

Model Chapter Award Handbook

Model Chapter Award

In the past, many chapters have strived to be the perfect chapter, a vision of envy for other chapters. Today, it has been decided that the Business Professionals of America Minnesota Division is going to honor those that work towards this vision.

The Model Chapter Award is an award that will be given to chapters that strive for success. This award is based on a uniform task list, developed by the Minnesota BPA State Officer team, accomplished by each chapter.

The Model Chapter was introduced last year at the Chapter Officer Training. Since its initial introduction, there have been a few changes, but those changes are merely enhancements. Each criterion is worth a set amount of points depending on its importance and/or difficulty.

First, in order to be eligible for the award, your chapter must complete the required Star Chapter Criteria. Throughout the year you will keep track of what has been accomplished. The —year“ is considered to start after the Spring Leadership Conference in March, so anything accomplished since then counts towards your ultimate goal.

There are three levels that can be achieved through this award: Emerald, Ruby, and Diamond, respectively. Chapters that have achieved an award will be recognized at the awards ceremony at the State Leadership Conference.

A Model Chapter Resume is contained on the final page of this handbook for submission to the State Center when the desired level is achieved or prior to the deadline. Chapters are encouraged to attain as many points as possible not only to achieve this award, but to enhance their local chapter as much as possible!

If you have any questions or comments, please contact a State Officer, the BPA Executive Director, or your Local Advisor for further clarification.

Best of Luck! We are confident you all can do it!



Minnesota Business Professionals of America Model Chapter Award Points

Star Chapter Criteria (required)

- Having at least four (4) officer positions filled and have duties assigned to each.
- Holding at least five (5) chapter meetings and keep attendance records.
- Submitting a monthly report to State Officer, including POW updates, beginning in September of each year and continuing through the State Leadership Conference.
- Providing local chapter contact information (Officers and Advisors) to the State BPA Web site or host your own chapter website and provide a link for the State BPA Web site.
- Participating in BPA week

Model Chapter

5 Points: Alumni Involvement

*Having a minimum of 2 past members/advisors that are willing to participate in BPA activities. (A good idea would to have a member from last year come and speak at a meeting.)

10 Points: Alumni Chapter

*Gather information and contact people to start a local alumni chapter. (Tip: remember the people from last year that really liked BPA; and talk to them.) All Alumni contact information must be submitted to the State Executive Director in order to achieve these points towards your award.

4 Points: Bulletin Board

*Obtain a bulletin board (or electronic bulletin board on your school website) at school (if do not have one already) and keep it updated with current BPA events. (There are a lot of things to put here, such as upcoming meetings, meeting minutes, pictures, officer contact information, results of events such as fundraisers... anything that you find appropriate to put up, is perfect.) **2 bonus points** will be awarded if you submit a picture.

3 Points: Submit Pictures

*Submit pictures of events your chapter participates in, so they can be posted on the State BPA website. (Send them to a State Officer, or bring them to the next conference). Up to five (5) submissions each year are allowed for a maximum of fifteen (15) points.

5 Points: Community Service Project

*Participate in a community service project as a chapter. At least 25% of the chapter's members must participate in order to receive points, and two (2) service projects are allowed points throughout the year for a maximum of ten (10) points. (It can be easy to find these during the Holidays, ideas would be toy or food drives, raking leaves, or adopting a highway.) Points will be given if chapter submits written proof of work form either the organization served, or the chapter advisor signs written document.

4 Points: Fundraising

*Do a fundraising activity for your chapter. A maximum of two (2) fundraising activities will receive points. (It is realized that not all chapters necessarily need to do fundraising to finance their activities, but if you would like these points, you could fundraise and donate the proceeds to a charity or another chapter. If you do decide to donate the proceeds earned; this will also count as a community service project.) Two (2) fundraising are eligible for the four (4) points each year, for a maximum of eight (8) points total can be used towards this award.

10 Points: Paying National Membership Dues

*We would like to see at least 75% of your monthly meeting attendees pay National dues. They can be paid by the member themselves or by the chapter funds. (An average of the monthly meeting attendees will be calculated for a base number).

7 Points: Communication

*Points will be awarded for maintaining good communication with a state officer. This includes the submittance of your monthly report to your mentoring officer. Contact includes but is not limited to: emails, phone calls, or school visits.

8 Points: Torch Awards

*Encourage at least 45% of your nationally paid members apply for torch awards. A Minnesota Torch Award Handbook has been created and distributed to each local chapter for your convenience or you can also access the Torch award information at the national website www.bpa.org. Go to the left hand side under students and then awards. (Submit to the Local Chapter Vice President and then the Local Vice President is responsible for submission to the State Executive Vice President.) Eight (8) points will be given to chapters who have at least

45% of their nationally paid members reaching each of the four (4) levels (Local, Diplomat, Statesman, and Ambassador) for a total maximum of thirty-two (32) points for this criterion.

5 Points: Sponsor Social Activity

*Involve at least 25% of members in a social activity. Social activities may include such things as: potlucks, picnics, group bowling, or hay rides. These can be at the campus or off the campus. Two (2) social activities per year or one (1) per semester will be allowed points for a maximum of ten (10) points each year may be used towards this award.

4 Points: Making Calendar of Events

*Create a tentative calendar of events for each of the two semesters. This should include things such as meeting dates. (This should be submitted no later than the middle to late October to a State Officer.) This is also a good item to post on the bulletin board, online, or sent out via email and kept updated.

8 Points: Get Together with Another BPA Chapter

*Get together with another BPA chapter. Hold a social activity, a fundraising event, a community service project, or something that is agreed upon. Each chapter must have at least 25% of their members participate. (Points will be awarded with written confirmation from an advisor from each school/campus.) Two (2) gatherings will be allowed each year, or one (1) per semester æ Four (4) points each.

10 Points: Local Advisor/Administration Recognition

*Recognize local advisors for dedication and hard work at the chapter level. (Hold a special ceremony to thank them publicly; and/or award them in some way by presenting them with a small memento or gift. Advisors can also be recognized at State level by nomination prior to SLC.) Ten (10) points will be given for a recognition ceremony that is held.

3 Points: Submitting Items for Communiqué

*Stories and/or photos relating to BPA can be submitted to the State Recording Vice President for possible publication in the magazine. Each story/photo submitted will be given three (3) points with a maximum of five (5) stories/photos each year to be used towards this award (fifteen (15) points maximum).

5 Points: Having a Guest Speaker

*Have a guest speaker come to your campus and talk about a topic that is business-related. (Tip: contact a local business and see if there is someone willing to take the time to give a brief seminar/speech on a business related topic. This could include having someone come and talk about how to write a resume, or prepare for an interview. Remember to thank them!) Points will be given for up to two (2) guest speakers per year or one (1) per semester.

4 Points: Press Release

*Submit an article and/or photos to your local newspaper to be published. (Have someone write about something that your chapter participated in such as PDC, a fundraiser, or a community activity to send in.) Points will be awarded when copy or link to an online version of the newspaper article is sent to a State Officer. Four (4) points will be allowed for each article published. BPA encourages press releases and chapter recognition, therefore, no maximum number of points will be established for this criterion æ Go for it every chance you get!

5 Points: Interaction With Another Organization

*Other organizations include any other organization that is active at your chapter. (Such as PAS or DEX.) Hold a social function, such as kickball, softball, community clean-up day, or an idea sharing hour. At least 25% of members must participate in order to receive points. Points will be given for up to two (2) interactions per year or one (1) per semester. (Tip: do a community activity, and it will also count as points for that item.) Points will be given with written confirmation from an advisor from each organization.

4 Points: Professional Development Conference

*Register and have in attendance at least 25% of your members for the Professional Development Conference.

4 Points: State Leadership Conference

*Register and have in attendance at least 25% of your members for the State Leadership Conference.

8 Points: Work with a Secondary Chapter

*Have at least 5 members work with a Secondary Chapter(s) as a mentor in any capacity. (This can include helping them put together Torch Award resumes, fundraising, preparing for Regional Competition etc). Must have written confirmation of their assistance from Secondary Chapter advisor.

Award Levels

**Emerald: 25-49 points Ruby:
50-74 points Diamond: 75
points and above**

Please remember, to qualify for the Model Chapter Award, the required five criteria must be met. Awards will be given at the State Leadership Conference in the spring with the top achiever receiving the Professional Cup.

If you have any questions at all, feel free to contact any of the State Officers!

Model Chapter Award Resume‘

Complete the five (5) starred requirements and earn points for non-starred electives:

- | | |
|--|---|
| 1. Implement chapter officers and assign duties to each officer. | * |
| 2. Plan and execute monthly chapter meetings. | * |
| 3. Submit monthly paperwork to the mentoring State Officer. | * |
| 4. Provide local chapter contact information to the State BPA website. | * |
| 5. Participate in BPA week. | * |

TOTAL POINTS EARNED

AWARD LEVEL

Emerald: 25 - 49 total points

Ruby: 50 & 74 total point

Diamond: 75 or more total points

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|---|--|
| _____ Alumni Involvement (5 points) | _____ Alumni Chapter (10 points) |
| _____ Bulletin Board (4 points - 2 bonus) | _____ Submit Pictures (3 pts ea. - 15 max) |
| _____ Community Service Project (5 points ea. & 10 max) | _____ Fundraising (4 pts ea. & 8 max) |
| _____ Paying National Membership Dues (10 points) | _____ Communication (7 points) |
| _____ Torch Awards (8 points ea. & 32 max) | _____ Social Activity (5 pts ea. -10 max) |
| _____ Calendar of Events (4 points) | _____ Advisor/Admin. Recognition (10 points) |
| _____ Get Together w/Chapters (4 points ea. & 8 max) | _____ Communiqué (3 points ea. & 15 max) |
| _____ Guest Speaker (5 points ea. & 10 max) | _____ Press Release (4 points ea. & No Max) |
| _____ Interaction w/Other Organizations (5 points ea. & 10 max) | _____ PDC (4 points) |
| _____ SLC (4 points) | _____ Work with a Secondary Chapter (8 pts) |

School and Chapter Name

City, State

Local Advisor Signature

Date

Chapter President Signature

Date

Model Chapters will receive a Certificate
and Plaque for their chapter and Model
Chapter members attending the State
Leadership Conference will be recognized
for their individual level of achievement.