

REGISTRATION PACKET

BUSINESS PROFESSIONALS OF AMERICA

Region 7 Workplace Skills Assessment Program



Tuesday, December 19, 2023
Saginaw Valley State University
University Center, MI

Registration Begins @ 7:15 a.m.

Tina Bersano Bay-Arenac ISD Career Center	Jesse Dockett Regional Advisor
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4155 Monitor Rd.
Bay City, MI 48706
(989) 686-4770 x3420
bersanot@baisd.net

(989)493-0656
jdockett@gmail.com

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Business Professionals of America Region 7 Information

Welcome to a new year with Business Professionals of America. This is the official registration packet for regional competition. Please read through this and pay attention to the deadlines. There will be another email sent out in December with any additional details and information regarding the contests for which you are responsible.

Please meet the deadlines and bring as many extra “helping hands” as possible to grade, proctor, and administer the contests.

Registration Policies & Fees

Please be aware of the following policies in terms of registration for the conference.

- √ Registration paperwork must be POSTMARKED by the November 10th deadline or late fees will be charged.
- √ Registration fee for students participating in the RLC: \$25 (no charge for advisors)
- √ A late fee of \$100 will be assessed if registration materials are postmarked between 1 to 7 days late. No materials will be accepted if the postmark date is 8 days or more after the deadline. Registration materials postmarked after the deadline are subject to space availability.
- √ Chapter registration materials that are submitted incomplete or incorrect will be assessed the \$100 late fee.
- √ If unable to send check with registration, email Tina and let her know when to expect it.
- √ If check is NOT received BEFORE December 4, 2023, your students will not be able to participate in their regional contests. **All registration money must be paid in advance for students to compete.**
- √ **Verification Forms** for those students competing in Fundamental Word Processing Skills, and/or Fundamental Accounting MUST be sent with Regional Registration or your student will NOT be registered for that event and will not be allowed to compete in the event.
- √ Pre-submitted events must be uploaded by December 4, 2023.
- √ Pre-submitted Events Inventory form must be e-mailed to Tina Bersano by December 4, 2023.

Contest Scheduling

In scheduling students for regional competition, each student may enter contests as follows:

- A. Two contests of which only one may be a team event.
- B. Only one team per chapter per team event.

READ: If a student's contests result in scheduling conflicts, students will be asked to give a preference.

Chapter Registration/Contestant Limits

If you register between 36-60 students for regionals, you will be allowed one extra entrant in each category except team events. If you register 61 or more students, you will be allowed two extra entrants in each category except team events.

Total number of chapter entrants registered for regionals:

1-35	Check Workplace Skills Assessment Program Guidelines for current limits
36-60	Add one entrants
61 & Up	Add two entrants

Conference Time Schedule

An abbreviated time/testing schedule is as follows

7:15 – 7:55	Registration
7:55 – 9:25	Session I Events
9:30 – 11:00	Session II Events
10:50 – 12:50	Lunch for Students (time will be assigned)
11:00 – 11:45	Lunch for Advisors & Volunteers
11:50 – 1:20	Session III Events
1:30 – 3:00	Activities
3:00 – 4:30	Award's Ceremony

You can print schedules for your students beginning on Friday, December 15. If any schedule changes occur after this date, an email will be sent out to all advisors. Please verify all information with your students to make sure it is correct. In case of error, contact **Jesse Dockett** immediately. **NO CHANGES WILL BE MADE TO THE SCHEDULE except for deletions or errors that were made when we entered your information on the computer for scheduling.**

Open Events

All events will be administered via AnswerWrite, an on-line quiz software. All schools will receive a school report the week following the Regional Leadership Conference. The report will include the time-in/time-out for each open event by student number.

Workplace Skills Assessment Program Guidelines

Please make sure you read the current Workplace Skills Assessment Program Guidelines! Don't send students into the competition without reviewing all guidelines.

- ✓ Students may bring reference materials when allowed—READ everything!
- ✓ Students MUST bring #2 SHARPENED pencils and all other required materials (colored pens, calculators, etc.) for contests—NONE will be supplied!
- ✓ Students may bring reference materials when allowed—please read the event guidelines.
- ✓ The following events cannot be repeated by students who have competed in these events in previous years: Basic Office Systems & Procedures, Fundamental Accounting, Fundamental Spreadsheet Applications, Fundamental Word Processing Skills, Intermediate Word Processing Skills, and Interview Skills.

Equipment and Software

Students will need to **provide their own laptop with software downloaded on it for the programming events**. If there is a unique circumstance where you believe you need to bring your

own equipment for other events, contact Jesse Dockett. **Students are NOT to bring their own software or blank storage devices.**

Special Needs Requests

Business Professionals of America will try its best to accommodate any student that has special needs (mobility, hearing impaired, vision, etc.). If you have a student that requires special accommodations for his/her contest, please mark the box in the BPA Registration System when registering the student and fill out a Special Needs Requests Form and send it to the regional advisor with your chapter registration. Special Needs Requests Forms that are not submitted at the time of registration will not be guaranteed any special accommodations.

Special Contest Instructions

Links to the Advanced Desktop Publishing and Desktop Publishing exam will be e-mailed to you by the State Office.

Facilities

Parking is available in J1 parking lot for all schools and members. Check-in and competitions will take place in Curtiss Hall.

Neither Business Professionals of America nor the RLC site will be responsible for lost or stolen items. Keep your belongings safe.

Students should clean-up after themselves throughout the day, and make sure all students assist in cleaning your schools holding area before leaving to return home.

Elevator: Off limits to students during the day, unless the student has a handicap that makes elevator use necessary.

Meals

We **will not** be providing breakfast to students, so if you would like your students to have something to eat and/or drink in the morning, then you will need to provide it. There will be tickets in the advisor packets for the student lunches. Student lunches will be provided in the Marketplace, located in Curtiss Hall, which offers a variety of lunch options. Students will need to eat their lunch in the designated area at the Marketplace. We will provide a continental breakfast for advisors, chaperones, judges, and proctors and lunch will be provided at the Marketplace.

Advisor Responsibilities/Notes

This section addresses our weakest part of the RLC—manpower to get all of the events administered and graded. Therefore, please, please take note of the following:

Advisors Must Attend: Chapter advisors must attend the Regional Leadership Conference with their students. Students arriving to the RLC without an advisor will not be allowed to compete.

Help Needed: If you have not signed up for your contest preference please **call or e-mail** Tina Bersano at (989) 686-4770, bersanot@baisd.net as soon as possible. If you receive other names before December 1st, please send those, as well. If you can, try to bring at least two additional people (other teachers, student teachers, alumni, administrators, para-pros, etc.).

Count for Lunch: We need advisors' and volunteers' names for a meal count since lunch is provided for them. You can also send names of any others that may be able to come.

Other Chaperones: It would be advisable to have another chaperone available to supervise your students while you are working your contest.

Grading: Because we are usually short of enough advisors, you may be scheduled to administer more than one contest. A schedule indicating your work assignment will be mailed to you prior to the competition along with any guidelines for the competition. Supplies including pens, calculator, stopwatch, stapler, reference materials, etc., or other items will be provided in the administrator's box.

When administering a test, be sure to **mark the time the student uses** to complete the tests. Since there are multiple sessions for some contests, be sure to mark the beginning and ending time or calculate the minutes used. Time is used to break a tie in the event of the same score.

Headquarters/Grading Room: There will be a table at Headquarters for the pick-up/drop-off of all contest materials. The grading room is only for those assigned as graders. Please check your FINAL PACKET when it arrives. Please report to the Headquarters table upon arrival for any instructions and in order for us to know that you have arrived. In addition, administrators may pick up their tests and supplies to take to the contest site. Upon completion of a contest, the blank tests and completed tests must be brought back to the table outside Headquarters so that grading may begin.

Name Tags: Schools are to make and bring their own nametags. A template will be available on the Google Share drive.

Dress Code

Please share the BPA Dress Code with ALL students! The Dress Code may be found at <https://www.michiganbpa.org/advisors>.

Delegate Code of Conduct

Professionalism is extremely important in our organization. Make sure your students are aware of our Delegate Code of Conduct. The Code of Conduct may be found at <https://www.michiganbpa.org/advisors>

Awards and State Eligibility

The top 6 contestants and top 2 teams are recognized at the regional competition. All those recognized will be qualified for the State Leadership Conference. Students must obtain 50% of the highest score in a contest to qualify for state competition with the exception of judged contests.

We know this is a lot of information, but we wanted to get it all out to you as soon as possible since we will be crunched for time after December 4th. Please let us know if you have any questions or see that some information is incorrect or omitted. Thank you all for helping to make the regional competition a success for our students!

Business Professionals of America Regional Leadership Conference Accuracy Checklist

School: _____

(Please complete and **mail this Accuracy Checklist** with the registration materials.)

- No more than the maximum number of students allowed per chapter (refer to the *Michigan Guidelines Supplement*) have been registered for any one contest.
- No student is registered for more than two contests for Regionals.
- Verification Forms are enclosed for students registered in “Fundamental Word Processing Skills” and “Fundamental Accounting” to attest that they are “beginning level” students.
- Read the 2023-24 Workplace Skills Assessment Program Guidelines Handbook posted on the Michigan BPA web site for contest rules and eligibility. Double-check the Guidelines to ensure that your students will not be disqualified for competing at the wrong level.
- Send Invoice generated from the BPA Registration System even if check is coming later. Call or email Tina with approximate date to expect check.
- The following items are enclosed with this checklist and will be postmarked by November 10, 2023. (Please check off.)

If items are missing, your chapter will be subject to a late fee of **\$100** for the 1st week late. After one week, nothing will be accepted.

_____ Verification Form (Fundamental Word Processing Skills and Fundamental Accounting)

_____ Special Needs Request Form (if applicable)

_____ Invoice generated from the BPA Registration System

A check payable to **BPA Region 7** in the amount of \$25.00 per student or submit payment by Paypal at www.paypal.me/bparegion7

_____ This Accuracy Checklist completed

Thanks for taking the time to double-check the registration materials. As you are well aware, without your help in completing the registration online, the task of coordinating all the information is incredibly time-consuming and therefore more susceptible to error.

Please mail your registration and check to the following address:

Tina Bersano

Bay-Arenac ISD Career Center

4155 Monitor Rd

Bay City, MI 48706

Please make your check payable to **BPA Region 7**.
In the memo section write “RLC Registration”.

Business Professionals of America Regional Leadership Conference

Special Needs Request Form

**MUST BE SUBMITTED AT SAME
TIME AS REGIONAL
REGISTRATION**

- ☐ Please type
- ☐ Duplicate as needed
- ☐ Make a copy for your files

Use this form to request special needs for participation in the Regional Leadership Conference and related assessment events.

Student Name	
Advisor Name	
School Name	
School Address	
School City, State, Zip	
School Phone & Ext.	
School Fax	
Advisor E-mail Address	

Do you require a wheelchair accessible room?		Yes		No
Do you have any disability that might require special services?		Yes		No
If yes to any of the above, please check the appropriate one:		Mobility impaired		Visually impaired
		Hearing impaired		Wheelchair use
	Other:			
Do you have any disabilities which might require special materials		Yes		No
If yes to any of the above, indicate the assessment events in which the student is participating:				
In which form would you need to receive contest materials		Regular print		Braille
		Large print		On cassette tape
Will you need a certified sign language interpreter?		Yes		No
Will you need a reader?		Yes		No
Any other types of assistance:				

OFFICE USE ONLY (Resolution to be sent to chapter advisor)	
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