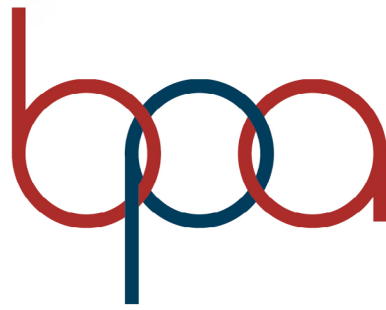


Idaho BPA Chapter Toolkit



IDAHO
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PROFESSIONALS**
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More resources can be found at:
IdahoBPA.org



Karlie Sudweeks
Idaho BPA Chairman

“Hello amazing Idaho advisors!

I am super excited for this BPA year to begin! I know that this year will be an amazing year for Idaho BPA, because of all the hard work and dedication of you all. Our organization cannot function without the hard work of you, the advisor, so a huge appreciation to you for what you not only do for Idaho BPA, but for all your students as well. Your dedication and impact will change your students’ stars. Their destinies are ever changing and you are a vital part in that journey. We as the Idaho BPA Board hope to support you in that endeavor anyway we can. As you journey through this year’s obstacles, we hope that you will find this toolkit as a helpful resource for you and your BPA members to ensure maximum participation in all of the BPA programs. I encourage every BPA chapter to take full advantage of the countless professional growth opportunities from competitive events, Torch awards, BPA Cares, student certification series, chapter challenges, and countless other opportunities. If there is anything you need help with throughout this year, please do not hesitate to reach out to anyone on our leadership team. We at the Idaho BPA Board are here to help you, and together we will maximize the success of Idaho BPA at the local, state, and national level. I hope you have a wonderful year!”

Hello Idaho Post-Secondary,

I am so excited for this school year! As a member of the Idaho BPA State Officer Team, we have created a tool kit for members to achieve success and give purpose to your potential. This tool kit has been a huge help to accomplish myself and our state officer team’s goals and aspirations within and outside of BPA. You, the members, inspire us to change and rewrite what it means to be a leader and a member in this incredible organization. I wish you all an incredible school year and I can’t wait to see you all soon.



Tavin Blake
Post-Secondary President



Xavier Garcia
Secondary President

Hello Idaho Business Professionals of America!

My name is Xavier Garcia, and I am so proud to be serving as your Idaho Secondary President. This year the state officers have been working on developing the Idaho Chapter Toolkit to strengthen Chapters in Idaho. I hope this toolkit will be used as a beneficial resource for years to come. I encourage you to take advantage of this resource and always feel free to reach out to anyone on the team if you need anything.

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Schedule At-a-Glance



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First week of school



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of AMERICA

IdahoBPA.org

- Begin promoting BPA
- Show membership video
- Show NLC promo video
- Explain what BPA is
- BPA Scavenger hunt
- Register and plan to attend BASIC
- Establish a calendar of due dates and article ideas for social media and communications
- Review Workplace Skills Assessment Program (WSAP) to understand events

Officer To-Do's

Advisor To-Do's

- Before school starts:
Meet with student officers to develop Program of Work
- Schedule and hold an Officer Meeting
- Review Workplace Skills Assessment Program (WSAP) for competition information and deadlines
- Begin planning for Regional and State Competitions
- Connect with your Regional Coordinator
- Begin affiliation of members
- Roll (Graduate) previous year students

Giving Purpose to Potential

9 September



IDAHO
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IdahoBPA.org

- Begin promoting BPA
- Hold Chapter meeting
- Register and attend BASIC
- Establish a calendar of due dates and article ideas for social media and communications
- Review Workplace Skills Assessment Program (WSAP) and select events
- Record Torch Award points earned in August/September
- Work on September Service Project and Fundraiser
- Distinguished Chapter ideas
- Attend Presidents Council (Chapter President)

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer Meeting
- Review Workplace Skills Assessment Program (WSAP) for competition information and deadlines
- Begin planning for Regional and State Competitions
- Connect with your Regional Coordinator
- Begin affiliation of members
- Help Officers plan a formal installation ceremony. Invite parents, teachers, and administration to attend

Giving Purpose to Potential

10 October



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IdahoBPA.org

- Schedule and hold a Chapter Meeting
- Attend BASIC
- Organize your membership drive event
- Create a page on BPA.org
- Tag #IdahoBPA in a Chapter picture/story on social media
- Post pictures and biographies of your officers
- Establish a calendar of due dates and article ideas for social media and communications
- Review Workplace Skills Assessment Program (WSAP) and select events
- Record Torch Award points earned in October
- Work on October Service Project and Fundraiser

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer Meeting
- Review Workplace Skills Assessment Program (WSAP) for competition information and deadlines
- Begin planning for Regional and State Competitions
- Connect with your Regional Coordinator
- Continue to affiliate members

Giving Purpose to Potential

11 November



IDAHO
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IdahoBPA.org

- Schedule and hold a Chapter Meeting
- Tag #IdahoBPA in a Chapter picture/story on social media
- Show your Chapter how to register for President's Volunteer Service Award
- Write a short article and post a picture of your Chapter participating in BASIC to your school social media and tag #IdahoBPA
- Record Torch Award points earned in November
- Work on November Service Project and Fundraiser

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer Meeting
- Ensure Chapter members are affiliated by December 1st
- Continue to prepare your students for Regional competition
- Connect with your Regional Coordinator
- Early affiliation-November 1st
- Schedule your Chapter to attend regionals

Giving Purpose to Potential

12 December



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IdahoBPA.org

- Schedule and hold a Chapter Meeting
- Attend Regionals with your Chapter
- Write a short blurb and post a picture of your Chapter completing a Service Project
- Tag #Idaho BPA.org in a Chapter picture/story on social media
- Focus on competitive events and regional preparation
- Record Torch Awards points earned in December
- Work on December Service Project and Fundraiser

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer Meeting
- Ensure Chapter members are affiliated by December 1st
- Continue to prepare your students for Regional competition
- Schedule your Chapter to attend regionals
- Look for SLC Registration Packet
- Reserve hotel rooms for SLC
- Attend SLC Advisor virtual meeting

Giving Purpose to Potential

1 January

- Schedule and hold a Chapter Meeting
- Organize your Chapter's events for BPA Week in February
- Write a short blurb and post a picture of your Chapter completing a Service Project or have a Social Event
- At Regionals, tour a historic building together (Points!)
- Record Torch Award points earned in January
- Tag #IdahoBPA in a Chapter picture/story on social media
- Submit State Officer Candidate applications on or before January 16, 2023
- Work on January Service Project and Fundraiser
- Plan your promotion of BPA week for February 6 - 12, 2023

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer Meeting
- Plan a Professional/Industry Day. Invite community leaders in to hold mock competitions/share best practices for success with your students
- Begin to prepare for State Competition
- Remind Chapter members to register for SLC
- Ensure all pre-submit events are submitted on or before January 16, 2023
- Complete and submit all SLC registrations and State Officer applications prior to January 16, 2023

Giving Purpose to Potential

2 February



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IdahoBPA.org

- Schedule and hold a Chapter Meeting
- Celebrate & participate in National BPA Week February 6-12, 2023
- Write a short blurb and post a picture of your Chapter completing a Service Project
- Tag #IdahoBPA in a Chapter picture/story on social media
- Attend SLC with your Chapter February 23-25, 2023
- Record Torch Award points earned in February
- Work on February Service Project and Fundraiser

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer Meeting
- Track member eligibility for SLC and continue to prepare your students for competition
- Reach out to your BPA Manager with any questions or concerns
- Secure hotel and transportation to SLC if you haven't already
- Begin tentative planning for NLC

Giving Purpose to Potential

3 March

- Schedule and hold a Chapter Meeting
- Write a short article and post a picture of your Chapter participating at SLC
- Tag #IdahoBPA in a Chapter picture/story on social media
- Apply for a Idaho Career & Technical Education Foundation for National Leadership Conference Scholarship
- Record Torch Award points earned in March
- Work on March Service Project and Fundraiser
- Start planning for NLC experience

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer Meeting
- Host an SLC debriefing
- Publish your member's successes in school and community sources
- Send a report to administration and advisory committees regarding SLC
- Communicate with the BPA Manager if students who qualify are unable to attend NLC to allow for alternate notification
- Start solidifying plans for NLC
- Complete NLC hotel reservations

Giving Purpose to Potential

4 April

- Schedule and hold a Chapter meeting
- Tag #IdahoBPA
- Work on April Service Project
- Finalize plans for NLC
- Plan end of year event

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer meeting
- Finalize NCL details
- Plan senior recognition
- Send out new officer applications
- Schedule and hold officer interviews

Giving Purpose to Potential

5 May

- Schedule and hold a Chapter meeting
- Write a short article and post a picture of your Chapter participating at NLC
- Tag #IdahoBPA in a Chapter picture/story on social media
- Work on May Service Project
- Host “End of the Year” event

Officer To-Do's

Advisor To-Do's

- Schedule and hold an Officer meeting
- Host NLC debriefing
- Publish success of your Chapter at NLC
- Elect new Officers for the next year

Giving Purpose to Potential



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WSAP Flyers



For more resources, visit:
bpa.org/educators/resources



**BUILDING
YOUR FUTURE
FINANCIAL CAREER**



FINANCE

Finance competitions focus on demonstrating learned skills and knowledge in a wide variety of financial topics. Competitors complete hands-on calculations to predict outcomes in real-world case studies.

COMPETITIVE EVENT LISTING

| | |
|--|--|
| (100) Fundamental Accounting (S) | (145) Banking & Finance (S PS) |
| (105) College Accounting (PS) | (150) Financial Analyst Team (S PS) * |
| (110) Advanced Accounting (S) | (155) Economic Research Individual (S) * |
| (115) Advanced College Accounting (PS) | (160) Economic Research Team (S) * |
| (125) Payroll Accounting (S) | (165) Personal Financial Management (S PS) |
| (130) College Payroll Accounting (PS) | (170) Financial Audit (PS) * - Pilot |
| (140) Federal Income Tax Accounting (PS) | (190) Financial Math & Analysis Concepts-Open (S PS) |

S - Secondary Event

PS - Post-Secondary Event

* - Judged Event

CAREER PATHWAYS

Actuary
Certified Public Accountant (CPA)
Certified Financial Planner (CFP)
Financial Advisor/Planner
Insurance
Management Accountant
Personal Financial Specialist (PFS)
Risk Analyst

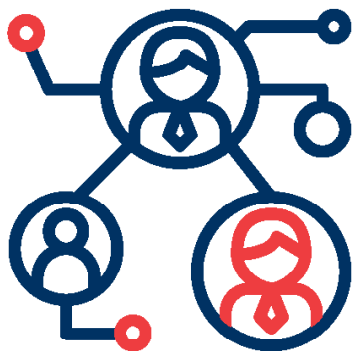
POTENTIAL DEGREES

Accounting
Business Education
Business Management Economics
Finance

bpa.org



700 Morse Road, Suite 201, Columbus, OH 43214
Phone: 614.895.7277



**BUILDING
YOUR FUTURE
BUSINESS CAREER**



BUSINESS ADMINISTRATION

Business Administration competitions focus on planning, organizing, directing and evaluation business functions essential to efficient and productive business operations. Career opportunities are available in every sector of the economy and require specific skills in organization, time management, customer service and communication.

COMPETITIVE EVENT LISTING

- | | |
|---|---|
| (200) Fundamental Word Processing (S PS) | (235) Advanced Spreadsheet Applications (S PS) |
| (205) Intermediate Word Processing (S PS) | (240) Database applications (S PS) |
| (210) Advanced Word Processing (S PS) | (245) Legal Office Procedures (S PS) |
| (215) Integrated Office Applications (S PS) | (255) Administrative Support Team (S PS) |
| (220) Basic Office Systems & Procedures (S PS) | (260) Administrative Support Research Project (S) * |
| (225) Advanced Office Systems & Procedures (S PS) | (265) Business Law & Ethics (S PS) |
| (230) Fundamental Spreadsheet Applications (S PS) | (290) Administrative Support Concepts-Open (S PS) |

S - Secondary Event

PS - Post-Secondary Event

* - Judged Event

BPA ALIGNED CERTIFICATIONS

- (210) Advanced Word Processing (S | PS) - MOS Word 2016
- (215) Integrated Office Applications (S | PS) - MOS PowerPoint 2017
- (235) Advanced Spreadsheet Applications (S | PS) - MOS Excel 2017
- (240) Database Applications (S | PS) - MOS Access 2016

CAREER PATHWAYS

Administrative Assistant
Administrative Service
Business Consultant
Business Office Manager
Data Entry Manager
Legal Office Assistant
Medical Office Assistant

POTENTIAL DEGREES

Business Education
Business Management

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Phone: 614.895.7277



**BUILDING
YOUR FUTURE
TECHNOLOGY CAREER**



MANAGEMENT INFORMATION SYSTEMS

Management Information Systems competitions focus on entry level, technical and professional career related to the design, development, support and management of hardware, software, multimedia, communications and systems integrating services.

COMPETITIVE EVENT LISTING

- | | |
|---|---|
| (300) Computer Network Technology (S PS) | (335) C++ Programming (S PS) |
| (305) PC Servicing & Troubleshooting (S PS) | (340) Java Programming (S PS) |
| (310) Server Administration Using Microsoft | (345) SQL Database Fundamentals (S PS) |
| (315) Network Administration Using Cisco | (350) Linux Operating System Fundamentals (S PS) |
| (320) Computer Security (S PS) | (355) Python Programming (S PS) - Pilot |
| (325) Network Design Teams (S PS) * | (390) Computer Programming Concepts - Open (S PS) |
| (330) C# Programming (S PS) | (391) Information Technology Concepts - Open (S PS) |

S - Secondary Event

PS - Post-Secondary Event

* - Judged Event

BPA ALIGNED CERTIFICATIONS

- (300) Computer Network Technology (S | PS) - MTA Networking Fundamentals
- (305) PC Servicing & Troubleshooting (S | PS) - MTA Windows OS Fundamentals
- (310) Server Administration Using Microsoft [™] (S | PS) - MTA Networking Fundamentals
- (320) Computer Security (S | PS) - MTA Security Fundamentals
- (330) C# Programming (S | PS) - MTA Software Development Fundamentals C#/V8
- (350) Linux Operating System Fundamentals (S | PS) - TestOut Linux Pro

CAREER PATHWAYS

Computer Engineer
Computer Technician
Cybersecurity
Network Engineer
Programmer / Software Developer

POTENTIAL DEGREES

| | |
|----------------------|------------------|
| Computer Engineering | Computer Science |
| Computer Networking | Cybersecurity |
| Computer Programming | Entrepreneurship |

bpa.org



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Phone: 614.895.7277



Digital Communications and Design competitions focus on the development of creative skills to share a message, feeling or emotion through digital, 2D and 3D means. Skills in multimedia and technical design are developed and can be applied to a range of careers from graphic design and interior design to digital communication and managing of social media sites.

| | | | |
|-------|---|-------|---|
| (400) | Fundamental Desktop Publishing (S PS) | (430) | Video Production Team (S PS) * |
| (405) | Fundamentals of Web Design (S PS) | (435) | Website Design Team (S PS) * |
| (410) | Graphic Design Promotion (S PS) * | (440) | Computer Animation Team (S) * |
| (415) | Advanced Desktop Publishing (A PS) * | (445) | Broadcast News Production Team (S PS) * |
| (420) | Digital Media Production (S PS) * | (450) | Podcasting Team (S PS) * - Pilot |
| (425) | Computer Modeling (S) * | (490) | Digital Communication & Design Concepts - Open (S PS) |

* - Judged Event

(405) Fundamentals of Web Design (S | PS) - MTA Introduction to Programming Using HTML and CSS

Animator
Audio-Video Designer
Film and Video Editor
Graphic Designer
Illustrator
Multimedia Artist

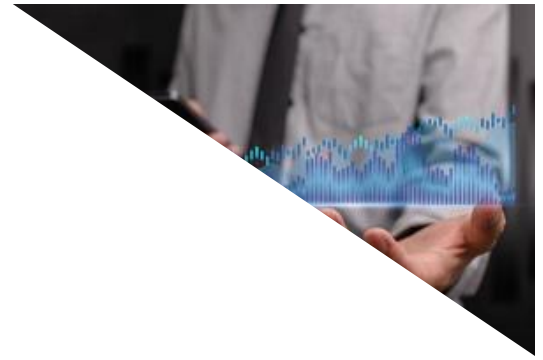
Audio Production
AV Communication
Broadcast Journalism
Communications
Digital Media
Graphic Design



BUILDING

YOUR FUTURE

MANAGEMENT MARKETING & COMMUNICATIONS



MANAGEMENT, MARKETING & COMMUNICATIONS

Management, Marketing, & Communications competitions focus on planning, managing and performing marketing activities to reach organizational objectives. Many competitions focus on perfecting speaking and presentation skills using several different platforms.

COMPETITIVE EVENT LISTING

- | | |
|---|---|
| (500) Global Marketing Team (S) * | (550) Parliamentary Procedure Team (S) * |
| (505) Entrepreneurship (S PS) * | (555) Presentation Management Individual (S PS) * |
| (510) Small Business Management Team (S PS) * | (560) Presentation Management Team (S PS) * |
| (515) Interview Skills (S PS) * | (590) Business Meeting Management Concepts - Open (S PS) |
| (520) Advanced Interview Skills (S PS) * | (591) Management, Marketing and Human Resources Concepts - (S PS) |
| (525) Extemporaneous Speech (S) * | (592) Parliamentary Procedure Concepts - Open (S PS) |
| (530) Contemporary Issues (PS) * | (594) Digital Marketing Concepts - Open (S PS) |
| (535) Human Resource Management (S PS) * | |
| (540) Ethics & Professionalism (S PS) * | |
| (545) Prepared Speech (S PS) * | |

S - Secondary Event

PS - Post-Secondary Event

* - Judged Event

CAREER PATHWAYS

Account Executive
Business Manager
Entrepreneur
Human Resources Manager
Public Relations Manager
Sales Manager

POTENTIAL DEGREES

Business Administration
Business Education
Business Management
Communications
Entrepreneurship
Marketing



**BUILDING
YOUR FUTURE
HEALTH ADMINISTRATION CAREER**



HEALTH ADMINISTRATION

Health Administration competitions focus on planning, managing, and performing technology and administration activities to reach organizational objectives. Competitions focus on medical coding and billing, knowledge retention, speaking and presentation skills using several different platforms.

COMPETITIVE EVENT LISTING

- (600) ICD-10-CM Medical Diagnostic Coding (S | PS)
- (605) Health Insurance and Medical Billing (S | PS) - Pilot
- (610) Health Administration Procedures (S | PS)
- (615) Health Leadership - Special Topics (S | PS) * - Pilot
- (620) Medical Terminology - Open (S | PS) - Pilot

S - Secondary Event

| PS - Post-Secondary Event

| * - Judged Event

CAREER PATHWAYS

Clinic Administrator
Consulting Health Care Administrator
Health Information Manager
Hospital CFO
Hospital Department Manager
Insurance Underwriter
Medical Office Business Manager
Social Welfare Administrator

POTENTIAL DEGREES

Business Administration
Healthcare Administration
Health Information Systems
Medical Coding
Medical Law and Ethics
Medical Office Management
Public Health
Social Work



VIRTUAL COMPETITIONS FOR ALL MEMBERS



VIRTUAL COMPETITIONS

Virtual Competitions are direct to National Events that take place through virtual project submissions and presentations to industry professionals. The Top 10 in each Virtual Event is invited to attend the National Leadership Conference and compete in the National Showcase to determine the Best in Show!

COMPETITIVE EVENT LISTING

- (VO1) Virtual Multimedia & Promotion Individual (ML | S | PS) *
- (VO2) Virtual Multimedia & Promotion Team (ML | S | PS) *
- (VO3) Software Engineering Team (ML | S | PS) *
- (VO4) Web Application Team (ML | S | PS) *
- (VO5) Mobile Applications (ML | S | PS) *
- (VO6) Promotional Photography (ML | S | PS) *
- (VO7) Cybersecurity/Digital Forensics (ML | S | PS) *
- (VO8) Start-Up Enterprise Team (ML | S | PS) *
- (VO9) Financial Portfolio Management Team (ML | S | PS) *
- (V10) Virtual Branding Team (ML | S | PS) *

ML - Middle Level Event | S - Secondary Event | PS - Post-Secondary Event | * - Judged Event

CAREER PATHWAYS

Business Manager
Cybersecurity
Digital Media / Marketing
Entrepreneurship
Photographer
Software Engineer
Stock Broker / Financial Planner
Web Application Developer

POTENTIAL DEGREES

Business Administration
Business Management
Computer Science
Digital Media Arts
Entrepreneurship
Finance
Marketing



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Torch Awards



For more resources, visit:
bpa.org/torch-awards



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bpa.org/torch-awards



BELIEVE - in yourself and what you can accomplish

PERFORM - activities to better yourself,
your community and your country

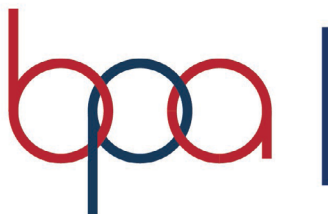
ACHIEVE - recognition for your actions

TORCH AWARD PROGRAM

Why Participate?

- Demonstrate the qualities of leadership and professionalism
- Interact with business leaders, civic organizations and communities
- Learn positive ways to impact the areas where you live
- Grow through the nine pillars of the program

HOPE | FAITH | LOVE | COOPERATION
KNOWLEDGE | SERVICE | LEADERSHIP
FRIENDSHIP | PATRIOTISM



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Giving Purpose to Potential

LEVELS OF TORCH



EXECUTIVE TORCH AWARD
(Local Chapter Level)
10 points in each category



DIPLOMAT TORCH AWARD
(Local, Regional, or State Level)
30 points in each category



STATESMAN TORCH AWARD
(State Level)
50 points in each category



**AMBASSADOR TORCH
AWARD**
(National Level)
70 points in each category

bpa.org/torch-awards



LIGHT THE SPARK INSIDE YOU

MAKE A DIFFERENCE YOU NEVER THOUGHT OF BEFORE
BUILD YOUR PROFESSIONALISM AND LEADERSHIP IN
BOTH CAREER DEVELOPMENT AND PERSONAL GROWTH

BPA.ORG/TORCH-AWARDS

How to Login to Torch Awards

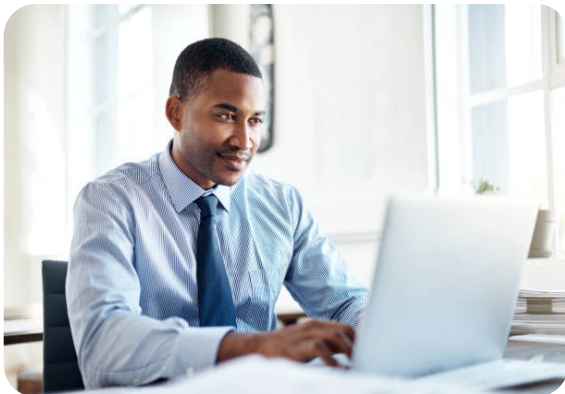
Student Login:

- Go to bpa.org
- Click “Member Gateway”
- Go to “Students”
- Choose “Torch Awards”
- Choose “Student Torch Awards Login”
- Enter membership ID
- Enter Password (set by Advisor)



Advisor Login:

- Go to bpa.org
- Click “Member Gateway”
- Go to “Students”
- Go to the dropdown menu
- Choose “Advisor Torch Awards Login”
- Go to dropdown menu
- Choose “Torch Awards”
- View students or choose reports





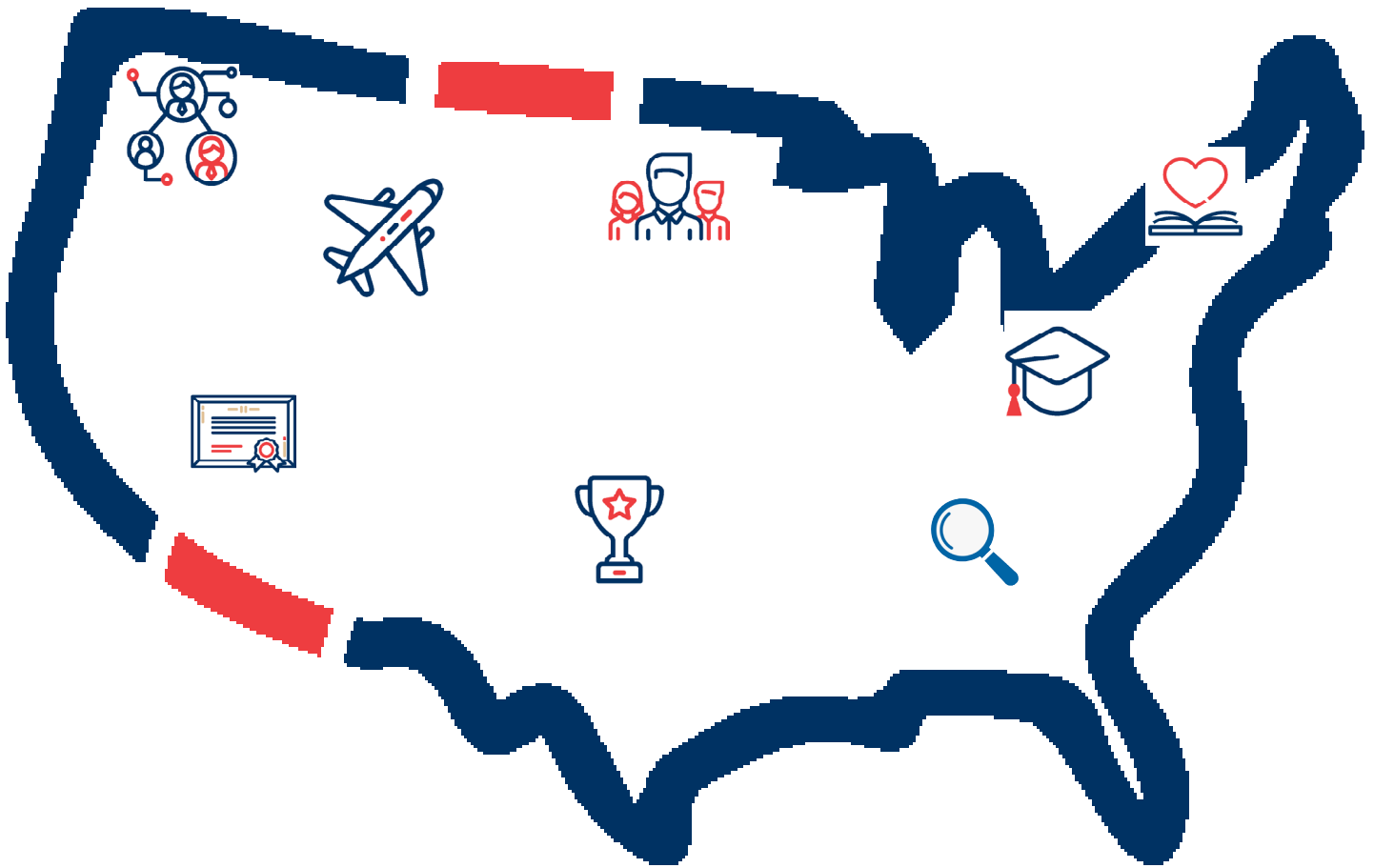
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Why BPA?



For more resources, visit:
bpa.org/educators/resources

WHY BPA?



DISCOVER YOUR PASSION. CHANGE THE WORLD.
Join BPA and Start Building Your Future!



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WHY BPA?

Top 10 Reasons to Join BPA:

- Experience personal and professional growth
- Gain real-life skills
- Participate in competitive events
- Develop Leadership Skills
- Get Lifetime Opportunities
- Connect with businesses
- Participate in community service projects
- Attend conferences and workshops across the country
- Meet people with similar interests
- It's fun!

Business Professionals of America members are exposed to opportunities that offer real value to the community with simultaneously providing a vehicle to develop and improve academic knowledge, 21st century skills, and a broader sense of social conscience and community awareness.



Ways to Keep Up-to-Date



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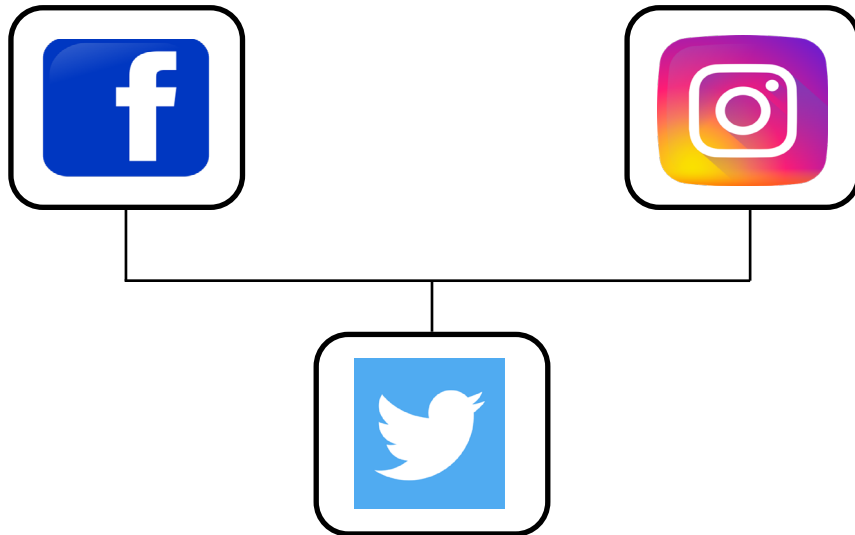
IdahoBPA.org

SOCIAL MEDIA



LIKE, FOLLOW, OR CONNECT WITH OTHER IDAHO BPA MEMBERS HERE:

| | | |
|---------------------|--|---------------------------------|
| IDAHO BPA FACEBOOK | | FACEBOOK.COM/BPAIDAHO |
| IDAHO PS FACEBOOK | | FACEBOOK.COM/IDBPAPOSTSECONDARY |
| IDAHO BPA TWITTER | | @IDAHOBPA |
| IDAHO BPA INSTAGRAM | | INSTAGRAM.COM/IDAHOBPA |



HELPFUL LINKS:

- [CTE.IDAHO.GOV](https://cte.idaho.gov)
- [CTE.IDAHO.GOV/EDUCATORS-5/RESOURCES](https://cte.idaho.gov/educators-5/resources)
- [CTE.IDAHO.GOV/PROGRAMS-2/CAREER-AREAS/BUSINESS MARKETING/](https://cte.idaho.gov/programs-2/career-areas/business-marketing/)
- [CTE'S BUSINESS AND MARKETING YOUTUBE PAGE](#)
- [IDAHO BUSINESS EDUCATORS ASSOCIATION \(IBEA\)](#)
- [IDAHO CAREER & TECHNICAL EDUCATION FOUNDATION SCHOLARSHIPS](#)



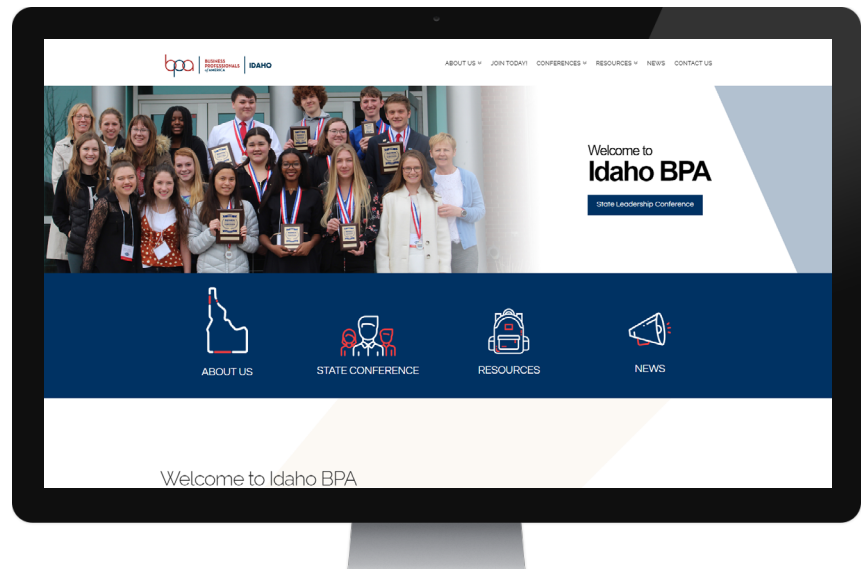
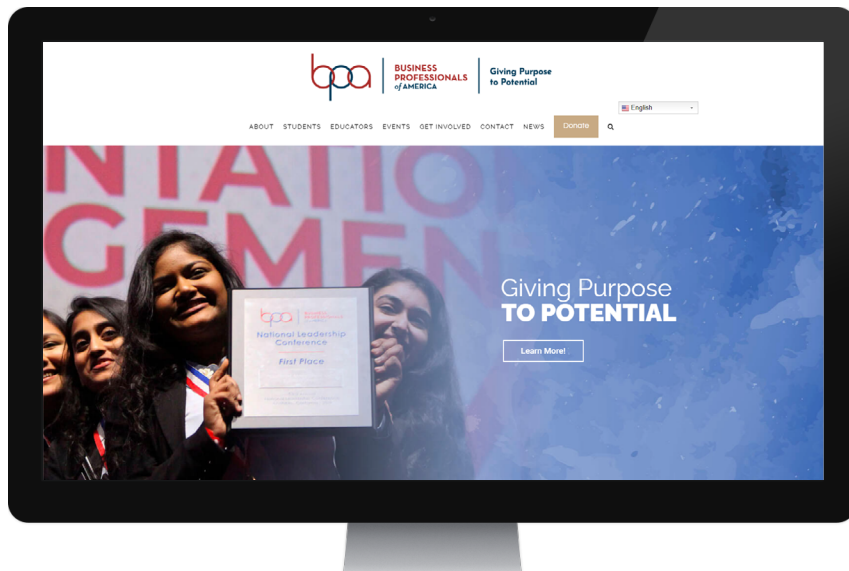


Chapter Resources



IdahoBPA.org

BPA.ORG & IDAHOBPA.ORG



STATE OFFICER TEAM

- Virtual Chapter Visit
- Presidents Council
- Committee Service
 - Advocacy
 - Communication
 - Membership
 - Growth
- SLC Planning and Implementation

Have a student in your Chapter who would like to apply to become a State Officer?

Be watching for the application to be released at IdahoBPA.org soon!

The deadline to apply is:
January 16, 2023.

BPA STATE OFFICERS 2022-2023



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BOARD OF TRUSTEES

EXECUTIVE COMMITTEE

| | | |
|-----------------------|-----------------|-------------------------|
| Chairman: | Karlie Sudweeks | ksudweeks@idaho.bpa.org |
| Vice Chairman: | Susan Beard | sbeard@idahobpa.org |
| Secretary: | Tavin Blake | tblake@idahobpa.org |
| Treasurer: | Cassie Knigge | Cknigge@idahobpa.org |

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SERVICE PROJECT IDEAS

- Donate or raise money for your local Red Cross.
- Organize a community blood drive.
- Send cards to soldiers serving overseas.
- Offer to rake leaves, shovel the walk or do housework for someone in need. You might learn something new about a neighbor or discover a new network of connections.
- Organize a drop-off for nonperishables to be donated to your local food bank. When you drop them off, ask about volunteer opportunities.
- Shelters, fire departments, foster parent organizations, and hospitals sometimes welcome new or slightly used toys and stuffed animals. Check with the organizations first to determine their needs.
- Teach computer skills at a senior center.
- Volunteer to tutor. If you excel in a particular subject, share that knowledge with other students who are struggling. These days, you can tutor online or in person. Check with your guidance office to see if your school offers peer tutoring.
- Do you love history? Local historic sites often need volunteers to be docents or tour guides. Or, use your technical skills to help them spread the word about history in new ways, like Snapchat or Twitter.
- Check with local literacy, immigrant or school groups to see if they need tutors for English for Speakers of Other Languages (ESOL) programs.
- Leave encouraging notes and/or flowers in open public places (park, grocery stores, etc.) to bring happiness to others during this challenging time.
- Ask members to bring canned food to your club meetings around Thanksgiving time, so it can be donated to homeless shelters.
- Offer to mow lawns or trim bushes individually for neighbors. This may encourage others to spend time outside while observing the rules of social distancing.
- Consider volunteering at a local animal shelter. This is a great way to social distance while providing animals with love during a time they might not be visited as much.
- Online Activities - Chapters could put together a small amount of online activities for younger children at home. This could be coloring pages, links to educational games, etc. that could be sent out to families to help entertain their children during this time.
- Offer to tutor younger or elementary students over video call.
- Offer communication assistance to your school or district lunch program for children to get the word out about distribution times and places.
- Mail handwritten cards to all your teachers.
- Film a video of yourself reading a book and send it to the teachers at elementary school students.
- Organize your Chapter members to make bookmarks and door hangers.
- Start a “diaper drive” service project, asking members to collect disposable diapers in various sizes that will then be delivered to local shelters, free health clinics and youth-serving organizations to give to mothers who cannot afford expensive disposable diapers for their children.

BPA CARES

A very crucial part of BPA is the service we do. As an organization we focus on serving the people in the communities we live in. Our BPA Cares program is a way to shine a light on individuals and chapters who participate in serving their community. BPA Cares rewards and recognizes people who go above and beyond in different aspects of service.

The three different categories are:

- Service Learning Awards
- Special Recognition Awards
- Professional Awards

To receive these awards, apply through the BPA website after meeting certain qualifications that can be found in the BPA Cares Handbook.



Upcoming Conferences



2023 State Leadership Conference



February 23-25, 2023

**Boise Centre
850 W. Front Street
Boise, ID 83702**

2023
National Leadership Conference



April 26-30, 2023
Anaheim, CA
bpa.org/nlc

Program of Work





PARTS OF A P.O.W.



Facilitation Guide . Program of Work . Performance Standard 1.2.8

LEARNING OBJECTIVES:

- Helps members to identify what areas they want to work on for the year
- Provides opportunities for members to set clear goals, objectives and deadlines using S.M.A.R.T goals
- Encourages accountability to get task done
- Provides a way to measure success

MATERIALS AND PREPARATION:

- Writing utensil for each participant
- Handouts:
 - S.M.A.R.T. GOALS - ACTIVITY
 - S.M.A.R.T. GOALS - CREATING A GOAL
 - PARTS OF A P.O.W. - FACILITATOR GUIDE
 - PROGRAM OF WORK - EXAMPLE
 - PROGRAM OF WORK - CREATING A P.O.W.
 - ROLES - **CUT AND DISTRIBUTE**

TIME:

45 minutes

ROOM SET UP:

Large space for small groups of five - can also be modified to use with the entire classroom/no groups.

OPERATION:

Share with the members the learning objectives for this session (see below). Share that today your goal is to share the importance of setting goals and having a Program of Work for their chapter.

The Program of Work, also referred to as P.O.W., is a tool that:

- Helps members to identify what areas they want to work on for the year
- Provides opportunities for members to set clear goals, objectives and deadlines using S.M.A.R.T goals
- Encourages accountability to get task done
- Provides a way to measure success

While there are several ways to do a P.O.W, you will quickly learn that the key to success for your chapter's plan is truly dependent on setting S.M.A.R.T. goals!

For this portion of the workshop, you will be using the worksheet marked "S.M.A.R.T. GOALS - ACTIVITY" S.M.A.R.T. is an acronym. Ask "how many of you know what S.M.A.R.T. stands for? It's really important to know the steps to goal setting so let's see if we can get it to stick! Quickly divide the room into five sections. The first section will yell "SPECIFIC!" when you point to them. The second section will yell "MEASURABLE!" when you point. The third group will yell "ACHIEVABLE!"; the fourth yells "REALISTIC"; and the fifth will yell "TIME FACTOR!" Ok, let's try it. Have them chant this two or three times. Tell them that every time you say their word and point to them, it is now their job to yell out their word!

PARTS OF A P.O.W.

Facilitation Guide . Program of Work . Performance Standard 1.2.8

Explain that now that we know what the steps are, let's set some goals! Tell them that you are going to do the first goal together! Let's say that your goal is to get an A in math class. Write that on the first line by stating, *"I am going to do better in math class."* Simple enough, right? Remind them a goal statement is simple, but it is the following steps that we often skip!

Ask them to write the following example in the appropriate places on
"S.M.A.R.T." GOALS - ACTIVITY handout.

ACTIVITY!

- **SPECIFIC** (Point to the appropriate group to yell out their word!)

First, you need to make sure your goal is very specific. Is our statement specific? Why not? How can we make it specific? Explain that by saying "an A in math class" could technically mean any math class from here until the future. Which specific class are you talking about? A SPECIFIC goal would be *"I want to make an A in my sophomore Algebra class this year by the end of the spring term."* That's pretty specific as it doesn't leave any doubt as to what you are talking about! Make sure members are writing this down in their handouts on the top part of the "S.M.A.R.T." sheet.

- **MEASURABLE** (Point to the appropriate group to yell out their word!)

Next, your goal needs to be measurable. Ask "what does 'a measurable goal' mean?" It means that you need to know where you are now so you can measure your level of success. So, write down where you are now so you can track your progress. Ask "what would be an example of how we can make this goal measurable?" Explain that one way could be to state where you are now in math class. Suggest this as a measurable goal element: *"I made a B in my sophomore Algebra class this year during the fall semester. I need to raise my grade average from a 90 to a 95 before the end of spring term. So, I need to raise my grade FIVE POINTS to achieve my goal."*

- **ACHIEVABLE** (Point to the appropriate group to yell out their word!)

Explain that now that they have a specific, measurable goal, it needs to be evaluated to see if it is actually achievable. Ask: "In this example is raising your grade average five points achievable?" What would be an example of not achievable? (For example: If you had a D your first semester and are trying to get to an A it might not be achievable or if you have more time restraints that won't allow you to get a tutor or study harder.) Achievable goals should challenge you to reach your potential but remain possible. *Encourage them to write down in this section of the handouts HOW can they accomplish this task of going from a B to an A.* (Examples might be getting a tutor, joining a study group, changing seats in class so you can focus better, re-evaluating how much time is spent on outside activities that may interfere with study time, etc.)

PARTS OF A P.O.W.

Facilitation Guide . Program of Work . Performance Standard 1.2.8

• **REALISTIC** (Point to the appropriate group to yell out their word!)

Explain that there is a difference between achievable and realistic. Achievable shows the actual measurement while realistic answers the question “can this really happen in the time frame allowed and with the current situation?” *Encourage them to write down a statement that confirms that this goal is realistic.* For example, “I am going to raise my math grade average by five points from December to May this academic year by getting a tutor once a week and joining the after school study group.” Ask: “Is this a realistic goal?” (Remember to encourage them to write this on their handouts.)

• **TIME FACTORS** (Point to the appropriate group to yell out their word!)

Explain that this is the final step in goal setting. This step does not only set the time for the goal to be complete, but start times for the things that need to get done so the goal can be achieved. In this example, it was stated that they want to get a tutor once a week and join the after school study group. *Explain that this is the section where they put an actual time to achieving that goal.* For example, in order to have a tutor that starts in January, they would need to find one in December. In order to join the after school group, they would need to know in advance when the group meets so they can put it on their spring calendar and plan accordingly with their other activities. Remind them in this section is where they write down specific deadlines!

There are places for two more on the “S.M.A.R.T. GOALS - ACTIVITY” handout. For the next two goals, refer to the “PARTS OF A P.O.W” - ACTIVITY” (page 7) for the activity that allows chapter members to practice setting S.M.A.R.T goals.

ACTIVITY!

Explain that they are now going to create their chapter P.O.W. They will need the handouts - “PROGRAM OF WORK - EXAMPLE” and “PROGRAM OF WORK - CREATING A P.O.W.” Using the “PROGRAM OF WORK- EXAMPLE” that has been created, explain that it is now time to put together a P.O.W. for their chapter. The following explains the parts of a P.O.W.

STEP A: FIVE GOALS AREAS:

With our S.M.A.R.T. goals, it is time to tackle which areas of interest and projects you would like to focus on for the upcoming year. The overall goal is to come up with at least FIVE goal areas to work on this year.

*A quick word about the term “goal areas” as it relates to P.O.W. The term “goal areas” in P.O.W., are things that are broader topics like fundraising, Community Service, Competition, Membership Recruitment, Membership Retention, Advocacy, Member Development, Recognition, Communication, Sponsorships/Partnerships, etc. Usually, the goal areas will have several smaller events, programs, and tasks that contribute to the broader goal.

PARTS OF A P.O.W.

Facilitation Guide . Program of Work . Performance Standard 1.2.8

Encourage students to think about what items and activities they “have to do” that must be delivered. These may need to be enhanced or given a new life, but these are ones that **MUST** go on our P.O.W.’s. They do not have to create the specifics of what they want to do for these events right now, at this point they are just capturing the big deliverables - no other details are necessary. Make sure participants write their **GOAL AREAS** in the proper place in the worksheet. An example has been provided for you on the “PROGRAM OF WORK - EXAMPLE” handout.

STEP B: FOUR OBJECTIVES:

Each **GOAL** gets **FOUR OBJECTIVES** attached to it! These are the (at least) **FOUR** specific ways that your team is going to achieve the goal! Stress to participants that this is a crucial step in the POW. This is the area that can make or break a successful year because this is the area that outlines all of the details of the **GOAL AREA**. The goals for each objectives should be **S.M.A.R.T.** goals.

STEP C: THREE ACTION STEPS:

Each **OBJECTIVE** gets a minimum of **THREE ACTION STEPS**! These are specific course of action items that will be assigned to a member so they can work to achieve the goal. Again, the **ACTION ITEMS** need to be detailed, achievable, and able to be completed in a timely manner. While this gets tedious for participants, this also helps them think of every possible situation and challenges them to really narrow their plans. This is the key to a great program of work - it is detailed, specific, and gets all of the planning out of the way so work can now be accomplished.

STEP D: TWO ACCOUNTABILITY PARTNERS:

After **ACTION ITEMS** are determined, **TWO** people need to be assigned for each action item. The reason two people are assigned is to hold each other accountable. While one person will eventually be the person who is ultimately be accountable for the project, two people are assigned so there can be checks and balances, collaboration between the two.

STEP E: ONE PERSON:

Finally, **ONE** of the **TWO ACCOUNTABILITY PARTNERS** needs to be identified as the person who “gets it done.” This is the person who, at the end of the day, is where the “buck will stop.”

Using the “PROGRAM OF WORK - CREATING A P.O.W.”, allow time for the chapter to begin to create their own P.O.W. for their chapter. Extra handouts can be copied.

ACTIVITY!

Facilitation Guide . Program of Work . Performance Standard 1.2.8

- What was on thing that you learned about S.M.A.R.T. goals that you feel will be most beneficial as you begin to create your P.O.W.?
- How will a P.O.W. be beneficial for your chapter?
- What part of the P.O.W. do you feel is the most challenging and why?
- What is something that you are excited about your chapter achieving this year?
- When can we begin working on our P.O.W. for the year? (Set a S.M.A.R.T. goal.)

■ FACILITATOR NOTES:

This image shows a blank sheet of white paper with horizontal ruling lines. There are ten lines in total, each starting with a small black square bullet point on the left side. The lines are evenly spaced and extend across the width of the page.

S.M.A.R.T.

Use the following formula to set and work toward S.M.A.R.T. Goals!

SM.A.R.T. Goal:

I am going to do better in math class.

Make sure you fill in the sections as your facilitator explains all components of a S.M.A.R.T. goal.

| | |
|--------------|--|
| Specific | |
| Measurable | |
| Achievable | |
| Realistic | |
| Time Factors | |

Use the "S.M.A.R.T. Goal sections below to practice setting goals using "Parts of a P.O.W."

SM.A.R.T. Goal:

| | |
|--------------|--|
| Specific | |
| Measurable | |
| Achievable | |
| Realistic | |
| Time Factors | |

SM.A.R.T. Goal:

| | |
|--------------|--|
| Specific | |
| Measurable | |
| Achievable | |
| Realistic | |
| Time Factors | |

PARTS OF A



The goal of "Parts Of A POW" is to get participants thinking about the specific parts of a S.M.A.R.T. goal, and the reason each step is important when creating goals.

Stuff You Will Need:

A set of "PARTS" for each group of FIVE members

- Specific Goal Setter - Creates a specific goal for the team based off the generic goal
- Measurable Goal Setter - Sets the parameters for which the specific goal will be measured
- Achievable Goal Setter - Ask and answers, "Is this a goal that is realistic and achievable?" and explains how it can be achieved.
- Relevant Goal Setter - Ask and answers "Is this relevant for our chapter?" and states how it is relative
- Time Factors Goal Setter - Proposes time constraints and produces the time line for the specific goal

How It Works!

Divide the participants into groups of five. Distribute one of the "ROLES" (see ROLES worksheet) to each person on the team for them to role play. The Facilitator will read a situation aloud - everyone should write this down on the "My GOAL" section of the handout. The object is for team to set a S.M.A.R.T. goal based on the situation read by the Facilitator using their assigned parts. Have participants write the goals down in the second and third goal space of the "S.M.A.R.T. GOALS - ACTIVITY" handout. Have participants switch roles after each situation so each person gets a chance to play every part! Feel free to add more copies of the "S.M.A.R.T. GOALS - ACTIVITY" for additional practice.

- Situation One: It is November, and your HOSA chapter wants to do a fundraising activity for your community.
- Situation Two: It is the beginning of the school year, and your chapter wants to do a social media plan for the current semester.
- Situation Three: It is June, and your chapter needs to create a new social media plan for the school year.
- Situation Four: It is the first of August, and your chapter wants to partner up with another student organization during the Organizational Showcase that happens the second week of September.
- Situation Five: It is April, and you need to raise money for your chapter members to attend the HOSA International Leadership Conference.
- Situation Six: WILD CARD! The facilitator makes up this one!

SPECIFIC GOAL SETTER

CREATES A SPECIFIC GOAL STATEMENT FOR THE TEAM BASED OFF THE GOAL SET BY THE "GOAL STATEMENT SETTER."



MEASURABLE GOAL SETTER

SETS A PARAMETER FOR WHICH THE GOAL CAN BE MEASURED



ACHIEVABLE GOAL SETTER

ASK AND ANSWERS, "IS THIS A GOAL THAT IS ACHIEVABLE?" IT ALSO EXPLAINS WHY IT IS REALISTIC AND HOW IT CAN BE ACHIEVED.



REALISTIC GOAL SETTER

ASK AND ANSWERS "IS THIS RELEVANT FOR OUR CHAPTER?" AND EXPLAINS WHY IT IS RELATIVE.



TIME FACTORS GOAL SETTER

PROPOSES TIME CONSTRAINTS AND PRODUCES THE TIME LINE FOR THE SPECIFIC GOAL.

S.M.A.R.T.

Use the following formula to set and work toward S.M.A.R.T. Goals!

SM.A.R.T. Goal:

Specific
Measurable
Achievable
Realistic
Time Factors

SM.A.R.T. Goal:

Specific
Measurable
Achievable
Realistic
Time Factors

SM.A.R.T. Goal:

Specific
Measurable
Achievable
Realistic
Time Factors

PROGRAM OF WORK

A. FIVE GOAL AREAS

- * Which areas of interest/projects do we want to focus on for the upcoming year?

"A quick word about the term "goal areas" as it relates to P.O.W. The term "goal areas" in a P.O.W., are are broader topics like Fundraising, Community Service, Competition, Membership Recruitment, Membership Retention, Advocacy, Member Development, Recognition, Communication, Sponsorships/Partnerships etc. Usually, the goal areas will have several smaller events, programs, and task that contribute to the broader goal.

Membership Recruitment

B. FOUR OBJECTIVES

- * Each goal area gets four objectives! These are the specific ways your team is going to achieve the goal! These objectives should be S.M.A.R.T. goals.

Membership Recruitment

Host a booth at the Annual Student Activity Fair - 8/26

Create virtual opportunities for students to get more information about our organization

Plan a membership recruitment event for January

Create a friendly competition between current members to see who can recruit the most new members

C. THREE ACTION STEPS

- * Each objective gets three action steps! These create the specific course of action that will be assigned to a member to help achieve the overall goal!

Host a booth at the Annual Student Activity Fair - 8/26

Create a theme for this year's recruitment efforts/booth - 7/15

Appoint a committee chair and committee members - 7/25

Register our booth with the Student Activities Office - 8/1

D. TWO ACCOUNTABILITY PARTNERS

- * Two people need to be assigned to each action step! These two members help to hold each other accountable for the task.

Create a theme for this year's recruitment efforts/booth

Joe

Lucy

E. ONE PERSON

- * This is one of the two accountability partners who is ultimately responsible for getting the action steps done!

Joe

PROGRAM OF WORK

A. FIVE GOAL AREAS

- * Which areas of interest/projects do we want to focus on for the upcoming year?

B. FOUR OBJECTIVES

- * Each goal area gets four objectives! These are the specific ways your team is going to achieve the goal! These objectives should be S.M.A.R.T.!

C. THREE ACTION STEPS

- * Each objective gets three action steps! These create the specific course of action that will be assigned to a member to help achieve the overall goal!

D. TWO ACCOUNTABILITY PARTNERS

- * Two people need to be assigned to each action step! These two members help to hold each other accountable for the task.

E. ONE PERSON

- * This is one of the two accountability partners who is ultimately responsible for getting the action steps done!
