**MEMORANDUM**

# TO: Middle Level Chapter Advisors

FROM: Eric McGuire, Middle Level CEAC

DATE: December 2, 2019

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

The 2020 Business Professionals of America, Delaware Association, Middle Level State Leadership Conference (SLC) will be held **Wednesday, February 26, 2020,** at the Chase Center at the Riverfront, Wilmington, DE. The registration fee is **$75 per student, advisor, and guest/chaperone**. Guests for the awards dinner may be registered for $35.

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> (click the Registration button) **December 16, 2019 – January 13, 2020**. An email invoice will be generated and sent to the designated advisor upon submission. Late registration will be accepted through January 17, 2020; 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](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)** *SLC Form L-1 Middle Level BPA Agenda*
2. **ITC Award (State only award)** *SLC Form M-1 Inspiration Through Collaboration*
3. **Advisor of the Year** *SLC Form N-1 Middle Level 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:**

**Middle Level SLC Planning Meeting** All middle level advisors should plan to attend the **Thursday,** **January 9, 2020 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 #51964**.

**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 **Wednesday,** **February 5, 2020**. 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 18, “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, **Wednesday,** **February 12, 2020**, 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 ***2020 State SL BPA Deadlines***) MUST be submitted via <http://judgesfull.registermychapter.com/org/SLCMiddle/conf/M-State> by 4:00 p.m. Monday, January 27, 2020 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 26, 2020. State testing and grading will be discussed in detail during the **January 9, 2020 meeting**.

**State Leadership Conference – February 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**. In addition, middle level 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 **Thursday, January 23, 2020**. 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.

**On-site distribution of Advisor Packets** for the middle level chapters begins at **8:00 a.m**. on February 26, 2020. 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, ML SOLT Representative results, and Competitive Event awards will be presented to middle level students in a closing session which includes a full dinner. We plan to conclude the day’s activities by 8:00 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 **Friday,** **January 24, 2020**. 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 **Monday, January 27, 2020**, 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 **Monday, January 27, 2020**. ***Payments not received by this date will result in canceled registration.***

Other forms to be sent via email by **Friday,** **January 17, 2020** 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). In addition*, the district must ensure that the local chapter has no less than one adult advisor/chaperone for each 7 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 emailed to Eric McGuire *in LIEU of forms C-1, C-2* and J-1**.

**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** **emcguire@delawarebpa.org**  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 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.