



MEMORANDUM

TO: Secondary Chapter Advisors
FROM: Rob Schumacher, Secondary CEAC
DATE: December 11, 2017
SUBJECT: **Business Professionals of America, Delaware Association
State Leadership Conference Registration Materials**

The 2018 Business Professionals of America, Delaware Association, Secondary Level State Leadership Conference (SLC) will be held **Tuesday, February 27, 2018**, at the Dover Downs Hotel and Conference Center, Dover, DE. The registration fee is **\$90 per student, advisor, and guest/chaperone**. Guests for the awards dinner may be registered for \$25. The State Officer Candidate application deadline is **Wednesday, January 10, 2018**.

As per Article IV, Section 3, of the Delaware Association Constitution, a student must be enrolled in or completed 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) **December 11, 2017 – January 19, 2018**. An email invoice will be generated and sent to the designated advisor upon submission. Late registration will be accepted through January 26, 2018; however, a \$25 late fee per chapter 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:

- 1) **Competitive Events Reference** *SLC Form B-1 Event Numbers; SLC Form B-2 Additional Event Information*
- 2) **Pre-Submitted Event Procedures** *SLC Form B-3 Presubmit; SLC Form B-4 Presubmit Graphic*
- 3) **Parent/Guardian Permission Form & Conduct Practices** *SLC Form C & C-1 Permission & Conduct*
- 4) **Official Dress Code Guidelines** *Delaware Dresscode*
- 5) **Voting Delegate Designation** *SLC Form D - Voting Delegate*
- 6) **Board of Directors Nominations** *SLC Form E-1 and E-2 Board of Directors*
- 5) **Torch Awards Guidelines** *SLC Form F Torch Awards*
- 7) **Honorary Life Membership Award** *SLC Forms G-1 and G-2 Honorary Life*
- 8) **State Officer Candidate Handbook & Application** *State Officer Candidate Handbook*
- 9) **Online Registration Instructions** *SLC Registration – Advisor Instructions*
- 10) **Photo Release Form** *SLC Photo Release Form*
- 11) **Advisor Verification and Sign-Off** *SLC Advisor Verification and Sign Off **
* This form is to be sent to the DDOE in lieu of C, C-1 and the photo release
- 12) **STATE BPA DEADLINES** *State BPA Deadlines*
- 13) **Agenda (tentative)** *Secondary BPA Agenda*
- 14) **ITC Award (State only award)** *Inspiration Through Collaboration*
- 15) **Advisor of the Year** *Secondary Advisor of the Year*

All state event testing times will follow **national guidelines**, as listed in the *Workplace Skills Assessment Program* guidelines. Please refer to the **2018 State BPA Deadlines document** for items that *must* be submitted via the following link: www.bpa.org/submit, on or before 4:00 p.m., **Tuesday, January 30, 2018** (see *SLC form B-3 Pre-submit* for details). These are firm deadlines. Students should present **copies** of ALL documentation as found on the *State Secondary BPA Deadlines 2018* document.

ADDITIONAL SLC INFORMATION:

Secondary Level SLC Planning Meeting All secondary advisors should plan to attend the **January 25, 2018 Competitive Events Planning Meeting at 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. Registration for the meeting can be completed using PDMS Course# 23913, Section #45444.

Pre-Conference Events Students registered for events to be administered on **State Testing Day** (*three student limit per school, per event*) will be tested on **February 7, 2018**. A teacher or administrator, other than a business teacher from your own school, should administer the events. Based on input from the advisors meeting and registration received prior to January 26, "buddy" schools will be assigned to provide an opportunity for working with another school.

Grading The **Pre-Conference Events** will be scored on State Grading Day, **February 15, 2018**, starting at 9:00 a.m. (registration 8:30 a.m.) at the John Collette Education Resource Center in Dover. All advisors are welcome!

Pre-submissions As a reminder, ALL documentation (as referenced on page one and in the **2018 State SL BPA Deadlines**) MUST be submitted via www.bpa.org/submit by 4:00 p.m. Tuesday, January 30, 2018 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 27. State testing and grading will be discussed in detail during the January 25, 2018 meeting.

State Leadership Conference – February 27 Each student may compete in **two competitive events**; one individual event and one team event, or two individual events. Students may compete in an **unlimited number of open events**. In addition, high school students are also eligible to receive Special Recognition and Torch Awards at the State Conference. Please review these documents thoroughly as application for these awards are to be submitted by Friday, January 26, 2018. 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.

On-site registration for secondary level chapters begins at **8:00 a.m.** on February 27. The opening session will begin **promptly at 9:00 a.m.** Students and advisors will enjoy the Torch Award Ceremony and lunch in the early afternoon. Special Recognition, Special Recognition and Competitive Event awards will be presented to high school students in a closing session which includes a full dinner. We plan to conclude the day's activities by 10:00 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 26, 2018**. Please notify Rob Schumacher (robert.schumacher@seaford.k12.de.us) 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 can be accepted after this time.

Registration Cancellation Requests Cancellation requests dated on or before **January 30, 2018**, shall receive a 75% refund of their registration fees only. *No requests for refunds* will be honored after this date.

Payment The preferred method of payment is by credit card at <https://www.velocitypayment.com/client/delaware/education/index.htm>. However, your ENTIRE chapter's registration fees can be submitted in one check by **Friday, February 2, 2018**. **Payments not received by this date will result in canceled registration.** Please do not submit multiple checks from one chapter. Your school's check

should be made payable to:

Vendor Name: Delaware BPA
Vendor ID#: 0000025354
ATTN: Carmen Strollo, CTSO Administrative Assistant
Address: DE Department of Education
Career and Technical Education
401 Federal Street, Suite 2
Dover, DE 19901

Other forms to be sent via email by **January 19, 2018** include: *Advisor Verification and Sign Off* and *Voting Delegate Designation (required)*; *Honorary Life Member Award*, as well as *Board of Directors Nomination (optional)*. 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*.

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 Representatives. Please provide **emergency contact information (phone and email) via email to robert.schumacher@seaford.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. In addition, local radio and television stations will be contacted. 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 500 students, advisors, and judges. 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 robert.schumacher@seaford.k12.de.us should you have any questions.