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December 2, 2011

MEMORANDUM

TO: Middle Level (Middle School) Chapter Advisors

FROM: Lisa Stoner-Torbert, State Advisor

SUBJECT: **Business Professionals of America, Delaware Association
State Leadership Conference Registration Materials**

The 2012 Business Professionals of America, Delaware Association, Middle Level State Leadership Conference (SLC) will be held **Wednesday, February 29, 2012**, at the Sheraton Hotel, Dover, Delaware. The deadline for online registration is **Tuesday, January 17, 2012**. Fees are due to the State Office Friday, January 31, 2012.

As per Article IV, Section 3, of the Delaware Association Constitution, a student must be enrolled in a business education program, as approved by the Delaware Department of Education, to be eligible to participate in the State Leadership Conference. In addition, a student must also be a member of the BPA National Association before registration will be accepted.

Conference Registration The conference registration fee is \$45 per student/advisor. Additional guests for the awards session (includes a light dinner, keynote and awards) may be registered for \$20. Please note the use of **ONLINE** registration at <http://www.registermychapter.com/bpamem> (click on Conference Registration). An email invoice will be generated and sent to the designated advisor upon submission. This site will be open from **December 21, 2011** through **January 17, 2012**. Late registration will be accepted through January 19, 2012; however, a \$25 late fee will apply. In addition, several additional forms are attached to this email and can be found at www.delawarebpa.org. The following documents are included:

- 1) **Middle School Competitive Events Reference** *slc form B ml event reference*
- 2) **Pre-Submitted Event Procedures** *slc form B-1 presubmit*
- 3) **Permission Form & Code of Conduct** *slc form C and C-1 ml permission and conduct*
- 4) **Delaware Dress Code Guidelines** *dresscode delaware*
- 5) **Torch Awards Application** *slc form D torch awards*
- 6) **Board of Directors Form** *slc forms E-1 and E-2 board of directors*
- 7) **Honorary Life Membership Nomination Form** *slc forms F-1 and F-2 honorary life*
- 7) **Photo Release Form** *photo release form **
- 8) **Advisor Certification and Sign-Off Sheet** *advisor certification and sign off **
* this form is to be sent to DOE in LIEU of C, C-1 and photo release
- 9) **Online Registration Instructions** *slc registration – advisor instructions*
- 10) **STATE ML BPA DEADLINES** *State ML BPA Deadlines 12.xlsx*
- 11) **Agenda (Tentative)** *middle level bpa agenda12*
- 12) **ITC Award (new State only award)** *inspiration through collaboration 1112*

All **state event testing times** will follow **national guidelines**, as listed in the *Workplace Skills Assessment Program* guidelines. Please refer to the **State ML BPA Deadlines 12.xlsx document** for items that **must** be submitted via via the following link: www.bpa.org/submit, on or before 11:59 p.m., **Monday, February 6, 2012** (see *slc form B-1 presubmit* for details). These are firm deadlines. Students should bring **one** copy of **ALL documentation** to the SLC!

ADDITIONAL SLC INFORMATION

Middle Level (Middle School) SLC Planning Meeting A Middle Level Advisors meeting will be held **Thursday, January 5, 2012, starting at 4:30 p.m.** at the John Collette Education Resource Center, Dover. We will discuss the competitive events structure, the State Leadership Conference, and any questions that you might have! Please contact Jennifer Roussell, (302) 857-3330 or jroussell@doe.k12.de.us, with a confirmation of your school's *planned attendance* no later than *Thursday, December 22, 2011*.

Pre-Conference Events Students registered for Spreadsheet Applications and/or Keyboarding Production (*three student limit per school, per event*) will be tested in your school on **State Testing Day, February 2, 2012**. A teacher or administrator, other than a business teacher from your own school, should administer the events. Based on the advisors meeting and registration received January 17, "buddy" schools will be assigned to provide an opportunity for working with another school. Please note that Keyboarding Production cannot be repeated.

Grading Spreadsheet Applications and Keyboarding will be scored on State Grading Day, February 8, 2012, starting at 9:00 a.m. (registration 8:30 a.m.) at the John Collette Education Resource Center in Dover. As a reminder, ALL documentation (as referenced on page one) MUST be submitted via www.bpa.org/submit by 11:59 p.m. February 6 to be scored. Documentation will NOT be accepted after this time.

A complete copy of all documentation should also be brought to the State Leadership Conference on February 29! State testing and grading will be discussed in detail during the January 5, 2012, meeting.

State Leadership Conference, February 29 During the conference, your students will have the opportunity to compete against other middle school students in the Open Competitive Events (unlimited enrollment); Extemporaneous Speech, Prepared Speaking and Graphic Design Promotion (three per school); and Web Site Development Team, Introduction to Video Production Team and Career Research Project Team (two teams per school). Please refer to the Workplace Skills Assessment Program guidelines at www.bpa.org for specific information regarding each event.

Competitive Events Each student may compete in **two competitive events**; one individual and one team, or two individual. Students may compete in an **unlimited number of open events** (Business Math, Business Communication Skills, Computer Literacy and Business Fundamentals). In addition, middle school students are also eligible to receive Special Recognition and Torch Awards at the State and National Leadership Conferences. Please review these documents thoroughly as application for these awards are to be submitted BEFORE the State Leadership Conference. Guidelines can be found at www.bpa.org.

The following guidelines apply to all competitive events, as approved by the Delaware Board of Directors:

In ALL contests, students must have scored **at least 50%** of the total possible points (for their individual or team event) to be **recognized** at the State Leadership Conference and to be **eligible** to compete in that event at the National Leadership Conference.

State Leadership Conference State Leadership Conference **on-site registration** for middle level chapters begins at **8:00 a.m.** on February 29. Events will begin **promptly at 9:00 a.m.** Students and advisors will enjoy a keynote presentation and lunch in the early afternoon. Special Recognition, Torch and Competitive Event awards will be presented to middle school students in a closing session to include a light dinner. We plan to conclude the day's activities by 6:30 p.m.; however, a more accurate schedule will be distributed after all registration is received.

Contest Substitutions Contest substitutions will be accepted if dated on or before **January 20, 2012**. Please notify Lisa Stoner-Torbert immediately if you have a contestant who will not compete or for whom you need to make a substitution. Due to the complexities of scheduling, **NO substitutions** or changes will be accepted after this time.

Registration Cancellation Requests Cancellation requests dated on or before **January 27, 2012**, shall receive a 75% refund of their registration fees only. *No requests for refunds* will be honored after this date.

Payment Your ENTIRE chapter's registration fees should be submitted in one check by January 31, 2012. Failure to do so will result in a delay processing. PLEASE DO NOT SUBMIT MULTIPLE CHECKS from one chapter! Your school's check should be made payable to: *Business Professionals of America, Delaware Association (FSF Vendor #0000025354)*. Other forms to be sent via email by January 31 include: *Advisor Certification and Sign Off* and *Voting Delegate Designation (required)*; *Honorary Life Member Award*, as well as *Board of Directors Nomination (optional)*. Please note that *Advisor of the Year* may now be submitted through the pre-submission online system: www.bpa.org/submit. See BPA Cares manual for details (download at www.bpa.org/awards/bpacares).

Student Eligibility To participate in the State Leadership Conference, a student must be a State and National member of Business Professionals of America. State members are classified as those currently enrolled in a state approved business education course or actively enrolled in a state approved pathway. Students may participate in more than one Career and Technical Student Organization (CTSO) if they are actively enrolled in state approved related CTE courses/pathways. Students may also compete in multiple state (or national) activities/conferences if they are members of multiple CTSOs. However, students may not compete in the same or similar events in both conferences. Local chapter advisors are encouraged to contact their State Advisor regarding a ruling on the degree of similarity in specific events prior to enrolling students in State and/or National competitions for two CTSOs.

Permission, Code Of Conduct and Advisor/Student Ratios In addition to required permission slips (*attachment C*), the *Conduct Practices and Procedures* guidelines documents must be distributed to parents/guardians (adherence to these procedures is referenced on the permission slip). In addition, the district must ensure that the local chapter has no less than one adult advisor/chaperone for each 10 student delegates in attendance at BPA activities. If district policies are more stringent, then the number of students per advisor/chaperone shall adhere to district guidelines. Please note that the *Advisor Certification and Sign-Off* sheet is to be sent to the State Office *in LIEU of forms C, C-1* and the *Photo Release form*.

Inclement Weather Contingency Plan As approved by the Delaware Board of Directors, decisions regarding postponement of State Grading Day and/or the State Leadership Conference will be made at the discretion of the State Advisor, Board of Directors Chairperson and CEAC Representative. Please provide **emergency contact information (phone and email) via email to Istoner@doe.k12.de.us** if you wish to receive notice should there be a postponement after school hours. Should a change to either of these events take place, advisors will be contacted via this phone number; therefore more than one number can be given, at the advisors' discretion. In addition, local radio and television stations will be contacted. You may also call Lisa Stoner-Torbert at (302) 242-0149 should you have any questions. Decisions regarding State Testing Day will be made by individual advisors and their "buddy" schools.

We anticipate that this year's State Leadership Conference enrollment will include over 400 teachers and students. Thank you, in advance, for your continued commitment to our business students. I look forward to working with you as we strive to make this year's State Leadership Conference a great success for ALL students! Please feel free to contact me at (302) 857-3320 (DOE) or (302) 242-0149 (cell) or Istoner@doe.k12.de.us should you have any questions.

Attachments