



Chapter Registration

Business Professionals of America

College Division

Professional Development Conference

November 2-3, 2017

Treasure Island Resort

Red Wing, Minnesota

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Registration Information

Deadline for Chapter and Hotel

**** Registration is

**October 13, 2017**

**Chapter Registration:**

**(See Attached Spreadsheet File to Register Students and Advisors)**

* Complete the Registration Form **on the attached spreadsheet** for your chapter.
* Email the Registration Form to: **schwagerdeb58@gmail.com** **on or before October 13, 2017.**
* All Chapters will be invoiced after their registration is received.
* Each student and/or advisor will be charged $80 payable to MN BPA College Division. Mail the fees, payable to MN BPA College Division to:

Deb Schwager, Executive Director

MN BPA College Division

403 N Main St. Box 321

Sherburn, MN 56171

* Registration fee includes a snack break and dinner on Thursday, November 2, 2017, Friday Breakfast and a small gift from BPA.

**Chaperone Criteria**

* The required chaperone ratio will be one advisor per chapter. A ratio of one advisor per 10 students is highly recommended.

**Refund Policy**

* Cancellations must be submitted using the Cancellation Form found in the Forms Section.
* The refund policy is set by the Board of Directors and is available in the Policy and Procedures Manual.
  + 50% refund if cancellations are received by October 13, 2017. (The deadline for submitting your registration.)
  + 25% refund if cancellations are received after October 13, 2017 –October 20. 2017.

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**Hotel Registration:**

**(See Attached Spreadsheet File to Make Hotel Reservations)**

* **Directions:**
* **Complete the attached Hotel Reservations Forms and return to Treasure Island Resort by one of the following methods: (Also email a copy to Deb Schwager)**
  + Email to: Jean.Riegelman@ticasino.com
  + FAX to: 651-385-2809 Attn: Reservations- BPA Block-Jean Reigelman
  + Call: 1-800-222-7077- Reservations- BPA Block
  + Mail to: Treasure Island Resort Lodge,11000 Treasure Island Resort Drive, Red Wing, MN  56401 Attn: Jean Reigelman

**Send payment to:**

* Reservations, Treasure Island Resort Lodge, 11000 Treasure Island Resort Drive, Red Wing, MN 56401- Phone: 1(800)222-7077
* **Treasure Island Resort Lodge** for the 2017 Professional Development Conference are payable to: Treasure Island Resort Lodge & Resort. The rates are as follows: (Note—rates include all taxes )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Room** | **No. Per Room** | **Cost of Room (including taxes) per Night** | **Amenities** | **Cost Per Person per Night** |
| Buffalo Non-Smoking | 4 People per Room | $93.14 | Free WIFI | 1 Person = $93.14  2 People = $46.57  3 People = $31.05  4 People = $23.29 |

**CHECK-IN *and* CHECK-OUT**

* Guest accommodations will be available after 3:00 pm on arrival day and reserved until 12:00 p.m. on departure day. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

**GUESTROOM CHARGES**

* Each advisor will be required to present a valid credit card upon check-in, to cover the anticipated use of the Treasure Island Resort ancillary services by their chapter.

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**Other Information**

# Conference Attire

* Students dress in **business attire** for Thursday's events including the opening session, the campaign rally.
* NOTE--state officer candidates need to be dressed in business attire for the campaign rally.
* Students dress in **business attire** for all of Friday’s events

# Student and Adult Code of Conduct

* All conference participants are to consider this a professional conference and, are therefore expected to abide by the Association’s Code of Conduct, which is included in the Forms Section of this packet.
* Please review these guidelines with your students and have the each student sign the form.

# Special Olympic Fund Raiser

* We will be holding a "miracle minute" for Special Olympics again at this conference--remind students to bring change to the Closing Session!!

# Our Featured Presenters

**WSAP** TBD

**Competitive Events, Special Recognition Awards, and Torch Awards Information and Updates—(TENTATIVE PRESENTERS—this is at the tables)**

# Barb Struck —Business Administration- Medical

Nancy Stigen, Marie Saunders--Finance

Mavis Pattee & Lindsey Klimek—Management Marketing & Communication-Legal

Terri Pelzel, Pam Jensen—Digital Communication & Design

State Officers—Torch Awards

**Dressed for Success** Men’s Wearhouse

# C:\Users\Owner\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\FY9R9DJ1\MC900301336[1].wmfState Officer Candidates

* Elections for the 2017-2018 State Officer Team will take place during the Professional Development Conference.
* Attached is the State Officer Candidates Information packet. The packet can also be found on our Website.
* Candidates need to return the required forms to the Executive Director by **October 14, 2018, by email or at the address below.**
  + Deb Schwager, Executive Director
  + MN BPA College Division
  + 403 N Main St. Box 321
  + Sherburn, MN 56171

[schwagerdeb58@gmail.com](mailto:schwagerdeb58@gmail.com)

* All State Officer Candidates need to be at the Conference by 10:30 a.m. on Thursday, November 2, 2017. Individual Interviews will be set up at that time.
* All State Officer Candidates will be required to take a test over BPA based on the Candidate Worksheet on Thursday, November 2, 2017, from 10:30-10:45 a.m.
* You need to have at least 50% on the Test.
* Candidate speeches will be given at the Opening Session. Each candidate is limited to a two-minute speech.
* State Officer Training – will be November 18-19,2017.

# Voting Delegates

* Indicate your Chapter’s Voting and Alternate Voting Delegates on the Registration Form in the Forms Section.
* Voting Delegates will have an orientation meeting on Thursday, November 2, preceding the Opening Session.
* The Policies and Procedures Manual specify that all voting delegates must be active members.
* **Each chapter will be granted three (3) voting delegates** plus additional delegates, based on their paid student memberships received by the Executive Director by October 7, 2017. Additional votes will be determined by multiplying the chapter student membership total by a factor of .008 and rounding to the nearest whole number. If your chapter qualifies for additional voting delegates, you will be notified by the Executive Director after October 3.
* Officer candidates may not be voting delegates.
* Voting Delegates must be present at the **Opening Session**, **Campaign Rally**, and **Chapter Caucus**

**Alternate Voting Delegates**

* **Each chapter is allowed three (3) Alternate Voting Delegate**.
* Alternate Voting Delegates must be present atthe **Opening Session, Campaign Rally, and Chapter Caucus**

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**TENTATIVE SCHEDULE**

**2017 PROFESSIONAL DEVELOPMENT CONFERENCE**

**November 2-3, 2017**

**Treasure Island Resort, Red Wing, MN**

**Thursday, November 2, 2017**

|  |  |  |
| --- | --- | --- |
| **Time** | **Event** | **Room** |
| 10:30 - 12:30 | Registration | TBD |
| 10:30 - 10:45 | Candidate Testing | Buffalo/Bear Room |
| 10:45 - 1:00 | Candidate Interviews (To be Arranged) | Board Room |
| 12:00 - 1:00 | Lunch (on your own) |  |
| **12:30 - 12:45** | **Voting and Alternate Voting Delegates Orientation**  **Please let all Voting and Alternate Voting Delegates**  **Know that they must attend this meeting!!!!!** | Buffalo Room |
| 1:00 - 1:30 | Opening Session  Welcome  Candidate Speeches | Wolf/Eagle |
| 1:30 - 2:30 | Networking /Llinkin | Wolf/Eagle |
| 2:30 – 3:00 | Check In | Front Desk |
| 3:00 - 4:15 | Dress for Success | Wolf/Eagle |
| 4:15 – 4:30 | Break | Wolf/Eagle |
| 4:30 – 5:15 | Fundraising | Wolf/Eagle |
| 6:00 - 7:00 | Dinner | Buffalo/Bear |
| 7:00 – 7:30 | State Officer Candidate Set up Time for Campaign Rally | Wolf/Eagle |
| 7:30 – 8:00 | Campaign Rally | Wolf/Eagle |
| 8:00 – 8:15 | Chapter Caucus and Voting for New State Officers | Wolf/Eagle |
| 8:00 – 9:00 | Advisors Meeting/Board Meeting after | Board Room |
| 8:30 – 11:00 | Student Challenges and Socializing | TBD |

**Friday, November 3, 2017**

|  |  |  |
| --- | --- | --- |
| **Time** | **Event** | **Room** |
| 6:30 - 8:30 | Breakfast | Buffalo |
| 7:30 – 8:30 | Local Officer Training | Bear |
| 8:30 – 9:00 | WSAP Up | Wolf/Eagle |
| 9:00 - 9:45 | **Competitive Events Information & Sample Tests**  **Special Recognition Awards Information**  **Torch Awards Information** | Wolf/Eagle |
| 9:45- 10:00 | Break and Checkout of Hotel |  |
| 10:00 - 11:30 | **Keynote Speakers** | Wolf/Eagle |
| 11:00 - 12:00 | **Closing Session**  Door Prizes  Miracle Minute  State Officer Farewells  Announcement of 2017-2018 State Officers  Installation of State Officers | Wolf/Eagle |
| 12:00 - 1:00 | State Officers Meeting | Wolf/Eagle |

Dress Code

**Professional Dress Code—required for all official events: General Sessions, Awards Ceremonies, ALL Competitive Events, Workshops, and Leadership Academies**

1. Men
   1. Dress slacks, dress shirt, and tie
   2. Suit, dress shirt, and tie
   3. Sport coat, coordinated dress slacks, dress shirt and tie
   4. Dress shoes are required with all of the above.
2. Women
   1. Pant or skirt suit
   2. Skirt with coordinated blouse and/or sweater
   3. Dress
   4. Dress shoes or sandals with a heel required with all of the above.

**Casual Dress—Special Event and Free Time**

1. Men
   1. Sportswear (jeans), pants and shirt, jogging attire, t-shirt and shorts
   2. Appropriate footwear required.
2. Women
   1. Sportswear (jeans), pants, and shirt, jogging attire, t-shirt and shorts
   2. Appropriate footwear required with all of the above.
   3. The following is not acceptable for casual dress—halter tops, tube tops, cut-offs, ragged clothing, and bare feet.

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# CODE OF CONDUCT

The following Code of Ethics shall be in effect at all statewide conferences or activities.

· The term “delegate” shall mean any member attending the conference.

· Delegate shall abide by all conference rules.

· Delegates shall keep their advisors informed of their activities and whereabouts at all times.

· Delegates shall stay at the approved hotels during the conference.

· Delegates not staying at approved hotels shall receive approval from the state association to commute or to stay at another location.

· Delegates shall not use their own vehicle unless such use has prior approval by their respective school.

· Delegate should not be seen in public places that would bring reproach to the organization or to themselves.

· Delegates shall respect and abide by the authority delegated to the Executive Council, presiding officers, committee chairperson, and any advisor or authorized representative of the aforementioned.

· Delegates shall attend all general sessions and activities assigned unless engaged in some specific assignment-taking place at the same time.

· Name badges must be worn at all sessions, contests or conference events for admittance.

· Delegates shall wear acceptable office attire to all program activities unless specified in the program.

· The association will not, under any circumstances, approve or condone the use or serving of alcoholic beverages at any function of the conference where students are involved, from the first day of the conference until its conclusion.

· The association will not, under any circumstances approve or condone the use or possession of illegal drugs, in any form, by anyone at the conference.

· Delegates violating or ignoring any of the above rules will be subject to dismissal and/or disqualification.

# Legal Notice

Your participation in this conference constitutes permission to Business Professionals of America, Minnesota Association, and College Division to use your photographic or video graphic image in state publications and promotions.

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Signature of Student Date

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**CANCELLATION/SUBSTITUTION/ADDITION FORM**

**Return to:** Deb Schwager, Executive Director

MN BPA College Division

403 N Main St Box 321

Sherburn, MN 56171

OR

Schwagerdeb58@gmail.com

* 50% refund if cancellations are received by October 13, 2017. (The deadline for submitting your registration.)
* 25% refund if cancellations are received after October 13, 2017 to October 20, 2017.
* Additions and Substitutions are welcomed—no extra charge.

**PLEASE CANCEL THE FOLLOWING DELEGATES:**

1.

2.

3.

4.

5.

**PLEASE ADD THE FOLLOWING DELEGATES:**

1.

2.

3.

4.

5.

**PLEASE SUBSTITUTE THE FOLLOWING DELEGATES: (INDICATE THE NAMES OF THE PERSON SUBSTITUTING AND THE PERSON HE/SHE IS SUBSTITUTING FOR)**

1.

2.

3.

4.

5.

**Sample PDC News Release**

(Use this as a template for a press release about your chapter’s participation in PDC)

**For Immediate Release**

**Contact Person:**

**Phone:**

**E-mail:**

**Address:**

**City, State, ZIP:**

**Date:**

**Business Students Travel to Brainerd, MN to Participate**

**in the Business Professionals of America College Division Professional Development Conference**

Students from (college) attended the Business Professionals of America (BPA) Professional Development Conference, “Dream Bigger,” in Red Wing, MN, November 2-3, 2017. (College) chapter members, (name students) joined over 100 other conference delegates from across the state to participate in general sessions and workshops. Their advisor, (insert names), accompanied the students.

The culmination of the conference was the election of the 2017-2018 state officer team. Newly elected state officers include: President, (insert name); Executive Vice-president, (insert name); Recording Vice-president, (insert name); Vice-president of Public Relations, (insert name); and Vice-president of Professional Management, (insert name).

Business Professionals of America is a national organization for high school, college, and middle school students preparing for careers in business and information technology. The organization’s activities and programs complement classroom instruction by giving students practical experience through application of the skills learned at school. Business Professionals of America acts as a cohesive agent in the nation-wide networking of education and business and industry. BPA is contributing to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.