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Tomorrow's business professionals.

BPA Cares Program Handbook

Updated September 2016

BPA Cares 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.

BPA Cares Guidelines

A BPA chapter aligned with the goals and mission of Business Professional of America is concerned with service. Business Professionals of America recommends chapters become involved in one or more of the BPA Cares programs it offers. Participation in this program means that members are engaging in worthwhile projects while having the opportunity to receive recognition from the national organization.

[Service Learning Awards](#)

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

Guidelines and Applications

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

[Special Recognition Awards](#)

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

Guidelines and Applications

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

Applications are not required for the Merit Scholar, The Professional Cup or Membership Explosion Award. These awards are given directly through National BPA.

[Professional Awards](#)

The purpose of the Professional Awards Program is to acknowledge the dedication and service of our supporters.

Guidelines and Applications

- [Advisor of the Year Award](#)

- [Emerging Advisor of the Year Award](#)
- [Emerging Professional of the Year Award](#)
- [Hall of Fame Award](#)
- [Outstanding Service Award](#)
- [Student of the Year Award](#)

Submission

Service Learning Award Program and Special Recognition Award Program applications except Merit Scholar, Professional Cup and Membership Explosion must be submitted utilizing the online application. Submitted applications must include all activity descriptions. Partial applications will not be accepted or combined. Do not begin the application online submission form until you have completed all activities.

The Merit Scholar exam is offered at the National Leadership Conference.

The Professional Cup and Membership Explosion Awards are determined on a national level based on the qualifications provided.

Professional Award applications must be submitted at <http://www.bpa.org/submit>.

General Guidelines

- **Deadlines: Special Recognition Awards & Service Learning Awards-April 1, 2017; Professional Awards-March 1, 2017**
- **NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.**
- All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.
- It is not necessary for a chapter or individual to attend the National Leadership Conference to participate in the program and receive the award, except Merit Scholar.
- **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.**
- Applicants may only count activities once in the BPA Cares Award Program, except Service Learning Individual Award and Chapter Activities Award of Excellence.
- Chapters may complete more than one activity to equal the total number of hours/dollars.
- Activity descriptions cannot exceed 500 words in total.
- Sample activities are provided, but not required.
- All activity descriptions must include title, organization benefiting from the project, date project completed, location of the project and description of the project.

Recognition

Service Learning Awards

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

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

Special Recognition Awards

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

BPA Merit Scholar: Participants achieving 90% or more on the Open Exam offered at NLC will receive a BPA Merit Scholar pin during the Awards Session at the National Leadership Conference.

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

Member Recruiter Award: Approved applicants will receive a Certificate of Achievement. Each year the applicant with the most recruited new members in their Division will be recognized with a plaque as National Recruiter of the Year at a General Session during the National Leadership Conference.

Social Media: Chapters who complete a minimum of four (4) activities will receive a Certificate of Achievement. The top chapter in each Division completing the most activities will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

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

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.

Membership Explosion Award: Chapters with the minimum increase will receive a Certificate of Achievement. The top overall chapter in each division with the highest number growth will receive an Award of Achievement and recognition on-stage at the National Leadership Conference and the overall top chapter in each division with the highest percentage growth will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

Professional Awards

Advisor of the Year, Emerging Advisor of the Year, Emerging Professional of the Year: A maximum of one individual will be recognized with a plaque on stage at the National Leadership Conference.

Hall of Fame: A maximum of two (2) individuals will be recognized with lifetime memberships and individual plaques on stage at the National Leadership Conference. The names of those recognized will be added to the Hall of Fame plaque displayed at the National Center.

Outstanding Service Award: A maximum of five (5) individuals will be recognized with a plaque on stage at the National Leadership Conference.

Student of the Year: A maximum of one (1) individual from the Secondary and one (1) individual from the Post-Secondary Division will be recognized with a plaque on stage at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

Non-Discrimination Policy

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Frequently Asked Questions

Who is eligible for the BPA Cares awards?

All applicants must be in good standing with Business Professionals of America. Awards are open to members in the Middle Level, Post-Secondary and Secondary Divisions. In some cases, awards may be presented to members of the community who have made significant contributions to BPA and/or career-technical education.

How do I apply for these awards?

Service Learning and Special Recognition award applications except Merit Scholar, Professional Cup and Membership Explosion must be submitted utilizing the online application. Submission applications must include all activity descriptions. Partial applications will not be accepted or combined. **Do not begin the application online submission form until you have completed all activities.**

The Merit Scholar exam is offered at the National Leadership Conference.

The Professional Cup and Membership Explosion Awards are determined on a national level based on the qualifications provided.

Professional Award applications must be submitted using <http://www.bpa.org/submit>.

When is the deadline?

Service Learning Awards Program Deadline: April 1

Special Recognition Awards Program Deadline: April 1

Professional Awards Program Deadline: March 1

Can I count the same activity for more than one award?

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

When can we start counting activities for the BPA Cares Award Program?

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards BPA Cares awards.

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Service Learning Awards Program Overview

Purpose

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

Eligibility

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

Service Learning Awards Guidelines and Applications

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

Submission

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

Applications due April 1.

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

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

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

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

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

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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Sample Application

Chapter ID*

Activity #1*

Activity descriptions cannot exceed 500 words in total.

Activity #2

Activity descriptions cannot exceed 500 words in total.

Activity #3

Activity descriptions cannot exceed 500 words in total.

Activity #4

Activity descriptions cannot exceed 500 words in total.

Activity #5

Activity descriptions cannot exceed 500 words in total.

Activities 6+ (Other activity descriptions as needed)

Each activity description cannot exceed 500 words in total.

Number of Chapter Members Participating*

Total Service Hours Completed

Total Dollars Raised/Donated

Submitted by

School Name

Community Service 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; and to recognize chapters for their involvement in engaged citizenry.

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Post-Secondary and Secondary Divisions who have completed at minimum 100 service hours or contributed at minimum \$500.00 to a service organization.

Guidelines and Application

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

Applications due April 1.

[Online Application](#)

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to volunteering, training and/or contributing to blood drives, clothing drives, food drives, disaster relief assistance or local community shelters.

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

100-249 service hours OR \$500.00-\$999.00 contribution: Certificate of Achievement
250+ service hours or \$1000.00+: Award of Achievement and recognition on-stage at the National Leadership Conference

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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 applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Post-Secondary and Secondary Divisions who have completed at minimum 100 service hours or contributed at minimum \$500.00 to a service organization.

Guidelines and Application

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

Applications due April 1.

[Online Application](#)

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to volunteering, training and/or contributing to paper recycling projects, school-wide recycling projects, school-based composting systems, solar panel installations, or school-wide energy audits.

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

100-249 service hours OR \$500.00-\$999.00 contribution: Certificate of Achievement
250+ service hours or \$1000.00+: Award of Achievement and recognition on-stage at the National Leadership Conference

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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Safety Awareness Award

Purpose

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

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Post-Secondary and Secondary Divisions who have completed at minimum 100 service hours or contributed at minimum \$500.00 to a service organization.

Guidelines & Application

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

Applications due April 1.

Online Application

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to volunteering, training and/or contributing to office safety, traffic safety, seat belt use, personal safety, drug awareness, anti-violence awareness, any National Organization of Youth Safety (NOYS) initiative or any other safety program.

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

100-249 service hours OR \$500.00-\$999.00 contribution: Certificate of Achievement
250+ service hours or \$1000.00+: Award of Achievement and recognition on-stage at the National Leadership Conference

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

Non-Discrimination Policy

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Service Learning Individual Award

Purpose

To recognize local members involved with Service Learning.

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Post-Secondary and Secondary Divisions who provide a minimum of 500 hours of service learning to their community and have earned the President's Volunteer Service Award within the same membership year.

Guidelines & Application

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

1. Activities may be used in other individual or chapter activities.
2. Provide the total number of hours per activity and the total hours involved with Service Learning.

Applications due April 1.

[Online Application](#)

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award, with the exception of activities accrued through the President's Volunteer Service Award. PVSA activities may be accumulated through the span of multiple years.

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to volunteering, training and/or contributing to blood drives, clothing drives, food drives, disaster relief assistance or local community shelters.

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

500 service hours: Certificate of Achievement

One Award of Achievement per Division will be given to the individual with the highest number of service hours and recognition on-stage at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

Non-Discrimination Policy

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Special Olympics Award

Purpose

To recognize local chapters involved with Special Olympics.

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Post-Secondary and Secondary Divisions who have completed at minimum 100 service hours or contributed at minimum \$500.00 to a service organization.

Guidelines and Application

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

Applications due April 1.

Online Application

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to fundraising activities, volunteer activities, training, public relations, or any other unique involvement with Special Olympics.

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

100-249 service hours OR \$500.00-\$999.00 contribution: Certificate of Achievement
250+ service hours or \$1000.00+: Award of Achievement and recognition on-stage at the National Leadership Conference

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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Special Recognition Awards Program

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Special Recognition Awards Program Overview

Purpose

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

Eligibility

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

Special Recognition Awards Guidelines & Applications

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

Applications are not required for the Merit Scholar, Professional Cup or Membership Explosion Award. These awards are given directly through National BPA.

Submission

Special Recognition Award applications except Merit Scholar, Professional Cup and Membership Explosion must be submitted utilizing the online application. Submission applications must include all activity descriptions. Partial applications will not be accepted or combined. Do not begin the application online submission form until you have completed all activities.

The Merit Scholar exam is offered at the National Leadership Conference.

The Professional Cup and Membership Explosion Award are determined on a national level based on the qualifications provided.

Applications due April 1.

Qualification Period

BPA Marketing and Public Relations, Chapter Activities Award of Excellence, Social Media and The Professional Cup: Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards these awards.

Member Recruiter of the Year and Membership Explosion Award: Activities completed between August 31, 2016 and February 15, 2017 (11:59 PM EST) can be counted toward these awards.

General Guidelines

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

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to promotional displays, exam based awards, recruiting events and/or social media activities.

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter or individual to attend the National Leadership Conference to participate in the program and receive the award, except Merit Scholar.

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.

Recognition

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

Merit Scholar: Participants achieving 90% or more on the Open Exam offered at NLC will receive a BPA Merit Scholar pin during the Awards Session at the National Leadership Conference.

Chapter Activities Award of Excellence: A plaque will be presented to each qualifying chapter.

Member Recruiter of the Year Award: Approved applicants will receive a Certificate of Achievement. Each year the applicant with the most recruited new members in their Division will be recognized with a plaque as National Recruiter of the Year at a General Session during the National Leadership Conference.

Social Media: Chapters who complete a minimum of four (4) activities will receive a Certificate of Achievement. The top chapter in each Division completing the most activities will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

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

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.

Membership Explosion Award: Chapters with the minimum increase will receive a Certificate of Achievement. The top overall chapter in each division with the highest number growth will receive an Award of Achievement and recognition on-stage at the National Leadership Conference and the overall top chapter in each division with the highest percentage growth will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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Sample Application

Chapter ID*

Activity #1*

Activity descriptions cannot exceed 500 words in total.

Activity #2

Activity descriptions cannot exceed 500 words in total.

Activity #3

Activity descriptions cannot exceed 500 words in total.

Activity #4

Activity descriptions cannot exceed 500 words in total.

Activity #5

Activity descriptions cannot exceed 500 words in total.

Activities 6+ (Other activity descriptions as needed)

Each activity description cannot exceed 500 words in total.

Number of Chapter Members Participating*

Total Service Hours Completed

Total Dollars Raised/Donated

Submitted by

School Name

BPA Marketing and Public Relations Award

Purpose

To promote the image of Business Professionals of America 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 Websites promoting BPA; and to encourage organized local chapter membership recruiting efforts/activities.

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Post-Secondary and Secondary Divisions who have completed at minimum one activity which does one of the following: promotes the image of Business Professionals of America and its members, informs the public of the meaning and objectives of BPA, encourages the creation of media promotions, especially chapter newsletters and Websites promoting BPA and/or encourages organized local chapter membership recruiting efforts/activities.

Guidelines & Application

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

Applications due April 1.

[Online Application](#)

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to

- any activity that promotes BPA in the school or community
- any activity that builds good public relations and is reported in the media (document media release)
- any chapter newsletter that is distributed to school or community members (outside the chapter membership, include document distribution)
- any chapter Website promoting the chapter and /or BPA members (document Website)

- any organized chapter membership recruiting activity

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

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

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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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 member in good standing with Business Professionals of America, including advisors, attending the National Leadership Conference may earn the BPA Merit Scholar award by achieving a minimum of 90% 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 BPA Cares program offered to members.

The test will be developed annually by the National Center. Resources used will be the *BPA Cares Handbook*, the *Torch Awards Handbook*, and www.bpa.org.

An application is not required for this award. The award is given by the National Center to those individuals meeting the criteria.

Recognition

Those participants achieving 90% or more on the test will receive a BPA Merit Scholar pin during the Awards Session at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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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

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

Guidelines and Application

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

Applications due April 1.

[Online Application](#)

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

[Scoring Rubric](#)

Required Activities

Activities for this award can be duplicated from other activity submissions.

The following award applications are required to be submitted (applicant is not required to earn the award, but must complete a qualified activity in the award category):

BPA Marketing & Public Relations Award (minimum one (1) activity)

Community Service Award (minimum one (1) activity, with articles totaling 100 hours and/or \$500.00 donated dollars)

Activity descriptions for at least ONE of the following awards (applicant is not required to earn the award, but must complete a qualified activity in the award category)

Special Olympics (minimum one (1) activity)

Safety Awareness (minimum one (1) activity)

Environmental Action/Awareness (minimum one (1) activity)

An activity description relating to EACH of the following activities:

Local officer installation

Local officer training

A BPA Leadership Conference attended by your chapter (regional, state or national)

Chapter social activity

Local chapter budget

A career development related activity for the chapter (could include seeing a speaker, watching a film, taking a field trip, etc.)

General Information

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

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

Activity descriptions cannot exceed 500 words in total.

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

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

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

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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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.

All entries must be submitted using the online application.

| Articles to Evaluate | Activity completed meets criteria satisfactorily (0-20 points) | Article includes activity description, goals, results and a quote (4 points for each item, up to 20 total) | Article is written with complete sentences, good spelling and grammar, and proper capitalization (0-10 points) | Total Points Earned |
|--|--|--|--|---------------------|
| BPA Marketing and Public Relations Entry | | | | |
| Community Service Entry | | | | |
| Special Olympics/Safety Awareness/Environmental Action Entry(ies) | | | | |
| Local officer installation article | | | | |
| Local officer training article | | | | |
| Leadership conference article | | | | |
| Chapter social activity article | | | | |
| Local chapter budget article | | | | |
| Career development activity article | | | | |
| Chapter Activities Award of Excellence Point Total (maximum 450): | | | | |

Member Recruiter of the Year Award

Purpose

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

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Post-Secondary and Secondary Divisions. The member must recruit a minimum of five (5) new members. The newly recruited members must be listed on the application with their membership identification numbers (assigned by the BPA Online Membership Registration System). The local chapter advisor must verify electronically 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. New members are members who have not held previous membership in Business Professionals of America.

Guidelines and Application

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

Applications due April 1.

[Online Application](#)

Qualification Period

Activities completed between August 31, 2016 and February 15, 2017 (11:59 PM EST) can be counted toward this award.

General Information

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

BPA Member Recruiter of the Year Award: Approved applicants will receive a Certificate of Achievement. Each year the applicant with the most recruited new members in their Division

will be recognized with a plaque as National Recruiter of the Year at a General Session during the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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Membership Explosion Award

Purpose

To recognize outstanding chapters who have successfully recruited members to their chapters, adding to the overall strength and size of our organization.

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members of the Middle Level, Post-Secondary and Secondary Divisions. Applicants must have at least 15 registered members in good standing during the previous membership year and experience a minimum of 30% increase from their previous year.

An application is not required for this award. The award will be given by the National Center to those chapters meeting the criteria.

Qualification Period

Activities completed between August 31, 2016 and February 15, 2017 (11:59 PM EST) can be counted toward this award.

General Information

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

Recognition

Chapters with the minimum increase will receive a Certificate of Achievement. The top overall chapter in each division with the highest number growth will receive an Award of Achievement and recognition on-stage at the National Leadership Conference and the overall top chapter in each division with the highest percentage growth will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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Social Media Award

Purpose

To encourage local chapters to become actively involved in the National Officer Team Social Media Challenges; and to encourage local chapters to publicize their local activities and events.

Eligibility

All applicants must be in good standing with Business Professionals of America. This award is open to members in the Middle Level, Secondary and Post-Secondary Divisions. Business Professionals of America will be hosting a variety of challenges throughout the year on various social media outlets. Each chapter must fulfill at least four of the activities and write one activity description using the online application (500 word maximum). Descriptions must include a narrative of the activities (what happened, how it went, who was involved) and links to chapter social media pages where the activities took place.

These challenges are (must complete 4):

1. Join your National Officer Team as they host a Tweet-A-Thon during the months of October and January. Use “#BPAAllDay”.
2. BPA will be conducting a “Chapter Social Week Challenge” in November. Members are encouraged to participate in social events together as a chapter. These challenges will count toward Torch Award points. Multiple challenge activities will be announced on the BPA national social media sites. Chapters will complete multiple challenges which will then be documented through photography or videography and can be submitted to the National Facebook Page or Twitter account using “#BPASocial”.
3. BPA will be conducting a “BPA Week Challenge”, which will consist of different “challenges” each day of the week beginning the second full week in February, coinciding with BPA Week. Members will document completion of challenges through either photography or videography submitted to the National Facebook Page or Twitter account using the hashtag “#BPAWeekChallenge”.
4. Participate in “#BPAMillion” by posting your favorite memory of BPA with the hashtag #BPAMillion and tagging Business Professionals of America.
5. In an effort to enhance your digital citizenship, establish a committee to complete the requirements of the “Social Media Etiquette” course sponsored by Next Step Academy. This committee should lead in a presentation that covers, but is not limited to, general etiquette of social media, being mindful of social media’s impact, how to maintain a professional image on social media, etc.
6. In an effort to enhance your digital citizenship, establish a committee to complete the requirements of the “Social Media Essentials and College Admissions for Business Professionals of America” course sponsored by Social Assurity. This committee should lead in a presentation that covers, but is not limited to, general etiquette of social media, being mindful of social media’s impact, how to maintain a professional image on social media, etc.

Guidelines and Application

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

Applications due April 1.

Online Application

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

Activity descriptions cannot exceed 500 words in total.

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for a chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

Chapters who complete a minimum of four (4) activities will receive a Certificate of Achievement.

The top chapter in each Division completing the most activities will receive an Award of Achievement and recognition on-stage at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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The Professional Cup Award

(Outstanding State Participation)

Purpose

To encourage state associations to become actively involved in promoting participation in the BPA Cares Award Program by the local chapters and to recognize states with active participation; and to recognize outstanding state participation in BPA programs

Eligibility

Any state association in the Middle Level, Post-Secondary or Secondary Division that has active participation in the BPA Cares Award Program.

An application is not required for this award. This award is given directly from the National Center to the state meeting the criteria described below.

Ranking

Each state association's ranking will be determined by:

1. The association's percentage of chapters participating in the following BPA Cares Award Programs:
 - Service Learning Awards Program (all awards in this category are eligible)
 - Marketing and Public Relations
 - Chapter Activities Award of Excellence
2. The total number of chapters participating in the BPA Cares Award Program within the state.
3. The association's percentage of members receiving their Ambassador Torch Award.
4. The total number of members receiving the Ambassador Torch Award within the state.
5. The association's percentage of chapters meeting the criteria for the Membership Explosion Award.
6. The total number of chapters meeting the criteria for the Membership Explosion Award within the state.
7. The association's percentage of chapters earning the [Quality Chapter Distinction](#).
8. The total number of chapters earning the [Quality Chapter Distinction](#) within the state.

The ranking in these eight (8) qualifications will determine eight (8) point values which, when added together, will constitute a final ranking. The state association who receives the best overall rank will receive the Professional Cup. In the event of a tie, the award will be given to the state association with the highest divisional increase in percentage of membership over the previous year.

Qualification Period

Activities completed between April 2, 2016 and April 1, 2017 (11:59 PM EST) can be counted towards this award.

General Information

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

Activity descriptions cannot exceed 500 words in total.

Activities may include but are not limited to volunteering, training and/or contributing to blood drives, clothing drives, food drives, disaster relief assistance or local community shelters.

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

Recognition

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

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.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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Professional Awards Program

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Professional Awards Program Overview

Purpose

The purpose of the Professional Awards Program is to acknowledge the dedication and service of our supporters.

Guidelines and Applications

- [Advisor of the Year Award](#)
- [Emerging Advisor of the Year Award](#)
- [Emerging Professional of the Year Award](#)
- [Hall of Fame Award](#)
- [Outstanding Service Award](#)
- [Student of the Year](#)

Submission

Professional Award applications must be submitted using <http://www.bpa.org/submit>.

Applications due March 1.

General Guidelines

- **NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.**
- All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.
- It is not necessary for a chapter or individual to attend the National Leadership Conference to participate in the program and receive the award, except Merit Scholar.
- **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.**

Recognition

Advisor of the Year, Emerging Advisor of the Year, Emerging Professional of the Year: A maximum of one (1) individual will be recognized with a plaque on stage at the National Leadership Conference.

Hall of Fame: A maximum of two (2) individuals will be recognized with lifetime memberships and individual plaques on stage at the National Leadership Conference. The names of those recognized will be added to the Hall of Fame plaque displayed at the National Center.

Outstanding Service Award: A maximum of five (5) individuals will be recognized with a plaque on stage at the National Leadership Conference.

Student of the Year: A maximum of one (1) individual from the Secondary and one (1) individual from the Post-Secondary Division will be recognized with a plaque on stage at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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Advisor of the Year Award

Purpose

To recognize an individual who has made significant contributions to Business Professionals of America as a local chapter advisor.

Eligibility

Registered, local chapter advisors in good standing with Business Professionals of America. To be eligible for the Advisor of the Year award the nominator must submit the following information about the nominee:

1. Nomination Form (Below)
2. Narrative review of nominee's supportive contributions to BPA
3. Three letters of support for the nominee
4. One letter must be from an administrator
5. One letter must be from a current student
6. Resume for the nominee

Application Guidelines

All nominations must be submitted on the official nomination form. Nominations must be submitted by a current active student member. Nominations due March 1. Incomplete applications will not be considered. **Nominations must be submitted at <http://www.bpa.org/submit>.**

General Information

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

A maximum of one (1) individual will be recognized with a plaque at the National Leadership Conference for that year.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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**Nomination Form
Advisor of the Year Award**

Nominee's First and Last Name _____

BPA 10 Digit Member ID _____

Title _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Nominator's Name (Please print/type) _____

Title _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Nominator's Signature _____

Included in pre-submission

1. Nomination Form
2. Narrative review of nominee's supportive contributions to BPA
3. Three letters of support for the nominee
4. One letter must be from an administrator
5. One letter must be from a current student
6. Resume for the nominee

Emerging Advisor of the Year

Purpose

To recognize an individual who has made significant contributions to Business Professional America as a local chapter advisor with five years or less of service.

Eligibility

Registered, local chapter advisors in good standing with Business Professionals of America with five years or less of service. To be eligible for the Advisor of the Year award the nominator must submit the following information about the nominee:

1. Nomination Form (Below)
2. Narrative review of nominee's supportive contributions to BPA
3. Three letters of support for the nominee
4. One letter must be from an administrator
5. One letter must be from a current student
6. Resume for the nominee

Application Guidelines

All nominations must be submitted on the official nomination form. Nominations must be submitted by a current active student member. Nominations due March 1. Incomplete applications will not be considered. **Nominations must be submitted at <http://www.bpa.org/submit>.**

General Information

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

A maximum of one (1) individual will be recognized with a plaque at the National Leadership Conference for that year.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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Nomination Form
Emerging Advisor of the Year Award

Nominee's First and Last Name _____

BPA 10 Digit Member ID _____

Title _____

Address _____

City _____ State _____ Zip _____

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

Email _____

First Year as a BPA Advisor _____

Nominator's Name (Please print/type) _____

Title _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Nominator's Signature _____

Included in pre-submission

1. Nomination Form
2. Narrative review of nominee's supportive contributions to BPA
3. Three letters of support for the nominee
4. One letter must be from an administrator
5. One letter must be from a current student
6. Resume for the nominee

Emerging Professional of the Year Award

Purpose

To recognize registered alumni in good standing who made their mark as professionals and contributed to Business Professionals of America within their first five years of service to the Association.

Eligibility

Individuals who have contributed to the national association. To be eligible for the Emerging Professional award the nominator must submit the following information about the nominee:

1. Nomination Form (Below)
2. Narrative review of nominee's supportive contributions to BPA
3. Three letters of support for the nominee
4. Resume for the nominee

Application Guidelines

All nominations must be submitted on the official nomination form. Nominations due March 1. Incomplete applications will not be considered. **Nominations must be submitted at <http://www.bpa.org/submit>.**

General Information

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

A maximum of one (1) individual will be recognized with a plaque at the National Leadership Conference for that year.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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Nomination Form
Emerging Professional of the Year Award

Nominee's First and Last Name _____

Title _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Nominator's Name (Please print/type) _____

Title _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Nominator's Signature _____

Included in pre-submission

1. Nomination Form
2. Narrative review of nominee's supportive contributions to BPA
3. Three letters of support for the nominee
4. Resume for the nominee

Hall of Fame Award

Purpose

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

Eligibility

Individuals who have contributed to the national association. The nominee must have made contributions and been involved at the local, state, and national levels for 10 or more years. To be eligible for the Hall of Fame award the nominator must submit the following information about the nominee:

1. Nomination Form (Below)
2. One page, single-spaced, narrative-style biography of nominee's supportive contributions to the national organization
3. A maximum of three (3) letters of recommendation for the nominee. Information provided in the letters weighs heavily in evaluation.
4. A State Advisor letter of support for the nominee, unless the nominee is a state advisor. The State Advisor's letter does not count as one of the three letters of recommendation.
5. One page resume of Business Professionals of America-related accomplishments for the nominee.
6. National staff and current student members are ineligible for this award.

Entries

Nominations will be accepted every year from the following: National Officers, Board of Trustees, BPA State Advisors/Supervisors, National Staff, National Business Advisory Council, Classroom Educators Advisory Council, and Local Advisors.

Application Guidelines

All nominations must be submitted on the official nomination form. Nominations due March 1. Incomplete applications will not be considered. **Nominations must be submitted at <http://www.bpa.org/submit>.**

General Information

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the chapter to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

A maximum of two (2) individuals will be recognized with lifetime memberships and individual plaques on stage at the National Leadership Conference for that year. The names of those recognized will be added to the plaque displayed at the National Center.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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**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 _____

Email _____

Nominator's Name (Please print/type) _____

Title _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Nominator's Signature _____

Included in pre-submission

1. Nomination Form
2. One page, single-spaced, narrative-style biography of nominee's supportive contributions to the national organization
3. A maximum of three (3) letters of recommendation for the nominee. Information provided in the letters weighs heavily in evaluation.
4. A State Advisor letter of support for the nominee, unless the nominee is a state advisor. The State Advisor's letter does not count as one of the three letters of recommendation.
5. One page resume of Business Professionals of America-related accomplishments for the nominee.

National staff and current student members are ineligible for this award

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 BPA 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. Nomination Form (Below)
2. List of national activities and involvement
3. List of state and local activities and involvement
4. List of participation in other professional organizations and community service
5. List of any other pertinent information about the nominee that you believe will assist the Committee in making the selections
6. National staff and current student members are ineligible for this award.

Entries

Nominations will be accepted every year from the following: National Officers, Board of Trustees, SAAC State Advisors/Supervisors, National Staff, National Business Advisory Council, Classroom Educators Advisory Council, Local Advisors and Members.

Application Guidelines

All nominations must be submitted on the official nomination form. Nominations due March 1. Incomplete applications will not be considered. **Nominations must be submitted at <http://www.bpa.org/submit>.**

General Information

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

A maximum of five (5) individuals will be recognized on stage with a plaque at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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**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 _____
Email _____

Nominator's Name (Please print/type) _____
Title _____
Address _____
City _____ State _____ Zip _____
Telephone (Please include the area code first): Home _____ Business _____
Email _____

Nominator's Signature _____

Included in pre-submission

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

Student of the Year Award

Purpose

To recognize those students who have made significant contributions to Business Professionals of America as a student member.

Eligibility

Registered, student members in good standing with Business Professionals of America. *Current or former National Officers will **not** be considered for this award.* To be eligible for the Student of the Year award the applicant must meet **all** of the following criteria:

7. Completed a minimum of one full year as a student member
8. Served as a local, regional or state officer
9. Attended a minimum of one (1) State Leadership Conference and one (1) National Leadership Conference (*Required for Secondary*)
10. Competed in the WSAP
11. Earned the Ambassador Torch Award
12. Participated in the BPA Cares Program

The applicant must also meet a **minimum of five** (5) of the following criteria:

1. Attended a minimum of one (1) State Leadership Conferences and/or one (1) National Leadership Conference (*Optional for Post-Secondary*)
2. Earned the National Merit Scholar Award
3. Participated in the Intern Program at the National Leadership Conference
4. Participated in the Leadership Academy at the National Leadership Conference
5. Made significant contributions to Special Olympics
6. Earned the President's Volunteer Service Award
7. Completed the Student Member Certification Series
8. Earned the BPA Cares Member Recruiter Award
9. Completed the Life Skills Achievement Program

Lastly, the applicant must submit the following information:

1. Application Form (Below)
2. Narrative review of applicant's supportive contributions to BPA on the local, regional, state or national level
3. Two letters of support for the applicant
4. One letter must be from a local advisor
5. One letter must be from the state advisor
6. Resume for the applicant

Application Guidelines

All applications must be submitted on the official applications form. Applications must be submitted by a current active student member. Applications due March 1. Incomplete applications will not be considered. **Applications must be submitted at <http://www.bpa.org/submit>.**

General Information

NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.

All materials submitted become the property of Business Professionals of America and may be used as the National Center deems appropriate.

It is not necessary for the individual to attend the National Leadership Conference to participate in the program and receive the award.

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.

Recognition

A maximum of one (1) individual from the Secondary and one (1) individual from the Post-Secondary Division will be recognized with a plaque on stage at the National Leadership Conference.

Having trouble with the BPA Cares Award? [Visit our Frequently Asked Questions page.](#)

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.

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@national_bpa

Application Form Student of the Year Award

Applicant's First and Last Name _____

BPA 10 Digit Member ID _____

Chapter _____

Address _____

City _____ State _____ Zip _____

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

Email _____

Requirements:

1. Time as a member (in years) _____ Date joined _____
2. Officer position(s) held _____ Date elected _____
3. Number of SLCs attended _____ Year of conference _____ State _____
Number of NLCs attended _____ Year of conference _____ Location _____
4. Competitive Events (list events) _____
5. Ambassador Torch Award (year earned) _____ Location _____
6. BPA Cares Awards earned _____ Year of conference _____ Location _____

Addition criteria: (minimum of five (5) required)

1. Number of SLCs attended _____ Year of conference _____ State _____
Number of NLCs attended _____ Year of conference _____ Location _____
2. National Merit Scholar Award (year earned) _____ NLC Location _____
3. Intern Program (year of participation) _____ NLC Location _____
4. Leadership Academy (year of participation) _____ NLC Location _____
5. Contributions to Special Olympics _____
6. President's Volunteer Service Award (year earned) _____ NLC Location _____
7. Student Member Certification Series (year earned) _____
8. BPA Cares Member Recruiter Award (year earned) _____ NLC Location _____
10. Life Skills Achievement Program (date earned) _____

Applicant's Signature _____

Included in pre-submission

1. Application Form
2. Narrative review of applicant's supportive contributions to BPA on the local, regional, state or national level
3. Two letters of support for the applicant
4. One letter must be from a local advisor
5. One letter must be from the state advisor
6. Resume for the applicant