 24, 2018

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 suggested 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. **Make sure Parliamentary Pro Teams take PP Open Concepts Test.**

- 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.

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

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 2018 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 2018 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 1, 2018 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 2018 Workplace Skills Assessment Program Guidelines. State-level documentation must be submitted via the Judged Events PreSubmission System to the Judged Events Coordinator, Elaine Stedman, by February 5. Please refer to the 8 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 5, 2018

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 2018 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 5 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.

The last day to drop and/or make changes to Competitive Event registrations is Friday, February 16. After Friday, February 16 all drops/changes will need to be addressed onsite at State Leadership Conference registration Sunday, March 11 at City College MSU-Billings.

GENERAL INFORMATION FOR COMPETITIVE EVENTS

Finance □ Contestants in Banking & Finance and Economic Research Individual will be offered the opportunity to take a certification exam through Precision Exams as a part of their national competitive event. □ Payroll Accounting (S) event time has changed from ninety (90) minutes to sixty (60) minutes. □ Accounting Mathematics Concepts-Open has been deleted from event offerings.

Business Administration □ Legal Office Procedures – students will be allowed to use the Style & Reference Manual as a reference resource during the contest. □ Medical Office Procedures – students will be allowed to use the Style & Reference Manual as a reference resource during the contest. □ Business Law & Ethics has been adopted as a regular event. □ ICD-10-CM Diagnostic Coding will be re-piloted at the Secondary and Post-secondary level.

Digital Communication & Design □ The script is a required pre-submitted item for Broadcast News Production Team. □ The rubrics for Website Design Team have been updated to reflect the use of all web languages. □ Graphic Design Promotion – contestants will have six (6) minutes for presentation time instead of ten (10) minutes. □ The top 3 winners in Broadcast New Production Team, Digital Media Production, Computer Animation Team, Computer Modeling, and Video Production Team will have their submissions digitally showcased, post-NLC, on a secure page of the www.bpa.org website.

Management, Marketing & Communication □ Interview Skills and Advanced Interview Skills will no longer require contestants to complete the online application as a part of the contest. □ Parliamentary Procedure Concepts – Open Event will use Dunbar’s Manual of Parliamentary Procedure Test Questions I for preparing test questions. Entrepreneurship – preliminary presentation will be a 5-7 minute pitch to investors, instead of a full review of the business plan.

Non-Repeatable Events

Please refer to the Events-At-A-Glance document provided in the Workplace Skills Assessment Program, or the 2017-2018 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 '**ITEMS**' 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 2018. We were hoping to try something different this year, but the activity was not cost prohibitive so we will be holding the dance again. 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 2018 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 in the Rains Room of the Convention Center. The second meeting will be Tuesday morning during the advisor breakfast at 8:00 am. The Tuesday morning breakfast is meeting to discuss the national conference and to honor advisors. **THIS YEAR'S ADVISOR BREAKFAST WILL BE HELD AT THE RED LION!!!!**

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.

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 2018 will be hosted by Special Olympics Montana. It will include a SPECIAL OLYMPICS WALK, followed by a rally. The walk/rally is scheduled to begin at 1:00 pm and end at 3:00 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. Last year we raised over \$1300 from our walk.

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 prior to the President/Torch Award Ceremony on Monday at 6:00 pm. 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 MSU-Billings or chapter presidents can submit funds to Conference Headquarters on Monday in the Radisson. **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 9:00am-12:00 pm 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, 2018 to reserve a table in the showcase room. Please indicate student name, school and virtual event in the email.

EDUCATION SHOWCASE-COLLEGE FAIR

New this year! SLC will host a education showcase, college fair. Thirty-two post-secondary institutions have been invited to SLC 2018. Encourage your students who are not participating in events on Monday, March 12 from 9:00- noon to stop by the Red Lion Ballroom (behind the lobby) and visit the admissions officers from many of our state and neighboring states post-secondary schools. The education sponsors have made a donation to MT BPA to participate in the college fair so please have your students visit the education showcase.

CORPORATE SPONSORS

If your chapter has recruited any **corporate sponsors** for 2017-2018, 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 5, 2018.** 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 Ruth Redfield ruthredfield@gmail.com and Montana BPA State Director Lisa Parker at lparkermtpa@gmail.com by the February 5, 2018 deadline.**

Members earning their Statesman Torch Award during the 2018 State Leadership Conference **SHOULD 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.**

CHAPTER PRESIDENTS RECOGNITION

Chapter presidents are invited to the Torch Awards/Chapter Presidents awards ceremony on Monday, March 12 in the Convention Center at 6:00 pm. The Chapter presidents will be recognized on stage and then invited to the Ice Cream Social. There will be NO President's breakfast this year!

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 19, 2018**. 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. **Chapters who submit Montana Silver Star will be eligible to receive the Spirit of Professionalism Award.**

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 year there are two different ways to have your students submit their information to be recognized. They can complete the application form and email to lparkermtbpa@gmail.com ... Or you can complete application via google docs: <https://goo.gl/forms/EFuyMIussEC7aEwW2> The deadline to submit is January 31, 2018.

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, 2018. Send all documents to: Lisa Parker, State Director, Business Professionals of America, Montana Association, 3045 Jonathan Court, Billings, MT 59102 or email to lparkermtbpa@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 2018-2019 state officer position must submit all items required in the application packet **by February 5, 2018** 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 earned 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 30 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 lparkermtbpa@gmail.com by February 5. The State Conference Intern Application form includes both the application form and a description of possible duties during the state conference. THIS YEAR WE WILL BE USING INTERNS TO ASSIST ON SUNDAY, MARCH 11 as well.

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 to three \$500 scholarships (sponsored by MT BPA and Dennis and Phyliss Washington Foundation) and one \$250 scholarship (sponsored by MBEA) 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 15, 2018. Late and/or incomplete scholarship applications will not be accepted.

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
Award MT State Member Recruiter	January 31	Lisa Parker, State Director
State Conference Registration Materials	February 5	Becky DePuydt, Registration Coordinator
State Competitive Event Pre-submissions	February 5	Elaine Stedman, Judged Events Coordinator
State Competitive Event Software Needs	February 5	Julie O'Dell, Competitive Events Coordinator
Statesman Torch Award Résumés	February 5	Ruth Redfield, MT BPA Vice President
State Officer Candidate Materials	February 5	Lisa Parker, State Director
State Conference Intern Applications	February 5	Lisa Parker, State Director
Montana BPA Scholarship Application	February 15	Lisa Parker, State Director
Last Day for Drops/Registration Changes	February 16	Becky DePuydt, Registration Coordinator
Silver Star Award Application Materials	February 19	Lisa Parker, State Director
Virtual Showcase @ SLC	February 20	Lisa Parker, State Director
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

2017-2018 MONTANA BPA STATE LEADERSHIP CONFERENCE CONTACTS

Lisa Parker, State Director
3045 Jonathon Court
Billings, MT 59102
Phone: 406.579.3697 cell 406.371.5792 home
E-mail: lparkermtbpa@gmail.com

Becky DePuydt, Registration Coordinator
1045 DePuydt Road
PO Box 232
Saco, MT 59261
Home: 406.674.5593 406.390.5196 cell
E-mail: beckydepuydt@hotmail.com

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

Ruth Redfield, State Officer
Vice President/Torch Awards
Twin Bridges High School
PO Box 419
Twin Bridges, MT 59754
Phone: 406.684.5656
Fax: 406.684.5458
ruthredfield@gmail.com

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

Elaine Stedman, Judged Events Coordinator
Boys & Girls Club of Richland County
200 3rd Avenue SE
P O Box 416
Sidney MT 59270
(406) 433-6763 (W)
(406) 480-5719 (C)
www.richlandbgc.org

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

Shelby Moody State Officer Coordinator
Cut Bank High School
101 3rd Avenue SE
Cut Bank, MT 59427
Phone: 406. 873.5629 ext, 147
Cell: 406.314.3212
smoody@cutbankschools.net

This complete State Leadership Conference—First Update submitted on January 1, 2018 will be available for download from the Montana BPA website by January 14. 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