



Montana Business Professionals of America  
2008 State Leadership Conference  
*MONTANA BPA ~ ROCKIN' TO A NEW BEAT!*  
General Information Sheet



### Registration

The registration fee for this year's conference is **\$40.00**. This fee includes a conference T-shirt, Monday's lunch, Monday night 'Battle of the Bands', Tuesday morning advisors' breakfast, top notch keynote address, and use of conference facilities. **All students, advisors, and chaperones must pay the registration fee to attend the conference.** Each chapter must complete the registration form and register for competitive events online by **February 1, 2008**.

### Online Registration Instructions

The Online Conference Registration System will be used to register your chapter for general attendance as well as all student competitive events. Registration opens on January 11, 2008, and closes at midnight on February 1, 2008. Late registration begins February 2—with a \$50 late fee assessed—and closes at midnight on February 8, 2008. State Conference registration is directly linked to national/state membership. Students and advisors must be registered with Nationals before you can select them for state conference registration.

**Registration OPENS January 11**  
**On-time registration CLOSES February 1**

### Using the Online Conference Registration System:

- Log on to <http://www.registermychapter.com/bpamem/>
- Click on 'Leadership Conference Registration Log In' and enter your username and password (this will be the same one you used to register for dues).
- From the list, select the **2008 Montana State Conference—Secondary or Post-Secondary**
  - ✓ Select the members attending the State Leadership Conference.
  - ✓ Add Guests using the "Non-Member" section at the bottom of the page.
  - ✓ Select the t-shirt size for each member attending (Guests will not automatically receive a t-shirt).
  - ✓ Select the contest(s) for each member according to your regional qualifications.
  - ✓ Under "Item" you can order Montana trading pins as well as extra t-shirts.
  - ✓ Be sure to answer the Special Questions ... regarding your chapter arrival time, President's Breakfast, and advisor Administrator, Proctor, Grader assignment choices.
  - ✓ The "add member" button will allow you to add additional members registered in your chapter not initially submitted. The "add non-member" button will allow you to add additional guests.

### Conference Hotels

All participants at the 2008 conference (except local area chapters) must stay at one of the designated conference hotels. Reservations must be made no later than **February 8** to ensure availability and room rates. Reservations are made on a first-come, first-serve basis. The earlier you book the hotel, the more likely you will receive your choices. Each of the hotels will require a **rooming list** also by **February 8**.

#### **Holiday Inn Grand Montana**

5500 Midland Road, Billings, MT 59101  
406-248-7701 (phone) 406-248-2031 (fax)  
Single/Double/Triple/Quad = \$75/night + 7% tax

#### **Billings Hotel**

1223 Mullooney Lane, Billings, MT 59101  
800-537-7286 (toll-free) 406-248-7151 (phone)  
406-248-2054 (fax)  
Single = \$60/night + 7% tax  
Double/Triple/Quad = \$70/night + 7% tax

## Competitive Events

Registration and competitive events will begin on Sunday, March 4 at the MSU-Billings College of Technology. The testing/competition schedule for regions on Sunday is as follows:

<u>Begin Testing/Competing</u>	<u>Region(s)</u>
9:00 AM	Regions 5 & 6
10:30 AM	Regions 3 & 4
11:30 AM	Regions 7 & 8
12:30 PM	Regions 1 & 2

## ARRIVAL TIME

There is a place to mark your arrival time in your online conference registration in the 'Special Questions' section. Please be sure to let us know when you'll be arriving ... especially if it will be at a ***different time than what is listed above***. It is our hope to make time adjustments that could be to your benefit.

Montana BPA will be offering all the Workplace Skills Assessment events developed by National BPA. Students should prepare all events as described in the Workplace Skills Assessment Event Guidelines available on the National BPA web site ([www.bpa.org](http://www.bpa.org)).

## PILOT EVENTS

Montana is piloting THREE events this year at state conference: **Advanced Spreadsheet Applications, Computer Animation, and Software Engineering—Individual**. Event guidelines were previously sent, however, they are available on the Montana BPA website at: <http://www.mtbpadeca.org>. Although it is likely that these events will be permanently added in 2009, state winners in these pilot events will not be eligible to compete at the National Leadership Conference in Reno, Nevada.


### **\*\*NEW INFO**

### **\*\*PLEASE TAKE NOTE!**

### **\*\* NEW INFO**

Excluding Open Events, each student may compete in a maximum of three competitive events in *any* category. (This is a change from last year!!) A student may compete in all of the Open Events if his/her competitive event schedule allows.

 ***There will be no use of the Internet during competitive events allowed!***

 ***There will be no student use of cell phones during general sessions, competitive events, or workshops allowed!***

**OPEN EVENTS** Please register your students online for these:

**Sunday only** from 9:00 AM – 5:00 PM at the COT:

- Financial Math & Analysis
- Insurance Concepts—(new this year!!)
- Parliamentary Procedure Concepts

**Monday only** from 9:00 AM until Noon:

- Administrative Support Concepts
- Information Technology Concepts
- Management/Marketing/Human Resources Concepts

*Computer Security was an Open Event last year but has changed to an individual event (42).*

## Documentation Forms required for Technical Project Submission

These Word documents are included electronically in this email for your convenience. They are also available in PDF format on the Montana website. If, for some reason, you cannot open them or if you have problems, please feel free to contact Diana directly.

## NON-REPEATABLE EVENTS

Please refer to the Events-At-A-Glance document provided in the WSAP to clarify which events can and CANNOT be repeated. The following CANNOT be repeated:

- ✓ (01) Fundamental Accounting
- ✓ (20) Keyboarding Production
- ✓ (21) Fundamental Word Processing Skills
- ✓ (25) Basic Office Systems & Procedures
- ✓ (64) Interview Skills

Exceptions to the guidelines or special requirements for the state conference competitive events are noted as follows:

### **FINANCIAL SERVICES EVENTS**

Computerized Accounting: If at all possible, bring your own equipment with the software you need already installed and operational. If this an impossibility, the **original software with packaging and serial/registration numbers must be brought with you** so that Natalie and the COT can install it onsite. Copies of software cannot be installed—this is a licensing/copyright issue and we must work within those parameters.

Financial Analyst Team: **Changed back from last year**—bring your own equipment and supplies for this event. Teams will prep for ninety minutes; judges will review each finished test/product; top ten are called back to present to the judges.

Economic Research Project – Individual: State-level entries must be submitted to the Judged Events Coordinator by February 15. Two (2) additional copies of the research paper and entry form must be submitted **to the proctor** at the time of the presentation.

Economic Research Project– Team: State-level entries must be submitted to the Judged Events Coordinator by February 15. Two (2) additional copies of the research paper and entry form must be submitted **to the proctor** at the time of the presentation.

Advanced Spreadsheet Applications—PILOT: Students may compete in both Spreadsheet Applications & Analysis as well as Advanced Spreadsheet Applications this year. Remember, pilot events do NOT advance to Nationals.

### **ADMINISTRATIVE SUPPORT EVENTS**

Administrative Support Team: Montana BPA has modified the Administrative Support Team competition for state-level competition. Each team will be allotted 30 minutes of preparation time without access to computers and one hour of computer testing time in which each member of the team will have access to a computer. This event will take place on Sunday at the College of Technology.

Administrative Support Research Project – Individual: State-level entries must be submitted to the Judged Events Coordinator by February 15. Two (2) additional copies of the research paper and entry form must be submitted **to the proctor** at the time of the presentation.

### **INFORMATION TECHNOLOGY EVENTS**

**\*\*Remember—six of these events were re-instated in the fall. Please be sure you have the most current and updated information from [www.bpanet.org](http://www.bpanet.org).\*\***

**\*NEW THIS YEAR\***

C++ Programming VB.NET Programming and JAVA Programming : These events are now considered **JUDGED** events and consist of two parts: Part 1—an objective test made up of multiple choice questions; and Part 2—technical tasks that will be completed prior to conference and must be submitted to the Judged Events Coordinator by February 15. (NOTE: Diana will forward the technical task portion electronically to all advisors after the date of the last regional conference as well as post it on the Montana website.) The objective test is the same for each event, however, the technical tasks are unique to the program languages. If you have a student competing in more than one of these three events it is NOT necessary to repeat the objective test. The one objective test score will be transferred to the other events and be included in their technical scoring. Please contact Diana if you have questions about this new addition.

Bring your own equipment with software loaded. Conference and facility managers will not be responsible for the operation of your hardware, software, or printer.

Video Production Team: State-level documentation and CD or DVD (2 sets) must be submitted to the Judged Events Coordinator by February 15. Each team will be prescheduled for Sunday timeslots at the College of Technology. Bring your own equipment and supplies for this event.

Network Design Team: Bring your own equipment and supplies for this event. Students will be given a modification or additional information at conference and will have 30 minutes to revise.

Web Site Design Team: State-level documentation and web address (2 sets) must be submitted to the Judged Events Coordinator by February 15. The Web Site must be available for viewing on the Internet by February 15 and *cannot be altered after this date*. Each team will be prescheduled for Sunday timeslots at the College of Technology. Bring your own equipment and supplies for this event.

Web Application Team: State-level documentation, copies of source code on CD and web address (2 sets) must be submitted to the Judged Events Coordinator by February 15. No changes may be made to the Web site after this date. The Web Site must be available for viewing on the Internet by February 15. Each team will be prescheduled for Sunday timeslots at the College of Technology. Bring your own equipment and supplies for this event.

Digital Media Production: State-level documentation and CD-ROM or DVD (2 sets) must be submitted to the Judged Events Coordinator by February 15. Bring your own equipment and supplies for this event.

Software Engineering Team: State-level documentation and source code (2 sets) must be submitted to the Judged Events Coordinator by February 15. Each team will be prescheduled for Sunday timeslots at the College of Technology. Bring your own equipment and supplies for this event.

Computer Animation-PILOT: State-level documentation, storyboard, and executable file on DVD (2 sets) must be submitted to the Judged Events Coordinator by February 15. Bring your own equipment and supplies for this event.

Software Engineering Individual-PILOT: State-level documentation, source code, and executable file on CD-ROM (2 sets) must be submitted to the Judged Events Coordinator by February 15. Bring your own equipment and supplies for this event.

**\*NEW THIS YEAR\*** Microsoft Network Administration, NOVELL Network Administration, and CISCO Systems Administration: These events are now considered **JUDGED** events and consist of two parts: Part 1—an objective test made up of multiple choice questions; and Part 2—technical tasks that will be completed prior to conference and must be submitted to the Judged Events Coordinator by February 15. (NOTE: Diana will forward the technical task portion electronically to all advisors after the date of the last regional conference as well as post it on the Montana website.) The objective test is the same for each event, however, the technical tasks are unique to the program languages. If you have a student competing in more than one of these three events it is NOT necessary to repeat the objective test. The one objective test score will be transferred to the other events and be included in their technical scoring. Please contact Diana if you have questions about this new addition.

Bring your own equipment with software loaded. Conference and facility managers will not be responsible for the operation of your hardware, software, or printer.

## MANAGEMENT/MARKETING/HUMAN RESOURCES EVENTS

Global Marketing Team: State-level entries and documentation (2 sets) must be submitted to the Judged Events Coordinator by February 15. Bring your own equipment and supplies for this event.

Entrepreneurship: State-level entries and documentation (2 sets) must be submitted to the Judged Events Coordinator by February 15. Bring your own equipment and supplies for this event.

Small Business Management Team: Each team will be prescheduled in either a Sunday or Monday timeslot. Bring your own equipment and supplies for this event. Students will be given a modification or additional information at conference and will have 30 minutes to revise.

Graphic Design Promotion: State-level entries, documentation, and CD's (2 sets) must be submitted to the Judged Events Coordinator by February 15.

Interview Skills and Advanced Interview Skills: These events will have preliminary interviews on Sunday at the College of Technology. The final interviews will be on Monday. The schedule for the preliminaries will be posted prior to the conference. **Participants will be required to download the application form from the Montana BPA website, compile it with other application materials and mail everything to the Judged Events Coordinator with a postmark on or before February 15 to ensure consistent and fair grading. The application *must* be handwritten.**

Prepared Speech: **\*NEW THIS YEAR\*** Documentation for this event must be turned in to the proctor at the time of the presentation, NOT turned in at the registration table as in previous years.

Presentation Management – Individual: Bring your own equipment, supplies and appropriate documentation for this event.

Presentation Management – Team: This event may have preliminaries on Sunday at the College of Technology. The finals will be on Monday. The schedule for preliminaries will be posted prior to conference. Bring your own equipment and supplies for this event.

### USE OF COLOR PRINTING

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

### Early Submission Deadline

Any events with an early submission deadline established for the national leadership conference are also required to be submitted early for state conference. The state-level entries must be submitted to the Judged Events Coordinator with a **postmark on or before February 15**. Failure to meet this deadline will result in disqualification and no changes may be made after the February 15 deadline. It is highly recommended that the student use certified mail or another traceable method of delivery when mailing his/her state-level entry.

Individuals/teams in the events listed below will be prescheduled in their competitive event timeslots. The prescheduled times will be posted on the Montana BPA web site ([www.mtbpadeca.org](http://www.mtbpadeca.org)) prior to conference. Except where noted above in the specific events, the prescheduled, judged event timeslots will occur on Monday and take place at the Holiday Inn.

Admin. Support Research Project—Individual  
Administrative Support Team  
Advanced Interview Skills  
Digital Media Production  
Economic Research Project – Individual and Team  
Entrepreneurship  
Extemporaneous Speech  
Financial Analyst Team  
Global Marketing Team  
Graphic Design Promotion

Human Resources Management  
Interview Skills  
Network Design Team  
Parliamentary Procedure Team  
Prepared Speech  
Presentation Management – Individual and Team  
Small Business Management Team  
Video Production Team  
Web Application Team  
Web Site Design Team

The College of Technology has Microsoft Office 2003 as well as 2007. If you have software questions or concerns, please contact the **Competitive Events Coordinator on or before February 15.**

### Advisor Responsibilities

**\*COMPETITIVE EVENTS\*** Due to the large number of competitive events offered and the peoplepower this necessitates, it is expected that all advisors either proctor, administer, or grade competitive events on both Sunday and Monday. In the '**Special Questions**' section of the online registration you should list, in priority order, the three events you are willing to administer, proctor, or grade. We will make every effort to honor your requests, however, it may not happen in every circumstance.

If you will be bringing other volunteers, parents, administrators, etc. that are willing to help with events, we really depend on them to assist us. Please let me know as soon as possible who would be willing to help!! A list of advisor assignments will be provided prior to the conference. Please plan accordingly so that you are at your assignment at the time indicated. Failure to fulfill your assignment causes hardships to those left to cover the event.

**\*BATTLE OF THE BANDS \*** On Monday night, a BPA Band competition will be provided at the Holiday Inn Convention Center for students' entertainment. Please refer to the 'Battle of the Bands' sign-up/registration form if some of your chapter members would like to participate.

**\*CHAPTER ALTERNATIVE\*** Please know that you are welcome to plan your own independent chapter activity during the Monday night 'Battle of the Bands' if you choose to not participate or attend this activity. Remember that every advisor is expected to chaperone the 'Battle of the Bands' if anyone in your chapter attends.

**\*ADVISOR MEETINGS\*** Two meetings are scheduled during the conference. Our first, brief meeting will be held from 6:00 – 6:30 PM on Sunday and the second meeting during breakfast on Tuesday at 8:00 AM. The Executive Board suggested we change the Tuesday breakfast to an *optional* meeting to discuss Nationals and announce Silent Auction winners. Please let Holly Fox know whether or not you will be attending so we can have an accurate count for the breakfast.

**\*SILENT AUCTION\*** *Why bid on a basket, you ask??* Because 100% of the monies generated by the silent auction baskets go directly to Montana BPA to support our state association!! Each region is asked to coordinate together and bring an auction basket to state for bidding from Monday morning until Tuesday morning. Please be sure to include the value of the basket contents as well as a minimum bid recommendation. Baskets will be displayed in Conference Headquarters at the Holiday Inn Grand. Basket winners will be announced at the Advisors' breakfast. Regions may bring your baskets to the registration table at the COT, to the Sunday night Advisor's meeting, or directly to Conference Headquarters on Monday.

**\*MEDICAL RELEASE/CODES OF CONDUCT FORMS\*** Please bring with you the medical release forms and codes of conduct for each student who attends the state conference.

**\*CONFERENCE DRESS CODE GUIDELINES\*** Prior to coming to conference, please discuss the attached dress code guidelines as well as the suggested packing list with your chapter members. Students must be dressed in professional business attire in all general sessions, competitive events and workshops as outlined in the guidelines.

### Workshops

Workshops will be available for your students to attend on Monday when they are not involved in competitive events. Workshop titles, times, and locations will be provided prior to the conference and will also be listed in the conference program. Please make plans for your students to attend workshops on Monday unless their competitive events schedule will not allow it.

### Presidents Breakfast

The Presidents Breakfast will be held at 7:00 AM on Monday at the 'Cracker Barrel' restaurant within walking distance from both hotels. All chapter presidents are invited and encouraged to attend. Please indicate when registering online whether or not your chapter president will be attending so that we can have an accurate count for the breakfast.

### Chapter Recognition/Activities

During the Opening Session at the conference, a Power Point presentation will be shown to highlight each chapter in attendance. We are requesting that each chapter design its own slide and submit it to Holly Fox via e-mail: (hollyfox@yahoo.com). The slides may contain pictures, graphics, and animation but please do *not* insert sound files. Your chapter slide will be shown for **four seconds**. For chapters that do not submit a slide, one will be created to represent your chapter in the Opening Session.

Chapters may hang a chapter banner or poster from the balconies around the Holiday Inn hotel atrium. Chapters are responsible for hanging and removing their banners. Masking tape or string is acceptable for hanging.

### Special Olympics 'Chain of Love'

The Montana BPA state officers would like each chapter to participate in the **Chain of Love Activity**, which is a fundraiser for the Montana Special Olympics. The goal for each chapter is to collect a minimum of \$1 per member in attendance at the state conference. Monetary contributions along with the paper chains will be collected either at registration on Sunday or at the Presidents Breakfast on Monday morning. The chain will be assembled prior to the Second General Session. More details will be provided in the second pre-conference mailing.

### Corporate Sponsors

If your chapter has recruited any new **corporate sponsors** for 2007-2008, please send all information to Holly Fox by **Friday, January 25** to ensure that the corporate sponsor is recognized in the conference program. As a reminder, the recruiting chapter will receive 50% of the donated funds for each new corporate sponsor added to the Montana BPA Corporate Sponsor Program. Don't forget about the Corporate Sponsor challenge! Details about the challenge were highlighted in the state officer newsletter—check out the newsletter at: <http://www.mtbpadeca.org>.

### Conference T-shirts

This year's T-shirt was designed by the state officer team. Students will be required to wear the conference T-shirt in order to gain admittance to the 'Battle of the Bands' on Monday night—and **no alterations** should be made to the T-shirt. Additional T-shirts may be ordered for students/adults not in attendance at the state conference for \$5.50 per T-shirt. These T-shirts could be worn at the National BPA Leadership conference and/or at chapter activities. To adhere to the conference dress code, please do not wear these shirts during any general sessions.

### Torch Awards

Torch Award Résumés must be sent to State Vice President, Jennifer Cooley/Rose Edwards, Garfield County District High School Chapter. Jennifer is responsible for approving torch résumés. **Your torch résumés must be postmarked on or before February 1, 2008.** Résumés postmarked after this date will not be considered for award. Please note that **Torch résumés cannot be emailed or sent electronically** as original signatures must be included—please mail them via the US Postal Service directly to Garfield County District High School, PO Box 409, Jordan, MT 59337. The BPA Executive Board recommends that Torch Award recipients NOT serve as chapter voting delegates due to the concurrent sessions on Monday night.

### Officer Elections

Part of new officer election includes campaigning at state conference. The specific offices are determined by interview after the election. Candidates are allowed two campaign posters and materials to hand out during campaigning. Campaigning will begin immediately after the Opening Session. Candidates may spend a maximum of \$50 on campaign materials. Students interested in running for a 2008-2009 state officer position must submit all items required in the

application packet included in this mailing by **February 7, 2008** to State Advisor, Diana Fiedler. The state officer application forms can also be downloaded from the Montana BPA website: <http://www.mtbpadeca.org>.

### Conference INTERNS

The state officer team is looking for a few student members to provide volunteer help at conference. These volunteers might be members who are registered for conference but not participating in competitive events (other than open events). To ensure that your students have a quality and meaningful experience, we will be limiting our Intern numbers to a maximum of twelve participants. Interns will work with and directly assist the state officer team. If you have a student who is interested in being an INTERN, please fill out the enclosed application form and fax or mail to Diana Fiedler at 406-444-1373 (fax) or [dfiedler@mt.gov](mailto:dfiedler@mt.gov) by February 15.

### Scholarships

**Montana State University, College of Business Scholarship:** Montana State University - Bozeman, College of Business will be offering scholarships to Montana BPA students that are planning to pursue a business degree. Students must complete an application prior to the conference. Scholarship finalists will be interviewed at the conference. Watch for more details soon from Tim Alzheimer.

**Montana Business Professionals of America Scholarship:** The Montana BPA Scholarship Application is included with this mailing. This year, there will be two \$500 scholarships awarded to outstanding Montana BPA seniors who plan to continue their education. A major in business is not required in order for a member to apply for this scholarship.

### Summary of Dates and Contacts

Corporate Sponsor Recruitment	January 25	Holly Fox, Executive Secretary
Registration Materials	February 1	Holly Fox, Executive Secretary
Torch Résumés	February 1	Jennifer Cooley, Montana BPA Vice President
Officer Candidate Materials	February 7	Diana Fiedler, State Advisor
Hotel Registration/Rooming List	February 8	Conference Hotels
'Battle of the Band' Registration Form	February 8	Diana Fiedler, State Advisor
State Competitive Event Submissions	February 15	Susan Craig, Judged Events Coordinator
Software Needs	February 15	Natalie Schaff, Competitive Events Coordinator
INTERN Application	February 15	Diana Fiedler, State Advisor

### Contact Information

**Diana Fiedler**, State Advisor  
P.O. Box 7261 Helena, MT 59604  
406-444-7991  
406-444-1373 (fax)  
[dfiedler@mt.gov](mailto:dfiedler@mt.gov)

**Holly Fox**, Executive Secretary  
P.O. Box 7261  
Helena, MT 59604  
406-422-0686  
[hollyefox@yahoo.com](mailto:hollyefox@yahoo.com)

**Jennifer Cooley/Rose Edwards**  
State Vice President  
Garfield Cty. Dist. High School  
PO Box 409, Jordan, MT 59337  
406-557-2259  
[Edwards\\_rmv@yahoo.com](mailto:Edwards_rmv@yahoo.com)

**Susan Craig**  
Judged Events Coordinator  
Huntley Project High School  
1477 Ash St. Worden, MT 59088  
406-967-2540 ext. 3301  
406-967-2839 (fax)  
[scraig@huntley.k12.mt.us](mailto:scraig@huntley.k12.mt.us)

**Natalie Schaff**  
Competitive Events Coordinator  
Roundup High School  
525 6<sup>th</sup> Ave. W. Roundup, MT 59072  
406-323-2402  
406-323-1583 (fax)  
[natalieschaff@roundup.k12.mt.us](mailto:natalieschaff@roundup.k12.mt.us)

Check for additional and updated state conference information on the web site: [www.mtbpadeca.org](http://www.mtbpadeca.org)