

Business Professionals of America
REGION 8 DEADLINES 2009-2010

- **If the submission deadline is missed, students will not be allowed to compete in that event at the RLC.**
- **It is recommended that documents sent via the postal service be done by certified mail to confirm receipt.**
- **Be sure to pay particular attention to event submission guidelines (mailed v. BPA Scheduler).**

Event/Item	Deadline	Event Administrator
RLC Registration Special Needs Requests	Postmarked November 13, 2009	Nichole Shimunek Alma High School 1500 North Pine Avenue Alma, MI 48801 989.463.3111, ext. 6085 nshimunek@almaschools.net
List of Proctors, Graders, and Judges Special Event Items Request	Received by November 13, 2009 (mailed with registration, emailed, or faxed to 989.463.2176)	Nichole Shimunek Alma High School 1500 North Pine Avenue Alma, MI 48801 989.463.3111, ext. 6085 nshimunek@almaschools.net
Admin. Support Research Project	Submitted by December 4, 2009	Submitted via BPA Scheduler Mary Standerfer, East Jordan 231-536-0053, ext. 5335 mstanderfer@ejps.org
Advanced Interview Skills ** Interview Skills **	Submitted by December 4, 2009	Submitted via BPA Scheduler Nichole Shimunek, Alma 989.463.3111 Ext. 6085 nshimunek@almaschools.net
Computer Animation Team In one 10x13 envelope, mail one copy of all documents and a DVD in each of two plastic sleeves.	Postmarked by December 4, 2009	Pat Onstott , Mt. Pleasant Area TC 1155 South Elizabeth Mt. Pleasant, MI 48858 989.775.2200, 6040 ponstott@mtpleasant.edzone.net
Desktop Publishing	Submitted by December 4, 2009	Submitted via BPA Scheduler Beth McIntosh, Bullock Creek 989.631.2340 beth.mcintosh@bcreek.k12.mi.us
Economic Research Project – Indiv. Economic Research Project – Team	Submitted by December 4, 2009	Submitted via BPA Scheduler Julie Gauthier, Traverse Bay 231.922.6311 jgauthier@tbaisd.k12.mi.us
Entrepreneurship	Submitted by December 4, 2009	Submitted via BPA Scheduler Tera Gregg, Wexford Missaukee 231.876.2224 tgregg@wmisd.org
Global Marketing Team	Submitted by December 4, 2009	Submitted via BPA Scheduler Libby Marsh, Midland 989.923.3178 marshea@mps.k12.mi.us
Graphic Design Promotion In one 10x13 envelope, mail one copy of all documents and a DVD in each of two plastic sleeves.	Postmarked by December 4, 2009	Pat Onstott , Mt. Pleasant Area TC 1155 South Elizabeth Mt. Pleasant, MI 48858 989.775.2200, 6040 ponstott@mtpleasant.edzone.net

Event/Item	Deadline	Event Administrator
Video Production – Team In one 10x13 envelope, mail three copies of all documentation and CD/DVD.	Postmarked by December 4, 2009	Debbie Loesel , Clare High School 306 Schoolcrest Street Clare, MI 48617 989.386.7789 dloesel@edzone.net
Web Application Team	Submitted by December 4, 2009 (docs) Posted by 5 p.m. on December 5, 2009	Submitted via BPA Scheduler Site posted online Jann Cleary, Clare 989.386.1228 jcleary@clare.k12.mi.us
Web Site Design Team	Submitted by December 4, 2009 (docs) Posted by 5 p.m. on December 5, 2009	Submitted via BPA Scheduler Site posted online Jann Cleary, Clare 989.386.1228 jcleary@clare.k12.mi.us

Instructions for uploading files via the BPA Scheduler are located on the "Competitions" page of the BPA Scheduler site.

In order to maintain consistency, students participating in any event requiring signed documentation and/or entry forms, must bring one copy of all such forms on event day. For contests submitted electronically, documentation and entry forms may be submitted with or without a signature; but again, students must bring the signed forms on the day of the event regardless. Having a signed copy on site will be enforced, and students without a signed copy will not earn the specification points indicated on the judges' rating sheet. This rule applies to events which are postmarked as well, even though signed forms will be included in the mail-in.

No additional copies of competition materials (such as binders or CD/DVD's) need to be submitted to event administrators on the day of the RLC. However, pre-submitted materials will not be available to students for use; any items needed for presentation purposes must be supplied by the students. This guideline applies to the RLC only.

** The application component of the Interview Skills and Advanced Interview Skills events will now be completed at the home school and then submitted by the December 4 deadline. An data-ready application will be provided to all advisors at a later time (similar to the Desktop Publishing event) and additional instructions for submission will be provided then.