



Today's students.
Tomorrow's business professionals.

Special Recognition Awards Handbook

Updated September 10, 2009

Special Recognition Awards Handbook

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Non-Discrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

Special Recognition Awards Program Guidelines

An active Business Professionals of America (BPA) chapter is considered an involved chapter. Business Professionals of America recommends chapters become involved in one or more of the Special Recognition Awards Programs it offers. Through this program, Business Professionals of America offers “something for everyone.”

Participation in this program means that members are engaging in worthwhile projects while having the opportunity to receive recognition from the national organization. It is also a way to receive positive public relations for the chapter and school in the community.

The Special Recognition Awards available are:

u BPA Marketing and Public Relations	u Member Recruiter
u BPA Merit Scholar	u National Center Capital Improvement Campaign
u Chapter Activities Award of Excellence	u Outstanding Service Award
u Community Action	u The Professional Cup
u Community Relief Service Award	u Safety Awareness
u Entrepreneurship Exploration	u Special Olympics (Business Professionals of America's National Service Project)
u Environmental Action/Awareness	u WeSeed Social Circle Challenge
u Hall of Fame	

The following guidelines apply to all recognition awards:

- u All activities submitted for consideration toward recognition **must begin after the closing of the previous year's deadline for submitting this award.**
- u The application form, word-processed report, and support material **MUST BE SUBMITTED ELECTRONICALLY TO THE APPROPRIATE EMAIL ADDRESS (see individual program guidelines for specific email address) BY APRIL 1 EACH YEAR.** No materials submitted after that date will be accepted. The only exception is the Chapter Activities Award of Excellence which **must be shipped/postmarked by April 1** each year.
- u This booklet can be downloaded in its entirety from the BPA Web site at www.bpa.org. Individual Program Application Forms can also be found online at: www.bpa.org.
- u All materials submitted become the property of Business Professionals of America and may be used as the National Center sees fit.
- u **It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.**
- u Outstanding Achievement Awards will be presented to no more than five Secondary/Associate chapters and one Post-secondary or Middle Level chapter in the following award categories: BPA Marketing and Public Relations, Community Action, Community Relief Service Award, Entrepreneurship Exploration, Safety Awareness, and Special Olympics.
- u No handwritten applications will be accepted.
- u **DO NOT SEND ANY AWARD APPLICATION(S) AS PART OF ANOTHER APPLICATION. AWARDS MAY NOT BE SUBMITTED WITH TECHNICAL PROJECTS FOR COMPETITIVE EVENTS. EACH AWARD MUST BE SUBMITTED SEPARATELY.**

Specific guidelines for participation are on the following pages. Application must be made for all Special Recognition Awards unless otherwise indicated.

Be sure to keep a copy of your submission for your files.

PLEASE NOTE THAT ALL APPLICATION FORMS MUST BE SUBMITTED BY APRIL 1 UNLESS OTHERWISE STATED IN THE SPECIFIC GUIDELINES FOR THE APPLICABLE AWARD SUBMITTED.

BPA Marketing and Public Relations Award

Purpose To promote the image of Business Professionals of America (BPA) and its members; to inform the public of the meaning and objectives of BPA; to encourage the creation of media promotions, especially chapter newsletters and Web sites promoting BPA; and to encourage organized local chapter membership recruiting efforts/activities.

Eligibility All chapters completing a qualifying promotional or public relations advancing activity, or a chapter media promotion (newsletter, Web site), or an organized chapter membership recruiting activity.

Qualifications Qualifying activities may include, but are not limited to:

- any activity that promotes BPA in the school or community (document activity with photographs)
- any activity that builds good public relations and is reported in the media (document media release)
- any chapter newsletter that is distributed outside the chapter membership (document distribution)
- any chapter Web site promoting the chapter and /or BPA members (document Web site)
- any organized chapter membership recruiting activity (document activity with photographs)

Specifications Complete and submit the application form below, along with a complete description of the qualifying chapter activity(ies) (see qualifications above). Include, with the description, documentation appropriate for each identified activity, i.e. photographs, samples of promotional items used, copy of community newspaper article, typed text of radio/TV spot, electronic copy of chapter newsletter or screen shots of Web pages, sample of items used in recruiting activity, etc.

For all activities - Provide the total number of hours of member involvement with your BPA Marketing and Public Relations activity(ies) on the application form.

To determine the “total number” estimate the number of member hours involved for each activity and then add them together for a final tally.

Examples:

Member prepared news release and delivered to radio station (3.5 hours)

10 members served on planning committee for employer banquet—hours reported ranged from 1 to 6 per member (36 hours)

The total hours reported would be 39.5 hours.

Recognition Up to five Secondary/Associate Division Chapters, one Post-secondary Division, and one Middle Level chapter may receive Outstanding Achievement Award recognition and be called on stage to receive a plaque at the National Leadership Conference.

Deadline April 1

E-mail bpamarketingpublicrelations@bpa.org

BPA Marketing and Public Relations Award Application Form

- A.** Please indicate division: Secondary/Associate Post-Secondary Middle Level
- B.** Please indicate the total number of members in your chapter for the current school year: _____
- C.** Please indicate total member involvement hours for promotion activities: _____
- D.** Check that each of the following items are included in submission:
- Completed application form
 - A report describing the chapter's involvement in BPA Marketing and Public Relations; this includes a detailed description of each separate activity, giving dates, times, number of members involved, etc.
- E.** Advisor Name _____
- F.** School Name _____
- G.** School Address _____ City _____ State _____ Zip _____
- H.** School Phone (Please include the area code first) _____

BPA Merit Scholar Award

Purpose To recognize individual members and advisors for their knowledge of Business Professionals of America and to motivate all members and advisors to learn as much as possible about the history, traditions, programs, and activities of the organization.

Eligibility Any paid member including advisors attending the National Leadership Conference may earn the BPA Merit Scholar award by achieving a minimum 85 percent on an objective test (true/false and multiple choice questions). This general contest is not part of the competitive events program; the BPA Merit Scholar award is part of the Special Recognition Awards Program offered to members.

The contest will be developed annually by the National Center. Resources used will be the *Chapter Management Reference*, the *Special Recognition Awards Handbook*, the *Torch Awards Handbook*, current school year's issues of the *Wire*, and the BPA Web site (www.bpa.org).

Recognition Those participants achieving 85 percent or more on the test will receive a BPA Merit Scholar pin during the Awards Session at the National Leadership Conference.

Chapter Activities Award of Excellence

Purpose To recognize local chapters for their outstanding activities and program of work and to motivate all local chapters to strive for an outstanding program of activities.

Eligibility Any chapter in any division may strive to earn the Chapter Activities Award of Excellence. It is not necessary for a chapter to attend the National Leadership Conference to be eligible for the award. This award is not to be considered a competitive event in any manner. Any chapter reaching the goals that are established for this award is eligible to receive the award.

Qualifications The evaluation criteria are as follows:

1. **All entries must be submitted as an electronic portfolio.**
2. The application form and accompanying CD/DVD **MUST BE SHIPPED AND POSTMARKED BY APRIL 1 each year.** No materials postmarked after that date will be accepted.
3. Submit all materials to Chapter Activities Award of Excellence, Business Professionals of America, 5454 Cleveland Avenue, Columbus OH 43231-4021. Chapters wishing verification of receipt of materials at the National Center are encouraged to use certified mail, UPS, or a similar method.
4. The order of the Chapter Activities Award of Excellence materials must be followed in preparing the portfolio to facilitate verification of documentation. The chapter may include more than the required minimum number of activities.
5. Each portfolio must include the chapter name, the school name, the city and state, the current school year, and the division (Secondary/Associate, Post-Secondary, Middle Level).
6. Some activities may apply to more than one category; however, each activity of the local chapter may be included in only one of the specified categories.
7. **All entries must abide by official Business Professionals of America Graphic Standards as found on the website at: www.bpa.org**

Guidelines The Chapter Activities Award of Excellence Application Form and the required media must be **shipped/postmarked to the National Center by April 1.** The submitted portfolio will become the property of Business Professionals of America and may be used to help promote BPA as needed.

Chapter Activities Award of Excellence Outline

- I. Professional activities
 - A. Local chapter meetings
 1. Business meetings (7)
 2. Career development meetings (4)
 3. Special meetings (4)
 - B. Leadership
 1. Business Professionals of America orientation
 2. Installation of officers
 3. Local officer training
 4. Parliamentary procedure
 5. Leadership conference representation
 - C. Business Professionals of America Special Recognition Awards Program and Torch Awards program (a minimum of four (4) must be included)
 1. Community Relief Service
 2. Environmental Action/Awareness
 3. BPA Marketing and Public Relations
 4. Community Action
 5. Entrepreneurship
 6. Member Recruiter

7. BPA Merit Scholar
 8. Safety Awareness
 9. National Center Capital Improvements Campaign
 8. Safety Awareness
 10. Special Olympics
 11. Torch Awards Program
- D. Financial activities/Chapter Budget
 - E. Civic and/or service activities (a minimum of 5 must be included)
 - F. Social activities (a minimum of 5 must be included)
 - G. Promotional activities (a minimum of 5 must be included)
 - H. The portfolio must be submitted on a CD or DVD in Microsoft PowerPoint format.

Specifications Chapter Activities Award of Excellence

I. Professional Activities

A. Local Chapter Meetings

1. **Business Meetings.** In order to earn the Chapter Activities Award of Excellence, the chapter must have held seven (7) regular business meetings. Write a one paragraph summary of each meeting containing the date held, number of members attending, and major points covered.
2. **Career Development Meetings.** In order to earn the Chapter Activities Award of Excellence, the chapter must have held four (4) career development meetings (speaker, field trip, film, etc.). Write a one paragraph summary of each meeting containing the date held, number of members attending, and the nature of the program.
3. **Special Meetings.** In order to earn the Chapter Activities Award of Excellence, the chapter must have held four (4) special meetings (employer/employee function, installation, advisory committee, awards ceremony, initiation, alumni activity, etc.). Write a one paragraph summary of each meeting containing the date held, number of members attending, and the nature of the program.

B. Leadership

In order to earn the Chapter Activities Award of Excellence, the chapter must present evidence of having completed the following:

1. **Business Professionals of America Orientation.** Write one paragraph describing the methods used to acquaint members with Business Professionals of America.
2. **Installation of Officers.** In one paragraph, describe your procedure for election and installation of officers.
3. **Local Officer Training.** Describe in one paragraph how local officers were trained.
4. **Parliamentary Procedure.** Describe in one paragraph the techniques used to acquaint all Business Professionals of America chapter members with correct parliamentary procedure.
5. **Leadership Conference Representation.** The chapter must be represented at a leadership conference. Describe in one paragraph where the conference was held, the number of chapter members attending, and the major activities of the conference.

C. Business Professionals of America Special Recognition and Torch Awards Program

In order to earn the Chapter Activities Award of Excellence, the chapter must participate in at least four (4) of the following programs. (A discussion about the award during a class or chapter meeting does NOT meet the qualifications.)

1. **Community Relief Service.** Write a paragraph describing the chapter's involvement with the Community Relief Service award.
2. **Environmental Action/Awareness.** Write a paragraph describing the chapter's involvement with the Environmental Action/Awareness award.

3. BPA Marketing and Public Relations. Write a paragraph describing the chapter's involvement with the BPA Marketing and Public Relations award.
4. Community Action. Write a paragraph describing the chapter's involvement in community service activities.
5. Entrepreneurship Exploration. Write a paragraph describing the chapter's involvement with entrepreneurship exploration.
6. Member Recruiter. Write a paragraph describing the chapter member's(s') recruiting activities.
7. BPA Merit Scholar. Write a paragraph describing your chapter member(s) becoming (a) BPA Merit Scholar(s).
8. National Center Capital Improvements Campaign. Write a paragraph describing the chapter's involvement in the National Center Capital Improvements Campaign.
9. Safety Awareness. Write a paragraph describing the chapter's involvement in safety or drug awareness.
10. Special Olympics. Write a paragraph describing the chapter's involvement in Special Olympics.
11. Torch Awards Program. Write a paragraph describing how chapter members were encouraged to participate.

Note: Neither the descriptions of Special Recognition Award activities in this application nor any Special Recognition Award application copies that you might include in the Chapter Activities Award of Excellence electronic portfolio will be considered a legitimate application for any other Special Recognition Award. All Special Recognition Awards must be applied for separately according to the guidelines listed on page 3.

II. Financial Activities and Projects

Budget. Submit a copy of the local chapter budget. It must include anticipated revenue and anticipated expenses.

III. Civic and/or Service Activities

Civic/service activities are conducted by chapters to serve the school and the community. These activities are frequently conducted in cooperation with local business organizations, schools, or civic groups. Service activities emphasize the need for sharing with others. In order to qualify for the Chapter Activities Award of Excellence, the chapter must have participated in a minimum of five (5) civic and/or service activities. Do NOT include in this category any activity already documented in the Special Recognition Awards Program section. Write a paragraph describing each activity.

IV. Social Activities

In order to qualify for the Chapter Activities Award of Excellence, the chapter must have participated in a minimum of five (5) social activities. Write a paragraph describing each activity.

V. Promotional Activities

Promotional activities may include, but are not limited to, such activities as bulletin boards, displays, marquees, billboards, published newspaper and magazine articles, television and radio spots, pamphlets and brochures, and presentations. In order to qualify for the Chapter Activities Award of Excellence, the chapter must have carried out a minimum of five (5) such activities. Write one paragraph describing each of the activities. Do NOT include in this category activities already documented in Section I.C.3 (BPA Marketing and Public Relations)

Recognition

Electronic Portfolios will be displayed at the National Leadership Conference. A plaque will be presented to each qualifying chapter.

Deadline

April 1

*Note: This application form **must be sent at the same time** as the required media.*

Chapter Activities Award of Excellence Application Form

A. Please indicate division: Secondary/Associate Post-Secondary Middle Level

B. Check that each of the following items is enclosed:

Completed, signed application form

The CD/DVD

C. Advisor Name _____

D. School Name _____

E. School Address _____ City _____ State _____ Zip _____

F. School Phone (Please include the area code first) _____

G. Local President Signature _____

H. Local Advisor Signature _____

Chapter Activities Award of Excellence Rubric

The following rubric will be used for scoring Chapter Activities Award of Excellence submissions. In order to receive recognition, projects must meet all Basic Qualifications, as well as score a minimum of 85% of possible points.

Basic Qualifications

All of these criteria must be met in order to be considered for recognition:

- _____ All entries must be submitted as an electronic portfolio.
- _____ The application form and accompanying CD/DVD MUST BE SHIPPED AND POSTMARKED BY APRIL 1. No materials postmarked after that date will be accepted.
- _____ The order of the Chapter Activities Award of Excellence materials must be followed in preparing the portfolio to facilitate verification of documentation. The chapter may include more than the required minimum number of activities.
- _____ Each portfolio must include the chapter name, the school name, the city and state, the current school year, and the division (Secondary, Post-Secondary, Associate, Middle Level).
- _____ Some activities may apply to more than one category; however, each activity of the local chapter may be included in only one of the specified categories.
- _____ All activities included in the portfolio must begin after the closing of the previous year's deadline for submitting this award.
- _____ All entries must abide by official Business Professionals of America Graphic Standards as found on the Website at: www.bpa.org

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Professional Activities					
Summary of at least seven (7) regular business meetings	1-6	7-12	13-19	20-25	
Summary of at least four (4) career development meetings	1-6	7-12	13-19	20-25	
Summary of at least four (4) special meetings	1-6	7-12	13-19	20-25	
Leadership					
Summary of methods used to acquaint members with BPA	1-12	13-25	26-38	39-50	
Summary of procedure used to elect and install officers	1-12	13-25	26-38	39-50	
Summary of procedure used to train local officers	1-12	13-25	26-38	39-50	
Summary of procedure used to acquaint members with parliamentary procedure	1-12	13-25	26-38	39-50	
Summary of conference location, number of chapter members attending and major conference activities	1-12	13-25	26-38	39-50	

Chapter Activities Award of Excellence Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
BPA Special Recognition Awards Programs and Torch Awards Program (must include summary for at least four from those listed on page 10 of Special Recognition Award Handbook ; indicate which were selected)					
_____ Summary 1	1-12	13-25	26-38	39-50	
_____ Summary 2	1-12	13-25	26-38	39-50	
_____ Summary 3	1-12	13-25	26-38	39-50	
_____ Summary 4	1-12	13-25	26-38	39-50	
_____ Summary 5	1-12	13-25	26-38	39-50	
_____ Summary 6	1-12	13-25	26-38	39-50	
_____ Summary 7	1-12	13-25	26-38	39-50	
_____ Summary 8	1-12	13-25	26-38	39-50	
_____ Summary 9	1-12	13-25	26-38	39-50	
_____ Summary 10	1-12	13-25	26-38	39-50	
_____ Summary 11	1-12	13-25	26-38	39-50	

Chapter Activities Award of Excellence Rubric

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Financial Activities, Projects and Budget					
Copy of budget with summary of anticipated revenue and expense	1-12	13-25	26-38	39-50	
Civic or other Service Activities					
Summary for each of at least five (5) civic and/or service activities	1-6	7-12	13-19	20-25	
Summary for each of at least five social activities	1-6	7-12	13-19	20-25	
Summary for each of at least five promotional activities	1-6	7-12	13-19	20-25	
			Total Points Available	(1000)	

Community Action Award

Purpose To encourage local chapters to become actively involved in community betterment, school improvement, and election-year activities. To encourage local chapters to develop ways of involving their members in these kinds of activities. To recognize chapters for their involvement in engaged citizenry.

Eligibility All chapters having completed a minimum of 100 hours of community and/or school service activity are eligible for the Community Action award.

Qualifications Activities may include community and/or school service projects, election-year projects and other citizenship type activities.

Specifications Provide the total number of hours of member involvement with community and/or school service activities. Determine this number by estimating the number of member hours involved for each different activity. Total the hours of the individual activities.

Example:

12 members voted in school mock election (only several minutes required for each) = 1 hour

5 members provided transportation for elderly to voting polls—5 members x 3 hours each = 15 hours

26 members collected, sorted, and distributed food baskets at Thanksgiving—hours reported ranged from 1 to 5 each = 110 hours

The total hours reported would be 126 hours.

Recognition Up to five Secondary/Associate Division Chapters, one Post-secondary Division Chapter, and one Middle Level Chapter may receive Outstanding Achievement Award recognition and be called on stage to receive a plaque at the National Leadership Conference.

Deadline April 1

E-mail communityaction@bpa.org

Community Action Award Application Form

- A.** Please indicate division: Secondary/Associate Post-Secondary Middle Level
- B.** Please indicate the total number of members in your chapter for the current school year: _____
- C.** Please indicate total member involvement hours for community relief service activities: _____
- D.** Check that each of the following items is enclosed with the type-written document:
- Completed application form
 - A report describing the chapter's involvement in community relief service activities; this includes a detailed description for each separate activity, giving dates, times, number of members involved, etc.
 - Required documentation suggested for each type of activity includes pictures and other items that may assist in describing the activity(ies).
- E.** Advisor Name _____
- F.** School Name _____
- G.** School Address _____ City _____ State _____ Zip _____
- H.** School Phone (Please include the area code first) _____

Community Relief Service Award

- Purpose** To encourage BPA chapters to “get involved” by providing volunteer services, to assist with disaster services, to provide health and safety community education, to participate in blood drives, and/or to raise and donate monetary support for relief organizations.
- Eligibility** All chapters having completed at least 50 hours of community/school service are eligible for the Community Relief Service award.
- Qualifications** Activities may include the following, but are not limited to:
- **Chapter Volunteers**
 - Chapter members can be trained in Disaster Service and Health.
 - Chapter members can be trained in Safety and Community Service.
 - Chapter members can become involved with local disaster relief units, assisting with local disasters relief by providing volunteers help and support.
 - Chapter members can become volunteers in a wide range of programs and services.
 - **Blood Drives**
 - Chapter sponsors or helps sponsor a school and/or community blood drive.
 - Chapter members volunteer to help conduct a blood drive.
 - Chapter members participate in a blood drive by donating blood.
 - **Fundraising/Donating Monetary Support** - Chapters can conduct fundraising activities and donate collected funds in a variety of ways.
- Specifications** Submit a description of the chapter activity(ies). The description must be accompanied by any available documentation. Examples follow:
Volunteer Activities - If chapter members receive training, provide copies of earned certificates of training. If volunteer events are covered by local media, provide any available documentation from the local media.
Blood Drives - With activity description, provide a list of members that participated in the blood drive(s) in any capacity.
Fundraising/Donating Monetary Support - With description of fundraising activity, provide documentation of the donation (ex. Copy of check, receipt from charity, etc.).
- For all activities** - Provide the total number of hours spent by members in service to the community and/or school activities.
- To determine the “total number” estimate the number of member hours involved for each activity and then add them together for a final tally.
- Example:*
2 members received volunteer Disaster Service training - 2 members x 4 hours each = 8 hours
5 members received Safety and Community Service Training—5 members x 3 hours each = 15 hours
26 members contributed to and participated in Friday lunchtime bake sale fundraiser – hours reported ranged from 1 to 5 each for each person = 78 hours
The total hours reported would be 101 hours.
- Recognition** Up to five Secondary/Associate Division Chapters, one Post-secondary Division, and one Middle Level chapter may receive Outstanding Achievement Award recognition and be called on stage to receive a plaque at the National Leadership Conference.
- Deadline** April 1
- E-mail** communityrelief@bpa.org

Community Relief Service Award Application Form

- A.** Please indicate division: Secondary/Associate Post-Secondary Middle Level
- B.** Please indicate the total number of members in your chapter for the current school year: _____
- C.** Please indicate total member involvement hours for community relief service activities: _____
- D.** Check that each of the following items is enclosed with the type-written document:
- Completed application form
 - A report describing the chapter's involvement in community relief service activities; this includes a detailed description for each separate activity, giving dates, times, number of members involved, etc.
 - Additional documentation required for each type of activity includes pictures and other items that may assist in describing the activity(ies).
- E.** Advisor Name _____
- F.** School Name _____
- G.** School Address _____ City _____ State _____ Zip _____
- H.** School Phone (Please include the area code first) _____

Entrepreneurship Exploration Award

Purpose To encourage all members to have a better understanding of the American free enterprise system, what it means to their future, and to communicate this understanding to others. To encourage members to study entrepreneurship and small business management. To serve as a precursor for entering the Business Professionals of America entrepreneurship contests.

Eligibility All members completing the required specifications are eligible for the individual Entrepreneurship Exploration award.

- Qualifications**
1. Material must be word-processed, double-spaced, with footnotes, etc. If direct references are used, credit must be given to resource material.
 2. Include headers for distinction in your material for the various sections.
 3. Supportive material (photos, news clippings, brochures, etc.) may be included in the appendix.
 4. Drawings, illustrations, and graphic presentations will be judged for clarity, not artistic value.
 5. You must include at least two forms of written communication with the company: (a) a letter from the company on company stationery acknowledging your visit (you may want to design a form for the person to sign), and (b) a copy of your thank you letter(s) to the company.
 6. You may **NOT** use a previous year's Entrepreneurship Exploration entry for the current year's entry.

Specifications Prepare a word-processed report on each of the following topics. Do not exceed the page limitations specified.

1. Read about the types of business organizations. Explain (in your own words) basic terms such as entrepreneur, sole proprietorship, corporation, etc. Identify your reading source(s). (3-page limit)
2. Make an appointment with an entrepreneur in your community. Outline items to discuss so you use the person's time wisely. Your report should contain the following sections:
 - a. Identify the business/company; explain what its service or products are, where it is located, and its method of operation. Include how and when the company was organized, how much operating capital was necessary and how it was obtained, etc. Why was this business selected? (3-page limit)
 - b. Explain the company's marketing strategy; include consumer needs and wants. (3-page limit)
 - c. Identify the major staff (by job title) needed to operate the business; include qualifications and education required, what salary is based on, etc. What equipment and inventory are needed for operation? (3-page limit)
 - d. Indicate how the annual budget is developed. Where are the biggest expenses? If possible, include sample figures; if not, include percentages of the total budget (i.e., 60% of sales must cover inventory purchases). (3-page limit)
 - e. Explain the major business forms used by the company; explain the purpose of each form and how it was developed. (3-page limit)
3. Explain an oral presentation you made to a group (class, civic club, educational group, professional group, church-related organization, youth group, etc.) about your visit to the business/company, questions you asked during your visit, how you prepared your report, and a summary of what you learned. (3-page limit)
4. **OPTIONAL:** You may include an appendix that contains electronic information such as an organizational structure chart, business forms used, budgets, photos, news clippings, explanatory brochures, etc. (12-page limit)

Recognition Up to five Secondary/Associate Division Chapters, one Post-secondary Division Chapter, and one Middle Level chapter may receive Outstanding Achievement Award recognition and be called _____ on st

Note: All required sections must be included to receive the recognition award.

Deadline April 1

E-mail entre-exploration@bpa.org

Entrepreneurship Exploration Award Application Form

- A.** Please indicate division: Secondary/Associate Post-Secondary Middle Level
- B.** Check that each of the following items is enclosed in the file folder.
- Completed application form; this appears as the first page
 - A complete report and required documentation as outlined below; all required sections must be included to be eligible for recognition; all pictures and other support material should be attached as part of the descriptive report.
- C.** Student Name _____
- D.** Advisor Name _____
- E.** School Name _____
- F.** School Address _____ City _____ State _____ Zip _____
- G.** School Phone (Please include the area code first) _____

Entrepreneurship Exploration Award Evaluation Form

Name _____

Division _____

School Name _____

City _____

State _____

Specification Requirements: To qualify for this award, **ALL** of the specifications listed here must be met. Place a check mark by all specifications met.

- Submitted Electronically – send a “PDF” file Zipped if necessary
- Application form included as first page
- Section header method utilized
- Material is word-processed
- Acknowledgement letter/form from business/company is included
- Copy of thank you letter to company is included

Descriptive Report Requirements: To qualify for this award, **ALL** of the required topics must be included. Place a check mark by all topics included.

- Definitions (3-page limit)
- Company identification and operation (3-page limit)
- Company’s marketing strategy (3-page limit)
- Major staff, equipment, and inventory (3-page limit)
- Budget (3-page limit)
- Business forms (3-page limit)
- Explanation of oral presentation; report preparation; learning experiences (3-page limit)
- Appendix (optional) (12 page limit)

Approved for award: Date _____

Evaluator _____

Not approved for award: Date _____

Evaluator _____

Environmental Action/Awareness Award

Purpose To promote the image of Business Professionals of America (BPA) as an organization that is aware of current environmental issues; to motivate all levels and divisions of BPA to participate in activities that prevent any further damage to our environment; and to encourage current chapters to implement plans of action to embrace the idea of a “Green” society.

Eligibility All chapters or state officer teams who submit an electronic plan of action to “Go Green” and documents progress in all aspects minimizing environmental harm.

Activities Activities outlined may include recycling plans or the usage of electronic paperwork and documentation but can utilize any activity documented and executed that works toward improving current environmental issues.

Specifications You must submit an electronic portfolio of your plan of action as well as documentation verifying that you have completed the activities as planned. Your plan of action must include a detailed description of each activity promoting the idea(s) of “Going Green” and minimizing environmental harm.

You **MUST** complete a minimum of three (3) activities. Include a one page detailed description of each activity and how it improved the environment. You may add a second page accompanying your detailed description utilizing digital photography, etc. in order to help fully explain the activity.

You will **ONLY** outline three (3) activities. You are **REQUIRED** to include digital photography to enhance your report.

If you have completed more activities during the year and would like to report them as part of this submission, you may include one (1) additional page listing the activities and how they promoted the idea of “Going Green.” These activities will not be fully described, only listed; photos may not be included with the list.

Note that the entire plan of action must not only be planned and outlined, but fully executed.

When complete your submission will have a maximum of seven (7) pages that have outlined your plan of action in detail in addition to a completed application form.

Provide the total number of hours of member involvement, whether it is individual or a group effort, with your report. Determine this number by estimating the number of member hours involved for each different activity. Total the hours of the activities.

Recognition Two outstanding awards will be given at the National Leadership Conference:

One will be given to the top Chapter in each division

- Secondary/Associate chapters will be awarded at the Secondary Awards Session
- Post-secondary teams will be awarded at the Post-secondary Awards Session
- Middle Level chapters will be awarded at the Middle Level Awards Session

One will be given to the most outstanding State Officer Team in each division

- Secondary teams will be awarded at the Secondary Awards Session
- Post-secondary teams will be awarded at the Post-secondary Awards Session
- Mixed teams (containing Secondary members, Post-secondary members, or Middle Level Ambassadors) will be awarded at the Secondary Awards Session

Deadline April 1

E-mail environmentalactionawareness@bpa.org

Environmental Action / Awareness Award Application Form

- A. Please indicate division: Secondary/Associate Post-Secondary Middle Level
- B. Please indicate division: Chapter State Officer Team
- C. Please indicate the total member involvement hours (chapter or state officer team) for the current school year: _____
- D. Check that each of the following items is enclosed with the type-written document:
- Completed application form
 - Your description of your chapter's or state officer team's accomplishments in the area of "Going Green." This includes a two-page selection over each of the three (3) separate activities, giving dates, times, involvement, etc., the first page being your double-spaced description, and the second page consisting of pictures describing your activities.
 - (Optional)** One (1) additional page that lists other activities, but will not be described. This page should not include pictures.
- E. Advisor Name _____
- F. Advisor e-mail _____
- G. School Name _____
- H. Chapter Name _____
- I. School Address _____ City _____ State _____ Zip _____
- J. School Phone (Please include the area code first) _____

Hall of Fame Award

Purpose To recognize those individuals who have made significant contributions to Business Professionals of America, formerly the Office Education Association (OEA).

Eligibility Individuals who have contributed to the national association. To be eligible for the Hall of Fame award the nominator must submit the following information about the nominee:

1. Narrative review of nominee's supportive contributions to the Association
2. Three letters of support for the nominee
3. Resume for the nominee

Entries Nominations will be accepted every year from the following:

National Officers	Board of Trustees
State Advisors/Supervisors	National Staff
National Business Advisory Council	Classroom Educators Advisory Council
Local Advisors	Members

Procedures All nominations must be submitted on the official nomination form. **Nominations must be submitted to programs@bpa.org no later than April 1.**

Selection Selections will be processed as indicated by the printed guidelines of the Programs Committee.

Recognition A maximum of three (3) individuals will be recognized with lifetime memberships and individual plaques at the National Leadership Conference for that year. The names of those recognized will be added to the plaque displayed at the National Center.

Nomination Form Hall of Fame Award

Nominee's First and Last Name _____

Title _____

Address _____

City _____

State _____

Zip _____

Telephone (Please include the area code first): Home _____

Business _____

Nominator's Signature _____

Nominator's Name (Please print/type) _____

Title _____

Address _____

City _____

State _____

Zip _____

Telephone (Please include the area code first): Home _____

Business _____

Member Recruiter Award

Purpose To encourage current members of the Secondary, Associate, Post-secondary, and Middle Level Divisions to recruit new BPA national members.

Eligibility Any current BPA member (except Alumni/Professional members) that recruits a minimum of five new members. The newly recruited members must be listed on the form below with their membership identification numbers (assigned by the BPA Online Membership Registration System). The local chapter advisor must verify, with signature on the form below, that the applicant recruited the listed members. New members are also eligible to apply for this award once registered as national members. A BPA member can receive this national award once annually, as long as they are a registered member of BPA (any division except Alumni/Professional).

Recognition Approved applicants will be recognized with a certificate. Member Recruiter award recipients will also be listed on the national BPA website. Each year the applicant with the most recruited new members in their division (Secondary and Associate regarded as one division) will be recognized with a plaque as National Recruiter of the Year at a General Session during the NLC. Member Recruiter recipients earn points toward the Torch Awards in the leadership activity category.

Deadline April 1

E-mail memberrecruiter@bpa.org

Member Recruiter Award Application Form

A. Please indicate division: Secondary/Associate Post-Secondary Middle Level

B. Applicant Name: _____

C. Complete this form showing the applicant's newly recruited chapter members and the **members' identification numbers**. List additional names on separate sheet.

Name	Identification No.
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

D. Advisor Name _____

E. Advisor e-mail _____

F. School Name _____

G. Chapter Name _____

H. School Address _____

City _____

State _____

Zip _____

I. School Phone (Please include the area code first) _____

National Center Capital Improvements Campaign Award

Purpose To help maintain the National Center and to provide individual and group recognition to all contributors.

Eligibility Members, advisors, alumni, parents, employers (small business owners), former board members, current and former staff members, former support group members, state associations, and corporations are eligible for the National Center Capital Improvements Campaign award.

Recognition

Individuals:
\$10 - \$100 Certificate and name listed on website
\$101 or more Wall plaque; name listed on website

Chapters:
\$100 - \$200 Certificate and chapter name listed on website
\$201 or more Wall plaque; name listed on website

State Associations:
\$ 500 - \$ 999 Certificate for state name listed on the website
\$1,000 - \$4,999 Certificates for state association and each member of state officer team; a wall plaque; names listed on the website

Deadline April 1 Submit form below along with contribution(s) to National Center Capital Improvements Campaign Award, Business Professionals of America, 5454 Cleveland Avenue, Columbus OH 43231-4021. Donors wishing verification of receipt of materials at the National Center are encouraged to use certified mail, UPS, or a similar method.

National Center Capital Improvements Campaign Award Application Form and Pledge Card

Pledge Information

A pledge to contribute \$_____ to the National Center Capital Improvements Campaign is being made by _____.
(Individual or Organization)

Type of pledge: Individual Local Chapter State Association Other

Contact Name _____ Chapter/Association Name (if applicable) _____

Mailing Address _____ City _____ State _____ ZIP _____

Telephone Number (please include area code first) _____ E-mail Address _____

Specifications (if applicable) _____

Signature _____ Date _____

Application Information

A. Please indicate division: Secondary/Associate Post-Secondary Middle Level Alumni Other

B. Please indicate the total national student members in your local chapter (local chapter contribution only): _____

C. Please indicate the total national student members in your state association (state contribution only): _____

D. Advisor Name _____

E. School Name _____

F. School Address _____ City _____ State _____ ZIP _____

G. School Phone (Please include area code first) _____

H. Local President Signature _____

I. Local Advisor Signature _____

J. State Advisor Signature (only if state contribution) _____

Outstanding Service Award

Purpose To recognize those individuals who have dedicated time and effort to promote the objectives of career/technical student organizations/Business Professionals of America or provided outstanding service to the association at the National level.

Eligibility Any individual supportive of career/technical student organizations/Business Professionals of America. To be eligible for the Outstanding Service Award, the nominee must not have received this award within the last five years. The nominator must submit the following information about the nominee:

1. List of national activities and involvement
2. List of state and local activities and involvement
3. List of participation in other professional organizations and community service
4. List of any other pertinent information about the nominee that you believe will assist the Committee in making the selections

Entries Nominations will be accepted every year from the following:

National Officers	Board of Trustees
State Advisors/Supervisors	National Staff
National Business Advisory Council	Classroom Educators Advisory Council
Local Advisors	Members

Procedure All nominations must be submitted on the official nomination form. **Nominations must be submitted to programs@bpa.org no later than April 1.**

Selection Selections will be processed as indicated by the printed guidelines of the Programs Committee.

Recognition A maximum of five (5) individuals will be recognized with each receiving a plaque at a special reception at the National Leadership Conference for that year.

Nomination Form Outstanding Service Award

Nominee's First and Last Name _____

Title _____

Address _____

City _____

State _____

Zip _____

Telephone (Please include the area code first): Home _____

Business _____

Nominator's Signature _____

Nominator's Name (Please print/type) _____

Title _____

Address _____

City _____

State _____

Zip _____

Telephone (Please include the area code first): Home _____

Business _____

Safety Awareness Award

Purpose To encourage and recognize local chapters for their involvement and development of safety programs.

Eligibility All chapters having at least three (3) safety activities are eligible for the Safety Awareness award.

Qualifications

1. Activities may include promoting office safety, traffic safety, seat belt use, personal safety, drug awareness, anti-violence awareness, or any other safety program.
2. Provide the total number of hours of member involvement with safety activities on the application form. Determine this number by estimating the number of member hours involved for each different activity. Total the hours of the individual activities.

Example:

15 members attended a one-hour self-defense seminar = 15 hours

3 members planned and prepared for the self-defense seminar—hours reported varied = 8 hours

20 members collected Make-It-Click pledges—hours reported ranged from 1 to 5 hours each = 35 hours

The total hours reported would be 58 hours.

Recognition Chapters meeting the qualifications will receive a certificate and recognition at the National Leadership Conference.

Deadline April 1

E-mail safetyawareness@bpa.org

Safety Awareness Award Application Form

- A.** Please indicate division: Secondary/Associate Post-Secondary Middle Level
- B.** Please indicate the total number of members in your chapter for the current school year: _____
- C.** Please indicate total member involvement hours for Safety Awareness activities: _____
- D.** Check that each of the following items is enclosed with the type-written document:
- Completed application form
 - A complete report describing the chapter's involvement in Safety Awareness activities; this includes a detailed description for each separate activity, giving dates, times, number of members involved, etc.
 - Pictures or other items that may assist in describing the activity(ies) should be included
- E.** Advisor Name _____
- F.** School Name _____
- G.** School Address _____ City _____ State _____ ZIP _____
- H.** School Phone (Please include area code first) _____

Special Olympics Award

- Purpose** To recognize local chapters involved with Special Olympics.
- Eligibility** All chapters having at least **one** activity for Special Olympics are eligible for the Special Olympics award.
- Qualifications**
1. Activities could include fundraising activities, volunteer activities, training, public relations, or any other unique involvement with Special Olympics.
 2. Provide the total number of hours of member involvement with Special Olympics. Determine this number by estimating the number of member hours involved for each different activity. Total the hours of the individual activities.
- Example: 2 members serve as gymnastics coaches throughout the year—2 members x 3 hours per week x 50 weeks = 300 hours
5 members assisted in printing District Games programs—5 members x 4 hours each = 20 hours
25 members assisted during the State Games—hours reported ranged from 1 to 5 each = 74 hours
The total hours reported would be 394 hours.*
- Indicate the total amount of money earned and/or donated to Special Olympics for each activity at the conclusion of each paragraph statement. Provide a total amount of money earned and/donated to Special Olympics on the application form.
- Recognition** Recognition will be given to those chapters that both donated the most money and/or volunteered the most number of hours to Special Olympics. Separate recognition will be given for each division participating; Secondary/Associate, Post-secondary, Middle, as well as the State Association. A plaque recognizing the achievement will be presented at the appropriate Awards Session at NLC.
- Deadline** April 1
- E-mail** specialolympics@bpa.org

Special Olympics Award Application Form

- A.** Please indicate division: Secondary/Associate Post-Secondary Middle Level State Association
- B.** Please indicate the total number of members in your chapter for the current school year: _____
- C.** Please indicate total member involvement hours for Special Olympics projects: _____
- D.** Please indicate total amount of money earned for Special Olympics: _____
- E.** Please identify project/activity: _____
- F.** Check that each of the following items is enclosed with the type-written document:
- Completed application form
 - A complete report describing the involvement in Special Olympics activities; this includes a detailed description for each separate activity, giving dates, times, number of members involved, etc.
 - Pictures and/or other items that may assist in describing the activity(ies) should be included
- G.** Advisor Name _____
- H.** School Name _____
- I.** School Address _____ City _____ State _____ Zip _____
- J.** School Phone (Please include area code first) _____

The Professional Cup Award

(Outstanding State Participation)

Purpose To encourage state associations to become actively involved in promoting participation in the Special Recognition Awards Program by the local chapters and to recognize states with active participation.

Eligibility Any state association in the Middle Level, Secondary/Associate or Post-secondary Division that has active participation in the Special Recognition Awards Program.

Award The award 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.

After the tenth year, the trophy will be retired and presented to the state within each division who won the award the most times during the ten years.

Qualifications Each state association's ranking will be determined in two regards;

1. The association's percentage of chapters participating in each Special Recognition Award
2. The total number of chapters participating in each Special Recognition Award.
3. The ranking in these two regards will determine two point values which, when added together, will constitute a final ranking value.
4. The state association with the highest combination of percentage of chapters and total number of chapters participating in each award will receive the Professional Cup.
5. In the event of a tie, the award will be given to the state association with the most Chapter Activities Award of Excellence recipients.

Entry Each state association that has at least one chapter that participates in at least one Special Recognition Award will automatically be entered.

WeSeed Social Circle Challenge

Purpose WeSeed is the fun, free virtual stock market where you'll learn all about the world of investing — analyze real companies and real market situations without risking real money.

In the Social Circle Challenge, BPA members will have the chance to win \$1000 scholarships, national recognition, and netbook computers by creating the biggest social networks dedicated to learning about investing through WeSeed. Tap into all your social circles on Facebook, LinkedIn, Twitter, your book club, your fantasy football team – and get everyone to join in. The biggest network, with the most unique, creative use of WeSeed wins. Visit WeSeed.com/BPA for all the details.

Eligibility Any Business Professionals of America Secondary Division Student in an active Chapter who chooses to create a **new** Social Network group for the purpose of this program.

- Qualifications**
- 1. Create a Social Network:** start a new group using any site or form of social networking you can think of, like FaceBook, MySpace, LinkedIn, or even a group that meets in-person.
 - 2. Build your Network:** create a marketing approach to attract members. This could be a video/email campaign, blog or Word Of Mouth marketing effort. Tap into existing groups like your soccer team, alumni organization, summer job contacts and existing social media networks. Be sure to keep track of everyone who joins.
 - 3. Engage your Network:** Use the investing and educational tools on WeSeed.com to promote discussion and build confidence among members as they become more knowledgeable investors. Get started and report your progress on www.WeSeed.com/BPA.
 - 4. Submit your Entry:** document the growth of your group and complete the submission form below and turn it in no later than April 1, at the completion of the Challenge.
 - 5. Do some Extra Credit and win a netbook computer:** Create and submit a video that tells the story of your group's learning experience. Maybe it's a music video, maybe an ad for WeSeed, or maybe a documentary – just show us what you learned from using WeSeed. The winners will get a Netbook computer and have their video shown at the BPA National Convention. For more details and instructions, go to www.WeSeed.com/BPA.

Recognition Submissions will be judged on three criteria:

- 1) The total number of participants in your social network
- 2) How you recruited members to join the group
- 3) The creative ways you used WeSeed in your group to learn about investing in the stock market

The top ten winners will be recognized on stage at the National Leadership Conference. Each winner will receive a \$1000 scholarship and be awarded a BPA Certificate of Achievement.

The top three winners with the most successful networks will receive a Netbook computer and a paid internship at PEAK6 Investments LP, a top Chicago-based Hedge Fund Company.

Deadline Oct 1 - April 1

E-mail weseed@bpa.org

WeSeed Social Circle Challenge

- A.** Please indicate division: Secondary
- B.** Please indicate the total number of participants in your "Social Network" _____
- C.** Check the type of "social network" chosen for your submission:
 Facebook Myspace LinkedIn Explode Twitter
 Other Online _____ Face-to-Face _____
- D.** Check that each of the following items are included in this submission:
 Completed application form
 Statement explaining the type of "social network" chosen and why
 Statement explaining what marketing approach was used to develop and increase the number of participants within your network throughout the year and why.
 Statement describing how the members used the "WeSeed" free interactive stock market tool to discuss, share, and learn how to analyze and invest in public companies.
 Provide documented proof of the total size of your "social network"
- E.** Applicant Name _____
- F.** Applicant Email Address _____
- G.** Advisor Name _____
- H.** School Name _____
- I.** School Address _____ City _____ State _____
ZIP _____
- J.** School Phone (Please include the area code first) _____
- K.** Will you be attending the National Leadership Conference? Yes No

Welcome to WeSeed

The Business Professionals of America is proud to be partnering with WeSeed for the WeSeed Social Circle Challenge, where BPA members create the largest social network around investing and WeSeed. Of course, before you can get started, you'll need to know a bit more about WeSeed.

WeSeed is a fun, free, virtual stock market where you can learn all about the world of investing by trying it out for yourself. On WeSeed, the companies, stocks, and prices are all real—but the money is fake. So you can build a Portfolio, buy and sell stocks, and develop an investing strategy without risking a penny. Ready to try WeSeed? Then here's what you do:

1

Join WeSeed

The first thing to do is head to WeSeed.com/BPA starting on October 1st to sign up and learn more about the WeSeed Social Circle Challenge. Sign up is free and it only takes a few seconds.

2

Build Your Portfolio

Next, create your own Portfolio. Pick your amount (oh yeah, it's free) and then start buying stocks. Not sure what to pick? Search for stuff that you're into, or companies you know. It's that easy.

3

Create a Group

Now it's time to create a Group so you and your friends can invest together and trade ideas. Head to your Portfolio and click My Groups at the top. Select "Create a Group" and then invite your friends to join.

4

Explore WeSeed

Want to learn a little something about the stock market? Head over to the Learn section, where we break down the market so it's easy to understand. Or watch WeSeed Today for a fresh take on the day's market news. And if that's not enough, check out our blog for some insights into what makes the market tick.

5

Spread the word

Now go spread the word. Head to our Facebook and Twitter pages and tell others all about your new Portfolio.

facebook facebook.com/weseed

twitter twitter.com/weseed



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