



# BPA Cares Awards HANDBOOK

September 2022



# BPA Cares Awards At-A-Glance

| Award   | Honoree                    | Deadline <sup>1</sup> | No. of Honorees | Activity Period   |
|---|----------------------------|-----------------------|-----------------|-------------------|
| <b>Service Learning Awards</b>                |                            |                       |                 |                   |
| <b>Community Service</b>                      | Chapter                    | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>Environmental Action/Awareness</b>         | Chapter                    | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>Safety Awareness</b>                       | Chapter                    | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>Service Learning Individual</b>            | Member                     | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>Special Olympics</b>                       | Chapter                    | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>Special Recognition Awards</b>             |                            |                       |                 |                   |
| <b>BPA Marketing and Public Relations</b>     | Chapter                    | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>BPA Merit Scholar</b>                      | Member, Advisor            | April 28              | Unlimited       | 4/26/23–4/28/23   |
| <b>Chapter Activities Award of Excellence</b> | Chapter                    | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>Recruiter of the Year</b>                  | Member                     | March 15              | 3               | 9/01/22–2/15/23   |
| <b>Membership Explosion</b>                   | Chapter                    | No application        | Unlimited       | 9/01/22–2/15/23   |
| <b>Social Media</b>                           | Chapter                    | March 15              | Unlimited       | 3/26/22–3/15/23   |
| <b>The Professional Cup</b>                   | State Association          | No application        | 3               | Membership year   |
| <b>Professional Awards</b>                    |                            |                       |                 |                   |
| <b>Advisor of the Year</b>                    | Advisor                    | March 1               | 1               | All advisor years |
| <b>Emerging Advisor of the Year</b>           | Advisor                    | March 1               | 1               | First 5 years     |
| <b>Emerging Professional of the Year</b>      | Alumni                     | March 1               | 1               | First 5 years     |
| <b>Hall of Fame</b>                           | Advisor, Alumni, Supporter | March 1               | 2               | 10+ years         |
| <b>Outstanding Service</b>                    | Advisor, Alumni, Supporter | March 1               | 5               | Years of service  |
| <b>Student of the Year</b>                    | Member                     | March 1               | 2               | Membership year   |

<sup>1</sup> Submission deadline is 11:59 p.m. Eastern Time.

# Program Overview

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Those aligned with the goals and mission of Business Professionals of America (BPA) also have a core value of service and advocacy – for their peers, schools, community, and the BPA association.

BPA Cares is a program that honors and recognizes local chapters, student members, advisors, alumni, and advocates for their leadership and community service, proficiency in chapter management, and outstanding support of the association. Participation in this program means that members are engaging in worthwhile projects that support the betterment of their local chapter, community, and Business Professionals of America (BPA) as a whole, while having the opportunity to receive recognition from the organization.

The program consist of awards across three categories:

- **Service Learning Awards:** the purpose of this category is to encourage individuals and chapters to be involved in their community through service activities.
- **Special Recognition Awards:** the purpose of this category is to encourage individuals and chapters to support and promote the association.
- **Professional Awards:** the purpose of this category is to acknowledge the dedication and service of our most profound supporters.

Individuals and chapters are encouraged to participate in the program to receive recognition for their efforts and accomplishments at the annual National Leadership Conference. To participate in the program, most awards require an application/nomination be submitted for consideration; others are determined through criteria evaluated by BPA. This handbook outlines each award, specific requirements, and how to be considered.

# General Guidelines

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- All applicants must be in good standing with Business Professionals of America.
- Award applications or nominations must be submitted via the online form at **members.bpa.org**. Applications may not be submitted via email, delivery service, or as part of other BPA submissions.
- For awards that require a minimum number of volunteer hours or dollars raised, a combination of volunteer hours and dollars raised may also be considered for award recognition.
- Do not begin the online application until you have completed all activities required as part of the award.
- Activities completed by chapters or members can count toward only one BPA Cares Award, with the exception of activities cited in applications for the Service Learning Individual Award and Chapter Activities Award of Excellence. Activities in those two awards may also be used in applications for other awards.
- Chapters may complete more than one activity to meet the requirements for volunteer hours or money raised.
- Activity descriptions (maximum of 500 words) must include a title, date of completion, location (if applicable), and activity details.
- Submissions become the property of BPA and may be used as the National Center deems appropriate.
- Chapters and members are not required to attend the National Leadership Conference to participate in the BPA Cares program (except Merit Scholar, which is administered on-site during the conference). Chapters or members who do not attend the conference may request awards be sent via mail and are responsible to pay any applicable costs for shipping and handling.

# Service Learning Awards

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## Community Service Award

Community Service Awards recognize chapters for involvement in community betterment or school improvement initiatives. Activities may include volunteering or contributing to blood drives, clothing drives, food drives, disaster relief assistance, shelters, or other community service activities.

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 raised *per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 raised *per student member*

## Environmental Action/Awareness Award

Environmental Action/Awareness Awards recognize chapters for activities that protect or increase awareness about environmental issues and natural resources. Activities may include volunteering or training projects related to recycling, water conservation, energy conservation or renewable energy, composting, and other environmental issues.

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 raised *per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 raised *per student member*

## Safety Awareness Award

Safety Awareness Awards recognize chapters for involvement in activities that promote safety, including workplace safety, traffic safety and seat belt use, personal safety, drug awareness, cyber safety, anti-violence awareness, or safety programs organized by partners of BPA.

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 raised *per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 raised *per student member*

## Service Learning Individual Award

Service Learning Individual Awards recognize student and alumni members who have accumulated at least 500 hours of service learning and have earned the President's Volunteer Service Award within the same membership year. Activities may include volunteering, training, or contributing to blood drives, clothing drives, food drives, disaster relief assistance, humanitarian assistance, local community shelters, or other support activities. *Service hours counted toward chapter awards may also be counted toward this award.*

- **Honorable Recognition certificate:** 500 service hours
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** Member in each division with the highest number of service hours

## Special Olympics Award

Special Olympics Awards recognize chapters for involvement with BPA's national service project, Special Olympics, whose mission includes providing "year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community."

- **Honorable Recognition certificate:** 20–34 volunteer hours or \$75.00–\$124.99 raised *per student member*
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** At least 35 volunteer hours or at least \$125 raised *per student member*

# Special Recognition Awards

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## BPA Marketing and Public Relations Award

BPA Marketing and Public Relations Awards recognize chapters for marketing or public relations activities that promote BPA in the school or community, including a chapter website, newsletters, press releases, news coverage in local media, or member recruitment events.

- **Honorable Recognition certificate:** Chapters completing a minimum of one (1) appropriate activity
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** Chapters completing at least five (5) appropriate activities

## BPA Merit Scholar Award

BPA Merit Scholar Awards recognize individuals for their knowledge of BPA and its history, traditions, programs, and activities. Any member in good standing, including advisors and alumni, may take the Merit Scholar exam at the National Leadership Conference. A Merit Scholar Fact Sheet is released annually, and questions are taken from the BPA Cares Handbook, the Torch Awards Handbook, Local Chapter Handbook, and [www.BPA.org](http://www.BPA.org). *The BPA Merit Scholar exam is not part of the Workplace Skills Assessment Program; No application is required.*

- **Merit Scholar pin and recognition at the National Leadership Conference:** Individuals scoring 90% or higher on the exam

## Chapter Activities Award of Excellence

Chapter Activities Awards of Excellence recognize chapters having a robust program of activities (including those listed below). Activities cited for this award can duplicate activities used in other award applications.

The chapter must submit applications for the:

- BPA Marketing and Public Relations Award (minimum of one activity).
- Community Service Award (minimum of one activity, totaling 20 hours per student member or \$75.00 donated per student member).

*\*Applicant is not required to earn the above awards for consideration of the Chapter Activities Award of Excellence.*

The chapter must complete an activity and provide a description for at least one (1) of the awards below:

- Special Olympics
- Safety Awareness
- Environmental Action/Awareness

*\*Applicant is not required to submit an application or earn any of the above awards for consideration of the Chapter Activities Award of Excellence.*

The chapter must complete each of the activities below and provide descriptions:

- Installing chapter officers or providing officer training
- Attending a BPA Regional, State, or National Leadership Conference
- Organizing a chapter social activity
- Preparing a chapter budget
- Offering a career development activity for members

| <b>Chapter Activities Award of Excellence - Scoring Rubric</b>                 |   |   |  |                      |
|--|---|---|--|----------------------|
| <b>Required Activity/Item</b>  | <b>Activity described fulfills the requirement<br/><br/>(0–20 points)</b> | <b>Activity descriptions are complete and include goals, results, and a quote<br/><br/>(0–4 points per item, 20 points total)</b> | <b>Descriptions use complete sentences, proper capitalization, and correct spelling and grammar<br/><br/>(0-10 points)</b> | <b>Points Earned</b> |
| BPA Marketing and Public Relations Award Application                           |   |   |  |                      |
| Community Service Award Application  |   |   |  |                      |
| Special Olympics, Safety Awareness, or Environmental Action/Awareness Activity |   |   |  |                      |
| Chapter Officer Installation   |   |   |  |                      |
| Chapter Officer Training   |   |   |  |                      |
| Leadership Conference  |   |   |  |                      |
| Chapter Social Activity  |   |   |  |                      |
| Chapter Budget   |   |   |  |                      |
| Career Development Activity  |   |   |  |                      |
| <b>Chapter Activities Award of Excellence Point Total (maximum 450):</b>       |   |   |  |                      |

- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** Chapters meeting all basic qualifications and earning at least 85% of possible points



## Membership Explosion Award

Membership Explosion Awards recognize chapters that have experienced significant growth in the current membership year. Any chapter that had at least 15 registered members in the previous membership year and has increased membership by at least 30 percent in the current membership year will automatically receive the award. *No application is required for this award.*

- **Honorable Recognition:** Chapters with the minimum required membership increase
- **Award of Achievement plaque and onstage recognition at the National Leadership Conference:** The top chapter in each division with the highest *number* of membership growth and the top chapter in each division with the highest *percentage* growth

## Recruiter of the Year Award

Recruiter of the Year Awards recognize members who have achieved success in recruiting new BPA members and chapters. Recruited chapters can be in any division (except Alumni) and are not restricted to the applicant's division. Additional important application information and instructions:

1. Awardees will be determined based on a point system:
    - Each new member recruited is worth one (1) point. *“New members” are members who have not held previous membership in BPA.*
    - Each new Middle Level, Secondary, or Post-secondary chapter recruited is worth 15 points in addition to one (1) point for every member recruited in the new chapter. *“New chapters” are chapters that have not had active BPA membership status in the previous three (3) membership years.*
  2. List newly recruited members and chapter(s) with their membership identification numbers (assigned by the BPA registration system).
  3. List a new chapter's school name, division, and date formed.
  4. New members are also eligible to apply for this award once registered as members.
  5. A BPA member can receive this award once annually.
  6. The chapter advisor must verify electronically that the applicant recruited the new members and/or chapters.
- **Honorable Recognition certificate:** Individuals meeting the minimum requirement of five (5) points
  - **Recruiter of the Year plaque and onstage recognition at the National Leadership Conference:** Individual in each membership division earning the most recruitment points

## Social Media Award

Social Media Awards recognize chapters for publicizing their activities and events and participating in BPA social media challenges. BPA will host social media challenges throughout the year. Each chapter must complete at least three (3) activities and write an activity description that includes what happened, how it went, who was involved, and links to relevant chapter social media pages. The challenges

- Join the Executive Council members as they host an Instagram or Facebook Live event and comment #BPAAIDay.
  - Participate in the Cares Week Challenge. Members are encouraged to participate in social events together as a chapter. Activities will be announced on the BPA social media sites, and chapters can document activities with photos or videos that are shared using #CaresWeek.
  - Participate in the BPA Week Challenge during the second full week in February. Activities will be announced on the BPA social media sites, and chapters can document activities with photos or videos that are shared using #BPAWeekChallenge.
  - Enhance members' digital citizenship by establishing a committee to develop and implement a chapter social media policy. This committee should also lead a presentation that covers topics such as social media etiquette, social media's impact, how to maintain a professional image on social media, etc.
- **Honorable Recognition certificate:** Chapters that complete at least four (3) activities
  - **Social Media Award plaque and onstage recognition at the National Leadership Conference:** Chapter in each membership division completing the most activities

## The Professional Cup Award

The Professional Cup recognizes BPA state associations for promoting involvement in the BPA Cares Award Program. Scores in the eight (8) categories below will determine the final ranking.

- Percentage of chapters in the state participating in the following BPA Cares Awards: Service Learning Awards (all awards in this category are eligible), Marketing and Public Relations Award, and Chapter Activities Award of Excellence
- Number of chapters participating in the BPA Cares Award program
- Percentage of members receiving the Ambassador Torch Award
- Number of members receiving the Ambassador Torch Award
- Percentage of chapters earning the Membership Explosion Award
- Number of chapters earning the Membership Explosion Award
- Percentage of chapters earning the Quality Chapter Distinction
- Number of chapters earning the Quality Chapter Distinction

The state association in each division ranking highest will receive onstage recognition at the National Leadership Conference and will keep the Professional Cup trophy in their possession for one year to display until the next National Leadership Conference. *In the event of a tie, the award will be given to the state association with the largest increase in the percentage of membership over the previous year.* The state association returning the Professional Cup trophy will receive onstage recognition and a plaque to keep to commemorate their previous achievement. After the tenth year, the trophy will be retired and presented to the state association that won the award the most times during the ten years. *No application is required for this award.*

# Professional Awards

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## Advisor of the Year Award

The Advisor of the Year Award recognizes an individual who has made significant contributions to BPA as a chapter advisor. Chapter advisors in good standing are eligible. Nominations must include the nomination form, narrative summary of the nominee's contributions to BPA, the nominee's résumé, and three letters of support (including one must be from an administrator and one from a current student).

## Emerging Advisor of the Year

The Emerging Advisor of the Year Award recognizes an individual who has made significant contributions to BPA within their first five (5) years as a BPA chapter advisor. Chapter advisors in good standing with five or fewer years of service are eligible. Award submissions must include a nomination form, narrative review of the nominee's contributions to BPA, the nominee's résumé, and three (3) letters of support (including one from an administrator and one from a current student).

## Emerging Professional of the Year Award

The Emerging Professional of the Year Award recognizes an alumni member who has demonstrated professional achievements and has contributed to BPA within their first five (5) years as an alumni member. Alumni members in good standing are eligible. Nominations must include a nomination form, narrative summary of the nominee's contributions to BPA, the nominee's résumé, and three (3) letters of support.

## Hall of Fame Award

The Hall of Fame Award is presented to individuals who have made significant contributions to BPA at the local, state, and national levels for at least 10 years. National staff and current student members are ineligible for this award. Nominations will be accepted from the Board of Trustees, BPA State Advisors, Classroom Educators Advisory Council, National Business Advisory Council, Executive Council, chapter advisors, and national staff. A maximum of two (2) individuals will be inducted into the Hall of Fame each year at the National Leadership Conference. Nominations must include all items listed below:

- Nomination form
- One-page, single-spaced, narrative biography of the nominee's support for BPA
- Three letters of recommendation (weigh heavily in evaluation)
- Letter of support from the State Advisor (unless the nominee is the State Advisor); does not count as one of the three letters of recommendation
- One-page résumé summarizing BPA-related accomplishments

## Outstanding Service Award

Outstanding Service Awards recognize individuals who have dedicated time and effort to promote the objectives of Career and Technical Student Organizations and BPA. To be eligible, the nominee must not have received the Outstanding Service Award within the past five (5) years. National staff and current student members are not eligible for this award. Nominations will be accepted from the Board of Trustees, BPA State Advisors, Classroom Educators Advisory Council, National Business Advisory Council, Executive Council, chapter advisors, members, and national staff. A maximum of five (5) individuals will be honored each year at the National Leadership Conference. Nominations must include all items listed below:

- Nomination form
- Lists of local, state, and national activities and involvement
- Other professional organizations and community service
- Other information about the nominee that will assist the selection committee

## Student of the Year Award

Student of the Year Awards recognize members (Secondary and Post-secondary) who have made significant contributions to BPA. Recipients will be honored with an award onstage at the National Leadership Conference and a \$1,000 scholarship. Applicants must be student members in good standing. Current or former members of the Executive Council are ineligible.

Applicants must meet all the requirements below:

- Completed at least one (1) full year as a student member
- Served as a chapter, regional, or state officer
- Attended at least one (1) State Leadership Conference *and* one (1) National Leadership Conference
- Competed in the Workplace Skills Assessment Program
- Earned the Ambassador Torch Award
- Participated in the BPA Cares program

Applicants must also have fulfilled at least five (5) of the criteria below:

- Attended an *additional* State Leadership Conference or National Leadership Conference
- Earned the BPA National Merit Scholar Award
- Participated in the volunteer program at the National Leadership Conference
- Participated in a BPA Leadership Academy virtually or at the National Leadership Conference
- Made significant contributions to Special Olympics
- Earned the President's Volunteer Service Award
- Completed the Student Member Certification Series-Level 1
- Completed the Student Member Certification Series-Level 2
- Earned the BPA Cares Recruiter of the Year Award

Applicants must also submit the application form, narrative summary of contributions to BPA, résumé, and two (2) letters of support (one from a chapter advisor and one from another member of the school faculty/staff such as a CTE director, principal, dean, superintendent, or school board president).