

Workplace Skills Assessment Program



CECF

2011-2012



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CECF • Career Education Clubs of Florida, P.O. Box 1806, Bushnell, FL 33513 • (352)793-8234
BPA • Business Professionals of America, 5454 Cleveland Ave., Columbus, OH 43231-4021 • (614)895-4021

**CECF / BPA
Workplace Skills Assessment
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PREFACE

Mission Statement

The mission of Career Education Clubs of Florida (CECF) / Business Professionals of America (BPA) is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills.

Workplace Skills Assessment Program Philosophy

The Workplace Skills Assessment Program is an integral part of CECF / BPA. The goal of the program is to provide all Diversified Education students with the opportunity to demonstrate workplace skills learned through career education curricula. Students will:

- demonstrate occupational competencies;
- broaden knowledge, skills, and attitudes;
- expand leadership and human relation skills;
- demonstrate a competitive spirit; and
- receive recognition.

Purpose and Use of the Competitive Events Manual

The purpose of the *Guidelines* is to provide as much information as possible to help prepare students for a successful experience at the District Level Assessments, State Leadership Conference (SLC) and National Leadership Conference (NLC).

The *Guidelines* regulate all Workplace Skills Assessment Events for students in Florida as approved by Business Professionals of America. All events which qualify for the NLC for CECF are herein designated. Local chapters ***should not*** deviate from these guidelines. You are urged to check with your State Executive Director for any clarifications.

Content

The *Guidelines* contain general information for all events, CECF and those associate-level BPA events, as well as specific details regarding eligibility, equipment use, scoring, etc. The information in the *Guidelines* is essential for members attending the National Leadership Conference.

Resources used to develop written events as well as reference materials are detailed in the individual event guidelines.

Authors, administrators, proctors, and evaluators will strictly follow these guidelines.

PLEASE MAKE THIS PUBLICATION AVAILABLE TO YOUR STUDENTS

Non-Discrimination Policy

It is the policy of CECF / BPA 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 subjected to, discrimination in any program or activity for which it is responsible.

GENERAL GUIDELINES

- **Eligibility**

According to Board policy, “Only members whose dues have been postmarked to the National Center by March 15th are eligible for national competition.”

Only students who have affiliated at the District and State level will be permitted to attend and participate in the district and state Workplace Skills Assessment events. It is the responsibility of the District Advisors to verify student affiliation and authorize student participation.

The top six place district winners in each event are eligible to compete at the State Leadership Conference (SLC).

The guidelines for each event indicate the number of contestants that a State may enter at the NLC. All entries for Workplace Skills Assessment events must be registered for the NLC through the State association. In order to compete in any event at the NLC, the individual or team must have competed in that event at the SLC. Any special eligibility statements are indicated in the event guidelines.

- **Number of Contests**

Students may participate in one written, one display and one performance event. Additionally, a student may compete in an unlimited number of Open Events within the time constraints of the conference program.

- **Equipment/Software**

Equipment/Software to be used at the National Leadership Conference will be announced in the fall issue of the *Local Advisor's Bulletin* and in the *Pre-Conference Booklet* published each winter (February 1, 2012). The Events-at-a-Glance chart and each event guideline page list the event length and equipment that may be used.

- **Contestants must bring their own computers for the following events:**

Digital Media Production	Web Site Design Team
Presentation Management Team	Entrepreneurship

- **Use of Color Print**

For the events that require or allow contestants to bring their own computers *and* require or allow printing of documents, color printing is permitted. Refer to Events-at-a-Glance for details.

- **Event Length**

The length of events varies. All **CECF** written events are 60 minutes in length. Performance events vary and are listed within the guidelines. Check the Events-at-a-Glance for each event.

- **Team Events/Chapter Events**

Team events are registered under the chapter name. In addition, each team member and the person(s) responsible for chapter entries must be indicated in event registration. (Remember that each student is limited to only one team event).

- **Event Registration**

- Students must be registered on-line by their advisor to compete at the SLC.
- Faxed registrations will not be accepted.
- On the first day of the SLC, **all contestants will personally check-in at the registration desk.**

- **Event Registration Changes**

The state advisor or state designee must report any change in the original event submission to the Director of Education no later than the deadline designated in the conference program.

- **Event Rescheduling**

If a student has a time conflict for an event, check with the Competitive Event Headquarters for the rescheduling procedure. Only time conflicts caused by two concurrent BPA events may be rescheduled.

*****Any student that misses an appointment will be disqualified for that event.*****

- **Use of Materials**

Once contestants start an event, they **may not** share individual supplies and/or materials.

- **Reference Materials**

Some events allow reference materials. Check the guidelines for each contest for further information.

- **Workplace Skills Assessments/Contest Review**

Advisors may view the national Workplace Skills Assessments at the NLC after all testing has been completed. A representative from Competitive Event Headquarters will supervise the area. All tests must remain in the room. Refer to the NLC program for the exact time and location of this activity.

- **Merit Scholar (NLC)**

Although this test is part of BPA Cares, it will be given at the same time as the open events. Any member or advisor attending the NLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least 85 percent. Guidelines are printed in the *BPA Cares / Torch Awards Handbook*.

- **ARMA Rules**

For those events including records management as a competency, *Rules for Alphabetic Filing* will be considered the authority. Refer to the Appendix of this manual for excerpts of the Association of Records Managers and Administrators (ARMA) rules. Further information is available at www.arma.org or complete guidelines may be ordered from the ARMA, Inc., P.O. Box 8540, Prairie Village, KS 66208.

- **Proofreader's Marks**

Standardized proofreader's marks have been identified by Professionals Business Associates and are listed in the Appendix.

- **Style Manual**

A standard style for documents is located in the *Style & Reference Manual* at www.bpa.org. All events will be authored and scored using the styles given. Failure to follow the *Style & Reference Manual* format for any job will result in a score of zero for that job.

- **Business Ethics**

Business Ethics, as listed in the "Competencies" section, may include ideal moral and professional standards of behavior that should be demonstrated in all work environments. Questions might cover areas such as use of work time, care of equipment, confidentiality, honesty, safety practices, and cooperation.

- **Human Relations**

Human Relations, as listed in the "Competencies" section, may include group dynamics, cooperation, harmony, good employee relationships, employee organization, and interpersonal attitudes and behaviors.

- **Communications**

Communications, as listed in the "Competencies" section, may include reading, writing, speaking, and listening skills.

- **Use of Previous or Sample Tests**

No previous CECF or BPA tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violations will result in disqualification.

- **Admission to Event Testing Sites**

Only the registered contestant will be allowed at the event site. Only advisors serving as administrators or proctors will be admitted.

*****Advisors will not be able to proctor a Contest in which they have students participating.*****

- **Use of Cellular Phones**

The use of cellular phones in testing and presentation rooms is prohibited. This pertains to judges, contestant administrators and contestants.

- **Submission of Materials**

For those contests requiring the submission of print materials, the size of submission envelope(s) will be specified in the guidelines for those specific contests.

- **Use of Calculators**

ACT Standards will be used for all events where calculators are permitted. Cordless calculators may be used in all events. Only non-programmable cordless calculators may be used in open / general events. Students who violate this rule will be disqualified. (ACT standards may be downloaded at: <http://www.act.org/aap/taking/calculator.html>.)

- **Judges' Review**

Judges' decisions are **FINAL**.

- **Judges' Comments**

Judges' Comments will be returned for those contestants providing a stamped envelope(s) addressed to the local advisor, with the contestant ID number and name written on the flap. The envelope(s) must be given to the administrator at the time of the contest.

Materials submitted for technical judging cannot be returned.

- **Judged Events Requiring Preliminaries and Finals**

When the number of entrants in the judged event requires multiple sections, preliminaries and finals will be held. An equal number of the top contestants from each preliminary section will be called back for finals. Technical scores will carry forward into Finals. **THE FINALS ARE CONDUCTED AS A NEW CONTEST.**

- **Reproduction Equipment**

No reproduction equipment (video cameras, cameras, digital cameras, tape or digital recorders, etc.) will be allowed in the contest room and/or viewing area unless authorized by CECF at the SLC and BPA Center at the NLC.

- **Use of School Name in Presentations**

School names should not be visible on any equipment, screen savers, etc., utilized during presentations in front of judges, with the exception of Digital Media Production and Video Production Team.

NLC CALCULATOR GUIDELINES

Students must ensure their calculator works properly, as the testing center will not provide batteries or spare calculators. Each student may use only their own calculator. Students may bring a backup calculator in case their primary calculator fails.

ACT-approved calculators include four-function, scientific or graphic calculators. Certain calculators are entirely prohibited while others are permitted with modifications. Prohibited calculators include:

- Texas Instruments models beginning with TI-89 and TI-92, TI-Nspire CAS
- Hewlett Packard models beginning with HP 48GII, HP 40G, HP 49G, HP 50G
- Casio models including Algebra fx 2.0, ClassPad 300, and beginning with CFX 9970G
- Any calculator with a computer algebra system
- Pocket organizers
- Palm pilots and laptop computers
- Electronic writing pads
- Cell phone calculators
- Calculators with typewriter keypads in QWERTY format

It is each student's responsibility to ensure that their calculator meets ACT requirements. Calculators that do not meet ACT standards will not be allowed during the test, which could result in a lower score for unprepared students. Students who bring prohibited calculators will not be provided an alternative calculator by the testing center staff and they will not be allowed to use another student's calculator.



Judged Events

Administrative Support

Admin. Support Research Project - Individual

Information Technology

Digital Media Production
Video Production Team
Web Site Design Team

Management, Marketing & Human Resources

Entrepreneurship
Graphic Design Promotion
Interview Skills

Extemporaneous Speech
Prepared Speech
Presentation Management – Individual

Judged Events Documentation Forms – all forms are available at the end of this manual.

Entry Form/Statement of Originality and Compliance with Event Specifications

This must be completed for all judged events, except Interview Skills and Extemporaneous Speech.

BUSINESS PROFESSIONALS OF AMERICA

INDIVIDUAL ENTRY FORM
STATEMENT OF ORIGINALITY AND SPECIFICATION COMPLIANCE

- Please key all information requested below. Handwritten and incomplete forms will not be accepted.
- A hard copy must be provided to the event administrator before your present to the judges.
- An additional hard copy will be required if you present again as a finalist.
- This information (excluding signatures) will also be required if the event requires information pre-submitted on-line.
- The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Event Name:
Event #:
Date:

Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School/Phone	Fax	Advisor Email

Student Verification
I, the undersigned, attest that this project was conducted solely by me and that the work resulting from my effort is original and in compliance with all event specifications.

Student signature	Date
-------------------	------

Advisor Verification
I have reviewed the work to be submitted and verify that it reflects the above-named student's original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------

BUSINESS PROFESSIONALS OF AMERICA

TEAM ENTRY FORM
STATEMENT OF ORIGINALITY AND SPECIFICATION COMPLIANCE

- Please key all information requested below. Handwritten and incomplete forms will not be accepted.
- A hard copy must be presented when you present at the National Leadership Conference.
- An additional hard copy will be required if you present again as a finalist.
- This information will also be required when you submit your pre-submitted information on-line.
- The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Event Name:
Event #:
Team #:
Date:

Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Chapter Name		Advisor
City, State, ZIP		
School/Phone	Fax	Advisor Email

Student Verification
We, the undersigned, attest that this project was conducted solely by the team members and that the work resulting from our efforts is original and in compliance with all event specifications.

Student signature	Date
Student signature	Date
Student signature	Date
Student signature	Date

Advisor Verification
I have reviewed the work to be submitted and verify that it reflects the above-named student's original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------

Release Form

Events that utilize images (photographs, video or audio) require a **Release Form** for each individual represented in the project.

BUSINESS PROFESSIONALS OF AMERICA

Business Professionals of America Workplace Skills Assessment Program

RELEASE FORM
(This form must be completed for all events as specified in the event guidelines.)

Event Name:
Event #:
Contestant ID #:
Team ID # (if applicable):

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs taken at the entry form submission for all Business Professionals of America Workplace Skills Assessment Program Competitive Events.

Consent is also granted for any printed matter or audio recording created in connection with the photograph(s) and online use of my name.

I have read this document and am fully aware of the content and implications, legal and otherwise.

The information on this form must be completed and will also be required online if this event is submitted to a USA website for national competition.

Name	Address	City, State, ZIP

A printed copy with signature(s) must be provided to the judges before you present.

Specification points will not be awarded for handwritten documentation.

Contestants who do not participate in both parts of the event (pre-submit and judged) will not be ranked.

Hard copies of forms with signatures must be given to the event administrator before presenting to the judges. An additional hard copy will be required for judges at finals.

Pre-Submitted Events

- Administrative Research Project – Individual
- Entrepreneurship
- Graphic Design Promotion
- Interview Skills (Applications)
- Web Site Design Team

If the event requires an online submission for national competition, the information (excluding signatures) will be required at the time of submission. [Refer to NLC Deadlines.](#)

Event Topics and New Events 2011-2012

Administrative Support Research Project – Individual *Straight to State*

Research and discuss changes in technology being used in today's office compared to past years. Topics may include, but are not limited to:

- Word Processing
- HVAC
- Ergonomics
- Photocopying
- Interoffice mail
- Equipment
- Telephone systems and usage
- Communication Systems
- Hand held devices
- Telecommuting
- Video Conferencing
- Scheduling
- Work stations/cubicles

Please do not include all of these topics in your report. These are recommended topics that are not required.

Digital Media Production (straight to State)

CECF (State Level)

Create a one – two (1 - 2) minute digital media promotional piece used to recruit students to affiliate with CECF.

BPA (National Level)

Create a one – two (1 - 2) minute promotional piece for the Business Professionals of America National Leadership Conference in Orlando, FL: May 8-12, 2013.

Graphic Design Promotion

Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference in Orlando, FL, May 8-12, 2013.

Presentation Management Team

Many colleges and professional certification programs have recently been offering their courses on-line as a means to both increase enrollment and to make it more convenient for students to be able to take classes at times that fit into their schedules. Create a multi-media presentation that encourages school administration to develop a pilot of on-line classes within your school.

You should include, but are not limited to:

- The benefits to students and staff in the flexibility of class scheduling.
- The benefits to administration of the cost of course development and execution (actual teaching).
- The benefits of tailoring courses to specific student requirements or expectations.
- The disadvantages of students not being in a traditional classroom setting and how these disadvantages could be overcome.
- Recommendations on what class(es) would be candidates for the pilot.

Video Production Team

CECF

Create a three – five (3 - 5) minute video to recruit student to affiliate with CECF.

BPA (National Level)

Create a three – five (3 - 5) minute video production on "Stop the Bullying, Start a Movement".

Web Site Design Team (straight to State)

Get Your Community Moving

Michelle Obama began an initiative called “Let’s Move, America’s Move to Raise a Healthier Generation of Kids.” Your task is to create an information web site that promotes the campaign in your school and community to get people involved.

Possible content may include:

- Facts about the current health issues facing kids.
- Actions to promote healthy living.
- Resources to nutrition and exercise information.
- Local activities that promote exercise and healthy living.

BPA EVENTS AT A GLANCE

 Today's students. Tomorrow's business professionals.	Total event time	May event be repeated?	Are production Standards used?	May reference materials be used?	Microcomputer and printer provided	Judges utilized*	Number of state entries eligible for national competition	Associate Division Events
Financial Services								
Financial Math & Analysis		Y	N	N	N		U	Y
Fundamental Accounting	110	N	N	Y	N		5	Y
Administrative Support								
Keyboarding Production	80	N	Y	Y	Y		5	Y
Fundamental Word Processing	80	N	Y	Y	Y		5	Y
Desktop Publishing	110	Y	Y	Y	Y		5	Y
Medical Office Procedures	80	Y	Y	Y	Y		5	Y
Administrative Support Team	110	Y	Y	Y	Y		2	Y
Adm. Support Research Project - Individual	15	Y	Y	Y	N	2	3	Y
Information Technology								
Digital Media Production	20	Y	N	N	N	2	3	Y
Information Tech Concepts		Y	N	N	N		U	Y
Video Production Team	15	Y	N	N	N	2	2	Y
Web Site Design Team	7	Y	N	Y	N	2	2	Y
Management / Marketing / Human Resources								
Entrepreneurship	15	Y	N	Y	N	2	3	Y
Graphic Design Promotion	7	Y	N	N	N	2	3	Y
Interview Skills	15	N	N	N	N	2	3	Y
Extemporaneous Speech	15	Y	N	N	N	2	3	Y
Prepared Speech	8	Y	N	Y	N	2	3	Y
Presentation Mgmt Team	15	Y	N	N	N	2	2	Y
Mgmt/Mkt/HR		Y	N	N	N		U	Y
Parli-Pro Concepts		Y	N	N	N		U	Y

Y = Yes N = No

U = Unlimited

CECF / BPA COMPETITIVE EVENTS

CECF Written Events	BPA National Events	# of Participants who qualify for BPA NLC
Automotive Technician		
Banking & Finance (State Level Only)		<i>State Open Event</i>
Business Communications		
Business Law		
Career Skills (State Level Only)		<i>State Open Event</i>
Child Care		
Civics / Government (State Level Only)		<i>State Open Event</i>
Criminal Justice		
Customer Service		
Economics (State Level Only)		<i>State Open Event</i>
Financial Math & Analysis	Financial Math & Analysis	Unlimited
Food and Nutrition (State Level Only)		<i>State Open Event</i>
Fundamental Accounting	Fundamental Accounting	5
Hospitality		
Human Resources	Mgt / Mkt / Human Resources	Unlimited
Information Technology Concepts	Information Technology Concepts	Unlimited
Legal Office Procedures	Administrative Support Concepts	Unlimited
Medical Office Procedures	Medical Office Procedures	2
Parliamentary Procedure Concepts	Parliamentary Procedure Concepts	Unlimited
CECF Performance Events		
Administrative Support Team	Administrative Support Team	2 (Teams)
Adm. Support Research Project – Ind	Adm. Support Research Project - Ind	3
Desktop Publishing	Desktop Publishing	5
Entrepreneurship	Entrepreneurship	3
Extemporaneous Speech	Extemporaneous Speech	3
Interview Skills	Interview Skills	3
Prepared Speech	Prepared Speech	3
Presentation Mgmt. Team (2-4 members)	Presentation Mgmt. Team	2 (Teams)
Sales Demonstration		
Word Processing	Keyboarding & Word Processing	10 (5 Each)
CECF Display Events		
Affiliation Pin (State Level Only)		
Career Research Project		
Chapter Brochure		3
Digital Media Production (Straight to State)	Digital Media Production	3
Digital Portfolio		
Graphic Design Promotion	Graphic Design Promotion	3
Photography - Black & White		
Photography – Color		
Recruiting Poster		
Video Production Team (2-4 members)	Video Production Team	2 (Teams)
Web Site Design Team (2-4 members) (Straight to State)	Web Site Design Team	2 (Teams)
CECF Chapter Events (State Level Only)		
Chapter Media		
Club Album		

Workplace Skills Assessment Program

Student Name: _____ ID # _____

CECF Written Events	Please check (1)
Automotive Technician	
Business Communications	
Business Law	
Child Care	
Criminal Justice	
Customer Service	
Financial Math & Analysis	
Fundamental Accounting	
Hospitality	
Human Resources	
Information Technology Concepts	
Legal Office Procedures	
Medical Office Procedures	
Parliamentary Procedure Concepts	
CECF Performance Events	Please check (1)
<i>Administrative Support Research Project - Individual</i>	<i>Straight to State</i>
<i>Administrative Support Team</i>	<i>Straight to State</i>
Desktop Publishing	
Entrepreneurship	
Extemporaneous Speech	
Interview Skills	
Prepared Speech	
Presentation Mgmt. Team (2-4 members)	
Sales Demonstration	
Word Processing	
CECF Display Events	Please check (1)
<i>Affiliation Pin</i>	<i>Straight to State</i>
Career Research Project	
Chapter Brochure	
<i>Digital Media Production</i>	<i>Straight to State</i>
Digital Portfolio	
Graphic Design Promotion	
Photography - Black & White	
Photography – Color	
Recruiting Poster	
Video Production Team (2-4 members)	
<i>Web Site Design Team (2-4 Members)</i>	<i>Straight to State</i>



BPA WORKPLACE SKILLS ASSESSMENT STANDARDS

The Classroom Educators Advisory Council is in the process of standardizing the workplace assessment skills in our program, linking them to multiple national standards and obtaining workplace validation.

The skills listed below have been identified as those common to all WSAP Competitive Events.

Skills common to the four core areas: Administrative Support, Financial Services, Information Technology and Management/Marketing & Human Resources are also listed.

These are not intended to replace the individual event competencies, but provide an overview and guidelines to ensure that the WSAP is preparing our members for successful careers by assessing real workplace skills.

Essential Skills

- BPAES1 Demonstrate effective written and oral communication skills.
- BPAES2 Demonstrate critical thinking skills to make decisions and to solve problems.
- BPAES3 Demonstrate professionalism and ethical behavior.
- BPAES4 Demonstrate effective leadership and teamwork skills.
- BPAES5 Conduct accurate research using various resources and methods.
- BPAES6 Demonstrate appropriate technology concepts and digital citizenship.
- BPAES7 Demonstrate knowledge of employability skills.
- BPAES8 Develop products using creativity and innovation.
- BPAES9 Demonstrate skills needed to function effectively in today's global economy.

Financial Services Workplace Skills

- FS1 Use correct terminology related to finance.
- FS2 Explain the importance of ethics in finance.
- FS3 Use analytical skills in solving financial problems.
- FS4 Demonstrate compliance with governmental regulations.
- FS5 Use technology effectively in the financial environment.
- FS6 Apply economic concepts effectively in business situations.
- FS7 Use mathematical skills and analysis concepts.

Administrative Support Workplace Skills

AS1 Utilize spreadsheet software to create, edit, and publish industry appropriate documents.

AS2 Utilize word processing software to create, edit, and publish industry appropriate documents.

AS4 Utilize presentation software to create, edit, and publish industry appropriate documents.

AS5 Utilize desktop publishing software to create, edit, and publish industry appropriate documents.

AS6 Demonstrate knowledge of general office procedures.

AS7 Demonstrate understanding of basic business operations.

Information Technology Workplace Skills

IT1 Utilize digital tools to gather, evaluate, and use information.

IT2 Demonstrate a sound understanding of technology concepts, systems, and operations.

IT3 Design and produce quality IT product/service.

IT4 Explain how IT increases business productivity and effectiveness.

IT5 Demonstrate an understanding of project management concepts in IT.

IT6 Explain the key functions and applications of software.

IT7 Demonstrate an understanding of how new IT technologies influence business practices.

IT8 Demonstrate technical knowledge of the Internet.

IT9 Demonstrate knowledge of basic web page design and functioning.

Management, Marketing & Human Resources Workplace Skills

MMHR1 Demonstrate an understanding of management concepts and practices.

MMHR2 Demonstrate an understanding of marketing concepts and practices.

MMHR3 Demonstrate an understanding of human resources concepts and practices.

MMHR4 Demonstrate an understanding of work ethics and work environments across generations and cultures.

MMHR5 Evaluate, prioritize, interpret, and communicate analysis of business data.

MMHR6 Identify and prioritize business problems and develop and communicate solutions.

MMHR7 Create and implement a plan of action.

WRITTEN COMPETITIONS

GENERAL INFORMATION

OBJECTIVE: To encourage students to learn about a specific subject area and/or career field.

CONTESTANTS:

District Level

Contestants must be affiliated and in good standing with the District and State CECF as well as BPA, the national organization.

The number of contestants from each affiliated club who will be permitted to participate in each event for District shall be determined within each District.

State Level

Top six places, winners, in each District are eligible to compete at the State Leadership Conference (SLC). ***Substitutions shall NOT be permitted after the deadline indicated in the State Leadership Conference packet.***

All eligible participants at the SLC must indicate the event(s) in which they are participating on the registration form.

National Level

Number of students eligible to participate in the Associate Level events at the BPA National Leadership Conference is indicated in the Events at a Glance page.

SPECIFICATIONS:

1. Written tests shall consist of objective-type and problem-solving questions.
2. All written tests are prepared for machine grading.

Answer sheets for District tests shall be delivered to the District Advisor so that each district may prepare answer keys for the appropriate electronic grading machine.

3. One hour (60 minutes) is the maximum time permitted for testing.

JUDGING: The test scores shall determine Winners of written tests.

Contestant answer sheets shall be marked according to the order in which contestants return them to the event advisor.

If there is a tie, the order of completion shall be used as the tie-breaker.

The beginning and ending times (hour, minute, second) should be recorded on the answer sheets to determine tie-breakers.

AUTOMOTIVE TECHNICIAN

Description

The purpose of this event is to test a contestant's knowledge of basic automotive skills and principles. Students are tested on their knowledge of Automotive Shop Safety, Engines and Engine Systems.

Eligibility

Any student may enter this event at the district level. This event may be repeated.

Contestant must supply

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic *devices will* be monitored according to ACT standards. See **NLC Calculator Guidelines. Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate basic knowledge of Automotive Shop Safety and Tools.
- Demonstrate an understanding of the fundamental operation of Automotive Engines.
- Demonstrate basic knowledge of Automotive Electrical/Electronic Equipment.
- Demonstrate an understanding of the fundamental operations of Automotive Engine Systems.
- Demonstrate an understanding of Automotive Emission Control Systems, Service Engine Trouble, Diagnosis, and Engine Tune-up.
- Measuring systems and tools.
- Engine fundamentals, types, and constructions.
- Valves, valve trains.
- Engine fuels, fuel and exhaust systems.
- Carburetors, carbureted-fuel system service.
- Gasoline and diesel fuel-injection systems operations/service.
- Measurements, performance.
- Automotive fasteners; shop hand tools.
- Piston-engine operation.
- Engine cooling systems, cooling-system service.
- Shop equipment; power tools.
- Lubricating systems operation and service.
- Electrical system; battery; starting system.
- Charging system, ignition systems.
- Electrical and electronic devices.

Method of evaluation

Objective Test

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

BANKING & FINANCE

State Level – Open Event

Description

Demonstrate and apply fundamental knowledge of the banking industry. This entry-level event tests the student's knowledge of bank operations, bank services, loans, credit administration, and customer service.

Eligibility

Any student may enter this OPEN / General event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Evaluate services provided by financial deposit institutions to transfer funds.
- Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit.
- Analyze the functions of commercial paper, secured transactions, and bankruptcy.
- Apply mathematical operations to solve problems.
- Identify the primary functions of banks and other financial institutions.
- Distinguish between banks and other financial institutions and the services provided by each
- Identify basic rules and procedures for handling cash.
- Identify and compare various types of investment instruments.
- Define practices related to the use of checks and other negotiable instruments.
- Perform the steps needed to open and use a checking account.
- Reconcile a bank statement.
- Identify procedures for effectively assisting customers.
- Describe types of loans and practices related to obtaining a loan.
- Calculate the interest amount on a loan.
- Explain credit and why it is used.
- Define interest and why it is charged.
- Describe the advantages and disadvantages of different savings and investing plans.
- Explain factors that affect the rate of return on a given savings or investment plan.
- Describe the FDIC and discuss government regulations in banking.
- Identify procedures for prevention of bank fraud and/or identity theft.
- Describe services offered as a result of banking technology.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

BUSINESS COMMUNICATIONS

Description

Demonstrate and apply knowledge of management, marketing, human resources and employability skills.

Eligibility

Any student may enter this event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Human relations skills.
- Communications.
- Business proofreading/grammar/spelling.
- Records management.
- Business Math (addition, subtraction, multiplication, division, percent, and interest)
- Business ethics.
- General computer knowledge.
- Job-seeking and retention skills.
- Economic awareness.
- Telephone techniques.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

BUSINESS LAW

Description

Demonstrate and apply knowledge of basic business law.

Eligibility

Any student may enter this event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Contracts.
- Commercial papers.
- Forms of business (sole proprietorship, partnership, corporation, and cooperatives).
- General legal procedures.
- Sales (buyer and seller).
- Property.
- Credit.
- Insurance.
- Title and ownership.
- Bailment.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

CAREER SKILLS

State Level – Open Event

Description

Demonstrate and apply knowledge of employability skills essential to compete in today's workplace.

Eligibility

Any student may enter this OPEN / General event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Entrepreneurship skills.
- Business Communications.
- Career exploration.
- Interviewing skills.
- Teamwork and leadership skills.
- Workplace ethics.
- General computer knowledge.
- Job-seeking and retention skills.
- Time and information management.
- Telephone techniques.
- Personal Finances.
- Money Management.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

CHILD CARE

Description

Demonstrate and apply knowledge of general knowledge of human growth and development, parenting, family, community and workplace skills.

Eligibility

Any student may enter this event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Growth of child study.
- Characteristics of child development.
- Influences on child development.
- Prenatal development.
- Parenting.
- Physical, emotional, social, and intellectual development.
- (Birth - 3 years).
- Health and safety.
- Careers relating to children.
- Physical, emotional, social, and intellectual development. (4-6 yrs).
- Nurturing.
- Guiding behavior.
- Substitute care.
- Dealing with handicaps, abuse, family stresses.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

CIVICS / GOVERNMENT

State Level – Open Event

Description

Demonstrate and apply general knowledge of politics and civics / government.

Eligibility

Any student may enter this OPEN / General event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate an understanding of the foundations of American Democracy.
- Demonstrate a basic knowledge of People and Politics.
- Demonstrate an understanding of Political Institutions.
- Demonstrate a basic knowledge of Policymaking.
- Demonstrate an understanding of State and Local Politics.
- Politics, Government and Democracy.
- American Colonization, Early Settlements, Revolutionary War and the Declaration of Independence.
- Relationships between central, local and subdivision governments as well as classifications of powers between national and state governments.
- Bill of Rights and Civil Liberties.
- Civil, Equal and Voting Rights and Separate but Equal doctrine.
- Affirmative Action, bilingual education, age discrimination, and Americans with Disabilities Act.
- Public Opinion and Political Socialization.
- Interest Groups and their effect on American Government.
- Presidential Election Process, Campaign Financing, Polls.
- Media's impact on electoral politics.
- Functions of Congress and the difference between the House of Representatives and the Senate.
- Presidential Powers and Bureaucracy.
- American Legal System and the Federal Court System.
- Policy making process, Crime and Poverty, Welfare Reform Act.
- Developing and implementing Foreign Policy.
- Difference between U.S. Constitutions and State Constitutions and various units of Local Governments.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

CRIMINAL JUSTICE

Description

Demonstrate and apply knowledge of general knowledge of the criminal justice system and practices.

Eligibility

Any student may enter this event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- History
- Theories of Law Enforcement
- Legal Terminology
- Legal System
- Crime Statistics
- Crime Prevention
- Juvenile Justice
- Styles of Policing
- Private Security

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

CUSTOMER SERVICE

Description

Demonstrate and apply knowledge of general knowledge of general knowledge of customer service procedures and techniques.

Eligibility

Any student may enter this event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Greeting customers.
- Identifying customer needs.
- Customer Service by telephone
- Serving customers electronically.
- Handling difficult customers.
- Customer Diversity.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC

ECONOMICS

State Level – Open Event

Description

Demonstrate and apply general knowledge in the basic concepts of Economics.

Eligibility

Any student may enter this OPEN / General event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Introduction to Economics
- Business, the Marketplace and Economic Decisions
- The Economy of the United States
- The Global Economy
- Consumer Economics
- Economics in Today's World
- Free Enterprise System: Markets, Ethics and Entrepreneurs
- Supply and Demand
- Determining Prices
- Business Decisions: Costs, Revenues, and Profits
- Competitions and Markets
- The Labor Force
- Government and Business
- Economic Challenges: Environment, Health Care and Poverty
- Money: Banking and the Federal Reserve System
- Measuring Economic Performance
- Inflation and Unemployment
- Government and the Economy: Fiscal and Monetary Policy
- Taxes, Deficits, and Debt
- Economic Growth and Development
- International Trade
- Comparative Economic Systems: Past, Present, and Future
- Making Consumer Economic Decisions
- Developing Personal Economic Skills

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

FINANCIAL MATH & ANALYSIS (BPA Event 12)

Description

Assess knowledge of math concepts. Students solve word problems related to work and consumer issues.

Eligibility

Any student may enter this event.

Contestant must supply

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic *devices* will be monitored according to ACT standards. See NLC Calculator Guidelines. **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Demonstrate knowledge of business and finance math concepts
- Apply mathematical reasoning skills to consumer and work-related problems
- Solve addition, subtraction, multiplication, and division problems
- Calculate averages, simple ratios, and proportions using whole numbers and decimals
- Read and interpret simple graphs and charts to solve problems
- Perform financial computations related to payroll, interest, and invoicing
- Identify and correct errors
- Analyze and solve practical consumer word problems related to spending concepts, banking, taxes, investments, financial planning, notes and discounting
- Solve mark-up/mark-down problems, find selling price and calculate gross profit
- Solve problems with the time value of money
- Perform computations related to depreciation and inventories

Method of evaluation

Objective Test

Entries

Top six places at Districts qualify for the SLC. Top six places at SLC qualify for the NLC.

FOOD & NUTRITION

State Level – Open Event

Description

Demonstrate and apply general knowledge of food and nutrition.

Eligibility

Any student may enter this OPEN / General event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Determine the relationship of nutrition to wellness.
- Analyze the effects of consumer issues on food selection.
- Predict the effects of food choices for people with special needs.
- Specify the nutritional needs of the young adults.
- Assess the effects of eating disorders on wellness.
- Practice skills of acceptable etiquette in a variety of situations.
- Apply the principles of meal planning and management.
- Apply basic food preparation skills.
- Practice appropriate food storage methods.
- Integrate important scientific and technological principles to nutrition and wellness.
- Demonstrate leadership and organizational skills.
- Identify basic scientific information on elements, compounds, and mixtures; recognize and apply symbols, formulas, and equations that chemists use and describe changes that occur during chemical reactions.
- Explain the science and math process skills to qualify and analyze information gained from sensory evaluations.
- Identify and explain the effects of microorganisms on food.
- Compare and contrast the different methods of food preservation.
- Describe the molecular structure and functions of the six basic nutrients.
- Analyze the change in nutrients during food preparation and processing.
- Describe relationships between diet and a healthy body.
- Recognize how food science interacts with technology and society; explore food science trends and careers.

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

FUNDAMENTAL ACCOUNTING (BPA Event 01)

Description

Assessment of entry-level basic accounting principles utilizing manual procedures. Students analyze, journalize, and post transactions and prepare financial reports/statements.

Eligibility

Limited to students enrolled in the first year of accounting or who have completed the first year and are not enrolled in second-year accounting. This event may **not** be repeated.

Contestant must supply

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic *devices will* be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

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Competencies

- Complete and explain the purpose of the various steps in the accounting cycle.
- Demonstrate an understanding of the fundamental accounting equation.
- Apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and owner's equity
- Define accounting terms and concepts, and explain the purpose of the accounting system
- Analyze transactions affecting assets, liabilities, and owner's equity
- Analyze transactions affecting revenues, expenses, and withdrawals
- Prepare a chart of accounts using proper numerical sequencing
- Record transactions in general journals
- Prepare a trial balance
- Calculate and record end-of-period adjustments
- Prepare financial statements
- Journalize and post entries relating to bank service charges
- Differentiate between forms of business ownership
- Differentiate between a service and a merchandising business
- Analyze transactions relating to the purchase of merchandise
- Analyze transactions relating to the sale of merchandise
- Post from journals to general and ledger
- Prepare schedules for subsidiary ledgers
- Open and replenish a petty cash fund and journalize transactions
- Prepare a post-closing trial balance
- Find and correct errors
- Demonstrate periodic inventory cost of goods sold calculation

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes testing time

No more than ten (10) minutes wrap-up

Entries

Top six (6) District places qualify for SLC. Each state is allowed five (5) entries for NLC.

HOSPITALITY

Description

Demonstrate and apply general knowledge of hospitality/food service industry.

Eligibility

Any student may enter this event. This event may be repeated.

Contestant must supply

- No. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- History
- Styles of Operation
- Facility Layout and Design
- Service Styles
- Ergonomics
- Computerized Service Functions
- Customer Relations
- Safety
- Tools and Equipment
- Sanitation
- Careers in Hospitality
- Labor Relations
- Organization
- Front Desk Operation

Method of Evaluation

100 % Objective

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
This is a CECF Event only. It does not qualify for the NLC.

HUMAN RESOURCES

(BPA Management/Marketing/Human Resources Concepts 72)

Description

Assess knowledge of management, marketing, and human resources concepts.

Eligibility

Any student may enter this event.

Contestant must supply

- Sharpened no. 2 pencils
- Cordless calculator (optional): Electronic devices will be monitored according to ACT standards. See Web site www.act.org/aap/taking/calculator.html **Contestants who violate this rule will be disqualified.**

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Competencies

- Demonstrate knowledge of general management, marketing, and human resources concepts
- Demonstrate knowledge of basic employability skills
- Demonstrate knowledge of human relations skills
- Demonstrate knowledge of business finances
- Demonstrate knowledge of the stock market
- Demonstrate knowledge of entrepreneurship and start-up businesses
- Demonstrate knowledge of international business
- Demonstrate knowledge of economic challenges
- Demonstrate knowledge of economic awareness
- Demonstrate knowledge of management concepts

Method of evaluation

Objective Test

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.
The top six (6) places qualify for the NLC.

INFORMATION TECHNOLOGY CONCEPTS (BPA Event 56)

Description

Demonstrate general knowledge of the information technology industry.

Eligibility

Any student may enter this event.

Contestant must supply

- Sharpened no. 2 pencils, pens, ruler
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of information technology concepts
- Demonstrate knowledge of programming language evolution
- Describe the history and evolution of computers
- Apply skills in programming language evolution
- Identify hardware and software basics
- Demonstrate understanding of graphics concepts
- Identify components and concepts related to printers
- Demonstrate understanding of operating systems
- Demonstrate understanding of security, law, and ethics
- Describe ergonomics and environmental concerns
- Demonstrate basic understanding of network concepts

Method of evaluation

Objective Test

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC.

The top six (6) places qualify for the NLC.

LEGAL OFFICE PROCEDURES (BPA Administrative Support Concepts 28)

Description

Evaluate knowledge of legal terminology and skills needed to prepare legal documents and function effectively in a law office.

Eligibility

Any student may enter this event.

Contestant must supply

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of the basic terminology and office procedures needed to work effectively in a law office
- Apply technical skills to produce a variety of office documents
- Demonstrate proficiency in information processing using manual and computerized systems
- Provide customer support and service
- Monitor and respond to electronic mail
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Demonstrate understanding of legal terminology and Latin words pertaining to legal terminology
- Use correct format in drafting client correspondence and legal documents, including pleadings (pleadings may include Service of Process, Complaints, Counterclaims, Divorce Decrees, Final Judgments, etc.)
- Prepare litigation and non-litigation documents
- Research and locate legal information and records
- Maintain client account records and prepare billing statements
- Demonstrate knowledge of federal, state, and local court structures and proceedings
- Identify ethical responsibilities of the legal profession
- Maintain electronic files

Equipment/supplies provided

Microcomputer, printer, and paper / Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation / No more than sixty (60) minutes actual testing time
No more than ten (10) minutes wrap-up

Entries

Each district is allowed the top six (6) places for the SLC. Each state is allowed five (5) entries

MEDICAL OFFICE PROCEDURES (BPA Administrative Support Concepts 28)

Description

Evaluate knowledge of medical terminology and skills needed to prepare medical documents and function effectively in a medical office.

Eligibility

Any student may enter this event.

Contestant must supply

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC Calculator Guidelines. Contestants who violate this rule will be disqualified.
- Published and/or unpublished written reference materials

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills to produce a variety of medical office documents
- Demonstrate knowledge of the basic terminology and office procedures needed to function effectively in a medical office
- Apply appropriate use of S.O.A.P. and HPIP
- Provide customer support and service
- Prepare and maintain inventory of equipment and supplies
- Maintain filing systems (alphabetical, subject, numerical, and chronological) using ARMA rules
- Prepare telephone messages
- Proofread using edited copy
- Utilize knowledge of medical ethics and etiquette
- Prepare and process medical records; process payments
- Use correct format in preparing a variety of medical reports
- Maintain patient account records and prepare billing statements
- Work with insurance companies to process patient accounts
- Place information in correct S.O.A.P. and HPIP format

Equipment/supplies provided

Microcomputer, printer, and paper / Software as designated for this event

Method of evaluation

Application and Objective Test

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Each district is allowed the top six (6) places for the SLC. Each state is allowed five (5) entries

PARLIAMENTARY PROCEDURE CONCEPTS (BPA Event 73)

Description

Assess knowledge of parliamentary procedure. Test questions are based on Dunbar's Manual of Parliamentary Procedure Test Questions.

Eligibility

Any student may enter this event.

Contestant must supply

- Sharpened no. 2 pencils
- Cordless calculator (optional): Electronic devices will be monitored according to ACT standards. See Web site www.act.org/aap/taking/calculator.html or NLC Calculator Guide. Contestants who violate this rule will be disqualified.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of parliamentary principles
- Demonstrate knowledge of parliamentary terminology
- Identify the various kinds of motions (main, subsidiary, privileged, incidental)
- Identify the characteristics of various motions
- Describe voting methods, techniques, and rules
- Identify debatable and non-debatable motions
- Identify techniques for conducting a meeting

Method of evaluation

Objective Test

Length of event

60 minutes of testing time

Entries

Each district is allowed the top six (6) places for the SLC. The top six (6) places qualify for the NLC.

PERFORMANCE COMPETITIONS

GENERAL INFORMATION

OBJECTIVE: To encourage students to learn more about a specific subject area and/or career field.

CONTESTANTS:

District Level

Contestants must be affiliated and in good standing with the District and State CECF as well as the National organization (BPA).

The number of contestants from each affiliated club who will be permitted to participate in each event shall be determined within each District.

State Level

Top six places District winners are eligible to compete at the State Leadership Conference (SLC). ***NO substitutions shall be permitted after the deadline indicated in the SLC packet.***

All eligible participants at the SLC must indicate the event(s) in which they are participating in on the registration form.

National Level

Number of students eligible to participate in the Associate Level events at the BPA National Leadership Conference is indicated in the competitive event guidelines.

SPECIFICATIONS: The specifications for each performance event are listed by individual competitions on the following pages.

JUDGING: Judges must adhere to the guidelines published in the specifications and on the rating forms. They shall rank the top six (6) contestants. Ties shall not be allowed, and determination as to the manner in which a tie is resolved lies with the judges. **Judge's decision is final.**

ADMINISTRATIVE SUPPORT RESEARCH PROJECT – INDIVIDUAL (BPA Event 31)

Description

One administrative support topic is selected by the National Center and provided at the beginning of the school year. Students will conduct research on the topic and present findings in a research paper, an oral presentation, and respond to questions from a panel of judges.

Eligibility

Any student may enter this event. Each contestant may submit only one (1) research paper. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

Students must participate in both parts of the competition in order to be ranked.

Contestant must supply

- Sharpened no. 2 pencils, pens
- Notes or note cards for oral presentation (optional)
- One envelope containing the materials required for presentation, as listed in the specifications

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification. Props and/or electronic presentations are not allowed.

Competencies

- Demonstrate knowledge and understanding of basic administrative support concepts in exploring and analyzing related issues
- Communicate research in a clear and concise manner both orally and in writing
- Analyze and discuss changes in the workplace
- Explore issues affecting the role of administrative support in the workplace
- Conduct research using various resources and methods
- Discuss findings and respond to questions
- Prepare a research paper using the report format found in the *Style & Reference Manual*
- Evaluate and make decisions based on research findings

Specifications

- The completed research paper and an [Individual Entry Form/Statement of Originality and Specifications Compliance](#) must be submitted to the National Center website at <http://www.bpa.org/contests/adminsupport> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- Contestants must be registered for national-level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the paper after the date of submission.
- The research paper must follow the report format located in the *Style & Reference Manual*

- Each research paper must include a title page which follows the *Style & Reference Manual* format. Length of document is limited to five (5) double-spaced, single-sided, numbered pages with one-inch margins. The title page and works cited are not included in the five pages.
- No additional charts, tables, graphics, etc. will be accepted.
- Each research paper must reflect the research, writing, and original thinking of the individual.
- The research paper and entry form must be typed/word-processed.
- Each paper must include a word-processed works cited page which follows the *Style & Reference Manual* format.
- Two (2) copies of the completed research paper and the *Individual Entry Form/Statement of Originality and Specifications Compliance* must be submitted at the time of the presentation at the NLC, at both Preliminary and Final Competition.
- Oral presentation will be limited to five (5) minutes for presenting conclusions to the panel of judges and ten (10) minutes to answer judges' questions. Notes or note cards may be used.

Topic

Research and discuss changes in technology being used in today's office compared to past years.

Topics may include but are not limited to:

- | | | | |
|--------------------|-------------------------------|----------------------|--------------------------|
| • Word Processing | • Equipment | • Hand held devices | • Work stations/cubicles |
| • HVAC | • Telephone systems and usage | • Telecommuting | |
| • Ergonomics | • Communication Systems | • Video Conferencing | |
| • Photocopying | | • Scheduling | |
| • Interoffice mail | | | |

Contestants who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Technical Judging Rubric
 Presentation Judging Rubric

Length of event

No more than five (5) minutes oral presentation
 No more than ten (10) minutes judges' questions
 Finals may be included at state and national Levels

Entries

Top six places at Districts qualify for the SLC.
 Top three (3) places at the SLC qualify for the NLC.

Administrative Support Research Project – Individual

Judge Number _____
 Number _____

Contestant

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	Points Earned
Opening and summary	1 - 5	6 - 10	11 - 15	16 -20	
Content of presentation	1 - 5	6 - 10	11 - 15	16 -20	
Effectiveness of presentation (voice projection, transitions, flow, stage presence, etc.)	1 - 5	6 - 10	11 - 15	16 -20	
Quality of problem solution	1 - 5	6 - 10	11 - 15	16 -20	
Answers to judges' questions	1 - 5	6 - 10	11 - 15	16 -20	
Total Presentation Points (100 points maximum)					

Specification Points: All points or none are awarded by the proctor per contestant, not per judge.		
- Word-processed research paper according to <i>Style and Reference Manual</i> .	20	
- Word-processed works cited page.	20	
- Two (2) copies of documents submitted at time of presentation.	20	
Total Presentation Specification Points (60 points maximum)		

TOTAL MAXIMUM POINTS = 160

PRESENTATION WILL BE STOPPED AT FIVE MINUTES!!!

Administrative Support Research Project – Individual (BPA Event 31) Technical Rubric

Judge Number _____
Number _____

Contestant

Technical Judges' Scoring Rubric/Rating Criteria

Items to Evaluate RESEARCH PAPER	Below Average	Average	Good	Excellent	POINTS EARNED
Comprehension of topic	1-5	6-10	11 – 15	16-20	
Organization and expansion of ideas	1-5	6-10	11 – 15	16-20	
Introduction/ Summary	1-5	6-10	11 – 15	16-20	
Creativity	1-5	6-10	11 – 15	16-20	
Writing Skills (punctuation, spelling, grammar, etc.)	1-5	6-10	11 – 15	16-20	
Total Technical Points (100 maximum)					

Contestant is required to prepare his/her research paper according to the Style and Reference Manual.

Administrative Support Team (BPA Event 30)

Dedicated to the memory of Deborah Paul (BPA)

Description

The team will function as an office staff to produce a variety of business documents.

Eligibility

Any student may enter this team event. A team will consist of 2-4 members.

Team must supply

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See [NLC Calculator Guidelines](#). **Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials
- Props and/or electronic presentations are not allowed.

BPA assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills to manage information and produce business documents
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Key and compose business correspondence
- Use database management software
- Use spreadsheet software
- Use presentation software
- Merge word processing, database, spreadsheet, and/or presentation files
- Plan meetings and events
- Maintain filing systems including alphabetical, subject, numerical, and chronological using ARMA rules
- Schedule and maintain appointments for supervisors
- Coordinate travel arrangements
- Establish work priorities and timelines

Equipment/supplies provided

Microcomputers (one per team member), printer, and paper

Software as designated for this event

USB drive (one per team, which must be submitted with test materials at conclusion of testing)

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than ninety (90) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Top six places at Districts qualify for the SLC.

Top two (2) places at SLC qualify for NLC.

DESKTOP PUBLISHING (BPA Event 24)

Description

Evaluate knowledge and skills in using desktop publishing software to create a variety of business documents.

Eligibility

Any student may enter this event.

Contestant may supply

- Published and/or unpublished written reference materials.
- Students may bring a Macintosh computer, if desired. Those students using Macintosh computers must also bring a portable black and white printer, software, and paper (must bring all or none).
- Carry-in and set-up of equipment must be done solely by the student and must take place within the time allowed for orientation/warm-up.
- Only black and white printing is to be used; the use of color print will result in disqualification.

BPA assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate proficiency in using desktop publishing software to create a variety of business publications.
- Apply principles of design and rules for proper layout in developing business publications.
- Create and edit documents using desktop publishing applications.
- Use principles of design, layout, and typography in presentation of text.
- Create multi-page and multi-column documents.
- Create a desktop publication that includes graphics in the form of illustrations, clipart, boxes, shading, and lines.
- Generate a variety of documents including flyers, bulletins, proposals, reports, business cards, brochures, presentation handouts, etc.

Please note: students may use software templates, but creativity points may be reduced.

Equipment/supplies provided

Microcomputer, printer, and paper
Software as designated for this event
Downloaded contest graphics

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation
No more than ninety (90) minutes actual testing time
No more than ten (10) minutes wrap-up

Entries

Top six places at Districts qualify for the SLC. Each state is allowed five (5) entries

ENTREPRENEURSHIP (BPA Event 61)

Description

Develop an operating plan and organizational structure to initiate a small business. Competitors are to assume they are presenting their business plan to potential investors at a bank with the objective of securing financing for their business venture.

Eligibility

Any student may enter this event. If a student repeats this event, he/she may **not** submit any previously used business plan. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

Contestant must supply

- Contestant may use a computer, projection equipment, product props (product samples and promotional items), prepared posters, flip charts, easel or graphs in their presentation.
- Carry-in and set-up of equipment must be done solely by the contestants and take place within the allotted time.
- Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.).

BPA assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge and understanding of entrepreneurship
- Communicate research in a clear and concise manner both orally and in writing
- Demonstrate effective persuasive and informative communication and presentation skills
- Identify and utilize internal and external resources
- Develop a written business plan for a start-up business
- Identify customer base including consumer and organizational markets and demographics
- Identify customer relations or markets
- Demonstrate successful price selection including the reasoning and methods used in determining the price

Secondary competitors will provide the reasoning and justification for the loan amount being requested to establish their business.

Specifications

- The contestant will develop a business plan and demonstrate oral communication skills.
- The contestant will develop a business plan for a **start-up** business in his/her community or local area.
- Entries outlining the purchase of a franchise or existing business do not satisfy the topic and are subject to disqualification.
- The business plan must not exceed fifteen (15) pages, single-sided (excluding the title page, table of contents, supporting documentation) and must follow the Business Plan format in the [Style & Reference Manual](#).
- **Any business plan submitted beyond the maximum number of pages will be disqualified.**

The completed plan must include but is not limited to the following:

- Title page and Table of Contents*
- Objectives of the business
- Proposed business of strategies
- Executive Summary
- Description of proposed business
- Product(s) and/or Service(s) to be provided
- Management and ownership of Business
- Marketing Analysis
- Reasoning and justification for the loan amount
- Supporting Documentation*
- Statement of Originality*

*Not included in 10 page limit.

- An [Individual Entry Form/Statement of Originality and Specifications Compliance](#) signed by the contestant and advisor
- The completed plan **only** as listed above must be submitted to the National Center at <http://www.bpa.org/contests/entrepreneurship> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- The limit for file size is five (5) MB.
- Contestants must be registered for national-level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- An additional copy of the plan and the [Individual Entry Form/Statement of Originality and Specifications Compliance](#) must be provided at the time of the presentation at the NLC at both Preliminary and Final Competition.
- Contestant will present before a panel of judges and timekeeper. No audience will be allowed.
- The length of set-up will be no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time
- Set-up will be **stopped** at five (5) minutes to begin the presentation.
- The length of the presentation will be no more than ten (10) minutes and followed
- Presentation will be **stopped** at ten (10) minutes.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#). **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Method of evaluation

Technical Judging Rubric

Presentation Judging Rubric

Length of event

No more than five (5) minutes set-up.

No more than ten (10) minutes oral presentation.

No more than five (5) minutes judges' questions.

Finals may be included at state and national levels

Equipment Provided

Projection surface at national competition only

Entries

Top six places at Districts qualify for the SLC.

Top three (3) SLC places qualify for the NLC.

*****The finished plan must follow this exact format*** (See Attached)**

Phase 1 – Receive Business plans.

Check format, spelling and grammar.

Submitted on time and followed guidelines.

Phase 2 – Preliminary Presentation Judged on
Professional appearance and answer to
judge's questions.

Phase 3 – Judged on presentation and Business Plan

ENTREPRENEURSHIP

Judge Number _____

Contestant Number _____

Written Business Plan Evaluation	Below Average	Average	Good	Excellent	Points Earned
Executive summary for business	1-5	6-10	11-15	16-20	
Description of business	1-5	6-10	11-15	16-20	
Vision (objectives) of business	1-5	6-10	11-15	16-20	
Proposed business strategies	1-5	6-10	11-15	16-20	
Product(s) and/or service(s) description	1-5	6-10	11-15	16-20	
Management structure (ownership of business)	1-5	6-10	11-15	16-20	
Market Analysis	1-5	6-10	11-15	16-20	
Financial Analysis (requested loan amount)	1-5	6-10	11-15	16-20	
Overall appearance, conciseness and completeness	1-5	6-10	11-15	16-20	
Total Business Plan Points (180 maximum)					

ENTREPRENEURSHIP

Judge Number _____

Contestant Number _____

Oral Presentation Evaluation	Below Average	Average	Good	Excellent	Points Earned
Opening and summary	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Supporting Documentation	1-5	6-10	11-15	16-20	
Answers to Judges' questions	1-5	6-10	11-15	16-20	
TOTAL POINTS (100 Points maximum)					

PRESENTATION WILL BE STOPPED AT FIVE MINUTES!!!

Specification Points Scoring Rubric/Rating Criteria

Specification Points: All points or none are awarded by the proctor per contestant, not per judge.	Points Earned
Presented one copy of plan with supporting documents at presentation check-in.	15
Plan uses the correct format for Title Page, Table of Contents and Business Plan according to Style & Reference Manual	20
Presented keyed and signed Statement of Originality at presentation check-in	10
TOTAL SPECIFICATION POINTS (45 points maximum)	

TOTAL MAXIMUM POINTS = 325

EXTEMPORANEOUS SPEECH (BPA Event 66)

Description

Demonstrate communication skills in arranging, organizing, and effectively presenting information orally without prior knowledge of the topic.

Eligibility

The event may be repeated. Contestant may not enter both Extemporaneous Speech and Human Resource Management in the same year.

Contestant must supply

Pencils or pens

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills.
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion).
- Apply speaking techniques using appropriate tempo and pitch .
- Utilize nonverbal gestures as needed.

Specifications

- The contestant will draw two (2) different business topics and will select either one. The topics may deal with Business Professionals of America, office situations, the business world, etc.
- The contestant will be provided ten (10) minutes to develop the topic. Notes will be made on the note card provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- No materials or previously prepared notes will be allowed into the preparation or presentation room with the contestant.
- The length of the speech will be no less than three (3) minutes and no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is (1) minute remaining during the speaking time.
- The speech will be stopped at five (5) minutes.
- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed.

Method of evaluation

Judging Rubric

Length of event

No more than ten (10) minutes preparation

No less than three (3) and no more than five (5) minutes oral presentation

Finals may be included at state and national levels.

Equipment/supplies provided

One note card for preparation of presentation

Entries

Top six places at Districts qualify for the SLC.

Top three (3) SLC places qualify for the NLC.

Extemporaneous Speech

Judge's Name _____ Contestant Number _____

Judges Scoring Rubric/Rating Criteria

Evaluation of Speech	Below Average	Average	Good	Excellent	Points Earned
Introduction	1 – 5	6 – 10	11 – 15	16 – 20	
Voice: pitch, tempo, volume, enthusiasm	1 – 5	6 – 10	11 – 15	16 – 20	
Platform Deportment: gestures, poise, eye contact, mannerisms, appearance	1 – 5	6 – 10	11 – 15	16 – 20	
Organization: logical, clearly understood, suitable to topic, coherent	1 – 5	6 – 10	11 – 15	16 – 20	
Mechanics: diction, grammar, word pictures, pronunciation	1 – 5	6 – 10	11 – 15	16 – 20	
Closing: summary and conclusion	1 – 5	6 – 10	11 – 15	16 – 20	
Effectiveness: Was purpose achieved? (to inform, to persuade, to decide, to impress)	1 – 5	6 – 10	11 – 15	16 – 20	
TOTAL PRESENTATION POINTS (140 points maximum)					

Speech will be stopped at 5 minutes.

Specification Points Scoring Rubric/Rating Criteria

Specification Points: All points or none are awarded per contestant, not per judge.	Points Earned
Presentation lasted no less than three (3) and no more than five (5) minutes. (No points awarded if presentation is stopped for going over time.)	10
Did not use any materials other than those specified for the event.	10
TOTAL SPECIFICATION POINTS (20 points maximum)	

Total Maximum Points = 160

Interview Skills (BPA Event 64)

Description

Assess proficiency in job search and interview situations.

Eligibility

Student may not enter both Interview Skills and Advanced Interview Skills in the same year. This event may not be repeated. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

Contestant must supply

One copy of resume and cover letter at both Preliminary and Final competition

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of employability search.
- Apply technical writing skills to produce cover letter and résumé.
- Demonstrate effective communication skills.
- Apply research to determine qualifications for jobs.
- Produce cover letter and résumé.
- Complete job application form.
- Demonstrate quality grooming through proper dress.
- Discuss understanding of work ethics and work environments.
- Describe knowledge of job advancement.
- Demonstrate interpersonal skills.

Specifications

Contestant will indicate on his/her résumé the position for which he/she is applying. There are openings in all departments of Professional Business Associates shown on the Organizational Chart found in the *Style & Reference Manual*.

For SLC:

- Contestant may interview for any position listed on the Organizational Chart for which he/she is qualified.
- Information in letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number.
- The use of references on the résumé is optional.
 - Four application letters and résumé must be submitted at the designated time in two sealed 9" x 12" envelopes. (Two application letters and resumes in each envelope). One 9" x 12" envelope will be used for the preliminaries, & one 9" x 12" envelope will be used for finals.
 - **The application package must be addressed and mailed as follows:**
 - Mr. Patrick Grady
 - Executive Director
 - Career Education Clubs of Florida
 - P.O. Box 1806
 - Bushnell, FL 33513
 - The envelope must include the address listed and the following return address – BOTH in OCR format.

- Contestant name
- School name
- School address
- **Interview Skills Contest**

- Contestant will turn in both envelopes containing the application letters and resumes at the time scheduled for completing the application form. **No points** will be awarded for the application letter and resume if they are not turned in at the designated time.
- Contestant may bring a one-page sheet of data to be used to complete the application form. No other materials will be allowed (i.e. portfolios, thank-you notes, etc.) during the remainder of the Application / Interview contest.
- The use of references is optional.
- ***It is recommended that ALL candidates be interviewed at the district level.***
- SLC Contestants, will mail letters of application and résumés to the Executive Director or his designee.
- A registration table will be set up at the SLC where contestants, who have previously registered on-line, will check in and receive and complete a job application. **At this time, they will request an interview time.** This will consist of the Pre-Interview. (NLC) has different guidelines please refer to Guidelines 2008 at www.bpa.org.
- **Finalists will be determined from the candidates completing the Pre-Interview process.**

Diversified Technology of Florida Organizational Chart

Diversified Technology of Florida develops and sells software, hardware, and services.

The services provided are:

1. Systems analysis
2. Software development and design
3. Marketing
4. Training development
5. Hardware and software sales

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at P.O. Box 1806 in Bushnell, Florida 33513, and has 200+ employees. Management includes:

Chief Executive Officer	Patrick T. Grady
Financial Services Department	Jane Brammer
Information Technology Department	Henri Cepero
Human Resources Department	Sam Agresti
Marketing Department	Lauren Mastics
Administration Support Department	Marie Aliberti

CHIEF EXECUTIVE OFFICER				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
Office Assistant Data Entry Clerk Payroll Clerk Accounting Clerk Administrative Clerk Database Assistant Spreadsheet Specialist Accountant Financial Analyst	Office Assistant Data Entry Clerk Database Specialist Information Processing Assistant Administrative Assistant Programmer Software Engineer PC Servicing/ Troubleshooting Network Administration Digital Media Specialist E-commerce Specialist Web site Developer	Office Assistant Personnel Clerk Information Processing Asst. Administrative Asst. Medical Support Assistant Insurance Benefits Clerk Management Asst. Payroll Specialist Customer Service Clerk	Office Assistant Information Processing Asst. Administrative Asst. Desktop Publisher Graphic Design Assistant Desktop Publishing / Graphic Assistant International Business Coordinator Web site Liaison Management Asst. Small Business Liaison Research Assistant	Office Assistant Information Processing Specialist Administrative Asst. Database Specialist Spreadsheet Specialist Desktop Publishing Assistant Legal Research Assistant Graphic Design Assistant Management Asst. Customer Service Assistant

For NLC:

Professional Business Associates Organizational Chart

Professional Business Associates develops and sells software, hardware, and services. The services provided are:

- | | |
|---------------------------------|-----------------------------|
| Systems analysis | Hardware and software sales |
| Training development | Marketing |
| Software development and design | |

This large corporation has a branch office in the capital of each membership state. The corporate headquarters is located at 5454 Cleveland Avenue in Columbus, OH 43231-4021, and has 200+ employees. Management includes:

- | | |
|--|--|
| Chief Executive Officer, Nancy Wells | Human Resources Department, Julie Smith |
| Financial Services Department, Harvey Rosen | Marketing Department, Roger Meyer |
| Information Technology Department, Tom Carlson | Administrative Support Department, Edna Renick |

Chief Executive Officer				
Financial Services	Information Technology	Human Resources	Marketing	Administrative Support
Office Assistant Data Entry Clerk Payroll Clerk Accounting Clerk Administrative Clerk Database Assistant Spreadsheet Specialist Accountant Financial Analyst	Office Assistant Data Entry Clerk Database Specialist Info. Processing Assistant Administrative Assistant Programmer Software Engineer PC Servicing / Troubleshooting Network Administration Digital Media Specialist E-commerce Specialist Web site Developer	Office Assistant Personnel Clerk Information Processing Assistant Administrative Assistant Medical Support Assistant Insurance Benefits Clerk Management Assistant Payroll Specialist Customer Service Clerk	Office Assistant Information Processing Assistant Administrative Assistant Desktop Publisher Graphic Design Assistant Desktop Publishing / Graphic Assistant International Business Coordinator Web site Liaison Management Assistant Small Business Liaison Research Assistant	Office Assistant Information Processing Specialist Administrative Assistant Database Specialist Spreadsheet Specialist Desktop Publishing Assistant Legal Research Assistant Graphic Design Assistant Management Assistant Customer Service Assistant

- Contestant may interview for any position listed on the organizational chart for which he/she is qualified.
- Information in the cover letter and résumé must be authentic; however, contestants may choose to use a fictitious personal address and telephone number. The use of references on the résumé is optional.
- The application must be submitted by 11:59 pm on March 26, 2012 to the National Center at <http://www.bpa.org/contests/intskills>. The resume and cover letter must be uploaded as two separate PDF files at the time of application. Cover letters and resumes cannot be submitted by e-mail, fax or mail.
- Contestants must provide their contestant number (10-digit member number) at the time of application.
- Contestants may apply only once, and must complete their application in a single attempt (they cannot save their application mid-way, return to complete it later or apply with revised information after the original application is submitted).
- Contestants must provide an e-mail address at the time of application in order to receive a confirmation e-mail after the application is submitted.

- Contestants must be registered for national-level competition prior to submission of the application. Due to the nature of the pre-submitted materials, no late registrations/move-ups for Interview Skills or Advanced Interview Skills can be accepted after March 26, 2012.
- Materials from non-registered contestants, those missing contestant number and/or projects received after the deadline cannot be accepted.
- No changes can be made to the project after the date of submission.
- The application letter must be addressed as follows:
 Ms. Julie Smith, Manager
 Human Resources Department
 Professional Business Associates
 5454 Cleveland Avenue
 Columbus, OH 43231-4021
- One copy of the résumé may be used for reference by the contestant during the interview.
- Materials previously submitted to the website will not be available at the time of interview.
- An additional copy of the résumé and cover letter must be provided to the proctor at check-in for the interview at NLC for both Preliminary and Final Competition.
- No other materials will be allowed (i.e., business cards, thank-you notes, etc.) during the remainder of the Interview Skills contest.

Method of evaluation

Technical Judging Rubric
 Presentation Judging Rubric

Length of event

No more than 15 minutes for interview
 Finals may be included at state and national levels.

Entries

Each district may take the top six (6) places to SLC.
 Each state is allowed the top three (3) places to NLC.

Diversified Technology of Florida

P.O. Box 1806
Bushnell, FL 33513

Employment Application



**PLEASE USE BLACK INK OR TYPE/PRINT ALL NAMES.
BE SURE TO SIGN THIS APPLICATION ON THE LAST PAGE.**

**EQUAL OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER**

The law prohibits discrimination because of age, race, color, gender, religion and national origin, and requires affirmative action in the hiring of minorities, women, the handicapped, and veterans.

Last Name		First Name		Middle Name	
Street Address		City	State	ZIP	Area Code/Telephone No.
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			Social Security Number		
Describe the type of employment you desire: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time					
Position Sought: _____					
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain _____					
When would you be available for employment? _____					

Academic Training

Institution Name and Location	Attended From To (Mo./Yr.)	Special Courses / Areas of Specialty	GPA	Degree	Date Received or Expected

List other Education or Professional Registration, License, or Accreditation:

Achievements

Skills / Qualifications

References

List three (3) persons familiar with your work ability that we may contact. Exclude relatives.

Name (Last, First Middle)	Company Name	Area Code/Telephone No.

Employment History

List your past two (2) jobs, activities, and/or other experience, including volunteer work, part-time employment while in school, U.S. Military Service, and self-employment.

Employer (present or most recent)	Supervisor (name and title)
-----------------------------------	-----------------------------

Street Address, City, State, ZIP	Your Job Title
----------------------------------	----------------

Description of your duties:

Reason for leaving:	From (Mo. /Yr.)	To (Mo. /Yr.)
---------------------	-----------------	---------------

May we contact your present employer for references? _____yes _____no

May we contact you at your present place of employment? _____yes _____no

If yes, please list employment telephone number _____

Employer	Supervisor (name and title)
----------	-----------------------------

Street Address, City, State, ZIP	Your Job Title
----------------------------------	----------------

Description of your duties:

Reason for leaving:	From (Mo. /Yr.)	To (Mo. /Yr.)
---------------------	-----------------	---------------

Personal

Do you have the legal right to work in the U.S.?	Yes	No
--	-----	----

Have you ever been convicted under your current name or any other name of a felony?	Yes	No
---	-----	----

If yes, give date, court, nature of offense, and disposition: _____

I certify that the answers I have given to the foregoing questions and statements are true and correct, without mental reservation of any kind. If employment is obtained under this application, I will comply with all orders, rules and regulations of the company. I agree to submit to a physical examination. I also authorize my former employers and educational institutions to give any information they may have regarding me. I release them and their organizations from all liability for any damage whatsoever for issuing same. If, upon investigation, anything in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment.

Applicant Signature

Date

Interview Skills (BPA Event 64)

Judge Number _____

Contestant Number _____

Technical Judges' Scoring Rubric/Rating Criteria

	Below Average	Average	Good	Excellent	Points Awarded
Cover Letter					
Introduction and addressed correctly	1-5	6-10	11-15	16-20	
Skills	1-5	6-10	11-15	16-20	
Closing	1-5	6-10	11-15	16-20	
Resume					
Position applying for listed	1-5	6-10	11-15	16-20	
Layout	1-5	6-10	11-15	16-20	
Chronological order of employment	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Application Form					
Completeness	1-5	6-10	11-15	16-20	
Correct grammar and spelling	1-5	6-10	11-15	16-20	
Followed directions	1-5	6-10	11-15	16-20	
TOTAL PRE-INTERVIEW POINTS (200 maximum points)					

Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded per contestant, not per judge.		Points Awarded
Presented cover letter and resume to judges.	10	
Did not use any materials other than those specified for the event.	10	
TOTAL SPECIFICATION POINTS (20 points maximum)		

Interview Skills
Judge's Rating Sheet

Contestant Number: _____

Judge Number _____

Interview Judges' Scoring Rubric/Rating Criteria

	Below Average	Average	Good	Excellent	Points Earned
Applicant's Greeting: Proper introduction Positive first impression	1-5	6-10	11-15	16-20	
Applicant's Appearance: Neat, well groomed Appropriately attired	1-5	6-10	11-15	16-20	
Personality and Poise: Positive, courteous, sincere, and confident Good posture, gestures, and eye contact	1-5	6-10	11-15	16-20	
Communication Skills: Proper grammar Good pronunciation and enunciation Pleasant voice and tone	1-5	6-10	11-15	16-20	
Responses: Responded with appropriate answers Showed knowledge of potential position Indicated knowledge of company Asked appropriate questions Volunteered information Demonstrated initiative and enthusiasm	1-5	6-10	11-15	16-20	
Skills: Showed evidence of: required job skills good work habits problem solving abilities	1-5	6-10	11-15	16-20	
Close of Interview: Expressed a thank you Concluded interview effectively	1-5	6-10	11-15	16-20	
TOTAL Interview POINTS (140 maximum)					

TOTAL MAXIMUMPOINTS = 360

Interview Skills

The following are suggested, but not required, guidelines for rating the resume, letter of application, and application form.

RESUME

Position applying for listed

Length of resume

- 1-2 pages, 1 page preferred

Layout

- Readable style
- Margins even
- Spacing appropriate
- Use full page (centered top to bottom; left aligned)
- Consistent format
- “references available upon request” (Optional)

Chronological order of employment

Grammar / Spelling

Letter of Application

Introduction

- Position applying for stated
- Where learned of position
- Ask to apply
- Interest in company

Skills

- Technical skills (measurable computer skills)
- Soft skills (Interpersonal skills)

Closing

- Request for interview
- Contact number

Application Form

Completeness

- N/A or line in every section – no blank lines
- Form signed electronically

Grammar / Spelling

- Proper capitalization

Followed directions

- Experience listed in proper order
- Gave complete addresses per instructions.

Prepared Speech (BPA Event 68)

Description

Demonstrate communication skills in securing, arranging, organizing, and presenting information orally.

Eligibility

The event may be repeated, but the topic may not. A contestant may not participate in more than one of the following events in the same year: Presentation Management—Individual, Presentation Management—Team, and Prepared Speech.

Contestant must supply

- Easel (optional)
- Props (optional)
- One envelope containing the materials required in the specification list below for both Preliminary and Final competition

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate effective communication skills
- Demonstrate skills in developing a speech using the three basic elements (introduction, body, conclusion)
- Utilize nonverbal gestures as needed
- Apply speaking techniques using appropriate tempo and pitch
- Secure facts and data from multiple sources, emphasizing research skills

Specifications

- Each contestant is to select a topic related to business, entrepreneurship, or Business Professionals of America, and develop an oral presentation of no less than five (5) and no more than seven (7) minutes.
- The length of set-up will be no more than one (1) minute.
- Set-up will be **stopped** at one (1) minute to begin the speech.
- The speech will be **stopped** at seven (7) minutes.
- Facts and working data may be secured from any source. This event emphasizes a scholarly approach to securing information and places emphasis on content and research. Each contestant's speech, however, must be the result of his/her own efforts.
- Speech and works cited must be prepared using the format provided in the *Style & Reference Manual*.
- Contestant must provide
 - Prior to speaking two (2) word-processed copies of the speech outline, works cited, and Individual Entry Form/Statement of Originality and Specification Compliance signed by the contestant and advisor must be submitted.
 - An additional two (2) copies of the speech outline, works cited, and the Individual Entry Form/Statement of Originality and Specification Compliance signed by the contestant and advisor must be submitted at Final Competition.
 - All copies should be on 8½" x 11" plain, white non glossy paper. Copies of the required materials should be collated and stapled as separate sets. No binders will be accepted.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*. **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

- The contestant will speak before a panel of judges and a timekeeper. No audience will be allowed. No time warnings will be given.
- The contestant may use notes or note cards. A flip chart, posters, and/or props may be used.
- No electric/electronic equipment may be used.
- A topic may not be repeated.

Method of evaluation

Judging Rubric

Length of event:

No more than one (1) minute set-up

No less than five (5) and no more than seven (7) minutes for oral presentation

No time is allotted for judges' questions

Finals may be included at state and national levels

Entries

Each district may take the top six (6) places to SLC.

Each state is allowed the top three (3) places to NLC.

All contestants should be aware that their presentation may be audio and/or videotaped.

Each contestant must select the topic of his/her speech from the following list:

- A Positive Attitude
- Contributing to Society
- Motivation
- My Favorite Person
- Patriotism
- Use of Leisure Time
- Person or Event that has Significantly impacted your life
- Tomorrow
- Cooperative Education
- Pursuit of Happiness
- Success
- Time Management

Prepared Speech (BPA Event 68)

Judge Number _____

Contestant Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Introduction	1 – 5	6 – 10	11 – 15	16 – 20	
Voice: Pitch, tempo, volume, enthusiasm	1-5	6-10	11-15	16-20	
Voice: Pitch, tempo, volume, enthusiasm	1 – 5	6 – 10	11 – 15	16 – 20	
Platform Deportment: Gestures, poise, eye contact, mannerisms, appearance	1 – 5	6 – 10	11 – 15	16 – 20	
Organization: Logical, clearly understood, suitable to topic, coherent	1 – 5	6 – 10	11 – 15	16 – 20	
Content: Development of subject matter, depth of research	1 – 5	6 – 10	11 – 15	16 – 20	
Diction, grammar, pronunciation	1 – 5	6 – 10	11 – 15	16 – 20	
Closing: Summary and conclusion	1 – 5	6 – 10	11 – 15	16 – 20	
Effectiveness: Was purpose achieved? (to make decision, to impress, to inform, to persuade)	1 – 5	6 – 10	11 – 15	16 – 20	
TOTAL Presentation POINTS (160 points)					

SPEECH WILL BE STOPPED AT 7 MINUTES.

Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by proctor per contestant, not per judge.		
Presentation lasted no less than five (5) and no more than seven (7) minutes. (No points awarded if presentation is stopped for going over time.)	10	
Speech outline, works cited, and Statement of Purpose and Originality Form with Contestant Number, collated and stapled into two (2) sets.	10	
Speech outline and works cited were in the correct format according to the Style & Reference Manual.	15	
TOTAL Specification POINTS (35 points)		

Total Maximum Points = 195

Presentation Management Team (BPA Event 70)

Description

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility

A team will consist of 2-4 members. A contestant may not participate in more than one of the following events in the same year: Presentation Management—Team, and Prepared Speech. A previously used presentation may not be used.

Team must supply

- Computer
- Presentation Software
- Sound cards (optional)
- External Speakers (optional)
- Projection system (optional)
- Props (optional)
- Teams must bring all supporting devices (e.g., extension cords, power supply, etc.)
- Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

BPA assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate effective teamwork skills needed to function in a business setting
- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical s

Specifications

- The team shall design a computer-generated multimedia presentation on the assigned topic listed below.
- The presentation will be no less than seven (7) and more than ten (10) minutes.
- The length of set-up will be no more than five (5) minutes.
- Set-up will be stopped at five (5) minutes to begin the presentation.
- The presentation will be **stopped** at ten (10) minutes and will be followed by judges' questions.
- A word-processed copy of works cited must be submitted at the time of presentation check-in. Works cited must be formatted according to the *Style & Reference Manual*.
- No VCR or laserdisc may be used. The presentation content must be on the team's computer hard drive, CD-ROM or DVD.
- Use of graphics, including charts, is to be a part of the presentation.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- All members of the team must participate in the live presentation.

- The team must provide the contest administrator prior to their presentation a Team Entry Form/Statement of Originality and Specification Compliance.
- The team is responsible for securing a release form from any individual whose name, photograph, and/or other information is included in the presentation.
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*.
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- The team must furnish all equipment/ materials necessary for the presentation except projection surface. Items left with judges in Preliminary competition will be discarded and not forwarded to the next level.
- Up to five (5) minutes will be allowed each team for questions by the judges. All team members may confer on the questions and are encouraged to share in the responses.
- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.

Topic

Many colleges and professional certification programs have recently been offering their courses on-line as a means to both increase enrollment and to make it more convenient for students to be able to take classes at times that fit into their schedules. Create a multi-media presentation that encourages school administration to develop a pilot of on-line classes within your school.

You should include but are not limited to:

- The benefits to students and staff in the flexibility of class scheduling
- The benefits to administration of the cost of course development and execution (actual teaching).
- The benefits of tailoring courses to specific student requirements or expectations.
- The disadvantages of students not being in a traditional classroom setting and how these disadvantages could be overcome.
- Recommendations on what class(s) would be candidates for the pilot.

Teams who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Judging Rubric

Length of event:

No more than five (5) minutes set-up

No less than seven (7) and no more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels.

Equipment provided

Projection surface at national competition only.

Entries

Top six (6) places at Districts qualify for the SLC. Top two (2) places at SLC qualify for NLC.

Ideas presented become the property of Business Professionals of America. All team members should be aware that their presentation may be audio and/or videotaped.

Presentation Management–Team (BPA Event 70)
Judges’ Presentation Scoring Rubric/Rating Criteria

Judge’s’ Name _____

Team Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Oral Presentation					
• Opening and summary	1-5	6-10	11-15	16-20	
• Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
• Stage presence and delivery	1-5	6-10	11-15	16-20	
• General team appearance	1-5	6-10	11-15	16-20	
• Participation by all team members	1-5	6-10	11-15	16-20	
The following items will evaluate the ability to communicate the desired message to the target audience:					
Graphic Presentation					
• Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
• Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
• Charts and graphs used effectively	1-5	6-10	11-15	16-20	
• Effective use of color and space	1-5	6-10	11-15	16-20	
• Effective use of multimedia technology	1-5	6-10	11-15	16-20	
• Development of stated theme	1-5	6-10	11-15	16-20	
• Answers to Judges’ questions	1-5	6-10	11-15	16-20	
TOTAL POINTS (240 points maximum)					

Presentation will be stopped at 10 minutes.

Specification Points Rubric/Rating Criteria

Specification Points: All points or none are awarded per team, not per judge.		
- Entry form/State of Verification and Release form(s) provided.	10	
- Works cited provided and formatted according to the Styles and Reference manual.	10	
- Presentation lasted no less than seven (7) and no more than ten (10) minutes. (No points awarded if presentation is less than seven (7) or more than ten (10) minutes.)	10	
- All registered team members present for entire event.	10	
Total Specification Points (40 points maximum)		

TOTAL MAXIMUMPOINTS = 280

SALES DEMONSTRATION

Description

Encourage students to develop their abilities and to use their knowledge of the principles of selling through demonstration of good sales procedures.

Eligibility

Any student may enter this event at the district level.

If a student repeats this event, he/she may not submit any previously used product.

Contestant must supply - Black or blue pen; Materials listed in Specifications

Supplies provided - Sales Receipt form

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

SPECIFICATIONS

- The contestant shall sell to a customer who may also serve as a judge. Only the judges performing the evaluation shall observe the transaction. ***The only individuals permitted in the sales area are the judges and the contestant.***
- A table shall be provided for the contestant to use as a display center.
- The contestant shall select the line of merchandise he/she wishes to sell.
- The contestant shall provide his/her own merchandise, which may be either or all of the following:
 - An assortment of products; items that are suitable for suggestive selling; printed pictures or literature depicting the item(s).
- A sales receipt shall be provided by CECF for District and State competitions.
- Each contestant shall be allowed fifteen (15) minutes for the presentation. The fifteen (15) minutes shall include set-up, demonstration, and completion of the sales form.
- The contestant, when finished with set-up, shall make a general statement for judges about the selling situation, i.e., "I am a sales associate in a retail shoe store. I am now ready for my customer." ***No other planning will be permitted.***
- Only the customer may speak to the contestant, and the contestant shall communicate with no one except the customer.
- No credit cards or money shall be used by the customer. Sales contestants will direct customers to the cashier for payment of merchandise.

Method of evaluation - Judging Rubric

JUDGING

There shall be one to three (1-3) judges. One judge shall be the customer and will also evaluate the contestant. Judges should all be selected from sales representatives.

The customer shall make minor objections during the sale for evaluation purposes; **however, the customer will purchase the merchandise.**

Length of event - 15 minute presentation, including set-up time, for prepared contestants

Entries

Top six places at Districts qualify for the SLC. Top six places at the SLC will qualify for awards.

This is a CECF Event only; it does NOT qualify for the BPA National Competition (NLC).

SALES DEMONSTRATION

Judges' Presentation Scoring Rubric/Rating Criteria

Judge's' Name _____ Contestant Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Approach: Approached and greeted customer courteously	1-5	6-10	11-15	16-20	
Enunciations / Grammar: Spoke clearly, distinctly; used correct grammar	1-5	6-10	11-15	16-20	
Determines Needs: Determined Customer needs	1-5	6-10	11-15	16-20	
Display: Displayed the merchandise effectively	1-5	6-10	11-15	16-20	
Objections: Met objections tactfully	1-5	6-10	11-15	16-20	
Product Knowledge: Showed evidence of product knowledge	1-5	6-10	11-15	16-20	
Demonstration: Demonstrated merchandise effectively	1-5	6-10	11-15	16-20	
Suggestive Selling: Used suggestive selling techniques	1-5	6-10	11-15	16-20	
Close of Sale: Closed the sale effectively	1-5	6-10	11-15	16-20	
Sales Form: Completed sales form neatly and accurately	1-5	6-10	11-15	16-20	
Total Points = 200 Maximum					

PLEASE ADD COMMENTS to the BACK of SHEET: (To be viewed by student)

SUMMARY TOTALS

Judge #1 (200 pts. Max.) _____

Judge #2 (200 pts. Max.) _____

Judge #3 (200 pts. Max.) _____

Judges' Subtotal _____

Final Total Points

(Subtotal Divided by # of Judges) _____



CECF/BPA

"Hire A Teenager While They Still Know Everything"

P.O. Box 1806
 Bushnell, FL 33513
 Phone (877) 352-2323
 Fax (352) 568-0861

Sales Receipt

DATE: _____

TO:

[Name] _____

[Company Name] _____

[Street Address] _____

[City, ST ZIP Code] _____

[Phone] _____

SHIP TO:

[Name] _____

[Company Name] _____

[Street Address] _____

[City, ST ZIP Code] _____

[Phone] _____

COMMENTS OR SPECIAL INSTRUCTIONS:

SALES PERSON		PAYMENT TYPE			TERMS
		CASH		CREDIT	Due on receipt
CREDIT CARD NUMBER:					
QUANTITY	DESCRIPTION			UNIT PRICE	TOTAL
Contestant # _____				SUBTOTAL	
				SALES TAX	
				TOTAL DUE	

Make all checks payable to **CECF/BPA**

Thank you for your business!

Word Processing

BPA Events (Fundamental Word Processing Skills 21 and Keyboarding)

Description

Evaluate fundamental skills in word processing and document production.

Eligibility

This event may not be repeated. Students may compete in only one of the following events each year: Keyboarding Production, Fundamental Word Processing Skills, or Advanced Word Processing Skills.

Contestant must supply

- Sharpened no. 2 pencils, pens
- Cordless calculator: Electronic devices will be monitored according to ACT standards. See NLC **Calculator Guidelines. Contestants who violate this rule will be disqualified.**
- Published and/or unpublished written reference materials

BPA assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply intermediate-level keyboarding and word processing skills to produce business documents
- Demonstrate basic knowledge of word processing software functions, including formatting and keying text in columns
- Create and format tables; format and key letters, memos, news releases, agendas, and reports
- Insert graphics and special characters in documents
- Use paragraph formatting, tab settings and text enhancements
- Proofread using edited copy
- Use electronic and hard copy references to assist in preparing documents (e.g., help screens, spell-check, thesaurus, user's manual, dictionary)

Equipment/supplies provided

Microcomputer, printer, and paper

Software as designated for this event

Method of evaluation

Application

Length of event

No more than ten (10) minutes orientation

No more than sixty (60) minutes actual testing time

No more than ten (10) minutes wrap-up

Entries

Top six places at Districts qualify for the SLC. **SLC winners qualify for the BPA NLC.**

SPECIFICATIONS

1. This competition shall consist of a **performance test** to be administered at a testing site equipped with appropriate microcomputers and software.
2. A maximum of one (1) hour shall be allowed for this performance. Additional time will be allocated for general directions, warm-up, and printing.
3. Contestants should be well prepared in the production of all letter styles, memoranda, reports (with internal citations and reference pages), outlines, and tabulations.
4. Participants shall be assigned a contestant identification number, and the contestant must use that number as the filename for all work produced.
5. Problems are weighted according to difficulty and may be completed in any order.
6. Specific directions for each type of problem may not be provided. Unless otherwise stated, contestants may use any style of letter, memorandum, or report that is generally accepted in a business office.
7. For ease in printing, contestants must save all work produced as one continuous file. Hard page breaks (Control + Enter) will be used to separate documents.
8. Output shall be evaluated according to the **CECF WORD PROCESSING GRADING PROCEDURES** described later in this section. Each document is assigned a specific weight. Penalty points for minor and major errors will be deducted. Judges will prorate the weight for a partially completed document.

ADMINISTRATION OF COMPETITION

1. It is the responsibility of the District Advisor, or his/her designee, to secure a testing site that has word processing software (i.e. WordPerfect, MS Word)
2. The testing instrument shall be prepared by the State Competitive Events Chairperson and distributed to the Districts as directed by the CECF Executive Director.
3. The District Advisor, or his/her designee, shall prepare test packets for participants prior to the event. Each packet must contain Instructions for Word Processing Contestants and a formatted data diskette that is compatible with the equipment to be used. (The performance test should not be included.)
4. Each packet must be assigned a number that shall serve as the contestant identification number. The data diskette must be marked with the corresponding ID number, and an identification form bearing the same number shall be attached to each packet.
5. At the testing center, the event advisor shall distribute packets and have each contestant complete the identification form. The advisor shall collect the completed forms and verify the identification number for each competitor.
6. The event advisor shall provide contestants with specific instructions regarding the procedures for accessing the software and shall allow an appropriate period for contestants to familiarize themselves with the computer/software system.
7. Immediately after distributing the tests, the event advisor shall give a five-minute warm up. After reading testing instructions to the contestants, the advisor shall allow a ten-minute planning period.
8. The event advisor shall signal the beginning and the end of the testing period. Contestants must immediately stop keying when time is called.
9. **After the testing period is ended**, each contestant shall print a hard copy of the output and verify that his/her contestant identification number is recorded on each page.

10. The contestant shall place the hard copy and the diskette in the testing packet and deliver it to the event advisor.
11. The event advisor shall collect all tests and deliver all test packets to the judges for scoring.
12. After all performance tests have been graded; the identification forms shall be attached to the appropriate hard copies in order to identify the work of each contestant.

JUDGING

1. There should be a minimum of three (3) judges to score the tests. The judges should be familiar with standard formatting procedures and should be experienced in scoring word processing problems.
2. Evaluation will be based on printed copy. Judges shall use the following **CECF WORD PROCESSING GRADING PROCEDURES** in grading tests.
3. The six contestants with the highest total scores shall be declared the winners.
4. The decision of the judges is final.

CECF WORD PROCESSING GRADING PROCEDURES

Minor Errors - A penalty of TWO (2) POINTS per error will be assessed.

The following shall be considered *minor* errors:

- Minor error in vertical placement,
- Minor error in horizontal placement,
- Minor spacing errors,
- Omission of nonessential part(s) of a document (i.e., enclosure notation, reference initials),
- Inserted or omitted words or punctuation that do not change the meaning of the sentence, and/or
- Transposed words that do not change the meaning of the sentence.

Major Errors - A penalty of FOUR (4) POINTS per error will be assessed.

The errors listed below are considered *major*.

- Failure to follow specific directions,
- Keying errors,
- Improper format,
- Poor placement,
- Inserted or omitted words that change the meaning of a sentence,
- Omission of essential parts of a document (i.e., date, inside address),
- Word-division errors, such as
 - Word divided within a syllable, and/or
 - One-letter syllable remaining alone before or after a hyphen.

Using Templates

A penalty of FIFTY (50) POINTS will be assessed.

Grading Procedures

Points for minor and major errors will be deducted from the total points assigned each completed document and/or the pro-rated points of a partially completed document.

INSTRUCTIONS FOR WORD PROCESSING CONTESTANTS

After the five-minute warm-up period, the following directions should be given to contestants before they make format adjustments and begin the competition.

1. You will have five (5) minutes for planning. Use this time to compute margins and placement of the documents included in the testing materials.
2. When the timing begins, key the problems as directed. Your goal is to key accurately all of the documents included in the test. You will have one hour in which to complete, save, proofread, and correct all documents.
3. You may key the problems in any order. ***Key your contestant identification number on the first line of the first page of each document.***
4. Save your work as **one complete document**, using your contestant identification number as the filename. Separate the documents by using a hard page break (*Control + Enter*), **and save your work at frequent intervals.**
5. You may use **Spell Check** to check for spelling errors and your dictionary or word-division manual. You should proofread and correct your documents within the testing period. You may not correct errors after the testing period ends.
6. Stop keying immediately when time is called at the end of the testing period.
7. Print a hard copy of your documents as directed by the event advisor. Check each page to determine that your identification number appears at the specified location.
8. Place the hard copy in your test packet and give the packet to the event advisor.

DISPLAY COMPETITIONS

GENERAL INFORMATION

OBJECTIVE: To encourage students to learn more about a specific subject area and/or career field.

CONTESTANTS:

District Level

Contestants must be affiliated and in good standing with the District and State CECF as well as the National organization (BPA).

The number of contestants from each affiliated club who will be permitted to participate in each event shall be determined within each District.

State Level

Top six places District winners are eligible to compete at the State Leadership Conference (SLC) ***NO substitutions shall be permitted after the deadline indicated in the State Leadership Conference packet.***

All eligible participants at the SLC must indicate the event(s) in which they are participating in on the registration form.

National Level

Number of students eligible to participate in the Associate Level events at the BPA National Leadership Conference is indicated in the competitive event guidelines.

SPECIFICATIONS: The specifications for each display event are listed by individual competitions on the following pages.

JUDGING: Judges must adhere to the guidelines published in the specifications and on the rating forms. They shall rank the top six (6) contestants. Ties shall not be allowed, and determination as to the manner in which a tie is resolved lies with the judges. ***Their decision is final.***

AFFILIATION PIN DESIGN

State Level Event

Description

Create an Affiliation pin that promotes the state organization Career Education Clubs of Florida (CECF) and the State of Florida.

Eligibility

Any student may enter this event at the state level. *If a student repeats this event, he/she may not submit any previously used artwork.*

Contestant must supply

Two (2) plastic covers (8½" x 11") each containing:
one graphic product and
one Resource/Release form.

One 10" x 13" envelope containing the two (2) plastic covers.

BPA/CECF assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Specifications

- A hand drawn or computer generated graphic will be submitted.
- All artwork must be of original design.
- The submitted graphic must include, but is not limited to:
 - CECF
 - Theme that depicts Florida
 - Maximum of 5 Colors
 - No shading or gradient tints
 - Submitted graphic no larger than 6"
 - No tiny details (final pin will be 1½" x 1½" max)
- Winning selection will be used to produce spirit pins to be collected and/or traded at the BPA National Leadership Conference (NLC).
- The winning selection will be distributed as the affiliation pin for the forthcoming school year and becomes the property of Career Education Clubs of Florida (CECF).

Method of evaluation

Judging Rubric

Length of event

Graphics will be submitted on the dated designated by the SLC packet.

Entries

Top six places at the SLC will qualify for awards.

This is a CECF Event only; it does NOT qualify for the BPA NLC.

Affiliation Pin Design

Judges' Presentation Scoring Rubric/Rating Criteria

Judge Number _____

Contestant Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
• Portrays theme appropriately	1-5	6-10	11-15	16-20	
• Design gains attention, eye appeal	1-5	6-10	11-15	16-20	
• Design shows imagination, creativity, and originality	1-5	6-10	11-15	16-20	
• Effectiveness (easily understood, motivational, accurate)	1-5	6-10	11-15	16-20	
• Consistent spacing between letters and words	1-5	6-10	11-15	16-20	
• Production quality (can be reproduced without losing effect)	1-5	6-10	11-15	16-20	
TOTAL POINTS = 120 Maximum					
Specification Points: the proctor per contestant, not per judge, awards all points or none.					
A. Original color copy submitted in clear plastic covers with completed Resource/Release Form in a 10" X 13" envelope.				10	
B. No registered trademarks or names used other than CECF, and/or Registered trademarks used with permission (included)				5	
C. Dimensions of original are larger than 6"				5	
D. Conforms to graphic standards, but more than 5 colors used.				5	
E. Tiny details.				5	
TOTAL Specification POINTS = 30 Maximum					

SUMMARY TOTALS:

Judge #1 (150 points maximum) _____

Judge #2 (150 points maximum) _____

Total _____

CAREER RESEARCH PROJECT

Description

Conduct research on a career of their choice and, to analyze and organize the information for practical use in that specific career.

Eligibility

Any student may enter this event. *If a student repeats this event, he/she may not submit any previously used flyers.*

Contestant must supply

Binder with project

BPA/CECF assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

COMPETENCIES WHICH MAY BE COVERED

- Utilize a variety of research tools in the career exploration process.
- Communicate research in a clear and concise manner both orally and in writing.
- Demonstrate skills needed to function in a business setting.
- Develop an awareness of how the workplace continues to change.

SPECIFICATIONS

- A career research project is a detailed report of an occupation. The Statement & Purpose must be included in the introductory paragraph of the manual.
- Except for supplementary materials, the manual must be **keyed** (with typewriter or computer) on **plain** 8 ½" x 11" paper in accordance with acceptable manuscript format **and housed in a plain, three-ring binder**. Manuals that are not keyed will not be judged.
- Art, pictures, and photographs are acceptable as illustrations but should be used as supplementary materials.
- Sheet protectors may be used.
- The manual must be the original work of the contestant and must be prepared during the current school year. **No Plagiarism Will Be Allowed.** **Research must be documented.**
- The manual shall not exceed **forty (40)** pages, including the title page and supplementary materials. **Text pages** (manuscript, illustrations, pictures, etc.) **must be numbered in Arabic numerals** with the first page of the manuscript identified as Arabic "1." The title page, acknowledgments page, and the table of contents, may use lower case Roman numerals or may remain unnumbered.
- Contents of the manual **must** follow the attached specified format.
 - A. Title Page**
 1. *Title of the manual*
 2. *Full name of the contestant*

[No other information is allowed on this page.]
 - B. Acknowledgments Page** *[optional]*
 - C. Table of Contents**

D. CAREER IDENTIFICATION *[Must include Statement of Purpose]*

1. Statement of Purpose
2. Job Title and D.O.T Number (Dictionary of Occupational Titles Number)
3. Nature of Work (Brief Description of Job)
4. Working Conditions
5. Other Pertinent Information

E. JOB CHARACTERISTICS

1. Personality traits needed for success in this Career
2. Economic Returns (Earnings, Fringe Benefits)
3. Advantages and Disadvantages of the Occupation

F. PROSPECTS AND OPPORTUNITIES

1. Job Locations
2. Job Outlook
3. Opportunities for Advancement
4. Related Occupations

G. PREPARATION AND TRAINING

1. Educational Requirements
2. Availability of Additional Training
3. On-the-Job Training

H. Concluding Summary

[A closing of no more than 200 words stating personal reflections, understanding, and value gained in this career choice]

I. References with Bibliography or Endnotes and Footnotes or Internal Citations with Bibliography.

- Failure to comply with the competitive event specifications will result in an assessment of penalty points in accordance with the penalty point list.
- **The completed manual must be submitted to the District Advisor ten (10) working days prior to the District Competitive Events.** The contestant must attach to the binder/notebook a 3" x 5" card which provides the information requested below and which includes the signed verification statement as indicated.

<p><i>Name of Manual</i> <i>Name of Contestant</i> <i>Name of School</i> <i>Name of Coordinator</i> <i>District Number</i> <i>Verification Statement</i></p> <p><i>"I verify that this manual is my original work and was prepared by me during this current school term."</i></p> <p>_____</p> <p>Student Name (printed legibly)</p>	<p>_____</p> <p>Signature of Student</p>
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- District winners who qualify for State competition shall retain their entries (and make necessary changes). Each contestant competing at the State level must register his/her entry during the State Competitive Events registration. **The entry must be delivered to registration assistants at the time and place designated during registration.**
- At the State level, the nine (9) contestants with the highest scores shall be interviewed by the judges regarding the content of their reports before final scores are determined. The interview shall be used as a method of discovery so that judges may ascertain the degree of

research and the contestants' knowledge of their subjects. **The interview is optional at the District level.**

Method of evaluation

Judging Rubric

There shall be a minimum of three judges to evaluate the manuals. Resource materials demonstrating current methods of report writing should be made available to the judges.

The judges shall evaluate each manual with respect to its purpose, the quality and quantity of research conducted, the contestant's skill in compiling the data, and the professional presentation of the material.

During interviews with contestants, judges will have an opportunity to gain insight into the research methods used and the benefits received by the student as a result of the study.

Rating forms shall be provided. Judges must adhere to the guidelines published in the specifications and on the rating form.

Length of event

10 minute maximum for question and answer session if necessary.

Entries

Top six places at the SLC will qualify for awards.

This is a CECF Event only; it does NOT qualify for the BPA NLC.

Career Research Project

Judge's Rating Sheet

Judge's Name _____ Contestant Number _____

~ Specifications must be followed completely to avoid penalties. ~

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Purpose: Does the project follow through with the purpose expressed?	1-5	6-10	11-15	16-20	
Originality: Does the project show evidence of independent research?	1-5	6-10	11-15	16-20	
Presentation: Does the material contribute to the understanding of the project? Is it presented in a logical, organized manner? Is it current and comprehensive?	1-5	6-10	11-15	16-20	
Appearance: Is the manual neat, the illustrations relevant, and the format consistent with the specifications?	1-5	6-10	11-15	16-20	
Mechanics: Are sentences and paragraphs grammatically correct? Are there spelling or typographical errors?	1-5	6-10	11-15	16-20	
Interview: Does the contestant have knowledge of occupation as evidenced by responses during interview?	1-5	6-10	11-15	16-20	
TOTAL Project POINTS = 120 points Maximum)					

Specification Penalty Points: *the proctor per contestant, not per judge, shall assign the penalty points if the following is found.*

A. Title Page missing items	- 5	
B. Manual is not in a three-ring binder	- 5	
C. Manual exceeds 40 pages	- 5	
D. Pages are not numbered properly	- 5	
E. Manual is not organized in the order specified .	- 5	
F. Verification Statement is inadequate/missing	- 5	
TOTAL Specification PENALTY POINTS = - 30		
Total Project Points Minus Penalty Points Equals (120 points Maximum)		

CHAPTER BROCHURE

Description

Develop promotional materials to be distributed to prospective CECF members at their schools.

Eligibility

Any student may enter this event at the district level.

Contestant must supply

- Sharpened no. 2 pencils, pens
- Notes or note cards for oral presentation (optional)
- One envelope containing the materials required for presentation, as listed in the specifications

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification. Props and/or electronic presentations are not allowed.

Competencies

- Demonstrate proficiency in using publishing software.
- Apply principles of design and rules for proper layout in developing business publications.
- Create and edit documents using publishing applications.
- Use principles of design, layout, and typography in presentation of text.
- Create multi-page and multi-column documents.
- Create a desktop publication that includes graphics in the form of illustrations, clipart, boxes, shading, and lines.
- Generate a variety of documents including flyers, bulletins, proposals, reports, business cards, brochures, presentation handouts, etc.

Specifications

- The information contained on this brochure should include, but not be limited to recruitment, CECF information and chapter activities.
 - District - The brochure must be submitted to the District Advisor on the day of the District Performance Event.
 - SLC – The qualifying brochures must be submitted to State Test Chairperson by the date specified on the SLC Packet.
 - The completed brochure and an [Individual Entry Form/Statement of Originality and Specifications Compliance](#) must be submitted to the designated person and location by the specified date according to the District Advisor and then to the competitive coordinator for the SLC by the designated time.
 - The design of the brochure must be submitted in Color on an 8 ½" x 11" sheet. The brochure should be a tri-fold design.
 - Both sides of the page must be utilized in the design. The **brochure must be submitted in a sheet protector**, so it can be seen on both sides by turning over the plastic cover.
- Any event guidelines not adhered to will result in the disqualification of the entry.***

Method of evaluation

Judging Rubric

If interview is conducted, judges will have an opportunity to gain insight into the research methods used and the benefits received by the student as a result of the study.

Length of event

10 minute maximum for question and answer session, if necessary.

(SLC ONLY)

Entries

Limit of six (6) per school for District Competitions.

Top six places at Districts qualify for the SLC.

This is a CECF Event only; it does NOT qualify for the BPA NLC. Top six places at Districts qualify for the SLC.

Chapter Brochure

Judge's Rating Sheet

Judge's Name _____

Contestant Number _____

~ Specifications must be followed completely to avoid penalties. ~

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Purpose: Does the project have a theme . . .					
• consistent throughout?	1-5	6-10	11-15	16-20	
• which complies with the guidelines?	1-5	6-10	11-15	16-20	
Production Layout:					
• Is it effective and usable?	1-5	6-10	11-15	16-20	
• Visual organization is easily understood	1-5	6-10	11-15	16-20	
• Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
• Consistent format	1-5	6-10	11-15	16-20	
Graphics / Media Use					
• Enhance theme / relevant	1-5	6-10	11-15	16-20	
• Creativity through graphic design	1-5	6-10	11-15	16-20	
• Originality of graphics	1-5	6-10	11-15	16-20	
Total Points = 180 points Maximum					

SPECIFICATION POINTS: All points or none are awarded, per contestant, not per judge.		
• Dimensions of original are 8 ½" X 11".	5	
• Original color copy submitted in clear plastic cover with completed Resource/Release Form in a sheet proctor.	5	
• Information included as outlined: name of chapter, school, state, theme, and year.	5	
• Conforms to graphic standards. Logo and tagline should be used together. Color could be the same either in black, navy, or the official colors.	10	
• Student provided documentation/disclaimer for all copyright materials.	15	
TOTAL SPECIFICATION POINTS = 40 points Maximum		

Judge #1 (220 points maximum) _____

JUDGES' POINTS _____

Judge #2 (220 points maximum) _____

SPECIFICATION POINTS _____

Total Judges' Points
(Add Judges' points) _____

FINAL TOTAL _____

RANK _____

DIGITAL MEDIA PRODUCTION (BPA Event 49)

Straight to State

Description

Create a one to two (1-2) minute digital media production based upon the assigned topic provided.

Eligibility

Any student may enter this event.

Contestant must supply

- Visual display technology in the form of (but not limited to) a desktop/laptop with internal or external speakers, projector, TV or DVD player
- Video projector (optional)
- Props (optional)
- Carry-in and setup of equipment must be done solely by the contestant and must take place within the time allotted for orientation/warm-up
- Contestant must bring all supporting devices (e.g., extension cords, power supply, etc.)

BPA/CECF assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate utilization of various software applications
- Demonstrate knowledge of digital media
- Demonstrate knowledge of graphic design including color, animation, audio, and video

Specifications

- The student will develop a visual communication tool utilizing various software applications related to digital production.
 - SLC – A copy of the Digital Media Production Form, Release Form(s), and CD or DVD will be placed in a sheet protector to be submitted in one 10" x 13" envelope to the CECF Test Chairperson as stated in the 2011 SLC Packet. The production must be in an executable file format on a CD-ROM or DVD. For CD-ROM only, a *readme* file must be included, which states the program and platform used.
- Present a copy of the Individual Entry Form/Statement of Originality and Specifications Compliance, Release Form(s) and a CD or DVD bearing the production at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The production must be in an executable file format on a DVD.
- The student may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- The contestant is responsible for securing a release form from any person whose image is used in the production.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the *Style & Reference Manual*.) National Business Professionals of America grants permission for the use of the logo and/or organization's name.

- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*. **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**

Topic**CECF**

Create a one (1) – two (2) minute digital media promotional piece used to recruit students to affiliate with CECF.

BPA

Create a one to two (1-2) minute promotional piece for the Business Professionals of America National Leadership Conference in Orlando, FL from May 8-12, 2013.

Contestants who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Judging Rubric

Length of event

No more than ten (10) minutes for set-up/wrap-up

No more than ten (10) minutes for presentation, which includes one to two (1-2) minute demonstration of digital media production


No more than five (5) minutes for judges' questions

Finals may be included at state and national levels.

Entries

Each school is allowed two (2) entries to attend SLC.

Top three (3) places at SLC qualifies to attend NLC.



CYBIS creative media & event productions

This event is sponsored by Cybis Communications who generously provides scholarships.

Digital Media Production

Presentation Scoring Rubric/Rating Sheet

Judge Number _____

Contestant Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Production Layout					
• Visual organization is easily understood	1-5	6-10	11-15	16-20	
• Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
• Consistent format	1-5	6-10	11-15	16-20	
TOTAL (60 possible)					
Graphics/Media Use					
• Enhances theme	1-5	6-10	11-15	16-20	
• Creativity through graphic design	1-5	6-10	11-15	16-20	
• Originality of graphics	1-5	6-10	11-15	16-20	
• Effective use of innovative technology (may include animations)	1-5	6-10	11-15	16-20	
TOTAL (80 possible)					
Content					
• Developed through theme	1-5	6-10	11-15	16-20	
• Portrays the theme	1-5	6-10	11-15	16-20	
• Effectiveness of production	1-5	6-10	11-15	16-20	
TOTAL (60 possible)					
Presentation					
• Ability to explain the development and design process	1-5	6-10	11-15	16-20	
• Ability to explain the use and the development of innovative technology	1-5	6-10	11-15	16-20	
• Ability to explain the use and development of media elements (graphics, video, audio, etc.)	1-5	6-10	11-15	16-20	
TOTAL (60 possible)					
TOTAL PRESENTATION POINTS (260 maximum points)					

Specification Points Scoring Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the proctor per contestant, not per judge.					
• Set up lasted no more than ten (10) minutes.				10	
• Presentation lasted no more than ten (10) minutes.				10	
• Documentation, release forms and DVD submitted at presentation.				10	
TOTAL SPECIFICATION POINTS (30 possible points)					

MAXIMUM POSSIBLE POINTS = 290

DIGITAL PORTFOLIO

Description

Collect, research, and organize personal information **for use in a post-graduation employment interview** in a format that is creative and innovative distinguishing them from most other candidates.

Eligibility Any student may enter this event. ***If a student repeats this event, he/she may not submit any previously used portfolio.***

Contestant

Two copies of the portfolio CD with jewel case, along with the Resource/Release Form

BPA/CECF assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Specifications

A digital portfolio must include, but is not limited to:

1. Cover page
2. Table of Contents
3. Personal Statement
4. Resume
5. List of Courses taken (Transcripts optional)
6. Academic/personal achievements / accomplishments
7. Extra-curricular activities
8. Overall G.P.A.
9. Letters of Reference
10. Work Experience

Additional items which may be included:

1. Photographs / digital pictures
2. Examples of non-academic life (hobbies)
3. Family history / personal demographics
4. Career Aspirations
5. Travel Experiences
6. Leadership and teamwork experiences
7. Community Service
8. Standardized test scores

It is recommended that the entries be submitted in either Front Page, PowerPoint or any program that can be viewed as a web page.

Method of evaluation

Judging Rubric

Length of event

Graphics will be submitted on the date designated by the SLC packet.

Entries

Top six places at SLC will qualify for awards.

This is a CECF Event only; it does NOT qualify for the BPA NLC.

Digital Portfolio

Judge's Specification Rubric / Rating Sheet

Judge Number _____

Contestant Number _____

These points are per contestant, not per judge. These specifications will be checked only once.

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Required Items Present (100 pts)					
• Cover Page (Home Page)	1-5	6-10	11-15	16-20	
• Table of Contents	1-5	6-10	11-15	16-20	
• Personal Statement	1-5	6-10	11-15	16-20	
• Resume	1-5	6-10	11-15	16-20	
• List of Courses Taken	1-5	6-10	11-15	16-20	
• Achievements/Accomplishments	1-5	6-10	11-15	16-20	
• Extra-curricular Activities	1-5	6-10	11-15	16-20	
• GPA	1-5	6-10	11-15	16-20	
• Letters of Reference	1-5	6-10	11-15	16-20	
• Work Experience	1-5	6-10	11-15	16-20	
TOTAL Required Items POINTS = 200 maximum					
	<i>None</i>	<i>1 Item</i>	<i>2 Items</i>	<i>3 + items</i>	
Optional Items Present (40 pts)					
• Photos / Digital Pictures	0	1	3	5	
• Examples of hobbies / other interests	0	1	3	5	
• Family history / personal demographics	0	1	3	5	
• Career Aspirations	0	1	3	5	
• Travel Experience	0	1	3	5	
• Leadership /Teamwork Experiences	0	1	3	5	
• Community Service	0	1	3	5	
• Standardized test scores	0	1	3	5	
TOTAL Optional Items POINTS = 40 maximum					
Total Required + Optional Items = 240 points Maximum					

Digital Portfolio

Judge's Technical Rubric / Rating Sheet

Judge Number _____

Contestant Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Content					
• Portrays the theme	1-5	6-10	11-15	16-20	
• Effectiveness of project	1-5	6-10	11-15	16-20	
Project Layout					
• Visual organization is easily understood	1-5	6-10	11-15	16-20	
• Aesthetic use of colors and fonts	1-5	6-10	11-15	16-20	
• Consistent format page to page	1-5	6-10	11-15	16-20	
Navigational Scheme					
• Links present and working	1-5	6-10	11-15	16-20	
• Links show consistent format	1-5	6-10	11-15	16-20	
• Links in accordance with theme development	1-5	6-10	11-15	16-20	
• Navigational path is clear and logical	1-5	6-10	11-15	16-20	
Graphics/Media Use					
• Enhances theme	1-5	6-10	11-15	16-20	
• Creativity through graphic design	1-5	6-10	11-15	16-20	
• Originality of graphics	1-5	6-10	11-15	16-20	
• Effective use of innovative technology (i.e., java script, streaming audio & video, shockwave movies, etc.)	1-5	6-10	11-15	16-20	
Cross Browser Compatibility (25 Points)	1-5	6-10	11-15	16-20	
Grammar, Spelling, Punctuation and Usage (50 points)	0 (3+ errors)	5 (2 errors)	10 (1 error)	20 (0 errors)	
TOTAL TECHNICAL POINTS = 300 points MAXIMUM					

SUMMARY TOTALS:

<p>Judge #1 (240 points maximum) _____</p> <p>Judge #2 (240 points maximum) _____</p> <p style="padding-left: 100px;">Subtotal _____</p> <p style="padding-left: 100px;">Final Technical Total (Subtotal divided by # of judges) _____</p>	<p>→</p>	<p style="text-align: center;">Required & Optional Items Score (240 pts max) _____</p> <p style="text-align: center;">Final Technical Score (300 pts max) _____</p> <p style="text-align: center;">Final Total _____</p> <p style="text-align: center;">RANK _____</p>
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GRAPHIC DESIGN PROMOTION (BPA Event 63)

Description

Develop a theme, illustrate the theme in a logo design, then utilize the logo in a promotional flyer. The output of this competition is to be produced as the basis for NLC advertising and logo for 2013. **You may not use any words, diagrams, clipart and/or artwork that are not public domain. Copyrighted materials, other than the Business Professionals of America logo, name, and tagline, may not be used—even with written permission.**

Eligibility

Any student may enter this event. Students participating in national level competition must be registered for the event prior to submission deadline for Technical judging.

Contestant must supply

- Two (2) plastic sheet protectors (8½" x 11") each containing three documents—one flyer, one student-generated logo, and one Individual [Entry Form/Statement of Originality and Specifications Compliance](#)
- Additional copies of flyer, logo and forms for finals judges.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Demonstrate knowledge of graphic design and rules for layout
- Demonstrate effective use of color, lines, text, graphics, shapes, etc.
- Demonstrate the ability to present ideas to prospective customers illustrating reasoning and logic for the theme
- Use principles of design, layout, and typography in graphic design
- Generate a promotional flyer for marketing purposes
- Use appropriate artwork and design techniques to effectively illustrate a theme
- Apply technical skills to manipulate graphics, artwork, and image

Specifications

- Contestant may select any theme that promotes the Business Professionals of America National Leadership Conference in Orlando, Florida, May 8-12, 2013.
- Theme needs to be 25 characters or less including spaces.
- Dimensions of flyer must be 8½" x 11"
- Dimensions of the student-generated logo must not exceed 4" x 4". Student-generated logo must be presented on a separate 8½" x 11" paper.
- Product should be printed on white non-glossy paper and in the intended color scheme.
- Two (2) originals, flyer and student-generated logo, shall be produced at the home/school. The graphics must not be professionally or commercially produced.
- The flyer, logo and entry information must be submitted to the National Center at <http://www.bpa.org/contests/gdp> no later than 11:59 pm on March 26, 2012.
- Confirmation of receipt will be provided when information is submitted.
- No fax or mailed copies will be accepted.
- Contestants must be registered for national-level competition prior to submission of materials. The contestant number must be included as indicated. Materials from non-registered contestants and/or those missing contestant number cannot be accepted.
- No changes can be made to the project after the date of submission.
- An additional copy of the flyer and student-generated logo, along with one copy of the Individual [Entry Form/Statement of Originality and Specifications Compliance](#) **must** be

presented for judges' reference at the time of the presentation for both Preliminary and Final competition.

- Students may also bring one additional 8½" x 11" flyer and one additional logo for use during the presentation at both Preliminary and Final competitions. No computers, projection systems or other props may be used during the presentation.
- The contestant will give a presentation on how the graphic was developed and produced. A question and answer session will follow.
- The flyers, logos and forms cannot be returned.
- The length of the presentation will be no more than seven (7) minutes. The presentation will be **stopped** at seven (7) minutes and will be followed by judges' questions.
- All graphics must be computer generated. Only public domain and contestant-prepared graphics may be used in the design. Originality and effectiveness will be given greater consideration. No copyright items may be used, even with written permission.
- Business Professionals of America logo, name, and tagline must appear on the flyer. National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.
- All written materials must follow the organization's Graphic Standards and make proper use of the BPA logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).)
- Contestant's name may not appear anywhere on output.
- No registered trademarks or names may be used. It is the policy of Business Professionals of America to comply with state and federal copyright laws. Although a work may be freely accessible on the Internet and contain no statement of copyright, copyright law provides that such works are protected. Contestants must assume that works are protected by copyright until they learn otherwise. **The contestant will be DISQUALIFIED for copyright violations.**
- The top three places in the Middle Level, Secondary and Post- secondary national competition will be submitted to the selection committee for consideration to be used as the theme for the following membership year.

Topic

Develop a flyer and logo promoting the Business Professionals of America National Leadership Conference in Orlando, FL, May 8-12, 2013.

Method of evaluation

Technical Judging Rubric
Presentation Judging Rubric

Length of event

No more than seven (7) minutes of oral presentation
No more than three (3) minutes for judges' questions

Entries

Top six (6) places at Districts qualify for the SLC.
Top three (3) places at SLC qualify for the NLC.

Graphic Design Promotion*Technical Judges' Scoring Rubric / Rating Sheet*

Judge Number _____

Contestant Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Design shows imagination, creativity, and originality.	1-5	6-10	11-15	16-20	
Student-generated logo shows imagination, creativity and originality.	1-5	6-10	11-15	16-20	
Appropriate use of grammar, spelling and punctuation.	1-5	6-10	11-15	16-20	
Design gains attention and has eye appeal.	1-5	6-10	11-15	16-20	
Generated theme promotes NLC.	1-5	6-10	11-15	16-20	
Effectiveness (easily understood, motivational, accurate)	1-5	6-10	11-15	16-20	
Student-generated logo is effective when reduced to trading pin size.	1-5	6-10	11-15	16-20	
TOTAL Flyer and Logo POINTS (140 maximum)					

Graphic Design Promotion

Presentation Judges' Scoring Rubric / Rating Sheet

Judge Number _____

Contestant Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Oral presentation/stage presence / delivery	1-5	6-10	11-15	16-20	
Content of presentation	1-5	6-10	11-15	16-20	
Effectiveness of presentation	1-5	6-10	11-15	16-20	
Consistency in graphic and theme	1-5	6-10	11-15	16-20	
Answers to judges' questions	1-5	6-10	11-15	16-20	
TOTAL Presentation POINTS (100 maximum)					

PRESENTATION WILL BE STOPPED AT SEVEN MINUTES!!!

Specification Scoring Rubric/Rating Criteria

Specification Points: All points or none are awarded by the proctor per contestant, not per judge.		
Submitted one copy of each at time of presentation: flyer and logo.	10	
Contestant name does not appear on submitted output.	10	
Flyer is submitted on 8 ½" x 11" paper.	10	
Dimensions of student-generated logo do not exceed 4" x 4" and is submitted on separate 8 ½" X 11" paper.	10	
Project conforms to BPA / CECF Graphic Standards.	10	
TOTAL SPECIFICATION POINTS (50 points maximum)		

TOTAL MAXIMUMPOINTS = 290

Judge #1 (100 points maximum) _____

Judge #2 (100 points maximum) _____

Presentation Total _____

Technical Score Total (140 pts max) _____

Presentation Totals
Divided by Number of Judges _____

Presentation Specification Points (50 pts max) _____

TOTAL (290 pts max) _____

RANK _____

PHOTOGRAPHY - BLACK / WHITE and COLOR

Description

Develop the ability to photographically record a message and to relate a central theme or idea through photographs.

Eligibility

Any student may enter this event. *If a student repeats this event, he/she may not submit any previously used photographs.*

Contestant must supply

Poster Board / Pictures

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Specifications

These specifications shall apply to both Black/White and Color competitions.

1. The **central theme** for these competitions is "**The World of Work**".
2. **The pictures should tell their own story.** There should **not** be any captions under the pictures describing the theme. Points will be deducted for any captions or titles.
3. A maximum of **eight (8) photographs** may be used. Photographs **must** follow the specified theme, "**The World of Work**".
4. All photographs displayed must have been taken **by the contestant** during the **current** school year.
5. Photographs shall be mounted on poster or foam boards which do not exceed the standard size. Poster Boards of 22" x 28" and Foam Boards of 20" x 30" x 1/4" may be used. The photography poster may be displayed either horizontally or vertically. All colors of Poster and Foam Board may be used. **Frames or borders are not allowed** on pictures or on the boards. **Photographs must be glued to the board.** A transparent cover may protect pictures. Photographs may be computer generated if they are printed on glossy or matte photographic paper. Black / White photographs may be either in grey tones or sepia. Photographs can be displayed in all **standard** picture sizes.
6. An index card **must** be securely affixed to the upper right corner on the back of the display. It must provide the following information IN THIS ORDER:

- a. Name of competitive event
- b. Name of contestant
- c. Name of school
- d. Name of coordinator
- e. District number
- f. The following statement signed by the contestant:

"I verify that this photography poster is my original design and creative work and that I prepared it during the current school year."

_____ Contestant Name, printed legibly Contestant Signature

7. Each entry shall be evaluated for theme, composition, impact, and picture quality.

8. Prior to judging, the Event Advisor will assign an identification number to each entry. Judges will use the identification numbers on the rating sheets.
9. District winners who qualify for State competition will retain their entries. Each contestant competing at the State level must register his/her entry during State Competitive Events registration. **The entry must be delivered to the appropriate location at the time designated during contestant registration.**
10. At the State level, the twelve (12) contestants with the highest raw scores may be interviewed by the judges. The interview shall be used as a method of discovery so that judges may ascertain the knowledge of the contestant with regard to equipment and technique used in photographing subjects and their significance to the central theme. The interview is optional at the District level.

Method of evaluation

Judging Rubric

Judges should be selected who are experienced in the use of photographic equipment, photographic techniques, and in the preparation of photographic displays.

Judges will select the twelve (12) best entries and will use the official rating sheets to evaluate them.

Comment sheets may be used on all other entries.

THE DECISION OF THE JUDGES IS FINAL.

Entries

Top six places at SLC will qualify for awards.

This is a CECF Event only; it does NOT qualify for the BPA NLC.

PHOTOGRAPHY
Judges' Rating Sheet

Black and White _____
Color _____

Judges' Name _____

Contestant Number _____

~ Specifications must be followed completely to avoid penalties. ~

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Composition: Balance, placement, and artistic treatment of the subject matter as it relates to theme.	1-5	6-10	11-15	16-20	
Impact: Visual impression or force.	1-5	6-10	11-15	16-20	
Picture Quality: Focus, sharpness, color balance, cleanliness, and neatness.	1-5	6-10	11-15	16-20	
Theme: Overall presentation's direct relationship to the theme.	1-5	6-10	11-15	16-20	
Message: Do the pictures communicate the theme adequately.	1-5	6-10	11-15	16-20	
TOTAL Points = 100 Maximum					

TOTAL MAXIMUMPOINTS = 100

Specification Penalty Point Schedule:		
All points or none are deducted by the proctor per contestant, not per judge.		
Poster exceeds maximum dimensions of 22" x 28" x 1/4"	-05	_____
Unauthorized materials used	-05	_____
Unauthorized "captions" (each) or "titles"	-05	_____
Information on index card is inadequate or missing	-05	_____
Number of photographs exceeds maximum of 8 photos: -05 points for each photo over 8 (_____ photographs @ -05 each)		
	Total Points To be Deducted	_____

Judge #1 (100 points maximum) _____

Judge #2 (100 points maximum) _____

Presentation Total _____ →

Presentation Totals
Divided by Number of Judges _____

Specification Penalty Points To be deducted _____

TOTAL (100 pts max) _____

RANK _____

RECRUITING POSTER

Description

Develop and design displays, following a specified theme for use as a public relations tool.

Eligibility

Any student may enter this event. *If a student repeats this event, he/she may not submit any previously used posters.*

Contestant must supply

Poster Board / Pictures

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Specifications

1. Contestants will design their posters as a recruiting media for CECF / BPA (Career Education Clubs of Florida / Business Professionals of America). The name or initials of career education programs and/or the student organizations may be used.
2. All colors of Poster and Foam Boards, which do not exceed the standard size shall be used. Poster Boards of 22" x 28" and Foam Boards of 20" x 30" x 1/4" may be used. It may be displayed either horizontally or vertically.
3. A "3-D" effect is permissible as long as the display does not exceed the specifications for size and depth. Maximum depth is 1".
4. Mechanically moving parts, batteries, lighting, etc., will **not** be permitted in this competition.
5. All artwork and background materials **must** be created by the student **without** the use of computer-aided or high-tech equipment.
6. Pre-printed decorations press-on and rub-on letters may **not** be used. Lettering must be hand-drawn. Stenciled lettering is permitted. Buttons, construction paper, glitter, felt, string and yarn may be used as decoration. Frames are **not** allowed. Borders must be hand-drawn, if used.
7. **The artwork is a vehicle for enhancing the theme and should not be the primary focus of the poster.**
8. The poster must be prepared by contestant during the current school year and shall not show the name of the chapter, school, city, student, or coordinator on its face (front of the poster).

9. An index card must be securely affixed to the upper right corner on the back of the poster. It must provide the following information in the order listed below.

<p>a. Name of competitive event b. Name of contestant c. Name of school d. Name of coordinator e. District number f. The following statement signed by the contestant:</p> <p>"I verify that this recruiting poster is my original design and creative work and that I prepared it during the current school year."</p> <p>_____</p> <p>Contestant Name, printed legibly Contestant Signature</p>
--

10. Copyrighted characters may be hand drawn in the posters, because they will not be commercially reproduced. It is only being used educationally.
11. District winners who qualify for State competition shall retain their entries. Each contestant competing at the State level must register his/her entry during State Competitive Events registration. The entry must be delivered to the appropriate location at the time designated during contestant registration.

Method of evaluation

Judging Rubric

It is important that judges are familiar with the objectives of cooperative vocational and career education. The primary purpose of this competition is to provide a realistic evaluation of a contestant's ability to market a concept.

Judges will select the twelve (12) best entries and will use the official rating sheets to evaluate them. Comment sheets may be used on all other entries.

Judges must adhere to the guidelines published in the specifications and on the rating form. The decision of the judges is final.

THE DECISION OF THE JUDGES IS FINAL.

Length of event

10 minute maximum for question and answer session if necessary. (SLC ONLY)

Entries

Top six places at SLC will qualify for awards.

This is a CECF Event only; it does NOT qualify for the BPA NLC.

RECRUITING POSTER

Rating Sheet

Judge's' Name _____ Contestant Number _____

~ Specifications must be followed completely to avoid penalties. ~

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Theme: Is the theme evident.	0-5	6-10	11-15	16-20	
Message: Do the words/designs communicate theme?	0-5	6-10	11-15	16-20	
Originality: Is creativity used in ideas and materials?	0-5	6-10	11-15	16-20	
Appearance: Is the work neat and clean? Is there evidence of good craftsmanship?	0-5	6-10	11-15	16-20	
Composition: Is there effective use of the elements of design (line, color, shape, texture)? Is the design balanced?	0-5	6-10	11-15	16-20	
TOTAL Points = 100 Maximum					

TOTAL MAXIMUM POINTS = 100

Specification Penalty Point Schedule:		
All points or none are deducted by the proctor per contestant, not per judge.		
Poster exceeds maximum dimensions of 22" x 28" x 1/4"	-05	_____
Unauthorized materials used	-05	_____
Unauthorized "captions" (each) or "titles"	-05	_____
Information on index card is inadequate or missing	-05	_____
		Total Points To be Deducted _____

Judge #1 (100 points maximum) _____

Judge #2 (100 points maximum) _____

Presentation Total _____ →

Presentation Totals
Divided by Number of Judges _____

Specification Penalty Points To be deducted _____

TOTAL (100 pts max) _____

RANK _____

VIDEO PRODUCTION TEAM (BPA Event 53)

Description

Create a three to five (3-5) minute video production based upon the assigned topic provided.

Eligibility

Any student may enter this team event. A team will consist of 2-4 members. *If a student repeats this event, he/she may not submit any previously used websites.*

Team must supply

- Visual display technology in the form of (but not limited to) a desktop/laptop with internal or external speakers, projector, TV or DVD player
- Video projector (optional)
- Props (optional)
- Carry-in and setup of equipment must be done solely by the team and must take place within the time allotted for orientation/warm-up
- Team must bring all supporting devices (e.g., extension cords, power supply, etc.)

BPA/CECF assumes no responsibility for hardware/software provided by the contestant.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.

No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply knowledge of software, equipment, and skills related to video production.
- Utilize various video-editing applications.
- Develop a story line using a storyboard and outline.
- Demonstrate scripting techniques to present a clear overall message.
- Apply basic camera techniques including various camera shots.
- Demonstrate knowledge of lighting techniques.
- Perform nonlinear editing techniques utilizing various editing tools.
- Demonstrate knowledge of transitions and audio editing techniques.
- Demonstrate proper use in placement of titles and visual effects.
- Demonstrate teamwork skills needed to function in a video editing environment.

Specifications

- The team will develop a visual communication tool utilizing various software applications related to video production.
- A copy of the CD or DVD bearing the production, a well-developed storyboard, script and [Team Entry Form/State of Originality and Specification Compliance Form](#) and [Release Form\(s\)](#) must be presented at the time of the presentation at the competitive events at Districts, SLC, and NLC at both Preliminary and Final Competition, if applicable.
- The production must be in an executable file format on a DVD.
- The student may utilize audio, text, video, graphics, and animation.
- Use of transitions and continuity must exist in the production.
- The team is responsible for securing a [Release Form](#) from any person whose image is used in the production.
- All text/graphics materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.

- It is the policy of Business Professionals of America to comply with the Copyright Law of the United States of America, Title 17, Circular 92 available on the web www.copyright.gov/title17/circ92.pdf. Refer to the Copyright and Fair Use Guidelines in the [Style & Reference Manual](#).

Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.

Topic

Create a three – five (3-5) minute video production on “Stop the Bullying, Start a Movement”.

Teams who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Judging Rubric

Length of event

No more than five (5) minutes for set-up

No more than ten (10) minutes for the presentation

No more than five (5) minutes for judges’ questions

Finals may be included at state and national levels.

Entries

Top six places at Districts qualify for the SLC.

Top two (2) places at SLC qualify for the BPA NLC.

**Video Production Team (BPA Event 53)
Judges' Scoring Rubric**

Judge Number _____

Team Number _____

Items to Evaluate					Points Earned
Required Elements					
Included more than one camera shot	Y/N	10			
Included at least one interview	Y/N	10			
Included one voice over	Y/N	10			
Included Ending Credits	Y/N	10			
TOTAL (40 possible)					
Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Content					
Originality of content (at least 50% of video must be footage shot by the team)	1-5	6-10	11-15	16-20	
Developed and portrayed theme	1-5	6-10	11-15	16-20	
Effectiveness of production	1-5	6-10	11-15	16-20	
Production free of typos	1-5	6-10	11-15	16-20	
TOTAL (80 possible)					
Quality					
Focus	1-5	6-10	11-15	16-20	
Steadiness	1-5	6-10	11-15	16-20	
Color	1-5	6-10	11-15	16-20	
Audio	1-5	6-10	11-15	16-20	
TOTAL (80 possible)					
Presentation					
Ability to explain the development and design process	1-5	6-10	11-15	16-20	
Ability to explain the use and the development of innovative technology	1-5	6-10	11-15	16-20	
Ability to explain the use and development of media elements (graphics, video, audio, etc.)	1-5	6-10	11-15	16-20	
TOTAL (60 possible)					
TOTAL PRESENTATION (260 possible)					

Specification Points Scoring Rubric/Rating Criteria

Presentation Specification Points: All the points or none are awarded by the proctor per team, not per judge.		Points Earned
Equipment set up was in the allotted time (5) minutes	5	
Entry Form/Statement of Originality and Specification Compliance, Release Form (s), script, storyboard and DVD submitted at presentation	5	
Presentation (including video) lasted no more than ten (10) minutes.	10	
All registered team members participated in the presentation.	20	
Preliminary Specification Points (40 points)		

TOTAL MAXIMUM POINTS = 300

Total Points Scored: _____

WEB SITE DESIGN TEAM (BPA Event 55) *Straight to State*

Competencies and topic generously provided by the CIW (Certified Internet Web Professional) program.

Description

The team will work together to create a Website based on the topic provided.

Eligibility

Any student may enter this team event. A team will consist of 2-4 members. Students participating in national level competition must be registered for the event prior to submission deadline for technical judging.

Team must supply

- Team must supply one computer loaded with their Web site and hard copy printouts of the complete Website (excluding external link pages) for presentation to the judges.
- No Internet access will be provided on site at the NLC.
- Team must bring all supporting devices (e.g., extension cords, power supply, etc.).

Optional

Projector / Props

BPA/CECF assumes no responsibility for hardware/software provided by the contestant. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Competencies

- Apply technical skills in Website design
- Demonstrate knowledge of Internet concepts
- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate teamwork skills needed to function in a business setting
- Demonstrate knowledge of site, content, graphics, layout, browser capabilities and more
- Demonstrate awareness of requirements of target audience
- Demonstrate awareness of accessibility concerns
- Provide easy access to multiple major search sites
- Demonstrate knowledge of Navigational scheme
- Utilize graphics and multimedia
- Demonstrate skill sets in building site content
- Utilize standards-based, validated HTML
- Demonstrate and apply web scripting skills
- Demonstrate leadership and teamwork skills
- Demonstrate personal integrity and apply ethical concepts
- Demonstrate the ability to conform to copyright laws
- Demonstrate problem solving skills
- Demonstrate knowledge of page layout

Specifications

- The web site URL must be submitted to the National Center at <http://www.bpa.org/contests/webdesign> no later than 11:59 pm Eastern Time on March 26, 2012.
- Contestants will receive an automated response confirmation at the time of submission. Individual confirmation of receipt cannot be provided by the National Center.
- No fax or mailed copies will be accepted.
- No exceptions can be made for missed deadlines due to an incorrect e-mail address for submission or technical difficulties.

- Multiple submissions cannot be accepted.
- No changes can be made to the project after the date of submission.
- A copy of the Team Entry Form/State of Originality and Specification Compliance and Release Form(s) must be presented at the time of the presentation at the NLC at both Preliminary and Final Competition.
- The team is responsible for securing a Release Form from any individual whose name, photograph, and/or other information is included on the Web site.
- Topic and theme must remain the same as the team progresses through regional, state and national competition.
- The web site must be available for viewing on the Internet on March 26, 2012. If the ISP is experiencing technical difficulty, the advisor will be contacted and a reasonable amount of time will be provided to solve the problem. No changes can be made to the website after this date. Technical judging of the website will be conducted prior to the NLC.
- The team will administer and present their application at the NLC.
- The following information must be included on the site: name of chapter, team member names, theme, school, city, state, and year. This information can be included in any format and location.
- Attention must be given to cross browser capabilities.
- Attention must be given to monitor capabilities, such as resolution.
- All written material must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the Style & Reference Manual.)
- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the Style & Reference Manual. Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.
- Team members will specifically identify their roles in the development of the Web site and be prepared to address questions pertaining to those roles (i.e., page layout, navigational scheme, graphics, media, compatibility, and content).
- Previously submitted Web sites used in BPA competition may not be submitted.

Topic: Get Your Community Moving

Michelle Obama began an initiative called "Let's Move, America's Move to Raise a Healthier Generation of Kids". Your task is to create an information web site that promotes the campaign in your school and community to get people involved.

Possible content may include:

- Facts about the current health issues facing kids.
- Actions to promote healthy living.
- Resources to nutrition and exercise information.
- Local activities that promote exercise and healthy living.

Teams who do not submit an entry that follows the topic above will be disqualified.

Method of Evaluation

Technical Judging Rubric / Presentation Judging Rubric

Length of event

No more than five (5) minutes set-up in presentation room

No more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels.

Entries - Straight to STATE LEVEL CONTEST

Each school is allowed up to 3 entries. Top two places at SLC qualify for the BPA NLC

Web Site Design Team

Technical Judges' Scoring Rubric / Rating Sheet

Judge Number _____

Team Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Page Layout <ul style="list-style-type: none"> • Visual organization is easily understood • Aesthetic use of colors and fonts • Consistent format page to page 	1-18	19-36	37-54	55-75	
Navigational Scheme <ul style="list-style-type: none"> • Links present and working • Links show consistent formatting • Navigational path is clear and logical 	1-15	16-30	34-45	46-60	
Graphics/Media Use (100 points) <ul style="list-style-type: none"> • Enhances topic • Creativity through graphic design • Originality of graphics • Effective use of innovative technology (i.e., java script, streaming audio & video, shockwave movies, etc.) 	1-28	29-48	49-75	76-100	
Content <ul style="list-style-type: none"> • Well-developed • Portrays the topic • Effectiveness of site 	1-18	19-36	37-54	55-75	
Technical <ul style="list-style-type: none"> • Cross-Browser Compability • Markup is well organized and meets validation 	1-6	7-14	15-22	23-30	
Grammar, Spelling, Punctuation and Usage	0 (3+ errors)	15 (2 errors)	20 (1 error)	25 (0 errors)	
TOTAL TECHNICAL POINTS (365 maximum)					

Web Site Design Team (BPA Event 55)

Presentation Judges' Scoring Rubric / Rating Sheet

Judge Number _____

Team Number _____

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Ability to explain development / design process	1-6	7-12	13-18	19-25	
Ability to explain their use and the development of innovative technology	1-6	7-12	13-18	19-25	
Ability to explain their use and development of development of media elements (graphics, video, audio, etc.)	1-6	7-12	13-18	19-25	
Evidence showing each team member's role in the development of the site and their responses to interview questions	1-6	7-12	13-18	19-25	
TOTAL Presentation POINTS (100 maximum)					

Specification Scoring Rubric/Rating Criteria

Presentation Specification Points: All points or none are awarded by the proctor per team, not per judge.		
Equipment set-up lasted no more than five (5) minutes.	5	
Presentation lasted no more than five minutes.	10	
Appropriate equipment and documentation for the interview.	5	
All registered team members present for the entire event.	20	
TOTAL Presentation SPECIFICATION POINTS (40 maximum)		

TOTAL MAXIMUM POINTS = 505

Preliminary Presentation Totals:

Judge #1 (100 points maximum) _____

Judge #2 (100 points maximum) _____

Total Presentation Points _____

Total Presentation Points divided by # of judges _____

Total Team Points:

TECHNICAL (365 Points) _____

Average Presentation Points (100 Points) _____

SPECIFICATION (40 Points) _____

FINAL TOTAL (505 Points) _____

RANK _____

CHAPTER EVENTS

GENERAL INFORMATION

OBJECTIVE

The purpose of these chapter events is to encourage the contestants to provide a historical record of the leadership activities and accomplishments of students working together as a chapter (unit).

CONTESTANTS **[These events are held ONLY at the STATE LEVEL.]**

Each affiliated chapter in good standing is eligible to enter this competition.

District Level

Contestants must be affiliated and in good standing with the District and State CECF as well as the National organization (BPA).

The number of contestants from each affiliated chapter who will be permitted to participate in each event shall be determined within each District.

State Level

Entries must be registered and submitted by deadline indicated in the State Leadership Conference packet. No entries will be received at the SLC without prior registration.

All eligible participants at the SLC must indicate the event(s) in which they are participating in on the registration form.

CHAPTER ALBUM

Description

Develop and document outstanding activities and programs of work which fulfill CECF/BPA objectives, as well as motivate local chapters in preparing them to assume leadership roles.

Eligibility

Each affiliated chapter in good standing is eligible to enter this competition.

Points earned by chapter entries during the State competitive events will be added to rating sheets for Chapters of the Year entries.

Contestant must supply

An Album, no larger than 22" x 28" x 5"

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Specifications

- Written notification of the intent to enter this competition must be submitted to the State Competitive Events Chairman no later than thirty (30) days prior to the State Leadership Conference.
- Covers of albums will be evaluated.
- Outside dimensions of the album **may not exceed 22" x 28"** and the bound thickness **may not exceed 5"**.

- **The chapter album must include the following information IN THIS ORDER:**

- A. Identification Page (Page One)
 1. Official name of chapter
 2. Name of school
 3. Name of teacher-coordinator
 4. Program type
 5. District number
 6. School year

- B. Membership Page (Page Two)

The following statement will appear on page two (2), followed by the **signatures of each member of the chapter AND the coordinator:**

"We certify that this is the album of our chapter for the school year 20__ - 20__. We submit this entry as our original work, that has been completed entirely by active chapter members as specified by CECF By-Laws. We certify that no professional help has been used in the preparation of this album. We hereby submit this album for judging in the CECF Chapter Album competition."

- C. Committee Page (Page Three)

This page should include **pictures** and **signatures** of the students forming the committee who prepared the album.

- The chapter album **must** be comprised of activities and materials for the **current** school year ending with the weekend prior to the State Leadership Conference. Each activity pictured must be relevant to the chapter's program of activities. **There should be a wide range of activities.**
- It is acceptable for multi-program schools to enter one (1) album for the entire chapter in this competition.

- **A student member of the participating chapter** must register the album during State Competitive Events registration and must deliver the album to the place at the time specified during registration.

Method of Evaluation

Judging Rubric

Failure to meet contest specifications will result in the assessment of penalty points in accordance with the penalty-point schedule on the rating form. All albums will receive ratings and awards based upon the following scale:

<u>RATINGS</u>	<u>AWARDS</u>	<u>POINTS</u>
1 st – 6 th Places	Trophy or Medal	100 - 70
Honorable Mention	Minimum Score	69

Entries

Limited to one album per school.

This is a CECF Event only; it does NOT qualify for the BPA NLC.

CHAPTER ALBUM

Rating Sheet

Judge's' Name _____ Contestant Number _____

~ Specifications must be followed completely to avoid penalties. ~

Items to Evaluate	Below Average	Average	Good	Excellent	Points Earned
Appearance: Is the work neat and clean? Is there evidence of good craftsmanship? Does it have the proper format?	1-6	7-12	13-18	19-25	
Organization: Is there proper organization, grammar and spelling.	1-6	7-12	13-18	19-25	
Content: Is the narration evident? Does it have relevance?	1-6	7-12	13-18	19-25	
Creativity: Is there effective use of the elements of design (line, color, shape, texture)? Is the design balanced?	1-6	7-12	13-18	19-25	
Originality: Does the album have impact? Is it original?	1-6	7-12	13-18	19-25	
TOTAL Points = 125 Maximum points					

<u>Specification Penalty Point Schedule:</u>	Points to be deducted		TOTAL POINTS DEDUCTED - _____
- Album exceeds maximum dimensions of 22" x 28" x 5"	05		
- Unauthorized materials used	05		
- Activities occurred outside school year	05		
- Information on index card is inadequate or missing or verification statement on index card is inadequate	05		

SUMMARY TOTALS

Judge #1 (100 pts. Max.) _____		Judges' Subtotal _____
Judge #2 (100 pts. Max.) _____	Minus Specification Penalty Points - _____	
Judge #3 (100 pts. Max.) _____		Final Total Points = _____
Judges' Subtotal _____		

CHAPTER MEDIA (NEWSLETTER)

Description

Promote the creation of attractive and informative media promotions for their local Career Education Clubs of Florida (CECF) chapters and their activities. Also, to encourage state associations and local chapters to become actively involved in media relations. Finally, the purpose of this event is to encourage state associations and local chapters to develop unique ways of involving their members in their chapter newsletters.

Eligibility

Each affiliated chapter in good standing is eligible to enter this competition.

No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.

Qualifications

Activities include a combination of required and optional activities. All activities must be submitted in a file folder, documented, and labeled. Newsletters must use the appropriate graphic standards found in the chapter handbook. If producing newsletters, three (3) different newsletters must be produced per school year (September 1- June 1):

- (1) Welcome,
- (1) Holiday, and
- (1) SLC Promo.

Newsletters must include the following at some point during the school year (Sept. 1 - June 1):

Beginning of School to Prior to (SLC):

1. Newsletters must include the required number of articles in each of the following areas:
 - a. Career Education Clubs of Florida (CECF) Promotion.
Publish one article highlighting emphasis or activities.
 - b. Special Recognition Awards Program.
Publish two articles written on the Special Recognition Awards Program categories, such as civic or community service, Special Olympics involvement, or a safety project.
 - c. Leadership.
Two articles written on leadership topics, such as: election or installation of officers, local officer training, parliamentary procedure, or leadership conference representation.
 - d. Business/Industry.
Publish one article written about member and business/industry interaction highlighting a cooperative employer, advisory committee member, guest speaker, or competitive events judge. The article must be written in the form of an interview.
 - e. Annual Theme.
Publish one article written about the annual theme with the use of the theme's graphic.
 - f. Alumni or Graduate Activity.
Publish one article written about an alumni or graduate activity.
 - g. Fund-Raising Project or Family Activity.
Publish one article written about a fund-raising project or family activity, an event which reaches parents, siblings, spouses, etc. (i.e., state newsletter entries may highlight National Center Capital Improvements Campaign.)
2. Distribution of chapter newsletters must reach the following audiences: chapter members and family, other faculty, administration, state advisors, and appropriate business and industry contacts. Provide one distribution/ mailing label listing indicating audiences.
3. Newsletter may be posted on Club's Website.

4. Chapters/state associations may want to include coverage of activities in addition to the required list above—this is acceptable.
5. Layout design should be an attractive format that promotes the image of CECF. It must have the date, logo and tagline, plus issue.
6. Although quality of graphics and layout will be considered, approval is based on professional reporting of required activities, plus any additional activities and the distribution (newsletter) or promotion (Web site) of the media piece to the audiences indicated.

Method of Evaluation

Judging Rubric

Entries

Limited to one newsletter per school.

This is a CECF Event only; it does NOT qualify for the BPA National Competition (NLC).



Business Professionals of America, Chapter

Today's students. Tomorrow's business professionals.

Chapter Media (Newsletter) Application Form

A. Please indicate division: Secondary Postsecondary Associate

B. Check that each of the following items is enclosed in the file folder:

- This completed and signed application form.
A copy of each newsletter or Web site address and printouts of Web pages containing the nine (9) assigned articles, identified by issue and headline.
Any additional information (optional)

Table with 3 columns: Topic, Issue/Date, Headline. Rows include Business Professionals of America Promotion, Special Recognition Awards Program, Leadership, Business/Industry, Annual Theme, Alumni or Graduate Activity, Fund-Raising or Family Activity, Distribution/mailing label listing audiences indicated, Documentation of promotion of Web site to audiences indicated.

C. Advisor Name

D. School Name

E. School Address City State Zip

F. School Phone (Please include the area code first)

G. Local President Signature

H. Local or State Advisor Signature

Save this page as a master copy to use annually.

Appendix

GENERAL INFORMATION

For the following documents, you may go to the link below to get them.

<http://www.bpa.org/compete.aspx?div=sec&go=eventdownload>

Style and Reference Manual

2011-2012 HR Manual



**INDIVIDUAL ENTRY FORM
STATEMENT OF ORIGINALITY AND SPECIFICATION COMPLIANCE**

- Please key all information requested below. Handwritten and incomplete forms will not be accepted.
- A hard copy must be provided to the event administrator before your present to the judges.
- An additional hard copy will be required if you present again as a finalist.
- This information (excluding signatures) will also be required if the event requires information pre-submitted on-line.
- The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Event Name:

Event #:

Date:

URL (if applicable):

Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor Email

Student Verification

I, the undersigned, attest that this project was conducted solely by me and that the work resulting from my effort is original and in compliance with all event specifications.

Student signature	Date
-------------------	------

Advisor Verification

I have reviewed the work to be submitted and verify that it reflects the above-named students' original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------



**TEAM ENTRY FORM
STATEMENT OF ORIGINALITY AND SPECIFICATION COMPLIANCE**

- Please key all information requested below. Handwritten and incomplete forms will not be accepted.
- A hard copy must be presented when you present at the National Leadership Conference.
- An additional hard copy will be required if you present again as a finalist.
- This information will also be required when you submit your pre-submitted information on-line.
- The Contestant Number is the same as the Member Number in the BPA On-line Registration System.

Event Name:

Event #:

Team#:

Date:

URL (if applicable):

Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Name	Contestant #	Grade
Chapter Name	Advisor	
City, State, ZIP		
School Phone	Fax	Advisor Email

Student Verification

We, the undersigned, attest that this project was conducted solely by the team members and that the work resulting from our efforts is original and in compliance with all event specifications.

Student signature	Date
Student signature	Date
Student signature	Date
Student signature	Date

Advisor Verification

I have reviewed the work to be submitted and verify that it reflects the above-named students' original work and is in compliance with all event specifications.

Advisor signature	Date
-------------------	------



Business Professionals of America Workplace Skills Assessment Program

RELEASE FORM

(This form must be completed for all events as specified in the event guidelines.)

Event Name:

Event #:

Contestant ID#:

Team ID# (if applicable):

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs taken of me in any form whatsoever for a Business Professionals of America Workplace Skills Assessment Program Competitive Event.

Consent is also granted for any printed matter or audio recording used in conjunction with the photograph(s) and with the use of my name.

I have read this document and am fully aware of the content and implications, legal and otherwise.

This information must be completed here and will also be required on-line if this event is submitted to a BPA website for national competition.

Name	
Address	
City , State, ZIP	

A printed copy with signature(s) must be provided for the judges before you present.

Signature:

Date:

Signature of Parent or Guardian:
(If person is under 18 years of age.)

Date: