

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 doublecheck 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 timeconsuming 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”.