

BUSINESS
professionals
OF AMERICA

**Today's students.
Tomorrow's business professionals.**

*MEMBER
HANDBOOK*

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BUSINESS PROFESSIONALS 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.

WORDS OF WISDOM

Six most important words -- I admit I made a mistake
Five most important words -- You did a good job Four
most important words -- What is your opinion? Three
most important words -- If you please
Two most important words -- Thank you
One most important word -- We
Least important word -- I

WHAT IS BUSINESS PROFESSIONALS OF AMERICA (BPA)?

Mission Statement of Business Professionals of America

The mission of Business Professionals of America is to contribute to the preparation 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 vocational student organizations.

Purposes of Business Professionals of America

- 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 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 Professionals of America

Who Can Join?

BPA is the national student organization for students preparing for careers in the business world. The organization consists of local chapters in secondary and post-secondary schools across North America. Business Professionals of America is one of the national vocational student organizations recognized by the U.S. Department of Education.

How Much are Membership Dues?

BPA Dues for 2019-2020 are \$22.00.

What Do Chapters and Members Get for Their Dues?

- ◆ Membership cards
- ◆ Annual Membership Pin
- ◆ *Guidelines 2020 (Competitive Event Guidelines)* along with the Summary of Changes from the previous year
- ◆ National Leadership Conference information and the opportunity to attend
- ◆ The opportunity to participate in a variety of individual and chapter recognition award programs
- ◆ Access to leadership development materials and a host of other chapter enhancement products through the BPA Mall
- ◆ Special emphasis mailings

The National BPA website is www.bpa.org

The Minnesota BPA website is www.mnbpa.org



BUSINESS
professionals
OF AMERICA

Calendar and Conference Dates





**ANOKA-HENNEPIN
SCHOOLS**
A future without limit

2019-20 CALENDAR

**GRADES
K THROUGH 12**

2019-20 Calendar Key Dates - GRADES K-12

- Jul 4 District closed, holiday
- △ Aug 20-22 New teacher orientation
- Aug 26-30 No students, workshops
- Sep 2 District closed, holiday
- Sep 3 **First day of school**
- Sep 30 No elem students
elem PLC/conf, K-5 para staff dev
- Oct 17-18 No school, MEA
- Nov 5* No students, staff dev
- Nov 26 **End of trimester one**
- Nov 27 No school, conf conversion day
- Nov 28 District closed, holiday
- Nov 29 District closed, designated holiday
- Dec 2 No students, staff planning, grades
- Dec 3 No students
PLC/staff dev, para staff dev
- Dec 23 No school, winter break
- Dec 24 District closed, designated holiday
- Dec 25 District closed, holiday
- Dec 26-31 No school, winter break
- Jan 1 District closed, holiday
- Jan 2-3 No school, winter break
- Jan 20 No school, MLK Day
- Feb 17 District closed, holiday
- Feb 18 No students
elem PLC/conf, sec staff dev
- Mar 3 No students, PLC/staff dev
- Mar 12 **End of trimester two**
- Mar 13 No students, staff planning, grades
- Mar 16-18 No school, spring break
- Mar 19-20 District closed, designated holiday
- Apr 10 No school
- May 25 District closed, holiday
- Jun 9 **End of trimester three**
- Jun 9 **Last day of school**
- Jun 10 No students, staff planning, grades

NOTE: If instructional days are lost due to emergency closings, the district may convert days designated as "staff planning," reduce spring break or extend the school year in order to make up lost days.
*School Board Approved 5/20/19

| JULY | | | | |
|------|----|----|----|----|
| M | T | W | TH | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

| AUGUST | | | | |
|--------|----|----|----|----|
| M | T | W | TH | F |
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| SEPTEMBER | | | | |
|-----------|----|----|----|----|
| M | T | W | TH | F |
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| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| OCTOBER | | | | |
|---------|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| NOVEMBER | | | | |
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| 25 | 26 | 27 | 28 | 29 |

| DECEMBER | | | | |
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| 16 | 17 | 18 | 19 | 20 |
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| 30 | 31 | | | |

| JANUARY | | | | |
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| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| FEBRUARY | | | | |
|----------|----|----|----|----|
| M | T | W | TH | F |
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| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| MARCH | | | | |
|-------|----|----|----|----|
| M | T | W | TH | F |
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| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| APRIL | | | | |
|-------|----|----|----|----|
| M | T | W | TH | F |
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| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

| MAY | | | | |
|-----|----|----|----|----|
| M | T | W | TH | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| JUNE | | | | |
|------|----|----|----|----|
| M | T | W | TH | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

BUSINESS PROFESSIONALS OF AMERICA

Conference Dates & Locations 2019-2020

| <u>Date</u> | <u>Conference</u> | <u>Location</u> |
|---------------------|---|----------------------------------|
| October 11, 2019 | Region 4 Fall Leadership Conference *Election of Region 4 BPA Officers *Attendance required | North Hennepin Community College |
| October 27-28, 2019 | State BPA Fall Leadership Conference *Election of State BPA Officers *Attendance optional *Officers attend | Hyatt Regency Minneapolis |
| January 24, 2020 | Region 4 Spring Competitive Events *Attendance required *3 competitive events required | Anoka-Ramsey Community College |
| January 27, 2020 | Region 4 Awards Banquet *Attendance required | Greenhaven Anoka |
| March 5-7, 2020 | State BPA Spring Leadership Conference/Competitive Events *Must qualify to attend | Hyatt Regency Minneapolis |
| May 5-10, 2020 | National BPA Leadership Conference *Must qualify to attend | Washington D.C. |



*Course
Outline
And
Objectives*



BUSINESS INTERNSHIP

COURSE OUTLINE

I. ORIENTATION

- A. Classroom
- B. Internship Site
- C. Business Professionals of America

II. SAFETY ON THE JOB

- A. Safety Procedures
- B. OSHA
- C. Center for Disease Control

III. DIVERSITY AND RIGHTS IN THE WORKPLACE

- A. Sexual Harassment
- B. Discrimination
- C. Rights of Workers
- D. Related Laws

IV. SKILL DEVELOPMENT

- A. Word Processing
- B. Spreadsheet
- C. Database
- D. Presentations
- E. Desktop Publishing
- F. Telephone Use
- G. Business Math
- H. Proofreading

V. SOFT SKILLS FOR SUCCESS

- A. Attitudes and Relationships
- B. Teamwork
- C. Problem Solving
- D. Managing Conflict
- E. Communication
- F. Listening
- G. Appearance

VI. BUSINESS PROFESSIONALS OF AMERICA

- A. Volunteerism
- B. Leadership Skills
- C. Meetings

VII. WORKPLACE SKILLS ASSESSMENT

- A. Regional Conference
- B. State Conference
- C. National Conference

VIII. CAREER PLANNING

- A. Career and Personality Assessments
- B. Research Careers and Occupations

XIV. THE JOB SEARCH

- A. Career Portfolio
- B. Resume
- C. Letter of Application
- D. Application Form
- E. Interview Questions/Answers
- F. Thank You Letter
- G. Reference Sheet
- H. Sample Work
- I. Certificates of Achievement

BUSINESS INTERNSHIP PROGRAM

OBJECTIVES

1. Students will understand job-seeking skills, soft skills, safe work practices, employer roles and responsibilities and rights of employees.
2. Students will understand how course content, instruction, and assessment reflect the integration of academic knowledge, career development, SCANS skills and work-based learning.
3. Students will understand that participation in student organizations provides opportunities to learn about and explore different leadership and career skills and roles.
4. Students will understand how to gather information about careers and how to assess career options in terms of their fit with personal abilities and with the needs of the community.
5. Student will understand that appropriate career goals are established through the process of critical thinking, and there are varied paths to achieve their goals including post-secondary education.
6. Student will acquire workplace skills including word processing, spreadsheet, database, presentation, and desktop publishing.
7. Students will understand the impact of community service has on their lives as well as on the lives of others.

Guidelines And Policies



CHAMPLIN PARK HIGH SCHOOL BUSINESS INTERNSHIP PROGRAM

GUIDELINES FOR THE INTERNSHIP PROGRAM

1. The intent of the program is a full school year commitment to the class, club, and internship experience. I will receive a maximum of four credits upon successful completion of the full year program. A minimum of 10 hours per week at the internship site is required to receive school credit.
2. I will, at all times, conform with the rules, regulations, and policies of the school, the internship program, and my employer. I will not use or have in my possession tobacco, alcohol, or other drugs at school, on the job, or at any school sponsored student organization activities. Failure to follow these guidelines may result in removal from the program and may involve law enforcement officials.
3. I will follow the Internship Attendance Policy. Because of the unique relationship between the business community and the school, the Internship Guidelines and Attendance Policy will be strictly enforced.
4. I will conduct my personal life in such a manner that it does not hinder my education or my ability to conduct business with the general public.
5. I understand that my employer will rate my work each term and will discuss my progress with the coordinator and me. My internship grade will be based on these ratings.
6. I understand that the coordinator may remove me from the program at end of a term because of attitude, attendance, or lack of progress. Also, I will maintain satisfactory progress in all of my school classes.
7. I understand that if I am laid off, I will receive work from the coordinator and remain in school until the end of the school day.
8. If I am suspended from school, I cannot attend my work site during the suspension period. Also, I may be dropped from the program, resulting in a possible loss of credit(s) if discharged from my internship for just reasons or for severe disciplinary action in school.
9. Any job change must be arranged in advance by the employer and the coordinator. I will be removed from the program and will receive a failing grade in the seminar and the internship if I leave my internship employment without the consent of the coordinator.
10. I understand that on school holidays and snow days I am to report to my internship station unless advised otherwise by my employer.
11. I am responsible for my transportation to my job. Lack of transportation is not a valid excuse for absenteeism.
12. I will not provide a ride to another student nor will I accept a ride from another student to my job.
13. I am committed to club activities and will participate in them throughout the school year. I will participate in competitive events and conferences with the coordinator's recommendation.
14. I will participate in the end of the year Employer-Employee Appreciation Event. I am responsible for both my employer's and my expenses. Failure to attend will result in an "F" grade in the seminar and the internship for the term.

- 15. I am expected to work until the end of the school year; however, a two-week notice may be given with the coordinator's approval prior to senior final exams.
- 16. I understand and have signed the Computer Use Policy which applies to use of the computer at Champlin Park High School and at my place of employment.
- 17. I understand that cell phones are not to be used during seminar class and at the internship site, without permission. This includes checking messages as well as text messaging.

The Internship Program Guidelines have been discussed with me by the coordinator and I understand that these are the guidelines and policies I am to follow.

Student's Signature

Parent's Signature

Administrator's Signature

Date Completed: _____

Coordinator's Signature

BUSINESS/MARKETING EDUCATION
Student Policies for Computer Lab Use
Champlin Park High School

Students Name _____ Class _____

LEVEL I MISUSE EXAMPLES:

- E-mailing
- Gaming
- Storage of non-school related materials on the server
- Electronic messaging
- Streaming of music
- Large downloads of files
- Destruction of school technology property (ie; stealing of mouse balls, rearranging keys on keyboard, changing screen saver, etc.)

FIRST Offense

- Verbal or written warning – teacher takes down student’s name.

SECOND Offense

- Loss of school computer use for a week – teacher takes down student’s name and contacts Jim Ruid who will disable the student’s computer account and inform the student’s teachers. Call parents.

THIRD Offense

- Loss of computer privileges for the term – teacher takes down student’s name and informs Jim Ruid who will disable the student’s account and inform the student’s teachers. Call parents.

FOURTH and LAST Offense

- Detention and permanent loss of computer privileges – teacher takes down student’s name and writes referral. Call parents.

LEVEL II MISUSE EXAMPLES:

- Looking at inappropriate websites, and/or collecting or distributing material from such websites (ie; pornographic sites)
- Using the technology to bully or threaten a staff member or another student
- Costly destruction of school technology property (ie; punching in the speakers on a computer)
- Using technology for commercial, political, or profit-making purposes
- Gaining unauthorized access to the district’s technology resources

FIRST Offense:

- Teacher takes down student’s name and writes a referral. Call Parents.
- Principal assigns detention, MLC, or suspension.
- Student account is disabled for 30 days.

SECOND Offense:

- Teacher takes down student’s name and writes a referral. Call Parents.
- Principal assigns detention, MLC or suspension.
- Student account is permanently disabled.

Student Signature _____

Parent/guardian signature _____

Date _____

RETURN BY _____ IN ORDER TO USE THE COMPUTER LAB.

BUSINESS INTERNSHIP PROGRAM

ATTENDANCE POLICY

- A. Students are expected to be in school every day and on the job when scheduled. Since employers expect excellent attendance, the school supports this with a workplace compatible attendance policy for internship students. Employees with poor attendance are fired! Similarly, in school, extensive absenteeism will result in dismissal from the program and loss of credit(s).

Therefore, all internship students will follow the guidelines as stated below:

1. The student will be allowed a **maximum of 3 unexcused absences per term**. There are some absences that will not apply towards the three allowed, such as school sponsored events.
 2. On the 4th unexcused absence from class in one term, the student may lose credit for the class and may be dropped from the program.
 3. On the 4th unexcused absence from the training station in one term, the student may lose credit for the job and may be dropped from the program.
- B. The student will call school and the coordinator by 10 a.m. on the day of the absence. The student must also call work by 8:00 a.m. Mrs. Hable's phone number is 506-6841.
- C. Students must not work on days absent from school unless approved by coordinator (such as doctor's appointment, funeral, etc.). If students miss classes in the morning, they cannot go to work that day. Their job is an extension of the school classroom.

Violation of any Guidelines or the Attendance Policy will be subject to the following:

1. 1st offense of school year: Warning.
2. 2nd offense: Grade will be lowered.
3. 3rd offense: Possible removal from the program.

PARENT/GUARDIAN: I have read the above attendance policy and I will help my son or daughter to follow the policy.

Parent/Guardian Signature

Date

STUDENT RESPONSIBILITIES: I understand the importance of the above attendance policy and agree to follow it.

Student Signature

Date

Principal Signature

Date

Coordinator's Signature

BUSINESS INTERNSHIP PROGRAM

STUDENT CONFERENCE AND BANQUET GUIDELINES

There will be several student leadership conferences during the school year through the BPA organization. Some of them will be required and some will be optional. The following guidelines and policies will be followed:

1. Student account funds may be used for registration and hotel costs only. No money for personal use or food.
2. Students must attend all sessions while at these conferences.
3. A separate set of rules will be assigned for each conference.
4. Conferences are an extension of the classroom.
5. The Fall Region 4 Conference in October and the Spring Region 4 Conference in February are required.
6. The Fall BPA State Conference, Spring BPA State Conference, and BPA Nationals are optional.

BUSINESS PROFESSIONALS OF AMERICA

CODE OF CONDUCT FORM

STUDENT CONFERENCE GUIDELINES AND RULES

1. Students **MUST** attend all sessions of the conference and should sit together as a local chapter. Advisors need to know of your whereabouts at all times.
2. Name tags must be worn by all attendees at all conference sessions and functions.
3. Proper business attire is required at all sessions, events or functions of the conference unless specifically stated otherwise in the conference program.
4. The advisor **MUST** be notified if you are leaving the conference site. The advisor's schedule is printed; otherwise notification can be left at the advisor's room, or with the hotel message service.
5. Once students have arrived at the conference they may not at any time leave the conference site in their own or anyone else's automobile.
6. The conference is an approved school function, and the organization will not permit the use or possession of alcoholic beverages, tobacco, or illegal drugs in any form at any function. Possession includes having knowledge of the presence of alcohol, tobacco, or illegal drugs in any area during the conference. **YOU** are responsible for checking your hotel room each day for the presence of these substances in your room. If discovered you must report it to your coordinator.
7. Any person causing property damage or injury to another person may be subject to prosecution, restitution of damages and/or dismissal from the conference.
8. No guests are allowed in rooms and only students assigned to the room are allowed in the room after curfew. Student rooms must be left in reasonably clean condition each day.
9. The "in-room pay TV" and outside telephone line will be shut off in all rooms. Incoming calls may be received and outgoing calls must be made in the lobby. No charges can be made to the student room account.
10. All attendees must be aware of hotel provided "service refrigerators" present in guest rooms. They are **NOT** to be used or opened at any time. The process of opening and/or removing of products from the service refrigerator are recorded by computer at the front desk, and will be a conference violation.
11. Violations of Code of Conduct are subject to immediate dismissal from the conference, notification of parents, and notification of school administration. Students dismissed from the conference must leave the site immediately and must be picked-up by parent/guardian and taken home.

****We understand and agree to the above Code of Conduct.**

(Parent)

(Date)

(Student)

BUSINESS INTERNSHIP PROGRAM

Fundraising Guidelines

An integral part of the Business Internship Program is the Business Professionals of America Club. There are a number of required and optional activities for all Business Professionals of America members. Some will cost money. An adequate number of fundraisers are offered that should cover these costs. The guidelines listed below will be followed. DON'T PANIC--routine involvement in the fundraisers should cover these costs. See below for approximate costs involved in membership in the BPA Internship Program

Regular Fundraisers:

1. Happenings Books
2. Cookie Dough
3. Concessions
4. Others

| Expenditure | Amount | Student's Share |
|--|------------------------|--|
| BPA Dues | \$14.00 | \$12.00 |
| State BPA Dues | 8.00 | 8.00 |
| Region 4 BPA Fall Conference & Election of Region 4 Officers –October 11 NHCC | 25.00 | 20.00 |
| BPA State Fall Leadership Conference Registration – October 27-28 at the Hyatt Regency, Minneapolis | 45.00* | 8.75* |
| BPA State Fall Leadership Conference - Hotel for 1 night | 57.50* (4 per room) | 57.50* (4 per room) |
| Region 4 BPA Spring Conference and Contests Jan 24 & 27 (includes Awards Luncheon) | 50.00 | 35.00 |
| BPA State Spring Leadership Conference and Contests – March 5-7, Registration MUST QUALIFY TO ATTEND | 75.00* | 37.50* |
| BPA State – Hotel for two nights | 100.00-110.00* | 100.00-110.00* |
| BPA Nationals – May 5-10 Registration, Hotel, Ground Transportation, and Airline (Washington D.C.) | Approx \$975.00* | Less district share* (50% flight, ground transp., lodging, 100% registration) |
| Sweatshirt/Jacket/Sweatpants | \$55-\$85* | \$55-\$85* |
| Employer Recognition | \$35 | \$35 |
| TOTAL FOR NORMAL PARTICIPATION | | \$110.00 |
| TOTAL REQUIRED + OPTIONAL (with Nationals) | | ~\$875 |

*Indicates Required BPA Activity

General Guidelines and Policies

1. There will be an individual ledger account kept by the club treasurer for each member. All of your profits earned from fundraisers will be recorded in your individual account. Costs for required or optional activities (that are approved) will be deducted from your account.
2. Funds raised may only be used for the designated items shown on page one and other BPA activities/opportunities that arise during the school year.
3. Any remaining balance in individual account is left in the general Business Professionals of America account for next year... as some was left last year to start out this year.
4. No account balance transfers to other activity accounts.
5. Individual account funds are to be used by the individual student only and can't be given to a fellow student.
6. If a required activity comes up and you have no money in your account, you will pay for it personally.
7. Feel free to check with the club treasurer for your current account balance.
8. Deadlines will be established for turning in fundraising money. Failure to meet these deadlines will result in your grade being lowered. You will not be able to graduate with any outstanding obligations.

FUNDRAISING GUIDELINES

We understand that participation in the Business Internship Program requires a financial commitment to BPA club activities, and we agree to the fundraising guidelines presented above. I agree that \$75 for dues and regions must be paid or fundraised by October 25, 2019. The Employer banquet funds must be paid by April 1, 2020.

(student)

(date)

(parent)

Business Internship Forms



Anoka-Hennepin District #11
VOCATIONAL INTERNSHIP TRAINING AGREEMENT

Student-Trainee _____ Training Sponsor _____
Social Security Number _____ Training Station _____
Career Objective _____ Street _____
Entry Position _____ City _____
Average Working Hours Per Week _____ Zip _____ Phone _____
Beginning Wages Per Hour _____ Date _____
School _____

EMPLOYER AND TRAINING SPONSOR RESPONSIBILITIES: The employer will recognize that a training plan is being followed and that close supervision of the student-trainee will be needed. The employer will appoint a training sponsor to act as principal supervisor for the trainee, to help in drawing up a broad outline of planned work experience, to explain company regulations, to participate in periodic student-trainee evaluation, and to consult with the coordinator on any major problems that arise concerning the performance of the student. The employer will pay wages in accordance with state and federal laws.

Employer Signature

STUDENT RESPONSIBILITIES: The student is responsible to know and follow all internship program guidelines and employer policies and procedures. Failure to do so may make the student subject to dismissal from the program and/or the job.

Student Signature

PROGRAM COORDINATOR: The coordinator will work with the student and supervisor to develop and implement a training plan, conduct periodic evaluations and consult with both parties concerning job related problems, and communicate program guidelines.

Program Coordinator Signature

PARENT/GUARDIAN: The parent/guardian will assist the student in following the program guidelines and employer policies and procedures.

Parent/Guardian Signature

ANOKA-HENNEPIN DISTRICT #11 INTERNSHIP PROGRAMS

WORK-BASED LEARNING PLAN

STUDENT _____ SCHOOL _____

JOB TITLE _____ INTERNSHIP SITE _____

GENERAL COMPETENCIES

A. Acquires knowledge of job and company policies and procedures

1. Understands the mission/purpose of the company and its organizational structure
2. Demonstrates knowledge of job tasks
3. Follows employee policies and operating procedures
 - a. Arrives on time
 - b. Adheres to work schedule and attendance policy
 - c. Dresses and grooms properly
 - d. Handles material/information confidentially

B. Becomes proficient in general safety procedures

1. Demonstrates appropriate safety precautions when performing all tasks
2. Checks work area and corrects safety hazards
3. Maintains a clean and organized work area
4. Follows prescribed OSHA standards

C. Applies basic skills in the workplace

1. Reads, understands and applies written materials
2. Demonstrates effective listening, speaking and writing skills for communicating with employer, coworkers and clients
3. Becomes proficient in related math skills
4. Uses and applies technology

D. Employs essential thinking skills to work situations

1. Applies appropriate decision-making steps
2. Incorporates effective problem-solving methods
3. Exercises good judgment
4. Adapts to change

E. Demonstrates positive personal qualities

1. Exhibits self-management skills (dependability, initiative, creativity, responsibility)
2. Possesses skills to work as a team member
3. Maintains a positive attitude
4. Uses resources (time, energy, people, money) effectively
5. Adheres to ethical practices

SPECIFIC JOB COMPETENCIES

Acquires specific job competencies related to the internship experience. An ongoing plan will be developed by the employer, internship coordinator and student.

Student _____ Training Sponsor _____

Teacher/Coordinator _____ Date _____

BUSINESS INTERNSHIP PROGRAM

WORK-BASED LEARNING PLAN

STUDENT NAME _____

Please check the following duties and responsibilities the student has encountered or will be encountering at his/her internship station.

INFORMATION

- _____ Listen and follow instructions
- _____ Read and follow written instructions and messages
- _____ Read and apply technical information from documents or electronic media
- _____ Write messages and instructions clearly
- _____ Compose and edit documents that are clearly written and are appropriate to audience
- _____ Communicate a clear message and respond to listener feedback
- _____ Participate in conversation, discussion, and/or group presentations using verbal and non-verbal communications appropriate to the audience
- _____ Utilize resources (electronic or print) to access information
- _____ Other

INTERPERSONAL

- _____ Greet customers/clients respectfully (in person or on the telephone)
- _____ Demonstrate ability to work with all people
- _____ Accept constructive feedback
- _____ Convey positive body language
- _____ Display professional courtesy
- _____ Other

TECHNOLOGY

- _____ Word Processing
- _____ Spreadsheets
- _____ Database
- _____ Desktop Publishing
- _____ Graphics
- _____ Presentation Software
- _____ Scanner
- _____ Calendaring
- _____ Internet
- _____ Electronic Mail
- _____ Industry Specific Software
- _____ Other



EQUIPMENT

- _____ Photocopier
- _____ FAX
- _____ Cash Register
- _____ Telephone System
- _____ Digital Equipment
- _____ Other

ACCOUNTING/BANKING

- _____ Payroll Calculations
- _____ Prepare Checks
- _____ Cash and Verify Checks
- _____ Financial Forms
- _____ Accounts Receivable
- _____ Accounts Payable
- _____ Journal Entries
- _____ Reconcile Bank Statements
- _____ Handle Deposits and Withdrawals
- _____ Proof Cash Drawer
- _____ Other

MISCELLANEOUS

- _____ Place, Receive, and Transfer Telephone Calls
- _____ Maintain Inventory
- _____ Prepare Material for Filing
- _____ Files Documents
- _____ Handle Incoming and Outgoing Mail
- _____ Schedule Appointments
- _____ Run Errands
- _____ Collate Materials
- _____ Other

OTHER

SKILLS FOR IMPROVEMENT/DEVELOPMENT

Please indicate skills you would like the intern to improve on or develop to better perform their job.



Internship Program Trimester 1 Report

Student Name _____

Business Name _____ Student Job Title _____

Supervisor Name _____ Work Phone _____

Student Work Duties

Class Schedule

| Period | Class | Room # | Teacher |
|--------|-------|--------|---------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Week 2

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. What would an employer's first impression of you be after reviewing your postings and pictures on all social media?
2. Explain how your personal life and habits could influence your job performance.
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 3

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. List at least 4 employer expectations that employers have of all employees.
2. Based upon your appearance, what is the first impression an employer might get of you. Why?
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 4

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. How should you look when you go to pick up a job application?
2. What is the appropriate attire when going to an interview?
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 6

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. Name 3 people who exemplify your goals or whom you really admire. Why?

2. Name your top 5 values in life (family, friends, etc.).

3. Please list the tasks or duties you have performed this week.

4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 7

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

Specific
Measurable
Attainable
Realistic
Timely

1. List 3 short term SMART goals (accomplish in the next 6 months).
2. List 3 long term SMART goals (accomplish in the next 5 years).
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 8

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. In an interview, “Do you have any questions?” You should have 3 or 4 questions prepared ahead of time. What questions could you ask?
2. A potential employer may ask you at the end of the interview, “Is there anything else you want to tell us about yourself?” How would you answer this question?
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 9

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. What are soft skills? Why is it important to have soft skills?
2. How can you develop soft skills throughout this school year?
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 10

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. What is the expected dress code at work?
2. How should you handle down time at your job?
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Week 12

Date: _____

| Date | Time | Total Hours |
|---------------------------|----------------------|--------------------|
| EXAMPLE | 2:30 – 6:30pm | 4 |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Total for the Week | | |

1. Explain a situation at work where you showed your coworkers that you had a good attitude.
2. What is an accomplishment that you are proud of at work?
3. Please list the tasks or duties you have performed this week.
4. If you are not currently employed, list the places you have looked for work during the past week. Where did you apply? Who did you contact? Did you schedule interviews?

Trimester Summary

Total Hours Worked _____

What additional skills would you like to work on during next trimester to enable you to be more successful on the job?

List your most rewarding experience at work this trimester

List your most challenging experience at work this trimester

Workplace Goals for Next Trimester

- 1. _____
- 2. _____
- 3. _____

*Business
Internship
Grading
Policies*



BUSINESS INTERNSHIP SEMINAR

Grading Policy

Seminar Grade

Your seminar grade will be based on:

1. All forms completed and turned in on time
2. Classroom participation
3. Completion of projects
4. Daily assignments
5. Weekly reports
6. Attendance
7. Participation in Business Professionals of America club activities

All forms, projects, assignments, reports, and participation in class and in BPA will be awarded points. The points will then be totaled and averaged.

| Percent | Grade | Percent | Grade |
|----------------|--------------|----------------|--------------|
| 93-98 | A | 73-76 | C |
| 90-92 | A- | 70-72 | C- |
| 87-89 | B+ | 67-69 | D+ |
| 83-86 | B | 63-66 | D |
| 80-82 | B- | 60-62 | D- |
| 77-79 | C+ | 59-below | F |

Internship Grade

Your internship grade will be based on the Employee Evaluation form completed each term. Your employer and your coordinator will jointly determine your final internship grade.



Internship Performance Evaluation

This form should be completed by the individual in the best position to evaluate the student's performance.

| | | | |
|-------------------------|--|----------------------------|------------------|
| Evaluator Name | | Evaluator Job Title | |
| Evaluator E-mail | | | |
| Company Name | | Date | |
| Student Name | | Student School | Champlin Park HS |

Please circle the appropriate performance level for each category below.

| Category | Exceptional | Meets Expectations | Satisfactory | Needs Improvement | Not Applicable |
|---|---|--|--|---|----------------|
| Supervisor-Intern Communication | Talks with supervisor about ideas and problems. Asks questions and actively listens. | Usually talks with supervisor about ideas or problems. Often asks questions and actively listens. | Sometimes talks with supervisor about ideas or problems. Reluctant to ask questions or listen. | Rarely talks with supervisor about ideas or problems. Prone to mistakes due to not understanding. | N/A |
| Professionalism | Always dresses appropriately, avoids distracting behavior, and avoids excessive personal use of client equipment. | Usually dresses appropriately, avoids distracting behavior, and avoids excessive personal use of client equipment. | Tends to dress inappropriately, distract others, and/or excessively use client equipment for personal reasons. | Often dresses inappropriately, distracts others, and/or excessively uses client equipment for personal reasons. | N/A |
| Time Management | Routinely uses time well. Limited procrastination. | Usually uses time well, but may have procrastinated on one or two things. | Tends to procrastinate, but usually meets deadlines. | Rarely meets deadlines; inadequate time management skills. | N/A |
| Quality of Work | Provides work of the highest quality that meets or exceeds supervisor expectations. Work is error-free. | Provides high-quality work that generally meets supervisor expectations. Work is error-free. | Provides good quality work that generally meets supervisor expectations and may have some errors. | Provides poor-quality work that fails to meet supervisor expectations and was not checked for errors. | N/A |
| Ethics/Integrity | Always can be trusted to choose an ethical course of action. Admits any mistakes as soon as possible. | Most of the time can be trusted to choose an ethical course of action. Admits mistakes fairly quickly. | Much of the time can be trusted to choose an ethical course of action. Somewhat slow to admit mistakes. | Cannot be trusted to choose an ethical course of action. Does not admit mistakes, or blames others. | N/A |
| Critical Thinking Skills | Uses critical thinking skills to routinely provide useful ideas. | Usually uses critical thinking skills to provide useful ideas. | Sometimes uses critical thinking skills to provide useful ideas. | Rarely uses critical thinking skills or provides useful ideas. | N/A |
| Punctuality, Attendance, and Preparedness | Always arrives on time and is always ready to work immediately upon arrival. | Usually arrives on time and/or is sometimes ready to work upon arrival. | Sometimes arrives on time and/or sometimes needs to settle down and get to work. | Frequently late or tardy and/or needs to frequently settle down and get to work. | N/A |
| Selection of Tools/Technology | Always chooses the right tools, equipment, or procedures that will effectively help complete the task. | Usually chooses tools, equipment, or procedures that will effectively help complete the task. | Sometimes chooses tools, equipment, or procedures that will effectively help complete the task. | Must be regularly reminded which tools, equipment, or procedures will effectively help complete the task. | N/A |

| | | | | | |
|-----------------------|---|--|---|--|-------------|
| Problem solving | Actively looks for and suggests solutions to problems. Refines solutions suggested by others. | Does not suggest or refine solutions, but is willing to try others' ideas. | Does not try to solve problems or help others solve problems. | Does not try to solve problems or help others solve problems. | N/A |
| Attitude | Always supportive of project and organization, especially during tough times. | Usually supportive of project and organization, especially during tough times. | Somewhat supportive of project and organization, especially during tough times. | Generally unsupportive of project and organization, especially during tough times. | N/A |
| Focus on the Task | Consistently stays focused on the task and what needs to be done. Very self-directed. | Most of the time focuses on the task and what needs to be done. Supervisor can count on this person. | Some of the time focuses on the task and what needs to be done. Supervisor must sometimes remind this person to be on-task. | Rarely focuses on the task and what needs to be done. Lets others do the work. | N/A |
| Working with Others | Consistently listens to, shares with and supports the efforts of others. Works well with everyone, including employees and customers. | Usually listens to, shares with, and supports the efforts of others. Works well with most others, including employees and customers. | Often listens to, shares with, and supports the efforts of others. Tries to work well with most, including employees and customers. | Rarely listens to, shares with, or supports the efforts of others. Does not attempt to work well with others, including employees and customers. | N/A |
| Initiative | Consistently is a self starter. Seeks challenges, asks for more work, finds additional work to complete. | Usually is a self starter. Seeks challenges, asks for more work, finds additional work to complete. | Sometimes is a self starter. Seeks challenges, asks for more work, finds additional work to complete. | Rarely is a self starter. Seeks challenges, asks for more work, finds additional work to complete. | N/A |
| Number of days absent | 0 | 1 | 2-3 | 4-5 | More than 5 |
| Number of times tardy | 0 | 1 | 2-3 | 4-5 | More than 5 |

Please complete all sections below.

Additional comments:

Significant accomplishments or new skills obtained:

Goals for next trimester:

Evaluation Summary: How do you rate this employee's overall performance? Carefully weigh each factor. Consider the relative importance of each factor to the present job. Please place an "X" in the corresponding grade box you feel is appropriate for this employee.

| Exceptional | | |
|-------------|---|----|
| | A | A- |
| | | |

| Meets Expectations | | |
|--------------------|----|----|
| | B+ | B- |
| | | |

| Satisfactory | | |
|--------------|----|----|
| | C+ | C- |
| | | |

| Needs Improvement | | |
|-------------------|----|----|
| | D+ | D- |
| | | |

*Business
Professionals
Of
America
Club*



BPA CHAPTER OFFICERS



Each officer must be willing to meet before school every two weeks with the advisor to plan classroom meetings.

PRESIDENT

- preside over and conduct meetings according to accepted parliamentary procedure
 - keep members on the subject and the discussion within a time limit
 - appoint committees and serve as ex-officio member on them
 - call other officers to the chair as necessary and desirable
 - represent the Chapter at special school events and before out-of-school organizations
- coordinate Chapter activities by keeping in close touch with the other officers, the membership, and the advisor
 - keep Chapter work moving in a satisfactory manner by following up on progress being made on all activities
 - call special meetings
 - serve as a representative at the BPA Club meetings to keep that group informed about activities going on and to encourage their participation in the organization

VICE-PRESIDENT (Executive VP)

- assist the President in the discharge of his/her duties
- preside at meetings in the absence of the President
- be responsible for Torch Awards
- be prepared to assume the duties and responsibilities of the President should the need arise
- serve as ex-officio member on Chapter committees

SECRETARY (VP of Communication)

- prepare and read the minutes of meetings
- have available for the President the agenda for each meeting
- attend to official correspondence
- send out and post meeting notices
- count and record rising vote when taken
- prepare chapter reports; keep permanent records of the Chapter
- cooperate with the Treasurer in keeping an accurate membership roll and issue membership cards
- read communications at meetings; and have on hand for each meeting a secretary's book, minutes of previous meetings, list of committees and committee reports, copies of local, state and national programs of work, copies of the constitution and bylaws, and a copy of the handbook

TREASURER (VP of Outreach)

- receive and act as custodian of chapter funds
- collect all local, state, and/or national dues
- keep financial records neat and up-to-date
- devise, with the assistance of the membership and the Advisor, appropriate fund-raising activities
- encourage systematic saving
- assist in preparing an annual statement of estimated receipts and expenses

HISTORIAN/PHOTOGRAPHER (VP of Development)

- gather and classify chapter news
- prepare monthly BPA newsletter and distribute to staff, employers, BPA board members, etc.
- prepare news and articles for publication in school and local newspapers
- file clippings and pictures of chapter activities and keep a chapter scrapbook/photo album
- prepare and collect news and stories of chapter activities for the state and/or submit articles to the national newsletter
- takes pictures of BPA students participating in social, community service, professional and fund-raising activities to use in the preparation of a community action booklet for the BPA competitive events conference held in February.

PARLIAMENTARIAN/PUBLIC RELATIONS (VP of Activities)

- familiarize oneself with the rules of parliamentary procedure as outlined in a video series
- assist chapter members in understanding the fundamental purposes of parliamentary procedure
- be prepared to advise the presiding officer and other chapter members on points of parliamentary procedure
- have reference material pertaining to parliamentary procedure available for each meeting
- videotapes events BPA students are involved in including community service activities, conference events, social activities, etc.
- prepares end-of-the year CD for each BPA student using video footage taken during the year.
- prepares and maintains chapter website
- prepares chapter newsletter

COMMITTEE RESPONSIBILITIES

Fund Raising Committee

This committee plans fund raising activities for student members to be used for conference registrations, hotel costs, the employer/ employee banquet, sweat shirts, and other costs that may arise. This committee will plan two additional fund raising activities during the year and will also help with the promotion of the Happenings Book sale.

Social Committee

This committee plans one social event per quarter for the BPA members. Events can include celebration of member birthdays, an event with another internship program in the school or in the district, a holiday event such as Secret Santa, etc. Each event will need approval of the advisor.

Professional/Public Relations Committee

The professional committee is in charge of bringing in outside speakers for the members to hear once every six weeks. Presentations can include topics such as applying for scholarships, proper etiquette in professional situations, career planning, goal setting, etc. Committee members will receive approval from the advisor for the speaker, contact the speaker, send a thank you to the speaker following the presentation, make arrangements to meet the speaker when they arrive, introduce the speaker, etc. In some instances, we can go to the speaker's place of employment for the presentation. They are also in charge of public relations for CPHS BPA in the community and school (website/newspaper articles, display case, etc)

Community Service Committee

This committee is responsible for planning and implementing at least two community service activities each trimester throughout the school year. These activities have included: Feed My Starving Children, Charity Softball Game, Food Drive, Adopt A Family, Letters from Santa, etc.

BPA OFFICER ELECTIONS 2014-2015

We will be electing the following officers:

- President
- Vice President
- Secretary
- Treasurer (2)
- Historian/Photographer (2)
- Parliamentarian/Public Relations

I am interested in running for the office team: _____

I would like to nominate the following students to run for the CPHS BPA Officer team:

I am interested in being on the following committee—must select 1 committee:
(Select from Social, Fund Raising, Service, Professional)

First choice: _____

Second choice: _____

If elected as a BPA Officer,

- I agree to fulfill the requirements of my office as described on the officer description sheet.
- I also agree that I will not request early graduation as my duties as an officer continue throughout the entire school year.

Student signature _____ Date _____

AGENDA

BUSINESS PROFESSIONALS OF AMERICA

September 10, 2019

Business Education Classroom

1. Call to Order: Rachael Ostrom, President
2. Roll Call: Amy Taylor, Secretary
3. Reading of Minutes: Jana Munholand, Secretary
4. Treasurer's Report: Julie Smith, Treasurer
6. Committee Reports:
 - Community Service: Larry Owens
 - Social: Heidi Jones
 - Fundraising: Kathy Ludwig
 - Professional: John Kline
7. Unfinished Business:
 - Homecoming Float
 - Dues
8. New Business:
 - Halloween Safety Project
 - BPA Sweatshirts
9. Date of Next Meeting
10. Adjournment

BUSINESS PROFESSIONALS OF AMERICA

MINUTES

Regular Chapter Meeting
September 24, 2019

A regular meeting of Business Professionals of America was called to order at Champlin Park High School at 11:35 a.m. pursuant to the notice sent to all members in accordance with the bylaws.

The following members were present: Rachael Ostrom, Amy Taylor, Tyler Downs, Heidi Jones, Kathy Ludwig, Larry Owens, Jana Munholand, Julie Smith, Jason Thomas, Mary Wahl, Nancy Well, and John Ziebarth.

Simpson Fongthian, President, presided and Sam Anderson, Secretary, recorded the proceedings of the meeting.

The minutes of the last meeting were approved.

Collin Frisco reviewed the recommendations of the Community Service Committee. Chelsea Regan, Social Committee Chair, reported on plans for the getting acquainted lunch. TJ Okafor reviewed the results of the Happening Books fund raising efforts. Anna Hammerschmidt reported on the next speaker organized by the professional committee.

Mrs. Hable led the discussion concerning the Fall Leadership Conference. It was decided to go with the same plans as last year. We will leave from Champlin Park High School at 10:00 am on October 31st and return by 1:00 pm on November 1st. Simpson Fongthian is running for state office.

The next meeting of Business Professionals of America will be held on October 22 at 11:35 a.m.

There being no further business before the meeting, it was, on motion duly made and seconded, adjourned at 11:43 a.m.

Secretary

*Torch
And
Special
Awards*



Special Recognition Awards

Purpose

The purpose of the Special Recognition Awards Program is to encourage individuals and chapters to support and promote their organizations.

Eligibility

All applicants must be in good standing with Business Professionals of America. The awards are open to members in the Middle Level, Post-Secondary and Secondary Divisions.

Special Recognition Awards Guidelines & Applications

- [BPA Marketing and Public Relations](#)
- [BPA Merit Scholar](#) (this event is offered as an Open Event at the National Leadership Conference)
- [Chapter Activities Award of Excellence](#)
- [Member Recruiter of the Year Award](#)
- [Membership Explosion Award](#)
- [Social Media Award](#)
- [The Professional Cup](#)

Recognition

BPA Marketing & Public Relations: Chapters completing the minimum number of activities will receive a Certificate of Achievement. Chapters completing five (5) or more activities will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

BPA Merit Scholar: Participants achieving 85% or more on the Open Exam offered at NLC will receive a BPA Merit Scholar pin during the Awards Session at the National Leadership Conference.

Chapter Activities Award of Excellence: A plaque will be presented to each qualifying chapter on stage at the National Leadership Conference.

Member Recruiter Award: Approved applicants will receive a Certificate of Achievement. Each year the applicant with the most recruited new members in their division will be recognized with a plaque as National Recruiter of the Year at a General Session during the NLC. The top member recruiter from each Division will receive a scholarship provided by DLG Systems, Inc.

Social Media: Chapters who complete a minimum of three (3) activities will receive a Certificate of Achievement. The top chapter in each Division completing the most activities will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

The Professional Cup: The award will be presented on stage at the National Leadership Conference. It will consist of a plaque for the state association to keep and the Professional Cup trophy with the state association's name and the year it was won engraved on a 10-year engraving plate. The Professional Cup trophy will be in the winning state association's possession for one year starting from the last day of the National Leadership Conference until the next National Leadership Conference, where it will be presented to the next winning state association.

Membership Explosion Award: Chapters with the minimum increase will receive a Certificate of Achievement. The top five (5) overall Chapters with the highest number/percentage of growth will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

Service Learning Awards

Purpose

The purpose of the Service Learning Awards Program is to encourage individuals and chapters to be involved in their community through service learning.

Eligibility

All applicants must be in good standing with Business Professionals of America. The awards are open to members in the Middle Level, Post-Secondary and Secondary Divisions.

Guidelines and Applications

- [Community Service Award](#)
- [Environmental Action/Awareness Award](#)
- [Safety Awareness Award](#)
- [Service Learning Individual Award](#)
- [Special Olympics Award](#)

Submission

Service Learning Award applications must be submitted utilizing the online application. Submission applications must include all activity descriptions. Partial applications will not be accepted or combined. Do not begin the application online submission form until you have completed all activities.

Applications due April 1.

Qualification Period

Activities completed between April 2, 2017 and April 1, 2018 (11:59 PM EST) can be counted towards this award.

General Information

Applicants may only count activities once in the BPA Cares Award Program, except Service Learning Individual and Chapter Activities Award of Excellence.

Individuals may complete more than one activity to equal the total number of hours/dollars.

Activity descriptions cannot exceed 500 words in total.

Activities could include fundraising activities, volunteer activities, training, public relations, or any other unique involvement with Special Olympics, green projects, safety initiatives and other community service programs.

All activity descriptions must include title, organization benefiting from the project, date project completed, location of the project and description of the project.

Recognition

100-249 service hours OR \$500.00-\$999.00 contribution: Certificate of Achievement

250+ service hours or \$1000.00+: Award of Achievement and recognition on-stage at the National Leadership Conference

Torch Awards Program

Torch Awards Program Rules

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. The program: inspires members to attain the goals and ideals of Business Professionals of America promotes active participation by members at the local, regional, state, and national levels helps develop a better understanding of people through personal development and achievement recognizes members who have shown outstanding professional qualities

Qualifying Standards

In order to participate in the Business Professionals of America Torch Awards Program, a person must:

1. be enrolled in a secondary, postsecondary, or middle school initial, refresher, or upgrading business, career/technical, and career or related education programs
2. be a member in good standing of a secondary, associate, or postsecondary chapter of Business Professionals of America. Active participation in the Torch Awards Program at the four levels is measured by the following point system in each division:
 - Local (Executive) 10 points
 - State (Statesman) 50 points
 - Regional (Diplomat) 30 points
 - National (Ambassador) 70 points

Definitions

- Executive:** a person having administrative or managerial authority in an organization; the branch of government charged with putting into effect the organization's laws and the administering of its functions.
- Diplomat:** one skilled in tact in dealing with people.
- Statesman:** one who is a leader in the promotion of the public good and in national affairs.
- Ambassador:** a diplomatic official of the highest rank appointed and accredited as representative of the organization.

Rules

Points are cumulative from one award level to another. **However, if you have previously received your Ambassador level award, then you MUST re-start your Torch Award points and begin at zero.**

1. Points may be claimed throughout a member's entire membership, within a division.
2. Points may not be carried from one division of Business Professionals of America to another.
3. Points may not be claimed for activities prior to Business Professionals of America membership.
4. All activities must be directly related to Business Professionals of America unless specified otherwise. The relationship is to be stated in the description. When more than one Business Professionals of America group exists in a school, "class" and "chapter" may be interchanged.
5. Each activity or project during a school year may be claimed only once; major projects may be broken into smaller segments.
6. Points cannot be documented until the activity has been completed.
7. The month, day of month, and year are to be included whenever possible. An ongoing activity may include just the month and year. Full-year committees or offices may include the school year (ex: 2015-2016).
8. Activities must include a description (**not** the wording used in the activity code). Descriptions must be detailed enough to give the evaluator a clear picture of the member's involvement. Descriptions must begin with an "action verb" and indicate for whom, when, what, etc. (Example: 601–Took Christmas gifts to elderly at Orchard Manor as chapter service project.)
9. If no regions exist in the state, the state association may give the Diplomat Award and the Statesman Award at the same conference. The state association may request that the local chapter present the Diplomat Award.
10. The number in parentheses following each activity description denotes the maximum number of times the code may be claimed by the applicant for the entire program. (It does **NOT** denote the number of times the code can be claimed for each school year.)

Executive, Diplomat, and Statesman Awards

- Recognition for the Executive Award is given by the local chapter after the member has received a total of ten (10) points in each activity division.
- Recognition for the Diplomat Award is given by the state's region or the local chapter after the member has received a total of thirty (30) points in each activity division. Because each state is different, check with your state advisor for specific directions and deadlines.
- Recognition for the Statesman Award is given by the state association after the member has received a total of fifty (50) points in each activity division. Because each state is different, check with your state advisor for specific directions and deadlines.

Awards

Each award consists of a certificate of accomplishment, available through the National Center at a nominal cost. Pins in the shape of a torch with the name of the award imprinted across it can be purchased for a nominal cost from the National Center Related Materials Service (RMS).

Torch Divisions

Each activity includes in parenthesis a short explanation of the information that must be included in the description on the resume. Be sure to include the fact that it is a Business Professionals of America activity. The number in parenthesis following each activity denotes the maximum number of times the code may be claimed by the applicant for the entire program. **All activities must be Business Professionals of America chapter activities unless otherwise noted.**

Workplace Skills Assessment



BPA REGION 4 SPRING CONFERENCE WORKPLACE SKILLS ASSESSMENT

GRADING RUBRIC

Name: _____

250 points possible

| Points Possible | 25 each | 0 | Points Earned |
|------------------------|--|--|----------------------|
| Arrival | Arrives and in Room 235 by 7:30 | Does not arrive/tardy | |
| Dress Appropriately | Wears clothing appropriate to business | Clothing not appropriate for business (torn, low cut, cut out back, stomach not covered, etc.) | |
| Preparation | Brings necessary materials | Forgets folder & materials | |
| Professional Behavior | Professional behavior (behavior and language) in cafeteria, commons, manners, etc. | Observed or reported unprofessional behavior during conference | |
| Points Possible | 50 each | 0 | |
| Test 1 | Completes test | Doesn't take test | |
| Test 2 | Completes test | Doesn't take test | |
| Test 3 | Completes test | Doesn't take test | |
| TOTAL POINTS | 250 | | |

BPA REGION 4 SPRING CONFERENCE AWARDS LUNCHEON – EDINBURGH

90 points possible

| Points Possible | 30 each | 0 | Points Earned |
|-------------------------------------|---|--|----------------------|
| Arrives on time | Arrives at Greenhaven at 10:45 a.m. | Does not show up for Awards ceremony/tardy | |
| Behavior during luncheon and awards | Exhibits exemplary business behavior (appropriate manners, sportsmanship) | Behavior inappropriate for BPA event | |
| Program Attendance | Stays until program is over | Leaves program prior to closing | |
| TOTAL POINTS | 90 | | |

WORKPLACE SKILLS ASSESSMENT ASSIGNMENTS

Trimesters 1 and 2

| <u>Assignment</u> | Due Date | Points |
|---|-----------------------|--------------------------------------|
| Workplace Skills Assessment General Test 1 (Financial Math, Information Technology, Human Resources, Administrative Support Concepts, etc.) | Tuesday, October 22 | 25 points |
| Torch Resume – local level 10 points in each category (need to pass) | Friday, November 15 | Needed to pass |
| Workplace Skills Assessment Test 2—special individual test | Friday, November 22 | 50 points |
| Workplace Skills Assessment Test 3—specific team or individual test | Wednesday, January 15 | 50 points |
| Torch Resume – region level 30 points each category | Wednesday, January 8 | Must receive to get an A Trimester 2 |

Region 4 Conference:

Friday, January 24, 2020

7:30 a.m. – 12:30 p.m.

Anoka Ramsey Community College

Thursday, January 27, 2020

11:00 a.m. – 2:00 p.m.

Greenhaven Golf Course, Anoka, MN

BUSINESS PROFESSIONALS OF AMERICA

Events at a Glance:

(100) Fundamental Accounting

Assessment of entry-level accounting principles utilizing manual procedures. Contestants analyze, journalize, post transactions and prepare financial reports/statements.

(110) Advanced Accounting

Assessment of intermediate and advanced accounting principles utilizing manual procedure. Contestants analyze, journalize, and update accounts in order to prepare financial reports/statements for partnerships and corporations.

(125) Payroll Accounting

Process payroll data using manual payroll procedures. Contestants calculate earnings, complete payroll registers, update employee records, journalize payroll entries, and prepare payroll income tax forms.

(145) Banking & Finance

Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the contestant's knowledge of bank operations, bank services, loans, credit administration, and customer service.

(150) Financial Analyst Team

Use analytical and problem solving skills to make decisions and recommendations using financial reports, both internal and external. The team analyzes and interprets reports from a business case study. At state and national level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

(155) Economic Research Individual

One economic research topic is selected by the National Center and provided at the beginning of the school year. The contestant will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

(160) Economic Research Team

One economic research topic is selected by the National Center and provided at the beginning of the school year. The team will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges

(165) Personal Financial Management

In this contest contestants will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, saving, investing, personal income tax, risk management and insurance, and retirement planning. Contestants will analyze financial scenarios to predict outcomes, advise use of financial instruments and determine the proper financial planning.

(190) Financial Math & Analysis Concepts – Open

This competition assesses knowledge of math concepts. Contestants solve practical math problems related to work and consumer issues.

(200) Fundamental Word Processing

Evaluate entry-level skills in keyboarding and document production.

(205) Intermediate Word Processing

Evaluate intermediate skills in word processing and document production.

(210) Advanced Word Processing

Evaluate advanced-level skills in word processing and document production.

(215) Integrated Office Applications

Evaluate advanced-level skills in information technologies and the integration of software applications.

(220) Basic Office Systems & Procedures

Evaluate fundamental skills in office procedures, records and file management, and document production.

(225) Advanced Office Systems & Procedures

Evaluate advanced skills in office procedures, records and file management, and document production.

(230) Fundamental Spreadsheet Applications

Create and design spreadsheet applications that include variables, reports, and formats. Contestants enter and format data, enter and copy formulas, and print full documents or cell contents.

(235) Advanced Spreadsheet Applications

Develop effective solutions to business problems using many of the advanced features within the Microsoft® Excel skill standards.

(240) Database Applications

Demonstrate database development skills to include: object creation, data analysis, formula creation, and reporting features used in a variety of database scenarios.

(245) Legal Office Procedures

Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

(250) Medical Office Procedures

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office. Tests are written using AHDI guidelines and Taber's or Dorland's medical dictionaries.

(255) Administrative Support Team

The team will function as an office staff to produce a variety of business documents.

(260) Administrative Support Research Project

One administrative support topic is selected by the National Center and provided at the beginning of the school year. Contestants will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

(265) Business Law & Ethics

This contest will test the student's knowledge and skills in the areas of ethics, law, business law, and personal law.

(270) ICD-10 Diagnostic Coding

This contest will test the student's knowledge and skills in the area of medical coding.

(290) Administrative Support Concepts – Open

Evaluate knowledge of basic administrative support concepts.

(300) Computer Network Technology

Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security.

(305) PC Servicing & Troubleshooting

Demonstrate knowledge of PC configuration, maintenance, and management as a computer technician.

(310) Network Administration Using Microsoft®

Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network.

(315) Systems Administration Using Cisco®

Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.

(320) Computer Security

Demonstrate knowledge of fundamental security management tasks in Windows® and Linux® networking environments.

(325) Network Design Team

Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the business needs of the scenario provided. At state and national level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

(330) Visual Basic/C# Programming

Evaluate knowledge of working with Visual Basic/C# syntax, programming logic, program development, system design concepts, database, designers and objects.

(335) C++ Programming

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the C++ language.

(340) Java Programming

Evaluate knowledge of working with structured designs, algorithms, and OOP methodology using the Java Programming language.

(345) SQL Database Fundamentals

Demonstrate knowledge of fundamental database development and administrative concepts including SQL scripting. Competencies addressed in this event will mandate the contestant use a high-end database product such as MS SQL Server®, the focus of this event, in order to acquire the necessary skills; however, skills sets addressed are transferable to any database product such as Oracle® or MySQL™.

(390) Computer Programming Concepts – Open

Demonstrate general knowledge of the computer programming industry.

(391) Information Technology Concepts – Open

Demonstrate general knowledge of the information technology industry.

(400) Fundamental Desktop Publishing

Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

(405) Fundamentals of Web Design

Demonstrate knowledge of fundamental web design coding and syntax to include CSS.

(410) Graphic Design Promotion

Develop a theme, illustrate the theme in a logo design, and then utilize the logo in a promotional flyer.

(415) Digital Publishing

Evaluate knowledge and skills utilizing Illustrator®, or InDesign®, software to create a variety of interactive documents.

(420) Digital Media Production

Create a one-to-two (1-2) minute digital media production with consistent theme and slogan based on the assigned topic.

(425) Computer Modeling

Given a scenario or prompt, Computer Modeling will research the topic, create a profile, concept design(s), prototype(s), and final model and/or scene based upon the assigned topic provided.

(430) Video Production Team

Create a three-to-five (3-5) minute video production, based upon the assigned topic.

(435) Website Design Team

The team will work together to create a website based on the assigned topic.

(440) Computer Animation Team

Create a computer-generated visualization animation, not to exceed two (2) minutes, based upon the assigned topic provided.

(445) Broadcast News Production Team

Create a three-to-five (3-5) minute news broadcast, containing two (2) different segments (news stories).

(500) Global Marketing Team

Develop a marketing plan that details pricing strategies and promotional plans for a business.

(505) Entrepreneurship

Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.

(510) Small Business Management Team

The team will use strategic planning and problem-solving skills to provide solutions to the business case study provided. At state and national level, teams will be presented with an additional element to the scenario that requires revision of their final presentation.

(515) Interview Skills

Assess proficiency in job search and interview situations.

(520) Advanced Interview Skills

Assess advanced proficiency in job search, interview situations, and portfolio development.

(525) Extemporaneous Speech

Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

(535) Human Resource Management

Assess interpretation of personnel policies and knowledge of human resource management.

(540) Ethics & Professionalism

Explore the application of ethical frameworks to various aspects used in business today.

(545) Prepared Speech

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

(550) Parliamentary Procedure Team

Demonstrate the use of correct parliamentary procedure through a chairperson's ability to conduct a business meeting in a democratic manner that allows the members of the team to effectively participate. Examine the team's knowledge of parliamentary procedure through oral questions and the objective test.

(555) Presentation Management Individual

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

(560) Presentation Management Team

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

(590) Business Meeting Management Concepts – Open

To provide a general competitive event addressing business meeting management which incorporates fundamental concepts accepted as good practices in any business unit including business planning and strategy, organization and execution, trust and transparency.

(591) Management, Marketing and Human Resources Concepts – Open

Assess knowledge of management, marketing, and human resources concepts.

(592) Parliamentary Procedure Concepts – Open

Assess knowledge of parliamentary procedure. Test questions are based on the National Association of Parliamentarians Study Guide for Registration Examination.

(V01) Virtual Multimedia & Promotion – Individual

Individual contestants will create a 1:00 to 2:30 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

(V02) Virtual Multimedia & Promotion – Team

Teams of contestants will create a 1:00 to 2:30 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

(V03) Software Engineering Team

Teams of contestants will collaborate on the engineering of a computer software application that performs tasks and operations as outlined in the provided topic. Project submissions will consist of software source code and assets in addition to a functional executable version of the application. Submissions will be judged on technical merit by software engineering professionals. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

(V04) Web Application Team

Teams of contestants will create a database-driven Website with server-side functionality. The team is provided with the opportunity to design, build and present a working web application. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

(V05) Mobile Applications

Individual contestants will develop a mobile phone and/or tablet application based upon the given scenario. Permitted platforms include and are limited to Google Android™, Apple iOS™, and Microsoft Windows Phone™. The application will be pre-submitted for technical judging. Contestants will then be required to present their application to a panel of technical judges.

(V06) Promotional Photography

Individual contestants will demonstrate their skill and creative vision using a DSLR and image editing. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

(V08) Start-up Enterprise Team

Teams of contestants will develop an operating plan and organizational structure to initiate a small business. Teams are to assume they are presenting their products/services to potential buyers.