



Today's students.
Tomorrow's business professionals.

2018-2019 Torch Awards Handbook



Table of Contents

Important Points to Remember	3
Torch Award Program Overview and Instructions	4
Role of the Local Advisor/Local Reviewer	5
Role of the Student.....	6
Role of the State Advisor	7
Using the Torch Awards Online System and App.....	8
Activities	11

Important Points to Remember

It is necessary to carefully read through the sections of the Torch Awards Handbook that apply; however, for students and advisors the following are important items:

- Resumes are due March 25 by midnight. No revisions will be allowed after March 25 so make sure to submit early for the opportunity to revise.
- All descriptions must be in complete sentences. The following are examples:

Code	Category	Date	Description	Points		
101	Leadership	9/3/2018	I am currently serving as the chair of the chapter fundraising committee. Add Optional Photo	10	Edit	Delete
102	Leadership	11/15/2018	I attended the presentation by Joe Sample about cyber security as a chapter professional growth activity. Add Optional Photo	10	Edit	Delete
103	Leadership	9/3/2018	I am serving as the Junior Class President at my high school. Add Optional Photo	10	Edit	Delete
104	Leadership	9/28/2018	I campaigned for the office of President for my local chapter. Add Optional Photo	10	Edit	Delete
105	Leadership	9/28/2018	I am serving as the local chapter president. Add Optional Photo	5	Edit	Delete

- Descriptions must be grammatically correct with no spelling errors.
- Activities cannot be used in multiple categories on the same date unless it is a lengthy activity that has multiple parts.
 - An example of when points can count in multiple categories is a state leadership conference. Points can be awarded for attending the conference, participating in a workshop, competing in an event, and placing in an event.
 - An example of when points cannot be counted twice is participating in the Walk for Special Olympics at NLC and trying to count it in multiple categories. It could not be counted as Service 307 and Cooperation 610. It could only be counted in one or the other.
- All events must have already occurred; future events cannot be included.
- All events must occur while a Business Professionals of America member in the same division.

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. The Torch Awards Program is open to all BPA members in the Middle Level, Secondary/Associate, and Post-Secondary Divisions. 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. An 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	March 25, 2018	Pin and certificate, Recognition at NLC

A student who earns an award through BPA's Torch Awards Program may 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.

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 resubmit, as long as the appropriate deadline has not passed.

For the Ambassador Torch Award, it is highly recommended that you submit your resume to the Torch Award System as soon as possible so that the student has more time to make the appropriate revisions prior to the posted deadline. March 25, 11:59 pm EST is the deadline for all résumés and revisions to be submitted. Any students who submit résumés on the March 25 deadline cannot take advantage of the opportunity of making any further changes.

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 student's 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 delegated student 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

- **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.
- **Provide feedback and guidance** throughout the year.
- **Submit the completed résumés using the online system.** Résumés are submitted for each award separately. Résumés must be submitted by March 25, 2019 by 11:59 pm EST to be considered for the Ambassador Award. Any students who submit résumés on the March 25 deadline cannot take advantage of the opportunity of making any further changes.
- **Consider awarding 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: 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 and perform the activities, 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 March 25, 2019, 11:59 pm EST.

Students must get their Member IDs and passwords from their advisor. If the login information is 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 is assigned to one of the seven Torch categories. The student is required to list the date and description of the activity to add it to the résumé. **Activity descriptions must be a complete sentence and include proper grammar and spelling.**

Rules for Résumés and Résumé Activities

1. A Torch Award Résumé covers the entire span of his/her 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, a new torch resume will begin. Activities from one Ambassador Résumé cannot be counted towards future résumés. (Advisors can import activities for students from the previous year by using the Torch import functions in the Membership

Registration System). Students may earn only one Ambassador Award per year.

- Points cannot be documented until the activity has been completed.
- 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. In this example, the “2” indicates that the student can only submit this activity for a maximum of two times.

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

- Each activity description must list the date and a complete description of the activity to add it to the resume.
- Activity description must be in a full sentence and spelling and grammar must be correct.
- Here are examples that would be appropriate for the Leadership Category.

Code	Category	Date	Description	Points		
101	Leadership	9/3/2018	I am currently serving as the chair of the chapter fundraising committee. Add Optional Photo	10	Edit	Delete
102	Leadership	11/15/2018	I attended the presentation by Joe Sample about cyber security as a chapter professional growth activity. Add Optional Photo	10	Edit	Delete
103	Leadership	9/3/2018	I am serving as the Junior Class President at my high school. Add Optional Photo	10	Edit	Delete
104	Leadership	9/28/2018	I campaigned for the office of President for my local chapter. Add Optional Photo	10	Edit	Delete
105	Leadership	9/28/2018	I am serving as the local chapter president. Add Optional Photo	5	Edit	Delete

Role of the State Advisor

State Advisors are responsible for reviewing submitted Statesman and/or Diplomat résumés using the Torch Awards Online System. Statesman Awards must be given at the state level. The state advisors can delegate the responsibility of awarding the Diplomat and Statesman Torch Awards to the local advisor, assign regional helpers to give the awards at regions, or award members with either/both at the state level.

To delegate:

- Log into the State Advisor Administrative section of the Membership Registration System at <https://www.registermychapter.com/bpamem/State.asp> . Log in, **Membership/State Advisor Helper.**
- To give the helper authority over all of the state’s Torch Awards, leave the “region” field blank.
- To limit the helper’s authority to a particular region for the purpose of regional Diplomat awards, enter the region into the “region” field.
- 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 those using the Torch Awards Online System, a good understanding of the system is critical to the success of the Torch Awards program for everyone involved.

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.registerychapter.com/bpamem/Login.asp?From=TorchAwards.aspx> .

1. **Students:** Your username is your Member ID, in the form ##-####-####. The dashes are required. Your Member ID is provided by your advisor or local reviewer. Your password is set by your adviser when he/she registers chapter members at the beginning of the year.
2. **Local Advisors:** Your username and password are the same as that used to access the Membership Registration System.
3. **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.
4. **State Advisor:** Your username and password are the same as that used to access the Membership Registration System.
5. **State Advisor Helper:** Use the username and password that your State Advisor provided for you.
6. **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 their resume 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”** button. The student can then see the comment(s) when he/she views his/her resume.

Once the resume appears on the screen, to modify an entry, click **“Edit”** to change the description or date. Then click **“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 top of the page. Select the category from the drop-down list. Then click the **“Select”** link next to the relevant activity. Use the built-in calendar to choose the date the activity occurred on, and write a description using a complete sentence, and click submit.

Submitting a Résumé

Once the student has completed his/her resume, it is his/her responsibility to notify his/her local advisor or chapter reviewer to approve and submit the final resume.

To submit a résumé, the advisor or chapter reviewer needs to locate the student’s résumé by clicking **“List All”** and searching for a particular student, or by clicking one of the three buttons that displays 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(s), 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 status should appear, confirming a successful resume submission.

The advisor or chapter reviewer can review that résumé anytime 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 review the notes and make necessary changes in order to resubmit the resume for approval.

Approving/Recognizing Résumés for Diplomat/Statesman Awards

For the Executive Award, each local advisor should evaluate and grant this level of award at their own discretion. Once a résumé is submitted for a Diplomat and/or Statesman Award, it is up to each State Advisor and/or helper to review submitted résumés and to make a judgment of award approval or rejection. The National Center will evaluate submitted résumés for the Ambassador Torch Award.

State Advisors and/or helpers can view a list of résumés eligible for the Diplomat or Statesman Awards by clicking the **“Approve/Reject Diplomat/Statesman Submitted Résumés”** links. From that page, click **“View Resume”** to evaluate the activities listed. To reject an activity, click **“Edit”** and leave a detailed comment explaining the issue. After reviewing all activities, go to the bottom of the page, and click **“Back to Approval”**. (Do

NOT click the back button on your browser or else you will lose all of your work). Click on “Chg” once to approve the resume and twice to reject. **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 the students who have been approved for an award by using the “Display/export data” link on their Torch Awards homepage.

Independent Chapter Member Résumés

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 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. Résumés 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 the Membership Registration System.

Using the Torch Awards Program App

The BPA Torch Awards Program App provides students with mobile flexibility and real-time activity recording.

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

1. Download the BPA Mobile App from multiple platforms. The app is titled “**BPA Schedule**” and is available for Android and Apple devices.
2. Enter your BPA username and password. Your username is your Member ID, in the form ##-####-####. The dashes are required. Your Member ID is provided by your advisor or local reviewer. Your password is set by your adviser when he/she registers chapter members at the beginning of the year.
3. Click on “**Torch Awards**”.
4. Click on “**Activities**”. This will allow you to review your current activities and/or to add new activities.
5. Follow the login directions, starting on Page 6.
6. Please note that you must follow all of the resume guidelines for entering activities listed in the *Rules for Résumés and Resume Activities* section.

Full List of Torch Activities

Category	Code	Points	Activity	Max Use
Leadership	101	10	Serve as a BPA chapter committee chair (identify the committee)	2
Leadership	102	10	Participate in or attend a BPA local chapter professional growth activity (this does not include a chapter informational session) (identify the topic, presenter, and involvement)	2
Leadership	103	10	Serve as part of organized student government such as a class representative or alternate, Student Senate representative or class officer for a year's term	1
Leadership	104	10	Campaign as a BPA local officer candidate, for the first or second time (identify the office)	2
Leadership	105	5	Serve as a BPA local officer (identify the office)	2
Leadership	106	5	Campaign as a BPA regional officer candidate (identify the region)	1
Leadership	107	5	Serve as a BPA regional officer (identify the region and office)	2
Leadership	108	10	Campaign as a BPA state officer candidate (identify the state)	2
Leadership	109	10	Serve as a BPA state officer (identify the office)	2
Leadership	110	15	Campaign as a BPA national officer candidate	2
Leadership	111	15	Serve as a BPA national officer (identify the office)	2
Leadership	112	10	Serve as an officer in another school, faith-based, or similar organization while an active BPA member (does not include a school class or section) (identify the office and organization)	2
Leadership	113	5	Be a leader for the entire season in a varsity, intramural, or other organized sports activity while an active BPA member (ex: serve as volleyball team captain) (identify the organization)	3
Leadership	114	5	Submit a feasible, detailed, and written plan to a local vice president for a new local chapter project (identify the project)	5
Leadership	115	5	Submit a feasible, detailed, and written plan to a regional vice president for a new regional project (identify the project)	1
Leadership	116	5	Submit a feasible, detailed, and written plan to a state vice president for a new statewide project (identify the project)	2
Leadership	117	5	Submit a feasible, detailed, and written plan to a national vice president for a new nationwide project (identify the project)	2
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

Category	Code	Points	Activity	Max Use
Leadership	120	5	Serve as a campaign manager for a local BPA officer candidate (cannot claim points for your own candidacy) (identify the candidate, chapter and campaign)	2
Leadership	121	10	Serve as a campaign manager for a BPA regional, state, or national officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign)	3
Leadership	122	5	Serve as a voting delegate at a BPA regional, state, or national leadership conference (identify the conference)	3
Leadership	123	10	Serve as the head voting delegate at a BPA regional, state, or national leadership conference (identify the conference)	3
Leadership	124	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) to the local BPA chapter (identify the topic and circumstances) (cannot claim in conjunction with Leadership: 138)	3
Leadership	125	20	Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a BPA fall, regional, state, or national leadership conference (identify the topic, conference, and circumstances) (cannot claim in conjunction with Leadership: 138)	2
Leadership	126	5	Participate in a BPA local officer training workshop presented on the local level (identify the topic and presenter)	2
Leadership	127	10	Participate in a BPA officer training workshop presented on the regional, state, or national level (identify the topic, conference, and speaker)	2
Leadership	128	10	Design, prepare, and display a bulletin board or display portraying leadership techniques (identify the topic and location)	1
Leadership	129	10	Participate in a BPA State Leadership Academy (identify the conference, state, and year)	1
Leadership	130	10	Serve as a BPA State Leadership Conference Intern (identify the conference, state, and year)	1
Leadership	131	20	Participate in the BPA National Leadership Academy at a National Leadership Conference (identify the conference, city, and year)	1
Leadership	132	15	Serve as a BPA National Leadership Conference Intern (identify the conference, city, and year)	1
Leadership	134	10	Lead discussion on a BPA related webinar.	2
Leadership	135	20	Complete the BPA Student Member Certification Series (http://www.bpa.org/membership/studentcert)	1
Leadership	136	15	Lead at least a 15 minute presentation to a middle school about BPA and why they should join (cannot be used in conjunction with Leadership: 137)	2
Leadership	137	15	Lead at least a 15 minute presentation to an existing middle school BPA 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

Category	Code	Points	Activity	Max Use
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
Leadership	139	10	Design, prepare, and display a bulletin board or display which portrays safety awareness (identify the topic and location)	1
Leadership	140	5	Participate on the Quality Chapter Distinction Award committee; committee must be working toward achieving the award (identify involvement)	4
Leadership	141	15	Lead at least a 15-minute presentation to a college about BPA and why they should join (cannot be used in conjunction with Leadership: 142)	2
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
Leadership	143	15	Participate in the National Officer for a Day Program at NLC. (Identify conference city and year).	1
Leadership	144	15	Serve as a reviewer for the Torch Awards on the local, regional, state or national level.	2
Leadership	150	5	Miscellaneous: any BPA leadership activity not specified in the above codes (identify the activity completely)	2
Service	201	15	Serve as a coach for Special Olympics (identify the team or event)	2
Service	202	10	Organize and plan a blood drive (identify the involvement)	2
Service	203	5	Volunteer and/or donate blood at a blood drive	2
Service	204	10	Organize and plan a pledge drive against distracted driving (identify the involvement)	2
Service	205	5	Volunteer and/or participate in a pledge drive against distracted driving (identify the involvement)	2
Service	206	10	Organize and plan a bone marrow registry drive (identify the involvement)	2
Service	207	5	Volunteer and/or participate in a bone marrow registry drive (identify the involvement)	2
Service	208	10	Organize and plan a donor registry drive (identify the involvement)	2
Service	209	5	Volunteer and/or participate in a donor registry drive (identify the involvement)	2
Service	210	10	Organize and plan a fundraiser walk for a charity cause (identify the involvement)	2
Service	211	5	Volunteer and/or participate in a fundraiser walk for a charity cause (identify the involvement)	2
Service	212	10	Write an article on safety (including drug awareness) for publication in a BPA newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date)	1

Category	Code	Points	Activity	Max Use
Service	213	10	Participate in a community or school-sponsored service project; not chapter-related (identify the involvement and project) (Cannot be claimed in another activity and/or category)	2
Service	215	10	Volunteer and/or participate in an activity that promotes the concept of "going green" (identify the activity and involvement)	2
Service	216	10	Volunteer and/or participate in a local BPA chapter service project that benefits the community (identify the involvement and project)	3
Service	217	5	Create or update a web page promoting BPA (identify the page contents and the website address)	1
Service	218	10	Volunteer and/or participate in a local BPA chapter in-school service project which benefits the school (identify the involvement and project)	3
Service	219	10	Volunteer and/or participate in a local BPA chapter recruiting activity promoting continuing business education (be sure the activity and participation warrant the points received) (identify the activity and involvement)	1
Service	220	15	Volunteer and/or participate in a service project sponsored by the BPA state or national organization (identify the involvement and project)	1
Service	221	5	Register hours in the <i>President's Volunteer Service Award</i>	1
Service	222	10	Complete the requirements for the <i>Bronze Level President's Volunteer Service Award</i> (cannot be used in conjunction with Service 227 or 228 in the same year)	1
Service	223	10	Write an article on promoting a service learning activity for publication on the BPA custom website, newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date)	2
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
Service	225	10	Participate and/or volunteer in a Special Olympics event.	2
Service	226	10	Serve as chair at a Special Olympics event.	2
Service	227	15	Complete the requirements for the <i>Silver Level President's Volunteer Service Award</i> (cannot be used in conjunction with Service 222 or 228 in the same year)	1
Service	228	20	Complete the requirements for the <i>Gold Level President's Volunteer Service Award</i> (cannot be used in conjunction with Service 222 or 227 in the same year)	1
Service	229	5	Design a pin or t-shirt for a contest at the local, region or state level.	2
Service	230	5	Selection of pin or t-shirt in a contest at the local, region or state level.	2
Service	250	5	Miscellaneous: any BPA service activity not specified in the above codes (identify the activity completely)	2

Category	Code	Points	Activity	Max Use
Cooperation	301	10	Participate in presenting a BPA 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
Cooperation	302	10	Serve as a campaign committee member in BPA; can only claim one campaign at a given time (identify the campaign) (cannot be used in conjunction with the Leadership activities for the same committee)	3
Cooperation	303	10	Participate in a combined chapter function with a BPA chapter from another division (or divisions) or alumni chapter (identify the division and function)	1
Cooperation	304	5	Participate in a local BPA chapter fund-raising project that supports a community service organization such as, Special Olympics or Act Out Loud Rally (identify the involvement and project) (cannot be used in conjunction with any other activity)	3
Cooperation	305	10	Participate in a BPA regionally-sponsored project that supports a community service organization such as, Special Olympics or Act Out Loud Rally (identify the involvement and project) (cannot be used in conjunction with any other activity)	1
Cooperation	306	10	Participate in a BPA state-sponsored project that supports a community service organization such as, Special Olympics or Act Out Loud Rally. (identify the involvement and project) (cannot be used in conjunction with any other activity)	1
Cooperation	307	10	Participate in a BPA nationally-sponsored project that supports a community service organization such as, Special Olympics or Act Out Loud Rally. (identify the involvement and project) (cannot be used in conjunction with any other activity)	1
Cooperation	308	10	Participate in a BPA local chapter project in cooperation with another student organization (identify the involvement, project, and organization)	2
Cooperation	309	5	Be a member of another school, faith-based, sport or similar organization while an active BPA member (does not include a school or class section, or school sport) (identify the organization)	5
Cooperation	310	10	Participate in publishing a BPA chapter newsletter or website (identify involvement)	1
Cooperation	311	10	Participate in a local BPA chapter activity which promotes BPA Week (identify involvement and activity)	2
Cooperation	312	10	Participate in a BPA local, regional, state, or national safety project (identify involvement, project, and level) (cannot be claimed in conjunction with Love, Hope, & Faith 621)	1
Cooperation	313	10	Attend a professional meeting, e.g., DPMA, AMS, NAA, Toastmasters, IAAP (identify the meeting)	2

Category	Code	Points	Activity	Max Use
Cooperation	314	5	Help promote a BPA activity for another division or alumni chapter (identify the involvement, division, and activity)	1
Cooperation	315	5	Attend a BPA or business division/department advisory committee/board meeting (identify the meeting)	1
Cooperation	316	10	Participate in a local BPA chapter activity to recognize community leaders (identify the involvement and activity)	2
Cooperation	317	10	Participate on the Chapter Activities Award of Excellence committee; committee must be working toward achieving the award (identify involvement)	2
Cooperation	318	10	Participate in a local BPA chapter membership-recruitment activity. (identify involvement and activity)	2
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
Cooperation	320	5	Serve as a committee member in BPA (identify the committee)	3
Cooperation	321	10	Organize a fundraiser for your BPA chapter or other organization (identify the involvement and organization)	2
Cooperation	322	10	Organize a BPA Week event (identify the involvement and activity)	2
Cooperation	323	10	Assist in planning a combined meeting with a different division of BPA or alumni chapter (identify the division and meeting)	3
Cooperation	325	5	Click the "Follow" button on BPA's official Instagram page: @bpanational	1
Cooperation	326	5	Participate in a BPA Tweet-A-Thon hosted by @National_BPA and use "#BPAAllDay"	2
Cooperation	327	5	Click the "Connect" button on BPA's official LinkedIn page	1
Cooperation	328	5	Add BPA's official Snapchat account: @national_bpa	1
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
Cooperation	335	5	Click the "Like" button on BPA 's official Facebook page https://www.facebook.com/businessprofessionalsofamerica	1
Cooperation	336	5	Click the "Follow" button on BPA 's official Twitter page: @national_bpa	1
Cooperation	337	5	Exchange ideas with members of your BPA chapter to identify ways of increasing chapter size.	1
Cooperation	339	10	Communicate with a BPA national officer on a BPA related topic (identify the person contacted, the topic, and the method of communication)	2
Cooperation	340	5	Exchange ideas with members from another BPA chapter or division about fundraising	1
Cooperation	341	10	Present at BPA or business division/department advisory committee/board meeting (identify the meeting)	2
Cooperation	342	5	Subscribe to the National BPA YouTube Channel	1

Category	Code	Points	Activity	Max Use
Cooperation	350	5	Miscellaneous: any BPA cooperation activity not specified in the above codes (identify the activity completely)	1
Knowledge	401	10	Demonstrate or explain the parts of the BPA emblem and their meaning to your BPA advisor or chapter (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented)	1
Knowledge	402	10	Recite the BPA pledge by memory on a one-to-one basis to your advisor or chapter (chapter meeting recitation does not qualify) (identify to whom presented and circumstances)	1
Knowledge	403	10	Make a short presentation on the BPA colors to your advisor or chapter (identify to whom, when, and how presented)	1
Knowledge	404	10	Make a short presentation on the purposes of BPA to your advisor or chapter (identify to whom, when, and how presented)	1
Knowledge	405	10	Explain the significance of the Torch Ceremony to your advisor or chapter (identify to whom, when, and circumstances)	1
Knowledge	408	5	Participate in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region and name of competitive event)	2
Knowledge	409	5	Place in a BPA nationally-approved competitive event, individual or team, at the regional level (identify the region, place, and name of competitive event)	2
Knowledge	410	5	Participate in a BPA nationally-approved competitive event, individual or team, at the state level (identify the name of competitive event)	2
Knowledge	411	10	Place in a BPA nationally-approved competitive event, individual or team, at the state level (identify the competitive event and place)	2
Knowledge	412	10	Participate in a BPA competitive event, individual or team, at the national leadership conference (identify the name of the competitive event)	2
Knowledge	413	15	Place in top ten in a BPA competitive event, individual or team, at the national leadership conference (identify the place and name of competitive event)	2
Knowledge	414	5	Attend a workshop at a BPA fall, regional, state, or national leadership conference (identify the workshop, presenter, and conference)	4
Knowledge	415	10	Attend a parliamentary procedure workshop; does not need to be presented by BPA (identify the workshop, presenter, and circumstances)	1
Knowledge	416	10	Read all three of the BPA local, state, and national constitutions (identify the sources)	1
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

Category	Code	Points	Activity	Max Use
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
Knowledge	419	10	Give a presentation demonstrating how to use a particular type of software to a group (identify the software, the group, and the place the presentation was given)	1
Knowledge	420	5	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
Knowledge	421	5	Conduct a job search using the Internet (identify two companies about which you received information)	1
Knowledge	423	5	Take a State BPA Merit Scholar Test (identify the state conference)	1
Knowledge	424	10	Earn a State BPA Merit Scholar Award (identify the state conference)	1
Knowledge	425	10	Take the BPA Merit Scholar Test at NLC (identify the national conference)	1
Knowledge	426	15	Earn a BPA Merit Scholar Award at NLC (identify the national conference)	1
Knowledge	427	10	Attend a BPA State Executive Council meeting	1
Knowledge	428	10	Write an article for the BPA regional or state publication or newsletter (must be submitted but need not be published) (identify the topic and publication)	1
Knowledge	429	15	Write and get published an article about your chapter for the bpa.org website submitted through the National Center staff or State Advisor (on your state's linked page from bpa.org)	2
Knowledge	431	15	Write a BPA article for any city newspaper; it must be published (specify the topic, paper, and publication date)	2
Knowledge	432	10	Speak about BPA 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)	2
Knowledge	433	10	Attend a professional webinar (identify the topic) (same activity cannot be used in conjunction with Knowledge 441)	1
Knowledge	434	5	Take a certification exam from Certiport or Precision Exams (include certification name and testing site)	2
Knowledge	435	10	Achieve a certification from Certiport or Precision Exams (include certification name and testing site)	2
Knowledge	436	10	Take a certification exam at the National Leadership Conference Certification Lab sponsored by Certiport or Precision Exams (include certification name)	1
Knowledge	437	15	Achieve a certification at the National Leadership Conference Certification Lab sponsored by Certiport (include certification name)	1

Category	Code	Points	Activity	Max Use
Knowledge	438	10	Take the National Association of Parliamentarians Certification Exam at a BPA National Leadership Conference (identify the conference)	1
Knowledge	439	10	Complete the requirements for the Life Skills Achievement Program provided through Next Step Academy (identify the courses taken)	1
Knowledge	440	10	Create a portfolio that presents some of the work and/or projects you completed as a member of BPA (identify the work/projects covered in the portfolio)	1
Knowledge	441	10	Attend a BPA professional webinar (identify the topic) (same activity cannot be used in conjunction with Knowledge: 433)	2
Knowledge	442	10	Watch the Torch introduction video	1
Knowledge	450	5	Miscellaneous: any BPA knowledge activity not specified in the above codes (identify the activity completely)	1
Friendship	501	5	Participate in a BPA orientation activity for new chapter members (this does not include recruitment activities) (identify the involvement, activity, and audience)	2
Friendship	502	5	Attend an official BPA local chapter meeting	5
Friendship	503	5	Attend an official BPA local chapter social activity (identify the type and location)	3
Friendship	504	5	Attend a BPA Regional Leadership Conference (identify the region and conference)	3
Friendship	505	5	Attend a BPA State Leadership Conference (identify the conference)	3
Friendship	506	10	Attend a BPA National Leadership Conference (identify the conference)	3
Friendship	507	10	Attend a BPA chapter meeting or activity of a BPA chapter at a different school (identify the meeting and school)	1
Friendship	508	5	Serve as a personal host/hostess to a special guest at a BPA local, regional, or state activity (identify guest, involvement, and function)	3
Friendship	509	5	Attend an activity of a different school or organization; does not need to be BPA related; however, must include face-to-face engagement with students from the other school (identify the function and school)	1
Friendship	510	15	Visit a different school to assist in the establishment or reactivation of a BPA chapter (identify the school, group, and your involvement)	2
Friendship	511	5	Volunteer office services for a faculty member (identify services performed and for whom)	2
Friendship	512	10	Participate in a BPA recognition activity for school personnel (identify involvement and activity)	1
Friendship	513	5	Participate in a special activity you have planned for your parents/guardian/spouse (identify the involvement, activity, and persons)	1
Friendship	514	10	Prepare and send a minimum of five appreciation letters to businesses for BPA support (identify quantity and purpose)	1

Category	Code	Points	Activity	Max Use
Friendship	515	5	Submit a story and photo to the BPA official Instagram, Facebook, or Twitter page promoting BPA (@bpanational, facebook.com/businessprofessionalsofamerica, @National_BPA)	2
Friendship	516	10	Volunteer a friendship service on a one-to-one basis for a shut-in, homebound, disabled, or similar person; does not need to be a chapter activity (e.g., babysitting a special needs child for a mom, raking leaves for a homebound elderly adult) (identify person, service, and circumstances)	2
Friendship	517	5	Establish a new acquaintance with a BPA member in another state through email	1
Friendship	518	5	Establish a new acquaintance with a business professional that lives in another country through email	1
Friendship	519	10	Attend a social event with another BPA chapter	2
Friendship	520	10	Attend a BPA Fall Leadership Conference	2
Friendship	521	5	Recruit five new BPA chapter members (identify the new members recruited)	1
Friendship	522	10	Apply for the National Recruiter of the Year BPA Cares Award (identify the new members recruited)	1
Friendship	523	10	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
Friendship	524	5	Recruit one new alumni division member (identify the new member recruited so registration can be verified)	5
Friendship	526	5	Exchange ideas with another career/technical student organization (e.g., DECA, FFA, TSA) <u>within your school</u> (identify the topics, and organization)	1
Friendship	528	5	Establish and maintain a new acquaintance with a BPA member from a different chapter through email	1
Friendship	530	5	Participate in Chapter Social Week and post a picture on Twitter using “#BPASocial” (identify the social activity)	2
Friendship	531	10	Selected as a “Spotlight Saturday” featured member on Instagram	1
Friendship	532	10	Actively participate in hosting a BPA leadership conference or BPA competition at your school	1
Friendship	550	5	Miscellaneous: any BPA friendship activity not specified in the above codes (identify the activity completely)	2
Love, Hope, Faith	601	10	Work to promote community goodwill through a BPA local chapter activity involving a shut-in, elderly person, hospital, children's home, etc. (identify your involvement, activity, and persons)	3
Love, Hope, Faith	602	5	Discuss BPA on a one-to-one basis with a business person outside the organization; it cannot be a school official or immediate family member (identify the person and situation)	2
Love, Hope, Faith	603	5	Give the invocation at a BPA function (identify the function)	1

Category	Code	Points	Activity	Max Use
Love, Hope, Faith	604	10	Participate in a local chapter environmental awareness program or project (identify the project and your involvement)	3
Love, Hope, Faith	605	10	Participate in a relief fundraising project; it need not be BPA related (identify your involvement, the activity, and group sponsoring)	2
Love, Hope, Faith	606	15	Work with underprivileged, disabled people on an individual basis; does not need to be BPA related (make sure the involvement warrants the point allotment, such as serving as a tutor for the semester, working with a disabled child weekly, etc.) (identify your involvement and person helped)	3
Love, Hope, Faith	607	10	Participate in a BPA local chapter charity drive (identify your involvement, activity, and circumstances)	2
Love, Hope, Faith	608	10	Participate in a community service project; does not need to be BPA related (identify involvement, activity, and circumstances)	2
Love, Hope, Faith	609	10	Participate in a BPA 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
Love, Hope, Faith	610	10	Participate in the NLC Walk for Special Olympics	2
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
Love, Hope, Faith	612	5	Attend a religious function of any faith (identify place of worship or event)	2
Love, Hope, Faith	613	10	Visit a nursing home or assisted living home and interact with the residents	2
Love, Hope, Faith	614	10	Complete the nomination application for one of the BPA Cares Professional Awards	2
Love, Hope, Faith	615	10	Participate in an activity that honors local teachers within your district	2
Love, Hope, Faith	616	10	Participate in the NOYS Seat Belts Save Challenge (https://noys.org/about-us/our-programs/seat-belts-save/)	1
Love, Hope, Faith	617	5	Attend an art show, a recital, a school play, or a community playhouse production (identify the production)	2
Love, Hope, Faith	618	10	Attend a county or state fair and tour the educational exhibits for a minimum of one hour (identify the fair and exhibits viewed)	1
Love, Hope, Faith	619	15	Exhibit something at a county or state fair (identify the fair and exhibit item) (same event cannot be claimed in conjunction with Love, Hope, Faith 618)	2
Love, Hope, Faith	620	10	Attend a professional play or musical, music concert or recital, 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

Category	Code	Points	Activity	Max Use
Love, Hope, Faith	621	10	Participate in a local chapter safety program (including drug awareness) project (identify the project and your involvement) (cannot be claimed in conjunction with Cooperation 312)	2
Love, Hope, Faith	622	20	Work with a community member on an individual basis to provide skills training; does not need to be BPA related (make sure the involvement warrants the point allotment, such as teaching a Microsoft Office workshop, etc.) (identify your involvement and person helped)	1
Love, Hope, Faith	623	10	Participate in an art show, a recital, a school play, or a community playhouse production (identify the production)	2
Love, Hope, Faith	650	5	Miscellaneous: any BPA love, hope, or faith activity not specified in the above codes (identify the activity completely)	2
Patriotism	701	5	Lead the Pledge of Allegiance at a BPA local chapter function (you must be the actual leader, not just a participant) (identify the function)	1
Patriotism	702	10	Demonstrate or explain the proper procedure for displaying, folding and caring for the U.S. flag (identify circumstances and involvement)	1
Patriotism	703	10	Participate in a patriotic parade; does not include homecoming (this must be a patriotic parade; merely being an observer does not qualify) (identify involvement and parade)	2
Patriotism	704	10	Participate in a political activity outside of BPA (this does not include activities such as homecoming) (identify involvement and activity)	3
Patriotism	705	10	Participate in an informative political session (this does not include being an observer only and this does not include student elections) (identify involvement and activity)	1
Patriotism	706	10	Observe legal proceedings of a court session; does not include TV programs (identify session and topics)	1
Patriotism	707	10	Attend a city council meeting	1
Patriotism	708	10	Attend a school board meeting	1
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
Patriotism	710	10	Contact a state or national elected official to advocate for Business Professionals of America (identify the method of contact, individual, and the topic)	2
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
Patriotism	712	15	Vote in a state government election or a mock related activity (identify the activity)	1
Patriotism	713	10	Speak at a public patriotic event (identify event, involvement and topic)	1
Patriotism	714	10	Perform a patriotic song (singing or instrumental) at a public event (identify event and involvement)	1

Category	Code	Points	Activity	Max Use
Patriotism	715	15	Vote in a national government election or mock related activity (identify the activity)	1
Patriotism	716	5	Observe free enterprise in action by touring a company while visiting with their leadership (identify company and what observed)	1
Patriotism	717	5	Attend an ethnic festival (identify the involvement and activity)	1
Patriotism	718	5	Visit an art museum, natural history museum, or similar facility (identify museum and what observed)	1
Patriotism	719	5	Attend a community patriotic, historical or cultural event (identify the event and circumstances)	3
Patriotism	720	5	Take a virtual tour of an historical building or area (identify the building or area and what was observed)	2
Patriotism	721	10	Tour a historical building or area (identify the building or area and what was observed) (same location cannot be repeated)	2
Patriotism	722	10	Design, prepare, and put up a patriotic display (identify purpose, type, and location)	2
Patriotism	723	5	Participate in local festival parade	2
Patriotism	724	10	Participate in an activity that supports US Military or US Military families.	2
Patriotism	725	10	Perform the National Anthem at a public event (identify the function) (same activity cannot be used in conjunction with Patriotism 714)	2
Patriotism	726	15	Present at a school board meeting (cannot be used in conjunction with Patriotism 708)	1
Patriotism	727	15	Present at a city council meeting (cannot be used in conjunction with Patriotism 707)	1
Patriotism	728	10	Attend an inauguration or swearing in of a government official (identify the event and government official)	2
Patriotism	729	5	Attend a presentation given by military personnel	1
Patriotism	730	15	Visit a VA facility/hospital and interact with veterans (provide name, situation, location) (be sure the activity and participation warrant the points received)	1
Patriotism	750	5	Miscellaneous: any patriotic, cultural, or historical activity not specified in the above codes (identify activity completely)	2