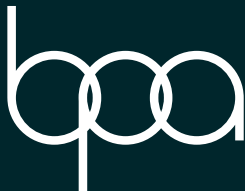




NATIONAL LEADERSHIP CONFERENCE

April 26–30, 2023 • Anaheim, California

PREVIEW GUIDE



BUSINESS
PROFESSIONALS
of AMERICA

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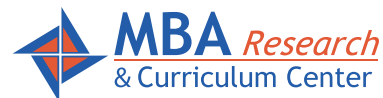
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Welcome



STEVEN J. MITCHELL
Executive Director / CEO



PAXTON CAVIN
Chair, Board of Trustees

This has been an exciting year for BPA! Our official membership for 2022–2023 exceeded 46,000, which is the highest membership total we have seen in many recent years. We will continue the celebration by welcoming you to beautiful Anaheim, California, on April 26–30, for our 2023 National Leadership Conference.

We love celebrating your outstanding achievements in competitive events, service to BPA, chapter management, community service, and more. Take full advantage of every opportunity offered during the conference, including the workshops and community service activities, which will help you #DiscoverYourPurpose for many years to come. Don't miss out on discounted passes to the certification labs and optional tours to explore some incredible Southern California attractions.

We urge you to network with our exhibitors, partners, and sponsors who help make NLC possible, and be sure to thank them for their contributions in helping us create so many magical moments throughout this membership year.

NLC is our pinnacle BPA event of the year, so take time to meet fellow members from around the country. You might even pick up new ideas for your chapter!

We can't wait to welcome you to Anaheim!





Many Paths Lead to Anaheim

In order to attend the National Leadership Conference, participants must be registered BPA members in good standing and be approved for attendance. Student members must attend the conference with an approved chaperone and can qualify for conference attendance in several ways.

- ✓ Advancing to the national-level WSAP competitive events
- ✓ Qualifying for the National Showcase in a national virtual event
- ✓ Serving as a chapter, regional, or state officer
- ✓ Representing a state as a voting delegate
- ✓ Being an executive officer candidate or involved in a campaign
- ✓ Earning an Ambassador Torch Award
- ✓ Earning a BPA Cares Award
- ✓ Participating in Leadership Passport Program workshops
- ✓ Serving as a conference volunteer or intern

Important Dates

FEBRUARY 28

Outstanding Invoices Due

Chapters will be unable to register for the conference until outstanding invoices are paid.

Conference Registration Opens

Register online at <https://register.bpa.org>.

MARCH 1

Professional Awards Deadline

- Advisor of the Year
- Emerging Advisor of the Year
- Emerging Professional of the Year
- Hall of Fame
- Outstanding Service
- Student of the Year

PVSA Deadline

The President's Volunteer Service Award

MARCH 15

National Anthem Contest

Entries due

Service Learning Awards Deadline

- Community Service Award
- Environmental Action/Awareness Award
- Safety Awareness Award
- Service Learning Individual Award
- Special Olympics Award

Special Recognition Awards Deadline

- BPA Marketing and Public Relations Award
- Chapter Activities Award of Excellence
- Quality Chapter Distinction Award
- Recruiter of the Year Award
- Social Media Award

Torch Award Deadline

Ambassador Torch Award

APRIL 1

Conference Registration Ends

Late fees apply after this date

Executive Council Candidate Deadline

All application materials from secondary and postsecondary candidates.

Officer for a Day Deadline

Middle level applications to shadow an executive officer at the National Leadership Conference

Presubmissions Deadline

Events with projects pre-submitted for technical scoring uploaded at <https://presubmit.bpa.org>

Scholarships Deadline

- Alumni Scholarship
- National Technical Honor Society
- Sherrell Wheeler Scholarship
- Tomorrow's Business Professionals

Student Certification Deadline

Student Certification modules completed

APRIL 6

Conference Registration Invoices Due

Conference registration invoices due on this date

APRIL 12

Hotel Deposits Due

One night's deposit or full pre-payment (if paying by check) to the hotel

APRIL 13

Refund deadline

Eligible requests receive a 75% refund

APRIL 26-30

National Leadership Conference

Any unpaid conference registration fees must be paid by check or credit card upon arrival. Any unpaid hotel reservations must be paid by credit card at check in.

Registration

Conference registration is open from February 28 to April 1. Student members and advisors are required to stay at official conference hotels, and those reservations must be made in the conference registration system.

ADVISORS & STUDENT MEMBERS • \$125

Full participants have access to all conference events and activities and receive a souvenir pin and gift. *Late registration (after April 1) is \$145 and must be completed on-site in Anaheim.*

GUESTS & CHAPERONES • \$90

State and chapter advisors can register family, friends, and chaperones who have access to all conference events and activities but do not receive the souvenir pin or gift. **Note:** There is no fee for children age five years or younger, and they should not be registered via the conference registration system. However, tickets for optional tours are required for children under five, and they must be purchased under the advisor's or chaperone's name. Advisors may not register themselves or students as guests or chaperones. *Late registration (after April 1) is \$115 and must be completed on-site in Anaheim.*

ALUMNI

Alumni not serving as a chapter advisor, chaperone, or guest can receive complimentary registration by participating in the conference volunteer program. Alumni can participate in conference events and activities but do not receive the souvenir pin or gift.

AWARDS SESSION ONLY • \$15

Advisors may purchase awards session wristbands for unregistered guests. Purchases must be made at the Finance Desk before Saturday, April 29 at 12:00 pm.

Payments

Registration fees can be paid by check or credit/debit card. Purchase orders, a requirement in many school districts, are not a form of payment and the registration invoice is considered unpaid until BPA receives a check or card payment. **Registration payments are due no later than April 6, 2023.**

All registered attendees must wear name badges and wristbands to gain admittance to conference events and activities.

REGISTRATION SYSTEM

Registration must be completed online at <https://register.bpa.org>. Instructions begin on the next page. The system allows you to:

- Register advisors, students, guests, and chaperones for the conference
- Reserve rooms at the conference hotels
- Purchase certification lab passes
- Purchase tickets for optional tours
- Purchase conference T-shirts and graduation items (picked up in Anaheim)
- Sign up for required advisor volunteer duties
- Sign up students interested in conference volunteering
- Register for the Special Olympics Walk

REFUND POLICY

- **Eligible refund requests received on or before Thursday, April 13, 2023, will receive a 75% refund** (paid after the conference). No refund requests will be accepted after that date.
- Refunds will not be given for an optional or last-minute change on the part of the attendee or for delayed travel.
- Refunds are not available for pre-purchased merchandise such as t-shirts.
- Tour refunds will be made in full in the event it is cancelled by BPA. Refunds will not be made due to inclement weather.
- Refund requests must be submitted via the conference registration system at <https://register.bpa.org>.

Step 1: Conference Registration

- Log on at <https://register.bpa.org>.
- Select the **Conferences** tab in the chapter portal and locate **2023 National Leadership Conference**.
- There are separate registration processes for advisors, students, and guests/chaperones. Select **Register Advisors** or **Register Students**. *After completing registration for one attendee group, complete the process for the other group(s) before submitting the chapter's registration.*
- Select the members attending the conference. Chapter members will appear on this list.
- Click the **Continue** button after checking each applicable member. For more than one member, you will complete the registration process for one member at a time.
- On the **Verify** screen, select the registration rate, badge title, and any other requested information. *Complete the special accommodations section for anyone with a disability.*
- On the **Competitive Events** screen, select the competition(s) in which the student can participate.
- On the **Items** screen, select any appropriate items:

Certification Labs: 1-day or 2-day passes to the Certiport and YouScience certification labs. A student whose competition has a certification alignment does not need a pass unless the student wants to take additional certification exams.

Merchandise: List of BPA products.

T-shirt: Pre-order the conference T-shirt for your participants or for members not attending NLC.

Special Olympics: Register for the Special Olympics Walk fundraiser.

- The **Volunteer** and **APG** screens list conference support positions. *Advisors are required to select at least one conference support assignment from the Volunteer or APG sections.* Guests/chaperones and students may voluntarily sign-up for a conference job, selecting from the options on the **Volunteer** or **Internship** screens.
- The **Tour** screen lists excursions available at an additional cost.
- The **Confirmation** screen lists selections for that individual before moving on to the next member.
- Select **Finish** after completing and verifying all member registrations.

Step 2: Hotel Reservation

You will not be able to submit the chapter registration without creating a housing reservation for attendees. *Reservations must be submitted prior to leaving the registration system or they will be deleted.* After April 8, contact the hotel directly for any reservation changes.

- Select the **Housing** button.
- Enter the chapter's arrival and departure dates. Arrival and departure dates can be changed on the housing screen by selecting **Change Arrival and Departure Dates**.
- Select the members who will be rooming together; then select the room number and room type for those members. Select the **Add to Room** button.
- Repeat these steps until all attendees are assigned to a room. *If an attendee will be rooming with another chapter, that chapter must add your member to its housing reservation before your chapter can submit the housing reservation.*
- Verify the accuracy of costs for each attendee. Report any issues to support@bpa.org.
- After every attendee has been assigned to a room, select the **Submit Reservation** button.

Rooms for Attendees from Multiple Chapters

Chapters are permitted to share rooms with other chapters. To complete a mixed reservation:

- Chapters must determine who will be responsible for making the reservation.
- The chapter booking the reservation will select the **Housing** button in the reservation system. Then select the **Add Additional Individual** button found on the reservation page. Locate the other attendee's name using the appropriate state and chapter.
- The chapter NOT booking the mixed reservation must wait until the other chapter completes the housing reservation before being able to complete its own registration and housing reservations. Any students in mixed housing reservations will appear on the invoice for the chapter making the reservations, so the other chapter must make arrangements for payment.
- If all your chapter members are sharing rooms with members from other chapters and you are

booking NO rooms, you must wait until the other chapter complete the housing reservations before you can complete your chapter's conference registration. Any students in mixed housing reservations will appear on the invoice for the chapter making the reservations, so the other chapter must make arrangements for payment.

Participants are required to stay at an official conference hotel. The hotel reservation deadline is April 1. Non-compliance is cause for disqualification. Participants confirming a reservation with BPA but failing to arrive to fulfill the reservation without proper cancellation will be responsible for all no-show fees. BPA reserves the right to collect fees from schools directly if a no-show fee result in a direct expense to BPA. BPA room rates are not guaranteed after this date. Housing payments must be made directly with the hotel. For help with existing hotel reservations before April 1, contact Jonathan Smith at jsmith@bpa.org.

Step 3: Finalize Your Registration

- Select the **Accept Disclaimers** button. Carefully read all disclaimers and select the appropriate checkboxes before selecting **Confirm**.
- Select the **Status** checkbox next to each member record that you wish to be on the same invoice. To include all records on one invoice, use the **Select All** button.
- Click **Submit Registration**, which will generate an email confirmation to you, your state advisor, and the BPA National Center.
- Print a copy of the conference registration and hotel reservation invoices.
- Your state advisor will approve contest selections.
- Repeat the steps above until all registrations have been invoiced (*only applicable when multiple invoices are needed*).

Adding Attendees After Creating an Invoice

- Log on to <https://register.bpa.org> and complete steps 1–3 above.

Adding Items to Previously Registered Attendees

- Log on to <https://register.bpa.org>.
- Select the **Conferences** tab in the chapter portal.
- Locate the appropriate attendee record and select the + icon under the **Add/Edit Items** column.
- Follow steps listed above for adding items.
- Select **Finish** and **Submit Registration** to create a new invoice for the added items. While you will receive a new invoice, there are no charges for adding new contests.

Cancelling/Substituting Items for Previously Registered Attendees

- Log on to <https://register.bpa.org>.
- Select the **Conferences** tab in the chapter portal.
- Select the **Cancel/Substitute Request** button.
- Locate the appropriate attendee record and select the + icon under the **Expand Items** column.
- Select the item(s) you wish to cancel or substitute, and then select the appropriate checkbox (**Substitution** or **Cancel**).
- Select the appropriate cancellation or substitution reason and/or leave any applicable comments.
- Click the **Submit Cancel/Substitute Request** button.

Required Supervision Ratios

Students are not permitted to attend the conference without an advisor or chaperone. Students may travel with a designated advisors other than their own only with written notice to BPA. Email alternative chaperone assignments to Jonathan Smith at jsmith@bpa.org. Required supervision ratios vary by division.

MIDDLE LEVEL: **1** advisor/chaperone to **7** student
SECONDARY: **1** advisor/chaperone to **10** student
POSTSECONDARY: **1** advisor/chaperone to **15** students



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Membership Benefits:

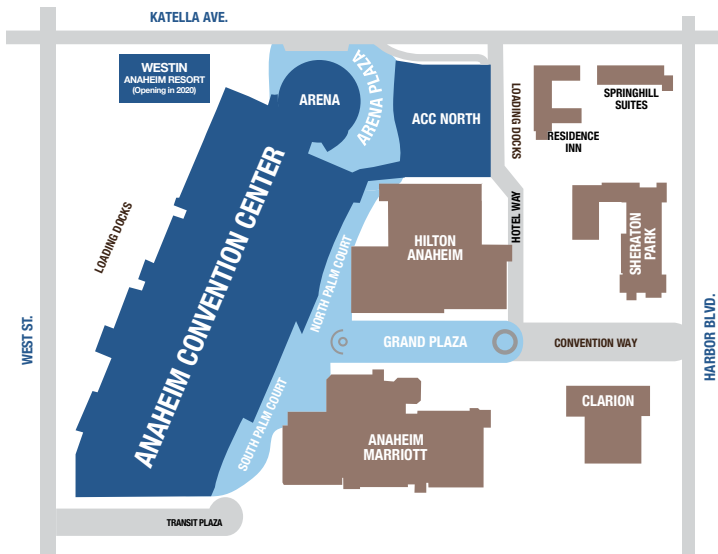
- Exclusive access to webinars
- Scholarship opportunities
- Discounts on conferences



@AICPAStudent



Hotels



State associations have been assigned to four conference hotels. Rooms must be reserved in the conference registration system between February 28 and April 1. Reservations cannot be made directly with the hotels.

On or before April 4 confirmations will be emailed from the hotel to the advisor who submitted the housing reservations in the BPA conference registration system.

Invoices for reservations are paid directly to the hotels, and one night's deposit per room is required. Do not send payment to the hotel until after you receive confirmation directly from the hotel. Reservations without at least one night's deposit by this date are not guaranteed and are subject to cancellation.

If paying the entire reservation by check, the hotel must receive full payment on or before the stated deadline. Any remaining balance at check-in must be paid by credit card (no checks). School purchase orders are not considered payment.

A credit card to cover incidentals will be required at the time of check-in. The hotels' W-9 forms are available at the back of this guide.

Hilton Anaheim

777 W. Convention Way, Anaheim, CA 92802

ALASKA, DELAWARE, IDAHO, ILLINOIS, INDIANA, IOWA, MASSACHUSETTS, MICHIGAN, MINNESOTA (S), OHIO, WISCONSIN

| Room | Occupancy | Rate* |
|---------------------------|-----------|-----------------------------|
| King | 1-2 | \$265.00 \$311.45 |
| Double Queen | 3-4 | \$265.00 \$311.45 |
| King Studio Suite | 2-3 | \$310.00 \$364.10 |
| Double Queen Studio Suite | 1-5 | \$310.00 \$364.10 |

*Top number is the nightly room rate. Bottom number includes taxes and fees.

DEPOSIT DUE: April 12 — IF PAYING ENTIRE BILL BY CHECK: Full payment due April 12

CREDIT CARD PAYMENTS: Call (855) 274-1414 or email USOTCHelpDesk@hilton.com to request a secure credit card payment link.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

Anaheim Marriott

700 W. Convention Way, Anaheim, CA 92802

FLORIDA, MINNESOTA (PS), MONTANA, NEW MEXICO, TEXAS

| Room | Occupancy | Rate* |
|--------------|-----------|-----------------------------|
| King | 1-2 | \$267.00 \$313.47 |
| Double Queen | 3-4 | \$267.00 \$313.47 |

*Top number is the nightly room rate. Bottom number includes taxes and fees.

DEPOSIT DUE: April 12 — IF PAYING ENTIRE BILL BY CHECK: Full payment due April 12

CREDIT CARD PAYMENTS: The hotel will send a secure payment link with the email confirmation. If it cannot be found, contact Martha Del Cid at (714) 748-2492 or email at Martha.DelCid@marriott.com to request a secure payment link.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

Residence Inn

640 W. Katella Avenue, Anaheim, CA 92802

OKLAHOMA

| Room | Occupancy | Rate* |
|---------------------------|-----------|-----------------------------|
| King Studio Suite | 1-3 | \$249.00 \$291.80 |
| Double Queen Studio Suite | 1-5 | \$249.00 \$291.80 |

*Top number is the nightly room rate. Bottom number includes taxes and fees.

CARD DEPOSITS DUE: April 12 — IF PAYING DEPOSIT OR ENTIRE BILL BY CHECK: Check due April 5

CREDIT CARD PAYMENTS: The hotel will send a secure payment link with the email confirmation. Contact Ashley Orellana at ashley.orellana@springhillanaheim.com to request a secure link if it cannot be found.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

SpringHill Suites

1801 S. Harbor Boulevard, Anaheim, CA 92802

KANSAS, OKLAHOMA, SOUTH CAROLINA

| Room | Occupancy | Rate* |
|---------------------------|-----------|-----------------------------|
| King Studio Suite | 1-3 | \$249.00 \$291.80 |
| Double Queen Studio Suite | 1-5 | \$249.00 \$291.80 |

*Top number is the nightly room rate. Bottom number includes taxes and fees.

CARD DEPOSITS DUE: April 12 — IF PAYING DEPOSIT OR ENTIRE BILL BY CHECK: Check due April 5

CREDIT CARD PAYMENTS: The hotel will send a secure payment link with the email confirmation. Contact Ashley Orellana at ashley.orellana@springhillanaheim.com to request a secure link if it cannot be found.

CHECK PAYMENTS: Mail checks to the hotel address on the housing invoice and include a list of guestroom confirmation numbers and your contact information.

PRE-ORDER WITH REGISTRATION

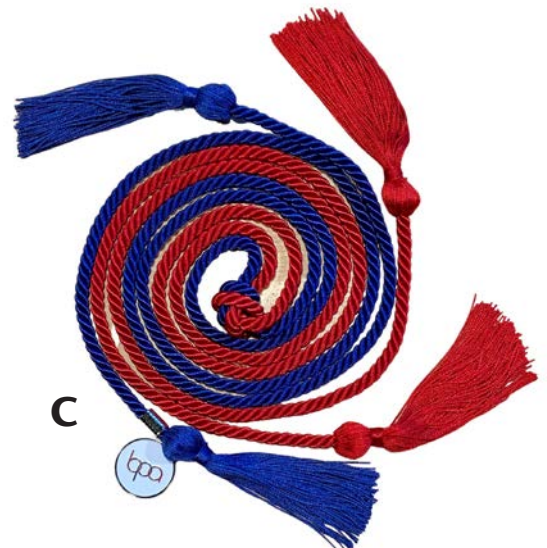
PICK UP AT THE CONFERENCE BPA STORE



A. Conference T-shirt • \$18

B. Graduation tassel with BPA medallion • \$10

C. Graduation cord with BPA medallion • \$15



Transportation

Airports

Below is a list of airports around Anaheim and their distances from the conference site.

| Airport | Distance to Hotels |
|--|--------------------------|
| John Wayne Airport (SNA) www.ocair.com | 14 miles (20 minutes) |
| Long Beach Airport (LGB) www.longbeach.gov/lgb | 18 miles (25 minutes) |
| Ontario International Airport (ONT) www.flyontario.com | 33 miles (40 minutes) |
| Los Angeles International Airport (LAX) www.flylax.com | 35 miles (50 minutes) |

Airline Discounts

DELTA AIR LINES

Discount of 2–10% based on the fare class. Travel must occur between April 20 and May 3. Valid for John Wayne Airport, Long Beach Airport, Los Angeles International Airport, or Ontario International Airport.

- **ONLINE:** Visit www.delta.com and enter your flight details. Select the “Advanced Search” drop down and enter **NY29A** in the Meeting Code box.
- **PHONE:** Call **(800) 328-1111** and provide meeting code **NY29A**. There is no service fee (available Monday to Friday, 8:00 am–6:30 pm ET).



UNITED AIRLINES

Discount of 2–10% based on the fare class. Travel must occur between April 20 and May 3. Valid for John Wayne Airport, Los Angeles International Airport, or Ontario International Airport.

- **ONLINE:** Visit www.united.com and enter your flight details. Select Advanced Search link. Enter **ZN5W716627** in the “Promotions and certificates” field located under the “Upgrades, certificates, and promotion codes” drop down. “Special offer” will display on discounted flight options.
- **PHONE:** Call **(800) 426-1122** and refer to Z code **ZN5W716627** (available Monday to Friday, 7:00 am–9:00 pm CT and Saturday to Sunday, 7:00 am–5:00 pm CT). Booking fees are waived.

Car or Truck Rental

The Avis Worldwide Discount or AWD number **J546105** is effective from seven days prior to the conference until seven days afterwards.

- **ONLINE:** Visit www.avis.com and provide the discount code.
- **PHONE:** Call **(800) 525-7537 x33462** and provide the discount code.

Ground Transportation

Arranging transportation between the airport and hotel is your responsibility. In addition to taxis and ridesharing companies (Uber and Lyft), airport websites provide information about shuttle services, which typically require reservations prior to your arrival. If you are planning to use shuttle bus service, schedule transportation at least 24 hours in advance.

- **John Wayne Airport:** www.ocair.com/travelers/parking-transport/transportation/
- **Long Beach Airport:** www.longbeach.gov/lgb/airlines-destinations/transportation/
- **Ontario International Airport:** www.flyontario.com/to-from-airport/airport-transportation
- **Los Angeles International Airport:** www.flylax.com/lax-traffic-and-ground-transportation

General Sessions

You won't want to miss the conference general sessions, which include the inspiring conference open, a dynamic keynote speaker, membership division business meetings, campaign rallies, and awards sessions.

Opening Session

Wednesday, April 26 • 8:30 pm–10:00 pm

Conference information, parade of flags, introduction of executive council candidates, and a dynamic keynote speaker

Secondary Division Business Meeting

Thursday, April 27 • 5:00 pm–6:00 pm

Division business meeting for secondary members

Secondary Division Campaign Rally

Thursday, April 27 • Following the business meeting

Meet the executive council officer candidates

Postsecondary Division Business Meeting

Thursday, April 27 • 8:00 pm–9:00 pm

Division business meeting for postsecondary members

Postsecondary Division Campaign Rally

Thursday, April 27 • Following the business meeting

Meet the executive council officer candidates

National Honor Awards Ceremony

Friday, April 28 • 12:30 pm–2:00 pm

Presentation of BPA Cares Awards, Ambassador Torch Awards, service awards, scholarships, and more

Postsecondary Awards Finale

Saturday, April 29 • 6:00 pm–8:00 pm

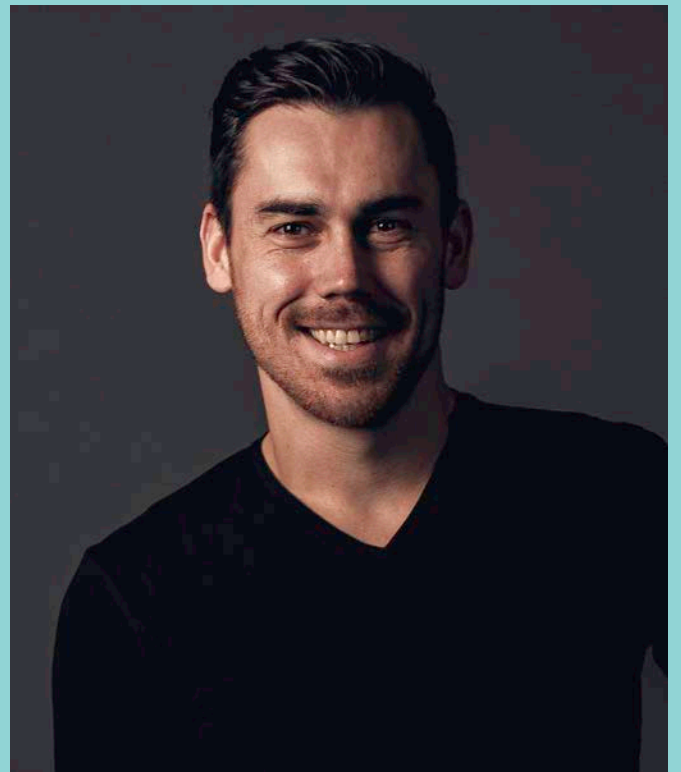
Competitive events awards and introduction of 2023–2024 executive officers

Middle Level/Secondary Awards Finale

Saturday, April 29 • 8:30 pm–11:30 pm

Competitive events awards and introduction of 2023–2024 executive officers

The opening session and awards sessions will be streamed live at www.thinkcybis.com/bpa-live/.



MICHAEL IVANOV

OPENING SESSION KEYNOTE SPEAKER

MICHAEL IVANOV is a dynamic speaker and best-selling author who has impacted thousands of people with his message of resilience. From students to athletes to business professionals, Michael helps people from all walks of life take personal responsibility for their lives and reconnect to their purpose. Born in Kiev, Ukraine, he immigrated to the United States just before the collapse of the Soviet Union and the end of the Cold War. He is the grandson of a siege of Leningrad and Dachau concentration camp survivor. Michael's masterful storytelling ability leaves audiences exhilarated and equipped to act on their inspiration. His success principles empower audiences to smash fears, limitations, and passive, excuse-oriented mindsets. He reveals how the personal choices we make, the attitudes we carry, and the principles by which we live affect our mental health and help determine the success of our lives and organizations.

Get Involved



Officer for a Day

AN INCREDIBLE OPPORTUNITY FOR MIDDLE LEVEL MEMBERS. How would you like to get an upclose look at the work of an executive officer? Middle level members are invited to apply to be an “Officer for a Day” with the unique opportunity to shadow a member of the executive council during the conference. See firsthand what it is like to be a BPA student leader. Applications are due April 1 at 11:59 pm ET. Apply at <https://bpa.org/nlc/ofad/>.



National Anthem Contest

OH SAY CAN YOU SING? Showcase your vocal talents by singing the national anthem at the conference opening session. Soloists and groups are invited to submit a video of their best a cappella performance of “The Star-Spangled Banner” for a chance to sing onstage. Contest entrants must be BPA members planning to attend the conference. Entries are due March 15 at 11:59 pm ET. Apply at <https://bpa.org/nlc/national-anthem-competition/>.

Student Volunteers and Interns

VOLUNTEER PROGRAM

The volunteer program provides students with opportunities to contribute to the conference success, gain valuable experience, and see the conference from a unique perspective. Volunteer assignments include assisting with registration, workshops, competitive events, service activities, exhibitor showcase, BPA store, and more. Chapter advisors should indicate students interested in volunteer opportunities while completing the online conference registration.

INTERNSHIP PROGRAM

The internship program is a unique opportunity for students with specialized interests to work with mentors in the areas of event production, finance, marketing communication, merchandising, and videography/photography. Interns have an opportunity to apply their skills and gain practical career experience. The number of internships is limited, and students not selected for internships will be matched with volunteer opportunities. Chapter advisor approval is required for student internships. Apply at <https://bpa.org/nlc/volunteer-internship-programs/> by April 5.

Competitive Events

Student members qualify to compete in national-level events based on BPA state association requirements and should register for the appropriate events during the registration process.

Deletions & Substitutions

Substitutions for events requiring pre-submissions of materials must be completed prior to Saturday, April 1 because students for these events must be registered to compete before their pre-submission is received. Event deletions and substitutions may be made by after registration has closed by contacting Sheila Morris, Director of Education & Professional Learning, at smorris@bpa.org or (614) 407-7480. These changes must be requested by Friday, April 7. Changes after this date must be made on-site at the competitive events headquarters by the state advisor prior to 6:00 pm PT on Wednesday, April 26.

Schedule Conflicts

Schedule conflicts can be resolved by chapter advisors in the competitive events headquarters at the Hilton Anaheim prior to 6:00 pm PT on Wednesday, April 26. 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 re-scheduled outside of the scheduled event times.

Reminders

- Professional dress, conference name badge, and wristband must be worn to all competitive events.

- Only event competitors and authorized personnel will be allowed in event locations. Students may be disqualified if their advisor is in the event room and is not an administrator, proctor, or authorized competitive events official.
- A “contestant number” is required for many events. Students’ eight-digit membership numbers are found in the chapter member list in the BPA registration system at <https://register.bpa.org>. The member list can be obtained using “Membership Download” on the Students tab.
- Paper copies of test booklets for application and objective events will be provided, but competitors will electronically upload their project(s) on-site.
- Do not schedule tours or meals during students’ contest time. Students competing in a judged or hands-on event will need to keep their schedule free to potentially compete in the finals of that event. Tour refunds are not given due to conflicts with scheduled events or finals.
- Refer to the WSAP Guidelines for information on contestants’ use of their own computers.

Awards

For each division, the top ten scores in each event or all finalists (whichever is greater) will be recognized on stage with medals. The top three individuals or teams will receive plaques. **Awards must be claimed at the 2023 National Leadership Conference.** If you will not attend the Awards Finale, you must make arrangements with someone else to claim the award on your behalf. **The last opportunity to claim awards is Sunday, April 30 between 7:00 and 11:00 am PT in the Palisades room on the 4th floor of the Hilton Anaheim.** Awards will not be mailed after the conference.





Computers and Software

PCs with Microsoft Windows will be used for all events. Check individual event guidelines for information on the use of a member's own computer.

Members 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.). Power will be provided. Carry-in and set-up of equipment must be done solely by the contestant(s) and must take place within the time allotted.

MIDDLE LEVEL SOFTWARE

Administrative Support Team 915

- MS Word 2019 MS Excel 2019, MS PowerPoint 2019, MS Access 2019, MS Publisher 2019

Introduction to Word Processing 925

- MS Word 2019

Spreadsheet Applications 930

- MS Excel 2019

MIDDLE LEVEL EQUIPMENT

Middle Level members must bring their own visual display technology for the events below.

Digital Game Design Team 940

Video Production Team 950

Website Design Team 955

Entrepreneurship Exploration 970

Presentation Team 985

IMPORTANT NOTES

This page lists software provided at the national-level competition. State-level software may vary. BPA assumes no responsibility for hardware or software provided by contestants. Contestants who experience 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 above and may not run on alternate software.

SECONDARY/POSTSECONDARY SOFTWARE

Administrative Support Team 255

- MS Office 2019

Database Applications 240

- MS Access 2019

Desktop Publishing, Advanced 415

- Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC

Desktop Publishing, Fundamental 400

- MS Office 2019, MS Publisher 2019, Adobe InDesign® CC, Adobe Illustrator® CC, Adobe Photoshop® CC

Health Administration Procedures 250

- MS Office 2019

Integrated Office Applications 215

- MS Office 2019

Legal Office Procedures 245

- MS Office 2019

Office Systems & Procedures, Advanced 225

- MS Office 2019

Office Systems & Procedures, Basic 220

- MS Office 2019

Spreadsheet Applications, Advanced 235

- MS Excel 2019

Spreadsheet Applications, Fundamental 230

- MS Excel 2019

Web Design, Fundamentals of 405

- Notepad

Word Processing, Advanced 210

- MS Office 2019

Word Processing, Intermediate 205

- MS Office 2019

Word Processing, Fundamental 200

- MS Office 2019

SECONDARY/POSTSECONDARY EQUIPMENT

- Contestants who want to use a projector for a presentation event must supply their own.
- Contestants must bring their own computer, power, and equipment for C++, C#, Java, and Python Programming. Printers are not needed for any programming events.

Pre-submitted Events

Events below require the advance submission of projects for technical scoring. Contestants must be registered and have contestant (member) numbers ready when uploading files. Materials for national-level competitions must be uploaded at <https://presubmit.bpa.org> by **April 1, 2023, at 11:59 pm ET.**

MIDDLE LEVEL PRE-SUBMITTED EVENTS

Digital Game Design Team ⁹⁴⁰
Entrepreneurship Exploration ⁹⁷⁰
Graphic Design Promotion ⁹⁴⁵
Human Resource Exploration ⁹⁹⁰
Video Production Team ⁹⁵⁰
Visual Design Team - Pilot ⁹⁶⁰
Website Design Team ⁹⁵⁵

SECONDARY PRE-SUBMITTED EVENTS

Administrative Support Research Project ²⁶⁰
Broadcast News Production Team ⁴⁴⁵
Computer Animation Team ⁴⁴⁰
Computer Modeling ⁴²⁵
Digital Media Production ⁴²⁰
Economic Research Individual ¹⁵⁵
Economic Research Team ¹⁶⁰
Entrepreneurship ⁵⁰⁵
Global Marketing Team ⁵⁰⁰
Graphic Design Promotion ⁴¹⁰
Interview Skills ⁵¹⁵
Interview Skills, Advanced ⁵²⁰
Network Design Team ³²⁵
Podcast Production Team ⁴⁵⁰
User Experience Design Team Using Adobe XD ⁴⁵⁵
Video Production Team ⁴³⁰
Visual Design Team - Pilot ⁴⁶⁰
Website Design Team ⁴³⁵

POSTSECONDARY PRE-SUBMITTED EVENTS

Broadcast News Production Team ⁴⁴⁵
Digital Media Production ⁴²⁰
Entrepreneurship ⁵⁰⁵
Graphic Design Promotion ⁴¹⁰
Interview Skills ⁵¹⁵
Interview Skills, Advanced ⁵²⁰
Network Design Team ³²⁵
Podcast Production Team ⁴⁵⁰
Video Production Team ⁴³⁰
Visual Design Team - Pilot ⁴⁶⁰
Website Design Team ⁴³⁵

Open Events

Open events are available to any member and consist of objective (multiple-choice) exams. Pre-qualification or pre-registration is not required. Members can compete in open events by visiting the Open Events Computer Lab during the hours below.

WEDNESDAY, APRIL 26 • 1:00 – 5:00 pm PT

THURSDAY APRIL 27 • 7:00 am – 12:00 pm PT

FRIDAY, APRIL 28 • 7:00 am – 12:00 pm PT

MIDDLE LEVEL OPEN EVENTS

Business Communication Skills Concepts ⁹⁹⁵
Business Fundamentals Concepts ⁹⁹⁶
Business Math Concepts ⁹⁹⁷
Computer Literacy Concepts ⁹⁹⁸

SECONDARY OPEN EVENTS

Administrative Support Concepts ²⁹⁰
Computer Programming Concepts ³⁹⁰
Digital Communications and Design ⁴⁹⁰
Digital Marketing Concepts ⁵⁹⁴
Financial Math and Analysis Concepts ¹⁹⁰
Information Technology Concepts ³⁹¹
Management, Marketing and Human Resources Concepts ⁵⁹¹
Medical Terminology Concepts ⁶⁹⁰
Meeting and Event Planning Concepts ⁵⁹⁰
Parliamentary Procedure Concepts ⁵⁹²

POSTSECONDARY OPEN EVENTS

Administrative Support Concepts ²⁹⁰
Computer Programming Concepts ³⁹⁰
Digital Communications and Design ⁴⁹⁰
Digital Marketing Concepts ⁵⁹⁴
Financial Math and Analysis Concepts ¹⁹⁰
Information Technology Concepts ³⁹¹
Management, Marketing and Human Resources Concepts ⁵⁹¹
Medical Terminology Concepts ⁶⁹⁰
Meeting and Event Planning Concepts ⁵⁹⁰
Parliamentary Procedure Concepts ⁵⁹²
Project Management Concepts ⁵⁹³

STUDENTS, ADVISORS, AND ALUMNI

BPA Merit Scholar—*Not part of the WSAP events, this multiple-choice exam covers BPA's history, traditions, and programs.*



Competitive Events with Required Certification Exams

Certification exams are required and provided free of charge for competitors at the national level in the events listed below. The certification exam is worth 100 points in the final score for each aligned competitive event.

| Middle Level Event | Certification Exam |
|--|---|
| Digital Citizenship ⁹²⁰ | IC3 Global Standard 6 Level 1 (Certiport) |
| Secondary/Postsecondary Event | Certification Exam |
| C# Programming* ³³⁰ | IT Specialist – Software Development (Certiport) |
| Computer Network Technology* ³⁰⁰ | IT Specialist – Networking (Certiport) |
| Computer Security* ³²⁰ | IT Specialist – Network Security (Certiport) |
| Database Applications** ²⁴⁰ | Microsoft Office Specialist Access 2019 (Certiport) |
| Device Configuration & Troubleshooting* ³⁰⁵ | IT Specialist – Device Configuration and Management (Certiport) |
| Entrepreneurship*** ⁵⁰⁵ | Entrepreneurship and Small Business (Certiport) |
| Fundamentals of Web Design* ⁴⁰⁵ | IT Specialist – HTML and CSS (Certiport) |
| Integrated Office Applications** ²¹⁵ | Microsoft Office Specialist PowerPoint 2019 Expert (Certiport) |
| Java Programming* ³⁴⁰ | IT Specialist – Java (Certiport) |
| Linux Operating System Fundamentals**** ³⁵⁰ | Linux Pro (TestOut) |
| Python Programming* ³⁵⁵ | IT Specialist – Python (Certiport) |
| Spreadsheet Applications, Advanced** ²³⁵ | Microsoft Office Specialist Excel 2019 Expert (Certiport) |
| Word Processing, Advanced** ²¹⁰ | Microsoft Office Specialist Word 2019 Expert (Certiport) |
| SQL Database Fundamentals* ³⁴⁵ | IT Specialist – Databases (Certiport) |

***Contestants who have previously certified in an aligned IT Specialist exam** may choose from one of the following two options: **(1) Take another certification exam within the event subject area.** Members who pass the chosen exam will receive 100 points toward their event score. Members who fail the exam will receive 0 points toward the event score. **(2) Members may share their passing test scores with the competition staff** by logging into their Certiport account and sharing the previously earned score during their scheduled testing time at NLC.

****Contestants who have previously certified in Microsoft Office Specialist exams** will be required to retake the exam.

*****Contestants in Entrepreneurship** must complete the Entrepreneurship and Small Business (ESB) certification in the Certiport Certification Lab on Thursday, April 27 between 1:00 pm and 6:00 pm.

******Contestants who have previously certified in the TestOut Linux Pro exam** may share their passing test scores with the competition staff by logging into their TestOut account and sharing the previously earned score during their scheduled testing time at NLC.

Discounted Passes for Open Certification Labs

Student members and advisors have access to dozens of valuable industry certification exams during the conference. In partnership with Certiport and Precision Exams by YouScience, one- and three-day certification lab passes are available at discounted prices.

Passes, which can be used at either lab, are unlimited and seats are available on first-come, first-served basis.

OPEN CERTIFICATION LAB HOURS¹

- THURSDAY, APRIL 27 • 1:00 pm to 6:00 pm
- FRIDAY, APRIL 28 • 1:00 pm to 6:00 pm
- SATURDAY, APRIL 29 • 10:00 am to 4:00 pm

¹Last exam begins 30 minutes before the lab closes.

| CERTIFICATION LAB PASSES | | |
|--------------------------|---------------------------------|------------------------------|
| Pass | Pre-purchased with registration | Purchased on-site in Anaheim |
| 1-Day | \$10 | \$15 |
| 3-Day | \$20 | \$25 |

Certiport Note: All participants planning to take a Certiport exam (whether required as part of a competitive event or during open lab hours) must register at www.certiport.com before attending NLC. Students must include their BPA member ID in their Certiport profile when they register online. Students must also complete the Parent/Legal Guardian Consent form found on page 52 of this guide.



National Showcase Business Panel

FRIDAY, APRIL 28
9:00 am–10:00 am

You will not want to miss this interactive discussion involving business leaders from diverse industries. They will share wisdom gained from their education and career paths and provide insights into current business and workforce trends.

This is your chance to ask questions and get answers from distinguished business professionals. The event immediately precedes the Virtual Events National Showcase. **National Showcase presenters must attend this session.**



National Showcase

FRIDAY, APRIL 28
10:00 am–12:30 pm

The National Showcase is the culmination of months of hard work for students who participated in the National Virtual Events. The top 10 competitors in each event will display their final projects. Those attending can vote for Best in Show honors, an award separate from the judged competition rankings.

Topics include 2D animation, cybersecurity, financial portfolio management, photography, social media marketing, software engineering, start-up enterprise, virtual multimedia and promotion, virtual branding, and web and mobile applications.

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BPA SoCal Bash

FRIDAY, APRIL 28 • 7:00 to 10:00 pm
Ahaheim Convention Center Grand Plaza

- *MUSIC BY DJ IAN*
- *ARCADE AND TABLE GAMES*
- *CARICATURE ARTISTS*
- *COCONUT CLIMB*
- *INTERACTIVE ENTERTAINMENT*
- *LED MINI GOLF COURSE*
- *SURF SIMULATOR*
- *FOOD FOR PURCHASE*
- *AND MORE!*

For students under the age of 18, certain activities require a parent or guardian's permission in order to participate. A parent or legal guardian must review and sign the "Activity Assumption of Risk and Release of Liability Waiver Form" on page 41 of this guide. This form will be collected as participants enter.



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Dress Code

Student members, advisors, and chaperones must follow the conference dress code, which promotes a professional atmosphere. It is also recommended that conference guests follow the dress code policy.

Professional Dress

Professional dress is required for all general sessions, competitive events (judged, non-judged, or open), campaign rallies, caucuses, workshops, and the Leadership Passport Program.

- Dress slacks, dress shirt, and tie
- Pant or skirt suit
- Suit, dress shirt, and tie
- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Sport coat, coordinated dress slacks, dress shirt, and tie
- BPA blazer with dress skirt or dress slacks with blouse or sweater
- BPA blazer with dress slacks, dress shirt, and tie
- Dress shoes with dress socks or dress sandals with heel are required.
- Skirts may be no shorter than two inches above the top of the knee.
- Denim is not permitted.



Casual Dress

Casual dress consists of sportswear, jeans, pants, shirt, T-shirt, and shorts. Footwear is always required. Casual dress is permitted for tours, the exhibit hall, service activities, and special events.

Unacceptable Dress

The following are unacceptable during BPA activities:

- Strapless tops, spaghetti straps, tube tops, halter tops, or midriff tops
- Spandex, lycra, or transparent clothing
- Cut-offs or torn clothing
- Clothing with inappropriate words or pictures
- Swimsuits must be covered with appropriate attire while in an area other than the pool or designated sunbathing area.

DRESS CODE VIOLATIONS

- Members not dressed in required attire will not be allowed to participate in conference events.
- Members refused entrance to an event will be given the opportunity to change into appropriate attire immediately and participate or 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 have the right to grieve the issue immediately after being refused entrance.
- Dress code grievances will not be accepted if not received in writing at competitive events headquarters within one hour of the infraction.
- Members not adhering to the dress code will not be allowed onstage.

Acts of Service

Commitment to service is a hallmark of engaged citizens and strong leaders. We encourage you to spend some time engaged in acts of service while at the conference. There are several opportunities to get involved.

Wednesday, April 26 • 12:00–6:00 pm

American Red Cross Blood Drive

The need for blood is constant, and blood donors are vital for a healthy and reliable blood supply. You will feel good knowing you've helped change a life. Those donating blood will be entered into a drawing for a gift certificate to the BPA on-site store. *Guidelines, consent forms, and pre-registration instructions begin on page 42.*

“A Million Thanks” Letters to Veterans

Write letters of thanks and support to those who have served our country. The organization A Million Thanks will send the letters to active, reserve, and veteran members of the military.

“A Smile A Day” Thank You Cards

Thank those who work behind the scenes. Whether it's the bellhop who helped with your luggage, the housekeeper who cleaned your room, or someone else who positively affected your NLC experience, write a thank you card to show your gratitude.

Thursday, April 27 • 3:00–5:00 pm

Special Olympics Chain of Love

Let's create the longest chain in BPA history! Donate \$1 (online during NLC registration or on-site) per link to decorate and add to the chain that will be carried during the Special Olympics walk.

Walk for Special Olympics Posters

Support Special Olympics Walk participants by creating colorful, uplifting posters that bring energy and motivation along the route.

Friday, April 28 • 3:00–5:00 pm

Coloring Books for Kids

Add some color and a smile to a hospitalized child's day. Donate a new coloring book or help assemble coloring books that will be donated to local hospitals.

Assemble Buddy Baskets

Moving to transitional or permanent housing can be difficult for homeless veterans lacking basic household items. Chapters are asked to bring items such as bathroom tissue, rubber gloves for cleaning, dust pan with hand broom, shower curtain, bath towels, or plastic eating utensils to assemble into kits for veterans.



Walk for Special Olympics Southern California

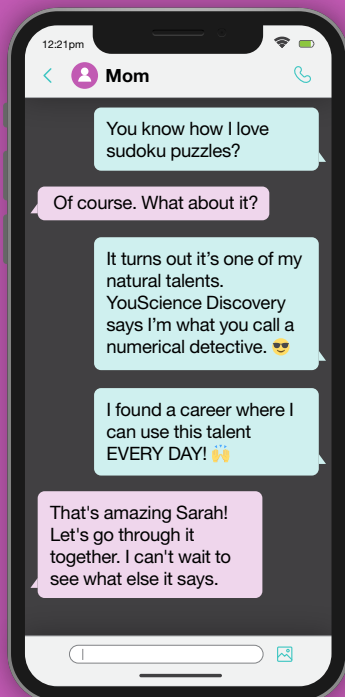


Since 2012 NLC attendees have raised tens of thousands of dollars for Special Olympics by participating in the annual benefit walk. Special Olympics provides year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities. You won't want to miss this fun morning walk around the Anaheim Convention Center complex. Event proceeds will be donated to Special Olympics, BPA's national service project. Walk registration is an option during the online conference registration.



Friday, April 28 • 7:00–8:00 am
Active Walker – \$15 • Walk Supporter – \$5

By registering for the Walk for Special Olympics, participants acknowledge and accept all risks and liabilities in conjunction with the activity. Participants and assignees release, hold harmless, and indemnify Business Professionals of America and its respective agents, employees, partners, and directors from any and all liability, costs, expenses, claims and settlements for any injury, loss, or damages that may be incurred arising from participation.



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Tours

Tour Registration

- Priority will be given to those who register for tours in advance.
- As you register in the online registration system, select the tours in which you and your students want to participate.
- Tour costs will be added to your invoice total.

Attending Tours

- Tour participants must arrive and depart as a group. Individual ticket admission is not eligible. If transportation is not provided, participants must walk to specified location and check in with the group chaperone upon arrival for admission. When selecting tours for your Anaheim arrival day, allow plenty of time for possible flight delays or delays in ground transportation to the hotel.
- Assembly times for scheduled tours is 15 minutes before scheduled departure times. Tours will depart at the scheduled time.
- Advisors/chaperones are required to accompany students on tours (does not apply to postsecondary members).
- No refunds will be given due to late arrival at the conference as monies have to be paid in advance to tour venues.
- BPA is not responsible for your return transportation if you are not on the bus at the departure time.

- Participants who delay the departure for the return trip more than 15 minutes will be charged \$25 per person for every 15 minutes delayed.
- Tours are subject to change.
- Refunds are not given for an optional or last-minute change on the part of a delegate or advisor.
- No refunds are given due to inclement weather.
- All prices are based on a minimum number of participants. If the minimum number of people do not sign up for a tour, the tour may be cancelled.
- Some tours can accommodate a maximum number of participants. These tours will be filled on a first-come, first-served basis.
- If a tour is filled or cancelled, you may exchange the ticket for another of equal value or receive a refund.

Tour Desk: Hilton Anaheim - 2nd Floor

WEDNESDAY, APRIL 26 • 7:00 am–7:00 pm

THURSDAY, APRIL 27 • 7:00 am–5:00 pm

FRIDAY, APRIL 28 • 7:00 am–5:00 pm

SATURDAY, APRIL 29 • 7:00 am–12:00 pm

- All tour tickets must be picked up at the Tour Desk by the advisor. Tickets are not distributed in the registration packets and will not be released to individual students.
- You can purchase tickets for tours with available space at the Tour Desk on-site.





A Day Out in Santa Monica • \$65

Discover why Santa Monica is one of the most popular destinations! Rent beach cruisers, walk on the beach, visit the shops of Abbott Kinney, or people watch in Venice Beach. Santa Monica Pier is home to Pacific Park, an admission-free amusement park. *Rides and attractions are individually priced from \$5 to \$12, or you can purchase an unlimited ride wristband for \$40. Tour does not include ride tickets, but they can be purchased online at <https://pacpark.com> or on-site.*

1. Wednesday, April 26 • 10:00 am–4:00 pm
2. Thursday, April 27 • 10:00 am–4:00 pm
3. Thursday, April 27 • 3:30 pm–9:30 pm
4. Friday, April 28 • 8:00 am–2:00 pm
5. Saturday, April 29 • 10:00 am–4:00 pm

Angels Baseball Game • \$55

Cheer on the Los Angeles Angels as they face off against the Oakland Athletics. What better way to enjoy a beautiful spring afternoon than to take in a game at Angel Stadium in Anaheim, home of the Angels since their move from Los Angeles in 1966!

1. Thursday, April 27 • 12:00 pm–5:00 pm
(Game starts at 1:07 pm.)

Costa Mesa Art & Shopping • \$52

Visit the Orange County Museum of Art, which has established a reputation as an innovative art museum with a history of actively discovering and engaging with living artists at pivotal points in their careers. Then you will have free time for lunch and shopping at the South Coast Plaza regional shopping mall.

1. Wednesday, April 26 • 10:00 am–2:30 pm
2. Friday, April 28 • 10:00 am–2:30 pm

Dolphin & Whale Watching • \$115

Visit Dana Point, the Dolphin & Whale Watching Capital of the World! The waters right outside of Dana Point Harbor are teeming with sea life including whales, dolphins, harbor seals, and sea lions. Dolphins native to the Pacific coastline are usually spotted within minutes of leaving the harbor. In addition to dolphins, over 25,000 giant gray whales migrate annually along the coast from December through April.

1. Wednesday, April 26 • 11:30 am–4:00 pm
2. Friday, April 28 • 11:30 am–4:00 pm

Experience Hollywood • \$98

Take selfies with your favorite celebrities at Madame Tussauds wax museum, which is home to more than 100 celebrity wax figures. Then explore Hollywood Boulevard and see historic Chinese Theatre (site of celebrity hand and footprints preserved in concrete) and the Hollywood Walk of Fame. You can also visit the Ovation Hollywood, the shopping and entertainment complex at the intersection of Hollywood Boulevard and Highland Avenue.

1. Wednesday, April 26 • 11:00 am–4:00 pm
2. Thursday, April 27 • 10:00 am–3:00 pm
3. Thursday, April 27 • 12:00 pm–5:00 pm
4. Friday, April 28 • 11:00 am–4:00 pm
5. Saturday, April 29 • 11:00 am–4:00 pm

Griffith Observatory • \$65

Griffith Observatory is a gateway to the cosmos. Visitors can look through telescopes, explore exhibits, enjoy spectacular views of Los Angeles and the Hollywood Sign, and see optional live shows in the Samuel Oschin Planetarium presented by an engaging storyteller. *The tour does not include tickets for shows in the theater (tickets available on-site for \$10). Enjoyment of the tour does not require attending a theater show.*

1. Thursday, April 27 • 11:00 am–4:00 pm
2. Friday, April 28 • 11:00 am–4:00 pm
3. Saturday, April 29 • 9:00 am–2:00 pm

Knott's Berry Farm • \$84

Knott's Berry Farm is a world-renowned theme park built from humble beginnings nearly 100 years ago. What started as a small berry farm soon began to grow into a family theme park destination thanks to famous fried chicken dinners, boysenberries, and an Old West Ghost Town. It offers first-class roller coasters, stage shows, interactive experiences, and family-friendly fun featuring Snoopy and the Peanuts Gang. *Park hours may extend beyond the times listed, but continuous transportation will be available only between the hours below. The last bus may depart before the park closes. Plan accordingly or you will be responsible for your own transportation back to the hotel.*

1. Wednesday, April 26 • 10:00 am–5:00 pm
2. Thursday, April 27 • 10:00 am–7:00 pm
3. Friday, April 28 • 10:00 am–7:00 pm
4. Saturday, April 29 • 10:00 am–7:00 pm





Sunset in Surf City USA • \$59

Explore Huntington Beach, Southern California's most famous surfing destination. Stroll along the Surfing Walk of Fame, pop into the local shops, and enjoy dinner on your own in the outdoor dining and shopping mecca Pacific City. Finish the evening by wandering down to Huntington Beach Pier, which is one of the longest piers on the West Coast and listed on the National Register of Historic Places. You will not want to miss the spectacular sunset over the Pacific Ocean.

1. Thursday, April 27 • 3:30 pm–8:30 pm
2. Friday, April 28 • 3:30 pm–8:30 pm



Universal Studios Hollywood • \$175

Universal Studios Hollywood is the only movie and television-based theme park offering the authenticity of a working movie studio, bringing Hollywood magic to life. It includes a movie-based theme park; studio tour; and entertainment, shopping, and dining. The studio tour includes King Kong 360 3-D. World-class rides include Despicable Me Minion Mayhem, Transformers 3D, The Simpsons, Revenge of the Mummy, and Jurassic Park. *Park hours may extend beyond the times listed, but continuous transportation will be available only between the hours below. The last bus may depart before the park closes. Plan accordingly or you will be responsible for your own transportation back to the hotel.*

1. Thursday, April 27 • 10:00 am–8:00 pm
2. Friday, April 28 • 10:00 am–8:00 pm
3. Saturday, April 29 • 8:00 am–6:00 pm



Warner Bros. Studio Tour • \$159

Warner Brothers Studio Tour is an insider's look at one of Hollywood's most famous motion picture studios. The tour begins with a short film on the movies and television shows created over the past century. The next stops are the Warner Bros. Museum, backlots, soundstages, and craft/production shops. If you're lucky, you might even see a famous actor or a shoot wrapping on an exterior set. If the timing is right, your guides take you onto a soundstage to see the set of a current Warner Bros. show!

1. Wednesday, April 26 • 9:15 am–4:15 pm
2. Saturday, April 29 • 9:15 am–4:15 pm

Disney Parks Tickets

Participants can visit Disneyland Park or Disney California Adventure Park, which are near the conference hotels. The parks are packed with new and classic rides and attractions such as Pirates of the Caribbean, Haunted Mansion, and It's a Small World. Don't forget the parades and daily entertainment, nighttime fireworks, and light shows. There is something for everyone at the Happiest Place on Earth!

Note: Due to limited group ticket availability on the conference dates and required reservations for each ticket, BPA cannot offer Disney tickets as a part of the conference registration. Tickets can be purchased online at www.mydisneygroup.com/TMBD23A.



Travel Tips

Tips for Safe Travel

- Leave copies of itineraries with someone at home.
- Travel as a group.
- Do not travel in areas of which you are not familiar.
- Remove your name badge when not on conference property; wear wristbands at all times.
- Prepare for all types of weather; wear sunscreen.
- Do not share hotel room numbers with other guests.
- Do not invite guests to your hotel room.
- Use social media responsibly. Keep locations and schedule details general or private.
- Review the risk management plan in the BPA app
- Use tours and transportation arranged by BPA.

Emergency Medical Authorization Form

Advisors/chaperones should collect emergency medical authorization forms for each student to be used in the event of an emergency. The advisor/chaperone should keep the forms private unless needed and destroy them after the NLC. You can use the form provided at the back of this guide or a form used by your school.

Accident Insurance

Accident insurance is provided for conference attendees. In the event of an accident, contact Ric Cowles, on-site at the BPA Finance Desk, or after the conference at (614) 895-7277. Accident insurance does not cover illness unrelated to an accident. Sunburn is not considered an accident. Information required when reporting a claim includes name of the insured, date and time of accident, location of accident, medical service company, description of the accident, and names of witnesses

Leadership Passport Workshops

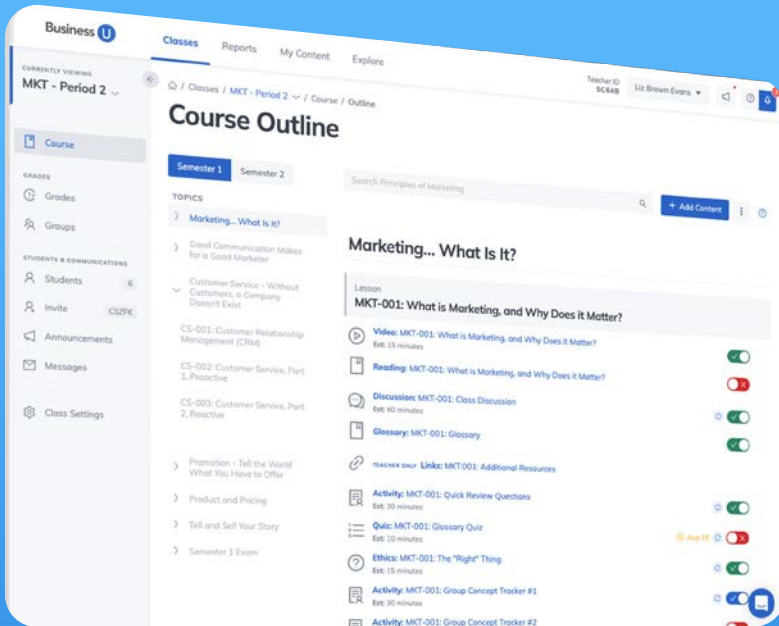
The conference will offer an array of workshops designed to aid students on their journey of self-discovery and growth. By participating in six workshops with the Leadership Passport designation, students will earn a certificate of achievement. The complete list of Leadership Passport workshops will be available in the BPA app.





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Code of Conduct

By voluntarily participating in any officially sanctioned Business Professionals of America (BPA) event, members (middle level, secondary, postsecondary, advisors, and alumni) agree to adhere to the following code of conduct and ethics or forfeit their right to participate.

- Members shall respect and abide by the authority delegated to the board of trustees, state advisors, presiding officers, committee chairs, and advisor or authorized representative of the aforementioned.
- Members shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
- Members shall agree to, and abide by, the Academic Integrity Policy adopted by BPA.
- Members shall wear acceptable attire to all program activities as specified in the conference program.
- Identification badges shall be worn at all official functions.
- Members shall not smoke in public while wearing the BPA official blazer.
- BPA shall, under no circumstances, approve or condone the possession or use of tobacco in any form (including electronic forms of cigarettes) by any student member during official conference functions. Possession is defined as having on one's person, in one's belongings such as in a purse or luggage, in one's hotel/motel room, or having knowledge that prohibited item(s) are in one's hotel/motel room or in another person's possession.
- BPA shall, under no circumstances, approve or condone the possession, use, or serving of alcoholic beverages by student members 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.
- BPA shall, under no circumstances, approve or condone the use of drugs in any form, except for medical purposes, by anyone at a BPA national conference or any other state or national activity. This is in effect from the time the member leaves home until he/she returns home.
- BPA shall, under no circumstances, approve or condone the possession of any firearms, dangerous weapons, explosive compounds, or objects that could reasonably be considered or used as a weapon.
- Spouses are allowed to attend events if they officially register as a guest. They shall not have membership privileges and shall abide by all event rules.
- Non-registered individuals will not be allowed at event activities.
- Whether at the event site or in public places, members shall conduct themselves in such a manner as to not bring reproach to the organization or to themselves.
- Members shall conduct themselves in a professional manner.
- Members shall stay at the approved hotel/motel during national conferences. Participants residing within a 50-mile radius of the conference site may be exempt from the policy at the discretion of the Director of Strategic Programs & Experiences.
- Student members shall keep their adult advisors informed of their activities and whereabouts at all times.
- Student members shall not use their own cars or ride in cars belonging to others during the conference unless accompanied by an authorized advisor.
- Curfew each night shall be midnight, and all student members shall be in their rooms by curfew.
- The approved hotel/motel shall assign certain rooms to male and female members.
- Student members will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.
- When alumni division members serve or participate with any of its sister divisions at any official function the alumni members shall abide by the code of conduct established by that division.

Local chapter and state advisors are responsible for the supervision of student member conduct. Any member who violates or ignores any Code of Conduct and Ethics policy or engages in any form of behavior deemed unacceptable may be brought before the grievance committee for an analysis of the violation. The grievance committee shall be empowered to take appropriate action in consideration of the penalties for breaking any Code of Conduct and Ethics policy listed above.

Disciplinary actions may include, but are not limited to, forfeiture of privileges to attend further events, removal from office, disqualification from the event and any associated competitions, relinquishment of awards and recognition, and expulsion from the event at the member's expense. Appropriate authority figures, including but not limited to parents, guardians, supervisors, and employers will be notified as to the infraction and penalty imposed. BPA also reserves the right to notify law enforcement.

Tentative Schedule

| TUESDAY, APRIL 25 | |
|---------------------------------|---|
| TUESDAY GENERAL EVENTS | |
| 12:00 pm–6:00 pm | Competitive Events Center |
| 3:00 pm–10:00 pm | Registration/Information Desk |
| 3:00 pm–10:00 pm | Finance Desk |
| 3:00 pm–10:00 pm | Conference Headquarters |
| 5:00 pm–6:00 pm | Student Volunteer Orientation |
| 7:00 pm–8:00 pm | Host Committee Reception |
| 8:30 pm–10:00 pm | Executive Director’s Reception |
| WEDNESDAY, APRIL 26 | |
| WEDNESDAY GENERAL EVENTS | |
| 7:00 am–8:00 am | Administrator/Proctor/Grader Orientation |
| 7:00 am–7:00 pm | Tour Desk |
| 7:00 am–7:00 pm | Registration/Information Desk |
| 7:00 am–7:00 pm | Finance Desk |
| 8:00 am–7:00 pm | Conference Headquarters |
| 8:00 am–8:00 pm | Competitive Events HQ |
| 8:30 am–9:30 am | Student Volunteer Orientation |
| 9:30 am–4:00 pm | Student Volunteer Desk |
| 10:00 am–5:00 pm | BPA Store |
| 12:00 pm–1:00 pm | Texas Officer Meeting |
| 12:00 pm–6:00 pm | BPA Acts of Service <i>A Million Thanks, A Smile a Day Thank You Cards, American Red Cross Blood Drive</i> |
| 1:00 pm–5:00pm | Conference pin and merchandise pick up (T-shirts, tassles, honor cords) |
| 3:00 pm–4:00 pm | Candidate/Head Voting Delegate/Voting Delegate Briefing Meeting <i>All candidates and head voting delegates must attend. General voting delegates are invited to attend, but not required.</i> |
| 4:00 pm–4:30 pm | Candidate Rehearsal |
| 4:00 pm–5:00 pm | Administrator/Proctor/Grader Orientation |
| 4:30 pm–5:30 pm | Parade of Flags Rehearsal <i>State representatives must attend</i> |
| 4:30 pm–5:30 pm | SAAC Meeting |
| 5:00 pm–6:00 pm | CEAC Meeting |
| 5:30 pm–6:30 pm | Student Volunteer Orientation |
| 6:00 pm–8:00 pm | Exhibitor Move In |
| 6:30 pm–7:30 pm | State Meetings <i>Illinois, Iowa-S, Iowa-PS, Massachusetts, Minnesota-S, Montana, New Mexico, Ohio, Oklahoma, Wisconsin</i> |
| 7:00 pm–8:00 pm | AICPA Advisor Reception <i>Pre-registration and ticket required</i> |

| 8:30 pm–10:00 pm | Opening General Session |
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| 10:00 pm–11:00 pm | State Meetings <i>Delaware, Florida, Idaho, Indiana, Michigan, Minnesota-PS, South Carolina, Texas, National Virtual & Independent Chapters</i> |
| Midnight | Curfew (Secondary & Middle Level) |
| WEDNESDAY COMPETITIVE EVENTS | |
| 1:00 pm–5:00 pm (Last exam at 4:30 pm) | WSAP Open Events Lab <i>Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Medical Terminology Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)</i> |
| THURSDAY, APRIL 27 | |
| THURSDAY GENERAL EVENTS | |
| 6:30 am–5:00 pm | Competitive Events HQ / Test Distribution |
| 7:00 am–8:00 am | Judge Orientation <i>Judged Event Administrators may attend Ticket required</i> |
| 7:00 am–8:00 am | Student Volunteer Orientation |
| 7:00 am–8:30 am | State Officers’ Breakfast |
| 7:00 am–9:00 am | Exhibitor Move In |
| 7:00 am–5:00 pm | Registration/Information Desk |
| 7:00 am–5:00 pm | Finance Desk |
| 7:00 am–5:00 pm | Tour Desk |
| 8:00 am–8:50 am | LEADERSHIP PASSPORT WORKSHOP Public Speaking & Presentation Skills <i>Michael Ivanov, SpeakLife365</i> |
| 8:00 am–9:00 am | Administrator/Proctor/Grader Orientation |
| 8:00 am–11:00 am | Candidate Placement Committee Candidate Interviews (PS) |
| 8:00 am–5:00 pm | Conference Headquarters |
| 9:00 am–10:30 am | LEADERSHIP PASSPORT WORKSHOP Building Your Personal Brand <i>Michael Ivanov, SpeakLife 365</i> |
| 9:00 am–4:00 pm | Student Volunteer Desk |
| 9:00 am–5:00 pm | BPA Store |

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| 9:00 am–5:00 pm | Conference Pin & Prepaid Merchandise Pick-up (T-shirts, tassles, honor cords) |
| 9:00 am–5:00 pm | Grading Room |
| 9:00 am–5:00 pm | NLC Exhibitor Showcase |
| 10:00 am–10:50 am | LEADERSHIP PASSPORT WORKSHOP How to Win Friends and Influence People, <i>Michael Ivanov, SpeakLife 365</i> |
| 11:00 am–11:50 am | LEADERSHIP PASSPORT WORKSHOP Taking Responsibility Like a True Leader, <i>Michael Ivanov, SpeakLife 365</i> |
| 12:00 pm–1:00 pm | Judge Orientation <i>Judged Event Administrators may attend *Ticket Required</i> |
| 1:00 pm–1:50 pm | LEADERSHIP PASSPORT WORKSHOP Taking Action on Your Goals <i>Michael Ivanov, SpeakLife 365</i> |
| 1:00 pm–6:00 pm (Last exam at 5:30 pm) | Certiport Open Certification Lab |
| 1:00 pm–6:00 pm (Last exam at 5:30 pm) | YouScience Open Certification Lab |
| 2:00 pm–2:50 pm | LEADERSHIP PASSPORT WORKSHOP Separating from the Crowd <i>Michael Ivanov, SpeakLife365</i> |
| 2:00 pm–3:00 pm | Texas Officer Meeting |
| 2:30 pm–3:30 pm | Student Volunteer Orientation |
| 3:00 pm–3:50 pm | LEADERSHIP PASSPORT WORKSHOP How to Dress for Success <i>Wendy McConnell, Tailored Brands</i> |
| 3:00 pm–4:00 pm | Secondary Campaign Rally Set-Up |
| 3:00 pm–5:00 pm | BPA Acts of Service <i>Special Olympics Chain of Love, Walk for Special Olympics Posters</i> |
| 4:00 pm–5:00 pm | Alumni Division Business Meeting |
| 5:00 pm–7:00 pm | Secondary Division Business Meeting |
| After Business Mtg | Secondary Division Campaign Rally |
| 6:30 pm–7:30 pm | Postsecondary Campaign Rally Set-Up |
| 8:00 pm–9:00 pm | Postsecondary Division Business Meeting |
| 8:00 pm–10:30 pm | National Officer Tabulation Meeting |
| After Business Mtg | Postsecondary Campaign Rally |
| Following Cam- paign Rally | Postsecondary State Caucus <i>Idaho, Iowa, Kansas, Massachusetts, Michigan, Minnesota, Montana, Oklahoma, Texas, Wisconsin</i> |
| 8:30 pm–10:30 pm | Secondary State Caucuses <i>Alaska, Delaware, Florida, Idaho, Illinois, Indiana, Iowa, Kansas, Massachusetts, Michigan, Minnesota, Montana, National Virtual Chapter, New Mexico, Ohio, Oklahoma, South Carolina, Texas</i> |
| 11:00 pm–11:30 pm | Candidate Selection Committee Meeting |
| Midnight | Curfew (Secondary & Middle Level) |
| THURSDAY COMPETITIVE EVENTS | |
| 7:00 am–10:00 am | Device Configuration & Troubleshooting (S/PS) |
| 7:00 am–9:00 am | Fundamental Accounting (S) |
| 7:00 am–9:00 am | Personal Financial Management (S/PS) |

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| 7:00 am–10:00 am | Fundamentals of Web Design (S/PS) |
| 7:00 am–12:00 pm (Last exam at 11:30 am) | WSAP Open Events Lab <i>Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Medical Terminology Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)</i> |
| 7:30 am–8:30 am | Parliamentary Procedure Team–Objective Event (S) |
| 8:00 am–12:00 pm | Computer Modeling (S) |
| 8:00 am–12:00 pm | Contemporary Issues (PS) |
| 8:00 am–12:00 pm | Digital Media Production (PS) |
| 8:00 am–12:00 pm | Digital Media Production (S) |
| 8:00 am–12:00 pm | Extemporaneous Speech (ML) |
| 8:00 am–12:00 pm | Extemporaneous Speech (S) |
| 8:00 am–12:00 pm | Graphic Design Promotion (ML) |
| 8:00 am–12:00 pm | Graphic Design Promotion (PS) |
| 8:00 am–12:00 pm | Graphic Design Promotion (S) |
| 8:00 am–12:00 pm | Video Production Team (ML) |
| 8:00 am–12:00 pm | Presentation Individual (S) |
| 8:00 am–12:00 pm | Video Production Team (PS) |
| 8:00 am–12:00 pm | Video Production Team (S) |
| 8:00 am–5:00 pm | Event Conflicts (must first be resolved by Competitive Events Center) |
| 9:00 am–11:00 am | Administrative Support Team (ML/S/PS) - Section 1 |
| 9:30 am–11:30 am | Payroll Accounting (PS) |
| 9:30 am–11:30 am | Payroll Accounting (S) |
| 10:30 am–12:30 pm | C++ Programming (S/PS) |
| 10:30 am–1:30 pm | Digital Citizenship (ML) |
| 10:30 am–1:30 pm | Advanced Word Processing (S/PS) |
| 10:30 am–1:30 pm | Linux Operating System Fundamentals (S/PS) |
| 10:30 am–1:30 pm | Server Administration Using Microsoft (S/PS) |
| 12:00 pm–2:00 pm | Advanced Accounting (S) |
| 12:00 pm–2:00 pm | Advanced College Accounting (PS) |
| 1:00 pm–5:00 pm | Advanced Interview Skills (PS) |
| 1:00 pm–5:00 pm | Advanced Interview Skills (S) |
| 1:00 pm–5:00 pm | Broadcast News Production Team (PS) |
| 1:00 pm–5:00 pm | Broadcast News Production Team (S) |

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| 1:00 pm–5:00 pm | Computer Animation Team (S) |
| 1:00 pm–5:00 pm | Entrepreneurship Exploration (ML) |
| 1:00 pm–5:00 pm | Entrepreneurship (PS) |
| 1:00 pm–5:00 pm | Entrepreneurship (S) |
| 1:00 pm–5:00 pm | Ethics & Professionalism (PS) |
| 1:00 pm–5:00 pm | Ethics & Professionalism (S) |
| 1:00 pm–5:00 pm | Presentation Individual (PS) |
| 1:00 pm–5:00 pm | Presentation Team (ML) |
| 1:00 pm–5:00 pm | Presentation Team (PS) |
| 1:00 pm–5:00 pm | Presentation Team (S) |
| 1:00 pm–5:00 pm | Small Business Management Team (PS) |
| 1:00 pm–5:00 pm | Small Business Management Team (S) |
| 2:00 pm–5:00 pm | Integrated Office Applications (S/PS) |
| 2:00 pm–5:00 pm | Computer Security (S/PS) |
| 2:00 pm–5:00 pm | C# Programming (S/PS) |
| 2:00 pm–5:00 pm | Java Programming (S/PS) |
| 2:30 pm–3:30 pm | Banking & Finance (S/PS) |
| 2:30 pm–4:30 pm | College Accounting (PS) |
| 2:30 pm–4:30 pm | Managerial Accounting (PS) |
| 4:00 pm–5:30 pm | Health Insurance & Medical Billing (S/PS) |
| 5:00 pm–8:00 pm | Python Programming (S/PS) |
| 5:30 pm–8:30 pm | Advanced Spreadsheet Applications (S/PS) |
| 5:30 pm–8:30 pm | Database Applications (S/PS) |
| 5:30 pm–8:30 pm | Computer Network Technology (S/PS) |

FRIDAY, APRIL 28

FRIDAY GENERAL EVENTS

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|-------------------|---|
| 6:30 am–7:00 pm | Competitive Events HQ / Test Distribution |
| 7:00 am–8:00 am | Judge Orientation <i>Judged Event Administrators may attend *Ticket Required</i> |
| 7:00 am–8:00 am | Walk for Special Olympics |
| 7:00 am–5:00 pm | Registration/Information Desk |
| 7:00 am–5:00 pm | Finance Desk |
| 7:00 am–5:00 pm | Tour Desk |
| 7:00 am–5:00 pm | Conference Headquarters |
| 7:30 am–9:00 am | BPA National Showcase Set-up |
| 7:30 am–11:00 am | Candidate Placement Committee Candidate Interviews (S) |
| 8:00 am–4:00 pm | Student Volunteer Desk |
| 9:00 am–9:50 am | LEADERSHIP PASSPORT WORKSHOP Just the Beginning <i>2022–2023 BPA Executive Council</i> |
| 9:00 am–10:00 am | National Showcase Business Panel <i>National Showcase participants must attend</i> |
| 9:00 am–5:00 pm | BPA Store |
| 9:00 am–5:00 pm | Conference Pin & Prepaid Merchandise Pick-up (T-shirts, tassles, honor cords) |
| 9:00 am–5:00 pm | NLC Exhibitor Showcase |
| 9:00 am–5:00 pm | Grading Room |
| 10:00 am–12:30 pm | BPA National Showcase |

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| | 2D Animation Team - Pilot Cybersecurity - Digital Forensics Financial Portfolio Management Team Mobile Applications Promotional Photography Social Media Marketing Campaign Team - Pilot Software Engineering Team Start-up Enterprise Team Virtual Branding Team Virtual Multimedia & Promotion Individual Virtual Multimedia & Promotion Team Web Application Team |
| 11:00 am–11:50 am | LEADERSHIP PASSPORT WORKSHOP Finding Peace at School, the Workplace, and Home <i>Tonya Schumacher, BPA Alumna</i> |
| 12:00 pm–1:00 pm | Judge Orientation <i>Judged Event Administrators may attend *Ticket Required</i> |
| 12:30 pm–2:00 pm | National Honor Awards Ceremony |
| 1:00 pm–6:00 pm (Last exam at 5:30 pm) | Certiport Open Certification Lab |
| 1:00 pm–6:00 pm (Last exam at 5:30 pm) | YouScience Open Certification Lab |
| 2:00 pm–3:00 pm | Administrator/Proctor/Grader Orientation |
| 2:00 pm–3:30 pm | AICPA Accounting Networking Event: Speed Dating with CPAs! <i>Christin Hunter, AICPA & CMA</i> |
| 3:00 pm–5:00 pm | BPA Acts of Service <i>BPA Coloring Books for Kids, Buddy Baskets</i> |
| 7:00 pm–10:00 pm | SoCal Bash |
| Midnight | Curfew (Secondary & Middle Level) |
| FRIDAY COMPETITIVE EVENTS | |
| 7:00 am–12:00 pm (Last exam at 11:30 am) | WSAP Open Events Lab <i>Administrative Support Concepts (S/PS) BPA Merit Scholar (open to all attendees) Business Communication Skills Concepts (ML) Business Fundamentals Concepts (ML) Business Math Concepts (ML) Computer Literacy Concepts (ML) Computer Programming Concepts (S/PS) Digital Communications & Design Concepts (S/PS) Digital Marketing Concepts (S/PS) Financial Math & Analysis Concepts (S/PS) Information Technology Concepts (S/PS) Management, Marketing, and Human Resources Concepts (S/PS) Medical Terminology Concepts (S/PS) Meeting & Event Planning Concepts (S/PS) Parliamentary Procedure Concepts (S/PS) Project Management Concepts (PS)</i> |
| 7:00 am–5:00 pm | Broadcast News Production Team Finals (S) <i>Students complete projects 7:00 am–10:00 am</i> |
| 7:00 am–5:00 pm | Video Production Team Finals (S/PS) <i>Students complete projects 7:00 am–10:00 am</i> |
| 7:30 am–9:30 am | Administrative Support Team (ML/S/PS) - Section 2 |

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| 8:00 am–9:30 am | Health Administration Procedures (S/PS) |
| 8:00 am–9:30 am | Intermediate Word Processing (S/PS) |
| 8:00 am–9:30 am | Spreadsheet Applications (ML) |
| 8:00 am–12:00 pm | Administrative Support Research Project (S) |
| 8:00 am–12:00 pm | Economic Research Team (S) |
| 8:00 am–12:00 pm | Financial Analyst Team (PS) |
| 8:00 am–12:00 pm | Financial Analyst Team (S) |
| 8:00 am–12:00 pm | Human Resource Exploration (ML) |
| 8:00 am–12:00 pm | Human Resource Management (PS) |
| 8:00 am–12:00 pm | Human Resource Management (S) |
| 8:00 am–12:00 pm | Parliamentary Procedure Team (S) |
| 8:00 am–12:00 pm | Podcast Production Team (PS) |
| 8:00 am–12:00 pm | Podcast Production Team (S) |
| 8:00 am–12:00 pm | Visual Design Team - Pilot (ML) |
| 8:00 am–12:00 pm | Visual Design Team - Pilot (PS) |
| 8:00 am–12:00 pm | Visual Design Team - Pilot (S) |
| 8:00 am–12:00 pm | Website Design Team (ML) |
| 8:00 am–12:00 pm | Website Design Team (PS) |
| 8:00 am–12:00 pm | Website Design Team (S) |
| 8:00 am–5:00 pm | Event Conflicts (must first be resolved by Competitive Events HQ) |
| 9:30 am–11:30 am | Administrative Support Team (ML/S/PS) - Section 3 |
| 10:00 am–11:30 am | Legal Office Procedures (S/PS) |
| 10:00 am–12:00 pm | Fundamental Desktop Publishing (S/PS) |
| 10:00 am–12:00 pm | Basic Office Systems & Procedures (S/PS) |
| 12:30 pm–2:30 pm | Advanced Office Systems & Procedures (S/PS) |
| 12:30 pm–2:30 pm | Advanced Desktop Publishing (S/PS) |
| 12:30 pm–2:30 pm | Fundamental Word Processing (S/PS) |
| 12:30 pm–2:30 pm | Word Processing (ML) |
| 1:00 pm–5:00 pm | Digital Game Design Team (ML) |
| 1:00 pm–5:00 pm | Economic Research Individual (S) |
| 1:00 pm–5:00 pm | Global Marketing Team (S) |
| 1:00 pm–5:00 pm | Health Administration Leadership - Special Topics (PS) |
| 1:00 pm–5:00 pm | Health Administration Leadership - Special Topics (S) |
| 1:00 pm–5:00 pm | Interview Skills (PS) |
| 1:00 pm–5:00 pm | Interview Skills (S) |
| 1:00 pm–5:00 pm | Network Design Team (PS) |
| 1:00 pm–5:00 pm | Network Design Team (S) |
| 1:00 pm–5:00 pm | Prepared Speech (ML) |
| 1:00 pm–5:00 pm | Prepared Speech (PS) |
| 1:00 pm–5:00 pm | Prepared Speech (S) |
| 1:00 pm–5:00 pm | User Experience Design Team Using Adobe XD (S) |
| 3:00 pm–4:00 pm | Financial Literacy (ML) |
| 3:00 pm–4:00 pm | Network Administration Using Cisco (S/PS) |
| 3:00 pm–6:00 pm | SQL Database Fundamentals (S/PS) |

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| 4:30 pm–5:30 pm | Business Law & Ethics (S/PS) |
| 4:30 pm–5:30 pm | ICD-10-CM Medical Diagnostic Coding (S/PS) |
| 4:30 pm–6:30 pm | Fundamental Spreadsheet Applications (S/PS) |
| SATURDAY, APRIL 29 | |
| SATURDAY GENERAL EVENTS | |
| 6:00 am–12:00 pm | Competitive Events HQ / Test Distribution |
| 7:00 am–8:00 am | Judge Orientation <i>Judged Event Administrators may attend *Ticket Required</i> |
| 7:00 am–12:00 pm | Grading Room |
| 7:00 am–12:00 pm | Registration/Information Desk |
| 7:00 am–12:00 pm | Finance Desk |
| 7:00 am–12:00 pm | Tour Desk |
| 7:00 am - 3:00 pm | BPA Store |
| 7:00 am–3:00 pm | Conference Pin & Prepaid Merchandise Pick-up (T-shirts, tassles, honor cords) |
| 8:00 am–12:00 pm | Conference Headquarters |
| 9:00 am–12:00 pm | Student Volunteer Desk |
| 10:00 am–11:00 am | Executive Council Reception (By Invitation Only) |
| 10:00 am–4:00 pm (Last exam at 3:30 pm) | Certiport Open Certification Lab |
| 10:00 am–4:00 pm (Last exam at 3:30 pm) | YouScience Open Certification Lab |
| 12:00 pm–2:00 pm | Leadership Passport Certificate Pick-up |
| 2:00 pm–3:00 pm | Joint CEAC/SAAC Meeting |
| 2:00 pm–4:00 pm | Contest Review - Drop in to review the event of your choice |
| 3:00 pm–4:00 pm | CEAC Meeting |
| 3:00 pm–4:00 pm | SAAC Meeting |
| 6:00 pm–8:00 pm | Postsecondary Awards Session |
| 8:30 pm–11:30 pm | Secondary/Middle Level Awards Session |
| Midnight | Curfew (Secondary & Middle Level) |
| SATURDAY COMPETITIVE EVENTS | |
| 7:30 am–12:00 pm | Extemporaneous Speech Finals (ML) |
| 7:30 am–12:00 pm | Extemporaneous Speech Finals (S) |
| 7:30 am–12:00 pm | Financial Analyst Team Finals (S) |
| 7:30 am–12:00 pm | Human Resource Management Finals (S) |
| 7:30 am–12:00 pm | Network Design Team Finals (S) |
| 7:30 am–12:00 pm | Parliamentary Procedure Team Finals (S) |
| 7:30 am–12:00 pm | Small Business Management Team Finals (S) |
| 8:00 am–9:00 am | MIS Event Finals - Section 1 |
| 8:00 am–9:00 am | Computer Security - Application Event (S/PS) |
| 8:00 am–9:00 am | Device Configuration & Troubleshooting - Application Event (S/PS) |
| 8:00 am–9:00 am | Computer Network Technology - Application Event (S/PS) |
| 8:00 am–9:00 am | Server Administration Using Microsoft - Application Event (S/PS) |

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| 8:00 am–9:00 am | Network Administration Using Cisco - Application Event (S/PS) |
| 8:00 am–9:00 am | Linux Operating System Fundamentals - Application Event (S/PS) |
| 8:00 am–12:00 pm | Administrative Support Research Project Finals (S) |
| 8:00 am–12:00 pm | Advanced Interview Skills Finals (S) |
| 8:00 am–12:00 pm | Computer Animation Team Finals (S) |
| 8:00 am–12:00 pm | Computer Modeling Finals (S) |
| 8:00 am–12:00 pm | Digital Media Production Finals (S) |
| 8:00 am–12:00 pm | Economic Research Individual Finals (S) |
| 8:00 am–12:00 pm | Economic Research Team Finals (S) |
| 8:00 am–12:00 pm | Entrepreneurship Finals (S) |
| 8:00 am–12:00 pm | Ethics & Professionalism Finals (S) |
| 8:00 am–12:00 pm | Global Marketing Team Finals (S) |
| 8:00 am–12:00 pm | Graphic Design Promotion Finals (S) |
| 8:00 am–12:00 pm | Health Administration Leadership - Special Topics Finals (S) |
| 8:00 am–12:00 pm | Interview Skills Finals (S) |
| 8:00 am–12:00 pm | Video Production Team Finals (ML) |
| 8:00 am–12:00 pm | Podcast Production Team Finals (S) |
| 8:00 am–12:00 pm | Prepared Speech Finals (ML) |
| 8:00 am–12:00 pm | Prepared Speech Finals (S) |
| 8:00 am–12:00 pm | Presentation Individual Finals (S) |
| 8:00 am–12:00 pm | Presentation Team Finals (S) |
| 8:00 am–12:00 pm | User Experience Design Team Using Adobe XD Finals (S) |
| 8:00 am–12:00 pm | Website Design Team Finals (S) |
| 9:30 am–10:30 am | MIS Event Finals - Section 2 |
| 9:30 am–10:30 am | Computer Security - Application Event (S/PS) |
| 9:30 am–10:30 am | Device Configuration & Troubleshooting - Application Event (S/PS) |
| 9:30 am–10:30 am | Computer Network Technology - Application Event (S/PS) |
| 9:30 am–10:30 am | Server Administration Using Microsoft - Application Event (S/PS) |
| 9:30 am–10:30 am | Network Administration Using Cisco - Application Event (S/PS) |
| 9:30 am–10:30 am | Linux Operating System Fundamentals - Application Event (S/PS) |
| 11:00 am–12:00 pm | MIS Event Finals - Section 3 |
| 11:00 am–12:00 pm | Computer Security - Application Event (S/PS) |
| 11:00 am–12:00 pm | Device Configuration & Troubleshooting - Application Event (S/PS) |
| 11:00 am–12:00 pm | Computer Network Technology - Application Event (S/PS) |
| 11:00 am–12:00 pm | Server Administration Using Microsoft - Application Event (S/PS) |
| 11:00 am–12:00 pm | Network Administration Using Cisco - Application Event (S/PS) |
| 11:00 am–12:00 pm | Linux Operating System Fundamentals - Application Event (S/PS) |

| SUNDAY, APRIL 30 | |
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| SUNDAY GENERAL EVENTS | |
| 7:00 am–11:00 am | NLC Award Pick-up (final opportunity) |
| 7:30 am–8:30 am | Board of Trustees Meeting |
| 8:00 am–9:00 am | New Executive Council Briefing Meeting |
| 9:00 am–11:00 am | Corporate Meeting |
| 11:00 am–12:00 pm | New Board of Trustees Meeting |



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Receive notifications during the conference

Find member resources

Document completion of Torch Award activities

Connect with other members

Stay updated on BPA news and information

And more

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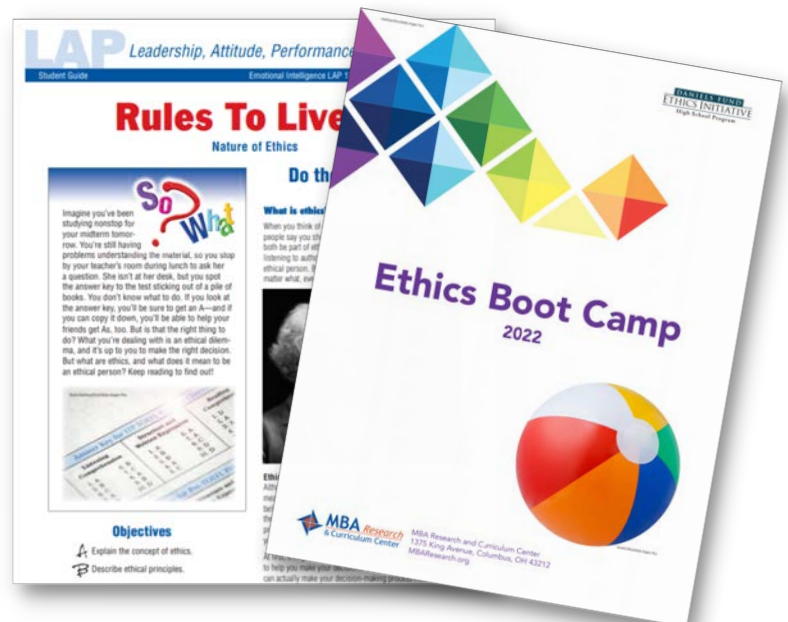
A not-for-profit organization dedicated to supporting educators in the preparation of students for careers in business and marketing

DANIELS FUND
ETHICS INITIATIVE
High School Program

We are thrilled to offer materials for teaching ethics and ethical decision-making **at no cost**, thanks to the generous support of the Daniels Fund.

Our free resources include:

- Course guides
- Lesson modules
- A*S*K certification
- Books & Movies List
- Boot Camp
- Video Series
- Digital badges
- Training



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www.MBAResearch.org

PRESS RELEASE TEMPLATE

Instructions for Advisors: Local news outlets such as newspapers, radio or television stations, and your school district's communications office like to receive information about noteworthy student achievements. Use the template below to announce your chapter's participation in the National Leadership Conference.

FOR IMMEDIATE RELEASE

Contact Person: [*Advisor or other school contact for questions from reporters or editors*]

Phone: [*Contact's phone number*]

Email: [*Contact's email*]

Address: [*School name and address*]

Date: [*Date the release will be distributed*]

[*School Name*] Students to Attend Business Professionals of America National Leadership Conference in Anaheim

Students from [*School's*] Business Professionals of America (BPA) chapter will attend the 2023 BPA National Leadership Conference in Anaheim, California, April 26–30.

The conference will bring together an estimated six thousand delegates from across the country to vie for top honors in business and information technology skills competitions, attend leadership and professional development workshops, receive awards for community service activities and elect BPA's 2023–2024 national student leadership team.

“For students and chapter advisors attending the National Leadership Conference, the event is the culmination of a year's work,” said Steven J. Mitchell, BPA's executive director/CEO. “We can't wait to celebrate these students for the energy they have devoted to advancing to nationals in competitive events, sharpening their leadership and career skills and contributing to community betterment through service initiatives.”

The [*student/students*] from the [*School*] BPA chapter attending the conference [*is/are*]:

- [*List the student(s) attending the NLC and their competitive event(s), honors and awards or other activities that earned conference attendance.*]

[*Add a quote from the chapter advisor or a school administrator about the important role BPA plays in the school or the unique opportunities and benefits it provides for your students.*]

The 2023 National Leadership Conference is presented by Certiport, a Pearson VUE business, the leading provider of certification exam development, delivery, and program management services. Conference attendees can obtain valuable industry certifications during the during the event.

While in Anaheim, participants will also have opportunities to network with other BPA members and business leaders, visit famous Southern California attractions and participate in community service activities.

The conference's opening session on April 26 and awards ceremonies on April 28 and 29 will be streamed live online at www.thinkcybis.com/bpa-live/.

About Business Professionals of America

Business Professionals of America (BPA) is the premier Career and Technical Student Organization (CTSO) for middle, high school and college/university students preparing for careers in business and information technology. BPA provides opportunities for growth through education, competitive events, leadership development and community service. The organization has more than 46,000 members in schools in the United States and China. Learn more at www.bpa.org.

Emergency Medical Authorization Form

PART I. 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.

Please print neatly and use black ink.

I, _____ of _____
Member member name Street, City, State, ZIP Code

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 reasonable accessible, and (3) consent to release the medical information provided.

| | |
|--|--|
| Member signature | Date (month/day/year) |
| Parent or guardian signature (if member is under age 18) | Date (month/day/year) |
| Parent or guardian name (printed) | Parent or guardian phone (including area code) |
| Alternate contact name | Alternate contact phone (including area code) |

The information below is needed by any hospital or practitioner not having access to the member's medical history. **If any item is marked "Yes", please explain in the right-hand column.** If taking medication, include the name, dosage amount, and the time it is taken.

| | | |
|--|--|--|
| Allergies | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Food | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Medications | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other (insects, etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Health problems or physical disabilities | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Respiratory problems | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Diabetes | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Epilepsy | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Chronic disease | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Emotional or psychological problems | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Current medications | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Eyeglasses: <input type="checkbox"/> Yes <input type="checkbox"/> No Contact lenses: <input type="checkbox"/> Yes <input type="checkbox"/> No Hearing devices: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Required immunizations up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last tetanus booster: | | |

Refusal of Consent

NOTE: Do not complete this form if you completed Part I.

PART II. *Please print neatly and use black ink.* I do not give my consent for emergency medical treatment. In the event of illness or injury requiring emergency treatment, I wish the authorities to take no action or to:

Member name (printed)

Street, City, State, ZIP Code

Member signature

Date (month/day/year)

Parent or guardian signature (if member is under age 18)

Date (month/day/year)

Parent or guardian name (printed)

Parent or guardian phone (including area code)

RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT

I, _____, hereby acknowledge that I have voluntarily accepted to participate in the Business Professionals of America SoCal Bash Special Event on 04/28/23 with any one or more of the following activities:

- Bungee Trampoline
- Coconut Climb
- Surf Simulator

I am aware that the above mentioned activities can be dangerous. I understand that by participating in any of the above mentioned activities, I take the risk of being injured or killed through my own negligence, the negligence of my fellow recreational friends, or other negligence of person leading or guiding above mentioned activity.

I am voluntarily participating in this activity fully aware of such risk and hereby agree to accept, assume and take any and all risk of injury or death, regardless of whose negligence causes or contributes to such injury. I also understand and agree that I assume all responsibility for any and all personal property, whether my own or that belonging to others, that is taken aboard or damaged through my negligence.

Please initial _____

As lawful consideration for being permitted by **BUSINESS PROFESSIONALS OF AMERICA, INC.** and **EVENTIS DESTINATION SERVICES, LLC.** to participate in above mentioned activities, I hereby agree that I, my heirs, distributes, guardians, legal representatives, and assign, or any of them, release all claims against, will not sue, attach the property or prosecute the RELEASED PARTIES (as defined) or any one of them for injury or damage to anyone resulting from the negligence or other acts, howsoever caused, by any employed, agent, or contractor of the Released Parties or other entities including other recreational partners as a result of my participation in this activity. In addition, I hereby release and discharge, **Business Professionals of America, Inc.**, Party Pals and **Eventis Destination Services, LLC.** and any affiliated persons or entities, their employees, agents or assigns (referred to herein as the RELEASED PARTIES) from any and all actions, claims or demands I, or my heirs, guardians, legal representatives, or assigns now have or may hereafter have for any injury or damage to anyone or anything resulting from my participation on these recreational activities.

This Release of all claims against the “Released Parties” shall be effective, even though the injury or death may be caused, in whole or in part, by the sole negligence of the “Released Parties.”

I have carefully read this agreement and fully understand its contents. I am aware that this is a Release of Liability and a contract between myself, **Business Professionals of America** and **Eventis Destination Services**, and their affiliated organizations, and sign it of my own free will. **The alternative to not signing this document is to decline to participate in above mentioned activities.** I hereby confirm I am 18 years or older.

Releasing Party’s Signature

Date

Legal Guardian (if minor under age 18)

Witness



GIVE HOPE THIS SPRING.

Give blood.



**American
Red Cross**

Red Cross Blood Drive Business Professionals of America

**Hilton Hotel - Pacific Ballroom B
777 Convention Way
Anaheim, CA 92803**

**Wednesday, April 26, 2023
12:00 p.m. to 6:00 p.m.**

Schedule your lifesaving appointment online at RedCrossBlood.org
and use sponsor code: BPA.

Any 16-year-old who wants to donate must have their consent form signed
in ink by a parent. A picture ID is required to donate blood.

Streamline your donation experience and save up to 15 minutes by
visiting RedCrossBlood.org/RapidPass to complete your pre-donation reading and health history
questions on the day of your appointment.



Scan to be directed to
RapidPass®



Scan to schedule
an appointment.

1-800-RED CROSS | 1-800-733-2767 | RedCrossBlood.org | Download the Blood Donor App

© The American National Red Cross | 408001-01-RW



HOPE begins with you.

A Student's Guide to Blood Donation

Why Should I Give Blood?

Because you can make a difference!

Almost everyone during their life will know someone who needs a blood transfusion. They may be car accident or trauma victims, cancer or transplant patients, or people with sickle cell disease or other blood disorders. There is no substitute and still only one source of blood for transfusion—volunteer blood donors.

This guide will provide you with information about measures you can take before, during, and after donation for a good experience.

Learning more about blood donation and knowing what to expect should improve your donation experience.

What Happens During the Blood Donation Process?

1. Registration
 - Remember to bring your ID, and if required, the signed parental consent form.
 - Bring the names of medications that you are taking.
 - Bring a list of the places you have traveled outside the U.S. and Canada in the last 12 months.
 - Read the educational materials about donating whole blood or apheresis.
 - Ask Red Cross staff if you have questions.
2. Health History and Mini-Physical
 - You should feel healthy and well, and meet other criteria.
 - We will take your temperature, check your blood count, and measure your blood pressure and pulse.
 - We will ask you questions during a private and confidential interview. This protects your health and the safety of patients who receive blood transfusions.
3. Donation
 - We will cleanse an area of your arm and insert a needle to draw whole blood.
 - You can relax, listen to music, talk to other donors, or read while the blood is collected.
 - After the collection, a staff member will remove the needle and place a bandage on your arm.
4. Refreshments
 - You should spend 15 minutes or more enjoying refreshments in the refreshment area.
 - If you become dizzy or lightheaded, stay in the refreshment area and tell a staff member immediately.

What Should I Do to Prepare?

Before Donation

Sleep: Get at least 8 hours of sleep the night before your donation.

Eat: Eat a healthy breakfast or lunch—both if your appointment is later in the day.

- Don't skip meals on the day of a donation.
- Make healthy food choices. Eat proteins (lean meat, cheese, and yogurt) or complex carbohydrates (bread, cereal, and fruit).
- Eat a well-balanced diet with plenty of foods that are rich in iron and vitamin C. Iron-rich foods include red meat, fish, poultry, beans, iron-fortified cereals, and raisins.

Drink: Drink a few extra glasses of water or fluids in the days before you donate. Start the day with a bottle of water or a glass of orange juice. If you drink water within 10-30 minutes before donation, you may be less likely to experience dizziness and lightheadedness.

During Donation

Most people relax during donation and feel fine afterwards. Sometimes it helps to think about something else to distract your attention from the blood being drawn.

You may also be told to try a simple technique to tense and relax the muscles in your legs:

- Lift your legs (one at a time) off the donor bed.
- Hold for a few seconds, then repeat.
- Breathe normally.

If you practice this technique to tense and relax the muscles in your legs during the donation, you may be less likely to have a reaction.

Tell Red Cross staff immediately what you are experiencing, and they will take care of you. There are ways to help prevent or limit discomfort with donation.

After Donation

Be sure to sit and relax in the refreshment area for 15 minutes or more and have a drink and a snack. Afterward, drink a few glasses of fluids to stay well-hydrated.

Most donors have uneventful donations and feel good about donating. Some people may experience lightheadedness, dizziness, or an upset stomach that resolves soon after donation. Less commonly, a donor may faint after blood donation. If you feel faint, stop what you are doing and sit or lie down until you feel better.

Call the American Red Cross toll-free number provided to you after your donation if you have questions or concerns.



**American
Red Cross**



HOPE begins with you.

Student Athletes

Student athletes should not do any heavy lifting or vigorous exercise for the rest of the day. You temporarily lose fluid after donation, which your body replaces within 24 hours or sooner if you drink extra fluids. As a precaution, do not donate blood on the same day of a competition or strenuous practice.

After a whole blood donation, your body replaces the red blood cells (the cells that deliver oxygen to muscles and tissues) within about 5 weeks, depending on nutrition and iron status. High-performance competitive athletes may notice a marginal decrease in exercise tolerance for about 1 week after a whole blood donation.

Plan ahead to best schedule your donation with sports and other activities.

Additional Information for Parents and Students

Parental permission is required for all donations by 16-year-olds and for donations by 17-year-olds as required by state law or sponsor. In order to provide informed consent, parents must go to <https://www.redcrossblood.org/donate-blood/how-to-donate/info-for-student-donors.html> and read "Possible Use of Donor Information and Blood Samples in Medical Research" and the research study sheets for your state. For those with no internet access, please call the Donor and Client Support Center at 1-866-236-3276 for information regarding research studies in your state.

It is recommended that females under the age of 19 not donate Red cell apheresis, also known as "power reds." Red cell apheresis donations are limited to male donors under the age of 19.

When parental consent is required, we will need a signed consent form for each donation. Most donors have uneventful donations and do fine afterwards. Some donors may become lightheaded or dizzy during or after the donation or may faint or experience injury requiring additional medical care. Young, first-time, and low-weight donors are more likely to experience reactions than other donors.

Donating blood, particularly red cells, removes iron from the body. Healthy iron levels are important for overall health, physical and mental development, and help to maintain strength and energy. Low iron, also known as iron deficiency, may lead to health problems, including anemia (not enough red blood cells or hemoglobin). To help replace the iron lost by blood donation, we recommend taking a multivitamin with 18 mg of iron or iron supplement with 18-38 mg of elemental iron for 60 days after each whole blood donation and for 120 days after each red cell apheresis donation.

For more information about iron and healthy blood donation, please visit our website at <http://www.redcrossblood.org/iron>. If a donor chooses to take iron, we recommend that the donor tell their health care provider.

Every donation is tested for HIV (the virus that causes AIDS), the hepatitis B and hepatitis C viruses, and other infectious diseases. If any test result or response to a donor screening question suggests that the donor is disqualified from donating blood in the future or may have an infectious disease, their donor record will be marked accordingly. When required, we report donor information, including test results to health departments and regulatory agencies.

The infectious disease tests are very sensitive and specific, but it is possible that donors who are not infected will have false positive results. We are required to notify and disqualify donors even if subsequent test results indicate a donor is not infected.

Whole blood and red cell apheresis (power red) donors will also be tested for ferritin, a test for iron stores. Donors will be notified of ferritin test results outside our acceptable ranges.

We will communicate test results directly with the donor. We maintain the confidentiality of information we obtain about a donor and we will release a donor's confidential information to his or her parents or guardian only with the donor's consent.

We may use information or residual blood samples we collect from donors confidentially and anonymously for medical research. Examples of this type of research include studies to increase the safety of the blood supply.

If you have questions about blood donation, please contact the American Red Cross.

Form: Parental Consent for Blood Donation

Information

This form must be completed by a parent or legal guardian. Parental permission is required for

- All donations by 16-year-olds
- All donations by **any age student** at high school blood drives in Utah
- Donations by 17-year-olds as required by state law or blood drive sponsor

Before giving consent, please read the information on the back of this form and "A Student's Guide to Blood Donation." You should also read "Possible Use of Donor Information and Blood Samples in Medical Research" and the research study sheets for your state, which can be found at <https://www.redcrossblood.org/donate-blood/how-to-donate/info-for-student-donors.html>. If you do not have internet access, please call the Donor and Client Support Center at 1-866-236-3276 for relevant information regarding research studies.

Before donating blood, your child will read "What You Must Know Before Giving Blood," which describes the blood donation process. It explains the importance of accurate and honest answers to health history questions, what happens when a person gives blood, and tips for having a positive donation experience. It also explains why the Red Cross asks questions about sexual contact and identifies profiles of persons who should not donate (because of physical conditions, travel to certain countries, or high-risk behavior). "What You Must Know Before Giving Blood" contains explicit language defining "sexual contact." A copy of this document is on file and available for viewing at your child's school.

Please call us at **1-800-RED-CROSS (1-800-733-2767)** or visit www.redcrossblood.org if you have questions or concerns about the blood donation process.

Parental Consent

I have read and understand

- The information on the back of this form
- "A Student's Guide to Blood Donation"
- "Possible Use of Donor Information and Blood Samples in Medical Research"
- State-specific research-related study sheets
- That red cell apheresis, also known as "Power Reds," is not recommended for 16- and 17-year-old females

By signing below, I authorize my child to donate blood to the American Red Cross. Further, unless indicated by checking the box below, I authorize my child to do so utilizing apheresis technology as described on the reverse of this sheet. (Please use medium-point black pen.)

I **do not** authorize my child to donate blood utilizing apheresis technology as described on the reverse of this sheet.

Donor Name: (son, daughter, or ward): _____
Print Name

Parent/Guardian Name: _____
Print Name

Parent/Guardian Signature: _____
Signature *Today's Date (mm/dd/yyyy)*

Optional Parent/Guardian Phone Number: _____
Where you can be reached on day of donation

**For American Red Cross Use Only
WBN/DIN**

Information for Parents

Thank you for allowing your son, daughter, or ward to donate the gift of life. Please read the information below in addition to "A Student's Guide to Blood Donation," "Possible Use of Donor Information and Blood Samples in Medical Research," and any specific research-related study sheets.

A Healthy Approach to Donation

Healthy habits can improve the donation experience. Blood donors should eat a nutritious, well-balanced diet containing foods rich in iron and high in vitamin C. Before a blood donation, blood donors should get enough rest, eat a good meal, and drink plenty of fluids. After donating, we recommend that some donors, including donors 16 to 18 years old, take a multivitamin with iron to help replace the iron lost during their blood donation. We hope that a positive donation experience encourages your teen to become a lifelong donor!

Donor Screening

- We will conduct a confidential interview in which we will ask your son, daughter, or ward questions about his or her health and medication use, sexual behavior, travel, and other risk factors for infectious diseases.
- We will test every donation for HIV (the virus that causes AIDS), hepatitis B and hepatitis C viruses, and other infectious diseases.
- If any test result or response to a donor-screening question suggests that your son or daughter is disqualified from donating blood in the future or may have an infectious disease, we will mark his or her donor record accordingly. When required, we report donor information, including test results, to health departments and regulatory agencies.
- The tests are very sensitive and detect most infections, but it is also possible that donors who are not infected will have falsely positive results. We are required to notify and disqualify donors even if subsequent test results indicate the donor is not infected.
- Whole blood and red cell apheresis (Power Red) donors will also be tested for ferritin, a test for iron stores. Donors will be notified of ferritin test results that are outside our acceptable ranges.
- We will communicate test results that disqualify a donor from future donation directly with the donor. We maintain the confidentiality of information we obtain about a donor and we will release a donor's confidential information to his or her parents only with the donor's consent.

Whole Blood Donation

- Each donation uses a new, sterile needle to collect about a pint of blood from a vein in the donor's arm.
- Most donors feel fine before and after donating blood, but some donors may have a lightheaded or dizzy feeling; an upset stomach; a black and blue mark, redness, or pain where the needle was inserted; fainting or loss of consciousness and injury from related falls; or very rarely, nerve or artery damage. Young, first-time, and low-weight donors are more likely to experience reactions than other donors.
- Iron is lost through blood donations. Low iron, also known as iron deficiency, may lead to health problems, including anemia (not enough red blood cells or hemoglobin). Healthy iron levels are important for overall health, physical and mental development, and maintaining strength and energy. To help replace iron lost through blood donation, we recommend that some donors, including donors 16 to 18 years old, take a multivitamin with 18 mg of iron for 60 days after each whole blood donation or for 120 days after each Power Red donation.
- For more information about iron and a healthy blood donation, please visit our Web site at <http://www.redcrossblood.org/iron>. If a donor chooses to take iron, we recommend that the donor tell his or her health care provider.

Apheresis

- Apheresis is a type of automated blood donation procedure in which we collect specific components of the donor's blood. We place a new sterile needle in one or both of the donor's arms and use a machine to draw blood and separate it into different parts. The desired blood components are removed while the remainder and extra fluids are returned to the donor.
- Apheresis has the same risks as whole blood donation (see above). In addition, citrate, used during apheresis to prevent blood clotting, may cause chills, tingling sensations, feelings of anxiety, tremors, muscle cramping, numbness, nausea, vomiting, and/or convulsions. Donors may be given oral calcium supplements during the apheresis procedure to manage these symptoms. Very rarely, donors can experience allergic reactions (for example, skin rashes, hives, localized swelling, and/or flushing), air in the bloodstream, infection, or other complications.
- Red cell apheresis, also known as "Power Reds," is used to collect red blood cells. Red cell apheresis is not recommended for 16- and 17-year-old females. Red cell apheresis donations are limited to 16- and 17-year-old male donors. As with whole blood donation, iron is lost through apheresis donation. See "Whole Blood Donation" for information about iron and iron replacement.
- Apheresis can also be used to collect platelets or plasma. Repeated donation may result in iron depletion. The iron loss in five platelet or plasma apheresis donations is approximately equivalent to the iron loss in one whole blood donation. See "Whole Blood Donation" above for recommendations on iron replacement.

Research

- We may confidentially and anonymously use the information or leftover blood samples we collect from donors for medical research, such as research on ways to increase the safety of the blood supply.
- By giving your son, daughter, or ward permission to donate blood, you are also consenting to the use of the donation and donor information for this type of research.
- In order for you to provide informed consent, you must go to <https://www.redcrossblood.org/donate-blood/how-to-donate/info-for-student-donors.html> and read "Possible Use of Donor Information and Blood Samples in Medical Research" and the research study sheets for your state before signing this parental consent. If you do not have internet access, please call the Donor and Client Support Center at 1-866-236-3276 for information regarding research studies being performed in your state.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
BUSINESS PROFESSIONALS OF AMERICA

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
700 MORSE ROAD, SUITE 201 [PHYSICAL ADDRESS]

6 City, state, and ZIP code
COLUMBUS, OHIO 43214

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

| | | | | | | | | | | | |
|--|--|--|--|---|--|--|---|--|--|--|--|
| | | | | - | | | - | | | | |
|--|--|--|--|---|--|--|---|--|--|--|--|

OR

Employer identification number

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 3 | 1 | - | 1 | 1 | 3 | 5 | 7 | 1 | 2 |
|---|---|---|---|---|---|---|---|---|---|

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ CFO

Date ▶ 11/16/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | | |
|---|---|--|---|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. HHC HA TRS, INC | | |
| | 2 Business name/disregarded entity name, if different from above Hilton Anaheim | | |
| | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. | | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| | <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | | |
| | 5 Address (number, street, and apt. or suite no.) See instructions. 777 W Convention Way | | Requester's name and address (optional) |
| | 6 City, state, and ZIP code Anaheim, CA 92802 | | |
| | 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

| Social security number | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

or

| Employer identification number | | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|---|
| 4 | 5 | - | 5 | 3 | 9 | 4 | 4 | 7 | 1 |

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|-------------------------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ 1.14.2022 |
|------------------|----------------------------|-------------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

| | |
|--|---|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Marriott Hotel Services Inc. | |
| 2 Business name/disregarded entity name, if different from above DBA Anaheim Marriott | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| 5 Address (number, street, and apt. or suite no.) See instructions. 700 W Convention Way | Requester's name and address (optional) |
| 6 City, state, and ZIP code Anaheim, CA 92802 | |
| 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|--|
| Social security number | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table> | | | | | | | | | | | |
| | | | | | | | | | | | |
| or | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">2</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">0</td> </tr> </table> | 5 | 2 | - | 1 | 0 | 5 | 2 | 6 | 6 | 0 | |
| 5 | 2 | - | 1 | 0 | 5 | 2 | 6 | 6 | 0 | | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|-------------------------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ <u>2/15/2022</u> |
|------------------|----------------------------|-------------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

| | | |
|--|--|---|
| Print or type. See Specific Instructions on page 3. | <p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>M8DEV, LLC</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>RESIDENCE INN ANAHEIM</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ C Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ </p> | <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> |
| | <p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>640 WEST KATELLA AVE</p> <p>6 City, state, and ZIP code</p> <p>ANAHEIM CA 92802</p> <p>7 List account number(s) here (optional)</p> | <p>Requester's name and address (optional)</p> |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | |
|---------------------------------------|---|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | |
| | | | | | | | | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| 4 | 6 | - | 0 | 6 | 9 | 5 | 4 | 0 | 9 |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|--------------------------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ 03/02/2023 |
|------------------|----------------------------|--------------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
M6DEV, LLC

2 Business name/disregarded entity name, if different from above
SPRINGHILL SUITES AT ANAHEIM RESORT/CONVENTION CENTER

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **C**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1801 SOUTH HARBOR DRIVE

6 City, state, and ZIP code
ANAHEIM CA 92802

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| Social security number | | | | | | | | | |
|--------------------------------|---|--|--|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | - | | | - | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| 4 | 5 | | | - | 4 | 7 | 8 | 9 | 0 |
| | | | | | 6 | 0 | | | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ **03/02/2023**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print) (the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

- A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
- B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

- 1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
- 2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com, including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
- 3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
- 4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.
- 5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date



Nondiscrimination Policy

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subject to discrimination of any program or activity for which is responsible.

Publication, Promotional Release, and Use of Images and Materials

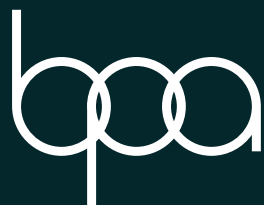
You understand and acknowledge that, in conjunction with your participation in the NLC, BPA may capture photos, video, and other recordings of participants before, during, and after events at the NLC. You expressly authorize BPA and grant to BPA, without further consent, an irrevocable limited license to use, display, and reproduce any and all photos, video and/or other recordings of you captured before, during and after events at the NLC by BPA in any medium or format. You acknowledge and agree you have no right to review or approve such materials before they are used, displayed, or reproduced. BPA may, but is not required to, use, display, and reproduce such photos, video, and other recordings of you in future print materials, online materials (including the BPA website and its official social media accounts), signage, slideshows, podcasts, videos, and other uses in physical and digital forms. By participating in the NLC, you waive and release BPA from any and all claims relating to the use, display, and reproduction of such photos, videos, and recordings.

Event Participation Assumption of Risk, Release and Waiver

An inherent risk of exposure to COVID-19 exists in any public place where people are present, even with the use of personal protective equipment and social distancing. COVID-19 is an extremely contagious virus that can lead to severe illness and death. Although Business Professionals of America (“BPA”) has implemented necessary and appropriate safety and sanitation measures, attendance at the National Leadership Conference (“NLC”) may be hazardous and involve an unavoidable risk of illness due to contact with or proximity to people or things exposed to the coronavirus. By attending the NLC with the express understanding of such potential hazards, you knowingly and voluntarily acknowledge and assume the risk of such hazards. You expressly waive and release, to the fullest extent permitted by the law, any and all claims and potential causes of action, of any nature, against BPA on account of any and all injury, illness, and/or death arising out of or attributable to attendance at the NLC, COVID-19 related or otherwise. You understand and acknowledge that BPA, its adult leaders and representatives may not be present at all times during NLC and cannot guarantee your safety or mitigate all risks involved in your participation in the NLC. Attendees should, at all times, follow BPA staffs’ instructions and use their best judgment. BPA is not responsible for lost, stolen, or damaged property.

Social Media Use

BPA encourages members to use social media in productive and positive ways. Malicious use of social media will not be tolerated. Malicious use may include, but is not be limited to, photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (e.g., derogatory comments regarding conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender); photos, videos, or comments that depict or encourage unacceptable, violent or illegal activities (e.g., hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use). BPA will not tolerate any type of inappropriate behavior from any individual involved, engaged, or associated with BPA or participating in any BPA activities on the local, regional, state, and national level. Anyone found violating this policy may be expelled from the event or conference, and their membership can be terminated. If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences, as appropriate.



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