**MEMORANDUM**

# TO: Chapter Advisors

FROM: Eric McGuire, Middle Level CEAC

DATE: January 11, 2021

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

The 2021 Business Professionals of America, Delaware Association, State Leadership Conference (SLC) will be held **virtually on February 22nd-26th, 2021.**  The registration fee is **$25 per student**.

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 <https://www.registermychapter.com/bpa/de-ml> (Middle Level) or <https://www.registermychapter.com/bpa/de> (Secondary Level), (click the Registration button) **until January 1/29/21**. An email invoice will be generated and sent to the designated advisor upon submission. Late registration will be accepted through January 29, 2020. 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](http://www.delawarebpa.org/):

1. **Competitive Events Reference** *SLC Form B-1 Event Numbers; SLC Form B-2 Pre-submit Instructions*
2. **Pre-Submitted Event Procedures** *SLC Form B-3 Pre-submit Deadlines*
3. **Parent/Guardian Permission Form & Conduct Practices** *SLC Form C-1, C-2 & D-1 Permission & Conduct*
4. **Voting Delegate Form** *SLC Form D-2 Voting Delegate*
5. **Board of Directors Nominations** S*LC Form E-1 and E-2 Board of Directors*

**5) Torch Awards Guidelines** *SLC Form F-1 Torch Awards*

1. **Honorary Life Membership Award** *SLC Forms G-1 and G-2 Honorary Life*
2. [**State Officer Candidate handbook & Application**](https://goo.gl/forms/MaiCQPzk7oFIZw4m1) *Click the link*
3. **Online Registration Instructions** *SLC Form H-1 Registration – Advisor Instructions*
4. **Online Practice Testing** *SLC Form H-2 Online Practice Test Instructions*
5. **Photo Release Form** *SLC Form J-1 Photo Release Form*
6. **Advisor Verification and Sign-Off** *SLC Form K-1 Advisor Verification and Sign Off \**

\* This form is to be sent to the DDOE in lieu of C-1, C-2 and J-1

1. **Agenda (tentative) (Will be sent at a later date)**
2. **ITC Award (State only award)** *SLC Form M-1 Inspiration Through Collaboration*
3. **Advisor of the Year** *SLC Form N-1 Advisor of the Year*

All **state event testing times** will follow **national guidelines**, as listed in the *Workplace Skills Assessment Program* guidelines.

**ADDITIONAL SLC INFORMATION:**

**SLC Planning Meeting** Advisors all asked to virtually attend an advisors’ meeting on 1/26 to discuss important information regarding the SLC. Then on 1/28, Rob and I will host a virtual Happy Hour for advisors to help with any issues with submission or questions about SLC.

**Pre-Conference Events** Students registered for events to be administered on **State Testing Day** *(three (3) student limit per school, per event)* will be tested on **Monday-Wednesday, February 1-3**. Testing Day will be conducted virtually this year and school staff should be used as proctors.

**Grading Pre-Conference Events** The tests will be scored on State Grading Day, **Wednesday,** **February 10, 2021**, starting at 4:00 p.m. More information will come out on this as we move closer.

**Pre-submissions** As a reminder, ALL documentation (as referenced on page one and in the ***2021 State SL BPA Deadlines***) MUST be submitted via <http://www.delawareslc.bpa.org> by 5:00 p.m. Friday, January 29, 2021 to be scored. *Documentation will NOT be accepted after this time*.

**State Leadership Conference – February 22-26, 2020** 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**.

Tentative Schedule:

Mon. 2/22/2021

Open Session - 6:00 pm - 7:30 pm

Tues. & Wed. 2/23 - 24/2021

Open Events - 1:00 pm - 3:00 pm / 4:30 pm - 7:00 pm

Competitive Events - 1:00 pm - 3:00 pm / 4:30 pm - 7:00 pm

Thurs. - 2/25/2021

Voting Session - 4:00 pm - 5:30 pm

Chapter / Torch Awards - 6:00 pm - 7:00 pm

Fri. - 2/26/2021

Awards Session - 6:00 pm - 8:00 pm

In addition, 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 **Tuesday, January 29, 2021**. Guidelines can be found at [*www.bpa.org*](http://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.

**Contest Substitutions** Contest substitutions will be accepted if dated on or before **Friday,** **January 29, 2021**. Please notify Eric McGuire (emcguire@delawarebpa.org) 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 **Friday, January 29, 2021**, shall receive a 75% refund of their registration fees only. *No requests for refunds* will be honored after this date.

**Payment** The required method of payment is by credit card at <https://www.velocitypayment.com/client/delaware/education/index.htm> by **Friday, January 29, 2021**. ***Payments not received by this date will result in canceled registration.***

Other forms to be sent via email by **Friday,** **January 29, 2021** include: *Advisor Verification and Sign Off (required) and 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](http://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). **Please note that the *Advisor Certification and Sign-Off* sheet is to be emailed to Eric McGuire *in LIEU of forms C-1, C-2* and J-1**.

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 emcguire@delawarebpa.org should you have any questions.

The Delaware Association of Business Professionals of America is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided for in Delaware Association of business Professionals of America’s constitution, bylaws, or policies.