

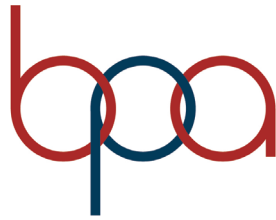
MINNESOTA
**BUSINESS
PROFESSIONALS**
of AMERICA

Giving Purpose to Potential

2024 State Leadership Conference

for





MINNESOTA
**BUSINESS
PROFESSIONALS**
of AMERICA
Giving Purpose to Potential

M E M O R A N D U M

TO: All Business Professionals of America Advisors
FROM: Jackie Schiller, MN HS BPA
SUBJECT: 2024 Spring Leadership Conference

The 2024 State Spring Leadership Conference will be a great experience for the Business Professionals of America Members of Minnesota. Delegates from across the state will gather for the 2024 SLC, March 14-16, 2024 at the Minneapolis Hyatt Regency.

There are a few items to call your specific attention to:

ELECTRONIC PRE-SUBMITS – deadline February 15, 2024

OPENS/GENERALS AVAILABLE ON OWN DEVICE – please indicate in registration if they will be bringing/using their personal device

VOTING DELEGATES – indicate in system if your member is a voting delegate on behalf of your Region

Enclosed additional information for registering your chapter to attend the 2024 State Spring Leadership Conference. If you have any questions concerning the conference, please email me - we all need to work together to make this a positive experience for our members! Attend the 2024 State Conference and ***“Seize the Opportunity!!”***



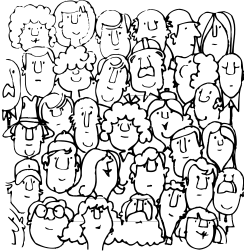
STATE LEADERSHIP CONFERENCE DATES AND LOCATION

The 2024 State Leadership Conference will be held March 14-16, 2024 at the Minneapolis Hyatt Regency. The address and phone number is:

Minneapolis Hyatt Regency
1300 Nicollet Mall
Minneapolis, MN 55403
(612) 370-1234
Fax (612) 370-1232



WHO SHOULD ATTEND



1. Only local chapter officers and members who have participated in their local regional conferences may attend.
2. Chapter members who attend the State Conference must participate in competitive events, if eligible; must attend all scheduled activities of the conference and must have participated or intended to participate in a Regional Conference.
3. Local chapter advisors or chaperones must accompany their students, and it is their responsibility to see that they attend the competitive events for which they have registered and that the rules of conduct are followed.

REGISTRATION FEE - TWO PARTICIPATION OPTIONS

OPTION A

Registration fee for the State Spring Leadership Conference is \$80.00 for those attendees utilizing housing at the Hyatt Regency. The registration fee includes, but is not limited to, conference and competitive event materials including a conference t-shirt, the on-sight computer lab, entertainment, judges' meals, awards and awards sessions, printing, transportation, officer expenses, grading supplies and other miscellaneous items, tax and gratuities. To be eligible to receive the reduced registration fee, housing must be utilized both Thursday and Friday nights.

OPTION B

Registration for those conference attendees **not using housing** and are commuting, the fee is \$125.00 per attendee.

Registration must be submitted no later than 11:59 pm on February 15, 2024.

CANCELLATIONS/LATE REGISTRATION

To be accepted, cancellations must be submitted through the registration system. The following administrative charge policy will be followed:

- 75% refund will be made on cancellations submitted and received on or before March 1, 2024 on State Leadership Conference Registration. Substitutions are encouraged.
- Substitutions are allowed after March 1. Each Chapter Advisor is responsible for making all cancellations and/or substitutes with the hotel.

PLEASE INCLUDE A COPY OF YOUR INVOICE WHEN YOU SEND PAYMENT TO:

MN HS BPA
21576 NE Pickerel Lake Drive
Detroit Lakes, MN 56501-7524

MAKE CHECK PAYABLE TO: "MN HS BPA"

Payment must be received prior to the start of the State Conference to receive the lower registration fee.

PLEASE SUBMIT THE REGISTRATION via the online submission process – your access code for the registration system remains the same from the Region Registration Process. If you have difficulties, please contact Jackie Schiller at the State BPA Office.

PLEASE NOTE – YOUR REGISTRATION INVOICE IS AVAILABLE IN THE SYSTEM FOR YOU TO DOWNLOAD AS SOON AS YOU SUBMIT YOUR REGISTRATION – YOU ARE NOT SENT AN INVOICE.



CONFERENCE T-SHIRTS

Conference t-shirts will be a part of this year's registration fee for students and advisors. T-shirts will be a short sleeved silk-screened shirt. Be sure to select the shirt size when you register. There is also the opportunity to add on a specialty upgraded advisor garment. Watch for email with description.

CANCELLATIONS/LATE REGISTRATION

The registration deadline policy is as follows:

1. All conference registration materials received on or before February 15, 2024 will be charged the \$80 or \$125 fee.
2. For all registration submitted after February 15, 2024 the registration fee will increase by \$5.00 per person. The system will be updated on Feb. 16 to reflect the increase.

To be accepted, cancellations must be submitted on the registration system. Appropriate fees/refunds will show on your updated conference invoice from the system. The following administrative charge policy will be followed:

- 75% refund (\$60.00) will be made on cancellations submitted and received on or before March 1, 2024 on State Leadership Conference Registration. Substitutions are encouraged.
- No refund for cancellations after March 1, 2024. Substitutions are allowed. Each Chapter Advisor is responsible for making all cancellations and/or substitutions with the hotel.

This policy is as set by the Board of Directors and follows the National Policy.

HOTEL RESERVATION PROCEDURE

IMPORTANT: Please Read Through Instructions in their entirety

1. Initial reservations are to be made online through the MN BPA Registration site. You should have already received your site pass code and log in information.
2. Complete the attendee registration process – you will then drag and drop students into the rooms and create your list.
3. When you are done entering your registration as well as creating your room list, you must hit **SUBMIT**.
4. All conference registration and room list reservations should be SUBMITTED in the registration system on or before February 10, 2022. **DON'T FORGET TO "SUBMIT" ON BOTH REGISTRATION AND HOUSING – SEPEARATE FUNCTIONS.**

Be sure to "Submit" on your room list or it will not be sent electronically to the Hyatt from our online system. Please complete the "Reservation Form" excel file and email to bpa@hyatt.com and Jackie@tekstar.com once the room list has been submitted in our online system. This form is required by the Hyatt to confirm your stay and will assist with billing.

CHANGES/CANCELLATIONS TO HOUSING

5. Up until the end of the day on February 15, all changes and cancellations should be completed via our conference online registration system. Log back in and make your edits. Be sure to submit so changes are saved.
6. If you have any changes between February 15 and February 20th please check with Jackie at state office to determine where the hotel submission is in the process (has MN BPA transferred the data from the reg system to Hyatt).
7. After February 20th, all changes and cancellations should be communicated via email to bpa@hyatt.com and cc: Jackie@tekstar.com
 - Email should consist of:
 - a. Guest Name(s)
 - b. Confirmation Number (you will have received this from Hyatt.com)
 - c. What the requested change is

BILLING NOTES

1. There are two options for payment:
 - a. Credit Card: this is the preferred method of payment. The credit card used to make the reservation will be to both guarantee the room and the final payment of all room charges. Submit credit card authorization form for processing.



- b. Check: A check for the full amount must be received by the hotel on or before **Friday, March 1, 2024**. Checks cannot be accepted upon arrival. If the check is not received on or before February 26 the credit card used to hold the reservations will be used for final payment. If there is a balance exceeding the amount of the check, the credit card used to hold the reservations will be used for payment of the balance.
- 2. 2024 Guestroom rates including 15.025% tax: \$180.59 Single/Double and \$192.09 Triple/Quad
- 3. The 'Hyatt Housing Invoice' and Reservation Note will indicate to the hotel what payment type is being used.

Be sure to submit your room lists on our registration system on time! The hotel does not have to hold rooms after the registration deadline of February 15 or honor the conference rate.

Room List thru online system must be "Submitted" no later than February 15, 2024.

Room Selection must be submitted through online system no later than February 15, 2024, as our room block will be released on that date. If block is exhausted, we may need to go to overflow housing at a nearby property. The hotel does not have to hold rooms after February 15 or honor the conference rate. Be sure to submit on time!

LODGING COSTS

Room fees are as follows:

ROOM TYPE	RATE	TAX (15.025%)	TOTAL PER ROOM PER NIGHT	PER PERSON PER NIGHT	TWO NIGHT TOTAL/PER PERSON
Single	157.00	\$23.59	\$180.59	\$180.59	\$361.18
Double	157.00	\$23.59	\$180.59	\$90.30	\$180.59
Triple	167.00	\$25.09	\$192.09	\$64.03	\$128.06
Quad	167.00	\$25.09	\$192.09	\$48.02	\$96.04

*Because of fire codes, the Hyatt is not permitted to put 5 to a room.
Please list advisors or chaperones in the first room blocks on the reservation form.*

***** PLEASE INSTRUCT YOUR STUDENTS ON THE FOLLOWING HOTEL INFORMATION:**

The hotel based on the registration information submitted by the advisor assigns rooms. State laws are posted at each hotel room regarding certain responsibilities of a hotel guest. These include, but are not limited to, such items as responsibility for payment, setting fire to rooms and the hotels responsibility to provide safekeeping of all valuables. Students and advisors should be aware that there are items located in the hotel room that may generate additional charges:

ADD DISCLAIMER ABOUT KING BEDDED ROOMS FOR QUADS

In-room movies are available at an additional charge.

If there is intentional damage made to a hotel room, additional charges may also apply.

CHECK-IN PROCEDURE

The check-in procedure will be as follows:

1. Upon arrival at the hotel, Chapter Advisor from each delegation should pick up the room keys for the entire chapter from the front desk. The keys for the delegation will be packaged together. Please instruct your students that only advisors will be allowed to register the delegation.
2. The hotel will assign the rooms as the reservation forms are received. Early submission of forms is advised.
3. If there are cancellations after you have submitted the reservation and registration forms, it will be necessary to notify the hotel and the State BPA Office. This request is necessary to ensure that your chapter is not charged for unused sleeping rooms.
4. The Hyatt requests that you notify them by "revised form" as an attachment or fax all cancellations and/or substitutions and additions to your rooming list. Do this in ALL cases, even if you call the day you depart for the conference. This will greatly simplify the registration process. See "Hotel Form" packet for details.



5. After rooms have been assigned, the Chapter Advisor should proceed to the conference registration desk on the lobby level to pick up the registration materials for the entire delegation. Registration materials will be distributed to the Chapter Advisor only.
6. **REMEMBER** to have supplied either a credit card for billing or a school check with you for the checkout process.
7. Check-in time is 3:00 PM.

CHECKOUT PROCEDURE

The hotel checkout procedure may be handled in one of the following ways:

1. Pre-pay the entire bill.
2. Pay the bill upon departure for the entire delegation (the hotel will not accept payment from individual students as they have only one invoice for the chapter delegation.)
3. Pay for the incidentals before departure and arrange with the hotel to be billed for your delegation's rooms. (This requires a School Purchase Order and you are advised to call the hotel accounting department if you are not certain of their requirements.)
4. Checkout time is 12:00 NOON.
5. To assist the hotel, we suggest students move bags to advisors' rooms the morning of departure. Advisors, please inform the hotel which rooms have been vacated and arrange for a checkout of your room if needed.
6. Prior to departure, each chapter advisor should pay for any incidentals that may have been charged to your rooms.

CODE OF CONDUCT

All Conference participants are to consider this a professional conference and are therefore expected to abide by the Association's Conference Conduct and Dress Code. It is recommended that advisors have students read and sign an agreement of understanding on the Conduct and Dress Code proper to the arrival at the conference. A sample form is enclosed. *This form is for local use only and does not need to be sent to the state office. You will also find a sample letters in this packet that you may wish to customize for your use with parents.*

CODE OF CONDUCT FOR CONFERENCE ATTENDEES

1. Name tags must be worn by conference attendees at all conference functions.
2. Upon request, the hotel will provide a safe area to keep valuables.
3. Do not allow unknown persons in your hotel room. Do not prop your door open. Keep your door closed and do not leave the room open & unattended.
4. When leaving the hotel, remove your name badge, as not to bring attention to yourself as a visitor to the city.
5. Conference attendees are encouraged to attend all sessions, seminars and activities provided at the conference.
6. Sleeping room areas should be quiet at 12:00 midnight in respect for other hotel guests not with the conference.
7. The conference is an approved school function; and the organization does not approve, under any circumstances, the use, possession of, or serving of alcoholic beverages at any function of the conference. Possession includes having knowledge of use or possession of prohibited substances. Violators are subject to removal from the conference.
8. The organization does not approve, under any circumstances, the use, possession of, or distribution of non-prescription drugs, illegal drugs, or controlled substances at any time or in any place. Violators are subject to removal from the conference and possible legal prosecution.
9. Smoking or use of tobacco, including electronic cigarettes, is prohibited.
10. Proper business attire is required at all sessions and contests.
11. Violations of conference rules or the Code of Conduct can result in immediate dismissal from the conference and appropriate action. Any action that damages hotel property or persons could result in appropriate legal action and will result in immediate dismissal from the conference.



12. Students should note that lifeguards are not on duty at hotel pools.
13. Students must adhere to the Social Media Policy.
14. The State Staff reserves the right to determine clarifications of conference agendas and notices.

DRESS CODE

Advisors are encouraged to share the pdf visual of the BPA Dress Code. Please monitor your students so as to continue BPA's professional image by appropriate & tasteful dress.

Please advise your students that Minnesota Business Professionals of America highly encourages business, business-casual or semi-formal attire at the Grand Awards Ceremony. Wearing of inappropriate attire, including graphically distasteful t-shirts, hats, etc. will deny a member the opportunity to receive an award on state - make sure your students are dressed appropriately. There will be board members monitoring attire in the holding area before finalists are called to stage. *State Board Policy November 2016*

CHAPERONE CRITERIA

The required chaperone ratio will be one advisor per chapter. In the past, we have had success with the ratio of one advisor per 15 students. This ratio is highly recommended. Suggested persons authorized to be chaperones are:

- Business Instructor-Teacher/Coordinator
- Vocational Director
- Teacher, School Administrator or Guidance Counselor
- School Board or Advisory Board Member
- Parent or Training Station Sponsor
- Please make every effort to secure adequate numbers of chaperones. However, if it is necessary for a chapter advisor from outside your school to be designated as chaperone for part of your delegation, the following requirements must be met:
 - A letter must be sent prior to the conference to the Minnesota BPA Office by the school administration authorizing such an arrangement.
 - Prior to the conference, the chaperone should meet the students he/she will advise.
 - Chaperones will be required to be at the conference site and responsible for the delegation throughout the day. Chaperones for students staying at the hotel are required to also stay at the hotel.
 - Chapter advisors have the final responsibility for their entire delegation.

EXECUTIVE COUNCIL

State Officers are to arrive at the hotel on Wednesday, March 13, 2024, between 5:00 and 6:00 PM and will depart on Saturday, March 16, 2024 following the awards ceremony. The state association pays registration, most meals, transportation and housing. Region Presidents will **arrive, lodge and depart** with their local chapter.

RULES FOR COMPETITIVE EVENTS

1. All competitive events will have the same specifications as the 2023-2024 Workplace Skills Assessment Guide unless noted differently. All advisors are encouraged to utilize the new and current guide available on the national website: www.bpa.org.
2. Changes from the tentative agenda or printed conference program will be announced at the Opening General Session and/or Advisor Meetings.

Please refer to the enclosed "Policies Related to Competitive Events" for further information on page 12 of this packet.

COMPETITIVE EVENT REGISTRATION

A student must qualify to compete in state level occupational specialized and state-only events through regional competition. General Competitive Events are open to any student attending the state conference.

Each region shall identify those students that qualify to compete on the state level. Any clarification of eligibility must be made on the regional level. The region chair will be consulted on any question of eligibility. All competitive event registration must be submitted via the online registration system.



EQUIPMENT/SOFTWARE FOR CONTESTS

All SLC Contestants will be assigned to the provided pc lab (within the hotel) for testing. PC events will once again be scheduled both Thursday & Friday. **Students are not allowed to bring equipment in for any contests other than those indicated on the contest grid (programming events).** At time of printing, plans are that software will be same as listing in the WSAP Guidelines.

PROJECTION EQUIPMENT PROVIDED

Minnesota BPA is pleased to announce that we will continue to provide equipment at the following event sites during the State Leadership Conference. This is in an effort to help chapters not have to try to figure out the logistics of their own equipment and the schedules that their teams are competing. The events that equipment will be provided include:

- Administrative Support Research Project
- Broadcast News Production Team
- Computer Animation Team
- Computer Modeling
- Digital Media Production
- Economic Research Individual
- Economic Research Team
- Entrepreneurship
- Financial Analyst Team – no laptops or printers provided – projection equipment only
- Global Marketing Team
- Graphic Design Promotion
- Network Design Team
- Presentation Individual
- Presentation Team
- Small Business Management Team
- Video Production Team
- Website Design Team

The events that equipment will be provided are indicated above as “equipment provided”. This means that an LCD and screen or appropriate projection surface will be provided. Speakers will also be part of the provided equipment if applicable. It also means that a laptop computer will be there for students to use and should have their event on a flash drive. As per noted above, the Financial Analyst Teams will not have laptops or printers provided for preparation times.

Remember, internet is not provided for competitors in contest locations.

The only location that internet will be provided is in the Opens/Generals if students opt to take “Opens” on their own device (which must be indicated when you register).

PRESUBMISSIONS

Minnesota BPA will use our registration system for all presubmissions. See directions at the end of this packet.

TENTATIVE CONTEST AGENDA - see pages 11 & 12

All computerized events will be scheduled throughout Thursday afternoon through Friday afternoon. In the event that the event schedule has changed from this original schedule, an email will be sent to all chapters.

All **Judged Events** are held on Friday. Students receive time or sign up for times upon arrival at the conference. If you have a student competing in a computer time assigned event, such as Prepared Speech, please do not call the State Office to find out a time, as this is scheduled by the computer and can not be done until immediately prior to the conference due to cancels, substitutions, etc. Because of other outside conflicts, e.g. sports etc. students can not “Make Up” judged contests on Thursday as judges do not report until Friday.

CONFLICTS

Prior to SLC, please refer to the online registration system to submit requests to resolve conflicts. We are also asking that makeup tests be taken the same day that the contest is scheduled to keep the grading process on time. Remember, this can not be done for judged events.



You do not need to request conflict resolution for two conflicting contests – the registration system is intuitive and will schedule alternate time for contests. Contest resolution requests are taken into consideration for activities OUTSIDE of the conference competitive events.

AWARDS SESSION

The awards session will be held Saturday, March 16, 2024, at 9:00 AM. The session will be with assigned seating. Please advise your students that Minnesota Business Professionals of America highly encourages business, business-casual or business attire at the Grand Awards Ceremony. Wearing of inappropriate attire, including graphically distasteful t-shirts, hats, etc. will deny a member the opportunity to receive an award on state - make sure your students are dressed appropriately.

(MN BPA Board Policy November 2018)

If for some reason your chapter's departure plans will prohibit your students from picking up appropriate awards on Saturday morning, please be sure to have another chapter go on stage to receive the awards for your students. You must also notify Jackie Schiller of your early departure.

AWARDS AND RATING SHEETS WILL NOT BE SHIPPED OUT AND ARE THE RESPONSIBILITY OF CHAPTER ADVISOR TO SECURE ANOTHER ADVISOR TO PICK UP AWARDS AND HAVE STUDENTS GO ON STAGE TO ACCEPT ON ABSENT CHAPTER'S BEHALF.

NATIONAL LEADERSHIP CONFERENCE

All MN Chapters will register SOLEY through the National Center office as per an annual decision by the MN BPA Board of Directors. To be eligible to participate in the National Leadership Conference in Chicago, IL, students must be members of National Business Professionals of America. All students wishing to join National Business Professionals of America and have not done so must join by February 15, 2024, by submitting state and national membership fees student to the National Office. Additions must be submitted in the membership system.

SPECIAL AWARD NOMINATIONS

The Business Professionals of America - Minnesota Association Board of Directors may select and honor four awards annually. The "Distinguished Service Citation", the "Outstanding Administrator", the "Outstanding Advisory Committee Member" and the "Outstanding Chapter Advisor Award". These awards are presented annually to not more than one (1) individual for each award.

Applications for these awards are accepted from local chapters and the details are included in the Honors and Awards Packet. The deadline for nominations is February 15, 2024. Nominations are to be submitted via email to the State Office. Please refer to forms MN-BPA-6-24 to nominate individuals to be considered.

STATESMAN AWARDS

All statesman awards are submitted through the online system. Additionally, please make sure that as a chapter advisor, you include the Torch Code on your online chapter students' registration. You are asked to verify all applications. Those you submit online on your chapter's registration will receive the award. **Deadline for Statesman Award is February 15, 2024.**

NEW THIS YEAR – Members do not have the option to "correct & resubmit" for state or national recognition – PLEASE make sure that you as an advisor or your Chapter VP has verified for correctness!

IF YOU HAVE A MEMBER THAT WANTS TO BE RECOGNIZED AS A STATESMAN BUT NOT ATTENDING SLC

If you have a member that wants to be recognized as a Statesman Recipient but is not attending SLC, they may do so for a \$10 charge. Please register the member and then contact Jackie Schiller to ask for a credit back for registration. Fee. The system is not set up to accept this and has to be done manually. Advisors will need to be certain to pick up certificate and pin on their behalf at SLC.

TORCH AWARDS CHECKLIST

- The description of the activity meets the requirements of the code.
- Each code is not used more than the correct number of possible times.
- Each description is a complete sentence.
- Read each code carefully so that ALL of the required information is included such as: office ran for, speaker name, date, event name and region number.



- ❑ Total number of points earned is filled out on the front cover page.
- ❑ Before participant, Vice President, and Advisor sign—all should **PROOFREAD** to ensure there are no typing errors.

MN BPA SCHOLARSHIP AWARD

Please see additional information in the Honors and Awards Packet about the MN BPA State Scholarship. All applications must be **submitted** no later than February 15, 2024 to be considered.

VOTING DELEGATES

Elections of State Officers will take place at SLC. Each Region has ten voting delegates as well as alternates. Check with your Region Chair to have your members as serve as delegates. This is indicated in the registration system.

ENTERTAINMENT

Friday evening, MN BPA will welcome back Hypnotist, Brian Imbus for the entertainment. BPA State Officers will also host a fleece tie blanket project – here’s a message from the State Officers:

We are excited to share details about our upcoming project to create tie blankets for young patients at Children's Minnesota. The goal is to bring comfort and joy through non-allergenic fleece blankets featuring vibrant colors and patterns. We're encouraging dimensions of 1.5 yards by 1.5 yards or 2.5 yards by 1.5 yards for versatility.

To add a special touch, consider bringing your fleece to our upcoming conference where, as a team, we'll fold the blankets together. This collaborative effort will not only streamline the process but also allow us to infuse the project with our collective enthusiasm. This endeavor holds the promise of bringing both physical warmth and emotional comfort to children facing health challenges in the future. On behalf of the project team, I want to express my gratitude for your commitment to making a positive impact on the lives of these young warriors.

For any questions or additional information, feel free to reach out to any officer. Thank you for your forthcoming dedication to spreading kindness and joy.

CONTEST PROCTOR REVIEW

Each advisor will be assigned to proctor contests and assist in the grading of the competitive events. A proctor review period will be held Thursday morning for advisors to preview the test materials for the test that they will be proctoring. This is an open-entry meeting. You are asked to check in during the Proctor Review Period even if you do not feel the need to review the test materials. Please review the attached Policies related to Competitive Events.

SPECIAL NEEDS & ACCOMMODATIONS

We will try to make competitive event materials available in alternative formats (i.e., large print, Braille, audiotope, computer disk) upon request. Please inform us in advance of any accommodation that will increase your student’s ability to participate in this conference." This request can be made directly in our MN Registration System on your dashboard.

JUDGES

We can use everyone’s help with securing judges for the state conference. Almost every school has people they can secure for judging. If we want to have fabulous judges, we can if we have everyone’s help on it. Please have judges click on the link on our homepage: www.mnbpa.org. They will then receive confirmation and further instructions from the State Office.

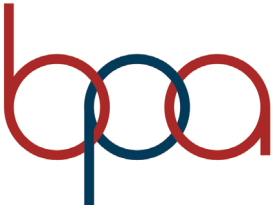
This year we have split the judging to accommodate more individuals – judges can sign up for **virtual presubmits** or **onsite** for Friday or **both** options.

Advisors will have the opportunity to earn Amazon gift cards for recruitment efforts. See flier for more details. You can find your personal link on your dashboard to refer others to sign up under you.

ADDITIONAL FORMS

You will see in the packet a couple of samples of parental letters you may wish to use/adapt for your chapter. Also included are Code of Conduct and Medical Permission slips. These are for your use and you are strongly encouraged to have these forms completed and with you when you are at SLC.





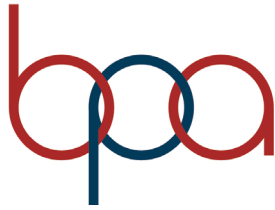
POLICIES RELATED TO COMPETITIVE EVENTS

MN Policy & Procedure Manual

Competitive Events:

- a) The Executive Board of Directors shall authorize the competitive events program.
- b) Competitive Events may include those events offered at the National Level and those events offered only at the State Level.
- c) Students must have qualified through the regional competitive events program to become eligible for state competition.
- d) There will be no ties in any of the state contests. Contest judges and/or administrators will break all ties.
- e) Students must meet eligibility standards for national competition when competing at the state level, regardless of regional qualifications.
- f) The number of entries advancing from regional competition to state competition shall be established annually by the Executive Board of Directors.
- g) The results of all contest winners reached by the judges and/or administrators are final.
- h) Students may be disqualified from competition for violations of the Code of Conduct, and if disqualified, will forfeit all claims to any awards, pending or received.
- i) Only officially certified contestants assigned advisors and administrators/judges will be allowed into the contest area.
- j) The local advisor in charge of a contest will act immediately on accusations of unethical conduct noted during the contest and will notify the Executive Director and/or State Advisor for a decision based on past precedence or policy.
- k) If an appeal is issued, a Contest Committee will be convened, composed of the State Advisor, Chairman of the Board of Directors and the current representative.





2024 BPA COMPETITIVE EVENT SCHEDULE

***all contest times subject to change**

NUMBER/NAME OF CONTEST	NUMBER ADVANCING TO STATE	LAB STATUS	Contest Tentative Date/Time
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FINANCE (100's)

Fundamental Accounting	5	None	Thurs 4 pm
Advanced Accounting	5	None	Thurs 4 pm
Payroll Accounting	5	None	Thurs 12 noon
Banking & Finance	5	None	Thurs 2 pm
Financial Analyst Team	3	Team supplies own laptops & printer Equipment Provided	Prep/Thurs 6 pm Friday Schedule Present
Economic Research Project – Individual	3	Equip Provided	Friday Schedule
Economic Research Project –Team	3	Equip Provided	Friday Schedule
Financial Math & Analysis	Open	None	Daily
Personal Financial Management	5	None	Thurs 4 pm

BUSINESS ADMINISTRATION (200's)

Fundamental Word Processing	5	Lab	Thurs 4 pm
Intermediate Word Processing	5	Lab	Fri 10 am
Advanced Word Processing	5	Lab	Thurs 4 pm
Integrated Office Applications	5	Lab	Thurs 12 noon
Basic Office Systems & Procedures	5	Lab	Thurs 2 pm
Advanced Office Systems & Procedures	5	Lab	Thurs 2 pm
Fundamental Spreadsheet Applications	5	Lab	Thurs 6 pm
Advanced Spreadsheet Applications	5	Lab	Fri 8 am
Database Applications	5	Lab	Fri 10 am
Legal Office Procedures	5	Lab	Fri 2 pm
Administrative Support Team	3	Lab	Fri 12 noon
Administrative Support Research Project	3	Equip Provided	Friday Schedule
Business Law & Ethics	5	None	Thurs 6 pm
Administrative Support Concepts	Open	None	Daily

MANAGEMENT INFORMATION SYSTEMS (300's)

Computer Network Technology	5	None	Thurs 6 pm
Device Configuration & Troubleshooting	5	None	Thurs 2 pm
Server Administration Using Microsoft	5	None	Thurs 4 pm
Network Administration Using Cisco	5	None	Thurs 4 pm
Computer Security	5	None	Thurs 12 noon
Network Design Team	3	Equip Provided	Friday Schedule
C# Programming	5	Lab *using own equip	Fri 8 am
C++ Programming	5	Lab *using own equip	Fri 8 am
Java Programming	5	Lab *using own equip	Fri 8 am



SQL Database Fundamentals	5	None	Thurs 2 pm
Linux Operating System Fundamentals	5	None	Thurs 6 pm
Python	5	Fri	Fri 8 am
Computer Programming Concepts	Open	None	Daily
Information Technology Concepts	Open	None	Daily

DIGITAL COMMUNICATIONS & DESIGN (400'S)

Fundamental Desktop Publishing	5	Lab	Thurs noon
Advanced Desktop Publishing	5	Lab	Friday 8 am
Fundamentals of Web Design	5	Lab	Friday 8 am
Graphic Design Promotion	3	Equip Provided	Friday Schedule
Digital Publishing <i>** see note below</i>	5	Lab	Friday 8 am
Digital Media Production	3	Equip Provided	Friday Schedule
Computer Modeling	3	Equip Provided	Friday Schedule
Video Production Team	3	Equip Provided	Friday Schedule
Website Design Team	3	Equip Provided	Friday Schedule
Computer Animation Team	3	Equip Provided	Friday Schedule
Broadcast News Production Team	3	Equip Provided	Friday Schedule
Visual Design Team	3	Equip Provided	Friday Schedule
Podcast Production Team	3	Equip Provided	Friday Schedule
Digital Communications & Design Concepts	Open	None	Daily

MANAGEMENT, MARKETING & COMMUNICATIONS (500's)

Global Marketing Team	3	Equip Provided	Friday Schedule
Entrepreneurship	3	Equip Provided	Friday Schedule
Small Business Management Team	2	Equip Provided	Friday Schedule
Interview Skills	3	None	Friday Schedule
Advanced Interview Skills	3	None	Friday Schedule
Extemporaneous Speech	3	None	Friday Schedule
Human Resource Management	3	None	Friday Schedule
Ethics & Professionalism	3	None	Friday Schedule
Prepared Speech	3	None	Friday Schedule
Presentation Management Individual	3	Equip Provided	Friday Schedule
Presentation Management Team	3	Equip Provided	Friday Schedule
Parliamentary Procedure Team	3	None	Friday Schedule
Mgt/Mktg/HR Concepts	Open	None	Daily
Parliamentary Procedure Individual Concepts	Open	None	Friday Only
Meeting & Event Planning Concepts	Open	None	Daily
Digital Marketing Concepts	Open	None	Daily

HEALTH ADMINISTRATION (600'S)

Medical Coding	5	None	Thurs 12 noon
Health Insurance & Medical Billing	5	None	Thurs 12 noon
Health Administration Procedures	5	Lab	Fri 2 pm
Health Research Presentation	3	Equip Provided	Friday Schedule
Health Administration Concepts	Open	None	Daily

SPECIAL AWARDS

91 – Environmental Action/Awareness	Unlimited	None	
92 – BPA Marketing & Public Relations	Unlimited	None	
93 – Community Service Award	Unlimited	None	
94 – Member Recruiter Award	Unlimited	None	
95 – Chapter Activities Award of Excellence	Unlimited	None	
96 – Social Media Award	Unlimited	None	
97 - Safety Awareness	Unlimited	None	
98 - Special Olympics	Unlimited	None	
99 - Service Learning Individual Award	Unlimited	None	
100 - Statesman Torch Awards	Unlimited	None	
101 – Merit Scholar	Unlimited	None	Daily



ADDITIONAL CLARIFICATIONS

****Friday Schedule** means that the computer will schedule the student's time for Judged Events, therefore, we are not able to provide an actual event time until the conference begins. ***Students must utilize the provided equipment/lab unless it is specified that they are to provide their own for programming events.***

****Number of Events a Student Can Compete in** - Secondary student members may participate in a total of two events, only one of which may be a team event (this number includes pilot events). Additionally, a student may compete in an unlimited number of Open Events within the time constraints of the conference program.

**** Digital Publishing** - Digital Publishing allows students to bring their own Apple computer. If bringing your own Apple computer, you will need to provide your own printer, paper, etc.

**** Programming Events** - All three programming events are scheduled for 8:00 a.m. If there is a conflict, they'll take the second programming event at 10:00 a.m. So, for example, if a student is signed up for C++ and JAVA, they'll do one of the events at 8:00 and the other at 10:00. This will be scheduled by the system internally, you will not need to fill out a conflict form.

**** Projection Equipment Provided** - Minnesota BPA provides equipment at the following event sites during the State Leadership Conference. This is in an effort to help chapters not have to try to figure out the logistics of their own equipment and the schedules that their teams are competing. The events that equipment will be provided are indicated above as "equipment provided". This means that an LCD and screen or appropriate projection surface will be provided. Speakers will also be part of the provided equipment if applicable. It also means that a laptop computer will be there for students to use and should have their event on a flash drive. As per noted above, the Financial Analyst Teams will not have laptops or printers provided for preparation times.



MINNESOTA BPA PRE-SUBMISSION GUIDELINES

Submission Deadline: February 15, 2024 @ 11:59 pm

**** PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS****

Event	What to Submit	Saved File Name
Finance (100's)		
(155) Economic Research Project - Individual	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ERPI-MemberID-School.pdf
(160) Economic Research Project - Team	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ERPT-MemberID-School.pdf
Business Administration (200's)		
(260) Administrative Support Research Project	In 1 combined PDF: <input type="checkbox"/> Research Paper <input type="checkbox"/> Works Cited	ARPI-MemberID-School.pdf
Management Information System (300's)		
(325) Network Design Team	In 1 combined PDF: <input type="checkbox"/> Written Proposal (Report Format) <input type="checkbox"/> Works Cited	NDT-MemberID-School.pdf
Digital Communication & Design (400's)		
(410) Graphic Design Promotion	In 1 combined PDF: <input type="checkbox"/> Phone Skin <input type="checkbox"/> Computer Skin <input type="checkbox"/> Sticker <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Form(s)	GDP-MemberID-School.pdf
(420) Digital Media Production	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	DMP-MemberID-School.pdf
(425) Computer Modeling	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Concept Art / Prototypes <input type="checkbox"/> 1 Page Profile <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	CM-MemberID-School.pdf
(430) Video Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Storyboard <input type="checkbox"/> Script <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	VPT-MemberID-School.pdf
(435) Website Design Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	WDT-MemberID-School.pdf
(440) Computer Animation Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Storyboard <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	CAT-MemberID-School.pdf

Event	What to Submit	Saved File Name
Digital Communication & Design (400's)		
(445) Broadcast News Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Promo URL <input type="checkbox"/> Script <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	BNPT-MemberID-School.pdf
(450) Podcast Production Team	In 1 combined PDF: <input type="checkbox"/> Project URL <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	PT-MemberID-School.pdf
(455) User Experience Design Team	In 1 combined PDF: <input type="checkbox"/> Project URLs <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms	UED-MemberID-School.pdf
(460) Visual Design Team	In 1 combined PDF: <input type="checkbox"/> Project URLs <input type="checkbox"/> Works Cited <input type="checkbox"/> Release Forms <input type="checkbox"/> Images - <i>The promotion package components can be JPG, PNG, MP4 or PDF formats</i>	VDT-MemberID-School.pdf
Management, Marketing & Communication (500's)		
(500) Global Marketing Team	In 1 combined PDF: <input type="checkbox"/> Marketing Plan (Includes Title Page + Table of Contents) <input type="checkbox"/> Works Cited	GMT-MemberID-School.pdf
(505) Entrepreneurship	In 1 combined PDF: <input type="checkbox"/> Business Plan (Includes Title Page + Table of Contents) <input type="checkbox"/> Works Cited	ENT-MemberID-School.pdf
(515) Interview Skills	In 1 combined PDF: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume	IS-MemberID-School.pdf
(520) Advanced Interview Skills	In 1 combined PDF: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume	AIS-MemberID-School.pdf

Special Recognition Awards

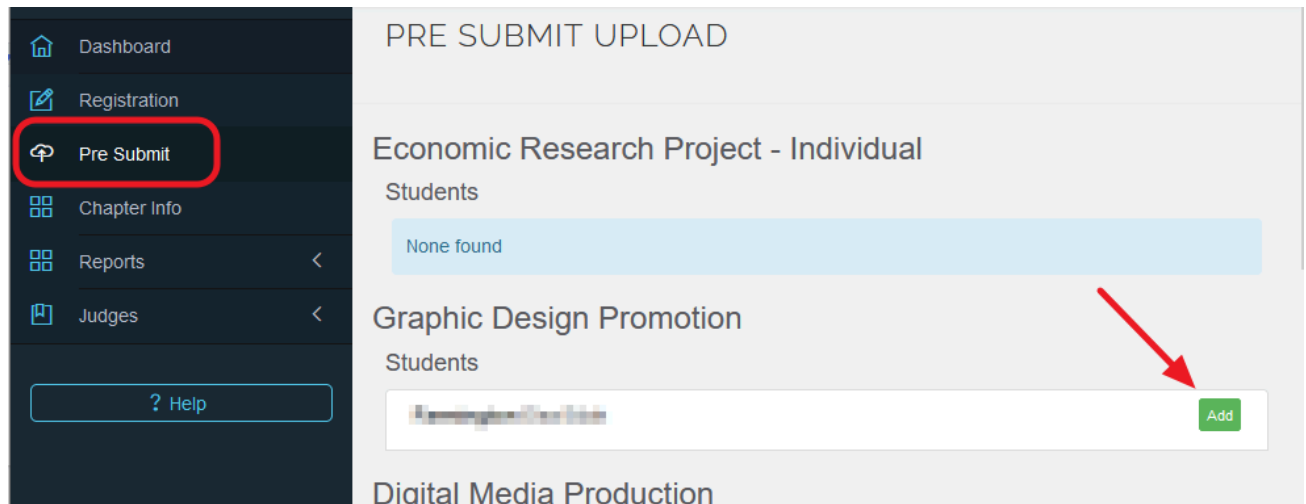
Event	Where to Submit	Any Saved File Name
Service Learning Awards		
Community Service Award	One combined PDF of activities	CSA-MemberID-School.pdf
Environmental Action/Awareness Award	One Combined PDF of activities	EAAW-MemberID-School.pdf
Safety Awareness Award	One combined PDF of activities	SAA-MemberID-School.pdf
Service Learning Individual Award	One combined PDF of activities	SLIA-MemberID-School.pdf
Special Olympics Award	One combined PDF of activities	SOA-MemberID-School.pdf
Special Recognition Award		
BPA Marketing and Public Relations	One combined PDF of activities	BMPR-MemberID-School.pdf
Chapter Activities Award of Excellence	One combined PDF of activities	CAAE-MemberID-School.pdf
Membership Explosion Award	One combined PDF of activities	MEA-MemberID-School.pdf
Social Media Award	One combined PDF of activities	SMA-MemberID-School.pdf
Scholarship	One combined PDF of activities	BPAS-MemberID-School.pdf

BPA PreSubmit - Uploads

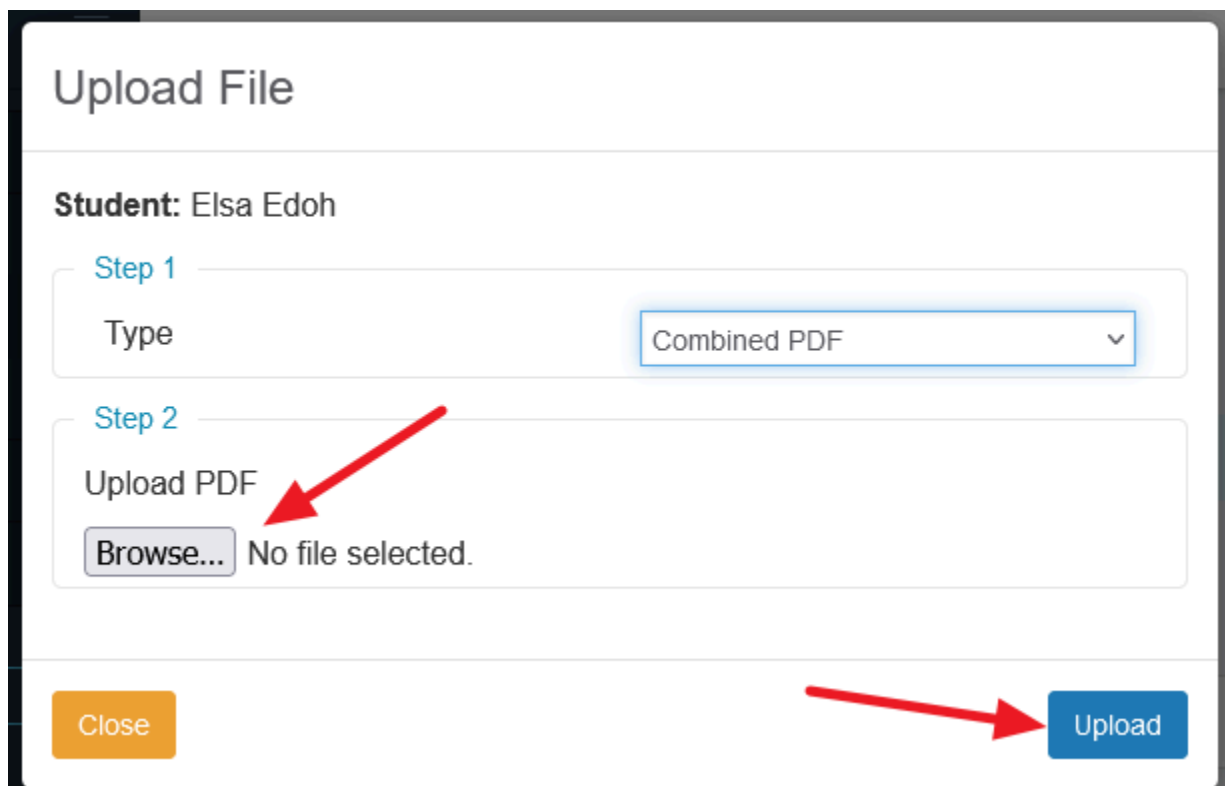
Advisors will need to upload their student's presubmit PDFs.

1. Click on **Pre Submit** in the main navigation

All events that have presubmits will be listed, with your registered students/teams listed for each event:

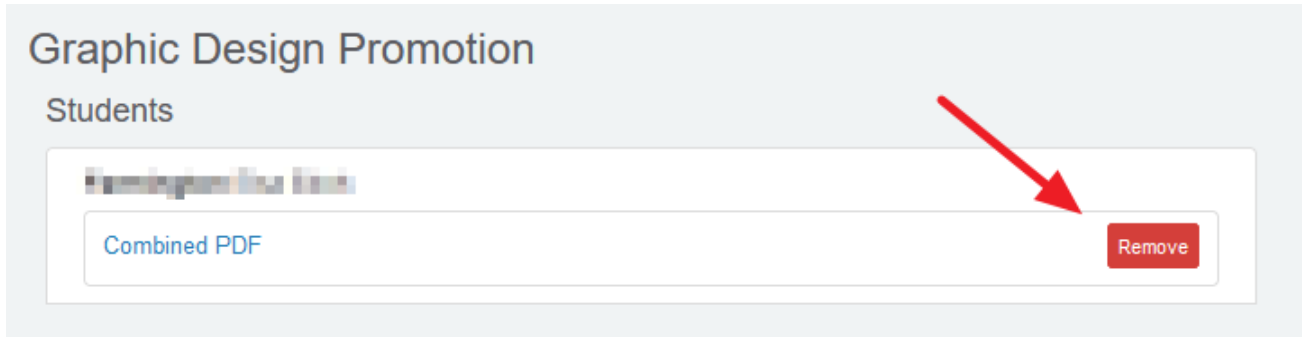


2. To upload files, click **Add** for the Team/Student



Click browse to find the file (pdf only) and then upload. **Please note:** the system only accepts 1 file per team/student. You will need to combine PDFs as needed - see below for list of what to submit

- Files will be shown and viewable once uploaded. If you need to replace a file click Remove and then upload again.



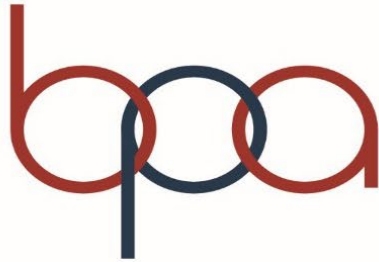
Tool for combining PDFs:

<https://pdfcandy.com/>

Event	What to Submit	
Finance (100's)		
(155) Economic Research Project - Individual	In 1 combined PDF: Research Paper Works Cited	
(160) Economic Research Project - Team	In 1 combined PDF: Research Paper Works Cited	
Business Administration (200's)		
(260) Administrative Support Research Project	In 1 combined PDF: Research Paper Works Cited	
Management Information System (300's)		
(325) Network Design Team	In 1 combined PDF: Written Proposal (Report Format) Works Cited	
Digital Communication & Design (400's)		
(410) Graphic Design Promotion	In 1 combined PDF: Phone Skin Computer Skin Sticker Works Cited Release Form(s)	

(420) Digital Media Production	In 1 combined PDF: Project URL Works Cited Release Forms	
(425) Computer Modeling	In 1 combined PDF: Project URL Concept Art / Prototypes 1 Page Profile Works Cited Release Forms	
(430) Video Production Team	In 1 combined PDF: Project URL Storyboard Script Works Cited Release Forms	
(435) Website Design Team	In 1 combined PDF: Project URL Works Cited Release Forms	
(440) Computer Animation Team	In 1 combined PDF: Project URL Storyboard Works Cited Release Forms	
Management, Marketing & Communication (500's)		
(445) Broadcast News Production Team	In 1 combined PDF: Project URL Promo URL Script Works Cited Release Forms	
(450) Podcast Production Team	In 1 combined PDF: Project URL Works Cited Release Forms	
(455) User Experience Design Team	In 1 combined PDF: Project URLs Works Cited Release Forms	
(460) Visual Design Team	In 1 combined PDF: Project URLs Works Cited Release Forms	
Management, Marketing & Communication (500's)		
(500) Global Marketing Team	In 1 combined PDF: Marketing Plan (Includes Title Page + Table of Contents) Works Cited	
(505) Entrepreneurship	In 1 combined PDF: Business Plan (Includes Title Page + Table of Contents) Works Cited	
(515) Interview Skills	In 1 combined PDF: Cover Letter Resume	

<p>(520) Advanced Interview Skills</p>	<p>In 1 combined PDF: Cover Letter Resume</p>	
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MINNESOTA
**BUSINESS
PROFESSIONALS**
of AMERICA

Giving Purpose to Potential

2024 State Leadership Conference Forms





MINNESOTA
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 of AMERICA
 Giving Purpose to Potential

SAMPLE LETTER FOR STUDENTS AND PARENTS

TO: Parents and delegates of the 2022 BPA State Leadership Conference
FROM: xxx, BPA Advisor
DATE:
RE: Delegate Code of Conduct

Please find printed on the other side, a Code of Conduct for the 2023 State Leadership Conference. Each delegate attending the conference must adhere to the rules and regulations of Business Professionals of America. Each delegate and a parent/guardian must sign below before the conference.

My goal in having a signed code of conduct is to avoid any behavior that could be embarrassing and potentially harmful to delegates, the organization, and (xyz) High School. It is important for delegates to remember that they are in a professional, public environment representing themselves, our BPA organization, and their school.

As delegates, it is my hope that you will learn valuable information at this conference; that you will have a good time; and that you will be an excellent ambassador of our school and organization.

As parents/guardians, please emphasize to your child what you expect of them and their behavior during this conference. Please also remind them the responsibility and trust you place in me as their advisor and chaperone.

Please be aware that if a delegate is found to be in violation of any of the codes of conduct, he/she will have their parents/guardians called to come and pick them up immediately at their expense.

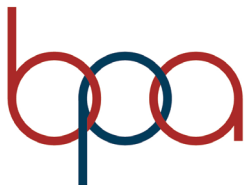
Thanks for your understanding, and I look forward to an exciting conference!

By signing below, I have read the code of conduct for the BPA State Leadership Conference and will abide by its contents.

Delegate Signature _____ Date _____

Parent Signature _____ Date _____





2024 MN BPA State Leadership Conference

March 14 - 16, 2024

**Permission to leave hotel and WALK to surrounding restaurants and shopping establishments
 ON NICOLLET MALL ONLY:**

As a student, I _____

1. Agree to notify my advisor whenever I am going to walk to venues (restaurants, Target) on Nicollet Mall stating time leaving, with who, where going and purpose, along with estimated time of return. Upon return, I will find the advisor and in-person notify of return.

Agree that I will never walk alone and will only go with other **XXX** BPA Chapter members during DAYLIGHT hours between the hours of 7:00 a.m. and 5 p.m.

If any of these expectations are not followed, advisor will contact parents and privilege to leave the hotel will be revoked except if with advisor.

2. I understand, per district policy, students are not allowed to take any form of transportation to local establishments.

Per Code of Conduct, if this expectation is not followed, advisor will contact parent/guardian and arrangements will be made for the student to leave the conference at the parent expense.

Student Signature: _____

Student Name Printed: _____

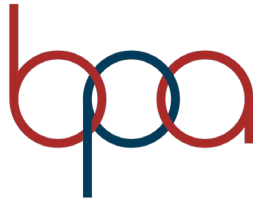
I give permission for my student _____ to walk with at least one other student member of the **XXX** BPA Chapter, during daylight hours, in accordance with above guidelines, even if advisor is not available to escort the students.

Parent Signature: _____

Parent Name Printed: _____

Social Media Policy





SOCIAL MEDIA POLICY

Social media presents a powerful and acceptable platform to broadcast the activities and camaraderie experienced at Business Professionals of America events. Remember that as a BPA member, your social media activities reflect upon the brand and perception of BPA to others.

Members are encouraged to:

- Promote upcoming BPA activities and events on Facebook, Instagram, LinkedIn, Snapchat, Twitter, Google+, and YouTube
- Share your BPA activities and accomplishments on public social media platforms using #hashtags and mentions to attract positive attention to your individual contribution and to the work of BPA
- Promote official BPA social media channels
- Support fellow members for their efforts
- Retweet, repost, or "like" news content that has been released through web and social media channels
- Effectively and positively communicate with friends, family, and others in your social circles
- Use social media to engage and network with BPA members and chapters

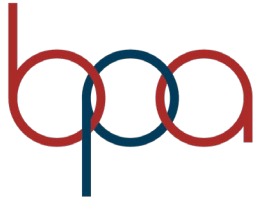
BPA reminds all members that you are never anonymous on social media and that your posts will never disappear. Your social media activities will build your digital footprint one post at a time, and this digital portfolio will be used to assess your character, credentials, and credibility for college admissions, scholarships, and employment.

BPA encourages all members to use social media in a pragmatic, productive, and positive way. As such, any malicious use of social media platforms shall not be tolerated. Malicious use may include, but not be limited to:

- Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (examples: derogatory comments regarding event or conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender).
- Photos, videos, or comments that depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

Business Professionals of America will not tolerate any type of inappropriate behavior from any BPA conference participant. Inappropriate behavior includes behavior on and off social media including, but not limited to: discrimination, sexual harassment, bullying, inappropriate photography, inappropriate use of social media, any illegal action, etc. Anyone found violating this policy may be expelled from the event, and their membership can be terminated. **If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences as appropriate.**





PERMISSION & MEDICAL TREATMENT AUTHORIZATION
 2024 State Leadership Conference

As a parent/guardian, I have reviewed the Code of Conduct with my son/daughter and he/she agrees to abide by the rules. BPA has the right to send the delegate home from the activity at my expense, provided that he/she has violated the conduct policies and I have been notified of the violation and transportation arrangements.

The delegate has my permission to attend the Business Professionals of America Conference. The Chapter Advisor will supervise delegates. I, the parent/guardian, will not hold the school, the advisor, or the Conference Staff responsible for any injuries while attending or while enroute to and from the Business Professionals of America sponsored activity.

In the event of accident or illness requiring medical treatment, occurring while in attendance at this Conference, I, the undersigned parent/guardian hereby authorize the Business Professionals of America Chapter Advisor to procure suitable medical treatment for the named delegate, and I also will provide for payment of these costs. I also expect the Chapter Advisor to notify me by telephone, if medical services are necessary, as soon as possible at the telephone number listed below.

Name of School _____

Name of Delegate _____

Address _____

Daytime Phone _____ Evening Phone _____

Please describe completely any medical condition (past or present) that may recur or be a factor in medical treatment (include allergies, medicine reactions, disease of any kind, physical handicaps, heart or lung problems, seizures, convulsions, blackouts, etc.) If currently taking medications, state the medication and prescribing physician and phone number.

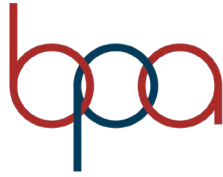
"I have read and fully understand the Business Professionals of America Fall Leadership Conference Delegate Conduct Practices and Procedures and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines."

_____	_____
DATE	DELEGATE'S SIGNATURE

I approve the student named above to attend the 2024 BUSINESS PROFESSIONALS OF AMERICA STATE LEADERSHIP CONFERENCE at the Hyatt Regency, Minneapolis, MN on March 14-16, 2024.

_____	_____
DATE	PARENT/GUARDIAN SIGNATURE
_____	_____
DATE	ADVISOR'S SIGNATURE
_____	_____
DATE	SCHOOL OFFICIAL'S SIGNATURE





All students must complete this form and advisors need to keep a copy on file for each conference.

CODE OF CONDUCT 2024 State Leadership Conference

*Advisors are to keep a signed Code of Conduct on file with them while in attendance at the Minnesota Business Professionals of America State Leadership Conference.

The following Code of Ethics shall be in effect at all statewide conferences or activities.

- 1. Name tags must be worn by conference attendees at all conference functions.
2. Upon request, the hotel will provide a safe area to keep valuables.
3. Do not allow unknown persons in your hotel room. Do not prop your door open. Keep your door closed and do not leave the room open & unattended.
4. When leaving the hotel, remove your name badge, as not to bring attention to yourself as a visitor to the city.
5. Conference attendees are encouraged to attend all sessions, seminars and activities provided at the conference.
6. Sleeping room areas should be quiet at 12:00 midnight in respect for other hotel guests not with the conference.
7. The conference is an approved school function; and the organization does not approve, under any circumstances, the use, possession of, or serving of alcoholic beverages at any function of the conference.
8. The organization does not approve, under any circumstances, the use, possession of, or distribution of non-prescription drugs, illegal drugs, or controlled substances at any time or in any place.
9. Smoking or use of tobacco, including electronic cigarettes, is prohibited.
10. Proper business attire is required at all sessions and contests.
11. Violations of conference rules or the Code of Conduct can result in immediate dismissal from the conference and appropriate action.
12. Students should note that lifeguards are not on duty at hotel pools.
13. Students must adhere to the Social Media Policy.
14. The State Staff reserves the right to determine clarifications of conference agendas and notices.

Member Name Date

Parent/Legal Guardian Name Date

