

# DARE TO DREAM

**State Leadership Conference  
Pre-Conference Book  
February 27 - March 2, 2025**



TEXAS  
BUSINESS  
PROFESSIONALS  
of AMERICA

# TABLE OF CONTENTS

<a href="#">3</a>	<a href="#">State Officer Welcome</a>	<a href="#">20</a>	<a href="#">Pre-submit Instructions</a>
<a href="#">4</a>	<a href="#">Important Dates &amp; Deadlines</a>	<a href="#">22</a>	<a href="#">Pre-submit Guidelines</a>
<a href="#">5</a>	<a href="#">Important Links</a>	<a href="#">25</a>	<a href="#">SLC 2025 Computer Software List</a>
<a href="#">6</a>	<a href="#">Schedule of Activities</a>	<a href="#">26</a>	<a href="#">SLC 2025 Computer Instructions</a>
<a href="#">8</a>	<a href="#">Conference Registration</a>	<a href="#">27</a>	<a href="#">Leadership Academy</a>
<a href="#">10</a>	<a href="#">Hotel Information</a>	<a href="#">29</a>	<a href="#">Dallas Attractions</a>
<a href="#">11</a>	<a href="#">Hotel Registration Process</a>	<a href="#">31</a>	<a href="#">National Leadership Conference</a>
<a href="#">14</a>	<a href="#">General Information</a>	<a href="#">32</a>	<a href="#">Conference Forms &amp; Policies</a>
<a href="#">16</a>	<a href="#">Competitive Events Information</a>	<a href="#">42</a>	<a href="#">Hilton Anatole Floor Plan</a>
<a href="#">18</a>	<a href="#">Competitive Events Schedule</a>		



# STATE OFFICER WELCOME

## HOWDY TEXAS BPA!

My name is Anwitha Kumbham and I am honored to serve as your 2024-2025 State President! On behalf of the State Leadership Team, welcome to Dallas, TX and to the 2025 Texas BPA State Leadership Conference! This week will be full of growth, challenges, and new friendships as we all Dare to Dream!

We hope that you will take advantage of everything that this conference has to offer. From leadership sessions to our Special Event to late-night laughs with your teammates, this week is more than just competition.

Your Officer team is excited to see you step up, dream big, and connect with new friends. Let's make this a conference to remember as we show everyone what Texas BPA is all about! Here's to an amazing State Leadership Conference!

*Anwitha Kumbham*  
**Anwitha Kumbham**  
Texas BPA State President



**Anwitha Kumbham**  
President



**Melanie Guerrero**  
Vice President



**Angel Pina**  
Associate Vice President



**Neha Veeramani Mydhily**  
Secretary



**Sydney Mendoza**  
Reporter



**Nadia Ramirez**  
Historian



**Rudhran Sathish**  
Parliamentarian



**Lucas Garcia**  
Sergeant at Arms

# IMPORTANT DATES & DEADLINES

## DECEMBER 6

---

### Student Talent Contests Deadline

Entries are due at **11:59 pm CST**

- [Texas BPA, Oh Say Can You Sing Contest](#)
- [NLC Trading Pin Design Contest](#)
- [SLC T-Shirt Design Contest](#)

## JANUARY 2

---

### SLC Registration Portals Open

- [SLC Conference Registration Opens](#)
- [Pre-Submit Projects Portal Opens](#)
- [SLC Hotel Registration Opens](#)

## JANUARY 28

---

### Hotel Reservation Deadline by 3:00 pm CST

- Courtyard by Marriott
- Fairfield by Marriott

## JANUARY 31

---

### State Officer Candidate Packet Deadline

[State Officer Candidate Submission Form](#)

- Entries are due at **11:59 pm CST**
- Ensure that you follow all instructions in the Officer Handbook. Failure to follow all instructions will result in disqualification

### Executive Council Candidate Packet Deadline

Packet information will be released once it becomes available from Nationals.

## FEBRUARY 4

---

### Hotel Cancellations Deadline

Any rooms canceled after February 4, 2025 will result in a one night's room charge

## FEBRUARY 6

---

### Stateman Torch Award Deadline

[Statesman Torch Award Submission Portal](#)

## FEBRUARY 7

---

### Hotel Cut-off Deadline for the Hilton Anatole

### Regular SLC Registration Closes

SLC Registration submitted between February 8 - 20 will incur Late Registration costs

### Special Recognition Awards Deadline

Entries are due at **11:59 pm CST**

- [Distinguished Administrator Award](#)
- [Outstanding Area Advisor](#)
- [Texas Social Media Award](#)
- [Texas BPA Scholarship Applications](#)

## FEBRUARY 8

---

### Late Registration is in effect

SLC Registration submitted between February 8- 20 will incur Late Registration costs

## FEBRUARY 10

---

### Presubmit Project Submission Portal Closes

Entries are due at **6:00 pm CST**

## FEBRUARY 17

---

### Contests Changes Deadline

### Schedule Conflicts Deadline

## FEBRUARY 21

---

### SLC Registration Checks deadline

If your check has not been received by this date you will need to bring your check to SLC

## FEBRUARY 27 - MARCH 2

---

### State Leadership Conference

Any unpaid conference registration fees must provide a copy of your district's SLC Check Request or if paying on site, bring your registration check to submit for payment.

# IMPORTANT LINKS

[Texas BPA Website](#)

[Texas BPA SLC Landing Page](#)

## Conference Links

(Clicking on the hyperlinks will open a new tab with the following information)

[Conference Registration Site](#)

[Hotel Registration Site](#)

[Pre-Submit Projects Portal](#)

[State/Executive Council Candidate Form](#)

[Texas BPA Scholarship Submission Portal](#)

[Outstanding Area Advisor Form](#)

[Distinguished Administrator Award Form](#)

[Texas Social Media Award](#)

[Torch Award Submission Portal](#)

[Leadership Academy](#)

[Sample Press Release Form](#)

[Sample Conference Certificate](#)

## Texas BPA and Hotel W-9s

(Clicking on the hyperlinks will open a new tab with the following information)

[Texas BPA](#)

[Hilton Anatole](#)

[Courtyard by Marriott](#)

[Fairfield by Marriott](#)

# SCHEDULE OF ACTIVITIES

## WEDNESDAY February 26, 2025

1:00 PM to 5:00 PM      **Board of Directors Meeting**      *Hilton Anatole Hotel*

## THURSDAY February 27, 2025

8:00 AM to 12:00 PM      **Board of Directors Meeting**      *Hilton Anatole Hotel*  
1:00 PM to 10:00 PM      **Registration**      *Hilton Anatole Hotel*  
3:00 PM to 4:00 PM      **Administrators/Proctors/Graders Meeting 1**      *Hilton Anatole Hotel*  
9:00 PM to 11:00 PM      **Opening Session**      *Hilton Anatole Hotel*  
Midnight      **Curfew**

## FRIDAY February 27, 2025

6:00 AM to 10:00 PM      **Conference HQ/Test Distribution Open**      *Hilton Anatole Hotel*  
6:00 AM to 10:00 PM      **Intern HQ**      *Hilton Anatole Hotel*  
6:00 AM to 12:00 PM      **Registration**      *Hilton Anatole Hotel*  
7:00 AM to 8:00 AM      **Administrators/Proctors/Graders Meeting 2**      *Hilton Anatole Hotel*  
8:00 AM to 5:00 PM      **Exposition**      *Hilton Anatole Hotel*  
8:00 AM to 8:30 PM      **PS-S-A-ML Competitive Events**      *Hilton Anatole Hotel*  
8:00 AM to 5:00 PM      **Leadership Academy/Leadership Sessions**      *Hilton Anatole Hotel*  
9:00 AM to 8:00 PM      **Conflict Testing**      *Hilton Anatole Hotel*  
*MUST BE STATE ADVISOR APPROVED*  
10:00 AM to 8:00 PM      **Grading Room Open**      *Hilton Anatole Hotel*  
5:00 PM to 6:00 PM      **Campaign Rally Setup**      *Hilton Anatole Hotel*  
**Candidate Review Meeting**  
5:30 PM to 7:00 PM      **Parliamentary Procedure Team**      *Hilton Anatole Hotel*  
**Objective Test**  
9:00 PM to 11:00 PM      **Second General Session**      *Hilton Anatole Hotel*  
**Officer Candidate Speeches**  
**Officer Campaign Rally & Voting**  
Midnight      **Curfew**

# SCHEDULE OF ACTIVITIES

## SATURDAY March 1, 2025

6:00 AM to 10:00 PM	<b>Conference HQ/Test Distribution Open</b>	<i>Hilton Anatole Hotel</i>
6:00 AM to 10:00 PM	<b>Intern HQ</b>	<i>Hilton Anatole Hotel</i>
7:00 AM to 6:00 PM	<b>PS-S-A-ML Competitive Events</b>	<i>Hilton Anatole Hotel</i>
8:00 AM to 12:00 PM	<b>Conflict Testing</b> <i>MUST BE STATE ADVISOR APPROVED</i>	<i>Hilton Anatole Hotel</i>
8:00 AM to 5:00 PM	<b>Exposition</b>	<i>Hilton Anatole Hotel</i>
8:00 AM to 5:00 PM	<b>Leadership Academy/Leadership Sessions</b>	<i>Hilton Anatole Hotel</i>
8:30 AM to 1:00 PM	<b>Grading Room Open</b>	<i>Hilton Anatole Hotel</i>
1:00 PM to 6:00 PM	<b>Open Competitive Events</b>	<i>Hilton Anatole Hotel</i>
3:00 PM to 5:00 PM	<b>Special Recognition Awards Ceremony</b> <i>Scholarships, Torch Awards, Statesman of the Year, NLC Pin Design Winners, SLC T-Shirt Design Winners, Texas BPA Cares, Distinguished Service Award, Outstanding Advisors awards. All are invited to attend.</i>	<i>Hilton Anatole Hotel</i>
7:00 PM to 11:00 PM	<b>Special Event</b>	<i>Hilton Anatole Hotel</i>
Midnight	<b>Curfew</b>	

## SUNDAY March 2, 2025

6:00 AM to 6:00 PM	<b>Conference HQ/Test Distribution Open</b>	<i>Hilton Anatole Hotel</i>
6:00 AM to 6:00 PM	<b>Intern HQ</b>	<i>Hilton Anatole Hotel</i>
8:00 AM to 10:00 AM	<b>Final Competitive Events</b>	<i>Hilton Anatole Hotel</i>
8:00 AM to 5:00 PM	<b>Exposition</b>	<i>Hilton Anatole Hotel</i>
8:00 AM to 11:30 AM	<b>Middle Level &amp; Associate Awards Ceremony</b>	<i>Hilton Anatole Hotel</i>
2:00 PM to 5:30 PM	<b>Secondary &amp; Post-Secondary Awards Ceremony</b>	<i>Hilton Anatole Hotel</i>

## MONDAY March 3, 2025

9:00 AM to 12:00 PM	<b>Board of Directors Meeting</b>	<i>Hilton Anatole Hotel</i>
---------------------	-----------------------------------	-----------------------------

**All advisors need to attend the Opening Session to be advised of any possible changes pertaining to conference information, contest times and room changes**

# CONFERENCE REGISTRATION

**\$80** | Regular  
per person | Registration  
January 2 - February 7, 2025

**\$90** | Late  
per person | Registration  
February 8 - February 20, 2025

*All registered advisors and guests must pay conference registration fees. The registration fee includes the competitive events, facilities rental, audiovisual, conference materials, printing, awards, State Officer expenses, special events, catering expenses, etc. for the conference.*

## Advisors and Student Responsibility Forms

Advisors will be responsible for collecting signed Student Responsibility Forms. These packets include our policies as well as a space for student and parent/guardian signatures. Advisors will submit a signed Advisor Responsibility Form as part of the online registration process.

## Attendance Eligibility

All Business Professionals of America members (State and National dues paid) are eligible to attend the State Leadership Conference. Each student attending shall be an active member of Business Professionals of America, have approval of school administration, chapter advisor, and a parent or guardian unless the student is of legal age.

## Contest Administrators and Proctors

Only registered advisors may participate as contest administrators and proctors. Registered guests may attend the opening session, special event and closing session. Registered guests are encouraged to act as contest judges. Guests that would like to attend the opening and closing sessions may purchase a guest pass from the conference headquarters. All guests must follow dress code policy.

Each local advisor is responsible for completing the **ON-LINE** registration form and **SUBMITTING** it with the necessary fees to the address indicated. Questions regarding BPA SLC registration should be directed to Georgia Mayo at 214-284-5177 or [georgiamayorabpa@gmail.com](mailto:georgiamayorabpa@gmail.com)

**Each chapter invoice must have an advisor in order to submit registration.** Once the non-attending advisor has selected a duty that will be covered by an attending advisor, they can then submit registration. At this point, the non-attending advisor must email Georgia Mayo, [georgiamayorabpa@gmail.com](mailto:georgiamayorabpa@gmail.com), to have their registration fee removed. Once she has made the duty assignment and added the duty to the attending advisor, the registration fee will be removed. This process must be followed in order for the registration fee to be removed.

**ONCE YOUR INVOICE IS SUBMITTED, THE REGISTRATION AMOUNT MUST BE PAID.  
THERE ARE NO REFUNDS - NO EXCEPTIONS.**

**Registration fees can be paid by check only. The (1) registration check, (2) a copy of the check, and (3) a copy of the invoice MUST be received by February 21 or must be brought to conference registration.**

**MAIL YOUR REGISTRATION CHECKS TO:**

Business Professionals of America  
C/O Diane Koonce  
PO Box 64  
Hardin, TX 77561



# CONFERENCE REGISTRATION

All pre-conference information can be found on the [Texas BPA website](#)

**\$80** | Regular  
per person | Registration  
January 2 - February 7, 2025

**\$90** | Late  
per person | Registration  
February 8 - February 20, 2025

**All Invoice balances MUST be paid prior to competition**

**PLEASE NOTE: ONCE YOU SUBMIT YOUR REGISTRATION, YOU ARE RESPONSIBLE FOR PAYING THE TOTAL INVOICE AMOUNT. NO REFUNDS, NO EXCEPTIONS**

## Instructions:

Log on to [www.registermychapter.com/bpa/TX](http://www.registermychapter.com/bpa/TX)

1. Click on State Conference Registration.
2. Enter your username and password (this is the same username and password utilized to register you and your student members). Key in all of the requested information. **Be sure to select the correct Level.** Secondary division is the default selection. You must change this if your chapter is Associate, Middle Level or Post-Secondary. You will know you have chosen the correct level because your event code will have the division letter  
*Example 100A- This is for Fundamental Accounting - Associate*
3. Select the name, T-shirt size and competition for each member attending. If you are bringing students that are not taking a contest, select an open event as their contest.
4. Add Guests using the "Non-Member" section at the bottom of the page. Remember to select their t-shirt size.
5. Advisors must choose an Administrator/Proctor/Grader Assignment as your duty. Also, if you are bringing students from another chapter within your school where that advisor is not attending, you will be responsible to sign up for his/her duty assignment so all SLC jobs are covered.
6. Student Responsibility and Special Event forms must be completed and uploaded prior to submitting the invoice. These forms can be downloaded from the Texas BPA website [www.bpa.org/texas/](http://www.bpa.org/texas/)
7. Use the link on the next page under **HOTEL REGISTRATION PROCESS** to register for your hotel room(s) during this process. There is a two-night minimum when reserving your hotel rooms. You must use your correct email address in your DLG registration so that when you reserve SLC hotel rooms, you will be linked correctly with the SLC Housing Bureau. Please forward hotel confirmations to Robin Goff prior to submitting conference registration.
8. When mailing your registration check, you must include the following:
  - Registration check, for the full amount, made out to Business Professionals of America
  - Copy of the check
  - Copy of your registration invoice. If check covers multiple schools, please include all invoices

**SEND ALL THE INFORMATION ABOVE TO THE FOLLOWING ADDRESS:**

Business Professionals of America  
C/O Diane Koonce  
PO Box 64  
Hardin, TX 77561

# HOTEL INFORMATION

Conference delegates **MUST STAY** in the conference hotels.

**Please inform your school districts of this Business Professionals of America policy.**

The policy is in place for the safety of our students and attendees as our liability insurance only covers members if they are on a conference property. Members will not be allowed to register for the conference or participate in any conference activities if they are not staying in a conference hotel. Within the conference hotels and convention center, BPA will provide security via police officers for the safety of our students and teachers.

Reservations **must be made prior to submitting** SLC registration. **Note - any room canceled after Friday, February 4, 2025, will result in a one night's room charge.** Contact Robin Goff at [robingoff@ymail.com](mailto:robingoff@ymail.com) or 281-682-1731 for any cancellations, as she may have a waiting list from other advisors.

Please inform the hotel at least seven days in advance if you need to change your reserved departure date; otherwise, a one-night room charge plus taxes will be charged to the credit card used to reserve your rooms.

There is a **three-night minimum** for all hotel reservations.

**HILTON ANATOLE HOTEL**  
2201 N Stemmons Freeway  
Dallas, TX 75207

**Single, Double, Triple, Quad Room Rate**  
\$217.00 + Taxes/Fees = \$257.70

**with Texas School Exemption**  
\$257.70 - \$13.28 = \$244.42

Reservation Deadline is Friday February 7, 2025  
Self-parking contract price is \$12 plus 8.25% tax per day with in/out privileges  
Bus parking is a flat rate of \$250 for all conference days with in/out privileges

## OVERFLOW HOTELS

**COURTYARD BY MARRIOTT**  
2150 Market Center  
Dallas, TX 75207

**FAIRFIELD BY MARRIOTT**  
2110 Market Center  
Dallas, TX 75207

**Single, Double, Triple, Quad Room Rate**  
\$194.00 + Taxes/Fees = \$230.72

**with Texas School Exemption**  
\$230.72 - \$11.87 = \$218.85

Reservation Deadline is 3:00 pm on Tuesday January 28, 2025  
**Must contact Robin Goff directly to reserve at these hotels**

Self-parking contract price is \$13 plus 8.25% tax per day with in/out privileges  
Bus parking is complimentary with in/out privileges

# HOTEL REGISTRATION PROCESS

**Point of Contact: Robin Goff - 281-682-1731 or [robingoff@gmail.com](mailto:robingoff@gmail.com)**

Use this link to begin the reservation process or to modify or cancel an existing hotel reservation at the **Hilton Anatole ONLY**:

<https://book.passkey.com/e/50807646>

Group code: **BPA**

## READ THESE INSTRUCTIONS FIRST:

- Make sure you use the email address that you used when you registered your BPA chapter this year. This will be necessary in order for you to submit your conference registration.
- **If you need to reserve 10 or more rooms, contact Robin Goff for a spreadsheet to complete and send back.**
- You will submit only **ONE** reservation per room, listing names of all occupants per room (up to four occupants on a double/double room and up to two on a king room) on the on-line form as requested. **The names on each of the rooms must match the students**, teachers and chaperone rooms on conference registration. Double rooms with only two names will be asked to switch to a King room. There is a **three-night minimum** for all hotel reservations
- After your reservation has been submitted, you will receive an Acknowledgement Number. Please review the information for accuracy and print out for your records. The Acknowledgement confirms you have been placed in the convention block of rooms at the hotel. The hotel will follow up by emailing you a written confirmation detailing their payment and cancellation policy prior to your arrival.
- **REQUIRED CREDIT CARD FOR RESERVATIONS:** In order to process your request via the housing link, you must supply a credit card number and the expiration date. Only credit card deposits will be accepted over the internet. **Credit cards will not be charged.**
- To begin click on the link above to be taken to the Reservation Requirements page. On this page is a field for the Number of Reservations, please enter the number of rooms you will need here. Then, you will be taken to a page to select a Hotel with the number of rooms available, where you will select the desired Hotel. Once a Hotel is selected, you will be taken to the Reservation Page, here you will enter the specifics of your reservation. **Please type your school name in the "Company" field.** The information in the top section will be placed into each reservation needed, except for the First and Last Name fields. For additional reservations, First and Last Name will need to be entered into the Other Reservations area at the bottom of the page. Click the Add Occupants link to add additional members.
- The Check-In/Check-Out dates must be in the format – mm/dd/yyyy; example: 02/27/2025.
- When making reservations and there are no Wednesday or Sunday dates available, please contact Robin Goff.
- The rates listed on the Hotel Page are per night, per room, and **do not** include applicable taxes.

# HOTEL REGISTRATION PROCESS

- Please click the RESERVE ROOM button ONLY ONCE. Please WAIT. It may take a few minutes to process your reservation and your Acknowledgement to display. Be sure to PRINT your Acknowledgment. Passkey will send reservation acknowledgements within 24 hours via email.
- **Once you receive your Reservation Acknowledgement, forward the information to [robingoff@ymail.com](mailto:robingoff@ymail.com). You will receive an email stating that your chapter is unlocked and you will be able to submit SLC conference registration.**

**Please contact Robin Goff if the hotel reservation system indicates there are no queen/queen rooms available. There is always a possibility that rooms may be made available.**

**If you have trouble making reservations or need to make cancellations/modifications after February 7 please contact Robin Goff at [robingoff@ymail.com](mailto:robingoff@ymail.com) or 281-682-1731.**

## To recap:

1. Click the Housing Bureau link to make reservations.
2. Make reservations – Make certain that you key in the email address that is on record in your BPA Chapter registration for each room.
3. Receive the HOTEL ACKNOWLEDGEMENT NUMBER emails for each room.
4. **Forward ONLY THE ADVISOR hotel acknowledgement number email to: [robingoff@ymail.com](mailto:robingoff@ymail.com). Robin Goff will unlock your chapter so that you can submit SLC conference registration.**
5. Log into RegisterMyChapter and submit registration.
6. You can manage your Housing reservations using the same link for any changes prior to the deadline date. **You MUST edit any student names or teacher names prior to the reservation deadline so that all names are correct when Passkey sends all acknowledgements to the designated hotel. Robin Goff is able to assist – send her your list.**
7. The conference hotel does not take split payments. The school that books a conference hotel must pay the entire billed amount.
8. You must put a credit card in the system to book the hotel; however, your credit card will NOT be charged unless you cancel a room after the deadline date.

**AFTER THE RESERVATION DEADLINE DATE, please give the Conference Housing Bureau about a week to upload the Passkey reservations into each hotel system.**

# HOTEL REGISTRATION PROCESS

Reservations at the **Hilton Anatole** must be made on line only during SLC Registration

Reservations at the **Courtyard by Marriott** and the **Fairfield by Marriott** contact Robin Goff

## YOU MAY BEGIN MAKING HOTEL RESERVATIONS ON THURSDAY, JANUARY 2, 2025

**There is a three-night minimum for all hotel reservations. Also, please note that any rooms canceled after Tuesday, February 7 will result in a one-night's room charge plus taxes for each room reserved.**

Please inform the hotel at least seven days in advance if you need to change your reserved departure date; otherwise, there will be a one-night room charge plus taxes check-out fee. Please see the **Hotel Registration Per Room Form** on page 35 for your information. Please list the occupants of each room and have this form with you to refer to it at check in.

If you have any trouble making hotel reservations or need to cancel rooms after the deadline date, please do not hesitate to contact Robin Goff at [robingoff@ymail.com](mailto:robingoff@ymail.com) or 281-682-1731.

Delegates to this year's State Leadership Conference will be housed at:

**Hilton Anatole Hotel**  
2201 N Stemmons Freeway  
Dallas, TX 75207

**Courtyard by Marriott (Overflow)**  
2150 Market Center Blvd  
Dallas, TX 75207

**Fairfield by Marriott (Overflow)**  
2110 Market Center Blvd  
Dallas, TX 75207

**If you are arriving after 6:00 pm, you must advise the hotel of your late arrival. Failure to call or show before 6:00 pm on your scheduled arrival date could result in cancellation of the remainder of your reservation.**

**PLEASE NOTE: If you are in a room by yourself, please be sure to reserve a KING room. Queen/Queen rooms are at a premium. No inflatable beds allowed. There will be a one-night room charge plus taxes early departure fee if your school checks out prior to the reserved/confirmed checkout date.**

Business Professionals of America is a state tax-exempt organization. In order to receive the state tax exemption of 6%, the local school district must mail the form with school check or email.

**ATTENTION ALL SCHOOLS STAYING AT THE HILTON ANATOLE:** Please mail your district checks 10-14 days prior to arrival to the Hilton Anatole along with your filled out and signed Hotel Occupancy Exemption Form to:

Hilton Anatole  
ATTN: Accounts Receivable  
2201 N Stemmons Freeway  
Dallas, TX 75207

If you need a credit card link to pay for the hotel guest room reservations, please email [DFWAN\\_AccountsReceivable@Hilton.com](mailto:DFWAN_AccountsReceivable@Hilton.com). You can also include your Hotel Exemption Form.

# GENERAL INFORMATION

## TEXAS INTERN PROGRAM

Information about the Texas Intern Program will be posted online. Any student attending SLC may serve as an Intern and earn community service hours through the program. Check in at Intern HQ at the conference for more information.

## LOST BADGES

There will be a \$5 charge for any replacement badges during the conference. Please report to Conference Headquarters for a replacement.

## 2025 EXPOSITION

The Business Professionals of America Exposition will be open Thursday, Friday, Saturday and Sunday during the conference. The exhibits will be located throughout the tower Lobby of the Hilton Anatole Hotel. Exhibitors will include fundraising companies, suppliers, and other educational organizations.

## CONFERENCE PHOTOGRAPHER

An official conference photographer will be available to take photos of each group of competitive events winners. Prices will vary from \$10 to \$20, depending on the size ordered.

## SPECIAL OLYMPICS

To make a \$10 donation to Special Olympics go by the BPA Booth in the Hilton Anatole. Regional Advisors will email more information as plans progress.

## CONFERENCE GUESTS

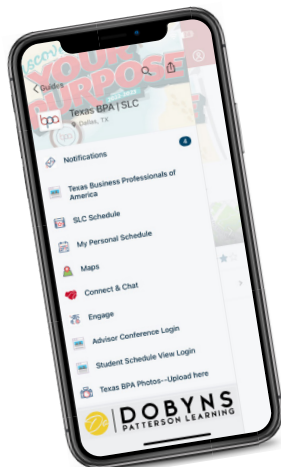
For the safety and security of our members, all guests and participants must register with the conference and purchase a guest pass at Conference Headquarters for \$10 per person.

## PROFESSIONAL DRESS

Conference attendees must be in professional dress for the Opening Session, Competitive Events, and Awards Sessions. Only students dressed appropriately will be allowed on stage to accept their award. Advisors and Guests must be in professional dress as well for all BPA functions as listed.

## ENVELOPE FOR COMMENT SHEETS

Contestants will hand their self-addressed, stamped #10 envelope for comments directly to the judges. Contestant ID number, school name and the contest name must be written on the flap. Envelopes that do not follow this procedure will be discarded.



## GET THE BPA APP!

Download the BPA Conference app from the app store. Select the Texas Leadership Conference in order to have the complete schedule, interact with attendees, get updates and announcements and stay connected during the conference.

Nationals will also be utilizing this app to communicate NLC updates and announcements and to interact with attendees during NLC.

SEARCH "BPA ORG"



# GENERAL INFORMATION

## SPECIAL EVENT SESSION

The Special Event will take place on Saturday from 7:00 p.m. – 11:00 p.m. at the Hilton Anatole Hotel.

### ADVISORS ARE EXPECTED TO CHAPERONE.

Advisors must turn in a Student Liability Form for each chapter. Students must wear an **unaltered** conference t-shirt and long pants to be admitted to the Special Event. The special event will be the inflatables and games. Students will be able to make a \$10 donation to Special Olympics for a Fast Pass which will allow students to stand in an alternate line at each of the “rides”. Go by the BPA Booth in the Tower Lobby to donate and pick up your Fast Pass Wristband.

## STATESMAN TORCH AWARD

To receive the Statesman Award at the State Leadership Conference, recipients must **SUBMIT** all data to the National Torch Award program through the national website. It must be approved by the advisor and **SUBMITTED** online before **Thursday, February 6, 2025.**

Those earning the Statesman Award will receive a special Statesman gift at the awards reception. A trophy will be awarded to the Statesman with the highest number of points submitted on the earliest date/time and a trophy awarded to the Statesman with the highest number of points submitted on the earliest date/time from each Area.

If you miss the Torch Award Ceremony, you can pick up your award, pin and certificate at the BPA Booth located in Tower Lobby.

## OFFICER CANDIDATE CAMPAIGN RALLY

Only the officer candidate and campaign officer are allowed during the Officer Candidate Campaign Rally set up. The first 45 minutes of the campaign rally is reserved for Voting Delegates only. All conference attendees are invited to attend the campaign rally after this time.

## STATE OFFICER & EXECUTIVE COUNCIL CANDIDATE ELECTIONS

Any member planning to run for state or national office may obtain the Officer Candidate Forms from the [bpa.org/texas/runningforoffice](http://bpa.org/texas/runningforoffice) website.

All Officer Candidate application forms (State and Executive Council) can be downloaded from the website and are found in the Officer Candidate Handbooks. The completed application and required forms must be uploaded by **Friday, January 31, 2025.** Forms requiring a signature will need to be scanned. **NO FAXES, HAND DELIVERIES OF FORMS, OR MAILINGS WILL BE ACCEPTED.**

Please refer to the Officer Candidate Handbooks for deadlines and special instructions regarding the election process. **All Officer Candidate deadlines are 11:59 pm CST.**

Contact your Student Board Representatives, Pablo Alvarez and Meghana Chodavarapu – [officerelectionscommittee@gmail.com](mailto:officerelectionscommittee@gmail.com) for answers to any questions.

## AWARD CEREMONY

The awards will be announced in the following order on Sunday:

- Finance
- Business Administration
- Management Information Systems
- Digital Communication & Design
- Management, Marketing and Communication
- Health Administration

### Number of Winners to be called on Stage

#### All Divisions

Open Events	Top 6
Non-Judged - Individual	Top 8 (All NQ)
Non-Judged - Team	Top 6 (3NQ and 3 NA)
Judged - Individual/Team (No Finals)	Top 6 (3NQ and 3 NA)
Judged - Individual/Team (With Finals)	All Finalist - Top 8 or 9 (3 NQ and 5/6 NA)

# COMPETITIVE EVENT INFORMATION

- Only contestants and authorized competitive events personnel will be allowed at the competition sites. Students will be disqualified if their advisor is at the event and the advisor is not the administrator, proctor, or authorized competitive events personnel.
- **No student** will be allowed in a competitive event site or conference session without his/her name badge - **NO EXCEPTIONS**. Advisors and chaperones must wear name badges during the entire conference. This must be adhered to for security reasons.
- All entries will be verified with the lists of winners submitted by the regional advisors. Should you have a regional winner who cannot attend State, or if a contestant cancels after registering, please contact your Regional Advisor. **UPON NOTIFICATION, ALL CHANGES ARE FINAL.**
- It is **MANDATORY** for all Administrators, Proctors/ Graders to attend an APG meeting. The meeting will be offered twice, Thursday afternoon and Friday morning. **Advisors must attend one meeting.**
- Refer to the Business Professionals of America 2024-2025 Workplace Skills Assessment Program (WSAP) for supplies each contestant will need for their contest.
- Advanced Interview Skills contestants, please bring your portfolio at your scheduled interview time. **Advisors, please remind students to take their portfolios when their interview is over.**
- Judged-event projects will not be returned except for Advanced Interview Skills portfolios at the time of the competition.
- All conflicts will take place on **FRIDAY** only, Exceptions must be cleared through Diana Weber, State Advisor. **Note: Conflicts are only accepted when there is a conference conflict, not a school conflict.**
- Use of published/unpublished reference materials will only be allowed as hard copy at the Texas SLC. Use of electronic documents **WILL NOT** be allowed as stated in the WSAP. **Cell phone use will not be allowed during the prep-period for those judged events that include a prep.**
- Competitors requiring projectors must bring their own equipment, including 50 foot extension cords. State will **ONLY** provide a projection surface.
- Because of time constraints, all SLC computer and written competitive events will be limited to one hour (60 minutes) in length.
- Due to Adobe's subscription model, students competing in Fundamental Desktop Publishing and Advanced Desktop Publishing will have their tests administered at their Home Campus. More details will be provided as they become available.
- Computer Network Technology, Device Configuration and Troubleshooting, Server Administration using Microsoft, Network Administration using Cisco, Computer Security, and Linux OS Fundamentals will have a hands-on final round sponsored by Dell, EMC.
- **NO INTERNET ACCESS WILL BE PROVIDED FOR JUDGED EVENTS ON-SITE AT SLC; HOWEVER, CONTESTANTS/TEAMS MAY PROVIDE THEIR OWN ACCESS TO BE USED ONLY DURING THEIR PRESENTATION TO THE JUDGES. Students will not be allowed to use the internet during the prep period or during any active exams.**
- Open Competitive Events will be offered on a drop-in basis on **Saturday ONLY**, March 1, 2025 for all divisions – PS / S / A / ML.  
**11:30 AM - 5:00 PM in Chantilly East - Lab 3**  
**1:00 PM - 5:00 PM in Chantilly East/West - Labs 1, 2, 4**  
The last tester will be admitted one hour before the end of the end of the testing window.
- The Texas Merit Scholar Open Event will be offered along with the other open events. Winners must receive 90% to be recognized as a Texas Merit Scholar. **Note:** Advisors can also attempt the Texas Merit Scholar test to show their BPA knowledge.
- **Administrators, Proctors, and Graders** – you will sign up on-line for your conference assignment during the on-line registration process. You are committed to perform the duty you selected when you registered for SLC. Those who miss their duty will be contacted that day to be reassigned. **Failure to perform this duty will result in a letter**



# COMPETITIVE EVENT INFORMATION

**sent to your district supervisor.** If you know in advance that you are unable to fulfill this duty, you must find your own replacement and notify Diana Weber, State Advisor, at [mrsweberbpa@gmail.com](mailto:mrsweberbpa@gmail.com) and Georgia Mayo, Competitive Events Coordinator, at [georgiamayorabpa@gmail.com](mailto:georgiamayorabpa@gmail.com). **Duties are assigned per chapter. If you have more than one (1) chapter, must sign up and perform additional duties. If you bring students from another chapter, you are responsible for fulfilling a duty assignment for that chapter advisor as well as your own advisor duty assignment.**

- All Advisors, Administrators, Proctors, and/or Graders will report to Conference Headquarters at the beginning of their Advisor duty time to sign in and pick up a meal ticket. Meal tickets will be required for either breakfast or lunch depending on duty time. Meal tickets turned in will be used for door prizes.
- Please be advised that if you sign up to administer, proctor, or judge an **Associate or Middle Level** event, you sign up for a block of events taking place in the same meeting room on Friday from 8:00 a.m. – 12:00 p.m.
- Secondary Advisors may also sign up to judge a block of Associate or Middle Level Events. Advisors cannot judge within their own division. Please contact Sharon Shuler at [shuler.sharon@gmail.com](mailto:shuler.sharon@gmail.com).
- Computer Event Proctors will also serve as graders for that event.
- Administrators will be in charge of all contests in the meeting room; proctors and graders will take on **both** responsibilities in the non-judged events. This SLC duty assignment is available on-line when you register for SLC. Secondary Advisors may also sign up to judge the block of events. Please note that you will not be able to select a duty for an event in which you have students registered.
- Advisors **administering** a **judged event** will eat breakfast or lunch with your contest judges prior to your assignment in the judges holding room.
- Advisors **proctoring** a **judged event** will pick up a boxed meal **one (1) hour prior** to your event and then report to your contest room.
- Advisors **administering, proctoring / grading** a **non-judged event** on Friday and Saturday will eat in the Grading Room.
- Advisors who sign up to administer the Open Events, a 4-hour block will be assigned and you will be notified prior to the SLC.
- Contest Administrators stay with the contest from the time of pick-up at headquarters through contest ranking.
- The **2025 Outstanding Chapter Award** will be given to the Secondary Chapter that achieves the most awards on stage during the Awards Ceremony. **YOU MUST BE IN ATTENDANCE TO RECEIVE THIS AWARD.**
- **Texas BPA Cares Award** - Chapter involvement and community service must be submitted by **February 10** through the Pre-submission process on the [www.bpa.org](http://www.bpa.org) web site. **Do not choose 2025 NLC – you must choose 2025 Texas SLC.** **YOU MUST BE IN ATTENDANCE TO RECEIVE THIS AWARD.**
- PLEASE encourage your administrators or guests attending SLC to sign up to judge an event. If you know of anyone in the Dallas/Fort Worth area please have them contact Judge Coordinator Sharon Shuler at [shuler.sharon@gmail.com](mailto:shuler.sharon@gmail.com).
- Advisors must email all secondary competitive events changes to Georgia Mayo at [georgiamayorabpa@gmail.com](mailto:georgiamayorabpa@gmail.com). The deadline for changes or conflicts is **Friday, February 17, 2025.**
- Awards that are not picked up at the Closing Session can be purchased through Ichi-Ban Trophy & Engraving after SLC.

## Ichi-Ban Trophy & Engraving

2737 Preston

Pasadena, TX 77503

Phone: 281-487-5999

Deadline to request the awards is April 24, 2025.

- To order your Torch Awards that were not picked up during conference, email requests to [robingoff@ymail.com](mailto:robingoff@ymail.com). There is a minimum charge of \$10, prepaid to Robin Goff, for any Torch Awards shipped to advisors after SLC. Deadline to request the awards is April 24, 2025.

# COMPETITIVE EVENT SCHEDULE

## FRIDAY February 28, 2025

### 8:00 AM to 12:00 PM

Advanced Interview Skills **PRELIMS**  
 Economic Research Individual **PRELIMS**  
 Entrepreneurship **PRELIMS**  
 Extemporaneous Speech **PRELIMS**  
 Graphic Design Promotion **PRELIMS**  
 Health Leadership/Special Topics **PRELIMS**

### 8:00 AM to 12:00 PM

ALL ASSOCIATE JUDGED EVENTS \* \*\*

### 8:30 AM to 10:30 AM

JAVA Programming \*\*\*

### 10:00 AM to 11:30 AM

Advanced Accounting  
 Advanced Spreadsheet Applications  
 Basic Office Systems & Procedures  
 Fundamentals of Web Design

### 11:00 AM to 3:00 PM

C++ Programming \*\*\*

### 11:30 AM to 1:00 PM

Fundamental Accounting  
 Fundamental Spreadsheet Applications  
 Integrated Office Applications  
 Legal Office Procedures

### 1:00 PM to 2:30 PM

Advanced Office Systems & Procedures  
 Database Applications  
 Fundamental Word Processing  
 Payroll Accounting

### 1:00 PM to 3:00 PM

C# Programming \*\*\*  
 Python Programming \*\*\*

### 1:00 PM to 5:00 PM

Administrative Support Research Project **PRELIMS**  
 Computer Modeling **PRELIMS**  
 Digital Media Production **PRELIMS**  
 Ethics & Professionalism **PRELIMS**

### 1:00 PM to 5:00 PM

Human Resource Management **PRELIMS**  
 Interview Skills **PRELIMS**  
 Prepared Speech **PRELIMS**  
 Presentation Individual **PRELIMS**

### 1:00 PM to 5:00 PM

Middle Level Graphic Design Promotion **PRELIMS \*\*\*\***  
 Middle Level Prepared Speech **PRELIMS \*\*\*\***  
 Middle Level Video Production Team **PRELIMS \*\*\*\***  
 Middle Level Website Design Team **PRELIMS \*\*\*\***  
 Middle Level Extemporaneous Speech **PRELIMS \*\*\*\***  
 Middle Level Presentation Team **PRELIMS \*\*\*\***  
 Middle Level Digital Game Design **PRELIMS \*\*\*\***  
 Middle Level Human Resource Exploration **PRELIMS \*\*\*\***  
 Middle Level Visual Design Team **PRELIMS \*\*\*\***

### 2:00 PM to 6:00 PM

Middle Level Entrepreneurship Exploration **PRELIMS \*\*\*\***

### 2:30 PM to 4:00 PM

Advanced Word Processing Skills  
 Banking & Finance  
 Health Administration Procedures  
 Intermediate Word Processing

### 4:00 PM to 5:30 PM

Device Configuration & Troubleshooting  
 Health Insurance & Medical Billing  
 Medical Coding  
 Personal Financial Management

### 5:30 PM to 7:00 PM

Network Administration using Cisco **PRELIMS**  
 Parliamentary Procedure Team - Objective Test  
 Server Administration using Microsoft **PRELIMS**

### 7:00 PM to 8:30 PM

Business Law and Ethics  
 Computer Security  
 Computer Network Technology  
 Linux Operating System Fundamentals  
 SQL Database Fundamentals

\* Associate events schedule is subject to change depending upon registration numbers.

\*\* Depending on numbers, Associate competitors may compete with Secondary competitors.

\*\*\* Programming Events - 60 minute testing time. Students must bring own equipment. Upon completion students will leave their computers for on screen grading. Students must return to pick up equipment.

\*\*\*\* Middle Level Finals will be scheduled on Friday from 2:00 PM to 6:00 PM for any judged event that has more than one section. Advisors will need to check the Finals Postings outside of Conference Headquarters and/or the BPA App.

# COMPETITIVE EVENT SCHEDULE

## SATURDAY March 1, 2025

### 7:00 AM to 8:30 AM

Administrative Support Team (ML)(S)(PS)

### 7:30 AM to 12:00 PM

Financial Analyst Team **PRELIMS**  
Network Design Team **PRELIMS**  
Parliamentary Procedure Team **PRELIMS**

### 8:00 AM to 12:00 PM

Broadcast News Production Team **PRELIMS**  
Computer Animation Team **PRELIMS**  
Economic Research Team **PRELIMS**  
Global Marketing Team **PRELIMS**  
User Experience Design Team **PRELIMS**  
Website Design Team **PRELIMS**

### 8:30 AM to 11:30 AM

ALL ASSOCIATE COMPUTER EVENTS \* \*\*  
(Exception - Computer Events with Finals)

### 8:30 AM to 11:30 AM

Middle Level Digital Citizenship  
Middle Level Financial Literacy  
Middle Level Spreadsheet Applications  
Middle Level Word Processing  
Middle Level Administrative Support Team

### 11:30 AM to 1:00 PM

Computer Network Technology **FINALS**  
Computer Security **FINALS**  
Device Configuration & Troubleshooting **FINALS**  
Linux Operating System Fundamentals **FINALS**  
Network Administration using Cisco **FINALS**  
Server Administration using Microsoft **FINALS**

### 12:30 PM to 5:00 PM

Small Business Management Team **PRELIMS**

### 1:00 PM to 5:00 PM

Presentation Team **PRELIMS**  
Video Production Team **PRELIMS**  
Podcast Production Team **PRELIMS**  
Visual Design Team **PRELIMS**

### 1:00 PM to 6:00 PM

Open Events - ALL DIVISIONS

### 1:00 PM to 5:00 PM

Administrative Support Research Project **FINALS**  
Advanced Interview Skills **FINALS**  
Computer Modeling **FINALS**  
Digital Media Production **FINALS**  
Economic Research Individual **FINALS**  
Entrepreneurship **FINALS**  
Graphic Design Promotion **FINALS**  
Interview Skills **FINALS**  
Prepared Speech **FINALS**  
Presentation Individual **FINALS**

### 1:30 PM to 6:00 PM

Human Resource Management **FINALS**  
Ethics and Professionalism **FINALS**  
Extemporaneous Speech **FINALS**

### 2:00 PM to 6:00 PM

Middle Level **FINALS** (ONLY if events have multiple sections)

## SUNDAY March 2, 2025

### 7:30 AM to 12:00 PM

Network Design Team **FINALS**  
Parliamentary Procedure Team **FINALS**  
Small Business Management Team **FINALS**  
Financial Analyst Team **FINALS**

### 8:00 AM to 12:00 PM

Broadcast News Production Team **FINALS**  
Computer Animation Team **FINALS**  
Economic Research Team **FINALS**  
Global Marketing Team **FINALS**  
Podcast Production Team **FINALS**  
Presentation Team **FINALS**  
User Experience Design Team **FINALS**  
Video Production Team **FINALS**  
Visual Design Team **FINALS**  
Web Site Design Team **FINALS**

### 8:00 AM to 11:30 AM

Middle Level and Associate Level Awards Ceremony

### 2:00 PM to 5:30 PM

Secondary and Post-Secondary Awards Ceremony

\* Associate events schedule is subject to change depending upon registration numbers.

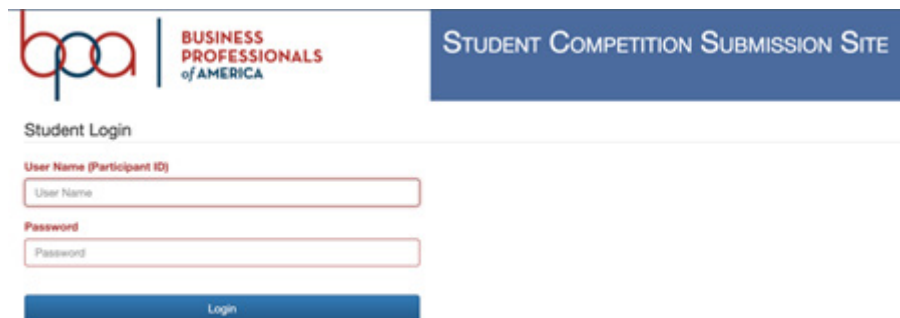
\*\* Depending on numbers, Associate competitors may compete with Secondary competitors.

# PRE-SUBMIT INSTRUCTIONS

Once the advisor submits registration this button will appear:

[Export Judges System Student Submission Information](#)

1. This button produces a spreadsheet with the Presubmit URL, student participation ID and password each student needs to presubmit their documents.
2. Students log in to: <http://judgespro.registerymychapter.com/org/jpbpatx-state/conf/jpbpatx-state/student> and put in their student Membership ID number and state assigned password from the spreadsheet.



3. Once logged in students will see the list of events for which they can presubmit files.



Event	Scoring Category	Team #	Students	Title	Projects	Confirmation
Graphic Design Promotion (S) (410-S)	Technical		Elvis Presley (5070002)		<a href="#">Instructions</a>	<a href="#">Upload Files</a>
Graphic Design Promotion (S) (410-S)	Presentation		Elvis Presley (5070002)		<a href="#">Instructions</a>	

4. Student can click on instructions:

INSTRUCTIONS ×

**Welcome to the technical upload site for your event!**

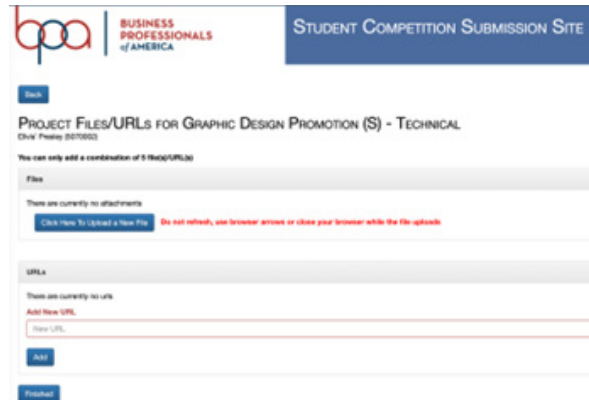
For the technical portion of this event you are allowed 5 files on or before 11:59 PM on December 15, 2021.

Submit the following files in .PDF format:

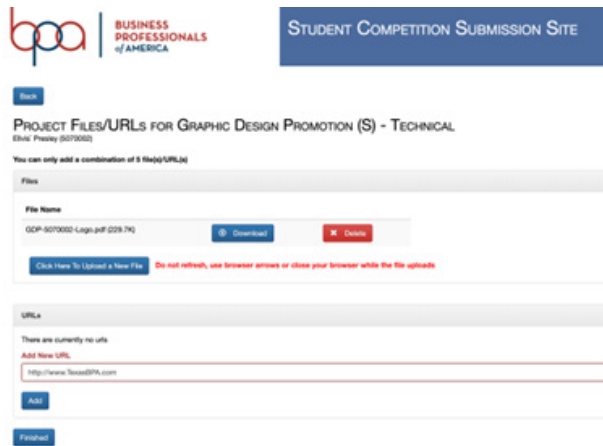
1. One (1) copy of the 8.5" x 11" original flyer
2. One (1) copy of the 4" x 4" logo
3. One (1) copy of the 2" x 2" pin-sized logo
4. Release Forms with signatures
5. Works Cited

# PRE-SUBMIT INSTRUCTIONS

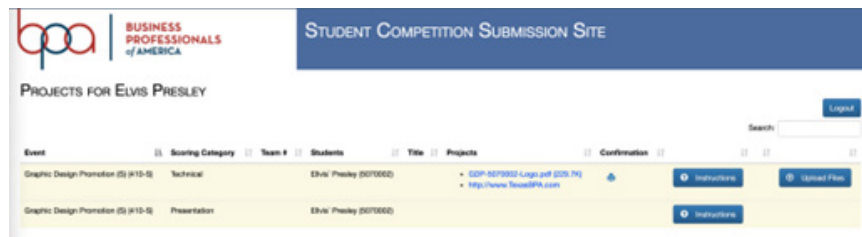
1. Then select files to be uploaded:



2. Select the appropriate files and also key in any URLs necessary for the event.



3. Check the resulting list of files and URLs then select Finished and print a Confirmation.



- Projects can only be submitted one time. No revisions will be accepted. Students should print a confirmation.
- Advisors will NOT be notified if their student's pre-submitted project URLs do not open when clicked by judges. URLs that do not open will be given a ZERO PRESUBMIT SCORE. Please have your students try to open their URLs on a computer other than the school computer to make sure the URL works.
- Due to the nature of the pre-submitted materials, no late registration/move ups can be accepted after the February 10 deadline.

# PRE-SUBMIT GUIDELINES

Please submit your project by the proper due date. All presubmitted projects will receive an automatic response. All presubmitted files must be **PDF** files unless otherwise noted. The file name **MUST** include, the contest name, and chapter ID or member ID. Please refer to the file name examples in the table below.

## STATE LEADERSHIP CONFERENCE 2025 DEADLINE: MONDAY, FEBRUARY 10, 2025

### STATE BPA PRE-SUBMISSION GUIDELINES FOR POST-SECONDARY/ SECONDARY / ASSOCIATE NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS

Event Name	What to submit	Saved File Naming Convention	Bring to Conference <small>*Copies below must be brought to BOTH Preliminaries and Finals</small>
<b>Finance (100's)</b>			
(155) Economic Research Project - Individual	Research Paper and Works Cited in one combined PDF file.	<b>ERPI-MemberID.pdf</b>	1 copy of Research Paper 1 copy of Works Cited
(160) Economic Research Project - Team	Research Paper and Works Cited in one combined PDF file.	<b>ERPT-MemberID.pdf</b>	1 copy of Research Paper 1 copy of Works Cited
<b>Business Administration (200's)</b>			
(260) Administrative Support Research Project	Research Paper and Works Cited in one combined PDF file.	<b>ARPI-MemberID.pdf</b>	1 copy of Research Paper 1 copy of Works Cited
<b>Management Information System (300's)</b>			
(325) Network Design Team	Written proposal (Report Format) and Works Cited in one combined PDF file.	<b>NDT-MemberID.pdf</b>	1 copy of Written Proposal 1 copy of Works Cited
<b>Digital Communication and Design (400's)</b>			
(410) Graphic Design Promotion	All files combined below in a single compressed zip folder 1. Logo with Tagline - PDF or JPG or PNG format 2. Wrap around for 16 oz can - PDF or JPG or PNG format 3. Fridge pack for 4 energy drinks - PDF or JPG or PNG format 4. Point of purchase shelf/stand 5. Works Cited - PDF format 6. Release form - PDF format	<b>GDP-MemberID.zip</b>	1 copy of Logo with Tagline 1 copy of Wrap around for 16 oz. can 1 copy of Fridge pack for 4 energy drinks 1 copy of purchase shelf/stand 1 copy of Works Cited 1 copy of Release Forms
(420) Digital Media Production	<b>URL</b> to project, Works Cited, and Release Form(s) in one combined PDF file.	<b>DMP-MemberID.pdf</b>	1 copy of Works Cited
(425) Computer Modeling	<b>URL</b> to project, One Page Profile, Works Cited and Release Form(s) in one combined PDF file.	<b>CM-MemberID.pdf</b>	1 copy of Concept Art/ Prototypes 1 copy of One Page Profile 1 copy of Works Cited

# PRE-SUBMIT GUIDELINES

Event Name	What to submit	Saved File Naming Convention	Bring to Conference *Copies below must be brought to BOTH Preliminaries and Finals
<b>Digital Communication and Design (400's) (continued)</b>			
(430) Video Production Team	<b>URL</b> to project, Storyboard, Script, Works Cited and Release Form(s) in one combined PDF file.	<b>VPT-MemberID.pdf</b>	1 copy of Works Cited
(435) Website Design Team	<b>URL</b> to project (including any necessary login credentials, if necessary), Works Cited and Release Form(s) in one combined PDF file.	<b>WDT-MemberID.pdf</b>	1 copy of Works Cited
(440) Computer Animation Team	<b>URL</b> to project files, Release Forms and Works Cited in one combined PDF file.	<b>CAT-MemberID.pdf</b>	1 copy of Storyboard 1 copy of Works Cited
(445) Broadcast News Production Team	<b>URL</b> to project, script, Release Forms and Works Cited in one combined PDF file.	<b>BNPT-MemberID.pdf</b>	1 copy of Works Cited
(450) Podcast Production Team	<b>URL</b> to project, Release Forms and Works Cited in one combined PDF file.	<b>PT-MemberID.pdf</b>	1 copy of Works Cited
(455) User Experience Design Team	<b>URL</b> to projects, Release Forms and Works Cited in one combined PDF file.	<b>UEDT-MemberID.pdf</b>	1 copy of Works Cited
(460) Visual Design Team	<b>URL</b> to all project files combined below in a single compressed zip folder. 1. Logo with Tagline - PDF or JPG or PNG format 2. The other 3 items - PDF or JPG or MP4 or PNG format 3. Works Cited - PDF format 4. Release form - PDF format	<b>VDT-MemberID.zip</b>	1 copy of Logo with Tagline 1 copy of the other 3 items 1 copy of Works Cited 1 copy of Release Forms
<b>Management, Marketing and Communication (500's)</b>			
(500) Global Marketing Team	Marketing Plan and Works Cited in one combined PDF file.	<b>GMT-MemberID.pdf</b>	1 copy of Marketing Plan 1 copy of Works Cited
(505) Entrepreneurship	Business Plan and Works Cited in one combined PDF file.	<b>ENT-MemberID.pdf</b>	1 copy of Business Plan 1 copy of Works Cited
(515) Interview Skills	Cover Letter and Résumé as separate PDF files.	<ul style="list-style-type: none"> <li>• <b>IS-MemberID-CoverLetter.pdf</b></li> <li>• <b>IS-MemberID-Resume.pdf</b></li> </ul>	1 copy of Cover Letter 1 copy of Résumé
(520) Advanced Interview Skills	Cover Letter and Résumé as separate PDF files.	<ul style="list-style-type: none"> <li>• <b>AIS-MemberID-CoverLetter.pdf</b></li> <li>• <b>AIS-MemberID-Resume.pdf</b></li> </ul>	1 copy of Cover Letter 1 copy of Résumé 1 Portfolio ( <i>must not be left with judges</i> )

**FOR ALL TEAM EVENTS, FILES ONLY NEED TO BE UPLOADED ONCE UNDER THE TEAM CAPTAIN'S MEMBER ID.**

# PRE-SUBMIT GUIDELINES

Please submit your project by the proper due date. All presubmitted projects will receive an automatic response. All presubmitted files must be **PDF** files unless otherwise noted. The file name **MUST** include, the contest name, and chapter ID or member ID. Please refer to the file name examples in the table below.

## STATE LEADERSHIP CONFERENCE 2025 DEADLINE: MONDAY, FEBRUARY 10, 2025

### STATE BPA PRE-SUBMISSION GUIDELINES FOR MIDDLE LEVEL

**NOTE: PAY CLOSE ATTENTION TO THE SAVED FILE NAMING CONVENTIONS**

Event Name	What to submit	Saved File Naming Convention	Bring to Conference <small>*Copies below must be brought to BOTH Preliminaries and Finals</small>
<b>Management Information System</b>			
(940) Digital Game Design Team	<b>URL</b> to project, Works Cited and Release Form(s) in one combined PDF file.	<b>DGDT-MemberID.pdf</b>	1 copy of Works Cited
<b>Digital Communication and Design</b>			
(945) Graphic Design Promotion	<ol style="list-style-type: none"> <li>Flyer - PDF or JPG or PNG format</li> <li>Logo - PDF or JPG or PNG format</li> <li>Works Cited - PDF format</li> </ol>	<ul style="list-style-type: none"> <li><b>GDP-MemberID-Flyer</b></li> <li><b>GDP-MemberID-Logo</b></li> <li><b>GDP-MemberID-WorksCited.pdf</b></li> </ul>	1 copy of Flyer 1 copy of Logo 1 copy of Works Cited
(950) Video Production Team	<b>URL</b> to project, Works Cited and Release Form(s) in <b>one</b> combined PDF file.	<b>VPT-MemberID.pdf</b>	1 copy of Storyboard 1 copy of Script 1 copy of Works Cited
(955) Website Design Team	<b>URL</b> to project (Any necessary login credentials will need to be added if necessary.), Works Cited and Release Form(s) in <b>one</b> combined PDF file.	<b>WDT-MemberID.pdf</b>	1 copy of Works Cited
(960) Visual Design Team	<b>URL</b> to project, Works Cited and Release Form(s) in <b>one</b> combined PDF file.	<b>VDT-MemberID.pdf</b>	1 copy of each of the design elements 1 copy of Works Cited
<b>Management, Marketing &amp; Communication</b>			
(970) Entrepreneurship Exploration	Research Paper - PDF format Works Cited - PDF format	<b>ENT-MemberID.pdf</b>	1 copy of Research Paper 1 copy of Works Cited
(990) Human Resource Exploration	Job Shadow Request Letter - PDF Format	<b>HRE-MemberID.pdf</b>	1 copy of Job Shadow Request Letter

**FOR ALL TEAM EVENTS, FILES ONLY NEED TO BE UPLOADED ONCE UNDER THE TEAM CAPTAIN'S MEMBER ID.**



# SLC 2025 COMPUTER SOFTWARE LIST

**PCs with Microsoft® Windows format will be used for all events**

## EVENT

## SOFTWARE PACKAGES

(255) Administrative Support Team (A)(S)(PS)	MS Office 2019
(415) Advanced Desktop Publishing (A)(S)(PS)	Taken on Home Campus
(225) Advanced Office Systems & Procedures (A)(S)(PS)	MS Office 2019
(235) Advanced Spreadsheet Applications (A)(S)(PS)	MS Excel 2019
(210) Advanced Word Processing (A)(S)(PS)	MS Office 2019
(220) Basic Office Systems & Procedures (A)(S)(PS)	MS Office 2019
(240) Database Applications (A)(S)(PS)	MS Access 2019
(400) Fundamental Desktop Publishing (A)(S)(PS)	Taken on Home Campus
(230) Fundamental Spreadsheet Applications (A)(S)(PS)	MS Excel 2019
(200) Fundamental Word Processing (A)(S)(PS)	MS Office 2019
(405) Fundamentals of Web Design (A)(S)(PS)	Notepad
(250) Health Administration Procedures (A)(S)(PS)	MS Office 2019
(215) Integrated Office Applications (A)(S)(PS)	MS Office 2019
(205) Intermediate Word Processing (A)(S)(PS)	MS Office 2019
(245) Legal Office Procedures (A)(S)(PS)	MS Office 2019

**Check individual event guidelines for information regarding the use of members' own computers.**

Members who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Printers are not needed for any programming contests in Management Information Systems. Electrical power is provided. Carry-in and set-up of equipment must be done solely by the member(s), and must take place within the time allotted for orientation/warm-up.

Business Professionals of America - Texas Association assumes no responsibility for hardware/software provided by the member(s). Members who experience failure problems with their equipment will not be rescheduled. Members bringing their own computers and software should note that contests are authored for the software listed above and may not run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for members by Business Professionals of America - Texas Association.

# SLC 2025 COMPUTER INSTRUCTIONS

Small Business Management Team, Network Design Team, and Financial Analyst Team contestants must supply their own computer, portable printer, and electrical equipment including 50-foot extension cord, power strip, and paper. **Contestants may print in color; however, it is not required.** Carry-in and set-up of equipment must be done solely by the contestant(s) and must take place within the time allotted for orientation/warm-up. Please label your hardware and electrical equipment. When labeling your equipment, please do not allow your school name to show during competition. The State Conference assumes no responsibility for hardware/software provided by the contestant(s). Contestant(s) who experience failure problems with their equipment will **NOT** be rescheduled.

C++ Programming, JAVA Programming, Python Programming, and C# Programming, contestants MUST supply their own computer, electrical equipment including 50-foot extension cord, and power strip. Carry-in and set-up of equipment must be done solely by the contestant(s) and must take place within the time allotted for orientation/warm-up. Please label your hardware and electrical equipment. The contestants will be given a flash drive to put their executable files on and leave with the Administrators of the event. The State Conference assumes no responsibility for hardware/software provided by the contestant(s). Contestant(s) who experience failure problems with their equipment will **NOT** be rescheduled.

Web Site Design Team, Computer Modeling, Global Marketing Team, Entrepreneurship, Presentation Individual, Presentation Team, Computer Animation Team, Video Production Team, Broadcast News Production Team, Financial Analyst Team, Small Business Management Team, Network Design Team, and Digital Media Production contestants must bring computer equipment for executing your presentation at SLC.

Contestants must supply a computer with VGA output, presentation software and sound cards, if applicable to any competitions that allow usage of projection equipment. Contestants must also bring their own 50-foot extension cords and power strip. **ALL CONTESTANTS MUST BRING THEIR OWN PROJECTION EQUIPMENT — STATE DOES NOT PROVIDE THEM. STATE WILL PROVIDE A PROJECTION SURFACE ONLY.**

NO INTERNET ACCESS WILL BE PROVIDED FOR JUDGED EVENTS; HOWEVER, CONTESTANTS/TEAMS MAY PROVIDE THEIR OWN ACCESS TO BE **USED ONLY FOR THEIR PRESENTATION TO THE JUDGES**. Students **WILL NOT** be allowed to use the internet during the prep period of those events requiring a prep.



FEBRUARY 28 -  
MARCH 1  
2024

# — FIT FOR SUCCESS **LEADERSHIP ACADEMY**

## WORKSHOP PRESENTATIONS:

- **Becoming High Powered: Six Qualities of a Leader**
- **Money Talks: Financial Literacy for the Rich Minded**
- **Interview Like A Boss: Land Scholarships, Internships & Jobs that Pay**
- **Standing On Business: Character Development for Achievement**
- **It's Fine, Everything is Fine: Stress Management for Stretched Students**
- **Plus More!**



**CHASE LIVINGSTON**

@CHASEINSPIRES

WWW.CHASEINSPIRES.COM



# The Power of Competency-Based Coding Certifications



Friday, February 28th, 2025



10:00am & 2:00pm



Continental Room



**Aaron Osmond**

Knowledge Pillars  
Chief Executive Officer

## Session Description:

Coding certifications all carry different levels of value for CTE students in the job market. Employers regularly complain that when it comes to hiring students for entry-level SDE roles from public or higher education, they often have to re-train these new employees to become effective software developers. Often the coding classes and certifications are based on theories, with a focus on knowledge-transfer and memorization, versus development and proof of actual hands-on software development skills.

Come participate in this interactive session to see the latest hands-on innovations in assessments and certifications for coding and web development from Knowledge Pillars!



801.610.9295



info@knowledge-pillars.com

www.knowledge-pillars.com

# DALLAS ATTRACTIONS

**While in Dallas, enjoy many of the area's free or inexpensive activities and attractions.**

## **Plaza of the Americas**

The Sheraton Dallas Hotel connects to the Plaza of the Americas atrium that includes shops and eateries. Eateries include, but not limited to, Plaza Donuts, Corner Bakery, Chez Max, The Philly Connection, Broadway Pizza, Treebeards, Blimpie's, Taco Bell, KFC Express, China Dragon, McDonald's, Ziggy's, Samurai Sam's, and J. Pepe's Tex Mex.

## **Public Transportation**

DART ([www.dart.org](http://www.dart.org)) gets you there with light-rail services and a modern fleet of 1,000 buses and vans serving the most popular entertainment, cultural, and shopping destinations. D-Link ([www.dart.org/dlink](http://www.dart.org/dlink)) is the convenient bus transportation for the Perot Museum and other area attractions. The McKinney Trolley (M-Line) can take you to all the trendy restaurants on McKinney Street. Visit [www.mata.org](http://www.mata.org) for schedules.

## **Dallas Galleria**

A truly dynamic destination, the Dallas Galleria is a multimillion dollar mall with three shopping levels. Near 635 LBJ Freeway and the Dallas North Toll Road located at 13350 Dallas Parkway, the Galleria has long been the exclusive Dallas home to designer favorites. The Galleria offers some of the finest dining in Dallas with worldly cuisine as well as food court fare. Visit [www.galleriadallas.com](http://www.galleriadallas.com) for more information.

## **Klyde Warren Park**

Klyde Warren Park serves as a central gathering space for Dallas and its visitors. The 5.2-acre deck park is an urban green space built over Woodall Rodgers Freeway to connect Uptown, downtown, and the arts district. Kids love the children's park, dogs can run free at the dog park, and anyone will enjoy the numerous other activities, such as ping pong, a putting green, restaurants, and live music. See D-Link for schedule runs.

## **Perot Museum of Nature and Science**

The Perot Museum of Nature & Science inspires minds through nature and science. The Perot Museum delivers hours of fun for children, students, teachers, families, and life-long learners with many interactive activities. The museum has 11 permanent exhibit halls that showcase our galaxy, dinosaur fossils, the human body, weather and much more. See the complimentary D-Link Transportation for the schedule that runs one block from the Sheraton Dallas Hotel.

## **Dallas Museums**

Encompassing 13 world-class museums, galleries, and theaters, Big D's Art District is the largest urban arts district in the country and a focal point for creativity. In the Nasher Sculpture Center's serene gardens, original works by Picasso, Miró's, and Matisse are displayed alongside those of Degas, Noguchi, and Rodin. The Trammel Crow Collection of Asian Art features a spectacular assortment of Japanese, Chinese, Indian, and Indonesian art, while the Dallas Museum of Art comprises ancient and contemporary collections. Nearby, flawless visuals and acoustics meld seamlessly in the I.M. Pei-designed Morton H. Meyerson Symphony Center. The Sixth Floor Museum at Dealey Plaza is known as one of the top visitor destinations in Dallas where the John F. Kennedy and the Memory of a Nation explores the life, assassination and legacy of President Kennedy.

## **The George W. Bush Presidential Center**

The Bush Center's 226,000-square-foot building and 15-acre urban park reside on the campus of Southern Methodist University in Dallas. Built with private donations, the Bush Presidential Library and Museum opened to the public on May 1, 2013.

# DALLAS ATTRACTIONS

## **Federal Reserve Bank of Dallas**

Eleventh Federal Reserve, which comprises Texas, northern Louisiana, and southern New Mexico, is located at 2200 North Pearl Street. Economic education provided for teachers to better prepare students for success in the changing global economy. Through interactive exhibits and multimedia displays, learn about the Federal Reserve, money, and the economy. You can jump on the complimentary D-Link for transportation to this free exhibit.

## **Reunion Tower GeO-Deck**

After a 6-year renovation plan, this iconic Dallas building reopened October 5, 2013. The renovations include high-powered telescopes and a new café operated by Wolfgang Puck.

## **Dallas Zoo**

Explore the largest zoological experience in Texas. Highlights of the 95-acre park include Otter Outpost, home to a family of Asian small-clawed otters, the Lacerte Family Children's Zoo with interactive, educational exhibits, and the Wilds of Africa with gorillas, chimpanzees, okapi, meerkats, flamingos, and more. The Dallas Zoo is located at 650 South R.L. Thornton Freeway, Dallas 75203, phone 214-670-5656. Visit [www.dallaszoo.com](http://www.dallaszoo.com) for more information.

## **Fair Park**

Fair Park, a Texas treasure, is a 277-acre National Historic Landmark comprising the largest collection of cultural facilities in Dallas with the largest collection of 1930s Art Deco architecture in the United States. Visited by over 6 million people each year, it is open year-round and is home to nine museums, the historic Cotton Bowl, and the annual State Fair of Texas.

## **Dallas Aquarium at Fair Park**

Experience a Texas-size undersea adventure at the Dallas Aquarium located at 1462 First Avenue, Dallas 75210, phone number 214-670-8443. Electric eels, moon jellyfish, endangered green sea turtles, and a giant alligator snapping turtle are just a few of the 5,000 aquatic animals featured from around the world. The Amazon Flooded Forest exhibit showcases fish of the Amazon River. Scheduled shark and other fish feedings. Open seven days a week except Thanksgiving and Christmas. Visit [www.dallas-zoo.org](http://www.dallas-zoo.org) for more information.

## **Dallas Mavericks**

Experience a home game at the Dallas Mavericks Stadium. Visit [www.mavs.com](http://www.mavs.com) for ticket information.

## **Dallas Stars**

Experience a home game at the Dallas Stars Stadium. Visit [www.texasstars.com](http://www.texasstars.com) for ticket information.



# NATIONAL LEADERSHIP CONFERENCE

MAY 7-11, 2025 ORLANDO, FLORIDA

- National-level competitive events
- Student and advisor workshops
- Community service activities
- Networking with peers and business professionals
- Awards for individual and chapter achievements
- Orlando area and Disney tours
- And much more!



## BUDGET PLANNING GUIDE\*

\$125	Registration
\$475	Travel
\$331	Hotel (4 nights quad occupancy)
\$250	Meals (5 days)
\$175	Tours
\$135	Miscellaneous
<b>\$1,491</b>	<b>PER ATTENDEE (Estimate)</b>

\*The Budget Planning Guide provides estimates for planning purposes. Actual costs at the time of registration may vary.



# Advisor Responsibility Form

School \_\_\_\_\_ School Number ( \_\_\_\_\_ ) \_\_\_\_\_  
 Advisor Responsible for Group \_\_\_\_\_ Cell Number ( \_\_\_\_\_ ) \_\_\_\_\_  
 School Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Advisor Email \_\_\_\_\_  
 CTE Director \_\_\_\_\_ Email \_\_\_\_\_  
 Principal \_\_\_\_\_ Email \_\_\_\_\_  
 Total in Group including Advisors/Students \_\_\_\_\_

Please review the following information with your group and collect the Student Responsibility Form signed by Students and Parents/Guardians and keep with you. As part of the registration process you will submit this Advisor Responsibility Form as acknowledgement. Keep a copy for your records.

### PLEASE READ CAREFULLY

#### WHILE STAYING AT HOTEL:

- Hotel employees and property are to be respected at all times.
- Hotel rules and schedules for use of swimming pool, sauna room, exercise room, Jacuzzi, and any other public area must be respected.
- Hotel has other guests not taking part in Business Professionals of America – they are to be respected at all times.
- **Hotels are free to impose any sanctions they may deem necessary to maintain order, even to the point of expulsion of the person or persons causing disturbances on or damage to their property.**
- The person or persons causing disturbances or damage to hotel property, whether accidental or intentional, will be responsible for all charges and expenses including, but not limited to, repairs or replacement of property.

All rules of conduct for the 2025 Business Professionals of America Texas State Leadership Conference activities are also to be obeyed while on hotel and/or any other convention properties.

- Each Advisor should remind everyone in his/her group that they represent their school.
- Each Advisor must know the whereabouts of his/her group at all times.
- Each Advisor is responsible for the behavior of his/her group at all times.
- Each Advisor should set specific behavior guidelines for his/her group with specific consequences for misbehavior.
- Each Advisor should adhere to the curfew for his/her group and enforce it.
- Advisors and students need to follow the dress code and delegate code of conduct at all times.
- A professional attitude and behavior is expected at all times.
  - Participants must refrain from public displays of affection.
  - Girls will not be allowed in boys' rooms and boys will not be allowed in girls' rooms unless accompanied by an advisor, **no exceptions.**
  - No running, playing on elevators, screaming, yelling, or horseplay down halls, in lobby areas, emergency stairwells, or other public areas of hotels.
  - No throwing objects from stairs or balcony.
  - No hanging from railings or sliding down banisters.
  - No loud TV or loud music in rooms or in public areas such as the lobby, pool area, halls, etc.
  - Not Permissible:
    - Alcoholic drinks, any form of tobacco products, illegal drugs
    - Firearms, knives or other kind of weapons





# Advisor Responsibility Form

- Fireworks, smoke bombs, and the like
- Pornographic literature, immoral acts of any kind
- Bad language, back talking or any other type of profanity
- Fighting or abusive behavior

## COVID GUIDELINES

Be advised that Texas Business Professionals of America will take all necessary precautions and follow the recommended CDC guidelines that are in place at the time of the State Leadership Conference for the safety of all attendees.

## ADVISORS

- After 10:00 pm teachers/guardians must accompany their students in the common areas of the hotel and around the property.
- Conference curfew is midnight. Students should not be out of their rooms after curfew.

## STUDENTS

- Extra police officers/security will be on site at the hotel elevators to issue tickets for those abusing this privilege by pushing multiple buttons to guest room floors or crowding out waiting guests and adults.
- Extra police officers/security will be on site in the evening to ensure that the noise level does not disturb other guests. Any other disturbances or curfew violations will be reported to the advisor and to conference personnel to be handled accordingly and may result in conference and school consequences.

## CODE OF CONDUCT, ACADEMIC INTEGRITY POLICY, COMPUTER USAGE POLICY AND SOCIAL MEDIA POLICY ACKNOWLEDGMENT

The Delegate Code of Conduct, Academic Integrity Policy, Computer Usage Policy and Social Media Policy as outlined by National Business Professionals of America and provided online will be enforced and followed during the entirety of the conference. Violations of any of these policies or of the items listed in the Student Responsibility form are subject to consequences including but not limited to disqualification from events, removal from the conference or legal action. In the event that delagat(e)s is/are in a team event, **ALL** team members will be subject to any conference consequences imposed by the Board of Directors of Business Professionals of America - Texas Association.

**The Board of Directors of Business Professionals of America - Texas Association or his/her representative reserves the right to send anyone home at his/her own expense immediately for any misconduct.**

**I have read these rules and acknowledgements and I promise to abide by them. I accept responsibility for the members of my group and will enforce these rules and policies. I will be responsible for any member of my group breaking these rules.**

**Signature of Advisor Responsible for Group: \_\_\_\_\_ Date: \_\_\_\_\_**

**Collect the Student Responsibility Forms to document that students and parents/guardians are aware of conference policies.**



## CONFERENCE PRACTICES AND PROCEDURES

- The term “delegate” shall mean any member attending the State Leadership Conference.
- Delegates shall abide by all conference rules.
- Delegates shall stay at the approved hotels during the Conference.
- Delegates shall respect and abide by the authority delegated to the executive committee, presiding officers, committee chairman, and advisor or authorized representative of the aforementioned.
- Delegates shall attend all sessions and activities assigned unless engaged in some specific assignment taking place at the same time.
- Delegates shall wear professional attire to all program activities as specified in the program.
- Identification badges shall be worn at all official functions.
- Appropriate casual attire can be worn at the special event.
- Business Professionals of America shall under no circumstances approve or condone the use of or serving of alcoholic beverages by anyone during official functions. This is in effect from the time the member leaves home until he/she returns home.
- Illegal drugs, alcohol, or tobacco, in any form, shall not be possessed or used by any delegate during official functions. Possession is defined as having on one's person; in one's belongings, such as in a purse or in luggage; in one's hotel room; or having knowledge that illegal drugs, alcohol or tobacco, are in one's hotel room in another person's possession.
- Delegates violating or ignoring any of the rules will be subject to the actions of the Rules Committee. This Committee shall be composed of two State Officers and two Texas State Board Members.
- Spouses are allowed to attend the State Leadership Conference if they officially register and pay all financial differences. They shall not have member privileges. Spouses shall abide by all conference rules.
- Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
- Dating is permitted only at authorized activities and between official delegates only.
- Delegates shall not patronize public places which would bring reproach to the organization or themselves.

- Curfew each night shall be listed in the program. All delegates shall be in their rooms by curfew.
- The approved hotels shall assign certain rooms to male and female delegates. Delegates will not be allowed in the rooms assigned to the opposite sex unless accompanied by an official conference advisor.

## CONFERENCE HELPFUL HINTS

- Be certain to read this entire booklet so needed information is not missed.
- In addition to reviewing this booklet be sure to carefully read the Workplace Skills Assessment Program guidelines for each competitive event in which your students are participating.
- Delegates should be seated at all times during the conference sessions.
- Be prompt in attending sessions. If you are unavoidably detained, enter quietly.
- If you must leave before a session is over, please leave between special numbers. Always respect a speaker.
- Be a mature Business Professionals of America representative.
- Sit with your group and advisor during conference sessions (unless you are a voting delegate—then sit in the specified seating area).
- It is against city fire regulations to smoke in the rooms where sessions are held.
- Treat all adults inside and outside the conference center with respect.
- If you take pictures in any session, respect those in back of you by “remaining low” before and after the picture is taken.
- Periodically check the bulletin board in the registration area for messages, conferences program information, and delegate instructions.
- Be respectful and responsible in using social media.

## NON-DISCRIMINATION POLICY

It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin, or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.



# HOTEL RESERVATIONS PER ROOM

*(Make copies of the form if necessary.)*

Hotel \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Contact Person \_\_\_\_\_

Number of Rooms Reserved \_\_\_\_\_ Acknowledgement Number (s) \_\_\_\_\_

**PERSON RESPONSIBLE FOR GROUP** \_\_\_\_\_ **IS IN ROOM #** \_\_\_\_\_

Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____
---	---	---

Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____
---	---	---

Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____
---	---	---

Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____
---	---	---

Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____
---	---	---

Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____
---	---	---

Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____	Hotel Acknowledgement # _____ _____ _____
---	---	---

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability.

**This includes, but is not limited to:**

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the National BPA Academic Integrity Policy is subject to disciplinary action.

**Intentional or unintentional violations of the Academic Integrity Policy, include but are not limited to:**

- Not citing a source in text and/or in a Works Cited when:
  - Using another individual's work, idea or opinion
  - Using information from any source or reference material
  - Using any charts, infographics, pictures, sounds or any other media elements
  - Using quotations from an individual's actual spoken or written words
  - Paraphrasing (putting into your own words) an individual's work
- Allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- Removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc...)
- Fabricating signatures on entry forms and/or release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (self-plagiarism)
- The use of ChatGPT (or other AI tools) to complete any submitted work must be properly documented and sourced on the works cited document

**Consequences:**

Students who violate the established Academic Integrity Policy may be disqualified from their event. Other penalties may be brought at the discretion of Business Professionals of America.



## **Expectations:**

Students are responsible for their behavior on Business Professionals of America's computer network just as they are in a classroom. Communications on the network are public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the specific rules set forth below. The user is personally responsible for his/her actions in accessing and utilizing BPA's computer resources.

## ***Illegal copying***

Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Copying other people's work or accessing other people's files is also illegal.

## ***Inappropriate materials or language***

No profane, abusive or impolite language may be used to communicate nor should materials be accessed which are not in line with the Workplace Skills Assessment Program guidelines. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to an administrator immediately.

## **Guidelines for Appropriate Computer Usage:**

1. **Do not** use a computer to harm other people or their work.
2. **Do not** damage the computer or the network in any way.
3. **Do not** interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. **Do not** violate copyright laws.
5. **Do not** view, send, or display offensive messages or pictures.
6. **Do not** trespass in another's folders, work, or files. This includes files, websites, and other competitions loaded onto personal computers located at contestants' hotels, schools, and contest sites.
7. **Do** notify an administrator immediately if, by accident, you encounter materials that violate the rules of appropriate use.
8. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Guidelines for Appropriate Computer Usage are violated.

## **Consequences:**

Students who violate the established Guidelines for Appropriate Computer Usage will at minimum be disqualified from all BPA computer-related contests. Other penalties may be brought at the discretion of Business Professionals of America. These violations are, but not limited to, (1) introduction of a virus into a computer, server, or network, (2) sending inappropriate pictures or other inappropriate content, (3) accessing or attempting to access other users' files or folders, (4) unauthorized log-on to another user's account, (5) accessing or attempting to access a server and/or network, accessing or attempting to access operating or system software files, (6) vandalism/destruction/deletion of operating, system software, or other user's files, (7) hacking into any conference computer, server or network system, (8) bypassing a filter or firewall, or (9) other violations as determined by Business Professionals of America.



Social media presents a powerful and acceptable platform to broadcast the activities and camaraderie experienced at Business Professionals of America events. Remember that as a BPA member your social media activities reflect upon the brand and perception of BPA to others.

### Members are encouraged to:

- Promote upcoming BPA activities and events on Facebook, Instagram, LinkedIn, Snapchat, and Twitter
- Share your BPA activities and accomplishments on public social media platforms using #hashtags and mentions to attract positive attention to your individual contributions and to the work of BPA
- Promote official BPA social media channels
- Support fellow members for their efforts
- Retweet, repost, or "like" news content that has been released through web and social media channels
- Effectively and positively communicate with friends, family, and others in your social circles
- Use social media to engage and network with BPA members and chapters

BPA reminds all members that you are never anonymous on social media and that your posts will never disappear. Your social media activities will build your digital footprint one post at a time, and this digital portfolio will be used to assess your character, credentials and credibility for college admissions, scholarships and employment. BPA encourages all members to use social media in a pragmatic, productive and positive way. As such, any malicious use of social media platforms shall not be tolerated.

### Malicious use may include, but not be limited to:

- Photos, videos, or comments that are unprofessional, derogatory, demeaning, incriminating, or threatening toward any other individual or entity (examples: derogatory comments regarding conference properties, taunting comments aimed at another BPA member, and derogatory comments against race and/or gender).
- Photos, videos, or comments that depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

Business Professionals of America (BPA) will not tolerate any type of inappropriate behavior from any individual involved, engaged or associated with BPA, or BPA members participating in any BPA activities on the Local, Regional, State and National Level including but not limited to the Workplace Skills Assessment Program Competitive Events. Inappropriate behavior includes behavior on and off of social media including, but not limited to: discrimination, sexual harassment, bullying, inappropriate photography, etc. inappropriate use of social media (such as, but not limited to) any illegal action, etc.

Anyone found violating this policy may be expelled from the event or conference, and their membership can be terminated. If necessary, appropriate legal actions may be taken. BPA reserves the right to modify the consequences, as appropriate. Business Professionals of America reserves the right to monitor, restrict, prohibit, block, suspend, terminate, delete, remove or discontinue any users' access to any National BPA social media site at any time, without notice or consent. Additionally, Business Professionals of America may remove, delete, block, filter or restrict any comment or post at its sole discretion and that are deemed objectionable, inappropriate, distasteful, harmful, defamatory, harassing, libelous, slanderous, offensive, or criminal in nature.



# Official Conference Dress Code

In order to promote a professional atmosphere, Texas BPA's Board of Directors has developed the following official dress code policy for the Business Professionals of America State Leadership Conference. Students, advisors, chaperones, and guests must follow the dress code. It is required that all guests follow established dress code policy.

**Those not dressed in required attire will not be able to participate in any session or any competitive event. Members not adhering to the Professional Dress Code will not be allowed to attend the opening/closing ceremonies.**

## Professional Dress

*Opening Session, Second General Session, and Awards Sessions, all Competitive Events (judged, non-judged, and open), Leadership Academy and Campaign Rally*

### Men

- Dress slacks, dress shirt, and tie
- Suit, dress shirt, and tie
- Sport coat, coordinated dress slacks, dress shirt, and tie
- BPA blazer with dress slacks, dress shirt, and tie

Dress shoes and dress socks are required with all of the above. No tennis shoes. No flip flops or sandals.



### Women

- Pant or skirt suit
- Dress skirt or dress slacks with coordinated blouse and/or sweater
- Business professional "dress"
- BPA blazer with dress skirt or dress slacks and blouse or sweater
- Skirts or dresses cannot be shorter than two inches above the knee

Dress shoes (low heel or high heel), or dress sandals with heel are required with all of the above. No flip flops. No tennis shoes.



## Special Event Dress Code for Students and Advisors

### Men

- **ANKLE LENGTH PANTS ONLY** – jeans, khakis, or other casual pants with no rips or bling/beading
- **NO SHORTS ALLOWED** at the Special Event
- Conference t-shirt must be worn to the Special Event – the t-shirt must not be altered
- Footwear required with all of the above



### Women

- **ANKLE LENGTH PANTS ONLY** – jeans, khakis, or other casual pants with no rips or bling/beading
- **NO SHORTS ALLOWED** at the Special Event
- Conference t-shirt must be worn to the Special Event – the t-shirt must not be altered
- Footwear required with all of the above



### The following are unacceptable during BPA activities:

- strapless, spaghetti straps, tube tops, halter tops, midriff tops
- spandex, lycra, or transparent clothing
- cut-offs or ragged clothing
- clothing with inappropriate words and pictures

Swim suits must be covered with appropriate attire and shoes must be worn while in any area except the swimming pool or designated sunbathing area.

The Dress Code will be placed on the BPA Texas website.

Recourse: Members refused entrance to any event will be given the opportunity to change into appropriate attire immediately and participate/compete in the event. Having changed into appropriate attire, members will join testing in-progress. No additional time will be given for time missed.

Members also have the right to grieve the issue immediately after being refused entrance. Grievance of the Dress Code policy will not be accepted if not received in writing at Competitive Events headquarters within 15 minutes of the infraction in question.



## GROUP PARTICIPANT RELEASE OF LIABILITY, WAIVER OF CLAIMS, EXPRESS ASSUMPTION OF RISK AND INDEMNITY AGREEMENT SATURDAY, MARCH 1, 2025

In consideration of the services of **Bounce 'N' More, LLC**, their agents, owners, members, officers, participants, employees, contractors, equipment manufactures, and all other persons or entities acting in any capacity on their behalf (hereinafter collectively referred to as "Activity Provider"), I \_\_\_\_\_ as the participant(s) group leader for **Business Professionals of America (BPA)** have obtained permission from the parent/legal guardians of the participant(s) and in doing so I hereby agree to release, indemnify, and discharge Activity Provider, on behalf of **BPA**, the participants and the participants parents, heirs, assigns, personal representative and estate as follows:

1. I acknowledge that the use of inflatable rides, slides, interactive games, and mechanical bulls entail significant known and unanticipated risks that could result in physical or emotional injury, paralysis, death or damage to myself, to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. The risks include, but are not limited to falling, slipping, crashing and colliding.

Furthermore, Activity Provider staff and **BPA Volunteers** have a difficult job to perform. They seek safety, but they are not infallible. They might be unaware of a participant's fitness or abilities. They might misjudge the weather or other environmental conditions. They may give incomplete warnings or instructions, and the equipment being used might malfunction.

- 2. I expressly agree and promise to accept and assume all the risks existing in this activity. My participation in this activity is purely voluntary, and I elect to participate in spite of the risks.
- 3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Activity Provider from and all claims, demands, or causes of action, which are in any way connected with my participation in this activity or my use of Activity Provider's equipment or facilities, including and such claims which allege negligent acts or omissions.
- 4. Should Activity Provider or anyone acting on their behalf, be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs
- 5. I certify that I have adequate insurance to cover any injury or damage I may cause or suffer while participating, or else I agree to bear the costs of such injury or damage myself. I further certify that I am willing to assume the risk of any medical or physical condition I may have.
- 6. In the event that I file a lawsuit against Activity Provider, I agree to do so solely in the state of Texas, and I further agree that the substantive law of Texas shall apply in that action without regard to the conflict of low rules of that state. I agree that if any portion of this agreement is found to void or unenforceable, the remaining of the document shall remain in full force and effect.

**By signing this document, I acknowledge that if anyone is hurt or property is damaged during my participation in this activity, I may be found by a court of law to have waived my right to maintain a lawsuit against Activity Provider on the bases of any claim from which I have released Activity Provider herein.**

**I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be found by its terms.**

### GROUP LEADER'S, PARENT'S, OR GUARDIAN'S ADDITIONAL INDEMNIFICATION (Must be completed for participants under the age of 18)

In consideration of the **PARTICIPANT(S) NAMED BELOW** ("Minor(s)") being permitted by Activity Provider to participate in its activities and to use its equipment and facilities, I, on behalf of **BPA** and the participants named below, further agree to indemnify and hold harmless Activity Provider from any and all claims which are brought by, or on behalf of Minor(s), and which are in any way connected with such use or participation by Minor(s).

Group Leader Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_





# Special Event Release of Liability Form

**GROUP PARTICIPANT RELEASE OF LIABILITY, WAIVER OF CLAIMS,  
EXPRESS ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

**PERMISSION FOR PARTICIPATION IN SPECIAL EVENT**

Event Date: Saturday, March 1, 2025

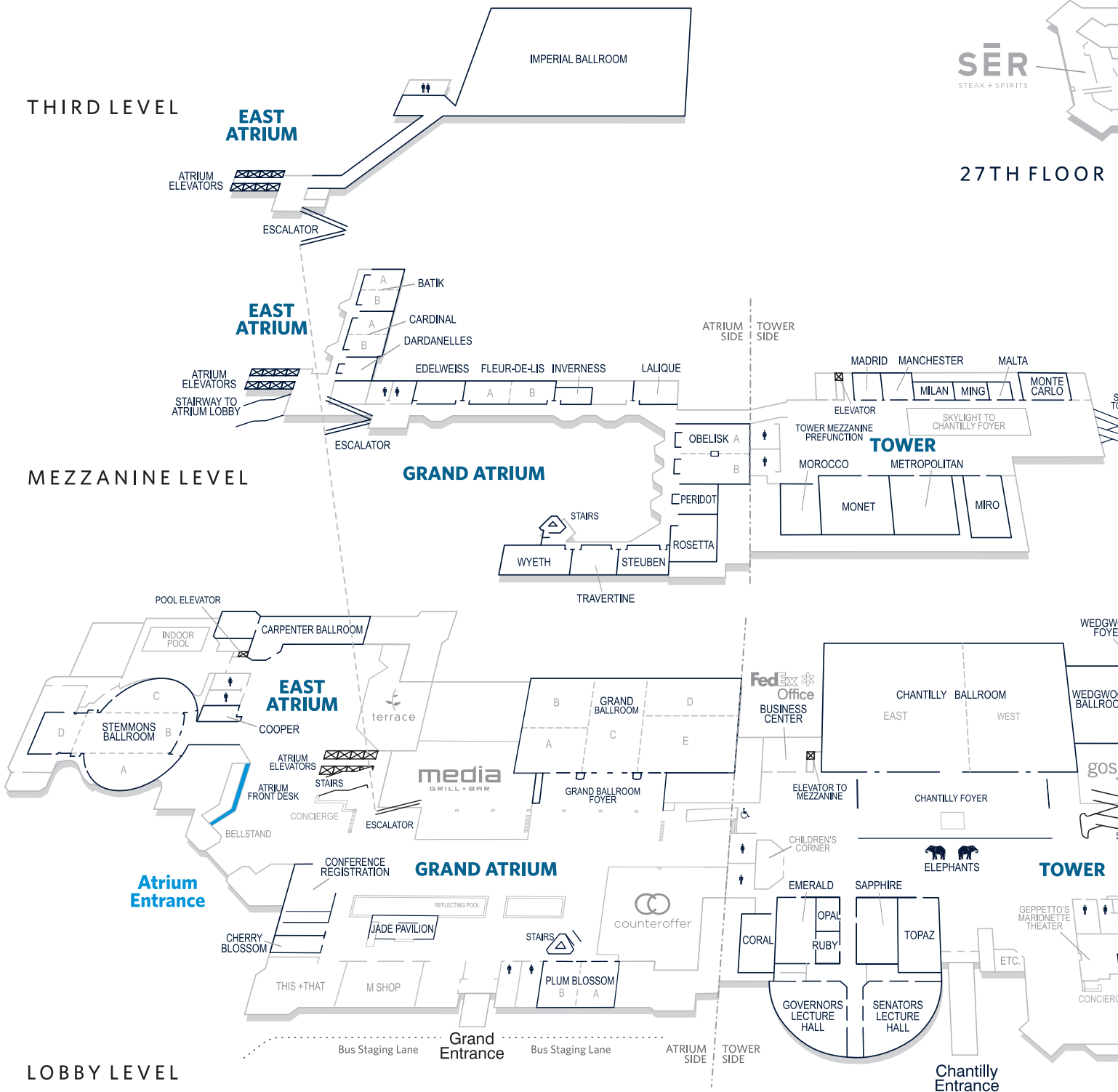
Organization Name: Business Professionals of America

**MINOR Participant List**

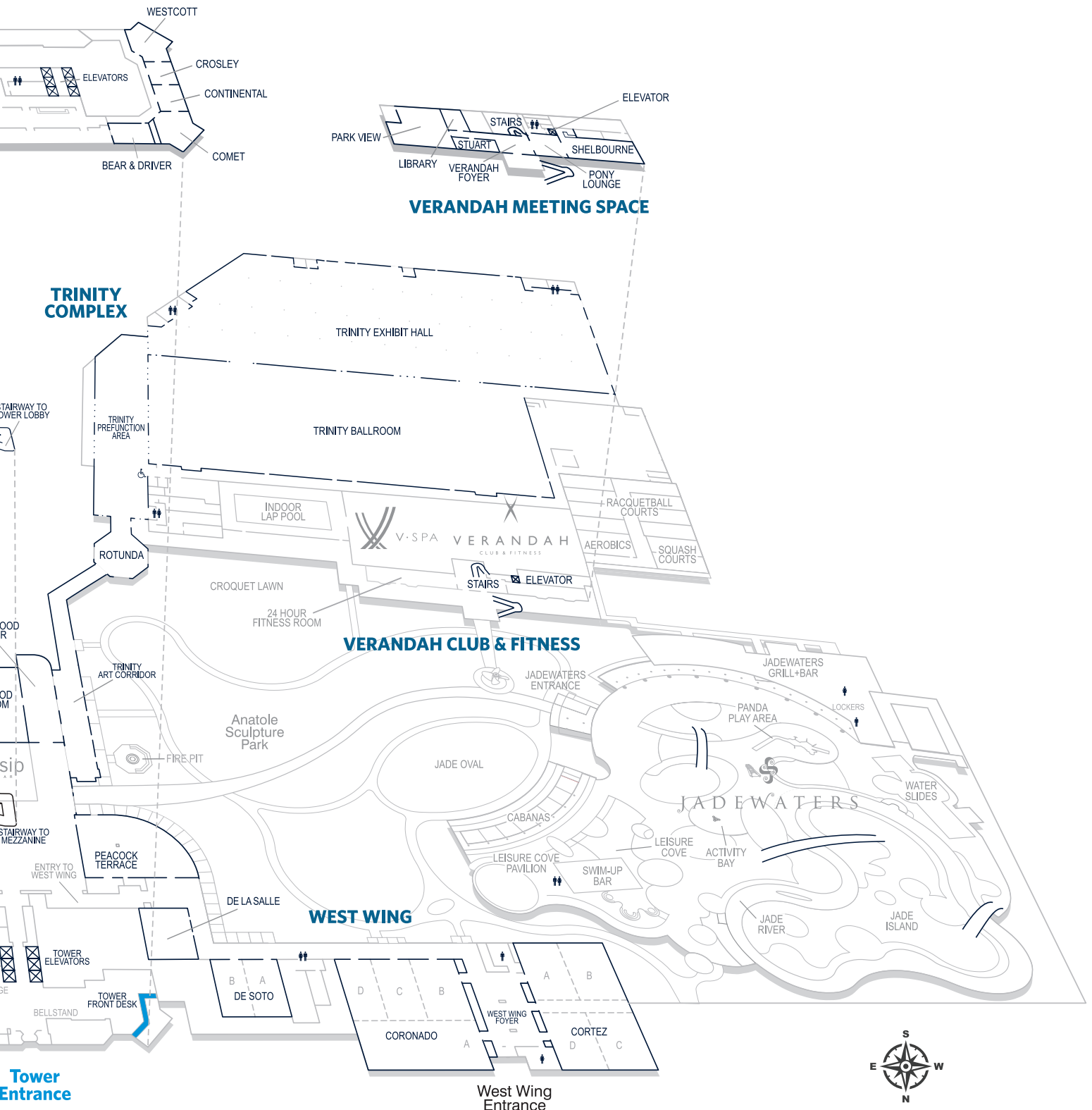
Name of Participant	Name of Participant	Name of Participant

Please print multiple pages if needed

# Hilton Anatole Hotel Floor Plan



# Hilton Anatole Hotel Floor Plan



THANK YOU TO OUR GENEROUS SPONSORS AND PARTNERS

NRF FOUNDATION  
**RISE UP**



*Legacy*

Audio Visual Production Services, LLC.



[www.bpa.org/texas](http://www.bpa.org/texas)