



Today's students. Tomorrow's business professionals.

2011-2012 Torch Awards Handbook

Torch Award Program Overview and Instructions.....	2
Role of the Local Advisor/Local Reviewer	3
Role of the Student.....	4
Role of the State Advisor	5
Using the Torch Awards Online System	6
Secondary, Associate and Post-secondary Division Activities	8
Middle Level Division Activities.....	12

Torch Award Program Overview and Instructions

Business Professionals of America's Torch Awards Program frames and guides a BPA member's leadership and service to their chapter and community. Students complete activities in the seven Torch categories--Leadership; Service; Cooperation; Knowledge; Friendship; Love, Hope, Faith; and Patriotism--then log their activities in an online Torch Résumé.

Each activity is worth 5, 10, 15, or 20 points. When a student achieves a certain number of points for each category, his/her advisor or local reviewer can submit the résumé online to be reviewed for recognition. All students completing a satisfactory résumé will be awarded. There are four levels of recognition:

- **Executive Torch Award:** Given at the local chapter level, the Executive Torch Award requires 10 points in each Torch category. An Executive is defined as "a person having administrative or managerial authority in an organization."
- **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional, or state level. The Diplomat Torch Award requires 30 points in each Torch category. A Diplomat is defined as "one skilled with tact in dealing with people."
- **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category. A Statesman is defined as "one who is a leader in the promotion of the public good and in national affairs."
- **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category. An Ambassador is defined as "a diplomatic official of the highest rank appointed and accredited as representative of the organization."

Award	Organization Level	Points Required in Each Category	Submission Deadline	Recognition
Executive	Local Chapter	10	varies	Pin and certificate
Diplomat	Varies by State	30	varies	Pin and certificate
Statesman	State	50	varies	Pin and certificate (otherwise varies by state)
Ambassador	National	70	March 15, 2012	Pin and certificate, Honor Recipient Celebration at NLC

A student who earns an award through Business Professionals of America's Torch Awards Program will be presented with a certificate and pin commemorating their achievement. Students receiving the Ambassador Torch Award will receive their pin and certificate at the National Leadership Conference in Chicago, IL April 25-29, 2012. They will also be invited to the Honor Recipient Celebration, a reception at NLC in their honor. Most importantly, though, a student participating in the Torch Awards Program builds a rich catalog of service and leadership experience to be proud of.

Résumés must be submitted by the appropriate deadline to be eligible for awards. Once a résumé is submitted, regional/state/national administrators can evaluate the résumé and either approve or reject the résumé. If approved, the student has earned the award and no further action is required. If rejected, an advisor and student can then work on the résumés more and re-submit, as long as the appropriate deadline has not passed.

The Torch Awards Program is open to all BPA members in the Middle Level, Secondary, Post-secondary, and Associate Divisions.

Role of the Local Advisor/Local Reviewer

The local advisor is the supervisor and administrator of his/her students' Torch Award quest. The advisor is involved through the beginning, middle and end of a student's journey through the Torch Awards program, providing access to the online system, walking students through the process, and submitting completed résumés for award consideration.

Delegating Torch Award Responsibilities to a Student

An advisor may choose to delegate his/her Torch Award duties to a responsible student, such as a chapter President or Vice President. This student then shares responsibility with his/her advisor to fill the role of supervisor and administrator of chapter members' participation in the program.

The steps to appoint a student as a local Torch Award Reviewer are as follows:

1. Log into the Membership Registration System at <http://www.bpa.org/membership/regsystem>
2. If you are still adding students to your chapter, make sure the checkbox "Torch Award Reviewer" is checked for that student when you add him/her.
3. On the other hand, if the student you want to delegate duties to is already in the system, find your list of members in the Membership Registration System. Click "edit" for that student, check the "Torch Award Reviewer" checkbox, then click the "Save" button.

Advisor/Chapter Reviewer Responsibilities

Whether it is an advisor or student administering the program for the chapter, that person has the following responsibilities:

1. **Provide students with their Member IDs and Torch password.** Member IDs are listed in the Torch Award Online System (and in the Membership Registration System) for advisors and local reviewers when they log in. Passwords are set by Local Advisors when they register students at the beginning of the year and can be changed by the local advisor by logging back into the membership system at <http://www.bpa.org/membership/regsystem>
2. **Help students plan** for their Torch résumé and help familiarize them with the Torch Awards Online System.
3. **Give feedback** throughout the year on how the students' activities look.
4. Officially **submit the complete résumés using the online system.** Résumés are submitted for each award separately. Résumés must be submitted by April 1 to be considered for the Ambassador Award.
5. **Award students** who have earned the Executive Award with a pin and certificate (both can be purchased from the BPA Mall at <http://www.bpamall.org>).

NOTE: There is no longer approval/rejection for each activity in the system. Instead, a local advisor/reviewer should communicate with students regarding their expectations for activities. Local advisors/reviewers control the process by controlling the submission of résumés at every level.

(For more details on using the Torch Award Online System, see page 6.)

Role of the Student

A student is responsible for building his/her Torch résumé through the Online Torch Awards System. Each member should read through the activity list in this handbook, plan activities, carry them out, and log into the Torch Awards Online System to add the activities to their résumé themselves. Students should then respond accordingly to their advisor's/reviewer's comments on their activities and ensure that the advisor/local reviewer submits the résumé through the online system by the appropriate deadline.

Students must get their Member IDs and passwords from their advisor. Students can change their Torch Award password (or set their password, if their advisors left password fields blank) by going to <http://www.bpa.org/awards/changepass>

Each activity added in the online system has one of the seven Torch categories and an activity attached to it. The student must also list the date of the activity and must write a description of the activity to add it to the résumé. Activity descriptions should start with action verbs.

Rules for Résumés and Résumé Activities

1. A Torch Award Résumé counts for the span of a BPA member's membership in a division (Middle Level, Secondary or Post-secondary). Therefore, a student can have activities from multiple years, but only as long as the activities occurred while the student was a member of that BPA division. Points cannot be counted from before the student was a member, and points cannot be carried over from one division to the next.
2. Students can keep adding to their résumé from year to year within a division until they earn an Ambassador Award. Once an Ambassador Award is earned, all subsequent activities begin a new Torch résumé. (Advisors can import activities for students from the previous year by using the Torch import functions in the Membership Registration System.)
3. Students may earn only one Ambassador Award per year, but could earn multiple Ambassador Awards over the course of a multi-year BPA membership. Activities from one Ambassador résumé cannot be counted towards the next résumé.
4. Each activity or project during a school year may be claimed only once; major projects may be broken into smaller segments.
5. Points cannot be documented until the activity has been completed.
6. Each activity has a limit on the number of times it can be used on one résumé. This number is listed in parentheses at the end of each activity explanation in the list of activities in this handbook. The Torch Award Online System will not allow additional instances of that activity.
7. Each activity's description should start with an action verb.
8. Activity description spelling and grammar must be correct.

(For more details on using the Torch Award Online System, see page 6.)

Role of the State Advisor

State Advisors are responsible for evaluating submitted résumés using the Torch Awards Online System. State advisors are the administrators of the Diplomat and Statesman Awards. Statesman Awards must be given at the state level. State advisors decide how to give the Diplomat Award. They can leave it up to the local advisor, assign regional helpers to give it at regions, or take care of it at the state level.

Delegating Diplomat/Statesman Responsibilities to a Helper

State Advisors have the option of delegating Torch Award duties to State Advisor Helpers. To create Torch Award accounts for these helpers, State Advisors should follow the following steps:

1. Log into the State Advisor Administrative section of the Membership Registration System at <http://www.bpa.org/information/salugin> and click the add helper option.
2. To give the helper authority over all of the state's Torch Awards, leave the "region" field blank.
3. To limit the helper's authority to a particular region for the purpose of regional Diplomat awards, enter the region into the "region" field.
4. Save changes.

State Advisor/Helper Responsibilities

The State Advisor must delegate all of the of the following responsibilities between him/herself or State Advisor Helpers:

1. Set a deadline for Diplomat and Statesman résumé submissions and disseminate this information to local advisors and students.
2. Use the online system to evaluate submitted résumés, approving satisfactory résumés and rejecting unsatisfactory résumés. Ideally, this is done throughout the year as résumés come in so that students can improve unsatisfactory résumés and advisors can resubmit the improved résumés for re-evaluation.
3. Recognize students who have earned Diplomat/Statesman Awards with a pin and certificate at the appropriate conference. Pins and certificates can be purchases online from the BPA Mall at <http://www.bpamall.org>.

(For more details on using the Torch Award Online System, see page 6.)

Using the Torch Awards Online System

The Torch Awards Online System is the exclusive system used to build and evaluate résumés in BPA's Torch Award program. For a participating student, or for an advisor or State Advisor, a good understanding of the Torch Awards Online System is critical to the success of the Torch Awards program for everyone involved.

The system can be accessed at <http://www.bpa.org/awards/torchsystem>

Logging Into the System

To log into the system, a user selects whether to log in as a student, advisor, chapter reviewer, State Advisor, or state helper, and must enter a username and password. All users can log in from <http://www.bpa.org/awards/torchsystem>.

- **Students:** Your username is your Member ID, in the form ##-####-####. The dashes are required. Your Member ID can be found by your advisor or local reviewer. Your password is set up by your advisor when he/she registers members at the beginning of the year. You can change it (or set it, if your advisor left it blank) by visiting <http://www.bpa.org/awards/changePASS>
- **Local Advisors:** Your username and password are the same as that used to access the Membership Registration System.
- **Local Reviewer:** Your login information is the same as the information used to log in as a student. However, be sure to select "Chapter Reviewer" from the drop-down menu.
- **State Advisor:** Your username and password are the same as that used to access the Membership Registration System.
- **State Advisor Helper:** Use the username and password your State Advisor created for you.

Important: Don't forget to use the drop-down box to select the appropriate login role. Selecting the wrong role will result in an "Invalid Login" error.

Building/Editing a Résumé

Students can access a list of their current activities by clicking "activities" after they log in. Advisors, chapter reviewers, State Advisors, and State Advisor helpers all have this same access to edit résumés, by searching for or listing students after logging in. Reviewers also have the ability to attach a comment on an activity on the "edit activity" screen. The student can then see that comment when they view that activity.

Once the activities list for a student is on screen, editing an activity is as simple as clicking "Edit" next to the activity, changing the description or date, and clicking "submit." On the edit screen, any comments left by an advisor or reviewer can be seen under the description.

To add a new activity, click the "Add Activity" button at the bottom of the activity list. Choose the activity category. Then click the "Select" link next to the relevant activity, choose a date and write a description, and click submit.

Submitting a Résumé

Submitting a résumé is not the role of the student, but of the local advisor or chapter reviewer. State advisors and their helpers also have this function available in the event that no one at the chapter level is able to submit the résumé.

To submit a résumé, the submitter needs to first find the student's résumé by clicking "list all," by searching for a particular student, or by clicking one of the three buttons that display all résumés with enough points for Diplomat, Statesman, or Ambassador awards. (These three buttons make it convenient to submit all the résumés eligible for a particular award.) After finding the eligible student, the submitter simply clicks "Submit" next to that student's name, then check the appropriate award and click the "Submit" button. Next to that checkbox, a submission date should appear, confirming successful résumé submission.

Now the submitter can keep an eye on that résumé in future, taking note as to whether its status for an award changes to "Approved" or "Rejected." If an administrator approves the award, the student has successfully earned the award. No further action is necessary. If the submission status changes to "rejected," the résumé is unsatisfactory and the student or advisor should contact the reviewing administrator to see what can be changed to make the résumé satisfactory.

Approving/Recognizing Résumés For Diplomat/Statesman Awards

Once a résumé is submitted for a Diplomat, Statesman or Ambassador award, it is up to State Advisors, helpers and/or the National Center staff to review submitted résumés and make a judgment of award approval or rejection. For the Executive Award, local advisors evaluate and grant the award themselves. Depending on state, the same may be true for Diplomat, although usually, this is done by a State Advisor helper at the regional level or a State Advisor/helper at the state level. National Staff evaluate résumés submitted for the Ambassador Award.

State Advisors / helpers can view a list of résumés eligible for the Diplomat or Statesman award by clicking the "Approve/Reject Diplomat/Statesman Submitted Résumés" links. From that page, there is a link that lets them view a student's résumé and a column indicating whether the résumé is unreviewed, approved or rejected. This status can be changed by clicking the "Chg" link next to the approval status. Changing a résumé status to approved means that this résumé is officially accepted for recognition.

Résumés are not automatically approved when submitted. The appropriate official (State Advisor, Helper, or National Staff) must choose Approve or Reject for each résumé.

Administrators giving the awards can get a list of students who have been approved for an award by using the "Display/export data" link on their Torch Awards homepage.

Secondary, Associate and Post-secondary Division Activities

Leadership

- Activity**
- 101 10 Serve as a chapter committee Chairperson (identify the committee) (2)
- 102 5 Serve as a chapter committee member (identify the committee) (3)
- 103 10 Serve as class representative or alternate, Student Senate representative or alternate, or class officer for a year's term (1)
- 104 10 Campaign as local officer candidate, for the first or second time (identify the office) (2)
- 105 5 Serve as local officer (identify the office) (2)
- 106 10 Campaign as regional officer candidate (identify the region and office) (1)
- 107 5 Serve as regional officer (identify the region and office) (1)
- 108 10 Campaign as state officer candidate (identify the office) (1)
- 109 5 Serve as state officer (identify the office) (1)
- 110 10 Campaign as national officer candidate (identify the office) (1)
- 111 5 Serve as national officer (identify the office) (1)
- 112 10 Serve as an officer in another school, church-related or similar organization while an active BPA member (does not include a school class or section) (identify the office and organization) (2)
- 113 5 Be a leader in a varsity, intramural, or other organized sports activity while an active BPA member (ex: serve as volleyball team captain) (identify the organization) (3)
- 114 5 Submit a feasible, detailed, and typewritten plan to local vice president for a new local chapter project (identify the project) (2)
- 115 5 Submit a feasible, detailed, and typewritten plan to regional vice president for a new regional project (identify the project) (1)
- 116 5 Submit a feasible, detailed, and typewritten plan to state vice president for a new statewide project (identify the project) (1)
- 117 5 Submit a feasible, detailed, and typewritten plan to national vice president for a new nationwide project (identify the project) (1)
- 118 5 Adoption of plan submitted for #114, 115, 116, or 117 (can be used one time only on each level) (identify the project) (5 points each)
- 119 15 Assist in planning a combined meeting with a different division of Business Professionals of America or alumni chapter (identify the division and meeting) (1)
- 120 5 Serve as campaign manager for a local officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign) (2)
- 121 5 Serve as campaign manager for a regional, state, or national officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign) (3)
- 122 5 Serve as voting delegate at a regional, state, or national leadership conference (identify the conference) (3)
- 123 5 Serve as head voting delegate at a regional, state, or national leadership conference (identify the conference) (3)
- 124 10 Present a leadership training session you have prepared yourself (at least 15 minutes in length) to the local chapter (identify the topic and circumstances) (1)

- 125 15 Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a regional, state, or national leadership conference (identify the topic, conference, and circumstances) (1)
- 126 5 Participate in a local officer training workshop presented on the local level (identify the topic and presenter) (2)
- 127 5 Participate in an officer training workshop presented on the regional, state, or national level (identify the topic, conference, and speaker) (2)
- 128 10 Design, prepare, and put up a bulletin board or display portraying leadership techniques (identify the topic and location) (1)
- 129 15 Recruit one new chapter member (identify the new member recruited) (4)
- 130 20 Recruit five new chapter members and apply for the national Member Recruiter Award (identify the new members recruited) (1)
- 131 20 Participate in the National Leadership Academy at a National Leadership Conference (identify the conference, city, and year) (You cannot use both 131 and 132) (1)
- 132 15 Serve as a National Leadership Conference Intern (identify the conference, city, and year) (you cannot use both 131 and 132) (1)
- 150 5 Miscellaneous: any Business Professionals of America leadership activity not specified in the above codes (identify the activity completely) (1)

Service

- Activity**
- 201 10 Write an article for the Business Professionals of America regional or state memo or newsletter (must be submitted but need not be published) (identify the topic and publication) (1)
- 202 10 Write an article about your chapter for the BPA.org custom Web site system and submit it online. (1)
- 203 10 Complete activity #202, including a photo in the article and receive 10 extra points for a total of 20 points. (1)
- 204 10 Write a Business Professionals of America article for any city newspaper; it must be published (specify the topic, paper, and publication date) (2)
- 205 10 Speak about Business Professionals of America at a non-chapter meeting (such as a civic organization) (this may include one presentation to a school-related organization) (identify the topic and meeting) (2)
- 206 10 Participate in a local chapter community or school service project (identify the involvement and project) (3)
- 207 5 Participate in a community or school-sponsored service project; it does not need to be chapter-related (identify the involvement and project) (1)
- 208 10 Participate in or attend a Business Professionals of America local chapter professional growth activity (identify the topic, presenter, and involvement) (3)
- 209 10 Participate in a local chapter in-school service project which benefits the school (identify the involvement and project) (3)
- 210 20 Visit a school other than yours and exchange ideas with another career/technical student organization (i.e., DECA, FFA, TSA) (identify the school, topics, and organization) (1)

- 211 20 Participate in a local chapter recruiting activity promoting continuing business education (be sure the activity and participation warrant the points received) (identify the activity and involvement) (1)
- 212 10 Write an article on safety (including drug awareness) for publication in a Business Professionals of America newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date) (1)
- 213 15 Create a Web page promoting Business Professionals of America (identify the page contents and the Web site address) (1)
- 214 15 Create a portfolio that presents some of the work and/or projects you completed as a member of Business Professionals of America (identify the work/projects covered in the portfolio) (1)
- 215 10 Participate in an activity that promotes the concept of “going green” (identify the activity and involvement) (1)
- 216 5 Participate in a National BPA on-line survey (identify month and question topics) (1)
- 217 20 Participate in a service project sponsored by the Business Professionals of America state or national organization (identify the involvement and project) (1)
- 250 5 Miscellaneous: any Business Professionals of America service activity not specified in the above codes (identify the activity completely) (1)

Cooperation

Activity

- 301 10 Participate in presenting a Business Professionals of America ceremony; each must be a different ceremony, i.e., Torch Ceremony, Installation Ceremony (participation means having one of the major speaking parts, not merely being an observer) (identify the ceremony, involvement, and circumstances) (3)
- 302 5 Serve as a campaign committee member; can only claim one campaign at a given time (identify the campaign) (3)
- 303 10 Participate in a combined chapter function with a Business Professionals of America chapter from another division (or divisions) or alumni chapter (identify the division and function) (1)
- 304 5 Participate in a local chapter fund-raising project (identify the involvement and project) (3)
- 305 10 Participate in a regionally-sponsored project (identify the involvement and project) (1)
- 306 10 Participate in a state-sponsored project (identify the involvement and project) (1)
- 307 10 Participate in a nationally-sponsored project (identify the involvement and project) (1)
- 308 10 Participate in a local chapter project in cooperation with another student organization (identify the involvement, project, and organization) (1)
- 309 5 Be a member of another school, church-related or similar organization while an active BPA member (does not include a school or class section, or school sport) (identify the organization) (3)
- 310 10 Participate in publishing a chapter newsletter or Web site (identify involvement) (1)
- 311 10 Participate in a local chapter activity which promotes Business Professionals of America Week (identify involvement and activity) (2)
- 312 10 Participate in a local, regional, state, or national safety project (identify involvement, project, and level) (1)
- 313 5 Attend a professional meeting, i.e., DPMA, AMS, NAA, Toastmasters, IAAP (identify the meeting) (2)
- 314 10 Help promote a Business Professionals of America activity for another division or alumni chapter (identify the involvement, division, and activity) (1)
- 315 10 Attend a Business Professionals of America or business division advisory committee meeting (identify the meeting) (1)
- 316 10 Participate in a local chapter activity to recognize community leaders (identify the involvement and activity) (2)
- 317 15 Participate on the Chapter Activities Award of Excellence committee; committee must be working toward achieving the award (identify involvement) (1)
- 318 10 Participate in a local chapter membership recruitment activity. (identify involvement and activity) (2)
- 319 15 Establish a School-to-Work contact with a business in your local community for a career/technical program (identify the career/technical program, the contact person and the business where the contact was made) (1)
- 350 5 Miscellaneous: any Business Professionals of America cooperation activity not specified in the above codes (identify the activity completely) (1)

Knowledge

Activity

- 401 10 Demonstrate or explain the parts of the Business Professionals of America emblem and their meaning (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented) (1)
- 402 10 Recite the Business Professionals of America pledge by memory on a one-to-one basis (chapter meeting recitation does not qualify) (identify to whom presented and circumstances) (1)
- 403 10 Make a short presentation on the Business Professionals of America colors (identify to whom, when, and how presented) (1)
- 404 10 Make a short presentation on the purposes of Business Professionals of America (identify to whom, when, and how presented) (1)
- 405 10 Demonstrate or explain the significance of the Torch Ceremony (identify to whom, when, and circumstances) (1)
- 406 10 Participate in Business Professionals of America nationally-approved individual contest at the local level (identify the contest) (1)
- 407 5 Place in Business Professionals of America nationally-approved individual contest at the local level (identify the contest and place) (1)
- 408 10 Participate in a Business Professionals of America nationally-approved individual contest at the regional level (identify the region and name of contest) (2)
- 409 5 Place in a Business Professionals of America nationally-approved individual contest at the regional level (identify the region, place, and name of contest) (2)
- 410 10 Participate in a Business Professionals of America nationally-approved individual contest at the state level (identify the name of contest) (2)
- 411 5 Place in a Business Professionals of America nationally-approved individual contest at the state level (identify the contest and place) (2)
- 412 10 Participate in a Business Professionals of America individual contest at the NLC (identify the name of the contest) (1)
- 413 10 Place in top ten in a Business Professionals of America individual contest at the NLC (identify the place and name of contest) (1)

- 414 5 Attend a workshop at a regional, state, or national leadership conference (identify the workshop, presenter, and conference) (4)
- 415 10 Attend a parliamentary procedure workshop; does not need to be presented by Business Professionals of America (identify the workshop, presenter, and circumstances) (2)
- 416 10 Read the Business Professionals of America local, state, and national constitutions (identify the sources) (1)
- 417 10 Study the current guidelines for a special recognition award program in the Special Recognition Awards Handbook and present a written proposal to the local vice president outlining procedures for the chapter to receive the recognition (2)
- 418 10 Conduct an interview with a business person (high school graduate at least) regarding what their job entails (identify the person, their job title, and the business where they are employed) (2)
- 419 15 Give a presentation demonstrating a particular type of software to a group (identify the software, the group, and the place the presentation was given) (1)
- 420 15 Give a presentation on any topic using computer or multimedia (electronic) technology (identify your topic, the technology used, the group you presented to, and the place where the presentation was given) (1)
- 421 5 Conduct a job search using the Internet (identify two companies about which you received information) (1)
- 422 20 Participate as a member on a Business Professionals of America local chapter team in an nationally-approved team contest (Identify the involvement and name of contest. Each event must be used only once.) (4)
- 423 5 Take a State Merit Scholar Test (identify the state conference) (1)
- 424 10 Earn a State BPA Merit Scholar Award (identify the state conference) (1)
- 425 5 Take the BPA Merit Scholar Test at NLC (1)
- 426 10 Earn a BPA Merit Scholar Award at NLC (1)
- 450 5 Miscellaneous: any Business Professionals of America knowledge activity not specified in the above codes (identify the activity completely) (1)

Friendship

Activity

- 501 5 Participate in a Business Professionals of America orientation activity for new chapter members or a chapter activity of providing Business Professionals of America orientation for the student body (identify the involvement, activity, and audience) (2)
- 502 5 Attend an official Business Professionals of America local chapter meeting (5)
- 503 5 Attend an official Business Professionals of America local chapter social function (identify the type and location) (3)
- 504 10 Attend a Business Professionals of America regional leadership conference (identify the region and conference) (2)
- 505 15 Attend a Business Professionals of America state leadership conference (identify the conference) (2)
- 506 20 Attend a Business Professionals of America National Leadership Conference (identify the conference) (1)
- 507 10 Attend a Business Professionals of America chapter meeting or function of a Business Professionals of America chapter at a different school (identify the meeting and school) (1)
- 508 5 Serve as a host/hostess to a guest at a local, regional, or state function (identify guest, involvement, and function) (3)

- 509 5 Attend a function of a different school or organization; does not need to be Business Professionals of America related (identify the function and school) (1)
- 510 10 Visit a different school to assist in the establishment or reactivation of a Business Professionals of America chapter (identify the school, group, and your involvement) (2)
- 511 10 Volunteer office services for a faculty member (identify services performed and for whom) (1)
- 512 10 Participate in a Business Professionals of America recognition activity for school personnel (identify involvement and activity) (1)
- 513 5 Participate in a special activity you have planned for your parents/guardian/spouse (identify the involvement, activity, and persons) (1)
- 514 10 Prepare and send a minimum of five appreciation letters to businesses for Business Professionals of America support (identify quantity and purpose) (1)
- 515 15 Personally recruit a new member for Business Professionals of America (identify the new member's name) (2)
- 516 5 Volunteer a friendship service on a one-to-one basis (i.e., cleaning, raking leaves) for a shut-in, homebound, disabled, or similar person; does not need to be a chapter activity (identify person, service, and circumstances) (2)
- 517 5 Establish an e-mail acquaintance that lives in another state (1)
- 518 5 Establish an e-mail acquaintance that lives in another country (1)
- 550 5 Miscellaneous: any Business Professionals of America friendship activity not specified in the above codes (identify the activity completely) (1)

Love, Hope, Faith

Activity

- 601 10 Work to promote community goodwill through a Business Professionals of America local chapter activity involving a shut-in, elderly person, hospital, children's home, etc. (identify your involvement, activity, and persons) (3)
- 602 5 Discuss Business Professionals of America on a one-to-one basis with a business person outside the organization; it cannot be a school official (identify the person and situation) (2)
- 603 5 Give the invocation at a Business Professionals of America function (identify the function) (1)
- 604 10 Participate in a local chapter ecology or safety (including drug awareness) project (identify the project and your involvement) (3)
- 605 10 Participate in a relief fund-raising project; it need not be Business Professionals of America related (identify your involvement, the activity, and group sponsoring) (2)
- 606 15 Work with underprivileged, disabled people on an individual basis; does not need to be Business Professionals of America related (make sure the involvement warrants the point allotment) (identify your involvement and person helped) (3)
- 607 10 Participate in a BPA local chapter charity drive (identify your involvement, activity, and circumstances) (2)
- 608 10 Participate in a community service project; does not need to be Business Professionals of America related (identify involvement, activity, and circumstances) (2)
- 609 10 Participate in a Business Professionals of America local chapter project designed specifically to raise money for Special Olympics or any similar organization at any level (identify involvement, activity, organization, and circumstances) (3)

- 610 15 Participate in a local chapter activity during a Special Olympics competition or any other similar organization activity at any level (identify involvement, activity, organization, and circumstances) (3)
- 611 10 Participate in an event promoting acceptance of all individuals regardless of race, creed, gender or orientation (identify the activity and involvement) (2)
- 612 5 Attend a religious function of any faith (identify place of worship or event) (1)
- 650 5 Miscellaneous: any Business Professionals of America love, hope, or faith activity not specified in the above codes (identify the activity completely) (1)

Patriotism

Activity

- 701 5 Lead the Pledge of Allegiance at a Business Professionals of America local chapter function (you must be the actual leader, not just a participant) (identify the function) (1)
- 702 15 Demonstrate or explain the proper procedure for displaying and caring for the U.S. flag (identify circumstances and involvement) (1)
- 703 10 Participate in a patriotic parade; does not include homecoming (this must be a patriotic parade; merely being an observer does not qualify) (identify involvement and parade) (2)
- 704 10 Participate in a political activity outside of Business Professionals of America (this does not include activities such as homecoming) (identify involvement and activity) (3)
- 705 10 Participate in an informative political session (this does not include being an observer only) (identify involvement and activity) (1)
- 706 10 Observe legal proceedings of a court session; does not include TV programs (identify session and topics) (1)
- 707 10 Attend a city council meeting (1)
- 708 10 Attend a school board meeting (1)
- 709 10 Attend a county, state, or national legislative session, hearing, or committee meeting; does not include TV programs (identify the session and topic) (1)
- 710 10 Contact a state or national elected official on a current legislative issue (identify the method of contact, individual, and the topic) (2)
- 711 15 Vote in a local (city-wide) government election or a mock related activity (does not include school elections such as homecoming) (identify the activity) (1)
- 712 15 Vote in a state government election or a mock related activity (identify the activity) (1)
- 713 10 Speak at a public patriotic event (identify event, involvement and topic) (1)
- 714 10 Perform a patriotic song (singing or instrumental) at a local event (identify event and involvement) (1)
- 715 15 Vote in a national government election or mock related activity (identify the activity) (1)
- 716 5 Observe free enterprise in action by visiting a “for profit” company (identify company and what observed) (1)
- 717 5 Attend an ethnic festival (identify the involvement and activity) (1)
- 718 5 Visit an art museum, natural history museum, or similar facility (identify museum and what observed) (1)
- 719 5 Attend an art show, a recital, a school play, or a community playhouse production (identify the production) (2)
- 720 10 Attend a county or state fair and tour the educational exhibits for a minimum of 1 hour (identify the fair and exhibits viewed) (1)

- 721 10 Tour a historical building or area (identify the building or area and what was observed) (2)
- 722 15 Exhibit something at a county or state fair (identify the fair and exhibit item) (1)
- 723 10 Attend a professional play or musical, classical music concert or recital, pops concert, dinner theater, ballet or other dance performance, poetry, etc. (be sure this is a cultural activity; rock concerts or similar activities do not qualify) (identify the performance and location) (2)
- 724 5 Attend a community patriotic, historical or cultural event (identify the event and circumstances) (3)
- 725 10 Design, prepare, and put up a patriotic display (identify purpose, type, and where placed) (2)
- 726 10 Participate in an individual entrepreneurship project (identify specifics) (1)
- 750 5 Miscellaneous: any patriotic, cultural, or historical activity not specified in the above codes (identify activity completely) (1)

Middle Level Division Activities

Leadership

Code	Pts	Activity
101	10	Serve as a chapter committee Chairperson (identify the committee) (2)
102	5	Serve as a chapter committee member (identify the committee) (3)
104	10	Campaign as local officer candidate, for the first or second time (identify the office) (2)
105	5	Serve as local officer (identify the office) (2)
112	10	Serve as an officer in another school, church-related or similar organization while an active BPA member (does not include a school class or section) (identify the office and organization) (2)
113	5	Be a leader in a varsity, intramural, or other organized sports activity while an active BPA member (i.e.: serve as volleyball team captain) (identify the organization) (3)
114	5	Submit a feasible, detailed, and typewritten plan to local vice president for a new local chapter project (identify the project) (2)
114.1	5	Adoption of plan submitted for #114 (identify the project) (1)
119	15	Assist in planning a combined meeting with a different division of Business Professionals of America or alumni chapter (identify the division and meeting) (1)
120	5	Serve as campaign manager for a local officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign) (2)
124	10	Present a leadership training session you have prepared yourself (at least 15 minutes in length) to the local chapter (identify the topic and circumstances) (1)
125	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a regional, state, or national leadership conference (identify the topic, conference, and circumstances) (1)
126	5	Participate in a local officer training workshop presented on the local level (identify the topic and presenter) (2)
128	10	Design, prepare, and put up a bulletin board or display portraying leadership techniques (identify the topic and location) (1)
129	15	Recruit one new chapter member (identify the new member recruited) (4)
130	20	Recruit five new chapter members and apply for the national Member Recruiter Award (identify the new members recruited) (1)
131	20	Participate in the National Leadership Academy at a National Leadership Conference (Identify the conference, city, and year) (1)
150	5	Miscellaneous: any Business Professionals of America leadership activity not specified in the above codes (identify the activity completely) (1)

Service

Code	Pts	Activity
201	10	Write an article for the Business Professionals of America regional or state memo or newsletter (must be submitted but need not be published) (identify the topic and publication) (1)
202	10	Write an article about your chapter for the BPA.org custom Web site system and submit it online. (identify the topic) (1)

203	10	Submit a digital picture that is related to your article and receive 10 extra points for a total of 20 points. (must be submitted but need not be published) (1)
205	10	Speak about Business Professionals of America at a non-chapter meeting (such as a civic organization) (this may include one presentation to a school-related organization) (identify the topic and meeting) (2)
206	10	Participate in a local chapter community or school service project (identify the involvement and project) (3)
207	5	Participate in a community or school-sponsored service project; it does not need to be chapter-related (identify the involvement and project) (1)
208	10	Participate in or attend a Business Professionals of America local chapter professional development activity (identify the topic, presenter, and involvement) (3)
209	10	Participate in a local chapter in-school service project which benefits the school (identify the involvement and project) (3)
211	20	Participate in a local chapter recruiting activity promoting continuing business education (be sure the activity and participation warrant the points received) (identify the activity and involvement) (1)
212	10	Write an article on safety (including drug awareness) for publication in a Business Professionals of America newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date) (1)
213	15	Create a Web page promoting Business Professionals of America (identify the page contents and the Web site address) (1)
214	15	Create a portfolio that presents some of the work and/or projects you completed as a member of Business Professionals of America (identify the work/projects covered in the portfolio) (1)
217	20	Participate in a service project sponsored by the Business Professionals of America state or national organization (identify the involvement and project) (1)
250	5	Miscellaneous: any Business Professionals of America service activity not specified in the above codes (identify the activity completely) (1)

Cooperation

Code	Pts	Activity
301	10	Participate in presenting a Business Professionals of America ceremony; each must be a different ceremony, i.e., Torch Ceremony, Installation Ceremony (participation means having one of the major speaking parts, not merely being an observer) (identify the ceremony, involvement, and circumstances) (3)
302	5	Serve as a campaign committee member; can only claim one campaign at a given time (identify the campaign) (3)
303	10	Participate in a combined chapter function with a Business Professionals of America chapter from another division (or divisions) or alumni chapter (identify the division and function) (1)
304	5	Participate in a local chapter fund-raising project (identify the involvement and project) (3)
305	10	Participate in a regionally-sponsored project (identify the involvement and project) (1)
306	10	Participate in a state-sponsored project (identify the involvement and project) (1)

308	10	Participate in a local chapter project in cooperation with another student organization (identify the involvement, project, and organization) (1)	412	10	Participate in a Business Professionals of America individual contest at the NLC (identify the name of the contest) (1)
309	5	Be a member in another school, church-related or similar organization while an active BPA member (not including a school or class section, or school sport) (identify the organization) (3)	413	10	Place in top ten in a Business Professionals of America individual contest at the NLC (identify the place and name of contest) (1)
310	10	Participate in publishing a chapter newsletter or Web site (identify involvement) (1)	414	5	Attend a workshop at a regional, state, or national leadership conference (identify the workshop, presenter, and conference) (4)
311	10	Participate in a local chapter activity which promotes Business Professionals of America Week (identify involvement and activity) (2)	415	10	Attend a parliamentary procedure workshop; does not need to be presented by Business Professionals of America (identify the workshop, presenter, and circumstances) (2)
312	10	Participate in a local, regional, state, or national safety project (identify involvement, project, and level) (1)	416	10	Read the Business Professionals of America local, state, and national constitutions (identify the sources) (1)
314	10	Help promote a Business Professionals of America activity for another division or alumni chapter (identify the involvement, division, and activity) (1)	417	10	Study the current guidelines for a special recognition award program in the Special Recognition Awards Handbook and present a written proposal to the local vice president outlining procedures for the chapter to receive the recognition (2)
316	10	Participate in a local chapter activity to recognize community leaders (identify the involvement and activity) (2)	418	10	Conduct an interview with a business person (high school graduate at least) regarding what their job entails (identify the person, their job title, and the business where they are employed) (2)
317	15	Participate on the Chapter Activities Award of Excellence committee; committee must be working toward achieving the award (identify involvement) (1)	419	15	Give a presentation demonstrating a particular type of software to a group (identify the software, the group, and the place the presentation was given) (1)
318	10	Participate in a local chapter membership recruitment activity. (identify involvement and activity) (2)	420	15	Give a presentation on any topic using computer or multimedia (electronic) technology (identify your topic, the technology used, the group you presented to, and the place where the presentation was given) (1)
350	5	Miscellaneous: any Business Professionals of America cooperation activity not specified in the above codes (identify the activity completely) (1)	421	5	Conduct a job search using the Internet (identify two companies about which you received information) (1)
			450	5	Miscellaneous: any Business Professionals of America knowledge activity not specified in the above codes (identify the activity completely) (1)

Knowledge

Code	Pts	Activity
401	10	Demonstrate or explain the parts of the Business Professionals of America emblem and their meaning (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented) (1)
402	10	Recite the Business Professionals of America pledge by memory on a one-to-one basis (chapter meeting recitation does not qualify) (identify to whom presented and circumstances) (1)
403	10	Make a short presentation on the Business Professionals of America colors (identify to whom, when, and how presented) (1)
404	10	Make a short presentation on the purposes of Business Professionals of America (identify to whom, when, and how presented) (1)
405	10	Demonstrate or explain the significance of the Torch Ceremony (identify to whom, when, and circumstances) (1)
406	10	Participate in Business Professionals of America nationally-approved individual contest at the local level (identify the contest) (1)
407	5	Place in Business Professionals of America nationally-approved individual contest at the local level (identify the contest and place) (1)
408	10	Participate in a Business Professionals of America nationally-approved individual contest at the regional level (identify the region and name of contest) (2)
409	5	Place in a Business Professionals of America nationally-approved individual contest at the regional level (identify the region, place, and name of contest) (2)
410	10	Participate in a Business Professionals of America nationally-approved individual contest at the state level (identify the name of contest) (2)
411	5	Place in a Business Professionals of America nationally-approved individual contest at the state level (identify the contest and place) (2)

Friendship

Code	Pts	Activity
501	5	Participate in a Business Professionals of America orientation activity for new chapter members or a chapter activity of providing Business Professionals of America orientation for the student body (identify the involvement, activity, and audience) (2)
502	5	Attend an official Business Professionals of America local chapter meeting (5)
503	5	Attend an official Business Professionals of America local chapter social function (identify the type and location) (3)
504	10	Attend a Business Professionals of America regional leadership conference (identify the region and conference) (2)
505	15	Attend a Business Professionals of America state leadership conference (identify the conference) (2)
506	20	Attend a Business Professionals of America National Leadership Conference (identify the conference) (1)
507	10	Attend a Business Professionals of America chapter meeting or function of a Business Professionals of America chapter at a different school (identify the meeting and school) (1)
508	5	Serve as a host/hostess to a guest at a local, regional, or state function (identify guest, involvement, and function) (3)
509	5	Attend a function of a different school or organization; does not need to be Business Professionals of America related (identify the function and school) (1)

510	10	Visit a different school to assist in the establishment or re-activation of a Business Professionals of America chapter (identify the school, group, and your involvement) (2)
511	10	Volunteer office services for a faculty member (identify services performed and for whom) (1)
512	10	Participate in a Business Professionals of America recognition activity for school personnel (identify involvement and activity) (1)
513	5	Participate in a special activity you have planned for your parents/guardian/spouse (identify the involvement, activity, and persons) (1)
514	10	Prepare and send a minimum of five appreciation letters to businesses for Business Professionals of America support (identify quantity and purpose) (1)
515	15	Personally recruit a new member for Business Professionals of America (identify the new member's name) (2)
516	5	Volunteer a friendship service on a one-to-one basis (i.e., cleaning, raking leaves) for a shut-in, homebound, disabled, or similar person; does not need to be a chapter activity (identify person, service, and circumstances) (2)
550	5	Miscellaneous: any Business Professionals of America friendship activity not specified in the above codes (identify the activity completely) (1)

Love, Hope, Faith

Code	Pts	Activity
601	10	Work to promote community goodwill through a Business Professionals of America local chapter activity involving a shut-in, elderly person, hospital, children's home, etc. (identify your involvement, activity, and persons) (3)
602	5	Discuss Business Professionals of America on a one-to-one basis with a business person outside the organization; it cannot be a school official (identify the person and situation) (2)
603	5	Give the invocation at a Business Professionals of America function (identify the function) (1)
604	10	Participate in a local chapter ecology or safety (including drug awareness) project (identify the project and your involvement) (3)
605	10	Participate in a relief fund-raising project; it need not be Business Professionals of America related (identify your involvement, the activity, and group sponsoring) (2)
606	15	Work with underprivileged, disabled people on an individual basis; does not need to be Business Professionals of America related (make sure the involvement warrants the point allotment) (identify your involvement and person helped) (3)
607	10	Participate in a local chapter charity drive (identify your involvement, activity, and circumstances) (2)
608	10	Participate in a community service project which benefits the community; does not need to be Business Professionals of America related (identify involvement, activity, and circumstances) (2)
609	10	Participate in a Business Professionals of America local chapter project designed specifically to raise money for Special Olympics or any similar organization at any level (identify involvement, activity, organization, and circumstances) (3)
610	15	Participate in a local chapter activity during a Special Olympics competition or any other similar organization activity at any level (identify involvement, activity, organization, and circumstances) (3)
611	10	Participate in an event promoting acceptance of all individuals regardless of race, creed, gender or orientation (identify the activity and involvement) (2)

612	5	Attend a religious function of any faith (identify place of worship or event) (1)
650	5	Miscellaneous: any Business Professionals of America love, hope, or faith activity not specified in the above codes (identify the activity completely) (1)

Patriotism

Code	Pts	Activity
701	5	Lead the Pledge of Allegiance at a Business Professionals of America local chapter function (you must be the actual leader, not just a participant) (identify the function) (1)
702	15	Demonstrate or explain the proper procedure for displaying and caring for the U.S. flag (identify circumstances and involvement) (1)
703	10	Participate in a patriotic parade; does not include homecoming (this must be a patriotic parade; merely being an observer does not qualify) (identify involvement and parade) (2)
704	10	Participate in a political activity outside of Business Professionals of America (this does not include activities such as homecoming) (identify involvement and activity) (3)
705	10	Participate in an informative political session (this does not include being an observer only) (identify involvement and activity) (1)
706	10	Observe legal proceedings of a court session; does not include TV programs (identify session and topics) (1)
707	10	Attend a city council meeting (1)
708	10	Attend a school board meeting (1)
709	10	Attend a county, state, or national legislative session, hearing, or committee meeting; does not include TV programs (identify the session and topic) (1)
710	10	Contact a state or national elected official on a current legislative issue (identify the method of contact, individual, and the topic) (2)
711	15	Vote in a local (city-wide) government election or a mock related activity (does not include school elections such as homecoming) (identify the activity) (1)
712	15	Vote in a state government election or a mock related activity (identify the activity) (1)
713	10	Speak at a public patriotic event (identify event, involvement and topic) (1)
714	10	Perform a patriotic song (singing or instrumental) at a local event (identify event and involvement) (1)
715	15	Vote in a national government election or mock related activity (identify the activity) (1)
716	5	Observe free enterprise in action by visiting a "for profit" company (identify company and what observed) (1)
717	5	Attend an ethnic festival (identify the involvement and activity) (1)
718	5	Visit an art museum, natural history museum, or similar facility (identify museum and what observed) (1)
719	5	Attend an art show, a recital, a school play, or a community playhouse production (identify the production) (2)
720	10	Attend a county or state fair and tour the educational exhibits for a minimum of 1 hour (identify the fair and exhibits viewed) (1)
721	10	Tour a historical building or area (identify the building or area and what was observed) (2)
722	15	Exhibit something at a county or state fair (identify the fair and exhibit item) (1)

- 723 10 Attend a professional play or musical, classical music concert or recital, pops concert, dinner theater, ballet or other dance performance, poetry, etc. (be sure this is a cultural activity; rock concerts or similar activities do not qualify) (identify the performance and location) (2)
- 724 5 Attend a community patriotic, historical or cultural event (identify the event and circumstances) (3)
- 725 10 Design, prepare, and put up a patriotic display (identify purpose, type, and where placed) (2)
- 726 10 Participate in an individual entrepreneurship project (identify specifics) (1)
- 750 5 Miscellaneous: any patriotic, cultural, or historical activity not specified in the above codes (identify activity completely) (1)

