

**BUSINESS
PROFESSIONALS**
of **AMERICA**
Giving Purpose to Potential

Chapter Tool Kit

Secondary



Table of Contents

Words From Our 23-24 Secondary Officer Team.....	Page 3
Starting a Chapter.....	Page 4
Benefits from being a Secondary member.....	Page 6
Advisor Support.....	Page 7
Resources for Chapter advisors.....	Page 8
Recruitment.....	Page 9
Recruitment Ideas.....	Page 10
Member Retention.....	Page 11
Member Retention Ideas.....	Page 12
Torch Awards.....	Page 13
BPA Cares.....	Page 14
Fundraising.....	Page 15
Appendix.....	Page 17
Sponsorship Instructions.....	Page 18
Sponsorship letters.....	Page 19
Thank you, Sponsor letter.....	Page 21
Agenda Template.....	Page 22

Our 23-24 Secondary Officer Team



**Lucy
Christensen**
President



**Melina
LaPlante**
Vice President



**Abby
Renoux**
Secretary



**Annelise
Do**
Treasurer



**Sophia
Pinarreta**
Historian



**John
Woodward**
Parliamentarian

Starting a Chapter



Business Professionals of America (BPA) is the premier CTSO (Career and Technical Student Organization) for students pursuing careers in business management, information technology, finance, office administration, health administration, and other related career fields. BPA's mission statement: Our mission at Business Professionals of America is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service.

BPA offers many programs that unlock students' full potential while also, creating tools for resume building and lifelong skills that will impact members' lives as they enter the workplace. Upon starting a chapter, members can compete and participate in programs like WASP, Torch Awards, BPA Cares, and many more. For additional information, visit the website at BPA.org

In Business Professionals of America (BPA), chapter officers are student leaders who hold specific roles within a local chapter of the organization. Chapter officers play a crucial role in organizing and facilitating various chapter activities and events. The roles and responsibilities of chapter officers may vary depending on the specific chapter and its structure, but generally, the positions and roles are as follows:

President: The president typically leads the chapter and presides over meetings. They provide overall guidance and direction to the chapter and help coordinate activities.

Vice President: The vice president often assists the president and may step in to lead meetings or events in the president's absence. They may also oversee specific committees or projects.

Secretary: The secretary is responsible for keeping records of chapter meetings, maintaining communication with members, and handling correspondence.

Treasurer: The treasurer manages the chapter's finances, including collecting dues, keeping track of expenses and income, and providing financial reports to the chapter.

Historian: The historian documents chapter activities through photographs, videos, and other means. They help create a record of the chapter's accomplishments and events.

Parliamentarian: The parliamentarian ensures that meetings and events are conducted according to proper parliamentary procedure and helps interpret the chapter's bylaws.

Steps To Start a Chapter

When starting a chapter consult with the Local Chapter Handbook Guide below is a check list to help check off the steps necessary to start a BPA chapter.

1. Talk to school administrators, teachers, and students who might be interested in joining or helping to start a BPA chapter. Discuss the benefits and impact it can have on students' education and future careers.
2. Identify an Advisor:
Find a willing and dedicated faculty member to serve as the BPA chapter advisor. This person should have a passion for business education and be committed to guiding students through the BPA journey.
3. Fill out a New Chapter Application. This is an online application that gets the ball rolling for your chapter at the BPA National Center and in your State BPA organization.
4. Upon completion a National staff member reviews and processes your application. A National staff member will contact you and provide you with a username and password for the Membership Registration System (MRS).



Benefits from being a Secondary

01

Professional Development

BPA provides opportunities for members to engage in workshops, seminars, and training sessions that focus on developing key skills needed in the business world. These skills may include leadership, communication, time management, and more.

02

Networking Opportunities

Networking Opportunities: BPA offers a platform for members to connect with other students, educators, and industry professionals. Networking events, conferences, and competitions allow members to build valuable relationships and expand their professional contacts.

03

Competitions and Awards

Competitions and Awards: BPA organizes various competitive events that allow members to showcase their skills and knowledge. Participating in these competitions can enhance a member's resume and provide recognition for their accomplishments.

04

Scholarships

BPA may offer scholarships and financial assistance to members who excel in competitions, demonstrate leadership, and contribute to the organization.

05

Industry Insights

Members can stay updated on industry trends, innovations, and best practices through BPA's resources and events.

06

Access to Alumni Network

BPA's alumni network can provide ongoing support, mentorship, and connections as members transition into their careers.

Advisor Support

When it comes to supporting advisors, setting clear expectations will help bolster your role as a BPA Secondary advisor, whether you're initiating a new chapter or providing ongoing support. Chapter advisors are a pivotal component of both the chapter and the larger BPA organization. Establishing unambiguous expectations and ensuring that advisors comprehend their roles and responsibilities within the BPA chapter is vital. Their role involves facilitating the chapter, aiding in discussions regarding meeting frequency, event planning, communication, and student engagement. However, it's important to note that their role doesn't entail running the chapter; that responsibility lies with the chapter presidents and officers.

Advisors, BPA offers Advisor Certifications aimed at enhancing your professional development within BPA. These certifications are designed to equip new advisors for success in BPA classrooms and to retain existing advisors through comprehensive training materials. This ultimately contributes to the triumph of your BPA classroom.

For students, it's crucial to maintain open lines of communication with your advisor. Keep them informed about upcoming events, deadlines, changes in BPA policies or procedures, and promptly address any questions or concerns they might have. BPA provides Secondary advisors with a network of experienced BPA advisors across different institutions, creating a supportive network that can offer valuable advice and solutions to common challenges, questions, and concerns.

Students, collaborating with your advisor to plan chapter meetings, workshops, competitions, and other events, as well as assisting with budgeting and coordination, will help alleviate their workload. For advisors, attending chapter meetings or checking in with members to stay informed about your Post-secondary chapter's progress and challenges is essential. This demonstrates your commitment to supporting their cause. Additionally, make sure to provide assistance with budgeting, reimbursement procedures, financial planning, and aiding Chapter officers.

Resources for Chapter advisors

Professional Organizations and Networks

Classroom Educators Advisory Council (CEAC) Join educator forums and social media groups dedicated to career and technical education, business education, and student organizations.

Local and State Education Agencies

Connect with your state's Department of Education or educational agency for information, resources, and updates related to CTE programs and student organizations.

BPA National Organization

Official BPA website: Provides resources like Advisor Certifications, The Source Newsletter, contact info for national staff, event information, and other updates.

Technology and Design Tools:

Utilize graphic design tools like Canva for creating visually appealing promotional materials for your chapter's events and activities.

Mentorship and Networking

Connect with experienced BPA advisors or educators in your region for mentorship and advice. Attend educator conferences, workshops, and webinars to network with other advisors and gain insights.

Time Management and Organization Tools

Use tools like Trello, Asana, or Google Workspace to manage tasks, deadlines, and chapter activities efficiently.

BPA Guidelines

Familiarize yourself with the BPA Policies and Procedures, Code of Regulations, and the Secondary bylaws

Online Teaching Platforms and Tools

Explore eLearning platforms like Moodle or Canvas for managing chapter activities, sharing resources, and communicating with members. Use communication tools such as Slack or Microsoft Teams to facilitate discussions and collaboration among chapter members.

Recruitment

Promote your new BPA chapter to students interested in business and leadership through various channels like info sessions, flyers, social media, and school announcements. Networking opportunities allow students to share BPA experiences with potential members, aiding recruitment. Educate potential members on BPA programs like WSAP, Torch Awards, BPA Cares, and Certiport Certifications for resume enhancement. Use social media to market your chapter, follow BPA Connect and BPA Officers on platforms like Instagram, Facebook, and LinkedIn for updates. Regular social gatherings can incentivize potential members to engage with chapter officers and advisors. Collaborate with career technical education instructors to emphasize how BPA aligns with coursework. Invite industry professionals, alumni, or entrepreneurs to speak about their careers and BPA's role. Conduct workshops on resume building, interview skills, LinkedIn usage, and personal branding.

Highlight past BPA members' achievements to showcase our organization's impact. Use personal invitations to increase event attendance and membership. Tailor your strategies to student interests. Our Chapter Handbook specifically mentions the new 10-10-10 challenge on pgs. 20 and 66.

For more detailed resources, refer to the Chapter Handbook on the Member Gateway: [Chapter Handbook](https://members.bpa.org/wp-content/uploads/sites/5/2023/09/2023-2024-Chapter-Handbook.pdf); <https://members.bpa.org/wp-content/uploads/sites/5/2023/09/2023-2024-Chapter-Handbook.pdf>

[10-10-10 Membership Challenge](https://members.bpa.org/membership-challenge/): <https://members.bpa.org/membership-challenge/>

Recruitment Ideas

Presentation Pizza Party

Create a presentation for your chapter to share with possible and current BPA members. Presnetations could include information about BPA, basic business practices, business world information, Linked in, interviews, etc..

Note: All costs would be covered by your chapter

Dues for Donuts

With dues for donuts, each member who registers for your chapter by the date set by the chapter will receive a donut the next day or a day of the chapters choice.

Note: All costs would be covered by your chapter

Host an open house

As a chapter, you can set a time that potential members can come by to learn more about BPA and ask questions. During this event, talk about different BPA Stories or benefits to members.

Raffle

With a raffle, each member who registers for your chapter by the date set by the chapter will receive a have an entry into a raffle. For the raffle prize, you chould do free dues, free merch, a gift card, etc...

Note: All costs would be covered by your chapter

Host Workshops/Information Tables

Create a booth during the start of a semester to advertise BPA to new students by offering workshops or activities for students to participate and learn . Besure to offer swag of handouts to prospective members.

Note: All costs would be covered by your chapter

Escape Room Challenge

Organize an escape room challenge on campus, where participants must work together to solve business-themed puzzles. Use this opportunity to introduce BPA and its focus on teamwork and problem-solving.

Note: All costs would be covered by your chapter

Flash Mobs

Organize surprise flash mobs on campus featuring BPA members performing a business-themed dance or activity. Use this attention-grabbing approach to promote BPA

Note: All costs would be covered by your chapter

AR Scavenger Hunt

Develop an augmented reality (AR) scavenger hunt that leads participants to different locations on campus, each with BPA-related information or trivia.

Note: All costs would be covered by your chapter

BPA Shark Tank

Divide Members and prospective members into groups to challenge their marketing skills, while creating realistic fundraising opportunities to present to chapter officers.

Note: All costs would be covered by your chapter

Artistic Competitions

Organize creative competitions such as logo design or poster design contests for BPA promotional materials. Showcase winning designs across campus.

Note: All costs would be covered by your chapter

Member Retention

To enhance your Secondary BPA chapter's effectiveness, consult the BPA Chapter Handbook for more details. Begin by understanding your members' needs and goals through surveys and discussions. Offer valuable content like workshops, networking events, and industry insights. Create mentorship programs, support professional development, and encourage leadership roles. Recognize achievements and ensure flexibility. Collaborate with industry partners for internships and seek continuous feedback. Recognize and celebrate the achievements of your Secondary members. This could be through awards, certificates, or features in newsletters or social media channels. Flexibility and Accessibility: Consider the busy schedules of Secondary students. Offer flexible meeting times, virtual options, and on-demand resources to ensure that members can engage with BPA activities without feeling overwhelmed.

Retention Ideas

- **Collaboration Projects:**
 - Encourage members to collaborate on projects that benefit the community or address industry-related challenges. Teamwork fosters a sense of belonging.
- **Personalized Development Plans:**
 - Work with members individually to create personalized career development plans, setting short- and long-term goals.
- **Cross-Chapter Events:**
 - Collaborate with other BPA chapters in your region for joint events, competitions, or workshops to expand networking opportunities.
- **Wellness and Stress Management Workshops:**
 - Address the well-being of members by conducting workshops on stress management, work-life balance, and overall mental health.
- **Podcast or Webinar Series:**
 - Create a chapter podcast or webinar series featuring guest speakers, member interviews, or discussions on relevant topics.

Retention Ideas cont.

- **Personalized Engagement:**
 - Conduct member surveys to understand their interests, goals, and needs, and tailor your chapter's offerings accordingly.
 - Assign mentors or peer advisors to new members to help them navigate BPA activities and make connections.
- **Professional Development:**
 - Organize regular workshops, seminars, and webinars that provide members with relevant skills and knowledge for their career advancement.
 - Offer resume-building workshops, interview preparation sessions, and personal branding seminars.
- **Networking Opportunities:**
 - Host networking events and social gatherings in-person and virtual to help members connect with peers, alumni, and industry professionals.
 - Collaborate with local businesses or organizations to facilitate networking opportunities.
- **Leadership Roles:**
 - Provide opportunities for members to take on leadership roles within the chapter, such as event planning, committee leadership, or officer positions.
 - Offer training and resources to develop members' leadership skills.
- **Recognition and Awards:**
 - Recognize members' achievements through awards, certificates, or social media spotlights.
 - Celebrate milestones and successes to foster a sense of accomplishment and belonging.
- **Community Involvement:**
 - Organize community service projects or volunteer opportunities that align with BPA's values and give members a chance to make a positive impact.
- **Collaboration with Industry:**
 - Partner with local businesses, industries, or professionals to provide real-world experiences, internships, or guest speaker sessions.
 - Attend industry conferences or events together as a chapter.
- **Continuous Communication:**
 - Maintain regular communication through emails, newsletters, social media updates, and a dedicated chapter website.
 - Keep members informed about upcoming events, opportunities, and important updates.
- **Alumni Engagement:**
 - Keep in touch with BPA alumni and involve them in chapter activities and events as mentors, speakers, or advisors.

Torch Awards



Torch Awards are a recognition program offered by Business Professionals of America (BPA). The Torch Awards program is designed to encourage BPA members to grow personally and professionally by completing various activities and projects that align with BPA's core values and goals. We have more information about Torch Awards, the different categories, point system and more in our Torch Awards Handbook.

<https://members.bpa.org/torch-awards/>

LEADERSHIP

Present a leadership training session you have prepared yourself (at least 15 minutes in length) during a BPA fall, regional, state, or national leadership conference

FRIENDSHIP

Visit a different school to assist in the establishment or reactivation of a BPA chapter (identify the school, group, and your involvement)

KNOWLEDGE

Make a short presentation on the BPA colors to your advisor or chapter (identify to whom, when, and how presented)

CITIZENSHIP

Lead the Pledge of Allegiance at a BPA local chapter function (you must be the actual leader, not just a participant) (identify the function)

SERVICE

Volunteer and/or participate in an activity that promotes the concept of "going green" (identify the activity and involvement)

COOPERATION

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)

LOVE, FAITH, HOPE

Work with underprivileged, disabled people on an individual basis; does not need to be BPA related (make sure the involvement warrants the point allotment, such as serving as a tutor for the semester, working with a disabled child weekly, etc.) (identify your involvement and person helped)

BPA Cares

The Business Professionals of America (BPA) Cares Awards Program is an initiative that highlights the organization's commitment to encouraging social responsibility and community engagement among its members. BPA, a leading student organization that prepares individuals for careers in business and technology, has established the Cares Awards Program to recognize and celebrate chapters and individuals who make meaningful contributions to their local communities through acts of service, philanthropy, and civic involvement. This program serves as a platform to showcase BPA members' dedication beyond the realm of business skills, highlighting their efforts to positively impact society. By acknowledging these exceptional contributions, the BPA Cares Awards Program not only encourages personal and professional development but also emphasizes the importance of giving back and making a difference in the world. For more information about BPA Cares and the Awards visit

<https://bpa.org/students/bpa-cares/>

- **Eco-Friendly Projects:**
 - Undertake sustainability initiatives, such as reducing waste, conserving energy, or promoting eco-friendly practices within your chapter and the community.
- **Food Pantry Volunteer:**
 - Partner with a local food pantry and have members volunteer regularly. Document the hours volunteered and the number of families served.
- **Environmental Cleanups:**
 - Organize clean-up events in local parks, rivers, or beaches. Record the amount of trash collected and any environmental improvements observed.
- **Community Blood Drives:**
 - Organize and promote blood donation drives in collaboration with local blood banks.
- **School Supplies Drive:**
 - Collect and distribute school supplies to underprivileged students at local schools. Document the number of students served and the value of supplies donated.
- **Home Safety Seminars:**
 - Offer home safety seminars for community members. Cover topics like fire safety, carbon monoxide detection, and safe storage of hazardous materials
- **Distracted Driving Awareness Campaign:**
 - Launch an awareness campaign about the dangers of distracted driving. Create and distribute informational pamphlets, posters, or social media content highlighting the importance of staying focused while driving.
- **Buddy Programs:**
 - Establish buddy programs where BPA members partner with Special Olympics athletes to offer companionship and support at events, practices, or competitions.

When participating in these activities, make sure to adhere to the BPA Cares Guidelines, which include proper documentation, chapter adviser involvement, and alignment with the respective award categories. By following these guidelines, you can showcase your chapter's commitment to community service and earn recognition through BPA Cares Awards.

Fundraising

Fundraising is crucial for Business Professionals of America (BPA) Secondary chapters for several reasons:

1. **Financial Sustainability:** Fundraising provides a crucial source of income for BPA chapters. It helps cover various expenses such as event costs, travel expenses, conference registration fees, materials, and resources. Without sufficient funds, chapters may struggle to offer valuable experiences and opportunities to their members.
2. **Enhanced Programming:** Adequate funding allows BPA chapters to organize a wide range of activities, workshops, seminars, and events. These activities contribute to the professional and personal development of Secondary members, offering them valuable skills, insights, and networking opportunities.
3. **Reduced Financial Burden on Members:** Fundraising efforts can help offset costs for individual members, making participation in BPA more accessible. This inclusivity encourages more students to get involved and benefit from the organization's offerings.
4. **Support for Competitive Events:** BPA is known for its competitive events that allow members to showcase their skills and knowledge. Fundraising can help cover expenses related to participation in these events, such as travel, accommodations, and registration fees.

Talent Show

Host a talent show featuring BPA members and local talent. Charge admission fees and sell concessions.

Themed Parties/Socials

Host themed parties or events (e.g., 80s dance party, masquerade ball) and charge admission or sell tickets.

E-waste Recycling Drive

Collect old electronics for recycling and earn money based on the weight of collected items.

Escape Room Challenge

Create a makeshift escape room venue for a special event where participants pay to solve puzzles and escape.

Fundraising Ideas cont.

Sell Donuts

Sell donuts in common areas for students to purchase.

Sell Coffee

Sell Coffee in common areas for students to purchase.

Sell Chapter BPA Merch

Create merch for you specific chapter for BPA members in your chapter to purchase.

Car Wash

Ask your school or a local business to set up an area for a car wash. You can charge or ask for donations to raise money. This type of event allows you to avocate to your community about BPA!

Easter Egg Houses

Members from you chapter will hide eggs for families. Reach out to the community around Easter to see if they would like to buy eggs from you. The chapter buys plastic eggs and candy to put in the eggs. The community members can pick how many eggs they want hid in there front yard and pay for the amount of eggs.

Haunted House

Create a haunted house that students and community members can pay to walk through.

Bake Sale

Make bake goods that can be sold to students at your school or set up a booth in the community for people to purchase.

Dinner rolls

Find a local company that will do a roll fundraiser. Best times to sell them are around holidays (Thanksgiving, Christmas, Easter).

Laundry Detergent

Find a company to do a detergent sale. Talk to local community members!

Sell Pizza

Sell pizza in common areas for students to purchase.

Trash Bags

Find a company to do a trash bag sale. Talk to local community members! Everyone needs trash bags!

Tumblers

Sell tumblers with different saying or school pride.

Raffle tickets

Get donated items and sell raffle tickets.

Mattress fundraiser

Get a company to set up and sell mattresses.

Professional Workshop for the public

Mowing lawns

Contact different community members to mow there lawn to raise money.

Shoveling snow

Contact different community members to shovel their driveway to raise money.

Parents night out

Host an event that parents can drop their kids off for a few hours.

Pancake Breakfast

Host a pancake breakfast with unlimited pancakes.

Fish Fry

Host a fish fry in your community

Wrapping Paper

Sell wrapping paper in the fall.

Restaurant Fundraisers

Contact local restaurants for a fundraiser night.(Chick-fil-a, Panera, chipotle, etc..)

Popcorn

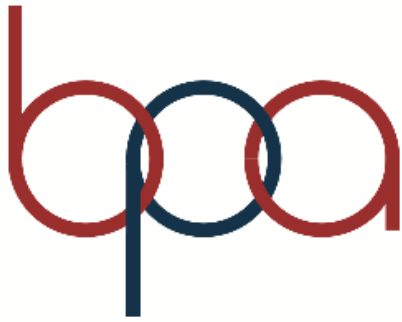
Sell different types of popcorn

Cookie Dough

Sell cookies dough to community members.

Auctions

Host an auction off deserts or items donated.



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Appendix

Sponsorship Instructions

Sending a prewritten letter to businesses to request donations can save time and effort while ensuring a consistent and professional message is conveyed. Here are step-by-step instructions on how to do it effectively:

1. ****Prepare a List of Businesses****: Make a list of businesses that you believe would be interested in supporting your cause. Group them according to their type, size, or location, as this will help you customize the letter later.
2. ****Personalize the Letter****: Even though it's a prewritten letter, it's crucial to personalize it to some extent for each recipient. At the very least, include the business's name and address it to the appropriate person or department, if possible.
3. ****Finalize the Letter****: Review the prewritten letter to ensure it is free of errors and conveys your message effectively. Check that all merge fields (if used) are correctly populated.
4. ****Choose Delivery Method****: Decide on the best delivery method for sending the letters. Depending on the number of recipients and your resources, you can choose between physical mail or email. Email is often faster and more cost-effective for larger distributions.
5. ****Physical Mail****: If you opt for physical mail, print the personalized letters on high-quality paper, and place them in business-sized envelopes. Affix the recipient's address and proper postage. If needed, enclose any additional materials like brochures or donation forms.
6. ****Email****: If you choose email, you can copy and paste the prewritten letter into your email client. Ensure you have the correct email addresses for each business. You may consider sending the emails in batches to avoid potential spam filters.
7. ****Follow-Up****: Regardless of the delivery method, consider following up with a phone call or a personalized email a week or two after sending the letter. This follow-up can help you gauge the recipient's interest and address any questions or concerns they may have.
8. ****Track Responses****: Keep track of the responses you receive, including positive and negative replies, as well as any commitments or pledges for donations. This information can help you assess the effectiveness of your prewritten letter campaign.

Sending a prewritten letter can be an efficient way to reach out to multiple businesses for donations. Just remember that personalization is key to making a positive impression, so try to tailor the letter as much as possible to the specific recipient while maintaining a consistent message across all communications.

Remember all of the following letters are designed to go to businesses they align with the values of BPA. These letters should be sent directly to the business owner or the manager to help them understand the purpose of BPA and the positive impact that it gives our members and the members to come.

This letter should be sent directly to the business owner or the manager in charge of sponsorships to help them understand the purpose of BPA and the positive impact that it gives our members and the members to come.

Dear [Company Name],

We are reaching out to you with an incredible opportunity to make a lasting impact on the future of our workforce and invest in the development of young business professionals. Business Professionals of America (BPA) is a nationally recognized organization dedicated to preparing students for success in business and technology careers. We invite your esteemed company to partner with the [School] chapter and support the local students to fulfill BPA's mission of empowering the leaders of tomorrow.

BPA Business Professionals of America is a dynamic student-led organization that prepares individuals for careers in business, finance, management, information technology, and related fields. Our programs and activities are designed to enhance students leadership abilities, professional skills, and overall career development. With a network of over number chapters and over 46,000 members across the country, BPA provides a comprehensive range of educational programs, competitive events, leadership opportunities, and community service initiatives. Our organization equips students with essential skills and real-world experiences that will undoubtedly shape their future success.

By sponsoring our local BPA chapter, you have a direct role in shaping the future leaders of the business world. Your support will enable students to access quality educational resources, mentorship programs, and opportunities for personal and professional growth. As a sponsor, your company's logo will be prominently featured in various BPA materials, including our [What you have, Website, t-shirt, etc..]. This exposure provides an excellent opportunity to showcase your company's commitment to education and community development. Engage with Potential Employees: Partnering with BPA allows your company to connect with ambitious and talented young individuals actively pursuing careers in business, technology, and finance. Engage with potential future employees, interns, or mentees who embody the values and skills your organization seeks. Supporting [school's] BPA Chapter by contributing financially will directly support the local members in BPAs programs and events, ensuring that students have access to transformative experiences and resources.

We are excited about the possibility of partnering with your company to empower the leaders of tomorrow. To discuss sponsorship opportunities or explore ways to collaborate, please reach out to [Your Name], [Your Position], at [Your Phone Number] or [Your Email Address]. Thank you for considering this invitation to support Business Professionals of America. Together, we can make a profound difference in the lives of aspiring young professionals and contribute to a stronger, more competitive future for our business community.

Sincerely,

[Your Name]

[Your Position]

[School]

Business Professionals of America

This letter should be sent directly to the business owner or the manager in charge of sponsorships to help them understand the purpose of BPA and the positive impact that it gives our members and the members to come.

Dear Team at [Froyo Friends],

We hope this letter finds you well. We are an engaged group of students/(or include personal introduction) at (insert college/high school) who are part of the local town chapter of Business Professionals of America (BPA). We are reaching out to you today because we believe that collaborating with local businesses like yours can create an impactful and mutually beneficial partnership.

Business Professionals of America is not your ordinary club; it's a dynamic organization that empowers students to develop their leadership, networking, and business skills, with over 46,000 members. With your support, we envision our students continuing to unlock their full potential and becoming future leaders in the world of business and beyond.

We know [Froyo Friends] has a reputation for being great advocates of supporting education and community growth. Your sponsorship will go a long way in providing us with valuable resources, opportunities, and experiences that will shape our futures and positively impact the local community.

Why Sponsor Us?

- Invest in Tomorrow's Leaders: Your sponsorship will help us fundraise to help us attend the National Leadership Conference, where we will be able to compete in a variety of business focused events and develop our leadership.
- Brand Visibility: Partnering with our chapter will give you visibility as we bring your name to all of the members of our chapter, (insert number), and can increase traffic for [Froyo Friends]
- Local Community Impact: Your support will not only benefit our chapter but also help foster a strong sense of community involvement, showcasing your dedication to uplifting the town we all call home.

We would be deeply appreciative of anything you can contribute to support our cause. Let us know how we can build upon our collaboration. We genuinely believe that together, we can make a difference in the lives of young students and contribute to the growth and prosperity of our local community.

Please feel free to contact us at [Your Email Address] or [Your Phone Number] for any questions, clarifications, or thoughts. We look forward to the possibility of working together and thank you for your consideration of our request.

Best wishes,

[Your Name] [Your Title/Position in BPA] [Local Town Chapter of Business Professionals of America] [Your School Name]

This letter is Thank You Letter, it should be sent directly to the donor to thank them for their generous contribution.

[Recipient's Name]
[Recipient's Title/Position]
[Business Professionals of America]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

On behalf of the [Chapter Name] of Business Professionals of America (BPA), I am writing to express our sincere gratitude for the generous financial support provided to our chapter. Your contribution has made a significant impact on our ability to achieve our goals and creates a thriving environment for young business professionals. Your belief in our organization's mission and commitment to empowering students in their pursuit of excellence is truly commendable. With your generous donation, we have been able to expand our initiatives and enhance the learning experiences of our members.

The funds received from [Chapters/Organization Name] will be utilized for various purposes, including:

1. Supporting Competitive Events: The financial backing will help our students participate in regional, state, and national competitions, where they can showcase their talents and skills in various business-related disciplines.
2. Leadership Development: We will utilize a portion of the funds to organize leadership training programs and conferences, enabling our members to become confident and effective leaders in their future careers.

Once again, we extend our heartfelt gratitude to [Chapters/Organization Name] for supporting the [Chapter Name] of Business Professionals of America. Your investment in our students' growth and development will have a lasting impact, creating a legacy of success and excellence for years to come. We will provide regular updates on how your generous support is making a difference in the lives of our members.

If you have any questions or would like more information about our chapter's activities and progress, please do not hesitate to contact us at [Email Address] or [Phone Number]. We would be delighted to share our achievements with you. Thank you for believing in our vision and joining hands with us in nurturing the future leaders of the business world.

Sincerely,

[Your Name]
[Your Title/Position]
[Chapter Name]
[Business Professionals of America]

Agenda Template



**BUSINESS
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**Giving Purpose
to Potential**

Title [school, officer, etc.]
Meeting Agenda

Date: 00/00/2023
00:00 pm EST

Start Time: 0:00 pm EST

End Time:

Purpose:

- 1.1. What is the purpose for the meeting.
- 2.2. What is the purpose for the meeting.
- 3.3. What is the purpose for the meeting

To Do Before Meeting:

- 1.To-Do
- 2.To-Do

Desired Outcome: What you want to achieve during the meeting.

Agenda Item 1: (0 Min) Topic

- Item
- Item
- Item

Agenda Item 2: (0 Min) Topic

- Item
- Item
- Item

Agenda Item 3: (0 Min) Topic

- Item
- Item
- Item

Wrap up: (0 Min)

- Finalize thoughts.
- Questions?



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