



2012 STATE LEADERSHIP CONFERENCE Student Information Packet

The 2012 Minnesota BPA State Leadership Conference will be held March 8–10, 2012 at the Minneapolis Hyatt Regency. The address and phone number is:

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

Registration fee is \$175 per attendee; **REGISTRATION DEADLINE is Monday, Feb. 6, 2012.**

TENTATIVE AGENDA

THURSDAY, MARCH 8, 2012

8:00 – 11:00 AM

12:00 noon – 8:00 PM

9:00 – 10:00 PM

11:00 PM

General Conference Registration

Contests

General Session

*INCLUDES Torch Awards Recognition

Curfew

FRIDAY, MARCH 9, 2012

7:00 AM – 5:00 PM

7:00 AM – 5:00 PM

9:00 – 11:45 PM

12:00 Midnight

Judged Contests

Contests

Entertainment – Hypnotist

Curfew

SATURDAY, MARCH 10, 2012

8:00 AM – 2:00 PM

9:30 AM – 12:45 PM

12:45 PM

Luggage Storage

Grand Awards Session

* INCLUDES Special Recognition

Depart

REGISTRATION FEE

Registration fee for the State Spring Leadership Conference is \$175.00. 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. It also includes two nights of lodging in a quad (4) person room.

Registration **MUST be paid online. Visit <http://whsbpa.com> to access the ePay link.

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.

CODE OF CONDUCT FOR CONFERENCE ATTENDEES

1. Conference attendees at all conference function must wear nametags.
2. The hotel will provide a safe area to keep valuables.
3. Do not allow unknown persons in your hotel room.
4. When leaving hotel, remove your name badge, as not to bring attention to you as a visitor to the city.
5. No "Guest Passes" will be issued. Non-registered persons will be removed from the hotel property and can be subject to legal prosecution. Students should not invite friends to the conference.
6. Conference attendees are encouraged to attend all sessions, seminars and activities provided at the conference.
7. Sleeping room areas should be quiet at 1:00 AM in respect for other hotel guests not with the conference.
8. The conference is an approved school function and under no circumstances will the organization approve the use, possession of, or serving of alcoholic beverages at any function of the Conference. Possession includes having knowledge of use or possession of unallowed substances. Violators are subject to removal from the conference.
9. The organization will under no circumstances approve 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
10. Smoking or use of tobacco is prohibited.
11. Proper business attire is required at all sessions and contests.
12. Students are to be cautioned that life guards are not on duty at hotel pools.
13. Violations of conference rules or 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.
14. The state staff reserves the right to determine clarifications of conference agendas and notices.

DRESS CODE

“Professional Attire for all competition and meetings and Casual Attire for all other activities at the National Leadership Conference. Professional Attire will be determined by the local advisor.”

⇒ RECOMMENDED FOR GENERAL SESSIONS AND CONTESTS

- Men:
- 1) Dress Slacks, dress shirts and tie
 - 2) Suit, dress shirt and tie
 - 3) Sport coat, coordinated slacks, dress shirt and tie
 - 4) Dress shoes with any of the above
 - 5) Shirt and/or sweater and slacks (tie preferred)
- Women:
- 1) Dress or suit
 - 2) Skirt with coordinated blouse and/sweater
 - 3) Coordinated slacks outfit
 - 4) Dress skirt/slacks with coordinated blouse and/or sweater
 - 5) Dress shoes with any of the above



⇒ RECOMMENDED ONLY FOR DANCE AND OUT OF HOTEL

- Men:
- 1) Sports wear
 - 2) Appropriate footwear required
- Women:
- 1) Sports wear
 - 2) Appropriate footwear required

CASUAL DRESS CODE POLICY *(approved by BPA Board, August 2003)*

Minnesota BPA expects each member to present themselves in a manner that will be respectful and appropriate while participating in our conference activities. Clothing worn should not offend others nor cause embarrassment to them or present a health hazard. Clothing should not be disruptive to the conference attendees or the learning process. The dress and grooming of students becomes the concern of the association if it causes disruption of the educational program or is offensive or inappropriate to others. Members should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others.

- Caps, hoods, do rags, skull caps (headwear that limits the ability to identify a student) must be kept in assigned sleeping room.
- All jackets/coats intended for outerwear (to include starter jackets, satin jackets, letter jackets, leather jackets, down jackets, windbreakers etc.) must be kept in assigned sleeping room
- All students must wear shoes
- Skirts, shorts and dresses (including slits) must extend to mid-thigh
- Tank tops are permitted as long as: no cleavage/chest (male or female), no midriff (short cut tops that reveal the stomach and/or belly button), no backs (mid to lower back). Clothing must have straps
- Clothing must be hygienically clean
- Undergarments must be covered
- Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors will not be allowed
- Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or gangs will not be allowed
- Metal chains and spike jewelry or accessories are considered a safety concern and cannot be brought or worn to conferences

RULES FOR COMPETITIVE EVENTS

1. All competitive events will have the same specifications as the 2011–2012 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.

MN BPA STATE CONFERENCE DEADLINES

All submissions need to be emailed by
11:59 p.m. on February 18, 2012

Email Details

Subject Line: First Name, Last Name and Event Name

Email Message: Student Email Address
School
Advisor Name
Advisor Email Address

Project Details

- Submitted in PDF format
- National Membership number is provided on project. **Your name should not be on your project.**

If a PDF Writer is needed one is available at www.CutePDF.com.

CONTESTS	
Item	Submission Address
(10) Econ Research Project Individual	econresIN@mnbp.org
(11) Econ Research Project Team	econresTM@mnbp.org
(31) Administrative Support Research Project—Individual	adminres@mnbp.org
(54) Web Application Team—Entry form, written description of topic and source code in PDF format	webapp@mnbp.org
(55) Web Site Design Team—Submit URL	website@mnbp.org
(60) Global Marketing Team—Submit ONLY the marketing plan, NO supporting documentation	globmark@mnbp.org
(61) Entrepreneurship—NO supporting documentation to be included	entre@mnbp.org
(63) Graphic Design Promotion—In one email please submit entry form as a separate PDF from project	gdp@mnbp.org
(64) Interview Skills—Submit as three separate PDFs in one email	interview@mnbp.org
(64) Advanced Interview Skills—Submit as three separate PDFs in one email	advinterview@mnbp.org

SCHOLARSHIPS		
Item	Deadline	Submission Address
Scholarship Apps	E-mailed by 11:59 p.m., 2/18/12	scholarships@mnbp.org

ETC INFORMATION



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. At time of printing, plans are that software will be same as listing in the WSAP Guidelines.

JUDGED EVENTS

All **Judged Events** are held on Friday. Students receive time or sign up for times upon arrival at the conference.

AWARDS SESSION

The awards session will be held Saturday, March 10, 2012 at 9:30 AM. The session will be with assigned seating. 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. could deny a member the opportunity to receive an award on state – make sure your students are dressed appropriately.

ID PROCEDURE POLICY

At the 2012 Spring Leadership Conference every registrant must show a picture ID for entrance to a competitive event.

Adopted May 11, 1998 – Board of Directors

- ❖ Picture id could include the following: driver's license, school photo I.D., athletic club identification, etc – anything with a photo.
- ❖ Regions are encouraged to follow this procedure at Region Contests.

The following procedure will be followed at the 2009 State Leadership Conference for students that do not present a picture id when checking-in for their competitive event:

1. Student will be allowed to compete.
2. Event Proctor will complete the I.D. form signed by both the proctor and the student in question.
3. Form will be sent to conference headquarters.
4. Headquarters staff will contact the immediate chapter advisor of student in question.
5. If an I.D. cannot be produced, a committee comprised of the Chairperson of the Board of Directors, the Executive Director and the Headquarters Manager will review it.
6. Student will have 12 hours to have picture identification faxed to hotel, e.g. driver's license or school id.
7. The committee will make a final decision if the student is not able to produce I.D. The Grading Center will be advised of the decision.

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.
- l) Every registrant must show a picture ID for entrance to a competitive event.



2012 BPA COMPETITIVE EVENT SCHEDULE & CODE NUMBERS

NUMBER/NAME OF CONTEST	NUMBER ADVANCING TO STATE	LAB STATUS	Contest Tentative Date
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Please note: *Friday Schedule* means that the computer will schedule the student's time therefore, we are not able to provide an actual event time until the conference begins.

FINANCIAL EVENTS

1. Fundamental Accounting	5	None	Thurs 4 pm
2. Advanced Accounting	5	None	Thurs 4 pm
3. Computerized Accounting	5	Lab	Fri 10 am
4. Payroll Accounting	5	None	Thurs 12 noon
6. Fundamental Spreadsheet Applications	5	Lab	Thurs 6 pm
7. Advanced Spreadsheet Applications	5	Lab	Fri 8 am
8. Banking & Finance	5	None	Thurs 2 pm
9. Financial Analyst Team	2	Team supplies own laptops	Friday Schedule
10. Economic Research Project - Individual	3	None	Friday Schedule
11. Economic Research Project -Team	2	None	Friday Schedule
12. Financial Math & Analysis	Unlimited	None	Daily
13. Insurance Concepts	Unlimited	None	Daily

ADMINISTRATIVE SUPPORT EVENTS

20. Keyboarding Production	5	Lab	Thurs 4 pm
21. Fundamental Word Processing Skills	5	Lab	Thurs 6 pm
22. Advanced Word Processing Skills	5	Lab	Thurs 4 pm
23. Integrated Office Applications	5	Lab	Thurs 12 noon
24. Desktop Publishing	5	Lab	Thurs noon
25. Basic Office Systems & Procedures	5	Lab	Thurs 2 pm
26. Advanced Office Systems & Procedures	5	Lab	Thurs 2 pm
27. Legal Office Procedures	5	Lab	Fri 2 pm
28. Medical Office Procedures	5	Lab	Fri 2 pm
29. Database Applications	5	Lab	Fri 10 am
30. Administrative Support Team	2	Lab	Fri 12 noon
31. Administrative Support Research-Indiv.	3	None	Friday Schedule
33. Administrative Support Concepts	Unlimited	None	Daily

INFORMATION SERVICES/SYSTEMS

40. Computer Network Technology Concepts	5	None	Thursday 6 pm
41. CISCO Systems Administration	5	None	Thurs 4 pm
42. Network Administration Using Microsoft	5	None	Thurs 4 pm
43. C++ Programming	5	Lab *using own equip	Friday 10 am

44. Visual Basic Programming	5	Lab *using own equip	Friday, 10 AM
45. Java Programming	5	Lab *using own equip	Friday 10 am
46. Fundamentals of Web Design	5	Lab	Friday, 8 am
47. PC Servicing & Troubleshooting	5	None	Thurs 2 pm
48. Computer Security	5	None	Thurs 12 noon
49. Digital Media Production	3	Individual	Friday Schedule
50. Computer Animation Team		Team Supplies	Friday Schedule
51. Network Design Team	2	Team supplies	Friday Schedule
52. Software Engineering Team – National online event			
53. Video Production Team	2	Team supplies	Friday Schedule
54. Web Application Team	2	Team supplies	Friday Schedule
55. Web Site Design Team	2	Team supplies	Friday Schedule
56. Information Technology Concepts	Unlimited	None	Daily
57. Broadcast News Production Team Pilot	2	Team Supplies	Friday Schedule
58. Computer Modeling Pilot	2	Individual supplies	Friday Schedule

MANAGEMENT/MARKETING/HUMAN RESOURCES

60. Global Marketing Team	2	Optional – bring own	Friday Schedule
61. Entrepreneurship	3	Optional – bring own	Friday Schedule
62. Small Business Management Team	2	Optional – bring own	Friday Schedule
63. Graphic Design Promotion	3	None	Friday Schedule
64. Interview Skills	3	None	Friday Schedule
65. Advanced Interview Skills	3	None	Friday Schedule
66. Extemporaneous Speech	3	None	Friday Schedule
67. Human Resource Management	3	None	Friday Schedule
68. Prepared Speech	3	None	Friday Schedule
69. Presentation Management Individual	3	Individual supplies	Friday Schedule
70. Presentation Management Team	2	Team supplies	Friday Schedule
71. Parliamentary Procedure Team	2	None	Friday Schedule
72. Mgt/Mktg/HR	Unlimited	None	Daily
73. Parliamentary Procedure Individual	Unlimited	None	Friday Only
74. Business Meeting Management	Unlimited	None	Daily



**BPA PERMISSION AND MEDICAL
TREATMENT AUTHORIZATION**
2012 Spring 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, the Department of Education, nor 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 Student _____ School: WAYZATA HIGH SCHOOL

Home Address _____

Daytime Phone _____ Evening Phone _____

Please describe completely any medical condition (past or present), which 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 Delegate Conduct Practices and Procedures and Dress Code 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 2012 Business Professionals of America – MN Association Conference at the Hyatt Regency Minneapolis, Minneapolis, MN, March 8–10, 2012. We understand the arrangements and the rules of conduct and believe the necessary precautions and plans for the care and supervision of the students during the trip will be taken.

_____	_____
DATE	PARENT/GUARDIAN SIGNATURE