

2025-2026



**NEW MEXICO
BUSINESS
PROFESSIONALS
of AMERICA**

**NMBPA National Officer
CANDIDATE HANDBOOK
& APPLICATION**

General Information

Important Reminders

The application along with all supporting documents and forms must be uploaded electronically by **January 15, 2025** at 4:30 pm MST. To access the form, visit: <https://tinyurl.com/NMBPANOC2526>

- Any candidate that submits an incomplete application or does not meet the submission deadline will be automatically eliminated from consideration.
- It is highly recommended that each candidate prints the “Candidate Checklist” to help them ensure that all the required documentation is completed.
- All supporting documentation and forms must be typewritten. No handwritten documents will be accepted.

Purpose

This handbook seeks to provide all important information and answer questions concerning eligibility, campaigning, and election procedures which govern the New Mexico Business Professionals of America National Officer Candidate Election for prospective candidates at the State Leadership Conference (SLC). Electronic copies are provided to local chapters to distribute to state officer candidates, national officer candidates, campaign managers, voting delegates, and advisors.

BPA Executive Council

Definition and Role

Executive officers are individuals serving in a specific position within either the Secondary or Postsecondary BPA division. Collectively they are referred to as the "executive council." These elected student members shall operate as a high functioning team, dedicated to the welfare of their respective division and success of all members. They represent the national organization at various conferences and meetings during their term and can make recommendations to the National Board of Trustees.

New Mexico National Executive Candidates

New Mexico BPA can send up to two (2) National Executive Candidates from the Secondary Division will be elected to represent NM BPA as National Executive Candidates at the National Leadership Conference. All NM National Executive Candidates must have approval from the State Advisor and the Board of Directors to run.

Candidates for NM National Executive Candidate must be a Junior or Senior when running for office.

Each chapter may have a maximum of one (1) National Executive candidate per school. The Chapter Advisor is the only person authorized to determine which students may be declared applicants for NM National Executive Candidate.

Structure

The executive council for the Secondary Division is comprised of up to six (6) officer positions, including:

| Secondary |
|---|
| <ul style="list-style-type: none"> ● President ● Vice President ● Secretary ● Treasurer ● Historian ● Parliamentarian |

Executive Officer Duties and Responsibilities

General Duties

It shall be the duty of each elected officer to serve their respective division in any capacity as directed by BPA, as outlined within published BPA governing documents, or as instructed by the Executive Council. Each executive officer shall also commit to being a positive BPA brand ambassador and always promote the general welfare of Business Professionals of America.

The goal of the executive council is to advocate, educate, motivate, and inspire all BPA student members, advisors, educators, staff, and other key stakeholders to achieve the mission of Business Professionals of America.

Each executive officer shall serve a one (1) year term that begins once they are officially elected at the 2024 National Leadership Conference and concludes at the closing of the 2025 National Leadership Conference.

Each executive officer will spend between 5-10 hours per week planning and executing the division Program of Work, actively participating on assigned sub-committees, responding to member inquiries and other mission-critical tasks. It is important to realize that, although academics remain the number one priority, you will not be able to fall behind in your responsibilities to BPA members. Below is a listing of some typical responsibilities that each executive officer should be willing to adhere to:

- Collaborate, develop, and implement a divisional Program of Work.
- Maintain regular and timely communications with the executive council, leadership development specialist, national staff, membership, and all other key stakeholders. o expected response time is within 24 hours.
- Attend and participate in all divisional and combined team meetings.
- Treat fellow officers with respect and value their opinions.
- Provide guidance, leadership, and inspiration to all members.
- Represent the views of the membership; not only those of the individual officers.
- Forward all requests for services to the leadership development specialist for scheduling.
- Notify the leadership development specialist immediately of circumstances which prevent carrying out any assignment.
- Develop a motivational or inspirational keynote for student members.
- Develop a signature workshop presentation.
- Maintain BPA brand standards in person and online (social media, email, etc.).
- Wear an official BPA blazer and professional attire to all functions when representing BPA.

- Travel, as requested, to promote BPA at various conferences and meetings.
- Abide by the Code of Ethics as established by the National Board of Trustees.

BPA Brand Ambassadors

In addition to representing student members, executive officers represent the BPA brand at large. Executive officers are expected to communicate and represent the BPA brand, mission and vision, and key organizational goals to all stakeholders. As a representative of the organization, executive officers must abide by certain rules and expectations, including projecting a professional image, using proper etiquette, and always interacting in a positive manner.

Other specific duties and responsibilities based on each position may be found in the official BPA Executive Officer Candidate at: <https://members.bpa.org/run-for-executive-council/>

Chapter Approval Information

Chapter Eligibility

Each chapter may nominate a maximum of one (1) candidates to serve as the NMBPA National Officer Candidate.

Screening Procedures

If a chapter has more than one (1) candidate interested in running for this position, it is the responsibility of each chapter to develop the screening procedures utilized to arrive at the maximum number of candidates allowed.

Chapter Advisor Role

The respective chapter advisor for each candidate plays an important role during the application process. We highly encourage chapter advisors to work side-by-side with each of their approved candidates to ensure that all components of the application are completed accurately and uploaded by the required deadlines. Additionally, we would appreciate making sure they understand the full scope of each individual officer role in which they are interested and ensure that they will have the time available to fulfill the responsibilities associated with each position.

Chapter Advisor Responsibilities

- Review forms and materials of all candidates and screen as necessary to meet the maximum number of candidates allowed per chapter.
- Approve all material and sign all required paperwork by the deadline
- Understand that the chapter is responsible for all campaign and travel expenses at the State and National Leadership Conferences of the candidate
- Review the Executive Officer Candidate Guide at <https://members.bpa.org/run-for-executive-council/>

Executive Officer Candidate Support

If a candidate from their chapter is elected to represent NMBPA at Nationals or as an Executive Officer at the National Level, we ask that chapter advisors be willing to support them and commit to helping hold them accountable throughout their term in office. Our goal is to partner with chapter advisors to ensure that this is a very rewarding and beneficial experience for their chapter representative.

Candidate Information

Application Qualifications:

The student candidate applying as a NMBPA National Officer Candidate must meet the specific qualifications below:

Paperwork Deadline

The candidate must submit a state officer packet by the deadline listed in the state officer application.

Approval of Local Chapter

The candidate must have written approval from their local chapter advisor and Principal.

Active Member

The candidate must be a current, dues-paid, active member in good standing at the State and National level. They must have been an active member in BPA for one year before running.

Leadership Experience

The candidate must be currently serving (or have served) as an elected officer of Business Professionals of America at one of the following levels: (1) Chapter or (2) State.

Enrollment

The candidate must be currently enrolled, or previously enrolled, in a business, career and technical, and/or career related program as approved by the state. Every elected officer must be enrolled in an accredited Secondary or Postsecondary institution for their entire term on the executive council.

Grade Point Average

The candidate must have a **3.0 GPA** based on a 4.0 scale (school transcript is required). A student will not have any "F"s in any course. The grade average shall include all subjects taken the previous year and including the first semester or quarter of the current school year.

Knowledge

The candidate must take the State Officer BPA Test. These scores will be provided to the voting delegates at the Business Session.

Application Procedures:

- Candidates will campaign for the opportunity to serve New Mexico Business Professionals of America as a National Officer Candidate.
- The candidate will complete all forms and materials specified in the Candidate Checklist section and submit the online registration form by the State Association designated deadline.
- The local advisor must approve all materials and sign the Officer Nomination Form. A local principal must also sign the form.
- All materials must be submitted no later than ***January 15, 2025 before 4:30 pm MST*** online at <https://tinyurl.com/NMBPANOC2526>

- The State Executive Council Coordinator will confirm receipt of all forms.
- The candidate will keep a copy of all materials and bring them to the State Leadership Conference.
- All materials must be originals when submitted. Former candidates cannot reuse old files, 100 Word Statements, Speeches, etc.

Application Materials (All materials should be saved as PDF, unless otherwise stated, and submitted online by the deadline):

Forms Provided to Candidate (See Candidate Forms Section)

1. Candidate Nomination Form (to be filled out online)
2. Local Advisor Guidelines (must be signed by local advisor)
3. Expenditures Itemized List (must be submitted at the Officer Information Meeting at the State Conference)
4. Medical Information Form
5. Media Release Form
6. Candidate Checklist (Must be signed by the candidate and advisor)

Materials to be Supplied by Candidate

1. Candidate's cover letter which includes the candidate's reason(s) for applying addressed to **NOT MAILED** to:

Christine Phipps, State Advisor
New Mexico Business Professionals of America
1500 South Ave. K; ENMU Station 61
Portales, New Mexico, 88130

2. Chapter Advisor's Letter of Recommendation
3. Candidate's Resume which includes candidate's career objective (one page maximum, typed on 8.5 x 11 inch paper)
4. Candidate's statement of 100 words or less stating their name and why they wish to be a candidate for National Officer (candidates cannot mention a specific office). These 100 word statements must be typed. These will be published and provided to the Voting Delegates as submitted by the candidate. Any words over the 100 word limit will not be included. (Examples in Resources Section)
5. Official HS Transcript with seal and signature of official authority. **If school policy prohibits the distribution of an official transcript to students, the candidate must request a transcript be sent to the State Executive Council Coordinator by the deadline. Contact Leslie Ferris at leslie.ferris@enmu.edu for mailing information.**
6. A color photograph at least wallet sized. These photos will be converted to black and white and provided to the voting delegates with the 100 Word Statements. The full color photos may be used online and at sessions.

Application Review:

- Each candidate's application form and materials will be carefully reviewed for accuracy and completeness by the State Executive Council Coordinator and/or State Advisor.
- Candidates who submit an **incomplete** or **late** application forms and materials **WILL BE automatically eliminated from consideration as a candidate.**
- Make sure all forms and 100 Word Statements include the proper required signatures.

Notification of Candidacy:

- All candidates will receive notification from the State Executive Council Coordinator concerning the status of their application for NMBPA National Officer Candidate candidacy.
- Notification will be made by the State Executive Council Coordinator directly to the National Officer candidate and the local chapter advisor via email correspondence.
- Notification will be made **two weeks prior to the State Leadership Conference on or before February 5, 2025**

Following notification of eligibility, the candidate will:

- Again, thoroughly review all information contained within this Handbook;
- Prepare campaign materials, including a speech.
- Prepare and type a list of detailed expenditures for campaign materials.
- Attend all campaign/election sessions and activities at the State Leadership Conference.

Campaign Regulations:

Responsibility

- The Candidate, their Campaign Manager, Voting Delegates, members, and advisors must observe all campaign regulations.
- Failure to do so may result in disqualification of the candidate.

Campaign Managers

- The campaign manager must have current State and National dues paid, be an active member in good standing, of the same local chapter as the candidate.
- The campaign manager will head the entire campaign for the candidate and may be required to attend some campaign meetings at the State Leadership Conference.

Expenditures/Campaign Expenses

- A maximum expenditure of \$200 per candidate may be used for the campaign rally.
- The candidate or the candidate's campaign manager shall submit an itemized statement of all campaign expenses to the State Executive Council Coordinator at the Officer Candidate Information Meeting at the State Leadership Conference.
- All donated materials must be included in the itemized list of expenses, at the fair market value.
- Each candidate will be allowed one easel that does not have to be added to the expense report. This easel must be provided by the candidate. If you use more than one, then it must be listed on your report.
- Candidates are allowed to use up to a 17" battery powered computer or tablet during their campaign rally. The computer will need to be listed on the expense report, but will not be an expense item.
- No material of any kind is to be affixed to walls! It is the responsibility of all candidates to ensure that the conference site does not become littered with campaign material.
- No matter the actual costs:
 - Copies will be listed on the expense report at \$.05 each for black and white copies and \$.25 cents each for color copies.
 - Pictures will be listed as \$.10 for 4x6, \$.25 for wallet, \$.60 for 5x7, and \$2.50 for 8x10 for each picture used.
 - Other sizes will be listed per market value.
- **Itemized reports must be signed by the candidate and the advisor.**

- **Failure to submit the itemized list at the start of the Officer Candidate Information Meeting will result in automatic disqualification of the Candidate. (This form is at the end of the handbook)**

Campaign Speeches

- All candidates will have the opportunity to give campaign speeches during the Business Session.
- Time limitation for speeches will be two minutes.
- Candidates may not refer to any office by name specifically.
- The use of skits, props, costumes, demonstrations, or the assistance of another person are not allowed.
- The candidate may not solicit or invite audience preparation. The candidate will not be held accountable for spontaneous audience responses.
- All speeches must be original and written by the candidate.
 - If you were a former candidate, a new speech is required.
- Speeches by candidates are presented in an order determined prior to the session by a random draw of names. No announcement of the order of speeches will be made prior to the session.
- **All speeches must be emailed prior to the State Leadership Conference for approval. Speeches will be emailed to leslie.ferris@enmu.edu one week before the State Leadership Conference on or before February 12, 2025. Any late submissions will not be approved and you will be disqualified.**

Campaigning

- Prior to SLC
 - No campaigning may be conducted between local chapters prior to the SLC. This includes but is not limited to social media, mailings, emails, meetings, phone calls, etc.
 - The candidate's own local chapter is the exception.
- At the SLC
 - No campaigning may be conducted prior to the State Leadership Conference with the exception of campaigning within your own local chapter.
 - Distribution of materials or display of posters or flyers is allowed only during the Campaign Rally. Materials may not be distributed before this time or outside of the Campaign Rally Room.
 - Verbal campaigning may begin immediately after the Candidate Information Meeting at the State Leadership Conference. (No posters, handouts, candy, etc. may be given out until the Campaign Rally).
 - **The candidate and campaign manager are the only people authorized to campaign for the candidate.**
 - Each candidate will be provided with space at the Campaign Rally. This space will include one (1) table that can be used to set-up and distribute campaign materials. Other supplies (such as a table cloth, tape, easels, scissors, etc.) must be supplied by the candidate.
 - The candidate and the campaign manager only may set up materials at the time and place designated for the Campaign Rally at the State Leadership Conference.
 - The candidate, campaign manager, or chapter advisor must remove materials at the designated time. Failure to remove materials from the Campaign Rally may result in disqualification of the candidate.

Campaign Materials

- Materials may not refer to a specific position outside of National Officer Candidate.
- Materials may not be affixed in any way to the conference property.
- Materials must be set up and then removed at the designated times.
- Materials can only be distributed at the Campaign Rally inside of the Campaign Rally Room.

- Posters must be reasonable size, free standing, or displayed on an easel which must be supplied by the chapter. They can only be displayed at the Campaign Rally.
- **Helium balloons, glitter, and confetti** are not permitted in the Campaign Rally.
- Stickers are also not allowed to be handed out during the Campaign Rally.
- Only Officer Candidates and their Campaign Managers can actively campaign during the Campaign Rally.
- No material of any kind is to be affixed to walls! It is the responsibility of all candidates to ensure that the conference site does not become littered with campaign material.
- All campaign material, with the exception of buttons or pins is limited to the election/caucus room.

Online Elections

In the event that the State Leadership Conference becomes virtual, the Virtual Elections Handbook and plan will be utilized and will be distributed accordingly.

NMAA Policy-Co-Curricular Activities

New Mexico Activities Association 8.1.3 Co-Curricular Activities Co-curricular activities are activities that are an extension of classroom instruction which are governed by the Educational Standards for New Mexico Schools or local board policy. Classroom instruction should require no more than twenty (20) hours per month of time for a student outside of the regularly scheduled instructional day for practice, meetings, events or performances. Co-curricular activities are required as part of the course work if a student is to receive credit for the course. Co-curricular activities do not require that students be absent from class other than the sponsoring class for practice, meetings, events or performances. Scholastic requirements do not apply to co-curricular activities held at the school. Students involved in co-curricular activities away from the school must adhere to the same scholastic requirements set forth by the Association for athletic participation. (See 6.2) EXAMPLES: Vocational, fine arts, club activities, field trips

Election Information

Seating

- Candidates (campaign managers and chapter advisors may attend this as well) must attend the Officer Candidate Information Meeting at the State Leadership Conference.
- Candidates and campaign managers must be seated in the reserved section designated **at least 10 minutes prior to the start of the Business Session.**
- Voting Delegates must be seated in the reserved section designated **at least 10 minutes prior to the start of the Business Session.** Voting Delegates not seated for roll call may be disqualified from voting.

Voting Delegate Allocation

Local chapters exercise their voting privilege and conduct all business through member voting delegates at the State Leadership Conference. Only member voting delegates may participate in discussion.

Each chapter is entitled to two (2) voting delegates. The HEAD Voting Delegate must announce how many voting delegates are present from each chapter at the time of roll call during the First General Session.

- A chapter must submit the initial membership roster and pay both State & National dues by the designated postmark date in order to be allocated voting delegates.
- A chapter may lose voting privileges if voting delegates are absent for roll call during any session the state conference program states that they need to attend.
- All ballots will be tabulated by State Staff/BPA Board

Voting Delegate Responsibilities

Voting Delegates play an important and vital role in the election of officers. Therefore, it is crucial that all voting delegates understand and agree to fulfill the following responsibilities.

Specifically, voting delegates will:

- Read this Handbook thoroughly, ask questions as necessary, and abide by all campaign/election regulations.
- Wear the appropriate Voting Delegate ribbon.
- Visit each candidate at the Campaign Rally.
- Attend the Business Session for roll call and the Candidate Speeches.
- Be seated promptly for all sessions at the designated time and place.

Voting Delegate Procedures

- Voting Delegates will report to the assigned room at the time indicated.
 - Doors to the assembly area will be closed at the designated time and a roll call of chapters will be held to establish the total number of votes possible.
- After the roll call--late arriving delegates will not be allowed to be seated.
- Local Chapter Voting Delegates must be present for roll call in any session involving the State Officer/National Officer Candidate process or other business.

Answering roll call...

When the Local Chapter's name is called:

All Voting Delegates will stand and remain standing until count is verified and delegates are told to be seated.

Head Voting Delegate will give the name of the school and announce the number of voting delegates present and the number of conference delegates present from their chapter. (For example, "XYZ Chapter is present with 2 voting delegates and 56 members.")

- Only voting delegates may present business for consideration at the Meeting Assembly.
- In order to speak, a voting delegate must be recognized by the presiding state officer/Chair.

Gaining recognition to speak:

At the appropriate time in the agenda:

Voting Delegate will stand and address the presiding officer. (For example, "Mr. or Madame President or Chairperson")

When recognized by the Chair:

Voting Delegate will state his or her name, local chapter, and business (For example, "Leslie Ferris, Hogwarts High School, I move that...")

- All motions and/or resolutions presented must be in writing. Two copies must be given to the State Advisor immediately following verbal introduction.

General Election Procedures

- The election ballots will be cast at the conclusion of the Campaign Rally.
- Only Local Chapter Voting Delegates may vote.

Official Ballot

- Ballots will be distributed to voting delegates electronically. The ballots will then be collected by the State Executive Council Coordinator(s) and confirmed by the Board of Directors.
- Each voting delegate will cast up to 5 votes for State Executive Council candidates and up to 1 vote for national candidates.
- From those votes cast,
 - The candidates receiving the most votes on the first ballot will be elected. A tie vote will result in an additional ballot for that office.
 - The 5 State Executive Officer Candidates receiving the most votes will be elected to the State Executive Council.
 - Up to 2 National Officer Candidates receiving the most votes will be reviewed by the Board for selection as New Mexico National Officer Candidates.

Election Sessions

Penalty for Absence of those “who must attend” is as follows:

Candidate - Disqualification

Campaign Manager - Possible Disqualification of Candidate

Voting Delegate - loss of Vte for each absent Voting Delegate

Candidate Briefing Meeting-Prior to State Leadership Conference

Who Must Attend: Candidate, Chapter Advisor, at least one Parent/Guardian

What will Happen:

- Responsibilities and time commitment of officers will be reviewed.
- Responsibilities of the local Chapter Advisor will be reviewed.

Officer Candidate Information Session

Who Must Attend: Candidate

Who May Attend: Campaign Manager, local Advisor, Parent/Guardian

What will Happen:

- Officer Candidate Guidelines and expectations will be reviewed.
- Officer specific duties will be discussed and candidates and/or advisors will have a time to ask questions.
- Election materials will be distributed.
- The candidates will take the Business Professionals of America Test which will be scored. Candidates' scores will be provided to all Voting Delegates in the Opening Session. (BPA Fact Sheet is available in the Resources Section)
 - Please bring a laptop or tablet to take the Knowledge Test.
 - If a candidate needs special assistance, please contact Leslie Ferris in advance.
- Expense reports from the candidates will be collected and verified.
- Candidate responsibilities for the State Leadership Conference will be distributed. All duties are mandatory unless you have a specific contest conflict.
- Candidates will rank their office preferences. (State Executive Officer Team Candidates Only)

Officer Candidate Interviews

Who Must Attend: Candidate

What will Happen:

- Candidate interviews will follow the Information Session.
- Each candidate will go through an interview with the Placement Committee.

Campaign Area Set-Up

Who Must Attend: Candidate, Campaign Manager

Who May Attend: Local Advisor

What will Happen:

- Candidates and Campaign managers will have a time to set up their campaign table.
- Please refer to this handbook for specific guidelines for the table and campaign materials.

Opening Session

Who Must Attend: Candidates

What will Happen:

- Candidates will be introduced on stage.
- Campaign managers may sit with their candidates in assigned seating

Business Session

Who Must Attend: Candidates, Voting Delegates

What will Happen:

- Voting Delegates will have assigned seating.
- Roll will be taken for all Voting Delegates.
- Candidates should be seated **at least 10 minutes before the start of the session** in their designated seats.
- Voting Delegates should be seated **at least 10 minutes before the start of the session** in their designated seats.
- Candidates will give prepared speeches. No questions may be asked by Voting Delegates.
- Campaign managers may sit with their candidates in assigned seating
- Candidates and Campaign managers will be dismissed from the session early to move to the Campaign Rally area.

Campaign Rally

Who Must Attend: Candidates, Campaign Managers, Voting Delegates

Who May Attend: Local Advisors

What will Happen:

- Voting Delegates and Local Advisors will have the opportunity to personally meet, talk to, and question the candidates.
- Only Voting Delegates will be allowed to vote in the election.
- Ballots will be provided at the conclusion of the time allowed for the Campaign Rally.

Awards Session

Who Must Attend: Candidates

What Will Happen:

- Candidates will help with the presentation of medals.
- The new State Officer Team will be announced and sworn in after awards.
- The New Mexico National Officer Candidate(s) will be announced.

New Officer Orientation

Who Must Attend: New Officer Team and New Mexico National Officer Candidates

Who May Attend: Local Advisors, Parent/Guardian

What will Happen:

- Paperwork will be submitted by newly elected officers & candidates.

Information will be given to the newly elected officers & candidates in preparation for upcoming meetings and trainings.

Officer Candidate Checklist

Officer candidates will be expected to submit an Officer Candidate Packet by the set deadline. The submitted packet should include the following:

Officer Candidate Packet:

- Officer Candidate Checklist (signed by candidate and advisor)
- Officer Candidate Nomination Form (completed online)
- Candidate Cover Letter (Indicating reasons for applying for and qualifications.)
- Advisor Letter of Recommendation
- Candidate's Resume
- Official HS Transcript with seal and signature of official authority
 - Emailed to leslie.ferris@enmu.edu
- A color photograph at least wallet sized in digital format
- 100 Word Statement with Signature of Candidate
- 100 Word Statement Word Version
- Certification & Basic Agreements
- Local Advisor Guidelines
- Medical Information/Delegate Form
- Media Release Form

Note: Packets must be submitted at <https://tinyurl.com/NMBPANOC2526> by ***January 15, 2025 by 4:30 pm MST.*** Packets not meeting the deadline will be returned. **All applications must be submitted once and complete,** absolutely no exceptions will be made.

Please keep copies of all forms for your records.

Candidate Signature

Advisor Signature

Candidate Nomination Form Information Sheet

Candidate Information will be collected through an online form at:

<https://tinyurl.com/NMBPANOC2526>

All other forms will also need to be uploaded as PDFs at the above URL.

Candidate Certification

I certify that I am a member in good standing of the _____ Chapter of Business Professionals of America. I also certify that I will be returning as a member of the above chapter next year. I have read and understand **all of the requirements in my Office Candidate Handbook**, and that all information submitted herein is accurate and correct.

Candidate's Signature

Date: _____

Candidate/Parent Agreement

Candidate/Parent Agreement

If elected, I will attend the required National Leadership Conference, attend all national meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and policies of the Business Professionals of America and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my CTSO Policies and Procedures and/or removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for my CTSO.

Candidate's Signature

Date: _____

Parent/Guardian's Signature

Date: _____

Advisor/Principal Agreement

Advisor/Principal Agreement

The above candidate is a member in good standing of the _____ Chapter of Business Professionals of America. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved vocational business and/or office education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer) which the Chapter Advisor shall attend as well and assist in obtaining finances to attend the required National Leadership Conference (approximately \$1,500). By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

Local Advisor's Signature

Date: _____

Principal's Signature

Date: _____

Local Advisor Guidelines

We appreciate your support in running a candidate for office! You play a key role in developing our officer candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you! However, having an officer also requires the commitment and dedication of the local advisor. Please review the following and sign the form below to indicate you are aware of your advisor responsibilities in sponsoring an officer candidate:

1. I agree to run only candidates that I feel have the character and maturity to lead Business Professionals of America as an officer. I also pledge to encourage our BPA chapter to fully support our officer during his/her term in office. I have discussed the STATE OFFICER RESPONSIBILITIES with my candidate and feel confident that they are capable of successfully performing all the required tasks.
2. I agree that if my student is to win an office, we will review the officer schedule frequently and I will strongly recommend that he/she make Business Professionals Officer activities a top priority. We have reviewed the OFFICER CALENDAR and he/she understands that failure to attend required meetings may result in removal from office.
3. I will communicate in a timely manner with the State Advisor, State Executive Council Coordinator, and Board of Directors to help my student fulfill his/her officers' duties.
4. I will assist my student in returning articles and other officer materials to the State Executive Council Coordinator in a timely manner.
5. **I understand that the school is responsible for providing transportation to all officer activities.**
 - a. I have also discussed with this candidate's parent/guardian the travel requirements of the job. We agree to accompany them at our expense when traveling to required events.

We appreciate the valuable role BPA advisors have in forming our state officer team. The future success of Business Professionals of America depends upon your ability to recognize leadership skills in your students! Thank you for your support!

Local Advisor's Signature

Date: _____

Medical Information/Delegate Form

Please follow the link below to access the form:

<http://nmctso.com/bpa/officers/>

Media Release Form

I grant permission to Business Professionals of America, New Mexico Association, to use my child's name and/or photographs for use in organization publications, such as, but not limited to, recruiting brochures, newsletters, and websites, and to use said name and/or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the New Mexico BPA website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless BPA, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages and liability arising from or related to the use of the photographs or information, including, but not limited to, any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of release.

Officer Candidate's First and Last Name: _____

Parent/Legal Guardian's Name (Please Print): _____

Parent/Legal Guardian's Signature: _____

Date: _____

Expenditures/Campaign Expenses

Candidate Name: _____

| Officer Campaign Expense Report | | | | | |
|--|------------------|------------|------------------|---------------|------------|
| | Item Description | # of Units | Qty. Description | Cost per Unit | Total Cost |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| Total Expenses | | | | | \$ |

I verify this report is true and factual and that I will not receive reimbursements for my expenses.

Officer Candidate Signature **Date:** _____

Campaign Manager Signature **Date:** _____

Local Advisor Signature **Date:** _____

*****The completed Campaign Expense Report needs to be turned in at the Candidate Information Meeting during the SLC.*****

Expenditures/Campaign Expense Report Sample

The Campaign Expense Report will be turned in at the Candidate Information Meeting at the State Leadership Conference.

- List every item that is used for your campaign and/or campaign booth, **even if it is donated or free.**
- Calculate the market value for all donated items. If the item is not listed on the Expense Report, it should not be on your table at the Rally.
- Please attached/provide copies of all receipts available.
 - For items where there is no receipt, an estimated market value for the item should be used. Be specific and make sure you cover every item.

Sample Report:

Candidate Name: Leslie Ferris

| Officer Campaign Expense Report | | | | | |
|---------------------------------|-----------------------------------|------------|------------------|---------------|------------|
| | Item Description | # of Units | Qty. Description | Cost per Unit | Total Cost |
| 1 | Poster Board | 3 | Each | \$1.00 | \$3.00 |
| 2 | Glue Stick | 1 | Each | \$1.98 | \$1.98 |
| 3 | Permanent Markers | 1 | Package | \$2.45 | \$2.45 |
| 4 | Construction Paper | 4 | Packages | \$1.20 | \$4.80 |
| 5 | Tape | 1 | Roll | \$0.99 | \$0.99 |
| 6 | Lollipops | 3 | Bags | \$2.00 | \$6.00 |
| 7 | Black and White Copies | 8 | Sheets | \$0.10 | \$0.80 |
| 8 | Color Copies | 17 | Sheets | \$0.40 | \$0.40 |
| 9 | Business Cards | 40 | Cards | \$0.20 | \$8.00 |
| 10 | Printer Ink | 1 | Cartridge | \$24.95 | \$24.95 |
| 11 | Toilet Paper Holders (Donated) | 6 | Holdings | \$0.10 | \$0.60 |
| 12 | Glow Sticks | 100 | Sticks | \$0.20 | \$20.00 |
| 13 | 17" Mac Laptop | 1 | Each | N/A | N/A |
| 14 | | | | | |
| Total Expenses | | | | | \$73.97 |

Officer Candidate Important Dates/Events

1. Before State Leadership Conference
 - a. Officer Packet Due
 - i. Must be submitted online by 4:30 pm MST on January 15, 2025 at <https://tinyurl.com/NMBPANOC2526>
 - b. Officer Candidacy Approval Emailed
 - i. Approval will be emailed from Leslie Ferris, State Executive Council Coordinator, on or before February 5, 2025.
 - c. Officer Candidate Speech Due Date
 - i. All speeches must be typed and emailed to leslie.ferris@enmu.edu on or before February 12, 2025.
 - ii. Approval will be emailed back before the State Leadership Conference
 - d. Officer Candidate Briefing Meeting with Candidate, Parent and Advisor
 - i. Date and Time TBD
2. At State Leadership Conference
 - a. Candidate Information Section & Knowledge Test
 - b. Candidate Interviews
 - c. Campaign Rally Set-Up
 - d. Opening Session
 - i. Must be seated at least 10 minutes before Opening Session begins
 - e. Business Session
 - i. Must be seated at least 10 minutes before Business Session begins
 - f. Campaign Rally
 - g. Closing Session/Awards
 - h. New Officer Orientation-New Officers and National Officer Candidates Only.
 - i. Other events as designated by the State Executive Council Coordinators and State Advisor

RESOURCES

1. BPA Fact Sheet
2. BPA Style Reference Manual
 - a. Production Standards
 - b. Letter
3. 100 Word Statement Examples

Expenditures/Campaign Expense Report Sample

The Campaign Expense Report will be turned in at the Candidate Information Meeting at the State Leadership Conference.

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- Please attached/provide copies of all receipts available.
 - For items where there is no receipt, an estimated market value for the item should be used. Be specific and make sure you cover every item.

Sample Report:

Candidate Name: Leslie Ferris

| Officer Campaign Expense Report | | | | | |
|---------------------------------|-----------------------------------|------------|------------------|---------------|------------|
| | Item Description | # of Units | Qty. Description | Cost per Unit | Total Cost |
| 1 | Poster Board | 3 | Each | \$1.00 | \$3.00 |
| 2 | Glue Stick | 1 | Each | \$1.98 | \$1.98 |
| 3 | Permanent Markers | 1 | Package | \$2.45 | \$2.45 |
| 4 | Construction Paper | 4 | Packages | \$1.20 | \$4.80 |
| 5 | Tape | 1 | Roll | \$0.99 | \$0.99 |
| 6 | Lollipops | 3 | Bags | \$2.00 | \$6.00 |
| 7 | Black and White Copies | 8 | Sheets | \$0.10 | \$0.80 |
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 - a. Production Standards
 - b. Letter
3. 100 Word Statement Examples

Merit Scholar Award Study Guide

www.bpa.org

700 Morse Road, Suite 201

Columbus, OH 43214



The BPA Merit Scholar Award is a prestigious award in the BPA Cares Program and is open to any advisor or student member. To achieve this honor, a member must score 90% or higher on the objective exam, which consists of 50 multiple-choice and true/false questions.

This study guide is designed to serve as your primary roadmap as you prepare for the Merit Scholar exam. It is highly recommended that you also review any additional information referenced within the website links provided throughout this study guide.

GENERAL INFORMATION

National Center Headquarters

The BPA National Center is located at 700 Morse Road, Suite 201, Columbus, OH 43214.

Meaning of Organization's Name

- **Business:** The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.
- **Professionals:** Our students indicate they join Business Professionals of America to take advantage of a wide variety of professional development opportunities.
- **Of America:** Symbolizes pride in our country and its free enterprise business system.

Mission Statement

To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.

Vision Statement

To be an innovator in Career and Technical Education, providing our members with opportunities for growth through education, competition, community service, and personal development.

Annual Theme for 2024-25

Capture The Moment.

National BPA Tagline

The purpose of the organization's tagline is to serve as a linking device between our organization and our name. The official tagline is: **Giving Purpose to Potential**. To ensure that there is a clear communication of Business Professionals of America, the tagline may be used with the logo for printed pieces. However, this is not a requirement for use of the logo.

Official BPA 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.

Official BPA Colors

- **Navy Blue:** Signifies the success achieved through leadership and professionalism.
- **Red:** Symbolizes the friendship obtained through the teamwork of our organization.
- **Tan:** Represents the bountiful fields of opportunity in America.

Proper Usage of Acronym (BPA)

The acronym "BPA" is acceptable in casual conversation and personal correspondence to identify the organization. Once the name is spelled out in full, the acronym may be used in text. The acronym may not be used for cover titles or headlines.

Our Emblem



The four points of the BPA shield stand for Ambition, Leadership, Sociability, and Poise. The shield itself stands for honor and dignity, as well as the importance of business in America. The stripes represent education, citizenship, loyalty, patriotism, competency, and dependability. The bar represents the service provided by employees in business occupations. The quill and inkwell represent the stability of business occupations through the ages. Lastly, the torch represents worthy goals.

Official BPA Attire

- The official BPA blazer is navy blue with the logo located on the left side.
- The name tag is to be worn on the right side of the jacket.
- The highest Torch Award pin earned is to be worn on the right lapel.
- The officer pin is placed on the right lapel above the nametag.

Social Media

BPA social media are designed to provide news, information, and engagement opportunities for advisors, and student members.

- **Facebook:** <https://www.facebook.com/BPAconnect>
- **Twitter:** @BPAconnect
- **Instagram:** <http://instagram.com/company/BPAconnect>
- **Snapchat:** @BPAconnect
- **LinkedIn:** <https://www.linkedin.com/company/BPAconnect>
- **YouTube:** <https://www.youtube.com/BPAconnect>

BPA Week

Business Professionals of America Week takes place the second full week in February and coincides with Career and Technical Education Month.

EXECUTIVE COUNCIL

Members of the Executive Council represent the BPA student members from across the country. These student officers serve one-year terms and are elected each year during the National Leadership Conference.

The Secondary Division Executive Council is composed of up to six officers, and the Post-secondary Division Executive Council is composed of up to four officers. The Executive Council positions for the Secondary Division are President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian. The Executive Council positions for the Post-secondary Division are President, Vice President, Secretary/Treasurer, and Parliamentarian.

Executive Council candidate requirements:

- Be a student member in good standing for the current membership year, as of February 15.
- Be currently serving, or have served, as an elected officer of a chapter, regional/area, or state association of BPA.
- Secondary Division candidates must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required).
- Postsecondary Division candidates must have a cumulative 2.75 grade average based on a 4.0 scale (official school transcript required). This GPA requirement is cumulative for the past two terms.

To learn more about the Executive Council, visit <https://bpa.org/about-us/executive-council/>.

Officer for a Day Program

This program provides Middle Level members with the opportunity to shadow the Executive Council for a day at the National Leadership Conference.

ORGANIZATIONAL STRUCTURE

National BPA Board of Trustees

The Business Professionals of America Board of Trustees is composed of a talented group of educators, organization and community leaders, and industry professionals dedicated to the mission and vision of our organization. The Board of Trustees made up of 13 voting members and two non-voting ex-officio members. This group meets regularly throughout the membership year and manages all affairs of Business Professionals of America. To learn more about the current Board of Trustees, visit: <https://bpa.org/about-us/board-of-trustees/>.

State Association Advisory Council (SAAC)

The State Association Advisory Council (SAAC) collaborates with BPA's Classroom Educators Advisory Council as well as other support groups and special committees to improve programs. In addition, SAAC supports and facilitates the implementation of programs, policies, and activities as established by the Board of Trustees. To learn more about the State Association Advisory Council, visit <https://bpa.org/about-us/state-association-advisory-council/>.

Classroom Educators Advisory Council (CEAC)

The Classroom Educators Advisory Council (CEAC) serves as a liaison between chapter advisors and the Board of Trustees. Its purpose is to promote the objectives of the Business Professionals of America programs, establish and monitor effective Workplace Skills Assessment Program competitive events, serve as a clearinghouse for suggested improvements and changes pertaining to competitive events, and ensure that State Associations are informed of currently adopted Workplace Skills Assessment Program guidelines. To learn more about the Classroom Educators Advisory Council, visit <https://bpa.org/about-us/classroom-educators-advisory-council/>.

National Business Advisory Council (NBAC)

The purpose of the National Business Advisory Council (NBAC) is to offer insight and guidance on the future of business and industry to assist with the development of programs that offer real-world experience for BPA students. All members of NBAC are approved by the Board of Trustees based upon recommendations from the NBAC chair and other NBAC members.

Executive Council

Members of the Executive Council represent the BPA student members from across the country. These student officers serve a one-year term and are elected each year during the National Leadership Conference.

National BPA Staff

Working primarily remotely throughout the United States, the national staff is a diverse group of professionals with a wide range of expertise in nonprofit and association management, member services management, program development and evaluation, partnership development, financial management, communications strategies, event management, organizational strategy, and more. Together, we aim to provide responsive programs and services of the highest quality to the internal and external partners of Business Professionals of America. To learn more about national staff, including individual roles and responsibilities, visit <https://bpa.org/staff/>.

BPA PROGRAMS

Torch Awards Program

The Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth. There are activities in seven Torch categories.

1. Leadership
2. Service
3. Cooperation
4. Knowledge
5. Friendship
6. Love, Hope, and Faith
7. Citizenship

Each Torch activity is worth 5, 10, 15, or 20 points. There are four levels of recognition.

Executive Torch Award: Given at the chapter level, the Executive Torch Award requires 10 points in each Torch category.

- **Diplomat Torch Award:** Depending on your state, this Diplomat Torch Award might be awarded at the chapter, regional, or state level. The Diplomat Torch Award requires 30 points in each Torch category.
- **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category.
- **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch category.

To learn more about the Torch Awards program visit <https://bpa.org/torch-awards/>.

BPA Cares Program

Participation in this program means that members are engaging in worthwhile projects that support the betterment of their community, while having the opportunity to receive recognition from the national organization. Alumni members are also eligible to earn individual BPA Cares awards.

| Service Learning Awards | Special Recognition Awards | Professional Awards |
|---|---|--|
| Community Service Award Environmental Action/ Awareness Award Safety Awareness Award Service Learning Individual Award Special Olympics Award | Marketing and Communications Award BPA Merit Scholar Award Chapter Activities Award of Excellence Recruiter of the Year Award Membership Explosion Award The Professional Cup | Advisor of the Year Award Emerging Advisor of the Year Award Emerging Professional of the Year Award Student of the Year Award Hall of Fame Award Outstanding Service Award |

To learn more about the BPA Cares Program, specific awards, or to download the BPA Cares Handbook, visit <https://bpa.org/bpa-cares>.

Workplace Skills Assessment Program

The goal of this program is to provide all student members (Middle Level, Secondary, and Post-secondary) with the opportunity to demonstrate workplace skills learned through business education courses. Students prepare for and compete in contests in more than 100 categories in six Assessment Areas.

1. Business Administration
2. Digital Communication and Design
3. Finance
4. Health Administration
5. Management Information Systems
6. Management, Marketing, and Communication

Each division (Middle Level, Secondary, and Post-secondary) has its own set of events, and members only compete against other members in their respective division. A complete list of events with descriptions is available at <https://members.bpa.org/>.

The WSAP Guidelines are a comprehensive set of instructions, descriptions, and details to help prepare students for WSAP competitions. The Guidelines are an essential tool for participating in a WSAP event. The WSAP Guidelines can be downloaded by BPA advisors and members using your login credentials at <https://members.bpa.org/download-center/>.

Virtual Competitive Events

Virtual Competitions are available at the national level only and are open to all BPA student members. These events are separate from our WSAP program, and there are no regional or state competitions required to qualify. The registration deadline is December 1, 2024. There are 15 virtual events.

- (V01) Virtual Multimedia & Promotion Individual
- (V02) Virtual Multimedia & Promotion Team
- (V03) Software Engineering Team
- (V04) Web Application Team
- (V05) Mobile Applications
- (V06) Promotional Photography
- (V07) Cybersecurity / Digital Forensics
- (V08) Start-up Enterprise Team
- (V09) Financial Portfolio Team
- (V10) Virtual Branding Team
- (V11) 2D Animation Team
- (V12) Social Media Marketing Campaign Team
- (V13) Esports Team
- (V14) Ethical Leadership and Decision-Making Team
- (V15) Virtual Interview and Digital Portfolio Design

Student Certification Series

We offer an enhanced certification series for all student members to make sure they get the most out of their experience with BPA. To learn more visit: <https://members.bpa.org/learn>.

Partner Contests

BPA is proud to partner with organizations, State Associations, and businesses to enhance the competitive offerings available to members leading up to and including the National Leadership Conference. To learn more visit <https://members.bpa.org/partner-competitions/>.

Special Olympics

Special Olympics is the official national service organization for members participating in BPA. To learn more visit <https://members.bpa.org/bpa-cares/special-olympics-award/>.

MEMBERSHIP INFORMATION

BPA provides membership opportunities for a broad range of students who are varied in age and skill level. To qualify for student membership, a student must be in one of the following divisions:

- Middle Level Division
- Secondary Division
- Postsecondary Division

Important membership deadlines:

- **November 1:** Membership processed by this date will ensure that chapters receive all communications from BPA and ensure membership deadlines for Regional and State events.
- **February 15:** Registrations received by this date will be eligible for competition at the National Leadership Conference.

Alumni Membership Division

The Alumni Division is open to any former active member from the Middle Level, Secondary, or Postsecondary Divisions. The BPA Alumni Division was established to provide a means for former students and advisors to maintain their involvement with BPA through continued service and support and to provide networking opportunities with other like-minded professionals.

NATIONAL LEADERSHIP CONFERENCE

Qualifying for NLC

To attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be accompanied by an approved chaperone. Additionally, a member must qualify to attend NLC in at least one of the following ways:

- Finishing high enough in a state WSAP competitive event. Contact your State Advisor for information on regional and state conferences
- Being a local, regional, or state officer.
- Representing your state as a voting delegate for your division.
- Being involved in an Executive Council campaign either as a candidate or otherwise actively involved.
- Earning an Ambassador Torch Award or BPA Cares Award.
- Participating in the National Leadership Academy and/or National Volunteer & Internship Program.

| National Leadership Conference Locations | |
|--|-----------------|
| Orlando, Florida | May 7-11, 2025 |
| Nashville, Tennessee | May 6-10, 2026 |
| Denver, Colorado | May 5-9, 2027 |
| Orlando, Florida | May 10-14, 2028 |
| Washington, D.C | May 9-13, 2029 |

BPA HISTORICAL INFORMATION

1963: The Vocational Education Act authorizes a major expansion and redirection of vocational education. The need for a student organization for students enrolled in career/technical and office/business programs was recognized.

1964: The American Vocational Association conducts a study of 43 states indicating that 67% of the state vocational education supervisors wanted a career/technical youth group for students in office/business programs.

1965: Another study confirms the 1964 study findings revealing the desire for a career/technical youth group for students in office/business programs. State supervisors meet to develop guidelines for a youth group.

1966: In July, the Vocational Office Education Clubs of America (VOECA) takes form, founded by youth group representatives to decide the most effective means to implement the office occupations youth group. After intensive effort, the Articles of Incorporation for the

Office Education Association (OEA) is established. The first three states to affiliate were Iowa, Kansas, and Wisconsin.

1971: The Office Education Association establishes the National Center in Columbus, Ohio. The Board of Trustees also approves the Alumni Division.

1982: OEA purchases the National Center located at 5454 Cleveland Avenue, Columbus, Ohio.

1983: In July, OEA conducts a dedication ceremony for the National Center.

1984: The Board of Trustees commissioned Market One (an integrated direct marketing agency in Beachwood, Ohio) to complete a marketing study of the OEA. The resulting long-range marketing plan recommended reform of the national image of the OEA.

1988: Using the recommendations of the marketing study—the OEA became Business Professionals of America.

1992: Business Professionals of America pays off the National Center and the mortgage is burned at a ceremony at the National Leadership Conference in Cincinnati, Ohio.

2003: BPA Corporate approves the Middle Level Program. The BPA Middle Level Division is born.

2004: The Middle Level Division members participate in the National Leadership Conference.

2009: The first rescheduling of a National Leadership Conference was in Dallas, Texas. This rescheduling was due to concerns with the H1N1 Influenza outbreak.

2010: The BPA pledge is changed from “We are met in a spirit of friendship and goodwill as we prepare for productive lives in business and office careers...” to “We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce...”.

2012: The first National Walk for Special Olympics is held at NLC in Chicago, Illinois.

2013: National virtual competitions are introduced online.

2015: The first National BPA Day of Service is held at NLC in Anaheim, California.

2016: BPA celebrates its 50th Anniversary in Boston, Massachusetts, and breaks the Guinness World Record for the largest gathering of people wearing tie-dye.

2019: Attendance surpasses 6,000 individuals for the first time at NLC in Anaheim, California. BPA unveiled a new logo and updated brand identity, including the current tagline, “Giving Purpose to Potential”.

2020: The addition of Health Administration assessment area. BPA begins offering International Independent Chapters in China and Peru.

2024: BPA begins offering International Independent Chapters in Canada, Singapore, and South Korea.

Letter
First Page Top Margin: 2"
Second and Subsequent Page Top Margin: 1"
Side Margins: 1"
Use open punctuation

November 16, 20__ *(use current date unless otherwise specified)*

(QS)

Mr. Larry Brown, President
Brown Office Supplies
1101 Cortez Road
Chicago, IL 60601-1234

(DS)

Dear Mr. Brown

(DS)

ACCOUNT BALANCE *(if no subject line, then only DS after salutation)*

(DS)

Your current balance on the enclosed invoice is long overdue. We are planning to turn your records over to a collection agency soon.

It is important that you contact our accounting department immediately to arrange an easy payment plan that will be satisfactory to both parties.

Please contact Roger Owens, your account representative, at 601-555-0014.

(DS)

Sincerely

(QS)

Nancy Wells
Chief Executive Officer

(DS)

(Member ID)

(DS)

Enclosure(s)

(DS)

c Roger Owens
Harvey Rosen

LETTER—Second and Subsequent Page Header
At left margin: Name of Addressee or Company
(Key the word Page followed by the page number) Page 2
Date
Spacing of Header Information: SS

100 WORD STATEMENT EXAMPLES

“Life is not tried, it is merely survived if you’re standing outside the fire.’ These words ring true for everything in BPA. Being involved in an amazing organization has brought me many opportunities personally and professionally. It has also brought a variety of leadership opportunities. I want to step into the fire of success with BPA and spread the flame of BPA as a State Officer. I want to motivate others to heat up their life with involvement in an organization that has meant so much to me and that I know will help create a bright future for everyone!”

“Becoming a state officer for Business Professionals of America would be a challenge, privilege, and an opportunity to connect with all Ohio members. I believe acquiring this position would further enhance my skills in leadership, responsibility, and teamwork, which will guide me to excel in my future. Through encouragement, I hope to motivate members to participate in all aspects of BPA including competitions, Torch Awards, and the BPA Cares Program. Inspiring members to excel in their future goals is something I wish to achieve. With proper effectiveness in this position, I hope to set an example for future members.”

“Being in Business Professionals of America opens new doors to our state’s young generations. While being in the program, I would like our young generations to explore the business world as much as possible. I want to be a state officer because I want to make a difference in Business Professionals of America’s future. I possess qualities such as dependability, leadership, and creativeness that can help our organization thrive. Whether it be competitions, community service, or any other task BPA proposes, I would love to take on the task and grow our BPA community by being in the state office.”

“Through Business Professionals of America, I have continued to set new goals to enhance my success within the organization by setting my goals higher than I would have ever imagined. My business program and BPA have taught me so much I want to become more involved with members at the state level. I believe I would enhance the officer team with my well-rounded skills and achievements in academics and the organization. I am prepared to dedicate my time to creating a higher awareness of the organization to grow membership while promoting our state’s achievements in competitions and community service.”

“I would like to become a BPA State Officer so that I could have the opportunity to help spread the inspiration and experience I have gained through Business Professionals of America to my peers and other members. I have been very involved in my local chapter including holding leadership roles, participating at the state and national levels, and attending the previous two Fall Leadership Conferences. I could take the experience I have gained through these opportunities and use them to help keep moving BPA forward.”

“Business Professionals of America has given me the opportunity to dream bigger about my future. My biggest goal is to help BPA do the same for each and every one of you. I believe the best way to achieve this goal is to run for state officer. I have been blessed to hold a leadership position in BPA since my freshman year, being a class representative. My other leadership opportunities include being a leader on and off the field for my school’s Varsity Soccer team and Varsity Baseball team, and as a member of National Honors Society. Let’s Dream bigger together.”



ACCOUNTABILITY TRACKER

Merit/ Demerit System

Explanation of Behavior Expectations: As an elected member of the New Mexico BPA State Executive Officer Council, each officer is responsible to the State association and local chapter at all times. Officers are expected to uphold the highest standards of personal conduct both in and out of school and during all events hosted by CTLP or New Mexico BPA. Being a State Officer is an honor and it should be respected. An officer should strive to maintain high standards at school events and in private life. State Officers should also strive to gain and maintain the respect and support of the State Association, school advisors and officials, and the community at large. The merit/demerit system is a method that establishes structure and accountability within the State Executive Council. It holds the State Officer responsible for their actions and helps maintain a dedicated officer who is taking care of their duties as a State Officer.

Please remember: Discipline is not a public matter and will be handled between the following parties only:

- CTLP Director/BPA State Advisor-Christine Phipps
- CTLP Leadership and Marketing Coordinator/BPA State Executive Council Coordinator-Leslie Ferris
- Local Advisor
- State Officer

A State Officer will receive a demerit when they fail to satisfactorily complete any responsibility. Demerits accumulate but can be erased through the merit system, which will be discussed later on.

Each month counts as a new cycle for demerits/merits.

Demerits will accumulate throughout the cycle. As a State Officer accumulates demerits, consequences will be incurred. Officers may erase demerits through the use of a merit system.

TWO merits will erase one demerit.

Demerits will not be erased by merits until the end of the last day of the cycle. Demerits not erased by merits will carry over to the following cycle. Unused merits will also carry over to the following cycle.

A merit system is implemented solely at the discretion of the Officer Coordinator and CTLP Staff. Merits are given for organization-related activities not required by the entire council and must be approved in advance by the Officer Coordinator. This could include attending extra activities or meetings, community service opportunities, or any other activity approved in advance by the Officer Coordinator. Merit forms must be turned in within 48 business hours of the activity in order to count.

At the beginning of the year, State Officers will receive access to their individual spreadsheet which will be kept in the organization's Google Drive Folder. Only the Officer and appropriate parties will have access to the spreadsheet. This spreadsheet will keep track of the member's demerits and merits throughout the year.

Example of Spreadsheet:

| NEW MEXICO CTLP | | | | | | | |
|-------------------------|------|--------------------------------------|--------|-------------|------|--|----------|
| FIRST AND LAST NAME | | | | | | | |
| Officer Title | | | | | | | |
| New Mexico Organization | | | | | | | |
| Demerits | | | | Merits | | | |
| | Date | Description | Amount | | Date | Description | Amount |
| 1 | 8.15 | Late to Monthly Meeting | 1 | 1 | 9.15 | Volunteered at American Heart Walk-2 hours | 2 |
| 2 | 9.7 | Excused Absence from Monthly Meeting | 3 | 2 | | | |
| 3 | | | | 3 | | | |
| 4 | | | | 4 | | | |
| 5 | | | | 5 | | | |
| 6 | | | | 6 | | | |
| 7 | | | | 7 | | | |
| 8 | | | | 8 | | | |
| 9 | | | | 9 | | | |
| 10 | | | | 10 | | | |
| 11 | | | | 11 | | | |
| 12 | | | | 12 | | | |
| 13 | | | | 13 | | | |
| 14 | | | | 14 | | | |
| 15 | | | | 15 | | | |
| Demerit Sub Total | | | 4 | Merit Total | | | 2 |
| DEMERIT TOTAL | | | | | | | 2 |
| NOTES: | | | | | | | |

Merits:
The merit system is a series of rewards for appropriate behavior and academic/community excellence. Merits may be used to “work off” any demerits accumulated. Merits are carried over from cycle to cycle. All merits must be pre-approved by the Officer Coordinator.

Merits will be kept on file and assigned by the Officer Coordinators..

These include, but are not limited to the following.

Below are examples of ways to get merits.. More can be added by the CTLP Staff and/or Coordinator.

| | |
|--|----------|
| All grades on report cards 90-100 | 1 merit |
| 1 hour Community Service (up to 5 for the year)*(Must complete the form at https://tinyurl.com/CTLPCommunityService) | 1 merit |
| Attendance at National Organization Meeting/Webinar | 1 merit |
| Creation of Recorded Lessons, Guide, and Webinar for Members | 2 merits |
| Extra Social Media Posts (up to 5 per year) | 1 merit |

* Must be signed by a local advisor.

Merits can be turned in through our online system at:
<https://tinyurl.com/CTLPAccountability23>

Demerits:

The demerit system is a series of consequences for inappropriate behavior and infractions of the New Mexico BPA Officer Handbook, Program of Work, Monthly Meeting Dates, etc. Demerits are assigned by the Coordinator and CTLP Staff based on the disciplinary action taken for the behavior.

Demerits may be worked off by accumulating merits. **For every 1 demerit given, it will take 2 merits to work off.**

Refusal to acknowledge the demerit by the Officer does not mean that the demerit does not exist.

Below are examples of demerits. More can be added by the CTLP Staff and/or Coordinator.

| | |
|--|--------------------|
| Tardy/Late to meeting/event | 1 demerit |
| Leave early from meeting/event | 1 demerit |
| Excused absence from a meeting (must be granted by the Officer/Coordinator at least 24 hours in advance) | 3 demerits |
| Unexcused absence from meeting | 4 demerits |
| Absence from event | 5 demerits |
| Failure to complete weekly Social Media Post | 1 demerit |
| Lack of Communication on Email or Text within 24 business hours | 1 demerit |
| Absence from Summer Officer Training | 5 demerits per day |
| Absence from at least ONE Fall Rallies Session | 5 demerits |
| Absence from State Planning/Roundhouse | 5 demerits |
| Absence from a CTLP Meeting | 3 demerits |
| Absence from National event/meeting | 3 demerits |
| Insubordinate behavior towards Coordinator** | 3 demerits |
| Lack of respect for Council members** | 2 demerits |
| Bad Attitude/Lack of Effort** | 2 demerits |
| Ungraceful acceptance of discipline or demerits** | 1 demerit |
| Disciplinary issue in the classroom** | 2 demerits |
| Office Referral** | 3 demerits |
| Local Sponsor Concerns** | 3 demerits |

*** More demerits may be issued depending on the severity of the incident; up to the Coordinator's discretion*

Consequences of Demerits:

1. A State Officer will be put on a Probation period of two months when they receive their **FIFTH** demerit.
 - a. During the two month Probation period:
 - i. The State Officer will have opportunities to remove the demerits from their record.
 - ii. The State Officer cannot accumulate any further demerits. If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the State Executive Officer Council.
 - iii. The State Officer will still be required to complete all regular duties and attend all events and meetings.
2. State Officers who are put on probation **2 times** due to demerits at any time during the year will incur consequences up to and including removal from the State Executive Officer Council.

NOTE: The merit and demerit system may be changed or amended by the CTLP Staff and/or Coordinator, as needed. Merits and demerits are not limited to the examples listed in this document. This overview is merely a guide to expected behavior and rewards or consequences for the State Executive Officer Council.

Probation:

If a State Officer is placed on Probation, a virtual meeting will be set up with the Probation Committee for your organization and the State Officer.

This Committee will include the following:

- CTLP Director/BPA State Advisor-Christine Phipps
- CTLP Leadership and Marketing Coordinator/BPA State Executive Council Coordinator-Leslie Ferris
- Local Advisor
- State Officer

During this meeting, the Probation Committee will review the terms of the probation period. At the end of the meeting, the State Officer will be emailed an official Probation Letter that outlines the terms of the probation and what action items are needed to be completed during the probation period.

Throughout the probation period, the State Officer will have the opportunity to remove demerits from their record by completing the action items outlined in the Probation Letter.

Failure to complete the action items listed in the letter may result in the State Officer incurring consequences up to and including removal from the State Executive Officer Council.

If an officer receives any additional demerits during the probation period, they will incur consequences up to and including removal from the State Executive Officer Council.