

2022-2023



# Chapter Affiliation Guide

## **About Business Professionals of America, Inc.**

Business Professionals of America (BPA) is a federally recognized international career and technical student organization (CTSO) providing intra-curricular education to nearly 45,000 students in the areas of business, finance, entrepreneurship, marketing, health administration, and information technology. The mission of BPA is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth, and service to others.

## **Using The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Funds to Pay Group Affiliation Fees for BPA Membership**

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V) continues Congress' commitment to and funding for career and technical education (CTE) programs for our nation's youth and adults. Some information to clarify the use of Perkins V funds to pay membership fees for students eligible to be in CTSO's is as follows:

- Local Education Agencies (LEAs) may spend Perkins V funds on institutional, affiliate, chapter or local membership dues to benefit groups of students.
- Perkins V funds may not be used for individual student or instructor memberships.
- Funds for the BPA CTE program must be used to supplement (increase the level of services) and not supplant (replace) funds from non-federal sources.
- Any program activity required by state law, State Board of Education rules, or local board policy may not be paid for with Perkins V funds.
- State or local funds may not be decreased or diverted for other uses merely because of the availability of Perkins V funds.
- Local chapter advisors must maintain documentation that clearly demonstrates the supplementary nature of Perkins V funds.

School districts may be considered out of compliance if they used federal CTE funds to provide services that they are required to provide under state or local law, rule, or a court order. Also, districts will be violating cost principles and will be out of compliance for use of federal funds for any service that has been previously funded with state or local funds.

Although National BPA encourages the use of Perkins V funds to support chapter affiliate membership fee structure, each State Association has the autonomy to further define how these funds can be used. Please contact your State Advisor to learn more.

## **Why the Chapter Affiliate Membership model?**

To use Perkins V funding for state and national BPA chapter affiliation membership dues, an advisor must affiliate all students enrolled in the classes identified in the advisor's schedule that are certified

CTE classes. Affiliating all students makes BPA a truly intra-curricular instructional program. Unfortunately, students often choose to forgo engagement in BPA because they don't have a true understanding of the mission of the organization nor have they ever experienced the opportunities available to them through membership. When a chapter pays the affiliation fee, the student is eligible to participate at any point they choose to engage. This affiliation fee option will allow a chapter to access Perkins V funds to cover the cost of affiliating.

This chapter affiliation model was created to strengthen BPA's intra-curricular integration model and reach more students. BPA has traditionally been a membership-driven educational tool. In this model, BPA was too often treated on campus as a school club or extra-curricular organization. However, the richness of the BPA educational experience, at its fullest strength, provides the greatest educational value when BPA is operated as an intra-curricular instructional tool. BPA educational programs have always been designed to be and have functioned as intra-curricular programs. The affiliation model for BPA is aimed at giving teacher advisors an easier and more inclusive format for integrating BPA on campus and in CTE classes.

There are many benefits of Chapter Affiliation Fee model.

- Expand college and career readiness training within the context of business to more students than ever.
- Advisors will no longer have to track down individual students for outstanding membership dues.
- Ease of compiling chapter membership and submitting online.
- Easy to budget and identify exact cost of BPA student participation for the chapter.
- Increased membership/involvement.

### **What does this mean for your BPA state association?**

BPA's Chapter Affiliation Fee Program is designed to be easy, cost-effective, and value-filled so that educators can utilize BPA tools in the classroom and campus setting to positively impact CTE programs for students. All currently active and newly established BPA chapters must meet the following requirements as mandated by their state's Department of Career and Technical Education:

1. Be an approved chapter with an identified, CTE-endorsed advisor.
2. The advisor must meet the requirements as defined by their local school district, State Department of Education, and/or the State's recognized BPA charter holder.
3. All students participating in BPA must be currently or previously enrolled in a CTE class. Special provisions or further requirements are defined through the school district, State Department of Education and/or the State's recognized BPA charter holder.

## BPA Chapter Affiliation Membership Fee Pricing Guide

Below is an example of the annual affiliation fees for the BPA calendar year (Sept. 1 – Aug. 31).

<b>Member Tier</b> (No. of students)	<b>Chapter Affiliate Membership Fees</b>
1–10	(National Dues + State Dues) x 10
11–20	(National Dues + State Dues) x 20
21–30	(National Dues + State Dues) x 30
31–40	(National Dues + State Dues) x 40
41–50	(National Dues + State Dues) x 50
51–75	(National Dues + State Dues) x 75
76–100	(National Dues + State Dues) x 100
101–125	(National Dues + State Dues) x 125
126–150	(National Dues + State Dues) x 150
151–175	(National Dues + State Dues) x 175
176–200	(National Dues + State Dues) x 200
201–225	(National Dues + State Dues) x 225
226–250	(National Dues + State Dues) x 250
<b>Notes:</b>  “National Dues and State Dues” refer to the dues for a single student member.  If more than 250 students are participating in the affiliation program, the chapter will pay an additional National Dues + State Dues per student affiliated, which is not a Perkins V eligible use.  State Associations may customize the affiliation increments.  The Chapter Affiliation Membership Fee will be paid directly to Business Professionals of America National Center / PO Box 729 / Westerville, OH 43086 / 614-895-7277 / <a href="http://www.bpa.org">www.bpa.org</a> .	

Once a chapter submits their Chapter Affiliation membership fees, they become an official BPA local chapter. Official local chapters and members gain access to all BPA curriculum, resources, programs, and college and career development experiences.

## **Frequently Asked Questions**

### **Can advisors choose between individual membership dues and chapter affiliation fee?**

Yes, advisors can choose either membership model. Please contact your State Advisor to understand the requirements of Perkins V funds use. The State Advisor must then inform the National Center that the chapter will be using the Chapter Affiliation Membership Program model so the registration system can be adjusted for each chapter individually.

### **How will this affect competitive event participation?**

All student members are eligible to participate in the Workplace Skills Assessment Program, as well as all programs available through BPA, regardless of the chapter's chosen membership model. Additional criteria may be imposed by the State Association.

### **Can a student be added to the chapter after submitting the chapter affiliation roster?**

Yes, a student who has been inadvertently omitted from the roster may be added. Additional fees are dependent upon the total student membership and the State Association's customized affiliation model. The State Association may also ask for verification of enrollment and time of enrollment.

### **What do schools need to do if Perkins V funds are going to be used for the current school year?**

The use of these funds for Chapter Affiliation Membership fees must be shown in the application submitted the state's Educational Agency. If funds are going to be used this year, an amendment will need to be filed with the state's Educational Agency to show that member affiliation fees will be paid by the school's allocation. Contact your State Advisor to learn if it is possible and how to use Perkins V funds for the current school year.