



Today's students. Tomorrow's business professionals.

2016-2017 Torch Awards Handbook

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Torch Award Program Overview and Instructions

The Business Professionals of America's Torch Awards Program is designed to promote professionalism and leadership in both career development and personal growth. Students complete activities in the seven Torch categories--Leadership; Service; Cooperation; Knowledge; Friendship; Love, Hope, Faith; and Patriotism--then log their activities in an online Torch Résumé.

Each activity is worth 5, 10, 15, or 20 points. When a student achieves a certain number of points for each category, his/ her advisor or local reviewer can submit the résumé online to be reviewed for recognition. All students completing a satisfactory résumé will be awarded. There are four levels of recognition:

- **Executive Torch Award:** Given at the local chapter level, the Executive Torch Award requires 10 points in each Torch category. An Executive is defined as "a person having administrative or managerial authority in an organization."
- **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional, or state level. The Diplomat Torch Award requires 30 points in each Torch category. A Diplomat is defined as "one skilled with tact in dealing with people."
- **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category. A Statesman is defined as "one who is a leader in the promotion of the public good and in national affairs."
- **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category. A Ambassador is defined as "a diplomatic official of the highest rank appointed and accredited as representative of the organization."

Award	Organization Level	Points Required in Each Category	Submission Deadline	Recognition
Executive	Local Chapter	10	Varies	Pin and certificate
Diplomat	Varies by State	30	Varies	Pin and certificate
Statesman	State	50	Varies	Pin and certificate (otherwise varies by state)
Ambassador	National	70	April 1, 2017	Pin and certificate, Recognition at NLC

A student who earns an award through Business Professionals of America's Torch Awards Program will be presented with a certificate and pin commemorating their achievement. Students receiving the Ambassador Torch Award will receive their pin and certificate at the National Leadership Conference. Most importantly, though, a student participating in the Torch Awards Program builds a rich resume of service and leadership experience to be proud of.

Résumés must be submitted by the appropriate deadline to be eligible for awards. Once a résumé is submitted, regional/state/national administrators can evaluate the résumé and either approve or reject the résumé. If approved, the student has earned the award and no further action is required. If rejected, an advisor and student can then work on the résumés more and re-submit, as long as the appropriate deadline has not passed.

The Torch Awards Program is open to all Business Professionals of America members in the Middle Level, Secondary/ Associate, and Post-Secondary Divisions.

Role of the Local Advisor/Local Reviewer

The local advisor is the supervisor and administrator of his/her students' Torch Award quest. The advisor is involved through the beginning, middle and end of a students' journey through the Torch Awards program, providing access to the online system, walking students through the process, and submitting completed résumés for award consideration.

Delegating Torch Award Responsibilities to a Student

An advisor may choose to delegate his/her Torch Award duties to a responsible student, such as a chapter President or Vice President. This student then shares responsibility with his/her advisor to fill the role of supervisor and administrator of chapter members' participation in the program.

The steps to appoint a student as a local Torch Award Reviewer are as follows:

1. Log into the Membership Registration System at <https://www.registermychapter.com/bpamem/>.
2. If you are still adding students to your chapter, make sure the checkbox "Torch Award Reviewer" is checked for that student when you add him/her.
3. If the student you want to delegate duties to is already in the system, find your list of members in the Membership Registration System. Click "edit" for that student, check the "Torch Award Reviewer" checkbox, then click the "Save" button.

Advisor/Chapter Reviewer Responsibilities

Whether it is an advisor or student administering the program for the chapter, that person has the following responsibilities:

Provide students with their Member IDs and Torch password. Member IDs are listed in the Torch Award Online System (and in the Membership Registration System) for advisors and local reviewers when they log in. Passwords are set by Local Advisors when they register students at the beginning of the year and can be changed by the local advisor by logging back into the membership system at <https://www.registermychapter.com/bpamem/>.

Help students plan for their Torch résumé and help familiarize them with the Torch Awards Online System.

Give feedback throughout the year on how the students' activities look.

Officially **submit the complete résumés using the online system**. Résumés are submitted for each award separately. Résumés must be submitted by April 1, 2017 to be considered for the Ambassador Award.

Award students who have earned the Executive Award with a pin and certificate (both can be purchased from the shop area <http://costore.com/bpamall/welcome.asp>. **NOTE: There is no longer approval/rejection for each activity in the system. Instead, a local advisor/ reviewer should communicate with students regarding their expectations for all activities. Local advisors/reviewers control the process by controlling the submission of résumés at every level**

Role of the Student

A student is responsible for building his/her Torch résumé through the Torch Awards Online System. Each member should read through the activity list in this handbook, plan activities, carry them out, and log into the Torch Awards Online System to add the activities to the résumé themselves. Students should then respond accordingly to their advisor's/reviewer's comments on their activities and ensure that the advisor/local reviewer submits the résumé through the online system by the appropriate deadline.

Students must get their Member IDs and passwords from their advisor. If forgotten, students/advisors may request the username and/or password online at <https://www.registermychapter.com/bpamem/ForgotPW.asp>

Each activity added in the online system has one of the seven Torch categories and an activity attached to it. The student must also list the date of the activity and must write a description of the activity to add it to the résumé. **Activity descriptions must be a complete sentence.**

Rules for Résumés and Résumé Activities

1. A Torch Award Résumé covers entire span of a BPA member's membership through all divisions (Middle Level, Secondary or Post-Secondary). Therefore, a student can have activities from multiple years, but only as long as the activities occurred while the student was a member of that BPA division. **Points cannot be counted from before the student was a member, and points cannot be carried over from one division to the next.**
2. Students can keep adding to their résumé from year to year within a division until they earn an Ambassador Award. Once an Ambassador Award is earned, all subsequent activities begin a new Torch résumé. (Advisors can import activities for students from the previous year by using the Torch import functions in the Membership Registration System.)
3. Students may earn only one Ambassador Award per year, but can earn multiple Ambassador Awards over the course of a multi-year BPA membership. Activities from one Ambassador résumé cannot be counted towards the next résumé.
4. Each completed activity or project during a school year may be claimed only once; major projects may be broken into smaller segments.

5. Points cannot be documented until the activity has been completed.
6. Each activity has a limit on the number of times it can be used on one résumé. This number is listed at the end of each activity explanation in the list of activities in this handbook. The Torch Award Online System will not allow additional instances of that activity.
7. Each activity description must list the date and a complete description of the activity to add it to the resume.
8. Each activity description must be a complete sentence.
9. Activity description spelling and grammar must be correct.

Role of the State Advisor

State Advisors are responsible for reviewing submitted Statesman and/or Diplomat résumés using the Torch Awards Online System. State advisors are the administrators of the Diplomat and/or Statesman Awards. Statesman Awards must be given at the state level. State advisors decide how and when to give the Diplomat Award. They can leave it up to the local advisor, assign regional helpers to give it at regions, or take care of it at the state level.

Delegating Diplomat/Statesman Responsibilities to a Helper

State Advisors have the option of delegating Torch Award duties to State Advisor Helpers. To create Torch Award accounts for these helpers, State Advisors should follow the following steps:

1. Log into the State Advisor Administrative section of the Membership Registration System at <https://www.registernychapter.com/bpamem/State.asp> Log in, Membership/State Advisor Helper.
2. To give the helper authority over all of the state's Torch Awards, leave the "region" field blank.
3. To limit the helper's authority to a particular region for the purpose of regional Diplomat awards, enter the region into the "region" field.
4. Save changes.

State Advisor/Helper Responsibilities

The State Advisor must delegate all of the following responsibilities between him/herself or State Advisor Helper.

1. Set a deadline for Diplomat and Statesman résumé submissions and disseminate this information to local advisors and students.
2. Use the online system to evaluate submitted résumés, approving satisfactory résumés and rejecting unsatisfactory résumés. Ideally, this is done throughout the year as résumés are submitted so that students can improve unsatisfactory résumés and advisors can resubmit the improved résumés for re-evaluation.

3. Recognize students who have earned Diplomat/Statesman Awards with a pin and certificate at the appropriate conference. Pins and certificates can be purchased from the BPAMall at <http://costore.com/bpamall/welcome.asp>)

Using the Torch Awards Online System

The Torch Awards Online System is the exclusive system used to build and evaluate résumés in BPA’s Torch Award program. For a participating student, or for an advisor or State Advisor, a good understanding of the Torch Awards Online System is critical to the success of the Torch Awards program for everyone involved.

Access the system at <https://www.registermychapter.com/bpamem/Login.asp?From=TorchAwards.aspx>

Logging into the System

To log into the system, a user selects whether to log in as a student, advisor, chapter reviewer, State Advisor, or state helper. The user must enter a username and password. All users can log in from <https://www.registermychapter.com/bpamem/Login.asp?From=TorchAwards.aspx> .

- **Students:** Your username is your Member ID, in the form ##-####-####. The dashes are required. Your Member ID can be found by your advisor or local reviewer. Your password is set up by your adviser when he/she registers members at the beginning of the year.
- **Local Advisors:** Your username and password are the same as that used to access the Membership Registration System.
- **Local Reviewer:** Your login information is the same as the information used to log in as a student. However, be sure to select “Chapter Reviewer” from the drop-down menu.
- **State Advisor:** Your username and password are the same as that used to access the Membership Registration System.
- **State Advisor Helper:** Use the username and password your State Advisor created for you.
- **Important:** Don’t forget to use the drop-down menu to select the appropriate login role. Selecting the wrong role will result in an “Invalid Login” error.

Building/Editing a Résumé

Students can access a list of their current activities by clicking “activities” after they log in. Advisors, chapter reviewers, State Advisors, and State Advisor helpers all have this same access to edit résumés, by searching for or listing students after logging in. Reviewers can attach a comment to any activity by using the “edit activity” screen. The student can then see that comment when they view that activity.

Once the activities list for a student is on screen, editing an activity is as simple as clicking “Edit” next to the activity, changing the description or date, and clicking “submit.” On the edit screen, any comments left by an advisor or reviewer can be seen under the description.

To add a new activity, click the “Add Activity” button at the bottom of the activity list. Choose

the activity category. Then click the “Select” link next to the relevant activity, choose a date and write a description, and click submit.

Submitting a Résumé

Submitting a résumé is not the role of the student, but of the local advisor or chapter reviewer. State advisors and their helpers also have this function available in the event that no one at the chapter level is able to submit the résumé.

To submit a résumé, the submitter needs to first find the student’s résumé by clicking “list all,” by searching for a particular student, or by clicking one of the three buttons that display all résumés with enough points for Diplomat, Statesman, or Ambassador awards. (These three buttons make it convenient to submit all the résumés eligible for a particular award.) After finding the eligible student, the submitter clicks “Submit” next to that student’s name, then check the appropriate award and click the “Submit” button. Next to that checkbox, a submission date should appear, confirming successful résumé submission.

The submitter can now at any time review that résumé in the future, taking note as to whether its status for an award changes to “Approved” or “Rejected.” If an administrator approves the award, the student has successfully earned the award. No further action is necessary. If the submission status changes to “rejected,” the résumé is unsatisfactory and the student or advisor should contact the reviewing administrator to see what can be changed to make the résumé satisfactory.

Approving/Recognizing Résumés for Diplomat/Statesman Awards

Once a résumé is submitted for a Diplomat and/or Statesman, it is up to State Advisors and helpers to review submitted résumés and make a judgment of award approval or rejection. For the Executive Award, local advisors evaluate and grant the award themselves. Depending on state, the same may be true for Diplomat, although usually, this is done by a State Advisor helper at the regional level or a State Advisor/helper at the state level. National Staff evaluate résumés submitted for the Ambassador Award.

State Advisors/helpers can view a list of résumés eligible for the Diplomat or Statesman award by clicking the “Approve/Reject Diplomat/Statesman Submitted Résumés” links. From that page, there is a link that lets them view a student’s résumé and a column indicating whether the résumé is un-reviewed, approved or rejected. This status can be changed by clicking the “Change” link next to the approval status. **Changing a résumé status to approved means that this résumé is officially accepted for recognition.**

Résumés are not automatically approved when submitted. The appropriate official (State Advisor, Helper, or National Staff) must choose approve or reject for each résumé.

Administrators giving the awards can get a list of students who have been approved for an award by using the “Display/export data” link on their Torch Awards homepage.

Independent Chapter Member Resumes

Students participating in the Torch Awards Program who are registered in independent chapters not affiliated with a Chartered State Association are eligible to receive their Diplomat and Statesman award. Please contact the National Center (sgfroerer@bpa.org) for additional information.

Deleting a Torch Resume

If a student becomes inactive during the membership year and their membership record must be removed from the system, please contact the National Center (sgfroerer@bpa.org). Resumes cannot be deleted if the member is still a registered, active participant. The only way to delete a resume is to remove the member from Membership Registration System.

Using the Torch Awards Program App

The BPA Torch Awards Program App has been developed to provide students with mobile flexibility and real-time activity recording.

To access you Torch Awards Resume via the BPA mobile app:

1. Download the BPA Mobile App from the App store. The app is titled BPA Schedule and is available for Android and Apple devices.
 - Enter your BPA username and password. Your username is your Member ID, in the form ##-####-####. The dashes are required. Your Member ID can be found by your advisor or local reviewer. Your password is set up by your adviser when he/she registers members at the beginning of the year.
2. Click on Torch Awards.
3. Click on Activities. This will allow you to review your current activities and to add activities.
4. Click on 'ADD' in the upper right-hand corner.
5. Select the Activity Area you would like to add an activity.
6. Please note that you must follow all of the resume guidelines for entering activities listed in the ***Rules for Resumes and Resume Activities*** section.

Full List of Torch Activities

Category	Code	Points	Activity	Max Use	Divisions
Leadership	101	10	Serve as a chapter committee chair (identify the committee)	2	(S)(PS)(ML)

Leadership	102	10	Participate in or attend a Business Professionals of America local chapter professional growth activity (identify the topic, presenter, and involvement)	2	(S)(PS)(ML)
Leadership	103	10	Serve as class representative or alternate, Student Senate representative or alternate, or class officer for a year's term	1	(S)(PS)(ML)
Leadership	104	10	Campaign as local officer candidate, for the first or second time (identify the office)	2	(S)(PS)(ML)
Leadership	105	5	Serve as local officer (identify the office)	2	(S)(PS)(ML)
Leadership	106	5	Campaign as regional officer candidate (identify the region)	1	(S)(PS)
Leadership	107	5	Serve as regional officer (identify the region and office)	2	(S)(PS)
Leadership	108	10	Campaign as state officer candidate (identify the state)	2	(S)(PS)
Leadership	109	10	Serve as state officer (identify the office)	2	(S)(PS)
Leadership	110	15	Campaign as national officer candidate	2	(S)(PS)
Leadership	111	15	Serve as national officer (identify the office)	2	(S)(PS)
Leadership	112	10	Serve as an officer in another school, faith-based or similar organization while an active Business Professionals of America member (does not include a school class or section) (identify the office and organization)	2	(S)(PS)(ML)
Leadership	113	5	Be a leader in a varsity, intramural, or other organized sports activity while an active Business Professionals of America member (ex: serve as volleyball team captain) (identify the organization)	3	(S)(PS)(ML)
Leadership	114	5	Submit a feasible, detailed, and written plan to local vice president for a new local chapter project (identify the project) (2)	5	(S)(PS)(ML)

Leadership	115	5	Submit a feasible, detailed, and written plan to regional vice president for a new regional project (identify the project)	1	(S)(PS)
Leadership	116	5	Submit a feasible, detailed, and written plan to state vice president for a new statewide project (identify the project)	2	(S)(PS)
Leadership	117	5	Submit a feasible, detailed, and written plan to national vice president for a new nationwide project (identify the project)	2	(S)(PS)
Leadership	118	5	Adoption of plan submitted for Leadership: 114, 115, 116, or 117 (can be used one time only at each level) (identify the project) (5 points each)	4	(S)(PS)
Leadership	120	5	Serve as campaign manager for a local officer candidate (cannot claim points for your own candidacy) (identify the candidate, chapter and campaign)	2	(S)(PS)(ML)
Leadership	121	10	Serve as campaign manager for a regional, state, or national officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign)	3	(S)(PS)
Leadership	122	5	Serve as voting delegate at a regional, state, or national leadership conference (identify the conference)	3	(S)(PS)
Leadership	123	10	Serve as head voting delegate at a regional, state, or national leadership conference (identify the conference)	3	(S)(PS)
Leadership	124	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) to the local chapter (identify the topic and circumstances) (cannot claim in conjunction with Leadership: 138)	3	(S)(PS)(ML)
Leadership	125	20	Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a fall, regional, state, or national leadership conference (identify the topic, conference, and circumstances) (cannot claim in conjunction with Leadership: 138)	2	(S)(PS)(ML)

Leadership	126	5	Participate in a local officer training workshop presented on the local level (identify the topic and presenter)	2	(S)(PS)(ML)
Leadership	127	10	Participate in an officer training workshop presented on the regional, state, or national level (identify the topic, conference, and speaker)	2	(S)(PS)
Leadership	128	10	Design, prepare, and display a bulletin board or display portraying leadership techniques (identify the topic and location)	1	(S)(PS)(ML)
Leadership	129	10	Participate in a State Leadership Academy (identify the conference, state, and year)	1	(S)(PS)(ML)
Leadership	130	10	Serve as a State Leadership Conference Intern (identify the conference, state, and year)	1	(S)(PS)(ML)
Leadership	131	20	Participate in the National Leadership Academy at a National Leadership Conference (identify the conference, city, and year)	1	(S)(PS)(ML)
Leadership	132	15	Serve as a National Leadership Conference Intern (identify the conference, city, and year)	1	(S)(PS)
Leadership	134	10	Lead discussion on a Business Professionals of America related webinar.	2	(S)(PS)(ML)
Leadership	135	20	Complete the BPA Student Member Certification Series (http://www.bpa.org/membership/student cert)	1	(S)(PS)(ML)
Leadership	136	15	Lead at least a 15 minute presentation to a middle school about Business Professionals of America and why they should join (cannot be used in conjunction with Leadership: 137)	2	(S)(PS)(ML)

Leadership	137	15	Lead at least a 15 minute presentation to an existing middle school Business Professionals of America chapter about opportunities available to them and/or why they should continue to be members once in high school (cannot be used in conjunction with Leadership: 136)	2	(S)(PS)(ML)
Leadership	138	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) for any function (Identify the function, group, topic, and circumstances) (cannot claim in conjunction with Leadership: 124)	2	(S)(PS)(ML)
Leadership	139	10	Design, prepare, and display a bulletin board or display portraying safety awareness (identify the topic and location)	1	(S)(PS)(ML)
Leadership	140	5	Participate on the Quality Chapter Distinction Award committee; committee must be working toward achieving the award (identify involvement)	4	(S)(PS)(ML)
Leadership	141	15	Lead at least a 15-minute presentation to a college about Business Professionals of America and why they should join (cannot be used in conjunction with Leadership: 142)	2	(S)(PS)(ML)
Leadership	142	15	Lead at least a 15-minute presentation to an existing high school BPA chapter about opportunities available to them and/or why they should continue to be members once in college (cannot be used in conjunction with Leadership: 141)	2	(S)(PS)(ML)
Leadership	150	5	Miscellaneous: any Business Professionals of America leadership activity not specified in the above codes (identify the activity completely)	2	(S)(PS)(ML)
Service	201	15	Serve as a coach for Special Olympics (identify the team or event)	2	(S)(PS)(ML)
Service	202	10	Organize a blood drive (identify the involvement)	2	(S)(PS)(ML)

Service	203	5	Participate in a blood drive (cannot claim both Service: 202 and 203)	2	(S)(PS)(ML)
Service	204	10	Organize a pledge drive against distractive driving (identify the involvement)	2	(S)(PS)(ML)
Service	205	5	Participate in a pledge drive against distractive driving (cannot claim both Service: 204 and 205) (identify the involvement)	2	(S)(PS)(ML)
Service	206	10	Organize a bone marrow registry drive (identify the involvement)	2	(S)(PS)(ML)
Service	207	5	Participate in a bone marrow registry drive (cannot claim both Service: 206 and 207) (identify the involvement)	2	(S)(PS)(ML)
Service	208	10	Organize a donor registry drive (identify the involvement)	2	(S)(PS)(ML)
Service	209	5	Participate in a donor registry drive (cannot claim both Service: 208 and 209) (identify the involvement)	2	(S)(PS)(ML)
Service	210	10	Organize a fundraiser walk for a charity cause (cannot claim both Service: 210 and 211) (identify the involvement)	2	(S)(PS)(ML)
Service	211	5	Participate in a fundraiser walk for a charity cause (cannot claim both Service: 210 and 211) (identify the involvement)	2	(S)(PS)(ML)
Service	212	10	Write an article on safety (including drug awareness) for publication in a Business Professionals of America newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date)	1	(S)(PS)(ML)
Service	213	10	Participate in a community or school-sponsored service project; not chapter-related (identify the involvement and project)	2	(S)(PS)(ML)
Service	215	10	Participate in an activity that promotes the concept of "going green" (identify the activity and involvement)	2	(S)(PS)(ML)

Service	216	10	Participate in a local chapter service project that benefits the community (identify the involvement and project)	3	(S)(PS)(ML)
Service	217	5	Create or update a web page promoting Business Professionals of America (identify the page contents and the website address)	1	(S)(PS)(ML)
Service	218	10	Participate in a local chapter in-school service project which benefits the school (identify the involvement and project)	3	(S)(PS)(ML)
Service	219	10	Participate in a local chapter recruiting activity promoting continuing business education (be sure the activity and participation warrant the points received) (identify the activity and involvement)	1	(S)(PS)(ML)
Service	220	15	Participate in a service project sponsored by the Business Professionals of America state or national organization (identify the involvement and project)	1	(S)(PS)(ML)
Service	221	5	Register hours in the President's Volunteer Service Award	1	(S)(PS)(ML)
Service	222	10	Complete the requirements for the Bronze Level President's Volunteer Service Award	1	(S)(PS)(ML)
Service	223	10	Write an article on promoting a service learning activity for publication on the Business Professionals of America custom website, newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date)	2	(S)(PS)(ML)
Service	224	10	Complete activity Service: 223, including a photo in the article and receive 10 extra points for a total of 20 points	2	(S)(PS)(ML)
Service	225	10	Participate in a Special Olympics event.	2	(S)(PS)(ML)
Service	226	10	Serve as chair at a Special Olympics event.	2	(S)(PS)(ML)
Service	227	15	Complete the requirements for the Silver Level President's Volunteer Service	1	(S)(PS)(ML)

			Award (cannot be used in conjunction with Service: 222 or 228)		
Service	228	20	Complete the requirements for the Gold Level President's Volunteer Service Award (cannot be used in conjunction with Service: 222 or 227)	1	(S)(PS)(ML)
Service	229	15	Participate in service activities following each Monthly Service Theme and post a picture tagging @national_bpa (include a link to your photo)	1	(S)(PS)(ML)
Service	250	5	Miscellaneous: any Business Professionals of America service activity not specified in the above codes (identify the activity completely)	2	(S)(PS)(ML)
Cooperation	301	10	Participate in presenting a Business Professionals of America ceremony, e.g., Torch Ceremony, Installation Ceremony (participation means having one of the major speaking parts, not merely being an observer) (identify the ceremony, involvement, and circumstances)	3	(S)(PS)(ML)
Cooperation	302	10	Serve as a campaign committee member in Business Professionals of America ; can only claim one campaign at a given time (identify the campaign)	3	(S)(PS)(ML)
Cooperation	303	10	Participate in a combined chapter function with a Business Professionals of America chapter from another division (or divisions) or alumni chapter (identify the division and function)	1	(S)(PS)(ML)
Cooperation	304	5	Participate in a local chapter fund-raising project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project)	3	(S)(PS)(ML)
Cooperation	305	10	Participate in a regionally-sponsored project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project)	1	(S)(PS)(ML)

Cooperation	306	10	Participate in a state-sponsored project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project)	1	(S)(PS)(ML)
Cooperation	307	10	Participate in a nationally-sponsored project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project)	1	(S)(PS)(ML)
Cooperation	308	10	Participate in a local chapter project in cooperation with another student organization (identify the involvement, project, and organization)	2	(S)(PS)(ML)
Cooperation	309	5	Be a member of another school, faith-based, sport or similar organization while an active Business Professionals of America member (does not include a school or class section, or school sport) (identify the organization)	5	(S)(PS)(ML)
Cooperation	310	10	Participate in publishing a chapter newsletter or website (identify involvement)	1	(S)(PS)(ML)
Cooperation	311	10	Participate in a local chapter activity which promotes Business Professionals of America Week (identify involvement and activity)	2	(S)(PS)(ML)
Cooperation	312	10	Participate in a local, regional, state, or national safety project (identify involvement, project, and level)	1	(S)(PS)(ML)
Cooperation	313	10	Attend a professional meeting, e.g., DPMA, AMS, NAA, Toastmasters, IAAP (identify the meeting)	2	(S)(PS)(ML)
Cooperation	314	10	Help promote a Business Professionals of America activity for another division or alumni chapter (identify the involvement, division, and activity)	1	(S)(PS)(ML)
Cooperation	315	10	Attend a Business Professionals of America or business division advisory committee meeting (identify the meeting)	1	(S)(PS)(ML)

Cooperation	316	10	Participate in a local chapter activity to recognize community leaders (identify the involvement and activity)	2	(S)(PS)(ML)
Cooperation	317	10	Participate on the Chapter Activities Award of Excellence committee; committee must be working toward achieving the award (identify involvement)	2	(S)(PS)(ML)
Cooperation	318	10	Participate in a local chapter membership-recruitment activity. (identify involvement and activity)	2	(S)(PS)(ML)
Cooperation	319	15	Establish a School-to-Work contact with a business in your local community for a career/technical program (identify the career/technical program, the contact person and the business where the contact was made)	1	(S)(PS)(ML)
Cooperation	320	5	Serve as a committee member in Business Professionals of America (identify the committee)	3	(S)(PS)(ML)
Cooperation	321	10	Organize a fundraiser for your chapter or other organization (identify the involvement and organization)	2	(S)(PS)(ML)
Cooperation	322	10	Organize a Business Professionals of America Week event (identify the involvement and activity)	2	(S)(PS)(ML)
Cooperation	323	10	Assist in planning a combined meeting with a different division of Business Professionals of America or alumni chapter (identify the division and meeting)	3	(S)(PS)(ML)
Cooperation	325	5	Click the “Follow” button on BPA’s official Instagram page: @national_bpa	1	(S)(PS)(ML)
Cooperation	326	5	Participate in a BPA Tweet-A-Thon hosted by @National_BPA and use “#BPAAllDay”	2	(S)(PS)(ML)
Cooperation	327	5	Click the “Connect” button on BPA’s official LinkedIn page	1	(S)(PS)(ML)

Cooperation	328	5	Add BPA's official snapchat account: @national_bpa	1	(S)(PS)(ML)
Cooperation	329	5	Participate in the BPA Week Challenge and post a picture on Twitter using "#BPAWeekChallenge" (identify which challenge day and the activity)	2	(S)(PS)(ML)
Cooperation	335	5	Click the "Like" button on BPA 's official Facebook page https://www.facebook.com/businessprofessionalsofamerica	1	(S)(PS)(ML)
Cooperation	336	5	Click the "Follow" button on BPA 's official Twitter page: @national_bpa	1	(S)(PS)(ML)
Cooperation	337	10	Exchange ideas with members of your chapter to identify ways of increasing chapter size.	1	(S)(PS)(ML)
Cooperation	339	10	Communicate with a national officer on a Business Professionals of America related topic (identify the person contacted, the topic, and the method of communication)	2	(S)(PS)(ML)
Cooperation	340	10	Exchange ideas with members from another chapter or division about fundraising	1	(S)(PS)(ML)
Cooperation	350	5	Miscellaneous: any Business Professionals of America cooperation activity not specified in the above codes (identify the activity completely)	1	(S)(PS)(ML)
Knowledge	401	10	Demonstrate or explain the parts of the Business Professionals of America emblem and their meaning (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented)	1	(S)(PS)(ML)
Knowledge	402	10	Recite the Business Professionals of America pledge by memory on a one-to-one basis (chapter meeting recitation does not qualify) (identify to whom presented and circumstances)	1	(S)(PS)(ML)
Knowledge	403	10	Make a short presentation on the Business Professionals of America colors (identify to whom, when, and how presented)	1	(S)(PS)(ML)

Knowledge	404	10	Make a short presentation on the purposes of Business Professionals of America (identify to whom, when, and how presented)	1	(S)(PS)(ML)
Knowledge	405	10	Demonstrate or explain the significance of the Torch Ceremony (identify to whom, when, and circumstances)	1	(S)(PS)(ML)
Knowledge	408	5	Participate in a Business Professionals of America nationally-approved competitive event, individual or team, at the regional level (identify the region and name of competitive event)	2	(S)(PS)(ML)
Knowledge	409	5	Place in a Business Professionals of America nationally-approved competitive event, individual or team, at the regional level (identify the region, place, and name of competitive event)	2	(S)(PS)(ML)
Knowledge	410	5	Participate in a Business Professionals of America nationally-approved competitive event, individual or team, at the state level (identify the name of competitive event)	2	(S)(PS)(ML)
Knowledge	411	10	Place in a Business Professionals of America nationally-approved competitive event, individual or team, at the state level (identify the competitive event and place)	2	(S)(PS)(ML)
Knowledge	412	10	Participate in a Business Professionals of America competitive event, individual or team, at the national leadership conference (identify the name of the competitive event)	2	(S)(PS)(ML)
Knowledge	413	15	Place in top ten in a Business Professionals of America competitive event, individual or team, at the national leadership conference (identify the place and name of competitive event)	2	(S)(PS)(ML)
Knowledge	414	5	Attend a workshop at a fall, regional, state, or national leadership conference (identify the workshop, presenter, and conference)	4	(S)(PS)(ML)

Knowledge	415	10	Attend a parliamentary procedure workshop; does not need to be presented by Business Professionals of America (identify the workshop, presenter, and circumstances)	1	(S)(PS)(ML)
Knowledge	416	10	Read the Business Professionals of America local, state, and national constitutions (identify the sources)	1	(S)(PS)(ML)
Knowledge	417	10	Study the current guidelines for a BPA Cares award program in the BPA Cares Awards Handbook. Present a written proposal to the local vice president outlining procedures for the chapter to receive the recognition.	1	(S)(PS)(ML)
Knowledge	418	10	Conduct an interview with a business person (high school graduate at least) regarding what their job entails (identify the person, their job title, and the business where they are employed)	1	(S)(PS)(ML)
Knowledge	419	10	Give a presentation demonstrating a particular type of software to a group (identify the software, the group, and the place the presentation was given)	1	(S)(PS)(ML)
Knowledge	420	10	Give a presentation on any topic using computer or multimedia (electronic) technology (identify your topic, the technology used, the group you presented to, and the place where the presentation was given)	1	(S)(PS)(ML)
Knowledge	421	5	Conduct a job search using the Internet (identify two companies about which you received information)	1	(S)(PS)(ML)
Knowledge	423	5	Take a State Merit Scholar Test (identify the state conference)	1	(S)(PS)(ML)
Knowledge	424	10	Earn a State BPA Merit Scholar Award (identify the state conference)	1	(S)(PS)(ML)
Knowledge	425	10	Take the BPA Merit Scholar Test at NLC (identify the national conference)	1	(S)(PS)(ML)
Knowledge	426	15	Earn a BPA Merit Scholar Award at NLC (identify the national conference)	1	(S)(PS)(ML)

Knowledge	427	10	Attend a state executive council meeting	1	(S)(PS)(ML)
Knowledge	428	10	Write an article for the Business Professionals of America regional or state memo or newsletter (must be submitted but need not be published) (identify the topic and publication)	1	(S)(PS)(ML)
Knowledge	429	10	Write an article about your chapter for the bpa.org website and submit it online	2	(S)(PS)(ML)
Knowledge	430	10	Complete activity Service: 202, including a photo in the article and receive 10 extra points for a total of 20 points	2	(S)(PS)(ML)
Knowledge	431	15	Write a Business Professionals of America article for any city newspaper; it must be published (specify the topic, paper, and publication date)	2	(S)(PS)(ML)
Knowledge	432	10	Speak about Business Professionals of America at a non-chapter meeting (such as a civic organization) (this may include one presentation to a school-related organization) (identify the topic and meeting)	3	(S)(PS)(ML)
Knowledge	433	10	Attend a professional webinar (identify the topic)	2	(S)(PS)(ML)
Knowledge	434	5	Take a certification exam sponsored by Certiport (include certification name and testing site)	2	(S)(PS)(ML)
Knowledge	435	10	Achieve a certification sponsored by Certiport (include certification name and testing site)	2	(S)(PS)(ML)
Knowledge	436	10	Take a certification exam at the National Leadership Conference Certification Lab sponsored by Certiport (include certification name)	1	(S)(PS)(ML)
Knowledge	437	15	Achieve a certification at the National Leadership Conference Certification Lab sponsored by Certiport (include certification name)	1	(S)(PS)(ML)
Knowledge	438	10	Take the National Association of Parliamentarians Certification Exam at a	1	(S)(PS)(ML)

			BPA National Leadership Conference (identify the conference)		
Knowledge	439	10	Complete the requirements for the Life Skills Achievement Program provided through Next Step Academy (identify the courses taken)	1	(S)(PS)(ML)
Knowledge	440	10	Create a portfolio that presents some of the work and/or projects you completed as a member of Business Professionals of America (identify the work/projects covered in the portfolio)	1	(S)(PS)(ML)
Knowledge	450	5	Miscellaneous: any Business Professionals of America knowledge activity not specified in the above codes (identify the activity completely)	1	(S)(PS)(ML)
Friendship	501	5	Participate in a Business Professionals of America orientation activity for new chapter members or a chapter activity of providing Business Professionals of America orientation for the student body (identify the involvement, activity, and audience)	2	(S)(PS)(ML)
Friendship	502	5	Attend an official Business Professionals of America local chapter meeting	5	(S)(PS)(ML)
Friendship	503	5	Attend an official Business Professionals of America local chapter social function (identify the type and location)	3	(S)(PS)(ML)
Friendship	504	5	Attend a Business Professionals of America regional leadership conference (identify the region and conference)	3	(S)(PS)(ML)
Friendship	505	5	Attend a Business Professionals of America state leadership conference (identify the conference)	3	(S)(PS)(ML)
Friendship	506	10	Attend a Business Professionals of America National Leadership Conference (identify the conference)	3	(S)(PS)(ML)
Friendship	507	10	Attend a Business Professionals of America chapter meeting or function of a Business Professionals of America	1	(S)(PS)(ML)

			chapter at a different school (identify the meeting and school)		
Friendship	508	5	Serve as a host/hostess to a guest at a local, regional, or state function (identify guest, involvement, and function)	3	(S)(PS)(ML)
Friendship	509	5	Attend a function of a different school or organization; does not need to be Business Professionals of America related (identify the function and school)	1	(S)(PS)(ML)
Friendship	510	15	Visit a different school to assist in the establishment or reactivation of a Business Professionals of America chapter (identify the school, group, and your involvement)	2	(S)(PS)(ML)
Friendship	511	5	Volunteer office services for a faculty member (identify services performed and for whom)	3	(S)(PS)(ML)
Friendship	512	10	Participate in a Business Professionals of America recognition activity for school personnel (identify involvement and activity)	1	(S)(PS)(ML)
Friendship	513	5	Participate in a special activity you have planned for your parents/guardian/spouse (identify the involvement, activity, and persons)	1	(S)(PS)(ML)
Friendship	514	10	Prepare and send a minimum of five appreciation letters to businesses for Business Professionals of America support (identify quantity and purpose)	1	(S)(PS)(ML)
Friendship	515	10	Submit a story and photo to the BPA official Facebook and Twitter page promoting BPA (facebook.com/businessprofessionalsofamerica, @National_BPA)	2	(S)(PS)(ML)
Friendship	516	10	Volunteer a friendship service on a one-to-one basis (e.g., babysitting, raking leaves) for a shut-in, homebound, disabled, or similar person; does not need	2	(S)(PS)(ML)

			to be a chapter activity (identify person, service, and circumstances)		
Friendship	517	5	Establish an e-mail acquaintance that lives in another state	1	(S)(PS)(ML)
Friendship	518	5	Establish an e-mail acquaintance that lives in another country	1	(S)(PS)(ML)
Friendship	519	10	Attend a social event with another chapter	2	(S)(PS)(ML)
Friendship	520	10	Attend a Fall Leadership Conference	2	(S)(PS)(ML)
Friendship	521	5	Recruit one new chapter member (identify the new member recruited)	4	(S)(PS)(ML)
Friendship	522	10	Recruit five new chapter members and apply for the national Member Recruiter Award (identify the new members recruited)	1	(S)(PS)(ML)
Friendship	523	20	Visit a school other than yours and exchange ideas with another career/technical student organization (i.e., DECA, FFA, TSA) (identify the school, topics, and organization)	1	(S)(PS)(ML)
Friendship	524	5	Recruit one new alumni division member (identify the new member recruited)	5	(S)(PS)(ML)
Friendship	525	5	Recruit one new middle level member (identify the new member recruited)	5	(S)(PS)(ML)
Friendship	526	15	Exchange ideas with another career/technical student organization (e.g., DECA, FFA, TSA) within your school (identify the topics, and organization)	1	(S)(PS)(ML)
Friendship	527	15	Prepare and send a minimum of five appreciation letters to community members for Business Professionals of America support (identify quantity and purpose)	1	(S)(PS)(ML)
Friendship	528	10	Establish and maintain an email acquaintance with a Business	1	(S)(PS)(ML)

			Professionals of America member from a different chapter		
Friendship	529	10	Participate in the Service Campaign Challenge presented by the National Officer Team	1	(S)(PS)(ML)
Friendship	530	5	Participate in Chapter Social Week and post a picture on Twitter using “#BPASocial” (identify the social activity)	2	(S)(PS)(ML)
Friendship	550	5	Miscellaneous: any Business Professionals of America friendship activity not specified in the above codes (identify the activity completely)	2	(S)(PS)(ML)
Love, Hope, Faith	601	10	Work to promote community goodwill through a Business Professionals of America local chapter activity involving a shut-in, elderly person, hospital, children's home, etc. (identify your involvement, activity, and persons)	3	(S)(PS)(ML)
Love, Hope, Faith	602	5	Discuss Business Professionals of America on a one-to-one basis with a business person outside the organization; it cannot be a school official (identify the person and situation)	2	(S)(PS)(ML)
Love, Hope, Faith	603	5	Give the invocation at a Business Professionals of America function (identify the function)	1	(S)(PS)(ML)
Love, Hope, Faith	604	10	Participate in a local chapter ecology program (including drug awareness) project (identify the project and your involvement)	3	(S)(PS)(ML)
Love, Hope, Faith	605	10	Participate in a relief fundraising project; it need not be Business Professionals of America related (identify your involvement, the activity, and group sponsoring)	2	(S)(PS)(ML)
Love, Hope, Faith	606	15	Work with underprivileged, disabled people on an individual basis; does not need to be Business Professionals of America related (make sure the involvement warrants the point allotment)	3	(S)(PS)(ML)

			(identify your involvement and person helped)		
Love, Hope, Faith	607	10	Participate in a Business Professionals of America local chapter charity drive (identify your involvement, activity, and circumstances)	2	(S)(PS)(ML)
Love, Hope, Faith	608	10	Participate in a community service project; does not need to be Business Professionals of America related (identify involvement, activity, and circumstances)	2	(S)(PS)(ML)
Love, Hope, Faith	609	10	Participate in a Business Professionals of America local chapter project designed specifically to raise money for Special Olympics or any similar organization at any level (identify involvement, activity, organization, and circumstances)	3	(S)(PS)(ML)
Love, Hope, Faith	610	10	Participate in the NLC Walk for Special Olympics.	2	(S)(PS)(ML)
Love, Hope, Faith	611	10	Participate in an event promoting acceptance of all individuals regardless of race, creed, gender or orientation (identify the activity and involvement)	2	(S)(PS)(ML)
Love, Hope, Faith	612	5	Attend a religious function of any faith (identify place of worship or event)	2	(S)(PS)(ML)
Love, Hope, Faith	613	10	Visit a nursing home or assisted living home and interact with the residents	2	(S)(PS)(ML)
Love, Hope, Faith	614	10	Complete the nomination application for one of the BPA Cares Professional Awards	2	(S)(PS)(ML)
Love, Hope, Faith	615	10	Participate in an activity that honors local teachers within your district	2	(S)(PS)(ML)
Love, Hope, Faith	616	10	Participate in the NOYS Seat Belts Save Challenge (https://noys.org/about-us/our-programs/seat-belts-save/)	1	(S)(PS)(ML)
Love, Hope, Faith	617	5	Attend an art show, a recital, a school play, or a community playhouse production (identify the production)	2	(S)(PS)(ML)
Love, Hope, Faith	618	10	Attend a county or state fair and tour the educational exhibits for a minimum of	1	(S)(PS)(ML)

			one hour (identify the fair and exhibits viewed)		
Love, Hope, Faith	619	15	Exhibit something at a county or state fair (identify the fair and exhibit item)	2	(S)(PS)(ML)
Love, Hope, Faith	620	10	Attend a professional play or musical, music concert or recital, pops concert, dinner theater, ballet or other dance performance, poetry, etc. (be sure this is a cultural activity; rock concerts or similar activities do not qualify) (identify the performance and location)	2	(S)(PS)(ML)
Love, Hope, Faith	621	10	Participate in a local chapter safety program (including drug awareness) project (identify the project and your involvement)	2	(S)(PS)(ML)
Love, Hope, Faith	622	20	Work with a community member on an individual basis to provide skills training; does not need to be Business Professionals of America related (make sure the involvement warrants the point allotment) (identify your involvement and person helped)	1	(S)(PS)(ML)
Love, Hope, Faith	623	10	Participate in an art show, a recital, a school play, or a community playhouse production (identify the production)	2	(S)(PS)(ML)
Love, Hope, Faith	650	5	Miscellaneous: any Business Professionals of America love, hope, or faith activity not specified in the above codes (identify the activity completely)	2	(S)(PS)(ML)
Patriotism	701	5	Lead the Pledge of Allegiance at a Business Professionals of America local chapter function (you must be the actual leader, not just a participant) (identify the function)	1	(S)(PS)(ML)
Patriotism	702	10	Demonstrate or explain the proper procedure for displaying and caring for the U.S. flag (identify circumstances and involvement)	1	(S)(PS)(ML)
Patriotism	703	10	Participate in a patriotic parade; does not include homecoming (this must be a patriotic parade; merely being an observer	2	(S)(PS)(ML)

			does not qualify) (identify involvement and parade)		
Patriotism	704	10	Participate in a political activity outside of Business Professionals of America (this does not include activities such as homecoming) (identify involvement and activity)	3	(S)(PS)(ML)
Patriotism	705	10	Participate in an informative political session (this does not include being an observer only) (identify involvement and activity)	1	(S)(PS)(ML)
Patriotism	706	10	Observe legal proceedings of a court session; does not include TV programs (identify session and topics)	1	(S)(PS)(ML)
Patriotism	707	10	Attend a city council meeting	1	(S)(PS)(ML)
Patriotism	708	10	Attend a school board meeting	1	(S)(PS)(ML)
Patriotism	709	10	Attend a county, state, or national legislative session, hearing, or committee meeting; does not include TV programs (identify the session and topic)	1	(S)(PS)(ML)
Patriotism	710	10	Contact a state or national elected official on a current legislative issue (identify the method of contact, individual, and the topic)	2	(S)(PS)(ML)
Patriotism	711	15	Vote in a local (city-wide) government election or a mock related activity (does not include school elections such as homecoming) (identify the activity)	1	(S)(PS)(ML)
Patriotism	712	15	Vote in a state government election or a mock related activity (identify the activity)	1	(S)(PS)(ML)
Patriotism	713	10	Speak at a public patriotic event (identify event, involvement and topic)	1	(S)(PS)(ML)
Patriotism	714	10	Perform a patriotic song (singing or instrumental) at a local event (identify event and involvement)	1	(S)(PS)(ML)

Patriotism	715	15	Vote in a national government election or mock related activity (identify the activity)	1	(S)(PS)(ML)
Patriotism	716	5	Observe free enterprise in action by visiting a company (identify company and what observed)	1	(S)(PS)(ML)
Patriotism	717	5	Attend an ethnic festival (identify the involvement and activity)	1	(S)(PS)(ML)
Patriotism	718	5	Visit an art museum, natural history museum, or similar facility (identify museum and what observed)	1	(S)(PS)(ML)
Patriotism	719	5	Attend a community patriotic, historical or cultural event (identify the event and circumstances)	3	(S)(PS)(ML)
Patriotism	720	5	Take a virtual tour of an historical building or area (identify the building or area and what was observed)	2	(S)(PS)(ML)
Patriotism	721	10	Tour a historical building or area (identify the building or area and what was observed)	2	(S)(PS)(ML)
Patriotism	722	10	Design, prepare, and put up a patriotic display (identify purpose, type, and where placed)	2	(S)(PS)(ML)
Patriotism	723	5	Participate in local festival parade	2	(S)(PS)(ML)
Patriotism	724	10	Participate in an activity that supports US Military or US Military families.	2	(S)(PS)(ML)
Patriotism	725	10	Perform the National Anthem (Identify the function)	2	(S)(PS)(ML)
Patriotism	726	15	Present at a school board meeting (cannot be used in conjunction with Patriotism: 708)	1	(S)(PS)(ML)
Patriotism	727	15	Present at a city council meeting (cannot be used in conjunction with Patriotism: 707)	1	(S)(PS)(ML)
Patriotism	750	5	Miscellaneous: any patriotic, cultural, or historical activity not specified in the above codes (identify activity completely)	2	(S)(PS)(ML)

