

Registration Booklet



Today's students.
Tomorrow's business professionals.

Michigan Association

**Postsecondary
State Leadership Conference**

February 8, 2014

**Davenport University
W.A. Lettinga Main Campus
6191 Kraft Avenue S.E.
Grand Rapids, MI 49512**

It is the policy of Business Professionals of America, Michigan Association that diversity is a fundamental part of the world of business and industry, and enriches the experiences of our student members as they prepare for successful careers. Therefore, no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity, or in employment, on the basis of race, color, national or ethnic origin, marital status, veteran status, religion, sex, pregnancy, sexual orientation, gender identity, age, or disability.

ATTENDANCE ELIGIBILITY

All postsecondary members are eligible to attend the BPA Postsecondary State Leadership Conference. Each student attending shall be an active, dues-paid member of Business Professionals of America, have approval of the chapter advisor, and have approval of a parent or guardian unless the student is of legal age.

CONFERENCE REGISTRATION

Enclosed with this booklet are the necessary registration forms to be completed. Duplicate any of the registration forms as needed. Questions regarding registration should be directed to the state director.

Each local chapter advisor is responsible for completing and submitting the conference registration with the necessary fees to the state office.

Registration Instructions

The BPA Scheduler registration system will be used for SLC registration.

***By using the BPA Scheduler site, your chapter understands that you are responsible for submitting full registration fees for all conference attendees submitted online even in the event of any cancellations prior to sending full payment. Neglecting to submit full registration fees will result in making your chapter delinquent and will jeopardize your chapter's participation in this and future conferences. All registered participants at the state conference must be registered hotel guests for the entire conference weekend. Anyone who is registered for the conference and discovers they cannot stay at the hotel will be eligible for a partial refund only.

1. Logon to the BPA Scheduler registration system by visiting www.bpascheduler.com.
Your e-mail address is your username and your password to access the BPA Scheduler is your six-digit chapter number. This number starts with "04-XXXX." If you do not know this number, please logon to the membership registration system at www.registermychapter.com/bpamem/.
2. Select the "Attendees" button/tab at the top of the screen and update the data for each student that is attending. Make sure you select the events that your students are competing in. Furthermore, please make sure you select the appropriate checkboxes for any of the students that are attending on an "*Open Event Only*."
If you enter your student in a competition in which he/she did not qualify to compete, the student will be removed from that event **WITHOUT** notification to the chapter advisor. This sort of error does not qualify you for a registration refund.
3. Enter all of your advisors and chaperones by clicking the "Attendees" tab/button and then click the "Add" button at the top right area of the list. Enter the individual's name and select the appropriate checkboxes for the advisor or conference attendee that fit the following items:
 - A. **Advisor:** a dues-paid chapter advisor
 - B. **Chaperone:** a designated chaperone for your chapter
4. Once you have completed reviewed your chapter's registration information, click the "Submit Registration" link to notify the state office that your data is complete. Check the box

that confirms your registration is final and you will no longer be able to edit student or advisor information, and check the box that indicates you are 100% sure you want to proceed to submit your chapter's registration. Click the "Submit Registration" button.

5. Go to www.michiganbpa.org/ps-slc-invoice to submit your payment information to use this as your official conference invoice.
6. Mail payment to Michigan BPA per the instructions indicated in the confirmation e-mail invoice you receive.

Students who are not attending the state conference should be registered in BPA Scheduler under the event title "Not Attending" and should not be included in your registration amounts.

Registrations postmarked on or before the deadline date shall be accepted at the rate of \$38.00 per person. Registrations submitted online and/or postmarked after that date will be accepted at the late registration rate of \$50.00 per person. Registrations shall be made payable to: Michigan Business Professionals of America.

The registration fee includes:

- ✧ Conference materials and printing
- ✧ Clerical support
- ✧ Awards
- ✧ Judges' acknowledgments
- ✧ Meals and refreshments

HOTEL RESERVATIONS

Schools that wish to make overnight accommodations will be responsible for making their own arrangements. Searching the Internet will generate the best options and rates.

MAILING INSTRUCTIONS AND DEADLINES

<u>FORM AND ENCLOSURE</u>	<u>SEND TO</u>	<u>DEADLINE</u>
Dues (last student entered by)	Online membership system	Entered by 1/30/14
Dues Payment Deadline	National Center & State Office	Paid by 1/31/14
Conference Registration	www.bpascheduler.com	Submitted online by 1/31/14
Conference Registration Payment	State Office	Received by 2/3/14
Refund Request Form	State Office	Submitted online by 2/3/14

*State Office:

Business Professionals of America
Michigan Association
Eastern Michigan University
Ypsilanti, MI 48197
Phone: 734.487.1700
Fax: 866.204.4455 (toll free)
E-mail: maurice.henderson@emich.edu

REFUND POLICY

All requests for registration refunds must be in writing and submitted to the state office. Please use the form provided in this booklet. If the form in the book is not used for registration refunds, the refund will not be granted. All requests faxed on or before February 3, 2014, shall receive a 50% refund. No requests for refunds shall be honored after this date regardless of the circumstances.

DELEGATE CODE OF CONDUCT

The term “delegate” shall mean any Business Professionals of America member attending the state leadership conference. Delegates shall abide by all conference rules.

- Proper business attire must be worn at all conference activities.
- Any damages done to property or furnishings in the hotel or conference facility or theft of hotel or conference facility property must be paid by the individual or chapter responsible.
- No alcoholic beverages, marijuana, or narcotics in any form shall be possessed or used by members at any time or under any circumstances. This is in effect from the time the members leave home until he/she returns home.
- Smoking is prohibited in all meetings and event areas.
- Delegates shall conduct themselves in a professional manner.
- The local chapter advisor is responsible for the members’ conduct and dress.
- Spouses are allowed to attend the state leadership conference if they officially register and pay all financial differences. They shall not have membership privileges. They shall abide by all conference rules.

REMINDER: We are guests of the hosting university. Please respect their facilities!

DRESS CODE

Business Professionals of America approved attire is to be worn by all conference delegates. The following items constitute approved attire for all conference delegates:

MEN

- * Suit, dress shirt, and tie
- * Sport coat, coordinated dress slacks, dress shirt, and tie
- * Dress slacks, dress shirt, and tie
- * Shirt and/or sweater and slacks (tie preferred but not required)
- * Dress shoes required with all of the above

WOMEN

- * Business suit or business dress
- * Skirt with coordinated blouse and/or sweater
- * Dress slacks with coordinated blouse and/or sweater
- * Coordinated slack outfit
- * Dress shoes required with all of the above
- * Open-toed shoes are allowed but be cautious about wearing shoes that are too casual

SPECIAL NEEDS

Business Professionals of America is committed to providing equal access to all persons in admission to, access to, or operation of its program or services. Individuals with disabilities or needing accommodations are invited to contact State Director Maurice S. Henderson at maurice.henderson@emich.edu to request mobility, visual, hearing, dietary, or other assistance. Voice/TDD transmissions can be used through the Michigan Relay Center at 1.800.649.3777.

EVENT ADMINISTRATION

In an effort to provide a quality testing environment, we are asking that each chapter solicit volunteers to attend and help out with event administration. Each advisor will be responsible for handling certain testing rooms. We would appreciate it if you can encourage other people from your school or community to participate. This would make the day much more enjoyable. If you have other people who will attend the conference, who are willing to serve as contest proctors or judges, please notify the state office.

DIRECTIONS TO THE CONFERENCE

Please use the school's website or map services on the Internet for directions to the conference.

REGISTRATION CONFIRMATION

Chapters will receive registration confirmation via e-mail once your registration has been received and processed. If you do not receive this confirmation before the conference, please contact the state office. The confirmation package will be sent via e-mail on Tuesday, February 5, 2013; therefore, please make sure we have the current e-mail addresses for your chapter advisor(s) and/or an additional contact person.

EVENT SOFTWARE

Computer software for the various events is listed below. Students are allowed to bring their own laptop for any computer-related event. Students bringing their own equipment must provide their own laptop, printer, and paper; they will not be allowed to print to the Davenport University printers. Please note that this list is subject to change. Chapters will be notified of any changes.

Microsoft Office 2010 (Word, Excel, Access, PowerPoint, Publisher)
South-Western Automated Accounting 8.0

CONFERENCE REGISTRATION INSTRUCTIONS

- * Submit your contestants and conference registrants online at www.bpascheduler.com per the instructions on pages 2-3 **by January 31, 2014**. Early registration helps us determine how many judges we will need to secure for all the judged events.
- * Submit your **payment** to the state office **by February 3, 2014**.
- * It is encouraged that one adult for every ten students is registered.
- * Everyone attending the conference is required to pay the registration fee of \$38.00. This is mandatory of all students, advisors, parents, chaperones, guardians, and instructors. If the \$38.00 is not paid, that person will not be able to participate in any conference functions. Individuals registered after the registration deadline may be registered for \$50.00.
- * Each student is limited to three (3) main events. Only one of the student's three (3) events may be a team event. Open events do not count towards the students' three main events. A student may participate in an unlimited number of open events within the time constraints of the conference schedule.
- * All students must pre-register for all events. **Students cannot compete in any event at the NLC that they do not compete in at the SLC.**
- * Chapters may enter an unlimited number of contestants in each individual or open event.

- * Chapters can only have one team per team event; except, in the following team events each chapter may have up to two teams:
 - Financial Analyst Team
 - Network Design Team
 - Presentation Management Team
 - Small Business Management Team

 - * The 1st place winner in each event will receive a plaque. The 2nd and 3rd place winners will each receive a certificate of achievement. All plaques and certificates will be mailed to the chapter advisor at the end of March.

 - * Students in the following events will be required to submit their contestant materials online on or before **February 1, 2014**:
 - Advanced Interview Skills
 - Digital Media Production
 - Entrepreneurship
 - Graphic Design Promotion
 - Interview Skills
 - Video Production Team
 - Web Site Design Team
- Students who do not submit their contestant materials on or before February 1, 2014, will be removed from the event. Such student(s) will still be allowed to attend the state conference and compete in any other events for which they have been registered.

TENTATIVE SCHEDULE OF EVENTS

Saturday, February 8, 2014

8:45 a.m.-9:15 a.m.	Registration
9:30 a.m.-12:30 p.m.	Assessment Events: Non-judged events/Open Events/Computer Events
11:00 a.m.-12:00 p.m.	Judges Orientation
12:00 p.m.-2:00 p.m.	Lunch (provided)*
11:30 a.m.-4:30 p.m.	Judged Events**
2:00 p.m.-4:00 p.m.	Non-judged events/Open Events
5:00 p.m.-6:00 p.m.	Dinner
6:00 p.m.-7:00 p.m.	Awards Session

*Students will need to manage their own competition time schedule in order to eat anytime during this time period.

**Judged events may start earlier if there are many contestants in these events.

The following **computer events** will be held from 9:30 a.m.-12:30 p.m. (last student admitted at 11:30 a.m.) and 2:00-4:00 p.m. (last student admitted at 3:00 p.m.). You will have a maximum of 60-90 minutes per test.

Accounting using QuickBooks (Pilot)	Fundamental Spreadsheet Applications
Administrative Support Team	Fundamental Word Processing Skills
Advanced Office Systems & Procedures	Fundamentals of Web Design
Advanced Spreadsheet Applications	Integrated Office Applications
Advanced Word Processing Skills	Java Programming
Basic Office Systems & Procedures	Keyboarding Production
C++ Programming	Legal Office Procedures
Database Applications	Medical Office Procedures
Fundamental Desktop Publishing	Visual Basic Programming

The following **non-judged** will be held from 9:30 a.m.-12:30 p.m. (last student admitted at 11:30 a.m.) and 2:00 p.m.-4:00 p.m. (last student admitted at 3:00 p.m.). You will have a maximum of 90 minutes per test.

Advanced College Accounting	Federal Income Tax Accounting
Banking & Finance	Managerial Accounting
College Accounting	Network Administration Using Microsoft
College Payroll Accounting	PC Servicing & Troubleshooting
Computer Network Technology	Systems Administration Using Cisco
Computer Security	

The following **non-judged** will be held from 9:30 a.m.-12:30 p.m. (last student admitted at 11:30 a.m.) and 2:00 p.m.-4:00 p.m. (last student admitted at 3:00 p.m.). You will have a maximum of 60 minutes per test.

Administrative Support Concepts-OPEN	Insurance Concepts-OPEN
Business Meeting Management-OPEN	Mgmt/Mktg/Human Resources Concepts-OPEN
Computer Programming Concepts-OPEN	Parliamentary Procedure Concepts-OPEN
Financial Math & Analysis-OPEN	Project Management Concepts-OPEN
Information Technology Concepts-OPEN	

The following **judged events** will be held in various rooms from 1:00 p.m.-4:30 p.m.

Advanced Interview Skills	Human Resource Management
Broadcast News Production Team	Interview Skills
Computer Animation Team	Network Design Team
Digital Media Production	Prepared Speech
Entrepreneurship	Presentation Management-Individual
Contemporary Speech	Presentation Management-Team
Ethics & Professionalism (Pilot)	Small Business Management Team
Financial Analyst Team	Video Production Team
Graphic Design Promotion	Web Site Design Team

GOOD LUCK!!!

**BUSINESS PROFESSIONALS OF AMERICA-MICHIGAN ASSOCIATION
CONDUCT/PERMISSION/MEDICAL TREATMENT
AUTHORIZATION FORM**

I have reviewed the delegate code of conduct and agree to abide by the rules. Michigan Business Professionals of America has the right to send the delegate home from the activity at my expense, provided that he/she has violated the delegate code of conduct.

I will not hold the school, the advisor, or the conference staff responsible for any injuries while attending or while in route to and from the Business Professionals of America sponsored activity.

In the event of accident or illness requiring emergency medical treatment occurring while in attendance at this Business Professionals of America Postsecondary State Leadership Conference, the undersigned delegate hereby authorizes the Business Professionals of America chapter advisor to procure suitable medical treatment for the below signed delegate, and I will provide for the payment of those costs.

Name of School _____

Name of Delegate _____

Date of Birth _____

Please list any medications or physical limitations: _____

Delegate's Signature

Advisor's Signature

Insurance Company

Policy Number

**NOTE: THE BUSINESS PROFESSIONALS OF AMERICA CHAPTER ADVISOR
MUST BRING A SIGNED FORM FOR EACH DELEGATE TO THE CONFERENCE.**