

# CTSO BPA STATE OFFICER APPLICATION

## Qualifications and Prerequisites:

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

(please print clearly)

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Student email: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent email: \_\_\_\_\_

School name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mail address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year in school: \_\_\_\_\_ Age: \_\_\_\_\_ Years in CTSO: \_\_\_\_\_

Chapter advisor: \_\_\_\_\_ email: \_\_\_\_\_

1) Positions held:

2) Contributions to the chapter:

3) Contributions to the school:

4) Contributions to the community:

5) Contributions to the family:

6) Other contributions to your organization:

## Signature Agreement for State Officer Applicant

If I am elected, I agree to fulfill the responsibilities of my office and to attend all meetings and training as required by the state organization and the 2016 CTSO Performance Based Assessment Conference. I understand that as a State Officer I am required to devote a minimum of 25 days during the year to serve the CTSO. I will devote the time needed to carry out the duties of a state officer. I understand that I may have to adjust my current sports, extracurricular, and employment activities to fulfill the responsibilities as a state officer.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Chapter Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Administrator: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed application to the registration desk at the CTSO Performance-Based Assessment Conference on March 19, 2015.

# Business Professionals of America

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## State Officer Candidate Orientation

President  
Vice President  
Secretary  
Treasurer  
Parliamentarian  
Historian

### State Officer Candidates must:

- Attend all four (4) BPA Business Meetings
- Wear the State Officer Candidate ribbon on name badge at all times
- Wear professional dress at all times during the conference (except the dance)
- Give speeches during the 2nd Business Meeting

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

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

### State Officer Candidate leadership questions:

- What are the BPA colors and what do they represent?
- What are the 4 points of the shield? Please recite the pledge.
- What are the 4 levels of Torch Awards and how many points are required at each level?
- What are the seven divisions for Torch Awards?

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

## **What is Business Professionals of America**

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

### **Mission Statement**

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

### **Vision Statements**

- Business Professionals of America will be a cohesive agent in the worldwide networking of education, business and industry.
- Business Professionals of America will be the leading student organization in preparing a world-class workforce.
- Business Professionals of America will set a standard of excellence for career and technical student organizations.

### **Business Professionals of America Purposes\***

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

\* as listed in the *Chapter Management Reference*

## Membership Eligibility

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

The divisions of the organization are:

- Middle School – for middle school students enrolled in business and/or office education programs
- Secondary – for high school students enrolled in business and/or office education programs
- Post-Secondary – for post-secondary (one-year, two-year, baccalaureate, or post-baccalaureate) students enrolled in courses and/or programs preparing for business, office, and business education careers
- Associate – for students enrolled in a business and/or office education program for special populations
- Alumni – for former active members of any student division

## Establishing a Chapter

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

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

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

## Business Professionals of America Pledge

We are met in a spirit of friendship and goodwill as we prepare for productive lives in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

## The Emblem

The purposes of Business Professionals of America are symbolized by the emblem and its meaning:

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



## Official Colors

Navy Blue - Signifies the success achieved through leadership and professionalism.

Tan - Represents the bountiful fields of opportunity in America.

Red - Symbolizes the friendship obtained through devotion and teamwork in our organization.

## Typical Chapter Activities

**Professional** - Those that contribute to the professional improvement of the members.

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

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

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

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

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

**Service** - those that emphasize the need for sharing with others.

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

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

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

## Program of Activities

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

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

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

The program of activities should:

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

## Typical Calendar of Business Professionals of America

### **SEPTEMBER**

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

### **OCTOBER**

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

### **NOVEMBER**

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

### **DECEMBER**

Christmas Cards Christmas Tree Sale Service Projects Christmas Caroling Christmas Party

### **JANUARY**

New Year Resolution Shovel Snow for Elderly Career Day

### **FEBRUARY**

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

### **MARCH**

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

### **APRIL**

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

### **MAY**

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

### **JUNE**

Special Olympics Carnival Usher at Graduation Picnic Father's Day

### **JULY-AUGUST**

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



## Torch Awards Program

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

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

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

Torch Award Point Categories:

Leadership  
Service  
Cooperation  
Knowledge  
Friendship  
Love, Hope, Faith  
Patriotism

