



Special Recognition/ Torch Awards Handbook

Revised September 24, 2005

Torch Awards Program Rules

The Torch Awards Program has been developed with the Torch Ceremony as its foundation. It is designed to be coordinated by the Business Professionals of America vice president at all levels of participation. Seven activity divisions in the program represent the nine symbolic torches. The program:

- ◆ inspires members to attain the goals and ideals of Business Professionals of America
- ◆ promotes active participation by members at the local, regional, state, and national levels
- ◆ helps develop a better understanding of people through personal development and achievement
- ◆ recognizes members who have shown outstanding professional qualities

Qualifying Standards

In order to participate in the Business Professionals of America Torch Awards Program, a person must:

1. be enrolled in a secondary, associate, middle school or post-secondary initial, refresher, or upgrading business, career/technical, and career or related education program
2. be a member in good standing of a secondary, associate, middle school or post-secondary chapter of Business Professionals of America

Active participation in the Torch Awards Program at the four levels is measured by the following point system in each division:

Local (Executive) 10 points
Regional (Diplomat) 30 points

State (Statesman) 50 points
National (Ambassador) 70 points

Definitions

- Executive:** a person having administrative or managerial authority in an organization; the branch of government charged with putting into effect the organization's laws and the administering of its functions.
- Diplomat:** one skilled in tact in dealing with people.
- Statesman:** one who is a leader in the promotion of the public good and in national affairs.
- Ambassador:** a diplomatic official of the highest rank appointed and accredited as representative of the organization.

Rules

1. Only computer generated or typed resumes will be evaluated. You are encouraged to use the official Torch Awards Resume which can be found on the BPA Web site (www.bpa.org) free of charge or you can construct your own. Be sure resume pages are stapled together when sending to the National Center. "Homemade" computer-generated resumes will be accepted if, and only if, all the necessary information is incorporated on the cover and on each page of the resume (see sample resume, pages 38-42).
2. Points are cumulative from one award level to another. **However, if you have previously received your Ambassador level award, then you MUST re-start your Torch Award points and begin at zero.**
3. Points may be claimed throughout a member's entire membership, within a division.

4. Points may not be carried from one division of Business Professionals of America to another.
5. Points may not be claimed for activities prior to Business Professionals of America membership.
6. All activities must be directly related to Business Professionals of America unless specified otherwise. The relationship is to be stated in the description. When more than one Business Professionals of America group exists in a school, “class” and “chapter” may be interchanged.
7. Each activity or project during a school year may be claimed only once; major projects may be broken into smaller segments.
8. Points cannot be documented until the activity has been completed.
9. The month, day of month, and year are to be included whenever possible. An ongoing activity may include just the month and year. Full-year committees or offices may include the school year (ex: 2005-2006).
10. Activities must include a description (**not** the wording used in the activity code). Descriptions must be detailed enough to give the evaluator a clear picture of the member’s involvement. Descriptions must begin with an “action verb” and indicate for whom, when, what, etc. (Example: 601–Took Christmas gifts to elderly at Orchard Manor as chapter service project.)
11. Duplicate copies of the resume should always be kept to assist in verifying records and to protect against loss in the mail.
12. If no regions exist in the state, the state association may give the Diplomat Award and the Statesman Award at the same conference. The state association may request that the local chapter present the Diplomat Award.
13. The number in parentheses following each activity description denotes the maximum number of times the code may be claimed by the applicant for the entire program. (It does **NOT** denote the number of times the code can be claimed for each school year.)

Procedures

Chapter members desiring to participate in the Torch Awards Program should:

1. Review the rules of the Torch Awards Program and activities of the seven torch divisions.
2. Develop personal programs of activities for each level of the Torch Awards Program.
3. Obtain an official Microsoft Word Resume File (by going to the national BPA Web site, www.bpa.org) or create a computer-generated resume (but be sure to include all the necessary information). See Rule #1.
4. Record each activity completed on the official resume.
5. A “Torch Awards Program Kit” for each member is available from the BPA Mall www.bpa.org/mall.html for a nominal cost. It provides a sample resume, and specific help in participating in the program, and in preparing the resume.

Executive, Diplomat, and Statesman Awards

- ◆ Recognition for the Executive Award is given by the local chapter after the member has received a total of ten (10) points in each activity division.
- ◆ Recognition for the Diplomat Award is given by the state’s local chapter after the member has received a total of thirty (30) points in each activity division. Because each state is different, check with your state advisor for specific directions and deadlines.
- ◆ Recognition for the Statesman Award is given by the state association after the member has received a total of fifty (50) points in each activity division. Because each state is different, check with your state advisor for specific directions and deadlines.

Ambassador Torch Award

- ◆ Recognition for the Ambassador Torch Award is given by the national organization after the member has received a total of seventy (70) points in each activity division.
- ◆ Do not fax résumés to the National Center.
- ◆ Resumes are to be **mailed** to the Business Professionals of America National Center (Ambassador Awards, 5454 Cleveland Avenue, Columbus, OH 43231-4021) when . . .
 - ✓ Seventy points have been received in each activity division
 - ✓ All descriptions begin with “action verbs” and have complete information so the evaluator understands the member’s involvement in the activity
 - ✓ Local vice president and advisor signatures have been obtained. ***Do not wait for regional or state vice president signatures as this may delay the process, and they are not required***
- ◆ To receive recognition at the NLC, Ambassador Award resumes must be **POSTMARKED TO THE NATIONAL CENTER BY MARCH 15.**
- ◆ **Ambassador Award Resumes received after the National Leadership Conference will not be reviewed or processed.**
- ◆ **Ambassador Award resumes, received at the National Center, postmarked by March 15,** having incorrect or incomplete points, descriptions, or signatures will be returned for correction.
- ◆ **In order to receive recognition at the NLC, corrected resumes must be postmarked to the National Center by April 6.** You are encouraged to FAX **corrected** resumes at 614-895-1165.
- ◆ Certificates and pins not picked up at the NLC will be mailed to the advisor.
- ◆ If a chapter sends more than one resume in an envelope to the National Center, a cover letter should be included listing the member names for the resumes enclosed.
- ◆ Chapters wishing verification of the receipt of resumes should use certified mail with a return receipt, UPS, a self-addressed stamped postcard, or some similar method of shipment.
- ◆ An Ambassador Award pin will be provided for each recipient.

Awards

Each award consists of a certificate of accomplishment, available through the National Center at a nominal cost. Pins in the shape of a torch with the name of the award imprinted across it can be purchased for a nominal cost from the National Center BPA Mall www.bpa.org/mall.html.

Torch Activities

Each activity includes in parenthesis a short explanation of the information that must be included in the description on the résumé. Be sure to include the fact that it is a Business Professionals of America activity. The number in parenthesis following each activity denotes the maximum number of times the code may be claimed by the applicant for the entire program. **All activities must be Business Professionals of America chapter activities unless otherwise noted.**

Activities for Secondary and Post-secondary Divisions are identical except as noted by an **S** (Secondary) and **PS** (Post-secondary). Associate Division members should follow Secondary Division activities. Members using these codes must select the appropriate code.

Leadership

	Code	Pts	Activity
<input type="checkbox"/>	101	10	Serve as a chapter committee Chairperson (identify the committee) (2)
<input type="checkbox"/>	102	5	Serve as a chapter committee member (identify the committee) (3)
<input type="checkbox"/>	103	10	Serve as class representative or alternate, Student Senate representative or alternate, or class officer for a year's term (1)
<input type="checkbox"/>	104.1	10	Campaign as a local officer candidate, first time (identify the office) (1)
<input type="checkbox"/>	104.2	5	Campaign as a local officer candidate, second time (identify the office) (1)
<input type="checkbox"/>	108	10	Campaign as state officer (identify the office)
<input type="checkbox"/>	109	5	Serve as state officer (identify the office) (1)
<input type="checkbox"/>	110	10	Campaign as national officer candidate (identify the office) (1)
<input type="checkbox"/>	111	5	Serve as national officer (identify the office) (1)
<input type="checkbox"/>	112	10	Serve as an officer in another school or church-related (or similar) organization at the present time (does not include a school class or section) (identify the office and organization) (2)
<input type="checkbox"/>	113	5	Be a leader in a varsity, intramural, or other organized sports activity at present time (ex: serve as volleyball team captain) (identify the organization) (3)
<input type="checkbox"/>	114	5	Submit a feasible, detailed, and typewritten plan to local vice president for a new local chapter project (identify the project) (2)
<input type="checkbox"/>	115	5	Submit a feasible, detailed, and typewritten plan to regional vice president for a new regional project (identify the project) (1)
<input type="checkbox"/>	116	5	Submit a feasible, detailed, and typewritten plan to state vice president for a new statewide project (identify the project) (1)
<input type="checkbox"/>	117	5	Submit a feasible, detailed, and typewritten/keyed plan to national vice president for a new nationwide project (identify the project) (1)
<input type="checkbox"/>	118	5	Adoption of plan submitted for #114, 115, 116, or 117 (can be used one time only on each level) (identify the project) (5 points each)
<input type="checkbox"/>	119S	15	Assist in planning a combined meeting with a Business Professionals of America post-secondary or alumni chapter (identify the division and meeting) (1)
<input type="checkbox"/>	119PS	15	Assist in planning a combined meeting with a Business Professionals of America secondary or alumni chapter (identify the division and meeting) (1)
<input type="checkbox"/>	120	5	Serve as campaign manager for a local officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign) (2)
<input type="checkbox"/>	121	5	Serve as campaign manager for a regional, state, or national officer candidate (cannot claim points for your own candidacy) (identify the candidate, office, and campaign) (3)
<input type="checkbox"/>	122	5	Serve as voting delegate at a regional, state, or national leadership conference (identify the conference) (3)
<input type="checkbox"/>	123	5	Serve as head voting delegate at a regional, state, or national leadership conference (identify the conference) (3)
<input type="checkbox"/>	124	10	Present a leadership training session you have prepared yourself (at least 15 minutes in length) to the local chapter (identify the topic and circumstances) (1)
<input type="checkbox"/>	125	15	Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a state or national leadership conference (identify the topic and circumstances) (1)
<input type="checkbox"/>	126	5	Participate in a local officer training workshop presented on the state or national level (identify the topic, conference, and speaker) (2)
<input type="checkbox"/>	127	5	Participate in an officer training workshop presented on the local level (identify the topic, conference, and speaker) (2)

<input type="checkbox"/>	128	10	Design, prepare, and put up a bulletin or display portraying leadership techniques (identify the topic and location) (1)
<input type="checkbox"/>	129	15	Recruit one new chapter member and apply for the state level Member Recruiter Award (identify the new member recruited) (4)
<input type="checkbox"/>	130	20	Recruit five new members and apply for the national Member Recruiter Award (identify the new members recruited) (1)
<input type="checkbox"/>	150	5	Miscellaneous: any Business Professionals of America leadership activity not specified in the above codes (identify the activity completely) (1)

Service

	Code	Pts	Activity
<input type="checkbox"/>	201	10	Write an article for the Business Professionals of America state memo or newsletter (must be submitted but need not be published) (identify the topic and publication) (1)
<input type="checkbox"/>	202	10	Write an article or letter to the editor for the <i>COMMUNIQUE</i> (must be submitted but need not be published) (identify the topic) (1) *Submit a color photograph (no computer printer pictures or photocopies) that is related to your magazine article and receive 10 extra points for a total of 20 points. (must be submitted but need not be published) (1)
<input type="checkbox"/>	203	10	Write a Business Professionals of America article for any city newspaper; it must be published (specify the topic, paper, and publication date) (2)
<input type="checkbox"/>	204	10	Speak about Business Professionals of America at a non-chapter meeting (such as a civic organization) (this may include one presentation to a school-related organization) (identify the topic and meeting) (2)
<input type="checkbox"/>	205	10	Participate in a local chapter community or school service project (identify the involvement and project) (3)
<input type="checkbox"/>	206	5	Participate in a community or school-sponsored service project; it does not need to be chapter-related (identify the involvement and project) (1)
<input type="checkbox"/>	207	10	Participate in or attend a Business Professionals of America local chapter professional growth activity (identify the topic, presenter, and involvement) (3)
<input type="checkbox"/>	208	10	Participate in a local chapter in-school service project which benefits the school (identify the involvement and project) (3)
<input type="checkbox"/>	209	20	Visit a school other than yours and exchange ideas with another career/technical student organization (i.e., DECA, FFA, TSA) (identify the school, topics, and organization) (1)
<input type="checkbox"/>	210	20	Participate in a local chapter recruiting activity promoting continuing business education (be sure the activity and participation warrant the points received) (identify the activity and involvement) (1)
<input type="checkbox"/>	211	10	Write an article on safety (including drug awareness) for publication in a Business Professionals of America newsletter, community paper, etc.; it must be published (identify the topic, publication, and publication date) (1)
<input type="checkbox"/>	212	20	Participate in a service project sponsored by the Business Professionals of America state or national organization (identify the involvement and project) (1)
<input type="checkbox"/>	213	15	Create a Web page promoting Business Professionals of America (identify the page contents and the Web site address) (1)
<input type="checkbox"/>	214	15	Create a portfolio that presents some of the work and/or projects you completed as a member of Business Professionals of America (identify the work/projects covered in the portfolio) (1)
<input type="checkbox"/>	250	5	Miscellaneous: any Business Professionals of America service activity not specified in the above codes (identify the activity completely) (1)

Cooperation

	Code	Pts	Activity
<input type="checkbox"/>	301	10	Participate in presenting a Business Professionals of America ceremony; each must be a different ceremony, i.e., Torch Ceremony, Installation Ceremony (participation means having one of the major speaking parts, not merely being an observer) (identify the ceremony, involvement, and circumstances) (3)
<input type="checkbox"/>	302	5	Serve as a campaign committee member; can only claim one campaign at a given time (identify the campaign) (3)
<input type="checkbox"/>	303S	10	Participate in a combined chapter function with a Business Professionals of America post-secondary, middle level, or alumni chapter (identify the division and function) (1)
<input type="checkbox"/>	303PS	10	Participate in a combined chapter function with a Business Professionals of America secondary, middle level, or alumni chapter (identify the division and function) (1)
<input type="checkbox"/>	304	5	Participate in a local chapter fund-raising project (identify the involvement and project) (3)
<input type="checkbox"/>	305	10	Participate in a regionally-sponsored project (identify the involvement and project) (1)
<input type="checkbox"/>	306	10	Participate in a state-sponsored project (identify the involvement and project) (1)
<input type="checkbox"/>	307	10	Participate in a nationally-sponsored project (identify the involvement and project) (1)
<input type="checkbox"/>	308	10	Participate in a local chapter project in cooperation with another student organization (identify the involvement, project, and organization) (1)
<input type="checkbox"/>	309	5	Be a member in another school or church-related (or similar) organization at present time (not including Business Professionals of America, a school or class section, or school sport) (identify the organization) (3)
<input type="checkbox"/>	310	10	Participate in publishing a chapter newsletter or Web site (identify involvement) (1)
<input type="checkbox"/>	311	10	Participate in a local chapter activity which promotes Business Professionals of America Week (identify involvement and activity) (2)
<input type="checkbox"/>	312	10	Participate in a local, regional, state, or national safety project (identify involvement, project, and level) (1)
<input type="checkbox"/>	313	5	Attend a professional meeting, i.e., DPMA, AMS, NAA, Toastmasters (identify the meeting) (2)
<input type="checkbox"/>	314S	10	Help promote a Business Professionals of America alumni, middle level, or post-secondary activity (identify the involvement, division, and activity) (1)
<input type="checkbox"/>	314PS	10	Help promote a Business Professionals of America alumni, middle level, or secondary activity (identify the involvement, division, and activity) (1)
<input type="checkbox"/>	315	10	Attend a Business Professionals of America or business division advisory committee meeting (identify the meeting) (1)
<input type="checkbox"/>	316	10	Participate in a local chapter activity to recognize community leaders (identify the involvement and activity) (2)
<input type="checkbox"/>	317	15	Participate on the Chapter Activities Award of Excellence committee; committee must be working toward achieving the award (identify involvement) (1)
<input type="checkbox"/>	318	10	Participate in a local chapter membership recruitment activity. (Identify involvement and activity) (2)

<input type="checkbox"/>	319	15	Establish a School-to-Work contact with a business in your local community for a career/technical program (identify the career/technical program, the contact person and the business where the contact was made) (1)
<input type="checkbox"/>	350	5	Miscellaneous: any Business Professionals of America cooperation activity not specified in the above codes (identify the activity completely) (1)

Knowledge

	Code	Pts	Activity
<input type="checkbox"/>	401	10	Demonstrate or explain the parts of the Business Professionals of America emblem and their meaning (must be part of an actual demonstration, not merely being an observer) (identify to whom, when, and how presented) (1)
<input type="checkbox"/>	402	10	Recite the Business Professionals of America pledge by memory on a one-to-one basis (chapter meeting recitation does not qualify) (identify to whom presented and circumstances) (1)
<input type="checkbox"/>	403	10	Make a short presentation on the Business Professionals of America colors (identify to whom, when, and how presented) (1)
<input type="checkbox"/>	404	10	Make a short presentation on the purposes of Business Professionals of America (identify to whom, when, and how presented) (1)
<input type="checkbox"/>	405	10	Demonstrate or explain the significance of the Torch Ceremony (identify to whom, when, and circumstances) (1)
<input type="checkbox"/>	406	10	Participate in Business Professionals of America nationally-approved individual contest at the local level (identify the contest) (1)
<input type="checkbox"/>	407	5	Place in Business Professionals of America nationally-approved individual contest at the local level (identify the contest and place) (1)
<input type="checkbox"/>	408	10	Participate in a Business Professionals of America nationally-approved individual contest at regional level (identify the region and name of contest) (2)
<input type="checkbox"/>	409	5	Place in a Business Professionals of America nationally-approved individual contest at the regional level (identify the region, place, and name of contest) (2)
<input type="checkbox"/>	410	10	Participate in a Business Professionals of America nationally-approved individual contest at the state level (identify the name of contest) (2)
<input type="checkbox"/>	411	5	Place in a Business Professionals of America nationally-approved individual contest at the state level (identify the contest and place) (2)
<input type="checkbox"/>	412	10	Participate in a Business Professionals of America individual contest at the NLC (identify the name of the contest) (1)
<input type="checkbox"/>	413	10	Place in top ten in a Business Professionals of America individual contest at the NLC (identify the place and name of contest) (1)
<input type="checkbox"/>	414	5	Attend a workshop at a state or national leadership conference (identify the workshop, presenter, and conference) (4)
<input type="checkbox"/>	415	10	Attend a parliamentary procedure workshop; does not need to be presented by Business Professionals of America (identify the workshop, presenter, and circumstances) (2)
<input type="checkbox"/>	416S	20	Participate as a member on the chapter parliamentary procedure team (identify the involvement) (1)
<input type="checkbox"/>	417	10	Read the Business Professionals of America local, state, and national constitutions (identify the sources) (1)
<input type="checkbox"/>	418	20	Participate as a member on a Business Professionals of America Presentation Management Team (identify the involvement) (1)
<input type="checkbox"/>	419	20	Participate as a member on a Business Professionals of America chapter Small Business Management contest team (identify the involvement) (1)

<input type="checkbox"/>	420	20	Participate as a member on a Business Professionals of America local chapter team in a nationally-approved team contest not included in #416, 418, or 419 (identify the involvement and name of contest) (1)
<input type="checkbox"/>	421	10	Study the current guidelines for a special recognition award program in the Special Recognition/Torch Awards Handbook and present a written proposal to the local vice president outlining procedures for the chapter to receive the recognition (2)
<input type="checkbox"/>	422	10	Conduct an interview with a business person (high school graduate at least) regarding what their job entails (identify the person, their job title, and the business where they are employed) (2)
<input type="checkbox"/>	423	15	Give a presentation demonstrating a particular type of software to a group (identify the software, the group, and the place the presentation was given) (1)
<input type="checkbox"/>	424	15	Give a presentation on any topic using computer or multimedia (electronic) technology (identify your topic, the technology used, the group you presented to, and the place where the presentation was given) (1)
<input type="checkbox"/>	425	5	Conduct a job search using the Internet (identify two companies about which you received information) (1)
<input type="checkbox"/>	450	5	Miscellaneous: any Business Professionals of America knowledge activity not specified in the above codes (identify the activity completely) (1)

Friendship

	Code	Pts	Activity
<input type="checkbox"/>	501	5	Participate in a Business Professionals of America orientation activity for new chapter members or a chapter activity of providing Business Professionals of America orientation for the student body (identify the involvement, activity, and audience) (2)
<input type="checkbox"/>	502	5	Attend an official Business Professionals of America local chapter meeting (5)
<input type="checkbox"/>	503	5	Attend an official Business Professionals of America local chapter social function (identify the type and location) (3)
<input type="checkbox"/>	504	10	Attend a Business Professionals of America regional leadership conference (identify the region and conference) (2)
<input type="checkbox"/>	505	15	Attend a Business Professionals of America state leadership conference (identify the conference) (2)
<input type="checkbox"/>	506	20	Attend a Business Professionals of America National Leadership Conference (identify the conference) (1)
<input type="checkbox"/>	507	10	Attend a Business Professionals of America chapter meeting or function of a Business Professionals of America chapter at a different school (identify the meeting and school) (1)
<input type="checkbox"/>	508	5	Serve as a host/hostess to a guest at a local, regional, or state function (identify guest, involvement, and function) (3)
<input type="checkbox"/>	509	5	Attend a function of a different school or organization; does not need to be Business Professionals of America related (identify the function and school) (1)
<input type="checkbox"/>	510	10	Visit a different school to assist in the establishment or reactivation of a Business Professionals of America chapter (identify the school, group, and your involvement) (2)
<input type="checkbox"/>	511	10	Volunteer office services for a faculty member (identify services performed and for whom) (1)
<input type="checkbox"/>	512	10	Participate in a Business Professionals of America recognition activity for school personnel (identify involvement and activity) (1)
<input type="checkbox"/>	513	5	Participate in a special activity you have planned for your parents/guardian/spouse (identify the involvement, activity, and persons) (1)
<input type="checkbox"/>	514	10	Prepare and send a minimum of 5 appreciation letters to businesses for Business

			Professionals of America support (identify quantity and purpose) (1)
<input type="checkbox"/>	515	5	Personally recruit a new member for Business Professionals of America (identify the new member's name) (2)
<input type="checkbox"/>	516	5	Volunteer a friendship service on a one-to-one basis (i.e., babysitting, raking leaves) for a shut-in, homebound, handicapped, or similar person; does not need to be a chapter activity (identify person, service, and circumstances) (2)
<input type="checkbox"/>	517	5	Establish an e-mail acquaintance that lives in another state (1)
<input type="checkbox"/>	518	5	Establish an e-mail acquaintance that lives in another country (1)
<input type="checkbox"/>	550	5	Miscellaneous: any Business Professionals of America friendship activity not specified in the above codes (identify the activity completely) (1)

Love, Hope, Faith

	Code	Pts	Activity
<input type="checkbox"/>	601	10	Work to promote community goodwill through a Business Professionals of America local chapter activity involving a shut-in, elderly person, hospital, children's home, etc. (identify your involvement, activity, and persons) (3)
<input type="checkbox"/>	602	5	Discuss Business Professionals of America on a one-to-one basis with a business person outside the organization; it cannot be a school official (identify the person and situation) (2)
<input type="checkbox"/>	603	5	Give the invocation at a Business Professionals of America function (identify the function) (1)
<input type="checkbox"/>	604	10	Participate in a local chapter ecology or safety (including drug awareness) project (identify the project and your involvement) (3)
<input type="checkbox"/>	605	10	Participate in a relief fund-raising project; it need not be Business Professionals of America related (identify your involvement, the activity, and group sponsoring) (2)
<input type="checkbox"/>	606	15	Work with underprivileged, handicapped people on an individual basis; does not need to be Business Professionals of America related (make sure the involvement warrants the point allotment) (identify your involvement and person helped) (3)
<input type="checkbox"/>	607	10	Participate in a BPA local chapter charity drive (identify your involvement, activity, and circumstances) (2)
<input type="checkbox"/>	608	10	Participate in a community service project; does not need to be Business Professionals of America related (identify involvement, activity, and circumstances) (2)
<input type="checkbox"/>	609	10	Participate in a Business Professionals of America local chapter project designed specifically to raise money for Special Olympics or any similar organization at any level (identify involvement, activity, organization, and circumstances) (3)
<input type="checkbox"/>	610	15	Participate in a local chapter activity during a Special Olympics competition or any other similar organization activity at any level (identify involvement, activity, organization, and circumstances) (3)
<input type="checkbox"/>	650	5	Miscellaneous: any Business Professionals of America love, hope, or faith activity not specified in the above codes (identify the activity completely) (1)

Patriotism

	Code	Pts	Activity
<input type="checkbox"/>	701	5	Lead the Pledge of Allegiance at a Business Professionals of America local chapter function (you must be the actual leader, not just a participant) (identify the function) (1)
<input type="checkbox"/>	702	15	Demonstrate or explain the proper procedure for displaying and caring for the U.S. flag (identify circumstances and involvement) (1)
<input type="checkbox"/>	703	10	Participate in a patriotic parade; does not include homecoming (this must be a patriotic parade; merely being an observer does not qualify)

			(identify involvement and parade) (2)
<input type="checkbox"/>	704	10	Participate in a political activity outside of Business Professionals of America (this does not include activities such as homecoming) (identify involvement and activity) (3)
<input type="checkbox"/>	705	10	Participate in an informative political session (this does not include being an observer only) (identify involvement and activity) (1)
<input type="checkbox"/>	706	10	Observe legal proceedings of a court session; does not include TV programs (identify session and topics) (1)
<input type="checkbox"/>	707	10	Attend a city council meeting (1)
<input type="checkbox"/>	708	10	Attend a school board meeting (1)
<input type="checkbox"/>	709	10	Attend a county, state, or national legislative session, hearing, or committee meeting; does not include TV programs (identify the session and topic) (1)
<input type="checkbox"/>	710	10	Contact a state or national elected official on a current legislative issue (identify the method of contact, individual, and the topic) (2)
<input type="checkbox"/>	711S	15	Vote in a local (city-wide) government election or a related activity (does not include school elections such as homecoming) (identify the activity) (1)
<input type="checkbox"/>	711PS	15	Vote in a local (city-wide) government election or related activity (identify the election) (1)
<input type="checkbox"/>	712S	15	Vote in a state government election or a mock related activity (identify the activity) (1)
<input type="checkbox"/>	712PS	15	Vote in a state government election (identify the election) (1)
<input type="checkbox"/>	713S	15	Vote in a national government election or mock related activity (identify the activity) (1)
<input type="checkbox"/>	713PS	15	Vote in a national government election (identify the election) (1)
<input type="checkbox"/>	714	10	Design, prepare, and put up a patriotic display (identify purpose, type, and where placed) (2)
<input type="checkbox"/>	715	10	Participate in an individual entrepreneurship project (identify specifics) (1)
<input type="checkbox"/>	716	5	Observe free enterprise in action by visiting a “for profit” company (identify company and what observed) (1)
<input type="checkbox"/>	717	5	Attend an ethnic festival (identify the involvement and activity) (1)
<input type="checkbox"/>	718	5	Visit an art museum, natural history museum, or similar facility (identify museum and what observed) (1)
<input type="checkbox"/>	719	5	Attend an art show, a recital, a school play, or a community playhouse production (identify the production) (2)
<input type="checkbox"/>	720	10	Attend a county or state fair and tour the educational exhibits for a minimum of 1 hour (identify the fair and exhibits viewed) (1)
<input type="checkbox"/>	721	10	Tour a historical building or area (identify the building or area and what was observed) (2)
<input type="checkbox"/>	722	15	Exhibit something at a county or state fair (identify the fair and exhibit item) (1)
<input type="checkbox"/>	723	10	Attend a professional play or musical, classical music concert or recital, pops concert, dinner theater, ballet or other dance performance, poetry, etc. (be sure this is a cultural activity; rock concerts or similar activities do not qualify) (identify the performance and location) (2)
<input type="checkbox"/>	724	5	Attend a community patriotic, historical, or cultural event (identify the event and circumstances) (3)
<input type="checkbox"/>	750	5	Miscellaneous: any patriotic, cultural, or historical activity not specified in the above codes (identify activity completely) (1)

Torch Awards Résumé

SAMPLE

Member Name: Sondra Smith
Home Address: 123 River Drive
City: Columbus **State:** OH **Zip:** 43229
Home Phone: 614-895-7277 **Email Address:** ssmith@bpa.com

Advisor Name: Betty Jones
School: Columbus High School
School Address: 456 Canyon Drive
City: Columbus **State:** OH **Zip:** 43229
School Phone: 800-334-2007 **Email Address:** jonesbetty@bpa.com

TOTAL POINTS EARNED

AWARD

<u>70+</u>	Executive (<i>Local</i>): 10 points in each division
<u>210+</u>	Diplomat (<i>Regional</i>): 30 points in each division
<u>350+</u>	Statesman (<i>State</i>): 50 points in each division
<u>490+</u>	Ambassador (<i>National</i>): 70 points in each division

CODE RANGE

CATEGORY

TOTAL POINTS EARNED

100's	Leadership	<u>75</u>
200's	Service	<u>85</u>
300's	Cooperation	<u>75</u>
400's	Knowledge	<u>85</u>
500's	Friendship	<u>100</u>
600's	Love, Hope, Faith	<u>75</u>
700's	Patriotism	<u>80</u>

AWARD: Ambassador Award
(Executive; Diplomat; Statesman; Ambassador)

DATE: March 10, 2006

Vice President Signature:

Advisor Signature:

LEADERSHIP

CODE 100's	DATE 00/00/00	POINTS EARNED	ACTIVITY DESCRIPTION
101	9/08/05	10	Served as chairman of chapter Special Olympics Rock-a-Thon committee
102	10/05	5	Participated as member of chapter finance committee
103	2004-2005	10	Represented Junior class as student council representative
104.1	12/12/2005	10	Campaigned for chapter historian
104.2	1/16/2006	5	Campaigned for chapter secretary
105	2004-2005	5	Elected as chapter secretary
112	2/2006	10	Serving as vice president of Future Teachers Club
114	3/1/2006	5	Submitted a plan for Special Olympics fund drive to chapter vice president
119-S	3/2006	15	Planned an open house with Alumni chapter for Business Professionals of America
TOTAL		75	

SERVICE

CODE 200's	DATE 00/00/00	POINTS EARNED	ACTIVITY DESCRIPTION
204	3/10/05	10	Spoke to Kiwanis Club about Business Professionals of America state conference
205	11/20/04	10	Collected toys for chapter "Toys for Tots" Christmas project
206	9/25/04	5	Picked up trash on Highway 25 for Community Clean-Up Day
207	10/10/04	10	Attended chapter parliamentary procedure workshop
208	10/01/04	10	Typed football programs as chapter school service project
209	2/25/04	20	Visited TSA chapter at South High School to discuss state conferences
212	11/28/04	20	Sold chains in chapter Chain of Love promotion for Special Olympic Games
TOTAL		85	

COOPERATION

CODE 300's	DATE 00/00/00	POINTS EARNED	ACTIVITY DESCRIPTION
301	9/15/04	10	Sang solo at Business Professionals of America new member initiation ceremony
303	4/10/05	10	Attended joint chapter meeting with Post-secondary chapter at Smith Junior College
304	10/05/04	5	Sold stuffed animals for chapter fund-raising project
308	10/31/04	10	Helped in spook house, chapter project co-sponsored with DECA
311	2/10/05	10	Attended Business Professionals of America Week Employer Recognition Banquet
313	3/25/04	5	Attended regular meetings of International Association of Administrative Professionals (IAAP)
314S	9/10/04	10	Encouraged Alumni membership by attending annual recruiting rally
317	3/15/05	15	Typed material for BPA Chapter Activities Award of Excellence Notebook
TOTAL		75	

KNOWLEDGE

CODE 400's	DATE 00/00/00	POINTS EARNED	ACTIVITY DESCRIPTION
401	10/17/05	10	Explained significance of BPA emblem during chapter meeting
402	2/28/06	10	Recited BPA pledge for officer candidate selection of committee
410	3/29/05	10	Was a contestant in state BPA Prepared Speech contest
411	3/30/05	5	Placed 3rd in state BPA Prepared Speech contest
412	4/30/05	20	Was a contestant in national BPA Prepared Speech contest
414	2/15/05	5	Attended a good grooming seminar at BPA regional conference
416	2/15/04	20	Participated on my chapter Parliamentary Procedure Team in contest at regionals
450	3/10/05	5	Studied <i>Special Recognition/Torch Award Handbook</i> for BPA Chapter Activities Award of Excellence
TOTAL		85	

FRIENDSHIP**SAMPLE**

CODE 500's	DATE 00/00/00	POINTS EARNED	ACTIVITY DESCRIPTION
501	9/5/04	5	Hosted freshman tour of school as chapter project
502	-----	20	Attended chapter meeting: 10/15/04, 12/10/04, 1/20/05, 2/17/05
505	3/28/05	15	Attended state conference in Columbus, Ohio
506	4/28/04	20	Attend National Leadership Conference in Cincinnati, Ohio
507	11/16/04	10	Attended local chapter meeting at South High School
510	9/18/04	10	Installed West High School's officers to help reactivate chapter
512	2/12/06	10	Served as hostess for Cafeteria Workers Recognition Tea
514	2/15/06	10	Typed 7 letters to local businesses in appreciation for support of chapter
TOTAL		100	

LOVE, HOPE, FAITH

CODE 600's	DATE 00/00/00	POINTS EARNED	ACTIVITY DESCRIPTION
601	12/15/04	10	Took Christmas gifts to elderly at Orchard Manor as chapter project
602	10/20/04	5	Discussed Business Professionals of America with Bill Davis, my co-op employer
604	10/04	10	Distributed booklets for Business Professionals of America's Drug Awareness Week
606	11/28/04	15	Took my wheelchair-bound aunt Christmas shopping
608	9/04/04	10	Staffed phones during Muscular Dystrophy Telethon
609	10/08/04	10	Bought 3 cakes for chapter bake sale for Special Olympics
610	2/20/06	15	Served as hugger during state Special Olympics Winter Games
TOTAL		75	

PATRIOTISM

SAMPLE

CODE 700's	DATE 00/00/00	POINTS EARNED	ACTIVITY DESCRIPTION
702	3/14/04	15	Demonstrated proper flag folding procedure to chapter advisor
704	10/25/04	10	Distributed flyers for Paul Smith's campaign for State Senator
706	1/01/05	10	Observed personal injury trial in common pleas court
707	11/09/04	10	Attended regular Columbus City Council meeting
708	11/02/04	10	Talked about BPA community service involvement at school board meeting
710	2/05/06	10	Wrote Senator Mike DeWine about vocational education funding bill
715	3/25/04	10	Submitted entry for national Entrepreneurship Exploration award
716	1/25/05	5	Visited Nationwide Insurance on chapter field trip
<i>TOTAL</i>		80	