

BUSINESS PROFESSIONALS OF AMERICA, MONTANA ASSOCIATION
2027-2028 STATE OFFICER APPLICATION FORM
(You may reproduce any of all of this application on computer and/or submit attachments.)

Candidate Name _____ Desired Name to Appear on Ballot _____

Office Preference _____

Complete Mailing Address _____

Home Phone _____ Home Fax _____ E-mail _____

Name of School _____

School Phone _____ School Fax _____

School Mailing Address _____

Advisor's Name _____

Advisor's Phone _____ Advisor's E-mail _____

Principal/Director's Name _____

Evidence of leadership ability in school or outside organization:

Name of Organization

Dates

Office Held

If employed:

Place of Employment _____ Type of Business _____

Position Held _____ Length of Employment _____

The above candidate is a member in good standing of the _____ Chapter of the Business Professionals of America, Montana Association. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and the student meets the eligibility requirements. I have read the requirements my student is agreeing to and agree to support these activities with my time and by providing transportation, if necessary.

Chapter Advisor Signature

If elected, I will attend next year's state leadership conference, to attend state officer training, to attend all state officer meetings, and to actively serve in my office to the best of my ability and abide by the state officer code of ethics and the constitution of the Business Professionals of America, Montana Association. I understand if I do not meet the responsibilities of the office and/or attend the scheduled meetings, I forfeit the office.

Officer Candidate Signature

I have read the requirements my child is agreeing to and agree to support _____ in these activities with my time and by providing transportation, if necessary.

Parent or Guardian Signature

BUSINESS PROFESSIONALS OF AMERICA, MONTANA ASSOCIATION
STATE OFFICER CANDIDATE QUESTIONS

Name of Candidate _____ Office Preference _____

INFORMATION AND HISTORY OF BUSINESS PROFESSIONALS OF AMERICA

1. What are the duties of a state officer?
2. List the 2026-2027 state officers and include their office and their school(s):
3. List the Business Professionals of America colors and their meaning.
4. When and where was Business Professionals of America established?
5. What is the Business Professionals of America pledge?
6. What does the Business Professionals of America emblem symbolize?
7. List the Business Professionals of America torches. Describe the significance of the Torch Awards Program to Business Professionals of America?
8. In one paragraph, briefly discuss what you believe are three or four qualities of a great leader.
9. Briefly describe how you would go about building an effective officer team as a member of the 2019-2020 State Officer Team?
10. Discuss your reasons for wanting to become a Business Professionals of America state officer.

PARLIAMENTARY PROCEDURE

Order of Business - arrange in correct order:

- a) Committee Reports ____
- b) Reading of Minutes ____
- c) New Business ____
- d) Call to Order ____
- e) Officer Reports ____
- f) Adjourn ____
- g) Unfinished Business ____
- h) Program ____
- i) Announcements ____

List the five types of motions. _____

What is the top-ranking motion of all the motions? _____

Is the motion to adjourn debatable? _____

What are the five ways to amend the main motion? _____

Is the motion to table amendable? _____

After addressing the chair, what are the first three words spoken by the chair? _____

May the president speak on, or discuss a motion on the floor and if so, what must he/she do? _____

How many members must be present in order to be legally conduct business? _____

List the items the Secretary's minutes should include. _____

I certify this worksheet was completed by me and me only.

Officer Candidate Signature

Date



UNIFORM ORDER INFORMATION

(If you are elected as a member of the state officer team, Montana BPA will be ordering your uniform so that you have it for the National Leadership Conference. Please provide the following information:

Name: [Click or tap here to enter text.](#)

Year of service as state officer: [Click or tap here to enter text.](#)

Gender: [Click or tap here to enter text.](#)

Shoe Size: [Click or tap here to enter text.](#)

Shirt/blouse size: [Click or tap here to enter text.](#)

Blazer/jacket size: [Click or tap here to enter text.](#)

Skirt size or pant size: (waist and inseam) [Click or tap here to enter text.](#)



TEACHER RECOMMENDATION

Please have a current teacher complete the evaluation and email the recommendation to Lisa Parker at lparkermtpba@gmail.com by February 1, 2027

Candidate's Name: Click or tap here to enter text.

Teacher's Name: Click or tap here to enter text.

1= Strongly agree 2=Agree 3=neutral 4=Disagree 5=Strongly disagree

1. Works well with others: Click or tap here to enter text.

Comments: Click or tap here to enter text.

2. Possesses exceptional leadership qualities Click or tap here to enter text.

Comments Click or tap here to enter text.

3. Is goal oriented Click or tap here to enter text.

Comments: Click or tap here to enter text.

4. Takes initiative Click or tap here to enter text.

Comments: Click or tap here to enter text.

5. Communicates effectively in a classroom setting Click or tap here to enter text.

Comments: Click or tap here to enter text.

6. Communicates effectively in a professional setting Click or tap here to enter text.

Comments: Click or tap here to enter text.

7. Is responsible Click or tap here to enter text.

Comments: Click or tap here to enter text.

8. Would be a great addition to the Montana BPA State Officer Team Click or tap here to enter text.

Comments Click or tap here to enter text.

Additional Comments: Click or tap here to enter text.



Giving Purpose to Potential

Montana Association

State Officer Code of Ethics

As a State Officer for Business Professionals of America, Montana Association, I understand and agree to the following State Officer Code of Ethics:

To maintain and reflect a positive, professional image of myself, my school, the state of Montana and the Business Professionals of America student organization.

To respect and abide by the authority delegated to the Executive Board, presiding state officers, State Officer Coordinator, Executive Secretary, and State Director.

To attend all meetings, workshops and related activities assigned unless engaged in some specific assignment taking place at the same time and at the notification of the State Officer Coordinator or State Advisor. To remain on the conference/meeting premises unless permission to leave has been granted by the local advisor/adult chaperon and at the notification of the State Advisor.

To refrain from the use or possession of illegal drugs, tobacco, or alcohol, in any form while holding state office. Possession is defined as having on one's person, in one's belongings such as a purse or in luggage, in one's hotel/motel room, or having knowledge illegal drugs, tobacco, or alcohol are in one's hotel/motel room or in another person's possession.

To keep my advisors always informed of my activities and whereabouts.

To avoid places or activities which, in any way, could raise questions or bring reproach to the student organization or to myself.

To maintain proper dress and good grooming in all occasions and to conduct myself in a professional manner using wholesome language in all speeches and informal conversations.

To abstain from defacing public property or littering the premises. Any damages to property or furnishings in hotel rooms or buildings shall be paid for by the individual.

To abide by the stated curfew each night, be quietly in my assigned room at this time and stay out of rooms assigned to the opposite gender unless accompanied by an official conference advisor in the case of a meeting.

State Officers violating or engaging in any action detrimental to Business Professionals of America will not be tolerated and may result in disciplinary action taken by the State Executive Board up to and including my removal from state office.

Student Signature

Date

Parent Signature

Date



**BUSINESS
PROFESSIONALS
of AMERICA**

MONTANA

State Officer
Candidate
School District
Approval Form

_____ is an active member of the Business Professionals of America, Montana Association and is running for a state office. As part of the responsibilities of a state officer, students will be required to attend several meetings. The dates of these meetings for this school year are: **two days in the summer for leadership camp, three days in October/November for conference planning, two days in December/January for conference planning, four days in March for state conference, and one week in late April/early May for the national conference** (this last meeting is the national conference and is not mandatory). Depending on the location of these meetings, other days may be needed for travel. If elected to this office, students will gain leadership skills and experience along with the continuing opportunity to improve skills that will help them to be better student leaders. As you can see, it may be necessary to be away from school on occasion. In addition, transportation and supervision are local school and chapter responsibilities. The local chapter advisor, the local school administration, and the parents of the student will coordinate together to ensure the students is provided with the necessary transportation and supervision to attend the above noted meetings. The Montana Association requires the school district be informed of these facts so preliminary discussions and plans can be made for absences, supervision and travel in the event this chapter member is elected to office. It is essential that the local school district support the state officer in these extra requirements.

I agree to allow _____ to be away from school on the above-stated days and will ensure there is proper supervision, travel arrangements and time away from school to fulfill his/her responsibilities as a Montana Business Professionals of America State Officer.

Administrator's Signature

Title

Date

Mailing Address

Telephone No.

BPA Montana

Local Chapter Advisor Approval Form/State Officer Candidate Application

Purpose:

This form confirms that the student named below has received permission from their Local Chapter Advisor to apply as a candidate for a **Montana BPA State Officer** position. Advisor approval ensures that the candidate demonstrates strong leadership, responsibility, and commitment to both their local chapter and the state organization.

Candidate Information**Student Name:** _____**School:** _____**Local Chapter:** _____**Grade Level:** _____**Email:** _____**Phone:** _____

Advisor Review and Approval

As the Local Chapter Advisor, I verify that the above-named student:

- Is an active, dues-paid member in good standing of Business Professionals of America.
- Demonstrates leadership, integrity, and professionalism within our chapter.
- Is academically eligible according to school and BPA standards.
- Has discussed the time commitment and responsibilities associated with serving as a State Officer.
- Has the full support of the chapter and school administration to serve if elected.

Advisor Name: _____**Email:** _____**Phone:** _____**Advisor Signature:** _____**Date:** _____