OKLAHOMA
BUSINESS
PROFESSIONALS
of AMERICA

Giving Purpose to Potential

# CHAPTER AFFILIATION GUIDE

## 2026-2027

PREPARING STUDENTS FOR **LEADERSHIP.**

PREPARING STUDENTS FOR **SERVICE.**

PREPARING STUDENTS FOR **SUCCESS.**

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

*Business, Marketing, and Information Technology Education*

## Why Business Professionals of America?

Business Professionals of America (BPA) provides students with opportunities to develop the skills, confidence, and experiences they need to succeed in the classroom, the workplace, and beyond. Through leadership activities, professional development, competitive events, conferences, workshops, and networking opportunities, students can connect what they are learning in the classroom to real-world experiences. BPA also provides opportunities for students to earn scholarships, develop leadership skills, build professional relationships, and advance to the National Leadership Conference. Whether a student chooses to compete or simply participate in the many leadership and professional development opportunities available, BPA gives students a place to grow, lead, and prepare for their future.

### Oklahoma BPA Chapter Requirements

To participate in Oklahoma BPA, local chapters must meet the requirements established by the Oklahoma Department of Career and Technology Education and Business Professionals of America.

Each Oklahoma BPA chapter must:

- Be an approved student organization within the local school district.
- Have a certificated faculty member serving as the chapter advisor.
- Meet Oklahoma CareerTech program requirements for Business, Marketing, Finance, and Information Technology Education programs.
- Ensure participating students meet the current eligibility requirements established by Oklahoma BPA and National BPA.

## Chapter Affiliation

Official chapter affiliation provides students and advisors with access to the many leadership, professional development, and competitive opportunities available through Business Professionals of America.

Affiliated chapters receive access to:

- Leadership development opportunities
- Workplace Skills Assessment Program (Competitive Events)
- Fall Leadership Conference
- State Leadership Conference
- National Leadership Conference
- Advisor resources and professional development
- Student recognition programs
- Scholarships and national awards
- Oklahoma BPA communications and support

### Oklahoma BPA Affiliation Model

Oklahoma CareerTech funded Business, Marketing, Finance, and Information Technology Education programs are required to participate in the **Business Professionals of America Affiliation Model**.

**K12 Funded Programs:**

**Secondary Chapters**

- When a chapter registers **1–20 members**, an affiliation invoice of **$400** will be generated.
- As additional students are registered above the initial 20 members, you will be invoiced by each member added at **$20 per additional member**.
- **412 funds may be used to pay the membership fees for up to 40 student members or $800.00**.

**Middle Level Chapters**

- When a chapter registers **1–25 members**, an affiliation invoice of **$400** will be generated.
- As additional students are registered above the initial 25 members, you will be invoiced by each member added at **$16 per additional member**.
- **412 funds may be used to pay the membership costs for up to 50 student members or $800.00.**

**Unfunded Programs**

Programs that do **not** receive Oklahoma CareerTech funding are **not required** to participate in the Affiliation Model. These chapters are invoiced on a **per-member basis** using the current National BPA membership fee schedule.

> **Note:** Membership fees and funding guidelines are subject to change. Advisors should refer to the current Oklahoma BPA communications and National BPA membership information before registering students.

The School Affiliation/Curriculum Program Fee will be paid directly to Business Professionals of America.

BPA National Center
P.O. Box 729
Westerville, OH 43086
614-895-7277
www.bpa.org

Once a chapter submits their Affiliation/Curriculum Program fee they become an official Oklahoma BPA Local Chapter. Official Local Chapters gain access to the following curriculum, resources, programs, and college and career development experiences.

## Affiliating Your Chapter

Affiliation with Oklahoma BPA provides your chapter with access to resources, programs, conferences, and opportunities available through Oklahoma BPA and Business Professionals of America. The affiliation process is completed through the BPA Membership Registration System (MRS).

**To Affiliate Your Chapter**

**1. Confirm Your Chapter Eligibility**
Make sure your program and advisor meet Oklahoma BPA and CareerTech requirements for establishing and maintaining a local chapter.

**2. Complete the Affiliation Process**
Use the BPA Membership Registration System (MRS) to affiliate your chapter and register your advisor(s) and students.

**3. Arrange Affiliation Payment**
Work with your school to obtain the necessary purchase order based on the affiliation fee structure in this guide, then have payment sent to the BPA National Center at the address listed above.

**4. Build and Maintain Your Chapter Roster**
Register eligible students in the BPA Membership Registration System. Students may be added throughout the membership year; however, students must be registered by applicable deadlines to participate in conferences and competitive events. Chapters should have their membership roster finalized by the State Leadership Conference registration deadline to ensure all students who wish to participate are eligible to attend and compete.

**5. Stay Connected**
Review the Oklahoma BPA Important Dates and communications throughout the year to stay informed about membership, conference, competitive event, and chapter deadlines. Oklahoma BPA

## Frequently Asked Questions:

***What about membership for advisors?***
Every chapter advisor must be a member of Oklahoma BPA. Advisor membership is billed separately at $20 per advisor and is not included in the student affiliation fee. Advisor membership does not count toward the 20 students included in the affiliation model.

***What about Alumni Membership?***
Alumni membership is separate from chapter affiliation and is not included in the chapter affiliation fee. Alumni who are interested in maintaining a connection with BPA can find additional information about alumni membership at bpa.org.

***Are there a minimum number of students required?***
Each funded K12 program should have a minimum of 20 student members registered in the system. There are no minimum requirements for programs that have unfunded chapters or those that reside in our technology centers.

***Can I make changes to my roster after submitting it?***
Once students are registered in the BPA Membership Registration System and the roster has been submitted to BPA, **changes cannot be made to students already submitted** (such as drops or substitutions). However, additional students may be added to the roster throughout the membership year.

***Is there a benefit to affiliating more students?***
Yes. Chapters are encouraged to affiliate as many eligible students as possible. For funded programs, up to $800 in 412 funds may be used toward Oklahoma BPA membership fees. By affiliating additional eligible students, chapters can provide access to BPA's leadership, professional development, conference, competitive, and other opportunities to students who may not otherwise have the opportunity to participate.

***Can we charge students for BPA membership?***
**Yes.** Chapters may ask students to contribute toward the cost of participating in BPA. Because the Oklahoma BPA Affiliation/Curriculum Program fee is paid through the chapter affiliation model, chapters may collect **up to $20 per student** as a donation to the local BPA chapter. The chapter may choose to collect the full $20 or any amount less than $20. These funds can be deposited into the chapter's BPA activity account and used to help offset costs such as conference registration and other BPA activities.

## Funding Your BPA Chapter

The Oklahoma BPA Affiliation/Curriculum Program provides a consistent way for schools to support BPA as a co-curricular component of their CareerTech program. In addition to allowable CareerTech funding, chapters may explore other school and community resources to support BPA activities.

**Potential Sources of Support**

**School or District Funds**
Work with your administration or CTE personnel to determine whether school or district funds may be available to support BPA affiliation or chapter activities.

**Chapter Fundraising**
Chapters may conduct fundraising activities in accordance with local school policies to help support student participation and chapter activities.

**Business and Community Partners**
Local businesses, community organizations, and other partners may be willing to sponsor or contribute to your BPA chapter.

**BPA Alumni**
Former BPA members can be valuable supporters of local chapters. Consider connecting with alumni in your school and community who may be interested in supporting current students.

## Resources & Contacts

**Chapter Resources**
Access the Membership Registration System (MRS), registration resources, Important Dates, chapter materials, forms, and other resources to help you manage your BPA chapter.

**Oklahoma BPA**
Visit Oklahoma BPA for current information about conferences, competitive events, leadership opportunities, professional development, and other Oklahoma BPA programs.

**National BPA**
Visit Business Professionals of America for national membership information, competitive events, scholarships, leadership opportunities, and other national programs.

## Need Help?

Have a question about affiliation, membership, funding, or establishing and maintaining your BPA chapter?

**Please contact Mark or Ronda. We are happy to help!**

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