

MINNEAPOLIS, MINNESOTA
MARCH 14-16, 2024



MINNESOTA
BUSINESS
PROFESSIONALS
of AMERICA

**MN STATE
LEADERSHIP
CONFERENCE**

PLEDGE

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

MISSION STATEMENT

The mission of Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

CONFERENCE STAFF

Executive Director	Jacklyn J. Schiller
Administrative Assistants	Melissa Weber Emily Saed
Competitive Events/ CEAC	Lynn O'Driscoll, East Ridge HS
Computer Lab	Jill Wrobbel, Annandale HS Jason Kriegel, Farmington HS
Data Management	Sheri Berggren Steve Weber Glenna Pyzik
Elections	Adam Revoir
Facilities	Dave Buchholz Charlie Reed Mike Schroeder
Generals/Open Events	Paul Kovach, Eagan HS
Grading Center	Wendy Leach Leah Lencowski, Eastview HS Elaine Knutson
Media & Sessions	Danny Boie Sean Hayes TJ Lind Madalyn Schiller
Publications	Branden Weber

We extend a special thanks to all the outstanding local chapter advisors!



WELCOME TO STATE!

Hello Minnesota Business Professional of America

I am delighted to extend a warm welcome to each and every one of you as we embark on an exciting new chapter together at the State Leadership Conference. As your State President, it is an honor to lead such a dynamic and accomplished group of professionals within our great state.

Heartfelt congratulations to each one of you on successfully making it to the State Leadership Conference! Your dedication and hard work have not only earned you this well-deserved opportunity but also reflect the caliber of professionals we have in our Minnesota chapter, for those who will advance to the National Leadership Conference in Chicago, IL. The MN BPA executive team is proud of you. We know you will represent us well.

Our shared commitment to excellence, collaboration, and professional growth forms the foundation of our Minnesota chapter. I am thrilled to work alongside each of you as we collectively strive to achieve the goals and objectives of Business Professionals of America.

The State Officer Team has dedicated significant effort to help members with our webinars and invested even more energy into ensuring that the 2024 State Leadership Conference is not just an event but an extraordinary experience and a lifelong memory! We trust that each of you will thoroughly relish your time at the 2024 State Leadership Conference, and we eagerly anticipate meeting the future Business Men and Women of America!

Your state officers and I are here as a resource for you. Whether you have questions, or suggestions, or simply want to connect, please don't hesitate to approach us, and initiate a conversation. We aim to establish a meaningful relationship with each of you, and getting to know you is a priority. Your insights and feedback are valuable, and we encourage you to reach out. Let's build a strong and collaborative relationship with our members.

Ensure that you actively engage in the conference and explore more of what BPA has to offer by connecting with us on social media. Follow @mnbpa on TikTok, Twitter, Instagram, Facebook, and Snapchat! We look forward to speaking with each of you and hope to see you connecting with fellow students across Minnesota!

As we embark on this exciting journey together, let's reflect on the hard work that has brought us to this moment. On behalf of the State Officer Team, we extend our heartfelt good wishes! Now, with the new platform theme in mind—seizing the opportunity—this is an excellent chance to meet new people, create lasting memories, and enjoy yourselves. Once again, a warm welcome to the 2024 State Leadership Conference, where you can continue to seize every opportunity that comes your way!

A handwritten signature in black ink that reads 'Dorcas Aroloye'.

Dorcas Aroloye, State President
Minnesota Business Professionals of America

MINNESOTA BPA STATE OFFICERS



BPA REGION PRESIDENTS

- | | |
|----------|--|
| Region 1 | Pranav Venkit , Wayzata HS |
| Region 2 | Minh Duong , East Ridge HS |
| Region 3 | Tricia Cox , Waseca HS |
| Region 4 | Suliyat Adewale , Blaine HS |
| Region 6 | Rylie Wendt , Detroit Lakes HS |
| Region 7 | Xi Li , Minnewaska Area HS |
| Region 8 | Madelyn Brockberg , Marshall HS |

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Like, follow and link with Minnesota BPA to get updates, tips and the most recent information from across the state. Join in the conversation with #mnbpa.

THURSDAY, MARCH 14, 2024

Time	Activity	Location
8 a.m. to 11 p.m.	Conference Headquarters	Lakeshore A
8 a.m. to 11 a.m.	Conference Registration	Mirage
8 a.m. to 11 a.m.	Conflict Desk	Lakeshore A
8 a.m. to 8 p.m.	Contest Proctor Review	Lakeshore B
8 a.m. to 5 p.m.	Luggage Storage	Greenway F-J
11 to 11:45 a.m.	Advisor Meeting <i>APG Meeting</i>	Regency
Noon to 8 p.m.	Contests	See Schedule, Pages 8-11
Noon to 9 p.m.	Contest Grading Center	Lakeshore B
1 p.m.	Candidate Briefing & Interviews	St. Croix
2 to 3 p.m.	Workshop - Entering the Professional Services Field	Regency
3 to 6 p.m.	General Contests <i>(Open Events)</i>	Exhibit Hall West
6 to 7 p.m.	Candidate Rally Setup	Regency
8 to 8:15 p.m.	Voting Delegate Briefing	Nicollet Ballroom
8:30 to 10 p.m.	Opening General Session	Nicollet Ballroom
10 to 11 p.m.	Candidate Rally	Regency
11 p.m.	Curfew	In Your Rooms

FRIDAY, MARCH 15, 2024

Time	Activity	Location
7:30 to 8:30 a.m.	Judges' Check-In & Orientation	Mirage
7 a.m. to 3 p.m.	Judged Contests	
7 a.m. to 5 p.m.	Contests	Exhibit Hall West
7 a.m. to 9 p.m.	Grading Center	Lakeshore B
8 a.m. to 11 p.m.	Conference Headquarters	Lakeshore A
10 to 11 a.m.	Workshop - Linking Work and Purpose for Community Impact	Regency

FRIDAY, MARCH 15, 2024

Time	Activity	Location
11:30 a.m. to 2 p.m.	Judges Luncheon	Mirage
1 p.m.	Scholarship Interviews	Executive Boardroom
2 to 3 p.m.	Workshop - The Strength of being a CPA	Regency
5 to 6 p.m.	Contest Review <i>Advisors Only</i>	Lakeshore B
8 to 9:30 p.m.	Region Caucuses & Voting Region 1 Region 2 Region 3 Region 4 Region 6 Region 7 Region 8	Greenway A Greenway B Greenway C Greenway D Greenway F Greenway G Greenway H I
9:30 to 11:15 p.m.	Entertainment - Hypnotist Brian Imbus	Nicollet Ballroom
10 p.m.	Advisor Networking	Regency
11:30 p.m.	Curfew	In Your Rooms

SATURDAY, MARCH 16, 2024

Time	Activity	Location
7 a.m. to 1 p.m.	Luggage Storage <i>Store at your own risk. don't leave valuables</i> Region 1 Region 2 Region 3 Region 4 Region 6 Region 7 Region 8	Greenway A Greenway B Greenway C Greenway D Greenway F Greenway G Greenway H I
9 a.m. to noon	Grand Awards Session	Nicollet Ballroom
noon	Depart <i>Have a safe trip home!</i>	

ANNOUNCEMENTS

ALL CONTESTS

- **PENS ARE REQUIRED FOR ALL CONTESTS.** "X" if changing answer.
- Use your identification number, not your name, on all contest materials.
- Previous editions of any Business Professionals of America test booklets are not allowed as reference materials at any testing site.
- Proper attire is required at all testing.
- Contest changes will be announced during the Advisor Meeting on Thursday, March 14, 2024.
- All contest conflicts must be reported in writing to the Grading Center by 11:30 a.m. on Thursday, March 14, 2024.
- The last exams for Opens/Generals will be given one hour prior to the end of the General Contest testing window. Testing will be available Thursday from 3:00 – 5:00 pm with completion at 6 pm and Friday from 8:00 am – 2:00 pm with completion at 3:00 pm.

JUDGED CONTESTS

- If an event requires individual scheduling, schedules will be posted at Headquarters and/or printed on your "Personal Schedule" sheet. You can also scan the QR code on your name badge.







CONTESTS USING EQUIPMENT

- You may not bring your own software to the computer lab with the exception of programming events as listed in the current WSAP.
- All testing will be held in the computer lab according to the schedule. Set up will be in a designated area of the lab.

EQUIPMENT PROVIDED






See Pages 8-11.


- Contests with equipment provided will have an icon to indicate.
- Screen
- LCD Projector
- Computer
- Sound / Speakers
- Electrical Supply
- **** Internet Access IS NOT PROVIDED** for any contest with the exception of General/Opens taken on your own device.

Event	Time	Location
• Administrative Support Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.	Exhibit Hall West Exhibit Hall West
• Administrative Support Research Individual	Friday, Schedule 	Walker
• Administrative Support Team	Friday, 12:00 p.m.	Exhibit Hall Lab
• Advanced Accounting	Thursday, 4:00 p.m.	Greenway D
• Advanced Desktop Publishing	Friday, 8:00 a.m.	Exhibit Hall Lab
• Advanced Interview Skills	Preliminary Interview Friday, Schedule Final Interviews Friday, Schedule	Lake Superior B Lake Superior B
• Advanced Office Systems & Procedures	Thursday, 2:00 p.m.	Exhibit Hall Lab
• Advanced Spreadsheet Applications	Friday, 8:00 a.m.	Exhibit Hall Lab
• Advanced Word Processing	Thursday, 2:00 p.m.	Exhibit Hall Lab
• Banking & Finance	Thursday, 2:00 p.m.	Greenway B
• Basic Office Systems & Procedures	Thursday, 2:00 p.m.	Exhibit Hall Lab
• Broadcast News Production Team	Friday, Schedule 	Greenway G
• Business Law & Ethics	Thursday, 6:00 p.m.	Lake Superior B
• C# Programming	Friday, 8:00 a.m. 	Exhibit Hall Lab
• C++ Programming	Friday, 8:00 a.m. 	Exhibit Hall Lab
• Computer Animation Team	Friday, Schedule 	Greenway A
• Computer Modeling	Friday, Schedule 	Greenway A
• Computer Network Technology	Thursday, 6:00 p.m.	Greenway B
• Computer Programming Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.	Exhibit Hall West Exhibit Hall West

EVENT SCHEDULE



Event	Time	Location
• Computer Security	Thursday, 12:00 p.m.	Greenway E
• Database Applications	Friday, 10:00 a.m.	Exhibit Hall Lab
• Device Configuration & Troubleshooting	Thursday, 2:00 p.m.	Greenway A
• Digital Communication & Design Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.	Exhibit Hall West Exhibit Hall West
• Digital Marketing Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.	Exhibit Hall West Exhibit Hall West
• Digital Media Production	Friday, Schedule	 Greenway B
• Economic Research Individual	Friday, Schedule	 Northwoods
• Economic Research Team	Friday, Schedule	 Skyway B
• Entrepreneurship	Friday, Schedule	 Lake Minnetonka
• Ethics and Professionalism	Friday, Schedule Friday, Schedule	Preparation Hiawatha Presentation Hiawatha
• Extemporeaneous Speech	Preparation Room Friday, Schedule Presentation Room Friday, Schedule	Lake Bemidji Lake Harriet
• Financial Analyst Team	Preparation Room Friday, Schedule Presentation Room Friday, Schedule	 Minnehaha St. Croix
• Financial Math & Analysis Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.	Exhibit Hall West Exhibit Hall West
• Fundamental Accounting	Thursday, 4:00 p.m.	Greenway E
• Fundamental Desktop Publishing	Thursday, 12:00 p.m.	Exhibit Hall Lab
• Fundamental Spreadsheet Applications	Thursday, 6:00 p.m.	Exhibit Hall Lab
• Fundamentals of Web Design	Friday, 8:00 a.m.	Exhibit Hall Lab
• Fundamental Word Processing	Thursday, 4:00 p.m.	Exhibit Hall Lab

Event	Time		Location
• Global Marketing Team	Friday, Schedule		Lake Nokomis
• Graphic Design Promotion	Friday, Schedule		Hennepin
• Health Administration Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.		Exhibit Hall West Exhibit Hall West
• Health Administration Procedures	Friday, 2:00 p.m.		Exhibit Hall Lab
• Health Insurance & Medical Billing	Thursday, 12:00 p.m.		Greenway A
• Health Research Presentation	Friday, Schedule		Loring
• Human Resource Management	Preparation Room Friday, Schedule Presentation Room Friday, Schedule		Lake Bemidji Meeting Planner - Suite A
• Information Tech Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.		Exhibit Hall West Exhibit Hall West
• Integrated Office Applications	Thursday, 12:00 p.m.		Exhibit Hall Lab
• Intermediate Word Processing	Friday, 10:00 a.m.		Exhibit Hall Lab
• Interview Skills	Preliminary Interview Friday, Schedule Final Interviews Friday, Schedule		Lake Superior A Lake Superior A
• Java Programming	Friday, 8:00 a.m.		Exhibit Hall Lab
• Legal Office Procedures	Friday, 2:00 p.m.		Exhibit Hall Lab
• Linux Operating System Fundamentals	Thursday, 6:00 p.m.		Exhibit Hall Lab
• Management / Marketing / HR Concepts	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.		Exhibit Hall West Exhibit Hall West
• Medical Coding	Thursday, 12:00 p.m.		Skyway AB
• Meeting & Event Planning	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.		Exhibit Hall West Exhibit Hall West
• Merit Scholar	Thursday, 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.		Exhibit Hall West Exhibit Hall West

EVENT SCHEDULE



Event	Time	Location
• Network Design Team	Friday, Schedule	Walker
• Networking Administration Using Cisco	Thursday, 4:00 p.m.	Greenway C
• Parliamentary Procedures Concepts	Thursday 3:00 p.m. - 6:00 p.m. Friday, 8:00 a.m. - 3:00 p.m.	Exhibit Hall West Exhibit Hall West
• Parliamentary Procedure Team	Written Test Friday, 7:00 a.m. Preparation Room Friday, Schedule Presentation Room Friday, Schedule	Exhibit Hall West Greenway D Greenway E
• Payroll Accounting	Thursday, 12:00 p.m.	Greenway D
• Personal Financial Management	Thursday, 4:00 p.m.	Skyway AB
• Podcast Production Team	Friday, Schedule	Northwoods
• Prepared Speech	Friday, Schedule	Skyway A
• Presentation Individual	Friday, Schedule	Cedar Lake
• Presentation Management Team	Friday, Schedule	Greenway C
• Python Programming	Friday, 8:00 a.m.	Exhibit Hall Lab
• Scholarship and Interviews	Friday, Schedule	Executive Board Room
• Server Administration using Microsoft	Thursday, 4:00 p.m.	Greenway B
• Small Business Management Team	Preparation Room Friday, Schedule Presentation Room Friday, Schedule	Greenway HI Greenway J
• SQL Database Fundamentals	Thursday, 2:00 p.m.	Skyway AB
• User Experience Design Team	Friday, Schedule	Walker
• Video Production Team	Friday, Schedule	Greenway F
• Visual Design Team	Friday, Schedule	Northwoods
• Website Design Team	Friday, Schedule	Lake of the Isles

Event	Time	Location
<ul style="list-style-type: none"> Administrative Support Team 	Friday, 12:00 p.m.	Exhibit Hall Lab
<ul style="list-style-type: none"> Extemporaneous Speech 	Preparation Room Friday, Schedule Presentation Room Friday, Schedule	Lake Bemidji Lake Harriet
<ul style="list-style-type: none"> Financial Literacy 	Thursday, 4:00 p.m.	Skyway AB
<ul style="list-style-type: none"> Graphic Design Promotion 	Friday, Schedule	Hennepin
<ul style="list-style-type: none"> Spreadsheet Applications 	Friday, 8:00 a.m.	Exhibit Hall Lab
<ul style="list-style-type: none"> Word Processing 	Friday, 10:00 a.m.	Exhibit Hall Lab
<ul style="list-style-type: none"> Business Communication Skills Concepts 	Friday, 12:00 p.m.	Exhibit Hall West
<ul style="list-style-type: none"> Business Fundamentals Concepts 	Friday, 12:00 p.m.	Exhibit Hall West
<ul style="list-style-type: none"> Business Math Concepts - Open 	Friday, 12:00 p.m.	Exhibit Hall West
<ul style="list-style-type: none"> Computer Literacy Concepts 	Friday, 12:00 p.m.	Exhibit Hall West

KEYNOTE SPEAKER



Samantha A.U. Metcalf

Managing Principal Private Industries
CliftonLarsonAllen LLP

Samantha has been with CLA since 2005 and resides in Minneapolis MN with her husband, Brian, and two children, Olivia and Lane. She graduated from St. Mary’s University in 2001 and started her career with a regional firm in Minnesota before joining CLA in Minneapolis, Minnesota. In October 2018 Samantha and her family relocated to Milwaukee, Wisconsin to take advantage of a mobility opportunity with the firm. During that time she was responsible for leading and supporting growth strategy for the private industries within CLA, which includes Food and Agriculture, Construction, Manufacturing and Distribution, Private Equity, Professional Services, Real Estate, Retail, Technology, and Logistics industry teams. In June of 2023 S

amantha and her family moved back to Minneapolis for the opportunity to lead the CLA Minneapolis office, home to approximately 1,400 CLA family members across the metro area.

BPA GRAND AWARDS ANNOUNCE ORDERS

SATURDAY, MARCH 16, 2024

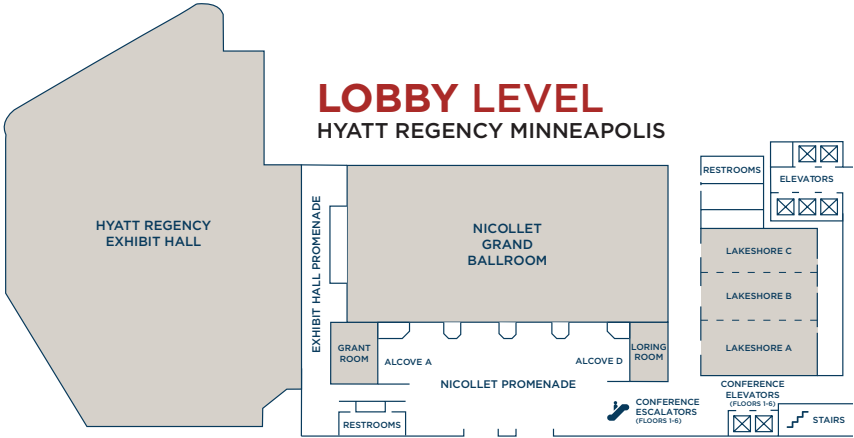
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|--|--|
| 1. Fundamental Desktop Publishing | 38. Server Admin. Using Microsoft |
| 2. Prepared Speech | 39. Entrepreneurship |
| 3. Extemporaneous Speech | 40. Fundamentals of Web Design |
| 4. Network Admin. Using Cisco | 41. Computer Security |
| 5. Human Resource Management | 42. Personal Financial Management |
| 6. Economic Research Individual | 43. Advanced Spreadsheet Applications |
| 7. Computer Network Technology | 44. Computer Modeling |
| 8. Fundamental Spreadsheet Applications | 45. Meeting & Event Planning Concepts* |
| 9. Banking and Finance | 46. Computer Programming Concepts* |
| 10. C++ Programming | 47. Digital Communication & Design Concepts* |
| 11. Advanced Desktop Publishing | 48. Digital Marketing Concepts* |
| 12. Advanced Word Processing | 49. Intermediate Word Processing |
| 13. Digital Media Production | 50. Business Law & Ethics |
| 14. JAVA Programming | 51. Medical Coding |
| 15. C# Programming | 52. Linux Operating System Fundamentals |
| 16. Presentation Individual | 53. Health Insurance & Medical Billing |
| 17. Parliamentary Procedure Concepts* | 54. Ethics & Professionalism |
| 18. Integrated Office Applications | 55. Health Research Presentation |
| 19. Health Administration Procedures | 56. Python Programming |
| 20. Legal Office Procedures | 57. Health Administration Concepts * |
| 21. Fundamental Accounting | 58. Podcast Production Team |
| 22. Advanced Office Systems & Procedures | 59. Broadcast News Production Team |
| 23. Information Technology Concepts* | 60. Global Marketing Team |
| 24. Interview Skills | 61. Presentation Team |
| 25. Financial Math & Analysis Concepts* | 62. Video Production Team |
| 26. Database Applications | 63. Computer Animation Team |
| 27. Basic Office Systems & Procedures | 64. Network Design Team |
| 28. Administrative Support Research Project | 65. User Experience Design Team |
| 29. Advanced Interview Skills | 66. Small Business Management Team |
| 30. Advanced Accounting | 67. Financial Analyst Team |
| 31. Graphic Design Promotion | 68. Economic Research Team |
| 32. Device Configuration and Troubleshooting | 69. Parliamentary Procedure Team |
| 33. Mgmt/Mktg/HR Concepts* | 70. Administrative Support Team |
| 34. SQL Database Fundamentals | 71. Website Design Team |
| 35. Fundamental Word Processing | 72. Visual Design Team |
| 36. Payroll Accounting | |
| 37. Administrative Support Concepts* | |

WHO IS CALLED TO STAGE?

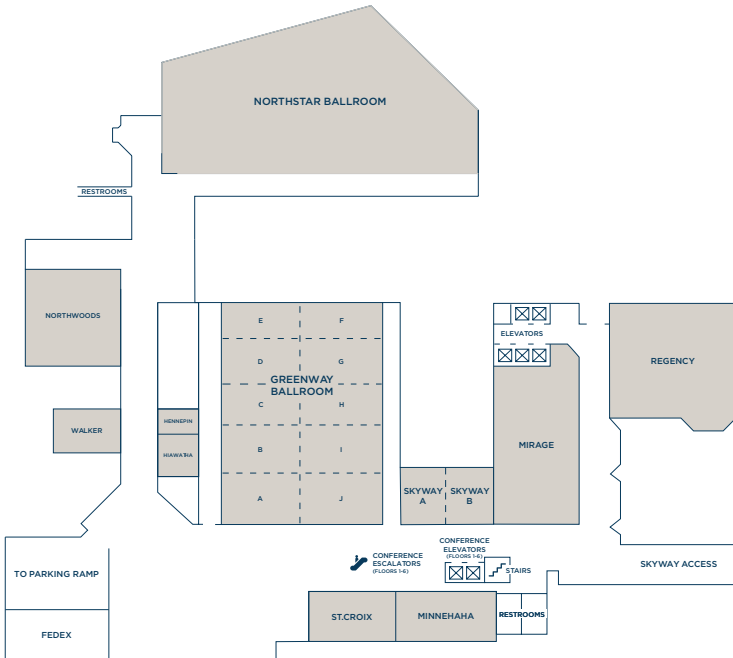
- The top 9 Finalists will be called to stage with places announced for those advancing to NLC in all regular events.
- Opens/Generals will have the top 10 called to stage (indicated with *).

AWARDS CEREMONY ATTIRE

Please be advised that Minnesota Business Professionals of America requires business or semi-formal attire at the Grand Awards Ceremony. Wearing of inappropriate attire, including graphically distasteful t-shirts, etc. could deny a member the opportunity to receive an award on stage - make sure you are dressed appropriately. **THIS WILL BE MONITORED.**



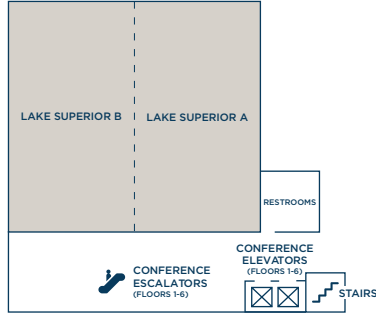
SECOND LEVEL HYATT REGENCY MINNEAPOLIS





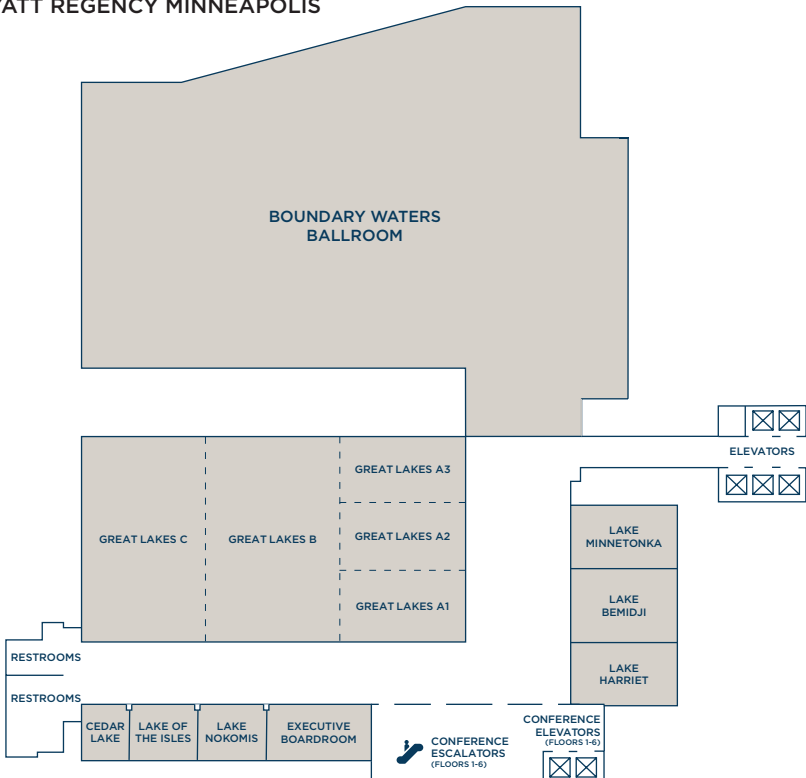
FIFTH LEVEL

HYATT REGENCY MINNEAPOLIS



FOURTH LEVEL

HYATT REGENCY MINNEAPOLIS



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 am 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.