



Today's students. Tomorrow's business professionals.

December 2, 2011

MEMORANDUM

TO: Secondary Chapter Advisors
FROM: Lisa Stoner-Torbert, State Advisor
RE: **Business Professionals of America, Delaware Association
State Leadership Conference Registration Materials**

The 2012 Business Professionals of America, Delaware Association State Leadership Conference will be held March 1-2, 2012, at the Sheraton Dover Hotel. The registration fee is **\$90 per student/advisor**. Guests for the awards brunch may be registered for \$20. The deadline for online registration and State Officer Candidate forms is **Tuesday, January 17, 2012**. Fees are due to the State Office Tuesday, 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.

Registration will be available **ONLINE** 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. Registration will NOT be accepted after this time. In addition, several additional forms are included with this document and can be found at www.delawarebpa.org. The following documents are included:

- 1) **Dover Sheraton Hotel Reservations** *slc form A-1 hotel info*
- 2) **Competitive Events Reference** *slc form B-1 event numbers; slc form B-2 additional event information*
- 3) **Pre-Submitted Event Procedures** *slc form B-3 presubmit*
- 4) **Parent/Guardian Permission Form & Conduct Practices** *slc form C and C-1 permission and conduct*
- 5) **Official Dress Code Guidelines** *dresscode delaware*
- 6) **Voting Delegate Designation** *slc form D voting delegate*
- 7) **Board of Directors Nominations** *slc forms E-1 and E-2 board of directors*
- 8) **Torch Awards** *slc form F torch awards*
- 9) **Honorary Life Membership Award** *slc forms G-1 and G-2 honorary life*
- 11) **State Officer Candidate Handbook & Application** *state officer handbook; state officer candidate forms*
- 12) **Online Registration Instructions** *slc registration – advisor instructions*
- 13) **Photo Release Form** *photo release form*
- 14) **Advisor Certification and Sign-Off** *advisor certification and sign off **
* This form is to be sent to the DDOE in lieu of C, C-1 and the photo release
- 14) **STATE BPA DEADLINES** *State BPA Deadlines 12.xlsx ***
- 15) **Agenda (tentative)** *secondary bpa agenda12*
- 16) **ITC Award (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 BPA Deadlines 12.xlsx document **** for items that *must* be submitted via the following link: www.bpa.org/submit, on or before 11:59 p.m., **Monday, February 6, 2012** (see *slc form B-3 presubmit* for details). These are firm deadlines. Students should bring **one** copy of **ALL documentation** to the SLC!

ADDITIONAL SLC INFORMATION:

Statewide Advisors Meeting All advisors should plan to attend the **January 9, 2012, Competitive Events Planning Meeting, 5:00 p.m. (registration begins at 4:30)**, at the John Collette Education Resource Center in Dover. Additional details regarding registration, event administration and the overall conference format will be discussed at that time. All business education teachers are encouraged to attend this meeting! Please contact Jennifer Roussell, (302) 857-3330 or jroussell@doe.k12.de.us, with confirmation of your school's *planned attendance* no later than *Thursday, December 22, 2011*.

Competitive Events Guidelines The *2012 Workplace Skills Assessment Program Guidelines* should be referenced when preparing for competitive events. These guidelines are available through the National Center website at www.bpa.org. State Testing Day is February 2, 2012. Please refer to attachment B-1 for specific events to be administered that day.

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.

Student Eligibility To participate in the State Leadership Conference, students must be a State member of Business Professionals of America. State members are students 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 as long as they are members of multiple CTOS. However, students may not compete in the same or similar events at 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 CTOS.

State Grading Day Events given on State Testing Day 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.

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).

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*.

Overnight Accommodations Hotel reservations will once again be handled directly with the **HOTEL** (Sheraton Dover). Rooms (optional) are available for \$105 per night. Please be sure to use your district tax exemption number when making reservations. ADVISORS are to contact the hotel concerning housing

reservations, arrange billing and make payment **directly** to the **hotel**, NOT the state office. *Attachment A-1* has been included for your convenience in making reservations and payment plans directly with the Sheraton Dover, (302) 678-8500. As per guidelines set forth by the Career and Technical Student Organization State Leadership Council, districts/schools are required to provide both male and female advisors if both male and female student delegates are attending an **overnight** activity. In the event a district/school is sending only a male or female advisor, an advisor/chaperone of the opposite gender from another district/school must be identified and pre-approved by the district(s) to assist in chaperoning their students.

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 lstoner@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 can 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.

Events will begin promptly at 9:00 A.M. on March 1 Plan to arrive early (registration will begin at 8:00)! We will not be able to reschedule or make up events because of transportation problems. Buses may unload at the back entrance of the hotel (facing the Hampton Inn) for registration. Arrangements for luggage storage will be made until your rooms are ready. Please remember that the hotel is working with us to get us in our rooms as soon as they are available, but as always, some will become available sooner than others.

We anticipate that this year's State Leadership Conference enrollment will include over 800 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 lstoner@doe.k12.de.us should you have any questions.