

**KICK IT IN<sup>®</sup>** this year at the  
**Business Professionals of  
 America National  
 Leadership Conference  
 with the BPA Middle Level  
 Leadership "Kick" Off!**  
 You'll interact with every  
 junior high and middle  
 school student attending  
 BPA's NLC from all over the  
 U.S. learning how you can  
 "make things happen."

*Actions do speak louder than words and we'll be getting everyone actively involved in creating the kind of engaging, enthusiastic, experiential learning that's way better than just "sitting and getting."*

*With interactive leadership and team-building challenges you'll be learning about leadership and what it takes to work with other people.*

*Our goal is to help you "imagine, believe and become" the leader you want to become so you can KICK IT IN and TAKE THE LEAD!*

**Program Presenters**

**Fran Kick &  
 Frank Crockett**

[www.kickitin.com/bpa](http://www.kickitin.com/bpa)

# BECOME

# BELIEVE IMAGINE

## MIDDLE LEVEL LEADERSHIP "KICK" OFF!

**NOTE: All Middle Level participants are automatically registered for this Middle Level Leadership "Kick" Off Program and expected to attend with their advisors.**

### Program Objectives

- Introduce students to individual leadership competencies and how to relate them to real-life situations.
- Build an organizational leadership orientation and how to develop leadership in yourself.
- Participate in experiential hands-on team-building activities.
- Reflect and learn from your own as well as other peoples experiences.
- Discover more leadership opportunities for yourself and others.

### Schedule of Events

**Wednesday, May 6, 2015 5:30pm–7:30pm**

*Junior High/Middle School Leadership Academy*

*Develop the personal leadership you need to take the lead!*

*Because you can't lead others until you lead yourself.*

### Program Topics

- Leaders pay attention and respond appropriately.
- The more you put into it, the more you get out of it.
- What you put into it, is what you get out of it.
- If you're always whining, griping and complaining having a terrible time – maybe that's why?
- Focus on what you do want vs. what you don't want.
- You can make things happen, watch things happen, or wonder what's happening.
- Lead, follow, or get out of the way.
- I/me vs. we/us, ego vs. mission, self vs. others.
- The more you give, the more you get.



# National BPA Deadlines

All required pre-submitted materials must be submitted electronically. Each specified event upload location will contain instructions on uploading files. Students must have their ten-digit contestant ID number ready when uploading pre-submission files. Specification points will not be awarded for handwritten documentation and entry forms.

The dates listed are national deadlines. Check with your State Advisor to determine regional and state deadlines. Please be aware that states may require that additional contest materials be submitted prior to the state conference.

|  |   |   |
|--|---|---|
| Administrative Support Research Individual (S)     | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Advanced Interview Skills                          | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Broadcast News Production Team (S)                 | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Computer Animation Team                            | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Computer Modeling                                  | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Digital Media Production                           | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Economic Research Individual (S)                   | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Economic Research Team (S)                         | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Entrepreneurship                                   | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Global Marketing Team (S)                          | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Graphic Design Promotion                           | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Interview Skills                                   | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Network Design Team                                | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Video Production Team                              | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Web Site Design Team                               | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Middle Entrepreneurship Exploration                | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Middle Level Graphic Design Promotion              | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Middle Level Introduction to Video Production Team | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Middle Level Web Site Design Team                  | Submitted by 11:59 p.m. Eastern Time, April 1, 2015   | <a href="http://www.bpa.org/submit">http://www.bpa.org/submit</a>   |
| Virtual Events                                     | See individual event specifications   |   |
| NLC Competitive Events Registration                | Online registration by April 1, 2015  | <a href="http://www.bpa.org">www.bpa.org</a>  |
| NLC Registration                                   | Early registration: February 23, 2015-April 1, 2015<br>Late registration: April 2, 2015-April 6, 2015 | <a href="http://www.bpa.org">www.bpa.org</a>  |
| NLC Registration Payments                          | Received In National Center by April 26, 2015   |   |
| NLC Hotel Reservations                             | Online by April 1, 2015   | <a href="http://www.bpa.org">www.bpa.org</a>  |
| NLC Registration Refund Requests                   | Postmarked by April 15, 2015  | Business Professionals of America<br>5454 Cleveland Avenue<br>Columbus, OH 43231-4021   |
| National Officer Candidate Application             | Postmarked by April 1, 2015   | Business Professionals of America<br>5454 Cleveland Avenue<br>Columbus, OH 43231-4021   |
| BPA Cares Awards                                   | Submitted by March 25, 2015   | Submitted as outlined in BPA Cares Handbook   |
| Ambassador Torch Award                             | Submitted by April 1, 2015  | <a href="https://www.registermychapter.com/bpamem/Login.asp?From=TorchAwards.aspx">https://www.registermychapter.com/bpamem/Login.asp?From=TorchAwards.aspx</a> |

# Competitive Event Guidelines

Contest registration is based on state-level competition results. If your student qualifies for an event, register the student for the event. Students who qualify must be registered for NLC and the event to compete at the national level. The State Advisor determines final contest qualifications.

Contest deletions and substitutions can be made after contest registration by contacting Vickie Thomas, at the BPA National Center by April 10, 2015. After April 10, all substitutions must be made by the State Advisor prior to 6:00 pm on May 5, 2015. Please note that substitutions for events requiring pre-submissions of materials must be completed prior to April 1, 2015 as students for these events must be registered to compete before their pre-submission is received.

Conflicts may be resolved by Local Advisors in the Competitive Events Center prior to 6:00 pm on May 6, 2015. Conflict resolutions are made on a first-come, first-served basis. Only those conflicts caused by two concurrently scheduled BPA competitive events will be resolved. Judged events cannot be rescheduled outside of the scheduled event time frames.

Only contest participants and authorized personnel will be allowed at the event site locations. Students may be disqualified if their advisor is in the event room and the advisor is not an administrator, proctor, or authorized competitive events personnel.

Conference name badge and wristband must be worn to all contests.

Do not schedule any tour or meal functions during students' contest time. Remember, if students are competing in a judged or hands-on event, you will need to keep their schedule free to potentially compete in the finals of that event.

No tour refunds are given due to conflicts with scheduled events or finals.

For those contests using the online Pre-submission system, submissions must be received by 11:59 pm Eastern Time on April 1, 2015.

Awards: The top ten (10) scores in each contest, or all finalists (whichever is greater) will be recognized. These individuals/ teams will be called on stage to receive medallions. The top three individuals will then be announced and will receive plaques. Teams/ Team Members placing first, second, or third will receive plaques.

Professional attire must be worn for all contests. Refer to the Dress Code Policy on page 13 for details.

For those events that require a "contestant number," please note that this is the 10-digit membership number provided on the online registration Member List (found on Step 1 of the registration instructions).

Refer to WSAP Guidelines 2015 at [www.bpa.org](http://www.bpa.org) for information regarding the use of contestant's own equipment. The Software Listing below offers information regarding the software supplied for events.

Check individual event guidelines for information regarding the use of contestant's own equipment. Contestants who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Electrical power is provided. Carry-in and set-up of equipment must be done solely by the contestant(s), and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the contestant(s). Contestants who experience failure problems with their equipment will not be rescheduled. Contestants bringing their own computers and software should note that contests are authored for the software listed on page 27 and may not run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for contestants by the National Center.

**Note: Beginning with the 2015-16 membership year, Microsoft Office 2013 will be used.**



# Registration Information

## Registration Fees and Deadlines for Advisors, Students & Alumni

The NLC registration fee includes General Sessions, Guest Speakers/Entertainment, BPA University, Contest Participation, Awards Ceremonies, NLC Souvenir Pin, Conference Souvenir/Gift, and Conference Materials.

### Advance Online Registration: \$115

February 23, 2015-April 1, 2015

During this period, participants can register online at the early fee rate, for conference registration, competitive event registration, housing, general conference activities (tours, workshops). Housing at an official NLC property is still required after this deadline, but may be located off-site.

### Late Registration: \$145

(No Contest Registration)

April 2, 2015-April 6, 2015

During this period, participants can register for general conference activities, workshops (based on availability) and tours (based on availability). Competitive Event Registration must be completed on-site after April 1.

## Registration Details

- Hotel reservations must be completed along with your Conference Registration.
- Print out your invoice before hitting the submit button, BUT DON'T FORGET TO HIT THE SUBMIT BUTTON.
- A copy of your invoice MUST be included in all payments sent to the National Center.
- Keep a copy of all forms submitted for your records. Bring your copies with you.

## Guest Registration Fees

Advisors may register their chapter's guests (family, friends, etc.) for the NLC at the special guest registration rates. This registration includes participation in all conference activities but excludes conference gifts.

### Advance Online Registration: \$80

Dates: February 23, 2015-April 1, 2015

### Late Registration: \$115

Dates: April 2, 2015-April 6, 2015



## Guest Details

- All guests must be registered and wearing their name badges and wrist bands to be admitted to NLC activities.
- Business Professionals of America registered members may NOT register as guests.
- Children five years of age or younger will not be charged for NLC registration. DO NOT REGISTER CHILDREN UNDER FIVE ONLINE. If you wish to purchase tour tickets for children under five, simply purchase multiple tickets under the chaperone's name.
- An "Awards Session only" wristband is available for \$10. Advisors must purchase the wristband for their guests at the Finance Desk on Saturday, May 9, 7:00 am to 12:00 pm.

## Conference Registration Payment

All payments must be received prior to attending the National Leadership Conference. Payments should be mailed in time to be received at the National Center by April 16, 2015 (please take into consideration the processing time by your A/P department and mailing time. Your registration in Anaheim may be substantially delayed if payments are not received by this date). Hotel payments must be submitted directly to the hotel. The amount to be submitted indicated on the Online Registration Invoice may be paid by check, purchase order, or credit card.

PO Box 632707

Cincinnati, Oh 45263

OR Fax to 614-895-1165

OR pay by phone, 614-895-7277 x301

OR e-mail to mgordon@bpa.org

A copy of your invoice MUST be included with all payments.

# Registration Instructions

All information on this page can be found at

<http://www.bpa.org/nlc>

The Online Conference Registration System will be used to register your chapter for all conference activities.

## Using the Online Conference Registration System

1. Log on to <http://www.bpa.org/nlc/crs> with your web browser.
2. Enter your username and password (the same username and password utilized to register your members).

### Step 1: Conference Registration

1. Select the members attending the National Leadership Conference.
2. Add guests using the "Guest/Alumni" section at the bottom of the page.
3. Select gender for each student. You will not select gender for the advisors.
4. Click the submit button after you have checked on each member.
  - Select the following items as needed for each participant by clicking the tab button next to each participant name online: Contest, Leadership Academy, Internship, Item, T-shirt (for purchase), Tour, Certifications (Open Lab Only, not WSAP related events), NLC Walk for Special Olympics, Special Event, BPA University Sessions, General Sessions, NLC assignment (advisors only).
  - Under "Contest", select the competitive event for each student participant.
  - Under "Leadership Academy," register your student participants for the National Leadership Academy (S/PS Only).
  - Under "Intern," register your student participants for an Internship Assignment.
  - Under "Item," you can purchase Alumni memberships, guest lanyards, BPA Membership Logo Pin, Graduation Cords.
  - Under "T-Shirt", purchase an official conference t-shirt.
  - Under "Tour", purchase an official conference approved tour.
  - Under "Certifications," select the Open Certification Exam, time and day you wish to register for certifications. Please do not purchase certifications if they are connected to your WSAP event.
  - Under "Special Olympics," register your participants for the Walk for Special Olympics.
  - Under "Special Event", you can select events for the Day of Service which require pre-registration including the Girl's Inc. off-site activity and Blood/Organ Donor registration.
  - Under "BPA University", select the NLC sessions you wish to attend.
  - Under "General Sessions", select the Opening, Business Meeting, National Honor Awards Session and Closing Awards Session.
  - Under "NLC Assignment," register for your advisor assignment/job at NLC.
5. The "Add Member" button will allow you to add additional members registered in your chapter not initially submitted.
6. The "Add Guest/Alumni" button will allow you to add additional guests. Guests will be able to participate in conference activities and special event but will not receive conference souvenirs.
7. Click "Alumni" to indicate participation in the conference as a registered Alumni. This option is open to Advisors only.
8. Click "Have you or are you currently serving in the United States Armed Forces?" to be recognized at the 2015 National Leadership Conference.

### Step 2: Hotel Reservation

Please note: Advisors and students may not share a room.

1. Click "Hotel Reservations" at the bottom of the page.
2. Select the members that will be rooming together.
3. Input arrival date and departure date.
4. Input Special Needs if applicable.
5. Click "Calculate Total" for your chapter hotel reservation total.
6. The "View by Room" button will allow you to see the members by room.
7. The "View Split Out Details" will allow you to see the price of the room per member.

Unsubmitted reservations will not be saved in the Conference Registration System. Reservations must be submitted prior to leaving the system or they will be deleted.

### Sharing rooms:

To share a room with members from a different school, follow the following steps:

1. Register members as normal for conference registration.
2. Determine which school will make the hotel reservation.
3. The school making the hotel reservation will be responsible for the room and payment in full.
4. The school not making the reservation will click on the "delete reservation" button found at the bottom of the hotel reservation screen. Please note that we will follow up to ensure a hotel reservation has been made for your members.
5. The school making the reservation will proceed to make the reservation by selecting the "add additional individual" button found on the Hotel Reservation Page. This feature is not to be used to save rooms for future name placement. Reservations submitted as such will be deleted.

### Step 3: Finalize Your Reservation

1. Print a copy of the hotel invoice.
2. Click "Submit reservation."
3. Click "Submit" on the Conference Registration Page. This will generate an e-mail to you, your state advisor, and the National Center.
4. Your state advisor will approve your contest selection.

### Adding On After Submitting an Invoice

You can add on new attendees or add items to previously registered attendees.

Adding on New Attendees:

1. Log back in with your username and password.
2. Click "Add New Invoice."
3. Select the new member.
4. Follow steps listed above for adding items.

Adding Items to Previously Registered Attendees:

1. Log back in with your username and password.
2. Click "Add New Invoice."
3. Select members you wish to add onto.
4. Follow steps listed above for adding items.

The "Add Previously Registered Guest" feature will allow you to add tours and other items onto guest registration which have already been submitted.

While you will receive a new invoice, there are no charges for adding new contests, adding jobs, sessions, awards (for qualifying participants).

### Adding On To Hotel Reservations

Prior to or on April 1, you must e-mail Shawna Gfroerer at the National Center: [sgfroerer@bpa.org](mailto:sgfroerer@bpa.org) to make any changes to an existing reservation. This includes deleting and adding rooms. After April 1, you must contact the hotel directly for all reservation changes.

Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.



# Hotel Reservation Information

## Reserving Hotel Rooms

- Use the BPA Online Conference Registration System (CRS) to make your hotel reservations. Unsubmitted reservations will not be saved in the CRS. Reservations must be submitted prior to leaving the system or they will be deleted. After April 1, 2015 you must contact the hotel directly for all reservation changes.
- Please contact the National Center at: [sgfroerer@bpa.org](mailto:sgfroerer@bpa.org) for questions regarding your initial hotel reservation.
- All participants are required to stay at an official conference property. Non-compliance is cause for disqualification.
- The hotel reservation deadline is April 1, 2015. The BPA blocked rooms are not guaranteed after this date. All payments and reservations must be made at the appropriate hotel according to your state/division assignment.



## Hotel Room Assignments

- Room types are automatically assigned by capacities:
  - 1 Bed: 1 or 2 people
  - 2 Beds: 3 or 4 people, subject to additional fees.
- You may request a two-bed room after April 1, 2015 by contacting the hotel directly.
- Advisors and students are not permitted to share a room unless they are related.
- Males and females are not permitted to share a room unless they are related.

## Adding on to Hotel Reservations

Prior to or on April 1, 2015 you must e-mail Shawna Gfroerer at the National Center: [sgfroerer@bpa.org](mailto:sgfroerer@bpa.org) to make any changes to an existing reservation. This includes deleting and adding rooms. Please note that it may take up to 10 business days to receive a revised invoice copy from the hotel after making changes to your initial reservation.

## Payment for Hotel Rooms

- School purchase orders are not accepted as payment at any hotel.
- A deposit of one night's accommodations is required for each room reserved and must be sent to your hotel within 48 hours of your reservation. The deposit must be paid by check or credit card. If paying by check, the check should be made out to the appropriate hotel and sent along with the Housing Invoice generated by the online registration/reservation system. Mailing instructions are on the invoice.
- If you are paying your deposit by credit card, you may fax your form to the hotel using the fax number on the invoice. Please use appropriate Credit Card Authorization form when paying your deposit.
- All major credit cards used to prepay will be charged immediately.



## Arrival/Departure

Please bring copies of your housing forms and acknowledgments with you. Call and confirm your housing reservation 2-3 days prior to departure. Document the name of the person confirming your room reservation.

Note on the online reservation page your earliest arrival and latest departure dates.

The hotels have a limited number of rooms available for early arrival and late departure beyond the conference dates. Be aware that early arrival dates may not be available at your hotel and you may need to be housed elsewhere for early arrivals or late departures. Please make your room reservations early if you plan a pre-conference or extended stay.

# Transportation, Conference Headquarters and Finance Desk

## Accident Insurance

Accident/Medical insurance is provided for all conference attendees. You will need to contact Ric Cowles, Director of Finance at Business Professionals of America in the event of an accident. Ric will be available on-site at the NLC Registration Desk or after the conference at 614-895-7277 x306.

Please have the information below available when reporting a claim. Remember that this is accident insurance and it does not cover illness not caused by an accident. (Sunburn is not considered an accident.)

Information to be submitted:

- Name of insured
- Business Professionals of America
- Date and time of accident
- Location of accident
- Medical service company
- Description of accident
- Names of witnesses

## Non-Conference Activities

A full schedule of activities has been planned for all conference delegates. This year's NLC has many conference-related activities planned to keep each delegate busy. Please plan any non-conference activities around the scheduled conference activities.

## Attendance Supervision Ratios/ Student Travel

Attendance supervision is based on a ratio of ten (10) delegates to one (1) advisor/chaperone at the Secondary level, seven (7) delegates to one (1) advisor/chaperone at the Middle School level, and fifteen (15) delegates to one (1) advisor/chaperone at the Post-Secondary level. Students are not permitted to attend the NLC without an advisor or chaperone. Students may travel with designated advisors other than their own, with written notice to Shawna Gfroerer, on the National Staff.

## Transportation Discounts

### American Airlines

American Airlines offers Zone Fare Discount for participants traveling to the National Leadership Conference. If using a Tour Operator to book your travel, please have them reference the Authorization Code in the Tour Code box.

Book directly with Group and Meeting Travel: 1-800-433-1790

Authorization Code: A1255BU

### Super Shuttle

Business Professionals of America has partnered with SuperShuttle to provide airport transportation at a discounted rate.

Book reservations online via :

[www.supershuttle.com/](http://www.supershuttle.com/)

### Avis

For reservations, visit [Avis.com](http://Avis.com) or call 1-800-331-1600. Be sure to use your personal Avis Worldwide Discount (AWD) number J659563 when booking to ensure you and your attendees receive the best available rental rates. The AWD will be effective from seven days prior to the event until seven days after the event.

## Helpful Hints for Advisors

Here are some hints that will provide help in preparing for and attending the NLC:

- Schedule a meeting with members who are likely to attend to discuss the conference.
- Review the conference schedule and plan your activities.
- Plan for delegates to attend all General Sessions and BPA University offerings.
- Make copies of all conference forms and bring copies with you.
- Make sure you've paid regional, state, and national dues. Membership dues must be postmarked by February 15, 2015 to be eligible to compete at the NLC. There are very few exceptions to this deadline. If you feel you may qualify for an exception, please review the Membership Deadline

Exception Policy on the website

- under Membership--> Registration--> Deadlines.
- Compile a budget; include known and estimated expenses.
- Discuss proper clothing, behavior, activity guidelines, packing techniques, and safety regarding health, accidents, or fire.

## Safety Precautions

- Remember to pass all pertinent travel information on to someone at home.
- Travel in a group.
- Do not travel in areas of which you are not familiar.
- Remember to take off your namebadge when you are not on conference property; however, you must keep your wristband on at ALL TIMES.

## Conference Headquarters

This year, we have added an official Conference Headquarters. The Conference Headquarters will be located at the Registration Desk located in the Hilton Anaheim on the 2nd Floor. Please visit Conference Headquarters for any non-competitive event related questions.

Tuesday, May 5, 3:00 pm-10:00 pm  
Wednesday, May 6, 7:00 am-7:00 pm  
Thursday, May 7, 7:00 am-5:00 pm  
Friday, May 8, 7:00 am-5:00 pm  
Saturday, May 9, 7:00 am-12:00 pm

## Competitive Events Center

Please visit the Competitive Events Center for any competitive event related questions. Contest Administrators should report to the Competitive Events Center to pick up all contest boxes. The Competitive Events Center is located in the Hilton Anaheim- Green Room. The Competitive Events Center hours are as follows:

Tuesday, May 5, 12:00 pm-6:00 pm  
Wednesday, May 6, 7:00 am-7:00 pm  
Thursday, May 7, 6:30 am-5:00 pm  
Friday, May 8, 6:30 am-7:00 pm  
Saturday, May 9, 6:00 am-12:00 pm



# DELEGATE CONDUCT

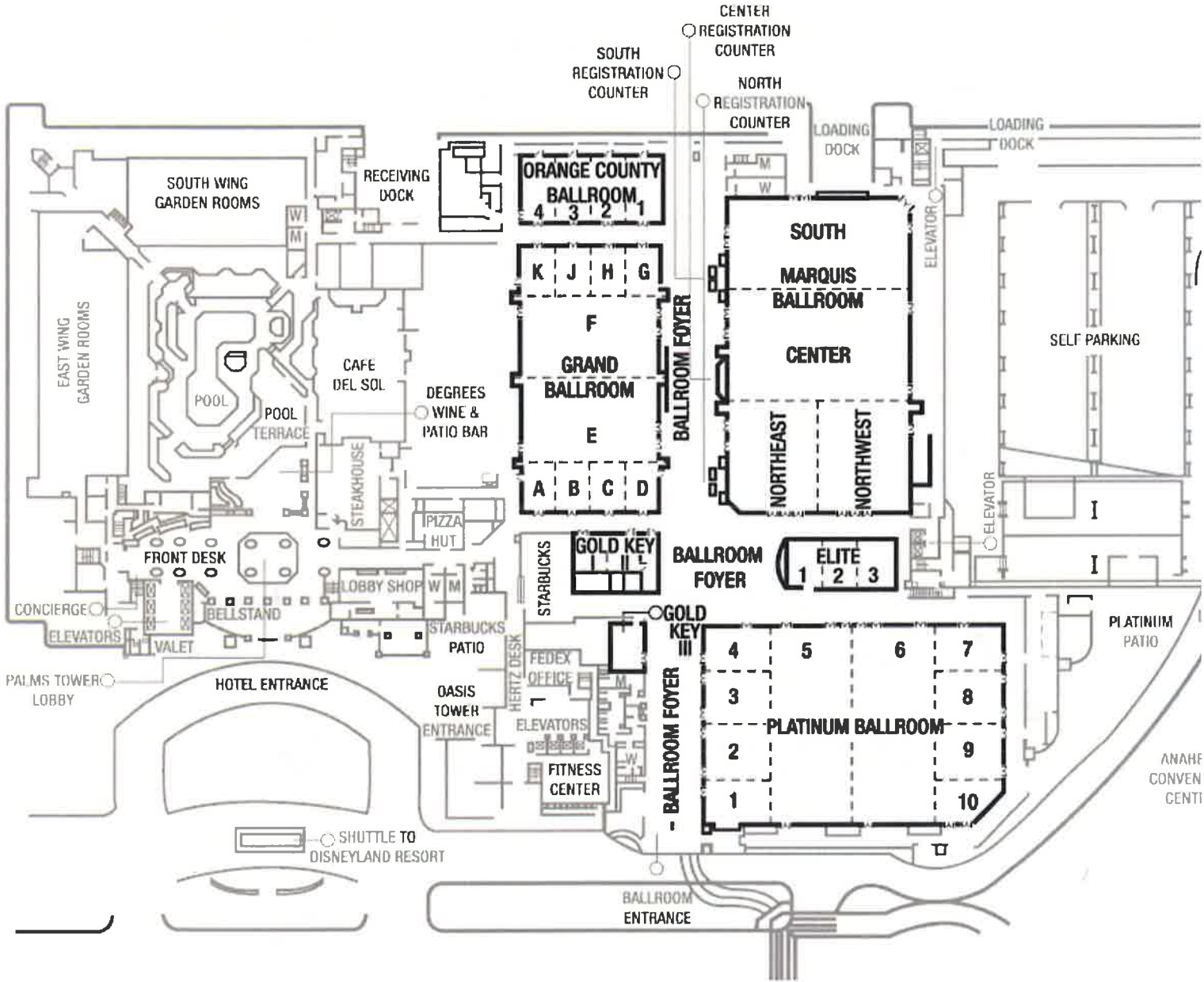
## Practices and Procedures (adopted by the Board of Trustees)

| Policy   | Sec. | M.L. | Alumni | P.S. |
|--|------|------|--------|------|
| The term "delegate" shall mean any member attending the National Leadership Conference.  | X    | X    | X      | X    |
| Delegates shall abide by all conference rules.   | X    | X    | X      | X    |
| Delegates shall stay at the approved hotel/motel during the conference. Participants residing within a 20 mile radius of the conference site may be exempt from the policy at the discretion of the Director of Membership.  | X    | X    |        | X    |
| Delegates shall respect and abide by the authority delegated to the Executive Committee, presiding officers, committee chairmen, and advisor or authorized representative of the aforementioned.   | X    | X    | X      | X    |
| Delegates shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.  | X    | X    | X      | X    |
| Delegates shall wear acceptable attire to all program activities as specified in the program.  | X    | X    | X      | X    |
| Delegates shall not smoke in public while wearing the Business Professionals of America official blazer.   | X    | X    | X      | X    |
| Illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol in any form, shall not be possessed or used by any delegate during official functions. Possession is defined as having on one's person, in one's belongings such as in a purse or in luggage, in one's hotel/motel room, or having knowledge that illegal drugs, tobacco (including electronic forms of cigarettes), or alcohol are in one's hotel/motel room or in another person's possession. | X    | X    | X      | X    |
| Identification badges shall be worn at all official functions.   | X    | X    | X      | X    |
| Business Professionals of America shall, under no circumstances, approve or condone the use or serving of alcoholic beverages by anyone during official functions on any premises contracted i.e., hotel, convention center, etc.) This is in effect from the time the member leaves home until he she returns home.   | X    | X    | X      | X    |
| Business Professionals of America shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at the NLC or any other national activity. This is in effect from the time the member leaves home until he/she returns home.  | X    | X    | X      | X    |
| Delegates violating or ignoring any of the rules will be subject to the actions of the Rules Committee. This committee shall be composed of two national officers, two national Board of Trustees members, two local advisors, and the Executive Director.   | X    | X    | X      | X    |
| Spouses are allowed to attend conferences if they officially register as a special registrant. They shall not have membership privileges and shall abide by all conference rules.  | X    | X    | X      | X    |
| Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.   | X    | X    |        |      |
| Delegates shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.  | X    | X    |        |      |
| Non-registered individuals will not be allowed at Conference activities.   | X    | X    | X      | X    |
| Whether at the conference site or in public places, Delegates shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.   | X    | X    | X      | X    |
| Curfew each night shall be midnight, and all delegates shall be in their rooms by curfew.  | X    | X    |        |      |
| The approved hotel/motel shall assign certain rooms to male and female delegates.  | X    | X    |        |      |
| Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.  | X    | X    |        |      |
| Delegates shall conduct themselves in a professional manner.   | X    | X    | X      | X    |
| Delegates shall not participate or become involved in any way in the election process of the other divisions.  | X    |      | X      | X    |

When Alumni Division delegates serve or participate with any of its sister divisions at any official function, the Alumni delegates shall abide by the Delegate conduct established by that division(s).



# MARRIOTT FLOOR PLAN



**EMERGENCY MEDICAL AUTHORIZATION**

Please PRINT and use BLACK ink.

**Part 1**

The purpose of this form is to authorize the provision of emergency treatment for chapter members in the unlikely event that they become ill or injured while traveling with their advisor. It is imperative the following information be furnished so that the member will be cared for properly.

The authorization does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address) (City) (State, Zip)

hereby give my consent for: (1) the administration of any emergency treatment deemed necessary by a licensed physician or dentist, (2) the transfer to any hospital reasonably accessible, and (3) consent to release the medical information provided.

\_\_\_\_\_  
(Member's Signature) Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
(Parent's or Guardian's Signature if member is under 18 years of age) Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month) (Day) (Year)

\_\_\_\_\_  
(Parent's or Guardian's Name) Parent's or Guardian's Phone (\_\_\_\_)\_\_\_\_  
(Area)

\_\_\_\_\_  
(Alternative Contact's Name) Alternative Contact's Phone (\_\_\_\_)\_\_\_\_  
(Area)

The following information is needed by any hospital or practitioner not having access to the member's medical history:

**Does the member have:**

**ANY ITEMS MARKED "YES" SHOULD BE EXPLAINED BELOW**

- 1. Any allergies
  - FOOD \_\_\_\_\_ YES \_\_\_\_\_ NO
  - MEDICATION \_\_\_\_\_ YES \_\_\_\_\_ NO
  - OTHER (insect, etc.) \_\_\_\_\_ YES \_\_\_\_\_ NO
- 2. Any health problems or physical disabilities \_\_\_\_\_ YES \_\_\_\_\_ NO
- 3. Any respiratory problems \_\_\_\_\_ YES \_\_\_\_\_ NO
- 4. Any diabetes \_\_\_\_\_ YES \_\_\_\_\_ NO
- 5. Any epilepsy \_\_\_\_\_ YES \_\_\_\_\_ NO
- 6. Any chronic disease \_\_\_\_\_ YES \_\_\_\_\_ NO
- 7. Any emotional or psychological problems \_\_\_\_\_ YES \_\_\_\_\_ NO
- 8. Any medication being taken at present \_\_\_\_\_ YES \_\_\_\_\_ NO
- 9. Any Glasses YES/NO, Contact Lenses YES/NO, Hearing Devices YES/NO worn?

If any of the above questions are marked "YES," please explain. If taking medication, please give name, amount of dosage, and time medication is taken.

10. Date of last tetanus booster: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month) (Day) (Year)

11. Does member have all required immunization shots? \_\_\_\_\_ YES \_\_\_\_\_ NO

Blood Drive/Organ Donor Registration-  
[www.redcrossblood.org](http://www.redcrossblood.org)  
Location: Hilton Anaheim

Pledge Against Distracted Driving  
Stop by and sign the BPA Pledge Against Distracted Driving.

FreeRice-[freerice.com](http://freerice.com)  
Help end hunger and play on-line games!  
This is a website that asks trivia questions. For every question answered, 10 grams of rice is donated to feed the hungry.  
Location: Hilton Anaheim

Random Acts of Kindness  
Grab an act and share at NLC!

Operation Write Home-  
[operationwritehome.org](http://operationwritehome.org)  
Want to show your crafty side at NLC? Then this is your place! Spend some time making a hand-crafted card from the heart.  
Location: Hilton Anaheim

#### BPA Suit Drive

This Suit Drive benefits at-risk men transitioning into the workforce. Bring your gently worn suits, ties, jackets, shirts, dress pants, shoes and accessories to the National Leadership Conference. Location: BPA Exhibitors Showcase-Hilton Anaheim-Pacific Ballroom A/B and receive a food voucher for the Grand Celebration.

# 2015 BPA Day of Service and Grand Celebration

The Special Event will consist of Day of Service Activities Thursday from 8:30 am-5:00 pm, the National Honor Awards Session (5:30 pm-7:00 pm) and then the BPA Grand Evening Celebration of Service (7:30 pm-10:30 pm). The Grand Celebration will consist of live music, audience performers, food trucks (food for purchase), prize give-aways, and much more! The location is called the Grand Plaza, which is the walk-way between the Hilton and Marriott.

Pocket Flags  
For Military-[www.pocketflagproject.com](http://www.pocketflagproject.com)

Pop-up Polar Plunge  
Donate \$5.00 to dunk members of the National Officer Team. Proceeds given to Special Olympics of Southern California.  
Location: Grand Celebration

Girl's Inc.  
Off-site service activity.  
This is a physical activity in which participants will build, paint and plant their way to success! Students must attend with a chaperone. Transportation is provided.  
Location: Girl's Inc.

Marriott Wishing Fountain  
Money given to local children's hospital  
Location: Anaheim Marriott

Special Olympics of Southern CA Regional Games  
Off-site activity. Students must attend with a chaperone. Participants will serve as "Fans in the Stand" and cheer on local athletes. Transportation is provided. **THIS EVENT WILL TAKE PLACE ON MAY 9.**



# 2015 NLC Highlights

## Million Memories Photographer

Look for the Million Memories Photographer- BPA is challenged to capture one million memories and smiling faces by the 50th Anniversary. We will celebrate these faces and memories at the 2016 National Leadership Conference in Boston, Massachusetts. When you see the roaming photographer, show your BPA spirit and smile for the camera and become part of BPA history! The Million Memories Photographer will be available throughout the conference. Don't be shy, say hello and share a smile!

## Adobe Academy (\$20.00)

Presented by: Dan Armstrong, Adobe Education Leader-Adobe Certified Instructor in Adobe Photoshop and Adobe Illustrator

Join us for the 2015 Adobe Academy. The cost is \$20.00 per session and is open to all Advisors and Post-Secondary students. Proceeds from the registration fee will be used to award scholarships at the 2016 National Leadership Conference.

### Friday, May 8, 2015

- |    |                   |  |
|----|-------------------|--|
| 1. | 8:30 am-10:00 am  | Photo Editing in Adobe Camera Raw                          |
| 2. | 10:00 am-11:30 am | Video Editing Simplified                                   |
| 3. | 2:00 pm-3:30 pm   | Vector Graphics and Asset Generation                       |
| 4. | 3:30 pm-5:00 pm   | A Complete Web Authoring Solution with no Code, Adobe Muse |

### Saturday, May 9, 2015

- |    |                   |                              |
|----|-------------------|------------------------------|
| 5. | 8:30 am-10:00 am  | Animation with Edge          |
| 6. | 10:00 am-11:30 am | The Digital Publishing Suite |
| 7. | 2:00 pm-3:30 pm   | Sharing your Content         |
| 8. | 3:30 pm-5:00 pm   | Eight Apps full of fun!      |

## National Honor Awards Session

Thursday, May 7, 5:30 pm-7:00 pm, Anaheim Convention Center Arena.

National Honor Awards Session: Celebrate the accomplishments of BPA Service to the Chapter, School and Community!

## BPA Day of Service

Join us for a full day of service on Thursday, May 7! NLC participants will be able to choose from a variety of service activities throughout the day. The day will kick off with our annual Walk for Special Olympics from 8:30 am-9:30 am. Additional activities will be offered throughout the Hilton Anaheim from 10:00 am-5:00 pm. Activities include:

1. Blood Drive/Organ Donor Registration
2. BPA Suit Drive
3. FreeRice
4. Operation Write Home
5. Pledge Against Distracted Driving
6. Random Acts of Kindness
7. Pop-up Polar Plunge
8. Pocket Flags for Military
9. Girl's Inc. Off-Site Service Project
10. Anaheim Marriott Wishing Fountain
11. Special Olympics Off-Site Service Project

Our National Officer Team has challenged participants to complete at least 2,800 service activities throughout the day. Participants will receive a service activity card. Complete activities, have your card stamped at the activity station and enter for your chance to win a mini iPad, Gift Cards, and much more! The Day of Service will conclude with the BPA Grand Celebration that evening.

# Spirit Walk For Special Olympics

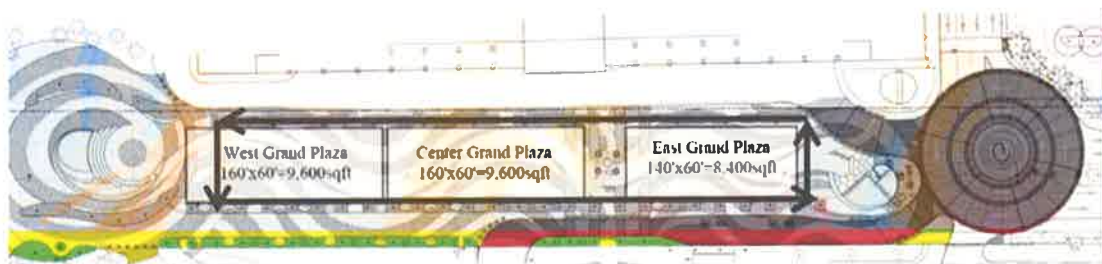
## ORANGE COUNTY *Special Olympics Southern California*



- This year's Spirit Walk for Special Olympics will be on Thursday, May 7, 8:30 am-9:30 am.
- Registration fee-\$10.00
- All proceeds will go to the Special Olympics of Southern California.
- Register online or on-site (based on availability).
- If you are attending NLC but can't participate in the walk this year, there is a second option to support the Walk for \$5 as a Silent Walker. Register online during the NLC registration process.
- 2K Walk full of Spirit right outside of your hotel door!

6 Laps of Spirit: State Pride Laps-wear a state hat & sing a state song/chant/cheer,/High Five a Friend!./Selfie Lap/Hop, Skip and Jump Away Lap, California Cool Lap (wear your shades!).

6 laps around would equal a 2K





# Dress Code

In order to promote a professional atmosphere, BPA's Board of Trustees has developed the following official dress code policy for the Business Professionals of America National Leadership Conference. Students, advisors and chaperones must follow the dress code. It is recommended that all guests follow established dress code policy.

Members not dressed in required attire will not be allowed to participate in any session or any competitive event. Members not adhering to the Professional Dress Code will not be allowed on stage.

Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, the member will join testing in progress. No additional time will be given for time missed.



Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within 15 minutes of the infraction in question.

## Professional Dress Code

Required for the following events: General Sessions, all Competitive Events (judged, non-judged, and open), Campaign Rally, Caucuses, Workshops, National Leadership Academy.

### Women:

Pant or skirt suit. Dress skirt or dress slacks with coordinated blouse and/or sweater. Business professional "dress." BPA blazer with dress skirt or dress slacks and blouse or sweater. Dress shoes or dress sandals with heel are required with all of the above. Skirt length may be no greater than two inches above the top of the knee. This excludes all denim for any of the above.

### Men:

Dress slacks, dress shirt, and tie. Suit, dress shirt, and tie. Sport coat, coordinated dress slacks, dress shirt, and tie. BPA blazer with dress slacks, dress shirt, and tie. Dress shoes and

dress socks are required with all of the above. This excludes all denim for any of the above.

## Casual Dress Code

Required for the following events: Tours, Special Events and Exhibit Hall.

### Women:

Sportswear (jeans), pants, and shirt, T-shirt, and shorts. Footwear required with all of the above.

### Men:

Sportswear (jeans), pants and shirt, T-shirt, and shorts. Footwear required with all of the above.

## The following are unacceptable during BPA activities:

Strapless, spaghetti straps, tube tops, halter tops, midriff tops. Spandex, lycra, or transparent clothing. Cutoffs or ragged clothing.

Clothing with inappropriate words and pictures. Swim suits must be covered with appropriate attire while in any area except the swimming pool or designated sunbathing area.

