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EDITION

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## My Experience as a State Officer

By: Joel Heaberlin

I wanted to take a moment to tell you about my experience as a State Officer. To start off I will talk about why I initially applied. When I ran for State Officer the first time I had not been to any conference in the BPA. My advisor sent out an email asking anyone in the group if they wanted to run for State Officer. I thought “Why not?” and sent an email back that I would run. I then filled out the application and submitted it.

I went to my first FLC and I was super nervous. Never really got up in front of people and talked before. I know, it’s surprising because I speak very well in front of people now. Back then, though, when I gave my speech and answered the questions in front of everyone - I thought I did ok and waited. My thought was that I was not going to get any votes. It was then announced that I was the new State Vice President. My heart jumped in my throat and I thought, ‘What did I just do?’ The only thing left at that event was to practice competitions so that is what I did. I gave John Ross my email address and he told me I would get an email explain what I was getting myself into. I also was told I had to go to winter boards and I had no idea what that meant but I said sure that I would go.

Winter Boards was where I got to learn everything about being a State Officer. For those of you who do not know what Winter Boards is, it is a training event where State Officers from the four Wisconsin CTSOs come to a school and collaborate on designing our spring conferences. This was the first time I met all the State Officers, Joann Gillis (State Officer Coordinator) and Brooke Shefchek (Leadership Specialist). It was **amazing**. I saw students from all over the state who decided to become leaders in their various organizations. There were amazing students who seem to always know what they were doing and were very confident in whatever they said. There were others like me who had no idea what they were doing and did not want to speak up. There were various seminars and planning sessions and it was very inspiring to work with other officers.



After the session, I had a better idea of what I needed to do but I had not been to a state conference yet. We had weekly sessions on Skype where we practiced scripts and continued to plan SLC. Even though I had yet to go to a state conference, I already knew I wanted to continue, so I ran for a State Officer position again. Even though I had only been with BPA a few months that I was already dedicating another year to it because I was so excited about the potential. We arrived a day early in order to set up the conference and continue practicing scripts. It was the first time I went through competitions and the Torch Ceremony. It was so much fun! There were a lot of late nights in order to set up and rehearse. It was so worth it. Seeing all those people from a podium is so exciting. Having them come up to you afterward, have them know your name and be comfortable to tell you what is happening at their schools and in their club was something I had not experienced before.

I have gone to a few conferences now and can say that I never regretted becoming a State Officer, even though it made me get out of my comfort zone. When it comes down to it you are never alone when you are a State Officer. You always have someone that will help you. Whether it is another State Officer, Joann or Brooke, there will always be support. Sometimes things do not go to plan and that is ok. You are given the tools to prepare you for when that happens. I have grown so much as a person as a leader because of I decided to say “Why not?”.



## National Leadership Conference 101

For seasoned members of BPA, knowing where to go and what to do at Nationals might be second nature. But for those who are about to experience their first NLC, there is a lot to know about different aspects of the conference. While certainly not an exhaustive list, here are a few pointers to help you get started:

1. **Make a pack list.** A failure to plan is a plan for failure, and it is your responsibility to make sure you bring everything you need to NLC. Creating a list well in advance of the conference will help ensure you pack everything you will need. Another helpful tip when figuring out what to pack is to check information about the airline you are flying with. Knowing the number of carry-ons you can bring, the cost of baggage and the type/size of luggage that can be brought on the plane will help you to avoid any last-minute packing issues. Lastly, make sure you have your ID or driver's license or another form of identification – you will run into problems very quickly without one, especially since this year's conference is all the way in Florida.
2. **Check out the Conference Preview Guide.** This document provides an in-depth look at the events taking place at this year's conference. From competitive event listings and tour guides to hotel transportation information and information on the National Officer Team, this resource is a necessity if you will be at NLC! Looking at the schedule of events in the guide will give you an idea of the event and activities you can participate in. Early planning is a key to your success, and the preview guide will help to ensure your trip is the best that it can be! Be sure to check it out on the BPA website:

3. **Submit documents/paperwork on time.** Qualifying to compete in your contests at the national level of BPA is a great honor, and it is one you should take very seriously. Make sure you are aware of the deadlines for your contests and submit all the paperwork before it is due. Before submitting, it is always a good idea to have a classmate, fellow BPA member or your local advisor review your document for any mistakes or errors. Also make sure to bring extra copies of any event documents you might need (such as your cover letter, resume, business plan and/or Individual Entry Form), as well as the Style and Reference Manual, Competitive Events Guidelines for your contest, a basic calculator, #2 pencils and any other items permitted by your contest.
  
4. **Ask questions!** Even if you have attended several BPA conferences before, you will inevitably have questions about different aspects of the conference. The great thing is, there are many people who have been where you are and can offer insight about NLC. Not sure who to contact? Your State Officer Team is a great place to start! We are more than happy to answer any questions you might have, or provide additional resources to help you prepare for NLC.

**We are so excited about NLC and can't wait to see you  
there as you Spread Your Wings!**



# A Note from a National Officer

Hello Wisconsin BPA! I just wanted to start off by saying thanks for having me at your State Leadership Conference! It was a blast! We are now 2 months away from our National Leadership Conference! The National Center Staff, the Board of Trustees, and the National Officer Team has been hard at work over this past year planning for this conference!

We are offering tons of opportunities for our members at this year's conference. A few of those being:

[The Intern Program](#): Do you want to see what happens "behind the scenes"? Do you want to meet new people from across the country? Do you want the ultimate leadership experience? If you said, "Yes," to any of these, you want to be an NLC Intern! Advisors register you for this through the online registration system. Approval in the intern program is granted by the local advisor and confirmed by selecting an intern event and submitting the online conference registration. No other approval is required. All applicants registering for the National Leadership Academy during the online conference registration process will be admitted.

[Service Palooza](#), which is a group event designed to bring members together to serve, network and celebrate on Friday, May 12. This activity is free to all conference participants. Conference wristbands are required for entry into all Service Palooza events. Find out more about this exciting new event by following the link.

[Certification Lab](#) sponsored by Certiport where you can test for your MTA or MOS. For more info, follow the link.

[BPA University](#) which is designed to enhance the leadership and life skill development of our members. You will have the opportunity to engage in exciting Academies and development sessions sponsored and provided by partners including Adobe, Certiport, Kick It In, Next Step Academy, Journalism Education Association, Precision Exams and many more! Find out more info by following the link.

We are also excited to be offering some amazing [tours](#)! From having dinner at Belle's castle at Disney to catching the Hogwarts Express at Universal we have all our theme park entertainment! Or maybe that's not your thing, so check out the amazing beaches and see some dolphins or maybe take flight into space by visiting the Kennedy Space Center. There are tons of new things to experience while you're in Orlando! Check out more online!

I am so excited for this year's NLC! I cannot wait for you all to Spread Your Wings with us and hope you will never forget this experience! If you haven't done so already, check out the [conference preview guide](#) for more information and what to expect at the 2017 National Leadership Conference in Orlando, Florida!

**Stephanie Hunt**  
**National Post-Secondary Secretary/Treasurer**  
**Business Professionals of America**

# BPA Cares Awards Program

The BPA Cares Program helps members engage in worthwhile projects while having the opportunity to receive recognition for their efforts. It also helps promote public relations for the chapter and local community. BPA Cares is a key component of involvement in our organization, which is heavily focused on community service. Awards within the program are divided into three main categories:

## Service Learning Awards

- **Community Action Award:** Community betterment, school improvement, election-year activities, recognition for local chapters participating in these activities.
- **Community Relief Service Award:** Volunteer services, disaster services, blood drives, raise/donate money for relief organizations.
- **Environmental Action/Awareness Award:** Prevent future damage to our environment, awareness of current environmental issue, and embracing of the 'green' society.
- **Safety Awareness Award:** Involvement and development of safety programs.
- **Service Learning Individual Award:** Recognizes local members for Special Olympics involvement.
- **Special Olympics Award:** Recognize local chapters for Special Olympics involvement.

## Special Recognition Awards

- **BPA Marketing and Public Relations Award:** Inform the public of meaning and objectives of BPA, encourage creation of media promotions, and encourage organized local chapter membership recruiting efforts.
- **BPA Merit Scholar Award:** Recognize members for their knowledge about BPA.
- **Chapter Activities Award of Excellence:** Recognize local chapters for their outstanding activities.
- **Entrepreneurship Exploration Award:** Encourage better understanding of free enterprise system and encourage study of small business and management.
- **Member Recruiter Award:** Encourage members to recruit new members
- **National Center Capital Improvements Campaign Award:** Help maintain the National Center and provide recognition.

## Professional Awards

- **Advisor of the Year Award:** Recognize significant contributions made by local advisors.
- **Emerging Leaders Award:** Recognition of local chapter advisors in their first five years of service.
- **Emerging Professional Award:** Recognition of alumni who made contributions in their first five years of service.
- **Hall of Fame Award:** Recognize individuals who have made significant contributions to BPA, formerly OEA.
- **Outstanding Service Award:** Recognize individuals who have dedicated time and effort to promote the objectives and provide outstanding service to the association at the national level.
- **Professional Cup Award:** Encourages state associations to become actively involved in promoting participation in the BPA Cares by local chapters and to recognize states with active participation.



We know the members and chapters of Wisconsin BPA are heavily involved in making their colleges and communities a better place, but you need to apply for the BPA Cares Awards in order to get recognized through the program. We also would love to see the Professional Cup retired in Wisconsin after this year's NLC, but only you can make it happen! Let's get involved in BPA Cares and **BRING HOME THAT CUP!**

# Merit Scholar

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The Merit Scholar is a test available that tests an individual's knowledge about the history, traditions, programs, and activities of Business Professionals of America. This test is given at both SLC and NLC each year and is available to members, advisors and alumni. Didn't take the test at our state conference this year? No worries! You can still take the test at Nationals, even if you didn't take it at State.

The information featured on the test starts from the early days of our organization (known as the Office Education Association, or OEA) and continues through to aspects of the organization today. It will include information about dates, names, events, contests, communication and member classifications within BPA. In order to pass the test, you must achieve a 90% or better. Once you do pass, you will not need to take the test in following years. You know what they say: once a Merit Scholar, ALWAYS a Merit Scholar.



Some helpful information to know: the support group councils that are also going to be on the test will be the Classroom Educators Advisory Council (CEAC), National Business Advisory Council (NBAC), and State Association Advisory Council (SAAC).

**HINT:** In all of these abbreviated groups, the last 'C' stands for the word 'council'. This is a great way to remember the final part of each of these acronyms! These groups are all liaisons between different groups: Board of Trustees, business and industry, local advisors, National staff, and State Associations. These councils assist in establishing the WSAP (Workplace Skills Assessment Program) guidelines, contribute to relevancy of organization, assist in advancement and promotion of BPA, support and facilitate the organization, and many additional purposes.

The aim of the Merit Scholar Program to recognize individual members and advisors of their knowledge of the organization and motivate individual members and advisors to learn more about Business Professionals of America. In addition, this is an amazing opportunity to be able to be recognized on a national stage! Participation in the Merit Scholar Program at the state and national levels helps us win the Professional Cup. Be sure to visit our website for a comprehensive Merit Scholar Study Guide: <https://www.wisconsinbpa.org/merit-scholar>

**We hope and encourage each of you to take the Merit Scholar test at NLC!**

# SLC 2017 AWARDS

## Accounting Math Concepts (Pilot)

- 1 Mark Short (Gateway - Kenosha)
- 2 Cora Herman (Madison College)
- 3 Stephen Kitchen (CVTC - Eau Claire)

## Administrative Support Concepts

- 1 Katrina Willis (Madison College)
- 2 Joel Heaberlin (BTC - Janesville)
- 3 Mark Short (Gateway - Kenosha)

## Administrative Support Team

- 1 Team Wood (WITC-Rice Lake)
- 2 Team Dannhoff (CVTC - Eau Claire)
- 3 Team Oreskovic (NWTC - Green Bay)

## Advanced College Accounting

- 1 Sue Bethel (Madison College)
- 2 Cora Herman (Madison College)
- 3 Stephen Kitchen (CVTC - Eau Claire)

## Advanced Interview Skills

- 1 Mark Short (Gateway - Kenosha)
- 2 Katrina Willis (Madison College)
- 3 Sara Niederfeld (NWTC - Green Bay)

## Advanced Office Systems and Procedures

- 1 Sara Niederfeld (NWTC - Green Bay)

## Advanced Spreadsheet Applications

- 1 Mark Short (Gateway - Kenosha)
- 2 Sue Bethel (Madison College)
- 3 Hunter Kuepfer (CVTC - Eau Claire)

## Advanced Word Processing

- 1 Sara Niederfeld (NWTC - Green Bay)

## Banking and Finance

- 1 Katrina Willis (Madison College)
- 2 Michelle Marshall (WITC - New Richmond)
- 3 Caitlin Chitwood (Madison College)

## Basic Office Systems & Procedures

- 1 Jessi Marshall (NTC - Wausau)
- 2 Michelle Marshall (WITC - New Richmond)
- 3 Mario Lopez (NTC - Wausau)

## Business Law and Ethics (Pilot)

- 1 Paul Crump (Madison College)
- 2 Eric Riedesel (Madison College)
- 3 Sara Arrowood (NTC - Wausau)

### Business Meeting Management Concepts

- 1 Mark Short (Gateway - Kenosha)
- 2 Kelly Hengst (WITC-Rice Lake)
- 3 Katrina Willis (Madison College)

### C++ Programming

- 1 Trevor Huven (NTC - Wausau)

### College Accounting

- 1 Tyler Aken (CVTC - Eau Claire)
- 2 Weina Qin (Madison College)
- 3 Autumn Roberts (LTC - Cleveland)

### College Payroll Accounting

- 1 Cora Herman (Madison College)
- 2 Tyler Aken (CVTC - Eau Claire)
- 3 Jessi Marshall (NTC - Wausau)

### Computer Network Technology

- 1 Alex Minsk (NTC - Wausau)
- 2 Thomas Thurner (Southwest WI Tech College)
- 3 William Shaw (Southwest WI Tech College)

### Computer Programming Concepts

- 1 Seth Ficke (NTC - Wausau)
- 2 Tonya Bricco-Meske (NTC - Wausau)
- 3 Lance Gerbig (NTC - Wausau)

### Computer Security

- 1 Eric Becker (NTC - Wausau)
- 2 Christopher Schneider (NTC - Wausau)
- 3 Jaron Hach (Southwest WI Tech College)

### Contemporary Issues

- 1 Joan Rider (MPTC West Bend)
- 2 Eric Riedesel (Madison College)
- 3 Michele Kelly (NTC - Wausau)

### Database Applications

- 1 Libby Dannhoff (CVTC - Eau Claire)
- 2 Nicole Cisewski (NTC - Wausau)
- 3 Rosemary McGann (CVTC - Eau Claire)

### Digital Publishing

- 1 Abigail Moyer (NWTC - Green Bay)

### Entrepreneurship

- 1 Joan Rider (MPTC West Bend)

### Ethics and Professionalism

- 1 Michele Kelly (NTC - Wausau)
- 2 Sara Arrowood (NTC - Wausau)
- 3 Thomas Oreskovic (NWTC - Green Bay)

### Federal Income Tax Accounting

- 1 Paul Crump (Madison College)
- 2 Cora Herman (Madison College)
- 3 Mark Short (Gateway - Kenosha)

### Financial Analyst Team

- 1 Team Kuepfer (CVTC - Eau Claire)

### Financial Math and Analysis Concepts

- 1 Rachel Fischer (LTC - Cleveland)
- 2 Cora Herman (Madison College)
- 3 Mark Short (Gateway - Kenosha)

### Fundamental Desktop Publishing

- 1 Ashtin Markgren (WITC-Rice Lake)
- 2 Kayla Kuhrt (WITC-Rice Lake)
- 3 Victoria Ellgass (Nicolet College)

### Fundamental Spreadsheet Applications

- 1 Tyler Aken (CVTC - Eau Claire)
- 2 Sara Niederfeld (NWTC - Green Bay)
- 3 Yareli Sanchez (WITC-Rice Lake)

### Fundamental Word Processing

- 1 Mario Lopez (NTC - Wausau)
- 2 Justin Casper (NTC - Wausau)
- 3 Sara Werner (NTC - Wausau)

### Fundamentals of Web Design

- 1 James Schuler (BTC - Janesville)
- 2 Jonathan Aldrich (NTC - Wausau)

### Human Resource Management

- 1 Kathryn Dennis (WITC-Rice Lake)
- 2 Shawn Buckwalter (BTC - Janesville)
- 3 Eric Riedesel (Madison College)

### ICD-10-CM Diagnostic Coding (Pilot)

- 1 Katrina Willis (Madison College)
- 2 Erin Strong (NWTC - Green Bay)

### Information Technology Concepts

- 1 Mark Short (Gateway - Kenosha)
- 2 Lance Gerbig (NTC - Wausau)
- 3 Seth Ficke (NTC - Wausau)

### Integrated Office Applications

- 1 Victoria Ellgass (Nicolet College)
- 2 Mario Lopez (NTC - Wausau)

### Intermediate Word Processing

- 1 Ashtin Markgren (WITC-Rice Lake)
- 2 Kayla Kuhrt (WITC-Rice Lake)

### Interview Skills

- 1 Lindsay Franklin (BTC - Janesville)
- 2 Tanya Wurtzbacher (BTC - Janesville)
- 3 Michele Kelly (NTC - Wausau)

### Java Programming

- 1 Correy Winke (BTC - Janesville)

### Managerial Accounting

- 1 Stephen Kitchen (CVTC - Eau Claire)
- 2 Paul Crump (Madison College)
- 3 Cora Herman (Madison College)

### Medical Office Procedures

- 1 Rosemary McGann (CVTC - Eau Claire)
- 2 Katrina Willis (Madison College)
- 3 Justin Casper (NTC - Wausau)

### Management/Marketing/Human Resources Concepts

- 1 Caitlin Chitwood (Madison College)
- 2 Autumn Roberts (LTC - Cleveland)
- 3 Katrina Willis (Madison College)

### Network Administration Using Microsoft

- 1 Lance Gerbig (NTC - Wausau)
- 2 Nicole Cisewski (NTC - Wausau)
- 3 Jacob Oestreich (Nicolet College)

### Network Design Team

- 1 Team Cisewski (NTC - Wausau)

### Parliamentary Procedure Concepts

- 1 Kathryn Dennis (WITC-Rice Lake)
- 2 Autumn Roberts (LTC - Cleveland)
- 3 Rachel Fischer (LTC - Cleveland)

### PC Servicing and Troubleshooting

- 1 Lance Gerbig (NTC - Wausau)
- 2 Christopher Tipton (Southwest WI Tech College)
- 3 Joseph Haydon (Nicolet College)

### Personal Financial Management

- 1 Mark Short (Gateway - Kenosha)
- 2 Sue Bethel (Madison College)
- 3 Brian Haggerty (Madison College)

### Prepared Speech

- 1 Libby Dannhoff (CVTC - Eau Claire)
- 2 Brian Haggerty (Madison College)

### Presentation Management-Individual

- 1 Valerie Smith (NWTC - Green Bay)

### Presentation Management-Team

- 1 Team Rider (MPTC West Bend)

### Project Management Concepts

- 1 Stephen Kitchen (CVTC - Eau Claire)
- 2 Eric Becker (NTC - Wausau)
- 3 Kathryn Dennis (WITC-Rice Lake)

### Small Business Management Team

- 1 Team Haggerty (Madison College)
- 2 Team Franklin (BTC - Janesville)

### SQL Database Fundamentals

- 1 Josh Dickinson (NTC - Wausau)
- 2 Tonya Bricco-Meske (NTC - Wausau)
- 3 Correy Winke (BTC - Janesville)

### Systems Administration Using Cisco

- 1 Lance Gerbig (NTC - Wausau)
- 2 Alex Minsk (NTC - Wausau)
- 3 Jaron Hach (Southwest WI Tech College)

### Visual Basic/ C# Programming

- 1 Seth Ficke (NTC - Wausau)
- 2 Josh Dickinson (NTC - Wausau)
- 3 Tonya Bricco-Meske (NTC - Wausau)

### Web Site Design Team

- 1 Team Karau (NTC - Wausau)
- 2 Team Haydon (Nicolet College)









We will see you

all at NLC in

Orlando, FL!