

FEBRUARY SPECIAL
EDITION

Torch Participants

State Pins

Competitive Events

Join the State Officer
Team

BPA Cares

WISCONSIN PAGES

TORCH CEREMONY ***VOLUNTEERS*** ***NEEDED @ SLC***

Business Professionals of America is an organization rich with traditions. Some of the most significant of these traditions is the collection of Ceremonies available for Chapters to perform at their meetings. At BPA Wisconsin's State Leadership Conference, we will be conducting one of the most centrally important ceremonies to the organization, the Torch Ceremony.

Why do we have ceremonies? According to the BPA Ceremony Manual, ceremonies provide leadership training, reinforce basic organizational beliefs, and provide for orderly and effective meetings. The purpose of the BPA Torch Ceremony is to explain the ideals for which Business Professionals of America stands. It is BPA's most solemn ceremony, and no photographs are to be taken during the ceremony.

Participation in this Torch Ceremony at SLC requires several volunteers: Seven (7) Torch Readers and Seven (7) Torch Lighters. If anyone is interested in participating in this very special event at SLC, please contact State Association Vice-President Kelly Hengst at kellyjorihn@gmail.com. Participants also earn Torch Points (Cooperation 301).





Wisconsin's State Pin, designed by the Rice Lake Chapter, is here and up for sale. Each pin cost's \$2, all payment's due time of pick-up at State. Contact Aby Moyer at Abigail.moyer@mymail.nwtc.edu with orders. Include, your chapter's name, your Advisor's name, and the number of pins you would like.

COMPETITIVE EVENTS LIST

Finance (100's)

(105) College Accounting - Assess entry-level basic accounting principles utilizing manual procedures. Students analyze, journalize, and post transactions; develop general and subsidiary ledgers; and prepare payroll and financial reports.

(115) Advanced College Accounting - Interpret and analyze partnerships, corporate, and/or manufacturing accounting data using manual methods. Students evaluate financial data and budgets, audit inventory and cost accounts, and perform payroll procedures.

(130) College Payroll Accounting - Process payroll data using manual payroll procedures. Students calculate gross earnings, complete payroll register, post employee records, and prepare payroll income tax

(135) Managerial Accounting - Focus on strategic decision-making related to cost analysis and cost management.

(140) Federal Income Tax Accounting - Demonstrate knowledge of the Internal Revenue Code presented by the Department of the Treasury.

(145) Banking & Finance - Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the student's knowledge of bank operations, bank services, loans, credit administration, and customer service.

(150) Financial Analyst Team - Use analytical and problem solving skills to make decisions

and recommendations using financial reports, both internal and external. The team analyzes and interprets computer reports from a business case study.

(165) Personal Financial Management- In this contest contestants will answer objective questions dealing with concepts and perform calculations related to the financial topics of credit, saving, investing, personal income tax, risk management and insurance, and retirement planning. Contestants will analyze financial scenarios to predict outcomes, advise use of financial instruments and determine the proper financial planning.

(190) Financial Math & Analysis Concepts-Open - Assess knowledge of basic math concepts. Students solve practical math problems related to work and consumer issues.

(193) Accounting Mathematics Concepts - Open - Pilot - This competition assesses contestants' knowledge of the application of common calculations in the accounting industry. Contestants will solve mathematical computations based on accounting concepts as they apply to scenarios of accounting in common business practices.

Business Administration (200's)

(200) Fundamental Word Processing - Evaluate entry-level skills in keyboarding and document production.

(205) Intermediate Word Processing - Evaluate fundamental skills in word processing and document production.

(210) Advanced Word Processing - Evaluate advanced level skills in words processing and document production.

(215) Integrated Office Applications - Evaluate advance level skills in information technologies and the integration of software applications.

(220) Basic Office Systems & Procedures - Evaluate fundamental skills in office procedures, records and file management, and document production.

(225) Advanced Office Systems & Procedures - Evaluate advanced skills in office procedures, records and file management, and document production.

(230) Fundamental Spreadsheet Applications - Create, design, and test templates for spreadsheet applications that include variables, reports, and formats. Students enter and format data, enter and copy formulas, and print full documents or cell contents.

(235) Advanced Spreadsheet Applications - Create, design, and test templates for spreadsheet applications that include variables, reports, and formats. Students enter and format data, enter and copy formulas, and print full documents or cell contents.

(240) Database Applications - Create, design, and test templates for database applications that include variables, reports, and formats.

(245) Legal Office Procedures - Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

(250) Medical Office Procedures - Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office.

(255) Administrative Support Team - The team will function as an office staff to produce a variety of business documents.

(290) Administrative Support Concepts – Open - Evaluate knowledge of basic administrative support concepts.

Management Information Systems (300's)

(300) Computer Network Technology - Demonstrate knowledge in fundamental networking concepts including network architecture, standards, topologies, protocols, and security.

(305) PC Servicing & Troubleshooting - Demonstrate knowledge of PC configuration, maintenance, and management as a computer technician.

(310) Network Administration Using Microsoft® - Demonstrate knowledge of fundamental network management and maintenance tasks in a Windows® network.

(315) Systems Administration Using Cisco® - Demonstrate knowledge of fundamental network management tasks in a CISCO® environment.

(320) Computer Security - Demonstrate knowledge of fundamental security management tasks in Windows and Linux networking environments.

(325) Network Design Team - Analyze existing and planned business environments and develop a strategy for the implementation of a network infrastructure that addresses the need(s) of the defined business environment based on the scenario provided.

(330) Visual Basic/C# Programming - Evaluate knowledge of working with Visual Basic syntax, programming logic, program development, system design concepts, database, Visual Basic IDE Report Writers, designers and objects.

(335) C++ Programming - Evaluate knowledge of working with structured designs, algorithms, and/or pseudo code. Use C++ computer language to create, test, and maintain computer programs.

(340) Java Programming - Utilize structured designs to develop software using the JAVA programming language.

(345) SQL Database Fundamentals – Demonstrate knowledge of fundamental database development and administrative concepts.

(390) Computer Programming Concepts – Open - Demonstrate general knowledge of the computer programming industry.

(391) Information Technology Concepts – Open - Demonstrate general knowledge of the info technology industry.

Digital Communication & Design (400's)

(400) Fundamental Desktop Publishing - Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

(405) Fundamentals of Web Design - Demonstrate knowledge of fundamental web design coding and syntax.

(410) Graphic Design Promotion - Judged - Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference for next year.

(415) Digital Publishing - Evaluate knowledge and skills in using industry standard desktop publishing software to create a variety of interactive documents.

(420) Digital Media Production - Judged - Create a one to two-minute digital media production based upon the assigned topic.

(430) Video Production Team - Team - Create a (3-5) minute video production on a specific topic provided.

(435) Web Site Design Team - Team - Team works together to create a Web site based on the topic.

Management, Marketing, & Communications (500's)

(505) Entrepreneurship - Judged - Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.

(510) Small Business Management Team - Team - Create report and presentation given a specific topic.

(515) Interview Skills - Assess proficiency in job search and interview situations.

(520) Advanced Interview Skills - Assess advanced proficiency in job search, interview situations, and portfolio development.

(530) Contemporary Issues - Judged - Demonstrate communications skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

(535) Human Resource Management - Judged - Assess interpretation of personnel policies and knowledge of human resource management.

(540) Ethics & Professionalism - Judged - Assess interpretation of ethics and knowledge of professionalism.

(545) Prepared Speech - Judged - Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

(555) Presentation Management Individual - Create a multi-media presentation based on the assigned topic.

(560) Presentation Management Team - Team - Create a multi-media presentation based on the assigned topic.

(590) Business Meeting Management Concepts – Open - Incorporates fundamental concepts accepted as good practices in any business unit including business planning and

strategy, organization and execution, trust and transparency.

(591) Management, Marketing and Human Resources Concepts – Open - Assess knowledge of management, marketing, and human resources concepts.

(592) Parliamentary Procedure Concepts – Open - Demonstrate the use of correct parliamentary procedure and concepts through this objective test.

(593) Project Management Concepts – Open - Addressing student's knowledge of basic project management practices and terminology that is used independent of a specific methodology.

(V01) Virtual Multimedia & Promotion - Individual - Individual contestants will create a 1:00 to 2:30 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

(V02) Virtual Multimedia & Promotion - Team - Teams of contestants will create a 1:00 to 2:30 minute digital promotion based upon the assigned topic. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

(V03) Software Engineering Team - Teams of contestants will collaborate on the engineering of a computer software application that performs tasks and operations as outlined in the provided

topic. Project submissions will consist of software source code and assets in addition to a functional executable version of the application. Submissions will be judged on technical merit by software engineering professionals. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

(V04) Web Application Team - Teams of contestants will create a database-driven Website with server-side functionality. The team is provided with the opportunity to design, build and present a working web application. Teams will be further required to formally present their project to a panel of judges via videoconference, and the presentation will be judged independently of the project's technical merits.

(V05) Mobile Applications - Individual contestants will develop a mobile phone and/or tablet application based upon the given scenario. Permitted platforms include and are limited to Google Android™, Apple iOS™, and Microsoft Windows Phone™. The application will be pre-submitted for technical judging. Contestants will then be required to present their application to a panel of technical judges.

(V06) Promotional Photography - Individual contestants will demonstrate their skill and creative vision using a DSLR and image editing. This national event will be submitted and judged virtually. Awards will be presented at the National Leadership Conference.

(V08) Start-up Enterprise Team - Pilot - Teams of contestants will develop an operating plan and organizational structure to initiate a small business. Teams are to assume they are presenting their products/services to potential buyers.

JOIN THE STATE OFFICER TEAM

Think about it...

Have you ever thought about being an officer on the Business Professionals of America-Wisconsin Association executive board? Up front, there are many benefits to being a state officer, including:

- ❖ Planning the FLC
- ❖ Planning the SLC
- ❖ Overseeing the Torch Awards
- ❖ Running the executive board meetings
- ❖ Taking the minutes for the meetings
- ❖ Engaging in parliamentary procedure
- ❖ Putting together the newsletters
- ❖ Having direct access to the website
- ❖ Making decisions that impact your organization
- ❖ Having your registration paid to attend FLC (including lodging), SLC (including lodging) and NLC.

When students first begin school and hear about all of the collegiate organizations, the first thing they typically want to know is, "What is BPA?" The answer they are given most often is that BPA is a student organization that promotes leadership, academic, and technological skills. And BPA provides such opportunities to students throughout the year. But having been part of this organization for many years now, I believe that being a member of BPA helps with more than just providing opportunities to developing those skills.

I'm sure my story is similar to every student who has joined BPA with the idea that it

would look good on the resume. I wanted to take part in meetings, but only as a spectator. But very soon I saw that BPA was more than just a meeting...it provided me with many opportunities—to meet other students from across the state and from across the nation, to compete against my peers, to help others through Special Olympics, to collaborate and build a networking system, and to run for a state officer position.

I'll never forget when my advisor came to me and suggested that I run. I thought he was crazy. But I agreed to run, not realizing the journey on which I was about to embark. Becoming a state officer afforded me the opportunity to hone my public speaking and organizational skills. I was required to advance my team building skills and my motivational skills. Being a state officer offered me the chance to make a difference for my fellow students and my organization.

Well, it's been over 20 years now since I was an officer. I look back on my time as a state officer and realize how, even today, I continue to use that experience in my position as a judicial assistant to my Minnesota Supreme Court justices. I have the fortune of giving back to my organization as the Wisconsin State Officer Coordinator, and I am still making an impact on my organization.

If you have any questions about running for an office, please feel free to contact one of your officers. They will gladly answer any questions you have.

Business Professionals of America-Wisconsin Association is here for you. It's your organization. Think about running for a state officer position.

VOTING DELEGATE INFO

With the State Leadership Conference coming up and the voting that will occur, everyone should understand how to decide on how many members for each chapter get to vote.

Voting Delegates are whoever your chapter decides on, and your Advisor can help you decide on who your voting delegates should be.

How many voting delegates does each chapter get?

One delegate for being a chapter.

One delegate for every ten active members.

One delegate if you have 5 or more remaining.

Examples:

You have 36 active members: your chapter gets 1 delegate for being a chapter + 3 for 30 members + 1 for more than 5 members = 5 voting delegates.

You have 34 active members: your chapter gets 1 delegate for being a chapter + 3 for 30 members = 4 voting delegates.

Each voting delegate shall cast a secret ballot for as many candidates as open officer positions (There are six positions available). Each voting delegate must rank order their selections (1 to 6). The ranked votes will receive the following point values:

Rank of one = six points, two = five points, three = four points, four = three points, five = two points, six = one point.

Remember, being a voting delegate is important. Remember that you are voting for your whole chapter, not just for yourself. So talk with your chapter members before coming into the voting session and know what they are looking for in a candidate! The candidates you vote for will be representing all of Wisconsin for a whole year!

BPA CARES:

All members are encouraged to submit applications for the Wisconsin BPA Cares Awards. But the February 1, 2017 deadline is

quickly approaching. What do you need to know?

Submission

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

The Wisconsin Merit Scholar exam is offered at the State Leadership Conference.

General Guidelines

- **Deadlines: February 1, 2017**
- **NO E-MAIL OR MAIL APPLICATIONS WILL BE ACCEPTED.**
- All materials submitted become the property of Business Professionals of America and may be used as the Wisconsin Association Executive Board deems appropriate.
- It is not necessary for a chapter or individual to attend the State Leadership Conference to participate in the program and receive the award, except Merit Scholar.
- **DO NOT SEND ANY AWARD APPLICATION(S) AS PART OF ANOTHER APPLICATION. AWARDS MAY NOT BE SUBMITTED WITH TECHNICAL PROJECTS FOR COMPETITIVE EVENTS. EACH AWARD MUST BE SUBMITTED SEPARATELY.**
- Applicants may count activities only once in the BPA Cares Award Program.
- Chapters may complete more than one activity to equal the total number of hours/dollars.
- Activity descriptions cannot exceed 500 words in total.
- Sample activities are provided, but not required.
- All activity descriptions must include title, organization benefiting from the project, date project completed, location of the project and description of the project.