

Ohio BPA

Create a Plan: *Chapter Activities Award of Excellence*

Create a Plan

All The Details

<http://www.bpa.org/service/awardofexcell>

Purpose

To recognize and motivate local chapters for their *outstanding activities and program of work*.

Deadlines for Recognition

National All activities must occur between the dates of April 2, 2017 and April 1, 2018.

Ohio All activities must occur between the dates of April 2, 2017 and February 28, 2018. Ohio Submissions are **DUE by February 28, 2018** for State recognition.

To Qualify

Complete **BOTH** of the following Activities

- BPA Marketing and Public Relations Award (at least one activity)
- Community Service Award (at least one activity equaling 100 hours and/or \$500 donated dollars)

Complete **ONE** of the following Activities

- Special Olympics Award; OR
- Safety Awareness Award; OR
- Environmental Action Awareness Award

Chapter must complete **ALL** the following Activities (with documentation)

- Local officer installation
- Local officer training
- Attendance at a BPA Leadership Conference (region or state)
- Chapter social activity
- Create a chapter budget
- Participate or organize a Career Development Related Activity (could include seeing a speaker, watching a film, taking a field trip, etc.)

Create your program of work...

how will you impact the world today?

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BPA Marketing & Public Relations Award – see page 27 of BPA Cares Handbook

- Brainstorm possible activities
- Describe what or how your chapter will complete the activity (SMART goal)
- Set a deadline date
- After completion, submit the online application for the BPA Marketing & Public Relations Award
 - Hover over the **Service heading** and choose **Special Recognition Awards Program**
 - Click on the [BPA Marketing & Public Relations Award](#) link
 - Click on the [Online Application](#) link
 - Complete the online application

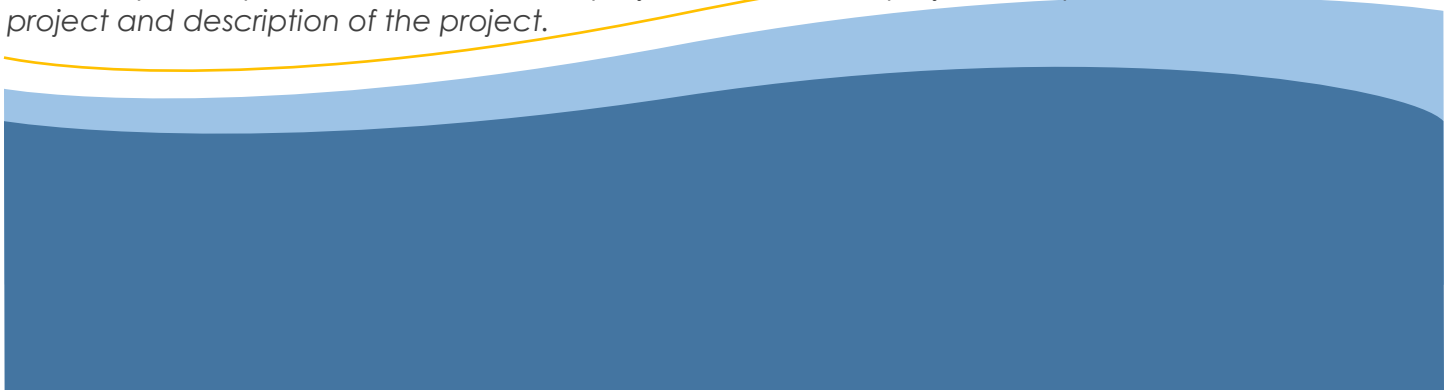
Possible Activities	What will we do to complete the activity?	Date to Complete	Date Application Submitted

BPA Marketing and Public Relations Award — small excerpt from Page 27 & 28 of BPA Cares Handbook

Activities may include but are not limited to

- any activity that promotes BPA in the school or community (document activity with photographs)
- any activity that builds good public relations and is reported in the media (document media release)
- any chapter newsletter that is distributed to school or community members (outside the chapter membership, include document distribution)
- any chapter Website promoting the chapter and /or BPA members (document Website)
- any organized chapter membership recruiting activity (document activity with photographs)

All activity descriptions must include title, project details, date project completed, location of the project and description of the project.



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Community Service Award – see page 12 of BPA Cares Handbook

- Brainstorm possible activities
- Describe what or how your chapter will complete the activity (SMART goal)
- **NOTE:** Need to complete 100 total volunteer hours (ex. 20 students at 5 hrs = 100 total volunteer hours) and/or \$500 donated to your cause.
- Set a deadline date
- After completion, submit the online application for the Community Service Award
 - Hover over the **Service heading** and choose **Service Learning Awards**
 - Click on the [Community Service Award](#) link
 - Click on the [Online Application](#) link
 - Complete the online application

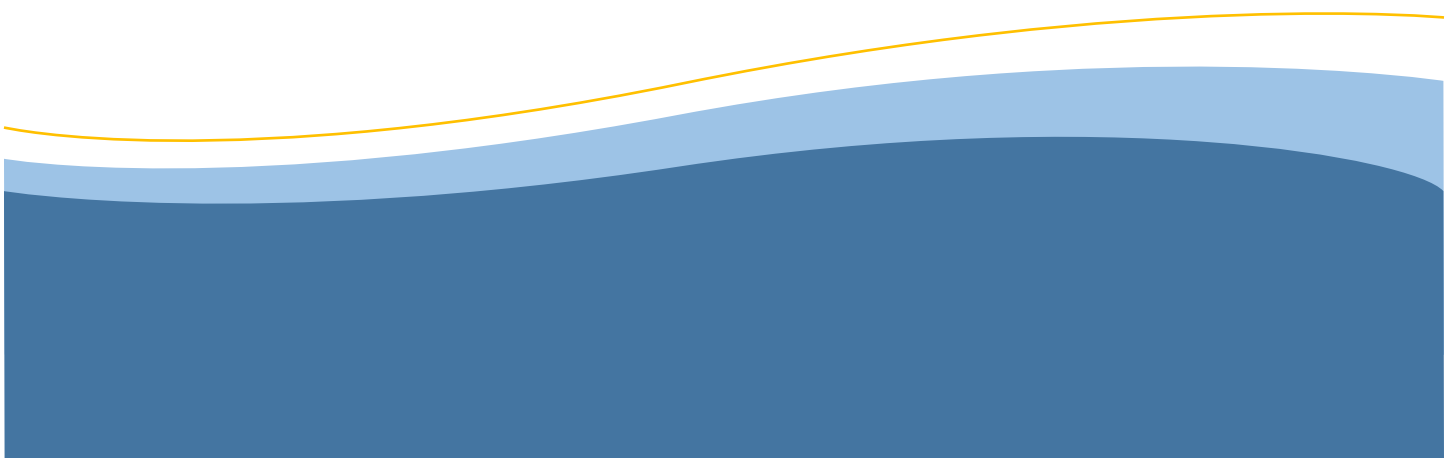
Possible Activities	What will we do to complete the activity?	Date to Complete	Date Application Submitted

Community Service Award — small excerpt from Page 12 & 13 of BPA Cares Handbook

Activities may include but are not limited to

- Volunteering, training and/or contributing to blood drives, clothing drives, food drives, disaster relief assistance or local community shelters

All activity descriptions must include title, project details, date project completed, location of the project and description of the project.



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Choose **one** of the following Awards

- **Special Olympics** – see **page 20 of BPA Cares Handbook**
- **Safety Awareness** – see **page 16 of BPA Cares Handbook**
- **Environmental Action/Awareness** – see **page 14 of BPA Cares Handbook**
- Brainstorm possible activities
- Describe what or how your chapter will complete the activity (SMART goal)
- Set a deadline date
- After completion, submit the online application for the either Special Olympics OR Safety Awareness OR Environmental Action/Awareness
 - Hover over the **Service heading** and choose **Service Learning Awards**
 - Click on the [Special Olympics OR Safety Awareness OR Environmental Action/Awareness](#) link
 - Click on the [Online Application](#) link
 - Complete the online application

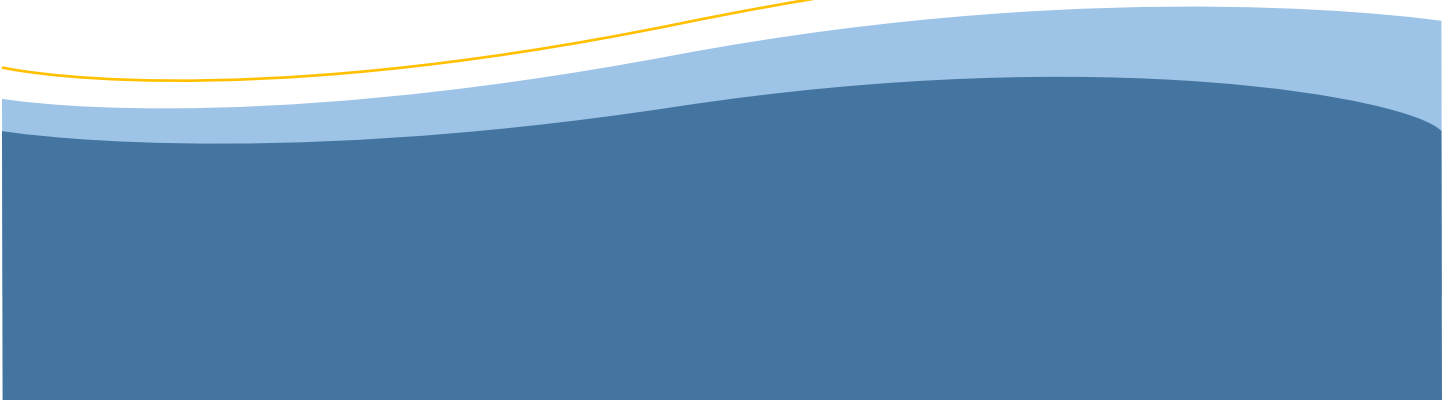
Possible Activities	What will we do to complete the activity?	Date to Complete	Date Application Submitted

Special Olympics Award — small **excerpt** from Page 20 & 21 of BPA Cares Handbook

Activities may include but are not limited to

- Fundraising activities, volunteer activities, training, public relations, or any other unique involvement with Special Olympics.

All activity descriptions must include title, project details, date project completed, location of the project and description of the project.



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Safety Awareness Award — small **excerpt** from Page 16 & 17 of BPA Cares Handbook

Activities may include but are not limited to

- Volunteering, training and/or contributing to office safety, traffic safety, seat belt use, personal safety, drug awareness, anti-violence awareness, any National Organization of Youth Safety (NOYS) initiative or any other safety program.

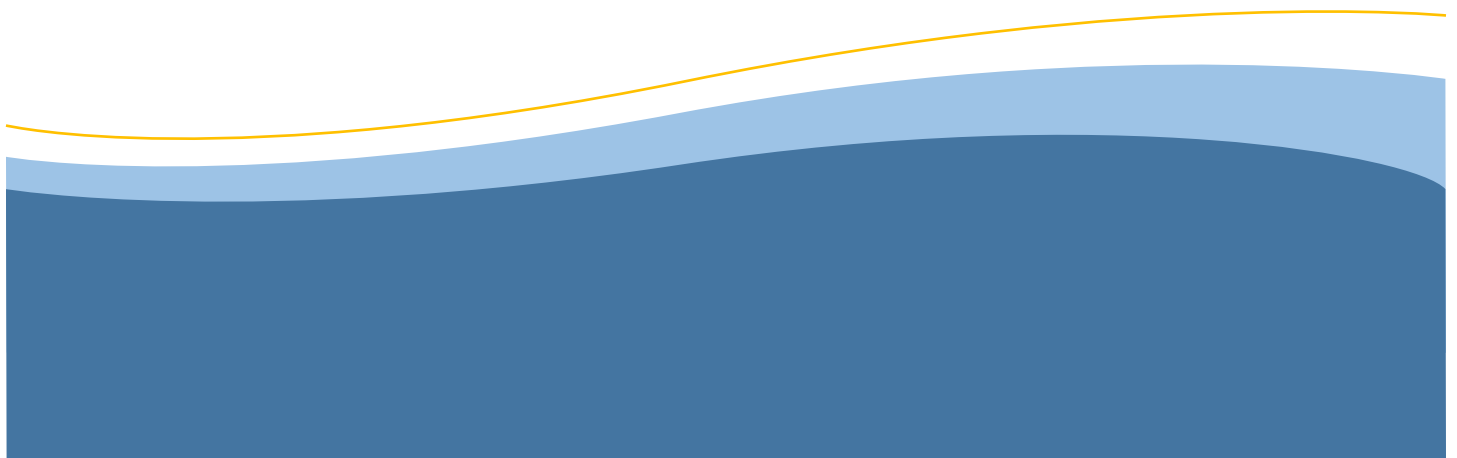
All activity descriptions must include title, project details, date project completed, location of the project and description of the project.

Environmental Action/Awareness Award — small **excerpt** from Page 14 & 15 of BPA Cares Handbook

Activities may include but are not limited to

- Volunteering, training and/or contributing to paper recycling projects, school-wide recycling projects, school-based composting systems, solar panel installations, or school-wide energy audits.

All activity descriptions must include title, project details, date project completed, location of the project and description of the project.



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Prior to submitting your Chapter Activity of Excellence, be sure to check this table to make sure you have completed everything.

Required Activities	What will we do to complete the activity?	How will we document the activity?	Date to Complete	Date Application Submitted
Local Officer Installation				
Local Officer Training				
Attendance at a BPA Leadership Conference (region, state, national) (chapter attendance => 70%)				
Chapter Social Activity				
Create a Chapter Budget				
Career Development Related Activity				

How to Submit **Activities Award of Excellence** (both State and National)

1. www.bpa.org and login
2. Hover over the Service heading and choose Special Recognition Awards Program
3. Click on the [Chapter Activities Award of Excellence](#) link
4. Click on the [Online Application](#) link
5. Complete the online application by the above due dates for recognition.

NOTE: students can submit these applications, it is a time where they can demonstrate their communication and grammar skills.

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Helpful Resources:

Local Officer Installation

- www.OhioBPA.org
- Locate Blog Article "Conducting Ceremonies"

Local Officer Training

- Login to access *the Source*
 - Choose Chapter Resources
 - Click on Local Officer Responsibilities AND/OR
- Login to access www.BPA.org
 - Hover over Membership then click on Certifications
 - Click on Student Certification Series

Chapter Social Activity

- Login to access the Torch Awards handbook
 - Explore the friendship category for idea on Social Activities
 - 503 Attend an official BPA local chapter social function 5 pts
 - 519 Attend a social event with another chapter 10 pts
 - 526 Exchange ideas with another CTSO within your school 15 pts
- Email the national officer assigned to Ohio for suggestions on appropriate social activities
- Email the Ohio BPA officers for suggestions on appropriate social activities
- Check out this link to **BPAShares** for potential ideas
 - <http://www.bpa.org/membership/bpashares>

Create a Chapter Budget

- Login to access resources
- Check out these news articles with local budget ideas (type "budget" in the search box)
 - <http://www.bpa.org/news/2434>
 - <http://www.bpa.org/news/2220>
 - <http://www.bpa.org/news/1301>

A Career Development Related Activity

- Can include seeing a speaker, watching a film, taking a field trip, etc.
- Login to access resources
 - Hover over Membership, under the Certifications column, click on Life Skills Achievement link
 - Career Development courses are available for free through this service.

Don't forget to fill out the Application for **Quality Chapter (National)**

1. www.bpa.org and login
2. Hover over the Service heading and choose Opportunities Column and select Quality Chapter Distinction (if you accomplished the CAEE award you ALSO accomplished the Quality Chapter)
3. Click on the [Online Application](#) link
4. Complete the online application by the above due dates for recognition.

NOTE: students can submit these applications, it is a time where they can demonstrate their communication and grammar skills.