

BUSINESS PROFESSIONALS OF AMERICA
AGENDA
FALL LEADERSHIP CONFERENCE—REGION 7
Wednesday, October 25, 2023

1. INTRODUCTIONS AND ADVISOR CHANGES

2. WORKPLACE SKILLS ASSESSMENT PROGRAM EVENTS UPDATE

- A. Contest Changes/New Contests
- B. Students will need to bring their own computer for Programming events.
- C. Software Lists (including Regional Software)

3. REGIONAL LEADERSHIP CONFERENCE

- A. Deadlines and Pre-submitted Contestant Materials Monday, December 4, 11:59 p.m.
 - Items to bring for Media Events on day of RLC
 - Using Judge Pro and AnswerWrite again this year
 - Substitution Rules/Deadline (team events only), Monday, December 4
- B. Do not print out student's schedule until the Friday before Regionals, Dec. 15
- C. Administrators/Proctors/Graders/Judges/Volunteers (last year's in packet)
 - write on assignment list circulating at meeting (2 volunteers from each school)
- D. Coordinator Assignments:
 - Computers/Software/Equipment
 - Open Contests/On-line Contests
 - Headquarters (in The Box Office located at Groening Commons in Curtiss Hall)
- E. Dress Code – Advisors need to address this with their students many complaints from Judges
- F. Door Prizes--\$20 total in prizes.
 - Your \$20 in prizes may be split among many prizes Example: four \$5 gift cards
 - Given out before Award Ceremony
- G. Pick up Registration Information at SVSU in the lobby of Carmona College of Business, just inside the entrance to Curtiss Hall and to the left (same as last year)
 - Stay within number of tables assigned to your chapter
- H. Award Ceremony – Entertainment or other activity
 - Contest winners will be found on the BPA Registration System
 - Prior to Award Ceremony – break-out sessions as suggested at State Region 7 Advisor meeting
- I. Sponsorships – help increase revenue, so we can decrease registration fee
 - Form letter was emailed out with sponsorship levels
 - Minimum \$200 per chapter suggested
- J. Region Revenue/Expense Budget

4. CANCELLATION PROCEDURES

- A. Cancellation Policy
- B. Cancellation Calling List
 - Write on advisor list circulating at meeting
 - Responsibility of advisor contacted to call all advisors/volunteers from his/her school
- C. Register for Remind – It will be used for mass communication

5. REGISTRATION PROCEDURES & INSTRUCTIONS

- A. Mail or email Tina all registration items on Accuracy Checklist
- B. Registration will be \$25 per student as we agreed upon in March.
- C. If November 10th payment deadline is a problem, contact Tina

6. STATE LEADERSHIP CONFERENCE

- A. RLC Finalist Non-Attendance/Substitution (see final page in red section)
 - Changes for SLC due Friday, January 19, 2024 – email to Tina Bersano

7. ANYTHING ELSE?