



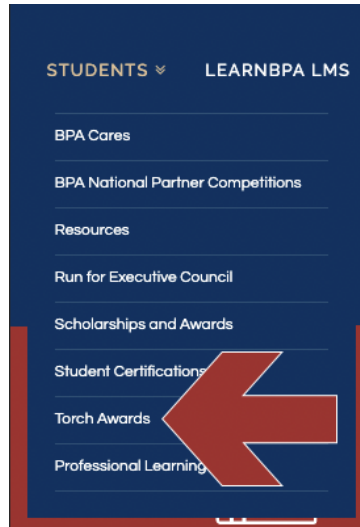
How to enter Torch Awards in the BPA System:

General BPA Torch Rules to know BEFORE you start entering them:.

- a. **All descriptions must be in complete sentences.** The following are examples of good submissions:
 - i. I am currently serving as the chair of the chapter fundraising committee.
 - ii. I attended the presentation by Joe Sample about cybersecurity as a chapter for professional growth activity.
 - iii. I am serving as the Junior Class President at my high school.
- b. Descriptions must be grammatically correct with no spelling errors.
- c. Activities cannot be used in multiple categories on the same date unless it is a lengthy activity that has multiple parts.
 - i. 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.
 - ii. An example of when points cannot be counted in multiple categories is participating in the Walk for Special Olympics at the National Leadership Conference and applying it to more than one category. In this example the activity cannot be counted as Service: 307 and Cooperation: 610. It can only be counted in one or the other.
- d. All events must have already occurred; future events cannot be included.
- e. All events must occur while a Business Professionals of America member in the same division.
- f. Virtual and/or in-person activities may be submitted for consideration in any Torch category.

How to enter Torch Award Points:

1. Go to <https://members.bpa.org/>
2. Look for the word Students, and hover your mouse on that word. In the menu that drops down, look for the words TORCH AWARDS



3. Click Student Torch Awards Login



4. Log in with your BPA number (does need the leading zeros in front) and your BPA password. Your advisor set up a generic password when you were registered. You may have to see your advisor to reset it if you don't know it. Once you login it will ask that you change your password from that generic login! Remember this password after you reset it!



Home

Welcome Student Members of BPA!

Student Information Sharing Policy

National BPA does not share any contact information of any student member.

The chapter advisor has the ability to email the student member but will not have access to see the actual email address.

Student demographic data is used for reporting purposes only.

The T-Shirt field is an optional field that when completed will populate into conference registration through this system. National BPA does not provide t-shirts as part of membership.

Any questions can be directed to BPA Inc. at bparamembership@bpa.org.

For help please click on the ? icon.

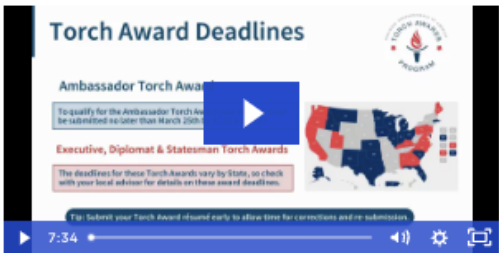
5. You can edit your information here if something is not right unless it is your name.



6. Click the Torch Awards Button at the top menu bar.



7. The first time you log in you will have to watch a video and check that you watched the video.



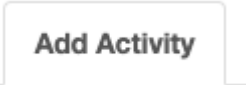
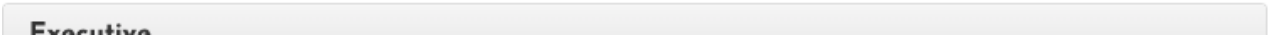
BPA Membership Registration System Copyright 2022

8. You will then see your Torch Overview for each category, along with what you have submitted for each category.

[Torch Awards Handbook](#)



Total points: 20
Total approved points: 0
Total time: 0 hours & 0 minutes



9. When you are ready, click on the ADD Activity Button:

10. Click on the Torch Section that you want to add points to:

Available Points: 905 | Possible Points: 905 | Pending Points: 0 | Approved Points: 0

Code	Description	Points	max Usage	if already submitted	
101	Serve as a BPA chapter committee chair (identify the committee)	10	2	1	➤
102	Participate in or attend a BPA professional growth activity (this does not include a chapter informational session) (identify the topic, presenter, and involvement)	10	2	0	➤
103	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	10	1	0	➤
104	Campaign as a BPA local officer candidate for the first or second time (identify the office)	10	2	0	➤
105	Serve as a BPA local officer (identify the office)	5	2	0	➤
106	Campaign as a BPA regional officer candidate (identify the region)	5	1	0	➤
107	Serve as a BPA regional officer (identify the region and office)	5	2	0	➤
108	Campaign as a BPA state officer candidate (identify the state)	10	2	0	➤
109	Serve as a BPA state officer (identify the office)	10	2	0	➤

149

Encourage current members of BPA to run for office on a local, regional, state, or organization-wide level through

Activity Date

Activity Date

Description

The image shows the top portion of the Microsoft Word interface, specifically the ribbon. The 'Font' section is active, displaying various text formatting options. The ribbon is divided into tabs: 'Source', 'Font', 'Paragraph', 'Layout', 'References', 'Send to Back', 'Review', 'Help', 'File', 'Window', and 'Help'. The 'Font' tab is currently selected. Within the 'Font' tab, the 'Font' group is expanded, showing options for bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), font color (A), text color (I), bullet points, numbered list, decrease indent, increase indent, double quote, single quote, list style gallery, paragraph style gallery, and a help icon (?). The 'Paragraph' group is also visible, showing options for bullet points, numbered list, decrease indent, increase indent, double quote, single quote, list style gallery, paragraph style gallery, and a help icon (?).

[Back](#)

[Submit and view next activity](#)

13. After you have completed entering your Torch Awards, on the overview page, the submit button will appear under the level if you have completed enough points for that category. Click the submit button to submit them for review by the deadline.

Diplomat

Status: **Unsubmitted** 

Category	Points Required	Points Earned	Points Needed
100 - Leadership	30	30	0
200 - Service	30	40	0
300 - Cooperation	30	30	0
400 - Knowledge	30	35	0
500 - Friendship	30	35	0
600 - Love, Hope, Faith	30	35	0
700 - Patriotism	30	40	0

Submit

14. When clicking the submit button, the asterisk in the top right corner will change to a lock symbol to show you it has been submitted.



15. If you are missing points in order to submit that level of torch, they will show where it states Points Needed.

Statesman

Status: **Unsubmitted** 

Category	Points Required	Points Earned	Points Needed
100 - Leadership	50	30	20
200 - Service	50	40	10
300 - Cooperation	50	30	20
400 - Knowledge	50	35	15
500 - Friendship	50	35	15
600 - Love, Hope, Faith	50	35	15
700 - Patriotism	50	40	10

16. Once you have submitted your points, they will be reviewed by your advisor (or chapter torch awards reviewer), state helper, or national helper. If approved, the symbol will change to a star and say approved.

Executive

Status: **Approved**



Category	Points Required	Points Earned	Points Needed
100 - Leadership	10	30	0
200 - Service	10	40	0
300 - Cooperation	10	30	0
400 - Knowledge	10	35	0
500 - Friendship	10	35	0
600 - Love, Hope, Faith	10	35	0
700 - Patriotism	10	40	0