



Texas Association

2012

State Officer

Election Handbook

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Note to the Student

We are pleased that you are considering becoming a State Officer Candidate. Being an officer requires leadership skills, maturity, commitment and a strong desire to further the goals of our organization. We hope you are up to the task!

Please read carefully through this handbook and **follow all directions**. This handbook provides all important information and answers concerning eligibility, campaigning, and election procedures which govern the State Officer election at the State Leadership Conference. We strongly recommend that you review the necessary guidelines with your chapter advisor so that they will be well informed about the process in which you will be participating.

If you have any questions or concerns, please contact one of the current Board of Directors' Student Representatives:

Jennifer Johnston jenniferjohnston1312@gmail.com

Chris Holly Christopher.lee.holly@gmail.com

We assure you that the elected State Officers will have a year filled with hard work, personal growth and lots of fun. If you choose to run, we know it will be an experience you will never forget. Good luck!

General Information

Structure

Eight State Officers are elected for Business Professionals of America, Texas Association. One officer will be elected from the Associate Division and will be designated as 'Associate Vice-President'. The offices available for the Secondary Division are: President, Vice-President, Secretary, Reporter, Historian, Parliamentarian and Sergeant-at-Arms.

Each advisor may nominate one student as a candidate for the Regional, State and National levels. Chapter advisors with Associate members may also nominate one student for 'Associate State Vice-President'.

Students may run for Regional, State, and National Officer Candidate positions in the same year, but may only hold one office, the first of which they are elected.

State Officer Responsibilities

- Attend all events listed for State Officers on the Officer Calendar. If the officer fails to attend the required events, he/she will be removed from office and will be responsible for reimbursing Business Professionals of America, Texas Association for expenses incurred on their behalf.
- Conduct officer-training sessions at the Fall Leadership Conference. The officer, with assistance from the State Officer Coordinator, will prepare the activities and materials for officer training sessions.

- Serve as host and hostesses of the State Leadership Conference. Duties will include State Leadership Conference pre-planning and conducting the Opening and Award sessions with the State Officer team.
- Perform all assignments designated by the State Officer Coordinator
- Perform all duties, responsibilities and obligations as outlined in this State Officer Election Handbook.

State Officer Expenses

The Texas Association pays for the State Officer’s official uniform, polo shirt, t-shirt and officer pin. All authorized expenses after the National Leadership Conference (NLC) are paid by the Texas Association. State Officers attending NLC shall be awarded a \$100.00 stipend to be used to defer expenses.

Candidate Procedures

Application Qualifications

- Secondary and Associate State Officer Candidates must be a Sophomore or a Junior when running for office
- Have a 2.0 grade point average on a 4.0 scale
- Have a business or office occupation career objective
- Be an active BPA State and National member in good standing by January 15, 2012
- Ability to abide by the Officer Code of Ethics

Application Process

State Officer Candidates do not declare a specific office; they will rank their preference of office when filling out their State Officer Nomination Form. Candidates will campaign for an opportunity to serve Business Professionals of America, Texas Association.

A slate of seven Secondary State Officers and one Associate State Vice-President will be named by completing the required material accurately and by adding the plurality vote at a set percentage, as stated below. The top percentage will equal the top winner.

- Officer Candidate Packet (*reviewed by Officer Election Committee*)..... 20%
- Speech (*evaluated by Officer Election Committee*)..... 20%
- Test.....10%
- Interview (*conducted by Officer Election Committee*)..... 20%
- Votes cast by Voting Delegates.....30%

The scoring rubrics the Officer Election Committee uses for the ‘Speech’, ‘Interview’ and ‘Review’ portions are provided in this handbook to allow candidates to become aware of what the committee is looking for.

Candidates are allowed to have one campaign manager to assist as the candidate requires.

Officer Candidate Packet

State Officer Candidates will be expected to submit an "Officer Candidate Packet" by **February 10, 2012 at 11:59 p.m.** via email to officercandidateinfo@texasbpa.com.

The "Officer Candidate Packet" must include the following items:

- **State Officer Candidate Information** – This form will provide the State Officer Coordinator with very important contact information that will be needed if the candidate is elected
- **State Officer Candidate Nomination Form** – Candidates will use this form to rank their preference of office
- **Chapter Advisor and Officer Candidate Agreement** – The candidate must agree to abide by all terms of this commitment. Please refer to other scheduled conflicts before running for office (i.e. football, band, theatre, work, sports, etc.)
- **Officer Calendar** – Must have all required signatures
- **Officer Code of Ethics** – Must have all required signatures
- **Guidelines for Local Advisors of Regional and State Officers** – Must have all required signatures
- **Media Release Form** – This form will give our webmaster the permission to upload your picture to our website as soon as the new State Officers are elected. It must have all required signatures.
- **Candidate Cover Letter** – This letter must be addressed to "Officer Election Committee." In this letter you will have the opportunity to explain your reason(s) for running for office and your qualifications.
- **Digital Photo of Candidate** – Picture should be saved in a .JPG format, for media purposes. Keep in mind that this picture will be displayed on the big screen while the candidate is giving his/her speech. A very small picture could become blurry and pixilated when stretched.
- **Letter of Recommendation** – Must be from and signed by the candidate's BPA advisor
- **100 Word Statement** – This statement should explain what goals/ideas/abilities the candidate will bring to Business Professionals of America, Texas Association, if elected.
- **Résumé** – Must be typed

*Please Note: Packets must be time stamped via email by the designated deadline. Packets that do not meet the deadline will not be accepted. **No exceptions will be made.** It is strongly encouraged to not wait until the last minute in case of email, internet or other technical difficulties. If no confirmation email is received, it is the responsibility of the candidate to contact the Officer Election Committee via email at officercandidateinfo@texasbpa.com for verification. The committee will not be held responsible for any missing items in the packet, missing signatures, any technical difficulties, or for packets sent to the wrong address.

Once the deadline for the Officer Candidate Packet has passed, the Chair of the Officer Election Committee will set a deadline for candidates to submit their Candidate Speech and will randomly draw names for speaker positions. Candidates will be informed of such deadline and their speaker number.

Officer Candidate Speeches

State Officer Candidates will give their speeches during the Opening Session at the State Leadership Conference. The candidate must write their speech based on the following guidelines:

- Candidates will be given no more than two (2) minutes to speak
- Speeches should NOT mention the candidate's hometown or school
- No props, costumes, demonstrations or visual aids will be allowed during a speech
- Inappropriate speeches, as determined by the Officer Election Committee, are cause for immediate disqualification

Once the speech is submitted, the Officer Election Committee will evaluate the speeches and determine if any changes are needed. Candidates will be informed of the committee's decision. Once speeches are approved as submitted, NO CHANGES will be allowed.

Officer Candidate Test

All State Officer Candidates should be knowledgeable in all aspects of the organization. Each officer should be able to answer questions concerning Special Recognition Awards Programs, Torch Award Programs, and general information concerning Business Professionals of America, Texas Association. State Officer Candidates will take a written test with questions about the organization. Candidates should know all of the information on the "Candidate Test Information Page" as well as the information in this handbook.

The test will take approximately thirty (30) minutes and will be counted as a certain percentage in the final determination of elected officer candidates, as stated above. Every officer candidate should be able to recite the Vision Statement and the Pledge of Business Professionals of America. Scantrons and pencils will be provided.

Officer Candidate Interview

After the Officer Candidate Test is completed, candidates will sign up for a time to be interviewed. The Officer Candidate Interview will be conducted by the Officer Election Committee, and will be conducted like a regular job interview. State Officer Candidates should be aware of any competition conflicts or any other previous engagements when signing up for his/her interview time. The State Officer Candidate will be expected to show up five (5) minutes before their interview time.

The items that need to be brought to the Officer Candidate Interview include the following:

- **Official High School Transcript** – Must be sealed
- **Candidate Application Fee** – This \$10.00 can be paid by check or money order payable to "BPA – Texas Association." NO CASH will be accepted.

Votes Cast by Voting Delegates

Campaign Rally Set-Up

State Officer Candidates and campaign managers will set-up their campaign booth within the allotted time designated. One (1) table will be provided for each State Officer Candidate. At this time the following must be turned in:

- **Campaign Expense Report** – Must be typed and signed by the candidate, campaign manager and advisor

The Campaign Expense Report will be verified by the Officer Election Committee. The instructions and format to follow are included in this handbook. The report and items used in the campaign must not exceed \$150.00. If an item is not listed on the expense report, the candidate will have to remove it from the campaign booth. ALL items used during the creation of a campaign booth must be recorded. Please refer to the Campaign Expense Report example given in this handbook.

The Campaign Rally Set-Up will be the only time a candidate and/or a campaign manager has to set-up their booth. It is also the only time in which the Campaign Expense Report will be reviewed and approved. If no candidate or campaign manager show up, or no expense report is submitted, the State Officer Candidate will be disqualified.

Campaign Rally

State Officer Candidates and campaign managers will be allowed in the Campaign Rally first. Voting Delegates will be allowed to enter the Campaign Rally second, and will submit their voting ballots to the designated areas. **Each chapter will have two (2) voting delegates.** All other members and advisors will be allowed into the Campaign Rally at a designated time after all votes have been cast.

The Campaign Rally is the only time allowed for a State Officer Candidate to campaign. At no other point during the State Leadership Conference will campaigning be allowed. Soliciting votes at a time other than the Campaign Rally will result in the State Officer Candidate's disqualification; this includes, but is not limited to, wearing badges, buttons, t-shirts, stickers and flyers.

*Please Note: Neither glitter nor confetti can be used in the campaign.

Installation of State Officers

Newly elected State Officers will be announced and installed at the Awards Ceremony at the end of the State Leadership Conference. It is mandatory for all State Officer Candidates to be present at the Awards Ceremony.

Elected State Officers will be under the direction of the State Officer Coordinator.

Should a replacement be needed for any State Officer during a term of office, the first runner-up will assume responsibility as long as the replacement occurs on or before the National Leadership Conference of the same year. No replacement or alteration will be made to the Officer Team after this date. If no other alternate officer is available, the office will remain vacant until the next term begins.

After the National Leadership Conference, State Officer expenses and travel arrangements will be handled by the State Officer Coordinator. Students will travel under the direction of the State Officer Coordinator.

State Officers must be in uniform when performing official duties, including travel to and from the event.

State Officers who have served at least one term will be eligible to apply for a position on the Board of Directors to serve as the Student Representative in Training. A point evaluation system will be used by the State Officer Coordinator, plus the request from the State Officer, to make the recommendation to the Board of Directors.

BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION OFFICER DEMERIT SYSTEM

The following has been put together by the State Officer Coordinator for Regional and State Officers to become aware of the expectations, rules, and guidelines, as well as the consequences that will come if not followed.

General Information

An Officer is an individual who serves and supports all members of the state organization. The principle purpose of the officer team is to develop the organization's spirit, morale, and pride. Therefore, the officer is expected to:

- Demonstrate respect for all members of the organization; they must refrain from gossip or demonstrating behaviors which demean another person
- Promote good citizenship, professionalism, a positive attitude, and dedicated participation in the Business Professionals of America program; an officer is expected to speak highly of their fellow officers, their school, their community and the Business Professionals of America organization
- Fully participate in all activities designated by the organization
- Publicize and support all organization activities through the planning of and participation in conferences and attendance of these events

Being selected as a Business Professionals of America, Texas Association Officer is a privilege. This privilege requires the officer to live by higher standards. Therefore they are:

- To demonstrate wholesome behaviors and maintain a healthy look whenever in uniform
- Adhere to the rules and regulations as outlined by Business Professionals of America and the Texas Association
- Maintain good academic and behavioral standards as established by your school

Program Organization

The BPA – Texas Association Officer Team consists of 7 Secondary State Officers, 1 Associate State Officer and 17 Regional Presidents. Placement on that team is determined by the election process at the Regional and State levels. Performance measurement will be based on:

- Leadership qualities, which include diplomacy, communications skills, commitment, and the ability of the individual not to usurp authority
- Organizational abilities
- Ability to follow directions
- Ability to demonstrate respect for the State Officer Coordinator and the coordinator's decisions.
- Attendance and behavioral records

The officer is responsible for:

- Answering all correspondence, including emails within 48 hours of receipt
- Discussing any proposals with the coordinator before talking to the officer team
- Assisting the coordinator in directing, planning sessions, event practices and conducting proper ceremonies
- Enforcing the BPA guidelines for expectations, rules and regulations

BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION OFFICER DEMERIT SYSTEM (CONT.)

Overall, the officer will be required to execute their responsibilities with professionalism. The coordinator expects the officer to remember that there is no "I" in team. All Officers, State and Regional, will work together as a team at all times.

BPA Activity Participation

If an officer participates in a BPA activity, the State Officer Coordinator is responsible for making arrangements for the team. The coordinator will decide the activities, time schedule, and basic guidelines of the trip. The coordinator has the ultimate authority throughout the trip regardless of the presence of parents, BPA staff or Board members.

General Guidelines:

- Officers will travel according to the designated arrangements made through the State Officer Coordinator
- Officers are not to use any other mode of transportation unless given express permission from the State Officer Coordinator, including taxis, private cars or vehicles of any nature
- Officers will sleep in assigned rooms; males and females are not allowed to enter the room of the opposite sex under any circumstances
- Officers may not leave the event area or the hotel without the permission of the State Officer Coordinator
- Officers must be in their rooms by 11 p.m. Lights must be out by midnight. Only when given direct permission from the State Officer Coordinator is this rule to be modified
- Other than parents and advisors, no guests, including classmates or fellow BPA members are to visit officer rooms
- Officers may only leave an out-of-town location with the State Officer Coordinator, their advisor or their parents; the parent or advisor must inform the State Officer Coordinator directly prior to leaving the event
- Officers are expected to abide by the school policies regarding controlled substances, alcohol, and cigarettes

If an officer violates any these rules, the parents will be asked to come and pick up the officer immediately and the officer will automatically be dismissed from the team.

Uniforms

The officer is responsible for maintaining their uniform. If the uniform is damaged, the officer is responsible for paying for repair or a replacement. The State Officer Coordinator will determine what uniform is worn at each event or activity. The officer must wear the uniform as prescribed by the State Officer Coordinator. The individual officer will be responsible for purchasing the uniform with assistance from the State and Region, respectively.

BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION OFFICER DEMERIT SYSTEM (CONT.)

Behavioral Expectations Demerit System

A. For the following infractions, an officer will receive 6 demerits

- Being out of uniform for the events; officers are to remain in uniform for the entire event, as set forth by the State Officer Coordinator
- Missing an event as designated by the Officer Calendar, unless approved by the State Officer Coordinator prior to the event
- Showing disrespect or insubordination toward the State Officer Coordinator, BPA – Texas Association Staff or Board Members

B. For the following infractions, an officer will receive 3 demerits

- Not answering correspondence, including emails, within 48 hours from receipt of that correspondence
- Failure to meet deadlines as set by the State Officer Coordinator
- Participating in gossip or disrespecting another officer

C. For the following infractions, an officer will receive 1 demerit

- Being more than five minutes late for a meeting or practice
- Leaving prior to the official end of a meeting, practice, or completion of the event

Consequences

When an officer has accumulated a total of:

- **3 demerits** – The officer will be placed on warning
- **6 demerits** – The officer will be placed on report; chapter, region, and State Advisor will be notified
- **9 demerits** – The officer will be placed on probation and reported to the State Advisor and the Chairman of the Texas Association Board of Directors
- **10 demerits** – The officer will be referred to the Board of Directors for consequences

The State Officer Coordinator may suspend or dismiss an officer from the Officer Team if their behavior is a severe violation of school policies or Business Professionals of America rules and regulations during an activity or while they are performing their duties as an officer. In addition, the State Officer Coordinator may take action if the behavior of the officer is contrary to the ideals of the organization.

State Officer Candidate Check List

State Officer Candidates will be expected to submit an "Officer Candidate Packet" by the set deadline via email to officercandidateinfo@texasbpa.com. The deadline is **February 10, 2012 at 11:59 p.m.** Please send all documents together in either PDF or WORD format.

An "Officer Candidate Packet" should include the following:

- State Officer Candidate Information
- State Officer Candidate Nomination Form
- Chapter Advisor and Officer Candidate Agreement
- Officer Calendar
- Officer Code of Ethics
- Guidelines for Local Advisors of Regional and State Officers
- Media Release Form
- Candidate Cover Letter (*addressed to "Officer Election Committee"*)
- Digital Photo of Candidate (*attached as a .JPG*)
- Letter of Recommendation (*from advisor*)
- 100 Word Statement
- Résumé (*typed*)

*Please Note: Packets must be time stamped on the email by the designated deadline. Packets that do not meet the deadline will not be accepted. Please make sure that all required signatures are obtained and that all items are included in the Officer Candidate Packet. The Officer Election Committee will not be held responsible for any missing items in the packet, missing signatures, any technical difficulties, or for packets sent to the wrong address.

The following items must be submitted at the time of the Candidate Interview:

- Official High School Transcript (*must be **sealed***)
- Candidate Application Fee (\$10.00; check/money order payable to **BPA Texas Association; NO CASH**)

The following items must be submitted at the time of the Campaign Rally Set-Up:

- Campaign Expense Report (*typed & **signed** by candidate, campaign manager & advisor; limited to **\$150.00***)

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION
STATE OFFICER CANDIDATE INFORMATION**

CANDIDATE INFORMATION

Name of Candidate: _____ Phone Number: _____

Complete Mailing Address:

Email Address: _____

Grade Level: _____ T-shirt size: _____

Parent/Guardian's Name: _____ Phone Number: _____

Hometown Newspaper and address:

SCHOOL INFORMATION

Name of School: _____ Phone Number: _____

Complete Mailing Address:

Local Advisor's Name: _____ Phone Number: _____

Local Advisor's Email Address: _____

Principal's Name: _____

EVIDENCE OF LEADERSHIP ABILITY IN SCHOOL, CIVIC, OR OTHER ORGANIZATIONS

Name of Organization	From - To	Office Held

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION
STATE OFFICER CANDIDATE NOMINATION FORM**

Name of Candidate: _____

Associate Division Instructions:

Check the box indicating that you are running for Associate State Vice-President.

Associate Division State
Vice-President

Secondary Division Instructions:

Check the box indicating that you are running for Statewide General Office and rank the office by preference.

Statewide General Office

Offices include:

- President
- Vice President
- Secretary
- Reporter
- Historian
- Parliamentarian
- Sergeant-at-Arms

1st choice: _____

2nd choice: _____

3rd choice: _____

4th choice: _____

5th choice: _____

6th choice: _____

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION
CHAPTER ADVISOR AND OFFICER CANDIDATE AGREEMENT**

Name of Candidate: _____

CHAPTER ADVISOR AGREEMENT

The above candidate is a member in good standing of the _____
(Name of School)

Chapter of Business Professionals of America, Texas Association, Chapter # _____.

To the best of my knowledge all information submitted on, with or attached to this nomination form exists as presented. My student and I have read through this State Officer Election Handbook in its entirety and agree to its rules and regulations.

Chapter Advisor's Name: _____

Chapter Advisor's Signature: _____ Date: _____

OFFICER CANDIDATE AGREEMENT

If elected, I agree to attend the upcoming National Leadership Conference, to attend all Regional and State meetings, to adhere to the Code of Ethics, and to actively serve in office to the best of my ability. I also agree to adhere to the rules and regulations as outlined in this State Officer Election Handbook, and to abide by the Constitution and policies of Business Professionals of America, Texas Association.

Officer Candidate's Signature: _____ Date: _____

Parent/Legal Guardian's Signature: _____ Date: _____

BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION OFFICER CALENDAR

If elected as a State Officer, I _____ agree to participate in the following events:
(Name of Candidate)

April 25 – 29, 2012	National Leadership Conference
June 2012	Officer Training Conference
July 2012	Business Education Professional Development Conference
September 2012	Fall Planning Meeting
October/November 2012	Fall Leadership Conference
January 2013	Winter Planning Meeting
January 2013	Regional Leadership Conference
March 2013	State Leadership Conference

I (the State Officer Candidate) understand that my attendance at these events is mandatory unless prior approval is granted by the State Officer Coordinator and the Board of Directors. I also agree to perform all assignments designated by the Regional Advisor, the State Officer Coordinator, and the State Advisor. I understand that should I be unable to fulfill these requirements, I will be responsible for reimbursing the organization for expenses incurred on my behalf.

(Signature of Officer Candidate) _____
Date

(Signature of Candidate's Parent/Guardian) _____
Date

(Signature of Local Chapter Advisor) _____
Date

(Signature of School Principal) _____
Date

A signed copy should be retained for your records.

BUSINESS PROFESSIONALS OF AMERICA—TEXAS ASSOCIATION OFFICER CODE OF ETHICS

Name of Candidate: _____

As a Regional, State, or National Officer of Business Professionals of America, I understand and agree to abide by the Delegate Code of Conduct and all policies and procedures relating to officers and members as indicated in the Policies and Procedures Handbook. In addition I agree to the following:

I will:

1. Follow instructions as directed by those in charge
2. Wear official dress and/or designated dress by the State Officer Coordinator when traveling to/from an assignment and using public transportation
3. Serve as a member of the Officer Team by always maintaining a cooperative attitude
4. Maintain proper dress and good grooming on all occasions
5. Treat all members equally by not favoring one over another
6. Behave in a manner which conveys and commands respect without any air of superiority
7. Maintain dignity while being personable, concerned and interested in fellow members
8. Respect curfew and stay in the hotel room that I am assigned (male and female officers are not to be in the same sleeping room at the same time).
9. Attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time
10. Keep the State Officer Coordinator informed of activities and whereabouts at all times

I will not:

1. Use alcohol, drugs or tobacco while in attendance at any function concerning Business Professionals of America
2. Engage in any romantic activity with any other BPA officer
3. Frequent any place or engage in any activities which in any way could raise question as to my moral character
4. Use language that is not considered wholesome in any speech or informal conversation
5. Engage in any conversations which belittle or downgrade fellow Business Professionals of America members, officers, and/or adults
6. Use personal vehicle or ride in vehicles not approved by State Officer Coordinator while representing or acting on behalf of Business Professionals of America
7. Be allowed in the rooms assigned to the opposite sex unless accompanied by State Officer Coordinator or designee

Signature of Officer Candidate

Date

Signature of Officer Candidate's Parent/Guardian

Date

Signature of Officer Candidate's Advisor

Date

Signature of Officer Candidate's Principal

Date

A signed copy should be retained for your records

BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION GUIDELINES FOR LOCAL ADVISORS OF REGIONAL AND STATE OFFICERS

Name of Candidate: _____

We appreciate your support in running a candidate for office! You play a key role in developing our Officer Candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you! However, having an officer also requires the commitment and dedication of the local advisor. Please review the following and sign the form below to indicate that you are aware of your responsibilities in sponsoring an officer candidate:

1. I agree to run only candidates that I feel have the character and maturity to lead Business Professionals of America as an officer. I also pledge to encourage our BPA chapter to fully support our officer during his/her term in office. I have discussed the OFFICER RESPONSIBILITIES with my candidate and feel confident that he/she is capable of successfully performing all of the required tasks.
2. I agree that if my student is to win an office, we will review the Officer Calendar frequently and I will strongly recommend that he/she make Business Professionals officer activities a top priority. We have reviewed the OFFICER CALENDAR and he/she understands that failure to attend required meetings may result in removal from office.
3. I will assist my officer in returning travel forms, reports and articles for the Texas Association official website for Business Professionals of America and other officer materials to the State Officer Coordinator in a timely manner.
4. I will discuss travel arrangements with my officer (see the —Officer Calendar) and travel with him/her when necessary. I understand that if events are held within reasonable driving distance of our school, my assistance with transportation may be required. I have also discussed with this candidate's parent/guardian the travel requirements of the job; **we feel that this candidate is capable of traveling unassisted on airlines, or we agree to accompany them at our expense when traveling to required events.**
5. If my candidate is elected as Reporter, I will assist the State Officer Coordinator in making sure my student is diligent in putting together information for distribution on the Texas Association Official Website for Business Professionals of America and will have it available on or before the submission dates.

We appreciate the valuable role BPA advisors have in forming our Officer Team. The future success of Business Professionals of America depends upon your ability to recognize leadership skills in your students! Thank you for your support!

I have read the above requirements and agree to fully support my officer candidate.

Signature of Officer Candidate

Date

Signature of Officer Candidate's Parent/Guardian

Date

Signature of Officer Candidate's Advisor

Date

Signature of Officer Candidate's Principal

Date

A signed copy should be retained for your records.

**BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION
MEDIA RELEASE FORM**

I grant permission to Business Professionals of America, Texas Association, to use my child's name and/or photographs for use in organization publications such as recruiting brochures, newsletters, and websites, and to use my name/and or photographs on display boards, and to use my name and/or photographs in electronic versions of the same publications or on the Business Professionals of America, Texas Association website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Business Professionals of America, Texas Association, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs and information, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check the paragraph below which is applicable to your present situation:

- I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

- I am a Post Secondary member and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Member's Name (please print): _____

Complete Address: _____

Parent/Legal Guardian Name (please print) _____

Parent/Legal Guardian Signature _____ Date: _____

Advisor's Name (please print): _____

School's Complete Address: _____

Advisor Signature: _____ Date: _____

A signed copy should be retained for your records

BUSINESS PROFESSIONALS OF AMERICA – TEXAS ASSOCIATION CAMPAIGN EXPENSE REPORT

Candidate Name: _____

State Officer Campaign Expense Report				
Item	# of Units	Qty. Description	Cost per Unit	Total Cost
		Total Expenses		\$

I verify this report is true and factual.

State Officer Candidate Signature: _____ Date _____

Campaign Manager Signature: _____ Date _____

Chapter Advisor Signature: _____ Date _____

Officer Candidate References

Scoring Rubrics

The following rubrics are for the State Officer Candidates to get a feel for what they are being evaluated on. The Officer Election Committee uses rubrics to evaluate each State Officer Candidate on his/her interview, academics/participation and speech.

Officer Candidate Interview

	Below Average	Average	Good	Excellent	Points Earned
Applicant's Greeting:					
• Proper introduction	1-3	4-6	7-8	9-10	
• Positive first impression	1-3	4-6	7-8	9-10	
• Confident handshake	1-3	4-6	7-8	9-10	
Applicant's Appearance:					
• Neat, well groomed	1-3	4-6	7-8	9-10	
• Appropriately attired	1-3	4-6	7-8	9-10	
Personality and Poise:					
• Positive, courteous, and confident	1-3	4-6	7-8	9-10	
• Good posture, gestures, and eye contact	1-3	4-6	7-8	9-10	
Communication Skills:					
• Proper grammar	1-3	4-6	7-8	9-10	
• Pleasant voice and tone	1-3	4-6	7-8	9-10	
Responses:					
• Responded with appropriate answers	1-3	4-6	7-8	9-10	
• Demonstrated knowledge of potential position	1-3	4-6	7-8	9-10	
• Demonstrated initiative and enthusiasm	1-3	4-6	7-8	9-10	
• Ability to think on their feet	1-3	4-6	7-8	9-10	
Close of Interview:					
• Concluded interview effectively	1-3	4-6	7-8	9-10	
Total Points (140 Maximum)					

Scoring Rubrics (cont.)

Officer Candidate Review of Academics and Participation

Committee member will use the candidate's resume, transcript, answers to interview questions, typewritten statement, and speech to evaluate the following items.					
	Below Average	Average	Good	Excellent	Points Earned
Past Experiences:					
• Responsibility	1-3	4-6	7-8	9-10	
• Teamwork	1-3	4-6	7-8	9-10	
• Leadership	1-3	4-6	7-8	9-10	
Involvement:					
• In BPA	1-3	4-6	7-8	9-10	
• Outside of BPA	1-3	4-6	7-8	9-10	
Scholastics:					
• Academic Excellence	1-3	4-6	7-8	9-10	
• Shows improvement	1-3	4-6	7-8	9-10	
• Course load	1-3	4-6	7-8	9-10	
Other:					
• Reason for running	1-3	4-6	7-8	9-10	
• Goal orientation	1-3	4-6	7-8	9-10	
Total Points (100 Maximum)					

Officer Candidate Speech

	Below Average	Average	Good	Excellent	Points Earned
Speaking Skills					
• Public speaking	1-3	4-6	7-8	9-10	
• Confidence in front of a group	1-3	4-6	7-8	9-10	
• Knowledge of Speech	1-3	4-6	7-8	9-10	
Total Points (30 Maximum)					

Campaign Expense Report Format Sample

The Campaign Expense Report will be submitted to the Officer Election Committee during the time of the Campaign Rally Set-up. List every item that is used for your campaign and/or campaign booth, **even if it's donated**. Calculate the market value for all donated items. If the item is not listed on the Expense Report it should not be on the table.

State Officer Candidates should provide copies of all receipts available. For items where there is no receipt, an estimated market value for the item should be used. Be specific and make sure you cover every item. Points will be deducted from those candidates with inaccurate expense forms.

Sample:

Candidate Name: _____

State Officer Campaign Expense Report				
Item	# of Units	Qty. Description	Cost per Unit	Total Cost
Poster Board	3	Each	\$1.00	\$3.00
Glue Stick	1	Each	\$1.98	\$1.98
Permanent Markers	1	Package	\$2.45	\$2.45
Construction Paper	4	Packages	\$1.20	\$4.80
Tape	1	Roll	\$0.99	\$0.99
Lollipops	3	Bags	\$2.00	\$6.00
Black and White copies	8	Sheets	\$0.10	\$0.80
Color copies	17	Sheets	\$0.40	\$6.80
Business Cards	40	Cards	\$0.20	\$8.00
Ink	2	Cartridges	\$24.95	\$49.90
				\$84.72

Candidate Test Information Pages

General Information

*Note: This is general information and is subject to change.

Meaning of the Organization's Name

- *Business*: The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.
- *Professionals*: Our students indicate they join Business Professionals of America to take advantage of a wide variety of professional development opportunities.
- *of America*: Symbolizes pride in our country and its free enterprise business system.

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.

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 teamwork in our organization.

Use of the Acronym

Using an acronym (BPA) to identify the organization is acceptable in casual conversation and personal correspondence. Once the name is spelled out in full, the acronym may be used in text. Do not use the acronym for cover titles or headlines.

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 Statement of Business Professionals of America

At Business Professionals of America, we are committed to developing the best possible career and technical education organization for students in the United States. The measure of our success will be the perception that alumni of Business Professionals of America are highly competent and skilled workforce professionals who enable business an industry to maintain the economic vitality and high quality of life associated with our celebrated United States of America.

Tag Line

Today's Students. Tomorrow's Business Professionals.

Online Publication: The Wire

The official online magazine of the organization covers local chapter and state association news, activities and programs, professional development and current trends in business.

Divisions

Business Professionals of America serves a broad spectrum of students, varied in age and skill level. Based on age and competency, people can participate in one of our four student divisions:

- Middle Level – for middle school students
- Secondary – for high school students
- Associate – for high school students from special populations
- Post-Secondary – for college and beyond students

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, 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. Finally, the torch represents worthy goals pursued by the organization and its members. The emblem's use is restricted to BPA ceremonies.

BPA Attire

The nametag is worn on the right side of the jacket.
The highest torch award pin earned is placed on the right lapel.
The national merit pin is placed on the right lapel.
The year membership pin is placed on the left lapel.
The officer pin is placed on the right lapel above the name tag.

Miscellaneous

Business Professionals of America has members in 24 states.
Business Professionals of America Week is the second full week of February

Programs

Workplace Skills Assessment Program

This program is conducted on regional, state, and national levels and tests competency in various areas of business/office occupations. There are 59 (including Middle Level) competitive events in four different categories. The four categories include: Financial Services, Administrative Support, Information Technology, and Management/Marketing/Human Resources.

Special Recognition Awards

The Special Recognition Awards Program is open to participation by all chapters. Each Special Recognition Award is outlined in the Special Recognition/Torch Awards Handbook. There are 14 different awards offered.

Special Olympics

Special Olympics is our national service project.

Torch Awards Program

The Torch Awards Program recognizes outstanding actively involved members on the local, regional, state, and national levels. There are nine torches in seven activity divisions. The torches are leadership, service, cooperation, knowledge, friendship, love, hope, faith, and patriotism.

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

National BPA Information

Annual NLC Theme

The theme for the 2012 National Leadership Conference is –"Reach New Heights"

National Officers

The National Executive Council for the Secondary Division includes President, Vice-President, Secretary, Treasurer, Historian, and Parliamentarian.

The 2011-2012 Secondary National Officers are:

- President: Jay Mulakala
- Vice President: Lacy Morrison
- Secretary: Natalie Berry
- Treasurer: Thomas Craven
- Historian: Sydney Melton
- Parliamentarian: Gabija Stonyte

The 2011-2012 Post-Secondary National Officers are:

- President: Lyndsay Robinson
- Vice President: Debra Schwager
- Secretary/Treasurer: Kayla Bailey

National Center Staff

The Executive Director of Business Professionals of America is Kirk Lawson.

The National State Officer Coordinator is Sherrell Wheeler.

National Leadership Conference (NLC)

The 2012 National Leadership Conference will be held April 25-29, 2012 in Chicago, IL.

Texas BPA Information

Annual State Leadership Conference Theme

The theme for the 2012 SLC is –Accelerate to Excellence in BPA

State Officers

The Texas Association State Officer Team is made up of one Associate Division Vice-President, and Seven Secondary Division Offices: President, Vice President, Secretary, Reporter, Historian, Parliamentarian, and Sergeant-at-Arms.

The 2011-2012 State Officers are:

- President: Collin Crutsinger
- Vice President: Claudia Garcia
- Secretary: Tyler Scott
- Reporter: Cristian Martinez
- Historian: Victoria Nobles
- Parliamentarian: Katie Westmoreland
- Sergeant-at-Arms: Christian Garcia

Areas/Regions

The Texas Association is divided in five areas. Area I, III, and IV have three regions each. Area II and V have four regions each. That's a total of seventeen (17) regions.

Texas Board of Directors and Key Personnel

The State Advisor for the Texas Association is Vickie Thomas.

The State Officer Coordinator is Susan McKrell.

History of Business Professionals of America

1966 In July, the Vocational Office Education Clubs of America (VOECA) was formed by the states of Iowa, Kansas, and Wisconsin.

1971 A national office was established for the Office Education Association in Columbus, Ohio, and the Board of Trustees approved the Alumni Division.

1973 The first full-time Executive Director of OEA was employed.

1982 The present national Center at 5454 Cleveland Avenue, Columbus, Ohio was purchased.

1984 Board of Trustees commissioned the Market One firm of Columbus, Ohio to do a marketing study of the OEA. The resulting long-range marketing plan recommended reform of the national image of the OEA.

1988 Image reform recommendations of the marketing study were implemented—the OEA became Business Professionals of America.

1992 The National Center is paid off and the mortgage is burned in a ceremony at the National Leadership Conference in Cincinnati, Ohio.

2003 The Middle Level Program was approved by BPA Corporate. The BPA Middle Level Division is born.

2009 The first rescheduling of a National Leadership Conference was in Dallas, Texas. This rescheduling was due to the H1N1 Influenza.