

OKLAHOMA
BUSINESS
professionals
OF AMERICA

Today's students. Tomorrow's business professionals.



Today's students. Tomorrow's business professionals.

Local Advisor Training



Section 1: Overview of the Organization

- ▶ Introduction of the Organization
- ▶ BPA's Mission, Vision, and Goals
- ▶ Divisions of the Organization
- ▶ General Organization Structure
- ▶ State Associations
 - Oklahoma
 - Middle School
 - Secondary (High School)
 - Post-Secondary (Technology Center/Adults)
- ▶ Curriculum Alignment with Oklahoma CareerTech

Introduction of the Organization

- ▶ Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields.
- ▶ BPA has 43,000 members in over 2,300 chapters in 23 states. BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

Mission Statement

Mission:

To contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

Vision:

At Business Professionals of America, we are committed to developing the best possible career and technical education organization for students in the United States. The measure of our success will be the perception that alumni of Business Professionals of America are highly competent and skilled workforce professionals who enable business and industry to maintain the economic vitality and high quality of life associated with our celebrated United States of America.

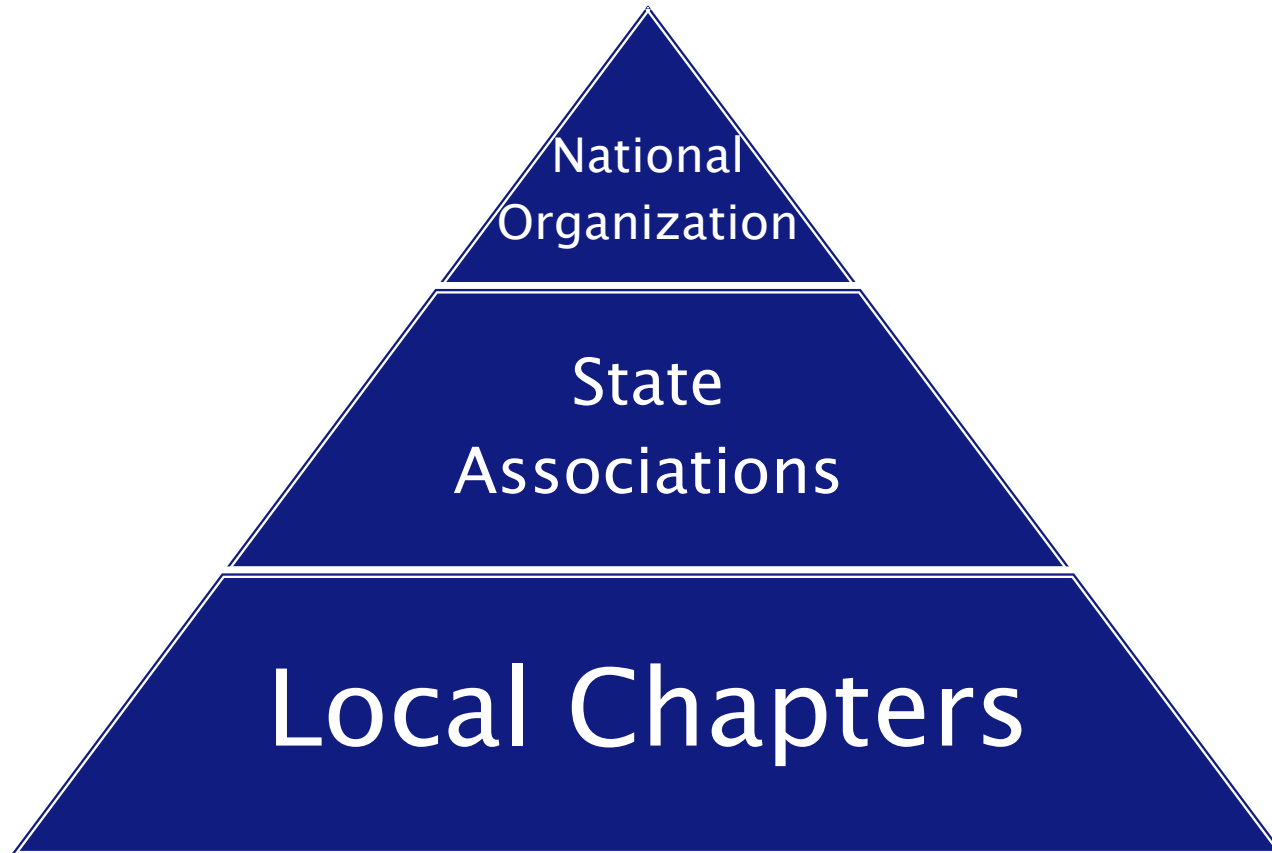
Purposes

- ▶ Develop student leadership
- ▶ Improve poise, sociability, attitude, and tact.
- ▶ Develop career/technical competence in business/office occupations
- ▶ Promote better understanding at local, state, and national levels.
- ▶ Promote student ambition for useful purposes.
- ▶ Learn to plan effectively.
- ▶ Develop an enthusiasm for learning and for remaining knowledgeable in the office field.
- ▶ Develop confidence and a spirit of competition
- ▶ Learn to get along with others.
- ▶ Develop loyalty through esprit de corps.
- ▶ Understand and promote business.

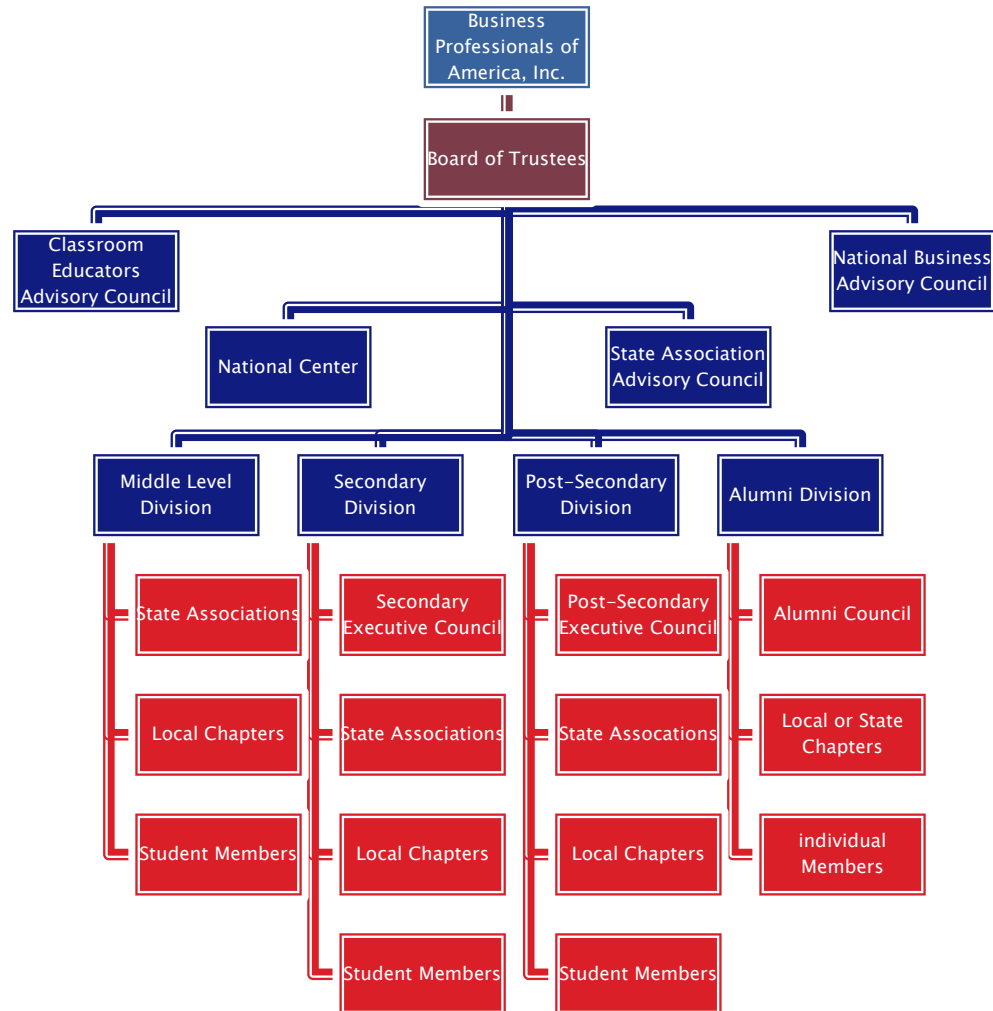
Divisions of the Organization

- ▶ College / Post-Secondary Division
- ▶ High School / Secondary Division
- ▶ Middle Level Division
- ▶ Alumni Division
- ▶ Professional Membership

General Organization Structure



National Organization Structure



State Associations

- ▶ Alaska
- ▶ Delaware
- ▶ Florida
- ▶ Idaho
- ▶ Illinois
- ▶ Indiana
- ▶ Iowa
- ▶ Kansas
- ▶ Massachusetts
- Michigan
- Minnesota
- Montana
- New Mexico
- Ohio
- Oklahoma
- Rhode Island
- South Carolina
- Texas
- Wisconsin

Oklahoma

- ▶ Middle Level – Middle School Students
- ▶ Secondary – High School Students
- ▶ Post–Secondary – Adult Students
- ▶ Dues
- ▶ Conference Registration vs Dues Payment

Curriculum Alignment with Oklahoma CareerTech

- ▶ 1. Examine the goals of Business Professionals of America and the content and goals of the curriculum.
- ▶ 2. Identify the curriculum goals that the chapter activities can easily accomplish.
- ▶ 3. Communicate the curriculum goals to the student leaders in the class.
- ▶ 4. Involve the students in determining how the curriculum goals might be met in the classroom.
- ▶ 5. Determine, in class, a program of activities to accomplish the curriculum goals. This classroom program of activities can become, in part, a section of the chapter program of activities.
- ▶ 6. Involve the students in evaluating the program and the activities after completing the classroom program of activities.
- ▶ 7. Recognize the individuals or groups within the class who have accomplished the activities in the program.

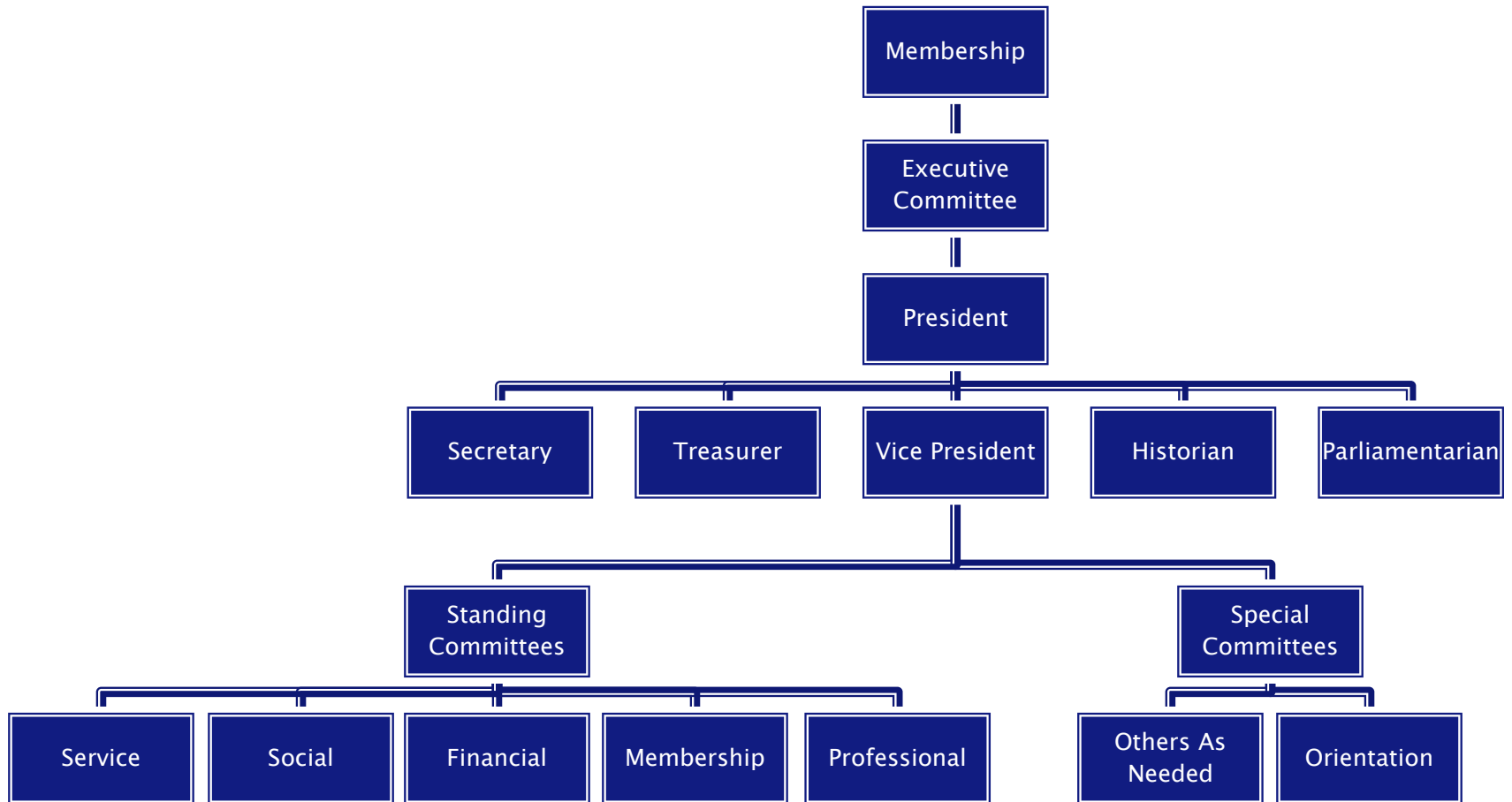
Section 2: Chapter Management

- ▶ Grade Levels to Divisions
 - Middle Level
 - Secondary
 - Post-Secondary
- ▶ Chapter Organization/Structure
 - Program of Work
- ▶ Role of the Local Advisor
- ▶ Role of the Chapter Officers
- ▶ Role of the Local Member
- ▶ Officer Elections
- ▶ Member Recruitment
- ▶ Chapter Meetings
 - Chapter Officer Goals
 - Parliamentary Procedure
- ▶ BPA LEADS – ctYou.org

Grade Levels to Divisions

- ▶ Middle Level
 - 6th through 8th Grades
- ▶ Secondary
 - 9th through 12th Grades
- ▶ Post–Secondary
 - Adult Students (Technology Centers)
- ▶ If you have both divisions, chapters can meet together, but must compete separately.

Chapter Organization/Structure



Program of Work

- ▶ <https://ctyou.org/mod/folder/view.php?id=77130>

Role of Local Advisor

- ▶ Actively involved in organization
 - Demonstrates concern for students
 - Shows commitment and dedication to worthwhile goals
 - ▶ Leadership training
 - Motivating
 - Guiding
 - Sharing
 - ▶ Support student exploration – members learn by doing
 - ▶ Facilitator, resource, and consultant
 - ▶ Develop moral character and citizenship
- (Add list of Responsibilities of the Advisor p. 55)

Advisor Pitfalls

- Working only with active members, forgetting less active ones
- A your ideas to dominate student discussions
- Losing sight of overall purposes of BPA
 - Winning is not most important
 - Recognition and leadership development are most important
- Never pre-judge abilities, interests, and aptitudes
- Do not do their work for competition
- Remember that each student should gain something

Role of Chapter Officers

- ▶ Growth of chapter depends on qualified officers
- ▶ Proper parliamentary procedure
- ▶ Develop and follow Program of Work
- ▶ Maintain records
 - Agenda
 - Minutes
 - Record Attendance
 - Treasurer's Report – even when maintained by school – at least prepare report monthly
- ▶ Follow duties and responsibilities of office

- ▶ Add list of duties for each office or link to in ctyou

Role of Members

- ▶ Regular attendance
- ▶ Committee work – key for successful chapters

Officer Elections

- ▶ Elections
 - May for upcoming year
 - August for current year
- ▶ Consider interview process rather than election
 - Prepares student for job interviews
 - Takes away popularity contest
- ▶ Follow State Executive Council process and create similar documents

Member Recruitment – Why Join?

- ▶ Become involved in a variety of activities
- ▶ Improve business skills, working with people, and public speaking abilities
- ▶ Develop self-confidence and leadership abilities
- ▶ Learn proper parliamentary procedure
- ▶ Participate in the Workplace Skills Assessment Program
- ▶ Receive individual/group recognition for achievement
- ▶ Develop citizenship and community service opportunities
- ▶ Travel opportunities

Make Joining Easy

- ▶ Set up a payment plan so students can pay by installments
- ▶ Set up a system whereby members pay only a portion of the dues (the chapter pays the balance through involvement in fund-raising projects)
- ▶ Plan fund-raising activity early in year to cover all dues
- ▶ Give discount to students who pay dues before established deadline
- ▶ Have special social event only for dues-paying members
- ▶ Goal is 100 percent membership

Peak their Interest

- ▶ Video or QR Code scavenger hunt
 - Followed by dinner
 - Watch videos during dinner
- ▶ Plan socials – Fall, Christmas, Spring
- ▶ Plan community service activities – remember counts toward Torch Awards
- ▶ Student success is the best advertisement

Fund Raising Tips

- ▶ 1. Limit sales campaigns to short, concentrated periods of time. Students may lose interest if sales are permitted to drag.
- ▶ 2. Select fast-selling, proven items—items that may be used up by the consumer in a short time.
- ▶ 3. Implement the sales campaign just prior to an immediate goal (i.e., trips, project, etc.).
- ▶ 4. Organize the campaign. Divide the chapter into teams and map out sales areas. Provide good-natured competition.
- ▶ 5. Collect money on a daily basis.

Fund Raising Tips

- ▶ 6. Have an end-of-the-campaign success party.
- ▶ 7. Publicize the campaign.
- ▶ 8. See that all students benefit from the profits.
- ▶ 9. Provide thermometer graphs and keep them up to date.
- ▶ 10. Provide for student leadership.
- ▶ 11. Raise the bulk of your needed funds early in the year.

Chapter Meetings

- ▶ Chapter Officer Goals
 - Develop these during officer meeting
- ▶ Officer meeting before chapter meeting
- ▶ Meet regularly – once per month minimum
- ▶ Follow parliamentary procedure
 - Keeps meeting moving and prepares students for civic organizations
 - If no parliamentarian, advisor assists during meeting

Parliamentary Procedure

- ▶ Place a picture of the document located on ctYou.org and then link to it.

BPA LEADS – ctYou.org



Fall Leadership Conference

- ▶ Primary Focus
- ▶ Dates
- ▶ Times
- ▶ Structure

State Leadership Conference

- ▶ Primary Focus
- ▶ Dates
- ▶ Times
- ▶ Structure
 - Deadlines
 - Online Testing
 - Presubmission System

National Leadership Conference

- ▶ Participate in educational seminars and workshops.
- ▶ Hear nationally prominent speakers.
- ▶ Elect national student officers.
- ▶ Participate in the Workplace Skills Assessment Program.
- ▶ Participate in general assemblies designed to conduct the business of Business Professionals of America.
- ▶ Transact business of the association.
- ▶ Participate in leadership programs.

National Leadership Conference

- ▶ Qualify by finishing high enough in a State WSAP Competitive Event.
- ▶ Be a local, regional, or state officer.
- ▶ Represent your state as a voting delegate for your division.
- ▶ Be involved in a National Officer campaign as a candidate or otherwise actively involved.
- ▶ Earn an Ambassador Torch Award or BPA Cares award.
- ▶ Be involved in the NLC in a manner which is purposely planned. – BPA internship / National Leadership Academy.

Structure

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Depart Home	BPA University Sessions	Competitive Events Preliminary Rounds	Competitive Events Preliminary Rounds	Competitive Events Finals	Return Home
Travel to NLC	Open Events	Secondary Business Meeting	BPA NLC Day of Service	Awards Ceremonies	Check-Out Hotel
Check-In Hotel	BPA Tours	Post-Secondary Business Meeting	BPA Fair Trade Challenge	Curfew	
Visit Conference Registration	AICPA Advisor Dessert Reception	Secondary Campaign Rally	BPA National Showcase		
Curfew	Opening Ceremonies	Post-Secondary Campaign Rally	Walk for Special Olympics		
	State Meeting for Oklahoma	Secondary Caucuses	BPA Special Event		
	Curfew	Post-Secondary Caucuses	Curfew		
		Curfew			

Locations

Year	Location	Dates
2017	Orlando, Florida	May 10-14
2018	Dallas, Texas	May 9-13
2019	Anaheim, California	May 1-5
2020	Washington, DC	May 6-10
2021	Orlando, Florida	May 5-9
2022	TBD	TBD
2023	Anaheim, California	TBD
2024	TBD	TBD
2025	Orlando, Florida	TBD

Mission of WSAP

- ▶ The Workplace Skills Assessment Program (WSAP) prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT and computer applications. It is BPA's showcase program and facilitates students demonstrating their career skills at regional, state and national conferences in 72 competitive events.

Divisions of Competitions

- ▶ Finance (100's)
- ▶ Business Administration (200's)
- ▶ Management Information Systems (300's)
- ▶ Digital Communication & Design (400's)
- ▶ Management, Marketing & Communication (500's)

Location of Materials

- ▶ BPA.org
- ▶ OKBPA.org

Suggested Timeline for Competitive Events

- ▶ September – Introduce the contests
- ▶ October – Choose contest
- ▶ November – Prepare for local contest
- ▶ December – Final contest prep
- ▶ January – Local contests / class presentations
 - Presubmission
- ▶ February – Practice
- ▶ March – State Leadership Conference

Guidelines

- ▶ Let's Review the WSAP Guidelines

Contest Prep Documents

- ▶ Ethics and Professionalism Manual
- ▶ Graphic Standards
- ▶ Human Resource Manual
- ▶ Calculator Guidelines
- ▶ Style and Reference Manual
- ▶ Copyright and Fair Use Guidelines

Supporting Documents

- ▶ Individual Entry Forms
- ▶ Team Entry Forms
- ▶ Release Forms

Rubrics / Grading Procedures



Sample Competitive Event

- ▶ Fundamental Word Processing
- ▶ Presentation Management Team/Indv
- ▶ Interview
- ▶ Open Events

Graded

- ▶ Student's will be testing during the competitive event.
- ▶ Online Testing
 - Proctor / Testing Liaison
- ▶ Production at State

Judged

- ▶ Students will be presenting in front of a panel of judges.

Pre-Judged

- ▶ Deadlines earlier; usually graded events.

BPA Cares

- ▶ Service Learning Awards
- ▶ Special Recognition Awards
- ▶ Professional Awards
- ▶ Additional Opportunities

Service Learning Awards

- ▶ Community Service Award
- ▶ Environmental Action/Awareness Award
- ▶ Safety Awareness Award
- ▶ Service Learning Individual Award
- ▶ Special Olympics Award

Special Recognition Awards

- ▶ BPA Marketing and Public Relations
- ▶ BPA Merit Scholar
- ▶ Chapter Activities Award of Excellence
- ▶ Member Recruiter of the Year Award
- ▶ Membership Explosion Award
- ▶ Social Media Award
- ▶ The Professional Cup

Professional Awards

- ▶ Advisor of the Year Award
- ▶ Emerging Advisor of the Year Award
- ▶ Emerging Professional of the Year Award
- ▶ Hall of Fame Award
- ▶ Outstanding Service Award
- ▶ BPA Torch Awards
- ▶ BPA Professional Cup

Additional Opportunities

- ▶ Quality Chapter Distinction Award

BPA Torch Awards

- ▶ Place a picture of the document located on ctYou.org here. Then link to the document for review.

BPA Torch Awards Timeline

- September – Introduce Torch Awards
 - Set goal of which torch to achieve
- October – Print the Torch Awards Handbook
 - Highlight / Identify the activities students could do
- November – Start preparing resume
- December – Continue adding to resume
- January – Make final entries
 - Action Verb
 - Spell check
- February – Check status make revisions if necessary
- March – State Leadership Conference / Award
 - Make additional entries from January – March
- April – submit for Ambassador
 - Check status make revisions if necessary
- May – National Leadership Conference / Award

BPA Torch Award Program

An In-Depth Look



Local Advisor Certification Series

- ▶ The National Local Advisor Certification Series is designed to prepare local chapter advisors for success in the BPA classroom through online training, peer-to-peer engagement and national program resources.

Local Advisor Certification Series

1. Attend or view six 50 minute weekly training webinars
2. Contribute to thread discussion via The Source
3. Complete online self-check assessments
4. Complete webinar series via Next Step Academy

Goals of Local Advisor Certification Series

- ▶ Prepare new advisors for success in the BPA Classroom.
- ▶ Retain existing advisors through supportive training materials resulting in success in the BPA Classroom.
- ▶ Provide a training source for new and existing advisors which results in a Trained Pin & Letter of Completion for Local School Administration.

Student Certification Series

