



Montana Association

2017 State Leadership Conference Update
Billings, Montana
March 12-14, 2017
FINAL UPDATE

Montana BPA Advisors

The Montana BPA State Conference team is making final preparations to welcome you and your chapter as you seek to explore the *Open Road to Boundless Opportunities* during the 2017 State Leadership Conference in Billings March 12-14.

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

State BPA Drops & Team Changes Due

The last day to drop and/or make changes to Competitive Event registrations was February 20th. All drops/changes will need to be addressed onsite at State Leadership Conference registration Sunday, March 12 at the registration desk MSU-Billings. All drops are subject to the Registration Refund Policy.

State Conference Registration Payments

If you have not already done so, please pay your state registration fees to Anza Ketterman by March 6. Please make your check out to "Montana BPA" and mail it to the address below.

If you have not paid your state and national dues, please do so as soon as possible. National/State membership registration closed on February 15.

Montana BPA has numerous bills to pay once the state conference is over so please be prompt in paying your membership dues and state conference registration. Thank you. Submit your payments to:

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

Student Schedules

Your students' competitive events schedules were posted February 20, 2017 to your chapter's on-line registration system (the same place where you originally registered) at registermychapter.com/bpamem, then select Leadership Conference Login, put in your username and password, and select **2017 Montana State Leadership Conference – Secondary**, go into your original invoice and on the bottom of the invoice there's a place to "view your schedule." It is the responsibility of chapter advisors to download the chapter competitive event schedules and share with chapter members prior to arriving at the state leadership conference.

Please check these schedules on-line again about March 10 before coming to conference for possible changes. Occasionally Becky DePuydt, Registration Coordinator has to switch a student to a different time slot in a judged event as sometimes conflicts do arise between now and the conference. These changes usually occur because a school will not be at the City College until later in the day on Sunday, and the scheduler might have placed a student from that chapter in an early time slot--earlier than what the chapter will be arriving.

State Leadership Program

This year chapters will only find two (2) Conference Program Booklets in your registration packet. Montana BPA is trying something new this year. Advisors and Students can go on line and download the 2017 Montana BPA SLC Program App. You can add as an app to any mobile device (phone or tablet). Students will need to sign in to twoppy if they would like to add their “own schedules” to the app. The app includes: Conference Schedules, Speakers (keynote and workshops) maps of MSUB and hotels, my schedule link and they can even tweet! I think the students will really like this! We will look forward to your feedback on this after the conference. The website is <https://m.twoppy.com/MTBPA/>. Have your students do this before you come to Billings!!!

State Leadership Conference Schedule At-a-Glance

You received a copy of the updated Conference Schedule At-A-Glance in your Monday Messenger. You will receive two copies of the conference program which will have all the schedule of events at registration.

Regional Arrival and Testing Times

State Leadership Conference Check-in and competitive events will begin on Sunday, March 12, at the main campus at MSU-Billings.

The testing/competition schedule for regions on Sunday is as follows:

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

Advisor Responsibilities at the State Leadership Conference

With the large number of competitive events offered and the peoplepower this necessitates, **it is the responsibility of ALL advisors** to proctor, administer, or grade competitive events on both Sunday and Monday.

A list of advisor assignments was emailed on February 22. 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 will be sent to administrators of advisors who fail to fulfill their duties. Failure to serve fulfill your responsibility will result in a letter being sent to your school administration.

Box lunches will be **only** be provided to all proctoring advisors on Sunday that are fulfilling duties for the entire day. There will be refreshments available for all advisors working on Sunday in the Conference Headquarters which will be in the SUB Banquet Rooms A and B. (downstairs)

Montana State University Jake Jobs College of Business Entrepreneurship Scholarship

Montana State University (MSU)’s Jake Jobs College of Business & Entrepreneurship (JJCBE) is proud to announce that we will once again award scholarships to members of the Montana Business Professionals of America (BPA) program. Please inform your senior BPA students about this year’s scholarship opportunity. We offer two \$1,000 scholarships to deserving high school BPA seniors who plan to pursue a business education at MSU—Bozeman, beginning fall semester of 2016.

Awarded during the state convention, taking place in Billings on March 12-14, 2017, scholarship finalists will be announced at one of the convention's general sessions. Each finalist will then be required to participate in a half-hour interview with JJCBE representatives. If a student finalist does not complete an interview, he/she will be disqualified from further consideration. Following the interviews, JJCBE representatives will announce the two \$1,000 dollar scholarship recipients.

The initial scholarship application consists of two parts: 1) Personal and academic information, including a list of honors and activities the student has accomplished during his/her four years of high school. 2) A 200–300 word essay addressing the following topic: “I have chosen to pursue a career in business because....” The student should include a description of how his/her personal strengths relate to his/her career choice, identify career goals, and describe what he/she hopes to contribute to the business community following college graduation. Students can apply for the scholarship online: <http://www.grantinterface.com/Process/Apply?urlkey=BPAScholarship> The application deadline is **Wednesday, March 8, 2017 at 5:00 p.m.**

Special Olympics Montana and the Chain of Love

The Chain of Love 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.

Funds raised can be submitted at the conference registration desk Sunday at MSU Billings or chapter presidents can submit funds at the Presidents Breakfast Monday morning. **Please make checks payable to SPECIAL OLYMPICS MONTANA. Please do not submit cash. *An envelope for chapter funds will be included in registration packets.***

Chapters are to design their own links to build their chains. Chains can be brought to either the Opening Session on Sunday or the First General Session on Monday morning. **Chains will not be collected Sunday at registration.**

Conference Dress Code Guidelines

All attendees are expected to follow the Montana BPA 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.

Conference T-Shirts

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. T-shirts will be distributed at registration.

Dance Monday Night

A dance will once again be sponsored by Montana BPA during the 2017 State Leadership Conference on Monday, March 13. 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 Hotel Convention Center Rains Room 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.

Workshops/Day of Service

Workshops will be held throughout the morning on Monday and will take place in the Red Lion Hotel and Convention Center and in the Rains room of the Radisson Hotel Convention Center. Workshops will begin at 9 am and conclude at noon. You will find a punch card for each of your students to place in their name badge so that they can get credit for attending the Workshops and Day of Service. Day of Service will be from 1:00-3:00. Special Olympics Walk will begin at 1:00 participants are asked to meet outside the front entrance of the Red Lion Hotel Convention Center we will be having at 12:50. The Special Olympics Respect Rally, BPA Style will follow the walk at 2:00 pm in the Rains Room of the Convention Center. Wrist bands will be in your registration packet for all of those who preregistered for the Special Olympics Walk. Students can still join in the walk by bringing \$7.00 cash with them at the time the walk begins. **Make sure your students participate in the workshops and Day of Service if they are not competing in judged events.**

At the conclusion of each workshop and the Day of Service, Conference Interns and State Officers will be available to stamp conference programs to validate a member's attendance. At the conclusion of each workshop students will be given a ticket to place in designated boxes for drawings to be held at the Monday evening general session. Professional dress is required for all workshops unless noted within a workshop's description. PLEASE SEE CENTERFOLD OF SLC PROGRAM FOR SCHEDULE.

Torch Awards Ceremony

Montana BPA Vice President Becca Gerard is coordinating the Torch Award Ceremony and recognition of those members receiving their Statesman Torch Award at 6:00 pm on Monday evening prior to the Second General Session Monday evening. Recipients are invited to an ice cream social following the ceremony.

The Torch Award Ceremony, which will take place during the Second General Session, is a very unique and special component of our organization. During the Torch Award Ceremony, advisors, students, and guests are asked to refrain from clapping or using flash photography until the ceremony is completed.

Presidents Breakfast

The Presidents' Breakfast will be at the Radisson Hotel Poolside this year Monday morning, March 13, beginning at 7:00 am.

The breakfast will have a welcome from keynote speaker, Ryan Moran and all chapter presidents are invited and encouraged to attend. During this time, chapters may also submit the funds raised through the Chain of Love if they have not already done so.

Lunch Sunday & Monday

The Rimrock Café c will be open at in the SUB downstairs on the MSU-Billings Sunday for State Leadership Conference for attendees to purchase lunch. Food is not allowed in the classrooms and carpeted areas of the MSU-Billings Campus. A lunch buffet will be provided on Monday at the Radisson Hotel Atrium and at the Red Lion Hotel and Convention Center from 11:30 am to 1:30 pm. The lunch buffet is included with the conference registration fee. Lunch tickets were provided in your registration packets.

State Officer Candidate Meeting

State Officer Candidates need to check in *with their campaign manager* at the registration desk at MSU Billings of Sunday sometime between 9:00am and 1:00pm.

There will be a meeting for all state officer candidates with the current State Officers and the State Director Sunday, March 13 at 5 pm in the Rains Room of the Radisson Hotel Convention Center to review the campaign process and to answer any questions.

Campaign managers are welcome to attend with their candidate. After this meeting, candidates may setup their tables for the Campaign Rally.

Voting Delegates

Each chapter has two (2) Voting Delegates. The Voting Delegates will need to check-in and register at the Conference Registration Desk at MSU Billings between 9:00 am – 1:00 pm. The form will include the names of the Voting Delegates and the number of members representing the chapter at the state leadership conference. Voting Delegates will receive their ribbons and instructions for conference responsibilities at the time of registration. Voting Delegates **may** not be those who will also be receiving a Statesman Torch Award due to session overlaps.

A brief list of required Voting Delegate events includes—

- Voting Delegate meeting for instructions, details, and questions following the Opening Session, Sunday, March 12^h in the Convention Center-Russell/Ralston Rooms
- Introduction of candidates and their 30-second object speeches during the Opening Session, Sunday, March 12 at 8 pm
- Campaign Rally on Sunday, March 12 beginning at 10 pm
- Candidate speeches during the First General Session Monday morning, March 13 at 8 am
- Deadline to submit candidate questions on Monday, March 13, at 2 pm
- Voting Delegate Session for candidate questions and state officer voting Monday evening, March 13 from 7 to 7:45 pm in the Rains Room of the Convention Center

Advisor Meetings

There will be two (2) meetings for chapter advisors during the state leadership conference.

The first meeting will be Sunday at 6 pm in the Radisson Hotel Convention Center's Rains Room to provide last minute updates, share information, and answer questions.

The second meeting is the Advisors Breakfast Meeting at 7:45 am Tuesday morning in the Radisson Hotel's Poolside Room. This meeting will include a free breakfast for advisors, the recognition of new advisors, present Years of Service awards, recognize our Advisor of the Year nominees and share important information for the National Leadership Conference in Orlando, Florida.

Competitive Event Awards

The Top 10 finalists in all individual judged, non-judged, and Open Events will be called to the stage and the Top 5 in team events. All participants will receive a medal off stage. Winners will be called to the stage in the order that they finished. Certificates will not be handed out on stage. You will find all of your students certificates in your packet that you can pick up after the awards ceremony. **These packets will not be mailed out to schools!!!**

Plaques will be awarded to national qualifiers in individual events (Top 3 for individual judged and Top 5 for individual non-judged) with medals and certificates awarded to all finalists.

For team events, the national qualifiers (Top 2) will receive a team plaque and individual medals and certificates, with the remaining teams receiving certificates.

The top three winners in each of the Open Events will receive a plaque.

An easy way to remember the number of places qualifying for Nationals is $2+3=5$: two (2) for team, three (3) for individual judged, and five (5) for individual non-judged.

For the National Leadership Conference, students may compete in a maximum of two (2) events, one of which may be a team event, plus Opens.

Competitive Event Bump-Ups For NLC

Becky DePuydt, Registration Coordinator, will be coordinating the Bump-Up list for students competing at the National Leadership Conference.

Following the state conference please let Becky know if one of your qualifying member(s)/team(s) will not be attending the National Leadership Conference so the next highest-placing member/team can be “bumped up” to fill competitive event opening (s).

Monday, March 20 at Noon is the deadline for bump-ups as Montana’s final competitive event qualifiers list will be submitted to the National Center at 5 pm on March 21.

Once the list is submitted, no additional changes can or will be made. NLC Competitive Events Pre Submissions due April 1. Remember, registration is open from Monday, February 20 through April 1, 2017.

BPA Cares Program & Torch Awards

April 1st is the deadline for submitting applications for [BPA Cares Program Awards](#) , with the exception of Professional Award submits which are due on March 1, 2017

Please refer to the [BPA Cares Program](#) page of the National BPA website application procedures and requirements. **You need to get recognized for all the work you put into BPA!!!!**

Monday, April 1 is the deadline for submitting [Ambassador Torch Awards](#) and applications for the 2017 [Quality Chapter Distinction](#). **Please consider applying for the Quality Chapter Distinction award, you are all doing great things and it doesn’t take much effort to complete!!**

Ambassador Torch Award resumes must be submitted via the Torch Awards Online Resume System <https://www.registermychapter.com/bpamem/Login.asp?From=TorchAwards.aspx>

National Leadership Conference

The 2017 National Leadership Conference will be May 10-13 in Orlando Florida the 2017 NLC Pre-Conference Publication is available for download on the National Leadership Conference page of the BPA website, www.bpa.org/nlc/.

The Pre-Conference Publication is the comprehensive guide for attending the national conference and includes information about NLC registration, hotel reservations, competitive event and general session schedules, tours, and much, much more.

Please remember the deadline for NLC registration and hotel reservations is April 1.

Montana BPA Trading Pin Order Form Available

Some of you already purchased trading pins for the National Leadership Conference when you registered online for the State Leadership Conference. Trading pin orders made online will be mailed to your school address or given to you at the state conference.

A Trading Pin Order Form will also be included in your registration packet and is also available on the [Montana BPA website](#) if your chapter would like to purchase additional pins for \$2.00 each.

Trading pins are sold on a first-come, first-served basis. Please remember, only a certain number of pins are ordered. To ensure delivery before you leave for Orlando the **deadline to order is Tuesday April 11, 2017**. Please submit to Anza Ketterman @ kettanza@isu.edu

Please note, when using the Trading Pin order form, **payment must be received with the form** or else your order will not be processed and your requested pins will be used to fill other orders until full payment is received.

Montana Special Event at NLC in Orlando

Details of the Montana Special Event will be outlined at the Tuesday Morning Advisor Meeting at SLC.

Deadline to Register **is Tuesday, April 11, 2017** Please contact Anza Ketterman @ kettanza@isu.edu.

Hoping all is well with you and your preparations for the state conference. Contact me anytime with questions or concerns. Lisa @Parker, State Director, lparkermtbpa@gmail.com, (406)579-3697

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