

CTSO STATE OFFICER APPLICATION 2011

Qualifications and Prerequisites:

State Officers are required to perform on a vigorous and continuous basis being self-motivated, and professional. Therefore, it is necessary that those who aspire to become officers are highly qualified, able and willing to perform for the good of the organization. When you are fully convinced that if elected you will, without any reservations, be fully able to carry out the role and responsibility of a State Officer, then sign and please submit the completed application as indicated on page 2.

(please print clearly)

Name: _____

Home Phone: _____ Student email: _____

Home address: _____ City: _____ State: __ Zip: _____

Parent email: _____

School name: _____

Phone: _____ Mail address: _____

City: _____ State: __ Zip: _____

Year in school: _____ Age: _____ Years in CTSO: _____

Organization: _____ BPA _____ DECA _____ FCCLA _____ SKILLS USA _____ HOSA

Chapter advisor: _____ email: _____

1) Positions held:

2) Contributions to the chapter:

3) Contributions to the school:

4) Contributions to the community:

5) Contributions to the family:

6) Other contributions to your organization:

Signature Agreement for State Officer Applicant

If I am elected, I agree to fulfill the responsibilities of my office and to attend all meetings and training as required by the state organization and the 2011 CTSO Performance Based Assessment Conference. I understand that as a State Officer I am required to devote a minimum of 25 days during the year to serve the CTSO. I will devote the time needed to carry out the duties of a state officer. I understand that I may have to adjust my current sports, extracurricular, and employment activities to fulfill the responsibilities as a state officer.

Signature: _____

Printed Name: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

This candidate has my recommendation and support to run for state office. If elected, the officer, school or chapter will be financially responsible for costs associated with participation in leadership training, the annual planning meeting, and the annual Performance Based Assessment Conference.

We recommend _____ as a candidate for State Office and will assist him/her in fulfilling the duties and obligations of this office and the activities of the CTSO.

Chapter Advisor: _____

Signature: _____ Date: _____

School Administrator: _____

Signature: _____ Date: _____

Return completed application to the registration desk at the CTSO Performance-Based Assessment Conference on March 25, 2010.

Business Professionals of America
State Officer Candidate Orientation

President
Vice President
Secretary
Treasurer
Parliamentarian
Historian

State Officer Candidates must:

Attend all four (4) BPA Business Meetings

Wear the State Officer Candidate ribbon on name badge at all time

Wear professional dress at all times during the conference (except the dance)

Give speeches during the 2nd Business Meeting

Campaign speeches will be given during the 2nd Business Meeting. Speeches are not to exceed three minutes. The president will keep time: a one-minute warning will be called out. This includes a nomination speech, if you have a nominator. The use of skits, props, and costumes, demonstrations, or assistance is prohibited. If this takes place the speaker will be stopped due to violation of National rules. Candidates are running to be a member of the State Officer Team, not a specific office. No candidate should refer to a preference of office to hold at any time.

Candidates will also be required to draw for two questions: one leadership and one personal.

State Officer Candidate leadership questions:

What are the BPA colors and what do they represent?

What are the 4 points of the shield?

Please recite the pledge.

What are the 4 levels of Torch Awards and how many points are required at each level?

What are the seven divisions for Torch Awards?

Voting will be conducted during the 3rd Business Meeting and the results will be announced at the Awards Ceremony. To be elected, candidates must receive a majority vote.

What is Business Professionals of America

Business Professionals of America is a national student organization composed of state associations and local chapters serving persons pursuing careers in business and office occupations as well as former members. This organization provides the opportunity for the development of leadership skills, personal and professional growth, and career related competencies. Involvement in Business Professionals of America will enhance social awareness, civic responsibility, and understanding of the business community.

Mission Statement

The mission of Business Professionals of America is to contribute to the preparations of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

Vision Statements

Business Professionals of America will be a cohesive agent in the worldwide networking of education, business and industry.

Business Professionals of America will be the leading student organization in preparing a world-class workforce.

Business Professionals of America will set a standard of excellence for career and technical student organizations.

Business Professionals of America

Purposes*

- To develop student leadership
- To improve poise, sociability, attitude, and tact
- To develop competence in business and office occupations
- To promote better understanding at local, state, and national levels
- To promote student ambition for useful purposes
- To learn to plan effectively
- To develop an enthusiasm for learning and for remaining knowledgeable in the business and office fields
- To develop confidence and a spirit of competition
- To learn to get along with others
- To develop loyalty through esprit de corps
- To understand and promote business

* as listed in the *Chapter Management Reference*

Membership Eligibility

Business Professionals of America is composed of students in middle school, secondary, and post-secondary programs or courses in business and/or office educations.

The divisions of the organization are:

Middle School – for middle school students enrolled in business and/or office education programs

Secondary – for high school students enrolled in business and/or office education programs

Post-Secondary – for post-secondary (one-year, two-year, baccalaureate, or post-baccalaureate) students enrolled in courses and/or programs preparing for business, office, and business education careers

Associate – for students enrolled in a business and/or office education program for special populations

Alumni – for former active members of any student division

ESTABLISHING A CHAPTER

Time spent in developing a Business Professionals of America chapter will be time well spent. The rewards are immense for the individual students, the teacher, the school, and the community.

A step-by-step procedure in establishing a chapter might be the following:

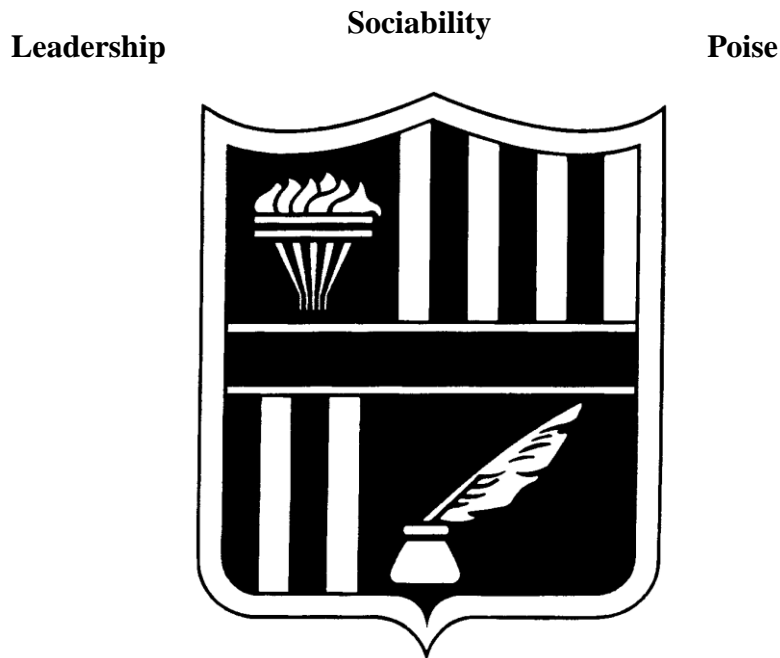
1. Make a time commitment for meetings and activities.
2. Get school administrative approval (wherever necessary).
3. Find a “nucleus” of interested student to form a research/organizational committee.
4. Contact the state advisor for information about state and national membership, dues, and conferences.
5. Present the idea of Business Professionals of America to the students.
6. Prepare a chapter constitution.
7. Hold a membership recruitment drive; collect dues and send membership application with state and national dues.
8. Hold nominations campaigning, and election of officers.
9. Establish a program of work for the year. Include professional, civic and service, social, and fund-raising activities; involvement in national programs; and attendance at state and national leadership conferences. Be sure regular chapter meeting times are established.
10. Maintain contact with the state advisor in order to keep abreast of state and national activities.
11. Evaluate chapter progress and effectiveness periodically.

Business Professionals of America

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.

The Emblem



The purposes of Business Professionals of America are symbolized by the emblem and its meaning: The four points of the shield stand for ambition, leadership, sociability, and poise. The shield itself stands for honor and dignity and the importance of business in America. The **stripes** represent the essential characteristics of very successful worker-education, citizenship, loyalty, patriotism, dependability, and competency. The **bar** represents the service provided by those employed in business occupations; the **quill and inkwell** represent the stability of business occupation, the **torch** represents worthy goals pursued by the organization and its members.

Official Colors

Navy blue, tan, and red

The **navy blue** signifies the success achieved through leadership and professionalism. **Tan** represents the bountiful fields of opportunity in America. The **red** symbolizes the friendship obtained through devotion and teamwork in our organization.

TYPICAL CHAPTER ACTIVITIES

Professional - those that contribute to the professional improvement of the members

- guest speakers
- field trips
- employer-employee banquet
- competitive events
- regional-state-national leadership conferences
- chapter meetings
- free enterprise projects

Financial - those that involve raising funds to support the financial obligations of the chapter; the use of nationally approved sales project companies is encouraged

- recycling drive
- operate booth at carnival
- fashion show
- candy sale
- rummage sale

Civic - those that are conducted by chapters to serve the school or community

- campus improvements projects
- participation in fairs and trade shows
- safety projects
- “get out to vote” campaign
- decorate trash containers

Service - those that emphasize the need for sharing with others

- Special Olympics
- contributions
- food baskets at Thanksgiving and Christmas
- toys for tots
- Christmas caroling
- adopt a grandparent

Social - those that enrich members through entertainment of enhancing other programs

- dances
- picnics
- sports events
- Alumni Day
- sunrise breakfast

PROGRAM OF ACTIVITES

A program of activities is an outline of activities covering a definite period which includes goals, ways and means of reaching them, and adequate provisions for checking on accomplishments. A well-planned, carefully-worded, written program is essential to successful chapter operation. It is the basis for greater individual member participation in chapter activities, and it provides a record of chapter accomplishments.

Possible outlines for a program of activities could be based on one of the following three formats:

- Torch Awards Program using the seven torch division (leadership, service, cooperation, knowledge, friendship, love-faith-hope, and patriotism)
- Conventional groupings such as professional, financial, civic, service, and social
- Special Recognition Program outline using major activity categories such as leadership training, participation in ceremonies, attendance at conferences, participation in recognition programs, and holding local chapter meetings

The program of activities should:

- be in outline form
- include all chapter's activities
- have balanced activities
- be reasonable, challenging, and worthwhile to accomplish
- provide for ways and means to accomplish the goals
- provide integration with the classroom whenever possible
- provide for maximum participation by members

The next transparency shows a typical calendar of activities.

TYPICAL CALENDAR OF BUSINESS PROFESSIONALS OF AMERICA ACTIVITIES

SEPTEMBER

Get-Acquainted Party
Organized Meeting
Membership Drive
Initiation
Election of Officers
Installation of Officers
Plan Tentative Calendar and Budget
Welcome New Teachers
State Regional Meeting
Sponsor Safety Campaign

OCTOBER

Fund-Raising Activities
State Regional Leadership Conference
Submit Dues to National Office
Homecoming Float
Refreshments at Homecoming Dance
Pumpkin Carving
Visitation to Other Chapters
Halloween Party

NOVEMBER

State Officer Screening
State Leadership Conference
“Get Out and Vote” Project
Thanksgiving Service Project
Open House
Sell Christmas Cards

DECEMBER

Christmas Cards
Christmas Tree Sale
Service Projects
Christmas Caroling
Christmas Party

JANUARY

New Year Resolution
Shovel Snow for Elderly
Career Day

FEBRUARY

Business Professionals of America Week
Vocational Education Week
State Regional Contests
Valentine’s Dance

MARCH

Business Fair
Recruitment
Career Development-Job Interview
Exchange Day
State Contests

APRIL

Easter Project
National Secretary’s Week
Clean-up Work
State Regional Picnic
Sell Daffodils
National Leadership Conference

MAY

Awards Banquet
Senior Breakfast
Screening for Vocational Youth Camp
Mother’s Day

JUNE

Special Olympics Carnival
Usher at Graduation
Picnic
Father’s Day

JULY-AUGUST

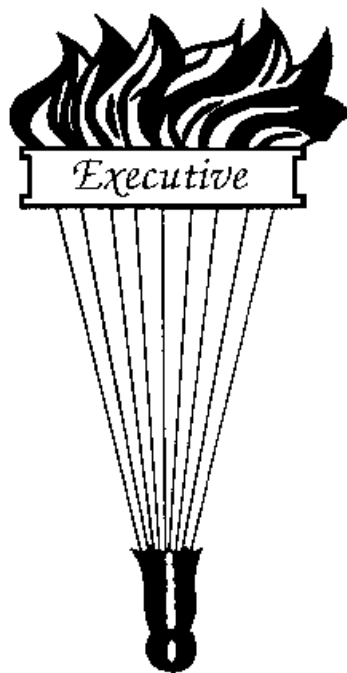
Vocational Youth Camp
Summer Planning Meeting
Bloodmobile
Fourth of July Celebration
County and State Fairs
Organizational Meetings

Torch Awards Program

The Torch Awards Program has been developed with the Torch Ceremony as its foundation. It is designed to be coordinated by the Business Professionals of America vice president at all levels of participation. Seven activity divisions in the program represent the nine symbolic torches. Individual members strive to achieve recognition at one of four levels by accumulating the following points in each of the seven divisions:

Local Award	Executive	10 points
Regional Award	Diplomat	30 points
State Award	Statesman	50 points
National Award	Ambassador	70 points

Points are cumulative from one award level to another and may be claimed throughout one's membership within a division.



Torch Award Divisions:

Leadership
Service
Cooperation
Knowledge
Friendship
Love, Hope, Faith
Patriotism

NATIONAL OFFICERS

National officers are elected annually at the National Leadership Conference. They provide numerous services to the members they represent through field services, leadership training, workshops, and liaisons between the members and Board of Trustees.

Each division has a group of officers ranging in number from 3 to 8. Typical offices established by the constitution may include:

Secondary	Post-Secondary
President	President
Vice President	Executive Vice President
Secretary	Secretary/Treasurer
Treasurer	Parliamentarian
Parliamentarian	2-Year Vice President
Historian	4-Year Vice President

PUBLICATIONS

The *COMMUNIQUE* is the official journal of Business Professionals of America; it is published four times during the school year. Every dues-paying member is a subscriber.

Chapter Management Reference is the official reference manual for chapters. It contains sections on history and tradition, chapter management, membership and chapter activities, leadership development, and Business Professionals of America services. It is printed in loose-leaf form and is available for purchase from the Related Materials Service.

It's A New Year is the local chapter's annual handbook. It is posted to www.bpa.org in August and contains information chapters need in planning their activities for the year such as recognition award programs, the Torch Awards Program, Related Materials Service items, recommended leadership training materials, and conferences.

The *Local Advisor's Bulletin* is published bi-monthly between September and June for local advisors.

The National Leadership Conference booklet is posted to www.bpa.org in February; it contains the tentative conference agenda, information, and registration procedures.

A Competitive Event Guidelines is published every year and is available for download from www.bpa.org. The guidelines are to be printed on loose-leaf pages, held with an attractive binder. The guidelines contain specifications about each competitive event held on the national level.

BPA MALL

This service provides online ordering for:

- ❑ Business & Casual Attire and Accessories
- ❑ BPA Recognition Products
- ❑ Workplace Skills Assessment Program Tools
- ❑ Chapter/Leadership Development Tools
- ❑ BPA Promotion/Member Recruiting Tools
- ❑ Parliamentary Procedure Instructional Resources
- ❑ Professional Development Products

Business Professionals of America

Support Groups

Board of Trustees

The Board of Trustees manages all affairs of Business Professionals of America and is elected by the corporate body. Every sector of the organization (state supervisors, business, local advisors, and divisions) is represented on the Board. The Board meets at least twice annually. Members may serve no more than two consecutive three-year terms.

Classroom Educators Advisory Council (CEAC)

CEAC serves as the liaison between the local advisor and the Board of Trustees. CEAC membership consists of one active classroom educator representative from each of the secondary and post-secondary divisions from each affiliated state. One official meeting is held annually. Members may serve no more than two consecutive three-year terms.

State Association Advisory Council (SAAC)

SAAC serves as a liaison between the state associations and the Board of Trustees; its function is to make recommendations regarding new and existing programs that affect the state organizations.

National Leadership Conference

The National Leadership Conference is held each year in late April or early May. Recent and past conference locations include:

2005 – Anaheim, California	April 22-26
2006 – Orlando, Florida	May 10-14
2007 – New York, New York	May 9-13
2008 – Reno, Nevada	May 7-11
2009 – Dallas, Texas	May 6-10
2010 – Anaheim, California	May 5-9

Future NLC Dates

2011 – Washington, DC	May 4-8
2012 – Chicago, IL	April 25-29
2013—Orlando, CA	May 8-12
2014—Indianapolis, IN	April 30-May 4
2015—Anahiem, CA	May 6-10
2016—Boston, MA	May 5-9

Participation during each National Leadership Conference (NLC) include the following activities:

- Campaigning for and election of national officers
- Keynote speakers
- General session
- National level competitive events
- National Leadership Academy
- Awards recognition
- Banquets
- Seminars and mini-sessions
- Advisor workshops
- Tours
- Exhibits