



Today's students. Tomorrow's business professionals.

2013-2014 Torch Awards Handbook

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Torch Award Program Overview and Instructions

Business Professionals of America's Torch Awards Program frames and guides a BPA member's leadership and service to their chapter and community. Students complete activities in the seven Torch categories--Leadership; Service; Cooperation; Knowledge; Friendship; Love, Hope, Faith; and Patriotism--then log their activities in an online Torch Résumé.

Each activity is worth 5, 10, 15, or 20 points. When a student achieves a certain number of points for each category, his/her advisor or local reviewer can submit the résumé online to be reviewed for recognition. All students completing a satisfactory résumé will be awarded. There are four levels of recognition:

- **Executive Torch Award:** Given at the local chapter level, the Executive Torch Award requires 10 points in each Torch category. A Executive is defined as "a person having administrative or managerial authority in an organization."
- **Diplomat Torch Award:** Depending on your state, this award might be awarded at the local, regional, or state level. The Diplomat Torch Award requires 30 points in each Torch category. A Diplomat is defined as "one skilled with tact in dealing with people."
- **Statesman Torch Award:** Given at the state level, the Statesman Torch Award requires 50 points in each Torch category. A Statesman is defined as "one who is a leader in the promotion of the public good and in national affairs."
- **Ambassador Torch Award:** Given at the national level, the Ambassador Torch Award requires 70 points in each Torch Category. A Ambassador is defined as "a diplomatic official of the highest rank appointed and accredited as representative of the organization."

Award	Organization Level	Points Required in Each Category	Submission Deadline	Recognition
Executive	Local Chapter	10	varies	Pin and certificate
Diplomat	Varies by State	30	varies	Pin and certificate
Statesman	State	50	varies	Pin and certificate (otherwise varies by state)
Ambassador	National	70	March 28, 2014	Pin and certificate, Recognition at NLC

A student who earns an award through Business Professionals of America's Torch Awards Program will be presented with a certificate and pin commemorating their achievement. Students receiving the Ambassador Torch Award will receive their pin and certificate at the National Leadership Conference in Indianapolis, Indiana April 30-May 4, 2014. Most importantly, though, a student participating in the Torch Awards Program builds a rich resume of service and leadership experience to be proud of.

Résumés must be submitted by the appropriate deadline to be eligible for awards. Once a résumé is submitted, regional/state/national administrators can evaluate the résumé and either approve or reject the résumé. If approved, the student has earned the award and no further action is required. If rejected, an advisor and student can then work on the résumés more and re-submit, as long as the appropriate deadline has not passed.

The Torch Awards Program is open to all BPA members in the Middle Level, Secondary/ Associate, and Post-Secondary Divisions.

Role of the Local Advisor/Local Reviewer

The local advisor is the supervisor and administrator of his/her students' Torch Award quest. The advisor is involved through the beginning, middle and end of a student's journey through the Torch Awards program, providing access to the online system, walking students through the process, and submitting completed résumés for award consideration.

Delegating Torch Award Responsibilities to a Student

An advisor may choose to delegate his/her Torch Award duties to a responsible student, such as a chapter President or Vice President. This student then shares responsibility with his/her advisor to fill the role of supervisor and administrator of chapter members' participation in the program.

The steps to appoint a student as a local Torch Award Reviewer are as follows:

1. Log into the Membership Registration System at <http://www.bpa.org/membership/regsystem>.
2. If you are still adding students to your chapter, make sure the checkbox "Torch Award Reviewer" is checked for that student when you add him/her.
3. If the student you want to delegate duties to is already in the system, find your list of members in the Membership Registration System. Click "edit" for that student, check the "Torch Award Reviewer" checkbox, then click the "Save" button.

Advisor/Chapter Reviewer Responsibilities

Whether it is an advisor or student administering the program for the chapter, that person has the following responsibilities:

1. **Provide students with their Member IDs and Torch password.** Member IDs are listed in the Torch Award Online System (and in the Membership Registration System) for advisors and local reviewers when they log in. Passwords are set by Local Advisors when they register students at the beginning of the year and can be changed by the local advisor by logging back into the membership system at <http://www.bpa.org/membership/regsystem>.
2. **Help students plan** for their Torch résumé and help familiarize them with the Torch Awards Online System.
3. **Give feedback** throughout the year on how the students' activities look.
4. Officially **submit the complete résumés using the online system.** Résumés are submitted for each award separately. Résumés must be submitted by May 28, 2014 to be considered for the Ambassador Award.
5. **Award students** who have earned the Executive Award with a pin and certificate (both can be purchased from the shop area at the top of <http://www.bpa.org>)

NOTE: There is no longer approval/rejection for each activity in the system. Instead, a local advisor/reviewer should communicate with students regarding their expectations for all activities. Local advisors/reviewers control the process by controlling the submission of résumés at every level.

(For more details on using the Torch Award Online System, see page 6.)

Role of the Student

A student is responsible for building his/her Torch résumé through the Torch Awards Online System. Each member should read through the activity list in this handbook, plan activities, carry them out, and log into the Torch Awards Online System to add the activities to the résumé themselves. Students should then respond accordingly to their advisor's/reviewer's comments on their activities and ensure that the advisor/local reviewer submits the résumé through the online system by the appropriate deadline.

Students must get their Member IDs and passwords from their advisor. Students can change their Torch Award password (or set their password, if their advisors left password fields open for change by going to www.bpa.org/awards/changepass)

Each activity added in the online system has one of the seven Torch categories and an activity attached to it. The student must also list the date of the activity and must write a description of the activity to add it to the résumé. **Activity descriptions must start with action verbs.**

Rules for Résumés and Résumé Activities

1. A Torch Award Résumé covers entire span of a BPA member's membership through all divisions (Middle Level, Secondary or Post-Secondary). Therefore, a student can have activities from multiple years, but only as long as the activities occurred while the student was a member of that BPA division. Points cannot be counted from before the student was a member, and points cannot be carried over from one division to the next.
2. Students can keep adding to their résumé from year to year within a division until they earn an Ambassador Award. Once an Ambassador Award is earned, all subsequent activities begin a new Torch résumé. (Advisors can import activities for students from the previous year by using the Torch import functions in the Membership Registration System.)
3. Students may earn only one Ambassador Award per year, but can earn multiple Ambassador Awards over the course of a multi-year BPA membership. Activities from one Ambassador résumé cannot be counted towards the next résumé.
4. Each completed activity or project during a school year may be claimed only once; major projects may be broken into smaller segments.
5. Points cannot be documented until the activity has been completed.
6. Each activity has a limit on the number of times it can be used on one résumé. This number is listed in parentheses at the end of each activity explanation in the list of activities in this handbook. The Torch Award Online System will not allow additional instances of that activity.
7. Each activity's description must start with an action verb.
8. Activity description spelling and grammar must be correct.

(For more details on using the Torch Award Online System, see page 6.)

Role of the State Advisor

State Advisors are responsible for reviewing submitted résumés using the Torch Awards Online System. State advisors are the administrators of the Diplomat and/or Statesman Awards. Statesman Awards must be given at the state level. State advisors decide how and when to give the Diplomat Award. They can leave it up to the local advisor, assign regional helpers to give it at regions, or take care of it at the state level.

Delegating Diplomat/Statesman Responsibilities to a Helper

State Advisors have the option of delegating Torch Award duties to State Advisor Helpers. To create Torch Award accounts for these helpers, State Advisors should follow the following steps:

1. Log into the State Advisor Administrative section of the Membership Registration System at <http://www.bpa.org/information/sallogin> and click the add helper option.
2. To give the helper authority over all of the state's Torch Awards, leave the "region" field blank.
3. To limit the helper's authority to a particular region for the purpose of regional Diplomat awards, enter the region into the "region" field.
4. Save changes.

State Advisor/Helper Responsibilities

The State Advisor must delegate all of the of the following responsibilities between him/herself or State Advisor Helpers:

1. Set a deadline for Diplomat and Statesman résumé submissions and disseminate this information to local advisors and students.
2. Use the online system to evaluate submitted résumés, approving satisfactory résumés and rejecting unsatisfactory résumés. Ideally, this is done throughout the year as résumés are submitted so that students can improve unsatisfactory résumés and advisors can resubmit the improved résumés for re-evaluation.
3. Recognize students who have earned Diplomat/Statesman Awards with a pin and certificate at the appropriate conference. Pins and certificates can be purchased from the shop area at the top of <http://www.bpa.org>)

(For more details on using the Torch Award Online System, see page 6.)

Using the Torch Awards Online System

The Torch Awards Online System is the exclusive system used to build and evaluate résumés in BPA's Torch Award program. For a participating student, or for an advisor or State Advisor, a good understanding of the Torch Awards Online System is critical to the success of the Torch Awards program for everyone involved.

The system can be accessed at <http://www.bpa.org/awards/torchsystem>

Logging into the System

To log into the system, a user selects whether to log in as a student, advisor, chapter reviewer, State Advisor, or state helper. The user must enter a username and password. All users can log in from <http://www.bpa.org/awards/torchsystem>.

- **Students:** Your username is your Member ID, in the form ##-####-####. The dashes are required. Your Member ID can be found by your advisor or local reviewer. Your password is set up by your adviser when he/she registers members at the beginning of the year. You can change it (or set it, if your advisor left it blank) by visiting <http://www.bpa.org/awards/changepass>.
- **Local Advisors:** Your username and password are the same as that used to access the Membership Registration System.
- **Local Reviewer:** Your login information is the same as the information used to log in as a student. However, be sure to select "Chapter Reviewer" from the drop-down menu.
- **State Advisor:** Your username and password are the same as that used to access the Membership Registration System.
- **State Advisor Helper:** Use the username and password your State Advisor created for you.

Important: Don't forget to use the drop-down menu to select the appropriate login role. Selecting the wrong role will result in an "Invalid Login" error.

Building/Editing a Résumé

Students can access a list of their current activities by clicking "activities" after they log in. Advisors, chapter reviewers, State Advisors, and State Advisor helpers all have this same access to edit résumés, by searching for or listing students after logging in. Reviewers can attach a comment to any activity by using the "edit activity" screen. The student can then see that comment when they view that activity.

Once the activities list for a student is on screen, editing an activity is as simple as clicking "Edit" next to the activity, changing the description or date, and clicking "submit." On the edit screen, any comments left by an advisor or reviewer can be seen under the description.

To add a new activity, click the "Add Activity" button at the bottom of the activity list. Choose the activity category. Then click the "Select" link next to the relevant activity, choose a date and write a description, and click submit.

Submitting a Résumé

Submitting a résumé is not the role of the student, but of the local advisor or chapter reviewer. State advisors and their helpers also have this function available in the event that no one at the chapter level is able to submit the résumé.

To submit a résumé, the submitter needs to first find the student's résumé by clicking "list all," by searching for a particular student, or by clicking one of the three buttons that display all résumés with enough points for Diplomat, Statesman, or Ambassador awards. (These three buttons make it convenient to submit all the résumés eligible for a particular award.) After finding the eligible student, the submitter simply clicks "Submit" next to that student's name, then check the appropriate award and click the "Submit" button. Next to that checkbox, a submission date should appear, confirming successful résumé submission.

The submitter can now at any time review that résumé in the future, taking note as to whether its status for an award changes to "Approved" or "Rejected." If an administrator approves the award, the student has successfully earned the award. No further action is necessary. If the submission status changes to "rejected," the résumé is unsatisfactory and the student or advisor should contact the reviewing administrator to see what can be changed to make the résumé satisfactory.

Approving/Recognizing Résumés for Diplomat/Statesman Awards

Once a résumé is submitted for a Diplomat, Statesman or Ambassador Award, it is up to State Advisors and helpers to review submitted résumés and make a judgment of award approval or rejection. For the Executive Award, local advisors evaluate and grant the award themselves. Depending on state, the same may be true for Diplomat, although usually, this is done by a State Advisor helper at the regional level or a State Advisor/helper at the state level. National Staff evaluate résumés submitted for the Ambassador Award.

State Advisors/helpers can view a list of résumés eligible for the Diplomat or Statesman award by clicking the "Approve/Reject Diplomat/Statesman Submitted Résumés" links. From that page, there is a link that lets them view a student's résumé and a column indicating whether the résumé is unreviewed, approved or rejected. This status can be changed by clicking the "Change" link next to the approval status. **Changing a résumé status to approved means that this résumé is officially accepted for recognition.**

Résumés are not automatically approved when submitted. The appropriate official (State Advisor, Helper, or National Staff) must choose Approve or Reject for each résumé.

Administrators giving the awards can get a list of students who have been approved for an award by using the "Display/export data" link on their Torch Awards homepage.

LEADERSHIP

Code	PTS	Activity
101	10	Serve as a chapter committee Chairperson (identify the committee) (2)
102	10	Participate in or attend a Business Professionals of America local chapter professional growth activity (identify the topic, presenter, and involvement) (2)
103	10	Serve as class representative or alternate, Student Senate representative or alternate, or class officer for a year's term (1)
104	5	Campaign as local officer candidate, for the first or second time (identify the office) (2)
105	5	Serve as local officer (identify the office) (2)
106	5	Campaign as regional officer candidate (identify the region and office) (2)
107	5	Serve as regional officer (identify the region and office) (2)
108	10	Campaign as state officer candidate (identify the office) (2)
109	10	Serve as state officer (identify the office) (2)
110	15	Campaign as national officer candidate (identify the office) (2)
111	15	Serve as national officer (identify the office) (2)
112	10	Serve as an officer in another school, church-related or similar organization while an active BPA member (does not include a school class or section) (identify the office and organization) (2)
113	5	Be a leader in a varsity, intramural, or other organized sports activity while an active BPA member (ex: serve as volleyball team captain) (identify the organization) (3)
114	5	Submit a feasible, detailed, and written plan to local vice president for a new local chapter project (identify the project) (2)
115	5	Submit a feasible, detailed, and written plan to regional vice president for a new regional project (identify the project) (2)
116	5	Submit a feasible, detailed, and written plan to state vice president for a new statewide project (identify the project)(2)
117	5	Submit a feasible, detailed, and written plan to national vice president for a new nationwide project (identify the project) (2)
118	5	Adoption of plan submitted for #114, 115, 116, or 117 (can be used one time at each level) (identify the project) (4)
120	5	Serve as campaign manager for a local officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign) (2)

121	10	Serve as campaign manager for a regional, state, or national officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign) (3)
122	5	Serve as voting delegate at a regional, state, or national leadership conference (identify the conference) (3)
123	10	Serve as head voting delegate at a regional, state, or national leadership conference (identify the conference) (3)
124	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) to the local chapter (identify the topic and circumstances) (3)
125	20	Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a regional, state, or national leadership conference (identify the topic, conference, and circumstances) (2)
126	5	Participate in a local officer training workshop presented on the local level (identify the topic and presenter) (2)
127	10	Participate in an officer training workshop presented on the regional, state, or national level (identify the topic, conference) (2)
128	10	Design, prepare, and display a bulletin board or display portraying leadership techniques (identify the topic and location) (1)
129	10	Participate in a state leadership academy (identify the conference, city and year) (1)
130	10	Serve as a State Leadership Conference Intern (identify the conference, state, and year) (1)
131	20	Participate in the National Leadership Academy at a National Leadership Conference (identify the conference, city, and year) (You cannot use both 131 and 132) (1)
132	15	Serve as a National Leadership Conference Intern (identify the conference, city, and year) (you cannot use both 131 and 132) (1)
135	10	Lead discussion on BPA related webinar (2)
136	20	Complete the BPA Student Leadership Series (http://www.bpa.org/membership/StudentCert) (1)
150	5	Miscellaneous: any Business Professionals of America leadership activity not specified in the above codes (identify the activity completely) (2)

Service

Code	Pts	Activity
201	15	Serve as a Special Olympics coach (identify the team or event) (2)
202	10	Organize a blood drive (identify the involvement) (2)

- 203 5 Participate in a blood drive (cannot claim both 202 and 203) (2)
- 204 10 Organize a pledge drive against distractive driving (identify the involvement) (2)
- 205 5 Participate in a pledge drive against distractive driving (cannot claim both 204 and 205, identify the involvement) (2)
- 206 10 Organize a bone marrow registry drive (identify the involvement) (2)
- 207 5 Participate in a bone marrow registry drive (cannot claim both 206 and 207, identify the involvement) (2)
- 208 10 Organize a donor registry drive (identify the involvement) (2)
- 209 5 Participate in a donor registry drive (cannot claim both 208 and 209, identify the involvement) (2)
- 210 10 Organize a fundraiser walk for a charity cause (cannot claim both 210 and 211, identify the involvement) (2)
- 211 5 Participate in a fundraiser walk for a charity cause (cannot claim both 210 and 211, identify the involvement) (2)
- 212 10 Write an article on safety (including drug awareness) for publication in a Business Professionals of America newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date) (1)
- 213 10 Participate in a community or school-sponsored service project; not chapter-related (identify the involvement and project) (2)
- 214 10 Create a portfolio that presents some of the work and/or projects you completed as a member of Business Professionals of America (identify the work/projects covered in the portfolio) (1)
- 215 10 Participate in an activity that promotes the concept of "going green" (identify the activity and involvement) (1)
- 216 10 Participate in a local chapter service project that benefits the community (identify the involvement and project) (3)
- 217 5 Create or update a Web page promoting Business Professionals of America (identify the page contents and the Web site address) (1)
- 218 10 Participate in a local chapter in-school service project which benefits the school (identify the involvement and project) (3)
- 219 10 Participate in a local chapter recruiting activity promoting continuing business education (be sure the activity and Participation warrant the points received) (identify the activity and involvement) (1)
- 220 10 Participate in a service project sponsored by the Business Professionals of America state or national organization (identify The involvement and project)(1)
- 221 10 Register hours in the President's Volunteer Service Award (1)

222	10	Complete the requirements for the Bronze Level (or higher) President's Volunteer Service Award (1)
223	10	Write an article on promoting a service learning activity for publication on the Business Professionals of America custom website, newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date) (2)
224	10	Complete activity #220, including a photo in the article and receive 10 extra points for a total of 20 points (2)
225	10	Participate in a Special Olympics event (2)
226	5	Participate as Chairperson for Special Olympics event (2)
250	5	Miscellaneous: any Business Professionals of America service activity not specified in the above codes (identify the activity completely) (2)

Cooperation

Code	Pts.	Activity
301	10	Participate in presenting a Business Professionals of America ceremony; each must be a different ceremony, i.e., Torch Ceremony, Installation Ceremony (participation means having one of the major speaking parts, not merely being an observer) (identify the ceremony, involvement, and circumstances) (3)
302	10	Serve as a campaign committee member; can only claim one campaign at a given time (identify the campaign) (3)
303	10	Participate in a combined chapter function with a Business Professionals of America chapter from another division (or divisions) or alumni chapter (identify the division and function) (1)
304	5	Participate in a local chapter fund-raising project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project) (3)
305	10	Participate in a regionally-sponsored project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project) (1)
306	10	Participate in a state-sponsored project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project) (1)
307	10	Participate in a nationally-sponsored project such as community service , Special Olympics, Act Out Loud Rally (identify the involvement and project) (1)
308	10	Participate in a local chapter service project in cooperation with another student organization (identify the involvement, project, and organization) (2)
309	5	Be a member of another school, church-related or similar organization while an active BPA member (does not include a school or class section, or school sport) (identify the organization) (3)
310	10	Participate in publishing a chapter newsletter (identify involvement) (1)

- 311 10 Participate in a local chapter activity which promotes Business Professionals of America Week (identify involvement and activity) (2)
- 312 10 Participate in a local, regional, state, or national safety project (identify involvement, project, and level) (1)
- 313 10 Attend a professional meeting, i.e., DPMA, AMS, NAA, Toastmasters, IAAP (identify the meeting) (2)
- 314 10 Help promote a Business Professionals of America activity for another division or alumni chapter (identify the involvement) (1)
- 315 10 Attend a Business Professionals of America or business division advisory committee meeting (identify the meeting) (1)
- 316 10 Participate in a local chapter activity to recognize community leaders (identify the involvement and activity) (2)
- 317 10 Participate on the Chapter Activities Award of Excellence committee; committee must be working toward achieving the award (identify involvement) (1)
- 318 5 Participate in a local chapter membership recruitment activity (identify involvement and activity) (2)
- 319 15 Establish a School-to-Work contact with a business in your local community for a career/technical program (identify the career/technical program, the contact person and the business where the contact was made) (1)
- 320 5 Serve as a committee member; (identify the committee) (3)
- 321 10 Organize a fund raiser for chapter or other organization (identify the involvement and organization) (2)
- 322 10 Organize a Business Professional of America Week event (identify the involvement and activity) (2)
- 323 10 Assist in planning a combined meeting with a different division of Business Professionals of America or alumni chapter (identify the division and meeting) (3)
- 335 5 Click the "Like" button on BPA's official Facebook page www.facebook.com/businessprofessionalsofamerica (1)
- 336 5 Click the "Follow" button on BPA's official Twitter page: @national_bpa (1)
- 337 10 Exchange ideas with members of your chapter to identify ways of increasing chapter size (identify the involvement) (1)
- 350 5 Miscellaneous: any Business Professionals of America cooperation activity not specified in the above codes (identify the activity completely) (2)

Knowledge

Code Pts. Activity

- 401 10 Demonstrate or explain the parts of the Business Professionals of America emblem and their meaning (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented) (1)
- 402 10 Recite the Business Professionals of America pledge by memory on a one-to-one basis (chapter meeting recitation does not qualify) (identify to whom presented and circumstances) (1)
- 403 10 Make a short presentation on the Business Professionals of America colors (identify to whom, when, and how presented) (1)
- 404 10 Make a short presentation on the purposes of Business Professionals of America (identify to whom, when, and how presented) (1)
- 405 10 Demonstrate or explain the significance of the Torch Ceremony (identify to whom, when, and circumstances) (1)
- 408 5 Participate in a Business Professionals of America nationally-approved contest at the regional level (identify the region and name of contest) (2)
- 409 5 Place in top ten in a Business Professionals of America nationally-approved contest at the regional level (identify the name of the contest) (2)
- 410 5 Participate in a Business Professionals of America nationally-approved contest at the state level (identify the name of contest) (2)
- 411 10 Place in top ten in a Business Professionals of America nationally-approved contest at the state level (identify the contest and place) (2)
- 412 10 Participate in a Business Professionals of America contest at the National Leadership Conference (identify the place and name of contest) (2)
- 413 15 Place in top ten in a Business Professionals of America contest at the National Leadership Conference (identify the place and name of contest) (2)
- 414 5 Attend a workshop at a regional, state, or national leadership conference (identify the workshop, presenter, and conference. (4)
- 415 10 Attend a parliamentary procedure workshop; does not need to be presented by Business Professionals of America (identify the workshop, presenter, and circumstances) (1)
- 416 10 Read the Business Professionals of America local, state, and national constitutions (identify the sources) (1)
- 417 10 Study the current guidelines for a BPA Cares award program in the BPA Cares Awards Handbook. Present a written proposal to the local vice president outlining procedures for the chapter to receive the recognition. (1)
- 418 10 Conduct an interview with a business person (high school graduate at least) regarding what their job entails (identify the person, their job title, and the business where they are employed) (1)

419	10	Give a presentation demonstrating a particular type of software to a group (identify the software, the group, and the place the presentation was given) (1)
420	10	Give a presentation on any topic using computer or multimedia (electronic) technology (identify your topic, the technology used, the group you presented to, and the place where the presentation was given, may not be for a school class) (1)
421	5	Conduct a job search using the Internet (identify two companies about which you received information) (1)
423	5	Take a State Merit Scholar Test (identify the state conference) (1)
424	5	Earn a State BPA Merit Scholar Award (identify the state conference) (1)
425	5	Take the BPA Merit Scholar Test at NLC (1)
426	5	Earn a BPA Merit Scholar Award at NLC (1)
427	10	Attend a state executive council meeting (1)
428	10	Write an article for the Business Professionals of America regional or state memo or newsletter (must be submitted but need not be published) (identify the topic and publication) (1)
429	10	Write an article about your chapter for the BPA.org custom Web site system and submit it online (2)
430	10	Complete activity #428, including a photo in the article and receive 10 extra points for a total of 20 points (2)
431	15	Write a Business Professionals of America article for any city newspaper; it must be published (specify the topic, paper, and publication date) (2)
432	10	Speak about Business Professionals of America at a non-chapter meeting (such as a civic organization) (this may include one presentation to a school-related organization) (identify the topic and meeting) (3)
433	10	Attend a professional webinar (identify the topic) (2)
450	5	Miscellaneous: any Business Professionals of America knowledge activity not specified in the above code (identify the activity completely) (2)

Friendship

Code	Pts	Activity
501	5	Participate in a Business Professionals of America orientation activity for new chapter members or a chapter activity of providing Business Professionals of America orientation for the student body (identify the involvement, activity, and audience) (2)

- 502 5 Attend an official Business Professionals of America local chapter meeting (5)
- 503 5 Attend an official Business Professionals of America local chapter social function (identify the type and location) (3)
- 504 5 Attend a Business Professionals of America regional leadership conference (identify the region and conference) (2)
- 505 5 Attend a Business Professionals of America state leadership conference (identify the conference) (2)
- 506 5 Attend Business Professionals of America National Leadership Conference (identify the conference) (2)
- 507 10 Attend a BPA chapter meeting or function of a BPA chapter at a different school (identify the meeting and school) (1)
- 508 5 Serve as a host/hostess to a guest at a local, regional, or state function (identify guest, involvement, and function) (3)
- 509 5 Attend a function of a different school or organization; does not need to be Business Professionals of America related (identify the function and school) (1)
- 510 15 Visit a different school to assist in the establishment or reactivation of a Business Professionals of America chapter (identify the school, group, and your involvement) (2)
- 511 5 Volunteer office services for a faculty member (identify services performed and for whom) (3)
- 512 10 Participate in a Business Professionals of America recognition activity for school personnel (identify involvement and activity) (1)
- 513 5 Participate in a special activity you have planned for your parents/guardian/spouse (identify the involvement, activity, and persons) (1)
- 514 10 Prepare and send a minimum of five appreciation letters to businesses for Business Professionals of America support (identify quantity and purpose) (1)
- 515 10 Submit a story and photo to the BPA official Facebook and Twitter page promoting BPA ([facebook.com/businessprofessionalsofamerica](https://www.facebook.com/businessprofessionalsofamerica), [@national_bpa](https://twitter.com/national_bpa)) (2)
- 516 10 Volunteer a friendship service on a one-to-one basis (i.e., cleaning, raking leaves) for a shut-in, homebound, disabled, or similar person; does not need to be a chapter activity (identify person, service, and circumstances) (2)
- 517 5 Establish an Email acquaintance that lives in another state. (1)
- 518 5 Establish an email acquaintance that lives in another country. (1)
- 519 10 Attend a social event with another chapter. (2)
- 520 10 Attend a Fall Leadership Conference. (2)
- 521 5 Recruit one new chapter member (identify the new member recruited) (4)

- 522 10 Recruit five new chapter members and apply for the national Member Recruiter Award (identify the new members recruited) (1)
- 523 20 Visit a school other than yours and exchange ideas with another career/technical student organization (i.e., DECA, FFA, TSA) (identify the school, topics, and organization) (1)
- 550 5 Miscellaneous: any Business Professionals of America friendship activity not specified in the above codes (identify the activity completely) (2)

Love, Hope, Faith

Code	Pts	Activity
601	10	Work to promote community goodwill through a Business Professionals of America local chapter activity involving a shut-in, elderly person, hospital, children's home, etc. (identify your involvement, activity, and persons) (3)
602	5	Discuss Business Professionals of America on a one-to-one basis with a business person outside the organization; it cannot be a school official (identify the person and situation) (2)
603	5	Give the invocation at a Business Professionals of America function (identify the function) (1)
604	10	Participate in a local chapter ecology project (including drug awareness) (identify the project and your involvement) (2)
605	10	Participate in a relief fund-raising project; it need not be Business Professionals of America related (identify your involvement, the activity, and group sponsoring) (2)
606	15	Work with underprivileged, disabled people on an individual basis; does not need to be Business Professionals of America related (make sure the involvement warrants the point allotment) (identify your involvement and person helped) (3)
607	10	Participate in a BPA local chapter charity drive (identify your involvement, activity, and circumstances) (2)
608	10	Participate in a community service project; does not need to be Business Professionals of America related (identify involvement, activity, and circumstances) (2)
609	10	Participate in a Business Professionals of America local chapter project designed specifically to raise money for Special Olympics or any similar organization at any level (identify involvement, activity, organization, and circumstances) (3)
610	10	Participate in NLC Special Olympics Walk. (2)
611	10	Participate in an event promoting acceptance of all individuals regardless of race, creed, gender or orientation (identify the activity and involvement) (2)
612	5	Attend a religious function of any faith (identify place of worship or event) (2)

613	10	Visit a nursing home or assisted living home and interact with the residents (2)
614	10	Complete the nomination application for one of the BPA Cares Professional Awards (2)
615	10	Participate in an activity that honors local teachers within your district (2)
616	15	Create and submit a video to the Great American NO BULL Challenge (1)
617	5	Attend an art show, a recital, a school play, or a community playhouse production (identify the production) (2)
618	10	Attend a county or state fair and tour the educational exhibits for a minimum of 1 hour (identify the fair and exhibit viewed) (1)
619	10	Exhibit something at a county or state fair (identify the fair and exhibit item) (1)
620	10	Attend a professional play or musical, classical music concert or recital, pops concert, dinner theater, ballet or other dance performance, poetry, etc. (be sure this is a cultural activity; rock concerts or similar activities do not qualify) (identify the performance and location) (2)
621	10	Participate in local safety (including drug awareness) project (identify the project and your involvement) (2)
650	5	Miscellaneous: any Business Professionals of America love, hope, or faith activity not specified in the above codes (identify the activity completely) (2)

Patriotism

Code	Pts.	Activity
701	5	Lead the Pledge of Allegiance at a Business Professionals of America local chapter function (you must be the actual leader, not just a participant) (identify the function) (1)
702	10	Demonstrate or explain the proper procedure for displaying and caring for the U.S. flag (identify circumstances and involvement) (1)
703	10	Participate in a patriotic parade; does not include homecoming (this must be a patriotic parade; merely being an observer does not qualify) (identify involvement and parade) (2)
704	10	Participate in a political activity outside of Business Professionals of America (this does not include activities such as homecoming) (identify involvement and activity) (3)
705	10	Participate in an informative political session (this does not include being an observer only) (identify involvement and activity) (1)
706	10	Observe legal proceedings of a court session; does not include TV programs (identify session and topics) (1)

- 707 10 Attend a city council meeting (1)
- 708 10 Attend a school board meeting (1)
- 709 10 Attend a county, state, or national legislative session, hearing, or committee meeting; does not include TV programs (identify the session and topic) (1)
- 710 10 Contact a state or national elected official on a current legislative issue (identify the method of contact, individual, and the topic) (2)
- 711 15 Vote in a local (city wide) government election or a mock related activity (does not include school elections such as homecoming) (identify the activity) (1)
- 712 15 Vote in a state government election or a mock related activity (identify the activity) (1)
- 713 10 Speak at a public patriotic event (identify event, involvement and topic) (1)
- 714 10 Perform a patriotic song (singing or instrumental) at a local event (identify event and involvement) (1)
- 715 15 Vote in a national government election or mock related activity (identify the activity) (1)
- 716 5 Observe free enterprise in action by visiting a “for profit” company (identify company and what observed) (1)
- 717 5 Attend an ethnic festival (identify the involvement and activity) (1)
- 718 5 Visit an art museum, natural history museum, or similar facility (identify museum and what observed) (1)
- 719 5 Attend a community patriotic, historical or cultural event (identify the event and circumstances) (3)
- 720 5 Take a virtual tour of an historical building or area (identify the building or area and what was observed) (2)
- 721 10 Tour a historical building or area (identify the building or area and what was observed) (2)
- 722 10 Design, prepare, and put up a patriotic display (identify purpose, type, and where placed) (2)
- 723 5 Participate in local festival parade (2)
- 724 10 Participate in an activity that supports US Military or US Military families(2)
- 725 10 Perform the National Anthem (identify the function) (2)
- 750 5 Miscellaneous: any patriotic, cultural, or historical activity not specified in the above codes (identify activity completely) (2)

